CITY OF NANAIMO
THE HARBOUR CITY

# AGENDA
# SPECIAL COUNCIL MEETING

Monday, July 27, 2020, 9:00 A.M. - 5:00 P.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

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Pages

**1. CALL THE MEETING TO ORDER:**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF THE AGENDA:**

**4. PRESENTATIONS:**

a. Sustainable Procurement (9:00 a.m. - 11:15 a.m.) 7 - 44

To be introduced by Shelley Legin, General Manager, Corporate Services.

Presentation

1. Tim Reeve, President, Reeve Consulting and Amanda Chouinard, Project Assistant, Reeve Consulting.

**SCHEDULED RECESS (10:30 a.m. - 10:45 a.m.)**

**5. COMMITTEE MINUTES:**

a. Finance and Audit Committee Meeting 2020-JUL-15 45 - 50

Minutes of the Finance and Audit Meeting held in the Shaw Auditorium, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-JUL-15 at 9:00 a.m.

b. Special Economic Development Task Force Meeting 2020-JUL-15 51 - 54

Minutes of the Special Economic Development Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2020-JUL-15 at 12:30 p.m.

**6. CONSENT ITEMS:**

a. Finance and Audit Committee Meeting 2020-JUL-15 55

[Note: A link to the Agenda for the 2020-JUL-15 Finance and Audit Committee Meeting is attached for information.]

1. Recommendation re: Mobile Crisis Response Unit

   That Council direct Staff to prepare a business case for the creation of a mobile crisis response unit to respond to mental health and wellness calls.

2. Recommendation re: Manager of Sustainability

   That Council direct Staff to update the business case for a Manager of Sustainability, which was prepared for the 2020 budget deliberations, and include information on whether the position would be eligible for the BC Hydro Community Energy Manager program.

3. Recommendation re: Manager of Housing

   That Council direct Staff to prepare a business case for a Manager of Housing to support the ongoing collaborative work identified by the Health and Housing Task Force.

4. Recommendation re: E-bike rebate program

   That Council direct Staff to prepare a business case for the creation of an e-bike rebate program for Nanaimo residents with the potential for a separate stream for low-income individuals.

5. Recommendation re: Annual Community Watercourse Restoration Grant

   That Council direct Staff to prepare a business case for an annual community watercourse restoration grant.

6. Recommendation re: Indigenous Engagement Specialist

   That Council direct Staff to prepare a business case for an Indigenous Engagement Specialist for the purpose of better incorporating First Nations and urban indigenous perspectives and ways of knowing into our work and decisions.

7. Recommendation re: Heritage Façade Grant - 45 Victoria Crescent

   That Council approve a $10,000 Heritage Façade Grant for the Nanaimo Pioneer Bakery building located at 45 Victoria Crescent to repair and rehabilitate the building's wooden exterior and storefront, repaint the façade, and add a new awning.

8. Recommendation re: Federation of Canadian Municipalities, Municipal Asset Management Program

That Council approve submission of an application to the Federation of Canadian Municipalities, Municipal Asset Management Program for $50,000 for a Level of Service Study: Asphalt.

b. Economic Development Task Force Meeting 2020-JUL-15 56

[Note: A link to the Agenda for the 2020-JUL-15 Economic Development Task Force meeting is attached for information.]

1. Recommendation re: Nanaimo Prosperity Agency Draft Charter

That Council receive for information the Nanaimo Prosperity Agency Draft Charter and direct staff to refer the Draft Charter to the proposed owners for feedback prior to final consideration.

## 7. REPORTS:

a. "Subdivision Control Bylaw 1989 No. 3260" Proposed Amendments to the Manual of Engineering Standards and Specifications (MoESS) (11:15 a.m. - 12:30 p.m.) 57 - 181

To be introduced by Bill Sims, General Manager, Engineering and Public Works.

*Purpose: To provide Council with notification that the Manual of Engineering Standards and Specifications Edition No. 13 will be brought forward to Council, for a Bylaw Amendment, at Council's next meeting.*

Presentation:

1. Poul Rosen, Director, Engineering.

Delegation:

1. Toby Seward, Seward Developments Inc., to speak in support of the proposed MoESS Standards and specification changes.

**SCHEDULED LUNCH (12:30 p.m. - 1:00 p.m.)**

b. Ocean EXP Presentation

Tim Tessier to report back on a study funded by Council in 2018.

c. Outdoor Stadium Improvement Options 182 - 225

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

*Purpose: Provide Council with a report and presentation on where to focus resources on an outdoor Stadium in the City of Nanaimo.*

Presentation:

1. Doug Wournell, Architect AIBC, IAKS, Specialty Design Consultant of DWournell Sport Architect.

Recommendation: That Council:

1. receive the draft Stadium Development Report and make available for review and comment by the community, and;
2. direct Staff to work with Nanaimo Ladysmith School District No. 68 and local sport and stadium user groups on the concept of making NDSS Community Field the medium-sized Stadium for improvement and use and report back.

d. Serauxmen Stadium Improvement Plan 226 - 254

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

*Purpose: To provide Council with an update on the status of the Serauxmen Stadium Improvement Plan.*

Presentation:

1. Doug Wournell, Architect AIBC, IAKS, Specialty Design Consultant of DWournell Sport Architect.

Recommendation: That Council receive the "180626 Serauxmen Stadium Improvement – Conceptual Design and Costing Report" and the "200601 Serauxmen Stadium Improvement Report" as guiding documents for the Serauxmen Stadium facility.

e. Re-Opening Plan for Aquatics 255 - 327

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

*Purpose: To obtain Council approval for the re-opening plan for Aquatics.*

Recommendation: That Council approve the Aquatics re-opening plan that aligns with the City's "COVID-19 Recovery Plan" and complies with the components of the "Planning Framework for Municipal Operations".

f. Re-Opening Plan for Community Recreation Centres 328 - 405

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

*Purpose: To obtain Council approval for the re-opening plans for community recreation centres to include, Beban Social Centre, Oliver Woods Community Centre, and Bowen Complex.*

Recommendation: That Council approve the Community Recreation Centres Re-opening Plans that align with the City's "COVID-19 Recovery Plan" and

comply with the components of the “Planning Framework for Municipal Operations”.

g. Downtown Quick Win Projects - Update 406 - 424

To be introduced by Bill Corsan, Director, Community Development.

*Purpose: To provide Council with an update on the downtown quick win projects and to request the reallocation of funding to support an enhanced downtown wayfinding program.*

Presentation:

1. Bill Corsan, Director, Community Development.

Delegation:

1. Matthew Rosenthal

Recommendation: That Council:

1. receive the presentation on downtown quick win projects; and
2. reallocate $25,000 from the Great National Land Building project to support two additional signs in the Old City Quarter as part of the downtown wayfinding project.

## 8. CAPITAL PROJECTS

a. Proposal for Civic Precinct Real Estate Strategy 425 - 430

To be introduced by Bill Corsan, Director, Community Development.

*Purpose: To provide Council with background information on City-owned lands in the Civic Precinct and to seek direction to prepare a real estate strategy for the future space needs of the Royal Canadian Mounted Police.*

Presentation:

1. Bill Corsan, Director, Community Development.

Recommendation: That Council direct Staff to address the space needs of the Royal Canadian Mounted Police by exploring options within the Civic Precinct and subsequently develop a strategy for Council’s consideration.

**SCHEDULED RECESS (2:30 p.m. - 2:45 p.m.)**

## 9. BYLAWS:

a. “Building Bylaw Amendment Bylaw 2020 No. 7224.03” 431

That “Building Amendment Bylaw 2020 No. 7224.03” (To allow for the extension of the building permit application expiry timeline) be adopted.

b. Bylaw Status Sheet (For information only) 432 - 435

## 10. NOTICE OF MOTION:

## 11. OTHER BUSINESS:

## 12. AGENDA PLANNING:

a. Agenda Planning 436 - 441

To be introduced by Sheila Gurrie, Director, Legislative Services.

*Purpose: To provide Council the opportunity to have a round table discussion in order to review and prioritize topics for Special Council Meetings, or future Governance and Priorities Committee Meeting.*

## 13. PROCEDURAL MOTION:

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter:*

Section 90(1) A part of the Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

## 14. RISE AND REPORT

## 15. ADJOURNMENT:

**City of Nanaimo Council Workshop on Sustainable Procurement**

**Time:** July 27th, 9:00am – 11:00am

**Location:** Vancouver Island Conference Centre (VICC)

**Delivered by:** Reeve Consulting

**Agenda:**

1. **Introductions**
   *Desired Outcome: Everyone is acquainted and understands the project's purpose*

2. **Sustainable Procurement Unpacked**
   *Desired Outcome: Build a baseline knowledge of best practice sustainable procurement*

3. **Nanaimo's Current State**
   *Desired Outcome: Share a common understanding of where the City is starting from*

4. **Sustainable Procurement Action Plan**
   *Desired Outcome: Contribute to and agree on the City's approach to sustainable procurement*

5. **Measures for Evaluation**
   *Desired Outcome: Prioritize desired metrics for reporting and communications*

6. **High Impact Procurement Opportunities**
   *Desired Outcome: Brainstorm sustainable procurement opportunities*

7. **Benefits of Sustainable Procurement**
   *Desired Outcome: Share an understanding of the value of sustainable procurement for the City*

8. **Wrap-up**
   *Desired Outcome: Feel energized for next steps and understand the direction forward*

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This session will involve a combination of presentation and guided discussion. A workbook will be provided to each Councillor to record input and responses to questions posed during the session. A few of the guided activities will involve ranking and identification of top priorities, from which, a brief comment period will take place, so that each Councillor will have 30 seconds to share their priorities and reactions. Each workbook will be collected as another means for informing the Action Plan.




# Sustainable Procurement Current State Summary Report

PREPARED BY REEVE CONSULTING

JUNE 2020

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# 1.0 Purpose

The City of Nanaimo is focussed on implementing the 2019-2022 Strategic Plan. Developing a sustainable procurement (SP) program will help to leverage procurement practices as an engine for the environmental, socio-economic, and governance objectives, like Environmental Responsibility and Economic Health, described in the Strategic Plan.

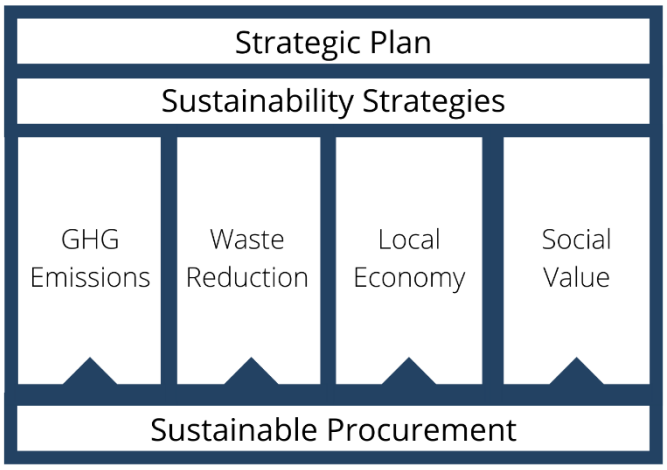
This report contains a summary of the City's current procurement practices that have advanced sustainability thus far. A benchmark framework is used to present current program maturity, along with gaps and areas for opportunity. This is followed by discussion of both challenges and benefits of sustainable procurement the City may expect.

The information presented in this report has been collected and synthesized by Reeve Consulting, from:

- Eleven current state interviews with representatives from IT Technical & Client Services, Engineering & Public Works, Development Services, Parks, Facilities, Fire Rescue, and the CAO,
- A program benchmarking exercise completed with the Purchasing Department, and
- The review of various City sustainability strategies and procurement documents.

This current state assessment will be used to inform a Sustainable Procurement Action Plan that will lay out a roadmap of activities to evolve the program to a higher level of impact that finds costs savings, reduces environmental impacts and risks, creates local jobs and economic development, and ensures fair health, safety, and labour practices.

Effectively implemented sustainable procurement acts as a foundation feeding upward to achieve sustainable and other organizational strategic priorities and supports broader procurement evolution.




Sustainable procurement is a catalyze for the efficiency and strategic value that procurement provides the City operationally. It can also be a source of information for sharing success stories and to gain recognition both internally and in a public-facing way.

# 2.0 Where are we Starting From?

The City of Nanaimo has already made great strides to advance sustainability captured in their Community Sustainability Action Plan, Climate Response and Resilience Plan, Green Fleet Strategy, and a Declaration of Climate Emergency – to name a few. Council has been responsive to both community desires and staff's values, making a concerted effort to drive these sustainability initiatives.

Now, there is great interest and opportunity to formalize a sustainable procurement program that will leverage the City's procurement function to align with and help achieve the objectives in the 2019-2022 Strategic Plan. Sustainable procurement can be a catalyst for the four Strategic Themes – Environmental Responsibility, Governance Excellence, Economic Health, and Livability – through reducing risks and finding opportunities for environmental, social, and economic value in Nanaimo's supply chains.

## 2.1 Procurement's Starting Point

The City is not starting from scratch on sustainable procurement, though no formal program is in place. Current efforts have largely been ad-hoc employee-led activities driven either by personal interest or broader corporate sustainability strategies.

- As a public institution, the City of Nanaimo is accountable for the responsible procurement principles of 'open, fair, and transparent' to achieve best value from a combination of price and quality; any sustainable procurement initiatives will ensure compliance with these principles.

- The City operates on a lean model with a small centralized Purchasing Department.

- Client departments are encouraged by Council to think about sustainability in their purchasing, though there is currently no policy on sustainable procurement or any guidelines to help with developing specifications or evaluating bid submissions.

Nanaimo is also one of the primary partners for the Coastal Communities Social Procurement Initiative (CCSPI) with access to training and resources; as well as the Canadian Collaboration for Sustainable Procurement (CCSP) a peer exchange group to share knowledge and resources among public institutions across Canada.

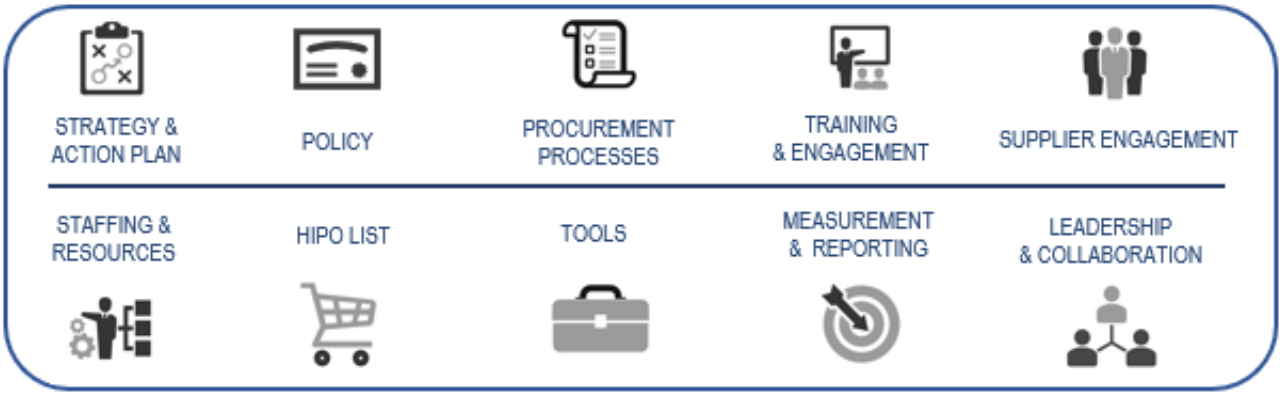
Notwithstanding a formal sustainable procurement program, based on a commitment to sustainability and economic development, the City has already demonstrated examples of sustainable procurement. Some of the examples shared during the interviews, included:

| Department | Procurement | Sustainability Outcomes |
|---|---|---|
| Facilities | Real Ice (ice resurfacing system) at Nanaimo Ice Centre, Frank Crane and Cliff McNabb arenas | Energy efficiency; GHG reductions |
| Facilities | High-efficiency boilers at Beban Pool | Energy efficiency; GHG reductions |
| Public Works | Transition fleet (trucks, cars, small equipment) to alternative fuel vehicles | GHG reductions |
| Development Services | Contracting John Howard Society for the Urban Clean-up Program (needles, litter, etc.) | Employment for homeless |
| Development Services | Requested that the vendor for the OCP review included opportunities for local university students | Skills development for local students |
| IT Technical & Client Services | Selected a vendor for printers that offered a value-add of toner recycling services | Responsible disposal and toxics reduction |
| Parks | Purchased biodegradable tree protectors | Reduced plastic use |
| Fire & Rescue | Purchased a battery powered fire apparatus | GHG reductions |

This list is illustrative of some of the sustainable purchases that have been made at the City, though is by no means exhaustive. A few of these examples will be further developed into one-page success stories.

## 2.2 Current Program Maturity

Reeve Consulting utilizes a Benchmarking Framework developed from 10 years of experience working with nearly a 100 organizations and designed to align with the International Standards Organization's ISO 20400 Guideline for Sustainable Procurement. The framework captures ten best practices to have in place for an effective sustainable procurement program.



The following provides a summary of Nanaimo's progress in each of these 10 program elements, including the Reeve Moonchart Ratings to demonstrate relative maturity level (see Legend below).

○ = not yet started or just beginning ◢ = some progress made ◖ = in progress ◔ = fairly well developed ● = well developed with solid experience

| Program Element | Purpose | CoN Program Notes | Moon Rating |
|---|---|---|---|
| **Strategy & Action Plan**  | Outlines the long-term vision for your sustainable purchasing (SP) program and provides a clear course of action for implementing and managing it. | • CoN does not currently have a SP Strategy, though one will be developed through the completion of this project | ○ |
| **Policy**  | Provides clarity on the importance of SP to your organization and set the priorities for your SP efforts. They may be stand-alone or embedded into existing procurement policies. | • Current Procurement Policy contains a brief statement on sustainability though no clear objectives or mandate is provided | ◢ |
| **Procurement Processes & Procedures**  | Outlines how SP requirements will be integrated into each type of procurement process; including developing specifications, weighting, evaluation, and performance management. | • No specific templates or resources to guide procurement staff on sustainability | ○ |
| **Training & Engagement**  | Helps those involved in purchasing build their skills and confidence in integrating sustainability into purchasing decisions. | • No specific City training on sustainable procurement has taken place<br>• All buying staff participated in the CCSPI Social Procurement 101 & 102 workshops | ◢ |
| **Supplier Engagement**  | Involves working with suppliers to address sustainability risks and opportunities in your supply chain. Suppliers may be leading on sustainability or may require support. | • Suppliers have not yet been formally engaged on sustainability | ○ |

| Program Element | Purpose | CoN Program Notes | Moon Rating |
|---|---|---|---|
| **Staffing & Resources**  | Dedicated staffing and resources means having staff tasked and equipped to implement the organization's sustainable procurement strategy. | • Manager of Purchasing & Stores is leading the efforts on sustainable procurement<br>• Budget resources have been put towards membership in CCSP, CCSPI, and towards this current project work |  |
| **High Impact Procurement Opportunities (HIPO) List**  | Identifies the most important sustainability risks and opportunities in your supply chain and prioritizes specific products/service categories for SP. | • An initial list of certain procurements with social opportunities has been created |  |
| **Toolkit**  | Enables staff to take a standardized approach in assessing sustainability risks and opportunities and making informed decisions around sustainable purchasing priorities. | • There is access to standard tools through CCSP and CCSPI though none have yet been formally adopted |  |
| **Measurement & Reporting**  | Allows the organization to take regular stock of SP performance. An effective system highlights what is working well, identifies challenges, and builds engagement. | • No formal measurement practices on sustainable procurement have taken place<br>• CARIP reporting to Provincial government<br>• Silver ranking on E3 Fleet involves reporting on fleet emissions |  |
| **Leadership & Collaboration**  | Leadership and collaboration with other organizations and sectors helps advance the field of sustainable procurement and build mutually beneficial resources for all stakeholders. | • Support from senior leadership and Council<br>• Membership in two peer groups: CCSP and CCSPI |  |

The story that emerges is that even with minimal levels of current resourcing for sustainable procurement, there are still periodic efforts being made to include sustainability considerations in some procurements. However, there is not yet a defined framework or a formalized and widely understood program for sustainable procurement.

What is needed, is to move from the current position of ad-hoc employee led efforts of sustainable procurement, to a state where it is embedded into the City's procedures and habits of staff and regularly championed by City leadership. The City can build a program that is 'right-sized' for where it is starting from and the local issues that are most relevant to the services, construction and product categories on the Nanaimo shopping list. However, this will be a challenge unless some resourcing can be made available to help complete the building and set-up of a more formal sustainable procurement program and the ongoing management of such a program.

## 3.0 Where are the Gaps?

While progress has begun in several program areas, there are also gaps and room for future development based both on the best practice program framework and validated from speaking to City staff. Interviewee's identified these areas as important to act on in the first year of program development and provided the following commentary on each:

### Sustainable Procurement Policy

- A Policy would act as an anchor that provides a clearly understood approach for staff at all levels across the organization and is necessary for long-term implementation.
- To avoid a Policy that is too restrictive, it should be written as lean and directional, providing a base while allowing for evolution and innovation over time.

### Procedures & Toolkit

- The need for procedures is close to Policy to ensure follow-through on mandate and outline clear expectations for those who would have responsibilities for implementation.
- Staff would need the right tools and guidance to be able to effectively implement sustainable procurement and suggested the opportunity to co-develop such tools.

### Training & Engagement

- The importance of communications and training was emphasized for all levels of the organization from Council to clerks so there is common understanding of the approach and expectations.
- Engagement would focus on what sustainable procurement is, why it is important, and what it means for each role to implement it; to ensure buy-in and identify champions.

### Measurement & Reporting

- Measurement and reporting will be important to provide insights on progress, targets to meet, and for communications to Council and to the public.
- Measurement may help motivate staff because of a better understanding of what needs to be accomplished, as long as it can be focussed and not only for measurement's sake.

### Supplier Engagement

- Nanaimo suppliers will need to be brought up to speed on sustainable procurement and so engaging them early on to allow them time to learn and shift their practices will be necessary.
- There would also be opportunity to increase engagement through ongoing vendor performance management.

## 4.0 Program Implementation Considerations

Many organizations experience barriers for implementing sustainable procurement practices; to be successful, organizations must be conscious of potential risks. Most of these can be addressed through best practices and learned experience. City staff discussed these concerns:

- **Allocation of Resources & Budgeting.** Sustainable products/services can sometimes have higher upfront costs which may need to be budgeted for appropriately. Resourcing for implementation of sustainable procurement must align with level of expectations and program targets.

- **Complexity of Procurement.** Procurement processes are already complex, and sustainability can feel like an added layer to decision-making. Integrating sustainability into purchasing must not change the fundamental approach to procurement, rather it shall compliment current processes.

- **Limited Availability or Restricting Vendors.** Sustainable considerations may be new or difficult to address for vendors. Sustainable procurement should be approached in a way that meets vendors where they are at and does not create barriers for bidding on municipal contracts.

- **Limited Guidance.** Staff may not have the knowledge or capacity to meaningfully incorporate sustainability and balance it with other purchasing considerations. It will be important to design a simple program with clear guidelines for staff most heavily involved.

- **Change Management.** Introducing new knowledge and processes across an organization can be challenging and takes time. Sharing responsibility between purchasing and client departments, and robust communications and training will be necessary to shift behaviours and mindsets.

# 5.0 Getting Best Value for Nanaimo




Some of the most compelling internal organizational benefits of sustainable procurement are shown in the diagram to the left. These include efficiencies and financial return on investment based on reduced total cost of ownership and resource use; reducing supply chain risks though stronger relationships with suppliers and diversification; enhancing brand through demonstration of sustainability leadership; and further avenues to engage employees.

Interviewees agreed with and expanded on the value sustainable procurement could bring both the City and community of Nanaimo, identifying the following benefits in alignment with the themes laid out in the City's Strategic Plan:

### Environmental Responsibility

- **Community Leadership**. An anchor institution in the community should lead by example with a "do the right thing" mentality; sustainable procurement can demonstrate this.
- **Reduced Environmental Impact.** Reduce the City's environmental impact, preserving the environment for individuals, communities, and future generations.

### Governance Excellence

- **Aligning Corporate Strategies.** Align Purchasing priorities with the objectives in other City Policies and Strategies while fostering collaboration and efficiencies among internal departments.
- **Employee Engagement**. Engage employees with aligned values on sustainability, contributing to attraction and retention.

### Economic Health and Livability

- **Local Economic Development**. Provide opportunities for local businesses and economy, increasing local tax revenues, jobs, and economic diversification.
- **Social Development.** Purchasing to support marginalized groups, like social enterprises or Indigenous businesses, reduces social disorder issues and contributes to community resilience.

# 6.0 What Next?

Nanaimo has a high level of readiness to embrace sustainable procurement. There is keen interest and value for sustainability from Council, the Purchasing Department, and Client Departments. As a lean organization, Nanaimo will implement sustainable procurement with a crawl, walk, run approach:

- Build a sound foundation through strategy and policy that defines desired outcomes,
- Maintain conversation with staff and suppliers to ensure collaborative and practical steps,
- Calibrate efforts to match organizational capacity and resourcing,
- Provide staff with the training, tools, and guidance needed to give them the confidence and capability to implement sustainable procurement, and
- Follow a "two-track" approach by actively incorporating sustainability into opportune procurements while at the same time developing program components.

## 6.1 Next Steps

Now that we know where Nanaimo is starting from and have initial staff input on an approach to move forward, next steps will include:

1. Develop a 2-year Action Plan that lays out a roadmap for program development,
2. Develop a HIPO shopping list to begin actioning sustainable procurement right away, and
3. Develop success stories of previous sustainable purchases.

The Action Plan will be presented at the July 27th Council meeting.






# Sustainable Procurement Action Planning

Reeve Consulting

July 27th, 2020

1

## Project Purpose & Scope

1. Benchmark current practices
2. Develop an Action Plan and KPIs
3. Document SP success stories
4. Identify high-impact procurement opportunities
5. Find ways to align procurement with purpose




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# Meeting Purpose

1. Understand sustainable procurement
2. Align on Nanaimo's approach to sustainable procurement
3. Provide input on the sustainable procurement Action Plan

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3

# Sustainable Procurement

What it is and key traits for an effective program

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4

## What do Cities Buy?








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5

## Using a Common Language




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6

# Environmental Aspects

- Energy Efficiency and GHG Reduction
- Waste Reduction and Diversion
- Water Quality and Conservation
- Ecosystems and Biodiversity Protection




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7

# Success Story: High-efficient Boilers

- New high-efficiency boilers at Beban Pool
- Heat Beban Park facilities using less energy
- Estimated energy savings:
  - 3,083 GJ/year
- FortisBC Efficiency in Action Award



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# Social Aspects

- Building access to employment and contracting for equity-seeking groups
- Indigenous economic opportunity
- Skills and training
- Social enterprises
- Local economic development




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# Success Story: Urban Clean Up

- Contract with John Howard Society
- Employment for community members with barriers to employment
- Cleaning up downtown area of used needles and litter
- Strengthened sense of community and wellbeing for the employed



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# Ethical Aspects

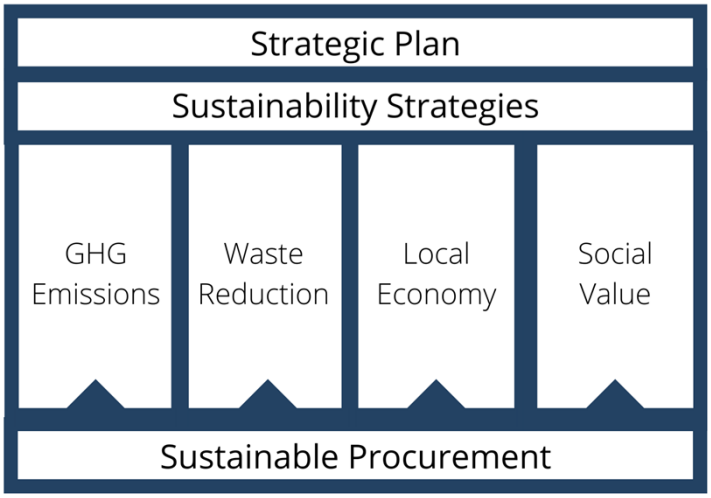
- Safety
- Fair and living wage
- Health and wellness
- Human rights
- Working conditions




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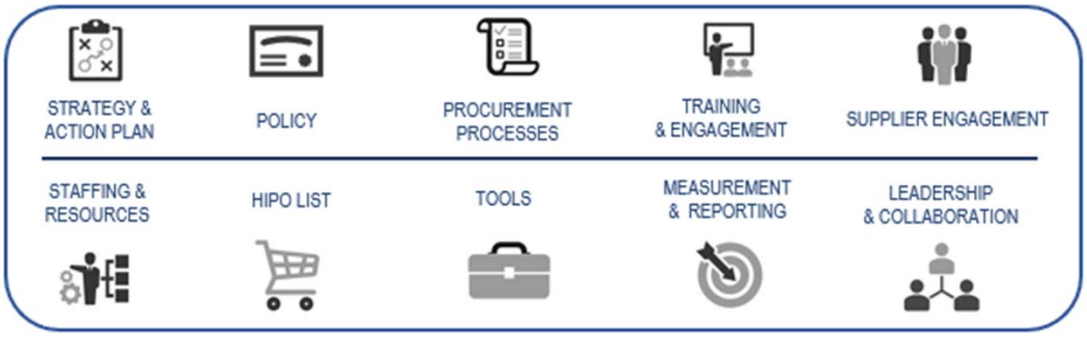
# Enabling Strategy




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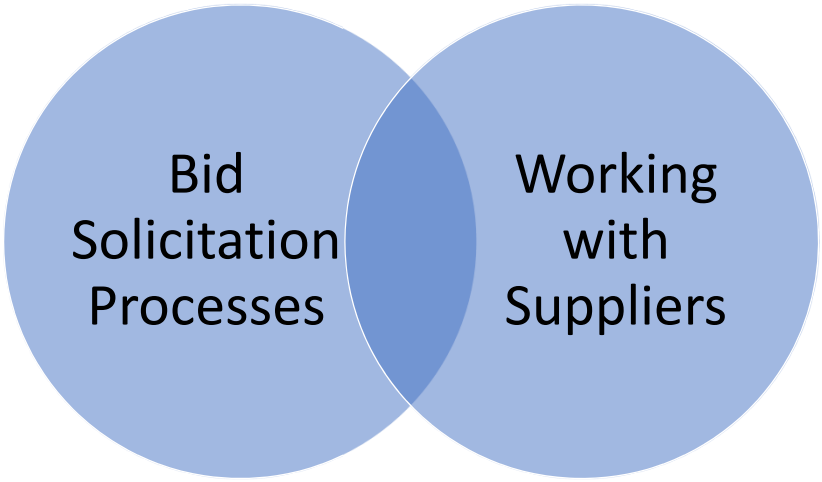
# A Best Practice Program




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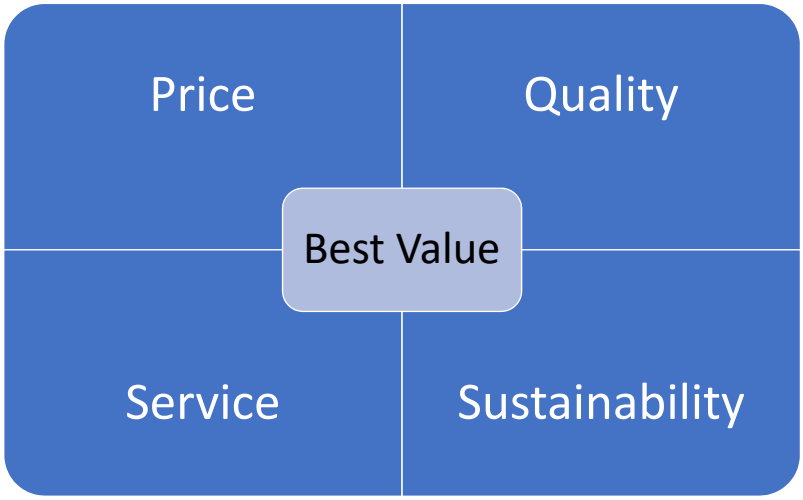
# Sustainable Procurement Approach




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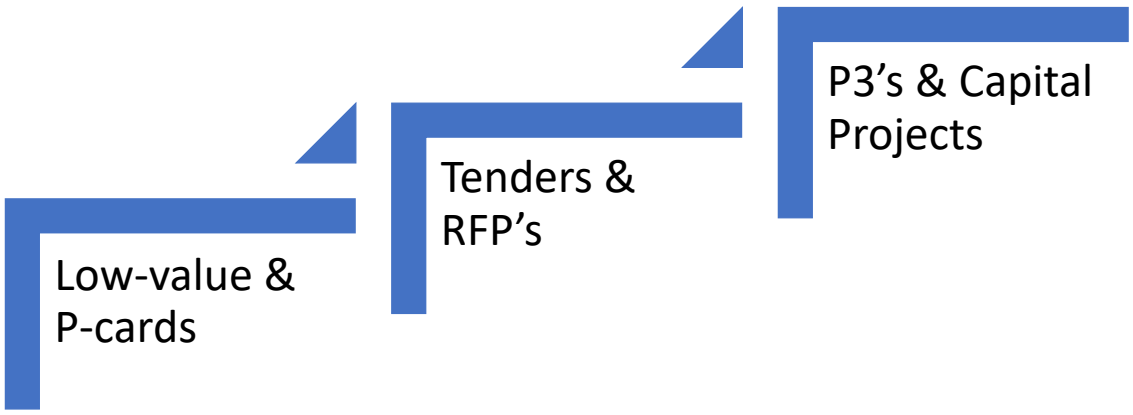
## Integrated Approach for Solicitations




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15

## Scaled for Spending Levels




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## Working with Suppliers

Strategic Suppliers




Other Suppliers

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## Questions?

18

# What are Nanaimo's Priorities?



**Environmental**

- ☑ Ex. GHG emissions
- ☑
- ☑



**Social**

- ☑ Ex. local jobs
- ☑
- ☑



**Ethical**

- ☑ Ex. fair wage
- ☑
- ☑

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# Nanaimo Current State

Success Stories & Program Benchmark

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## Success Story: Real Ice

- Real Ice technology installed at Nanaimo Ice Centre, Frank Crane and Cliff McNabb arenas
- Ice resurfacing with cool water instead of hot
- Estimated energy savings:
  - Frank Crane arena: 414 GJ/year
  - At Cliff McNabb arena: 348 GJ/year
- FortisBC Efficiency in Action Award



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## Success Story: OCP Review

- Put request in the RFP for consultant to work with local students
- Provides planning students with an opportunity for skills development
- Strong focus on engaging with community groups traditionally hard to reach (i.e. Indigenous, renters, youth, etc.)

reimagine NANAIMO

VANCOUVER ISLAND UNIVERSITY

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# Nanaimo Program Benchmark

| Program Element | Status | Moon |
|---|---|---|
| Strategy & Action Plan | • None currently, completion through current project | ○ |
| SP Policy | • Current Procurement Policy contains brief statement on sustainability | ◔ |
| Processes & Procedures | • No specific SP templates or resources | ○ |
| Toolkit | • Some access to tools through CCSPI and CCSP | ◔ |
| Training & Engagement | • CCSPI 101 and 102<br>• No specific training on sustainable procurement | ◔ |

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# Nanaimo Program Benchmark Cont.

| Program Element | Status | Moon |
|---|---|---|
| Supplier Engagement | • No formal supplier engagement on SP | ○ |
| Staffing & Resources | • Central procurement team<br>• Budget towards project, CCSPI & CCSP | ◔ |
| HIPO List | • Initial draft list under development | ◔ |
| Measurement & Reporting | • No measurement specifically for SP<br>• Some reporting for E3 Fleet and CARIP | ◔ |
| Leadership & Collaboration | • Support from Council<br>• Participation in peer groups: CCSPI & CCSP | ◕ |

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# How do we Compare?

| | Action Plan | Policy | Procedures | Toolkit | Training & Engagement | Supplier Engagement | Staffing & Resources | HIPO List | Measurement | Leadership & Collaboration |
|---|---|---|---|---|---|---|---|---|---|---|
| Nanaimo | ○ | ◔ | ○ | ◔ | ◔ | ○ | ◔ | ◔ | ◔ | ◑ |
| Abbotsford | ◔ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ◔ |
| Kelowna | ○ | ◑ | ◑ | ○ | ○ | ○ | ◔ | ○ | ○ | ◑ |
| Saanich | ○ | ○ | ◔ | ○ | ○ | ○ | ◔ | ◔ | ○ | ◑ |
| Victoria | ◔ | ○ | ◔ | ○ | ◔ | ○ | ◔ | ○ | ○ | ◑ |
| Vancouver | ● | ● | ◕ | ● | ● | ◕ | ● | ● | ● | ● |

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# Questions?

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# Draft Action Plan

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# Action Plan

- Program Vision & Goals
- 2 Year Strategy: 2020 - 2022
- Roles & Responsibilities
- Measurement & Reporting

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# Program Vision

*Nanaimo's procurements are made with meaningful consideration of how the organization can make tangible improvements on our environmental, social, ethical and economic objectives through our supply chain.*

*We want a diverse, inclusive, and fairly paid local and international supplier base. Nanaimo procurement is a catalyst for social and environmental innovation in the marketplace leading to a low carbon, circular and inclusive economy.*

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# Program Goals

**G1 Program:** Build out all 10 elements of a best practice program

**G2 Activity:** Meaningfully and regularly incorporate sustainability into procurement decision-making

**G3 Impact:** Significantly improve environmental performance and positive social outcomes as a result of procurement activities

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## End of Phase 1: Aug. 2020



**Action Plan**



**HIPO**



**Measures**

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## Fall 2020 Sept. – Dec.



**1. Staffing & Resources**

Create a FTE Buyer and a Cross-Departmental Working Group to convene and consult on program development



**2. Policy** (Directional & Intentional)

Develop a Sustainable Procurement Policy and begin approval process



**3. Toolkit**

Identify a set of tools to adopt and tailor to Nanaimo's needs

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## Fall 2020 Sept. – Dec. (Cont.)

**4. Procurement Procedures**
Integrate sustainability into existing procurement procedures and develop a user guideline for the tools

**5. Measures for Evaluation**
Refine KPI's, data collection processes, and identify targets

**6. HIPO Shopping List**
Ongoing implementation of SP with HIPO list items

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## End of Phase 2: Dec. 2020


Action Plan


HIPO


Measures


Staff/Resources


Policy


Toolkit


Procedures

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## Jan. 2021 – Dec. 2021

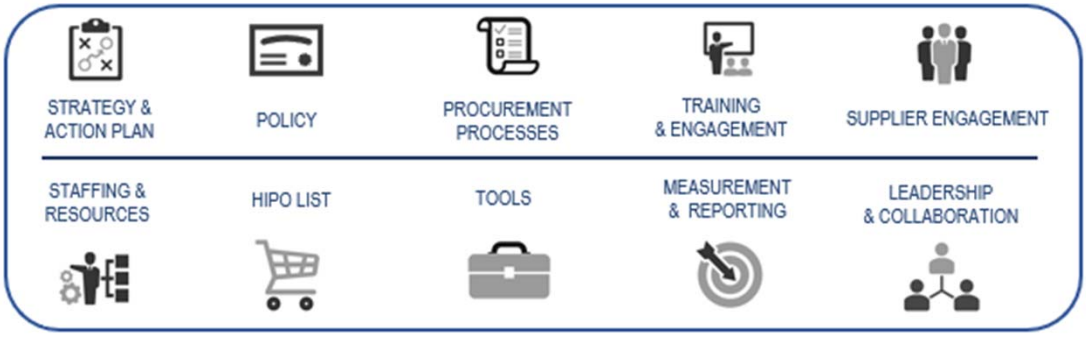
**3 Focus Areas**

1. **Internal Training & Engagement**
   a) Develop an Engagement Plan
   b) Roll-out communications and training for City staff
2. **Supplier Engagement**
   a) Inform and consult local/strategic suppliers
   b) Pilot a VPM initiative
3. **Piloting & Refining**
   a) HIPO list implementation
   b) Tools and procedures
   c) Data collection and KPI tracking

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## End of Phase 3: Dec. 2021




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## Roles & Responsibilities

| | |
|---|---|
| City Council | • Set direction around sustainable procurement priorities and goals<br>• Monitor overall program progress towards established goals |
| Cross-Departmental Working Group | • Representatives from across the organization to meet regularly<br>• Monitor program implementation, HIPOs, successes and challenges |
| Purchasing Department | • Lead implementation, measurement, and engagement<br>• Develop and maintain policy, procedures, and toolkit |
| Client Departments | • Identify sustainability risks/opportunities in upcoming purchases<br>• Support creation of specifications and evaluation |

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## Resourcing



Internal Staff



External Expertise



Program Budget

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## Discussion

- Where would you expect program development to be, by Dec. 31st 2020?
- How well do these activities align with those expectations?
- What could be some of the challenges or considerations to implement SP successfully?

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## Measures for Evaluation

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## Process Indicators

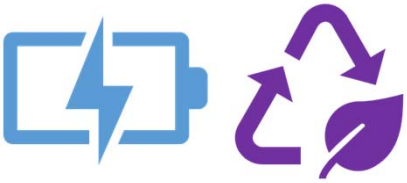
- #, $, % of bid solicitations issued
- #, $, % of contracts executed
- Average weighting allocated
- #, % of staff trained
- Communicate with #, % of suppliers



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## Outcome Indicators





- Cost savings ($)
- Energy use reductions (kWh)
- GHG emissions reductions (tCO2 equivalent)
- Waste reduction or avoidance (kg)
- Paper type/use (e.g. recycled content, source)
- Suppliers with CSR or Carbon strategies (#,%)
- Contracted diverse suppliers/social enterprises (#,$)
- Local jobs created / skills upgraded (# of individuals)

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# Getting Set-up

- Identify what to measure
- Determine collection processes
- Set a baseline and targets
- Start small and expand over time

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# Discussion

What would be most interesting/useful for reporting and communications?

**Activity:**

- Circle top 2 – 3 process indicators
- Circle top 2 – 3 outcome indicators

*Share with the group (30 seconds each)*

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# HIPO List

High Impact Procurement Opportunities

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## Criteria for Selecting HIPO's

1. High Volume / High Value
2. Environmental Risk / Opportunity
3. Social Risk / Opportunity
4. Significant Public Profile
5. Mature Market
6. Third-Party Certification










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# Potential HIPOs

- Vending Services
- Electronic equipment
- Capital Projects
- Pest Control
- Catering & Food Services
- Paper & Print Materials
- Office Furniture
- Cleaning Services
- Uniforms & Apparel
- Landscaping Equipment

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# Benefits

What can Nanaimo gain from sustainable procurement?

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# Why Should the City do this?




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# Success Story: Green Fleet

- Green Fleet Strategy → E3 Silver Rating
- 44 vehicles now use alternative fuels
  - Fully electric, hybrid, or CNG
  - Includes cars, pick-up trucks, garbage trucks, and ice-resurfacing machines
- 17% decrease in diesel fuel used 2007-2018
- 4% decrease in gasoline used 2007-2018





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# Discussion

**Activity:**

- Add any additional benefits
- Rank top 2 – 3 benefits for Nanaimo

*Share with the group (30 seconds each)*

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# Next Steps

1. Refine SP Action Plan
2. Continue evolution of HIPO List
3. Share Success Stories

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# Thank-you



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**MINUTES**

FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2020-JUL-15, AT 9:00 A.M.

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Present: Mayor L. Krog, Chair
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley

Absent: Councillor S. D. Armstrong

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
L. Mercer, Director, Finance
A. Groot, Director, Facilities and Parks Operations
W. Fulla, Manager, Business, Asset & Financial Planning
L. Bhopalsingh, Manager, Community Planning
C. Sholberg, Community Heritage Planner
S. Gurrie, Director, Legislative Services
N. Sponaugle, Legislative Communications Clerk
K. Lundgren, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Finance and Audit Committee Meeting was called to order at 9:00 a.m.

2. APPROVAL OF THE AGENDA:

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

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-JUN-17 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS

(a) 2021-2025 Financial Plan Development

Laura Mercer, Director, Finance, provided a presentation regarding the development of the 2021-2025 Financial Plan. Highlights included:

- An overview of the proposed timeline
- Possible adaptations depending on the impact of the COVID-19 pandemic
- Projected property tax increase of 3.0%
- Factors contributing to the 3.0% tax increase include asset management, project expenditures, RCMP Contract, Emergency Medical Responder Training, retiring of Nanaimo Aquatic Centre debt, and changes in wages and benefits
- An overview of items related to the impact of COVID-19 pandemic that were not reflected in the 2021 – 2025 Financial Plan
- Other potential impacts to the budget include Economic Development, Nanaimo Art Gallery funding, Animal Control Service Review and post employment benefits
- Projects currently not in 2020-2024 Financial Plan include the RCMP Building, Public Works facility replacement, South End Recreation Centre, Fire Training Centre, Loudon Boathouse construction, Marie Davidson Bike Park construction, Search and Rescue Building and Serauxmen Stadium redevelopment
- New debt incorporated into the plan includes Fire Station #1, the Waterfront Walkway, sanitation (new garbage truck), and sewer Development Cost Charges Projects
- Projected outstanding debt to peak in the years 2032 and 2033
- The City currently is at 13% of debt servicing limit
- Staff seeking direction and input from Council on potential business cases, priorities and focus areas

Committee discussion took place regarding:

- Funding for the City's Economic Development function
- Challenge in balancing the need to provide support while maintaining fiscal responsibility

It was moved and seconded that Council direct Staff to prepare a business case for the creation of a mobile crisis response unit to respond to mental health and wellness calls. The motion carried.
*Opposed: Mayor Krog, Councillors Thorpe and Turley*

Committee discussion took place regarding:

- The responsibilities of municipalities required by the *Community Charter*
- Possibility of reallocating funding to include an alternate position in the RCMP that integrates mental health
- The need to address the long-term issue of homelessness and mental health

It was moved and seconded that Council direct Staff to update the business case for a Manager of Sustainability, which was prepared for the 2020 budget deliberations, and include information on whether the position would be eligible for the BC Hydro Community Energy Manager program. The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a business case for a Manager of Housing to support the ongoing collaborative work identified by the Health and Housing Task Force. The motion carried unanimously.

It was moved and seconded that Council direct Staff to prepare a business case for the creation of an e-bike rebate program for Nanaimo residents with the potential for a separate stream for low-income individuals. The motion carried.
*Opposed:* *Councillor Turley*

It was moved and seconded that Council direct Staff to prepare a business case for an annual community watercourse restoration grant. The motion carried.
*Opposed:* *Councillor Turley*

Jake Rudolph, Chief Administrator Officer, advised that the Vancouver Island Conference Centre topic would require further analysis and suggested that Staff bring forward an information package at a forthcoming Governance and Priorities Committee meeting.

It was moved and seconded that Council defer consideration of the following motion to an upcoming Governance and Priorities Committee meeting for further discussion: “that Council direct Staff to prepare a business case for a study on the potential for maximizing community use of the Vancouver Island Conference Centre in addition to operating as a conference facility.” The motion carried unanimously.

Jake Rudolph, Chief Administrator Officer, spoke regarding the intent to report on the status of capital projects not currently included in the 2020-2024 Financial Plan.

It was moved and seconded that Council direct Staff to prepare a business case for an Indigenous Engagement Specialist for the purpose of better incorporating First Nations and urban indigenous perspectives and ways of knowing into our work and decisions. The motion carried unanimously.

The Finance and Audit Committee recessed at 10:58 a.m.
The Finance and Audit Committee reconvened at 11:10 a.m.

5. REPORTS:

(a) Nanaimo Search & Rescue Development (191 - 195 Fourth Street)

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Delegation:

1. Donna Hais, CEO and General Manager, R.W. (Bob) Wall Ltd, spoke regarding the status of the Nanaimo Search and Rescue development project and the immediate need to proceed with the project.

Committee discussion took place. Highlights included:

- The expected timeline to incorporate the project into the budget
- The portions of the project that need to be completed before occupation

(b) Port Theatre Window Replacement

Richard Harding, General Manager, Parks, Recreation and Culture, informed the Committee of a proposed replacement project for the Port Theatre windows.

(c) Serauxmen Stadium Fencing

Richard Harding, General Manager, Parks, Recreation and Culture, provided the Committee with an update regarding the replacement of the Serauxmen Stadium Fencing.

(d) Heritage Façade Grant - 45 Victoria Crescent

Introduced by Dale Lindsay, General Manager, Development Services.

Committee discussion took place regarding:

- Current condition of the building
- Chosen colour scheme appropriate for a downtown heritage building

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a $10,000 Heritage Façade Grant for the Nanaimo Pioneer Bakery building located at 45 Victoria Crescent to repair and rehabilitate the building's wooden exterior and storefront, repaint the façade, and add a new awning. The motion carried unanimously.

(e) BC Healthy Communities Plan H Grant Applications

Dale Lindsay, General Manager, Development Services, informed the Committee of the application for two grants: the Community Connectedness Grant of $5,000 and the Healthy Community Engagement Grant of $15,000.

Committee discussion took place regarding:

- Back-up plan if the Healthy Community Engagement Grant is not received
- Continuation of services and funding expectations after grants are used

(f) Federation of Canadian Municipalities, Municipal Asset Management Program

Introduced by Laura Mercer, Director, Finance.

Committee discussion took place regarding how the Level of Service study will help determine the tolerable condition of asphalt.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve submission of an application to the Federation of Canadian Municipalities, Municipal Asset Management Program for $50,000 for a Level of Service Study: Asphalt. The motion carried unanimously.

(g) Hammond Bay Road Widening and Utility Improvements Project

Bill Sims, General Manager, Engineering and Public Works, advised the Committee of a budget transfer to cover the additional costs associated with the construction of the Hammond Bay Road Widening and Utility Improvements Project.

Highlights included:

- Challenges that contributed to the additional costs included springs on the property and changes to traffic control

(h) Sanitation Service Review

Bill Sims, General Manager, Engineering and Public Works, spoke regarding Staff's intention to conduct a service review on the automated solid waste collection program.

Highlights included:

- Challenges with increased recycling during the COVID-19 pandemic
- Heavy workload for Staff
- Service review intended to ensure sustainability

Committee discussion took place regarding:

- Difficulties with cardboard collection
- Performance of used vehicles received from Kelowna
- Additional vehicle ordered and expected to arrive soon
- Agreement with Recycle BC
- Other potential options for cardboard collection, including the use of a dedicated vehicle for cardboard collection

(i) Fleet Replacement Plan

Bill Sims, General Manager, Engineering and Public Works, advised the Committee of a budget transfer to replace failing Water Supply Units.

6. ADJOURNMENT:

It was moved and seconded at 11:45 a.m. that the meeting adjourn. The motion carried unanimously.

_____
C H A I R

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

**MINUTES**

SPECIAL ECONOMIC DEVELOPMENT TASK FORCE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2020-JUL-15, AT 12:30 P.M.

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Present: Councillor J. Turley, Chair
Councillor Z. Maartman
D. Backhouse, At Large Member (joined electronically)
C. Beaton, At Large Member (joined electronically)
C. Carlile, At Large Member (joined electronically)
D. Devana, Nanaimo Airport (joined electronically at 12:58 p.m.)
J. Green, Community Futures (joined electronically at 12:46 p.m.)
J. Michell, Nanaimo Port Authority Alternate
B. Moss, At Large Member
K. Smythe, Nanaimo Chamber of Commerce (joined electronically)
A. Sullivan, At Large Member (joined electronically)

Absent: D. Saucier, Vancouver Island University
E. Thomas, Snuneymuxw First Nation

Staff: J. Rudolph, Chief Administration Officer
B. Corsan, Director, Community Development
A. Manhas, Economic Development Officer (joined electronically)
K. Robertson, Deputy Corporate Officer
A. Bandurka, Recording Secretary

1. CALL THE SPECIAL ECONOMIC DEVELOPMENT TASK FORCE MEETING TO ORDER:

The Special Economic Development Task Force Meeting was called to order at 12:31 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Open Meeting of the Economic Development Task Force held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2020-JUN-23 at 1:00 p.m. be adopted. The motion carried unanimously.

4. REPORTS:

(a) Nanaimo Prosperity Agency Draft Charter

Introduced by Bill Corsan, Director, Community Development.

Presentation:

1. Allan Neilson, Principal, Neilson Strategies, facilitated a discussion on the Nanaimo Prosperity Agency Draft Charter. He noted the following:

- Feedback from the 2020-JUN-23 Task Force meeting was incorporated into the revised Draft Charter
- It was previously suggested that the business retention and expansion function could be added to the mandate of the external Agency and recommended that business retention and expansion be a function for the City of Nanaimo, in partnership with other agencies in the Region that provide those services
- The revised Charter retains the shared ownership model for two reasons:
  - strong support during stakeholder interviews as part of the Economic Development Function Service Review; and
  - to achieve buy-in and to provide protection/sustainability for the Agency, should the City decide to change course or back out
- The word 'Members' was changed to 'Shareholders'
- The only distinction between Class A and B shares is that the owners of Class A shares would have authorization to borrow funds
- The ability for the City to dissolve the Agency was removed from the revised Draft Charter
- The Board of Directors for the Agency would be a decision making body and have considerable authority
- Under the Draft Charter, it is proposed that the voting member from the City would be a senior staff member and the Council member would be as a non-voting member. The City should clarify this arrangement prior to finalizing the Charter
- A dispute resolution process was added for shareholders
- A clause was added that stated there would need to be a commitment from Shareholders to the Agency for an initial five-year period
- Base funding for destination marketing would be removed from the next version

Task Force discussion took place as follows:

- The proposed owners need the opportunity to have discussions with their perspective Boards to obtain approval to fund and participate in the new agency

J. Green joined the meeting electronically at 12:46 p.m.

- The importance of including a broad range of other organizations to sit on committees of the Agency
- Agreement by the Task Force that at this point in time, it should be public agencies only. Over time the number of shareholders or types of shareholders could evolve
- Shareholders would determine the restructuring of the Board should more shareholders or voting directors be added
- Expansion of the Agency to include other municipalities in the future
- The need to look at the exit clause. Six month's notice may not be enough.

D. Devana joined the meeting electronically at 12:58 p.m.

- Concerns about a limited number of partners (simple quorum) making decisions regarding the mandate of the organization. It was suggested that that a higher threshold (i.e. two thirds) could be required for major decisions.
- The proposed owners need an opportunity to review the Draft Charter prior to taking it to Council for final approval.
- Once the Economic Development Strategy and work plans are completed for the Agency, there will be a better idea of the budget required
- Suggestion for changes to the revised Draft Charter:
  - the intent of shared ownership
  - Specifics of costs
- Structure the Class B shares with a fixed amount for the five-year term to give some certainty to those shareholders
- Have an initial base amount with a clause for inflation over the five-year term

J. Rudolph entered the Boardroom at 1:30 p.m.

- The need for a detailed proposal to be given to the proposed owners

A discussion then ensued about the best way to move the document forward as Council would need to see the Draft Charter but the proposed owners also need an opportunity to review the document with their respective Boards and have the ability to provide feedback.

It was moved and seconded that the Economic Development Task Force recommend that Council support, in principle, the Nanaimo Prosperity Agency Draft Charter and direct staff to refer the Draft Charter to the proposed owners for feedback prior to final consideration.

It was moved and seconded that the motion be amended to replace the words “support, in principle” and replace them with “receive for information”. The vote on the amendment carried unanimously.

The vote was then taken on the main motion, as amended, which read as follows:

That the Economic Development Task Force recommend that Council receive for information the Nanaimo Prosperity Agency Draft Charter and direct staff to refer the Draft Charter to the proposed owners for feedback prior to final consideration. The motion carried unanimously.

Bill Corsan, Director of Community Development provided the following update to the Task Force:

- Economic Development Strategy work continuing with Lions Gate Consulting
- The business survey will close 2020-JUL-17
- There will be a work shop in early September with the Task Force to start drafting the economic development strategy and the actions, with the goal of wrapping up in October

5. ADJOURNMENT:

It was moved and seconded at 1:52 p.m. that the meeting terminate. The motion carried unanimously.

_____
CHAIR

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

Please click on the link below to access the 2020-JUL-15 Finance and Audit Committee Meeting agenda:

https://pub-nanaimo.escribemeetings.com/FileStream.ashx?DocumentId=30513

Please click on the link below to access the 2020-JUL-15 Economic Development Task Force agenda:

https://pub-nanaimo.escribemeetings.com/FileStream.ashx?DocumentId=30579

CITY OF NANAIMO
THE HARBOUR CITY

# Information Report

File Number: 3900.20

DATE OF MEETING JULY 27, 2020

AUTHORED BY SHAWNA DRINNAN, ENGINEERING SERVICES TECHNOLOGIST

**SUBJECT** **"SUBDIVISION CONTROL BYLAW 1989 No. 3260" PROPOSED AMENDMENTS TO THE MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS (MoESS)**

## OVERVIEW

Purpose: To provide Council with notification that the Manual of Engineering Standards and Specifications Edition No. 13 will be brought forward to Council, for a Bylaw Amendment, at Council's next meeting.

## BACKGROUND

The Manual of Engineering Standards and Specifications forms part of the "Subdivision Control Bylaw 1989 No. 3260" as Schedule 'A'. Council Policy requires that notice of major changes affecting development be provided by Information Report, in advance of Bylaw consideration.

For the last eighteen months, Engineering & Public Works has been developing changes to the Manual of Engineering Standards and Specifications (MoESS) as proposed Edition No.13. This involved collaboration, research and review, supported by internal and external resources, stakeholders and manual users. This includes Staff, engineering consultants, contractors and local developers.

This revision is the opportunity to provide changes that support many of the City's governing plans and strategies, including the Transportation Master Plan, Cross Connection Control Bylaw, and Active Transportation.

Amendment project milestones included:

- Conducting reviews and edits of several sections/chapters.
- Development of the Draft Changes, incorporating all recommendations from stakeholders into the MoESS document.
- Publishing a Review Package on the City's website, for interested groups and individuals to provide feedback.
- Engaging internal and external stakeholders to present changes and receive and incorporate feedback.
- Presenting to the Governance and Priorities Committee an overview introduction of what was included in this proposed edition of the manual.
- Third party expert review of the entirety of proposed revisions.

## DISCUSSION

Following the publication of the Review Package, on 2019-NOV-15, Staff reviewed feedback from internal and external input and made appropriate adjustments.

The Final Draft package, published on 2020-FEB-07 represented the complete bylaw update based on previous consultation and expert review, with additional updates in July 2020 as a result of extended engagement.

The amendments in this edition of the MoESS are intended to:

1. Align with Council's strategic direction.
2. Meet updated regulations.
3. Enhance long-term asset management results.
4. Align with best practices and community expectations.
5. Improve consistency and clarity.

## ENGAGEMENT

From late 2018 to early 2020, Staff undertook extensive engagement with the public, user groups, developers, engineers and Staff. This consisted of providing notification, review packages, meetings and office visits to discuss proposed changes with several interested parties. In November 2019, prior to the presentation to the Governance and Priorities Committee, Staff published a draft and notified the engineering and development community.

Follow-up discussions and correspondence with those who provided comments continued into January 2020. In some cases, standards were modified to address concerns. In other cases, goals such as asset management and transportation meant that the standards were not adjusted. Late in the spring, a development group requested additional discussion. Staff met with the group of engineers and developers over several weeks and made further amendments to address specific concerns. The group provided a letter of support for the amendments, appended to this report as Attachment F.

In addition, the entire document was subject to a comprehensive review by a third party expert to ensure it was aligned with peer communities in our area.

A summary list of substantial changes can be found in Attachments A and G. Attachment B provides greater detail of engagement in a Question and Answer format. A listing of the over 40 points of stakeholder engagements forms Attachment C.

## FINANCIAL IMPLICATIONS

One point of feedback is that the changed standards could negatively impact cost of construction of City infrastructure, which, in the case of development, pass through to buyers. This is true for evolving building codes, increased expectation on the part of residents for improved amenities, and the long term requirements of asset management. Making infrastructure less costly to build often means shorter life span, costlier maintenance, or more frequent replacement.

The main concerns expressed around cost impacts include:

- Increased asphalt thickness. This change is driven due to an observed decline in asphalt life due to insufficient thickness. For roads with the thinner asphalt standards, there is an observed reduction on lifespan of about 50%. This has led to a repaving funding deficit of $2M per year.
- Implementation of Complete Streets standards. Complete Streets standards are an example of meeting Council's Strategic Plan in a practical way. The updated standards reflect the expectation to provide for improved livability and active transportation.

  The cost changes for road types most common in new subdivisions depend on the amount of on-street parking provided and can vary between about 14% less cost to 14% more than the previous standard. Further detail is found in Attachment B.

  A significant number of new subdivision roads are already being constructed using similar Complete Streets standards, at the discretion of the developer, as a means of offering an enhanced neighbourhood. The Complete Streets standards will provide uniformity and consistency throughout the community.

## CONCLUSION

A comprehensive revision and engagement process produced the Manual of Engineering Standards and Specifications, Edition No. 13.

The next steps for the proposed edition of the MoESS include:

- Staff Report at the next available Council meeting for first, second and third reading of the Amending Bylaw, followed by adoption.
- Publication and distribution to all Manual holders.

## SUMMARY POINTS

- A comprehensive revision process produced MoESS Edition No. 13.
- Revisions will provide updated engineering standards that reflect Council priorities, best practices and community expectations.
- Extensive consultation with internal and external stakeholders took place over 2019 and early 2020.
- The bylaw amendment is planned for Council's consideration in the near future.

## ATTACHMENTS

Attachment A – MoESS Edition No.13 Summary of Substantial Changes
Attachment B – Proposed Revision 13 – Question and Answer
Attachment C – Stakeholder Management Summary
Attachment D – Asphalt Thickness Comparison Review
Attachment E – Complete Street Community Input Summary
Attachment F – Letter of Support from Development Community
Attachment G – Summary of Substantial Changes Presentation

**Submitted by:**

Shawna Drinnan
Engineering Services Technologist
Engineering

**Concurrence by:**

Poul Rosen
Director
Engineering

## Attachment A

## MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS EDITION No.13
## SUMMARY OF SUBSTANTIAL CHANGES

Revised **Section 1.0 – General Drafting Requirements** to begin digitally accepting pipe infrastructure data into the City Geographical Information System Mapping (GIS). Changes include requiring the use of pipe networks and object data tables within the Civil 3D software with the Computer Aided Design (CAD) template supporting a standardized collection of information. To support this change, data will be imported for watermain, storm sewer and sanitary sewer infrastructure. Going forward, this process will support the digital import of other municipal assets such as points (road signs), alignments (bike lanes) or surfaces (sidewalks).

Revised **Section 3.0 – General Requirements** to incorporate the Tree Management Plan practices into the MoESS. These general practices are equivalent to what the Development Services department is currently requiring from the development community.

Supports the **Urban Forestry Management Strategy**.

Revised **Section 4.0 – Excavation, Trenching and Backfill** to reflect current specifications, installation practices and industry standards. This revision consolidates the aggregate and granular material specifications from Section 4.0 with Section 9.0 to create a new Aggregates and Granular Material section. New additions include testing requirements for aggregates and the classification of acceptable trench backfill material and where it can be used. To align with the new Section 9.0, "Import Granular Fill" was replaced with "Approved Granular Material". The minimum trench restoration requirements based on Road Classifications were modified and increased. For example, 50mm asphalt has changed to be a minimum of 75mm asphalt for local road classifications. Finally, the temporary granular material patching may only be done on local, low volume roads at the discretion of the City Engineer.

Supports the **City's Asset Management Plan**.

Revised **Section 5.0 – Water Distribution System** to incorporate specifications that comply with the City of Nanaimo's Cross Connection Control Bylaw No.7249; developed in accordance with Island Health's Interim Permit for Water Supply System. The sectional review added a new sub-section in Section 5.0 Cross Connection Control and supports changes to Section 14.0 irrigation standards and specifications. Also, added consistency with current best practice and conformance with CSA B64.

Revised **Section 6.0 Sanitary Sewer System** to incorporate current design and construction best practices and standards. Revised Sub-Section 6.01A.4 to update sanitary sewer modeling requirements from a service population of 1,000 to a service population of 100. Added a new section with design criteria for Low Pressure Sewers as well as related drawings. Revised the requirements on horizontal and vertical curves for deflected sewers where bending of the pipe will not be permitted. Added the requirement for video inspection within one month prior to the end of the maintenance period.

Supports the **City's Asset Management Plan**.

## Attachment A

## MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS EDITION No.13
## SUMMARY OF SUBSTANTIAL CHANGES

Revised **Section 7.0 Stormwater Management** to update the Intensity-Duration-Frequency (IDF) curves that take into consideration Climate Change. Provided clarification on reporting in Sub-Section 7.01.6(b) and clarification on Peak Flow and Runoff Volume Control in Design Criteria Section. The requirements for horizontal and vertical curves for deflected sewers in Sub-Section 7.06.6, where bending of the pipe is not permitted, were updated. Sub-Section 7.63.2 was revised to require additional video inspection within one month before the end of a maintenance period.

Support the City's **Asset Management Plan**.

Revised **Section 8.0 – Transportation** a complete revision and reorganization of the transportation sections was conducted. Sections 8.0 – Curbs, Sidewalks and Walkways and 9.0 – Streets, Traffic Signs and Markings from MoESS Edition No. 12 were combined to create one cohesive Section 8.0 – Transportation. This re-structuring added the ability for transportation infrastructure to have cohesive design criteria, specifications, installation and standard drawings that support the City of Nanaimo's Complete Streets Guideline. Revised road classifications and roadway cross sections incorporated all modes of transportation. Revisions and additions were made to standards and specifications needed to design and build a more livable city that accommodates all ages and abilities.

Supports the **City's Transportation Master Plan**.

Revised **Section 9.0 - Aggregates and Granular Material** to reflect current specification, installation practices and material industry standards. This revision includes the removal of the aggregate and granular material specifications from Section 4.0 and consolidates it within Section 9.0 to create the new Aggregates and Granular Material section. The section title and formatting now have a similar layout to the Master Municipal Construction Documents (MMCD) to provide one aggregate and granular material section within the MoESS. The road base and sub base gradation are similar to the MMCD specifications. Removed the requirement of being on the City's APL, and added that the material be qualified for each specific job to provide consistent aggregate quality and properties. Removed "Import Granular Fill" and replaced with "Approved Granular Material". Revised the approved granular material specification and added additional aggregate property testing to provide a consistent material inventory. Revised the two different definitions of RAP to clarify and include RAM, Recycled Aggregate Material to assist in distinguishing the two different materials.

Supports the **City's Asset Management Plan**.

Revised **Section 10.0 Roadway, Lighting and Traffic Signals** to incorporate the requirements for lighting with the City's complete street guidelines and the transportation-related design criteria and road cross-sections. Revised lighting levels for each road classification and the cross-sectional elements.

Revised **Section 11.0 Cast In Place Concrete Works** to reflect current specification and installation practices and industry standards. Revised and updated references to existing codes and standards (CSA, CCIL, ACI, ANSI, etc.). Moved concrete related standards and specifications within Section 8.0 to Section 11.0. Revised references within Sections 4.0, 5.0, 6.0, 7.0, 8.0 and 10.0 regarding Section 11.0. Added Sub-Section 11.23 – Submittals, for concrete mix design submittals.

**Attachment A**

## MANUAL OF ENGINEERING STANDARDS AND SPECIFICATIONS EDITION No.13
## SUMMARY OF SUBSTANTIAL CHANGES

Revised **Section 13 - Surface Treatments** to incorporate the use of alternate hardscaping surface treatments within a streetscape or park to add visual and artistic elements to the public realm through colours, patterns and textures.

Supports the **City's Asset Management Plan** and the **Complete Streets Guideline**.

Revised **Section 14.0 – Landscape** to incorporate the landscape best practices of Development Services and the irrigation best practices described in the City of Nanaimo's Cross Connection Control Program. Revised to include specifications for structural soil composite.

Supports the **City's Urban Forestry Management Strategy**.

# Attachment B

## CITY OF NANAIMO

### Manual of Engineering Standards and Specifications

### Proposed Revision 13 – Questions and Answers

### March, 2020

**Preamble**

With the proposed engineering standards, Edition No. 13, a comprehensive program of engagement was undertaken with both the public, user groups, special needs groups, developers, engineers, and staff. This process started in late 2018 and progressed continuously through to early 2020. The goal was to undertake a comprehensive update to the standards with a primary focus on transportation, safety and asset management.

The process included the following major components/steps:

1. Collecting feedback on issues or problems with the standards, gathered from both staff, external users, such as developers or contractors as well as the general public.
2. Specialist engineering consultants were hired to provide expert advice on changes to specific sections. For example ISL Engineering was hired to develop the Complete Streets standards suitable for Nanaimo, but also to be in line with industry wide best practices. Another example is the engineering firm Tetra Tech was hired to provide expert advice on the City's aggregate and asphalt materials specifications.
3. Draft changes to the standards were published in Nov 2019, with notification provided to the engineering and development community.
4. Staff engaged with those organizations or individuals who provided comment. In some cases, the standards were changed to address their concerns; however, there were some changes that needed to be held to maintain the overall goals around transportation and asset management.
5. An independent engineering firm that had no previous involvement with the Nanaimo standards was hired to provide an overall comprehensive review of the proposed changes. The firm that was hired is considered to be subject matter experts because of their involvement with other provincial and lower mainland standards. Some changes were made to the draft standards as a result of this review.
6. Final draft standards were published in February 2020, with notification provided.

The details of the engagement can be found here: Stakeholder Management Summary – Attachment D.

Changes to the standards will inevitably have financial implications to those constructing, operating, maintaining and eventually renewing the infrastructure, similarly to how changes to building codes has financial implications for builders, homeowners, etc. Staff have endeavored to ensure all the proposed changes are backed by good rationale and add value, but also minimize the financial impact on developers and taxpayers. The proposed standards update is in keeping with industry best practices and consistent with peer municipalities.

Increased infrastructure costs, where they exist, will certainly be passed along to those buying the product, the home buyers or businesses. This will have the effect of raising housing or business costs, which is an unfortunate but unavoidable side effect. Given the housing crisis Nanaimo and many communities are experiencing, this is not a trivial concern; however, lowering the infrastructure standards is not a sustainable way to avoid that. If, over time, it is found that the standards update has had unintended consequences, they can be revisited to correct or adjust. In fact, it is normal practice for the City to update the standards every few years. Also, if the development community is seeing too much financial impact, Council could consider raising the DCC assist factor to alleviate that pressure.

The following **Questions** and **Answers** respond to commentary on the proposed changes.

**Q1:** Have cul-de-sacs been prohibited?

**A1**: The Street Design changes proposed with the standards update, are derived from the policies that were set in the Nanaimo Transportation Master Plan in 2014 and currently accepted best practices. These policies and practices support creating a redundant, well connected road network that reduces dependency on personal vehicles and disproportionate loading of roads. This approach also supports walking and biking for short trips which can reduce localized congestion and traffic concerns.

There are many examples of neighbourhoods in Nanaimo where cul-de-sacs have created barriers and are creating frustration and concern from residents. An example of this is parents feeling a need to drive their children to school because they do not want them walking a long distance on a major road. Not only does this cause additional production of GHGs, it creates traffic safety concerns at school sites, and ultimately propagates a car dependent community, which is not sustainable in the long term.

The cul-de-sac standard drawing has been removed from the proposed standards; however, it does not necessarily mean they are prohibited. If development applicants can rationalize why a cul-de-sac is the most appropriate form of land development for a site, staff can allow them.

**Q2**: The new standards increase the road asphalt thickness, is that necessary and what is the cost?

**A2**: Asphalt is the most valuable transportation asset the City owns and it tends to have a lower life expectancy than most other assets. As noted previously, the City's existing pavement quality is not sustainable with the current level of road rehabilitation funding. This puts financial stress on the taxpayer and will eventually lead to dissatisfaction with a declining level of affordable level of road service.

The new standards bring the minimum asphalt thickness up from 50mm to 75mm. There is greater cost with this but there are multiple benefits. The asphalt is thicker, stronger and will last considerably longer. As a technical aside, the structural strength increases with the square of the thickness, meaning a small increase in thickness has a disproportionately large benefit. The thicker road also has more cost effective rehab options available, when the time comes.

While there may be cases where a 50mm local road has lasted greater than 20 years, that is the exception, not the norm. As soon as a patch is cut into a 50mm thickness of asphalt, that

life expectancy is reduced to +/- 5 years. Without a lap joint, the asphalt may hold together, but it will settle regardless of the level of care taken in compaction and asphalt placing.

When a 50mm thick road fails, the only possibility of rehabilitation is to remove all asphalt to gravel, regrade and re-compact the gravel and put all new asphalt back – current costs are $50 sq.m.

A 75mm road will last 20+ years, even with patching, as this thickness will allow milling across the joint. A patch with a milled lap joint will likely outlast the existing asphalt life and will not settle. In addition, trenching in a 75mm asphalt thickness holds up better and allows for less extensive asphalt restoration, saving future projects the cost of having to redo a larger area. Also, a 75mm road allows for a mill and overlay which is one of the most cost effective road rehab techniques. The current costs for a mill and overlay are $35 sq.m.

The only project that saves money with a 50mm asphalt road is the first time the road is paved. Every other party afterword pays disproportionately more – this means City taxpayers – over the lifecycle of the asphalt.

This change to the standards is driven entirely by asset management with an aim to reduce cost pressures for future generations, and is a direct result of the rapid decline in pavement condition the City has witnessed over the past 25 years.

**Q 3**: Does the proposed standard prohibit the curving of sewer pipes?

**A 3**: For O&M, asset longevity and risk, curved sewers can be a liability. The reasons to avoid curved sewers include:

- More difficult to CCTV and clean
- Increased risk of blockage
- More difficult to locate the pipe in the ground for repairs or other excavation

We recognize there are some instances where a curved sewer is a reasonable solution. In those cases, the City Engineer can permit them, subject to a reasonable rationale.

When permitted, curves to pipe alignments can be accomplished using two methods, they are: forcing the straight pipe into a bend or deflecting joints slightly at each connection. The method of forcing the pipe into a bend has long since proved to be unacceptable in the industry due to the residual stresses in the pipe that can cause failure later on. The existing standards are vague in the prohibition of this method. The second method of deflecting pipes at each joint is often considered an acceptable means of changing direction and is typically employed in the construction of watermains.

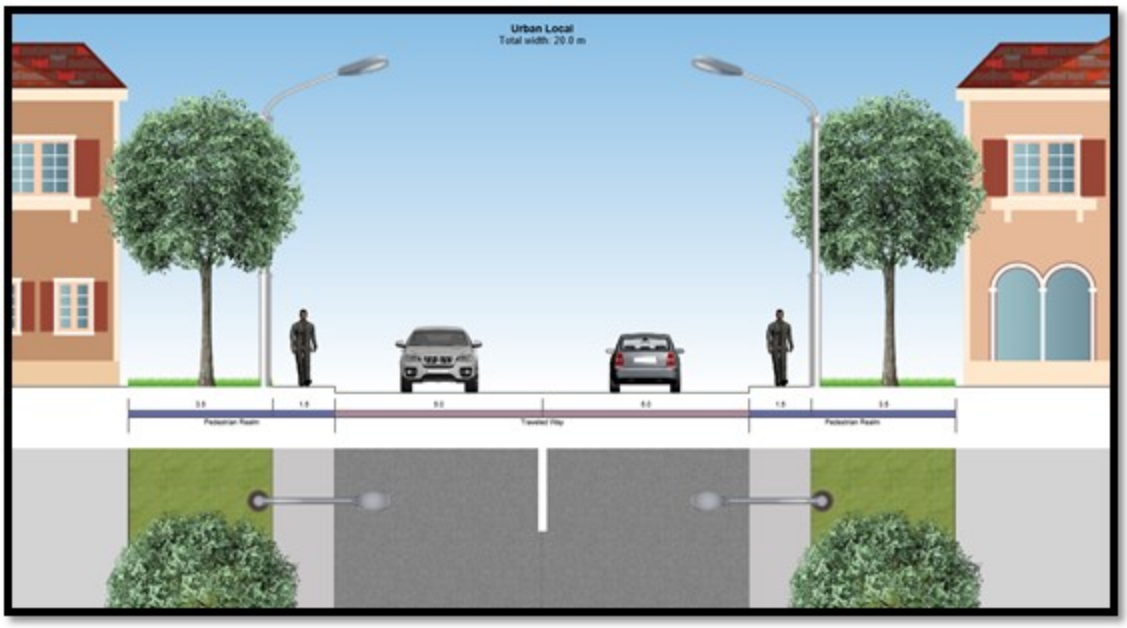
When a curved sewer is approved by the City Engineer, the standards change only permits joint deflection, no bending of the pipe.

**Q 4**: What is the expected change in costs with complete streets?

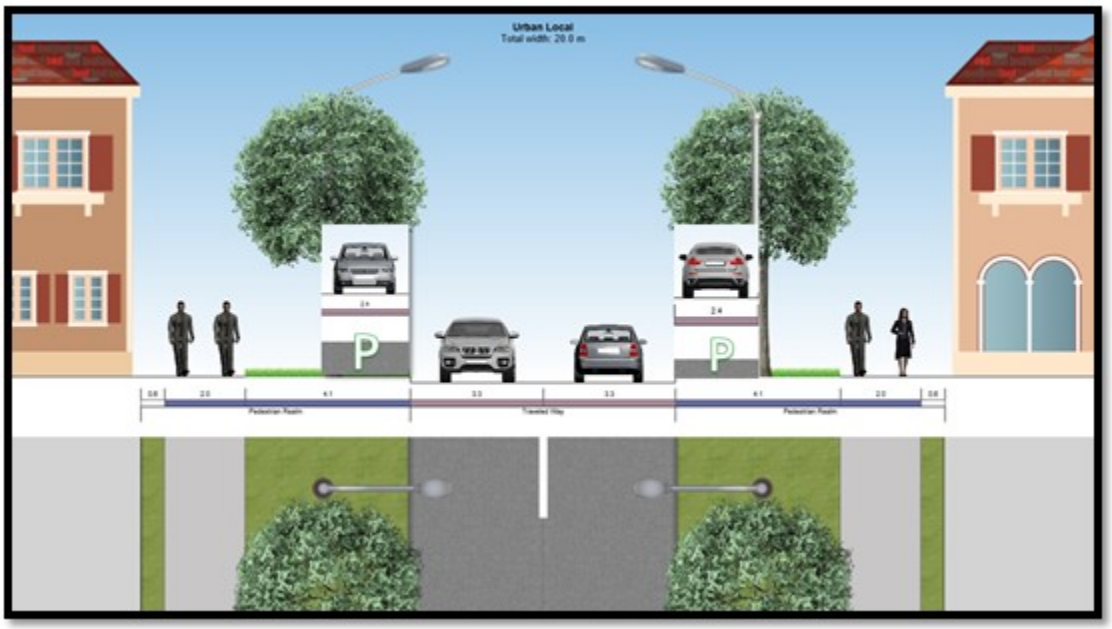
**A 4**: The actual cost of construction varies for each project depending on the specific circumstances. For example, a housing development using local streets will be different from a major

commercial development on a thoroughfare. To show visually the cross-sectional difference between the existing and proposed standards below are examples for a local street.

**Existing:**




**Proposed:**




A substantial impact to the cost is the amount of street parking which is discretionary. If developers choose not to install pocket parking, the costs could be lower, if they install as much as possible the costs could be slightly higher. However, some developers are already building

the cross-sectional elements included in complete streets, at their discretion, because it makes for a more desirable neighborhood and improves their marketing.

To help understand the cost impacts of the proposed changes, a theoretical comparison has been prepared for several of the common road classifications (numbers are approximate).

| Road Classification | Existing Standards | Complete Street (proposed standard) | Complete Street + 50% Parking |
|---|---|---|---|
| Urban Local | Base case | Less than 1 % difference | 14% more |
| Urban Collector | Base case | 14% less | 3% less |

**Notes**: This analysis does not include proposed changes to the standards other than that related to complete streets.

The differences shown are much lower if the entire costs of a road and utilities are included. For example, if utilities are included in an Urban Local street, the percent difference drops down below 5%.

The two cross-sections shown above are common for developers to build. Larger more thoroughfare streets, such as arterials, will have a more substantial cost increase; however, are less common for development.

Staff routinely work with developers to help them with their projects, while maintaining the intent of the infrastructure standards. It is routine practice to negotiate the detailed requirements of a development in cases where it may be impractical to achieve the complete engineering standards.

**Q 5**: With the proposed complete streets standards, is additional road right-of-way required that would affect FAR (floor area ratio) of developments?

**A 5**: When developing the new standards, we strived to ensure that the right-of-way width for the majority of developer-constructed streets would remain the same. Here is a summary:

| New | | Existing Equivalent | | Difference (m) | Land Required Per Side (m) |
|---|---|---|---|---|---|
| **Name** | **Width (m)** | **Name** | **Width (m)** | | |
| **Lane*** | 7 | Lane | 7 | 0 | 0* |
| **Rural - Local** | 20 | Rural - Local | 20 | 0 | 0 |
| **Industrial – Collector*** | 25 | Minor/Major Collector (2 lanes) | 25 | 0 | 0* |
| **Industrial – Local*** | 22 | Industrial | 22 | 0 | 0* |
| **Urban - Arterial (5 lanes)** | 34.5 | Urban - Arterial (5 lanes) | 28.7 | 5.8 | 2.9 |
| **Urban - Collector (3 lanes)** | 26.7 | Major Collector (3 lanes) | 25 | 1.7 | 0.85 |
| **Urban - Collector (2 lanes)*** | 25 | Minor/Major Collector (2 lanes) | 25 | 0 | 0* |
| **Urban – Local**** | 20 | Urban Local | 20 | 0 | 0* |
| **Mobility - Arterial** | 30 | Urban - Arterial (5 lanes) | 28.7 | 1.3 | 0.65 |
| **Mobility – Collector** | 28.4 | Minor/Major Collector (2 lanes) | 25 | 3.4 | 1.7 |
| **Mobility – Local*** | 20 | Urban Local | 20 | 0 | 0* |

**Streets primarily constructed by developers*

Furthermore, a clause in the standards permits the City Engineer to consider a statutory right-of-way (not road dedication) as a means to achieve the required width and cross-sectional elements. This is done periodically to avoid FAR issues.

**Q 6**: Are the new street standards an "over design"?

**A 6**: The goals are sustainability, accessibility and inclusivity. What an able bodied person considers overdesign, is considered the bare minimum for certain user groups. A good example is Boxwood Road. At one point, it was thought that sidewalks were not needed in industrial zoning; however, the City is now under pressure to retrofit the area at considerable cost. The planned capital project on Metral Drive has been cited as an example of a road that is "over designed". Metral Drive is not a local residential road; it is an urban collector (previously a major collector) that acts as a transit and transportation corridor connecting two mobility hubs and will extend the spine of the network further north, beyond the extents of the E&N Trail. When the Active Transportation Plan is developed, this will be considered an

active transportation highway/arterial within our network. It is true that Metral Drive will be the first of its kind in Nanaimo and will appear overbuilt compared to the City's existing infrastructure. The City's vision is to be more environmentally conscious and move towards more sustainable options, then we have to start somewhere and Metral Drive provided the opportunity to do so.

**Q 7**: Has enough consideration been given to how to accommodate underground services with the new Complete Streets standards?

**A 7**: The overall right-of-way widths have not changed; however, it is easier to fit utilities in boulevards/sidewalks compared to the traveled roadway. There is also the flex zone that can be used for items like transformers and other utilities that need surface space. In our opinion, there is little to no difference in utility alignments from the old standard to the new standard.

**Q 8**: Are changes to the crushed gravel standards necessary and what are the costs?

**A 8**: In general, the modifications to the gravels were very minor to come into alignment with more common and widely used Provincial (Master Municipal Construction Documents) standards. It is unnecessary to have special gravels for the City of Nanaimo when other municipalities around us are using the Provincial Standard. Many of the local aggregate suppliers already produce the product proposed in the new standards.

The new standards will limit the use of unprocessed "pit run" gravel. Although it has been used for many years, it is less reliable and does not possess the same structural strength as a machine graded/crushed product. The cost of unprocessed pit run is usually $16-17 / t and processed product is $17-19 / t. The additional $1-2 / t translates to approximately 5-10% more. Many contractors are already using this gravel since it reduces their risk of rework or deficiencies. This change will reduce risk to contractors, the City, and provide long-term asset management benefits.

**Q9**: What has changed with laneway requirements?

**A9**: The draft standards published in 2019 included an increase in laneway right-of-ways and paved width. The proposed increase went from (7 m right-of-way / 5 m paved) to (8 m right-of-way / 6 m paved). The increase in width is necessary to accommodate access for Fire Department vehicles. After reviewing feedback from the development community, that this change would be challenging to work with, staff reviewed the proposed change and dialed the requirement back to (7 m right-of-way / 6 m paved) that meets the bare minimum Fire Department needs and alleviates the issue for developers.

**Q10:** Will the new complete streets standards have maintenance impacts?

**A10:** With the new standard there will be some road classifications that now include a dedicated cycling facility. Similar to the City's existing trails or dedicated bike lanes the new facilities will require maintenance. Examples of maintenance include snow and ice control, as well as sweeping. Currently the City provides SNIC and sweeping service to the existing facilities on

a priority and needed basis. The level of service that the City provides with those types of facilities is subject to review as part of the Active and Sustainable Transportation Master Plan. In addition, there are plans to update the bylaws that require adjacent property owners to look after certain aspects of the Boulevards, including vegetation control.

With the complete streets standards there will be additional boulevard space to allow for snow storage. This will also mitigate the conflict between sidewalk snow removal and road clearing.

# Attachment C

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

Project Name and Scope: Manual of Engineering Standards and Specifications review and update to produce a proposed amendment bylaw for Appendix A of the Subdivision Control Bylaw.

Project Manager: Shawna Drinnan
Project Sponsor: Poul Rosen

The Level of Engagement is as defined by the International Association for Public Participation (IAP2). For descriptions refer to the end of this document.

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| General Public | Consult | Develop easy access to information and points of contact. | Connected the public with internal staff, through A specific website (www.nanaimo.ca/goto/completestreets) and email (completestreets@nanaimo.ca) | 2018-09 |
| General Public | Consult | Public Engagement Event: Sustainability Fair, Vancouver Island University | Engaged with students and the general public to discuss complete streets, engineering road standards, and trade-offs. Gathered concerns/feedback regarding existing transportation infrastructure. | 2018-09-27 |
| General External and Internal Users* | Inform to Involve | Announce scope of work and request for information and collaboration. | 2019-01-31 Letter sent to manual holders and posted on the City of Nanaimo's website and internal Sharepoint site. Summarized within the letter were proposed sectional reviews that could have significant changes to the manual. | 2019-01-31 |
| Review Consultant: Tetra Tech Inc. | Involve | Collaborate and develop proposed changes, additions and removals to the MoESS Section 11.0 | Engaged engineering consultant for the Section 11.0 proposed changes and sectional review, most communication was through email with two teleconference meetings in August and September. | 2019-02-01 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| Review Consultant: Tetra Tech Inc. | Involve | Collaborate and develop proposed changes, additions and removals to the MoESS Section 4.0 and 9.0. | Engaged engineering consultant for Section 4.0 and 9.0 proposed changes and sectional reviews. Involvement started in February and completed in October. | 2019-02-20 |
| General Public | Consult | Public Engagement Event: Woodgrove Mall | Engaged with general public to discuss complete streets, engineering road standards, and trade-offs. Gathered concerns/feedback regarding existing transportation infrastructure. | 2019-03-23 |
| General Public | Consult | Online Questionnaire | Survey live March/April (355 responses) to gather feedback on existing infrastructure, concerns, preferred trade-offs, and priorities. | 2019-03/04 |
| General Public | Consult | Public Engagement Event: Earth Day, John Barsby | Engaged with general public to discuss complete streets, engineering road standards, and trade-offs. Gathered concerns/feedback regarding existing transportation infrastructure. | 2019-04-27 |
| Emergency Responders: Fire, BC Emergency Health Services, and RCMP | Involve | Complete Streets Design Workshop | Engaged emergency responders in the process of developing the proposed updated cross-sections. BCEHS were unable to attend, but were updated with email correspondence. | 2019-05-10 |
| General External and Internal Users* | Inform to Involve | Announce review period and scope of work for both revisions and request for information and collaboration. | 2019-05-17 Letter sent to manual holders and posted on the City of Nanaimo's website and internal Sharepoint site.<br>Summarized within the letter were the Nov2019 Review Package and the proposed May2020 sectional reviews that could have significant changes to the manual for 2020. | 2019-05-17 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| General Public | Consult | Public Engagement Event: Active for Life, Maffeo Sutton Park | Engaged with general public to discuss complete streets, engineering road standards, and trade-offs. Gathered concerns/feedback regarding existing transportation infrastructure. | 2019-05-25 |
| PDDN (Planning Design Development Nanaimo) Mobility Committee | Involve | Complete Street and MOESS Section 8: Transportation Review Meeting | Engagement meeting with PDDN Mobility Committee to discuss the upcoming changes to the transportation portions of the MOESS, particularly the new cross-sections. Discussed Complete Streets and gathered concerns/feedback regarding existing transportation infrastructure and right-of-way requirements. Cross-Sections were provided and follow-up feedback was received via email correspondence. | 2019-05-27 |
| Vulnerable User Group: MIVA (Mid-Island Velo Association) | Involve | Complete Street and MOESS Section 8: Transportation Review Meeting | Engagement meeting with MIVA to discuss Complete Streets and Nanaimo's cycling infrastructure. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-06-03 |
| RDN Transit | Involve | Complete Street and MOESS Section 8: Transportation Review Meeting | Engagement meeting with RDN Transit to discuss Complete Streets and Nanaimo's transit infrastructure. Discussed Transit's requirements concerns, and priorities. | 2019-07-04 |
| Review Consultant: Urban Systems Ltd. | Involve | Collaborate and develop proposed changes, additions and removals to the MoESS Section 6.0 and 7.0. | Engaged engineering consultants for the Section 6.0 proposed changes and sectional review, which also provided changes to section 7.0. Start-up meeting was held on 2019-07-12, final draft was provided to City Staff 2019-11-01. | 2019-07-04 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| External and Internal Users | Inform | Information Report to Council at a regular meeting. | The Information Report mentioned the back to back revisions proposed for Nov2019 and May2020, noting the upcoming May2020 proposed comprehensive review involve most of the sections of the manual. | 2019-07-08 |
| Vulnerable User Group: CNIB (Canadian National Institute for the Blind) | Involve | MOESS Section 8: Transportation Review and Site Meeting (walked Metral Drive) | Engagement meeting with CNIB to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Walked Metral Drive to discuss challenges faced by the hearing and visually impaired community relating to universal design standards. | 2019-07-19 |
| External and Internal Users | Inform | Staff Report to Council at a regular meeting. | The Staff Report passed the three readings for Nov2019 proposed changes. City Staff mentioned in the report presentation that the upcoming proposed revision, May2020 had considerable proposed changes to the manual. | 2019-07-22 |
| Local Developers/Consultants | Inform to Involve | Email Request for Meetings to discuss Complete Streets & MOESS Section 8 Changes. | Contacted local developers and consultants to schedule engagement meetings to discuss transportation & cross-sectional changes within the MOESS. | 2019-08-15 |
| Public Presentation: Rotary International | Consult | Complete Streets Presentation | Staff invited to speak at a Rotary Luncheon to provide insight into the City's updated standards and Complete Streets initiatives. | 2019-08-16 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| External Engineering Consultants:<br>Cascara Consulting Engineers Ltd.<br>Newcastle Engineering Ltd.<br>Herold Engineering Ltd.<br>Koers & Associates Engineering Ltd.<br>McElhanney | Consult | Consultation meetings with questionnaire survey to collaboration and to develop proposed changes, additions and removals to the MoESS Section 1.0 | Questionnaire survey was used during collaboration meetings held from 2019-08-20 to 2019-08-28, City Staff met with Engineering Consultant firms for Section 1.0 regarding the Civil 3D Template to consult on the proposed changes to align with the GIS Strategic Plan. | 2019-08-20 |
| External Engineering Consultants:<br>Herold Engineering Ltd. | Consult | Complete Streets & Section 8 Engineering Consultant Meeting | Engagement meeting with local engineering consultant to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Reviewed proposed new cross-sections and discussed universal design. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-08-20 |
| External Engineering Consultants:<br>McElhanney | Consult | Complete Streets & Section 8 Engineering Consultant Meeting | Engagement meeting with local engineering consultant to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Reviewed proposed new cross-sections and discussed universal design. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-08-21 |
| External Developer:<br>Williamson & Associates (with Newcastle Engineering Ltd. present) | Consult | Complete Streets & Section 8 Engineering Development Meeting | Engagement meeting with local engineering consultant to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Reviewed proposed new cross-sections and discussed universal design. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-08-21 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| External Developer: KSG Consulting | Consult | Complete Streets & Section 8 Engineering Development Meeting | Engagement meeting with local developer to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Reviewed proposed new cross-sections and discussed universal design. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-08-22 |
| External Engineering Consultants: Newcastle Engineering Ltd. | Consult | Complete Streets & Section 8 Engineering Consultant Meeting | Engagement meeting with local engineering consultant to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Reviewed proposed new cross-sections and discussed universal design. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. Post-meeting, questions were submitted and answered via email from August to October. | 2019-08-23 |
| External Engineering Consultants: Cascara Consulting Engineers Ltd. | Consult | Complete Streets & Section 8 Engineering Consultant Meeting | Engagement meeting with local engineering consultant to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Reviewed proposed new cross-sections and discussed universal design. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-08-26 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| External Engineering Consultants: JE Anderson Engineering Ltd. | Consult | Complete Streets & Section 8 Engineering Consultant Meeting | Engagement meeting with local engineering consultant to discuss Complete Streets and Nanaimo's proposed transportation standard changes. Reviewed proposed new cross-sections and discussed universal design. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-08-26 |
| Emergency Responders: Fire, BC Emergency Health Services, and RCMP | Involve | Updated Section 8 Cross-Section Review | Emailed updated Section 8 Transportation Cross-Sections to all emergency responder groups to review and comment on. | 2019-08-27 |
| Fire Department: Fire Prevention Group | Involve | Complete Streets & Section 8 Engineering Standards Review Meeting | Met with the Fire Prevention Group to discuss the requirements laid out by the Fire Department. Gathered concerns/feedback regarding existing infrastructure, preferred trade-offs, and priorities. | 2019-08-28 |
| Review Consultant: Cascara Consulting Engineering Ltd. | Involve | Collaborated and develop proposed changes, additions to the manual to the MoESS Section 6.0. | Engaged engineering consultants for the Section 6.0 proposed new section, Low Pressure Sewers. Consultation review period was 2019-09-05 to 2019-11-18, most communication was through email and phone calls, and one meeting was held 2019-11-12. | 2019-09-05 |
| RDN Transit | Involve | Complete Street, MOESS Section 8, and Applicable Projects Review Meeting | Review Meeting #2 with RDN Transit to discuss Complete Streets and the applicable changes as they relate to actual projects, such as Metral Drive. | 2019-09-30 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| Review Consultant:<br>RB Engineering Ltd | Involve | Collaborated and developed proposed changes, additions, and removals to the manual for Section 10 to align with Section 8. | Reviewed Section 8 and Section 10 to ensure the streetlight standards aligned with the proposed Section 8 cross-sections and updated standards. | 2019-10-03 |
| Public Presentation: Remax & Vancouver Island Real Estate Board | Consult | Complete Streets Presentation | Staff invited to speak at a Real Estate Sales Meeting to provide insight into the City's updated standards and Complete Streets initiatives. | 2019-10-22 |
| General External and Internal Users* | Inform to Involve | Announce review period and timeline for Edition No.13 | 2019-11-15 Website updated with proposed revisions for MoESS Edition No.13 and Review Package Letter requesting review and feedback for the proposed changes. Summarized within the letter were the sections that had significant proposed changes to the manual. | 2019-11-15 |
| External Developer:<br>Tectonica | Involve | Complete Streets & Section 8 Engineering Development Meeting | Discussed and reviewed GIS right-of-way requirements comparing the old standards with the proposed standards. | 2019-11-19 |
| RDN Transit | Involve | Email correspondence to gather official final review comments about proposed changes and future revisions. | Reached out to RDN Transit & BC Transit in follow up to our meetings for their official final review comments for the proposed changes. Correspondence and comments provided via email and changes incorporated. | 2019-11-20 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| Review Consultant:<br>Aplin & Martin Consultants Ltd. | Involve | Collaborate and performed a peer review on the manual with proposed changes, additions and removals. | Engaged engineering consultants for a peer review of the MoESS. Consultation period was 2019-11-25 to 2020-01-14, most communication was through email and one phone call meeting was held on 2020-01-08. | 2019-11-25 |
| Civil Construction Company:<br>Milestone Equipment Contracting Inc. | Inform | Email correspondence to inform about proposed changes. | Email correspondence from City Staff to Milestone staff to provide an explanation, clarification and a response to the concerns addressed regarding Section 9.0. | 2019-12-02 |
| Geotechnical Engineering Consultant:<br>Lewkowich Engineering Associates Ltd. | Inform | Email correspondence to inform about proposed changes. | Email correspondence from City Staff to Lewkowich staff to provide an explanation, clarification and a response to the concerns addressed regarding Section 4.0 and 9.0. | 2019-12-10 |
| Civil Development Consultant:<br>Newcastle Engineering Ltd. | Consult to Involve | Meeting to discuss letter sent NEL. | Meeting with City Staff and NEL staff to review and collaborate on the items of concern that were listed in the NEL review letter sent to City Staff 2019-11-29 | 2019-12-05 |
| External and Internal Users | Inform | Staff Presentation to Council at a GPC meeting. | City Staff presentation by Poul Rosen, Shawna Drinnan, Annalisa Fipke, to share the MoESS revision and highlight the proposed substantial changes and timeline for the project. | 2019-12-09 |
| Civil Development Consultant:<br>Newcastle Engineering Ltd. | Consult | Summary of meeting to address concerns NEL. | Summary letter sent to NEL by City Staff to summarize the results of the collaboration meeting held earlier in December as a response to the letter of concerns from NEL regarding the proposed changes to the manual. | 2019-12-19 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| Review Consultant:<br>RB Engineering Ltd | Involve | Review any comments provided by all external stakeholders. | Reviewed the streetlight comments/queries and provided answers and justifications. | 2019-12-19 |
| Paving Company:<br>Hub City Paving Ltd,<br>Division of Lafarge Canada Inc. | Inform | Email correspondence to inform about proposed changes and future revisions. | Email correspondence from City Staff to Hub City staff to provide explanation and response to inquiry to update Section 12.0, this section is scheduled for a future review, Edition No.14 | 2020-01-08 |
| Civil Development Consultant:<br>Newcastle Engineering Ltd. | Inform | Email correspondence to inform about proposed changes and timeline adjustments. | Email correspondence from City Staff to NEL staff to provide an update on the proposed MoESS changes. Information included the peer review results to incorporate a new IDF curve for climate change and new MoESS Revision project timeline. | 2020-01-09 |
| General External and Internal Users* | Inform to Involve | Announce Final Draft Package and timeline for Edition No. 13 | 2019-02-07 Website updated with proposed revisions for MoESS Edition No.13 and Final Draft Announcement Letter that summarized the proposed substantial changes manual and the timeline for the revision project. | 2020-02-07 |
| External and Internal Users | Inform | Information Report to Council at a GPC meeting | The Information Report to inform and provide an overview of the work completed to date for the MoESS May2020 revision. Report includes two attachments, a presentation and document to summarize the substantial changes. | 2020-03-09 |

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

| Stakeholder | Level of Engagement (Inform, Consult or Involve) | Purpose of Engagement | Engagement Summary | Action by or Completed (Date) |
|---|---|---|---|---|
| External and Internal Users | Inform | Staff Report to Council at regular meeting | The Staff Report to inform and recommend passing first three readings for May2020 proposed changes. Report includes Information Report from 2020-03-09, the Amendment Record of all changes in the MoESS Edition No.13 and the bylaw Amendment.<br>Fourth Reading scheduled for 2020-04-27. | 2020-04-06 |
| General External and Internal Users* | Inform | Announce publication of Edition No.13 May 2020 | 2020-05-01 Letter sent to manual holders and posted on the City of Nanaimo's website and internal Sharepoint site to announce the adoption of Edition No.13 and the publication of the manual on the City webpage. | 2020-05-01 |

General External and Internal Users* Refer to MoESS Revision External Collaboration List

# STAKEHOLDER MANAGEMENT SUMMARY
# MoESS Update: Edition No.13, May 2020

Level of Engagement as defined by the International Association for Public Participation, (IAP2)

developed by the international association for public participation

| | INFORM | CONSULT | INVOLVE | COLLABORATE | EMPOWER |
|---|---|---|---|---|---|
| **PUBLIC PARTICIPATION GOAL** | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions. | To obtain public feedback on analysis, alternatives and/or decision. | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. | To place final decision-making in the hands of the public. |
| **PROMISE TO THE PUBLIC** | We will keep you informed. | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide. |

https://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20(1).pdf

# ASPHALT THICKNESS COMPARISON REVIEW
# MoESS Update: Edition No.13

**Date: July 9, 2020**

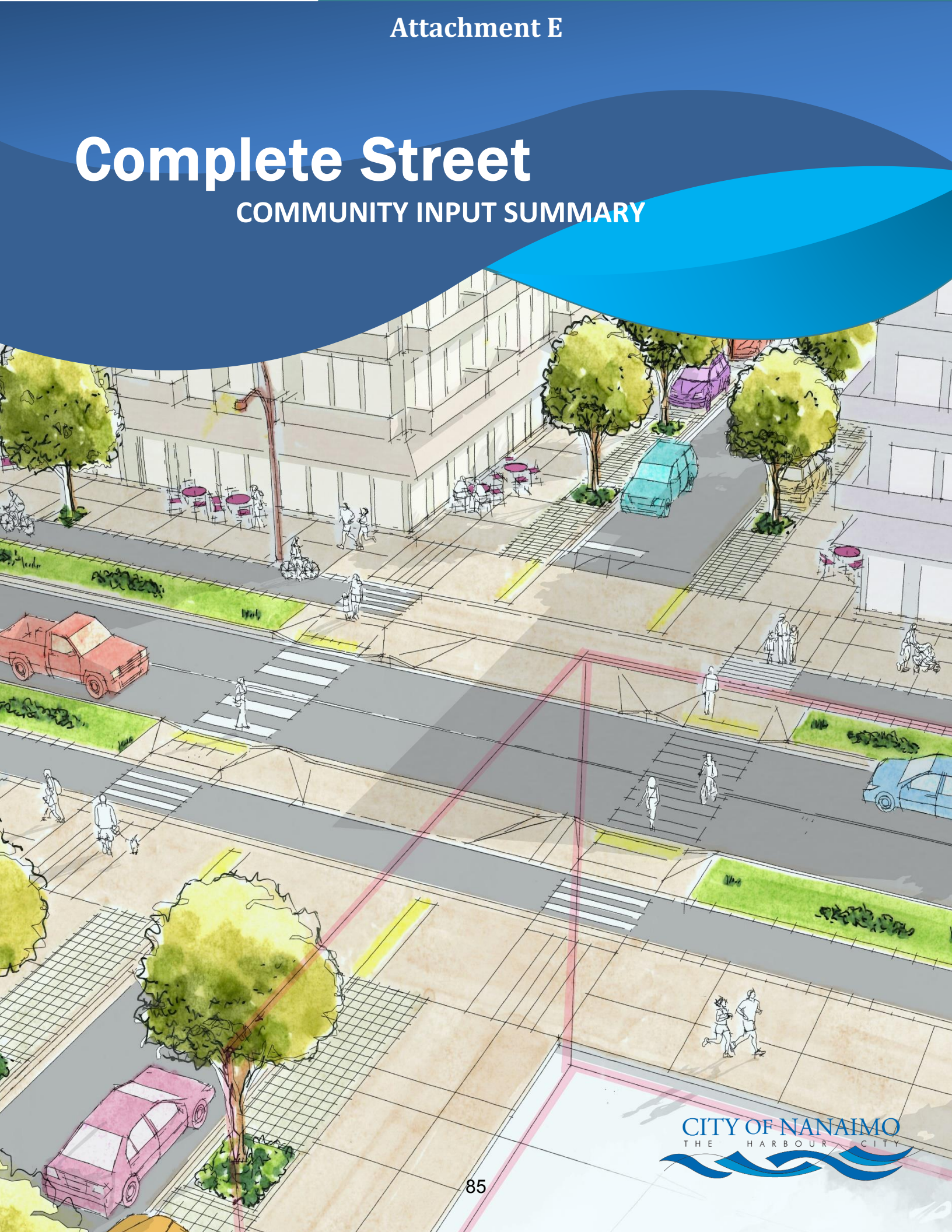
**Project Name and Scope:** Manual of Engineering Standards and Specifications Cross Section Comparison Review of Edition No.12 to the proposed Edition No.13 for the costs related to two road cross sections, Urban Local and Industrial Local.

## 1.0 Asphalt Thicknesses

| Municipality | Local | Industrial | Collector | Arterial |
|---|---|---|---|---|
| Nanaimo (Proposed Standard) | 75mm | 100mm | 100mm | 125mm |
| Nanaimo (Current Standard) | 50mm | 75mm | 75mm | 75mm |
| Victoria | 50mm | 75mm | 75mm | 75mm |
| Langford | 50mm | 75mm | 75mm | 75mm |
| North Cowichan | 50mm | 75mm | 75mm | 75mm |
| Sannich | 50mm | 80mm | 80mm | 80mm |
| Ladysmith | 50mm | 75mm | 75mm | 75mm |
| Parksville | 50mm | 85mm | 85mm | 100mm |
| Campbell River | 50mm | 75mm | 75mm | 100mm |
| Surrey | 85mm | 100mm | 100mm | 125mm |
| Langley | 85mm | 90mm | 90mm | 125mm |
| Richmond | 85mm | 100mm | 100mm | 150mm |
| Abbotsford | 75mm | 100mm | 100mm | 100mm |
| Chilliwack | 75mm | 75mm | 75mm | 75mm |
| Burnaby | 75mm | 115mm | 115mm | 190mm |
| Kamloops | 50mm | 75mm | 75mm | 100mm |

# Complete Street

## COMMUNITY INPUT SUMMARY



CITY OF NANAIMO
THE HARBOUR CITY

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1|PUBLIC ENGAGEMENT ..... 3
2|STAKEHOLDER ENGAGEMENT ..... 4
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# 1|PUBLIC ENGAGEMENT

## Public Open Houses

Four open houses were hosted from September 2018 to May 2019. Information boards, dotmocracy and feedback boards, engaging conversations, and the 'Complete Street' game allowed people a variety of ways to share their thoughts and ideas. Photos from the events can be found in Appendix 1. The results have been summarized in Appendix 2 – both the open-ended feedback and dotmocracy results.

| | |
|---|---|
| DATE | Thursday, September 27, 2018, 11am-2pm |
| LOCATION | Sustainability Fair @ VIU |

| | |
|---|---|
| DATE | Saturday, March 23, 2019, 1pm-4pm |
| LOCATION | Woodgrove Mall |

| | |
|---|---|
| DATE | Saturday, April 27, 2019, 1-3pm |
| LOCATION | Earth Day Community Event @ John Barsby |

| | |
|---|---|
| DATE | Saturday, May 25, 2019, 9am-12pm |
| LOCATION | Active for Life Community Event @ Maffeo Sutton Park |

## Speaking Engagements

| | |
|---|---|
| DATE | Friday, August 16, 2019, 12pm-1pm |
| LOCATION | Rotary Lunch, Coast Bastian Hotel |

| | |
|---|---|
| DATE | Tuesday, October 22, 2019, 9-10am |
| LOCATION | Vancouver Island Real Estate Board |

INPUT CAME FROM:



Online or email submissions



Questionnaire submissions



Collaborative discussions at public open house events



Written submissions



Phone or in-person meetings

### Questionnaire

An online public survey was posted from March-April 2019 gathering 355 responses. The results have been summarized in Appendix 3 – both the quantitative and the open-ended feedback.

| | |
|---|---|
| DATE | March – April 2019 |
| LOCATION | Online @ nanaimo.ca/goto/CompleteStreets |

### Written, Phone, or In-Person Submissions

| | |
|---|---|
| DATE | September 2018 – December 2019 |
| LOCATION | Via Email @ Complete.Streets@nanaimo.ca<br>By Phone or In-Person @ City of Nanaimo |

# 2|STAKEHOLDER ENGAGEMENT

Between September of 2018 and November 2019, the project group met with various community interest groups, essential service groups, and any industry groups that were interested. These meetings included a presentation about the City's new Complete Streets direction, followed by engaging dialog – both positive and negative. Results and take-aways from the meetings can be found in Appendix 4.

### Community Interest Groups

| | |
|---|---|
| DATE | Monday, May 27, 2019, 4:30-6:30pm |
| LOCATION | PDDN Mobility Committee @ Tectonica (890 Crace Street) |

| | |
|---|---|
| DATE | Monday, June 3, 2019, 7:30pm-9pm |
| LOCATION | MIVA (Mid Island Velo Association @ (100 Wallace Street) |

| | |
|---|---|
| DATE | Friday, July 19, 2019, 10am-12pm |
| LOCATION | CNIB (Canadian Institute for the Blind) @ Metral Drive |

| | |
|---|---|
| DATE | Thursday, November 7, 2019, 3pm-5pm |
| LOCATION | @ Pleasant Valley PAC (6201 Dunbar Road) |

## Essential Service Groups

| | |
|---|---|
| DATE | Friday, May 10, 2019, 9am-5pm |
| LOCATION | Complete Street Design Workshop: RCMP, Fire, & City Departments @ SARC |

| | |
|---|---|
| DATE | Thursday, July 4, 2019, 9am-11am |
| LOCATION | @ RDN/BC Transit (6300 Hammond Bay Road) |

| | |
|---|---|
| DATE | Thursday, August 29, 2019, 9-10am |
| LOCATION | Fire Prevention Team @ Fire Station 1 |

| | |
|---|---|
| DATE | Monday, September 30, 2019, 8:30am-10am |
| LOCATION | @ RDN/BC Transit (6300 Hammond Bay Road) |

| | |
|---|---|
| DATE | Friday, November 22, 2019, 1pm-2pm |
| LOCATION | Fire Operations Re: Fire Truck Specs |

| | |
|---|---|
| DATE | Monday, November 25, 2019, 3:30pm-5pm |
| LOCATION | Fire Operations @ Fire Station 3 |

## Engineering & Development Community

| | |
|---|---|
| DATE | Tuesday, August 20, 2019, 1pm-3pm |
| LOCATION | @ Herold Engineering (3701 Shenton Road) |

| | |
|---|---|
| DATE | Wendesday, August 21, 2019, 10am-12pm |
| LOCATION | @McElhanney Engineering (1351 Estevan Road) |

| | |
|---|---|
| DATE | Wednesday, August 21, 2019, 4pm-5pm |
| LOCATION | @ Williamson & Associates (3088 Barons Road) with Newcastle Engineering present |

| | |
|---|---|
| DATE | Thursday, August 22, 2019, 10am-12pm |
| LOCATION | KSG Consulting @ 2020 Labieux Road |

| | |
|---|---|
| DATE | Friday, August 23, 2019, 10am-12pm |
| LOCATION | @ Newcastle Engineering (3179 Barons Road) |

| | |
|---|---|
| DATE | Monday, August 26, 2019, 9am-10:30am |
| LOCATION | @ Cascara Engineering (335 Wesley Street) |

| | |
|---|---|
| DATE | Monday, August 26, 2019, 11am-12:30pm |
| LOCATION | @ JE Anderson Engineering (3411 Shenton Road) |

| | |
|---|---|
| DATE | Thursday, November 29, 2019, 1pm-1:30pm |
| LOCATION | Darren Moss/Tectonica @ 2020 Labieux Road |

# APPENDIX

OPEN HOUSE PHOTOS | 1

OPEN HOUSE RESULTS | 2

PUBLIC SURVEY RESULTS | 3

STAKEHOLDER ENGAGEMENT RESULTS | 4

TWITTER ACKNOWLEDGMENTS | 5

# APPENDIX | 1

## COMPLETE STREETS

## OPEN HOUSE PHOTOS




**Figure 3 - Engagement Set-up Woodgrove Mall**



Figure 4 - Engagement Set-up at Earth Day at John Barsby



Figure 5 - Engagement Set-up at Active for Life at Maffeo Sutton Park

# APPENDIX | 2

## COMPLETE STREETS

## OPEN HOUSE RESULTS

## SUMMARIZED BY MODE, THE FEEDBACK PROVIDED INCLUDED (VERBATIM):

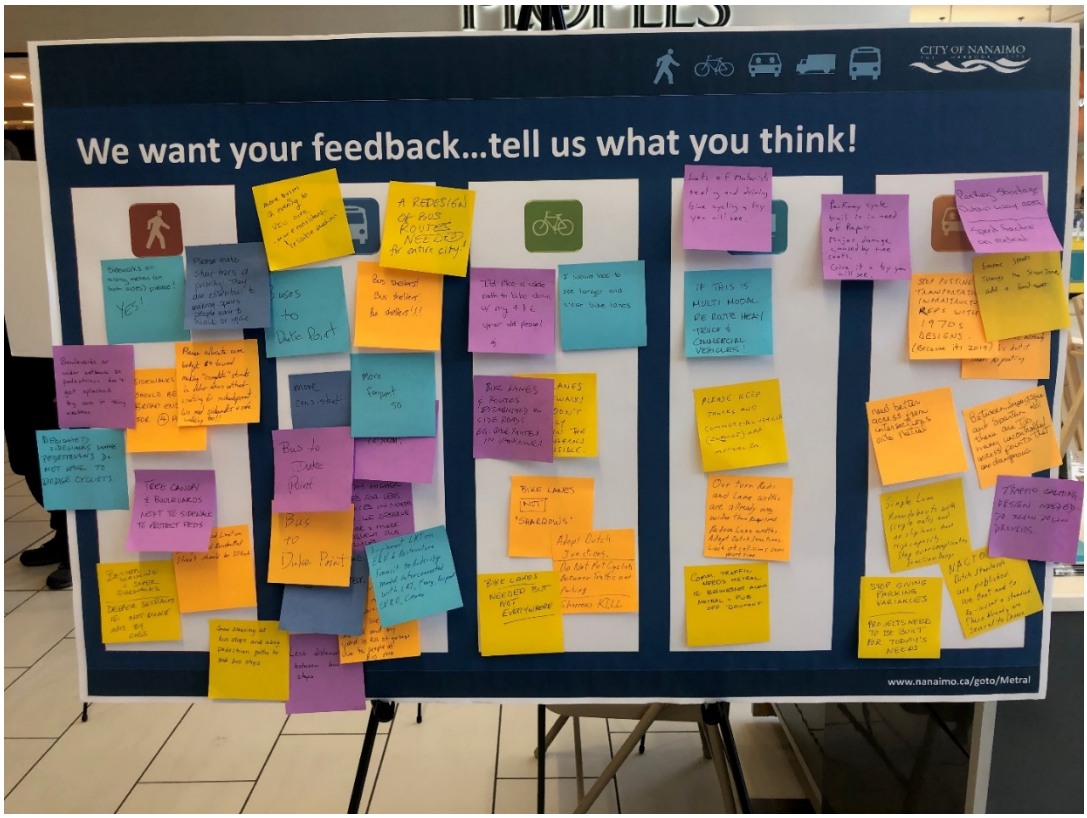



**Figure 6: Feedback Received**

**Pedestrian:**

- "Snow clearing at bus stops and along pedestrian paths to bus stops."
- "Better Walking = Safer Sidewalks"
- "Default speed limit on unimproved residential streets should be 30km/hr."
- "Sidewalks should be broad enough for 4 People."
- "Please allocate budget $'s toward making "Complete" streets in older areas without waiting for redevelopment. We need sidewalks + safe walking too!!"
- "Please make street trees a priority! They are essential to making spaces people want to walk and cycle."
- "Boulevards or wider setback so pedestrians don't get splashed by cars in rainy weather."
- "Tree canopy and boulevards next to sidewalk to protect pedestrians."
- "Dedicated sidewalks where pedestrians do not have to dodge cyclists."



**Cycling:**

- "Lots of motorists texting and driving. Give cycling a try – you will see."
- "Parkway Cycle Trail is in need of Repair. Major damage caused by tree roots."
- "Bike lanes needed but not everywhere!"
- "Adopt Dutch Junctions!"
- "Do not put cyclists between traffic and parking."
- "Sharrows KILL."
- "Bike lanes NOT SHARROWS."
- "Bike Lanes & routes established on side roads. Eg Bike routes in Vancouver."
- "Bike Lanes & sidewalks that don't suddenly end in the most dangerous way possible."
- "Large wide multi-use paths that my family and young children can walk/bike down together."
- "Build facilities that kids and the elderly will use – not just spandex cyclists!"
- "I would like to see larger and clear bike lanes."



**Transit:**

- "More consistency."
- "Bus shelters! Bus shelters! Bus shelters!"
- "A redesign of bus routes needed for the entire city!"
- "More busses in evenings to the VIU area."
- "More consistent & reliable schedules."
- "Buses to Duke Point."
- "Bus to Duke Point."
- "Bus to Duke Point."
- "Increase transit to Cedar. Way too limited"
- "Less distance between bus stops."
- "Later buses! Ie. 12:30pm. People should be able to catch a movie and get home after a 9pm show."
- "#50 needs to be more frequent."
- "We pay higher taxes in the North End. We deserve better and more frequent bus services."
- "Implement LRT on E&N & restructure transit to ridership model interconnected with LRT, Ferry, Airport, CVRD, Comox."



**Commercial:**

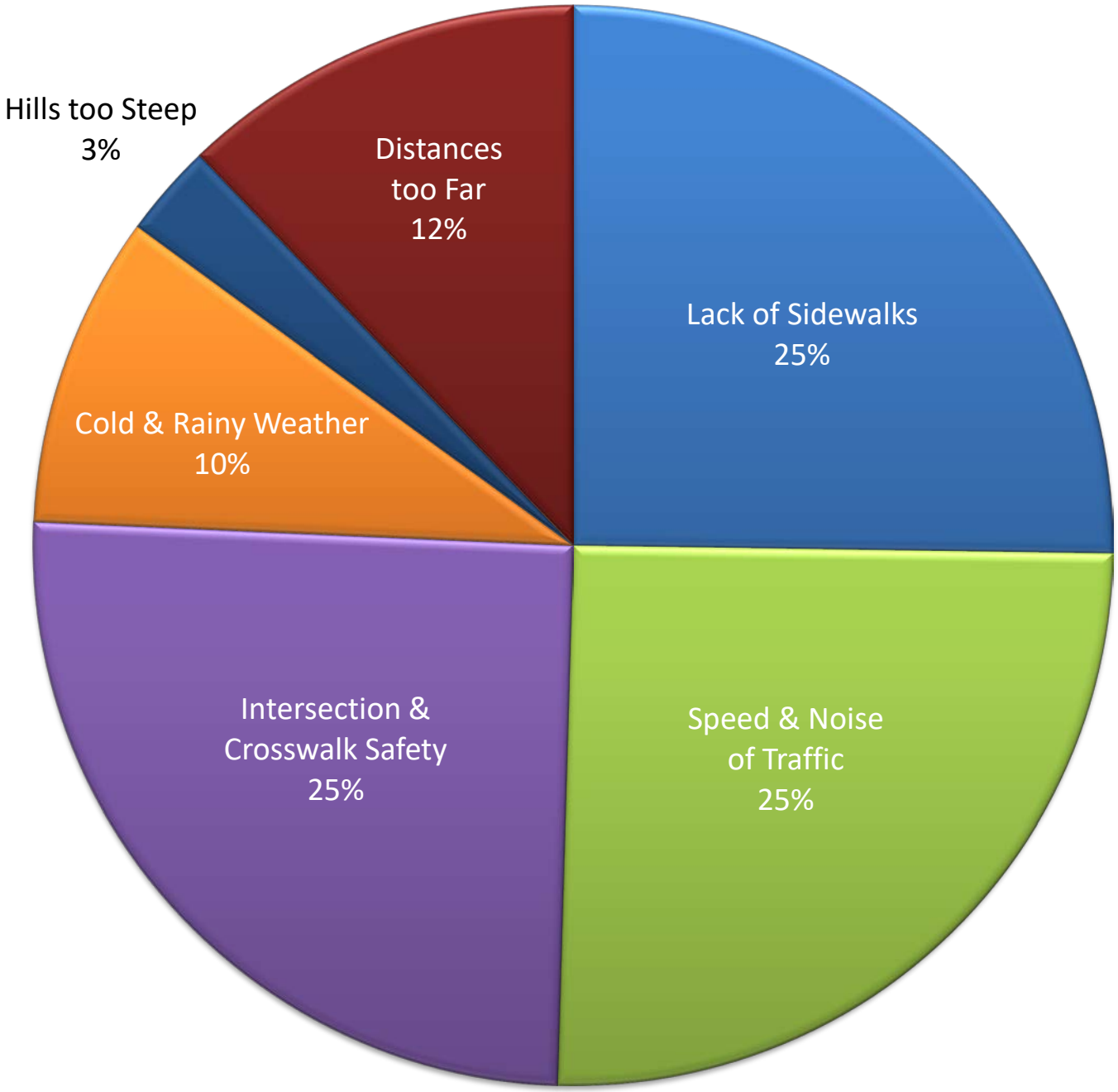
- "Our turn radii and lane widths are already way wider than required. Reduce lane widths."
- "Adopt Dutch Junctions!"
- "Lack of collisions saves more time."
- "Lots of motorists texting and driving. Give cycling a try – you will see."
- "If this is a multi modal corridor – re route heavy truck and commercial vehicles."



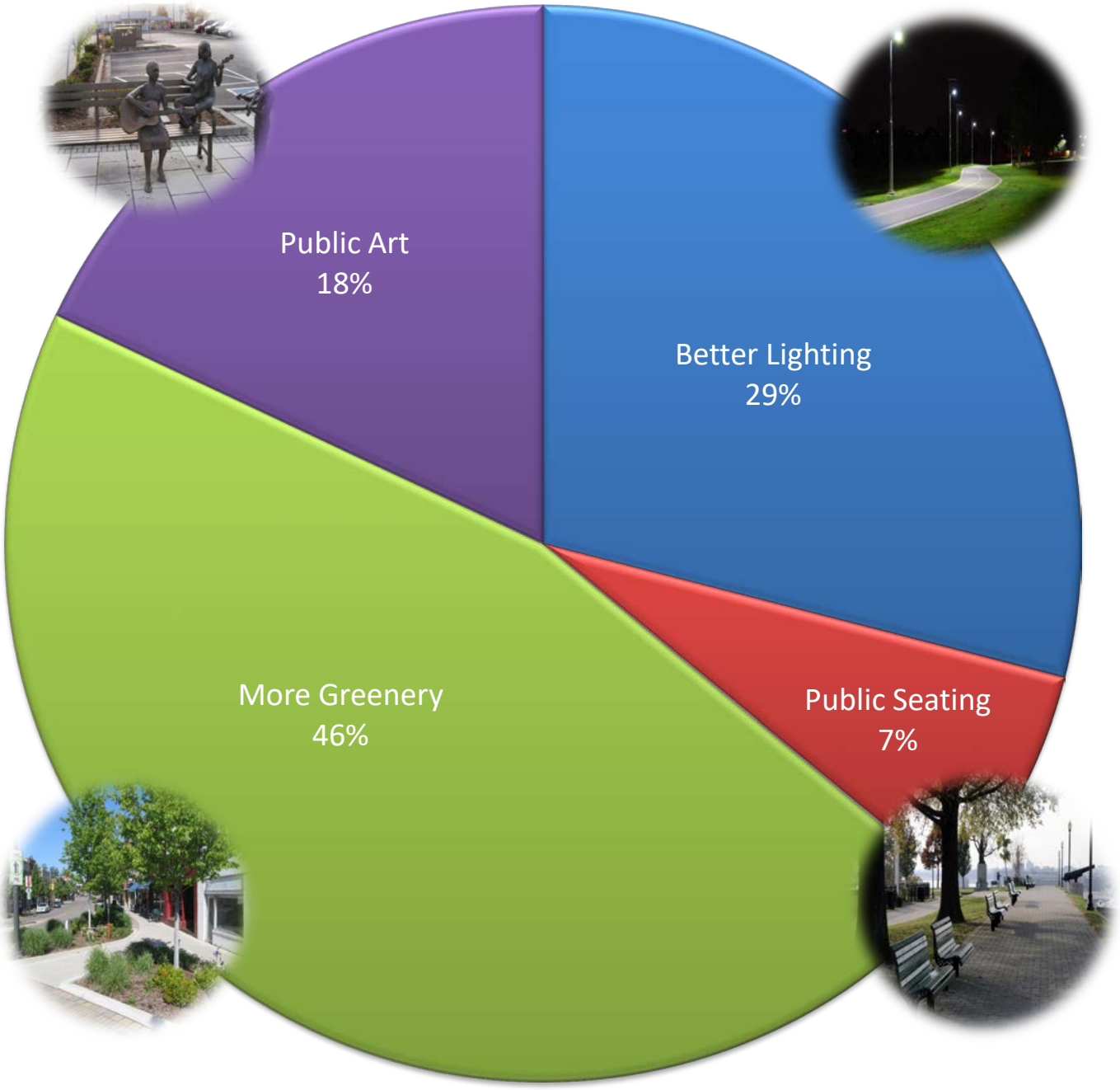
**Single-Vehicle:**

- "Stop putting out transportation infrastructure RFPs with 1970s designs (because it's 2019!).
- "Stop putting out RFPs with 1950s Designs. Someone else already wrote this but it bears repeating."
- "STOP GIVING PARKING VARIANCES."
- "Projects need to be built for todays needs."
- "Single lane roundabouts with single entry and no sliplanes have higher capacity."
- "Stop overcomplicating junction designs."
- "NACTO & Dutch standards are published. We don't need to reinvent standards. They are already there – several to choose from."
- "Traffic calming design needed to slow down drivers."

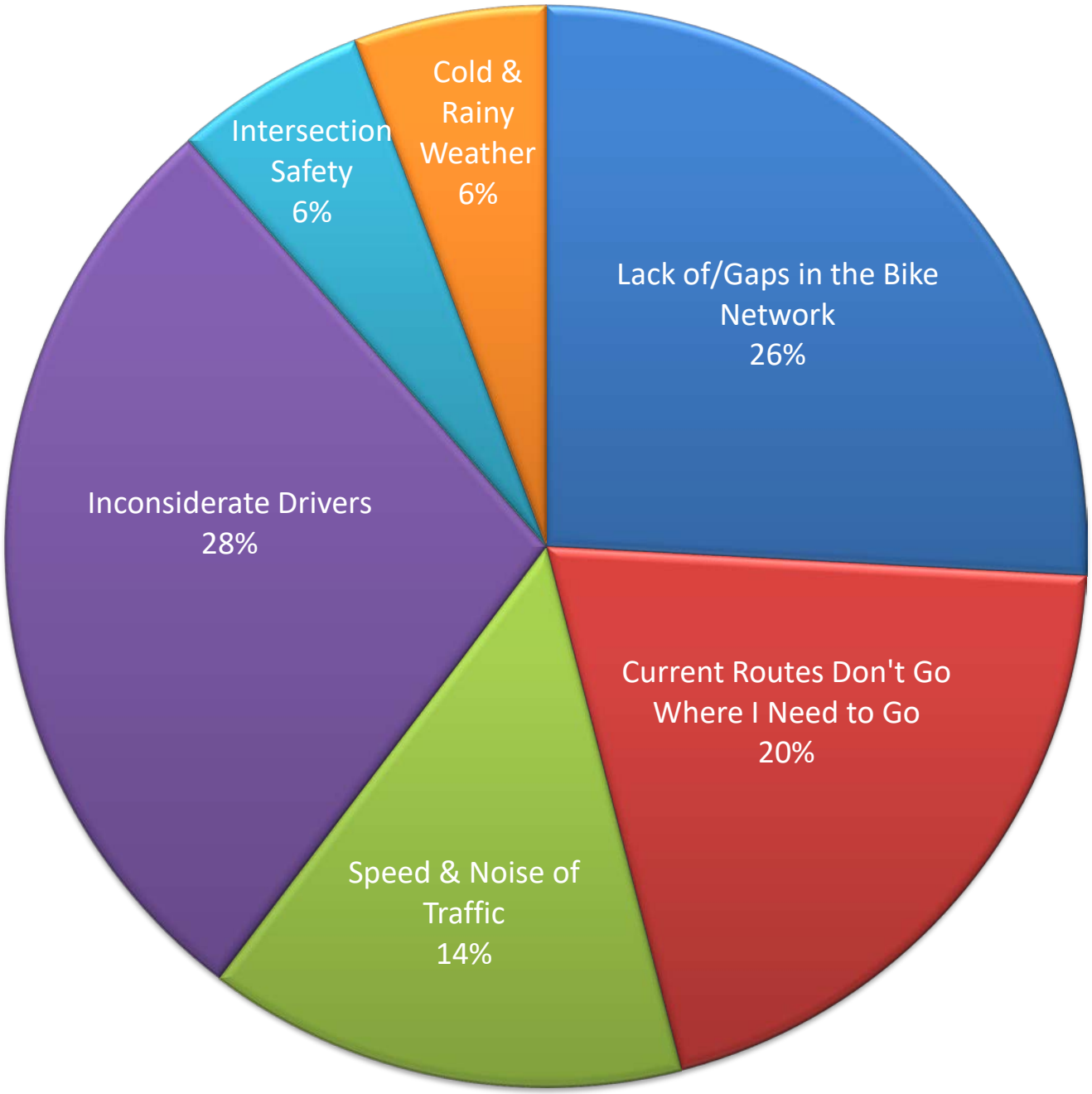
## DOTMOCRACY: WHEN I DON'T WALK, IT'S BECAUSE…



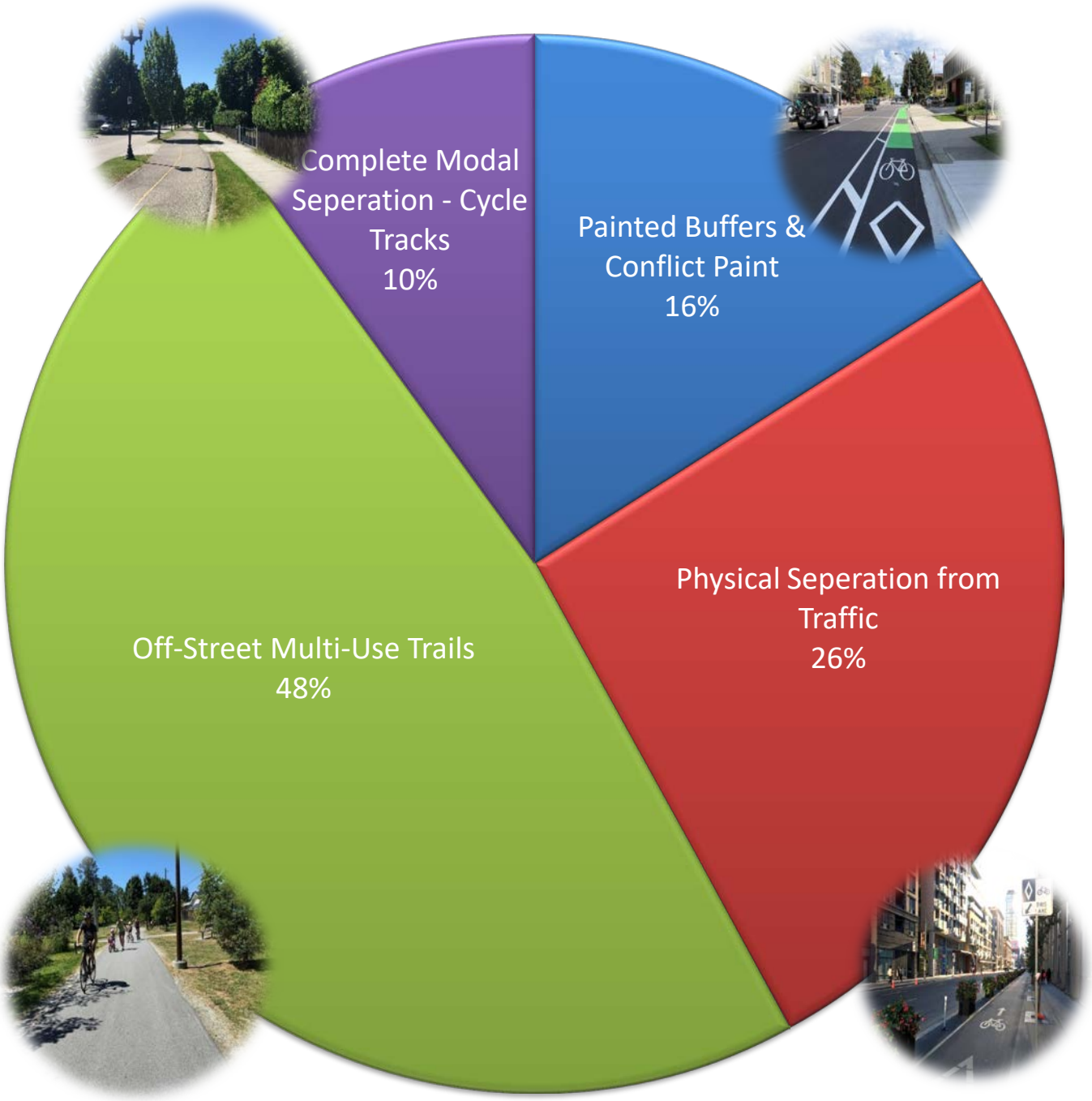
## DOTMOCRACY: WHAT PLACE-MAKING INFRASTRUCTURE WOULD ENCOUARGE YOU TO WALK MORE? (ASSUMING A COMPLETE NETWORK)



## DOTMOCRACY: WHEN I DON'T BIKE, IT'S BECAUSE…



## DOTMOCRACY: WHAT (MINIMUM LEVEL OF) INFRASTRUCTURE WOULD ENCOURAGE YOU TO BIKE MORE?



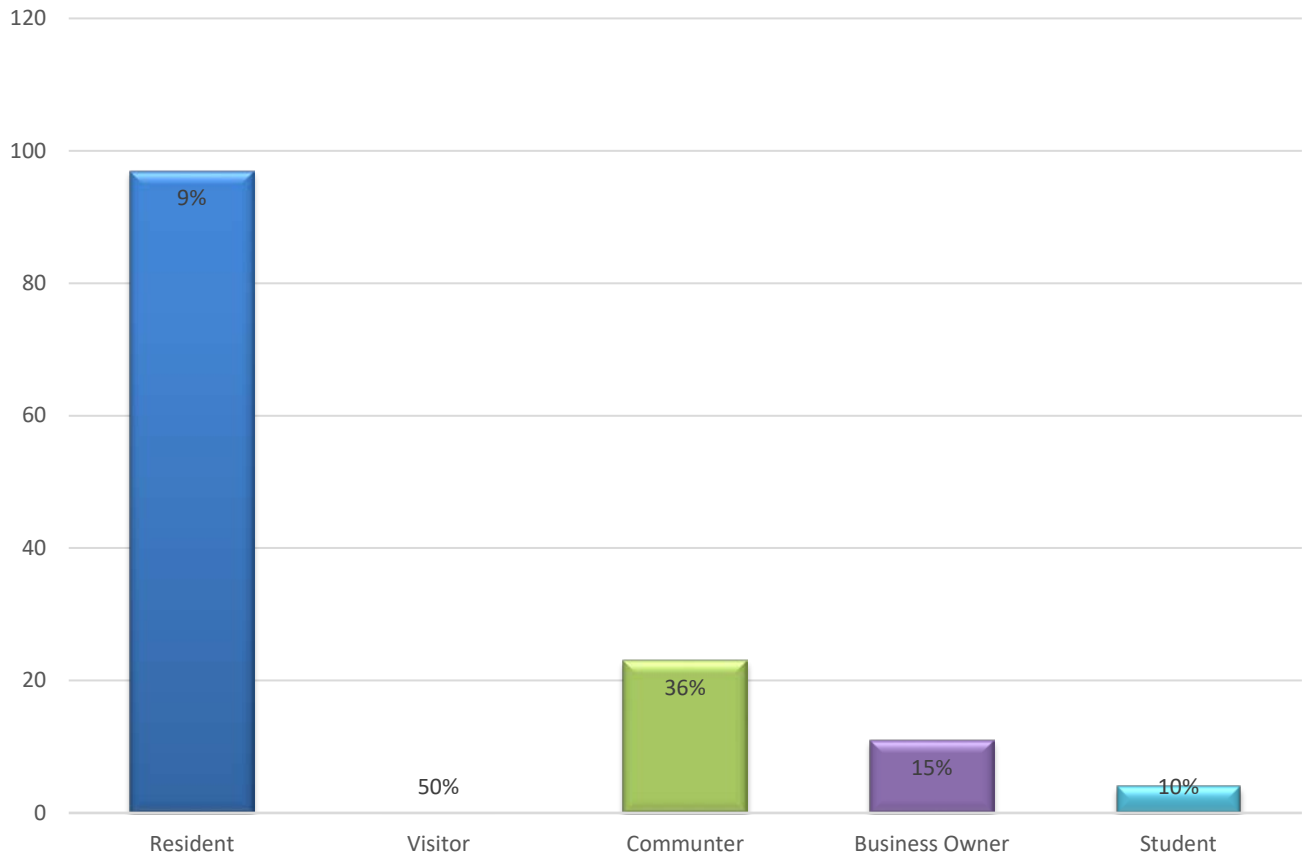
# APPENDIX | 3

## COMPLETE STREETS

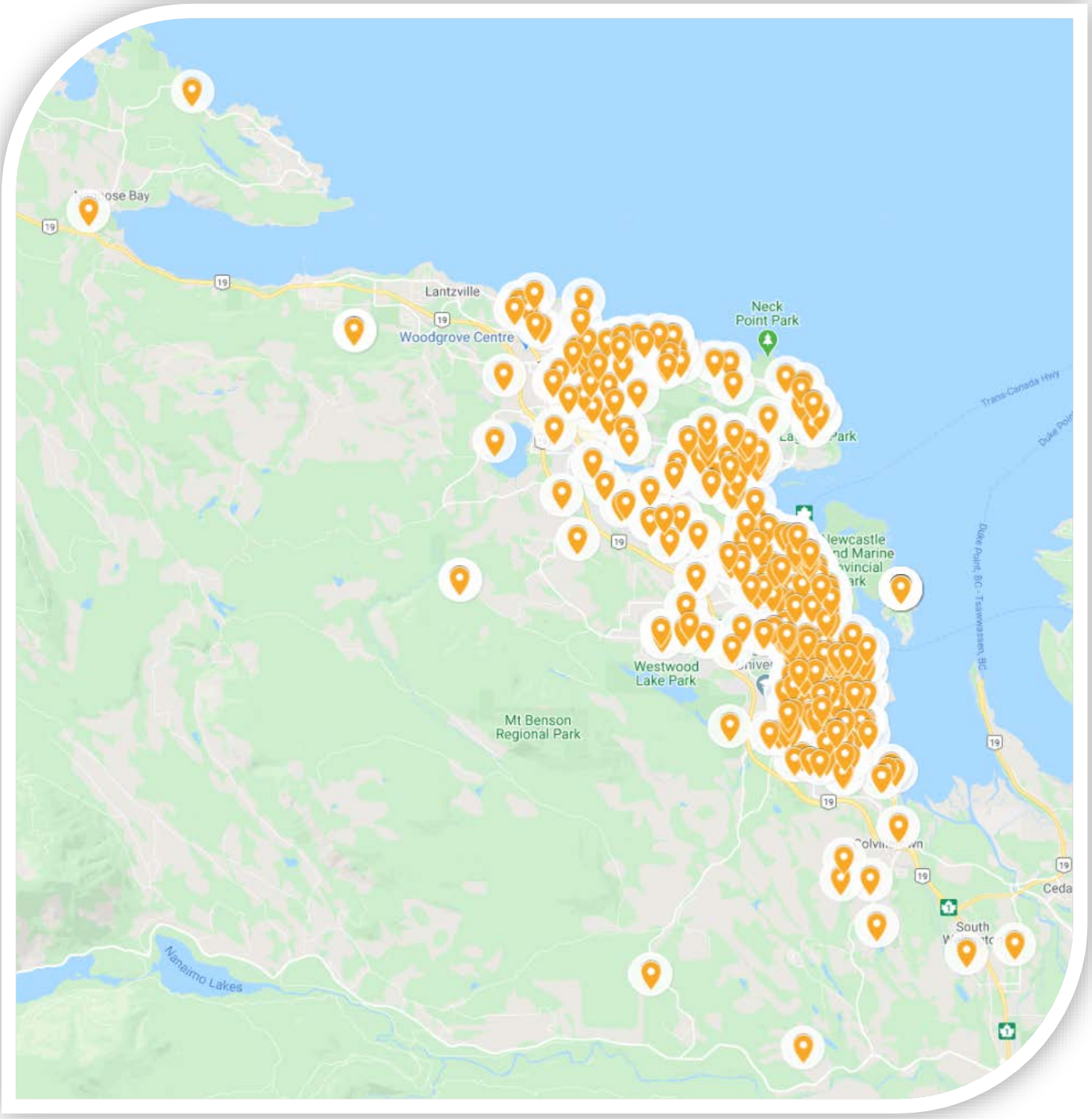
## PUBLIC SURVEY RESULTS

## QUESTION 1: I AM A:

CHECK ALL THAT APPLY.

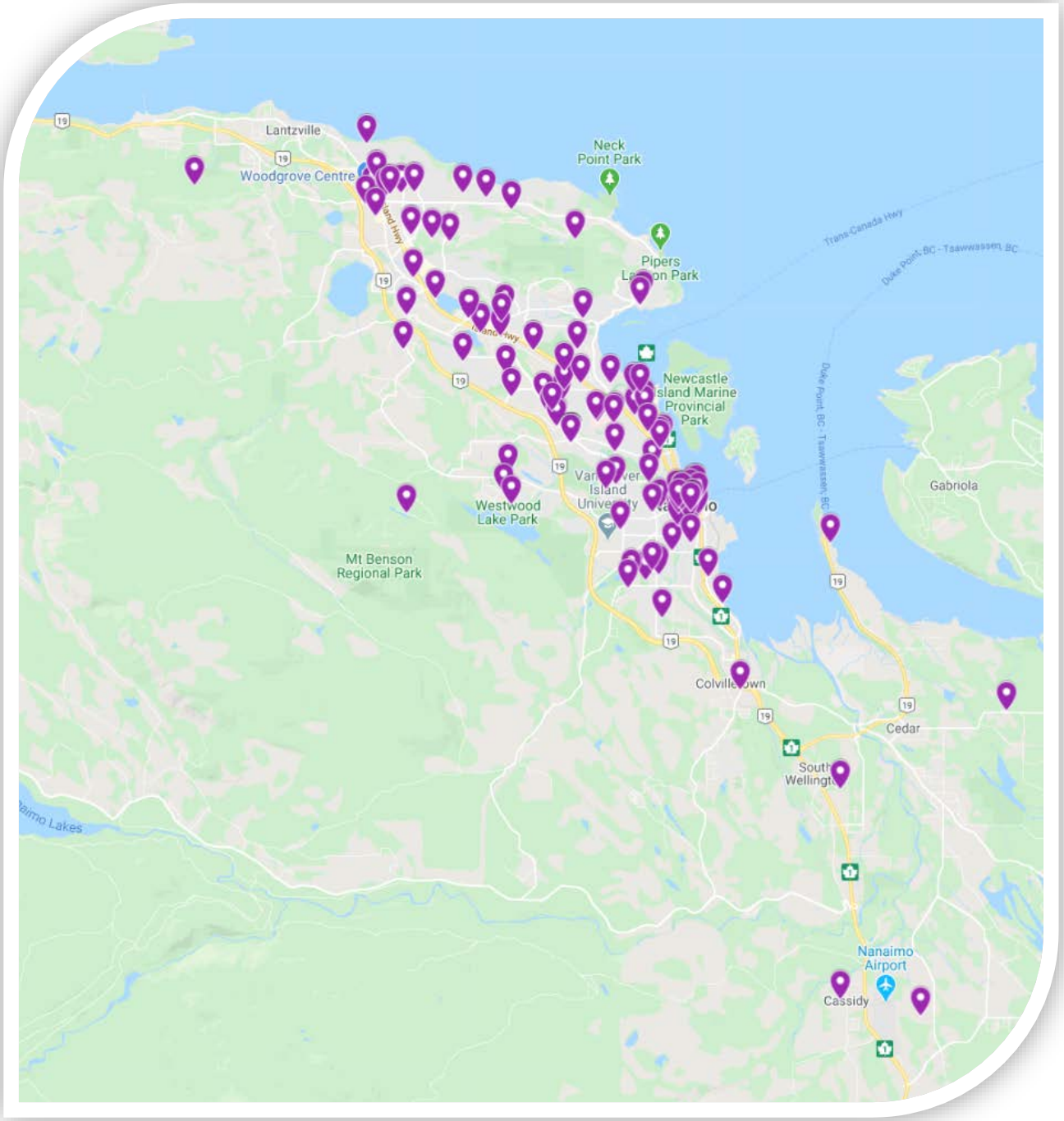


## QUESTION 2: WHAT IS YOUR HOME POSTAL CODE?




*Outliers not shown in map: Qualicum, Campbell River, Burnaby, and Prince George.

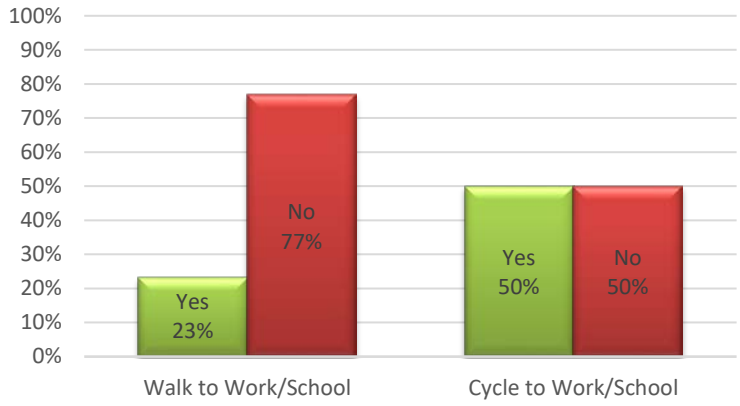
## QUESTION 2: WHAT IS YOUR WORK'S OR SCHOOL'S POSTAL CODE? ANSWER IF APPLICABLE.



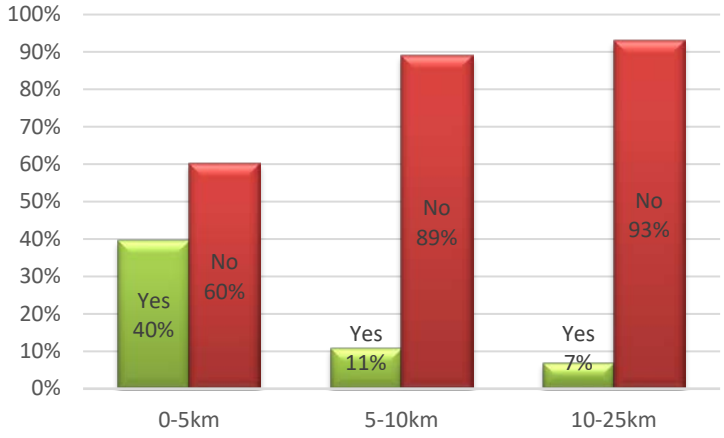

*Outliers not shown in map: Ladysmith, Duncan, Langford, Victoria, Coquitlam, and Ottawa.

# QUESTION 2&3: COMMUTING SUMMARY

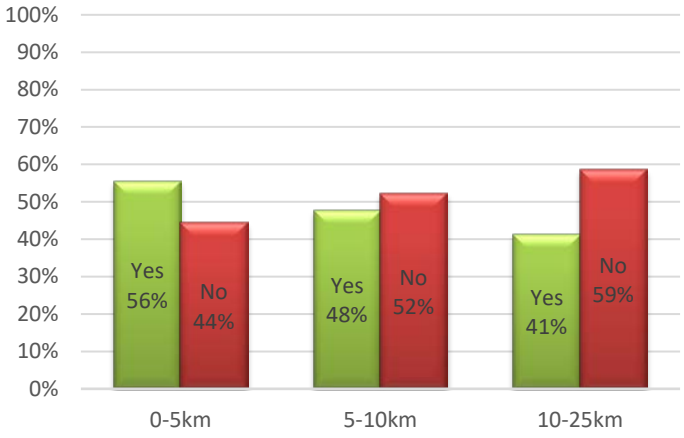
Of the 138 people who opted to provide their work/school postal codes:



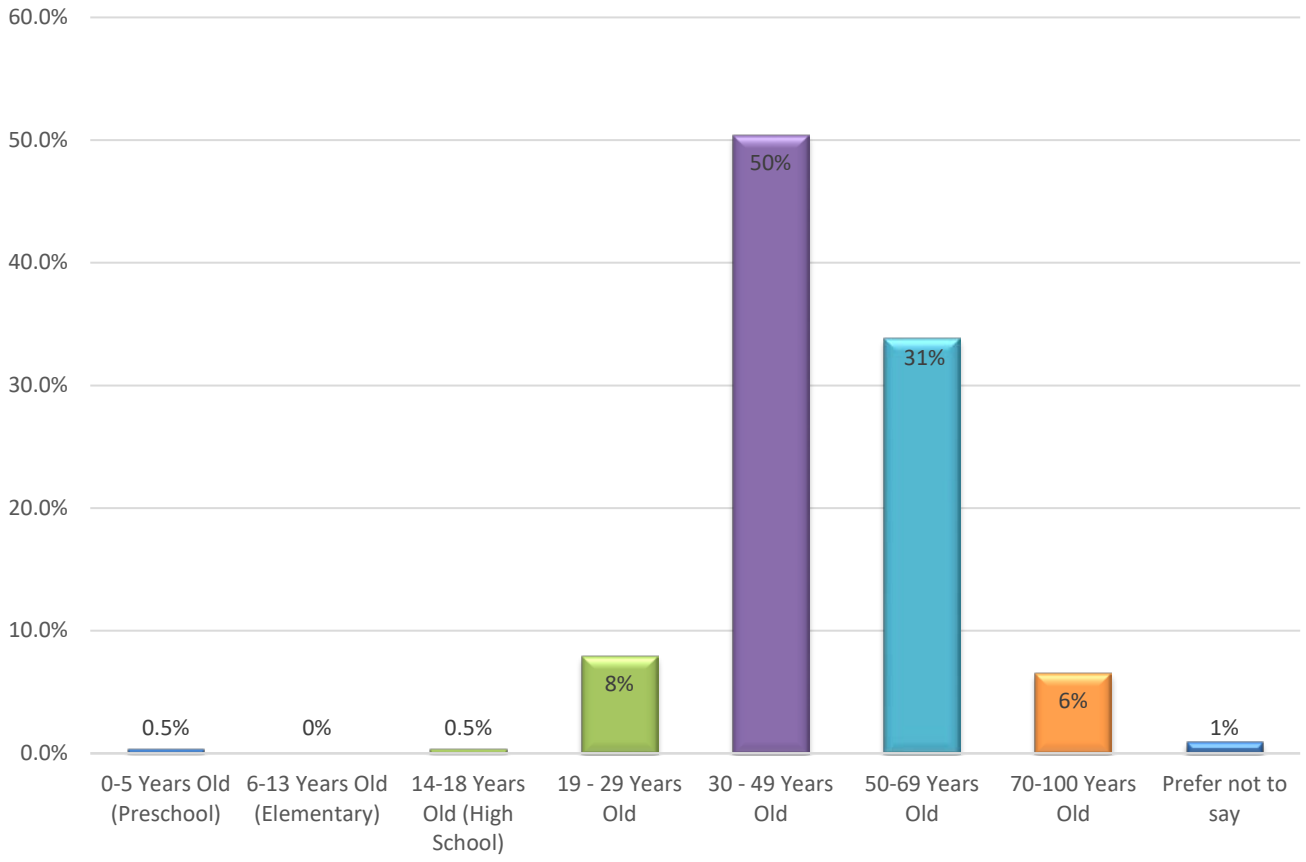

People Walking to Work/School Based on Distance



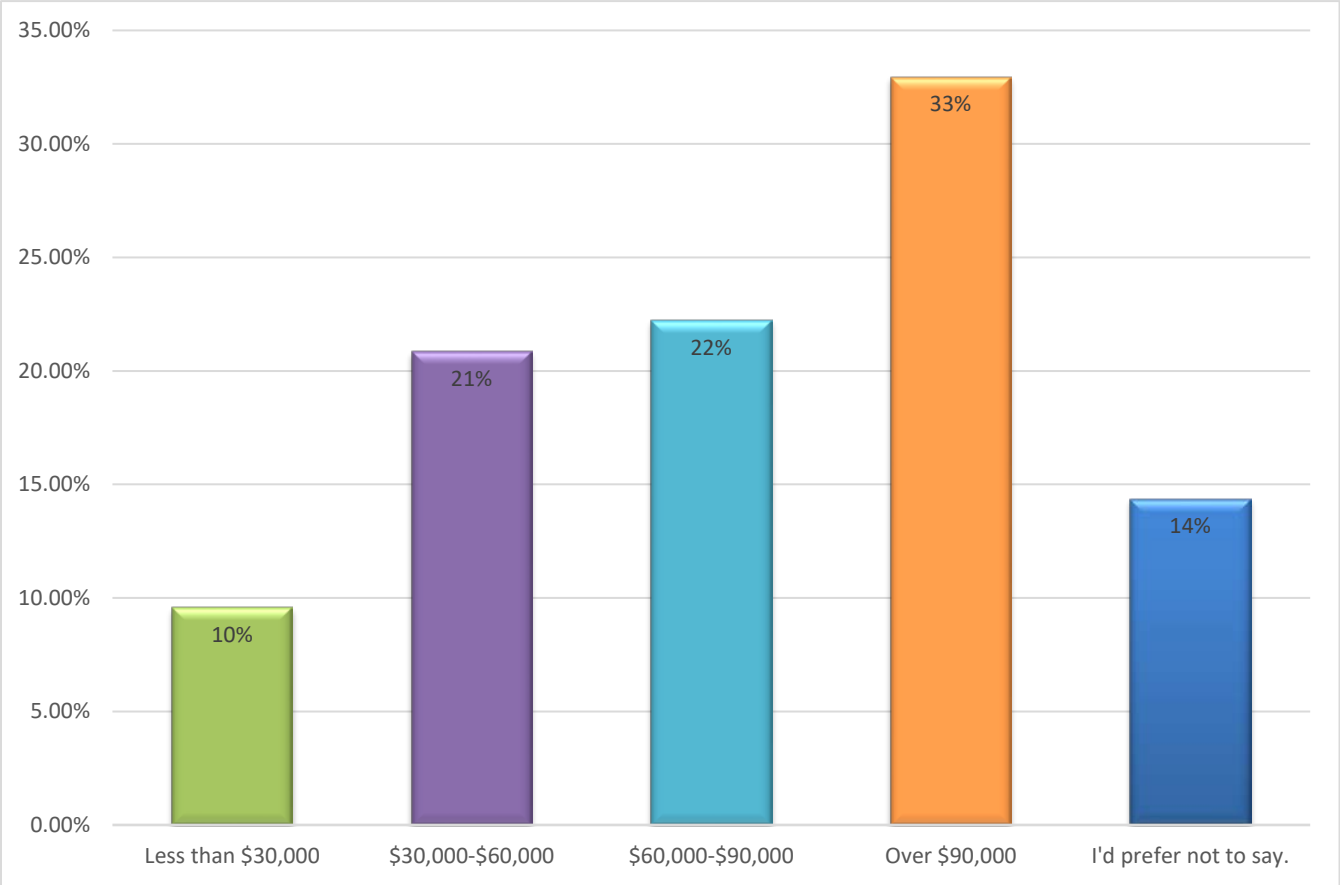

People Cycling to Work/School Based on Distance



# QUESTION 4: WHAT AGE BRACKET DO YOU FALL WITHIN?



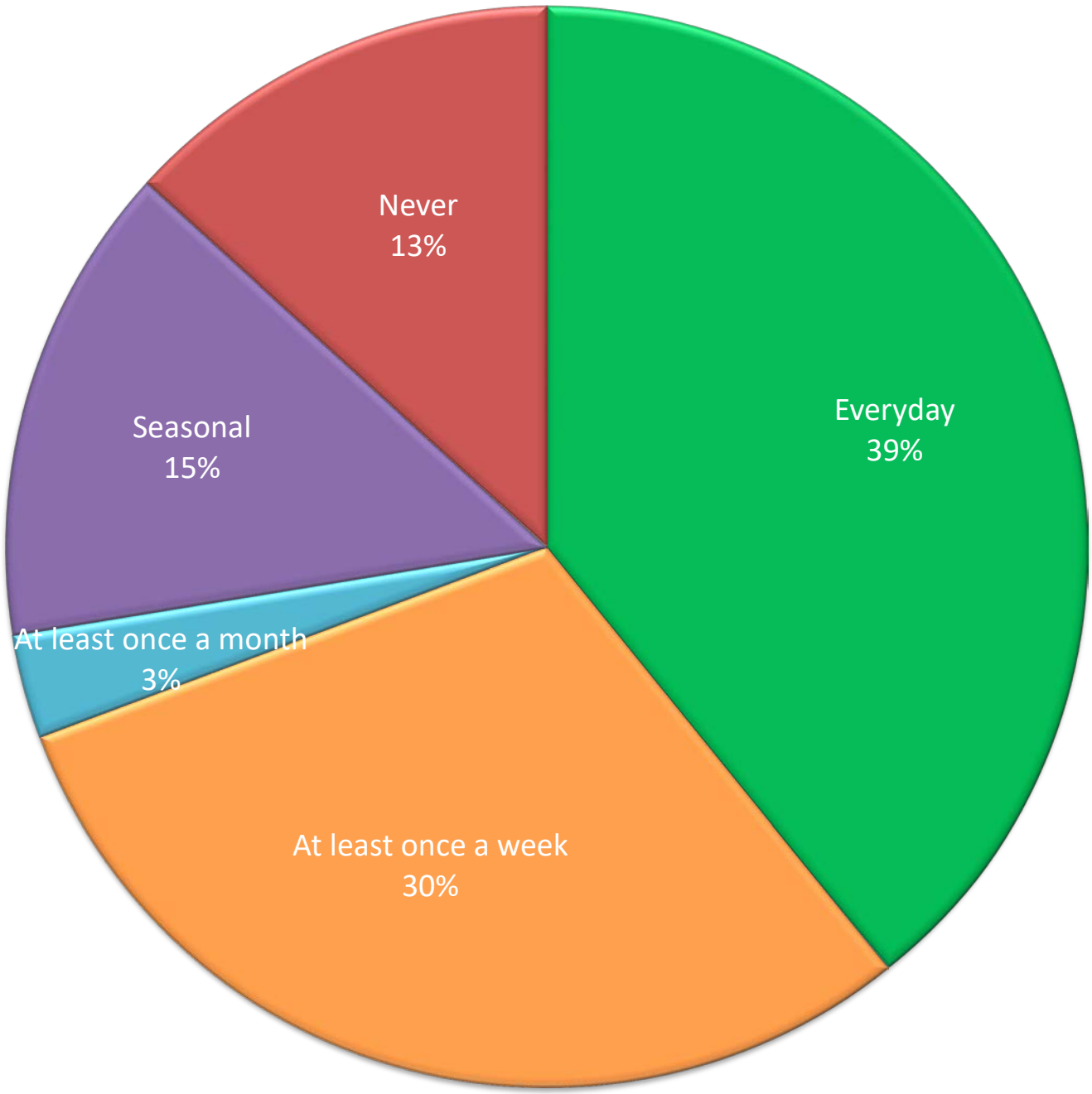
## QUESTION 5: WHAT IS YOUR HOUSEHOLD INCOME?



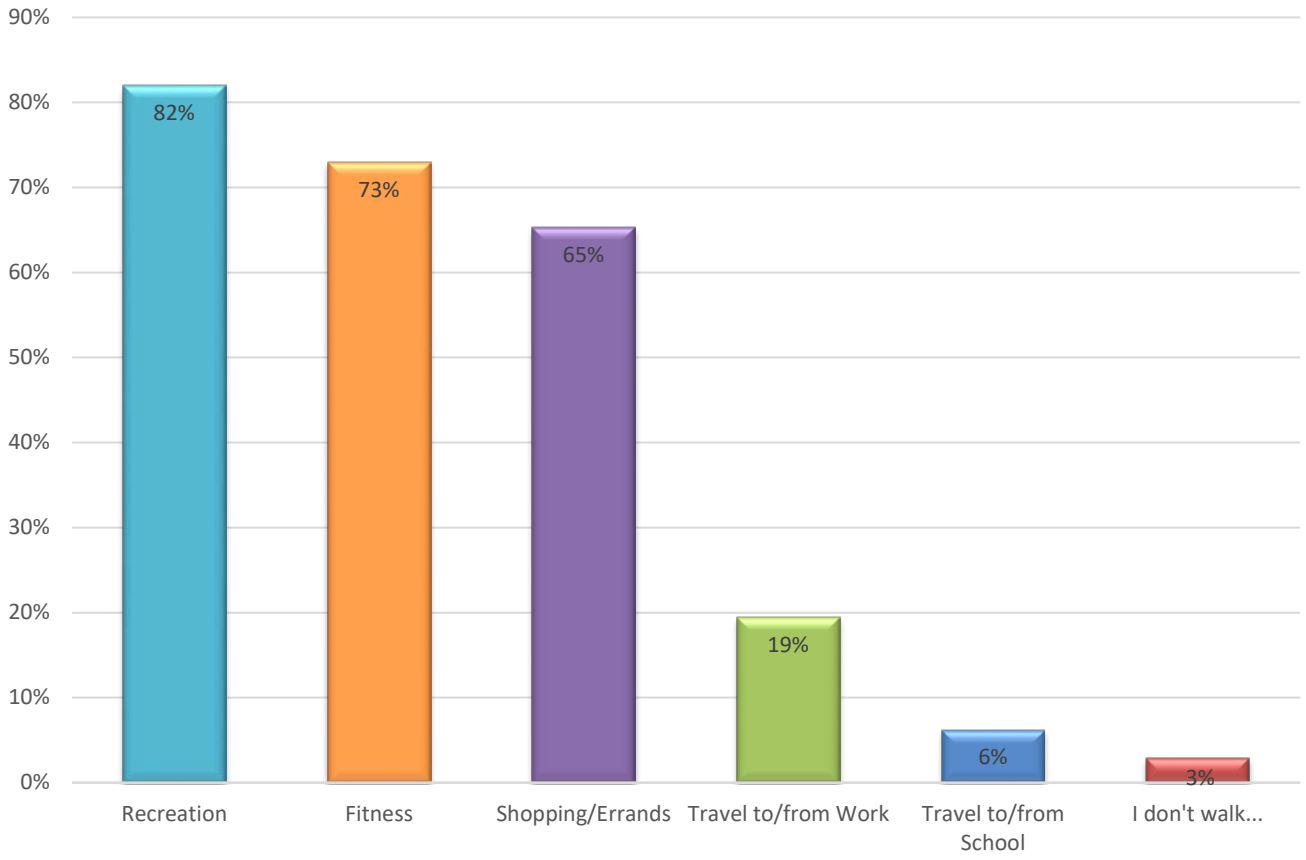
## QUESTION 6: RANK THE TRANSPORTATION METHODS YOU USE MOST WHEN TRAVELLING AROUND NANAIMO IN ORDER FROM YOUR MOST USED METHOD TO YOUR LEAST USED METHOD.



## QUESTION 7: HOW OFTEN DO YOU GO FOR A WALK?



## QUESTION 8: WHY DO YOU WALK? CHECK ALL THAT APPLY.

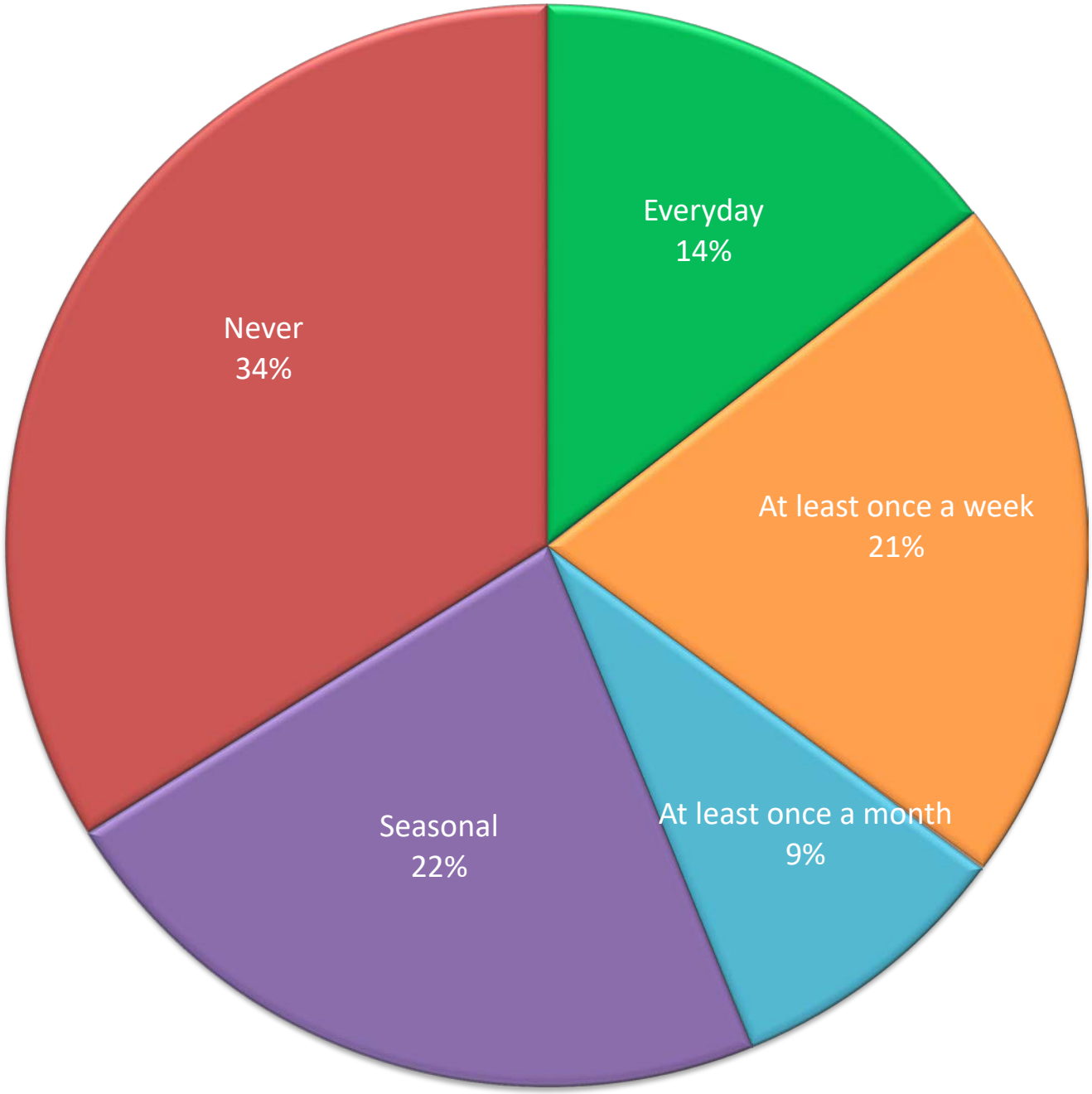



## OTHER (PLEASE SPECIFY):

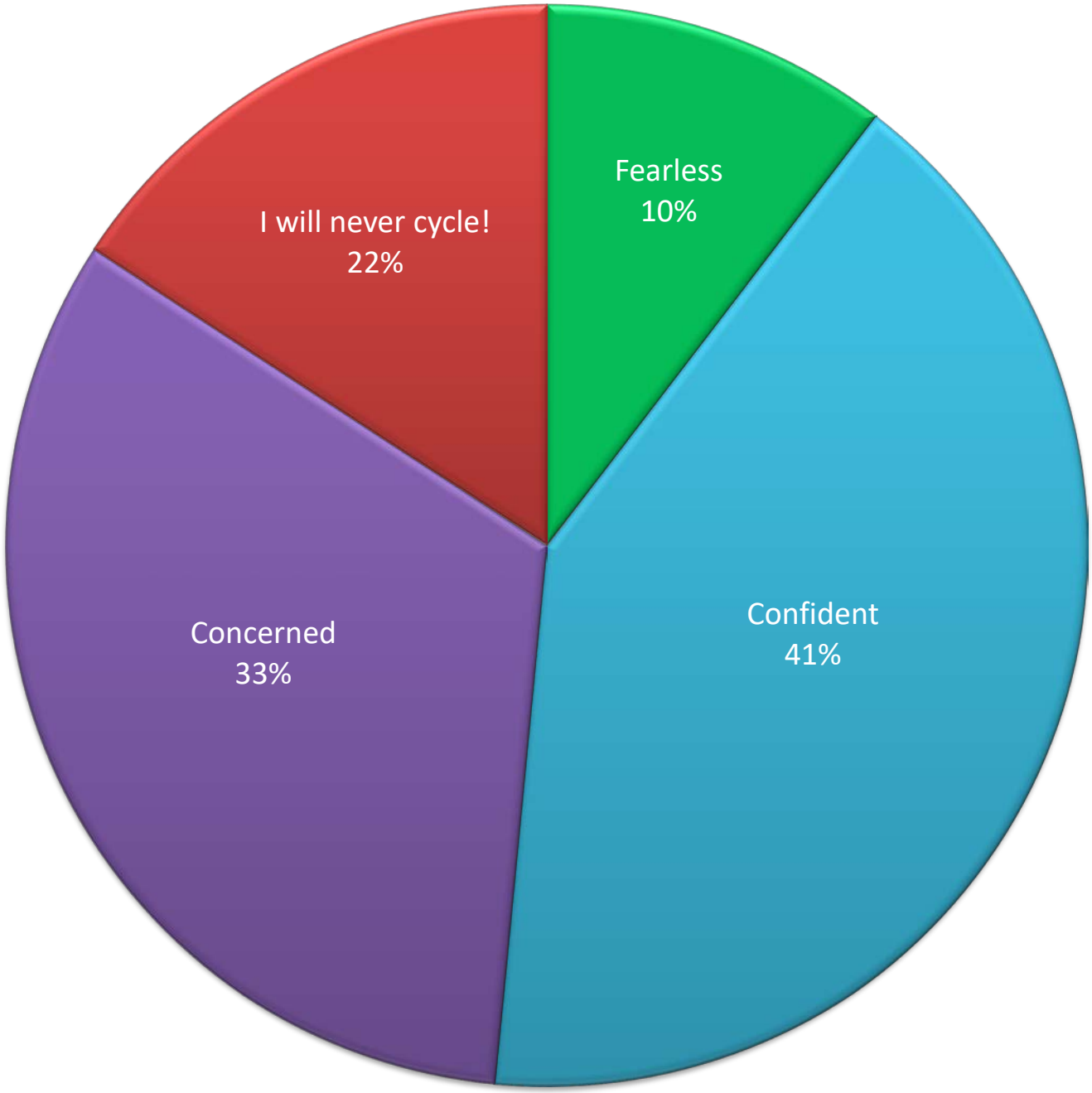
- Visit friends locally
- Walk the dog.
- Where is the option for motorcycle?
- I have a dog
- Environmental concern
- walk the dog
- To reduce fuel consumption (cost) and emissions (environmental)
- Pick up the kids. Walk the dog.

- Dog
- Kid pickup from school
- Daily dog walks
- Dog walks
- Enjoyment
- Walking dog, or with children
- Sanity
- Bad knees
- to move
- Dog
- Meet people downtown on the walkway and become more involved in Nanaimo and our community!
- Himing and exploration as much as possible. Less and less available with the selling and gsting of our beautiful back country.
- No drivers license
- To get from car to destination. Mobility Problems...
- Dog
- To reduce my carbon footprint
- My reindeer are tired
- Because I live downtown
- Also, it fits with my values re environment and community.
- See and talk to neighbours. I've chosen not to own a car.
- Becoming less due to the community being unsafe and over run by violent criminals
- Improved mental health, access to nature
- I am blind and can't drive. Walking is an inherent need to get to where I need to go. Walking is not a luxury. Also, you don't say what "multi-Modal" is. Nanaimo is a coast city, and I live on Protection Island. You say nothing about ferry access or boat access in general. So far you are missing an integral part of our city's infrastructure, at least for some of your residents. We need reliable public ferry access that is not dependent on private business interests.
- meet-ups with friends downtown

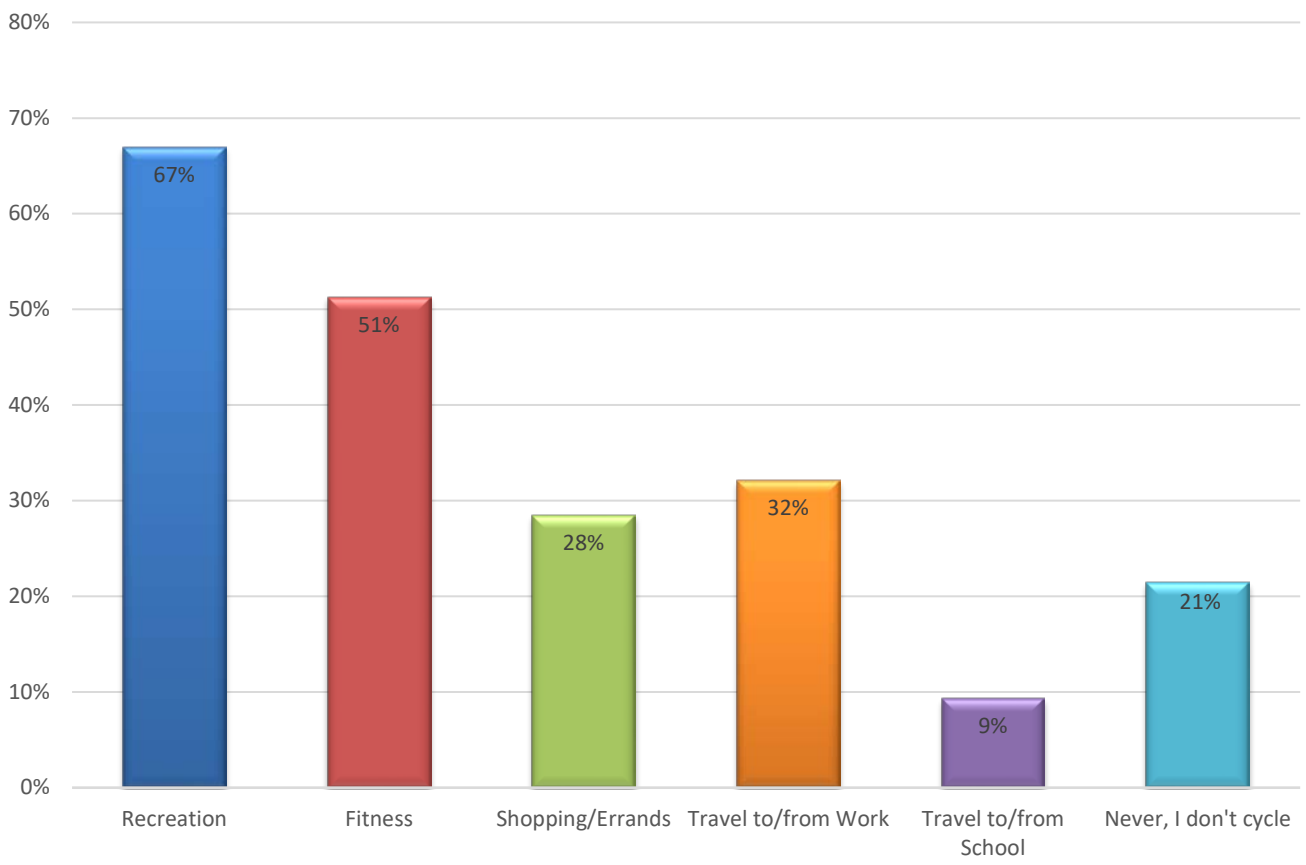
## QUESTION 9: HOW OFTEN DO YOU CYCLE?



## QUESTION 10: DESCRIBE YOUR CYCLING CONFIDENCE LEVEL…



## QUESTION 11: WHY DO YOU CYCLE? CHECK ALL THAT APPLY.




## OTHER (PLEASE SPECIFY):

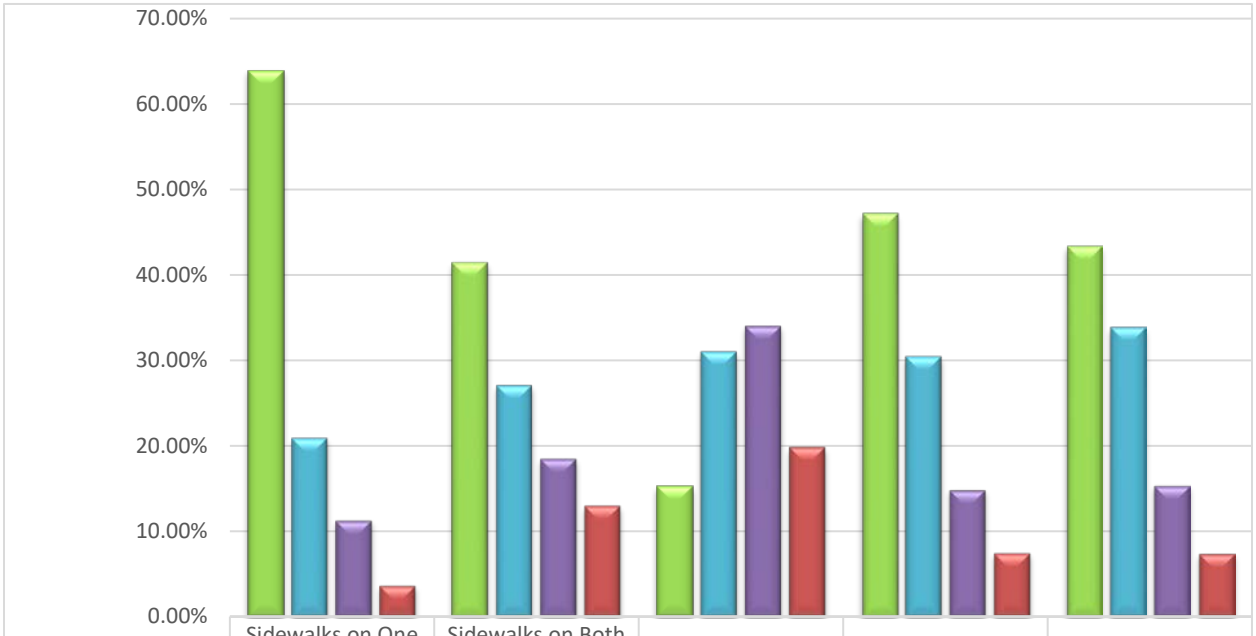
- I ride a motorcycle to commute. I don't cycle
- travel for vacations
- endorphins :)
- environmental benefits, cheaper than operating an automobile
- Save on fuel and not to burn carbon as much as possible
- to reduce my carbon footprint

- I used to commute daily but now I work from home.
- Environment
- Best way to expierience your community
- Would love to
- If I did ride a bike those top 2 are why I would, I plan on buying one of the roads improve and there
- I would like to cycle to work but the streets are too dangerous for this activity.
- fun :)
- I stopped cycling in Nanaimo because there are no bike lanes and drivers generally don't care. But make no mistake, many cyclists in this town are arrogant and don't care to follow rules of the road. It is too dangerous in this city for cycling
- By Bike, I mean Motorcycle
- Where all other means of travel dont work
- I said I will never cycle
- Visit friends
- Value choices re environment, community connection.
- To unsafe for both cyclist and drivers. Until cyclist have to have licenses and abide by the same rules of the road and they are unforced properly in this community I will not cycle
- While safe biking is important for our community, I personally don't bike because I am blind. Not a viable option. All of your responses so far are geared to "able-bodied" people. Where is your inclusive design master plan?

## QUESTION 12: LOCAL STREET PREFERENCES




Example Local Streets: Jasmine Place, .

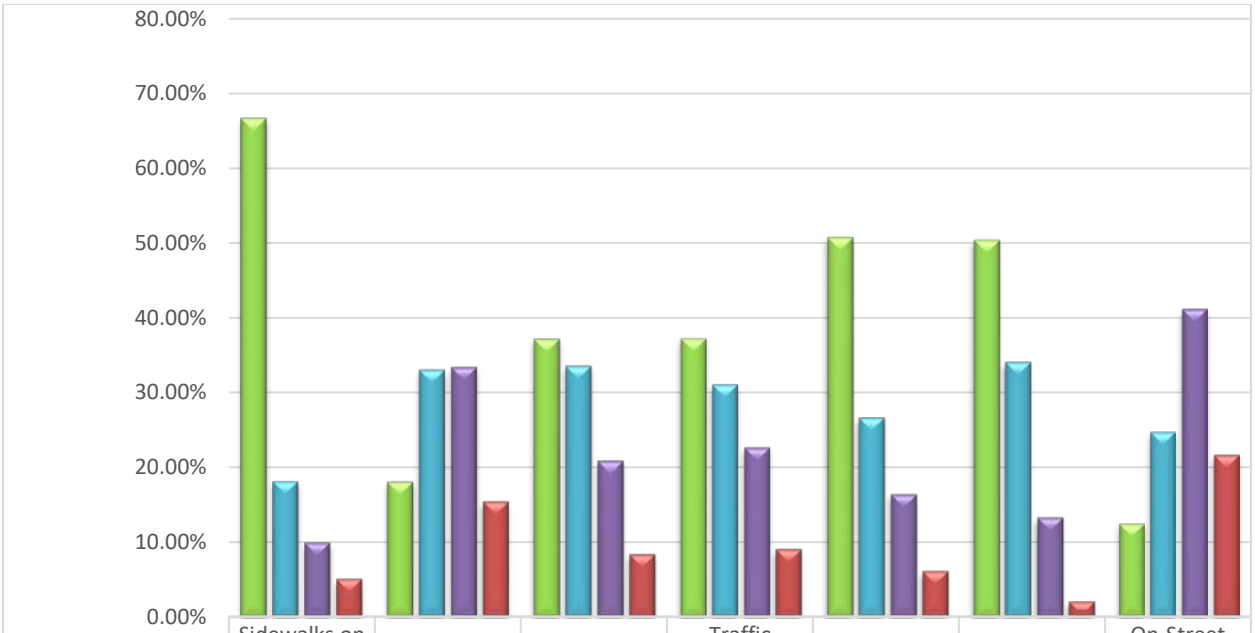



| | Sidewalks on One Side | Sidewalks on Both Sides | Boulevards | Street Trees | Traffic Calming |
|---|---|---|---|---|---|
| High Priority | 64.00% | 41.47% | 15.20% | 47.16% | 43.32% |
| Medium Priority | 20.92% | 27.06% | 31.00% | 30.45% | 33.83% |
| Low Priority | 11.38% | 18.53% | 34.04% | 14.93% | 15.43% |
| Not Required | 3.69% | 12.94% | 19.76% | 7.46% | 7.42% |

## QUESTION 13: COLLECTOR/NEIGHBOURHOOD STREET PREFERENCES




Example Collector Streets: Meredith Road, Metral Drive, Hammond Bay, Etc.

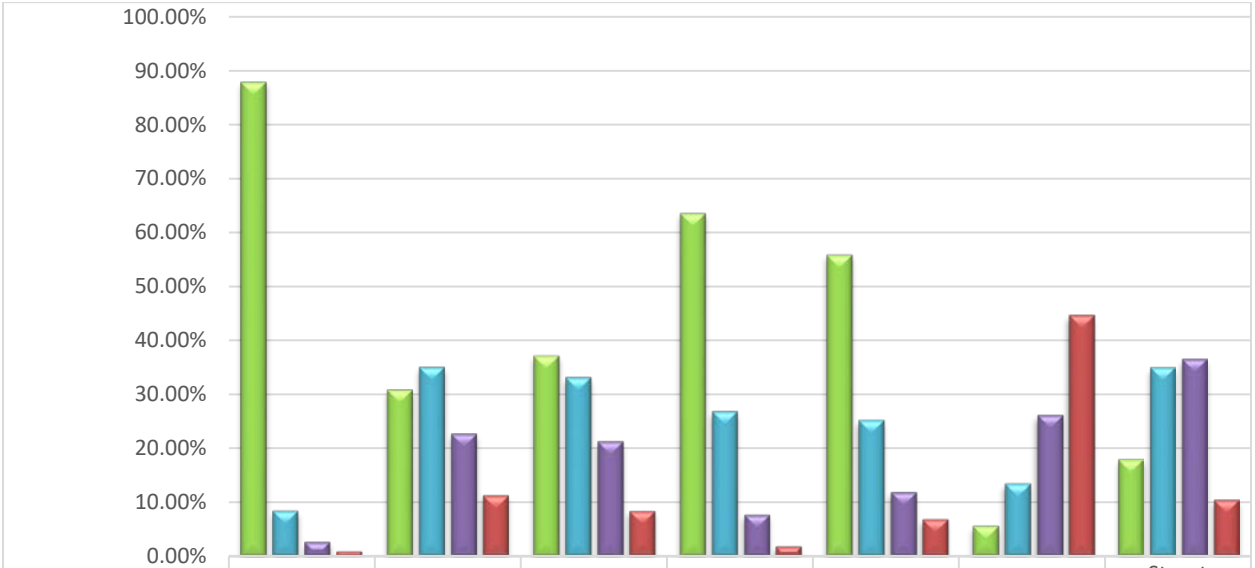



| | Sidewalks on both sides | Boulevards | Street Trees | Traffic Calming | Bike Facilities | Bus Shelters | On-Street Parking |
|---|---|---|---|---|---|---|---|
| High Priority | 66.67% | 18.24% | 37.27% | 37.30% | 50.77% | 50.46% | 12.65% |
| Medium Priority | 18.18% | 33.02% | 33.54% | 31.03% | 26.63% | 34.06% | 24.69% |
| Low Priority | 10.00% | 33.33% | 20.81% | 22.57% | 16.41% | 13.31% | 41.05% |
| Not Required | 5.15% | 15.41% | 8.39% | 9.09% | 6.19% | 2.17% | 21.60% |

## QUESTION 14: ARTERIAL/MULTI-LANE STREET PREFERENCES




Example Arterial Streets: Bowen Road, Terminal Avenue, Etc.

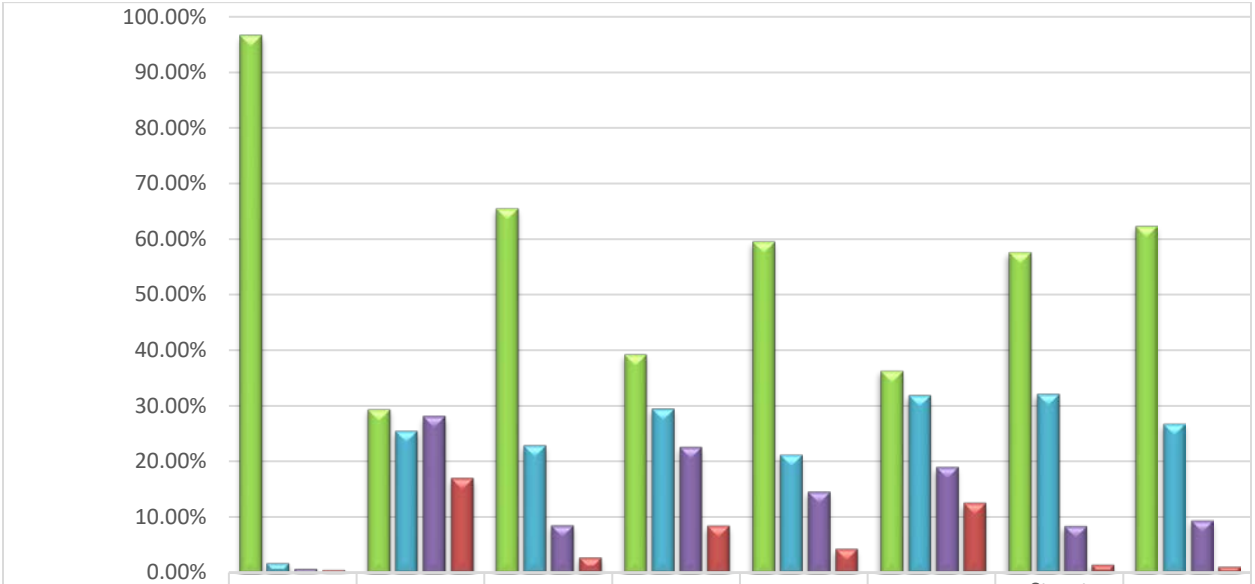



| | Sidewalks on both sides | Boulevards | Street Trees | Bus Shelters | Bike Facilities | On-Street Parking | Street Furniture (benches, etc) |
|---|---|---|---|---|---|---|---|
| High Priority | 87.92% | 30.91% | 37.19% | 63.58% | 55.84% | 5.66% | 17.96% |
| Medium Priority | 8.46% | 35.02% | 33.13% | 26.85% | 25.24% | 13.52% | 34.98% |
| Low Priority | 2.72% | 22.71% | 21.25% | 7.72% | 11.99% | 26.16% | 36.53% |
| Not Required | 0.90% | 11.36% | 8.44% | 1.85% | 6.94% | 44.65% | 10.53% |

## QUESTION 15: DOWNTOWN/DESTINATION STREET PREFERENCES



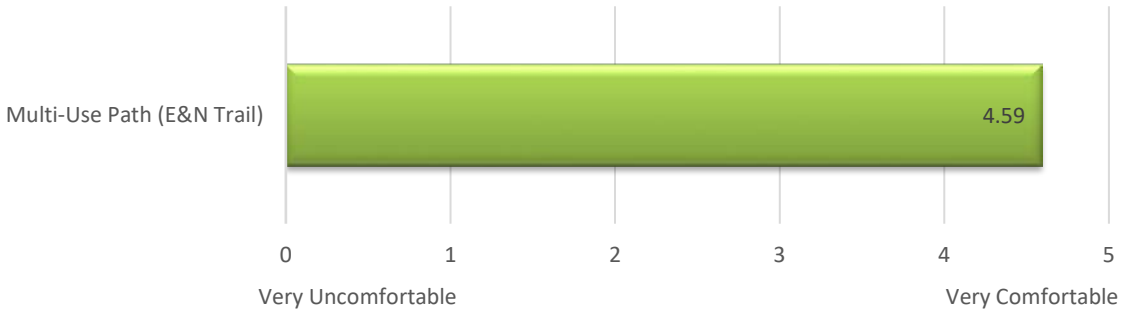

Example Destination Streets: Commercial Street, Wesley Street, Etc.




| | Sidewalks on both sides | Boulevards | Street Trees | Bus Shelters | Bike Facilities | On-Street Parking | Street Furniture (benches, etc) | Patio Space |
|---|---|---|---|---|---|---|---|---|
| High Priority | 96.64% | 29.62% | 65.63% | 39.50% | 59.69% | 36.56% | 57.80% | 62.46% |
| Medium Priority | 1.83% | 25.48% | 22.91% | 29.47% | 21.25% | 31.87% | 32.11% | 26.77% |
| Low Priority | 0.92% | 28.03% | 8.67% | 22.57% | 14.69% | 19.06% | 8.56% | 9.54% |
| Not Required | 0.61% | 16.88% | 2.79% | 8.46% | 4.38% | 12.50% | 1.53% | 1.23% |

## QUESTION 16: WOULD YOU FEEL COMFORTABLE CYCLING ON A MULTI-USE PATH ADJACENT TO THE ROADWAY (EX. E&N TRAIL)?





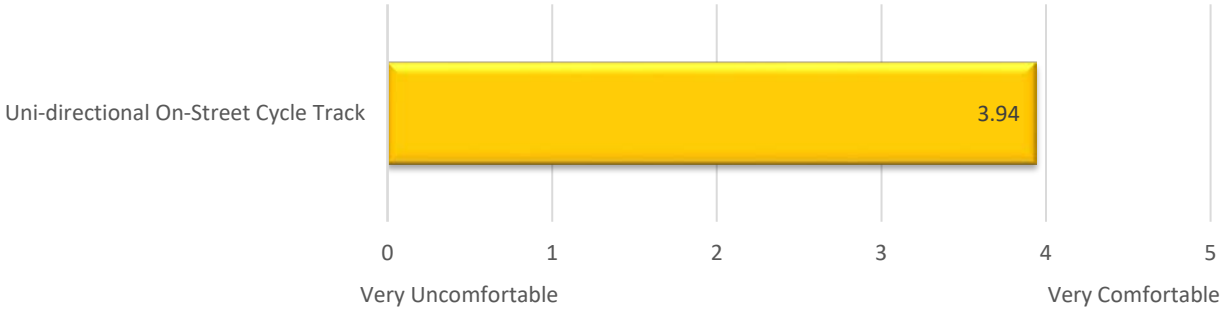
## QUESTION 17: WOULD YOU FEEL COMFORTABLE CYCLING ON A BI-DIRECTIONAL ON-STREET CYCLE TRACK?





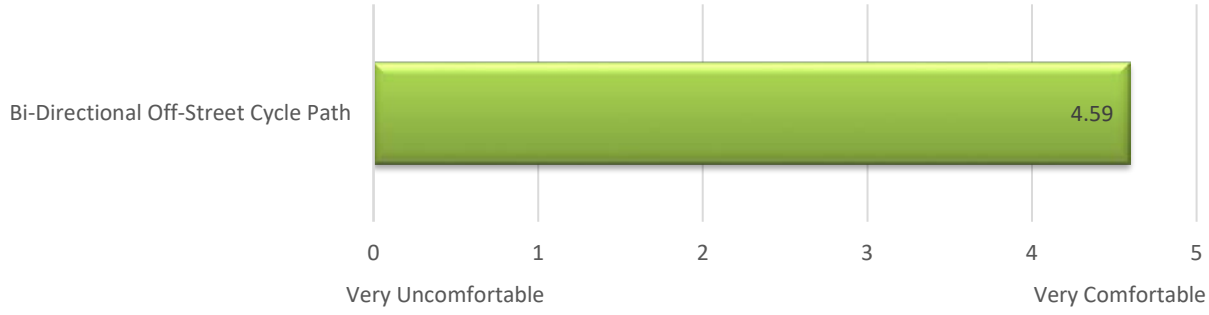
## QUESTION 18: WOULD YOU FEEL COMFORTABLE CYCLING ON A UNI-DIRECTIONAL ON-STREET CYCLE TRACK?





# QUESTION 19: WOULD YOU FEEL COMFORTABLE CYCLING ON A BI-DIRECTIONAL OFF-STREET CYCLE PATH?





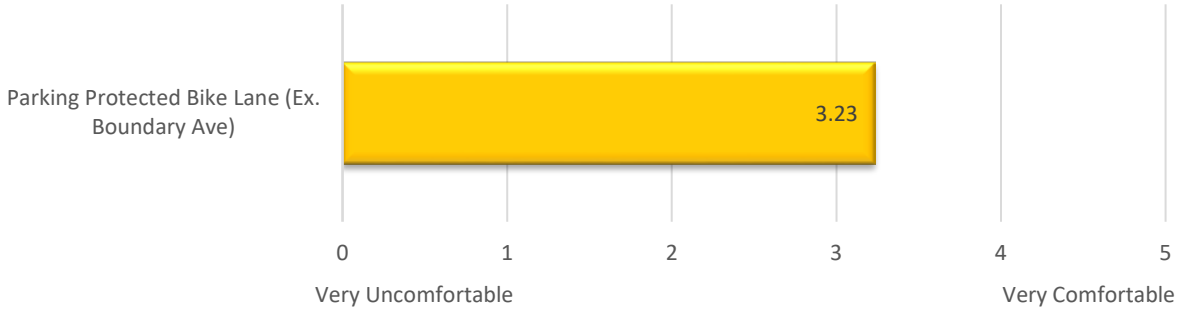
## QUESTION 20: WOULD YOU FEEL COMFORTABLE CYCLING ON A UNI-DIRECTIONAL OFF-STREET CYCLE PATH?





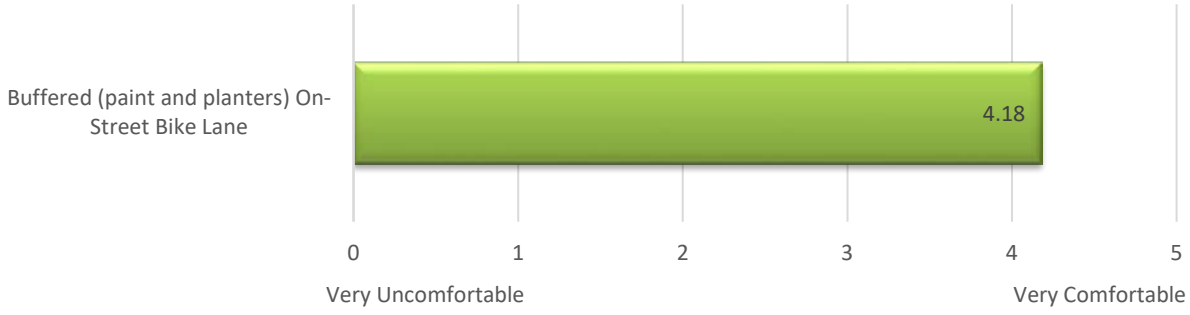
# QUESTION 21: WOULD YOU FEEL COMFORTABLE CYCLING ON A PARKING PROTECTED BIKE LANE (EX. BOUNDARY AVE)?





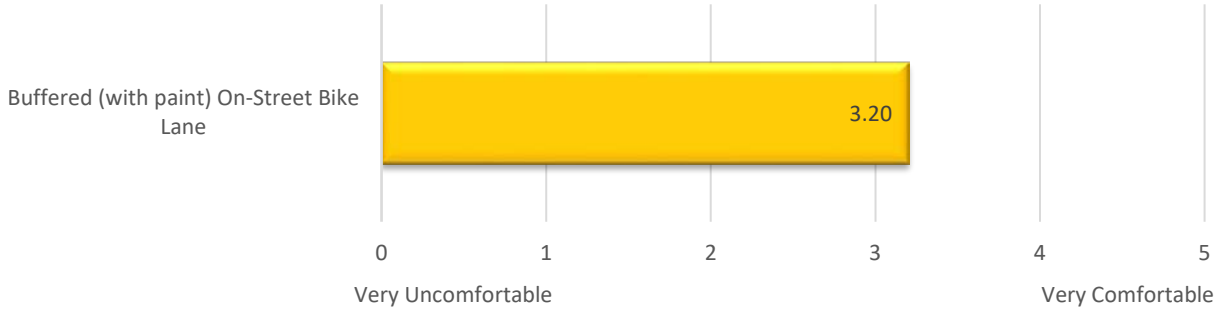
## QUESTION 22: WOULD YOU FEEL COMFORTABLE CYCLING ON A BUFFERED (WITH PAINT AND PLANTERS) ON-STREET BIKE LANE?



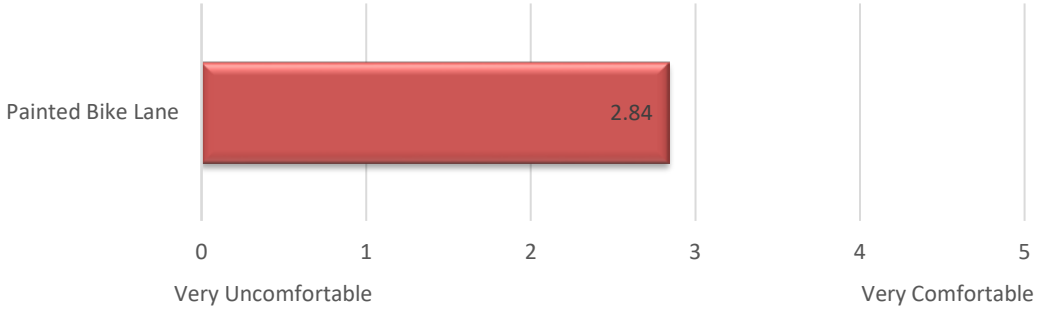
# QUESTION 23: WOULD YOU FEEL COMFORTABLE CYCLING ON A BUFFERED (WITH PAINT) ON-STREET BIKE LANE?





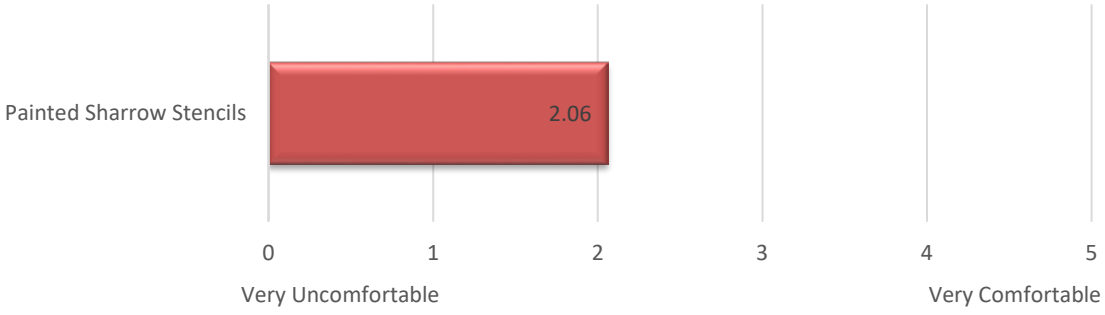
# QUESTION 24: WOULD YOU FEEL COMFORTABLE CYCLING ON A PAINTED BIKE LANE?





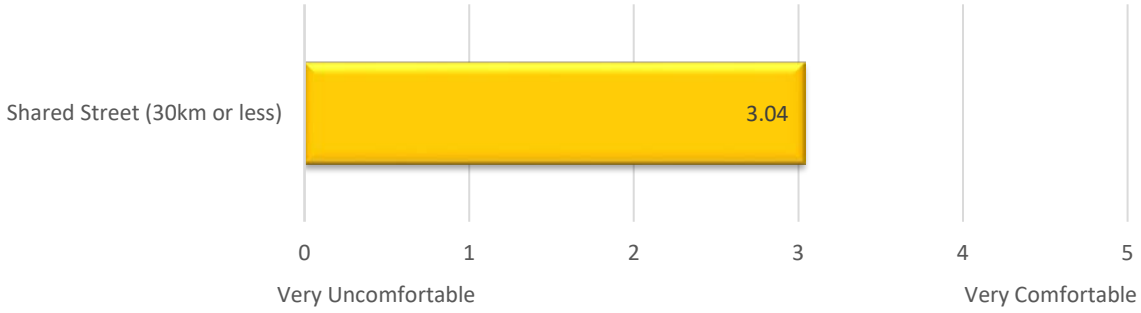
## QUESTION 25: WOULD YOU FEEL COMFORTABLE CYCLING ON A STREET WITH PAINTED SHARROW STENCILS?





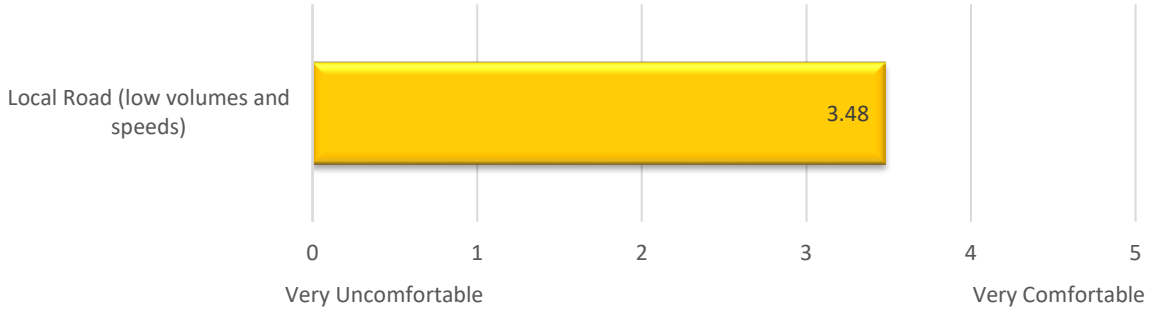
# QUESTION 26: WOULD YOU FEEL COMFORTABLE CYCLING ON A SHARED STREET (30KM OR LESS)?

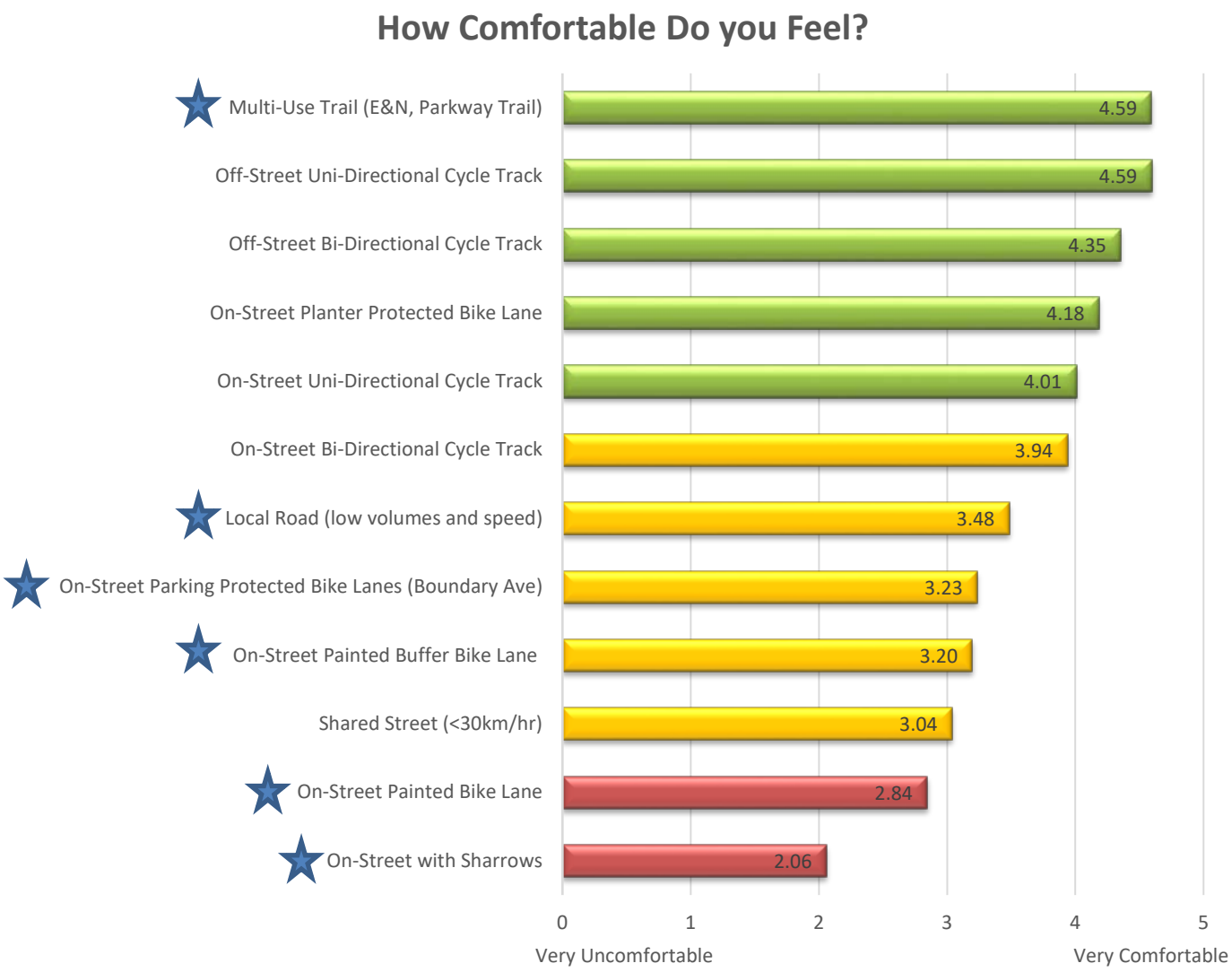


## QUESTION 27: WOULD YOU FEEL COMFORTABLE CYCLING ON A LOCAL ROAD WITH LOW VOLUMES AND SPEEDS?

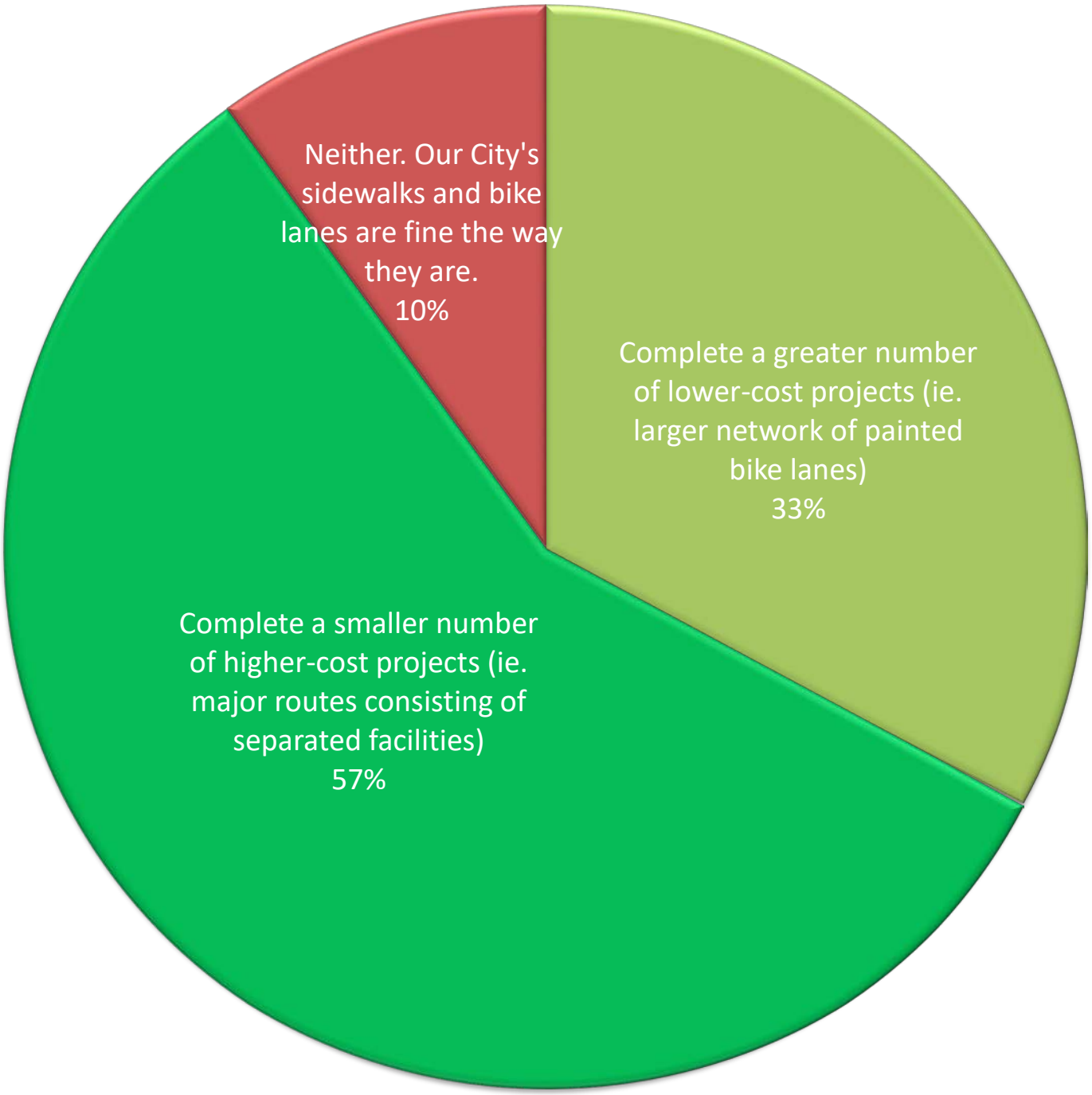




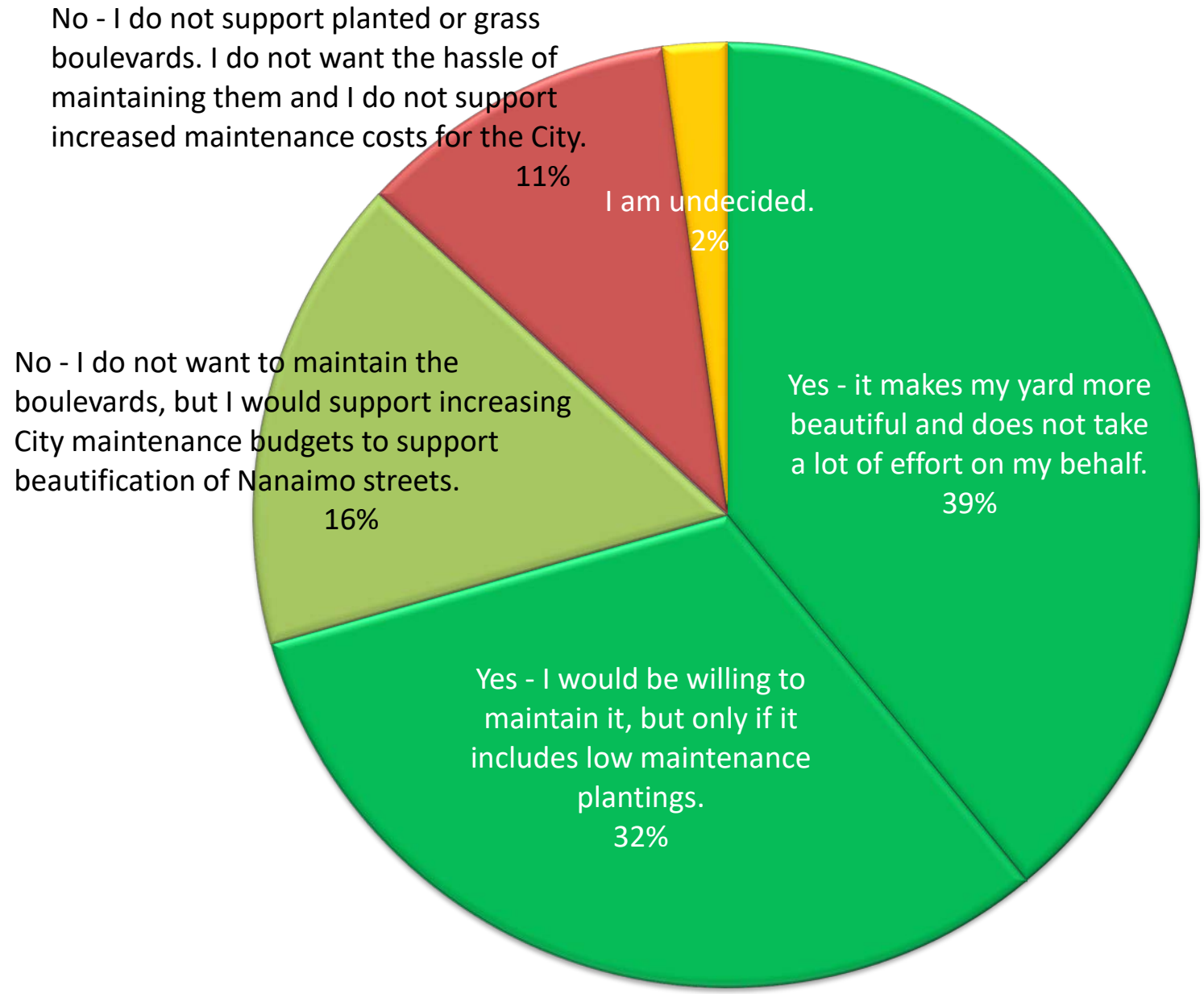



Facilities that Nanaimo has installed in recent years.

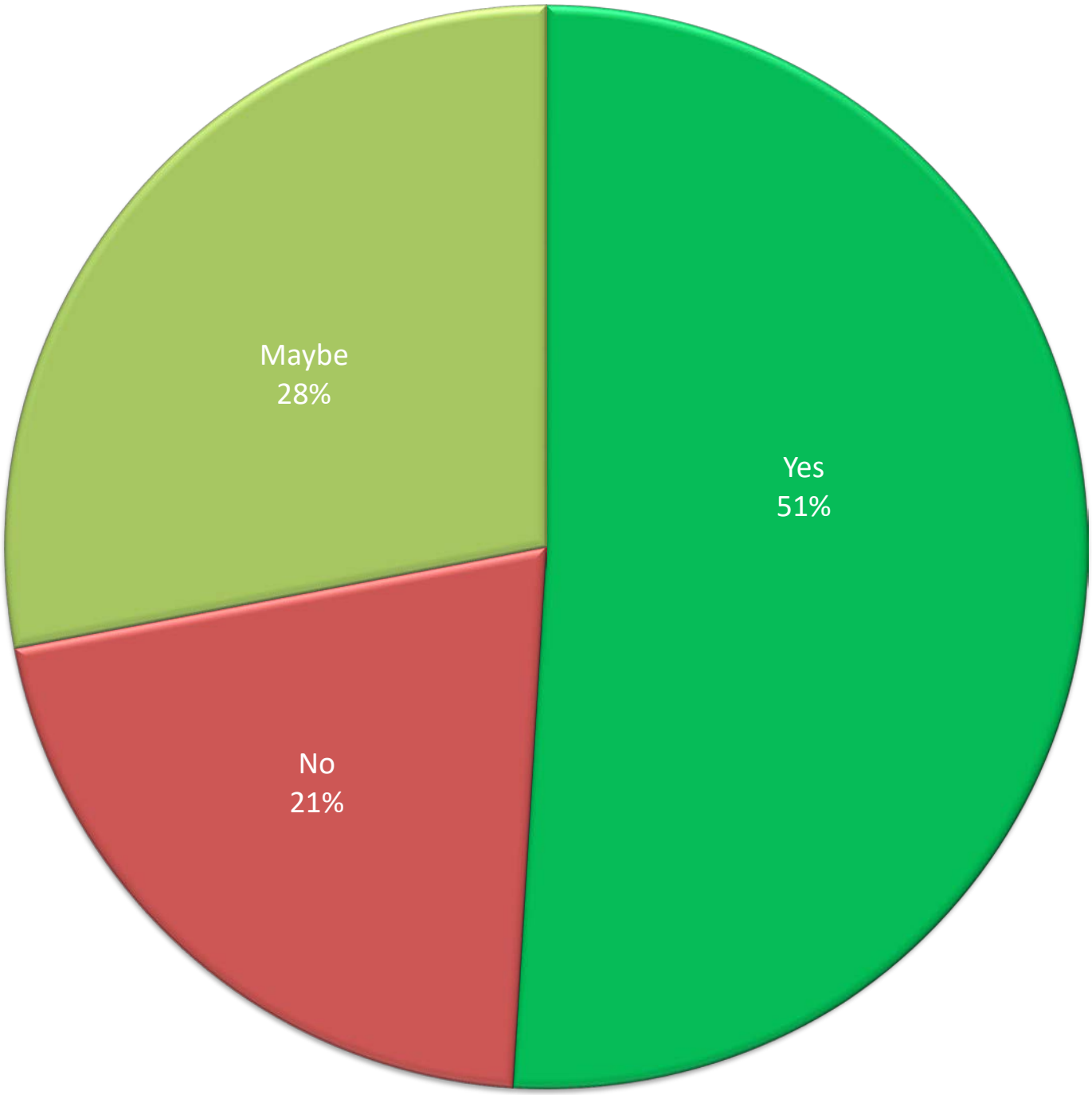
## QUESTION 28: HOW WOULD YOU LIKE FUNDING TO BE ALLOCATED TO TRANSPORTATION PROJECTS?



## QUESTION 29: SIDEWALKS AND MULTI-USE PATHS CAN BE SEPARATED FROM THE CURB BY A GRASS OR PLANTED BOULEVARD. THIS ADDS EXTRA PROTECTION FOR VULNERABLE ROAD USERS AND IT ALSO HELPS IN CREATING A MORE AESTHETICALLY PLEASING STREET. IF A PLANTED OR GRASS BOULEVARD WAS ADDED TO YOUR STREET – WOULD YOU BE WILLING TO MAINTAIN IT?



## QUESTION 30: WOULD YOU SUPPORT TAX INCREASES TO ACCELERATE COMPLETE STREET DESIGN PROJECTS?



## QUESTION 31: PLEASE PROVIDE ADDITIONAL COMMENTS OR CLARITY TO THESE MONETARY FOCUSED QUESTIONS.

*PERSONAL INFORMATION HAS BEEN REMOVED FOR PRIVACY REASONS.ANSWERS ARE OTHERWISE VERBATIM.

- "Bike lanes that place cyclists in the door zone, retro fitted next to car parking are unsafe (ie downhill Turner), I'd prefer no Bike lane in this case. I've noticed far greater rates of driver aggression since the bike lanes were painted."

- "For having projects approved and using city taxes and even the thought of increasing them is inappropriate. The funds should be coming from those who are in management that make a higher salary and collect bonuses. The city needs to be mindful that the city is a WORKING community, we are NOT all making 6 figure salaries every year and wouldn't notice the financial difference like lower income families would."

- "I think investment in infrastructure that creates opportunities for people to cycle and walk safely in our city is a high priority for the city. It would create a healthier , greener more fun place to live And work. It would be worth the investment!"

- "Better bike safety reduces traffic, increases driver comfort with bikes, and reduces our pollution!"

- "I think that funds towards safer/more beautiful/more walkable street design would go a long way to making this a better city to live in. I think it should be a big priority for Nanaimo. The streets that do have sidewalks with boulevards with trees are some of the best places here!"

- "Painted lines on shared roads while drivers are speeding (literally) and distracted (literally, i.e. texting) is a recipe for dead cyclists and pedestrians.Any cycling/pedestrian infrastructure MUST be paired with actually targeting drivers that speed. Seriously."

- "I bike along Hammond Bay Rd to work. The road is narrow, winding, and has heavy traffic. I don't feel very safe biking on it, and would love to have a designated bike lane. I'm sure many people at my work (the Pacific Biological Station) would bike more if Hammond Bay was more bike friendly."

- "Bowen Road, Metral Drive, Wakesiah are all top priorities for cyclists and walkers."

- "Cycling is dangerous and I will never allow my children to cycle on shared roads with cars. After the tragic death of a young boy this year, it's clear it's more dangerous than ever to cycle on shared roads with distracted drivers."

- "We are still waiting for the waterfront walkway/bikeway from the ferry terminal to Departure Bay!"

- "Photo radar should be added to major intersections and school zones. Revenue gained from these areas should be used to increase road safety such as bike lanes."

- "Taxes are already increasing significantly both due to the increases imposed by council and by the rapidly increasing housing prices. I'm not in favour of further tax increases but rather a council and city staff that is responsible and accountable for the money they spend...and accountable to taxpayer for the significant money they waste."

- "Let's invest in a modern, sustainable and active transportation network for our City. It's time Nanaimo caught up to other more progressive cities. I am happy to increase the share of my taxes dedicated to Complete Streets."

- "We need better feedback on what our money is going to be spent on. Currently there is a traffic circle added at Wentworth and Kennedy that was a complete waste of money and has made it more dangerous for pedestrians and cyclists. On the other hand, there are intersections that are very dangerous that should have been addressed (eg. by the Vault cafe, Wallace/Victoria/Albert/Commercial). Also, bike paths that appear for 2 blocks and then disappear are a waste of money (Pine street). Smaller connector sections could be added to make big differences (Wakesiah to the Bowen Park bike path, where there are only stairs) or more connectors to the E&N trail from side roads. Other bad design features include the expensive re-build of Bowen road from the top of Bowen park to E.Wellington. Extra-wide sidewalks, but no space for bikes! For anyone commuting by bike, we need better long-distance connections (eg. the length of Bowen Rd.) Also need safer hills & width & maintenance on the Parkway trail. Simple paving is not enough when roots pop right back through within a year. "

- "I think it's a long term investment that will also help lower emission gasses and better for overall health and promote cycling and walking."

- "I fully support making Nanaimo more bicycle friendly in any way possible. The number one reason I hear from people who are unwilling to cycle is personal safety. As a regular cycle commuter, I share those concerns as it is not safe on most roads. I am very disappointed that the city is not widening Hammond Bay Road during the current construction works there as it is one of the most dangerous cycling routes at the moment."

- "I am extremely supportive of more walking and cycling infrastructure in Nanaimo. I think the City should take a leadership role in this area and do whatever needs to be done to make it happen. I would love to see separated bike lines along major routes in Nanaimo AND painted bike lanes elsewhere. Active transportation is good for our health, community and climate!"

- "I applaud all efforts to get people riding bikes and doing so safely and comfortably. How about some kind of rebate program for buyers of bikes and e-bikes ... the city used to do this with toilet upgrades to encourage less water use. Are the goals related to increasing the number of people cycling not similarly important?"

- "You should get tax credit for commuting by bicycle"

- "Very excited about this, thank you for undertaking this survey. Looking forward to being able to ride more with my kids and teach them the benefits of not owning a car."

- "I think we need to do everything possible to encourage more people to be out of cars. Paying more in taxes now to encourage alternative travel methods to decrease pollution is essential. I currently bike along Hammond bay rd and departure bay road on my commute. Hammond bay road in particular has become more challenging and at times scary, particularly with poor markings on the road and the raised curb that separates the shoulder. It does not allow for evasive movement on a bike and makes this commute incredibly dangerous. I no longer bike in the rain or the dark due to this hazard. I used to bike everyday rain or shine but now it is too unsafe. "

- "In my opinion, revenue from increased fuel taxes could be directed to bike lane development & transit subsidy."

- "Bike lanes. Studies have shown that they save a ton of money in the long term."

- "Nanaimo needs more bike lanes, particularly on Departure bay, Hammond bay and Bowen Rd."

- "I have ridden a bike in a variety of different cities throughout the world and aside from Ulan Bataar, I have never felt less safe sharing a road with cars than in my home town of Nanaimo.
  There are multiple factors at play, and to keep things short I'll focus on the apparent unwillingness by drivers to share or be aware of cyclists on the road. There just aren't that many daily commuters and cyclists to force that awareness in drivers. At least, not like I've seen in other cities.
  With this in mind, I would love to see bike lanes built that run adjacent to high traffic / neighbourhood lanes, similar to Vancouver's 10th avenue bike lane, which runs parallel to Broadway. For instance, for a heavy traffic avenue like Townsite, you could run a parallel lane along Eberts St, connecting to the E&N trail and going up through Beaufort park into the Hospital. Placing bike lanes along low traffic streets allows a way to concentrate cyclists and with that concentration, the local drivers will be much more aware of cyclists.
  As for for Hammond Bay, well, you would have to go with a boulevard system. I just don't bike out there."

- "Driver education information campaigns so the drivers understand that by law they have to give cyclists some space"

- "I consider the examples given for neighbourhood streets (Departure Bay, Hammond Bay, etc.) to be major routes during commuter hours as traffic volume is very high. These routes are in need of separate cycling facilities."

- "If you build them they will come (by bike!)"

- "I would be happy to increase taxes to support these changes; however, I would love to see these changes being made in a variety of areas in the city. Specifically through Harewood/South Nanaimo as the streets are very unsafe and unappealing YET foot, bike and transit traffic is way more common in this end of town due to socioeconomics."

- "Routes to school, for example Extension Road, should be a high priority."

- "My neighbourhood needs .. sidewalks, traffic calming (in the form of traffic circles), trees planted.. boulevards I can see it now!! How beautiful-thank you"

- "stick to basics, avoid costly fluff, strengthen critical infrastructure and pubic transit, including rail."

- "I would agree to monetary increases if it would benefit people and be maintained."

- "Nanaimo is quite fortunate to boast a longer green season than most Canadian cities, and I think we should take advantage of that with lots of green space around sidewalks. It is also much safer for pedestrians and motorists."

- "Walking safely in my community is the most important thing to me and my family. Our Streets in Nanaimo are terrible and I would like to see large overhaul, I understand that this takes investment but I think it should be a high priority that would make our community one I would want to live in for a lifetime."

- "Sidewalks are high priority over bike lanes"

- "I think the focus should be to clean up downtown. Making streets safe only matters is people want to use them. I am too scared to even go to downtown nanaimo."

- "Please make our city more beautiful. Nanaimo has so much potential to shine. It's a shame it's been developed in such a slap-dash way over the years. It's time to make it right! Every street should have sidewalks. Bury the hydro lines too, please. Boulevards are gorgeous and so classy. Do it!!! I'm petrified to bike along Hammond Bay Road - feels like taking your life in your hands. Please build it right."

- "I'd be looking for balanced spending for people walking, cycling, taking public transit and driving. for example, Victoria has over-emphasized cycling, which has decreased access for other groups."

- "At this point major roads don't have adequate cross walks or sidewalks. I think this should be a priority over bike lanes. I understand the desire to reduce cars and make the city more easily bike able, but realistically this is a very spread out city with the majority of residents not able to bike. Focus on walking safety, as more people walk than bike. Central Nanaimo for example is a highly walkable area, but it is really unsafe due to the horrible lack of sidewalk and crosswalks"

- "I will probably never cycle in this city because of the hills. However, if I had an athletic level of fitness, I still wouldn't because of the routes I would need to take have poor excuses for bike lanes, w/ just painted markers. I would only feel comfortable cycling next to cars if we were physically separated. "

- "We need these roads to lead to a new arena"

- "It would be dependent on how much the increase would be and for how long (years, decades)?"

- "I feel most of our streets are not meeting the changing needs of our community. People on mobility scooters and wheelchairs often use the road, even when there is a sidewalk - largely because sidewalks have poles and signs right in the sidewalk, with no clearance for two people passing, let alone a wheelchair. Many roads have intermittent sidewalks, and in areas where there are sidewalks, the roads are too narrow for parking, so people park on the sidewalk (parts of Hammond Bay stick out in my mind). Where sidewalks do run an entire street for one side, the side often switches. Roads like Labieux should have a continuous sidewalk on at least one side. Even Smugglers, and similar feeder roads into subdivisions with smaller side roads should have a continuous sidewalk, a bike lane, and maybe even traffic calming if there is a high density of family housing in the area, such as lower Townsite, for example. We have become very car centred in this city - and part of it is absolutely by design - from a time when developers decided how the communities would be shaped, instead of local government considering all aspects of mobility (sadly, local government was run by developers for periods of our development history.)"

- "This should be a priority. I wish my family and I felt comfortable cycling in Nanaimo"

- "The city should be prepared to act in a timely manner when federal and provincial infrastructure funds are made available. Nanaimo has a long history on missing out because councils dither."

- "I don't think planted boulevards are high priority compared to making roads safe for cyclists and pedestrians, and would be upset to have taxes hiked for aesthetic changes when major structural changes are needed."

- "The city is wasting so much of taxpayers money with their nonsense, Putting up trees and grass areas on streets and then having to maintain it. No bus pull offs on many streets ex. Hammond Bay Road so you have a lineup of cars playing follow the leader stop and go stop and go Good for the environment right. You are continually increasing taxes,costs and blaming landords and the citizens for the higher cost of living within the city. Yet you have city staff that overpaid in relation to the local population and the cause of all the problems within the city starts at our local government."

- "I would much rather see money focused into sidewalks on roads such as Hammond, Bay, traffic calming measures and proper crosswalks with warning lights. PRIOR to any more bike lanes."

- "As an avid cyclist and previous resident of Vancouver during the big bicycle lane push, I am sensitive to public resistance. Perhaps establishing Nanaimo as a cycling friendly city should come first, with lower cost measures that can be implemented rapidly. Phase 2 could include step by step inclusion of cycling boulevards. In its current state, Nanaimo is behind the times, but in a prime position to deal with upcoming traffic issues."

- "not enough income, cannot pay city any more..."

- "Would like to see more money go to general maintenance of the boulevards we have now"

- "I would fully support more areas like The waterfront walkway where the public can enjoy strolling, shops, great coffee, pubs with character not a dive bar, new restaurants, new shops, also don't allocate new land, use up all the pre existing property that's vacant and helpful, I'd the corner on island highway and Albert st? I fully agree with increasing the taxes by 1.8% not 1.3% as that extra .5% going towards beautification/public safety/environmental protection/tourism(Entertainment for Ages 12-18& 19-beyond! housing/Jobs!"

- "I would like to see a thoughful, strategic build out of quality buke infrastructure. In Edmonton, they tried the sloppy cheap approach of painted lines only and it was a failure - costing Councillors at election time, costing tax payers when it was all ripped out, and costing the safety of cyclists"

- "People will b*tch no matter what, but we need to look bigger picture and see Nanaimo as a proper city that supports people on foot and bikes as gas increases but also for our health. So spend our money on infrastructure that makes this a more livable city. But what will our roads even matter if our downtown continues to be dominated by ruined and burnt out buildings?"

- "Build it already instead of studying it to death. Learn from what works in other cities, it's not rocket science. Frankly I'm tired of reading about what wonderful active transportation projects are taking place in other cities while NOTHING happens in Nanaimo but useless studies that go nowhere."

- "We need to commit to safer streets for all users. If that means a tax increase, so be it."

- "A child on a bike recently died in our city. Please prioritize safety at all costs."

- “streets with business and residential should have priority in development and be funded by city's upgrade of corridor dreamed streets.”

- “I agree with most city safety and beautification plans and well done bike/boulevard/trees make cities safer and more friendly”

- “Taxes are already pretty high. I would prefer resources are spent on core city services like roads, sewer, water, police, fire and parks and not on other things. There is no reason for core spending to increase faster than inflation plus population growth, therefore tax increases should not be required.”

- “I would like to know why the money currently in the budget isn't enough.”

- “Bradley Street is currently a commuter short cut to and from Bowen /Comox. The speed limit is posted at 30 km/h which is rarely observed. I'd support tax increase for traffic calming or bikes lanes. “

- “Do something with the meridian on Dewar Road.....some trees have died and the 'grass' is mostly weeds!”

- “Where are pedestrians being considered. Cyclists are often a danger to pedestrians as cyclists will use sidewalks to ride on.”

- “no more tax increases! taxes have doubled since I moved here in 2019... garbage/ waste and Fire Dept costs are out of control. Get a private police force and get rid of the RCMP”

- “I don’t want more taxes or projects until this city addresses and fixes the rampant thieving and destruction perpetrated by the responsible group at the supportive housing units. That should be job #1 for our government.”

- “Focus on traffic congestion that will be increasing as the city continues to grow. This is not Vancouver. We dont need bike lanes and huge sidewalks everywhere. Yet. Baby steps, don't try to only please one demographic.”

- “There are still many areas where people walk and there are no sidewalks. Would like to see at a sidewalk on 1 side of the road everywhere in Nanaimo.
My first impression of Nanaimo, in the late 90's (I was 11 yrs old) was that Nanaimo had not many sidewalks, and car dealerships everywhere. We STILL have enough dealerships, and more are coming.. but the sidewalks are lacking.”

- “Our taxes are high enough. A lot of us can't simply raise our salaries to offset costs!”

- “Streets are for transportation. Driveways, garages and parking lots are for parking. Parking should not be allowed on transportation routes and both private and public parking facilities should be appropriately planned with all current on-street parking to be by an annual sticker fee to be used to correct the problem...”

- “I'd only support a small tax increase of the funds were used responsibly. I feel like a lot of money is wasted on bureaucracy that could be better utilized without increasing taxes. These projects should be planned for the long term as well. I think spending a bit more on well planned and developed roadways will be better in the long run making the city beautiful and functional for years to come.”

- “I honestly do not see any point in creating bicycle lanes in the vast majority of situation. Nanaimo is too spread out and has too many hills for all but the most short distance users or committed fanatics.“

- “Spend no money on bike paths.”

- “what does monetary mean? I do not want to see more Montana's restaurants”

- “waste of time and money try fixing some pot holes ...”

- “A slow process over a couple of decades to pay for improvements might be easiest for taxpayers. Politically, do it quickly, rip off the bandaid and we will soon find something new to complain about.”

- “Without spending more money now to create safer pedestrian and cycling then we will spend a lot more money in the future due to the ever-increasing emphasis on motor vehicle infrastructure.”

- “Spend money on long-term multi-modal solutions that are safe and aim to reduce vehicle traffic rather than doing low cost projects like the painted bike lanes on Dover that end abruptly.”

- “Where do our tax dollars go now, are there not taxes that are directed to sidewalks?”

- “If bycicles are sharing the road then they should share in the cost. I've paid a lot in taxes to use a car including insurance to allow me on the road. Bicycle users should have to get insurance and then use those funds to improve road safety for them”

- “Focus on downtown sector before residential”

- “E&N #1, Waterfront trail #2, Parkway trail maintenance #3”

- "These questions are not really very useful in determining public attitude to "complete streets". They seem to be focused on bicycle lanes .... ignoring sidewalks, for example, or raised intersections as a means to calm traffic. Please ensure that responses to this survey are published online (that is if anyone happens to see this survey and complete it ... I found it by accident)"

- "I will only cycle around the city if bike lanes are completely physically separated and protected from road traffic like they are in the Netherlands. Also please add trees, bushes, road signs, planters, other visual & physical barriers between road traffic and cycle lanes. Bike lanes can become a touristic attraction (tourist $$ dollars long term) as well as quality of life for residents as well as safe transportation. https://upload.wikimedia.org/wikipedia/commons/d/d8/Bicycle_lane_Dronten.JPG"

- "Areas in front of elementary schools need to be first priority - sidewalks and crosswalks installed for the safety of our kids. While separate bike lanes can serve a purpose, they are problematic at intersections. As a cyclist I prefer wide curb lanes where bikes share with cars with ample space to do so."

- "Apartments should be forced to have their renters park in their lots The residents are parking on the streets to save money from the parking fees Most of the apartments parking lots are half full causing congestion on the streets"

- "If we are serious about addressing climate change and the epidemic of obesity we need to change how we live. Money will be spent one way or the other."

- "We have much more population of late than we used to. Real estate prices and property taxes are higher. We should logically use much of that increased revenue on safer alternatives to cars on our streets."

- "Trees are great on boulevards. Non native grasses would be a mistake. Taxes already heavily support automobile use. Thank you for now considering using (more) tax revenue for making this City safe for pedestrians and cyclists."

- "Stop planting shrubs and trees blocking vision for drivers trying to get on/off roads"

- "Street people (homeless) creates problems, I don't think it's fair that organizations that don't pay taxes haven't any responsibility ."

- "Some areas of Nanaimo need work"

- "The bike lanes in Nanaimo are a complete unsafe joke. Having a heavily faded painted cycle stencil on the "bike lane" on 90% of the roads is embarrassing for a growing city. Everyday I ride down Bowen road for example, I feel as if I am going to be struck by a vehicle. I do not want to feel unsafe while choosing my bike over my car. The bike lanes are non existent in 90 % of this city. It is time to incorporate new safe bike lanes. ESPECIALLY on Bowen road. Absolutely unaccetable in my opinion when looking at Victoria, Vancouver and many other cities bike lanes.
  If for whatever reason the decision is to not create safe bike lanes, which would be a horrible call. At least re paint all the bike stencils and create WAY more of them. Go down Bowen road and tell me how many you see, it is shocking. If this is the case I will still feel very unsafe and you will be seeing me hit by a vehicle soon enough. Brutal."

- "Cities are for people, not cars. Spend more on people-friendly transportation to ensure pedestrians are safe."

- "new lighting at major crash intersections will help cars, bikes, and pedestrians alike. better visibility"

- "Cycling infrastructure is a great investment. Getting more people cycling will save money in the long run as road use by cars is reduced"

- "To start, a lot of low-cost biking infrastructure to raise awareness, with additional separated projects to increase safety (but longer-term)."

- "Along with your emphasis for bike transportation, you also need to drastically increase and update installations of audible pedestrian signals for blind pedestrians, and include properly placed tactile warning strips at flat curbs. Refer to CTA guidelines for accessible and inclusive universal design principles."

- "Take the tax increases from the wealthy residents. (Over $100K a year.)"

- "Generally i support tax moderate increases but only if used for good projects. Negative example: I live close to the new-ish roundabout at Wentworth/Kennedy St which probably cost hundreds of thousands. No one I talk to understands why it was put in or what the benefit is. Seems like a make work / spend money project. This is not what we need."

- “Please focus on integrating the existing network for cycling with any new infrastructure. The 'Vancouver model' of cycling arteries is a great model where low cost painted bikelanes can be implemented and are safe on these reduced-traffic streets... BUT these streets have to be integrated to make a network. This is not currently the case with E&N being disconnected from other bike routes. Townsite bike lanes are a disaster as painted lines on the road side. Try cycling that route on garbage day when the automated pickup bins are all over the road side. “

- “The City of Nanaimo is not accessible for pedestrians. I frequently take the bus and walk to most destinations and particularly in the North End, pedestrians are not a priority.“

- “Taxes have already gone up, user rates have gone up, BC Hydro rates have gone up, ICBC rates are going up, it is way too expensive already.”

- “I get it, you want more bike lanes in the city. Before you spend money on that perhaps you should consider spending our money completing sidewalks that run for a block or so then stop and get rid of open ditches instead of sidewalks on our streets.”

- “With a correct plan in place and not the normal half assed job the Cory does I would be willing to pay a slight increase in taxes, I also feel that our city deserves more federal grants to help it become the aweosme city it could be”

- “Sorry to be negative, but no matter what anyone does, the streets will always look terrible because the hideous green black and blue gigantic garbage cans dominate the landscape in this city. Seriously, that is what is seen in any photo of any neighbourhood now.....bin city.....anyway, thanks you for the survey.”

- “If we want more we usually have to pay more.”

- “While Brechin Rd and Stewart Ave are not technically City Streets, something has to be done for the traffic and excessive speeds. It's dangerous to walk across and pull out of a driveway. It's a matter of time before a major accident occurs. Not to mention the excessive noise from constant traffic”

- “In our city any of these improvements are going to cost money but it's money well spent”

- “Just get 'er done!”

- “Do what ever it takes to get people out of their body crippling earth killing motoriZed vehicles and onto bikes Asap. Its worth every penny”

- “Speed bumps in school zones and by cross walks on Hammond bay road. Too many people have been hit/almost hit by cars. Too many people speed along this road”

- “This whole survey is very skewed towards bikes and you will not get a true picture from it. I would love to bike but my body doesn't do that kind of thing any more.
  Please redesign the survey so that it considers ALL relevant issues in an even-handed manner.
  Also, the question about taxes does not offer realistic options. If I don't support an increase of taxes, it is because they are already HIGH. It is not because having no sidewalks and dangerously narrow painted lanes for walking/biking/buggies at the side of the road is OKAY.
  It's time to RETHINK, not just decide to spend more. THINK ABOUT THE FUNDAMENTALS. Think mixed. Think disabled. Think safety. Think ambience. Don't just think BIKES!”

- “I would love to have integrated bicycle/pedestrian paths throughout the city similar to Calgary’s path system.“

- “1st priority is Hammond Bay. Those are 14 ft lanes. People drive fast because they can. There is plenty of room to have separated bike lanes on either side. It's sooooo dangerous yet it is a major thoroughfare with a major facility on it- PBS”

- “Rock city road to Colwood road, take out the house and ouch the road through to uplands
  This should be the gate way to north Nanaimo and delete the school zone on uplands. This will stop people racing through side streets trying to get home sooner. Get ride of all speed bumps, they are caused from poor planning”

- “The E&N trail is a fantastic commuter route! Bowen Road as well as many connecting arteries are very uncomfortable to ride on.”

- “Bike lane on Boundary a nuisance ...never see any one in them and the parking around the hospital is horrible”

- “Very bias questions on bike paths spending. No question asking how often you bike, how many in the family bike, where you bike too, etc.”

- “Cyclists should have to be licenced and insured to be on roads.”

- "Trees are nice along boulevards, but can cause heaving of sidewalks, which the city is poor about fixing."

- "The taxes would need to be designated for the bike lanes and boulevards and not everyone would be using them or having them so I think they would need to be done in small stages. Not everyone can accommodate tax increases in their budget."

- "Maki Road needs a single sidewalk. Living forest is a tourist destination and there is a seniors park there."

- "Question 27 was a bit leading since it gave bike lane as an example, so I answered with Option B. However, this is a part that is the most important to me in this - how to spend the budget towards sidewalks and bikelanes. I would like to see a higher allocation towards transportation - specifically, I want to see a significant increase funding towards sidewalks. They need to be prioritized over bike lanes; we need to take care of our youth, seniors, and others with disabilities first - they need to be able to access the amenities they utilize. I do support bike lanes, but not at the expense of expanding our sidewalk infrastructure which is very lacking."

- "I think the city should put money into fixing the numerous potholes, cleaning up the garbage around town and maintaining our parks"

- "Bikes should have to have licenses I'm sick and f*cking tired of them not following the rules of the road. And laws.
  Blowing thru stop signs/ intersections"

- "Implement dutch intersection design at as many intersections as possible, especially signal controlled or multilane. This means modes are separated, cyclists and pedestrians moved to outside and cross traffic at right angles, preferably with a splitter/refuge island.
  Implement the wide nodes narrow roads paradigm - Proper single land roundabouts (NO SLIP LANES!) break up pulse traffic and reduce queueing lane need.
  DO NOT EVER PUT CYCLISTS BETWEEN PARKED AND MOVING CARS
  Default speed limit everywhere should be 30Km/h, with higher only permitted where mode separation exists.
  Work with RDN BCTransit and ICF to implement Light Rail integrated with a modernized ridership based scheduling transit system."

- "Property taxes must be increased to reflect the real cost of land. Stop focusing on single family, people live in apartments too!"

- "I stated very clearly in the beginning that I NEVER ride a bike. The next question forced me to state the circumstances under which I DO ride a bike, with no option to repeat that I NEVER ride a bike and no option to skip the question. I am disabled and cannot ride a bike. Stop being so ableist and put the money into transit instead so I'm not forced to drive everywhere."

- "I only support increases if they help support multi-use transportation- walking, cycling, etc. I do not support increases for more arterial roads, parking, or other car-centric projects. I own and use a car but feel that cities already revolve around car useage and, especially in residential and commercial destinations, we should be decreasing convenience for cars and increasing convenience for everything else."

- "I believe that projects that are undertaken should contribute to the attractiveness of Nanaimo. I find it disappointing when elements like street trees or attractive sidewalks are eliminated due to cost or other perceived issues. These are key elements to creating a beautiful place to live. I would prefer to invest in high-quality projects that cost a bit more, but deliver an exceptional experience."

- "I don't mind my tax dollars going to transportation. Our city might be one of the least effective layouts anywhere in the province - it's not a thing we did intentionally, but it's a problem we have been left with. At some point someone needs to spend some cash to modernize our transportation system and if not now, when? We have lots of cash and a good tax base. Let's jump on this now because the economic outlook looking forward is bleak. There is a good business case for helping people move around."

- "Prioritize spending to increase active and public transportation. Decrease spending on car transportation"

- "Will support tax increases for cycling improvements, if the city refrains from wasting money on Conference Centres, or wasting money on any facilities for professional sports."

- "Don't waste taxpayers money, do testing to see how mini are acutely cycling before spending money. The police need to ticket the ones without helmet and don't obey traffic laws, especially on the Northfield intersection."

- "This survey has some major deficiencies, like what about pedestrians?"

- "Living in South Nanaimo, I feel that few resources are provided for sidewalk improvements and street calming. I already feel that my taxes are spent in other areas of the city, with little being done here unless a developer pays for it. Even the examples alluded to thus far in your survey pretty much forget about streets like Fifth Street, Fourth Street, etc. The older areas of the city need rehabilitation to bring them up to par. A lot of folks walk in this area, including seniors, students (school and university age), commuters to downtown, etc. When these areas were amalgamated with the city, the tax dollars being collected from them seem to be lost."

- "If it was a guaranteed allocation of funds that were directed towards complete streets. I am 100% support of complete streets. Nanaimo has got keep changing and adapting - new and creative solutions are what is going to make this city a decent place to live"

- "designated school routes should be high priority for improvements. Schools are trying to encourage kids to walk to school on streets with no sidewalks and poorly placed cross walks. Riding with a youth is also uncomfortable"

- "Consider complete streets on rural roads as well."

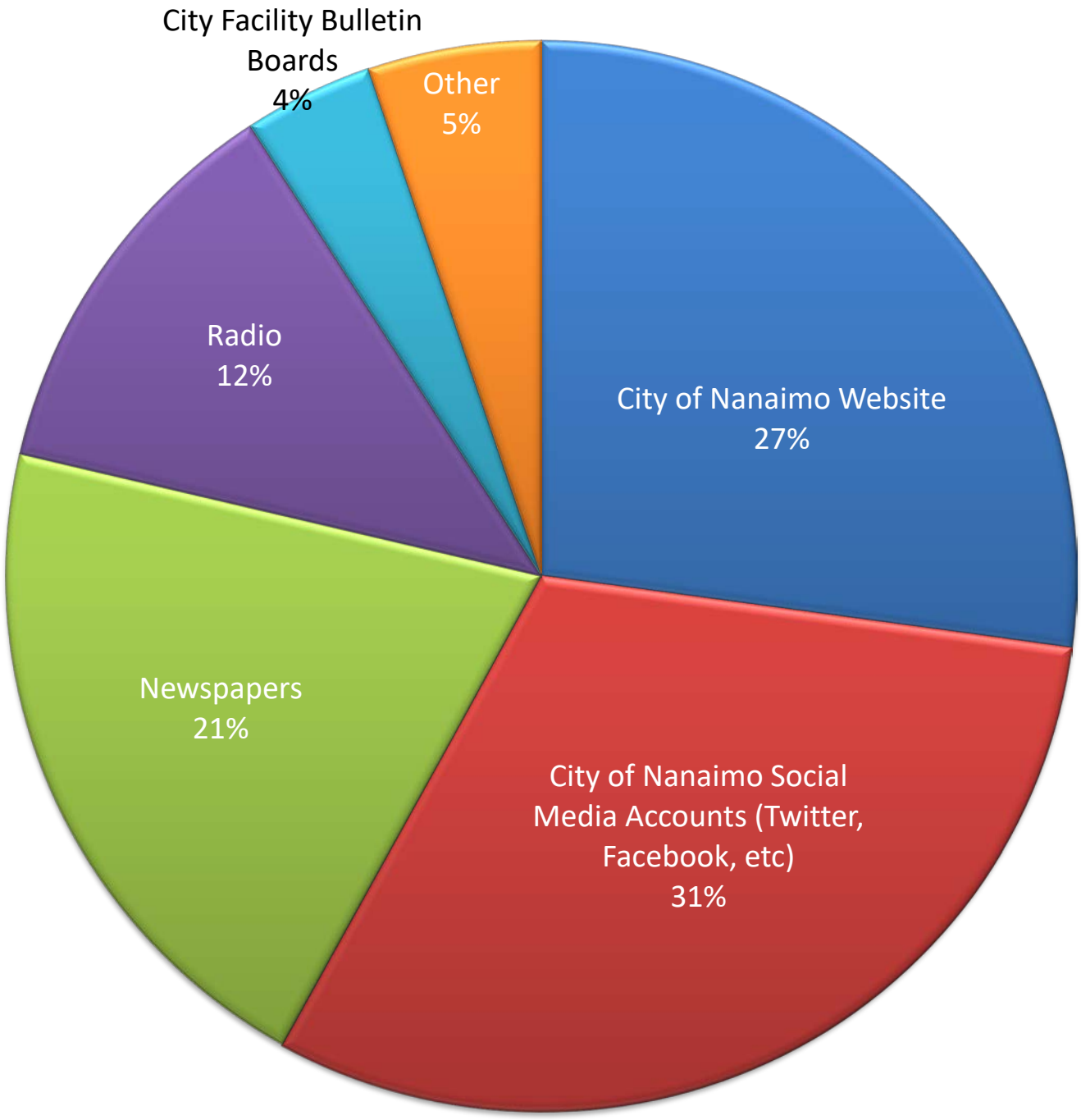
- "This was a very flawed survey. The first half should really be reconsidered,despite not needing a mobility scooter, never taking the bus, and not owning a bicycle I still had to rank them in my mobility uses. The following questions also were very leading. I agree the city needs to increase its pedestrian realms, I just disagree with this survey."

- "Aside from enhancing safety for cyclists it is important to prioritize pedestrian safety projects, many of which could be relatively low cost for pedestrians throughout the city."

- "stop maintaining and fixing roads. it's a waste of money and just serves to keep people in their cars. focus on cycle and walking infrastructure and getting a transit system that actually works"

- "Q.27 gives only 2 limited options, and doesn't address a key issue, which is connectivity. There are many middle ground solutions. Low cost doesn't mean half measures, and high cost is limited to major routes. With only 2 options, you force people to choose #3."

Question 32: How do you like to keep up-to-date on City of Nanaimo projects and initiatives? Check all that apply.



## Question 33: Do you have any additional comments, questions, or concerns?

- "What is the projected time for starting and completing this size project? Where would the first new lanes be created? What is the financial budget for this project? What kind of tax increase would there be?
  What incentives would be given to those who would change from driving everywhere to using a bike or walking more? "

- "Information provided to neighbourhood associations (e.g, NOCA)"

- "Email bulletins please!!!"

- "Zoning for more grocery centres and libraries, community centres etc in local neighbourhoods needs to be a part of the plan for more walking and cycling in Nanaimo. Street design is just one important part of decreasing car reliance."

- "Thank you for the survey.How will you publish, make available the results?"

- "Please keep kids in mind too when designing walking, biking. A few pullout areas would be amazing to have kids (~10-16) to pull over if they felt uncomfortable with a particular bike-lane type."

- "I'm not entirely sure what 'Boulevard' means in this survey. (I assume it means a wide street lined with trees, as per Google)."

- "Make Hammond Bay bike friendly before someone gets killed!"

- "Hammond Bay road esp between Hammond Bay school and Departure Bay needs major safety upgrades for pedestrians and cyclists, or establishment of an alternative non-motorized traffic corridor to connect residential areas along Hammond Bay road with commercial Terminal - Island Hwy corridor"

- "Also need to look at private developments (eg. 388 Machleary st.), as it is too car centric and they have not added through-ways for bikes and pedestrians into back lanes, for example."

- "More public timelines for infrastructure projects or plans would do much to provide confidence that the city is taking action to promote cycling/walking"

- "This iniative needs to move forward as soon as possible."

- "I have a concern with the way Boundary Road has the bike lane and the parking. I feel it would be much safer to have the parking against the curb (conventional) and the bike lane more visible. Cyclists tend to disappear behind the row of parked cars."

- "12 million $ for tourist sea walk improvement ...are you kidding ! If business down town wants that, let them pay. Locals are scared off by the homeless and mentally ill, you want cruise ships in ..... lets get real and back to basics."

- "I think all busy residential streets should have sidewalks on at least one side of the road. We live 3 blocks away from the elementary school, on a fairly busy road, and we can't even boast sidewalks for half the commute."

- "I would like to see more walking paths in the city,and, the trails kept up to date with care and maintenance. Overall,quite pleased with the work that is done."

- "I think the typical way of only developing isolated areas of our long geographically seperated city will not work. If complete streets are to be worth it in Nanaimo I think it should be for the whole City. Not fragmented areas."

- "I love that the City has safety and design on its radar."

- "I hope that transit will be a subject of restructuring in the near future. I sometimes take the bus, instead of my car. It is convenient for me to do so, and I don't have to face an exchange along my route. I can get to work in under 15 minutes, including walking. I did live on Bush Street, when I went to university in the eighties, and I remember it was faster for me to walk, than take the bus - in either direction, because of the direction of routing, and the location of exchanges. I think this problem still exists, especially if one needs to get from south to North, ie. Harewood, to Lantzville/Aulds. I'd love it if there was greater incentive to use the bus system." I am very glad to see this is being examined. It's always irked me, as a resident, that our streets were so ill served. (Maybe we can address snow removal, on sidewalks, sometime. I'll never forget seeing a woman in a wheelchair, struggling through the snow on Bowen Road, and she got stuck, and no-one was stopping to help. Her friend had to call a cab, so that she could get back home - and she didn't look like she could afford a cab. I felt it was terribly unfair. As our population ages, we have to consider their access to food, and services, during all weather."

- "We need better maintenance on bus stops. Garbage cans would be a start."

- “Street access to homes on Nicol St. was removed many years ago. Our only access to our home is through the lane . These lanes should be recognized by the City as "through" roads for the purposes of snow removal, etc. The lanes have no lighting and are extremely dark at night.”

- “Make skateboarding, roller skating and roller blading legal in Nanaimo on all bike and multi use paths!”

- “Hammond Bay is a death trap and needs to be addressed. There's not even a shoulder for cyclists and the curb between the pedestrian path and the road makes it dangerous for cyclists to be there (when it's empty) to let cars past since it's unknown whether there will be pedestrians around the blind corners”

- “I have lived in Nanaimo since 1970 - we have a beautiful waterfront that we need to take advantage of for recreational purposes like walking, biking etc. I support a multi-use walkway from Departure Bay to downtown.”

- “Sidewalks are crucial. Also, the bus service here needs to be addressed. Transportation infrastructure will dictate whether we’ll continue to live in Nanaimo as our kids get older. We want to be less car dependant”

- “Thank you for providing a public survey. I just moved to Nanaimo a month ago and am very excited for the possibilities - no reason why there should not be a push to become a world leader in municipal mobility as people continue to invest in this city.”

- “I think creating a space for young Adults to be Mentored and Supported by Other Members of our community,
Creating community engagement projects like park beautification(free labour) city street and neighbourhood safety/ moneys allocated to increase physical activities, free sports leagues, Equiptment, better parks for playing, more community centres for engagement, also its 2019 ( Create a young Fresh Vibrant Social Media Presence, Ofer class at the red centwrs for donation, expand your city staffing levels to accommodate the added work load(you guys do too much as it is already) also increase the university space and expand the departments, Make Nanaimo Great! (Again?) “

- “I would love to see references to other Canadian cities that have gone through some of this. What worked and what didn’t. Also, I support higher taxes, but recognize most don’t. Maybe some good numbers of the cost-benefit”

- "Yes. The sea wall, seriously is our number one tourist draw and an important part of our walking trails. How much longer are we going to wait for its expansion?"

- "Please don't just do this study and then nothing happens. Please just commit and get safe streets done."

- "I hope there is an answer to street parking. Very few older homes have street off road parking but most have laneways making on site parking easy to organize. Too much speeding traffic shortcutting on streets hard to see kids play on. "

- "I would like to be notified further in advance of upcoming potential projects so as to have the possibility to voice my opinion on these projects."

- "I do not believe any amount of spending will get more than a small percent of people onto bikes. Spend money on roads and transit that everyone can use, not a tiny percentage of bike riders."

- "A large number of people work at the Pacific Biological Station and would bike more often if the first kilometre after departure bay was safer for bicycles"

- "get a local police force"

- "Only the concern that pedestrians are ignored in this survey."

- "Why didn't this survey test the idea of one side of the street parking in residential areas with high volume traffic?"

- "Thank you for putting lights at crosswalks! Huge help. There is way too much traffic on Dufferin Crescent now. Need SLOW signs or something. Corner of Dufferin & Bowen is dangerous for pedestrians, and too many people running red light (turning left on a red) at that intersection, as well as at Bowen & Northfield.
  I have found as a driver, the bike lane on Boundary ave (near Nelson st.) takes up too much space, affects driving/ turning abilities."

- "Bicycling can be encouraged, but it should be controlled with a license just like a drivers license to ensure knowledge about using the streets. It also needs to be remembered that Nanaimo is not built on a prairie, but on many hills which limit the use of bicycles for many in many areas of the City. The bias for cycling is apparent in this exercise.. Are there no other ways of making our streets safer and better to use??"

- "On street parking in hospital area is ridiculous."

- “The city Council needs to keep the long term health of the community in mind for all matters.
  This means planning zoning and bylaws that make the environment a priority.
  Planting street trees is a small thing that I think could have a huge impact in years to come.“

- “Speeding is my main concern in this City. I do not feel my children are safe living on my street. I have expressed my concerns many times and the last time I talked to an officer of the law about it, he told me that he is not pulling anyone over that is under 68kmph. My road is narrow and has no sidewalk and a signboard indicates 30kmph inviting drivers to slow down 400m away from our property.
  Since then, we are looking at other cities where we can relocate and live more peacefully; places where legal road signs are more than just urban furnitures misrepresenting a City's bylaws.”

- “We have a lot of catching up to do! Thank you for initiating this!”

- “Thanks for being willing to hear us.”

- “Please watch the new documentary "Seattle is Dying" to see what Nanaimo will look like in 5 years if we don't make some serious changes now. “

- “I strongly support mixed used meighborhous development that will allow residents to travel shorter distances to do errands. Making Nanaimo walkable will strengthen community and support sustainable development.”

- “It appears by this survey that any transportation, other than cars, is leaning towards cycling, and cycling lanes.
  I would like to see more effort made towards providing spaces and routes for pedestrians, so that people can safely walk the city to their destinations without dodging cars and cyclists.”

- “I think Star Wars The Last Jedi was a terrible movie.“

- “More PSAs on CHLY 101.7FM please ;-)”

- “Remove pay parking from commercial to help revitalize downtown. Close down commercial street to vehicles on more frequent special occasions”

- “Please do some publicity about this survey .... like an article in the newspaper ... anything other than just posting it on a "project" Page ... what about the community engagement page!  this is hopeless.”

- “I am legally blind so the bicycling questions are not really applicable to me.”

- “future Nanaimo ? unless our elected officials are prepared to deal with the REAL issues ; see KOMO news report below. For a start- Project managers CCS and Pacifica must be held accountable for the residents of both Terminal and Labieux sites -- community service / personal growth workshops are a good start: please contact me for further information- [redacted]

  Please watch- https://www.youtube.com/watch?v=b53uiRFq4Ds&fbclid=IwAR1--tMN7k72srLfzUvutTeFpCIFQMS46yXX5P5rcN_GEGEtcwmFz4bM5DY ”

- “I hope to see a lot more attention to active transportation; walking, runnining, cycling, wheeling and bus ridership.”

- “How about an email list for information on city of nanaimo projects and initiatives as another method of keeping people informed.”

- “Please, please add sidewalks to Southend streets!
  Thanks for the opportunity to fill out this survey.”

- “It is seriously time to create more bike lanes. And make them safe. Time to be like other growing cities.
  This is what this city needs the most in my opinion.
  ITS TIME MAKE IT HAPPEN “

- “Additional sidewalks, street trees, and improved, low-energy street lights are personal priorities. These simple changes could drastically improve Nanaimo's pedestrian network through increased safety.”

- “Bowen Road is freaky scary to ride your bike on! I don't understand why Boxwood does not have sidewalks - also crazy planning! I see a lot of pedestrians, yet vehicles are using Boxwood as an alternative to Bowen Road and traveling far too fast. =( I'd like to see a lower city speed limit overall. That would help all pedestrians and cyclists.”

- “I live on Protection Island; I noticed that boats are not incorporated into your transportation thinking - that's a shame for the Harbour City! Also, what is "inter-modal"?? Bottom line, do more for pedestrians and less for cars, and enhance accessibility for disabled people who want to get around our city safely (i.e., our street crossing technology is right out of the 60s - get it up to date.)”

- "I have tried to add some points along the way. Yes, you are completely missing universal design principles. Nanaimo seems not to have a plan for inclusivity, and very little infrastructure for blind pedestrians. The APS you have are very old and outdated. You need to install many more and include tactile identifiers at curbs. It is time to get out of the 1970s and into the 21st century on this. Blind people have the right to accessible streets and safe crossings just like other pedestrians. Point 2 is about access to Protection Island, which is a neighbourhood of Nanaimo but largely ignored and dismissed. We need public access to our community that is not dependent on private business interests."

- "Commitment to vehicular traffic has been rampant for too long, investment in pedestrian, cycling, and other uses needs to be a priority to make the city more walkable/livable."

- "About time. This city has been ugly and unrefined for too long."

- "My Priorities: pedestrians including bikers, public transportation and traffic calming, less cars."

- "Thank you for considering that there is a lot more to streets and transportation than cars. we need to reduce car subsidies (infrastructure) and focus more on alternative, sustainable transportation, for a livable community."

- "Thank you"

- "Seeing the cycling infrastructure in Vancouver and Victoria, it's a real shame at how absolutely ridiculous how little Nanaimo has. There's been a lot of talk of making this city better for active transportation but the only action taken has been to paint some white lines in a very small number of places, and some of those like on Townsite, get used for vehicle parking too, so they aren't even bike lanes.
  I can't wait to move away from the city where I was born and lived my whole life so I can be somewhere with real vision."

- "I would love to see gondolas created for bicyclists and pedestrians ie in Departure Bay up to Country Club Mall. MORE covered bike parking stalls. Plant more trees along e and N railway and provide incentives for people to commute to work."

- "Why is the 700 block of Haliburton street the only block on the whole length of Haliburton street with out a sidewalk on either side of the road ?, this is a high volume roadway with a bus route, and people are forced to walk on the roadway!?"

- "Pick a standard - Dutch or NACTO - and stop making ad-hock projects based on unsafe ideas from the 1990's.
  Implement dutch intersection design at as many intersections as possible, especially signal controlled or multilane. This means modes are separated, cyclists and pedestrians moved to outside, protected, and cross traffic at right angles, preferably with a splitter/refuge island.
  https://www.youtube.com/watch?v=FlApbxLz6pA
  Implement the wide nodes narrow roads paradigm - Proper single lane roundabouts (NO SLIP LANES!) break up pulse traffic and reduce queueing lane need. We have way way too much road width dedicated to pulse loads.
  DO NOT EVER PUT CYCLISTS BETWEEN PARKED AND MOVING CARS. This kills the cyclist and messes up the life of the driver who opened their door or backed into a space without looking - bad for everyone.
  Default speed limit everywhere should be 30Km/h, with higher only permitted where mode separation exists.
  Work with RDN BCTransit and ICF to implement Light Rail integrated with a modernized ridership based scheduling transit system, connected with other regional districts and other modes (Duke Point Ferry, YCD).
  Narrow travel lanes everywhere to reduce speed. Sharrows are fake cycling infrastructure that (by widening the lane) encourages motorists to speed, killing cyclists and pedestrians."

- "I think you should have included some additional questions on accessibility, including in the respondents info. Eg. I have low vision so things like sidewalks and street lighting and are especially important to me."

- "The sidewalks along Nicol Street are growing grass and weeds. It has sand built up and are very dirty. It is a poor example of sidewalk maintenance. This is a major road and is a sad and neglected impression for people entering Nanaimo. The area is from Milton all the way to Days Inn. So if we have sidewalks we need to have the money to keep them up."

- "I feel that the big electric bikes have no place on multi use pathways including the hat or front walkway. There should be bike speed limits on any shared pathways."

- "When are you going to start creating a functional transit bus system in Nanaimo? If you're trying to get people out of their cars, with this climate, you NEED a functioning transit bus system."

- "Four lane Hammond Bay road with concrete sidewalks both sides"

- "Bylaws should be updated so that cyclists can bike across crosswalks on separated multi-use trails without dismounting. Currently, to legally commute along the E&N trail from Mostar Rd to Townsite Rd you have to dismount 12 times! (8 times at roadways, and 4 times over the railway tracks). I think this is unreasonable. Please update the bylaws and paint some elephant feet."

- "I strongly support the hierarchy described in the City's Master Transportation Plan - prioritizing pedestrians and cyclists. I would prefer to see narrower lanes, more crosswalks, and beautified streets that slow traffic and afford a more pleasant experience for walking and cycling. Thank you!"

- "When considering boulevard plantings please consider using some of the new drought resistant / chafer beetle resistant native grass varieties (City of Richmond recently piloted a special one) for reasons of climate change, chafter beetles and as they are low maintenance for residents. Please do not permit artificial turf to be used - it is terrible for the environment particularly storm water issues."

- "Thanks for the survey."

- "It's 2019. Can Nanaimo please leave 1975 behind?"

- "My partner and I are constant cyclers. We hate when we have to get in the car to drive. We try to stay local and shop local as much as we can."

- "Some of the recent road/cycling infrastructure improvements have been excellent, for example the northfield-boundary-hwy appears to be a success from both a driving and cycling perspective.
  It would be nice to see more roundabouts go in rather than traffic lights (westwood and jinglepot road)
  Sidewalks and cycling paths need to be prioritized around school zones in my opinion"

- "Sidewalks are a major concern in this city. I have followed sidewalks that end abruptly on one side and have had to run across a busy road to get to the sidewalk on the other side. i.e. Albert when it turns to 4th St. Since moving here, I have felt the need to wear high-vis wherever I walk which is just a symptom of the lacking pedestrian infrastructure. As a student, I am hyper-aware of the need for better connections from the university to the downtown core as many of us do not own cars and rely on the sidewalk and bike lane network to get us around town."

- "I will look forward to participating in and seeing the results of upcoming consultation opportunities."

- “Nanaimo needs a serious road diet. There is a bypass being built by beban park. Why? Has no one in the planning department heard of induced demand? that intersection is busy because there are too many cars. narrow bowen to 1 lane in each direction. build bike and pedestrian infrastructure. There are barely any roads with sidewalks. It's embarrassing.”

- I'd like to see more streets with no cars. I'm a strong believer in walk-able cities. Some larger universities have done a good job with this. Large parkades and self driving single lane shuttles for the "last mile" problem.”

---

**Disclaimer, the following responses were received within the first 24 hours of the survey being posted online. In response, we immediately:*

- *Adjusted the questions so that they could be skipped if not applicable.*
- *Expanded the survey to include more pedestrian- focused questions.*

*Sidewalks and pedestrian facilities, while lacking on our streets, are already captured in our standards and any new developments that are being built. Cyclists, however, are the most under represented users in our current standards and there are a wide variety of cycling facility types that determine a users comfort level and ultimately, their use. While the survey may have appeared to have been skewed, it was because there was no intent to remove pedestrian and universal design features from our current standards.*

*That said, we acknowledge the need for all users to be heard. We are grateful for the individuals that expressed their concerns regarding the survey being skewed and we adjusted the questions immediately to capture a wider range of users/input.*

*To be transparent, we have included these comments as well.*

---

- “This is possibly one of the most biased and poorly designed surveys I have ever completed.”

- “The worst bias poll, I've ever done.”

- “this survey is mostly geared towards cyclists. not much on pedestrians or cars. very biased survey”

- "This is not a well-designed survey. It is loaded and skewed towards the creation of bike paths. A good survey is unbiased so that you can find out what people REALLY THINK AND WANT."

- "Too much of this survey asked for opinions. As well, if not using a bike is an option in one question then subsequent questions on bike use are not very helpful."

- "Questions on street type improvements have inconsistent options and do not allow for comments, as some of these issues are more complex than the survey suggests.
  Also, Nanaimo is so deficient in complete streets, it is difficult to not see everything as high priority.
  The survey positions this exercise as one of user preference, where evidence shows that complete streets influence safety, health, environmental, economic outcomes. In other words, preferences from a survey should be taken lightly, given the heavy car culture in Nanaimo."

- "I should not have had to answer the cycling questions as I will never cycle unless it is on a trail such as the EN. I believe roads should be for vehicular traffic"

- "Survey deals mostly with cycling improvements, with little attention to pedestrian infrastructure."

- "I get it. This survey is to find out how much interest we have in bike lanes and nothing else."

- "This questionnaire seems mostly about methods of transportation that I would never use. I drive, I walk, yet had to include cycling in my responses. Why not put out a questionnaire just for those who cycle."

- "As usual, although pedestrians are listed at the beginning of a list, they seem to only be given lip service in this survey. Lots of questions about cycling and multi-use paths, but no questions regarding the comfort of a walker sharing a multi use path with bikes. I used to live in Victoria, and walked all the time to town on the Goose. While some cyclists are respectful in terms of letting you know they are approaching behind you, many just zoom by. This needs to be considered in designing multi use trails. Also, please take a walk down Bowen Road on the opposite side from the rec centre and tell me whether you feel comfortable having a narrow sidewalk and nothing to stop you from falling on the road in front of high speed traffic."

# APPENDIX | 4

## COMPLETE STREETS

## STAKEHOLDER ENGAGMENT RESULTS

## SUMMARIZED BY MODE, THE FEEDBACK PROVIDED INCLUDED:



**Pedestrian:**

- Sidewalks should be separate from the travel lanes so parents feel comfortable with children running and walking to school.
- Audible signals needed at all intersections for the hearing impaired.
- Curb ramps need to have tactile warning strips.
- Curb ramps need to have lines to direct the visually impaired across the crosswalk.
- Sidewalks need to be wide enough for two wheelchairs or strollers to pass (2m).
- Eliminate slip lanes so that pedestrians do not have to cross the vehicle path twice.
- Benches needed for the elderly to stop and take breaks/observe their surroundings.
- Cul-de-sacs limit connectivity and discourage people from walking.
- Valves/Boxes in the sidewalks act as landmarks for the blind.
- Local roads do not need sidewalks. People can walk on the road.
- Widening sidewalks from 1.5/1.8m to 2m, is not worth the extra concrete.



**Cycling:**

- Inconsistent Signage – City needs thorough wayfinding review.
- E&N is awesome.
- Routes stop and start – connectivity required to see modal shift.
- Secure bike parking needed at transit hubs and everywhere – if you own an expensive bike or an e-bike, they get stolen too easily.
- Modal separation needed – commuters and e-bikes go fast and need to have clear separation from cars, but also pedestrians.
- Cycling numbers will increase with e-bikes – Nanaimo's topography and long nature are no longer excuses.
- Prioritize bikes at intersections.
- Transportation equity needs to be a priority.
- Watch Town of London Video re: Changing cycling culture
- Consideration needed for scooters and end of trip storage.
- Nanaimo's demographic is different – there are very few cyclists.
- Hills are too steep in Nanaimo for cycling to catch on.
- E-bikes should not be allowed on multi-use paths.
- Nanaimo has underutilized trails – get cyclists off the road and onto park trails.



**Transit:**

- More bus shelters needed.
- Garbage cans needed at bus stops.
- Prioritize buses at intersections.
- Buses need to be able to hold more bikes – three is not enough. A family of four cannot travel.
- Bus stop signs need something to differentiate them from any other sign – suggest collars for the visually impaired to feel.
- Add bus schedules to all stops with brail.
- Construct more bus pull-offs so that cars do not affect traffic flow.



**Commercial:**

- Travel lanes need to be wide enough for buses and trucks.
- Turn radii need to accommodate big trucks.



**Single-Vehicle:**

- More enforcement needed for speeders. Signage does not work.
- Limit the number of suites or add alleys with garages behind. Properties should be able to house all their vehicles so they do not spill out onto the road. Watch: "The high cost of free parking".
- Curb extensions and pocket parking require a lot of curb, sometimes for only one spot.
- We should be making roads wider to carry more cars, not narrower.
- Boulevards and pocket parking reduce the number of parking spots when designing developments.
- Roads are for parking and driving – Complete Streets are making things worse by causing congestion and slowing cars down.
- Cul-de-sacs are an important option for land owners to develop their land parcels.
- New developments have suites in every house, which adds to the number of vehicles needing parking.

**Other Points Raised (utilities, land development, etc):**

- Thought needs to be put into utility placement so that it is not super expensive when replacement occurs.
- Recommend one big meeting with everyone.
- Who will be responsible for maintenance? Bylaw needed. Parks are not even being maintained.
- Focus on route based road design in place of land used based road design.
- Catchbasin placement needs thought for parking cross-fall and inverted gutter.
- Reduce/eliminate boulevards so that the ROW expected from developers is less.
- Focus efforts on collectors and entrances into the City.
- Stormwater management makes designing difficult.
- There will be "awkward years" as we transition from one standard to another.
- Boulevards will need irrigating to keep trees alive.
- City needs to build a complete street first to show developers as an example.
- Concerned with cost increases.
- ROW widths are too wide. Easements/dedication on private property.

# APPENDIX | 5

## COMPLETE STREETS

## TWITTER ACKNOWLEDGMENTS

**Roy Symons**
@roytheplanner

Nanaimo will soon be leading the way in Canada with Dutch style raised intersections across local streets. Pleased to be a part of the @ISLengineering and @cityofnanaimo team on this. nanaimo.ca/NewsReleases/N...



10:07 PM · Nov 27, 2019 · Twitter for iPhone

View Tweet activity

**99** Retweets **372** Likes

**ItsEasyBeingGreen** @Fresh_Kermit · Dec 11, 2019
Love to see Canadian small towns ahead of NYC on street design.

**Richard Campbell** @wrychrd · Nov 28, 2019
Hey @Dale_Bracewell. The City of Vancouver needs to do this too both at local streets and alleys. Can't let Nanaimo outdo us :)

**Hans on the Bike** @HansontheBike · Nov 28, 2019
I very much like to see this in Ottawa.

## Tweet Analytics

| | |
|---|---|
| Impressions<br>times people saw this Tweet on Twitter | 34,803 |
| Total engagements<br>times people interacted with this Tweet | 3,300 |
| Media engagements<br>number of clicks on your media counted across videos, vines, gifs, and images | 1,997 |
| Link clicks<br>clicks on a URL or Card in this Tweet | 443 |
| Likes<br>times people liked this Tweet | 372 |
| Detail expands<br>times people viewed the details about this Tweet | 223 |
| Profile clicks<br>number of clicks on your name, @handle, or profile photo | 156 |
| Retweets<br>times people retweeted this Tweet | 99 |

**BC** @bclarkinAB · Dec 11, 2019
Would love to see streets like this, or an approach to street design like this, in Calgary, particularly around schools and other community activity centres. #yycbike #yycwalk

**Doug Klotz** @Geo_Rex_H · Nov 28, 2019
I hope Portland will be considering these as part of their Streets 2035 project! @Why_Not_Bikes @Scott_Kocher @OregonWalks @thestreettrust @portland_bus

**Dutch Cycling Embassy** @Cycling_Embassy · Dec 4, 2019
The seamless continuation of foot and cycle paths across side streets is a hallmark of Dutch street design built on "Systematic Safety": ow.ly/WFFr50xmOel

And the small island city of Nanaimo hopes to be the first to apply it to a Canadian context: ow.ly/I45P50xmOeL

**8 80 Cities** @880Cities · Nov 28, 2019
Very exciting progress for Canadian street design!

2020-July-13

Poul Rosen, P. Eng
Director, Engineering
City of Nanaimo
411 Dunsmuir St.
Nanaimo, BC, V9S 0E4

Dear Poul

**Re: Review of MOESS Engineering Standards and Specifications**

During the past six weeks, City of Nanaimo staff and the Development Group representatives have met a number of times to discuss the proposed new MOESS Engineering Standards and Specifications. The Development Group was established by five Nanaimo based consultants and contractors, who have been in communication with 24 companies, that include engineers, consultants, civil contractors and property owners involved in all areas of land development in Nanaimo. (List of companies attached).

During our joint discussions, we have reviewed a number of sections of the MOESS standards, to determine if changes could be made to the standards to address development constraints identified by the development group. On 2020-July-03, you forwarded us a summary of a number of sections of the MOESS standards that had been revised, following our discussions.

The development group supports the proposed changes. As the MOESS standards are constantly being reviewed by the city staff and will be updated again in the near future, the development group wishes to be regular participants in discussions with the city that involve the MOESS standards.

During our discussions, both city staff and development group representatives agreed that there are a number of city regulations and bylaws relating to development that need to be reviewed and possibly amended to reflect current development standards. These regulations include:

-Tree Management and Protection Bylaw
-Soil Removal and Depositing Bylaw
-Subdivision Control Bylaw
-Storm Water Management (2016 MOESS Standards)
-Complete Streets and Mobility Corridors (2020 MOESS Standards)
-Material testing standards (2020 MOESS Standards]

Once the 2020 MOESS standards have been finalized, the development group requests that a schedule is established to review the above noted regulations. We look forward to working with city staff on these and other regulations as they are developed or amended.

Thank you very much for including the development group in the review of the MOESS standards and we look forward to ongoing discussion with city staff regarding development standards.

Yours truly

Toby Seward
Seward Developments Inc

ec Rod Milner, Milner Group
Mark Warbrick, Newcastle Engineering
Charles Ramos, Cascara Engineering
Darren Moss, Tectonica Management

# Nanaimo Development Group

Following is a list of consultants and contractors that have been contacted regarding the City of Nanaimo MOESS Standards and Specifications.

**Engineers and Consultants**

Mark Warbrick - Newcastle Engineering
Charles Ramos - Cascara Engineering
Daren Moss - Tectonica Management
Jeff Tomlinson - JE Anderson Engineering
Scott Lewis - Alpin and Martin Engineering
Patrick Ryan - Herold Engineering
David Moss - RB Engineering
Chris Pogson - McElhanney Engineering
Steve Stacey - Lewkowich Engineering
Niall Paltiel - KeyCorp (Sandstone)
Scott Mack - Townsite Planning (Century Holdings)
Toby Seward - Seward Developments

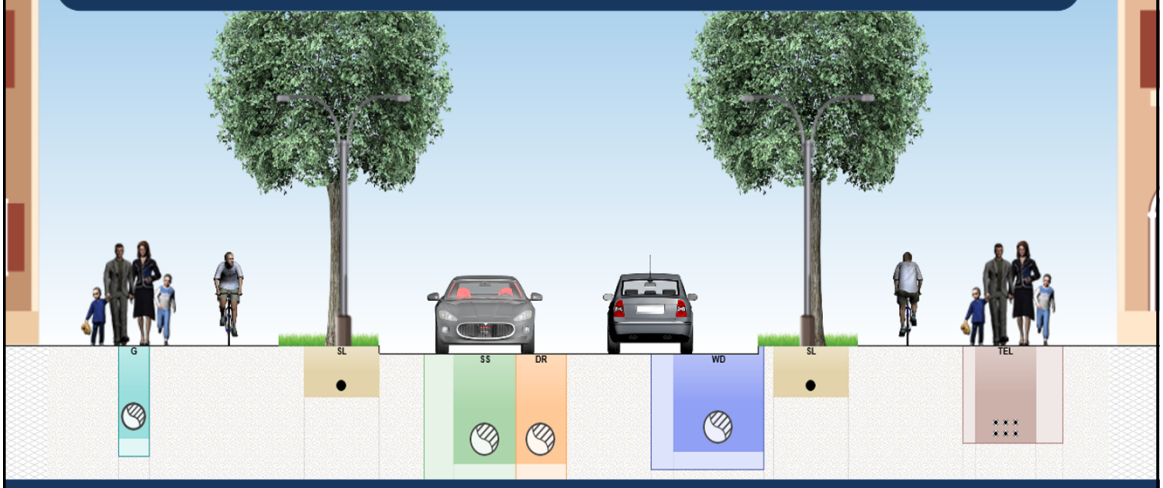
**Contractors and Developers**

Rod Milner - Milner Group
Greg Constable - Island West Coast Developments
Jeff Windley - Windley Contracting
Dave Gregson - Copcan Civil
Paul Noel - Hazelwood Construction
Josh Fayerman - Milestone Contracting
Joe Ventura - Knappett Construction
Donna Hais - RW Wall Contracting
Joe Mayzes - Mayzes Excavating
Don Saywell -Saywell Developments
Craig Weir - Meir Developments
Amar Bains - Nordel Developments

Attachment G

# City of Nanaimo's MOESS Update

Updating our Manual of Engineering Standards & Specifications




May, 2020 www.nanaimo.ca/goto/MOESS

## MoESS Edition Update No. 13

### Overview and influence

- Translate higher level planning policy/documents
- Dictates the look/feel of neighborhoods or streetscapes
- Determines how long infrastructure assets will last
- Determines infrastructure risk
- Determines how much cost there will be in maintaining or operating infrastructure

May, 2020 www.nanaimo.ca/goto/MOESS

## MoESS Edition Update No. 13

### MoESS is Schedule 'A' of the Subdivision Control Bylaw



Introduction
1.0 - General Drafting Requirements
2.0 - General Definitions and References
3.0 - General Requirements
4.0 - Excavation, Trenching and Backfill
5.0 - Water Distribution System
6.0 - Sanitary Sewer System
7.0 - Stormwater Management
8.0 - Transportation
9.0 - Aggregates and Granular Material
10.0 - Roadway, Lighting and Traffic Signals
11.0 - Cast In Place Concrete Works
12.0 - Asphaltic Concrete Paving
13.0 - Surface Treatments
14.0 - Landscape
Appendix



## MoESS Edition Update No. 13

### Engagement

- Public Engagement started in 2018 and ongoing
- 40+ instances of engagement during the project
- Website, letters, meetings, open houses, presentations, etc
- Overall feedback, very positive
- Made adjustments to draft standards where possible
- Not all comments/concerns can be accommodated

May, 2020 www.nanaimo.ca/goto/MOESS

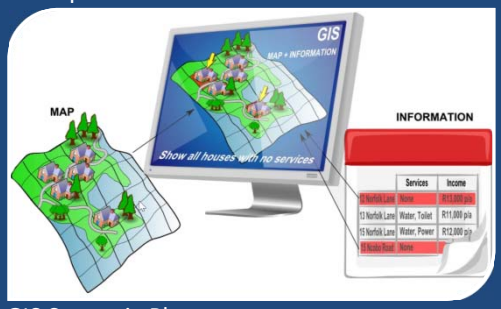
## Summary of Substantial Changes



Complete Street Guidelines



Cross Connection Control Bylaw



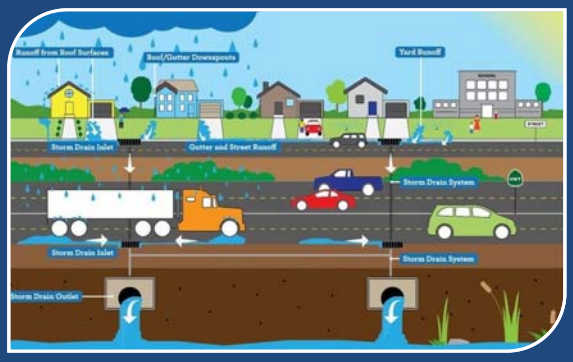

GIS Strategic Plan



Asset Management of Materials & Aggregates



## Summary of Substantial Changes




Section 7.0 Stormwater Management



Considerations for Climate Change



City's Rain Gauge Monitoring Station RM2

## Section 8: Transportation

# *Transition to Complete Streets*




March 2, 2020 www.nanaimo.ca/goto/CompleteStreets

## Section 8: Transportation

# *Urban Local Street*



May, 2020 www.nanaimo.ca/goto/CompleteStreets

## MoESS Edition Update No. 13

What are the Costs?

- Asphalt and Materials
  - granular aggregates and gravels
  - asphalt thickness
- Complete Streets
  - right-of-way requirements
  - construction
- Road Standards and Geometry
- Drainage





# Delegation Request

**Delegation's Information:**

Toby Seward has requested an appearance before Council.

City: Nanaimo
Province: BC

**Delegation Details:**

The requested date is July 27, 2020.

The requested meeting is:
Special Council

Bringing a presentation: No

Details of the Presentation:

To speak in support of the proposed MOESS Standards & Specifications changes.

CITY OF NANAIMO
THE HARBOUR CITY

# Staff Report for Decision

File Number: 00000

DATE OF MEETING JULY 27, 2020

AUTHORED BY Richard Harding, General Manager of Parks, Recreation and Culture

**SUBJECT OUTDOOR STADIUM IMPROVEMENT OPTIONS**

## OVERVIEW

**Purpose of Report**

Provide Council with a report and presentation on where to focus resources on an outdoor Stadium in the City of Nanaimo.

**Recommendation**

1. That Council receive the draft Stadium Development Report and make available for review and comment by the community, and;
2. That Staff work with Nanaimo Ladysmith School District No. 68 and local sport and stadium user groups on the concept of making NDSS Community Field the medium-sized Stadium for improvement and use and report back.

## BACKGROUND

At the Special Open Committee of the Whole Meeting 2015-NOV-17: It was moved and seconded that Council direct Staff to prepare a report on field and stadium development including but not limited to Serauxmen Stadium, Rotary Bowl and Caledonia Park; and, that Nanaimo Ladysmith School District No. 68 be provided with 12 months notice to implement shared development plans before the City moves forward independently.

Since the motion above, a number of changes have occurred in regards to sport venue development. Primarily and based on direction from above motion, Nanaimo Ladysmith School District No. 68 and the City of Nanaimo entered into an agreement to purchase Rotary Bowl, Serauxman Stadium and develop and maintain jointly the NDSS Community Field.

## DISCUSSION

Securing Rotary Bowl, Serauxmen Stadium, as well as the development of the new facility of NDSS Community Field, dealt with a number of issues in the 2017 motion of Council as well as providing new opportunities for consideration. However, the need to confirm or focus resources and amenity on one stadium that can host a variety of medium-sized sporting events such as Junior and High school football, soccer, field lacrosse, rugby and other sports and community events continues to be a desire and need in the community.

Attached to this report is a draft "City of Nanaimo Stadium Report" that examines and provides background to stadium design and use.

Mr. Doug Wournell, Specialty Design Consultant of Sports and Recreation Facilities, author of the attached report, will be providing a presentation on his review and recommendations to Council and answer any questions.

The report recommends that the community, at this point in time and given current demand, focus on a medium-sized stadium (3,000-8,000 seats).

In addition, the report examines three potential sites to accommodate this level of use which are also the three locations currently used by groups and organizations listed above:

1. Caledonia
2. Beban Park and;
3. NDSS Community Field

Based on Mr. Wournell's review, he recommends that the community focus on improvements to NDSS Community Field as the best of the three options for establishing a medium-sized stadium. This recommendation also is consistent of the designation of this area as the "Sport Zone" and amenity development at this site will benefit other venues such as Rotary Bowl, Serauxman Stadium, Nanaimo District Secondary School and Vancouver Island University.

## OPTIONS

1. That Council:

   A. receive the draft Stadium Development Report and make available for review and comment by the community and;
   B. That Staff work with SD68 and local sport and stadium user groups on the concept of making NDSS Community Field the medium-sized stadium for improvement and use and report back.
      - The advantages of this option: moves the process forward on focusing resources and amenity development on an event stadium in the City.
      - The disadvantages of this option: May not be a priority of Council at this time.
      - Financial Implications: none at this phase but if a site is selected to focus on, costs will be identified to upgrade seating and other amenities meet a medium-sized stadium.

2. That Council not proceed to focus on a designated medium-sized stadium at this time.

   - The advantages of this option: Staff will focus on other priorities of Council.
   - The disadvantages of this option: None of the sites currently used by groups and organizations have the amenities to meet a medium-sized stadium.
   - Financial Implications: Costs will be focused on at least three locations to facilitate events rather than one venue.

**SUMMARY POINTS**

- Point #1…….Securing Rotary Bowl, Serauxmen Stadium, as well as the development of the new facility of NDSS Community Field, dealt with a number of issues in the 2017 motion of Council as well as providing new opportunities for consideration.
- Point #2…….The report recommends that the community, at this point in time and given current demand, focus on a medium-sized stadium (3,000-8,000 seats).
- Point #3……..Based on Mr. Wournell's review, he recommends that the community focus on improvements to NDSS Community Field as the best of the three options for establishing a medium-sized stadium.

**ATTACHMENTS:**

ATTACHMENT A: Stadium Report

**Submitted by:**

Richard Harding
General Manager, Parks, Recreation and Culture

**Concurrence by:**

Art Groot,
Director, Facility and Parks Operations

# CITY OF NANAIMO
# Stadium Report

May 2020




**Completed for the City of Nanaimo, Department of Parks Recreation & Culture**

**Author: Doug Wournall, Architect AIBC, AIKS**

CITY OF NANAIMO
THE HARBOUR CITY


BT MURRAYFIELD

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# BACKGROUND ON TYPES AND USES OF STADIUMS

Stadiums can be generalized into three basic classes which are based simply on seating capacity: small, medium and large. A playing field with amenities is not a stadium; it is merely a playing field with amenities. A playing field facility cannot become a stadium until it has spectator seating and services for those spectators.


*Hillside Stadium - Kamloops*

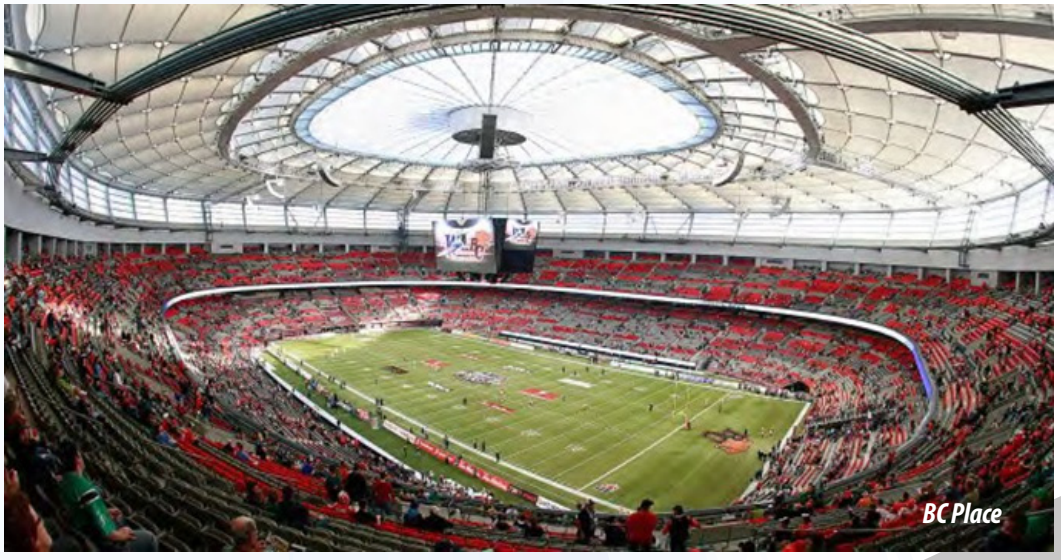
## SMALL SIZED STADIUMS

A small sized stadium generally seats between 400 to around 3,000 spectators. At this number of seats, the operation of the stadium is concentrated on the playing field and player amenities. The 2,100 seat Westhills Stadium in Langford is an example of a small sized stadium. This type of stadium mainly hosts smaller sporting events from High School Championships up to National Championships, including small Games events like the Canada Games (providing the field amenities meet the requirements of the hosted sports). Without the addition of temporary seats and facilities, these stadiums are generally too small for concerts, most large civic events and international events (FIFA soccer friendly match, Vancouver Whitecaps exhibition match, etc.).

## MEDIUM SIZED STADIUMS

A medium sized stadium seats from between 3,000 to 12,000 spectators. This type of stadium can host larger events from small concerts to the RCMP Musical Ride show. They can also host small international events like the Pan-American Junior Championships or the World Field Lacrosse Championships. There is an important difference between a small sized stadium and a medium sized stadium that relates to the seating numbers. A medium sized stadium has a large enough number of seats that the focus of the stadium shifts from the field and the player amenities to spectator services and amenities. Parking, food services, washrooms, ticketing, garbage collection and back-of-house operations (television trucks, delivery trucks, event fit-out storage, etc.) take up the vast majority of the operations staff's time than what they spend on the field and the player's change rooms.
The relationship between how much area the field and field amenities occupy to how much area the seats and spectator services occupy changes as well. The size of the site that a medium sized stadium requires increases significantly from that of a small stadium due to these requirements for spectator services. An example of a medium sized stadium is the 5,000 seat Swangard Stadium in Burnaby.

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BC Place

## LARGE SIZED STADIUMS

Large stadiums are the familiar professional team stadiums found in major cities. They have all the requirements of a medium sized stadium except everything is magnified by the need to service a significantly greater number of seats. They are also able to host a much wider variety of special events. These stadiums are constructed specifically for events that require a significant seating capacity, such as a Grey Cup event or a concert. The 60,000 seat BC Place is a typical example of a large stadium.

***The determining factor on what size of stadium a municipality requires hinges on what types of events are envisioned for hosting at the stadium. Most medium sized municipalities, such as Nanaimo, are generally well served with one medium sized stadium that can handle most sporting events like civic events and small concerts. A small stadium generally is too limiting to accommodate the variety of events that a city the size Nanaimo would wish to host.***

***In addition, because of the seasonal relationship various sporting events have (i.e., football in fall, soccer in winter), and as other sporting or cultural events are limited in number, it is generally not necessary for a city the size of Nanaimo to have both a medium sized and small sized stadium. Larger municipal centres like Greater Vancouver will often have all sizes of stadiums in order to host the wide variety of events that a major centre attracts and which the population can support.***

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# DESIGN AND OPERATIONS OF STADIUMS

The following apply to all stadium sizes. The needs remain relatively the same; however, the demands of those needs vary according to the number of seats.

## FACILITY BRANDING AND SITE LANDSCAPING



*E. Claiborne Robins Stadium Plaza*

A stadium exists to present an event. It does not exist to provide a venue for low spectator games and events or team practices, although those things certainly can happen within a stadium. A stadium exists because the events meant to take place within it are important. They are exciting, higher level events that people want to see. This could be the regular season games for a professional team, the BC Junior Football Championship, the World Field Lacrosse Championship, an outdoor concert, a 24-hour relay or even a public rally. The stadium is not just a place to sit, take a washroom break and eat a hot dog. The stadium is part of the experience itself. All the parts could be present (seating, washrooms, etc.), but if they are utilitarian, disparate and uninviting, the entire experience is reduced to that of only being there. The stadium needs to be a destination, produce excitement just by looking at it and contribute to the urban fabric that makes a livable city.

For that reason, stadiums should have a presence. The parts need to hang together as one; there needs to be a sense of arrival and a place to gather (including accommodating tailgate parties). Thus, a public plaza in front, a recognizable pattern to the treatment of the facades of the various parts within, purposeful landscaping (as opposed to naturally occurring foliage) and iconic signage starting from the parking lot right up to the stadium are important elements for stadiums.

## PARKING AND TRANSIT


*Pacific National Exhibition Plaza / Parking Lot*

Parking for small and medium sized stadiums is often greater per person than a large stadium. The simple reason is that providing the number of stalls for the number of spectators attending a large stadium would require a huge number of stalls and create significant traffic problems. As such, large stadium generally do not provide more than one parking stall per ten seats, and sometimes no parking is provided at all. Large stadiums are also set up on transit hubs to accommodate the huge volumes of people arriving or leaving the stadium.

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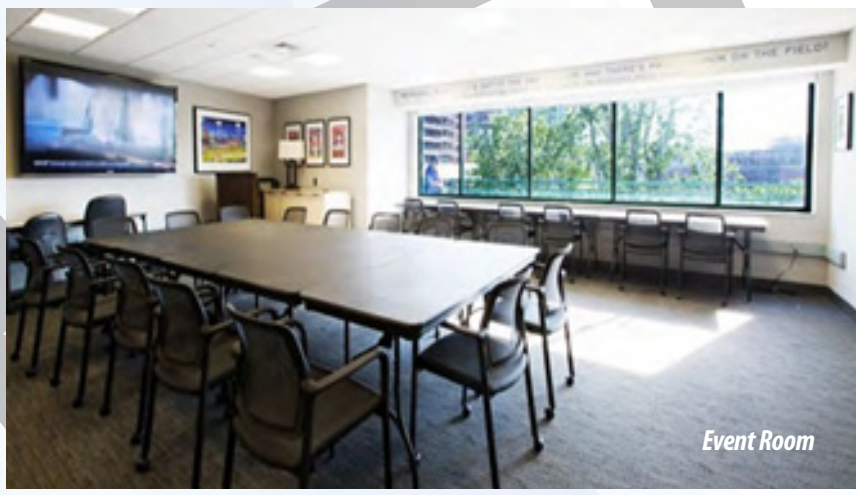
For small and medium sized stadiums, it is assumed that while transit needs to be an option, most people will arrive at the stadium by car. The general rule of thumb, with transit still providing for a portion of the user's transportation to site, is one stall for every three to four seats.

It is not practical to design parking for every possible event, including events where additional seating is brought in, as this leaves a sea of empty asphalt for 90% of the time. For special events where more seats are required, event organizers need to examine using a shuttle bus service from a remote parking lot to the stadium. In all cases, having a transit stop closer to the stadium also helps alleviate the need for additional parking.

## SUPPORT SPACES

In between the field and the seats lay the varied support spaces that allow for events to happen. These spaces include:

- Ticketing
- Public washrooms
- Concessions
- Mechanical Rooms
- Storage Rooms
- Receiving Areas
- Change Rooms
- First Aid Room
- Officials Change room
- Event Operations/Meeting Room
- Press Booth
- Maintenance Room



*Event Room*

Each of these areas allow for the stadium and to properly operate. Each of these spaces is required for all except the smallest size stadium. The larger the stadium, the larger in size and amount of these spaces are required. Some of the more important spaces are described in greater detail later in this report.

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## TICKETING

Ticketing is an effective revenue generator if the stadium is set up for pay-per-view (the event can only be viewed from inside the stadium). As long as the vast majority of interested patrons have to view the event from inside the stadium then ticket sales can become a revenue generator. This is an important factor. Unless this can happen, there is little value in setting up and staffing ticket booths and ticket collection.



*Ticket Booth*

Revenue and the need for ticket collection is also determined by the number of events that can be held on a yearly basis. A stadium's ability to accommodate a diversity of events from soccer matches to football games to concerts directly impacts the potential revenue generation and the need for ticket collection.

For any size of stadium, ticket booths must be an integral part of a pre-seating area plaza, as the plaza accommodates crush space before and during ticket sales/collection.

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## PRESS BOOTH

For all stadiums, the key to getting media out to the events is to provide operational space for the media. Ensuring space for television trucks, easy television truck cable hook-ups, internet connections and a washroom in the booth area become essentials for ensuring media coverage of stadium events.


*Press Booth*

Press booths provide more than a viewing area for the media. They are used by officials monitoring the event for safety and logistics, coaches directing on field play (spotters) and even as meeting rooms for officials. They are an essential part of a large and medium sized stadium and provide great utility for small stadiums as well.

The size of a press booth is dictated by the size of the stadium and the events that the stadium hosts; however, the booth should at least be sized large enough to host a small official's meeting. Even for small stadium press booths there should be accommodation for a camera position for filming games (often on the booth's roof).

## FOOD SERVICES AND WASHROOMS

Wherever large numbers of people are brought together for an event, two public services are a must. These services are food services and washrooms.



Concessions and Washrooms

Washroom requirements are dictated by the building code. The number of seats dictates the number of washroom stalls. The more seats in a stadium the larger the washroom areas.

For example, a 3,000 seat stadium would typically require 13 stalls for men, 24 stalls for women and 1 universal washroom independent of the men's and women's washrooms. Gender neutral washrooms are also being considered by many municipalities and institutions, and these require more space than a dedicated sex washroom. Ideally the washrooms should be located near the seating so that the spectator does not miss much of the event when leaving for a washroom break. In the case of additional temporary seating, portable toilets must be supplied in numbers related to the quantity of temporary seats.

Food services is an area where significant revenue can be derived whether that revenue comes from a coffee pot and a muffin tray at small events or from full-service restaurants at large stadiums. In large stadiums, food services are delivered both by in-house catering and service booths that are run by independent operators. The number of events held at larger stadiums demands permanent on-site operations for food services.

For medium sized stadiums it is generally not economically viable to have the type of permanent food services operations found in large stadiums. Often the case is that space is provided for food services to deliver pre-made food, but not for grease cooking (hamburgers and fries). Grease cooking requires a much higher level of infrastructure (large vent fans, grease storage, separate washroom for workers, regular inspections, etc.). Unless a food booth gets enough use from frequent events, it generally is not economical to run.



Food Trucks

For small stadiums it is even less economically viable to have a significant food services presence. Generally, a small counter is as much as is ever provided and food selection is limited to any type of food that can be prepared through a plug in unit or taken off the shelf (coffee machine, hot dog maker, chips and candy).

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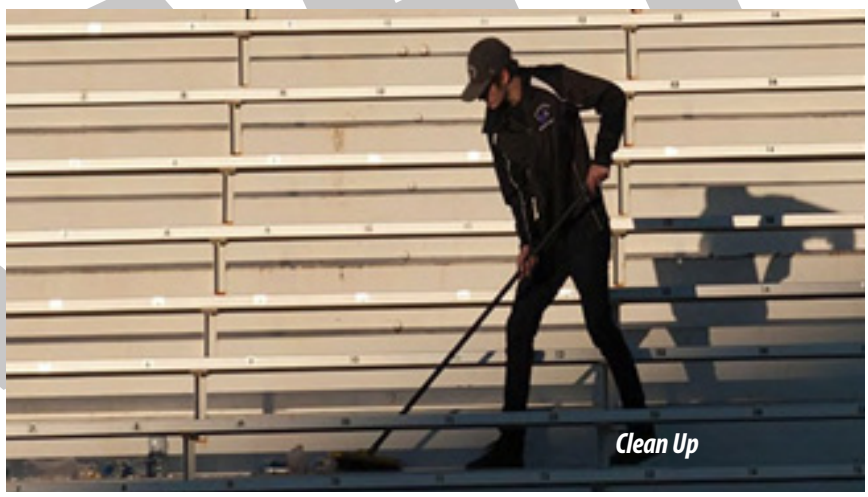
For both small and medium sized stadiums, a very good alternate to having a permanent food booth area is to allow for the on-site accommodation of food trucks.

These mobile restaurants offer grease cooking and a wide variety of food offerings. No hook-ups for gas, water or electricity are required, although having a hose bib nearby for a wash down after the trucks leave is advisable. To accommodate these food trucks, a road access has to be established from the street to an area near the seating where the trucks can park.

The food truck option aside, a small booth with a counter should be part of any medium to small stadium design, as many sport organizations rely on the sale of coffee, donuts and T-shirts to raise money. When contracting food trucks, it must be established whether the local sport organization will be allowed to continue the operation of their own food kiosk.

## GARBAGE COLLECTION AND REMOVAL

A large amount of garbage is generated at a stadium event even for small stadiums. While much of it ends up in trash cans, a significant proportion is left in the seating area.



*Clean Up*

In stadium design, it is worthwhile to have completely closed-in seats so that garbage cannot fall below the seats. It is also important that the design of the seats or benches does not allow for trapped garbage, as this greatly slows the stadium cleaning process. A cleaner should be able to blow all garbage down a row to an exit aisle and then down the aisle to a collection point (usually the field).

The design of the stadium should allow for a small vehicle to then pick up loose or bagged garbage from the collection points to the main garbage collection area. The main collection area must allow for garbage trucks to drive in, empty the containers and back-out or maneoeuver back out to the street. This temporary storage area should be visually screened.

Lastly, garbage cans should be located on the route to and in the parking lot. Spectators often carry with them various purchased products on their way from the stadium to their car or bus. The next biggest complaint from home owners in areas that have stadiums, after noise and late evening activity, is the garbage that is left on the streets, sidewalks and lawns around the stadium. Having garbage cans along the main routes will help reduce the cost of collecting this garbage later, and it will keep the area looking clean.

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## SEATING


*Stadium Seating*

Seating can be a simple bench without a backrest to cushioned seats with individual backs and armrests. While the more elaborate seats are generally associated with large stadiums, there is no rule as to what type of seats should go into what type of stadium. Small stadiums can have premium seats, but they often do not due to concerns over maintenance and/or vandalism. Whether a stadium has bench seating or individual seats does not affect the stadium seat count. The Building Code mandates the amount of space each seat must occupy even if it is a bench.

It should be noted that the Building Code has not updated the width of a stadium seat for over 50 years and that the current width of a seat does not reflect the average size of an individual in North America. This must be considered when determining how many seats a stadium should contain, as it will determine the size of the stadium. Using the existing standard will result in seat widths that are too small and stadium users will not be comfortable or happy. As at that point the stadium size is set, the only option is to then reduce the number of seats in the stadium to make the width more accommodating to current body sizes in North America. In addition, backrests should always be a part of seating design. It is very uncomfortable for most people, and especially seniors, to watch an event for any length of time from a seat that does not have a backrest.

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## TEMPORARY SEATS


*Temporary Seating*

While not generally a consideration for a large stadium, temporary seats are an important consideration for a small or medium sized stadium. Temporary seating for major events is a more economical/practical means to allow the stadium to host larger events rather than increasing the number of permanent seats. The design number of seats should only be enough to meet the needs of 90% of events that will be hosted at the stadium. Temporary seats are then brought in for the once-every-few-years event like a BC Summer Games. A good example of this was the 1994 Victoria Commonwealth Games Stadium which had 33,000 event seats of which only 5,000 were permanent. Temporary seating is readily available for renting, and its rental cost is generally covered by including it in the ticket price for the event.

To accommodate temporary seating, there must be areas designed that will allow them to fit into the existing seating layout. In addition, space must be provided for the trucks that bring the components of the seats to site for assembly. It is very expensive to haul seating components across a field to be assembled - especially if a large number of seats are being installed because the field must be protected. A laydown area for components next to where the seats are to be placed is also highly recommended.

Lastly, along with the areas set aside for the temporary seats and their delivery/assembly space, there must be an area provided for the portable toilets that will service the users of these seats.

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## PRIVATE BOXES

Private seating boxes allow for additional revenue generation - especially for large stadiums where higher operation costs require greater per event revenues. Medium sized stadiums and even small stadiums can benefit from revenues generated from private boxes if the events held in the stadium can support private box sales. The Westhills Stadium in Langford has 10 private boxes.


Private Boxes

Often, the boxes are pre-sold to the local business community for period of time (ten years) prior to construction, and those funds are used to build the boxes. For small and medium sized stadiums where pre-construction sales may not be feasible, making private boxes multi-functional can make these facilities more cost effective. When not used for private boxes, they can be used for meeting rooms, souvenir concession sales or any other type of non-permanent use. The cost of constructing the booths is large enough that the revenue pay-back must be completed over 5 to 10 years. Costs will depend on size, finishes and amenities within the boxes.

## COVERED SEATING

Covered seating is something that people who attend stadium events love to have. Roofs protect them from rain or hot sun and generally make the seating area's micro-environment more pleasant; however, covered seating adds a considerable amount to the stadium's construction costs. Costs can be reduced, but this is achieved by reducing the span by placing support columns in the seating area. These columns block views for almost all seating positions at one time or another. While accepted 70 years ago when long span cantilevered roofs were not common, placing posts in the seating area today is considered something that should be avoided if the budget will allow for it. The smaller the cantilever, the less costly the roof, so partially covered large stadiums or covered medium to small stadiums are more affordable. Langford's Westview Stadium's roof covers about 70% of the seats. Costs depend on the design and materials used.

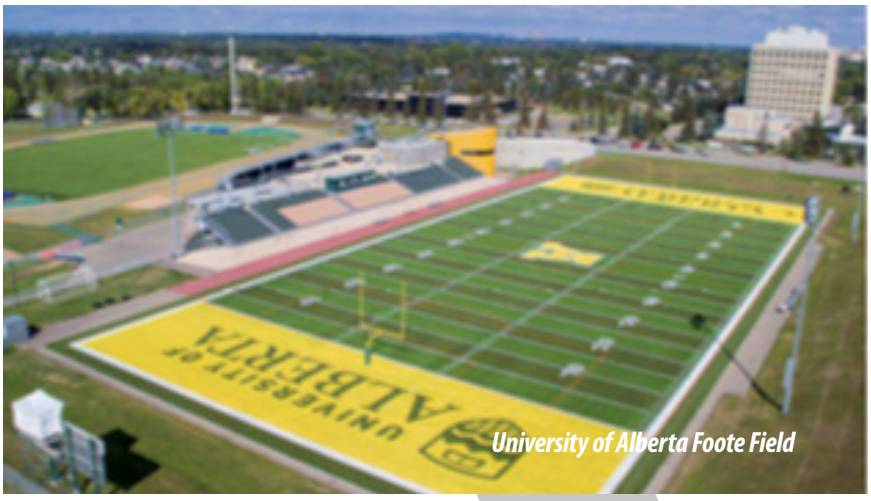

Covered Seating

Given that large stadiums, such as Calgary's Mahon Stadium or Regina's Mosaic Stadium have no roofs, it is clear that roofs are not a necessity for spectators; however, given Nanaimo's rainfall and that sport in Nanaimo is played all year-round, covered seating for a stadium in Nanaimo would have a higher utility.

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## FIELD SURFACE

The playing surface for a field in a stadium generally must be synthetic turf. In some professional stadiums where no more than 20 matches a year might be played, grass is an option; however, for almost all small to large stadiums in North America, the number and variety of events hosted dictates that a very durable surface like synthetic turf be used.



*University of Alberta Foote Field*

Generally, no more than three different sport games lines should be placed on a field to avoid game line confusion and making the field look like a gymnasium floor; however, stadiums are the choice for big games and championship games and so more than three sports would have to be accommodated. To accommodate this, the two to three most dominant sports should have permanent games lines placed into the synthetic turf field and the rest are painted on as required. Specialized paint and paint removal machines are used for this task. Stadiums like BC Place do not have any lines or event markings on the field. All game lines and event markings are painted on as required for each event and then later removed.

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## FIELD LIGHTING

Field lights are essential for a stadium field in order to maximize the use of the stadium asset. A facility as expensive as a stadium is to build and operate is not sustainable if it is only used in daylight hours. In addition, many events require evening (lights on) events due to the schedules of the users and spectators. Lastly, to maximize the use of a modern stadium, the field surface should be synthetic turf. To maximize use the use of a synthetic turf field requires field lights.


*Field Lights*

Field lights are typically designed to provide 500 Lux to the field surface as recommended by the Illuminating Engineering Society for tournament level lighting of events; however, if there are to be televised events, which is typical for a stadium, the levels have to be increased to 900 to 1,100 Lux. This higher level can also be achieved using temporary rental lights. This also depends on the level of play (recreational, semi-profesional or professional).

The requirement for lights at a stadium brings forward the issue of community compatibility. Many residential communities will organize against the construction of any outdoor facility because of the use of lights. It is not because of the lights themselves, as it can be shown that their existing street lights will contribute more to the light levels in their homes than fully shielded directional stadium lights. The issue for the community is that lights at a stadium brings activity to the neighbourhood in the evening hours (past 9:00 pm). While this generally is not an issue for a playing field on its own, it is an issue when a stadium accommodating several hundred or several thousand spectators are added to the mix. It cannot be assumed that all spectators will be well behaved after an event. The noise and the activity levels, particularly when the event ends, can be very disruptive to a community.

## PUBLIC ADDRESS SYSTEM

Where there are events where large numbers of spectators are gathered, there is generally a need for a public address system (P/A's). P/A's provide the ability to get information quickly and efficiently to a large number of people. The information provided ranges from information on the event (the score, a penalty, etc.), to emergency needs, to wrongly parked vehicles. While small stadiums sometimes operate without P/A's, it is not a recommended operational model.


*PA System*

The sound from P/A's in medium and large stadiums can be disruptive to the surrounding community unless the walls of the stadium can contain the sound. In small to medium sized stadiums, however, there are sound delivery systems that can deliver sound directly to the spectators in their seat from a speaker located on a light pole as as opposed to sending sound across the entire area. Low disbursement speakers look like street lights hanging over the seating area. The sound is only delivered to the seating area and not to the area in general. This makes these P/A's very neighborhood friendly. An example of such a sound system can be found at Foote Field at the University of Alberta. These low disbursement sound systems are only viable in small to medium sized stadiums. It is not possible to have the localized sound systems on small poles disbursed throughout a large seating area as they would block views. Small to medium sized stadiums allow the fixtures to be installed just behind the seats and overhang the low number of seating rows found in a small stadium. The can also be hung from a roof when a stadium has covered seating.

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## SCOREBOARDS



Scoreboards

Scoreboards provide everything from just the score to replays and advertising. At one time, video scoreboards were found only at large stadiums and basic scoreboards were used at small stadiums. With the cost of LED video display scoreboards significantly coming down, larger display-type scoreboards are now often found in small stadiums. The advantage of a video display is that the scoreboard can be customized for each event which is useful for a multi-purpose stadium. At one event it can be a football scoreboard, at another event it can be a rugby scoreboard. Video displays at the lower cost level are monochromatic, but the cost of colour boards is also dropping to within the realm of affordability. Scoreboards can also increase revenues by running advertising during events. The track and field / soccer venue in Ft. McMurray, AB, opted for a video display board for the above reasons, and after three years of use, the municipality believes it was the right decision.

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# STADIUM OPPORTUNITIES AND LIMITATIONS AT CALEDONIA PARK



## SIZE

The Caledonia Park site can only accommodate a small stadium. Certain specific improvements can be considered for Caledonia Park that would make it a more functional facility and needs increase and these are discussed in the recommendations section. Overall, as time goes on, there may be a need to make further incremental improvements to the facility based on increased use by both players and spectators; however, the site will never be able to fit the program requirements for a medium sized stadium.

## BRANDING AND SITE LANDSCAPING

From its inception, Caledonia Park was not developed as a true stadium site. A grandstand was built, later a concession was built and after that, change rooms were constructed. At some point, a separate press booth was constructed as well. Although the parts of a stadium exist on site, the site does not present the visual image of a stadium, nor does it have typical stadium elements like a plaza, a consistent architectural language between parts or a sense of arrival. If increased use requires that incremental improvements are made over time, then some of these improvements should be implemented to bring these disparate parts together architecturally so to give spectators a greater sense of stadium, event and excitement.

## FOOD SERVICE AND PUBLIC WASHROOMS, GARBAGE COLLECTION AND REMOVAL

The Caledonia site is well suited for food services, public washrooms and garbage collection and removal. These spaces can be improved over time (i.e., screened garbage storage/collection site, serviced food truck area) to make them more functional and user friendly.

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## PARKING AND TRANSIT

The Caledonia site is well serviced by transit and has an adequate amount of immediate parking for a small stadium; however, there are not enough parking stalls in that immediate adjacent parking lot to accommodate large events, nor is there sufficient vacant land to expand the number of stalls. The parking lot adjacent the Nanaimo Curling Centre (and additional parking across the street from that lot) is only one city block away, and these lots have enough stalls to allow for the largest event the existing stadium could host.

## SUPPORT SERVICES

If additional permanent seating is added to the current stadium it would trigger the need for additional support spaces like public washrooms and food services. Any increase in seating cannot be done independent of these improvements (the Building Code would mandate an increase in the number of washroom stalls). Increased permanent seating would also increase user expectations and needs for other services. Other recommended additional spaces or renovations would include a dedicated first aid room, an event management/meeting room, additional storage space, a maintenance room and improvements to the press booth to make it more media friendly (paved access, TV cable hook-up, washroom).

## SCOREBOARDS

Currently the scoreboard at Caledonia Park provides for the basics (time, score, down, etc.). Replacing it with an LED video display scoreboard would provide for re-plays and advertising, although this is not a necessity. In lieu of having a permanent video display scoreboard for major events, a portable video display board could be rented.

## PUBLIC ADDRESS SYSTEM

A public address system is necessary for a stadium, not just for announcing scores, etc., but for public announcements that may be related to the safety of those in the stadium. As the Caledonia site is adjacent to a residential neighbourhood, if a new public address system is considered it would be recommended to install a low impact sound system.

## PRESS BOOTH

The Caledonia site currently has an adequate press booth on the far side of the field; however, if more seating is added to allow for larger events, the press booth should be renovated to accommodate increased media requirements, such as TV truck cable hook-up, a washroom for media personnel in the booth and a high-speed internet connection. Such improvements would make the press booth's location more suitable on the seating side of the stadium.

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## TICKETING

The Caledonia site is well situated for small ticketed events even without improvements to site security. Small improvements could be made to ensure that larger numbers of patrons cannot view events without paying, such as installing a view blocking fence above the north slope. As noted above, an increase in permanent seating would trigger the need for additional ticketing related infrastructure as increased seating cannot be looked at as a stand-alone improvement. With more patrons, a north side view blocking fence would have to be installed to accommodate large pay-per-view events. The front plaza would have to be more formally organized to act as a spectator crush space before and after an event. Ticket booths and ticket line posts and chains would be required to more efficiently serve the larger number of people coming to an event at the stadium.

## SEATING

Over time, consideration should be given to improving the existing seating by adding a backrest to give greater comfort to spectators - especially older spectators. Some or all of the existing seating could be upgraded to individual seats, as this would provide for a more stadium-like atmosphere to the patrons.

## TEMPORARY SEATS

The Caledonia site has adequate space to allow for the addition of temporary seats for larger events, including staging and set-up space. Using temporary seating would allow the Caledonia stadium to remain at its present appropriate size for the vast majority of events currently held there.

## PRIVATE BOXES

Private boxes can be considered for a small sized stadium to generate additional revenues. For the costs to be justified for private boxes at Caledonia Park they would have to be multi-functional so that the cost of the boxes can be spread over a number of the required support spaces in a stadium. A gauging of the interest for pre-sale of private boxes within the local business community should be investigated before any decision is made in this regard.

## COVERED SEATING

A small stadium is the most cost-efficient size for adding cover for seating areas. The Caledonia site presents no barriers for covered seating. Given weather conditions in Nanaimo in the fall and winter, when the stadium would host many sporting events, a covered seating area would be a highly desired amenity for patrons.

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## FIELD SURFACE

The Caledonia stadium field does not have enough activities on it to justify replacing the existing natural grass field with synthetic turf; however, the current grass field could be improved. Even with good maintenance, natural grass fields eventually have to be rehabilitated. The Caledonia stadium field is showing signs of aging, such as the general unevenness of the surface and the slow surface drainage. Installing a new sand-based natural grass field would provide a level playing surface, excellent drainage capabilities, and increase the number hours that could be played on the field. At some point in the future, if use justifies it, a synthetic turf field could be installed.

## FIELD LIGHTING

Field lighting is generally used at synthetic turf fields to maximize the number of hours of use on a surface that can withstand an almost unlimited amount of play. Lighting a natural grass field does not increase the amount of playing time on the field as there is a limited number of hours that a natural grass field can withstand; however, if the user activity is generally in the evening, and/or if major events are generally desired to be in the evening, then lighting a natural grass field – while not increasing the amount of time played on it - can increase the field's utility. The high use of the Caledonia stadium field in the fall and the desire of the main user group to host Friday and Saturday night events makes the stadium a good candidate for the installation of field lighting. If lighting is considered, the surrounding community should be consulted as lighting would allow the stadium to be used later into the evening.

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## DISCUSSION AND RECOMMENDATIONS FOR CALEDONIA PARK

**The Caledonia site is an excellent site for a small stadium; however, the needs of the City of Nanaimo are for a medium sized stadium that can accommodate between 3,000 to 12,000 seats. The Caledonia site is too small for this amount of seating and related amenities and cannot be considered as a site for a stadium for the City of Nanaimo. As noted, Nanaimo is not a large enough municipality, even when the surrounding areas are considered, to financially operate both a small stadium and a medium sized stadium.**

**The Caledonia site has most of the amenities that will allow this site to be well utilized even if a stadium is not developed there (seating, changerooms, press booth, parking, etc.). While it is not in the City's best interest to invest too much into the Caledonia Park facility beyond maintaining its current operation, there are many improvements that can be made over time as demand increases to trigger these improvements. At this time, however, the only improvements recommended are that the City examine the replacement of the existing grass field with a sand-based natural grass field with improved drainage and potentially the installation of field lighting. If adding lights is considered, it would be prudent to conduct consultation with the immediate neighbourhood prior to any decision being made.**

**It is estimated that these improvements would have construction costs of $700,000 for the field lighting and $650,000 for the sand-based natural grass field. Both improvements can be carried out over a three-month summer construction period. For the field replacement, in order for the field to be ready for the September playing season, the field construction would have to begin in March and the surface would have to be sodded as opposed to seeded.**

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# STADIUM OPPORTUNITIES AND LIMITATIONS AT BEBAN PARK



## SIZE

The Beban Park site is suitable for a medium sized stadium. There is ample space for a large spectator seating area, support facilities and parking.

## BRANDING AND SITE LANDSCAPING

The site has numerous opportunities to create a "front door" plaza area and to landscape this plaza to create an iconic and welcoming entrance to the stadium.

## FOOD SERVICE AND PUBLIC WASHROOMS, GARBAGE COLLECTION AND REMOVAL

The Beban Park site is well suited for food services, public washrooms, and garbage collection and removal.

## PARKING AND TRANSIT

The Beban Park site is well serviced by transit and has an adequate amount of immediate parking for a medium sized stadium. There is also suitably sized areas in the immediate vicinity that could be made into parking areas to accommodate large events.

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## SUPPORT SERVICES

The Beban Park site has ample area to accommodate support spaces like public washrooms and food services, as well as recommended additional spaces for a first aid room, an event management/meeting room, storage space, a press booth, etc.

## SCOREBOARDS

Currently there is no scoreboard at Beban Park, but an LED video display scoreboard that would provide for re-plays, and advertising can be constructed on site.

## PUBLIC ADDRESS SYSTEM

Currently there is no public address system at Beban Park and is necessary for a stadium for announcing scores and providing public announcements. As the Beban Park site is not adjacent to residential neighbourhoods, a new public address system would not require low noise considerations.

## PRESS BOOTH

If the Beban Park site is considered for a medium sized stadium, a press booth within the seating area as well as other media requirements like a TV truck cable hook-up, a washroom for media personnel in the booth and a high-speed internet connection would be required.

## TICKETING

The Beban Park site is well situated for ticketed events. Accommodations would have to be made for view blocking fences to ensure that larger numbers of patrons cannot view events without paying and accommodate large pay-per-view events. A front plaza would be required to act as a spectator crush space before and after an event. Ticket booths and ticket line posts and chains would be required to more efficiently serve the larger number of people coming to an event at the stadium.

## SEATING

The number of seats required will have to be determined, but around 3,000 seats would be adequate for most events, and temporary seating could fill in for larger special events. A variety of seating, from bench to individual seats with arms, can be incorporated into a new stadium. In all cases, backrests should be incorporated.

## TEMPORARY SEATS

The Beban Park site has a generous amount of space to allow for the addition of temporary seats for larger events, including staging and set-up space.

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## PRIVATE BOXES

Private boxes for a medium sized stadium at Beban Park would be beneficial to generate additional revenues. The boxes can be made multi-functional so that the cost of the boxes can be spread over a number of the required support spaces needed in a stadium. A pre-sale of private boxes to the local business community could offset costs.

## COVERED SEATING

A medium sized stadium is cost-efficient covering all or most of the seating area. Given weather conditions in Nanaimo in the fall and winter, when the stadium would host many sporting events, a covered seating area would be a highly desired amenity for patrons.

## FIELD SURFACE

Beban Park currently is a vast open space of natural grass field, but the field for a medium sized stadium should be synthetic turf so that no events are cancelled due to rain and to ensure maximum stadium utility.

## FIELD LIGHTS

Field lighting would be required to maximize the number of hours of use on the synthetic and to allow for hosting of evening events - especially on Friday and Saturday nights. The surrounding has no immediate adjacent residential areas making it very suitable for evening events.

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## DISCUSSION AND RECOMMENDATIONS FOR BEBAN PARK

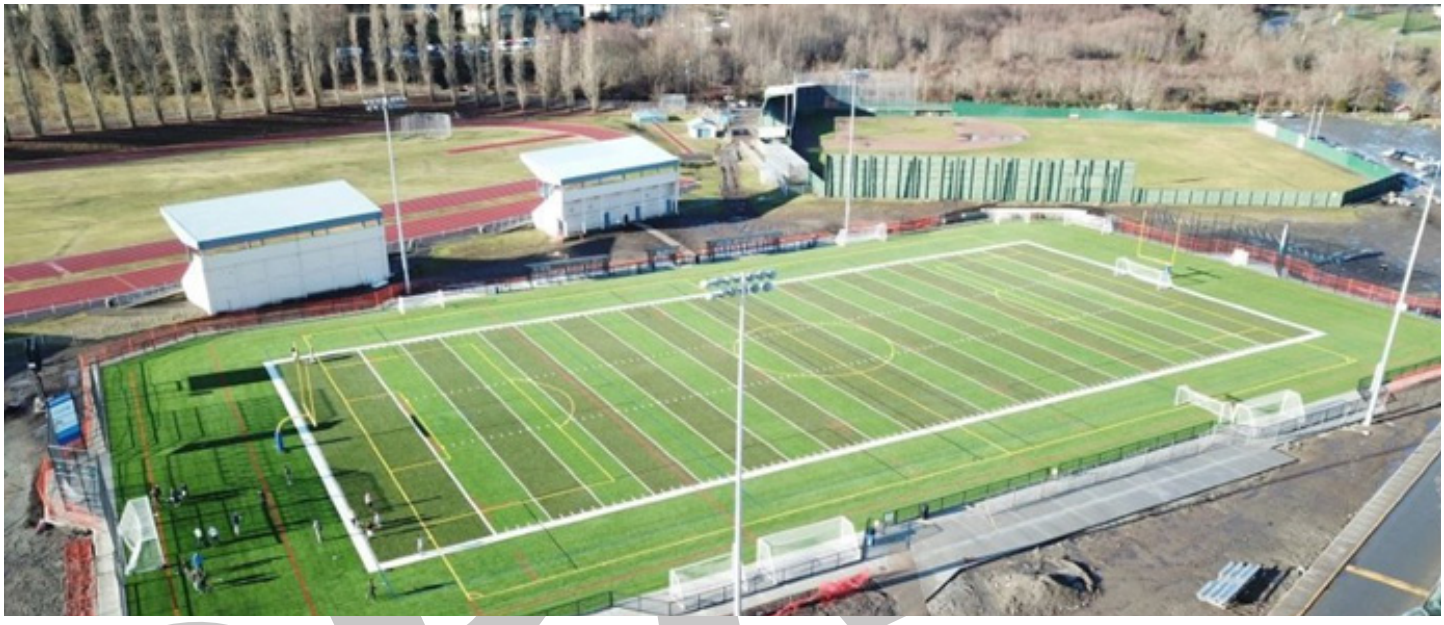
**The Beban Park site is an excellent site for a medium sized stadium that can accommodate between 3,000 to 12,000 seats. The site is large enough for the stadium itself, as well the related parking requirements. There is a generous amount of space for a plaza, and the site can easily accommodate view blocking fencing for pay for view events. The site's current use and its remoteness from residential areas make it ideal for a medium sized stadium location.**

**The natural grass fields on site would be reduced in number to accommodate the stadium; however, the synthetic turf field within the stadium would be able to provide for three times the number of hours of use as the last grass field. The best location for the stadium would be the south side of the park with the spectators facing north. This location also places the stadium close to parking and transit and allows for the stadium to sit up against a natural embankment.**

**At the Beban Park site, a medium sized stadium of 3,000 seats and all amenities and parking would cost approximately $16,000,000. The construction would take slightly less than two years to complete.**

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# STADIUM OPPORTUNITIES AND LIMITATIONS AT THE NDSS FIELD / ROTARY BOWL / SERAUXMEN STADIUM COMPLEX



## SIZE

The NDSS Field / Rotary Bowl / Serauxmen Stadium Complex (hereafter the 'Complex') site is suitable for a medium sized stadium of between 3,000 to 12,000 seats. The site also has existing parking and room to expand that parking.

## BRANDING AND SITE LANDSCAPING

The Complex is well known, and branding could easily be accomplished as there is a natural 'front door' off of Third Street across from the Nanaimo Ice Centre. There is ample room to create a front entrance plaza in that location.

## FOOD SERVICE AND PUBLIC WASHROOMS, GARBAGE COLLECTION AND REMOVAL

The Complex is well suited for food services, public washrooms and garbage collection and removal. These services are already offered in some form or another at the various facilities on site. As such, a new stadium here could work with those existing facilities and perhaps reduce the need for everything being built within a new stadium.

## PARKING AND TRANSIT

The Complex is well serviced by transit and has an adequate amount of immediate parking for a medium sized stadium. There is also suitably sized areas in the immediate vicinity that could be made into parking areas to accommodate large events. Further, there is ample parking on site, although not with direct access to a new stadium, on the other side of Nanaimo District Secondary School and the Nanaimo Aquatic Centre.

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## SUPPORT SERVICES

The Complex has ample area to accommodate support spaces like public washrooms and food services, as well as recommended additional spaces for a first aid room, an event management/meeting room, storage space, a press booth, etc. There is also an opportunity to share the support spaces within a new medium sized stadium with the adjacent Rotary Bowl and Serauxmen Stadium. Spaces, such as change rooms, concessions, public washrooms and first aid rooms, could be used by all facilities within the Complex.

## SCOREBOARDS

Currently there are new scoreboards at the NDSS Field and Serauxmen Stadium, thus there is no need to require additional scoreboards for a medium sized stadium at the Complex. There is no scoreboard at Rotary Bowl, but scoreboards at track and field facilities are not typical.

## PUBLIC ADDRESS SYSTEM

Currently there are public address systems at Rotary Bowl and Serauxmen Stadium, so only NDSS Field would require a public address system. As the Complex is not adjacent to residential neighbourhoods, a new public address system would not require low noise considerations.

## PRESS BOOTH

Currently there are press booths at Rotary Bowl and Serauxmen Stadium, so only NDSS Field would require a press booth should a medium sized stadium be located at the Complex. A press booth within the seating area, as well other media requirements like a TV truck cable hook-up, a washroom for media personnel in the booth and a high-speed internet connection would be required for NDSS Field.

## TICKETING

The Complex is well situated for ticketed events. Access control and view is mostly in place already to ensure that larger numbers of patrons cannot view events without paying and to accommodate large pay-per-view events. Currently there are controlled access / ticketing points at Rotary Bowl and Serauxmen Stadium, so only NDSS Field would require a ticketing area within a front plaza should a medium sized stadium be located at the Complex. A front entrance plaza would be required to act as a spectator crush space before and after an event. Ticket booths and ticket line posts and chains would be required to more efficiently serve the larger number of people coming to an event at the stadium.

## SEATING

Currently spectator seating exists at Rotary Bowl and Serauxmen Stadium, so only NDSS Field would require a new seating area. There are aluminum bleachers at NDSS Field, but an insufficient number to accommodate larger sporting and cultural events. Typically, the spectator seating is built off of the support spaces like the changerooms, washrooms and concessions; however, given that there are three facilities within the Complex and two of them already have seating, there is a unique opportunity to build the seating for NDSS field independent of the supporting facilities. This is not uncommon, and the University of Western Ontario Stadium is an example of where the seating

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area is independent of change rooms, etc. The number of seats that should be built for the NDSS field would have to be determined, but around 3,000 seats would be adequate for most events, and temporary seating could fill in for larger special events. New seating at NDSS Field should have a variety of seating from bench to individual seats with arms. In all cases backrests should be incorporated.

## TEMPORARY SEATS

The Complex has a generous amount of space to allow for the addition of temporary seats for larger events, including staging and set-up space. The north side of NDSS field is already set up for aluminum bleacher seating, and this area could be expanded in depth and length to accommodate a large number of temporary seats. There is also the potential to access school washrooms for large special events to accommodate the extra temporary seats.

## PRIVATE BOXES

Private boxes for a medium sized stadium at the Complex would be beneficial to generate additional revenues. The boxes could be placed with the seating or over top of the remote support spaces. They also could be made multi-functional so that the cost of the boxes can be spread over a number of the required support spaces needed in a stadium, such as an event coordination room. A pre-sale of private boxes to the local business community could offset costs.

## COVERED SEATING

A medium sized stadium is cost-efficient covering all or most of the seating area. Given weather conditions in Nanaimo in the fall and winter when the stadium would host many sporting events, a covered seating area would be a highly desired amenity for patrons. Given that the seating for Rotary Bowl and Serauxmen Stadium are covered for the most part, it would in keeping with the other Complex facilities to cover some or all of the new seating at NDSS Field.

## FIELD SURFACE

Each facility within the Complex have playing surfaces that are being maintained and improved as required. The NDSS Field is the largest synthetic turf field in the City and is large enough to host major events for all field sports. As such, if a medium sized stadium were to be located at the Complex, no new playing surfaces would be required and the NDSS synthetic turf field would provide a multi-purpose surface that could host all field sports and community events.

## FIELD LIGHTS

Field lighting exists at both the NDSS Field and Serauxmen Stadium and while Rotary Bowl does not have field lighting, is not something that is typical for a track and field venue. As field lighting exists, it would not have to be installed if a medium sized stadium were built at the Complex.

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## DISCUSSION AND RECOMMENDATIONS FOR THE NDSS FIELD / ROTARY BOWL / SERAUXMEN STADIUM COMPLEX

**The Complex is an excellent site for a medium sized stadium that can accommodate between 3,000 to 12,000 seats. The site is large enough for the stadium itself, as well as the related parking requirements. There is a generous amount of space for a front entry plaza, and the site requires very little view blocking fencing to accommodate for pay for view events. The site's current use and its remoteness from residential areas make it ideal for a medium sized stadium location.**

**The Complex is well suited for a medium sized stadium because of the facilities within the Complex or adjacent to it. Rotary Bowl (the track and field facility) and Serauxmen Stadium (the baseball facility), while both having limited support facilities, would benefit from new change rooms, public washrooms, concessions, storage space, a first aid room and an event coordination room. Additionally, Nanaimo District Secondary School and Vancouver Island University would both benefit from having a medium sized stadium located on the site.**

**The Complex also has many features that would reduce costs, including a synthetic turf field with field lights, scoreboards, limited number of washrooms and changerooms, parking and public transit. As such, locating a medium sized stadium at this site would reduce overall costs of construction.**

**At the Complex, a medium sized stadium of 3,000 seats and all additional amenities and parking not yet on-site would cost between $6,000,000 and $9,000,000 depending on what is decided for the final stadium space program. The construction would take slightly less than two years to complete.**

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# CONCLUSIONS AND RECOMMENDATIONS

A municipality the size of Nanaimo would be best served in the long run by a medium sized stadium of approximately 3,000 with the ability to increase the seating to 12,000 seats with temporary seating for special events. It is likely that Nanaimo would have enough events to support both a small and a medium sized stadium, as this would result in one of those stadiums being under-utilized as a spectator facility. At this time, if the construction of a stadium is to be considered, it should be for a medium sized stadium on a site that can support it.

The Caledonia Park site is only suitable for a small sized stadium. It currently has most of the amenities that will allow this site to be well utilized (seating, change rooms, press booth, parking, etc.). As the City of Nanaimo would be best served over the long run by building a medium sized stadium on a site that is large enough to accommodate it, investing in Caledonia Park to upgrade it to a small stadium is not worthwhile at this time. While there are many improvements that can be made over time to Caledonia Park that would make it incrementally better as use and spectator needs require them. At this time, it is only recommended that the City examine the replacement of the existing grass field with a sand-based natural grass field and the installation of field lighting if budgets will allow for this. Adding lights would increase the stadium's utility for the main user group, but it would be prudent to conduct consultations with the immediate neighbourhood prior to any decision being made.

The Beban Park site is an excellent site for a medium sized stadium. The site has all the prerequisites for a stadium; however, virtually every element would have to be constructed as there are no pre-existing elements on site. In addition, siting a stadium at Beban Park would require the Stadium to be a destination facility as there are no other existing facilities that could readily share the facility and provide a higher utility. If there were no other sites in consideration for the location of a medium sized stadium, then the Beban Park site would be the best choice and one that would be successful.

The best choice for a site for a medium sized stadium in the City of Nanaimo is the NDSS Field, Rotary Bowl, Serauxmen Stadium Complex. Not only does the site meet all the prerequisites for a medium sized stadium, but it also has many of the amenities already in existence. Perhaps even more valuable to the success of the facility, the site contains two other sport facilities that would benefit from the support spaces required for a medium sized stadium and the site is adjacent to a secondary school and a university. The selection of this site will lower construction costs and greatly increase the facilities utility and success. To recap, the Complex has the following advantages over all other sites reviewed and would be a great addition to the amenities already in place as part of the Larry McNabb Sports Zone which is also home to the Nanaimo Aquatic Centre, Nanaimo Ice Centre, Rotary Activity Centre, Rotary Bowl, NDSS Field, Serauxmen Stadium and more.

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- Adjacency to Serauxmen Stadium which would benefit from additional public washrooms, change rooms, concessions, first aid room, storage and event coordination room.

- Adjacency to Rotary Bowl which would benefit from additional public washrooms, and change rooms.

- Adjacency to Nanaimo District Secondary School which would benefit from a stadium that could host school athletic and social events, including major Secondary School Championship Events.

- Adjacency to Vancouver Island University which would benefit from a stadium that could host University athletic and social events, including major university championship events.

- Adjacency to Nanaimo District Secondary School that allows for school washrooms and classrooms to be utilized for major events where temporary seating is brought in and thus temporary washroom facilities and additional event coordination rooms are not required.

- A synthetic field with field lights that is large enough to host all field sport games and championships already exists on site and thus there is significant savings gained by not having to construct these amenities.

- Current site conditions (adjacent stadiums, school and aquatic centre) create a natural view block which greatly reduces the amount of view blocking fencing required to allow for pay-for-view events.

Additionally, since many amenities already exist on site within other facilities (although not necessarily in sufficient quantity), this site allows for a phased approach to the construction of the stadium. If the seating area is only constructed initially, there are limited washrooms and change rooms available on site to keep the facility functional.

The next steps in the process to provide a medium sized stadium for the City of Nanaimo on the preferred site are as follows.

- Conduct stakeholder meetings with the sport and community organizations that would use the stadium to determine the extent of the building program required.

- Complete a concept design for the stadium that would show how the stadium would sit on the site and how the various parts of the building program would be located to provide the maximum utility.

- Commission a Class 'C' costing report to determine the estimated cost of the stadium.

- Based on the costing report determine if the stadium can be built complete as a single project or if it needs to be phased over several years.

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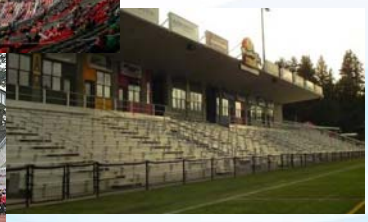
City of Nanaimo

# STADIUM REPORT

City of Nanaimo







STADIUM SIZE

City of Nanaimo




SITE BRANDING / LANDSCAPING
PARKING AND TICKETING

City of Nanaimo



SEATING AND OPERATIONAL AMENITIES

City of Nanaimo




SPECTATOR AMENITIES

City of Nanaimo



CALEDONIA PARK

City of Nanaimo



BEBAN PARK

City of Nanaimo



NDSS FIELD

City of Nanaimo



# CONCLUSIONS & RECOMMENDATIONS

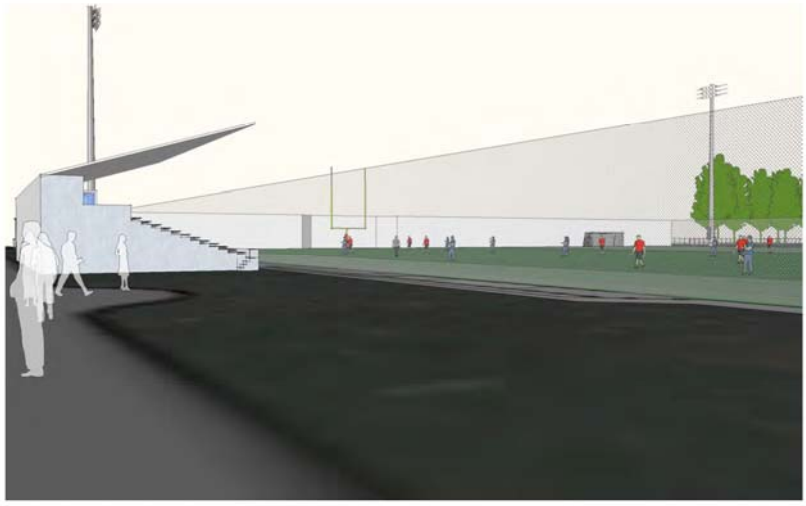
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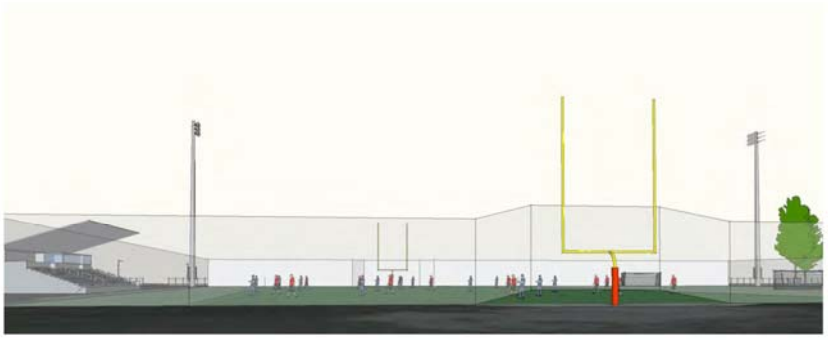
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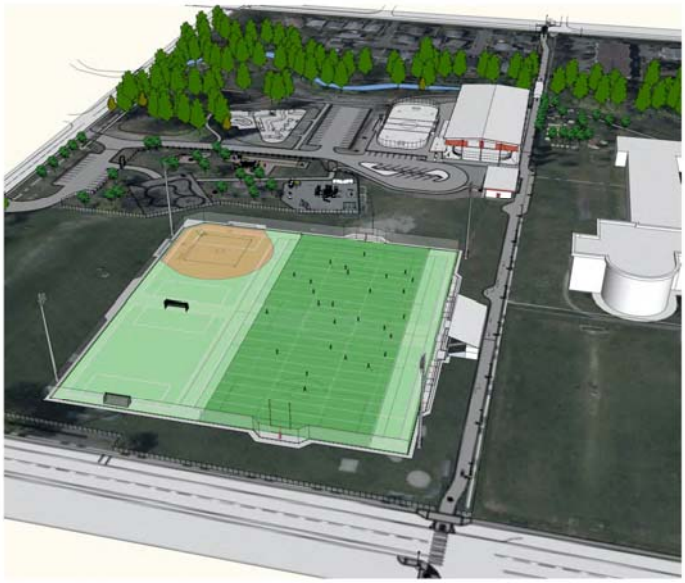
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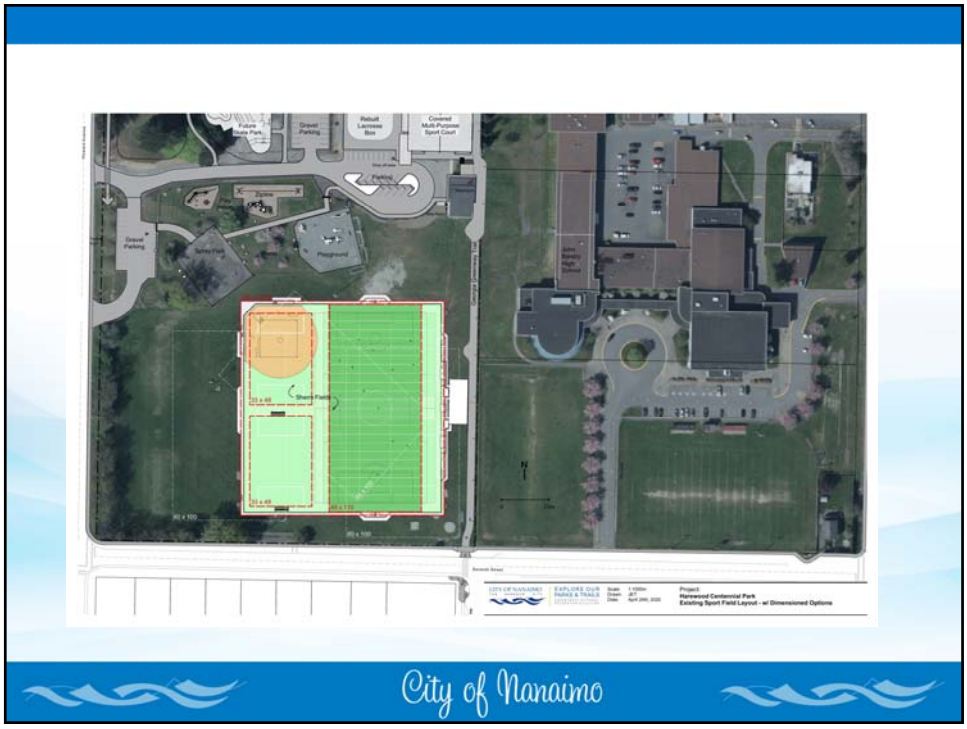


City of Nanaimo



City of Nanaimo


Future Skate Park
Gravel Parking
Rebuilt Lacrosse Box
Covered Multi-Purpose Sport Court
Parking
Zipline
Gravel Parking
Sunny Park
Playground
Sunny Field
90 x 120
60 x 100
60 x 100
John Barsby High School
N
Project:
Harewood Centennial Park
Existing Sport Field Layout
City of Nanaimo


Future Skate Park
Gravel Parking
Rebuilt Lacrosse Box
Covered Multi-Purpose Sport Court
Parking
Zipline
Gravel Parking
Sunny Park
Playground
Sunny Field
73 x 49
73 x 49
90 x 120
60 x 100
John Barsby High School
N
Project:
Harewood Centennial Park
Existing Sport Field Layout - w/ Dimensioned Options
City of Nanaimo

CITY OF NANAIMO
THE HARBOUR CITY

# Staff Report for Decision

File Number: C1065

DATE OF MEETING JULY 27, 2020

AUTHORED BY MIKE STRAIN, SENIOR PROJECT MANAGER, ENGINEERING PROJECT SECTION

**SUBJECT SERAUXMEN STADIUM IMPROVEMENT PLAN**

## OVERVIEW

### Purpose of Report

To provide Council with an update on the status of the Serauxmen Stadium Improvement Plan.

### Recommendation

That Council receive the "180626 Serauxmen Stadium Improvement – Conceptual Design and Costing Report" and the "200601 Serauxmen Stadium Improvement Report" as guiding documents for the Serauxmen Stadium facility.

## BACKGROUND

The City acquired Serauxmen Stadium in 2017. The facility is managed through a co-management agreement between the Serauxmen Stadium Amateur Baseball Association and the City of Nanaimo. It is a well used facility by many organisations including;

- Nanaimo Minor Baseball Association
- Mid Island Pirates
- VIU Mariners
- Nanaimo Coal Miners
- West Coast League Team Night Owls

In 2018, a sports architect was engaged to develop a concept design for stadium improvements. See attached "180626 Serauxmen Stadium Improvement – Conceptual Design and Costing Report". The report assessed existing conditions, identified required improvements for safety, operability, and functionality, and recommended other improvements that would bring it up to standard with similar facilities in other communities. The report contains an estimated value of $6,378,375 for all recommended improvements. Since the development of the report, some of the recommended improvements have now been completed;

- the field lighting system and scoreboard have been installed
- the existing 24' tall green monster fence has been removed due to life safety concerns
- the existing wood perimeter fence replacement and installation of safety netting is currently in the design phase.

In June 2020 an update to the stadium improvement plan was issued to re-prioritize improvements based on user group input and the facilities current condition and needs. See attached report "200601 Serauxmen Stadium Improvement Report". While the 2018 report presented a complete list of recommended improvements, the 2020 update report focuses on prioritizing some of the improvements for the near term. The near term priorities could be completed over the next 3-5 years and are estimated at a hard cost of $1,372,000.

## DISCUSSION

The total value for improvements identified in the 2018 report are $6,378,375, of which approximately $1.1M has been spent to date on the field lighting system and scoreboard. The June 2020 report identifies the near term improvements would cost approximately $1.37M. For efficiency, these improvements have been grouped into similar work or phases to allow them to be designed and constructed together.

The near term phases Staff are recommending to be put into the 2021 – 2025 financial plan are as follows:

1. PHASE 1 - $453,000
    - Phase 1(a) - $200,000 - replacing the existing wood perimeter fence with chain link fencing and installing safety netting in front of the seating area to replace the existing chain link fencing.
    - Phase 1(b) - $253,000 - Installing high mast netting in the right field and along the right field foul line; replacing a batter's eye.
2. PHASE 2 - $526,000
    - Replacing the grass and clay infield with synthetic turf.
3. PHASE 3 - $198,000
    - Paving of the area behind the stadium.
4. PHASE 4 - $195,000
    - Renovating the player's dugouts, replacing the wood benches with individual seats, and replacing the wall padding behind home plate.

∗ Note: These estimated costs do not include construction contingency, consultant fees, inflation, or other costs born by the City.

To address the immediate concerns relating to life safety, work on Phase 1(a) has begun. The fence has been removed and the design is currently underway for the replacement and additional safety netting.

Once the near term improvements are complete, and taking into consideration the improvements that have been completed to date, this would leave approximately 60% of the value of the recommended improvements that could be considered over the long term (beyond the next 5 years or if other funding opportunities arise).

For the overall redevelopment components and phases not included above, Staff and the Serauxmen Baseball Society will continue to engage in regular review of the plan and update as necessary based on needs, condition, and funding availability. Improvements related to safety, operability, and functionality will be the first priority. Financial support will be considered wherever possible through partnerships with the Serauxmen Stadium Amateur Baseball Association, user groups, the community, grants, and others as practicable.

## OPTIONS

1. That Council receive the "180626 Serauxmen Stadium Improvement – Conceptual Design and Costing Report" and the "200601 Serauxmen Stadium Improvement Report" as guiding documents for the Serauxmen Stadium facility.
   - This will provide direction to inform the financial plan moving forward.
   - Supports the priorities identified through stakeholder engagement.
   - **Financial Implications**: Funding of the $200,000 for Phase 1(a) will come from the Bastion Street Parkade project as the Tender for the project came in under budget. Phase 1(b) is currently in the Draft Project Plan and Phases 2-4 will be added to the 10 year Project Plan at a later date.

2. That Council direct staff to re-visit the priorities for the stadium.

3. That Council not receive the "180626 Serauxmen Stadium Improvement – Conceptual Design and Costing Report" and the "200601 Serauxmen Stadium Improvement Report" as guiding documents for the Serauxmen Stadium facility.

## SUMMARY POINTS

- A comprehensive improvement plan for the Serauxmen Stadium has been developed with stakeholder input to serve as a guiding document for the facility.
- Two of the recommended improvements have been carried out; the field lighting system and a new scoreboard.
- Phase 1(a) has started due to immediate safety concerns and is partially complete.
- The next step will be to implement the priorities improvements from the plan in to the 2021-2030 Capital Plan.

## ATTACHMENTS:

Attachment A - 180626 Serauxmen Stadium Improvement – Conceptual Design and Costing Report
Attachment B - 200601 Serauxmen Stadium Improvement Report
Attachment C - Serauxmen Stadium Improvement Plan

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# Serauxmen Stadium Improvement

Conceptual design and costing report
June 26, 2018

DIALOG

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A 1.00 Site Plan. . . . . .

A 2.00 Level 01 Plans . . . . . .

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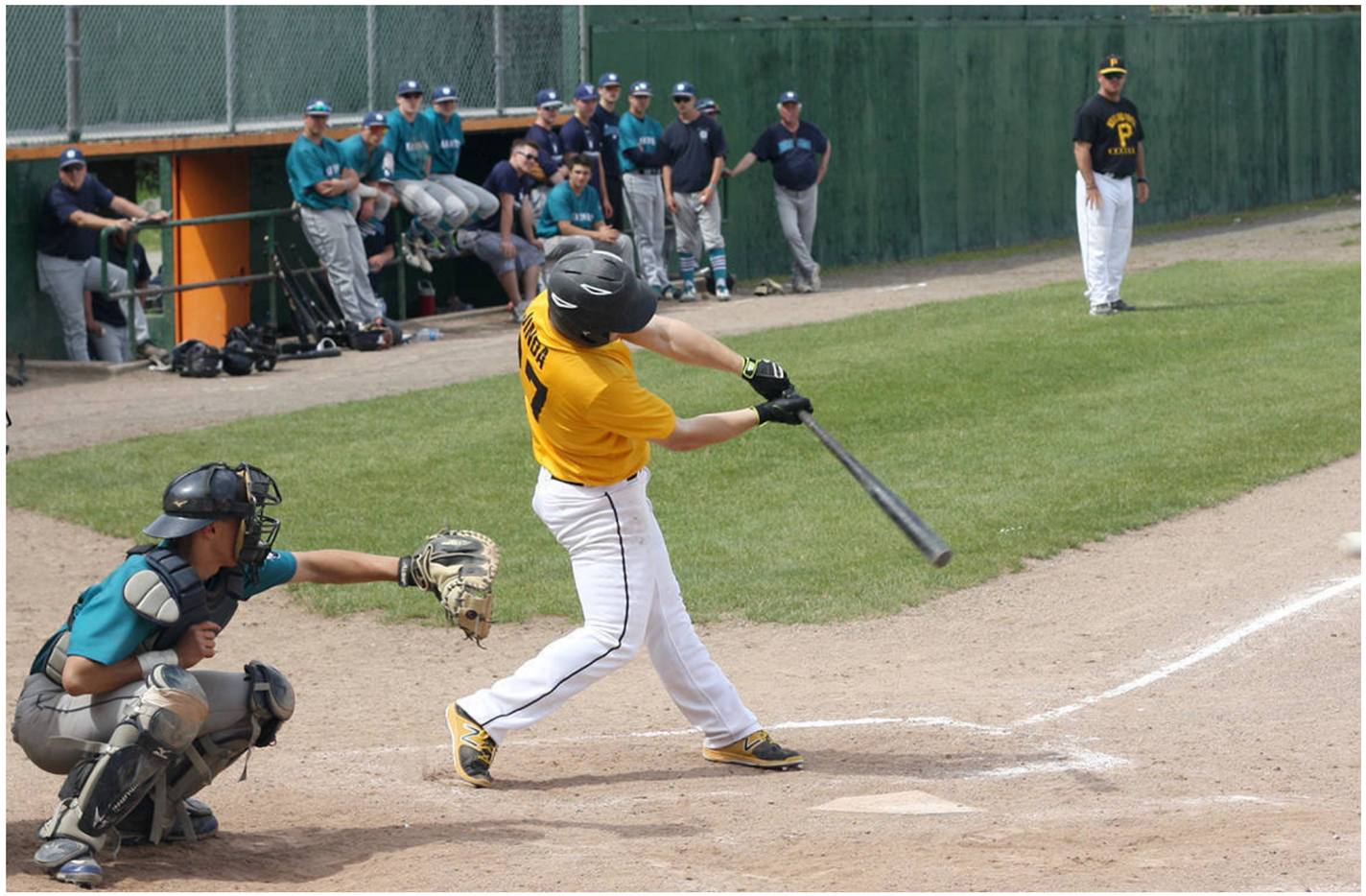


Photo Source: Nanaimo News Bulletin

# INTRODUCTION

DIALOG was commissioned by the City of Nanaimo to complete a conceptual design and costing report for a Serauxmen Stadium improvement project. The City recently acquired Serauxmen Stadium and thus there is a need to look at its existing condition, what immediate steps are required to keep it functional and operational, and what improvements are required to make it a true asset to the Parks and Recreation facility inventory. The process included the following:

• Complete a visual review of the stadium to determine if there were any obvious areas of concern.

• Meet with user group stakeholders to determine what their requirements are for a functioning stadium.

• Compare the stadium against similar facilities (i.e., Centennial Stadium in Kamloops) to determine what improvements should be made to bring Serauxman Stadium up to a similar standard.

• Create conceptual plans for stadium improvements and review these plans with City staff and the stakeholders.

Make adjustments as necessary.

• Complete a costing document to determine what expenditures would have to be made to address the recommended improvements shown in the concept design.

A number of recommendations for stadium improvements are made herein, with the estimated cost of **$6,378,375.53**, which includes a 15% construction/design escalation amount, but not GST or soft costs (consultant fees, contractor general requirements, permit fees).

# PROJECT METHODOLOGY

## SITE REVIEW & RECOMMENDED IMPROVEMENTS

The site review consisted of a visual examination of the stadium exterior, the field and fence, adjacent amenities, and the stadium's interior spaces.

## STADIUM EXTERIOR

The stadium's exterior appears to be generally in good shape. There are no cracks in the cast-inplace concrete or the concrete block that would be of concern. In general, the stadium's exterior only requires general upkeep, including the following:

- Prepare and paint the concrete (optional, clad the exterior in façade panels).
- Prepare and paint the railings.
- Install new protective netting in front of the seats.
- Install protective netting on front of the seats currently un-protected.
- Install new seats.
- Pave the areas behind the stadium to create a safe area for spectators to gather before and after an event and to keep the dust down and to reduce maintenance of these areas.
- Install new security lights/cameras.
- A change room for umpires should be built.
- The dugouts need to be renovated and upgraded to current standards.

## STADIUM INTERIOR

The interior of the stadium also appears visually to be in good shape, however, it is in need of updating to make the facility more accessible. Additionally, the finishes within the stadium's interior are in need of renewal. The stadium's interior should have the following renovations:

- Amalgamate the press booth and concession within the seating area into only a press booth.
- Provide a disabled lift for one of the stairs.
- Construct a new seating wing with 264 additional seats.
- Under the seating wing create a new visiting team dressing room, City operations office, and new washrooms.
- Renovate the existing washrooms.
- Renovate the existing lobby to create new ticketing areas and new concession.
- Renovate the existing storage area.
- Renovate the club office area.
- Renovate the home team dressing room.

## INFIELD AND OUTFIELD AREAS

The field area has been well maintained, however, it is in need a renovation work due to conditions that regular maintenance cannot deal with, such as the ever increasing elevation of the grass area from years of growth, or the rot that occurs from the use of wood for fencing.

There is also a desire from the stakeholders to have a synthetic turf infield and field lights to allow prevent game cancellations due to rain and to allow for night games. The renovations recommended for the field area include the following:

- Synthetic turf infield
- Field Lighting System
- Synthetic turf outfield (optional remove and re-establish a natural grass outfield)
- Remove existing wood fencing and replace with high quality chainlink fencing with viewstop screens.
- Replace the current "green monster" rightfield wood fence with a longer and taller high mast netting system.
- Install a batter's eye at centre field.

## FIELD AMENITIES

To bring the stadium up to the standards found in other municipalities it is recommended to provide the following amenities:

- LED scoreboard that also allows for advertising.
- A portable batting cage to be used at home plate.
- Two side by side permanent batting cages to replace the batting cate that had to be demolished due to its condition.
- Two (home and away) bull pens.

## SPECTATOR AMENITIES

Related to the above field amenities are the following spectator amenities that will bring the stadium of to current standards.

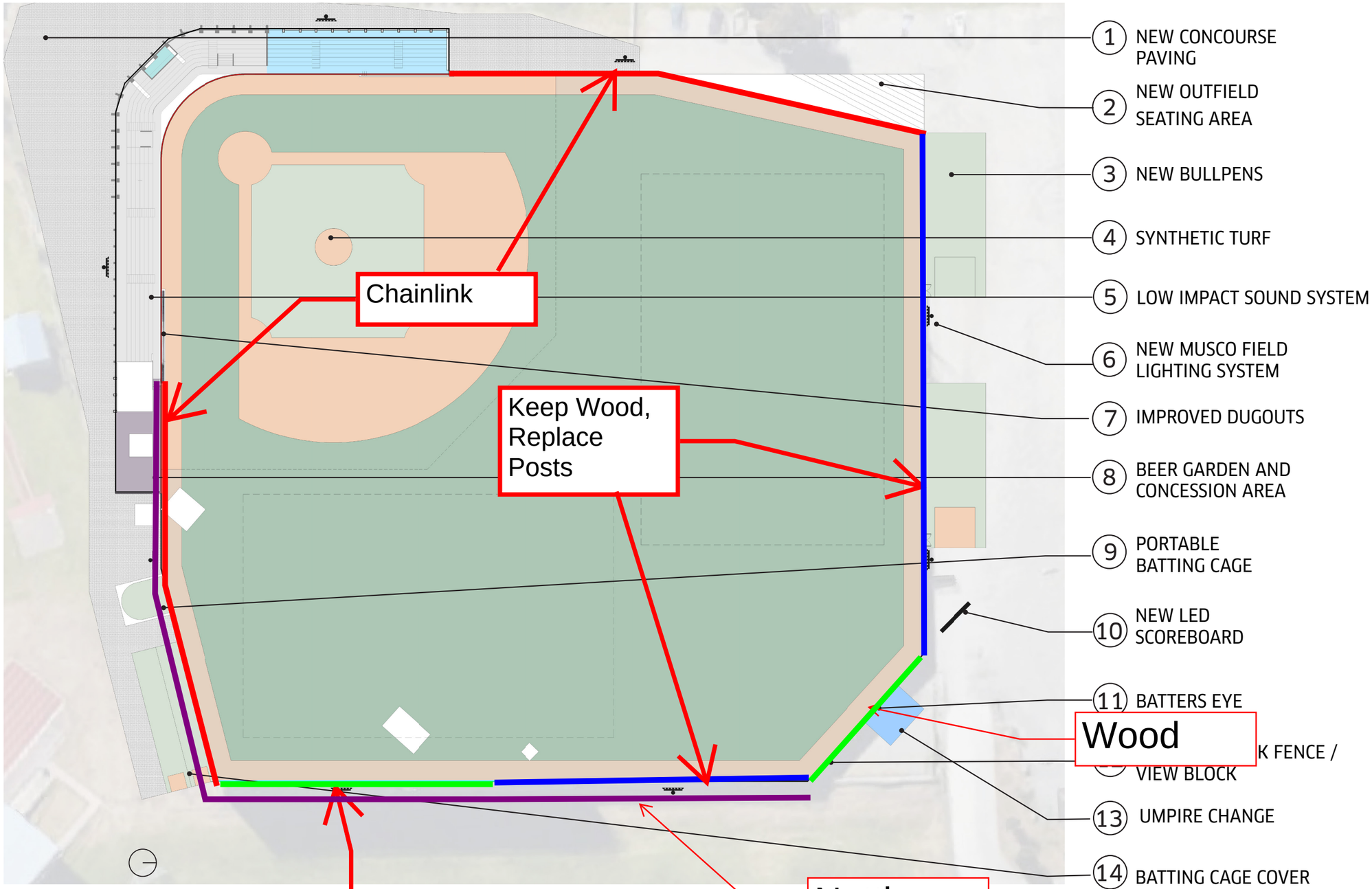
- Outfield family seating area, with high mast netting for protection, on the left field line (option for playground).
- A Beer Garden with a canopied area and a concession.

With the above recommended improvements Serauxmen Stadium will be modernized to a level that will meet the needs of a contemporary baseball stadium. If the outfield is converted to synthetic turf it will also provide two fields worth of practice space for other field sports through the winter when baseball activities are much more limited at the stadium.

CONCEPT DESIGN DRAWING
STADIUM SITE IMPROVEMENTS




Example Imagery


1 NEW CONCOURSE PAVING
2 NEW OUTFIELD SEATING AREA
3 NEW BULLPENS
4 SYNTHETIC TURF
5 LOW IMPACT SOUND SYSTEM
6 NEW MUSCO FIELD LIGHTING SYSTEM
7 IMPROVED DUGOUTS
8 BEER GARDEN AND CONCESSION AREA
9 PORTABLE BATTING CAGE
10 NEW LED SCOREBOARD
11 BATTERS EYE
K FENCE / VIEW BLOCK
13 UMPIRE CHANGE
14 BATTING CAGE COVER
Chainlink
Keep Wood, Replace Posts
Wood
Netting
Hybrid - Wood, Chainlink, Netting. Or, Wood and Netting.
0 10 30 50 M

CONCEPT DESIGN DRAWING
GRANDSTAND BUILDING IMPROVEMENTS





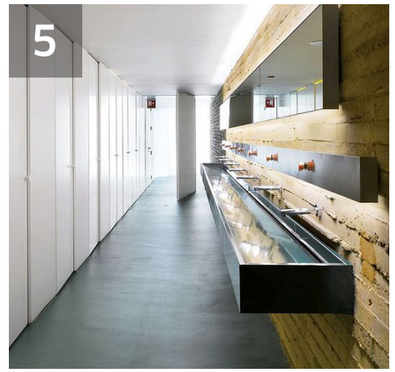








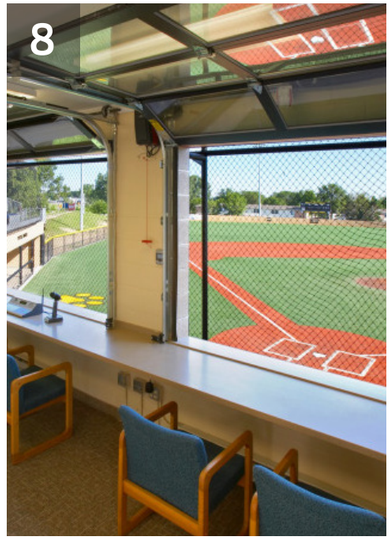


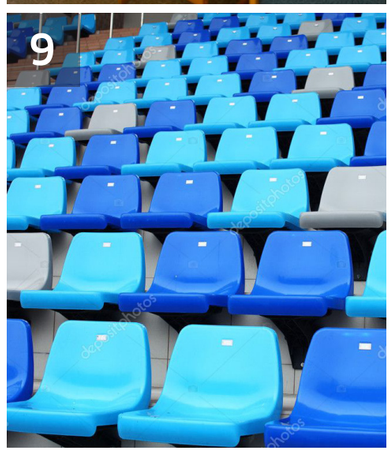





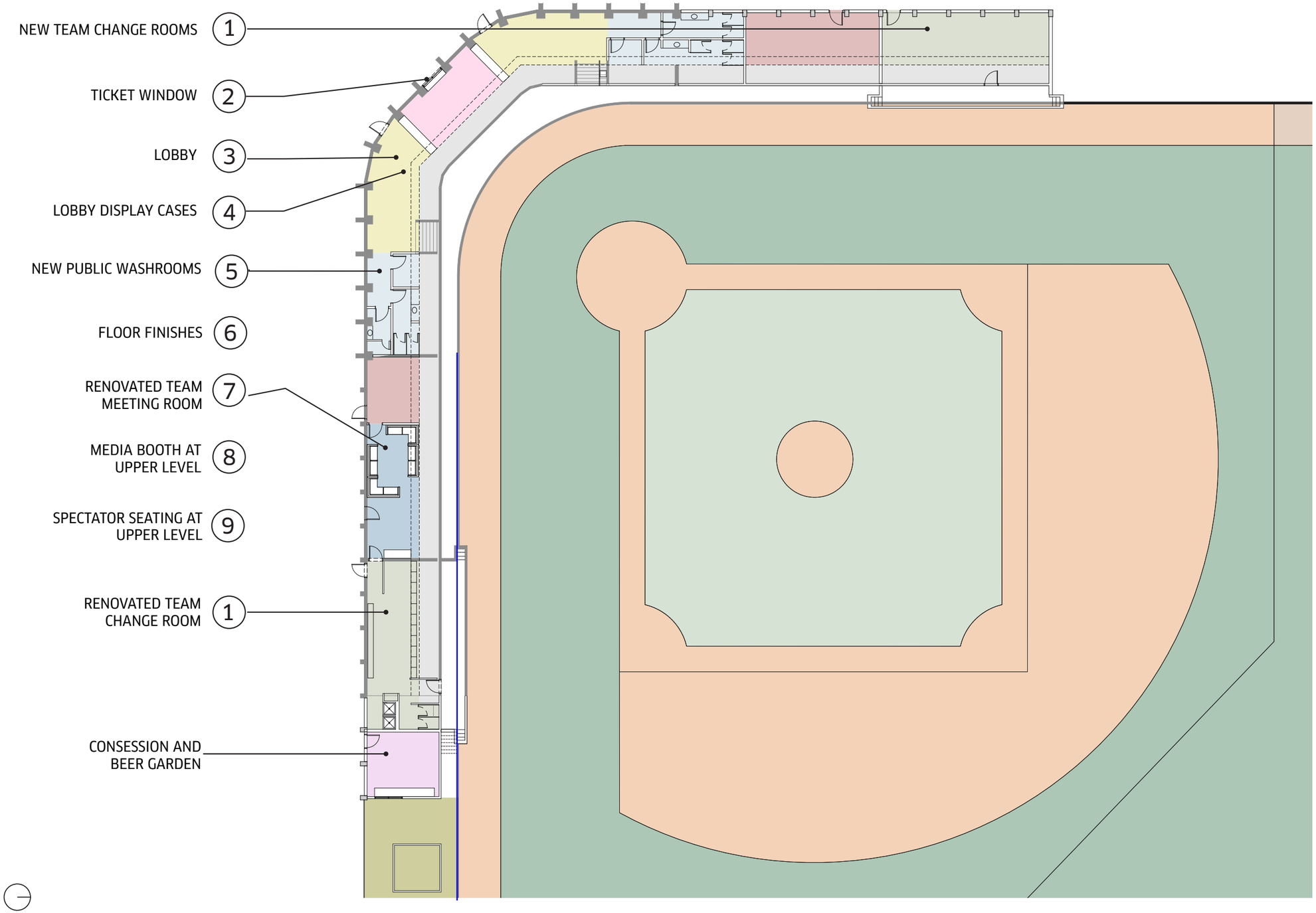





Example Imagery


NEW TEAM CHANGE ROOMS 1
TICKET WINDOW 2
LOBBY 3
LOBBY DISPLAY CASES 4
NEW PUBLIC WASHROOMS 5
FLOOR FINISHES 6
RENOVATED TEAM MEETING ROOM 7
MEDIA BOOTH AT UPPER LEVEL 8
SPECTATOR SEATING AT UPPER LEVEL 9
RENOVATED TEAM CHANGE ROOM 1
CONSESSION AND BEER GARDEN
0
10

# PROJECT COSTING REPORT

## PHASE ONE

| INFIELD IMPROVEMENTS | depth | unit | width | unit | length | unit | area | unit | amount | unit | unit cost | unit | total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Synthetic Turf Infield** | | | | | | | | | | | | | | |
| Excavate & remove existing surface soil | 0.51 | m | | | | | 3,208 | m2 | 1,636.08 | m3 | $30.00 | m3 | $49,082.40 | |
| Install plastic nailer along stadium/fence line | | | | | 116 | m | | | 116 | m | $45.00 | m | $5,220.00 | |
| Install wood nailer in field area | | | | | 100 | m | | | 100 | m | $55.00 | m | $5,500.00 | |
| Install underfield drainage system | | | | | | | | | 1 | lump sum | $40,000.00 | lump sum | $40,000.00 | |
| Import & place 0.45m of granular | 0.45 | m | | | | | 3,208 | m2 | 1,443.60 | m3 | $60.00 | m3 | $86,616.00 | |
| Place shock pad | | | | | | | 3,208 | m2 | 3,208 | m2 | $17.00 | m2 | $54,536.00 | |
| Place synthetic turf | | | | | | | 3,208 | m2 | 3,208 | m2 | $91.00 | m2 | $291,928.00 | |
| Sub-Total | | | | | | | | | | | | | $532,882.40 | |
| 15% Contingency | | | | | | | | | | | | | $79,932.36 | |
| Total | | | | | | | | | | | | | $612,814.76 | $612,814.76 |
| **Field Lighting System** | | | | | | | | | | | | | | |
| Supply Musco field lighting system | | | | | | | | | 1 | lump sum | $377,000.00 | lump sum | $377,000.00 | |
| Install Musco field lighting system | | | | | | | | | 1 | lump sum | $270,000.00 | lump sum | $270,000.00 | |
| Sub-Total | | | | | | | | | | | | | $647,000.00 | |
| 15% Contingency | | | | | | | | | | | | | $97,050.00 | |
| Total | | | | | | | | | | | | | $744,050.00 | $744,050.00 |

## PHASE TWO

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Synthetic Turf Outfield** | | | | | | | | | | | | | | |
| Excavate & remove existing surface soil | 0.51 | m | | | | | 8,127 | m2 | 4,144.77 | m3 | $30.00 | m3 | $124,343.10 | |
| Install plastic nailer along fence line | | | | | 311 | m | | | 311 | m | $45.00 | m | $13,995.00 | |
| Install underfield drainage system | | | | | | | | | 1 | lump sum | $100,000.00 | lump sum | $100,000.00 | |
| Import & place 0.45m of granular | 0.45 | m | | | | | 8,127 | m2 | 3,657.15 | m3 | $60.00 | m3 | $219,429.00 | |
| Place shock pad | | | | | | | 8,127 | m2 | 8,127 | m2 | $17.00 | m2 | $138,159.00 | |
| Place synthetic turf | | | | | | | 8,127 | m2 | 8,127 | m2 | $91.00 | m2 | $739,557.00 | |
| Sub-Total | | | | | | | | | | | | | $1,335,483.10 | |
| 15% Contingency | | | | | | | | | | | | | $200,322.47 | |
| Total | | | | | | | | | | | | | $1,535,805.57 | $1,535,805.57 |
| **Optional Natural Grass Outfield** | | | | | | | | | | | | | | |
| Excavate & remove existing surface soil | 0.45 | m | | | | | 7,262 | m2 | 3,267.90 | m3 | $30.00 | m3 | $98,037.00 | |
| Install field drainage system | | | | | | | | | 1 | lump sum | $100,000.00 | lump sum | $100,000.00 | |
| Import and place sand | 0.45 | m | | | | | 7,262 | m2 | 3,267.90 | m3 | $50.00 | m3 | $163,395.00 | |
| Install irrigation system | | | | | | | | | 1 | lump sum | $60,000.00 | lump sum | $60,000.00 | |
| Import & place sod | | | | | | | 7,262 | m2 | 7,262 | m2 | $40.00 | m3 | $290,480.00 | |
| Import and place warning track granular | 0.10 | m | | | | | 865 | m2 | 86.50 | m3 | $50.00 | m3 | $4,325.00 | |
| Sub-Total | | | | | | | | | | | | | $711,912.00 | |
| 15% Contingency | | | | | | | | | | | | | $106,786.80 | |
| Total | | | | | | | | | | | | | $818,698.80 | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Outfield Fence Replacement/Improvements** | | | | | | | | |
| Demolish all existing fence and "green monster" | | | | 1 | lump sum | $57,000.00 | lump sum | $57,000.00 |
| Install 12 metre high tall mast netting at R-field | 60 | m | | | | $915.00 | linear metre | $54,900.00 |
| Install 3m high chain link fence | 253 | m | | 253 | m | $339.00 | linear metre | $85,767.00 |
| Install 3m high chain link fence vinyl view block screen | 253 | m | | 253 | m | $56.00 | linear metre | $14,168.00 |
| Install 6m high by 15m wide batter's eye | | | | 1 | lump sum | $32,000.00 | lump sum | $32,000.00 |
| Sub-Total | | | | | | | | $243,835.00 |
| 15% Contingency | | | | | | | | $36,575.25 |
| Total | | | | | | | | $280,410.25 |
| | | | | | | | | $280,410.25 |
| **PHASE THREE** | | | | | | | | |
| **Ball Field Ammenities** | | | | | | | | |
| Install colour LED scoreboard c/w conduit and wiring | | | | 1 | lump sum | $240,000.00 | lump sum | $240,000.00 |
| Portable batting cage | | | | 2 | lump sum | $6,200.00 | lump sum | $12,400.00 |
| Portable batting cage enclosure | 20 | m | | | | $339.00 | linear metre | $6,780.00 |
| Double permanent batting cage | | | | 1 | lump sum | $187,000.00 | lump sum | $187,000.00 |
| Home & away bullpens | | | | 2 | lump sum | $72,000.00 | lump sum | $144,000.00 |
| Sub-Total | | | | | | | | $350,180.00 |
| 15% Contingency | | | | | | | | $52,527.00 |
| Total | | | | | | | | $402,707.00 |
| | | | | | | | | $402,707.00 |
| **PHASE FOUR** | | | | | | | | |
| **Spectator Ammenities** | | | | | | | | |
| Outfield seating asphalt c/w granular base | | | 193 | m2 | 193 | m2 | $60.00 m2 | $11,580.00 |
| Outfield seating area seats (240) | | | | | 240 | seats | $600.00 per seat | $144,000.00 |
| Install 8 metre high tall mast netting at outfield seating | 43 | m | | | | | $807.00 | $34,701.00 |
| Bear Garden asphalt c/w granular base | | | 83 | m2 | 83 | m2 | $60.00 m2 | $4,980.00 |
| Beer Garden Pavilion/weather shelter | | | 18 | m2 | 18 | m2 | $2,200.00 m2 | $39,600.00 |
| Install 8 metre high tall mast netting at bear garden | 21 | m | | | | | $3,580.00 | $75,180.00 |
| Beer Garden concession bldg c/w gas/deep fry cooking | | | 27 | m2 | 27 | m2 | $5,500.00 m2 | $148,500.00 |
| Sub-Total | | | | | | | | $458,541.00 |
| 15% Contingency | | | | | | | | $68,781.15 |
| Total | | | | | | | | $527,322.15 |
| | | | | | | | | $527,322.15 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **PHASE FIVE** | | | | | | | | |
| **Stadium Improvements (exterior)** | | | | | | | | |
| Install 8 metre high netting at grandstand roof area | 27 | m | | | | | $308.00 | $8,316.00 |
| Install 8 metre high tall mast netting at open seating | 48 | m | | | | | $367.00 | $17,616.00 |
| Renovated press booth | | | 13 | m2 | 13 | m2 | $2,200.00 m2 | $28,600.00 |
| Install seating wing concrete shell/seating rows/dugout | | | 183 | m2 | 183 | m2 | $3,200.00 m2 | $585,600.00 |
| Install exterior security lights and cameras | | | | | 1 | lump sum | $25,000.00 lump sum | $25,000.00 |
| Paint wing seating area | | | 324 | m2 | 324 | m2 | $36.00 m2 | $11,664.00 |
| Paint wing exterior | | | 155 | m2 | 155 | m2 | $36.00 m2 | $5,580.00 |
| Install disabled lift on stair | | | | | 1 | lump sum | $15,000.00 lump sum | $15,000.00 |
| Install seats with backs on seating wing | | | | | 264 | seats | $150.00 per seat | $39,600.00 |
| Remove existing bench seats | | | | | 1 | lump sum | $5,500.00 lump sum | $5,500.00 |
| Prepare and paint existing seating area | | | 816 | m2 | 816 | m2 | $36.00 m2 | $29,376.00 |
| Prepare and paint existing grandstand exterior | | | 390 | m2 | 390 | m2 | $36.00 m2 | $14,040.00 |
| Install new bench seats with backs | | | | | 546 | seats | $150.00 per seat | $81,900.00 |
| Renovate existing home team dugout | | | | | 1 | lump sum | $3,300.00 lump sum | $3,300.00 |
| Prepare and Paint railings | | | | | 1 | lump sum | $2,800.00 lump sum | $2,800.00 |
| Asphalt laneway behind stadium c/w granular base | | | 1580 | m2 | 1580 | m2 | $60.00 m2 | $94,800.00 |
| New umpire change room | | | | | 39 | m2 | $4,200.00 m2 | $163,800.00 |
| Sub-Total | | | | | | | | $1,132,492.00 |
| 15% Contingency | | | | | | | | $169,873.80 |
| Total | | | | | | | | $1,302,365.80 |
| | | | | | | | | $1,302,365.80 |
| Optional clad exterior in façade panels | | | 545 | m2 | 545 | m2 | $550.00 m2 | $299,750.00 |
| Optional playground at outfield seating area | | | | | 1 | lump sum | $4,200.00 lump sum | $4,200.00 |
| **Stadium Improvements (interior)** | | | | | | | | |
| New visitor dressing room under new seating wing | | | 49 | m2 | 49 | m2 | $2,200.00 m2 | $107,800.00 |
| New City operations office under new seating wing | | | 39 | m2 | 39 | m2 | $2,200.00 m2 | $85,800.00 |
| New public washrooms under new seating wing | | | 24 | m2 | 24 | m2 | $3,000.00 m2 | $72,000.00 |
| Renovated public washrooms @ new seating wing | | | 15 | m2 | 15 | m2 | $3,000.00 m2 | $45,000.00 |
| Renovated entrance lobby w/concession | | | 100 | m2 | 100 | m2 | $2,200.00 m2 | $220,000.00 |
| Renovated public washrooms | | | 29 | m2 | 29 | m2 | $3,000.00 m2 | $87,000.00 |
| Renovated storage area | | | 19 | m2 | 19 | m2 | $1,600.00 m2 | $30,400.00 |
| Renovated team offices | | | 39 | m2 | 39 | m2 | $2,200.00 m2 | $85,800.00 |
| Renovated home dressing room | | | 51 | m2 | 51 | m2 | $2,200.00 m2 | $112,200.00 |
| Sub-Total | | | | | | | | $846,000.00 |
| 15% Contingency | | | | | | | | $126,900.00 |
| Total | | | | | | | | $972,900.00 |
| | | | | | | | | $972,900.00 |
| **GRAND TOTAL** | | | | | | | | **$6,378,375.53** |

# APPENDICES

A 1.00  Site Plan

A 2.00  Level 01 Plans

A 2.01  Level 02 Plans



# SERAUXMEN STADIUM IMPROVEMENT REPORT

## UPDATE REPORT: JUNE 1, 2020

## REVISED IMPROVEMENTS / PHASING PLAN

**DWournell Sport Architect**

INTRODUCTION

This update report to the June 16, 2018 Serauxmen Stadium Improvement Conceptual Design and Costing Report (by Dialog) focuses on prioritizing the phasing some of the improvements proposed in the 2018 report.

The 2018 report examined how the stadium could be improved over the long term and provided a list of improvements and a Class D costing of those improvements. Those recommended improvements are shown below with priority items recently identified by City staff and stakeholder in red text.

Stadium Exterior

- Prepare and paint concrete and railings
- Replace the chainlink in front of the stands with netting
- Pave the area behind the stadium
- Install new security lights and camera
- Renovate the player's dugouts

Stadium Interior

- Amalgamate the press booth/concession into a renovated press booth
- Provide a disabled lift for one of the stairs and eliminate the long wood ramp
- Mirror the west seating wing on the east side to provide 264 more seats
- Under the new seating wing create a visiting team dressing room, a City operations office, and accessible public washrooms
- Renovate the existing public washrooms
- Renovate existing lobby to create a new ticketing area and a new concession
- Renovate the Club office area
- Renovate the home team dressing room

Infield and Outfield Areas

- Replace the natural grass and clay skinned areas of the infield with synthetic turf
- Install a field lighting system
- Replace the outfield natural grass with synthetic turf or new sand based natural grass
- Replace the existing perimeter wood fence with chainlink fence and view blocking screens
- Replace the existing high "green monster" fence with a combination of chainlink and high mast netting
- Install a "batter's eye" area within the centre field fence (higher fencing with dark screen attached to aid the batter in seeing the ball).

Field Amenities

- LED scoreboard with advertising and messaging capabilities
- Portable batting cage to be used at home plate
- Two side by side permanent batting cages
- Two bull pens (home and visiting team)

Spectator Amenities

- Beer garden
- Outfield seating area with 200 seats and protective netting along north foul line
- Replace existing wood benches with individual seats

In addition to the above, the recent stakeholder discussions identified installing new padding in the areas behind home plate and City staff has recommended high mast netting along the west foul line to prevent errant balls from falling into the pole vault area of the adjacent Rotary Bowl track & field facility.

Since the writing of the 2018 report, two of the recommended improvements have been carried out. Serauxmen Stadium now has a new Musco field lighting system and a new Nevco scoreboard.

PRIORITIZED IMPROVEMENTS

In discussions with City staff and stakeholders the following are the prioritized improvements and the rational for prioritization of these improvements. The prioritized improvements are not listed in any particular order.

1) REPLACE THE CHAINLINK IN FRONT OF THE STANDS WITH NETTING

The chain link in front of the grandstand and behind home plate does not offer clear views to the playing field. It also represents a small safety hazard as errant balls rebound off of it back into the playing area rather than falling dead.

Improvements in spectator amenities has been identified as a priority by the stakeholders in order to increase the number of spectators coming to the games by making attending a game more enjoyable. In addition, improving player safety is a necessary priority. Replacing the chain link with modern sport field view netting will achieve both improved spectator viewing and improved player safety.

2) PAVE THE AREA BEHIND THE STADIUM

The access to and the area behind the stadium, where people congregate before games and where service vehicles park, currently has a gravel surface that is muddy and often ponded with water.

Again, in order to improve spectator amenities, the access to and the area behind the stadium has been identified for upgrading to an asphalt surface. This would eliminate the mud, dust, and gravel that spectators, staff, and service vehicles have to currently pass through in for stadium events/servicing. It would also greatly enhance the stadium's looks and with some minor landscaping provide a more formal gathering area for spectators before and after events.

3) RENOVATE THE PLAYER'S DUGOUTS

The dugouts for both the home and visiting team are in need of renovation to provide more space, better benches, better drainage, and better protection from errant balls.

This amenity improvement is actually mostly a maintenance item to keep the dugouts in a functional condition.

4) REPLACE THE NATURAL GRASS AND CLAY SKINNED AREAS OF THE INFIELD WITH SYNTHETIC TURF

In order to provide a low maintenance surface that remains in playable condition under almost all weather conditions the stakeholders identified the replacement of the grass and clay in the infield with synthetic turf.

Synthetic turf has the advantage of being playable under almost any weather condition and this will help prevent practice and game cancellations, especially for tournaments with out-of-town players. It will also help reduce maintenance activities and costs.

5) REPLACE THE EXISTING PERIMETER WOOD FENCE WITH CHAINLINK FENCE AND VIEW BLOCKING SCREEN

The existing wood perimeter fence is reaching the end of its service life and without significant maintenance costs for replacement of rotted elements and painting to prevent further rot is will rapidly become a safety hazard by being able to be blown down.

The wood fence's higher maintenance costs could be reduced it were replaced with chainlink fencing. Chainlink fence also allows for open viewing for site security and to allow passersby to see activity that may encourage them to take in a ball game. For pay-for-view events the chainlink fenced would have view blocking screens temporarily placed onto them. These screens can also have advertising applied to them to increase revenues.

6) REPLACE THE EXISTING HIGH “GREEN MONSTER” FENCE WITH A COMBINATION OF CHAINLINK AND HIGH MAST NETTING

The existing right field high wood fence, known as the “Green Monster” and part of the stadium’s heritage and reputation, has reached the end of its service life and like the wood perimeter fence it is rotting and becoming a safety hazard by being able to be blown down. In addition, at its current height it is not tall enough to prevent balls from landing on the NDSS synthetic turf playing field.

This high fence serves a very function by preventing errant balls from landing on the adjacent playing field. It must be maintained to continue providing for this function. In addition, its current height is insufficient to stop many of the errant balls. When replaced and it needs to be higher. The best solution would be high mast netting, similar to that found at golf driving ranges. This is the most economical way to prevent balls hit long and high from leaving the ball diamond. The netting would begin at the top of the perimeter fence as to prevent players from running into the netting, which is not a strong as wood or chainlink. When the high mast netting is installed, the width and height of the current wall could have green fabric mesh installed instead of netting. This would present a similar façade to that of the current “Green Monster”.

7) INSTALL A “BATTER’S EYE” AREA WITHIN THE CENTRE FIELD FENCE

The existing wood perimeter fence provides a neutral visual screen in line with the batter to pitcher axis. This area is called the “batter’s eye”. This area is important as it provides visual clarity to the batter (and catcher) of the baseball as it travels toward them at speeds over 120km/hr.

The batter’s eye must be maintained. When the perimeter fence is replaced this section of chainlink can have permanent screens attached to it to create the batter’s eye. When constructed it should be made higher in order to meet the established standards for a batter’s eye.

8) NEW PADDING IN THE AREAS BEHIND HOME PLATE

The existing padding behind home plate has reached the end of its service life and requires replacement.

The padding behind home plate serves two functions. First, it prevents an errant pitch from rebounding back toward the catcher (thus providing a consequence to an error). Second, it prevents the catcher from becoming injured by hitting the back wall when chasing a pop fly. As such, it is necessary to replace the current worn padding with new padding.

9) HIGH MAST NETTING ALONG THE WEST FOUL LINE

The pole vault area of the adjacent Rotary Bowl track & field facility is not safe due to errant balls escaping the ball stadium and landing in that area.

This problem can be corrected by installing high mast netting along the west foul line side of the stadium to prevent errant balls from leaving the stadium.

10) INSTALL NEW SEATS

The wood seating currently within the grandstand, while practical, is uncomfortable for spectators and especially older spectators.

As noted, spectator amenities have been identified as a priority by the stakeholders to increase the number of spectators coming to games. Seats with backs and arms can replace the existing wood bench seating. The replacement of wood seating does not have to happen all at once. It can start with the seating underneath the roofed area and then continue onto the west wing as budgets allow. The seating does not have to be all the same, either, with padded seats being installed under the roofed area to create a premium seating area.

IMPROVEMENT STRATEGY

The above improvements can be placed into similar work categories. The groupings would be as follows:

- Fencing and netting, including the perimeter chainlink fencing, the batter's eye, the netting in front of the seating area, and the high mast netting in right field and along the right field foul line.
- Infield improvements with the replacement of the grass and clay infield with synthetic turf.
- Site improvements with the paving of the area behind the stadium.
- Stadium improvements including the renovations to the player's dugouts, the replacement of the wood benches with individual seats, and the wall padding behind home plate.

The groupings would allow for the work to be tendered to specific trades, which then allows the work to be phased rather that to be organized under a single General Contractor.

The improvement groupings should be organized in order of need. First, to create a safe and secure ball field, second, to create a functional ball field for practices, games, and tournaments, and third, to create a functional and inviting stadium for games and other social and cultural events. Based on this criteria the following phasing is suggested

PHASING

Phase One

Accordingly, the first phase of improvements should be replacing the perimeter wood fence with a chainlink fence that has view blocking screens. The work would include the batter's eye, the high mast netting in the right field ("Green Monster" replacement) and along the right field foul line, and the netting in front of the grandstand seating. This work would eliminate the safety concerns over any of the current fencing collapsing.

Phase Two

The second phase of improvements should then be the installation of the synthetic turf in the infield. Along with the recent addition of field lighting, this will significantly increase the number of hours of use the stadium field had provide.

Phase Three

The third phase would be the improvement to the area behind the stadium by paving the gravel area in the north, northwest, and west areas adjacent to the stadium. This will provide safe and comfortable access to the stadium for attendees to events and for service vehicles and create a gathering area for pre and post event activities.

Phase Four

The fourth and final phase of the short-term improvements would be the replacement of the wood benches with individual seats, the renovations to the dugouts, and the replacement of the wall padding behind home plate. Note that due to its uniqueness, the padding replacement behind home plate could be placed into any of the above phases. This work would further improve the facility for spectators and players alike.

COSTS

The following are Class D constructions cost estimates for each phase of the work (soft costs, taxes, and contingencies not included). Demolition costs for select items are included in the costs where necessary.

Phase One: $403,000

Phase Two: $526,000

Phase Three: $180,000

Phase Four: $195,000

CONCLUSION

This report updates the June 16, 2018 Serauxmen Stadium Improvement Conceptual Design and Costing Report (by Dialog). The focus of this update report is to present a prioritized list of the improvements based on the list of improvements noted in the 2018 report and founded on recent input from City staff and stakeholders. The prioritized improvements are as follows:

- Replacing the existing wood perimeter fence with chainlink fencing, including a batter's eye.
- Installing high mast netting in the right field and along the right field foul line, as well as installing safety netting in front of the seating area to replace the existing chainlink.
- Replacement of the grass and clay infield with synthetic turf.
- Paving of the area behind the stadium.
- Renovate the player's dugouts, replace the wood benches with individual seats, and replace the wall padding behind home plate.

The work would be completed in four phases, with the first two bullet points above being the first phase, and the other bullet points above being the other three phases. The construction cost estimates per phase are as follows:

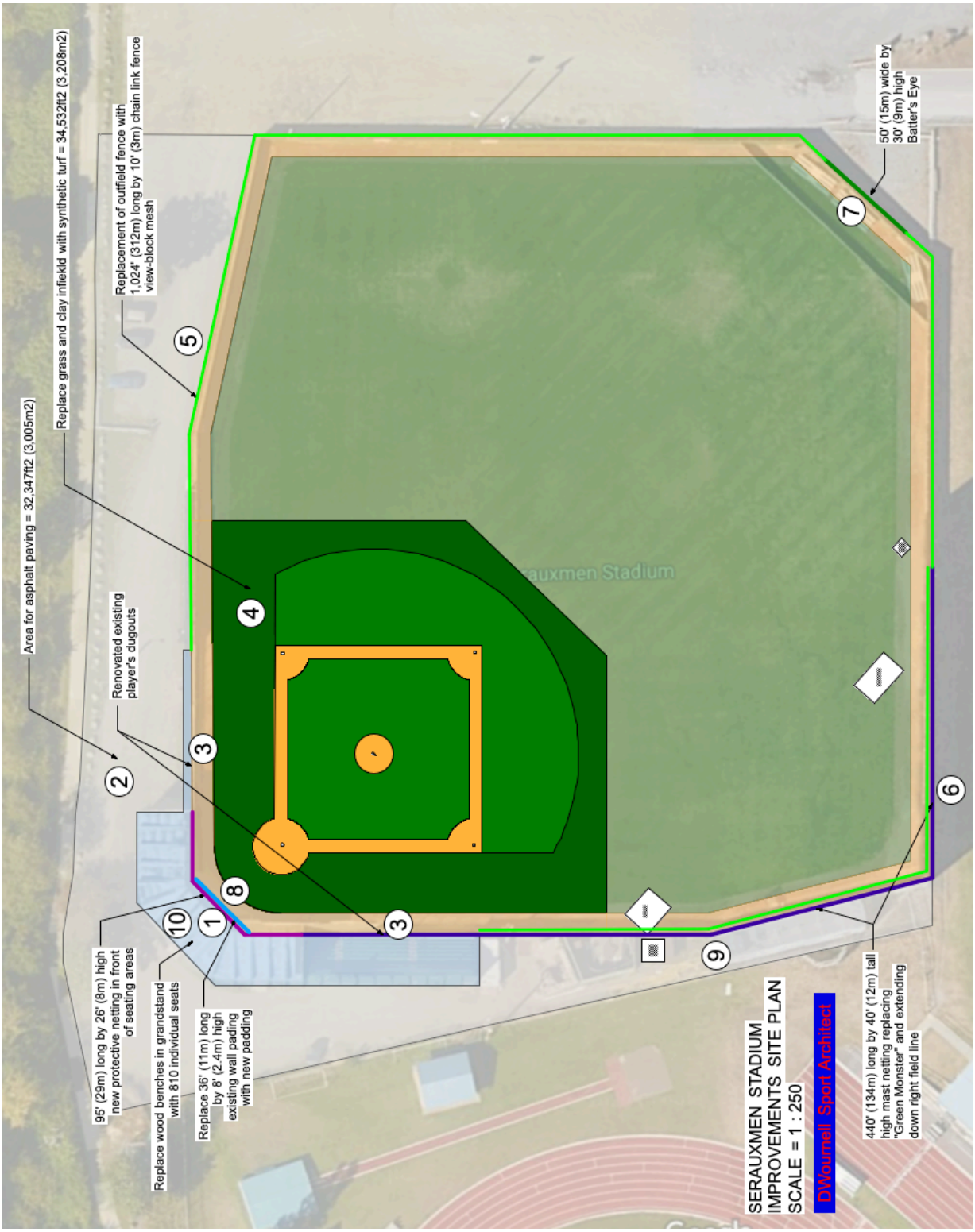
Phase One: $453,000

Phase Two: $526,000

Phase Three: $198,000

Phase Four: $195,000

**IMPROVEMENTSSITE PLAN**





# Serauxmen Stadium Improvement

Conceptual design and costing report
June 26, 2018

DIALOG

## SITE REVIEW & RECOMMENDED IMPROVEMENTS

The site review consisted of a visual examination of the stadium exterior, the field and fence, adjacent amenities, and the stadium's interior spaces.

## STADIUM EXTERIOR

The stadium's exterior appears to be generally in good shape. There are no cracks in the cast-inplace concrete or the concrete block that would be of concern. In general, the stadium's exterior only requires general upkeep, including the following:

- Prepare and paint the concrete (optional, clad the exterior in façade panels).
- Prepare and paint the railings.
- Install new protective netting in front of the seats.
- Install protective netting on front of the seats currently un-protected.
- Install new seats.
- Pave the areas behind the stadium to create a safe area for spectators to gather before and after an event and to keep the dust down and to reduce maintenance of these areas.
- Install new security lights/cameras.
- A change room for umpires should be built.
- The dugouts need to be renovated and upgraded to current standards.

## STADIUM INTERIOR

The interior of the stadium also appears visually to be in good shape, however, it is in need of updating to make the facility more accessible. Additionally, the finishes within the stadium's interior are in need of renewal. The stadium's interior should have the following renovations:

- Amalgamate the press booth and concession within the seating area into only a press booth.
- Provide a disabled lift for one of the stairs.
- Construct a new seating wing with 264 additional seats.
- Under the seating wing create a new visiting team dressing room, City operations office, and new washrooms.
- Renovate the existing washrooms.
- Renovate the existing lobby to create new ticketing areas and new concession.
- Renovate the existing storage area.
- Renovate the club office area.
- Renovate the home team dressing room.

## INFIELD AND OUTFIELD AREAS

The field area has been well maintained, however, it is in need a renovation work due to conditions that regular maintenance cannot deal with, such as the ever increasing elevation of the grass area from years of growth, or the rot that occurs from the use of wood for fencing.

There is also a desire from the stakeholders to have a synthetic turf infield and field lights to allow prevent game cancellations due to rain and to allow for night games. The renovations recommended for the field area include the following:

- Synthetic turf infield
- Field Lighting System
- Synthetic turf outfield (optional remove and re-establish a natural grass outfield)
- Remove existing wood fencing and replace with high quality chainlink fencing with viewstop screens.
- Replace the current "green monster" rightfield wood fence with a longer and taller high mast netting system.
- Install a batter's eye at centre field.

## FIELD AMENITIES

To bring the stadium up to the standards found in other municipalities it is recommended to provide the following amenities:

- LED scoreboard that also allows for advertising.
- A portable batting cage to be used at home plate.
- Two side by side permanent batting cages to replace the batting cate that had to be demolished due to its condition.
- Two (home and away) bull pens.

## SPECTATOR AMENITIES

Related to the above field amenities are the following spectator amenities that will bring the stadium of to current standards.

- Outfield family seating area, with high mast netting for protection, on the left field line (option for playground).
- A Beer Garden with a canopied area and a concession.

With the above recommended improvements Serauxmen Stadium will be modernized to a level that will meet the needs of a contemporary baseball stadium. If the outfield is converted to synthetic turf it will also provide two fields worth of practice space for other field sports through the winter when baseball activities are much more limited at the stadium.

# STAKEHOLDER CONSULTATIONS PART ONE



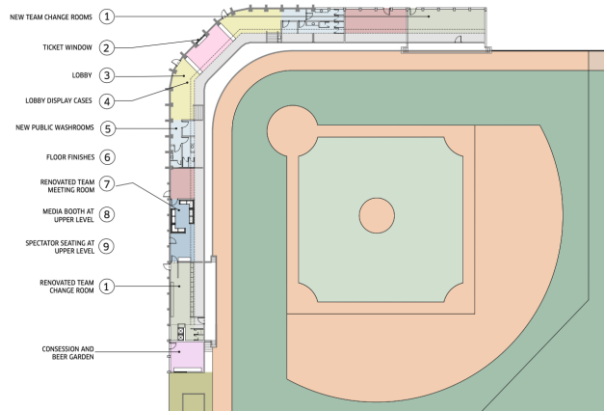

- MULTIPLE MEETINGS
- WILLINGNESS TO CONTRIBUTE (TO COSTS, IN-KIND SERVICES)
- DESIRE TO BRING THE STADIUM BACK UP TO BEING IN GOOD CONDITION
- CREATE A FUNCTIONAL STADIUM WITH GREATER UTILITY FOR THE COMMUNITY

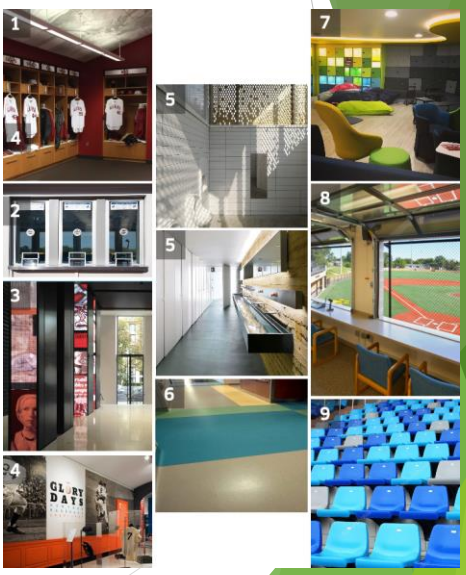
# REQUIREMENTS FOR A BASEBALL STADIUM

| PLAYERS |
| --- |
| Playing Field<br>• field surface<br>• dugouts<br>• batting cages<br>• bull pens<br>• lighting<br>• fencing / batter's eye |
| Change Rooms |
| Team Office |
| Umpire Room |

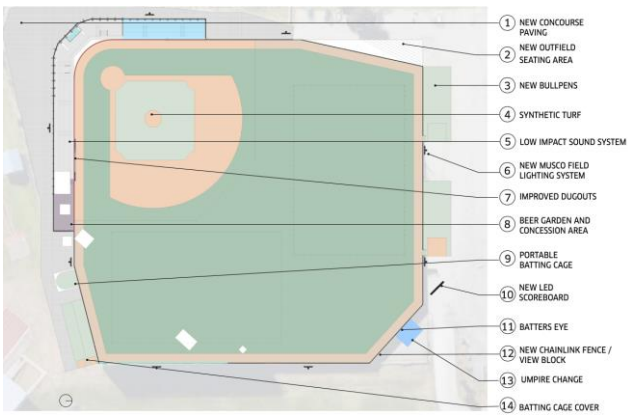
| SPECTATORS |
| --- |
| Seating |
| Concession |
| Washrooms |
| Ticketing |
| Crush Space / Plaza |
| Press Booth / P A / Scoreboard |
| Parking |
| Accessibility |

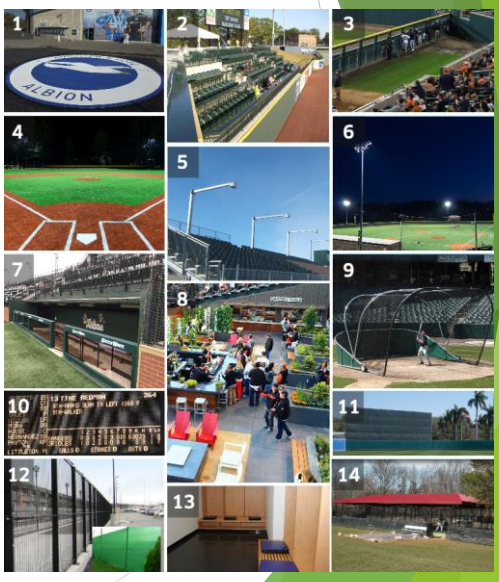
# ACTION PLAN – INTERIOR IMPROVEMENTS



# ACTION PLAN – EXTERIOR IMPROVEMENTS





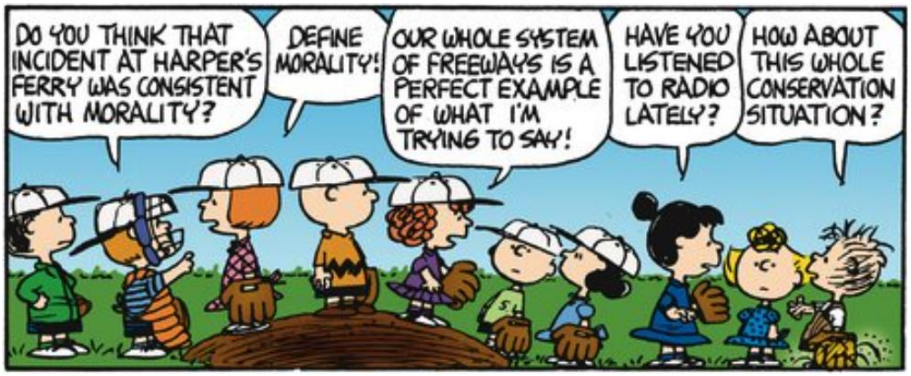
**SERAUXMEN STADIUM IMPROVEMENT REPORT**

**UPDATE REPORT: JUNE 1, 2020**

**REVISED IMPROVEMENTS / PHASING PLAN**

**DWournell Sport Architect**

# STAKEHOLDER CONSULTATIONS PART TWO




PRIORITIZATION OF NEEDS

- Spectator safety and viewing
- renovate dugouts
- Replace grass / clay infield with synthetic turf
- Replace perimeter wood fence with chain link
- Add batter's eye
- Replace 'Green Monster'
- Add high mast netting along south foul line
- Replace padding behind home plate
- Replace wood benches with individual seats
- Paved parking / create crush space, plaza

# PHASED IMPROVEMENT PLAN

- Phase One - $453,000

Accordingly, the first phase of improvements should be replacing the perimeter wood fence with a chainlink fence that has view blocking screens. The work would include the batter's eye, the high mast netting in the right field ("Green Monster" replacement) and along the right field foul line, and the netting in front of the grandstand seating. This work would eliminate the safety concerns over any of the current fencing collapsing.

- Phase Two - $526,000

The second phase of improvements should then be the installation of the synthetic turf in the infield. Along with the recent addition of field lighting, this will significantly increase the number of hours of use the stadium field had provide.

- Phase Three - $198,000

The third phase would be the improvement to the area behind the stadium by paving the gravel area in the north, northwest, and west areas adjacent to the stadium. This will provide safe and comfortable access to the stadium for attendees to events and for service vehicles and create a gathering area for pre and post event activities.

- Phase Four - $195,000

The fourth and final phase of the short-term improvements would be the replacement of the wood benches with individual seats, the renovations to the dugouts, and the replacement of the wall padding behind home plate. Note that due to its uniqueness, the padding replacement behind home plate could be placed into any of the above phases. This work would further improve the facility for spectators and players alike.

CITY OF NANAIMO
THE HARBOUR CITY

# Staff Report for Decision

File Number: 00000

DATE OF MEETING July 27, 2020

AUTHORED BY LYNN WARK, DIRECTOR OF RECREATION AND CULTURE

**SUBJECT RE-OPENING PLAN FOR AQUATICS**

## OVERVIEW

**Purpose of Report**

To obtain Council approval for the re-opening plan for Aquatics.

**Recommendation**

That Council approve the Aquatics re-opening plan that aligns with the City's "COVID-19 Recovery Plan" and complies with the components of the "Planning Framework for Municipal Operations".

## BACKGROUND

The City of Nanaimo, Department of Parks, Recreation and Culture closed most of its facilities for programs, rentals and drop-in activities on Monday, March 16 after the Provincial Health Officer, Dr. Bonnie Henry, cancelled gatherings of more than 50 people as a way to slow down the transmission of COVID-19.

Since that time, most outdoor amenities have reopened, some outdoor programs have resumed, rentals have been accepted for essential services (ie: Blood Donor Clinics), and bookings have resumed for smaller activity centres and outdoor amenities.

In order to reopen the remaining indoor facilities, City staff have been working through very complex and detailed re-opening strategies for each facility that will keep everyone safe and healthy when buildings do open.

## DISCUSSION

The re-opening plan for Arenas was presented to Council on July 13, 2020. The re-opening plan for Aquatics was developed with all of the same guiding principles, following the same process, and with the same general assumptions that include the following:

- Community members want, and need, to get back to activities that support their social, physical and mental health and well-being

- In the event of a second wave of COVID 19, a phased approach to re-opening is the most practical so that it is easy to scale back on services offered if required
- Schedule B – Fees and Rental Policy of the Parks, Recreation and Culture Regulation Bylaw No. 7073.06 – will remain in effect

**AQUATICS REOPENING PLAN**

The reopening plan recommends opening the Nanaimo Aquatic Centre (NAC) for Sept 10. NAC has been recommended over Beban pool as:

- The facility, including all bodies of water, change rooms, weight room, and lobby are all larger and more well-designed to allow for physical distancing
- The facility can accommodate a higher capacity per hour
- The facility, in general, provides greater accessibility for people with mobility issues
- The much larger weight room allows for physical distancing without eliminating as much equipment
- The facility can offer a wider range of programming and, in particular, more activities at the same time
- The facility caters to a more diverse range of facility renters/users and is therefore able to meet more needs in the community
- There is a higher potential for rental revenue and public use at the same time

The reopening plan for Aquatics offers a phased approach as follows:

| Phase | Pool | Target Date |
|---|---|---|
| 1 | Open NAC | Ready for September 10 |
| 2 | Beban | To be determined dependent on demand and/or cost/benefit |

The operating schedule for the pool has been modified to ensure physical distancing and maximum group size (less than 50) can be accommodated in all areas (ie: pool/change rooms/weight room/lobby). This means that facility usage will be affected as follows:

| NAC | Typical Operation Hours/Week | Modified Operation Hours/Week |
|---|---|---|
| Leisure/Therapy | 109 | 30 |
| Length Swimming | 102 | 53 |
| Lessons | 64.5 | 48 |
| Family Swims | 109 | 11.5 |
| Aqua fitness | 20 | 5 |
| Weight Room | 109 | 70 |
| Rentals | As Available | 26.25 |

Saunas, steam rooms, and hot tubs will remain closed.

The reduction in hours available and bather loads/session has substantial financial implications. For the purpose of forecasting the impacts the revised operating schedule assumes that:

- There will be 250 scheduled “drop-in” visits/day; therefore, facility admission revenue is based on 25% of 2019 admissions (typically 1,000 drop-ins/day)
- Other visits (ie: swim lessons, weight room and rentals) are estimated to generate approximately another 200 visits per day, which is about half of the typical visitation
- Program revenue is based on 40% of 2019 actuals
- Rental revenues are based on 50% of 2019 actuals
- Many of the regular rental user groups are requesting equivalent, or more, rental space to accommodate their programs due to reduced participant numbers per session

As per Attachment 1 – Aquatic Operations – Impact of Reopening Plan:

- The modified operating schedule for NAC will be an additional $490,000 than typical operations for the same time period (Sept. 10 to Dec. 31)
- By keeping Beban Pool closed there will be a $340,900 savings in operational costs
- This results in a net additional operating cost of $149,300 to provide aquatic services to the community
- The closure of aquatics facilities and programs is projected to result in an overall savings of $1,004,900 for 2020

## OPTIONS

**1. That Council approves the Re-opening Plan for Aquatics.**

### AQUATICS

| Advantages of Reopening Aquatics | Disadvantages of Reopening Aquatics |
|---|---|
| A phased approach can act as a pilot to ensure all protocols, facility retrofits, and operating schedule revisions in place, are successful | Demand for pool time might exceed availability due to less hours available than in a typical situation |
| Facility is available for multiple user groups that have continued to express interest in using the pool including: multiple swim teams Riptides, (Masters) Ebbtides, Nanaimo Diamonds, Ravensong Water Dancers, and Masters Artistic Synchro Clubs, White Rapids, Special Olympics, VIU Mariners Swim Club, Ravensong Swim Club, and Ladysmith Chemainus Swim Club, rehabilitation clients from CBI, VIHA and other physio providers, Pacific Sport Athletes, the MS Society, Triathlon Club, | Rental revenue may be impacted due to lower capacity of pool which will require renters to pay the same fees for less people in the water |

| | |
|---|---|
| Nanaimo Dive Outfitters, Sink or Swim Scuba, Safer Oceans, and Pro Aviation<br><br>Pool can provide swim lessons, aquafit classes, length swimming, and family swims<br><br>Weight room can reopen to the public<br><br>Beban pool reopening can be planned based on demand<br><br>Most staff that have been redeployed will be finished in their alternate positions by early September and available to return to Aquatics | Drop in revenue will not be realized as drop in swims will be unavailable and replaced with scheduled visits instead |

**2. That Council does not approve the re-opening plan for Aquatics and chooses instead to leave the facilities closed until a later date.**

- The advantages of this option include minimizing the risk of having to close again in the event of a second wave of COVID 19 and realizing some cost savings.
- The disadvantages of this option include less provision of recreation services to the public and the potential for public outcry as community members have definitely expressed the desire to resume regular activities in whatever modified way is necessary, as evidenced by the volume of phone calls and emails the Recreation and Culture Department is dealing with on a daily basis.
- Financial implications include cost savings which could help to offset the overall impact of COVID 19 to the City.

**3. That Council provide alternate direction to staff.**

- The advantages of this option include the ability for staff to go back and explore other ideas as suggested by Council.
- The disadvantages of this option are that there will be a delay in choosing re-opening dates for Aquatics. The public is already frustrated with the lack of any information around re-opening plans as evidenced by the volume of phone calls and emails the Recreation and Department is dealing with on a daily basis.
- Financial implications include continued cost savings as re-opening dates will be delayed.

**SUMMARY POINTS**

- Re-opening plans are complete for Aquatics.
- The re-opening plans offer revised operating schedules, and modified recreation programming, which will allow the community to get back to some of their regular activities as quickly and as safely as possible.

**ATTACHMENTS:**

1. Financial Implications of re-opening Aquatics
2. Nanaimo Aquatics Centre Site Safety Plan
3. Beban Pool Site Safety Plan

**Submitted by:**

Lynn Wark
**Director of Recreation and Culture**

**Concurrence by:**

Richard Harding
**General Manager of Parks, Recreation and Culture**

# ATTACHMENT A

**Recreation & Culture - Aquatic Operations**
**Projected Impact of Reopening Plan**
**Nanaimo Aquatic Center (NAC) open September-December 2020**

| | September - December 2020 | | | |
|---|---|---|---|---|
| **Operations** | **Budget** | **Projected Revenue and Expenditures** | **Variance** | **Projected Variance to December 31st** |
| **Summary - NAC/Beban Pool** | | | | |
| Expenditures | 2,313,300 | 1,800,400 | 512,900 | 2,583,500 |
| Revenues | (856,700) | (194,500) | (662,200) | (1,779,300) |
| **Net Operating** | **1,456,600** | **1,605,900** | **(149,300)** | **804,200** |
| **NAC** | | | | |
| Expenditures | 1,499,600 | 1,553,100 | (53,500) | 1,534,500 |
| Revenues | (631,200) | (194,500) | (436,700) | (1,297,000) |
| **Subtotal NAC** | **868,400** | **1,358,600** | **(490,200)** | **237,500** |
| **Beban Pool** | | | | |
| Expenditures | 813,700 | 247,300 | 566,400 | 1,049,000 |
| Revenues | (225,500) | - | (225,500) | (482,300) |
| **Subtotal Beban Pool** | **588,200** | **247,300** | **340,900** | **566,700** |

**Projected variance to December 31st including Kin Pool, Swim to Survive and Aquatic/Beach Programs** **1,004,900**

**ATTACHMENT B**

# Nanaimo Aquatic Center

## COVID-19 Safe Operations

Created By: Kathy Gonzales Date: June 12, 2020

Reviewed By: Sheldon Weatherby Date: June 30, 2020

## Table of Contents – COVID-19 Procedures

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3.0 Staff Health and Hygiene ..... 5

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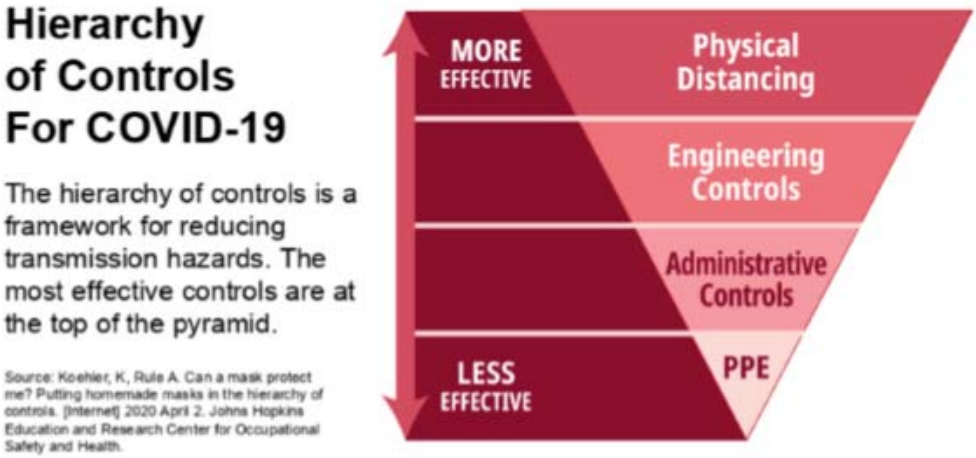
# 1.0 Introduction

City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this Exposure Control Plan (ECP) is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafe BC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations



# 2.0 Staff Training Plan

## Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

**Training Topics – from site safety plan**

1. Staff Safety (All staff)
    a. Site specific orientation Crew Talk - Site Safety Plan
    b. City Exposure Control Plan

2. Facility Admission & Access (All staff)
    a. Public procedures
    b. Front Desk Procedures
    c. Aquatic Programming

3. Building Schedules and Programming (All staff)
    a. Disinfection (All staff)
    b. Procedure and Video
    c. Facility Schedule
    d. Program Guidelines

4. First Aid Procedures (OFA First Aiders)
5. Aquatic Specific Training For Lifeguards Only
    a. Lifeguard Specific Safety Requirements
    b. Airway Management and Oxygen Therapy Training
    c. Lifesaving Instructor COVID Safety Training
    d. Rescue Ready Assessment
    e. In-water Rescue and Lifeguard Intervention Protocols
    f. Personal Protective Equipment Changes
    g. Public First Aid and Resuscitation Procedures

A recertification schedule will be provided to all staff identifying dates and times for recertification of required professional awards including: National Lifeguard Pool Certification, National Lifeguard Waterfront Certification, Water Safety Instructor, Lifesaving Instructor, and Cardio Pulmonary Resuscitation Level C.

All training must be documented and signed by both staff member and supervisor on the site specific orientation and/or Crew Talk.

# 3.0 Staff Health and Hygiene

## COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Staff are required to verbally declare to their supervisor that they are symptom-free at the start of their shift.

**Staff COVID-19 Self-Assessment**

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the BC CDC self-assessment tool or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

**Sick Workers**

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands and provided with a mask, and isolated. Ask the worker to go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact to.

Daily records are kept of staff who work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

## Hygiene

**Hand Hygiene**

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Being in contact with animals or pets
- Using shared equipment

- Providing routine care for customers needing assistance or first aid

**Face Masks**

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.
- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an on-going basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

**Personal Hygiene**

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

## Keeping Shared Spaces and Equipment Clean

List Facility Rooms and Spaces Here (i.e. offices, washrooms, pools, change rooms, meeting rooms, lunch rooms

1. Cashier Wicket
2. Front Office Break Room
3. Front Cash/Safe Room
4. Lobby
5. Lobby Bathrooms (Male/Female)
6. Fitness Gym
7. Public Changerooms (Male/Female/Universal)
8. Jack Little Rooms (A/B)
9. Café Space and Viewing Area
10. Coordinator's Offices (2)
11. Manager Office
12. Pool deck
13. Sauna
14. Steam Room

15. Waterslide Tower
16. Staff Change Rooms
17. Aquatic Staff Break Rooms
18. Head Guard Office
19. Staff Washrooms (2)
20. Lifeguard Office and Break Room
21. Deck First Aid Room
22. Water test and mechanical room
23. Custodial Storage Closets
24. Back Aquatic Storage Room
25. Facility Technician Office

Note: See the lease holder section for more information pertaining to The Swim and Fitness Shop, CBI Health Clinic, VIHA Health and Wellness Centre, and Happy Times Café kitchen area.

Use the same general directions for all spaces/rooms. Examples below

- Staff should arrive dressed in their work clothes or uniform.
- A maximum of one staff in the change room. Physical distancing must occur at all times.
- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are in the change room, adequate space must be between each staff member's items to encourage physical distancing.
- All belongings must be brought home at the end of each shift.
- Lockers must be emptied and disinfected at the end of each shift.

Shared Equipment – list examples of equipment here i.e. photocopiers, vacuums, floor machines, computers,

1. Computers and Keyboards
2. Telephones
3. Work Stations and Chairs
4. Photocopiers and Printers
5. Cleaning and Janitorial Supplies
6. Water testing equipment
7. Rescue Tubes
8. Specialized Rescue Equipment
9. Keys
10. Lockers
11. Tokens and Token Collection Equipment

12. Tables
13. Cash Drawers and Equipment
14. Binders
15. Stationary Supplies
16. Janitorial Carts and Equipment
17. Vacuums

- Personal equipment and tools should not be shared between employees or must disinfected between uses if sharing is unavoidable.
- Clean staff room table, telephones, keyboards, etc before and after each use.
- Do not share cups, glasses, utensils, fanny packs, etc.
- Avoid sharing common objects (e.g. pens).
- Uniforms and work clothes should be washed at the end of each shift.
- Avoid sharing uniforms

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## 4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the safe work procedures for Cleaning and Disinfecting and How to Clean and Disinfect Your Work Station.

### Personal Protection

The risk of exposure to cleaning staff is inherently low, however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

### Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Lockers and cubbies used by patrons/employees to store personal belongings are cleaned and disinfected between use.

Nanaimo Aquatics Centre has created a detailed cleaning log which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the guard room and the back of washroom and change room doors and are completed/signed off each time cleaning occurs.

## Chemicals Used for Disinfection/Cleaning

| Product | Application | Who can use | PPE | Dwell Time | Rinse | Equip. |
|---|---|---|---|---|---|---|
| **EP66** Disenfectant | Spray Bottle | All staff / gym patrons | Diluted no gloves for public Staff -gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| **EP66** Disenfectant | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose floor squeegie |
| **Perdiem** Cleaner | Spray Bottle | All Staff Contractors | Diluted no gloves for public Staff -gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| **Perdiem** Cleaner | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose floor squeegie |
| **Bleach 12%** | Foamer attached to a hose Spray Bottle Mop Bucket | All Staff | Resperator Gloves / Goggles Apron | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle Mop bucket Mop heads cleaned daily |
| **Ultra One Degreaser** | Foamer attached to a hose Spray Bottle | All Staff | Gloves | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle |
| **Oxivir Plus** Disenfectant Cleaner | Spray Bottle Mop Bucket | All Staff | Gloves | 15 minutes | Wash off | Spray bottle Mop bucket Mop heads cleaned daily |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Sustainable Earth ( SE ) SE 64 Neutral Cleaner** | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads cleaned daily |
| **Sustainable Earth ( SE )** SE 70 Washroom Cleaner | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads cleaned daily |
| **Sustainable Earth ( SE )** Glass Cleaner | Spray Bottle | Custodians | Gloves | None needed | Wipe off | Spray bottle<br>Paper Towel<br>Rags |
| **Sustainable Earth ( SE ) SE 71 Toilet cleaner non acid** | Ready to use container | Custodians | Gloves | None needed | Wipe off | Toilet Brush |
| **Staples Washroom Cleaner**<br><br>**Soap and Hot Water** | Spray Bottle<br>Mop bucket<br><br>Cloth<br>Squeegee<br>Scrub Brush | Custodians<br>AMW<br><br>Custodians<br>AMW | Gloves<br><br>Gloves | None needed | Wipe off<br>Wash off<br><br>Wash off | Spray bottle<br>Paper Towel<br>Rags<br><br>Rags<br>Mop Buckets |

| Room/Space | Product | High Touchpoints | Frequency: hourly daily, weekly, on demand, before and after use | Staff Responsible | Date and time | Staff Initials |
|---|---|---|---|---|---|---|
| **Offices and Work Stations** | Perdiem | Phones, keyboards, mice, desk tops, Counter Tops | Before and after use | All staff | | |
| **Washrooms and Change Rooms** | Perdiem<br><br>Staples Washroom Cleaner | Toilets, sinks, floors, paper towel holders, soap dispensers, door handles | Every two hours when facility is open to public and after facility closes | Custodians<br><br>Lifeguards | | |
| **Lobby** | Perdiem | Counter tops, door handles, benches | Every 30 minutes | Custodians<br><br>Clerks/Cashiers<br><br>Lifeguards | | |
| **Front Office Break room and Lifeguard Office Break Room** | Perdiem | Table, chairs, countertops soap dispenser | After use | All staff | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Front Office/Wicket** | Perdiem | Counter tops, photocopiers, printers, door handles | Every two hours when the facility is open and after the facility closes | Clerks/Cashiers<br><br>Custodians | | |
| **Jack Little Rooms (A/B)** | Perdiem | Counter tops, door handles, tables, chairs, flip charts | After Use and after the facility closes | Custodians | | |
| **Fitness Gym** | Perdiem | Machines, weights, door handles, seats | After Use and Every 2 hour hours while open<br><br>Additional Clean when Facility closes | Public Users<br><br>Lifeguards<br><br>Custodians<br><br>Gym Attendants | | |
| **Café Space and Viewing Area** | Perdiem | Table countertops, chairs, benches, door handles | After Use and Every 2 hour hours while open<br><br>Additional Clean when Facility closes | Café Owners<br><br>Custodians<br><br>Lifeguards | | |
| **Sauna, Steam Room, Hot Tub, Waterslide Tower** | Perdiem | Hand rails, seats, door handles, shower buttons, floors | Every 2 hour hours while open<br><br>Additional Clean when Facility closes | Custodians<br><br>Lifeguards<br><br>Facility Technicians | | |
| **Pool Deck Area** | | Hand rails, seats, floors | Midday and after facility Closes | Custodians and Lifeguards | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **First Aid Room** | Perdiem | Counter tops, door handles, bedding, equipment | Once a day and after every use | Lifeguards | | |
| **Water Testing and Mechanical Room and Aquatic Back Storage Room** | Perdiem | Counter tops, door handles, stair rails, | Once a day | Custodian | | |
| **Custodial Storage Rooms** | Perdiem | Door handles | Every 2 hours | Custodians | | |
| **Air Handling Space** | Perdiem | Stair Rail | After Use | All Staff | | |

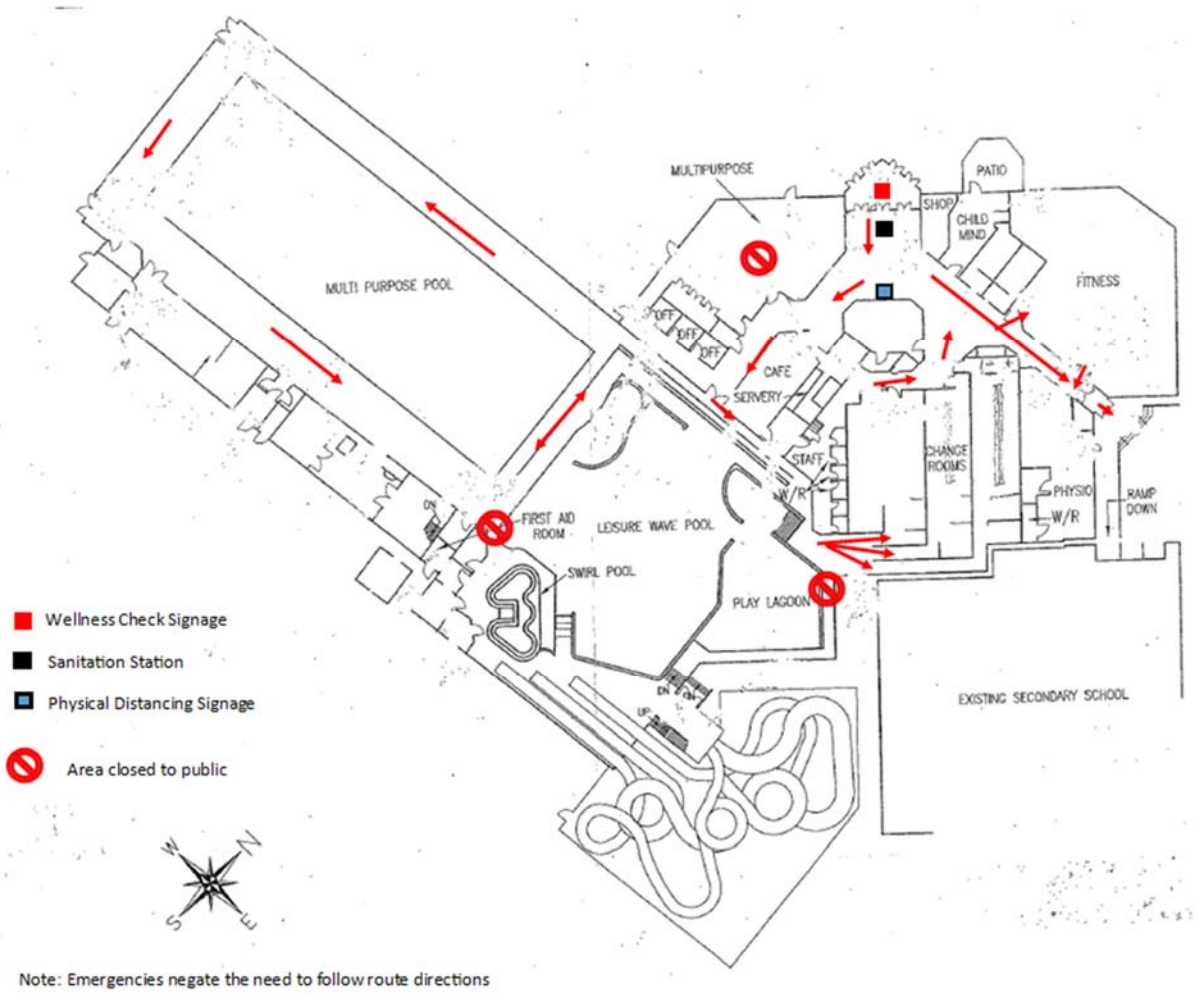
# 5.0 Facility Information

## Facility Access, Egress and Traffic Flow

Nanaimo Aquatic Center is implementing the following facility admission protocols:

1. At the entrance, signs are installed to inform patrons that:
    a. Patrons must not enter if they are diagnosed with, suspect they have, or if they have any of the known COVID-19 symptoms.
    b. Patrons must maintain physical distance of 2 meters from other patrons and staff
    c. Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility.
2. Upon admission to Nanaimo Aquatic Center, all employees and members of the public will immediately wash their hands with soap and water or use hand sanitizer (70% alcohol or higher) for at least 20 seconds.
3. Employees will complete the BC COVID-19 Self-Assessment Tool prior to the start of their shift
4. Employees located at the front desk are protected by a plexiglass barrier.
5. Employees should wear gloves while handling cash, payment machines and locker tokens.
6. A reservation system and rental/program time limitations are in place to avoid crowd gathering and wait times.
7. Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
8. Signage, floor markings and barriers are installed to guide patrons in and out of the building.
9. Physical markers are installed on the lobby floor and throughout the facility which indicate two meter physical distancing for patrons waiting in line.
10. Signage and barriers are installed in the change rooms to encourage physical distancing.
11. Lockers are spaced out to encourage physical distancing.
12. Occupancy limits will be posted for all public and staff spaces.
13. Public visitors are prohibited in staff areas. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
14. Allow time for staff shift changeover to minimize group gathering in staff areas.

## Facility Floor Plans




Note: Emergencies negate the need to follow route directions

## Occupancy Limits – Public and Staff Spaces

| Public Spaces | Maximum Occupancy |
|---|---|
| Lobby | 20 |
| Fitness Gym | 20 |
| Lobby Washrooms (2) | 2 |
| Cashier Wicket | 4 |
| Jack Little A | 24* |
| Jack Little B | 34* |
| Café Area | 24 |
| Women's Change Room | 10 |
| Men's Change Room | 9 |
| Universal Change Room | 10 |
| Leisure Pool | 45 |
| Main Pool | 100 |
| Hot Tub | 5 |
| Sauna | 3 |
| Steam Room | 5 |
| Deck Washroom (2) | 1 |
| Slide Tower Platforms (2) | 2 |
| Waterslides (3) | 1 |

| Staff Spaces | Maximum Occupancy* |
|---|---|
| **Cashier Wicket** | **4** |
| **Offices (3)** | **2** |
| **Head Guard Office** | **2** |
| **Lifeguard Staff Room** | **4** |
| **Staff Change Rooms (2)** | **2** |
| **Staff Washrooms (2)** | **1** |
| **First Aid Room** | **3** |
| **Deck Equipment Room** | **1** |
| **Mechanical Upstairs** | **3** |
| **Mechanical Downstairs** | **4** |

*calculated based on stationary activity. Reduce to 16 (Rm A) and 22 (Rm B) if physical activity occurring.

- The City's occupancies comply with all Provincial Health Orders as directed by the Public Health Officer (PHO). Facilities will continue to be monitored and occupancies adjusted as needed based on health information and facility activity.
- Facilities capacities are based on the size of the space used by patrons and staff to ensure physical distancing can be maintained.
- Staff spaces can have higher occupancy if a mask is worn where 2m physical distancing cannot be maintained

# 6.0 Service Delivery

## Aquatic Program Delivery

### General

1. Bather loads are reduced to allow appropriate physical distancing.
2. Signage installed at the entrance to inform patrons that:
    a. Users should not spit, urinate, or blow their nose in the water
    b. People at higher risk of COVID-19 should not participate in programmed activities.
    c. Water fountains are unavailable, bring filled bottles from home.
    d. Use of goggles is encouraged to avoid mucus contamination
    e. Snorkels are prohibited.
3. Patrons requiring assistance to enter and exit the pool are encouraged to receive assistance from a family member if needed

### Patron Equipment

1. Only essential equipment (e.g. PFDs) will be available for use during the initial opening.
2. Shared equipment will be disinfected between uses.

### Aquatic Programs

1. Program ratios will be reduced to maintain physical distancing.
    a. Aquatic Fitness Classes – Maximum 24 people per class for Main Pool and 15 people per class for leisure pool.
    b. Swimming Lessons – Maximum 4 people per class. To be evaluated regularly.
    c. Advanced Aquatic Classes – Maximum 10 people per class. To be evaluated regularly.
2. A pre and post-meeting area will be established for swimming lessons
    a. Parent supervision is required while children are in the pre/post-meeting area
    b. Participants must arrive in their swimming suit prepared for lessons.
    c. Parents of children in levels up to Swim Kids 3 will be required to participate in the water with their child.
    d. Parents for children in SK 4 and above will not be able to attend on deck
    e. Instructor will meet the participant(s) at the meeting area and return them following the lesson

f. Instructor will lead the participants to the on-deck shower prior to their lesson
g. Instructor will remain on deck for all instruction, unless an emergency requires entry.
h. Instructor will escort the participant(s) back to the meeting area
i. Participants must shower and change at home.

3. Advanced Aquatics s

**Lane Swimming**

1. To maintain physical distancing a maximum of 6 people, not of the same household, may swim together in a single lane, and up to 12 people in a double lane.
2. Lane swimmers will be required to follow proper lane swimming etiquette, including swimming on one side of the lane and down the other.
3. Swimmers requiring longer rest periods between swims must move to the side of the lane or exit the pool to rest to avoid preventing physical distancing requirements.
4. No facility-owned, shared equipment (ie. Kickboards, fins, pull buoys) will be available but swimmers may bring their own.

**Recreational Swimming**

1. Bather loads will be reduced to allow for physical distancing requirements
2. All patrons must follow physical distancing (2m) measure unless they are a family unit
3. No unnecessary shared equipment will be available,
4. Waves will not be available.

**Group Rentals**

1. All rentals will be required to book space in advance.
2. Groups with more than 7 people will be required to provide a COVID-19 Safety Plan identifying how the group will follow COVID-19 safety guidelines outlined by the PHO.

**Diving Boards**

1. Markers are installed on the floor to indicated 2m physical distancing.
2. Touch points such as the handles will be disinfected every 3 hours.

**Sauna, Steam Room, and Hot Tub**

1. Sauna, steam room, and hot tub will be unavailable until further notice. Their introduction will be evaluated ongoing.

**Water Features, Waves, and Waterslide**

1. Spray features, waves, and waterslides will not be available during initial opening to assist with maintaining physical distancing.

**Consent Forms**

1. All participants must complete a Program Participation Consent form prior to attending and participating in Aquatic Programs

## Facility Allocations

**Rental – Community Group/Private Groups**

1. All renters must provide a written request for facilities to the City's allocation clerk using the aquatic facility request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Contracts must be paid in full prior to the booking taking place.
5. User groups are asked to arrive no sooner than 15 minutes prior to the start of their rental time.
6. All user groups must provide a COVID operating plan to the City of Nanaimo prior to their booking.
7. Facility renters must comply with all health authority directives and orders.
8. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
9. All renters must provide the City of Nanaimo with insurance naming the City of Nanaimo as co-insured.
10. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and may lose booking privileges on a temporary basis.
11. Contracts are subject to change based on provincial health directives and orders.

**Aquatic Leases and Facility Use Agreements**

1. Lease holder must comply with all City of Nanaimo procedures and protocols pertaining to facility use and disinfecting within their areas.

2. Lease holders that operate in City of Beban Park P received rent forgiveness as a result of facility closures due to the COVID 19 pandemic. This will remain in effect until such a time that service and operations can resume.
3. All lease holders are required follow the directives/orders outlined by the Provincial and local health authorities.
4. Lease holders may be required to provide a COVID operating plan for their operations in the Aquatic Center.

## Operating Schedules

Tentative Nanaimo Aquatic Centre Schedule – September to December 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|
| Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up |
| Leisure and Lengths (6:30-9:45am) Therapy Aquafit 8:30-9:15am | Leisure, Lengths, and Rentals (6:30-10am) | Leisure and Lengths (6:30-9:45am) Therapy Aquafit 8:30-9:15am | Leisure, Lengths, and Rentals (6:30-10am) | Leisure and Lengths (6:30-9:45am) Therapy Aquafit 8:30-9:15am | Leisure, Lengths, and Rentals (6:30-11:30am) | 50 M Leisure and Lengths (6:30-12:30am) |
| 9:45-10:15 CLEAN | 10:00-10:30 CLEAN | 9:45-10:15 CLEAN | 10:00-10:30 CLEAN | 9:45-10:15 CLEAN | 11:30-12:00 CLEAN | 12:30-1:00 CLEAN |
| Leisure and Lengths (10:15-3:15pm) | Leisure and Lengths (10:30-3:45) | Leisure and Lengths (10:15-3:15pm) | Leisure and Lengths (10:30-3:45) | Leisure and Lengths (10:15-3:15pm) | Family Swimming (12:00-7:30pm) | Lessons and 50M Rentals (1:00-4:00pm) |
| 3:15-3:45 CLEAN | 3:45-4:15 CLEAN | 3:15-3:45 CLEAN | 3:45-4:15 CLEAN | 3:15-3:45 CLEAN | | |
| Lessons and Rental (3:15-7:30pm) | Leisure and Lengths (4:15-7:30pm) Aquafit 5:45-6:30pm | Lessons and Rental (3:15-7:30pm) | Leisure and Lengths (4:15-7:30pm) Aquafit 5:45-6:30pm | Lessons and Rental (3:15-7:30pm) | | Family Swimming (4:15-7:30pm) |
| Cleaning and Closing | Cleaning and Closing | Cleaning and Closing | Cleaning and Closing | Cleaning and Closing | Cleaning and Closing | Cleaning and Closing |

- Schedule is subject to change
- Regular cleaning surface cleaning will occur throughout the day with schedule change room closures identified above.

Operations from 6:30am-8:00pm daily.

# 7.0 Public Communication

## Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're Here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

## Applying the Guidelines

1. Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
2. Educate patrons concerning one-way traffic measures around the facility.
3. Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
4. Educate patrons about not sharing personal equipment such as water bottles, towels, goggles, etc.
5. Staff working directly with the public should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
6. Staff are to maintain physical distancing when providing information to other team members.
7. Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.

Below is a communication that can be provided to facility users prior to their session, ideally at the time of booking.  Other booking communications will be provided to facility renters.

**Preventative Measure Information for Aquatic Users and Program Participants**

The City of Nanaimo is pleased to have Nanaimo Aquatic Center open to the community. The health and safety of City of Nanaimo employees and the public remains the highest priority as facilities reopen and begin providing services again. Please note, there are many changes to availability, facility access, activities, and more. These changes have been implemented to meet health guidelines and to ensure a safe environment.

**General Information**

1. Please follow the direction of facility staff and posted signage while using the facility.
2. All participants are required to follow all safety measures while using the facility.
3. Participants are asked to arrive no earlier than 15mins prior to their swim session.
4. All swim sessions must be reserved in advance and drop-in participation will not permitted during initial phases.
5. Pool time is available in a one hour block of time with access to the change room 10 minutes prior and 15 minutes following the swim block.
6. Where possible, participants are asked to arrive in their bathing suits and to shower at home after swimming.
7. All participants must shower prior to entering the pool.
8. No more than 10 participants are permitted in each change room and participants are asked to limit the materials they bring with them.
9. No more than 4 people permitted in each lane, unless they are members of the same household.
10. Please maintain physical distancing at all times and leave the facility as quickly as possible following your session.
11. Please bring your own filled water bottle for the session if needed as water fountains may not be available.
12. If you are unsure of what to do or where to go please speak to staff as they are here to help.

**Facility Information**

1. Sauna, Steam Room, Hot Tub and waterslides will remain closed during initial phases.
2. Waves and spray features will not be available during initial phases.
3. Bleachers will remain closed.
4. Entrance to the change room from the lobby will be through the café-side deck doors.
5. One way signage will be posted in the change rooms.

**Health and Safety Protocols**

1. Stay home if you're sick.
2. Please maintain physical distancing (2m.) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.
5. Please refrain from spitting or blowing your nose while on the pool deck.

**Spectators**

1. To control the number of people in the facility and to reduce the chance of group gathering spectators are not permitted in the facility.
2. Please avoid gathering in groups outside the facility.

**Equipment**

1. Non-essential shared equipment will not be available (i.e. Flippers, Pull Buoys, flutter boards)
2. PFD's will be available and disinfected after use.

**Drop off and Pick Up**

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, ambassador, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

**Exiting Facility**

1. Please leave the facility as soon as possible after the session has ended.
2. Please exit the change rooms through the lobby door and immediately out the side entrance closest to the high school.

# 8.0 First Aid Procedures

## Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical center or home. The isolation space has been designated as First Aid Room on the pool deck. Ambulance access is available and EMS should be directed to the south-east side of the facility near the NDSS artificial turf.

## Lifeguard Personal Protective Equipment

Lifeguards require additional personal protective equipment (PPE) for use in first aid scenarios and to reduce the risk of exposure. Below is a list of the PPE requirements for lifeguards:

1. **Surgical Mask (3 layered):** Reduce transmission of aerosol by 50% and protects the wearer from contracting aerosol route infection from others by 70-80%. Surgical masks must be dry to be effective. Surgical masks and other face covers are prohibited in the water.
2. **Eye Protection:** Face shields or protective goggles prevent virus exposure to the mucous membrane of the eye. Protective goggles must fit the user's facial features and be compatible with respiratory protection. Eye protection must be disinfected between used. Also note, corrective lenses and safety glasses are not approved PPE for first aid and must not be used in first aid scenarios.
3. **Hand Protection:** Non-latex medical examination gloves. Be sure to follow proper hand washing techniques after use.
4. **Body Protection:** Long-sleeved water-resistant gowns should be used when performing high-risk first aid treatment.
5. **Bag-Valve-Mask (BVM) with Viral Filter:** The viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of the virus spreading during ventilations. Viral filters must remain dry and in their original packaging to be effective.
6. **Pocket Mask with Viral Filter:** The viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of the virus spreading during ventilations. Viral filters must remain dry and in their original packaging to be effective. Only to be used in scenarios where additional support for BVM is delayed.

Each lifeguard will carry on their person, in a fanny pack, first contact PPE that includes disposable gloves, surgical masks (2), hand sanitizer, and a pen for personal use. The gloves and masks will be stored in a resealable bag to avoid getting wet. Additionally, each focal point and the first aid room will have a dry storage container that includes PPE for rescuers (4), victim (2), and bystander (1), along with resuscitation equipment (BVM with viral filter), hand sanitizer, and disinfection wipes.

Properly discard all protective equipment after the rescue and wash hands prior to continuing with other duties.

## First Aid Protocols for the Public

Providing first aid to the public will be required in the course of work. Due to the aerosol nature of COVID-19 as an aerosol transmitted pathogen, first aid protocols have been classified low-risk or high-risk. High-risk protocols include all treatments that generate aerosols including:

- Chest compressions
- Ventilations
- High-flow oxygen administration (greater than 5 l.p.m)
- Abdominal trusts and back blows

For every first aid scenario assess whether the situation requires contact or can be completed through non-contact efforts such as guiding the victim through self-treatment or with bystander support from a family member (ie. Parent cleans and dresses their child's wound).

When administering first aid lifeguards should apply the following principles to help reduce the risk of disease transmission:

1. Where possible avoid direct contact with the victim and maintain physical distancing measure.
2. If physical distancing cannot be maintained both the victim and the rescuer must don a facemask and additional PPE outlined below.
3. Put on gloves and all identified PPE for every first aid intervention, even non-contact assessments and treatment.
4. Minimize the number of staff in contact with the victim.

Additionally, the use of high-flow oxygen should be reserved for:

- Victims in need of resuscitation
- Children and infant victims
- Drowning victims

## Lifeguard Rescue Matrix for PPE

| Non-Contact | Direct Contact | |
|---|---|---|
| **LOW-RISK**<br>2m Physical distancing is maintained between the rescuer and the victim | **LOW-RISK**<br>• Non-aerosol generating treatment<br>• 2m physical distancing will compromise victim outcome | **HIGH-RISK**<br>• Aerosol generating treatment<br>• 2m physical distancing will compromise victim outcome |
| **RESCUER**<br>Face shield/goggles, gloves, surgical mask<br><br>**VICTIM**<br>Surgical mask | **RESCUER**<br>Face shield/goggles, gloves, surgical mask<br><br>**VICTIM**<br>Surgical mask | **RESCUER**<br>Face shield/goggles, gloves, surgical mask, gown<br><br>**VICTIM**<br>BVM with viral filter and continuous seal<br><br>OR<br>Pocket Mask with viral filter and continuous seal<br><br>OR<br>Non-rebreather face mask with supplemental oxygen and open airway<br><br>OR<br>Surgical Mask (Compression-only CPR) |

## Compression-Only CPR

While waiting for equipment, compression-only CPR may be utilized if there is no history of drowning. Lifeguard must don his or her gloves, place a cloth covering over the victim's mouth, and begin compressions. Once BVM and AED arrives, resuscitation efforts can resume with bagged breaths.

## In-Water Rescues

Drowning is considered a "special circumstance" where ventilations should be prioritized to positively affect victim outcome. Due to the risk transmission, in-water ventilations should NOT be performed. For an in-water rescue lifeguards should:

- Remove face covering prior to entering the water.
- Approach the victim in a manner to avoid face-to-face contact.

- Remove the victim from the water at the focal point or closest point of removal where additional staff have donned PPE to take over the rescue. If additional staff not available, first lifeguard will don
- Once the victim is removed and transferred to PPE donned lifeguards, first lifeguard immediate removes clothing, shower with soap and water, and wash their uniform (bag it in sealed garbage bag if washing is not available) prior to returning to the rescue or other duties.
- Disinfect all rescue equipment used.

## First Aid and Resuscitation Guidelines for COVID-19

The following guidelines break down the first and resuscitation guidelines for COVID-19:

**Scene Assessment**

- Maintain physical distancing (2m) where possible
- Collect information about the health status of the victim with regards to COVID-19
    - This information must be communicated to EMS to allow for optimal treatment of the victim
    - This information must also be collected from the victim's caregiver, bystander, and rescuers

**Primary Assessment**

- Maintain physical distancing (2m) where possible.
- Determine if the victim's condition requires the lifeguard to make direct contact (see decision tree below)
    - Alternative options may include victim's caregiver or family member administering first aid treatment with lifeguard direction.
    - Don the PPE to the appropriate level of victim contact and first aid treatment required.
- Provide care as needed
- When the victim's history indicates positive or suspected COVID-19, inform EMS.

**Secondary Assessment**

- Maintain physical distancing (2M) where possible
    - Only take vital signs that can be observed from a distance (i.e. skin colour, visual breathing check) or are required for victim decision (i.e. skin temp of a possible heat stroke victim).

**Post Rescue Process**

- Take care to remove and dispose of PPE in a safe manner.
- Disinfect all surfaces that may have come into contact with the victim or rescuer during treatment
- Where required, practice personal decontamination (i.e. removing clothing, showering with soap and water, donning new clean uniform, and washing used uniform)

First Aid Protocols have been updated by Worksafe BC and the following apply:

# OFAA protocols during the COVID-19 pandemic

## A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
   - What are the circumstances surrounding the call for assistance?
   - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
   - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
   - Is anyone sick or in self-isolation in your household?
   - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
   - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
   - If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).
4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
   - Face shield or surgical-type mask
   - Pocket mask
   - Gloves
   - Coveralls (disposable or washable)
   - Apron or lab coat
   - Glasses or goggles

   Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.
5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly.

   If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.



WorkSafeBC

## Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

## Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any, critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

## Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

Documents referenced in the creation of the Nanaimo Aquatic Center Site Safety Plan include:

a) BC's Restart Plan Next Steps to move BC through the Pandemic
b) Work Safe BC
c) British Columbia Recreation and Parks Association (BCRPA) – Guidelines for Restarting Operations
d) viaSPORT British Columbia - Return to Sport Guidelines for BC
e) BC Centre for Disease Control
f) Regional Health Authority Guidelines for Swimming Pools V.1
g) Lifesaving Society BC & Yukon Guidelines for Reopening BC's Pools and Waterfronts
h) Recreation Facilities Association or BC (RFABC) /BC Reacreation and Parks Association (BCRPA) COVID-19 Considerations for Restarting Swimming Pools
i) Swim BC Guidelines for Swimming

**ATTACHMENT C**

CITY OF NANAIMO
THE HARBOUR CITY

# Beban Park Pool

# COVID-19 Safe Operations

Created By: Kathy Gonzales Date: June 30, 2020

Reviewed By: Sheldon Weatherby Date: June 30, 2020

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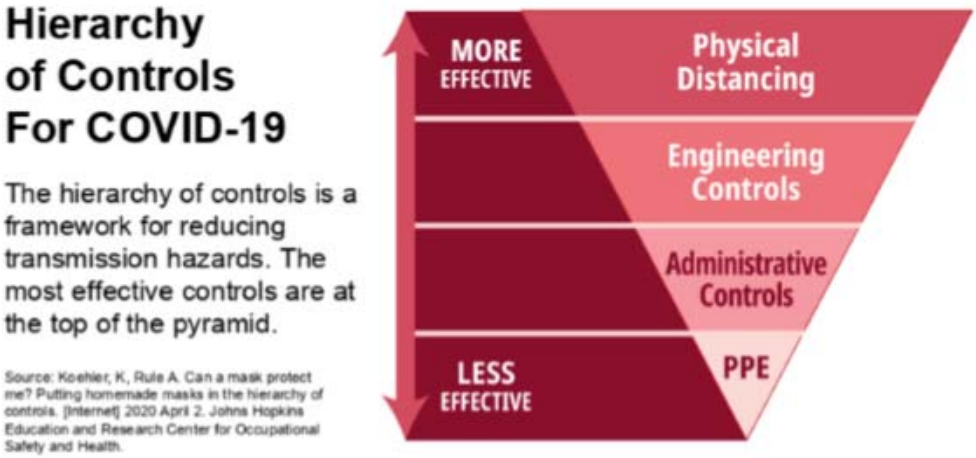
# 1.0 Introduction

City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this Exposure Control Plan (ECP) is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafe BC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations



# 2.0 Staff Training Plan

## Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

**Training Topics – from site safety plan**

1. Staff Safety (All staff)
    a. Site specific orientation Crew Talk - Site Safety Plan
    b. City Exposure Control Plan

2. Facility Admission & Access (All staff)
    a. Public procedures
    b. Front Desk Procedures
    c. Aquatic Programming

3. Building Schedules and Programming (All staff)
    a. Disinfection (All staff)
    b. Procedure and Video
    c. Facility Schedule
    d. Program Guidelines

4. First Aid Procedures (OFA First Aiders)
5. Aquatic Specific Training For Lifeguards Only
    a. Lifeguard Specific Safety Requirements
    b. Airway Management and Oxygen Therapy Training
    c. Lifesaving Instructor COVID Safety Training
    d. Rescue Ready Assessment
    e. In-water Rescue and Lifeguard Intervention Protocols
    f. Personal Protective Equipment Changes
    g. Public First Aid and Resuscitation Procedures

A recertification schedule will be provided to all staff identifying dates and times for recertification of required professional awards including: National Lifeguard Pool Certification, National Lifeguard Waterfront Certification, Water Safety Instructor, Lifesaving Instructor, and Cardio Pulmonary Resuscitation Level C.

All training must be documented and signed by both staff member and supervisor on the site specific orientation and/or Crew Talk.

# 3.0 Staff Health and Hygiene

## COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

Staff are required to verbally declare to their supervisor that they are symptom-free at the start of their shift.

**Staff COVID-19 Self-Assessment**

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the BC CDC self-assessment tool or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

**Sick Workers**

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands and provided with a mask, and isolated. Ask the worker to go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact to.

Daily records are kept of staff who work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

## Hygiene

**Hand Hygiene**

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Being in contact with animals or pets
- Using shared equipment

- Providing routine care for customers needing assistance or first aid

**Face Masks**

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.
- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an on-going basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

**Personal Hygiene**

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

## Keeping Shared Spaces and Equipment Clean

List Facility Rooms and Spaces Here (i.e. offices, washrooms, pools, change rooms, meeting rooms, lunch rooms

1. Cashier Wicket
2. Staff Break Room
3. Front Cash/Safe Room
4. Lobby
5. Lobby Bathrooms
6. Fitness Gym
7. Public Change rooms (Male/Female/Universal)
8. Café Space
9. Viewing Area
10. Coordinator's Offices (1)
11. Pool deck
12. Sauna
13. Steam Room
14. Waterslide Tower

15. Staff Change Rooms
16. Aquatic Staff Break Room
17. Staff Washrooms (2)
18. Lifeguard Office
19. Deck First Aid Room
20. Mechanical rooms
21. Custodial Storage Closets

Note: See the lease holder section for more information pertaining to the Café

Use the same general directions for all spaces/rooms. Examples below

- Staff should arrive dressed in their work clothes or uniform.
- A maximum of one staff in the change room. Physical distancing must occur at all times.
- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are in the change room, adequate space must be between each staff member's items to encourage physical distancing.
- All belongings must be brought home at the end of each shift.
- Lockers must be emptied and disinfected at the end of each shift.

Shared Equipment – list examples of equipment here i.e. photocopiers, vacuums, floor machines, computers,

1. Computers and Keyboards
2. Telephones
3. Work Stations and Chairs
4. Photocopiers and Printers
5. Cleaning and Janitorial Supplies
6. Water testing equipment
7. Rescue Tubes
8. Specialized Rescue Equipment
9. Keys
10. Lockers
11. Tokens and Token Collection Equipment
12. Tables
13. Cash Drawers and Equipment
14. Binders
15. Stationary Supplies
16. Janitorial Carts and Equipment
17. Vacuums

- Personal equipment and tools should not be shared between employees or must disinfected between uses if sharing is unavoidable.
- Clean staff room table, telephones, keyboards, etc before and after each use.
- Do not share cups, glasses, utensils, fanny packs, etc.
- Avoid sharing common objects (e.g. pens).
- Uniforms and work clothes should be washed at the end of each shift.
- Avoid sharing uniforms

## 4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the safe work procedures for Cleaning and Disinfecting and How to Clean and Disinfect Your Work Station.

### Personal Protection

The risk of exposure to cleaning staff is inherently low, however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

### Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Lockers and cubbies used by patrons/employees to store personal belongings are cleaned and disinfected between uses.

Beban Park Pool has created a detailed cleaning log which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the guard room and the back of washroom and change room doors and are completed/signed off each time cleaning occurs.

## Chemicals Used for Disinfection/Cleaning

| Product | Application | Who can use | PPE | Dwell Time | Rinse | Equip. |
|---|---|---|---|---|---|---|
| **EP66** Disenfectant | Spray Bottle | All staff / gym patrons | Diluted no gloves for public Staff -gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| **EP66** Disenfectant | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose floor squeegie |
| **Perdiem** Cleaner | Spray Bottle | All Staff Contractors | Diluted no gloves for public Staff -gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| **Perdiem** Cleaner | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose floor squeegie |
| **Bleach 12%** | Foamer attached to a hose Spray Bottle Mop Bucket | All Staff | Resperator Gloves / Goggles Apron | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle Mop bucket Mop heads cleaned daily |
| **Ultra One Degreaser** | Foamer attached to a hose Spray Bottle | All Staff | Gloves | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle |
| **Oxivir Plus** Disenfectant Cleaner | Spray Bottle Mop Bucket | All Staff | Gloves | 15 minutes | Wash off | Spray bottle Mop bucket Mop heads cleaned daily |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Sustainable Earth ( SE ) SE 64 Neutral Cleaner** | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads cleaned daily |
| **Sustainable Earth ( SE )** SE 70 Washroom Cleaner | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads cleaned daily |
| **Sustainable Earth ( SE )** Glass Cleaner | Spray Bottle | Custodians | Gloves | None needed | Wipe off | Spray bottle<br>Paper Towel<br>Rags |
| **Sustainable Earth ( SE ) SE 71 Toilet cleaner non acid** | Ready to use container | Custodians | Gloves | None needed | Wipe off | Toilet Brush |
| **Staples Washroom Cleaner**<br><br>**Soap and Hot Water** | Spray Bottle<br>Mop bucket<br><br>Cloth<br>Squeegee<br>Scrub Brush | Custodians<br>AMW<br><br>Custodians<br>AMW | Gloves<br><br>Gloves | None needed | Wipe off<br>Wash off<br><br>Wash off | Spray bottle<br>Paper Towel<br>Rags<br><br>Rags<br>Mop Buckets |

| Room/Space | Product | High Touchpoints | Frequency: hourly daily, weekly, on demand, before and after use | Staff Responsible | Date and time | Staff Initials |
|---|---|---|---|---|---|---|
| **Offices and Work Stations** | Perdiem | Phones, keyboards, mice, desk tops, Counter Tops | Before and after use | All staff | | |
| **Washrooms and Change Rooms** | Perdiem<br><br>Staples Washroom Cleaner | Toilets, sinks, floors, paper towel holders, soap dispensers, door handles | Every two hours when facility is open to public and after facility closes | Custodians<br><br>Lifeguards | | |
| **Lobby** | Perdiem | Counter tops, door handles, benches | Every 30 minutes | Custodians<br><br>Clerks/Cashiers<br><br>Lifeguards | | |
| **Front Office Break room and Lifeguard Office Break Room** | Perdiem | Table, chairs, countertops soap dispenser | After use | All staff | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Front Office/Wicket** | Perdiem | Counter tops, photocopiers, printers, door handles | Every two hours when the facility is open and after the facility closes | Clerks/Cashiers<br><br>Custodians | | |
| **Fitness Gym** | Perdiem | Machines, weights, door handles, seats | After Use and Every 2 hour hours while open<br><br>Additional Clean when Facility closes | Public Users<br><br>Lifeguards<br><br>Custodians<br><br>Gym Attendants | | |
| **Café Space and Viewing Area** | Perdiem | Table countertops, chairs, benches, door handles | After Use and Every 2 hour hours while open<br><br>Additional Clean when Facility closes | Café Owners<br><br>Custodians<br><br>Lifeguards | | |
| **Sauna, Steam Room, Hot Tub, Waterslide Tower** | Perdiem | Hand rails, seats, door handles, shower buttons, floors | Every 2 hour hours while open<br><br>Additional Clean when Facility closes | Custodians<br><br>Lifeguards<br><br>Facility Technicians | | |
| **Pool Deck Area** | | Hand rails, seats, floors | Midday and after facility Closes | Custodians and Lifeguards | | |
| **First Aid Room** | Perdiem | Counter tops, door handles, bedding, equipment | Once a day and after every use | Lifeguards | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Water Testing and Mechanical Room and Aquatic Back Storage Room** | Perdiem | Counter tops, door handles, stair rails, | Once a day | Custodian | | |
| **Custodial Storage Rooms** | Perdiem | Door handles | Every 2 hours | Custodians | | |

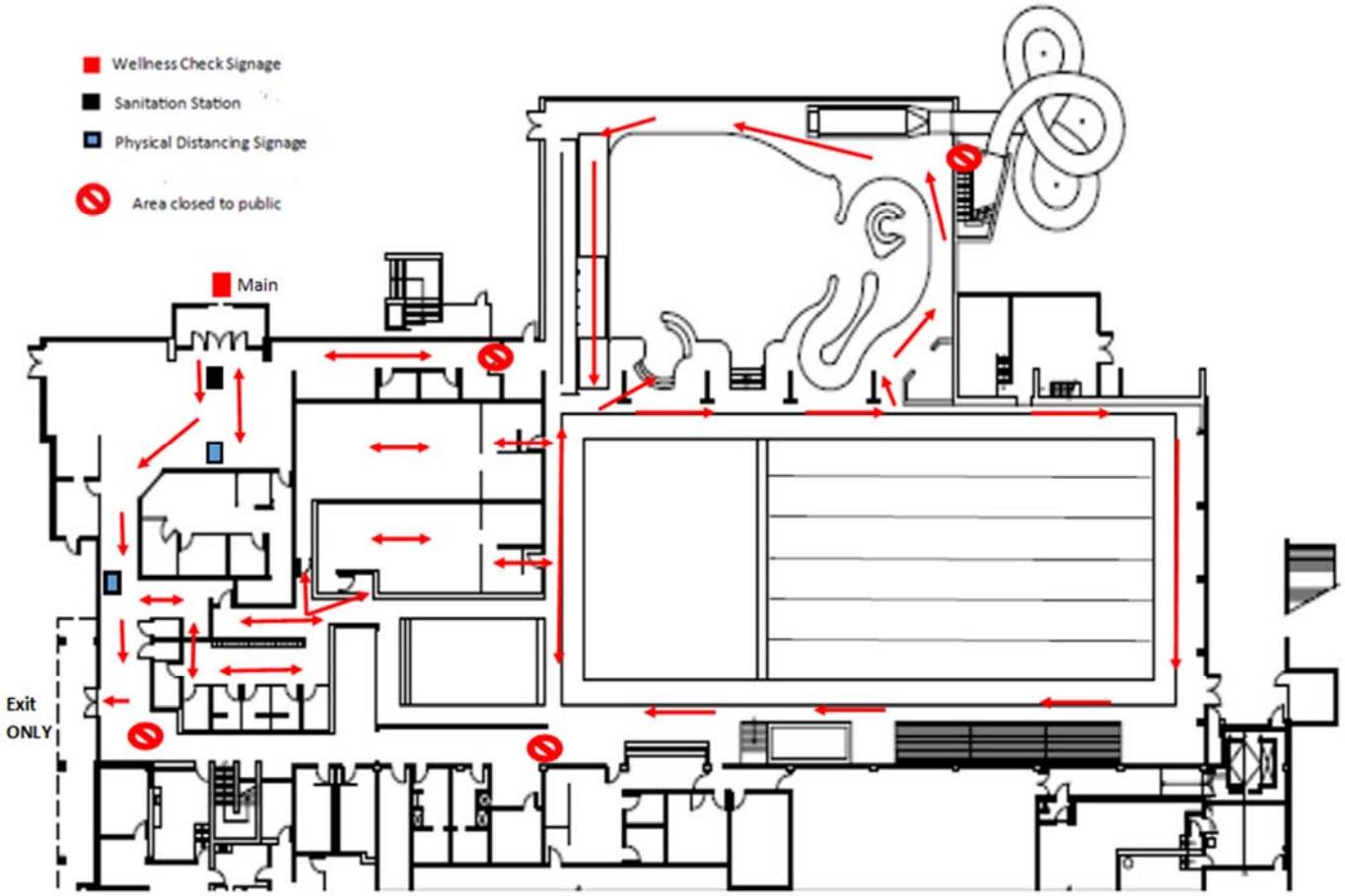
# 5.0 Facility Information

## Facility Access, Egress and Traffic Flow

Beban Park Pool is implementing the following facility admission protocols:

1. At the entrance, signs are installed to inform patrons that:
    a. Patrons must not enter if they are diagnosed with, suspect they have, or if they have any of the known COVID-19 symptoms.
    b. Patrons must maintain physical distance of 2 meters from other patrons and staff
    c. Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility.
2. Upon admission to the facility, all employees and members of the public will immediately wash their hands with soap and water or use hand sanitizer (70% alcohol or higher) for at least 20 seconds.
3. Employees will complete the BC COVID-19 Self-Assessment Tool prior to the start of their shift
4. Employees located at the front desk are protected by a plexiglass barrier.
5. Employees should wear gloves while handling cash, payment machines and locker tokens.
6. A reservation system and rental/program time limitations are in place to avoid crowd gathering and wait times.
7. Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
8. Signage, floor markings and barriers are installed to guide patrons in and out of the building.
9. Physical markers are installed on the lobby floor and throughout the facility which indicate two meter physical distancing for patrons waiting in line.
10. Signage and barriers are installed in the change rooms to encourage physical distancing.
11. Lockers are spaced out to encourage physical distancing.
12. Occupancy limits will be posted for all public and staff spaces.
13. Public visitors are prohibited in staff areas. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
14. Allow time for staff shift changeover to minimize group gathering in staff areas.

## Facility Floor Plans




**Note: Plan subject to change and emergencies and evacuation negate the need to follow traffic flow plans.**

## Occupancy Limits – Public and Staff Spaces

| Public Spaces | Maximum Occupancy |
|---|---|
| Lobby | 10 |
| Fitness Gym | 10 |
| Lobby Washrooms (2) | 2 |
| Café Area | 6 |
| Women's Change Room | 10 |
| Men's Change Room | 8 |
| Universal Change Room | 5 |
| Leisure Pool | 35 |
| Main Pool | 66 |
| Hot Tub | 2 |
| Sauna | 3 |
| Steam Room | 3 |
| Slide Tower Platform | 2 |
| Waterslide | 1 |

| Staff Spaces | Maximum Occupancy* |
|---|---|
| Cashier Wicket | 4 |
| Offices | 2 |
| Lifeguard Staff Room | 4 |
| Staff Change Rooms (2) | 2 |
| First Aid Room | 3 |
| Deck Equipment Room | 1 |
| Mechanical Main | 3 |
| Mechanical Downstairs | 4 |

*calculated based on VIA Sport Model and unique facility designs.

The City's occupancies comply with all Provincial Health Orders as directed by the Public Health Officer (PHO). Facilities will continue to be monitored and occupancies adjusted as needed based on health information and facility activity.

- Facilities capacities are based on the size of the space used by patrons and staff to ensure physical distancing can be maintained.
- Staff spaces can have higher occupancy if a mask is worn where 2m physical distancing cannot be maintained

# 6.0 Service Delivery

## Aquatic Program Delivery

### General

1. Bather loads are reduced to allow appropriate physical distancing.
2. Signage installed at the entrance to inform patrons that:
    a. Users should not spit, urinate, or blow their nose in the water
    b. People at higher risk of COVID-19 should not participate in programmed activities.
    c. Water fountains are unavailable, bring filled bottles from home.
    d. Use of goggles is encouraged to avoid mucus contamination
    e. Snorkels are prohibited.
3. Patrons requiring assistance to enter and exit the pool are encouraged to receive assistance from a family member if needed

### Patron Equipment

1. Only essential equipment (e.g. PFDs) will be available for use during the initial opening.
2. Shared equipment will be disinfected between uses.

### Aquatic Programs

1. Program ratios will be reduced to maintain physical distancing.
    a. Aquatic Fitness Classes – Maximum 24 people per class for Main Pool and 15 people per class for leisure pool.
    b. Swimming Lessons – Maximum 4 people per class
    c. Advanced Aquatic Classes – Maximum 10 people per class. To be evaluated regularly.
2. A pre and post-meeting area will be established for swimming lessons
    a. Parent supervision is required while children are in the pre/post-meeting area
    b. Participants must arrive in their swimming suit prepared for lessons.
    c. Parents of children in levels up to Swim Kids 3 will be required to participate in the water with their child.
    d. Parents for children in SK 4 and above will not be able to attend on deck
    e. Instructor will meet the participant(s) at the meeting area and return them following the lesson
    f. Instructor will lead the participants to the on-deck shower prior to their lesson

g. Instructor will remain on deck for all instruction, unless an emergency requires entry.
h. Instructor will escort the participant(s) back to the meeting area
i. Participants must shower and change at home.

3. Advanced Aquatics s

**Lane Swimming**

1. To maintain physical distancing a maximum of 6 people, not of the same household, may swim together in a single lane, and up to 12 people in a double lane.
2. Lane swimmers will be required to follow proper lane swimming etiquette, including swimming on one side of the lane and down the other.
3. Swimmers requiring longer rest periods between swims must move to the side of the lane or exit the pool to rest to avoid preventing physical distancing requirements.
4. No facility-owned, shared equipment (ie. Kickboards, fins, pull buoys) will be available but swimmers may bring their own.

**Recreational Swimming**

1. Bather loads will be reduced to allow for physical distancing requirements
2. All patrons must follow physical distancing (2m) measure unless they are a family unit.
3. No unnecessary shared equipment will be available,

**Group Rentals**

1. All rentals will be required to book space in advance.
2. Groups with more than 7 people will be required to provide a COVID-19 Safety Plan identifying how the group will follow COVID-19 safety guidelines outlined by the PHO.

**Diving Boards**

1. Markers are installed on the floor to indicated 2m physical distancing.
2. Touch points such as the handles will be disinfected every 3 hours.

**Sauna, Steam Room, and Hot Tub**

1. Sauna, steam room, and hot tub will be unavailable during initial phase of reopening. Their introduction will be evaluated.

**Water Features, Waves, and Waterslide**

1. Spray features, waves, and waterslides will not be available during initial opening to assist with maintaining physical distancing. Their introduction will be evaluated ongoing.

**Consent Forms**

1. All participants must complete a Program Participation Consent form prior to attending and participating in Aquatic Programs

## Facility Allocations

**Rental – Community Group/Private Groups**

1. All renters must provide a written request for facilities to the City's allocation clerk using the aquatic facility request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Contracts must be paid in full prior to the booking taking place.
5. User groups are asked to arrive no sooner than 15 minutes prior to the start of their rental time.
6. All user groups must provide a COVID operating plan to the City of Nanaimo prior to their booking.
7. Facility renters must comply with all health authority directives and orders.
8. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
9. All renters must provide the City of Nanaimo with insurance naming the City of Nanaimo as co-insured.
10. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and may lose booking privileges on a temporary basis.
11. Contracts are subject to change based on provincial health directives and orders.

**Aquatic Leases and Facility Use Agreements**

1. Lease holder must comply with all City of Nanaimo procedures and protocols pertaining to facility use and disinfecting within their areas.
2. Lease holders that operate in City of Beban Park Pool received rent forgiveness as a result of facility closures due to the COVID 19 pandemic. This will remain in effect until such a time that service and operations can resume.

3. All lease holders are required follow the directives/orders outlined by the Provincial and local health authorities.
4. Lease holders may be required to provide a COVID operating plan for their operations in the facility.

## Operating Schedules

Tentative Beban Park Pool Schedule – September to December 2020

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---|---|---|---|---|---|---|
| Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up | Staff Set Up |
| Lengths and Leisure (6:30am-2:30pm)<br>Aquafit 12:00-1:00pm | Rentals (6:30-10:30am)<br>Aquafit 8:45-9:45am | Lengths and Leisure (6:30am-2:30pm)<br>Aquafit 12:00-1:00pm | Rentals (6:30-10:30am)<br>Aquafit 8:45-9:45am | Lengths and Leisure (6:30am-2:30pm)<br>Aquafit 12:00-1:00pm | Lessons (7am-12pm) | Lengths and Leisure (6:30am-12:00)<br>Aquafit 9:15-10:15am |
| | Clean 10:30-11am | | Clean 10:30-11am | | Clean 12-12:30pm | Clean 12-12:30pm |
| Clean 2:30-3pm | Lengths and Leisure (11:00-7:00pm) | Clean 2:30-3pm | Lengths and Leisure (11:00-7:00pm) | Clean 2:30-3pm | Lengths and Leisure (12:30-7pm)<br>Aquafit 1:45-2:45pm | Family Swim 12:30-7:00pm |
| Rentals<br>Aquafit 5:30-6:30p | | Rentals<br>Aquafit 5:30-6:30p | | Rentals<br>Aquafit 5:30-6:30p | | |
| Clean/Close | Clean/Close | Clean/Close | Clean/Close | Clean/Close | Clean/Close | Clean/Close |

- Schedule is subject to change
- Regular cleaning surface cleaning will occur throughout the day with schedule change room closures identified above.

Operations from 6:00am-7:30pm daily.

# 7.0 Public Communication

## Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're Here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

## Applying the Guidelines

1. Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
2. Educate patrons concerning one-way traffic measures around the facility.
3. Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
4. Educate patrons about not sharing personal equipment such as water bottles, towels, goggles, etc.
5. Staff working directly with the public should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
6. Staff are to maintain physical distancing when providing information to other team members.
7. Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.

Below is a sample communication that can be provided to facility users prior to their session, ideally at the time of booking. Other booking communications will be provided to facility renters.

**Preventative Measure Information for Aquatic Users and Program Participants**

The City of Nanaimo is pleased to have Beban Park Pool open to the community. The health and safety of City of Nanaimo employees and the public remains the highest priority as facilities reopen and begin providing services again. Please note, there are many changes to availability, facility access, activities, and more. These changes have been implemented to meet health guidelines and to ensure a safe environment.

**General Information**

1. Please follow the direction of facility staff and posted signage while using the facility.
2. All participants are required to follow all safety measures while using the facility.
3. Participants are asked to arrive no earlier than 15mins prior to their swim session.
4. All swim sessions must be reserved in advance and drop-in participation will not permitted during initial phases.
5. Pool time is available in a one hour block of time with access to the change room 10 minutes prior and 15minutes following the swim block.
6. Where possible, participants are asked to arrive in their bathing suits and to shower at home after swimming.
7. All participants must shower prior to entering the pool.
8. No more than 8 participants are permitted in men's/women's change room and no more than 5 for the universal.
9. Participants are asked to limit the materials they bring with them.
10. No more than 4 people permitted in each lane, unless they are members of the same household.
11. Please maintain physical distancing at all times and leave the facility as quickly as possible following your session.
12. Please bring your own filled water bottle for the session if needed as water fountains may not be available.
13. If you are unsure of what to do or where to go please speak to staff as they are here to help.

**Facility Information**

1. Sauna, Steam Room, Hot Tub and waterslides will remain closed during initial phases.
2. Waves and spray features will not be available during initial phases.
3. Bleachers will remain closed.
4. Entrance to the change room from the lobby will be through the café-side deck doors.
5. One way signage will be posted in the change rooms.

**Health and Safety Protocols**

1. Stay home if you're sick.
2. Please maintain physical distancing (2m) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.
5. Please refrain from spitting or blowing your nose while on the pool deck.

**Spectators**

1. To control the number of people in the facility and to reduce the chance of group gathering spectators are not permitted in the facility.
2. Please avoid gathering in groups outside the facility.

**Equipment**

1. Non-essential shared equipment will not be available (i.e. Flippers, Pull Buoys, flutter boards)
2. PFD's will be available and disinfected after use.

**Drop off and Pick Up**

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, ambassador, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

**Exiting Facility**

1. Please leave the facility as soon as possible after the session has ended.
2. Please exit the change rooms through the lobby door and immediately out the side entrance closest to the high school.

# 8.0 First Aid Procedures

## Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical center or home. The isolation space has been designated as near the emergency at the end of the viewing area on the Pool deck. Ambulance access is available and EMS should be direct to the front entrance and met by staff.

## Lifeguard Personal Protective Equipment

Lifeguards require additional personal protective equipment (PPE) for use in first aid scenarios and to reduce the risk of exposure. Below is a list of the PPE requirements for lifeguards:

1. **Surgical Mask (3 layered):** Reduce transmission of aerosol by 50% and protects the wearer from contracting aerosol route infection from others by 70-80%. Surgical masks must be dry to be effective. Surgical masks and other face covers are prohibited in the water.
2. **Eye Protection:** Face shields or protective goggles prevent virus exposure to the mucous membrane of the eye. Protective goggles must fit the user's facial features and be compatible with respiratory protection. Eye protection must be disinfected between used. Also note, corrective lenses and safety glasses are not approved PPE for first aid and must not be used in first aid scenarios.
3. **Hand Protection:** Non-latex medical examination gloves. Be sure to follow proper hand washing techniques after use.
4. **Body Protection:** Long-sleeved water-resistant gowns should be used when performing high-risk first aid treatment.
5. **Bag-Valve-Mask (BVM) with Viral Filter:** The viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of the virus spreading during ventilations. Viral filters must remain dry and in their original packaging to be effective.
6. **Pocket Mask with Viral Filter:** The viral filter or high-efficiency particulate air (HEPA) filter minimizes the risk of the virus spreading during ventilations. Viral filters must remain dry and in their original packaging to be effective. Only to be used in scenarios where additional support for BVM is delayed.

Each lifeguard will carry on their person, in a fanny pack, first contact PPE that includes disposable gloves, surgical masks (2), hand sanitizer, and a pen for personal use. The

gloves and masks will be stored in a resealable bag to avoid getting wet. Additionally, each focal point and the first aid room will have a dry storage container that includes PPE for rescuers (4), victim (2), and bystander (1), along with resuscitation equipment (BVM with viral filter), hand sanitizer, and disinfection wipes.

Properly discard all protective equipment after the rescue and wash hands prior to continuing with other duties.

## First Aid Protocols for the Public

Providing first aid to the public will be required in the course of work. Due to the aerosol nature of COVID-19 as an aerosol transmitted pathogen, first aid protocols have been classified low-risk or high-risk. High-risk protocols include all treatments that generate aerosols including:

- Chest compressions
- Ventilations
- High-flow oxygen administration (greater than 5 l.p.m)
- Abdominal trusts and back blows

For every first aid scenario assess whether the situation requires contact or can be completed through non-contact efforts such as guiding the victim through self-treatment or with bystander support from a family member (ie. Parent cleans and dresses their child's wound).

When administering first aid lifeguards should apply the following principles to help reduce the risk of disease transmission:

1. Where possible avoid direct contact with the victim and maintain physical distancing measure.
2. If physical distancing cannot be maintained both the victim and the rescuer must don a facemask and additional PPE outlined below.
3. Put on gloves and all identified PPE for every first aid intervention, even non-contact assessments and treatment.
4. Minimize the number of staff in contact with the victim.

Additionally, the use of high-flow oxygen should be reserved for:

- Victims in need of resuscitation
- Children and infant victims
- Drowning victims

## Lifeguard Rescue Matrix for PPE

| Non-Contact | Direct Contact | |
|---|---|---|
| **LOW-RISK**<br>2m Physical distancing is maintained between the rescuer and the victim | **LOW-RISK**<br>• Non-aerosol generating treatment<br>• 2m physical distancing will compromise victim outcome | **HIGH-RISK**<br>• Aerosol generating treatment<br>• 2m physical distancing will compromise victim outcome |
| **RESCUER**<br>Face shield/goggles, gloves, surgical mask<br><br>**VICTIM**<br>Surgical mask | **RESCUER**<br>Face shield/goggles, gloves, surgical mask<br><br>**VICTIM**<br>Surgical mask | **RESCUER**<br>Face shield/goggles, gloves, surgical mask, gown<br><br>**VICTIM**<br>BVM with viral filter and continuous seal<br><br>OR<br>Pocket Mask with viral filter and continuous seal<br><br>OR<br>Non-rebreather face mask with supplemental oxygen and open airway<br><br>OR<br>Surgical Mask (Compression-only CPR) |

## Compression-Only CPR

While waiting for equipment, compression-only CPR may be utilized if there is no history of drowning. Lifeguard must don his or her gloves, place a cloth covering over the victim's mouth, and begin compressions. Once BVM and AED arrives, resuscitation efforts can resume with bagged breaths.

## In-Water Rescues

Drowning is considered a "special circumstance" where ventilations should be prioritized to positively affect victim outcome. Due to the risk transmission, in-water ventilations should NOT be performed. For an in-water rescue lifeguards should:

- Remove face covering prior to entering the water.
- Approach the victim in a manner to avoid face-to-face contact.

- Remove the victim from the water at the focal point or closest point of removal where additional staff have donned PPE to take over the rescue. If additional staff not available, first lifeguard will don
- Once the victim is removed and transferred to PPE donned lifeguards, first lifeguard immediate removes clothing, shower with soap and water, and wash their uniform (bag it in sealed garbage bag if washing is not available) prior to returning to the rescue or other duties.
- Disinfect all rescue equipment used.

## First Aid and Resuscitation Guidelines for COVID-19

The following guidelines break down the first and resuscitation guidelines for COVID-19:

### Scene Assessment

- Maintain physical distancing (2m) where possible
- Collect information about the health status of the victim with regards to COVID-19
    - This information must be communicated to EMS to allow for optimal treatment of the victim
    - This information must also be collected from the victim's caregiver, bystander, and rescuers

### Primary Assessment

- Maintain physical distancing (2m) where possible.
- Determine if the victim's condition requires the lifeguard to make direct contact (see decision tree below)
    - Alternative options may include victim's caregiver or family member administering first aid treatment with lifeguard direction.
    - Don the PPE to the appropriate level of victim contact and first aid treatment required.
- Provide care as needed
- When the victim's history indicates positive or suspected COVID-19, inform EMS.

### Secondary Assessment

- Maintain physical distancing (2M) where possible
    - Only take vital signs that can be observed from a distance (i.e. skin colour, visual breathing check) or are required for victim decision (i.e. skin temp of a possible heat stroke victim).

**Post Rescue Process**

- Take care to remove and dispose of PPE in a safe manner.
- Disinfect all surfaces that may have come into contact with the victim or rescuer during treatment
- Where required, practice personal decontamination (i.e. removing clothing, showering with soap and water, donning new clean uniform, and washing used uniform)

First Aid Protocols have been updated by Worksafe BC and the following apply:

# OFAA protocols during the COVID-19 pandemic

## A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
   - What are the circumstances surrounding the call for assistance?
   - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
   - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
   - Is anyone sick or in self-isolation in your household?
   - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
   - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
   - If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).
4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
   - Face shield or surgical-type mask
   - Pocket mask
   - Gloves
   - Coveralls (disposable or washable)
   - Apron or lab coat
   - Glasses or goggles

   Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.
5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly.

   If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.



WORK SAFE BC

## Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

## Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any, critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

## Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

Documents referenced in the creation of the Beban Park Pool Site Safety Plan include:

a) BC's Restart Plan Next Steps to move BC through the Pandemic
b) Work Safe BC
c) British Columbia Recreation and Parks Association (BCRPA) – Guidelines for Restarting Operations
d) viaSPORT British Columbia - Return to Sport Guidelines for BC
e) BC Centre for Disease Control
f) Regional Health Authority Guidelines for Swimming Pools V.1
g) Lifesaving Society BC & Yukon Guidelines for Reopening BC's Pools and Waterfronts
h) Recreation Facilities Association or BC (RFABC) /BC Reacreation and Parks Association (BCRPA) COVID-19 Considerations for Restarting Swimming Pools
i) Swim BC Guidelines for Swimming

CITY OF NANAIMO
THE HARBOUR CITY

# Staff Report for Decision

File Number: 00000

DATE OF MEETING July 27, 2020

AUTHORED BY LYNN WARK, DIRECTOR OF RECREATION AND CULTURE

SUBJECT RE-OPENING PLAN FOR COMMUNITY RECREATION CENTRES

## OVERVIEW

**Purpose of Report**

To obtain Council approval for the re-opening plans for community recreation centres to include, Beban Social Centre, Oliver Woods Community Centre, and Bowen Complex.

**Recommendation**

That Council approve the Community Recreation Centres Re-opening Plans that align with the City's "COVID-19 Recovery Plan" and comply with the components of the "Planning Framework for Municipal Operations".

## BACKGROUND

The City of Nanaimo, Department of Parks, Recreation and Culture closed most of its facilities for programs, rentals and drop-in activities on Monday, March 16 after the Provincial Health Officer, Dr. Bonnie Henry, cancelled gatherings of more than 50 people as a way to slow down the transmission of COVID-19.

Since that time, most outdoor amenities have reopened, some outdoor programs have resumed, rentals have been accepted for essential services (ie: Blood Donor Clinics), and bookings have resumed for smaller activity centres and outdoor amenities.

In order to reopen the remaining indoor facilities, City staff have been working through very complex and detailed re-opening strategies for each facility that will keep everyone safe and healthy when buildings do open.

## DISCUSSION

The re-opening plan for Arenas was presented to Council on July 13, 2020. Re-opening plans for Beban Social Centre, Oliver Woods Community Centre, and Bowen Complex, were developed with all of the same guiding principles, following the same process, and with the same general assumptions that include the following:

- Community members want, and need, to get back to activities that support their social, physical and mental health and well-being

- In the event of a second wave of COVID 19, a phased approach to re-opening is the most practical so that it is easy to scale back on services offered if required
- Schedule B – Fees and Rental Policy of the Parks, Recreation and Culture Regulation Bylaw No. 7073.06 – will remain in effect

## BEBAN SOCIAL CENTRE REOPENING PLAN

Beban Social Centre, although closed to the general public since March 16, continued to support the provision of Blood Donor Clinics, out-of-school care programming, summer camp programs, and corporate meetings and workshops. The continuation of these bookings provided the Social Centre with the opportunity to implement different facility layouts and trial running multiple bookings in the building at the same time.

The Beban Social Centre reopening plan is based on the additional assumptions:

- That bookings of over 50 persons will not be allowable this fall; therefore, reducing the total revenue for large-scale bookings
- That there may be an increase in bookings to accommodate smaller groups, resulting in an increase of total revenue for small-scale bookings

The facility is already set up to accommodate physical distancing requirements and COVID protocols, and the allocations, custodial and management staff have continued working out of the facility.

It is recommended that Beban Social Centre reopen to the public on August 4 for facility rentals, and for fall programs to begin September 9, 2020.

## OLIVER WOODS COMMUNITY CENTRE REOPENING PLAN

The Oliver Woods Community Centre closed on March 16, 2020, with the exception of the RCMP satellite office. Staff were redeployed into other locations and the facility will remain closed over the summer. This facility typically experiences a high volume of use and turn-over. A phased reopening plan has been prepared so that the main floor will reopen first and act as a pilot to ensure measures put in place are working prior to opening the second floor.

The reopening plan for Oliver Woods Community Centre offers a phased approach as follows:

| Phase | Oliver Woods | Target Date |
|---|---|---|
| 1 | Main Floor | Ready for September 9 |
| 2 | Second Floor | To meet demand and/or once the main floor use proves to be working well |

The Oliver Woods Community Centre reopening plan is based on the additional assumptions:

- That bookings of over 50 persons will not be allowable this fall; therefore, reducing the total revenue for large-scale bookings
- That there may be an increase in bookings to accommodate smaller groups, resulting in an increase of total revenue for small-scale bookings

It is recommended that the Main Floor reopen to the public on September 9, 2020, and the second floor reopen to meet demand and/or once the main floor use proves to be working well.

**BOWEN COMPLEX REOPENING PLAN**

The Bowen Complex facility is mainly a headquarters for some of the Parks, Recreation and Culture administration staff, and as such remained open for staff and for corporate meetings, and closed to the general public from March 16 – present. As of July 6 the Lawn Bowling Club restarted and a summer camp program was headquartered out of the lower floor. As well, many other programs were offered outdoors in the park surrounding the facility.

The reopening plan for Bowen Complex offers a phased approach as follows:

| Phase | Bowen Complex | Target Date |
|---|---|---|
| 1 | Auditorium and Room 1 on main floor, and lower floor activity rooms | Ready for September 9 |
| 2 | Smaller activity rooms on main floor | After physical distancing restrictions are lifted |

The Bowen Complex reopening plan is based on the additional assumptions:

- The majority of use in the building, other than staff offices, is for seniors programming and drop-in activities. These activities are normally accessed by membership and led by volunteers but, this fall they will be accessed by registering and paying a drop-in fee or, a partial membership fee.
- Other programs typically break even, meaning that scheduling programs in the facility will not create any significant changes to the budget.
- There are very few external renters; therefore, there will not be a significant decrease in booking revenues.

It is recommended that the facility reopen, for Phase 1, to the public for facility rentals and for fall programming beginning September 9, 2020.

**COVID 19 Safe Operating Plans for the Beban Social Centre, Oliver Woods Community Centre and Bowen Complex, are attached for information.**

***Attachment 1 – Projected Impact of Reopening Plan – Bowen Complex, Beban Social Centre & Oliver Woods***, indicates that:

- Beban Social Centre operating costs are projected to be $115,000 more
- Bowen Complex operating costs are projected to be $26,000 less
- Oliver Woods operating costs are projected to be $52,000 less
- Net operating costs for the 3 facilities are projected to be $37,000 more than budgeted

***Attachment 2 - Projected Impact of Reopening Plan – Recreation Services All*** – shows the projected variance to December 31 for Beban Social Centre, Bowen Complex and Oliver Woods Community Centre, plus the other recreation services (support services, programs, events, smaller facilities, and Beban Park Physical Plant) associated with recreation services as a whole.

- The net operating surplus is projected to be $175,000
- This means that the 2020 operating budget of $3, 681,590 is projected to come in at $3,506,590, which is a $175,000 net reduction in operating costs overall

## OPTIONS

**1. That Council approves the re-opening plans for Community Recreation Centres.**

**COMMUNITY RECREATION CENTRES**

| Advantages of Reopening Community Recreation Centres | Disadvantages of Reopening Community Recreation Centres |
|---|---|
| Community members can get back to activities that promote physical, mental and social well-being | Demand for space might exceed availability with less space available to comply with physical distancing requirements |
| A phased approach, where recommended, can act as a pilot to ensure all protocols, facility retrofits, and operating schedule revisions in place, are successful | Inability to take large bookings, of over 50 people, will affect revenue |
| More opportunities for smaller scale bookings will be available and could contribute to an increase in revenue from those types of bookings | |

Additional information on re-opening Community Recreation Centres is included in:

Attachment 1 - Projected Impact of Reopening Plan – Bowen Complex, Beban Social Centre and Oliver Woods

Attachment 2 - Projected Impact of Reopening Plan – Recreation Services All

**2. That Council does not approve re-opening plans for Community Recreation Centres and chooses instead to leave the facilities closed until a later date.**

- The advantages of this option include minimizing the risk of having to close again in the event of a second wave of COVID 19 and realizing some cost savings.
- The disadvantages of this option include less provision of recreation services to the public and the potential for public outcry as community members have expressed the desire to resume regular activities in whatever modified way is necessary.
- Financial implications include cost savings which could help to offset the overall impact of COVID 19 to the City.

**3. That Council provide alternate direction to staff.**

- The advantages of this option include the ability for staff to go back and explore other ideas as suggested by Council.
- The disadvantages of this option are that there will be a delay in choosing re-opening dates for Community Recreation Centres and consequently the ability for community members to get back to activities that promote physical, mental and social well-being
- Financial implications include continued cost savings as re-opening dates will be delayed.

**SUMMARY POINTS**

- Re-opening plans are complete for Beban Social Centre, Oliver Woods Community Centre, and Bowen Complex.
- The re-opening plans offer revised operating schedules, and modified recreation programming, which will allow the community to get back to some of their regular activities as quickly and as safely as possible.

**ATTACHMENTS:**

1. Projected Impact of Reopening Plan – Bowen Complex, Beban Social Centre and Oliver Woods
2. Projected Impact of Reopening Plan – Recreation Services All
3. Beban Social Centre Safe Operating Plan
4. Oliver Woods Community Centre Safe Operating Plan
5. Bowen Complex Safe Operating Plan

| **Submitted by:** | **Concurrence by:** |
| --- | --- |
| Lynn Wark<br>**Director of Recreation and Culture** | Richard Harding<br>**General Manager of Parks, Recreation and Culture** |

**Recreation & Culture - Recreation Services**

**Projected Impact of Reopening Plan - Bowen Complex, Beban Social Centre & Oliver Wood Community Centre (OWCC)**

| | September - December 2020 | | | |
|---|---|---|---|---|
| **Operations** | **Budget** | **Projected Revenue and Expenditures** | **Projected Variance to Budget** | **Projected Variance to December 31st** |
| **Summary - Bowen Complex, Beban Social Centre & OWCC** | | | | |
| Expenditures | 502,000 | 604,000 | (102,000) | 235,000 |
| Revenues | (221,000) | (141,000) | (80,000) | (272,000) |
| **Net Operating** | **281,000** | **463,000** | **(182,000)** | **(37,000)** |
| **Bowen Complex** | | | | |
| Expenditures | 108,000 | 176,000 | (68,000) | 53,000 |
| Revenues | (22,000) | (13,000) | (9,000) | (27,000) |
| **Subtotal Bowen Complex** | **86,000** | **163,000** | **(77,000)** | **26,000** |
| **Beban Social Centre** | | | | |
| Expenditures | 181,000 | 230,000 | (49,000) | 4,000 |
| Revenues | (114,000) | (94,000) | (20,000) | (119,000) |
| **Subtotal Beban Social Centre** | **67,000** | **136,000** | **(69,000)** | **(115,000)** |
| **OWCC** | | | | |
| Expenditures | 213,000 | 198,000 | 15,000 | 178,000 |
| Revenues | (85,000) | (34,000) | (51,000) | (126,000) |
| **Subtotal OWCC** | **128,000** | **164,000** | **(36,000)** | **52,000** |

**Recreation & Culture - Recreation Services**
**Projected Impact of Reopening Plan - Recreation Services All**

| Operations | Projected Variance to December 31st | |
|---|---|---|
| **Summary - Recreation Services** | | |
| Expenditures | 1,546,000 | |
| Revenues | (1,371,000) | |
| **Net Operating** | **175,000** | **Surplus** |
| **Bowen Complex** | | |
| Expenditures | 53,000 | |
| Revenues | (27,000) | |
| **Subtotal Bowen Complex** | **26,000** | |
| **Beban Social Centre** | | |
| Expenditures | 4,000 | |
| Revenues | (119,000) | |
| **Subtotal Beban Social Centre** | **(115,000)** | |
| **Oliver Woods Community Centre (OWCC)** | | |
| Expenditures | 178,000 | |
| Revenues | (126,000) | |
| **Subtotal OWCC** | **52,000** | |
| **Support Services** | | |
| Expenditures | 147,000 | |
| Revenues | (4,000) | |
| **Subtotal Support Service** | **143,000** | |
| **Beban Park Physical Plant** | | |
| Expenditures | 255,000 | |
| Revenues | - | |
| **Subtotal Beban Physical Plant** | **255,000** | |
| **Recreation Programs** | | |
| Expenditures | 669,000 | |
| Revenues | (824,000) | |
| **Subtotal Recreation Programs** | **(155,000)** | |
| **Other Facilities** | | |
| Expenditures | 41,000 | |
| Revenues | (51,000) | |
| **Subtotal Other Facilities** | **(10,000)** | |
| **Summer Programs** | | |
| Expenditures | 170,000 | |
| Revenues | (203,000) | |
| **Subtotal Summer Programs** | **(33,000)** | |
| **Community Development/Events** | | |
| Expenditures | 29,000 | |
| Revenues | (17,000) | |
| **Subtotal Events** | **12,000** | |

ATTACHMENT 2

# Beban Park
# Social Centre

## COVID-19 Safe Operations Plan

Created By: Darcie Osborne, Manager Recreation Services

Date: 2020 – JUL – 07

Reviewed By:  Carol Helm, OHS Representative

Date: 2020 – JUL -

## Table of Contents – COVID-19 Procedures


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# 1.0 Introduction

City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this COVID- 19 Operations Plan is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Documents referenced in the creation of the City of Nanaimo SOP include:

a) BC's Restart Plan Next Steps to move BC through the Pandemic
b) Work Safe BC – Sports and Recreation: protocols for returning to operation
c) British Columbia Recreation and Parks Association – Guidelines for Restarting Operations
d) viaSPORT British Columbia - Return to Sport Guidelines for BC
e) BC Centre for Disease Control
f) Island Health – Food Service Protocols

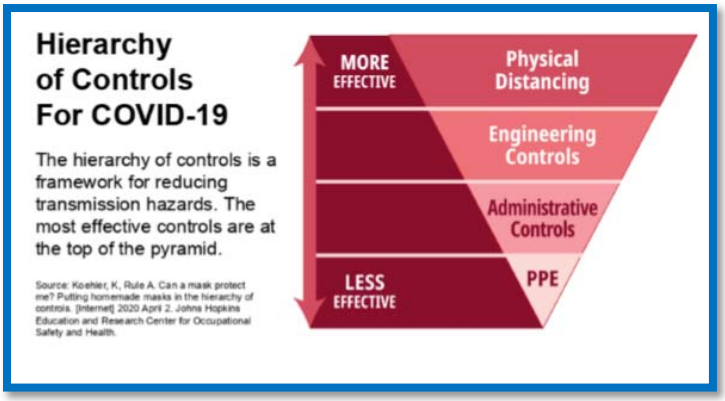



Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations

# 2.0 Staff Training Plan

## Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

**Training Topics – from site safety plan**

1. Staff Safety (All staff)
    - Site specific orientation Crew Talk - Site Safety Plan/City Exposure Control Plan

2. Facility Admission & Access (All staff)
    - Public procedures
    - Front Desk Procedures

3. Building Schedules and Programming (All staff)
    - Disinfection (All staff)

4. Procedure and VideoFirst Aid Procedures (First Aiders)

All training must be documented and signed by both staff member and supervisor on the site specific orientation and/or Crew Talk.

# 3.0 Staff Health and Hygiene

## COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

**Staff COVID-19 Self-Assessment**
Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the BC CDC self-assessment tool or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible, self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

**Sick Workers**

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands and be provided with a mask, and isolated. Ask the worker to go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Weekly staff schedules are maintained and kept up to date to track people that work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

## Hygiene

**Hand Hygiene**
Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Being in contact with animals or pets

- Using shared equipment
- Providing routine care for customers needing assistance or first aid
- Smoking

**Face Masks**

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.
- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an on-going basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

**Personal Hygiene**

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of personal products.

## Keeping Shared Spaces and Equipment Clean

1. Administration Offices (5 office)
2. Reception Desk
3. Maintenance Office
4. Staff Lunch Room/Isolation Room
5. Lounge (Auditorium C)
6. Auditorium B
7. Auditorium A
8. Stage
9. Dressing Room 1
10. Dressing Room 2
11. Lounge Kitchen
12. Industrial Kitchen
13. Room 3 Kitchen

14. Room 1
15. Room 2
16. Room 3
17. Room 4
18. Room 5
19. Room 6
20. Room 7
21. Room 8

- Staff should arrive dressed in their work clothes or uniform.
- A maximum of two staff in the lunch room. Physical distancing must occur at all times.
- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- All belongings must be brought home at the end of each shift.
- Shared lockers must be emptied and disinfected at the end of each shift.

**Shared Equipment include but not limited to:**

1. Photocopier
2. Telephones
3. Computers/Keyboards
4. Office items: paper cutter, hole punch, stapler, scissors
5. Cash Safe
6. Cash Drawers
7. Shredder
8. Key Boxes – distribution of hundreds of keys
9. Floor Scrubber/Tom Cat
10. Janitorial Items: Vacuum, mops, brooms, buckets, Squeegee, cloths
11. Kitchen Items: kettle, toaster, fridge, microwave
12. Litter picker
13. Door code pad, alarm code pad

- Personal equipment and tools if possible should not be shared between employees or must disinfected between uses if sharing is unavoidable.
- Clean staff room table before and after each use.
- Do not share cups, glasses, or utensils.
- Avoid sharing common objects (e.g. pens).
- Uniforms and work clothes should be washed at the end of each shift.
- Avoid sharing uniforms

# 4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the safework procedures for Cleaning and Disinfecting and How to Clean and Disinfect Your Work Station.

## Personal Protection

The risk of exposure to cleaning staff is inherently low, however cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

## Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Lockers and cubbies used by patrons/employees to store personal belongings are cleaned and disinfected between use.

Social Centre has created a detailed cleaning log (see page 10) which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the lobby maintenance room and are completed/signed off each time cleaning occurs.

## Chemicals Used for Disinfection/Cleaning

| Chemicals Used for Disinfection/Cleaning | | | | | | |
|---|---|---|---|---|---|---|
| **Product** | **Application** | **Who can use** | **PPE** | **Dwell Time** | **Rinse** | **Equip.** |
| **EP66**<br>Disinfectant | Spray Bottle | All staff / gym<br>patrons | Diluted no<br>gloves for public<br>Staff -gloves | 5 minutes | Wipe off | Spray bottle<br>Paper Towel |
| **EP66**<br>Disinfectant | Foamer attached<br>to a hose | In Foamer Aquat.<br>Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose<br>floor squeegie |
| **Perdiem**<br>Cleaner | Spray Bottle | All Staff<br>Contractors | Diluted no<br>gloves for public<br>Staff -gloves | 5 minutes | Wipe off | Spray bottle<br>Paper Towel<br>Sprayer |
| **Perdiem**<br>Cleaner | Foamer attached<br>to a hose | In Foamer Aquat.<br>Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose<br>floor squeegee<br>Fogging machine |
| **Bleach**<br>**12%** | Foamer attached<br>to a hose<br>Spray Bottle<br>Mop Bucket | All Staff | Respirator<br>Gloves / Goggles<br>Apron | 15 minutes | Hose<br>Wash off | Foamer / Hose<br>Spray bottle<br>Mop bucket<br>Mop heads<br>cleaned daily |
| **Ultra One**<br>**Degreaser** | Foamer attached<br>to a hose<br>Spray Bottle | All Staff | Gloves | 15 minutes | Hose<br>Wash off | Foamer / Hose<br>Spray bottle |
| **Oxivir Plus**<br>Disinfectant<br>Cleaner | Spray Bottle<br>Mop Bucket | All Staff | Gloves | 15 minutes | Wash off | Spray bottle<br>Mop bucket<br>Mop heads<br>cleaned daily |
| **Sustainable**<br>**Earth ( SE )**<br>**SE 64 Neutral**<br>**Cleaner** | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads<br>cleaned daily |
| **Sustainable**<br>**Earth ( SE )**<br>SE 70 Washroom<br>Cleaner | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads<br>cleaned daily |

| Title | | | | | | |
|---|---|---|---|---|---|---|
| **Room/Space** | **Product** | **High Touchpoints** | **Frequency: hourly daily, weekly, on demand, before and after use** | **Staff Responsible** | **Date and time** | **Staff Initials** |
| Work stations | Perdiem | Phones, keyboards, mice, desk tops, | Before and after use | All staff | | |
| Washrooms | Perdiem<br><br>Staples Washroom Cleaner | Toilets, sinks, floors, paper towel holders, soap dispensers, door handles | Every two hours when facility is open to public and after facility closes | Custodians/ Ambassador | | |
| Kitchens | Ultra One Degreaser | Stove/floor | Before and after every user/ 30 minutes between bookings | Custodians | | |
| Meeting/Activity rooms | Perdiem | Chairs, tables, door handles | Before and after use. 30 minutes between bookings | Custodians | | |
| Lobby/common areas | Perdiem | Chairs, tables, door handles, reception counter, | Every two hours when facility is open to public and after facility closes | Custodians/ Ambassadors | | |
| Reception/Lobby | Sustainable Earth SE Glass Cleaner | Doors, Windows, reception cage | Twice Daily | Custodians/ Ambassadors | | |
| Reception | Perdiem | Counter, pin pad | Before and after every use | Custodians/ all staff | | |
| Dressing Rooms | Perdiem<br><br>Staples Washroom Cleaner | Toilets, sinks, floors, paper towel holders, soap dispensers, door handles | On demand/ before and after use | Custodians | | |
| Staff Lunch Room/Isolation Room | Perdiem | Tables, chairs, paper towel holder, soap dispenser, sink, cupboards, appliances, door handles | Twice daily/ after use | Custodians / all staff | | |

# 5.0 Facility Information

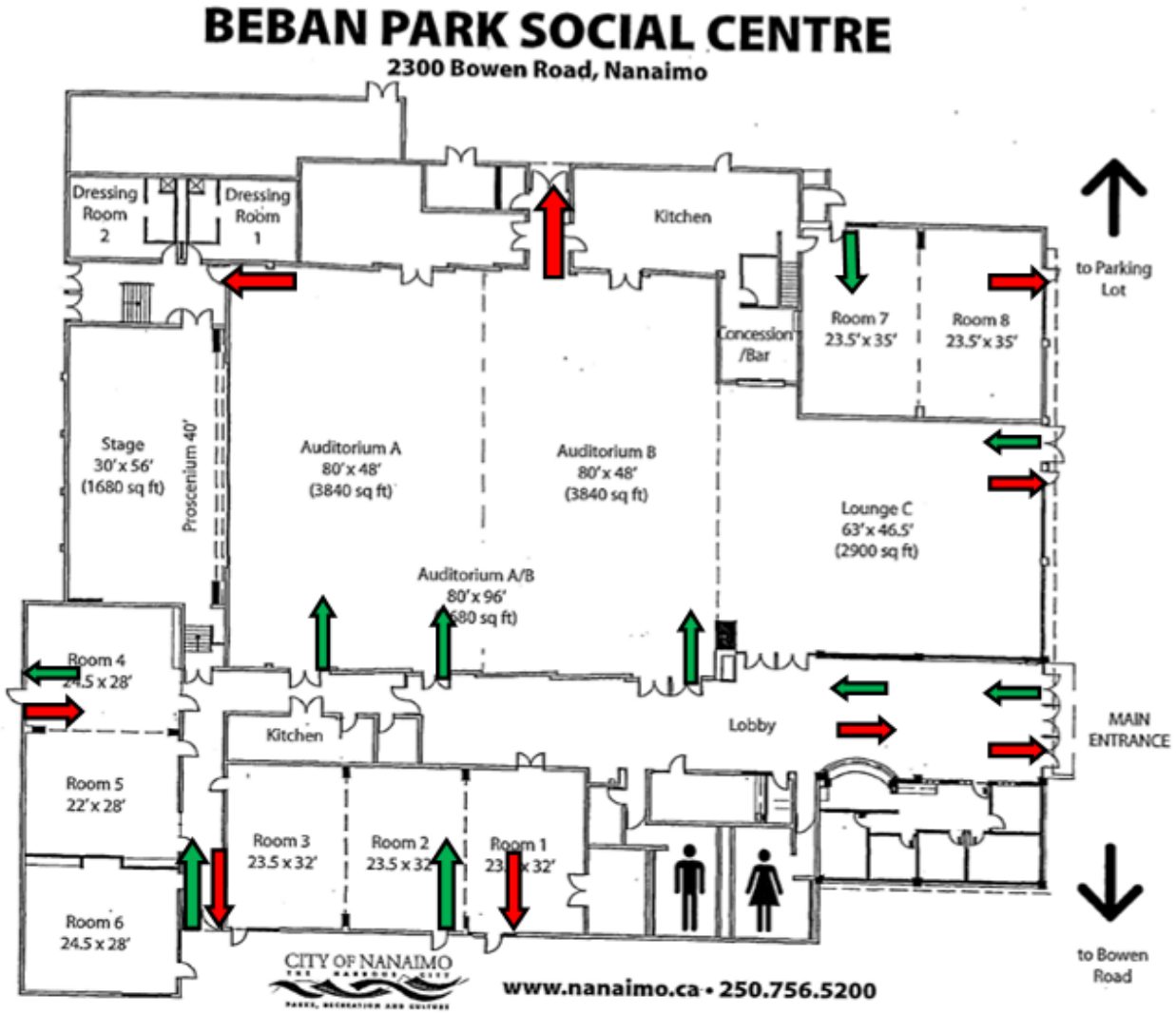
## Facility Access, Egress and Traffic Flow

Beban Park Social Centre is implementing the following facility entrance protocols:

1. At the entrance, signs are installed to inform patrons that:
    - Patrons must not enter if they are diagnosed or suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
    - Patrons must maintain physical distance of 2 metres from other patrons and staff.
    - Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility.
2. Employees located at the front desk are protected by a plexiglass barrier.
3. Employees should wear gloves while handling cash, payment machines.
4. A reservation system and rental/program time limitations are in place to avoid crowd gathering and wait times.
1. Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
2. Signage, arrows, floor markings and barriers are installed to guide patrons in and out of the building.
3. Physical markers are installed on the lobby floor which indicate 6ft physical distancing for patrons waiting in line.
4. Signage and barriers are installed in the lobby, staff areas, & washrooms, to encourage physical distancing.
5. Occupancy limits posted for all public and staff spaces.
6. Public visitors are prohibited in staff areas.
7. Custodial staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
8. Allow time for staff shift changeover to minimize group gathering in staff areas.
9. Reduce lobby seating and gathering places.
10. Room 6 used as storage of additional tables and chairs.
11. Water fountain closed until further notice.
12. Concession service will remain closed until phase 4 of BC's Restart Plan.
13. Use Ambassadors whenever possible for traffic flow and sanitization.
14. Patrons are encouraged access though side doors and limit exposure to common areas.
15. Sign holders are mounted on doors for ability to change traffic flow.

16. Select sinks, urinals and toilets will be closed in dressing rooms and washrooms to maintain physical distancing requirements.

## Facility Floor Plans



## Occupancy Limits – Public and Staff

The following equation was used to calculate the number of people permitted in each space within the facility:

For fitness activities Capacity as recommended in the viaSport Guidelines

$$\frac{\text{Total square footage of space (width x length)}}{54 \text{ sq. ft.}} = \text{Room/Space Capacity}$$

For meeting and workshops capacity as recommended by Provincial Health Office

$$\frac{\text{Total square footage of space (width x length)}}{36 \text{ sq. ft.}} = \text{Room/Space Capacity}$$

Staff have reduced capacities where set ups reduce applicable space. See sample below.

a) The City's occupancy capacities comply with all Provincial heath order at directed by the Public Health Officer (PHO). Facility capacities will continue to be monitored by staff and adjusted as the health order allows.

b) Facility capacities are based on the size of spaces used by patrons and staff such as meeting rooms to ensure physical distancing can be maintained.

*Staff spaces can have higher occupancy if a mask is worn where 6 ft. physical distancing cannot be maintained.

# Beban Park Social Centre – Room Capacities

| Room | Theatre Seating | VIA Sport |
|---|---|---|
| Auditorium A | 47 (facing stage)<br>46 (facing stage with projector set up) | 71 |
| Auditorium B | 44 (facing lobby), 47 (facing wall) | 71 |
| Auditorium A/B | 94 (limit is 50) | 142 |
| Auditorium A/B & Lounge C | 133 (limit is 50) | 235 |
| Auditorium B & Lounge C | 90 (limit is 50) | 96 |
| Lounge C | 38 | 53 |
| Room 1/2/3 | 32 | 42 |
| Room 1/2 | 15 | 31 |
| Room 2/3 | 15 | 31 |
| Room 1 | 7 (facing screen), 9 (facing ventilator) | 15 |
| Room 2 | 8 (facing screen) | 15 |
| Room 3 | 9 (facing screen) | 15 |
| Room 7/8 | 20 | 31 |
| Room 7 | 8 (facing screen) | 15 |
| Room 8 | 12 (facing screen) | 15 |
| Room 4/5 | 16 | 31 |
| Room 6 | 7 | 15 |
| Stage | 32 | 31 |
| Dressing Rooms 1 & 2 | 5 | 5 |

# 6.0 Service Delivery

## A. Program Delivery

City of Nanaimo community recreation program delivery will be determined and monitored on an ongoing basis and will be based on public health information, public needs and facility availability. Programs offered in all rooms with the exception of staff spaces.

Rooms will be cleaned following each program and are planned with a minimum of a 30 minute break between.

Cleaning may be done by Instructor or custodial staff. Perfect Mind Maintenance instructions will advise.

Recreation Coordinators and Instructors to ensure the following:

- Instructor Contract current with COVID 19 Term noted.
- COVID 19 Signage posted
- Hand Sanitization station provided with signage
- Ensure cleaning procedures have been followed (either by custodian or by Instructor)
- Participant Preventative Measures reviewed at beginning of each program
- Participant Consent forms
- Participants will be encouraged access through side doors
- Instructors will be encourage staggered washroom breaks
- Capacities and room set up considered to allow for physical distancing
- Program instructor / participants reduced to allow for physical distancing
- Only essential items will be shared

## B. Facility Allocations (User Groups / Renter)

All rooms rentable with the exception of staff spaces

1. All renters must provide a written request for facilities to the City's allocation clerk using the special event/ rental request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Existing Contract must be revised with COVID 19 Terms and Conditions and Check lists
5. Contracts must be paid in full prior to the booking taking place.
6. Rental groups are asked to arrive at time of booking.
7. 30 minutes is scheduled in between each booking to allow for group changeover and cleaning.
8. All user groups must provide a COVID operating plan to the City of Nanaimo.
9. Facility renters must comply with all health authority directives and orders.
10. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
11. All renters must submit insurance prior to booking date if required.
12. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and loss booking privileges. Three strike applies as follows: one verbal warning and then last strike.
13. Contracts are subject to change based on provincial health directives and orders.
14. Reduced room capacities are posted to ensure physical distancing must be followed.
15. All food services must follow Island Health Approval and Procedures when required.

## Operating Schedules

### Hours of Operation – August to September 2020

- Staff hours 7:30am-11pm (15.5 hours)
- Hours of Operation 8:00am-10:30pm (14.5 hours)
- Monday to Friday (5 days a week)
- 72 Hours available for use per week

### Hours of Operation – September to December 2020

- Staff hours 7:30am-11pm (15.5 hours)
- Hours of Operation 8:00am-10:30pm (14.5 hours)
- Sunday to Friday (7 days a week)
- 101.5 Hours available for use per week

# 7.0 Public Communication

## Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're Here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

## Applying the Guidelines

1. Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
2. Educate patrons concerning one-way traffic measures around the facility.
3. Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
4. Educate patrons about not sharing personal equipment such as water bottles,
5. Staff working directly with the public should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
6. Staff are to maintain physical distancing when providing information to other team members.
7. Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.
8. Participant Preventative Measures document to be reviewed by Recreation Coordinator or Program Instructor at beginning of every program.
9. Allocation Clerk to receive completed COVID 19 checklist from each event / booking organizer.
10. Allocation Clerks to receive COVID 19 Exposure Control plan from event organizers.

Handout for Users

CITY OF NANAIMO
THE HARBOUR CITY
PARKS AND RECREATION

**Preventative Measures Information for Program Participants**

The City of Nanaimo is pleased to have Beban Park Social Centre open to the community. The health and safety of City of Nanaimo employees and the public remains the highest priority as facilities reopen and begin providing services again.

Please note, there are many changes to availability, facility access, activities, and more. These changes have been implemented to meet health guidelines and to ensure a safe environment.

This document is intended to be used to support all patrons and participants, as well as City of Nanaimo staff, in reducing the risk of transmission of COVID-19.

For more information on the City of Nanaimo's COVID-19 protocols you are encouraged to visit https://www.nanaimo.ca/.

The Social Centre is a place of wellness, no one is to enter the facility if they:

- Have any of the following symptoms:
    - Fever
    - Chills
    - New or worsening cough
    - Shortness of breath
    - New muscle aches or headache
    - Sore throat
    - Have travelled outside of Canada in the past 14 days

- Commonly touched surfaces will be disinfected at least twice per day and when visibly dirty
- All rooms, equipment and/or play structures are to be cleaned and disinfected before & after each use. Equipment and play structures can only be used by one cohort at a time
- Physical distancing to be maintained throughout the facility. Please always allow two metres between one another
- Safe flow of foot traffic to be encouraged. Please physically distance yourself and go with the natural flow of the public to avoid unnecessary contact
- All staff and patrons are to respect one another and ensure that yours' and others' safety is intact at all time

**Patrons and Participants:**

- If a participant develops symptoms while at a program, they must exit the program and building immediately and see a doctor
- All programs will practice frequent, thorough cleaning and disinfecting each day
- Programs that utilize a space that has other user groups must ensure the space is cleaned before and after using the space. It is recommended that one person within the cohort do cleaning directly before the group enters the space and after it exits the space
- More than one program can be offered per building as long as separation between programs is maintained (separate entrances/exits, washrooms) and all health requirements are followed
- Maximum class numbers for recreation programs are in effect that will allow for safe physical distancing

**Staff:**

- If a staff person develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home

Questions? If you have any questions about meeting these guidelines, please contact http://covid-19.bccdc.ca/, www.islandhealth.ca/covid19 or **HealthLinkBC helpline (dial: 8-1-1)** for more information.

**Beban Park Social Centre Facility Information**

1. Lobby is not available for non-facility users
2. Water fountains are not available, please bring water bottle from home.
3. Vending machines will be operated as industry sector returns and require COVID 19 Exposure Control Operating Plans.
4. Washrooms are available however limited due to physical distancing protocols.

**Health and Safety Protocols**

1. Stay home if you're sick.
2. Please maintain physical distaining (6 ft.) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.

**Breezeway**

1. Please do not gather in groups outside the facility.

**Drop off and Pick Up**

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, ambassador, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

**Entering Facility**

1. Please arrive at the time of the program or booking.
2. Prior to entering the facility an ambassador will direct you to the location of the facility that you will be using during the session. Entering through the exterior entrance is encouraged.

**Exiting Facility**

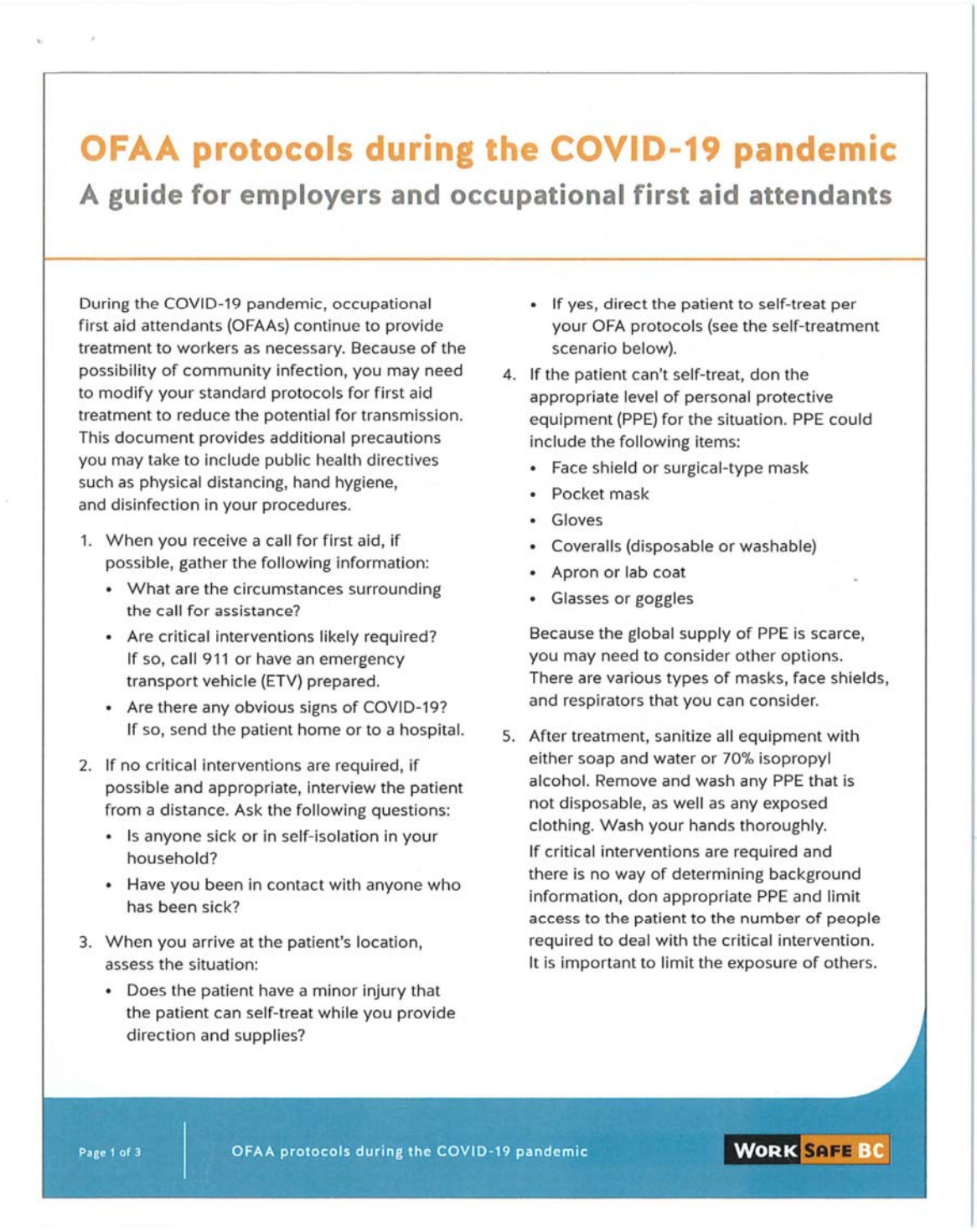
1. Please leave the facility within 15 minutes of the session ending.
2. Please leave the facility through the exterior door of the room you are using.

# 8.0 First Aid Procedures

## Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home. The isolation space has been designated as outdoors when possible otherwise the staff lunch room.

First Aid Protocols have been updated by Worksafe BC and the following apply:



# OFAA protocols during the COVID-19 pandemic

## A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
   - What are the circumstances surrounding the call for assistance?
   - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
   - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
   - Is anyone sick or in self-isolation in your household?
   - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
   - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
   - If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).
4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
   - Face shield or surgical-type mask
   - Pocket mask
   - Gloves
   - Coveralls (disposable or washable)
   - Apron or lab coat
   - Glasses or goggles

   Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.
5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly.

   If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Page 1 of 3 | OFAA protocols during the COVID-19 pandemic | WORK SAFE BC

## Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

## Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any, critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

## Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

ATTACHMENT 3

CITY OF NANAIMO
THE HARBOUR CITY

# Oliver Woods Community Centre

## COVID-19 Safe Operations Plan

Created By: Laara Clarkson Date: July 2, 2020

Reviewed By: Danielle Tyre Date: July 14, 2020

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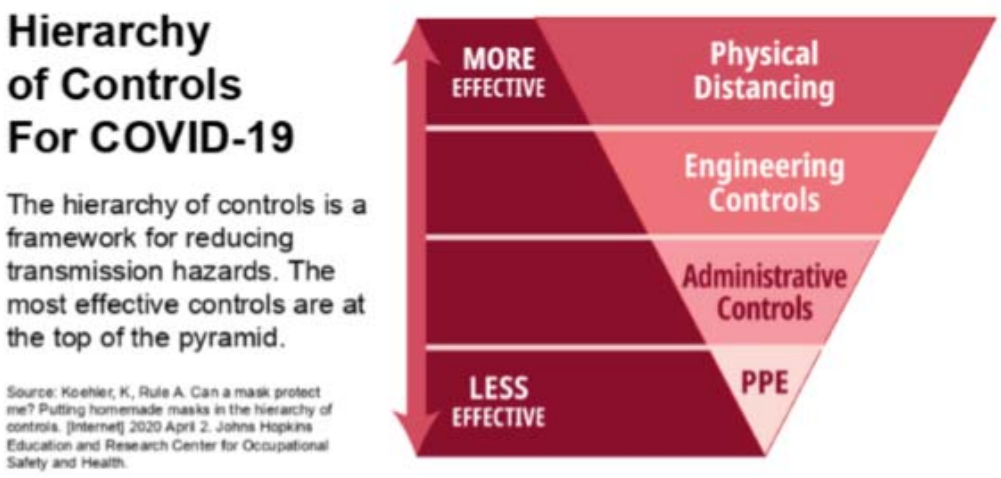
# 1.0 Introduction

City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this Safe Operations Plan is to protect employees from harmful exposure to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations



# 2.0 Staff Training Plan

## Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

**Training Topics – from site safety plan**

1. Staff Safety
    a. Site specific orientation Crew Talk - Site Safety Plan/City Exposure Control Plan

2. Facility Access
    a. Public procedures
    b. Front Desk Procedures

3. Building Schedules and Programming

4. Disinfection
    a. Procedure and Video

5. First Aid Procedures

All training must be documented and signed by both the staff member and supervisor on the site specific orientation and/or Crew Talk.

# 3.0 Staff Health and Hygiene

## COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

**Staff COVID-19 Self-Assessment**

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the BC CDC self-assessment tool or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible, self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 10 days.

**Sick Workers**

- Sick workers should notify their supervisor, go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact to.

Daily records are kept of staff who work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

## Hygiene

**Hand Hygiene**

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Using shared equipment
- Providing routine care for customers needing assistance or first aid
- Smoking
- Being in contact with animals or pets

**Face Masks**

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.

- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an ongoing basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

**Personal Hygiene**

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

**Keeping Shared Spaces and Equipment Clean**

1. Washrooms
2. Kitchen
3. Meeting spaces
4. Office equipment
5. Offices

**General directions for all <u>spaces/rooms</u>.**

- Staff should arrive dressed in their work clothes or uniform.
- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- Physical distancing between staff must occur at all times.
- All belongings must be brought home at the end of each shift unless a single user locker is available. Shared lockers are not permitted until further notice.

Shared Equipment at Oliver Woods – list examples of equipment here i.e. photocopiers, vacuums, floor machines, computers, etc:

1. Photocopiers
2. Front desk workstations
3. Custodial workstation
4. Custodial supplies & cleaning equipment
5. Key lanyard

Regarding shared equipment:

- Personal equipment and tools should not be shared between employees or must disinfected between uses if sharing is unavoidable.
- Clean staff room table before and after each use.
- Do not share cups, glasses, or utensils.
- Avoid sharing common objects (e.g. pens).
- Uniforms and work clothes should be washed at the end of each shift.
- Avoid sharing uniforms

.

## 4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the safework procedures for Cleaning and Disinfecting and How to Clean and Disinfect Your Work Station.

### Personal Protection

Although the risk of exposure to cleaning staff is inherently low, cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

### Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

Lockers and cubbies used by patrons/employees to store personal belongings are cleaned and disinfected between use.

Oliver Woods Community Centre has a detailed cleaning log which includes where, what, and how often cleaning is occurring. Log sheets and procedures are posted in the lobby maintenance room and are completed/signed off each time cleaning occurs.

**Chemicals Used for Disinfection/Cleaning**

| Product | Application | Who can use | PPE | Dwell Time | Rinse | Equipment |
|---|---|---|---|---|---|---|
| **EP66**<br><br>Disinfectant | Spray Bottle | All staff / gym<br><br>patrons | Diluted no gloves for public<br>Staff - gloves | 5 minutes | Wipe off | Spray bottle<br><br>Paper Towel |
| **EP66**<br>Disinfectant | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff - gloves | 15 minutes | Hose | Foamer / Hose<br>floor squeegie |
| **Perdiem**<br><br>Cleaner | Spray Bottle | All Staff<br><br>Contractors | Diluted no gloves for public<br>Staff - gloves | 5 minutes | Wipe off | Spray bottle<br><br>Paper Towel |
| **Perdiem**<br>Cleaner | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff - gloves | 15 minutes | Hose | Foamer / Hose<br>floor squeegie |
| **Bleach**<br><br>**12%** | Foamer attached<br><br>to a hose<br>Spray Bottle<br>Mop Bucket | All Staff | Respirator<br>Gloves / Goggles<br>Apron | 15 minutes | Hose<br><br>Wash off | Foamer / Hose<br><br>Spray bottle<br>Mop bucket<br>Mop heads cleaned daily |
| **Ultra One Degreaser** | Foamer attached to a hose<br>Spray Bottle | All Staff | Gloves | 15 minutes | Hose<br>Wash off | Foamer / Hose<br>Spray bottle |

| Product | Application | Who can use | PPE | Dwell Time | Rinse | Equipment |
|---|---|---|---|---|---|---|
| **Oxivir Plus** Disinfectant Cleaner | Spray Bottle Mop Bucket | All Staff | Gloves | 15 minutes | Wash off | Spray bottle Mop bucket Mop heads cleaned daily |
| **Sustainable Earth ( SE ) SE 64 Neutral Cleaner** | Spray Bottle Mop bucket | Custodians | Gloves | 10 minutes | Wipe off Wash off | Spray bottle Mop bucket Mop heads cleaned daily |
| **Sustainable Earth ( SE )** SE 70 Washroom Cleaner | Spray Bottle Mop bucket | Custodians | Gloves | 10 minutes | Wipe off Wash off | Spray bottle Mop bucket Mop heads cleaned daily |
| **Sustainable Earth ( SE )** Glass Cleaner | Spray Bottle | Custodians | Gloves | None needed | Wipe off | Spray bottle Paper Towel Rags |
| **Sustainable Earth ( SE ) SE 71 Toilet cleaner non acid** | Ready to use container | Custodians | Gloves | None needed | Wipe off | Toilet Brush |
| **Staples Washroom Cleaner** | Spray Bottle Mop bucket | Custodians AMW | Gloves | None needed | Wipe off Wash off | Spray bottle Paper Towel Rags |
| **Soap and Hot Water** | Cloth Squeegee Scrub Brush | Custodians AMW | Gloves | | Wash off | Rags Mop Buckets |

**Cleaning and Disinfecting Schedule:**

| Room/Space | Product | High Touchpoints | Frequency: hourly daily, weekly, on demand, before and after use | Staff Responsible | Date and time | Staff Initials |
|---|---|---|---|---|---|---|
| Example: work stations | Perdiem | Phones, keyboards, mice, desk tops | Before and after use | All staff | | |
| Example: Washroom | Perdiem<br><br>Staples Washroom Cleaner | Toilets, sinks, floors, paper towel holders, soap dispensers, door handles | Every two hours when facility is open to public and after facility closes | Custodians<br><br>Arena Maintenance Workers | | |

# 5.0 Facility Information

## Facility Access, Egress and Traffic Flow

The following facility access protocols have been implemented:

1. At the entrance, signs are installed to inform patrons that:
    a. Patrons must not enter if they are diagnosed or suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
    b. Patrons must maintain a physical distance of two metres from other patrons and staff.
    c. Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility. OR a hand sanitizing station will be made available upon entry to the facility.

2. Employees located at the front desk are protected by a plexiglass barrier.

3. Employees should wear gloves while handling cash.

4. A reservation system and rental/program time limitations are in place to avoid crowd gathering and wait times.

5. Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.

6. Signage, floor markings and barriers are installed to guide patrons in and out of the building.

7. Physical markers are installed on the lobby floor that indicate two metre physical distancing for patrons waiting in line.

8. Change rooms are closed until further notice.

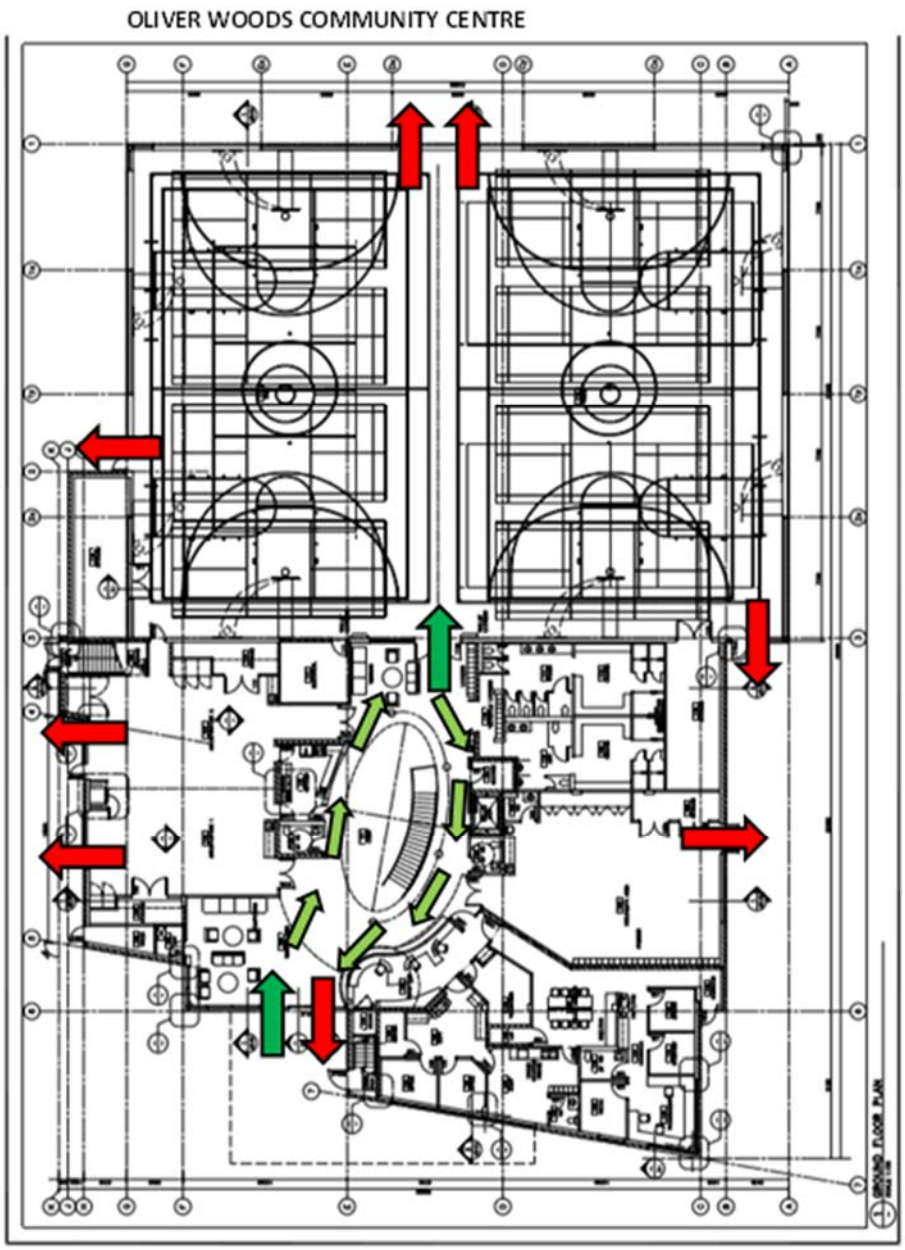
9. Occupancy limits are posted in all public and staff spaces.

10. Public visitors are prohibited in staff areas. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.

11. Allow time for staff shift changeover to minimize group gathering in staff areas.

## Facility Floor Plans

**12.**



## Occupancy Limits – Public and Staff Spaces – add rooms/spaces/facilities and capacities tables below

| Public Spaces | Maximum Occupancy |
|---|---|
| Monarch room 1 | 12 |
| Monarch room 2 | 12 |
| Tree Frog room | 15 |
| Gym 1 | 25 |
| Gym 2 | 25 |
| Hemlock room | N/A |
| Salal room 1 | N/A |
| Salal room 2 | N/A |
| Salal room 3 | N/A |
| Recumbent bikes | N/A |
| Lower lobby | 8 |
| Upper lobby | N/A |
| | |
| **Staff Spaces** | **Maximum Occupancy*** |
| Front Office | 2 |
| Back office/photocopier area | 2 |
| Individual staff offices | 1 |
| Lunch room/kitchen | 2 |
| Janitorial supply closets/storage | 1 |
| Staff washroom | 1 |
| | |

*Staff spaces can have higher occupancy if masks are worn where 2m physical distancing cannot be maintained

## 6.0 Service Delivery

### 1. Program Delivery Information

To start, Oliver Woods will be opening the lower floor only: Monarch rooms 1 & 2, Tree Frog room, and Gym 1 & 2 for programs and rentals that can meet the requirements of the plan, and are allowable under the guidelines of VIASPORT, BCCDC, Island Health, and the Provincial Health orders.

The kitchen will not be available for use until further notice.

Food services/catering will not be allowed until further notice.

Upper floor will open as we move forward into the fall season, once we have mastered the COVID operating plan and new enhanced cleaning procedures downstairs and have enough demand to warrant opening up the upper level.

### 2. Facility Allocations (User Groups / Renter / Lease Holders)

User groups and renters will be permitted to rent space for meetings, workshops and casual sports and/or any other type of use where they will be able to maintain physical distancing of 6 feet. As per VIASPORT guidelines, sport group rentals will be permitted for skills and drills only; no competitive play or contact games permitted. Activities in the rooms such as cards, activities with shared equipment and/or large celebratory occasions with food services will not be allowed until further notice. Rentals must fit into capacity limits and must not be events that could encourage mass gathering.

### 3. Operating Schedules

Oliver Woods will be open for limited programs and rentals during the following hours:

Monday – Friday: 8am-8pm

Weekends: 10am-4pm

4. Preventative Measures Information for Oliver Woods program participants and user groups/private rentals:

**Welcome Back!**

The City of Nanaimo is pleased have Oliver Woods Community Centre open to the community. The City of Nanaimo continues to take its direction from the Public Health Officer (PHO) to inform decisions regarding the COVID19 pandemic. The health and safety of our employees and the public remains the top priority and we have worked very hard to ensure that is maintained as we reopen indoor recreation facilities.

**General Information**

1. Please follow the direction of our facility ambassadors while using the facility. The facility ambassadors are here to assist you.
2. Renters are required to provide an ambassador from their organization/group to assist participants during their rentals. An ambassador could be a coach, volunteer, parent or instructor.
3. All participants are required to follow all safety measures in place while using the facility.
4. **Max 25 people** are allowed in one gym at one time.
5. Participants are asked to arrive no earlier than 5 minutes prior to the start of their booking or program time and must leave immediately following their rental/program time via the outside doors.
6. 30 minutes is scheduled in between each booking/program to allow for group changeover and cleaning.
7. Fitness and program participants are required to arrive at the facility ready to participate in their activity. Changerooms are closed until further notice.
8. **Game play is not permitted.**
9. There is no seating or viewing area available. Parents must drop off at the door and return to the facility at the exterior exits to pick up children at the end of their slot.
10. **No competitive play** at this time. Activities and drills involving player to player **contact or checking is not permitted**.
11. Please bring your own filled water bottle. Water fountain will not be available.

**Facility Information**

1. Enter through front door of facility.
2. Follow one way arrows to your room/gym.
3. Exit via exterior doors.
4. Changerooms and showers are not available.
5. Water fountains are closed, please bring your own waterbottle.
6. Please do not gather in groups outside the facility.

**Health and Safety Protocols**

1. Stay home if you're sick.
2. Maintain physical distaining (6 ft.) in the facility at all times.
3. Follow the health and safety information posted throughout the facility.
4. Use hand sanitizer upon entry to the facility.
5. Please refrain from spitting.
6. Keep any/all sweat bands or sweat towels on your person at all times.

# 7.0 Public Communication

## Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.

- Staff should be patient and take a customer-focused approach to safety education. **We're Here to Help!**

- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

## Applying the Guidelines

1. Prior to entering the facility, educate the public during the booking process about the new standards on entering and exiting the facility, signage, and other facility rules that are new as a result of COVID-19. Remind them of their responsibilities regarding physical distancing while using all facility amenities and the availability and use of the hand sanitization station.

2. Educate patrons concerning one-way traffic measures around the facility.

3. Educate patrons about coming for their rental at the time of their contract, and leaving immediately once their booking has ended.

4. Educate patrons about not sharing personal equipment such as water bottles, towels, , etc.

5. Staff working directly with the public should maintain physical distancing while providing effective and consistent communication & supervision.

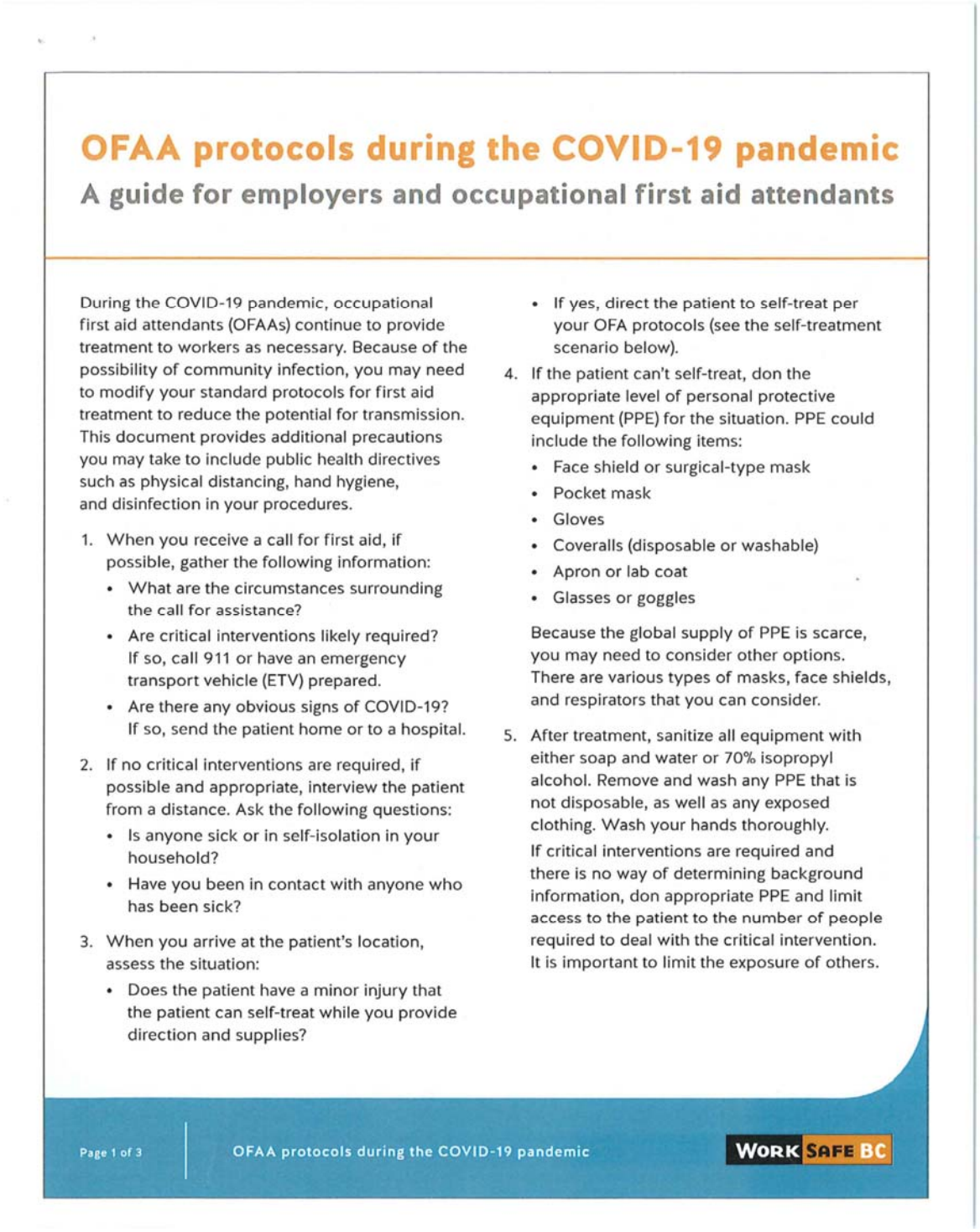
6. Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.

# 8.0 First Aid Procedures

## Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home. Rental groups and programs must identify an isolation area during each program or rental.

First Aid Protocols have been updated by WorkSafeBC and the following apply:



# OFAA protocols during the COVID-19 pandemic

## A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
   - What are the circumstances surrounding the call for assistance?
   - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
   - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
   - Is anyone sick or in self-isolation in your household?
   - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
   - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
   - If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).
4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
   - Face shield or surgical-type mask
   - Pocket mask
   - Gloves
   - Coveralls (disposable or washable)
   - Apron or lab coat
   - Glasses or goggles

   Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.
5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly.

   If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Page 1 of 3 | OFAA protocols during the COVID-19 pandemic | WorkSafeBC

## Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

## Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any, critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

## Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

ATTACHMENT 4

# Bowen Complex

## COVID-19 Safe Operations

Created By: Lynn Wark Date: July 2, 2020

Reviewed By: Adam Smith Date: July 13, 2020

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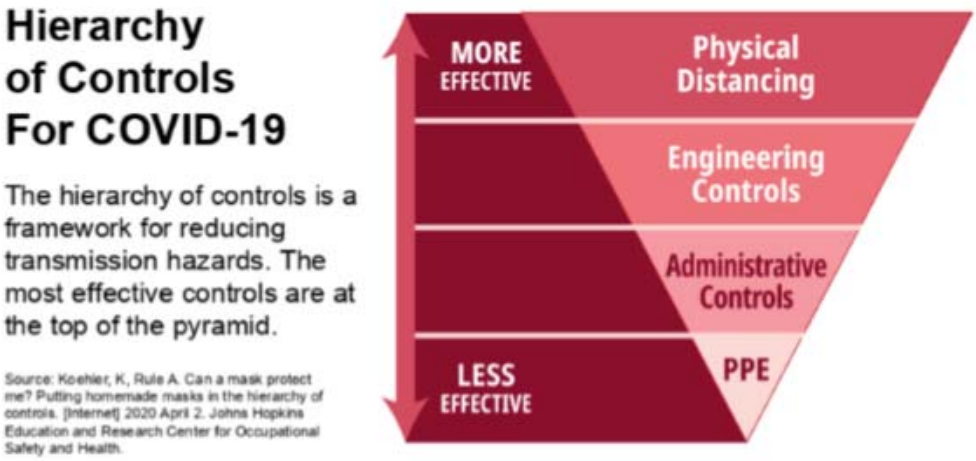
# 1.0 Introduction

The City of Nanaimo is committed to providing a safe and healthy workplace for all of our staff. A combination of preventative measures will be used to minimize worker and public exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this Exposure Control Plan (ECP) is to protect employees from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafe BC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

The City of Nanaimo will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. The City of Nanaimo will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Island Health Medical Health Officer.

Image Source: BCRPA – The Recreation and Parks Sector Guidelines for Restarting Operations



# 2.0 Staff Training Plan

## Staff Training

The City of Nanaimo has staff training to re-activate staff prior to returning to work.

**Training Topics – from site safety plan**

1. Staff Safety (All staff)
    a. Site specific orientation Crew Talk - Site Safety Plan
    b. City Exposure Control Plan

2. Facility Admission & Access (All staff)
    a. Public procedures
    b. Front Desk Procedures
    c. Programming

3. Building Schedules and Programming (All staff)
    a. Disinfection (All staff)
    b. Procedure and Video
    c. Facility Schedule
    d. Program Guidelines

4. First Aid Procedures (OFA First Aiders)

All training must be documented and signed by both staff member and supervisor on the site specific orientation and/or Crew Talk.

# 3.0 Staff Health and Hygiene

## COVID-19 Health Assessment

To avoid transmission between employees and patrons, every employee suspected or confirmed to have contracted COVID-19 must stay home.

**Staff COVID-19 Self-Assessment**

Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing, or coughing complete the BC CDC self-assessment tool or call 8-1-1 and inform your supervisor.

If directed, go for testing and self-isolate at home until test results are available. If testing is not possible self-isolate for 10 days. After 10 days, if your temperature is normal and you feel better, complete the self-assessment tool again to determine if you can return to your routine activities. Coughing may persist for several weeks, so a cough alone does

not mean you need to continue to self-isolate for more than 10 days.

**Sick Workers**

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands and provided with a mask, and isolated. Ask the worker to go straight home and call the COVID-19 information line for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g. difficulty breathing or chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Daily records are kept of staff who work together in the event there is a need for contact tracing on the part of the Medical Health Officer.

## Hygiene

**Hand Hygiene**

Employees must wash their hands upon entry to the building and before and after:

- Eating
- Breaks
- Smoking
- Blowing one's nose, coughing, or sneezing
- Using the toilet
- Being in contact with animals or pets
- Using shared equipment
- Providing routine care for customers needing assistance or first aid

**Face Masks**

- Staff should wear face masks if physical distancing cannot be maintained with other staff members.
- At this time, wearing a face mask at all times in the facility is not mandatory. This will be reviewed on an on-going basis according to provincial health recommendations.
- Masks can become contaminated on the outside when touched by hands so employees should avoid touching or adjusting them often.
- Masks that become wet, soiled, or damaged are less effective and must be replaced immediately.
- Masks must be put on and taken off correctly, including not touching the front of the mask and washing hands before/after application and removal.
- Never share masks with others.

**Personal Hygiene**

- Avoid physical greetings such as handshakes and hugs.
- Employees must practice good hygiene throughout their shift including proper hand washing and cough/sneeze etiquette.
- There should be no sharing of cigarettes or vaping equipment or other personal products.

## Keeping Shared Spaces and Equipment Clean

List Facility Rooms and Spaces Here:

1. Cashier Wicket/Front Desk Area
2. Lobby
3. Library
4. Main Floor Washrooms
5. Lower Floor Washrooms
6. Upper Floor Washrooms
7. Bowen Auditorium and Kitchen
8. Bowen Room 1 and Kitchen
9. Bowen Room 2
10. Bowen Room 3
11. Bowen Room 4
12. Bowen Room 5
13. Bowen Room 6
14. Bowen Billiards Room
15. Bowen Woodworking Room
16. Bowen Pottery Room
17. Bowen Conference Room
18. Stationery Room
19. Photocopier/Mail Room
20. Staff Kitchen/Break Room
21. General Manager's Office (1)
22. Clerk's Office (1)
23. Director's Offices (2)
24. Manager's Offices (2)
25. Coordinator's Offices (5)
26. Parks Staff Offices (5)
27. Staff Change Rooms – Lower Floor
28. Custodial Storage Closets

Use the same general directions for all spaces/rooms. Examples below

- Staff should arrive dressed in their work clothes or uniform.
- A maximum of one staff in the change room. Physical distancing must occur at all times.
- Personal items brought in (e.g. bags, shoes, jackets) must be kept to a minimum.
- If personal items are in the change room, adequate space must be between each staff member's items to encourage physical distancing.
- All belongings must be brought home at the end of each shift.

Shared Equipment – list examples of equipment here:

1. Computers and Keyboards
2. Telephones
3. Work Stations and Chairs
4. Photocopiers and Printers
5. Cleaning and Janitorial Supplies
6. Keys
7. Tables and Chairs
8. Cash Drawers and Equipment
9. Binders
10. Stationery Supplies
11. Janitorial Carts and Equipment
12. Vacuums

- Personal equipment and tools should not be shared between employees or must be disinfected between uses if sharing is unavoidable.
- Clean staff room table, telephones, keyboards, etc. before and after each use.
- Do not share cups, glasses, utensils, fanny packs, etc.
- Avoid sharing common objects (e.g. pens).
- Uniforms and work clothes should be washed at the end of each shift.
- Avoid sharing uniforms.

## 4.0 Disinfection and Cleaning Procedures

The disinfection procedures listed are in response to the COVID-19 pandemic. These cleaning measures are in addition to regular facility cleaning procedures. Please review the safe work procedures for Cleaning and Disinfecting and How to Clean and Disinfect Your Work Station.

### Personal Protection

The risk of exposure to cleaning staff is inherently low, however, cleaning staff should wear disposable gloves and appropriate PPE for all cleaning tasks, including handling trash. PPE should be removed carefully to avoid contamination to the wearer and surrounding area. Work uniforms must be washed after each shift.

### Cleaning Procedures

Surfaces frequently touched by hands are most likely to be contaminated. These surfaces include doorknobs, handrails, light switches, cabinet handles, faucet handles, tables, countertops, and electronics. These areas are high priority cleaning areas within the facility.

## Chemicals Used for Disinfection/Cleaning

| Product | Application | Who can use | PPE | Dwell Time | Rinse | Equip. |
|---|---|---|---|---|---|---|
| **EP66** Disinfectant | Spray Bottle | All staff / gym patrons | Diluted no gloves for public Staff -gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| **EP66** Disinfectant | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose floor squeegie |
| **Perdiem** Cleaner | Spray Bottle | All Staff Contractors | Diluted no gloves for public Staff -gloves | 5 minutes | Wipe off | Spray bottle Paper Towel |
| **Perdiem** Cleaner | Foamer attached to a hose | In Foamer Aquat. Custodians | Staff -gloves | 15 minutes | Hose | Foamer / Hose floor squeegie |
| **Bleach 12%** | Foamer attached to a hose Spray Bottle Mop Bucket | All Staff | Resperator Gloves / Goggles Apron | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle Mop bucket Mop heads cleaned daily |
| **Ultra One Degreaser** | Foamer attached to a hose Spray Bottle | All Staff | Gloves | 15 minutes | Hose Wash off | Foamer / Hose Spray bottle |
| **Oxivir Plus** Disenfectant Cleaner | Spray Bottle Mop Bucket | All Staff | Gloves | 15 minutes | Wash off | Spray bottle Mop bucket Mop heads cleaned daily |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Sustainable Earth ( SE ) SE 64 Neutral Cleaner** | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads cleaned daily |
| **Sustainable Earth ( SE )** SE 70 Washroom Cleaner | Spray Bottle<br>Mop bucket | Custodians | Gloves | 10 minutes | Wipe off<br>Wash off | Spray bottle<br>Mop bucket<br>Mop heads cleaned daily |
| **Sustainable Earth ( SE )** Glass Cleaner | Spray Bottle | Custodians | Gloves | None needed | Wipe off | Spray bottle<br>Paper Towel<br>Rags |
| **Sustainable Earth ( SE ) SE 71 Toilet cleaner non acid** | Ready to use container | Custodians | Gloves | None needed | Wipe off | Toilet Brush |
| **Staples Washroom Cleaner**<br><br>**Soap and Hot Water** | Spray Bottle<br>Mop bucket<br><br>Cloth<br>Squeegee<br>Scrub Brush | Custodians<br>AMW<br><br>Custodians<br>AMW | Gloves<br><br>Gloves | None needed | Wipe off<br>Wash off<br><br>Wash off | Spray bottle<br>Paper Towel<br>Rags<br><br>Rags<br>Mop Buckets |

| Room/Space | Product | High Touchpoints | Frequency: hourly daily, weekly, on demand, before and after use | Staff Responsible | Date and time | Staff Initials |
|---|---|---|---|---|---|---|
| **Offices and Work Stations** | Perdiem | Phones, keyboards, mice, desk tops, Counter Tops | Before and after use | All staff | | |
| **Washrooms and Change Rooms** | Perdiem<br><br>Staples Washroom Cleaner | Toilets, sinks, floors, paper towel holders, soap dispensers, door handles | Every two hours when facility is open to public and after facility closes | Custodians<br><br>Lifeguards | | |
| **Lobby/common areas** | Perdiem | Counter tops, door handles, benches | Every 30 minutes | Custodians<br><br>Clerks/Cashiers<br><br>Lifeguards | | |
| **Staff Break room** | Perdiem | Table, chairs, countertops soap dispenser | After use | All staff | | |
| **Front Office/Wicket** | Perdiem | Counter tops, photocopiers, | Every two hours when the facility is | Clerks/Cashiers<br><br>Custodians | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | printers, door handles | open and after the facility closes | | | |
| **Activity Rooms/Rentable Spaces** | Perdiem | Counter tops, door handles, tables, chairs, flip charts | After Use and after the facility closes | Custodians | | |
| **Custodial Storage Rooms** | Perdiem | Door handles | Every 2 hours | Custodians | | |
| **Kitchens** | Ultra One Degreaser | Stove/floor | Before and after every user/ 30 minutes between bookings | Custodians | | |

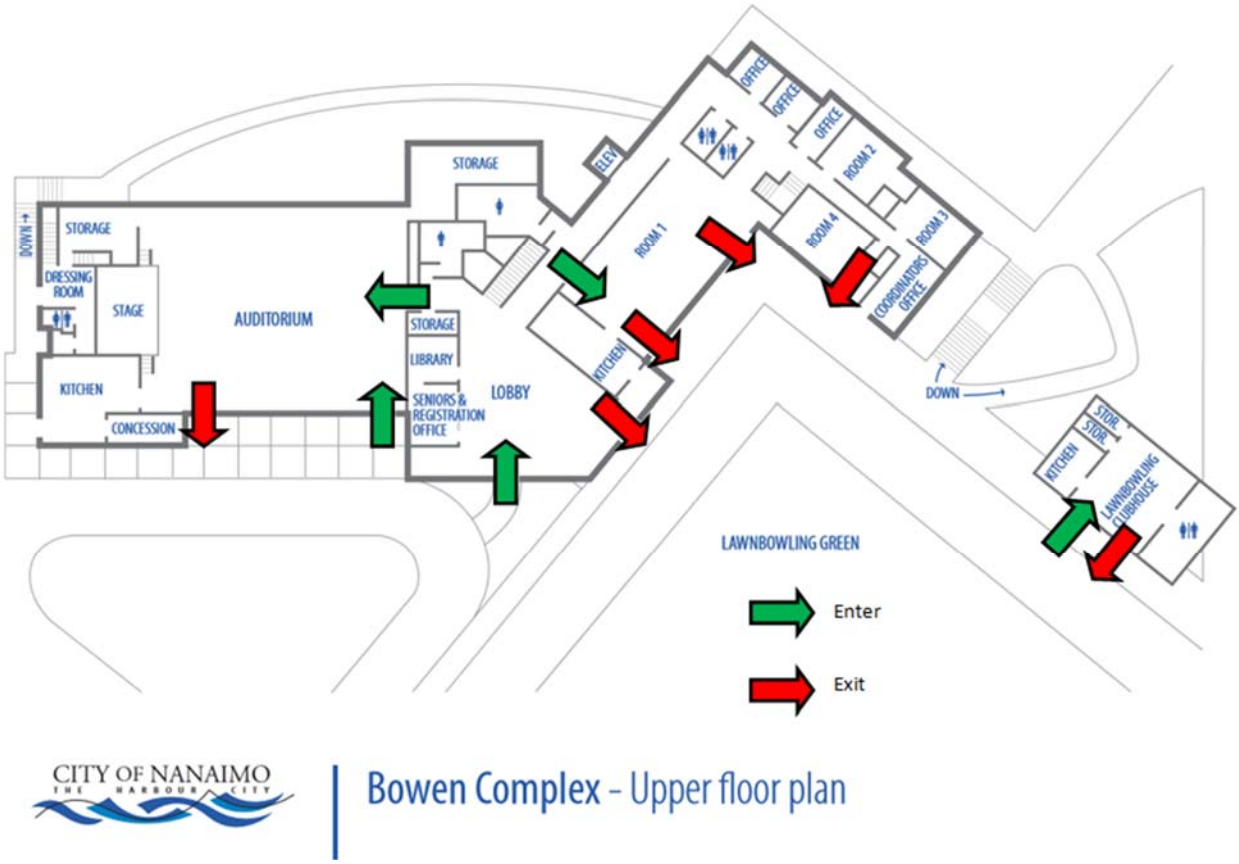
# 5.0 Facility Information

## Facility Access, Egress and Traffic Flow

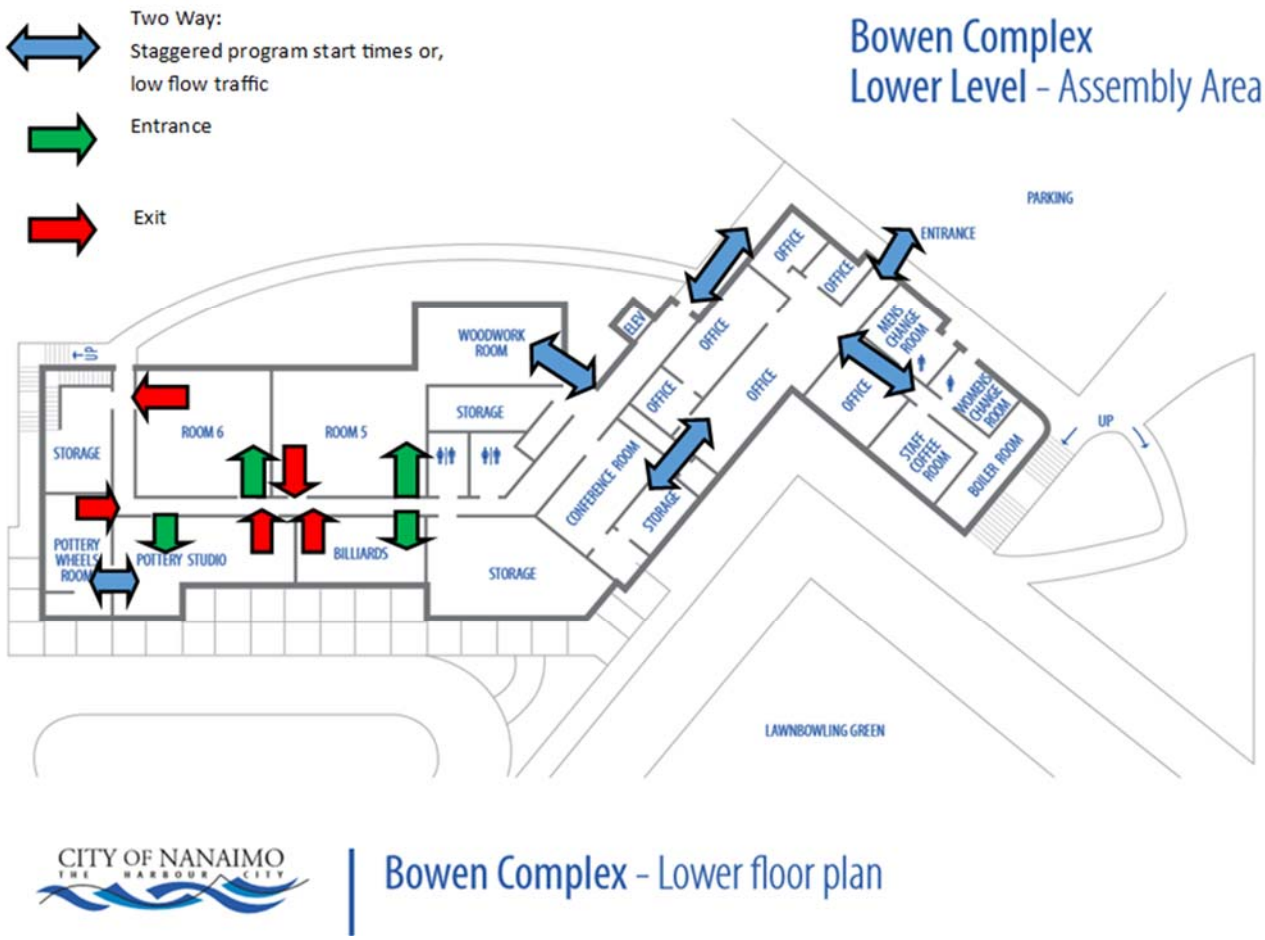
Bowen Complex is implementing the following facility admission protocols:

1. At the entrance, signs are installed to inform patrons that:
    a. Patrons must not enter if they are diagnosed with, suspect they have, or if they have any of the known COVID-19 symptoms.
    b. Patrons must maintain physical distance of 2 meters from other patrons and staff.
    c. Patrons are to wash their hands with soap and water or use hand sanitizer upon entry to the facility.
2. Upon admission to Bowen Complex, all employees and members of the public will immediately wash their hands with soap and water or use hand sanitizer (70% alcohol or higher) for at least 20 seconds.
3. Employees will complete the BC COVID-19 Self-Assessment Tool prior to the start of their shift
4. Employees located at the front desk are protected by a plexiglass barrier.
5. Employees should wear gloves while handling cash and payment machines.
6. A reservation system and rental/program time limitations are in place to avoid crowd gathering and wait times.
7. Facility access is provided with separate entry and exit points at the main entrance with a barrier ensuring physical distancing.
8. Signage, floor markings and barriers are installed to guide patrons in and out of the building.
9. Physical markers are installed on the lobby floor and throughout the facility which indicate two meter physical distancing for patrons waiting in line.
10. Signage and barriers are installed in the activity rooms and washrooms to encourage physical distancing.
11. Occupancy limits will be posted for all public and staff spaces.
12. Public visitors are prohibited in staff areas. Staff must arrive no more than 15 minutes prior to their shift and leave the building immediately after their shift ends.
13. Allow time for staff shift changeover to minimize group gathering in staff areas.

## Facility Floor Plans




CITY OF NANAIMO THE HARBOUR CITY | Bowen Complex - Upper floor plan


Two Way:
Staggered program start times or,
low flow traffic
Entrance
Exit
Bowen Complex
Lower Level - Assembly Area
PARKING
ENTRANCE
OFFICE
OFFICE
MENS CHANGE ROOM
WOMENS CHANGE ROOM
UP
WOODWORK ROOM
ELEV
OFFICE
OFFICE
OFFICE
OFFICE
STORAGE
ROOM 6
ROOM 5
STORAGE
CONFERENCE ROOM
STORAGE
STAFF COFFEE ROOM
BOILER ROOM
POTTERY WHEELS ROOM
POTTERY STUDIO
BILLIARDS
STORAGE
LAWNBOWLING GREEN
CITY OF NANAIMO
THE HARBOUR CITY
Bowen Complex - Lower floor plan

## Occupancy Limits – Public and Staff Spaces

| Public Spaces | Maximum Occupancy |
|---|---|
| Library | **1** |
| Bowen Auditorium | **106** |
| Bowen Room 1 | **34** |
| Bowen Room 2 | **7** |
| Bowen Room 3 | **7** |
| Bowen Room 4 | **7** |
| Main Floor Washrooms | **1** |
| Bowen Room 5 | **25** |
| Bowen Room 6 | **25** |
| Bowen Billiards Room | **4** |
| Bowen Woodworking Room | **2** |
| Bowen Pottery Room | **6** |
| Lower Floor Washrooms | **1** |
| Club House | **33** |

| Staff Spaces | Maximum Occupancy* |
|---|---|
| Cashier Wicket/Front Desk Area | **1** |
| Upper Floor Washrooms | **1** |
| Bowen Conference Room | **12** |
| Stationery Room | **2** |
| Photocopier/Mail Room | **1** |
| Staff Kitchen/Break Room | **2** |
| General Manager's Office (1) | **1** |
| Clerk's Office (1) | **1** |
| Director's Offices (2) | **1** |
| Manager's Offices (2) | **1** |

| | |
|---|---|
| Coordinator's Offices (4) | **1** |
| Coordinator's Office (1) | **2** |
| Parks Staff Offices (5) | **1** |
| Staff Change Rooms – Lower Floor | **1** |
| Custodial Storage Closets | **1** |

*calculated based on stationary activity - reduce if physical activity occurring.

- The City's occupancies comply with all Provincial Health Orders as directed by the Public Health Officer (PHO). Facilities will continue to be monitored and occupancies adjusted as needed based on health information and facility activity.
- Facilities capacities are based on the size of the space used by patrons and staff to ensure physical distancing can be maintained.
- Staff spaces can have higher occupancy if a mask is worn where 2m physical distancing cannot be maintained.

# 6.0 Service Delivery

## Bowen Complex Program Delivery

### General

1. Room capacities are reduced to allow appropriate physical distancing.
2. Signage installed throughout the facility reminding of physical distancing, handwashing, and reminders to stay home if sick.

### Patron Equipment

1. Only essential equipment will be available for use during the initial opening.
2. Shared equipment will be disinfected between uses.

### Bowen Complex Programs

1. Program ratios will be reduced to maintain physical distancing.

### Group Rentals

1. All rentals will be required to book space in advance.
2. Groups with more than 7 people will be required to provide a COVID-19 Safety Plan identifying how the group will follow COVID-19 safety guidelines outlined by the PHO.

### Consent Forms

1. All participants must complete a Program Participation Consent form prior to attending and participating in Recreation Programs.

## Facility Allocations

### Rental – Community Group/Private Groups

1. All renters must provide a written request for facilities to the City's allocation clerk using the facility request form. Verbal request will not be accepted.
2. All bookings must be booked with the allocations clerk over the phone or by email. Face to face bookings are not permitted at this time.
3. Contracts will be sent to customers via email. Contracts must be signed and emailed back to the allocations clerk.
4. Contracts must be paid in full prior to the booking taking place.
5. User groups are asked to arrive no sooner than 15 minutes prior to the start of their rental time.

6. All user groups must provide a COVID operating plan to the City of Nanaimo prior to their booking.
7. Facility renters must comply with all health authority directives and orders.
8. Facility renters must comply with all City of Nanaimo procedures and protocols pertaining to facility use.
9. All renters must provide the City of Nanaimo with insurance naming the City of Nanaimo as co-insured, if required.
10. The City of Nanaimo will provide all users groups with the safety protocols and guidelines that must be adhered to all times while using the facility in advance of their booking. Any non-compliance may result in termination of contract without refund and may lose booking privileges on a temporary basis.
11. Contracts are subject to change based on provincial health directives and orders.

## Operating Schedules

Tentative Bowen Complex Schedule – September to December 2020

### Monday through Thursday*

8 am – 9 pm

### Friday*

8 am – 6:30 pm

### Saturday*

9 am – 4 pm

### Sunday – Closed*

*Exceptions will be made for private rentals as per normal practice

- Schedule is subject to change
- Programs will be planned with 30 minute intervals for high touchpoint and surface cleaning

# 7.0 Public Communication

## Safety Education

- When providing information to customers about new rules and COVID-19 guidelines, it is important for staff to remember that not all customers may be initially accepting of the new protocols.
- Staff should be patient and take a customer-focused approach to safety education. **We're Here to Help!**
- Staff should maintain physical distancing while providing effective and consistent messaging and expectations.

## Applying the Guidelines

1. Prior to entering the facility, educate the public on new admission standards using signage, including health questions and their responsibilities regarding physical distancing from non-family members for all activities and while using all facility amenities.
2. Educate patrons concerning one-way traffic measures around the facility.
3. Educate patrons on measures put in place to avoid crowd gathering such as waiting lines for recreational equipment.
4. Educate patrons about not sharing personal equipment such as water bottles, towels, etc.
5. Staff working directly with the public should maintain physical distancing while providing effective and consistent rule enforcement and accident prevention.
6. Staff are to maintain physical distancing when providing information to other team members.
7. Staff are to follow and maintain new protocols regarding disinfection of common contact surfaces throughout the day.

Next page includes a communication handout that can be provided to facility users prior to their session, ideally at the time of booking. Other booking communications will be provided to facility renters.

CITY OF NANAIMO
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PARKS AND RECREATION

**Preventative Measure Information for Program Participants**

The City of Nanaimo is pleased to have Bowen Complex open to the community. The health and safety of City of Nanaimo employees and the public remains the highest priority as facilities reopen and begin providing services again. Please note, there are many changes to availability, facility access, activities, and more. These changes have been implemented to meet health guidelines and to ensure a safe environment.

**General Information**

1. Please follow the direction of facility staff and posted signage while using the facility.
2. All participants are required to follow all safety measures while using the facility.
3. Participants are asked to arrive no earlier than 15 minutes prior to their program start time.
4. All program spaces must be reserved in advance and drop-in participation will not be permitted during initial phases.
5. Please maintain physical distancing at all times and leave the facility as quickly as possible following your session.
6. Please bring your own filled water bottle for the session if needed as water fountains may not be available.
7. If you are unsure of what to do or where to go please speak to staff as they are here to help.

**Facility Information**

1. Most lobby furniture will be removed to discourage gathering.
2. Rooms 2 – 4 will remain closed during the initial reopening.
3. Separate entrance and exit doors will be provided for access to the Auditorium and Room 1.
4. Drop-in Spaces (ie: billiards, woodworking, pottery) will require participants to book specific timeslots for use.
5. Kitchens will remain closed until further notice.

**Health and Safety Protocols**

1. Stay home if you're sick.
2. Please maintain physical distaining (6 ft.) in the facility at all times.
3. Please follow the health and safety information posted throughout the facility.
4. Please use hand sanitizer upon entry to the facility.

**Spectators**

1. To control the number of people in the facility and to reduce the chance of groups gathering, only program participants will be permitted in the facility.
2. Please avoid gathering in groups outside the facility.

**Equipment**

1. Non-essential shared equipment will not be available.

**Drop off and Pick Up**

1. To control the number of people in the facility and to maintain physical distancing requirements parents and guardians are asked to bring their child into the facility, drop their child off with the instructor, ambassador, volunteer or coach then leave the facility and return at the end of the session to pick up their child or youth.

**Exiting Facility**

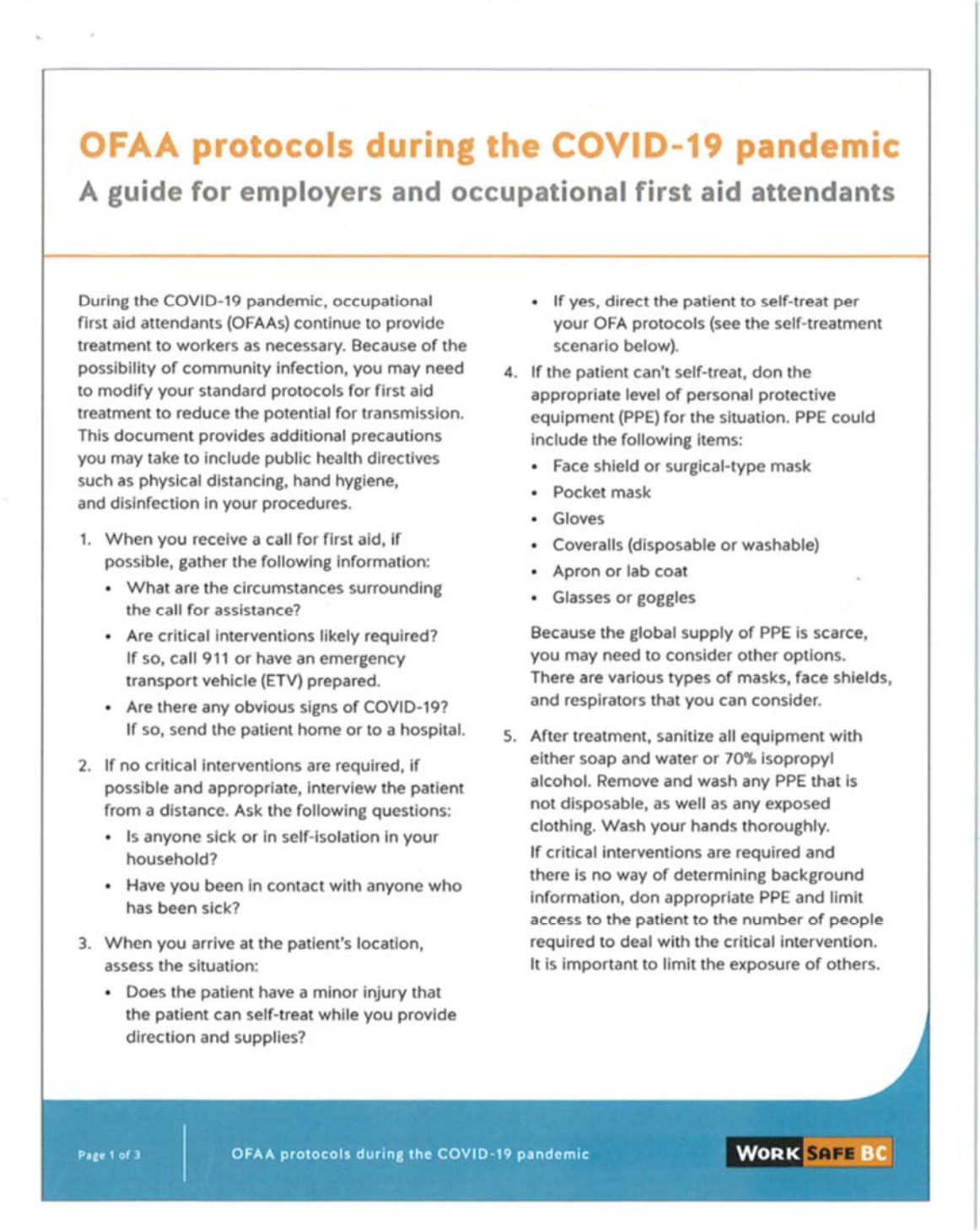
1. Please leave the facility as soon as possible after the session has ended.

# 8.0 First Aid Procedures

## Isolation Areas and Procedure

There is a requirement to provide a self-isolation containment area/space/room for employees and patrons showing symptoms of illness while waiting for transportation to a medical centre or home. The isolation space has been designated as the Kitchen area off of Activity Room 1.

First Aid Protocols have been updated by Worksafe BC and the following apply:



# OFAA protocols during the COVID-19 pandemic

## A guide for employers and occupational first aid attendants

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions you may take to include public health directives such as physical distancing, hand hygiene, and disinfection in your procedures.

1. When you receive a call for first aid, if possible, gather the following information:
   - What are the circumstances surrounding the call for assistance?
   - Are critical interventions likely required? If so, call 911 or have an emergency transport vehicle (ETV) prepared.
   - Are there any obvious signs of COVID-19? If so, send the patient home or to a hospital.
2. If no critical interventions are required, if possible and appropriate, interview the patient from a distance. Ask the following questions:
   - Is anyone sick or in self-isolation in your household?
   - Have you been in contact with anyone who has been sick?
3. When you arrive at the patient's location, assess the situation:
   - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
   - If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario below).
4. If the patient can't self-treat, don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
   - Face shield or surgical-type mask
   - Pocket mask
   - Gloves
   - Coveralls (disposable or washable)
   - Apron or lab coat
   - Glasses or goggles

   Because the global supply of PPE is scarce, you may need to consider other options. There are various types of masks, face shields, and respirators that you can consider.
5. After treatment, sanitize all equipment with either soap and water or 70% isopropyl alcohol. Remove and wash any PPE that is not disposable, as well as any exposed clothing. Wash your hands thoroughly.

   If critical interventions are required and there is no way of determining background information, don appropriate PPE and limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

Page 1 of 3 | OFAA protocols during the COVID-19 pandemic | WORKSAFE BC

## Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 metres (about 6 feet) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 metres from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

## Scenario: OFA Level 1 and Level 2 with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and conducts a primary survey to determine what, if any, critical interventions are required. The attendant positions the patient in the three-quarter-prone position to ensure that the airway is open and clear and no further interventions are needed. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away. The attendant monitors the patient until the ambulance arrives.

## Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the attendant approaches the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway (OPA) to protect and maintain the airway. The attendant then conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 metres away.

Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use any PPE or other measures available to provide a barrier between the helpers and the patient, including covering the patient with a blanket. Once the patient is loaded, ensure the helpers remove their PPE and wash their hands with soap and water.

Documents referenced in the creation of the Bowen Complex Site Safety Plan include:

a) BC's Restart Plan Next Steps to move BC through the Pandemic
b) Work Safe BC
c) British Columbia Recreation and Parks Association (BCRPA) – Guidelines for Restarting Operations
d) viaSPORT British Columbia - Return to Sport Guidelines for BC
e) BC Centre for Disease Control

CITY OF NANAIMO
THE HARBOUR CITY

# Staff Report for Decision

File Number: CIL00409

DATE OF MEETING July 27, 2020

AUTHORED BY BILL CORSAN, DIRECTOR, COMMUNITY DEVELOPMENT

**SUBJECT DOWNTOWN QUICK WIN PROJECTS – UPDATE**

## OVERVIEW

**Purpose of Report**

To provide Council with an update on the downtown quick win projects and to request the reallocation of funding to support an enhanced downtown wayfinding program.

**Recommendation**

That Council:

1. receive the presentation on downtown quick win projects; and
2. reallocate $25,000 from the Great National Land Building project to support two additional signs in the Old City Quarter as part of the downtown wayfinding project.

## BACKGROUND

The 2019 – 2022 Strategic Plan recognizes the importance of downtown by prioritizing a number of initiatives, such as the Downtown Mobility Hub, investments at 1 Port Drive, and advocacy for the passenger ferry service to downtown Vancouver.

At the 2019-JUL-15 Governance and Priorities Committee (GPC) meeting, Council participated in a visioning process that identified key issues and opportunities for enhancing the downtown core.

Council identified five priority areas for the downtown. These, in no particular order, are:

- Public Realm Improvements/Beautification
- 1 Port Drive
- Redevelopment of Key Sites
- Social Issues/Order
- Mobility/Front Street/Waterfront Walkway

At the 2019-JUL-29 GPC meeting, Council was presented with a list of 'quick wins' for the downtown core that were developed by Staff from across the organization. The list was approved by Council at the 2019-AUG-26 Council meeting.

In addition to the downtown quick win projects, Council has made further investments in an expanded downtown patio program to enable local restaurants to use city streets for outdoor patio space, have advanced the Front Street Bi-Directional Bike Lane project, and partnered on a pilot project to ensure safety and security in the Old City Quarter (OCQ).

## DISCUSSION

Since Council provided approval in August 2019, Staff have made progress on delivering the quick win projects. A number of the projects are now complete or well underway. Some projects cannot be completed due to cost or other challenges.

One of the more significant quick win projects is the installation of new wayfinding in the downtown core, consistent with the gateway signs that were installed on the Bastion Bridge during its renovation in 2019. The first phase of the project includes two pedestrian kiosks and three pedestrian wayfinding features at the following locations:

- Commercial Street / Museum Way
- Commercial Street / Diana Krall Plaza
- Commercial Street / Chapel Street
- Bastion Street / Front Street
- Front Street / Museum Way

The project has a budget of $100,000. Subsequent phases of the work include the installation of two wayfinding signs in the OCQ at the corner of Wesley Street / Fitzwilliam Street and Selby Street / Fitzwilliam Street.

Staff have been contacted by the OCQ Business Improvement Association who have requested the OCQ signs be included with the main project. Staff estimate the additional two signs to cost approximately $25,000.

Funding for the two additional wayfinding signs is available from the unused funds associated with the lighting upgrades proposed for the Great National Land Building.

If Council approves the budget transfer, the two additional wayfinding signs will be included as part of the main wayfinding project, with installation anticipated by October 2020.

## OPTIONS

1. That Council:
    1. receive the presentation on downtown quick win projects; and
    2. reallocate $25,000 from the Great National Land Building project to support two additional signs in the Old City Quarter as part of the Downtown Wayfinding project.

        - Advantages: The addition of the OCQ wayfinding will provide additional coverage in the downtown core and help connect the OCQ with Commercial Street and the waterfront.
        - Disadvantages: The reallocated funding could be used to enhance one of the other downtown quick win projects.
        - Financial Implications: There are no direct financial implications. The $25,000 has been budgeted for and is available to reallocate to the wayfinding project.

2. That Council receive the presentation on downtown quick win projects and deny the reallocation of funding between projects at this time.

    - Advantages: Council can reallocate the $25,000 to another downtown quick win project or reserve the funding for another priority project.
    - Disadvantages: The additional wayfinding signs in the OCQ will not be delivered at this point in time and could be viewed as a missed opportunity.
    - Financial Implications: Additional funding for the second phase of the downtown wayfinding will need to be identified if the program is to be expanded into the OCQ.

**SUMMARY POINTS**

- At the 2019-JUL-29 GPC meeting, Council was presented with a list of 'quick wins' for the downtown core that were developed by Staff from across the organization. The list was approved by Council at the 2019-AUG-26 Council meeting.
- Staff have implemented many of the projects; a few are in progress, and through further investigation, some projects are not possible at this point in time.
- The downtown wayfinding project is one of the more expensive projects with a budget of $100,000. The project includes the installation of five pedestrian kiosks and pedestrian wayfinding signs.
- The Old City Quarter has requested two wayfinding signs be installed in the corner of Wesley and Fitzwilliam Street and Selby and Fitzwilliam Street as part of the project. Staff estimate a budget of $25,000 for the additional signs.
- Funding for the sign can be reallocated from the Great National Land Building lighting project that will not be proceeding.

**Submitted by:**

Bill Corsan
Director, Community Development

**Concurrence by:**

Dale Lindsay
General Manager, Development Services

Richard Harding
General Manager, Parks, Recreation and Culture

Bill Sims
General Manager, Engineering and Public Works

Laura Mercer
Director, Finance



# Downtown Nanaimo
# Update on Priority Projects and Funding

2020-JUL-27

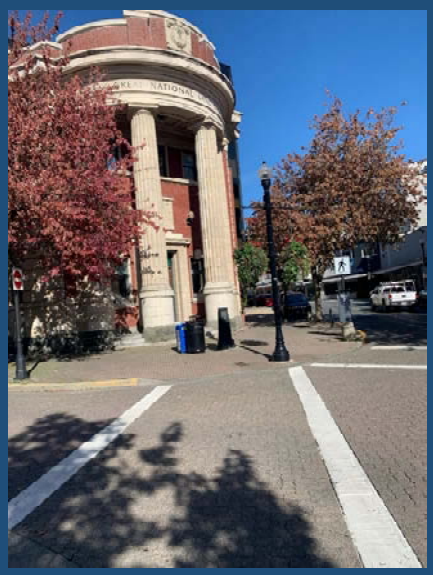


# PUBLIC REALM IMPROVEMENTS / BEAUTIFICATION

## Down-Lighting Installed at Great National Land Building

Update:

- Owner has upgraded/repaired lighting
- $25,000 available for other downtown projects



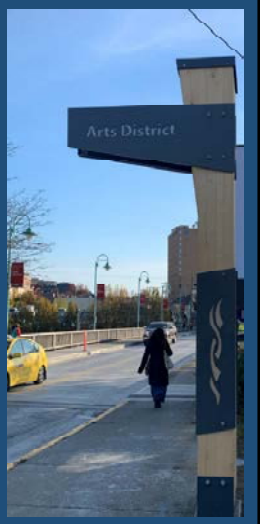
## Hoard and Place a Wrap around Excavation at 10 Front Street




## Improve / Refresh Way-Finding Signage

Update:

- Phase 1: Two pedestrian kiosks and three pedestrian wayfinding features at:
  - Commercial St. / Museum Way
  - Commercial St. / Diana Krall Plaza
  - Commercial St. / Chapel St.
  - Bastion St. / Front St.
  - Front St. / Museum Way
- Subsequent phases include two additional wayfinding signs in the Old City Quarter at:
  - Wesley St. / Fitzwilliam St.
  - Selby St. / Fitzwilliam St.
- Funding for the additional signs will be approximately $25,000 and will come from the originally allocated budget associated with the lighting upgrades for the Great National Land Building

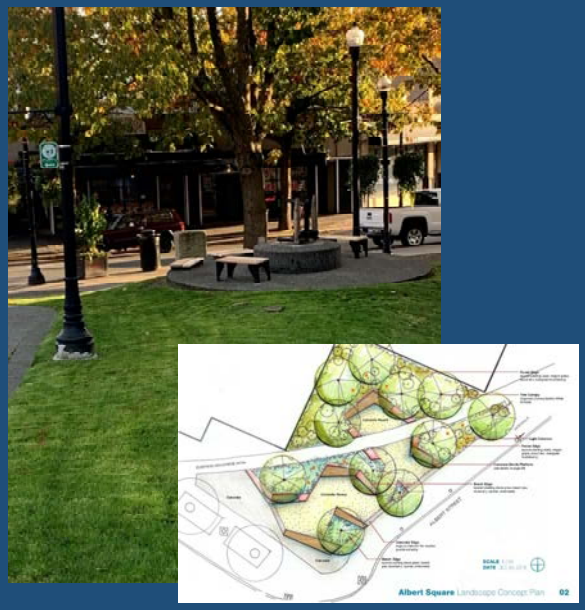





## Update Tideline Park

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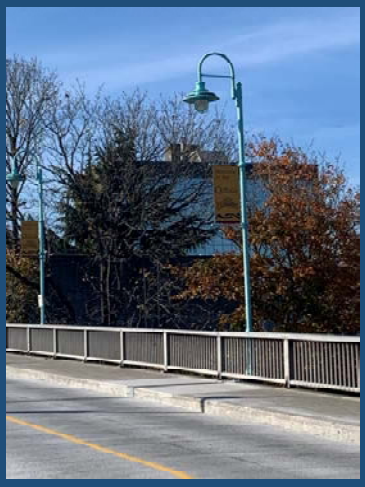
Update: Delayed to Fall 2020



## Paint/Repaint Street Lights on Bastion Bridge and Bastion/Fitzwilliam Street

Update:

- Requires powder coating.
- $6,500 per light.
- Insufficient budget.



## Clean and Update the Public Walkway from Robson Street to Fitzwilliam Street

COMPLETED





## Refresh Crosswalk Paint Lines on Commercial and Front Street

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COMPLETED




## Install or Update Water Fountains

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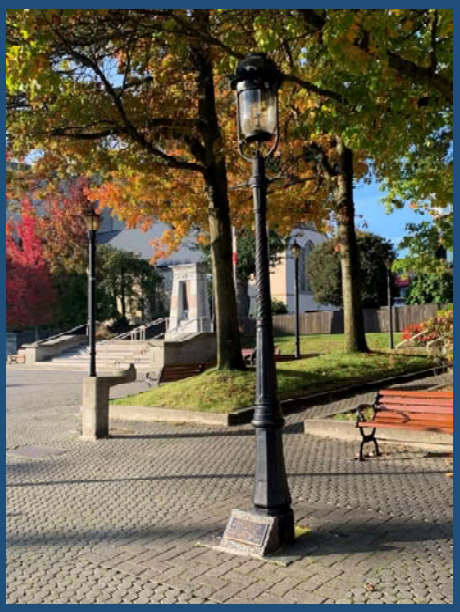


COMPLETED



## Reinstate Eternal Street Light adjacent to Cenotaph

Update: To be included in Front Street improvements



## Increase Frequency of Street Sweeping, Sidewalk Sweeping and Power Washing

COMPLETED



## Expand Temporary Art Program to include Commercial, Fitzwilliam and Wesley Street and the Waterfront Walkway

Update: Underway, includes new Troy Moth installation on Wesley Street.



## Create a Mural Program for Owners with Blank Walls

Update:

- Three new spaces being used for new murals (151 Front Street, 95 Cavan Street and 119 Skinner Street)
- Murals will be painted in August as part of the Hub City Wall Festival



## Small-Scale Whimsical Art Interventions

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COMPLETED




## Renew Playground Equipment in Maffeo Sutton Park

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COMPLETED





## Dianna Krall Plaza Redevelopment Plan

Update:

- Underway, but on hold due to COVID-19.
- Anticipated to continue in fall of 2020.



## Temporary Traffic Calming on Fitzwilliam Street

COMPLETED



## Downtown Tree Lighting

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COMPLETED



## Landscaping and Public Realm Improvements on Wesley Street

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COMPLETED

## Improved Lighting at City-Owned Parking Lots (295 & 299 Selby Street)

COMPLETED




## Additional Planters for Victoria Crescent

COMPLETED



## Complete Crosswalk with "the Crescent" for Victoria Crescent

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COMPLETED





## 3D Nanaimo Sign for Downtown

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Update: Underway, will tender late summer



# DOWNTOWN PATIOS

## Downtown Patios

Update: In May, Council directed Staff to implement an expanded Downtown Patio Program





## Downtown Patios






## Recommendation

That Council:

1. Receive the presentation on the Downtown Quick Wins Projects; and
2. Reallocate $25,000 from the Great National Land Building project to support two additional signs in the Old City Quarter as part of the Downtown Wayfinding project.



# Delegation Request

**Delegation's Information:**

Matthew Rosenthal has requested an appearance before Council.

City: Nanaimo
Province: BC

**Delegation Details:**

The requested date is July 27, 2020.

The requested meeting is:
Special Council

Bringing a presentation: No

Details of the Presentation:

I will be speaking in regards to the signage for Fitzwilliam Street to be included in the wayfinding that is being done for the downtown area.

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# Staff Report for Decision

File Number: CIL00402

DATE OF MEETING July 27, 2020

AUTHORED BY BILL CORSAN, DIRECTOR, COMMUNITY DEVELOPMENT

**SUBJECT PROPOSAL FOR CIVIC PRECINCT REAL ESTATE STRATEGY**

## OVERVIEW

**Purpose of Report**

To provide Council with background information on City-owned lands in the Civic Precinct and to seek direction to prepare a real estate strategy for the future space needs of the Royal Canadian Mounted Police.

**Recommendation**

That Council direct Staff to address the space needs of the Royal Canadian Mounted Police by exploring options within the Civic Precinct and subsequently develop a strategy for Council's consideration.

## BACKGROUND

The Royal Canadian Mounted Police (RCMP) detachment building is a municipal asset located at 303 Prideaux Street. The building was originally built in 1987 and then expanded in 2003. Currently the building is at capacity with no availability for additional personnel in the facility; as new space needs arise, Staff are being assigned to other nearby City facilities on an interim basis. By 2025, there will be spacing needs for at least 224 employees – 160 authorized RCMP members and 64 municipal support staff.

In 2017, the City engaged the services of an architect to examine options for expanding the existing building at 303 Prideaux Street. The report identified the opportunity to create a new two-story addition at the corner of Milton Street and Fitzwilliam Street, or an addition fronting on Prideaux Street. Both options include the need for a full renovation of the existing building.

In addition to the land at 303 Prideaux Street, the City owns seven other properties (approximately six acres of land) within the 'Civic Precinct', which is centred around Fitzwilliam and Prideaux Street.

The City-owned lands are being actively used for a variety of municipal purposes. This includes a building housing mostly Federal RCMP, two fire service buildings (one fire hall and one administration), the Community Services Building, a multi-family affordable housing project ,and two parking lots (see Attachment A).

The following commitments have been made to the City-owned lands within the Civic Precinct:

- 666 Fitzwilliam – The Firehall #1 replacement project has been awarded and construction is expected to start in August 2020.

- 285 Prideaux Street – The City has entered into a Memorandum of Understanding (MOU) with BC Housing to redevelop the existing Community Services Building into an affordable housing project, with construction anticipated in late 2021.
- 350 Prideaux Street – The City has a long-term lease with Nanaimo Affordable Housing to provide affordable housing at this location.

The remaining City-owned properties within the Civic Precinct do not have long-term commitments and could be repurposed for a number of uses, including as a municipal police detachment.

The 2020-2024 Financial Plan does not include a budget to review the RCMP space needs and opportunities.

## DISCUSSION

Staff recommend a holistic review of the City's land assets be completed in the Civic Precinct. With the assistance of a consultant, a Real Estate Strategy for the Civic Precinct will be developed to ensure an orderly, phased redevelopment of this important area of the downtown core. The Real Estate Strategy will outline options and present a financial analysis of the preferred option.

Once a preferred option is identified, a detailed development strategy will be prepared to map out the timelines and key milestones with future planning, design, and construction.

The study is anticipated to cost $120,000 and will be completed by the end of 2020.

While the Real Estate Strategy will focus on the space needs of the municipal RCMP, it will also examine other uses and opportunities for the City-owned lands in the Civic Precinct.

## NEXT STEPS

If Council proceeds with the Staff recommendation, the following next steps are anticipated:

- Staff will engage a consultant to undertake the Real Estate Strategy.
- Staff will report back with the multi-criteria analysis outlining potential options for Council's consideration.
- A development strategy will be created for the preferred option outlining costs and timing.
- The final report will be presented to Council for consideration as part of the 2021-2025 Financial Plan.
- Electoral approval will be sought to authorize borrowing for the project (2021).

## OPTIONS

1. That Council direct Staff to address the space needs of the Royal Canadian Mounted Police by exploring options within the Civic Precinct and subsequently develop a strategy for Council's consideration.

    - Advantages: Undertaking a comprehensive review of the City's existing assets in the Civic Precinct will enable Council to make an informed choice for future investment in the RCMP detachment. The strategy will also provide valuable information on options for other City-owned assets in this area of the downtown core.
    - Disadvantages: A previous study identified options to expand the existing RCMP facility at 303 Prideaux Street. The preferred option may lead to a similar finding. Undertaking the Civic Precinct Real Estate Strategy will take up to five months to complete.
    - Financial Implications: The work in anticipated to cost $120,000. Funding for the project is available from the $300,000 set aside in the 2020 budget for the establishment of the external Economic Development function.

2. That Council direct Staff to advance plans to expand the existing RCMP detachment in its current location.

    - Advantages: Preliminary work for the existing RCMP building can be used as a base and further refined and advanced. Using the existing studies will enable Council to focus Staff efforts on options for one property.
    - Disadvantages: Focusing on the existing RCMP building at 303 Prideaux Street eliminates analysis of other options in the Civic Precinct that may be more suitable.
    - Financial Implications: Council will need to dedicate additional resources to define the options at 303 Prideaux Street. Staff will need to engage the services of a consultant to obtain a quote for the assignment.

3. That Council provide alternative direction.

## SUMMARY POINTS

- The RCMP detachment building at 303 Prideaux Street does not meet the needs of the existing complement of RCMP officers and municipal employees.
- The City of Nanaimo owns six acres of land centred around Fitzwilliam and Prideaux Street in downtown Nanaimo. This area is referred to as the Civic Precinct.
- To meet the space needs of the municipal RCMP, the existing building needs to be expanded or rebuilt in a different location within the Civic Precinct.
- Staff are seeking Council direction to engage a consultant to undertake an analysis of the City's land holdings within the Civic Precinct to determine an optimum financial and strategic option for the RCMP detachment. Once a preferred option is identified, a detailed development strategy will be prepared to map out the timelines and key milestones with future planning, design, and construction.
- While the strategy will be focused on the space needs of the municipal RCMP, it will also examine other use/opportunities for the City-owned lands in the Civic Precinct.

**ATTACHMENTS:**

ATTACHMENT A: Aerial view of the Civic Precinct area

**Submitted by:**

Bill Corsan
Director, Community Development

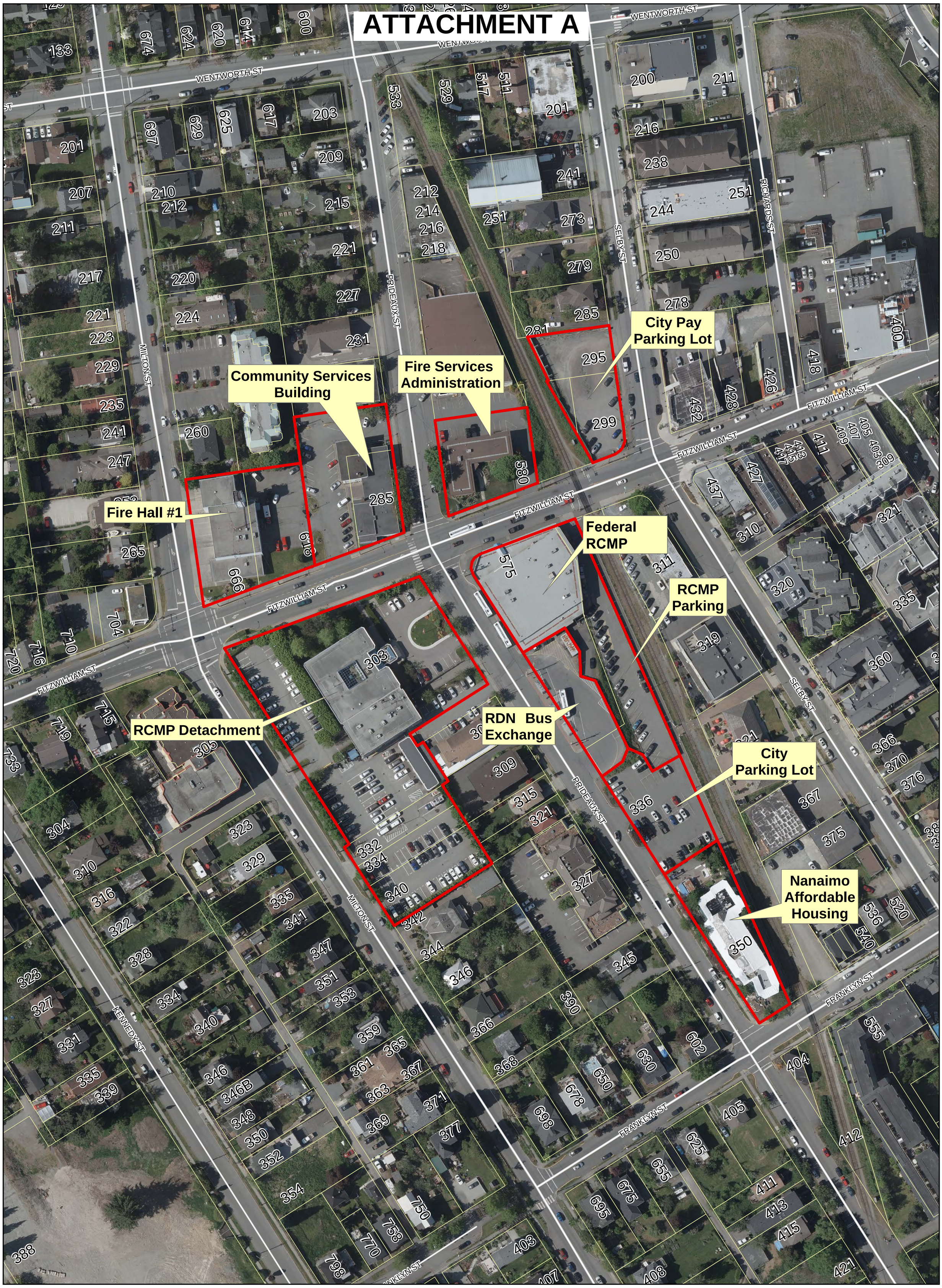
**Concurrence by:**

Dale Lindsay
General Manager, Development Services

Shelley Legin
General Manager, Corporate Services

Laura Mercer
Director, Finance

# ATTACHMENT A




**City of Nanaimo**
The Civic Precinct

Published: June 6, 2019

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Meters

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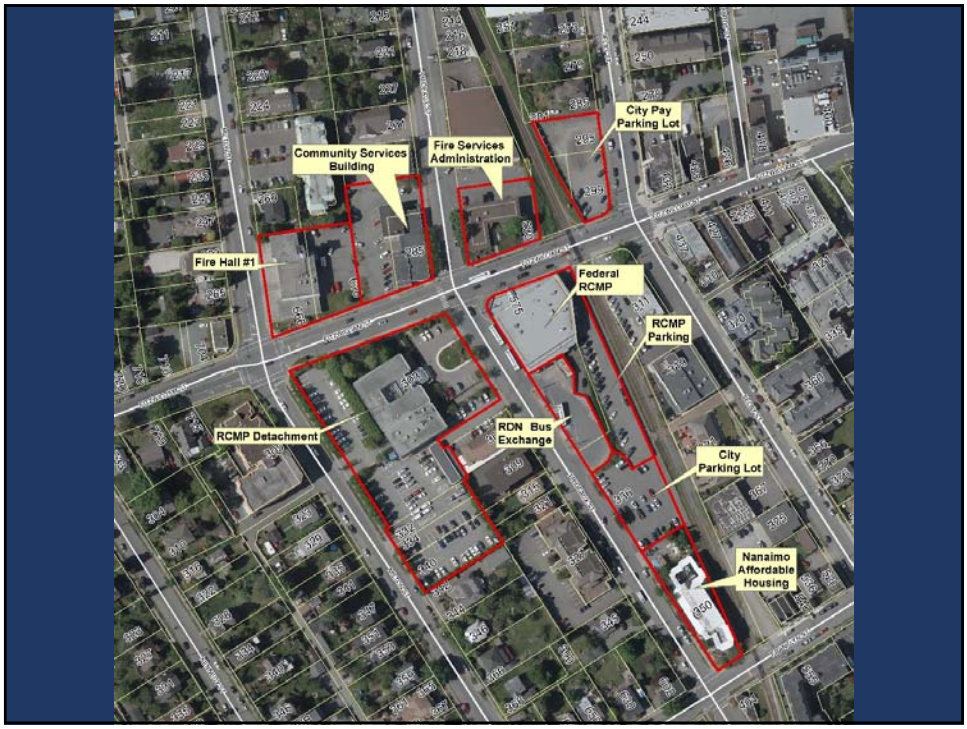
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GIS
gis.support@nanaimo.ca

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Community Services Building
Fire Services Administration
City Pay Parking Lot
Fire Hall #1
Federal RCMP
RCMP Parking
RCMP Detachment
RDN Bus Exchange
City Parking Lot
Nanaimo Affordable Housing

CITY OF NANAIMO

BYLAW NO. 7224.03

A BYLAW TO AMEND "BUILDING BYLAW 2016 NO. 7224"

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The Council of the City of Nanaimo in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "Building Bylaw Amendment Bylaw 2020 No. 7224.03".

2. Amendments

"Building Bylaw 2016 No. 7224" is hereby amended as follows:

(1) By deleting Section 4.9 in its entirety and replacing with the following:

"4.9 A building permit application shall expire:

4.9.1 12 months after the date of application; or

4.9.2 18 months after the date of application where it has been determined by a Building Official that the owner has been unable to meet the requirements to have a building permit issued due to adverse weather, strikes, material or labour shortages, or similar hardship beyond the owner's control."

PASSED FIRST READING: 2020-JUL-06
PASSED SECOND READING: 2020-JUL-06
PASSED THIRD READING: 2020-JUL-06
ADOPTED: _____

_____
MAYOR

_____
CORPORATE OFFICER

4500.055
"Zoning Amendment Bylaw 2014 No. 4500.055" (RA324 – To rezone 4015 and part of 4001 Corunna Avenue from Single Dwelling Residential [R1] to Residential Corridor [COR1] in order to construct an office building).

Passed first and second reading 2014-JAN-13. Public Hearing 2014-FEB-06. Passed third reading 2014-FEB-06. Ministry of Transportation approval 2014-MAR-04.

4500.139
"Zoning Amendment Bylaw 2019 No. 4500.139" (To rezone 1483 Bowen Road to allow "Cannabis Retail Store" as a site-specific use in the Community Corridor [COR3] Zone).

Passed first and second reading 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02.

4500.140
"Zoning Amendment Bylaw 2019 No. 4500.139" (To rezone 510 Fifth Street to allow "Cannabis Retail Store" as a site-specific use in the City Commercial Centre [CC3] Zone).

Passed first and second reading 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02.

4500.141
"Zoning Amendment Bylaw 2019 No. 4500.141" (To rezone 25 Front Street to allow "Cannabis Retail Store" as a site-specific use in the Chapel Front [DT5] Zone).

Passed first and second reading 2019-APR-01. Public Hearing held and passed third reading on 2019-MAY-02. Received Ministry of Transportation and Infrastructure approval 2019-OCT-07

4500.145
"Zoning Amendment Bylaw 2019 No. 4500.145" (To rezone 140 Terminal Avenue to allow "Cannabis Retail Store" as a site-specific use in the Terminal Avenue [DT4] zone).

Passed first and second reading 2019-MAY-27. Public Hearing held and passed third reading on 2019-JUN-13. Received Ministry of Transportation and Infrastructure approval on 2019-JUL-09.

4500.146
"Zoning Amendment Bylaw 2019 No. 4500.146" (To rezone 111 Terminal Avenue to allow Cannabis Retail Store as a site-specific use with the Terminal Avenue (DT4) Zone).

Passed first and second reading 2019-JUN-10. Public Hearing held and passed third reading 2019-JUL-04. Received Ministry of Transportation and Infrastructure approval on 2019-JUL-29.

4500.153
"Zoning Amendment Bylaw 2019 No. 4500.153" (RA423 – to rezone 4392 Jingle Pot Road from Single Dwelling Residential [R1] to Mixed Use Corridor [COR2]).

Passed first and second reading 2019-NOV-18. Public Hearing held and passed third reading 2019-DEC-05. Received Ministry of Transportation and Infrastructure approval 2019-DEC-17.

4500.155
"Zoning Amendment Bylaw 2019 No. 4500.155" (To rezone 50 Tenth Street to allow "Cannabis Retail Store" as a site-specific use in the City Commercial Centre [CC3] zone).

Passed first and second reading 2019-JUL-22. Public Hearing held 2019-SEP-19. Passed third reading 2019-OCT-07. Received Ministry of Transportation and Infrastructure approval 2019-OCT-29.

4500.159
"Zoning Amendment Bylaw 2019 No. 4500.159" (To rezone 150 Esplanade and 155 Fry Street from Community Corridor [COR3] to Mixed Use Corridor [COR2])

Passed first and second reading 2019-OCT-21. Public Hearing held and passed third reading 2019-NOV-07. Requires Public Hearing and Ministry of Transportation and Infrastructure approval prior to adoption.

4500.160
"Zoning Amendment Bylaw 2019 No. 4500.160" (To rezone 115 Chapel Street to allow "Cannabis Retail Store" as a site-specific use in the Core [DT1] zone)

Passed first and second reading 2019-OCT-21. Public Hearing held and passed third reading 2019-NOV-07. Requires Public Hearing and Ministry of Transportation and Infrastructure approval prior to adoption.

4500.164
"Zoning Amendment Bylaw 2019 No. 4500.164" (To rezone 307 Hillcrest Avenue and 308 and 326 Wakesiah Avenue from Single Dwelling Residential [R1] and Residential Corridor [COR1] to Mixed Use Corridor [COR2] with site-specific student housing use).

Passed first and second reading 2019-NOV-18. Public Hearing held 2019-DEC-05. Passed third reading 2019-DEC-05.

4500.167
"Zoning Amendment Bylaw 2020 No. 4500.167" (To rezone 3841 and 3817 Victoria Avenue and 3896, 3874, 3852, 3848 and 3816 Island Highway North from Single Dwelling Residential [R1] to Community Corridor [COR3]).

Passed first and second reading 2020-FEB-03. Public Hearing held 2020-MAR-05. Third reading passed 2020-MAR-05. Ministry of Transportation and Infrastructure approval received 2020-APR-08.

4500.169
"Zoning Amendment Bylaw 2020 No. 4500.169" (To rezone portions of 3500 Rock City Road from Low Density Residential [R6] to Medium Density Residential [R8] with site-specific Floor Area Ration).

Passed first and second reading 2020-JUL-20. Bylaw requires Public Hearing prior to adoption.

4500.171
"Zoning Amendment Bylaw 2020 No. 4500.171" (To rezone 405 Rosehill Street from Single Dwelling Residential [R1] to Low Density Residential [R6]).

Passed first and second reading 2020-FEB-03. Public Hearing held 2020-MAR-05. Passed third reading 2020-MAR-05. Ministry of Transportation and Infrastructure approval received 2020-APR-07.

4500.172
"Zoning Amendment Bylaw 2020 No. 4500.172" (To rezone 200 Hansen Road from Low Density Residential [R6] and Residential Corridor [COR1] to Medium Density Residential [R8]).

Passed first and second reading 2020-JAN-13. Public Hearing held and passed third reading 2020-FEB-13.

4500.177
"Zoning Amendment Bylaw 2020 No. 4500.177" (To rezone 30 Lorne Place from Duplex Residential [R4] to Low Density Residential [R6]).

Passed first and second reading 2020-MAY-25. Public Hearing held and passed third reading 2020-JUN-18.

4500.178
"Zoning Amendment Bylaw 2020 No. 4500.178" (To rezone 1840 Stewart Avenue to allow "Cannabis Retail Store" as a site-specific use in the W2 [Harbour Waterfront] zone)

Passed two readings 2020-JUL-06. Bylaw requires Public Hearing prior to adoption. Bylaw requires Ministry of Transportation and Infrastructure approval prior to adoption.

5000.046
"Traffic and Highways Regulation Amendment Bylaw 2019 No. 5000.046" (To remove the time-limit and payment exemptions for vehicles displaying disabled parking permits in City parkades).

Third reading of bylaw rescinded 2019-SEP-16. Referred to Staff for Review in the Downtown Transportation Mobility Study and consultation with stakeholders.

6500.041
"Official Community Plan Amendment Bylaw 2019 No. 6500.041" (OCP90 – To re-designate 4392 Jingle Pot Road on the Future Lan Use Plan (Map 1) from Neighbourhood to Corridor).

Passed first and second reading 2019-NOV-18. Public Hearing held 2019-DEC-05. Passed third reading 2019-DEC-05.

7183
"Trapping Bylaw 2013 No. 7183" (To regulate, prohibit and impose requirements respecting body-gripping traps or devices for animals and wildlife).

Passed three readings 2013-NOV-18. Requires Ministry of Forests, Lands and Natural Resource Operations approval prior to adoption.

7224.03
"Building Amendment Bylaw 2020 No. 7224.03" (To allow for the extension of the building permit application expiry timeline).

Passed three readings 2020-JUL-06.

7282
"Port Theatre Borrowing Bylaw 2019 No. 7282" (To authorize the borrowing of up to $4,500,000 for the construction of the Port Theatre Community Performing Arts Centre).

Passed three readings 2019-JAN-14. Grant approval and Inspector approval required prior to adoption.

# Governance and Priorities Committee Agenda Planning

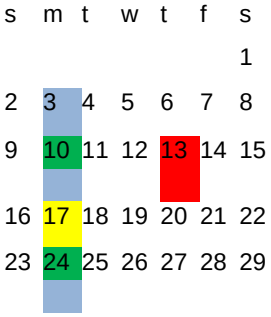
| 2020 GPC Dates | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Jan. | Feb. | Mar. | Apr. | May | Jun. | Jul. | Aug. | Sept. | Oct. | Nov. | Dec. |
| 20 | 10 | 9 | | 11 | 8 | 13 | | 14 | 5 | 9 | 14 |
| 27 | 24 | | | 25 | 29 | 27 | | 28 | 26 | 23 | |

## JANUARY




January 6 – Meeting cancelled
January 20 – Special GPC

## FEBRUARY




## MARCH




March 23 – Sp. Council

## APRIL




April 2 – Meeting Cancelled
April 6 – Meeting Cancelled
April 20 – Sp. Council

## MAY




## JUNE

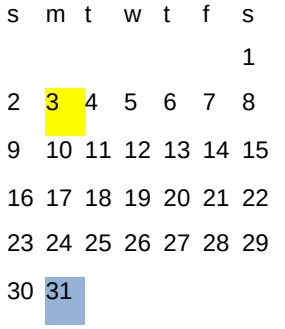



June 29 – Sp. Council

## JULY




## AUGUST




## SEPTEMBER




## OCTOBER




## NOVEMBER




## DECEMBER




Governance and Priorities Committee Meeting
Statutory Holiday
FCM Annual Conference (Toronto)
Council Meeting

UBCM Convention (Victoria)
AVICC Convention (Nanaimo)
Public Hearing (Special Council Meeting)

Updated: 2020-JUL-14
Page 1

# Governance and Priorities Committee Agenda Planning

Upcoming Topics

| MEETING DATE | TOPIC | BACKGROUND | FORMAT | OUTCOMES |
|---|---|---|---|---|
| July 27, 2020 ***Special Council Meeting*** | Social Procurement | Next steps for Council's review of and details for the Procurement Policy with an increased focus on social, environmental and ethical elements for City purchases that specifically align with the desired outcomes of the Strategic Plan | - Review of first session<br>- Presentation by Staff and Consultant<br>- Round table discussion<br>Determine a more narrow scope of desired social procurement criteria. | Clear direction on updates required to the Procurement Policy with social procurement criteria built in. |
| July 27, 2020 ***Special Council Meeting*** | Capital projects | | | |
| July 27, 2020 ***Special Council Meeting*** | Sports venues | | | |
| July 27, 2020 ***Special Council Meeting*** | Proposed Amendments to the MoESS | | | |
| *(investigating options to engage w/ neighbourhood associations through the use of Get Involved Nanaimo or other form of online communication)* | Neighbourhood Associations – Part 2 | Identified as a priority topic at the GPC meeting held 2020-JAN-20 (session 2 of 2) | - Invite chairs of some associations to attend and be available for the discussion.<br>- Identify what resources are available<br>- Presentation on how neighbourhood associations work in the City and what expectations they have of Council (i.e.: how do they want to be engaged?) | - Formalized process for recognizing neighbourhood associations<br>- Create a new policy and criteria for neighbourhood associations moving forward including how they can be officially recognized.<br>- Defer any financial implications to Finance and Audit Committee |

# Governance and Priorities Committee Agenda Planning

| | | | | |
|---|---|---|---|---|
| *TBD* | Arts & Culture | Brought forward through Council discussion and motion made at the GPC meeting held 2019-OCT-7 | - Invite members from the Arts & Culture community to discuss engagement and communication<br>- Staff report and presentation outlining the process for issuing grants related to the arts and providing an update to the Cultural Plan for a Creative Nanaimo<br>- Round Table discussion | - Discussion<br>- Recommendation to Council or possibly defer to other committee (ie – budget implications deferred to Finance and Audit) |
| *TBD* | Women's Participation on City of Nanaimo Task Forces and Childminding Reimbursement for members of City Committees | Identified as a priority topic at the GPC meeting held 2020-FEB-10 | | |
| *TBD* | Transit | | - Tailored City of Nanaimo conversation around transit delivery (City of Nanaimo residents' perspective and impacts to residents and the City).<br>- How to encourage transit use from a City perspective.<br>- Invite a member of RDN staff speak to Council at the meeting and provide an update of their planning process.<br>- Bus stop locations that make sense<br>- Conversation around covered bus stops<br>- Number of hours that transit operates | - An ask, or assessment, from the City's perspective sent to the RDN after a decision is made at the city level with a recommendation for consideration at the RDN. |

# Governance and Priorities Committee Agenda Planning

| | | | | |
|---|---|---|---|---|
| *TBD* | Crosswalk Safety | Identified as a priority topic at the GPC meeting held 2020-FEB-10 | Crosswalks:<br>-report about flashing lights at crosswalks (are they beneficial, etc.)<br>-Education and information around increasing pedestrian safety at crosswalks<br>-Costs around the lighting at crosswalks. | Could come as a next step:<br>-Professional best practice on what should be at crosswalks and what works best and why, etc.<br>Outcome: -a report that outlines all of the pros and cons of crosswalk lighting and pedestrian safety.<br>Options/costs |
| *TBD* | Review of "Council Procedure Bylaw 2018 No. 7272" | Identified as priority topic at the Special Council meeting held 2020-JUL-13 | | - Review/update question period and other processes within the Procedure Bylaw. |
| *TBD* | Community use of the Vancouver Island Conference Centre | Identified as priority topic at the Finance and Audit Committee meeting held 2020-JUL-15 | Staff to provide information package | |

# Governance and Priorities Committee Agenda Planning

Future GPC Topics

- Capital planning process
- 1 Port Drive
- Sports venues and tourism strategies
- Vancouver Island Regional Library overview
- Election signage
- Homelessness and addictions

Deferred to Finance and Audit Committee

- Fees and Charges

# Governance and Priorities Committee Agenda Planning

Previous Topics Covered

- Neighbourhood Associations – Part 1
- Effective Advocacy Strategies
- Coordinated Strategic Policy Review 2020-2021
- Single Use Checkout Bags
- Civic Facilities – conditions, issues, plans and objectives
- Energy and Emissions Management Program
- Advocacy – Part 2
- Coordinated Strategic Policy Review 2020-2021 – Public Engagement Strategy
- Manual of Engineering Standards and Specifications Revision Update
- ReImagine Nanaimo: Demographics and Land Inventory/Capacity Analysis Summary
- Climate Change Resilience Strategy
- Reallocation of Street Space
- Governance:  Question Period/Correspondence/Proclamations/Other
- Council Resolution Update
- Reopening Strategy/Plan
- Roadway Reallocation Options