

AGENDA
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2016-NOV-14, AT 4:30 P.M.

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

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2016-AUG-22 at 4:30 p.m. *Pg. 5-11*

5. **PRESENTATIONS:**

NONE

6. **ADMINISTRATION:**

NONE

7. **CORPORATE SERVICES:**

NONE

8. **COMMUNITY SERVICES:**

(a) **Stream Restoration Concept Plans**

Purpose: To obtain Council direction on undertaking engineering and design work to improve instream fish passage on Beck, Wexford, and No-Name Creeks.

Staff Recommendation: That Council direct Staff to proceed with engineering and design of stream restoration projects, for a total project budget of \$15,000. *Pg.12-15*

(b) **Stevie Smith Community Bike Park at Beban Park**

Purpose: To provide Council with the detailed design for the Stevie Smith Community Bike Park at Beban Park, and project costs including private contributions, and recommend next steps to move forward with construction of the facility.

Delegations:

1. Ms. Michelle Corfield
2. Mr. Jim Thompson and Mr. Dana Butcher, Gyro Club of Nanaimo

Staff Recommendation: That Council approve the Stevie Smith Community Bike Park Project and direct Staff to amend the 2016 Financial Plan to include a total project cost of \$412,619 with \$233,407 funding from in kind and cash contributions and up to \$200,000 from the Community Works Fund.

Pg.16-35

(c) **Bastion Bridge Rehabilitation**

Purpose: To present for Council's consideration and approval options for the rehabilitation of the Bastion Street Bridge.

Staff Recommendation: That Council:

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1. direct Staff to proceed with the rehabilitation and seismic retrofit of the Bastion Street Bridge to achieve Safety 1 designation as described in Option 1 of this report.
2. provide direction on including a Gateway structure as part of the project.

(d) **Advisory Committee/Commission Minutes**

- Public Safety Committee Meeting held 2016-SEP-06.
- Public Works and Engineering Committee Meeting held 2016-SEP-20.
- Design Advisory Panel Meeting held 2016-SEP-22
- Finance and Audit Committee Meeting held 2016-OCT-04

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

- (a) Email dated 2016-NOV-01 from Ms. Rosemary Bonanno, Executive Director of the Vancouver Island Regional Library, requesting that Council appoint a representative and alternate to the Vancouver Island Regional Library Board for a one year term, January 1, 2017 to December 31, 2017.

Pg.51-52

[Note: Councillor Brennan is currently the City Representative and Councillor Pratt is the Alternate of the Vancouver Island Regional Library Board.]

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

The following is brought forward from the 2016-NOV-07 Regular Council Meeting:

(a) **Councillor Fuller Notice of Motion re: Secondary Suite Enforcement Policy**

At the Regular Council Meeting held 2016-OCT-24 Councillor Fuller provided the following Notice of Motion for consideration at the Regular Meeting of Council scheduled for 2016-NOV-07:

“That until such time Council has received and considered the requested report, that Council direct Staff to amend the existing secondary suite enforcement policy to;

- 1) limit the inspection of secondary suites to only those units for which formal complaints have been received, and
- 2) not proceed with removal orders for historic or known suites that are in contravention of zoning, provided that life safety issues have been addressed.”

12. **CORE SERVICES REPORT AND DELEGATIONS :**

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

- (a) Mr. Dean Chadwick, regarding the Harbour City Theatre. Pg.53
- (b) Ms. Rolanda Murray, on behalf of the Vancouver Island University, regarding the Canada Learning Bond. Pg.54
- (c) Mr. Odai Sirri, Mr. Don Prittie, Mr. Ian MacPherson, Mr. Des Bosa, and Mr. John Ngyuen on behalf of the Nanaimo Marina Association and Boating B.C. Pg.55

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

15. 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 a Council meeting may be closed to the public if the subject matter being considered related to or is one or more of the following:

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and,
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2).

16. RECONVENE OPEN SESSION:

17. ADJOURNMENT:

ACTING MAYOR: COUNCILLOR FULLER
2016-OCT-19 to 2016-NOV-29

MINUTES
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, 80 COMMERCIAL STREET,
MONDAY, 2016-AUG-22 AT 4:30 P.M.

PRESENT: Mayor W. B. McKay, Chair

Members: Councillor W. L. Bestwick (arrived 4:34 p.m.)
Councillor M. D. Brennan
Councillor G. W. Fuller
Councillor J. Hong (arrived 4:51 p.m.)
Councillor W. L. Pratt
Councillor I. W. Thorpe
Councillor W. M. Yoachim (arrived 4:51 p.m.)

Absent: Councillor J. A. Kipp

Staff: T. Samra, Chief Administrative Officer
V. Mema, Chief Financial Officer
D. Lindsay, Director of Community Development
D. Duncan, Deputy Director, Financial Services
W. Fulla, Manager, Finance – Business & Asset Planning
J. Slater, Senior Accountant
R. Davidson, Manager of Bylaw, Regulation & Security
P. Rosen, A/Director of Engineering
J. Elliot, A/Director of Public Works
C. Davis, Manager of Sanitation, Recycling & PW Admin
D. Duncan, Deputy Director, Financial Services
P. Cooper, Communications Manager
D. Stevens, Sr. Applications Analyst
S. Gurrie, City Clerk
P. Humphreys, Recording Secretary
J. Vanderhoef, Steno, Legislative Services
M. Waggoner, A/Steno, Legislative Services

1. CALL THE OPEN MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add a scheduled 10-minute recess at 6:30 p.m.
- (b) Agenda Item 7 (f) Quarterly Direct Award Purchases – add delegation Mr. Leon Cake.
- (c) Agenda Item 11 (a) Core Services Review Report Recommendations – Remove delegation (1) Ms. Arla Jean Murch regarding the proposed closing of Beban pool for three months annually and add delegation Ms. Geraldine Prouten.

- (d) Agenda Item 11 (c) Councillor Brennan – Medical Marijuana-related Business Bylaw – add the following delegations:
 - 2. Mr. Dieter MacPherson
 - 3. Ms. Victoria Ingram
 - 4. Mr. Alex Robb
- (e) Remove Agenda Item 12 (a) Delegation from Mr. Holden Southward regarding predicted food costs.
- (f) Remove Agenda Item 12 (b) Delegation from Ms. Lori Antifave regarding the Nanaimo Canoe and Kayak Club and its need for an updated boathouse.
- (g) Remove Agenda Item 12 (d) Delegation from Ms. Linda Keays regarding eTown Hall meetings.
- (h) Mayor McKay advised that Mr. Mike Sunga was in attendance and wished to address Council as a late delegation with a five-minute time limitation regarding 356 Watfield Avenue under section 8 of the agenda, delegations.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Open Committee of the Whole Meeting held in the Shaw Auditorium, 80 Commercial Street, on Monday, 2016-JUL-18 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

Councillor Bestwick entered the Shaw Auditorium at 4:34 p.m.

5. CORPORATE SERVICES:

It was moved and seconded that Agenda Item 7 (a) Council Appointments to Committees be moved in the Agenda order to follow Item 7 (g) 2016-2020 Financial Plan Amendment Bylaw and the remaining Agenda items be re-ordered accordingly. The motion carried unanimously.

Mr. Victor Mema, Chief Financial Officer, provided a presentation with background information regarding the financial reports detailed in Agenda Items 7 (a) through 7 (f).

(a) Operating Results for the Six Months Ended 2016-JUN-30

It was moved and seconded that Council receive for information the report pertaining to Operating Results for the Six Months Ended 2016-JUN-30. The motion carried unanimously.

Councillor Yoachim and Councillor Hong entered the Shaw Auditorium at 4:51 p.m.

(b) Capital Project Results for the Six Months Ended 2016-JUN-30

It was moved and seconded that Council receive for information the report pertaining to Capital Project Results for the Six Months Ended 2016-JUN-30. The motion carried unanimously.

(c) Council Expenses for the Six Months Ended 2016-JUN-30

It was moved and seconded that Council receive for information the report pertaining to Council Expenses for the Six Months Ended 2016-JUN-30. The motion carried unanimously.

(d) Quarterly Single Submission Purchases

It was moved and seconded that Council receive for information the report pertaining to Quarterly Single Submission Purchases. The motion carried unanimously.

(e) Quarterly Direct Award Purchases

Delegation:

1. Mr. Leon Cake spoke regarding a direct award listed that shows its reason for being awarded directly as materials purchased for trial use.

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

It was moved and seconded that Council receive for information the report pertaining to Quarterly Direct Award Purchases. The motion carried unanimously.

(f) 2016-2020 Financial Plan Amendment Bylaw

It was moved and seconded that Council receive for information the report pertaining to "Financial Plan Amendment Bylaw 2016 No. 7222.02". The motion carried unanimously.

(g) Council Appointments to Committees

Tracy Samra, Administrative Officer, discussed the methods Council followed for appointing Council representatives to the committees.

It was moved and seconded that Council approve the Committee appointees as listed below:

Parks Recreation & Wellness	Community Planning & Development
Councillor Bestwick	Councillor Brennan
Councillor Thorpe	Councillor Fuller
Councillor Pratt	Councillor Hong
Culture/Heritage & Social Planning	Public Safety
Councillor Brennan	Councillor Kipp
Councillor Fuller	Councillor Thorpe
Councillor Yoachim	Councillor Yoachim
Councillor Hong	
Public Works/Engineering	Design Advisory Panel
Councillor Bestwick	Councillor Hong
Councillor Kipp	Councillor Bestwick
Councillor Pratt	

The motion carried.

Opposed: Mayor McKay

6. COMMUNITY SERVICES:

(a) Updated Automated Solid Waste Collection Business Case

Delegation:

1. Mr. Dan Lazaro, Chair, Vancouver Island Recycling and Waste Industry Coalition, spoke in opposition to municipal government being in competition with the private sector and waste collection industry.

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

Presentation:

1. Ms. Charlotte Davis, Manager of Sanitation, Recycling & Public Works Administration, and Ms. Deborah Duncan, Deputy Director, Financial Services.

Councillor Brennan vacated the Shaw Auditorium at 6:40 p.m.

The Committee of the Whole Meeting recessed at 6:42 p.m.

The Committee of the Whole Meeting reconvened at 6:54 p.m.

It was moved and seconded that Council receive for information the report pertaining to Updated Automated Solid Waste Collection Business Case. The motion carried unanimously.

(b) Travel Assistance Grant - Nanaimo Minor Baseball - Midget U18

It was moved and seconded that Council approve the application for a Travel Assistance Grant to Nanaimo Minor Baseball, Midget U18 team, in the amount of \$1,300 for thirteen (13) athletes to attend the Baseball Canada 2016 U18 National Championships being held in Sherbrooke, Quebec, during the period 2016-AUG-18 through 2016-AUG-22. The motion carried unanimously.

(c) College Park Supply Main Tender

It was moved and seconded that Council direct Staff to issue a Call for Tender for the College Park Water Supply Main Installation Tender. The motion carried unanimously.

(d) Advisory Committee/Commission Minutes

It was moved and seconded that Council receive for information the Minutes of the Nanaimo Economic Development Corporation (NEDC) Nominating Committee Meeting held 2016-FEB-01. The motion carried unanimously.

7. OTHER BUSINESS:

(a) Core Services Review Report Recommendations

Mayor McKay requested that Council hear anyone wishing to speak regarding The Core Services Review Report Recommendations.

Delegations:

1. Ms. Evelyn Mah-Poy spoke regarding therapeutic health benefits that the Beban pool provides to seniors and submitted a petition in opposition to the proposed closing of Beban pool for three months annually.

It was moved and seconded that Council receive the delegation from Ms. Evelyn Mah-Poy. The motion carried unanimously.

2. Mr. Ron Prefontaine, on behalf of Ms. Linda Keays, spoke in opposition to the proposed closing of Beban pool for three months annually, stating that the pool at Beban is better designed for therapeutic use with warmer water temperatures and safer accessibility than the Nanaimo Aquatic Centre and other local swimming locations.

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

Councillor Fuller vacated the Shaw Auditorium at 7:49 p.m.

3. Ms. Geraldine Prouten spoke with concerns of detrimental health effects to people with mobility issues and disabilities who frequent the Beban pool and to swimming safety training, and submitted an online petition in opposition to the proposed closing of Beban pool for three months annually.

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

Councillor Fuller returned to the Shaw Auditorium at 7:59 p.m.

(b) Councillor Kipp – Community Town Hall Sessions

It was moved and seconded that Council defer consideration of the following motion until the 2016-SEP-12 Council Meeting.

“That Council as part of the Council Procedure Bylaw Review process consider hosting Community Town Hall sessions, monthly or as determined, before a regularly scheduled Council meeting or after a Committee of the Whole Meeting, where members of the public can register to address Council, in an informal environment. The length and frequency of the webcast that is recorded and responded to would be determined by the Council Procedure Bylaw review process”.

The motion carried unanimously.

(c) Councillor Brennan – Medical Marijuana-related Business Bylaw

Delegations:

1. Mr. Matthew O'Donnell spoke in support of initiating a meaningful discussion between the City and cannabis advocacy groups regarding the licensing of medical marijuana dispensaries.
2. Mr. Dieter MacPherson, Canadian Association of Cannabis Dispensaries, spoke regarding establishing a core set of instructions for cannabis dispensaries through municipal land use and licensing regulations.
3. Ms. Victoria Ingram, Trees Dispensary, spoke regarding compliance with health and industry policies for dispensaries.
4. Mr. Alex Robb, Trees Dispensary, spoke in support of Nanaimo following the City of Victoria's Medical Cannabis bylaws.

It was moved and seconded that Council receive the delegations from Mr. Matthew O'Donnell, Mr. Dieter MacPherson, Ms. Victoria Ingram, and Mr. Alex Robb. The motion carried unanimously.

It was moved and seconded that Council direct Staff to review the City of Victoria's draft Medical Marijuana-Related Business Bylaw and their proposed amendments to Victoria's Zoning Bylaw; and, that should the full report not be available that Staff prepare an interim report for Council's information on or before 2016-SEP-19. The motion carried unanimously.

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

- (a) Ms. Lauren Semple, Director, Nanaimo Pride Society, spoke regarding the success of Pride Week 2016, its inaugural Pride parade and festival events (including two newly painted rainbow crosswalks, a flag raising, Generation Q dance and childrens' play area), and presented a plaque in appreciation of the community support received from the people of Nanaimo.

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

- (b) Mr. Mike Sunga spoke regarding orders issued against his properties at 354 and 356 Watfield Avenue.

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

9. QUESTION PERIOD:

- Mr. Matthew O'Donnell, re: RCMP enforcement priorities related to marijuana dispensaries.

10. ADJOURNMENT:

It was moved and seconded at 9:16 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING November 14, 2016

AUTHORED BY ROB LAWRENCE, PARKS AND OPEN SPACE PLANNER

SUBJECT STREAM RESTORATION CONCEPT PLANS

OVERVIEW

Purpose of Report

To obtain Council direction on undertaking engineering and design work to improve instream fish passage on Beck, Wexford, and No-Name Creeks.

Recommendation

That Council direct Staff to proceed with engineering and design of stream restoration projects, for a total project budget of \$15,000.

BACKGROUND

In January, 2016, the City of Nanaimo (CoN) was first approached by Staff from Snuneymuxw First Nation (SFN) about working together to improve fish passage and remove several stream blockages along three watercourses within the CoN.

The proposed agreement between SFN and the CoN would involve sharing costs to complete concept engineering designs and cost estimates for these stream improvements. Having designs and cost estimates will help determine funding priorities for both SFN and the CoN for application to external funding programs.

The restoration projects involve the following:

- **Beck Creek** - Installation of a concrete box fish ladder approximately 10m downstream of an existing culvert to make up an elevation difference of approximately 600mm which will allow fish passage through the culvert to rearing habitat upstream.
- **Wexford Creek** - Removal of an existing 1800mm diameter corrugated steel pipe culvert, approximately 45m long, and reinstating an open channel to allow fish to travel up Wexford Creek in low tide conditions. In addition, removal of a second existing collapsed culvert located between two wetlands, approximately 374m upstream is required.
- **No-Name Creeks** - Installation of a new channel, approximately 140m long, through 1294 Fielding Road and 6 Maki Road connecting the stream and expansive wetland to an existing channel leading to the Nanaimo River in order to allow fish access into the wetland and provide flooding relief.

Three of these sites are on private property; however, the owners have provided permission for the design work to be undertaken.

The total project budget of \$15,000 includes a contribution from SFN. If approved, SFN's private contribution will be added to the next Financial Plan amendment.

OPTIONS

1. That Council direct Staff to proceed with engineering and design of stream restoration projects, for a total project budget of \$15,000.
 - **Budget Implication:** CoN funding, of up to \$10,000, will be allocated from the 2016 Financial Plan, Council Contingency Fund.
 - **Engagement Implication:** The project will involve the engagement of SFN as well as local stewardship groups.
 - **Strategic Priorities Implication:** These projects contribute toward the CoN meeting the strategic priority of Community Building Partnerships, and the Sustainability Pillar of Environmental Responsibility and Economic Health.
2. That Council direct Staff to not proceed with engineering and design of stream restoration projects, for a total project budget of \$15,000.
 - **Political Implication:** Without funding, the concept plans cannot proceed. This will delay any further work with SFN and could impact the progress to collaborate on future stream restoration work.

SUMMARY POINTS

- SFN and the CoN are proposing to collaborate on four stream enhancement projects on Beck, Wexford and No-Name Creeks. The first step is to complete engineering, preliminary design and costing.
- The information and plans developed with this process will provide cost estimates and scope of work for each project which will help in external funding applications and community support.
- Property owners have been contacted and they have given their permission to access their property for the engineering.

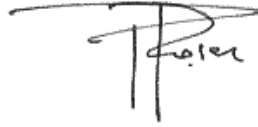
ATTACHMENT A – Letter of Support

Submitted by:



Rob Lawrance
Parks and Open Space Planner
Parks and Recreation Department

Concurrence by:



Poul Rosen
Senior Manager
Engineering Department

ATTACHMENT A – LETTER OF SUPPORT



Snuneymuxw
First Nation
www.snuneymuxw.ca

Rob Lawrance MCIP, RPP
Environmental Planner
City of Nanaimo
500 Bowen Road
Nanaimo, B.C.
V9R 1Z7

September 14, 2016

RE: Letter of Support for stream enhancement projects within Snuneymuxw Territory

This letter is to confirm Snuneymuxw Fisheries and Environment staff has been meeting with City of Nanaimo staff since January 2016 to discuss and collaborate on four stream restoration projects:

- Beck Creek
- Wexford Creek
- Wexford Creek
- No-Name Creek (near Fielding Road)

Snuneymuxw First Nation supports the improvement of fish habitat throughout our territory and welcome opportunities to work together to improve the natural environment.

Chief John Wesley

Snuneymuxw First Nation

DATE OF MEETING November 14, 2016

AUTHORED BY RICHARD HARDING, DIRECTOR
PARKS AND RECREATION

SUBJECT STEVIE SMITH COMMUNITY BIKE PARK AT BEBAN PARK

OVERVIEW

Purpose of Report

To provide Council with the detailed design for the Stevie Smith Community Bike Park at Beban Park, and project costs including private contributions, and recommend next steps to move forward with construction of the facility.

Recommendation

That Council approve the Stevie Smith Community Bike Park Project and direct Staff to amend the 2016 Financial Plan to include a total project cost of \$412,619 with \$233,407 funding from in kind and cash contributions and up to \$200,000 from the Community Works Fund..

BACKGROUND

The idea of a Community Bike Park at Beban Park was included in the Beban Park Master Plan Update (adopted by Council in 2015) and has received broad support from the Nanaimo biking community.

At the regularly scheduled meeting held on 2016-JAN-27, the Parks and Recreation Commission (PRC) approved a community request to move forward with a Community Bike Park design for Beban Park (see Attachment A for proposed location of facility). The approved recommendations were as follows:

1. support partnering with the Nanaimo Gyro Club to complete a Phase 1 design for a community bike park at Beban Park with a report back to the Commission following its completion (including a cost estimate for further design and construction); and,
2. approve the allocation of \$12,000 from the 2016 Partners in Parks (PIP) budget for the design and cost estimate phase of the community bike park.

A two-phased design process then began in spring 2016. As part of Phase 1, Staff hired Alpine Bike Parks, a consulting firm out of Whistler, to assist in this project and preparation of the overall concept design and cost estimation.

At their Special Open Committee of the Whole meeting held on 2016-JUL-18 Council received a staff report and presentation as well as heard from delegations speaking in support of the Beban Park Community Bike Park and requesting consideration in the naming of the park in support of the Steve Smith Legacy Fund to honour the memory of Mr. Steve Smith, a downhill bike racing champion from Nanaimo.

Council subsequently unanimously passed the following motion, that Council:

1. receive the design concept for the community bike park at Beban Park;
2. allocate \$22,000 to carry out Phase 2 detailed design for the dirt jump park portion of the project [50% from 2016 Partners in Parks (PIP) funds and 50% from private contributions];
3. once detailed design is completed, include project costs in the 2017-2021 Capital Plan for consideration (including private contributions); and,
4. name the community bike park at Beban Park after Mr. Steve Smith.

Phase 1 (Now Completed) - Community Consultation, Concept Design & Cost Estimate Development:

The Beban Park site is ideal for bike park construction. It is adjacent to existing infrastructure such as the Marie Davidson BMX track, trails, parking, washrooms and road access. It features a natural grade and tree cover that lends itself very well to a bike park.

Public Input:

Two workshops were held at Beban Park to develop the concept design.

The public and members from bike stakeholder groups were invited to participate (BMX Club, Nanaimo Mountain Bike Association, Greater Nanaimo Cycling Coalition, Mid Island Velo Association, Cyclecross, and various bike shops). About 40 people representing each stakeholder group attended the workshops and provided input.

The consultants from Alpine Bike Parks led each discussion. The first workshop focussed on collecting a wish list for amenities and program elements. The second workshop examined the pros and cons of three prepared options.

In addition, an information sign was erected on the bike park site in February 2016. To date, no concerns have been received by Staff.

Partnership Opportunities:

The Nanaimo Gyro Club first initiated this project and is actively fundraising for the dirt jump park implementation. To date, the Club has purchased jump structures worth \$16,000 to be included in the dirt jump park, as well as concrete picnic tables from MacKay's Precast for the viewing area. In addition, they have several businesses pledged to offer in-kind contributions toward the project and will be directing fundraising from the 2016 Gyro Georgia Straight Charity Challenge (Windsurf Crossing across Georgia Straight) to this project.

The Nanaimo BMX Club and other community collaborators have come forward with partnership opportunities. In May of this year, Stevie Smith, a professional cyclist, was tragically killed in Nanaimo. Since his death, fundraising and sponsor contributions have been carried out in his memory and some of these contributions could be focussed toward the Community Bike Park.

In addition, many of the stakeholder groups involved in the process have pledged to help out in project implementation including the Nanaimo Gyro Club and local businesses and volunteers.

Phase 2 - Construction Drawings and Construction Implementation:

On 2016-JUL-18 Council approved proceeding with detailed design and cost estimates at a cost of \$22,000 (\$11,000 was provided by fundraising) as follows:

- Detailed design development and phasing plans.
- Grading and site engineering plans.
- Prepare technical specifications and sealed construction drawings.
- Detailed cost estimation.
- Partner and volunteer construction plan.

Detailed Designs

Attachment B outlines the detailed design and cross sections for each of the three portions of the bike park:

- Dirt Jump and Return Trail portion;
- Pump Track portion; and,
- Skills Park portion.

Cost Estimates

Attachment C provides the detailed costs for the entire project and by is portion of the park. The total cost of the park is estimated to be \$412,619 (including a 15% contingency). Staff are comfortable with these cost estimates and design work to use towards the project.

Construction Labour	\$ 86,760
Estimated Consulting Fees	\$ 39,325
Materials	\$158,291
FlowForm Feature	\$ 74,423
Sub-Total	\$358,799
15% Contingency	\$ 53,820
TOTAL ESTIMATED COST	\$412,619

Funding for Construction Phase of the Project

The groups and organizations working on the project, in partnership with the Gyro Club of Nanaimo and the Stevie Smith Legacy Foundation, have done a tremendous job in securing both in-kind and cash contributions for the project (see Attachment D):

In-Kind Contributions	\$171,452.20
Cash Contributions	\$ 61,955.00
Sub-Total	\$233,407.20
Cash Contribution Used to Fund Design	(\$ 11,000.00)
BALANCE OF FUNDS TO BE USED FOR CONSTRUCTION	\$222,407.20

Fund raising will continue until the start of project with a goal to exceed their current total and construction would not proceed until funding is in place.

To proceed with this project, the groups are requesting Council allocate \$200,000 towards the project from the Community Works Fund which currently has a balance of \$4.3 million.

OPTIONS

1. That Council approve the Stevie Smith Community Bike Park Project and direct Staff to amend the 2016 Financial Plan to include a total project cost of \$412,619 with \$233,407 funding from in kind and cash contributions and up to \$200,000 from the Community Works Fund.
 - **Budget Implication:** Will impact the 10-year capital plan. Current budget estimates for the first primary project is \$412,619 with a request for up to \$200,000 from the City.
 - **Policy Implication:** Consistent with the Beban Park Master Plan Update.
 - **Engagement Implication:** Community engagement has already been completed.
 - **Strategic Priorities Implication:** Community partners are emerging for the project.
2. Deny all the recommendations.
 - **Budget Implication:** No impact to 10-year capital plan.
 - **Policy Implication:** Project as presented is consistent with the Beban Park Master Plan Update.
 - **Engagement Implication:** Public engagement has been completed and there is community momentum behind the project.
 - **Strategic Priorities Implication:** Project does meet goals of community building partnerships.
3. Approve some of the recommendations.
 - **Budget Implication:** There may be an impact to the 10-year capital plan.
 - **Policy Implication:** Project is consistent with the Beban Park Master Plan update.
 - **Engagement Implication:** Community engagement is complete.
 - **Strategic Priorities Implication:** Community partnerships for the project are forming.

SUMMARY POINTS

- A concept plan was developed as a long-term vision to move forward with the Beban Park Community Bike Park.
- Multiple community partners have emerged and fundraising has exceeded initial expectations.
- Construction would not proceed until funding is in place.
- The Community Works Fund balance is currently \$4.3 million.

ATTACHMENTS

- Attachment A: Site Map – Proposed Beban Community Bike Park
- Attachment B: Detailed Design and Cross Sections
- Attachment C: Detailed Cost Estimates
- Attachment D: In-Kind and Cash Contributions

Submitted by:

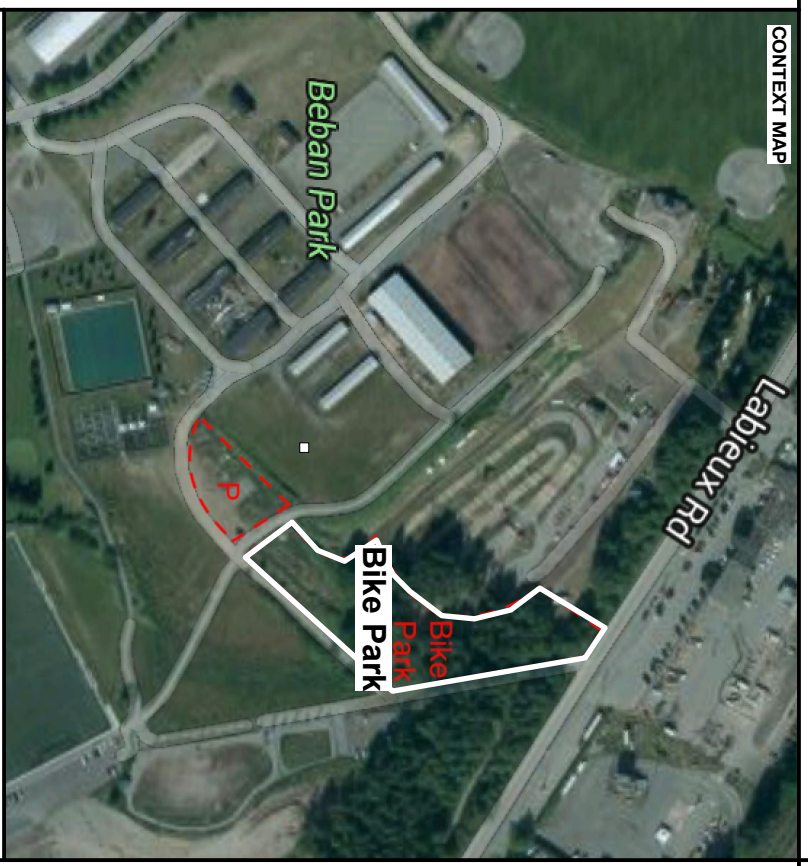



Richard Harding, Director
Parks and Recreation

ATTACHMENT A

SITE MAP – PROPOSED BEBAN COMMUNITY BIKE PARK





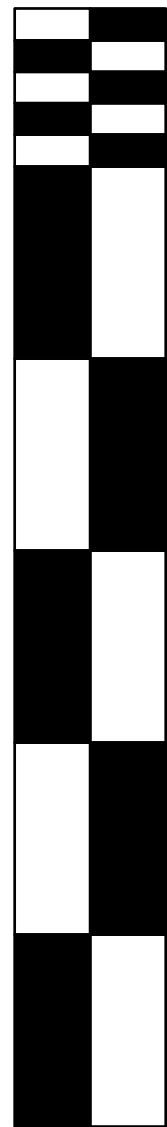
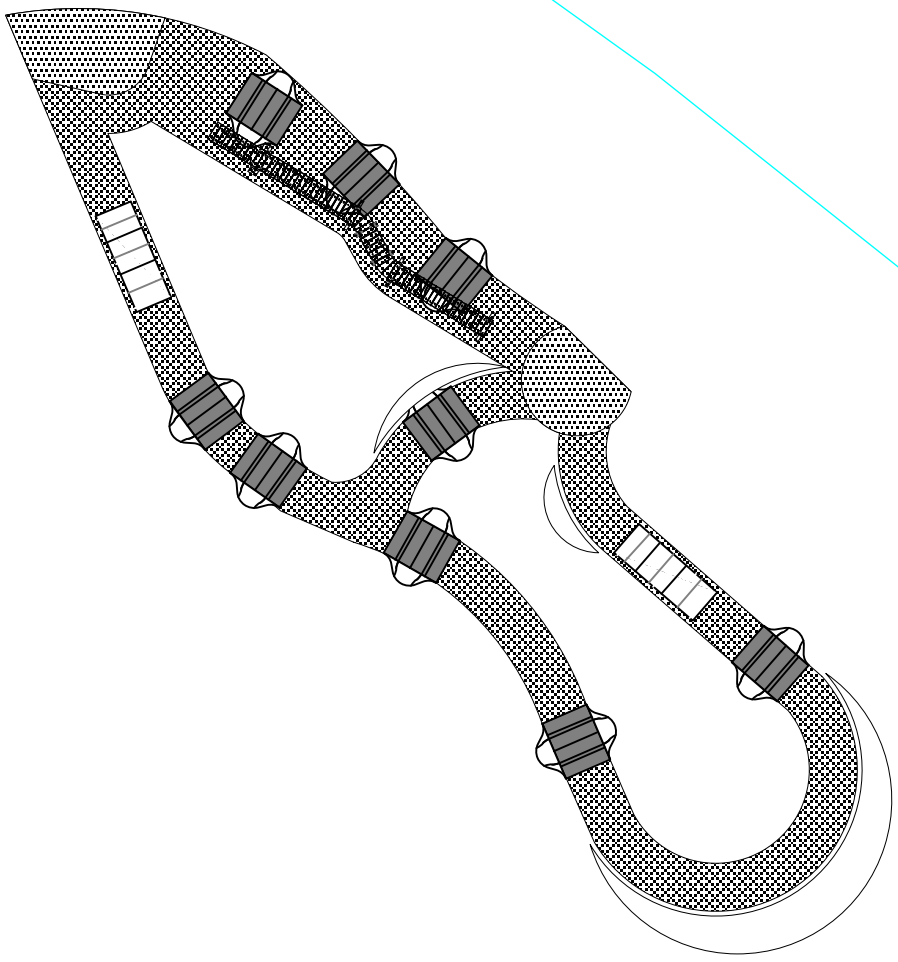
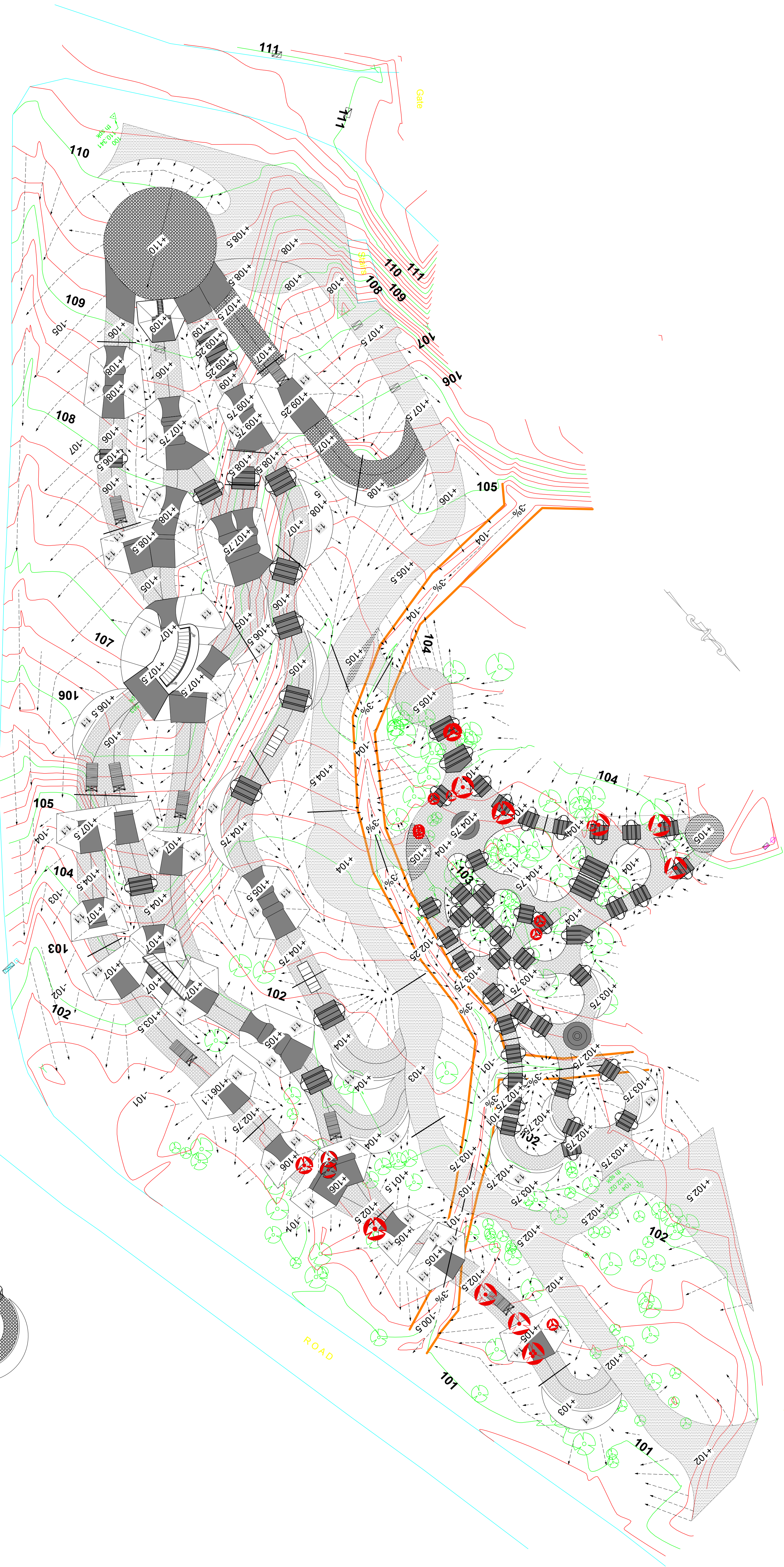
<p>CONSULTANT</p> <p>City of Nanaimo 453 Waterloo Street Nanaimo, BC V9N 5J6</p>	<p>PROJECT</p> <p>STEVIE SMITH BIKE PARK</p>
<p>ALPINE BIKE PARKS CANADA</p> <p>1050 Milla Creek Rd. #7 Whistler, British Columbia V0N 1B1</p> <p>CANADA 1-800-924-5690 1-604-932-1951 www.alpinebikerparks.com</p>	<p>CONSULTANT</p> 

STEVIE SMITH BIKE PARK

BIKE PARK FEATURE PLACEMENT

BP 01

REV.	CONSULTANT DRAWING No.
A	



LEGEND	
106	EXISTING ELEVATION
+106.5	PROPOSED ELEVATION
1:1	SIDE SLOPE
---	DRAINAGE PIPE
---	SHEET FLOW ARROW
12	DITCH EDGE
12	TREE TO FELL

ALPINE BIKE PARKS CANADA

455 Wallace Street
Nanaimo, BC V9R 5A6

ALPINE BIKE PARKS

1-800-924-5690
1-804-962-1951
www.alpinebikeparks.com

PROJECT

STEVIE SMITH
BIKE PARK

DRAWING TITLE

ROUGH GRADING

SHEET NUMBER

BP 02

SCALE

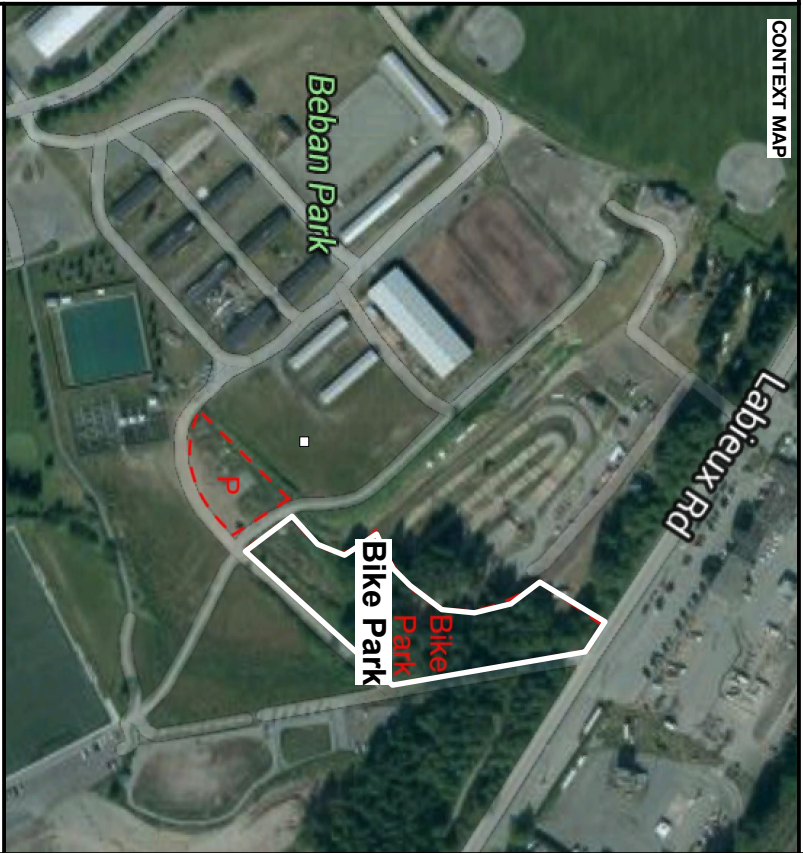
1:20

CONSULTANT

1t.

REV.

A



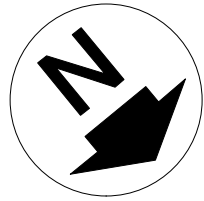
GENERAL NOTES

Concept Design - NOT FOR CONSTRUCTION

Final alignment of all trails identified to be determined during the detailed design phase by the successful consultant / contractor and approved owner's representative prior to construction.

PROFESSIONAL STAMP

NORTH ARROW



REV.	DESCRIPTION	DESIGN	DRAFTING	REVIEW
1	16-08-22	DESIGN DEVELOPMENT	CD	CD
2	16-08-22	FINAL CONCEPTUAL DESIGN	CD	CD
3	16-08-22	CONCEPTUAL DESIGN DEVELOPMENT	CD	CD
4	16-08-12	CONCEPTUAL DESIGN 01	CD	CD
5	16-08-12	CONCEPTUAL DESIGN 01	CD	CD

CLIENT

City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5A6

CONSULTANT



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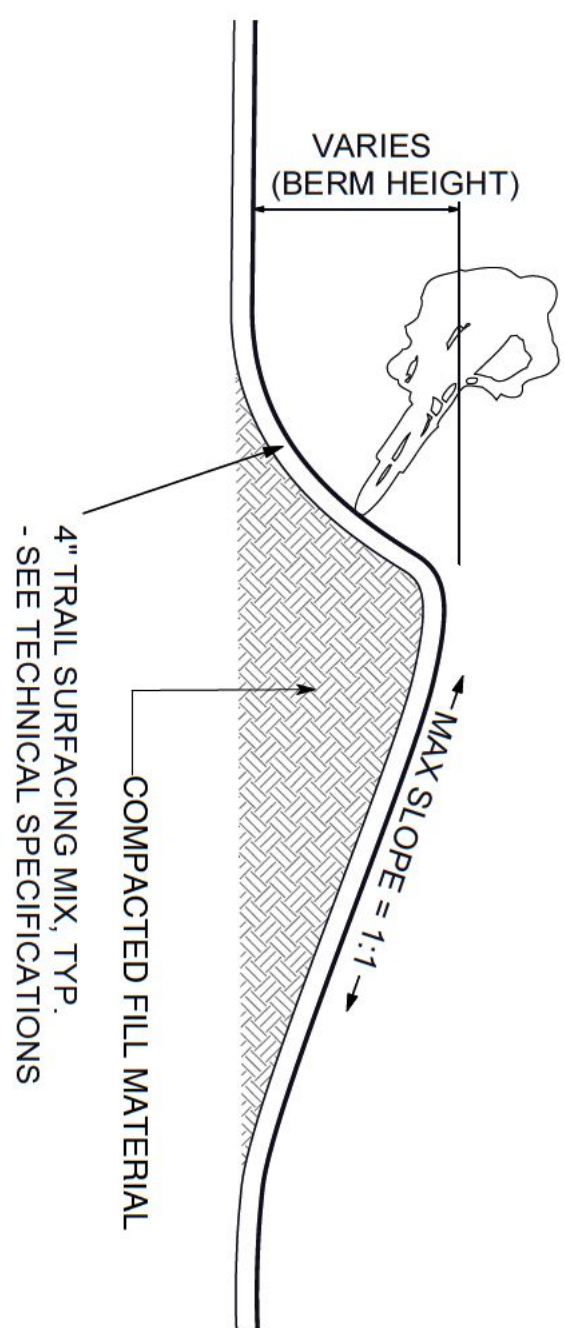
SUBCONSULTANTS

PROJECT

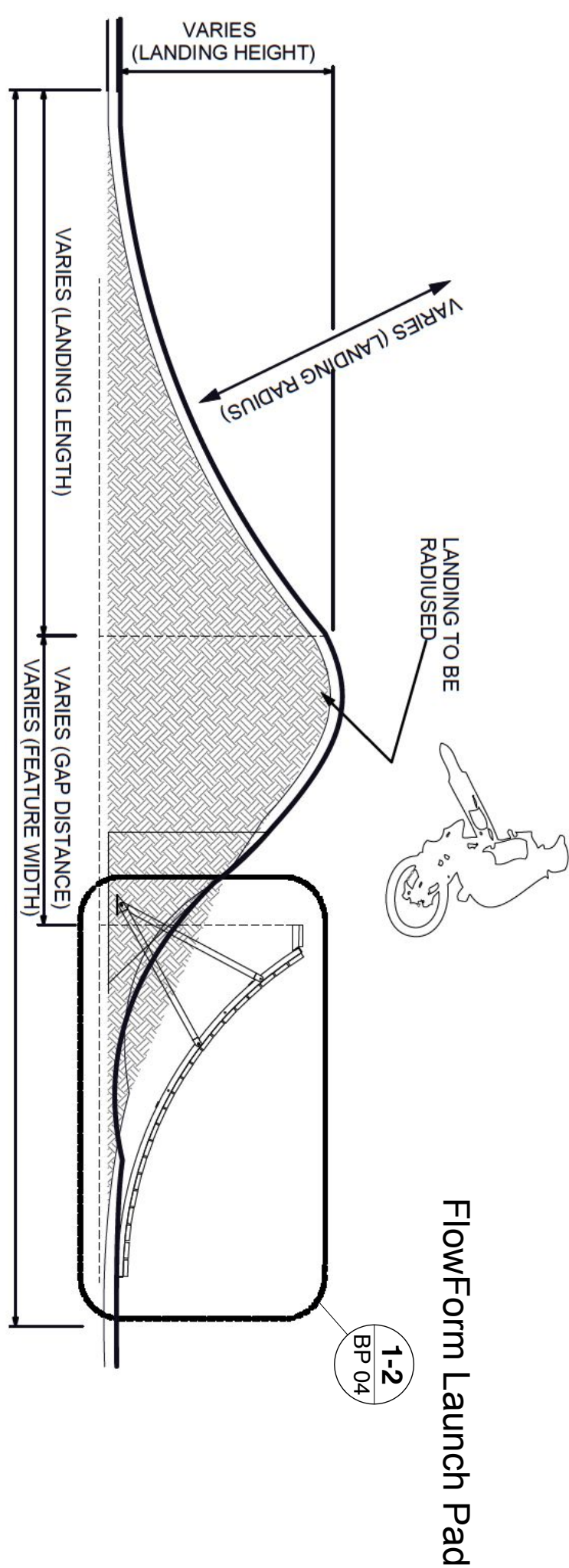
STEVIE SMITH
BIKE PARK

DRAWING TITLE

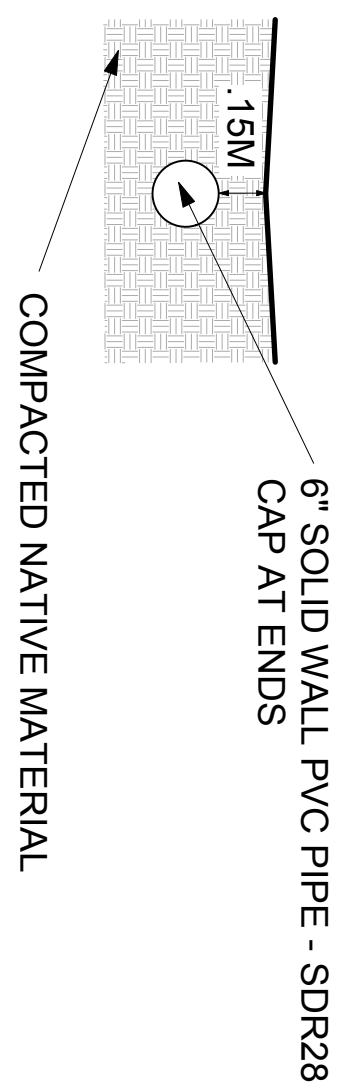
ROUGH GRADING



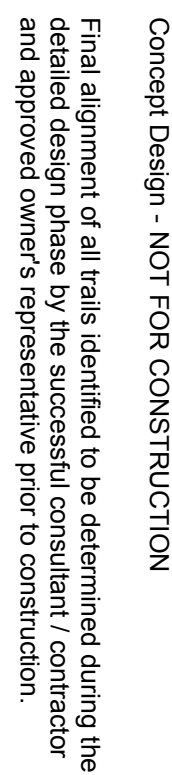
4 Berm - SECTION B



6 FlowForm Launch Pad with Dirt Landing



8 Drainage Pipe Under Trail - SECTION C



PROFESSIONAL STAMP

NORTH ARROW

[illegible]

City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J6

CONSULTANT



NE BIKE PARKS CANADA
1050 Millar Creek Rd. #7
Whistler, British Columbia
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www.alpinebikeparks.com

SUBCONSULTANT(S)

STEVIE SMITH BIKE PARK

DRAWING TITLE

TYPICAL DETAILS

SHEET NUMBER

BP 03

REV. _____
CONSOLIDATED
DRAWING NO. _____



NTS



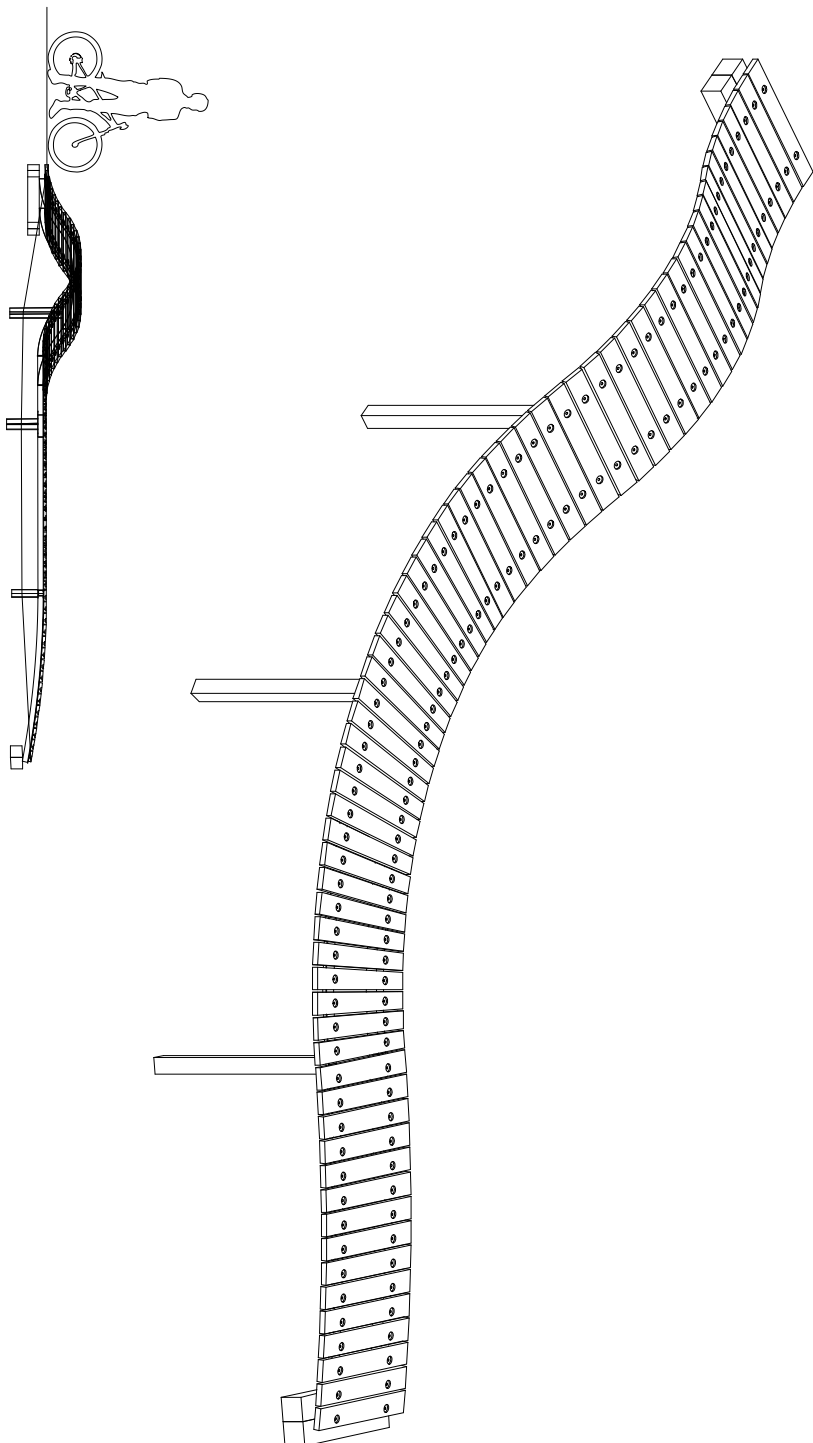
NTS



NTS

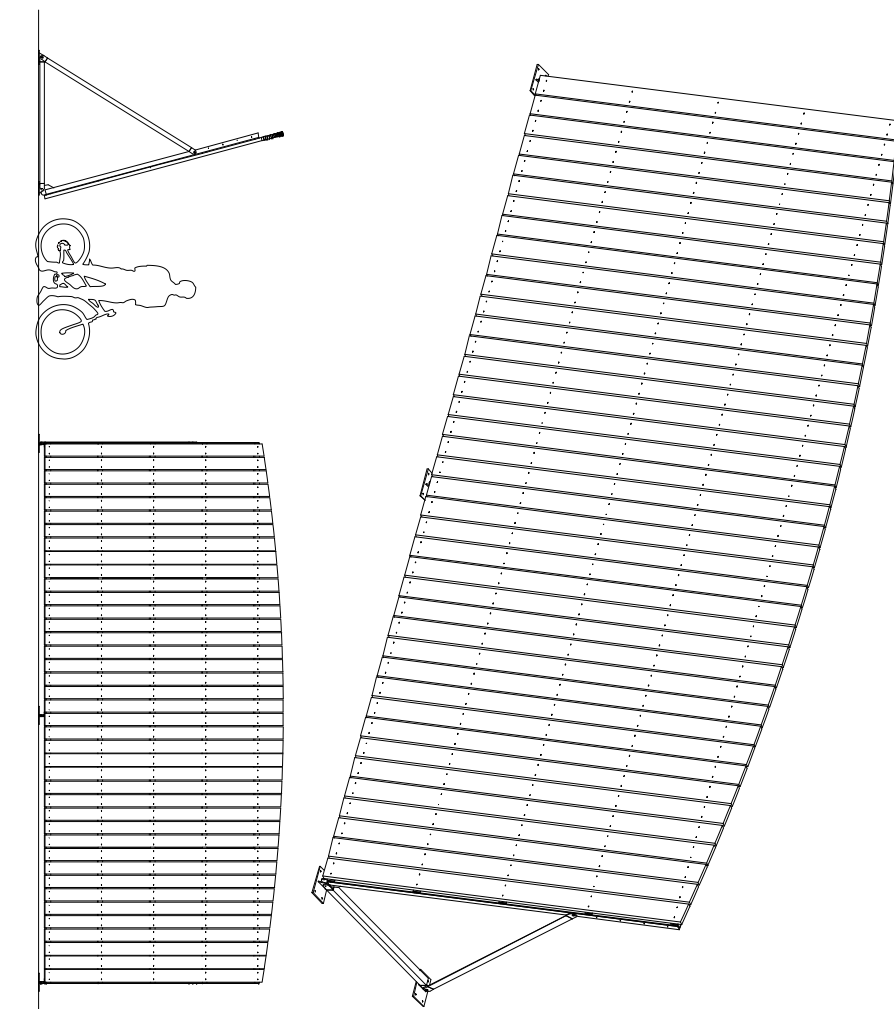


NTS



5 Cannon Feature (Small)
by FlowForm Bike Ramps, Inc.

NTS



7 Curved Wall Feature (Medium/) by FlowForm Bike Ramps, Inc.

NTS

8 Flat Wallride Feature (Medium/
by FlowForm Bike Ramps, Inc.

NTS

Final alignment of all trails identified to be determined during the detailed design phase by the successful consultant / contractor and approved owner's representative prior to construction.

Concept D

Concept Design - NOT FOR CONSTRUCTION

PROFESSIONAL STAMP

NORTH ARROW

REV.	Y-M-M-D-D	DESCRIPTION	DESIGN
D	16-09-22	DESIGN ENFORCEMENT	C1 C2 B0
C	16-06-02	FINAL CONCEPTUAL DESIGN	C1 C2 J0
B	16-05-18	CONCEPTUAL DESIGN ENFORCEMENT	C1 C2 J0
A	16-01-12	CONCEPTUAL DESIGN 01	C1 C2 J0
			C1 C2 J0
			REVIEW
			DRAFTING

CLIENT

City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J6

CONSULTANT



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SUBCONSULTANT(S)

PROU

STEVIE SMITH BIKE PARK

DRAWING TITLE

TYPICAL FLOWFORM FEATURES

SHEET NUMBER	SCALE	CONTOUR INTERVAL
	CONSULTANT DRAWING NO.	REV. A

City of Nanaimo
Bike Park Cost Estimate - Dirt Jumps, Return Trail and Pumptrack
October 28, 2016

	Unit	Qty	Cost Per Unit	Cost
Construction Labour				
Rough Grade	Days	16	\$ 1,205.00	\$ 19,280.00
Complete Trail	Days	27	\$ 1,205.00	\$ 32,535.00
Drainage	Days	8	\$ 1,205.00	\$ 9,640.00
Features Install	Days	9	\$ 1,205.00	\$ 10,845.00
Total Construction Labour		60		\$ 72,300.00
Estimated Consulting Fees by Alpine Bike Parks (10 Trips)				
Estimated On-Site Consulting	Estimated Hours	100	\$ 130.00	\$ 13,000.00
Estimated Travel Hours	Estimated Hours	80	\$ 65.00	\$ 5,200.00
Estimated Off-Site Consulting	Estimated Hours	60	\$ 130.00	\$ 7,800.00
In-Town Fuel	Each	10	\$ 57.50	\$ 575.00
Per-Diems	Each	10	\$ 46.00	\$ 460.00
Hotel	Each	10	\$ 172.50	\$ 1,725.00
Mileage (250km round trip)	Each	10	\$ 158.70	\$ 1,587.00
Printing	Each	1	\$ 230.00	\$ 230.00
Ferry	Each	10	\$ 204.01	\$ 2,040.10
Total Consulting Fees				\$ 32,617.10
Materials				
Screened Surfacing Material (Screened On-Site)	Cubic Yards	420	\$ -	\$ -
3/4 Minus Crushed Road base 4" Thick	Cubic Yards	115	\$ 25.76	\$ 2,957.63
Cedar Boards	Board Feet	1500	\$ 2.30	\$ 3,450.00
Screws for Decking	Each	859	\$ 0.34	\$ 288.62
Anchors for Ramp Installation	Each	114	\$ 5.60	\$ 313.60
12' Trex for Ramp Decking Installation	Each	20	\$ 67.57	\$ 1,081.18
16' Trex for Ramp Decking Installation	Each	4	\$ 91.08	\$ 1,081.18
Concrete Pre-Cast Footings	Each	12	\$ 126.50	\$ 1,518.00
Concrete Cast-In Place Footings	Cubic Yards	16	\$ 345.00	\$ 5,520.00
6" Drain Pipe (Schedule 40)	3 meter sections	30	\$ 53.72	\$ 1,611.46
Dirt Fill For Features	Cubic Yards	3050	\$ -	\$ -
Min Excavator Including Fuel	Months	3	\$ 6,037.05	\$ 18,111.14
Skid Steer Including Fuel	Months	3	\$ 5,738.44	\$ 17,215.32
Plate Compactor Including Fuel	Months	3	\$ 1,333.00	\$ 3,999.00
Quad Rental Including Fuel	Months	3	\$ 1,188.54	\$ 3,565.61
Screen Plant Including Fuel	Months	1	\$ 3,000.00	\$ 3,000.00
4 CY Loader Including Fuel	Week	1	\$ 3,000.00	\$ 3,000.00
Extra Piece of Equipment Including Fuel	Months	3	\$ 3,829.22	\$ 11,487.66
Miscellaneous Tools/Supplies	Lump Sum	1	\$ 2,104.50	\$ 2,104.50
Mulch for Mulch Jump	Cubic Yards	50	\$ 28.75	\$ 1,437.50
Landscape and Irrigation Estimate	Estimate	1	\$ 43,500.00	\$ 43,500.00
Total Material Costs				\$ 125,242.40
FlowForm Features				
Curved Wall Ride (8ft)	Each	1	\$ 8,778.56	\$ 8,778.56
Flat Wall Ride (8ft)	Each	1	\$ 8,778.56	\$ 8,778.56
Launch Pad Large	Each	5	\$ 3,242.55	\$ 16,212.76
Launch Pad Medium	Each	4	\$ 2,979.20	\$ 11,916.80
Total FlowForm Costs				\$ 45,686.68
Grand Total				\$ 275,846

City of Nanaimo
Bike Park Materials List - Dirt Jumps, Return Trail and Pumptrack
October 28, 2016

Item		Specification	Unit	Quantity
Fill and Drainage				
Screened Surfacing Material (Screened On-Site)		NA	Cubic Yards	420
3/4 Minus Crushed Road base 4" Thick		NA	Cubic Yards	115
Mulch for Mulch Jump		NA	Cubic Yards	50
6" Drain Pipe in 3 meter Sections (Schedule 40)		Corix - 6" SDR28	Each	30
Dirt Fill For Features (Sourced On-Site)		NA	Cubic Yards	3,050
Ramp Decking - Cedar Boards S1S2E (1 smooth side, 2 edges)				
56" Board	Cedar	S1S2E	Boards	163
118.22" Board	Cedar	S1S2E	Boards	72
Screws and Trex for FlowForm Decking				
2.5" GRK Screw		NA	Each	859
12' Trex Composite Decking		NA	Each	20
16' Trex Composite Decking		NA	Each	4
Bolts for FlowForm Installation				
Stainless Steel	1/2" x 7" Expansion Anchor bolt with washer, nut	MC Master #92188A303	Each	114
Concrete Pre-Cast Footings				
Concrete	Full Size Flat Top	Lock Block	Each	-
Concrete	Half Height Flat Top	Lock Block	Each	-
Concrete	Half-Height Half Flat Top	Lock Block	Each	12
Concrete Cast-In Place Footings				
Poured Concrete	Form Dimensions: 2'W x 1'D x 12'L	18 Forms	Cubic Yards	16.0
Ramp Frames				
Curved Wall Ride (8ft)		FlowForm	Each	1.00
Flat Wall Ride (8ft)		FlowForm	Each	1.00
Launch Pad Large		FlowForm	Each	5.00
Launch Pad Medium		FlowForm	Each	4.00
Equipment				
Min Excavator Including Fuel		NA	Months	3
Skid Steer Including Fuel		NA	Months	3
Plate Compactor Including Fuel		NA	Months	3
Quad Rental Including Fuel		NA	Months	3
Screen Plant Including Fuel		NA	Months	1
4 CY Loader Including Fuel		NA	Week	1
Extra Piece of Equipment Including Fuel		NA	Months	3

City of Nanaimo
Bike Park Cost Estimate - Pumptrack Only
October 28, 2016

	Unit	Qty	Cost Per Unit	Cost
Construction Labour				
Rough Grade	Days	3	\$ 1,205.00	\$ 3,615.00
Complete Trail	Days	9	\$ 1,205.00	\$ 10,845.00
Drainage	Days	2	\$ 1,205.00	\$ 2,410.00
Total Construction Labour		14		\$ 16,870.00
Estimated Consulting Fees by Alpine Bike Parks (2 Trips)				
Estimated On-Site Consulting	Estimated Hours	20	\$ 130.00	\$ 2,600.00
Estimated Travel Hours	Estimated Hours	16	\$ 65.00	\$ 1,040.00
Estimated Off-Site Consulting	Estimated Hours	12	\$ 130.00	\$ 1,560.00
In-Town Fuel	Each	2	\$ 57.50	\$ 115.00
Per-Diems	Each	2	\$ 46.00	\$ 92.00
Hotel	Each	2	\$ 172.50	\$ 345.00
Mileage (250km round trip)	Each	2	\$ 158.70	\$ 317.40
Printing	Each	1	\$ 230.00	\$ 230.00
Ferry	Each	2	\$ 204.01	\$ 408.02
Total Consulting Fees				\$ 6,707.42
Materials				
Screened Surfacing Material (Screened On-Site)	Cubic Yards	120	\$ -	\$ -
6" Drain Pipe (Schedule 40)	3 meter sections	15	\$ 53.72	\$ 805.73
Dirt Fill For Features	Cubic Yards	800	\$ -	\$ -
Min Excavator Including Fuel	Months	1	\$ 6,037.05	\$ 6,037.05
Skid Steer Including Fuel	Months	1	\$ 5,738.44	\$ 5,738.44
Plate Compactor Including Fuel	Months	1	\$ 1,333.00	\$ 1,333.00
Quad Rental Including Fuel	Months	1	\$ 1,188.54	\$ 1,188.54
Screen Plant Including Fuel	Months	0	\$ 3,000.00	\$ -
4 CY Loader Including Fuel	Week	0	\$ 3,000.00	\$ -
Extra Piece of Equipment Including Fuel	Months	1	\$ 3,829.22	\$ 3,829.22
Miscellaneous Tools/Supplies	Lump Sum	1	\$ 483.00	\$ 483.00
Landscape and Irrigation Estimate	Estimate	0	\$ 43,500.00	\$ -
Total Material Costs				\$ 19,414.97
Grand Total				\$ 42,992

City of Nanaimo
Bike Park Materials List - Pumptrack Only
October 28, 2016

Item	Specification	Unit	Quantity
Fill and Drainage			
Screened Surfacing Material (Screened On-Site)	NA	Cubic Yards	120
6" Drain Pipe in 3 meter Sections (Schedule 40)	Corix - 6" SDR28	Each	15
Dirt Fill For Features (Sourced On-Site)	NA	Cubic Yards	800
Equipment			
Min Excavator Including Fuel	NA	Months	1
Skid Steer Including Fuel	NA	Months	1
Plate Compactor Including Fuel	NA	Months	1
Quad Rental Including Fuel	NA	Months	1
Extra Piece of Equipment Including Fuel	NA	Months	1

City of Nanaimo
Bike Park Cost Estimate - Dirt Jumps and Return Trail Only
October 28, 2016

	Unit	Qty	Cost Per Unit	Cost
Construction Labour				
Rough Grade	Days	13	\$ 1,205.00	\$ 15,665.00
Complete Trail	Days	18	\$ 1,205.00	\$ 21,690.00
Drainage	Days	6	\$ 1,205.00	\$ 7,230.00
Features Install	Days	9	\$ 1,205.00	\$ 10,845.00
Total Construction Labour		46		\$ 55,430.00
Estimated Consulting Fees by Alpine Bike Parks (8 Trips)				
Estimated On-Site Consulting	Estimated Hours	80	\$ 130.00	\$ 10,400.00
Estimated Travel Hours	Estimated Hours	64	\$ 65.00	\$ 4,160.00
Estimated Off-Site Consulting	Estimated Hours	48	\$ 130.00	\$ 6,240.00
In-Town Fuel	Each	8	\$ 57.50	\$ 460.00
Per-Diems	Each	8	\$ 46.00	\$ 368.00
Hotel	Each	8	\$ 172.50	\$ 1,380.00
Mileage (250km round trip)	Each	8	\$ 158.70	\$ 1,269.60
Printing	Each	1	\$ 230.00	\$ 230.00
Ferry	Each	8	\$ 204.01	\$ 1,632.08
Total Consulting Fees				\$ 26,139.68
Materials				
Screened Surfacing Material (Screened On-Site)	Cubic Yards	300	\$ -	\$ -
3/4 Minus Crushed Road base 4" Thick	Cubic Yards	115	\$ 25.76	\$ 2,957.63
Cedar Boards	Board Feet	1500	\$ 2.30	\$ 3,450.00
Screws for Decking	Each	859	\$ 0.34	\$ 288.62
Anchors for Ramp Installation	Each	114	\$ 5.60	\$ 313.60
12' Trex for Ramp Decking Installation	Each	20	\$ 67.57	\$ 1,081.18
16' Trex for Ramp Decking Installation	Each	4	\$ 91.08	\$ 1,081.18
Concrete Pre-Cast Footings	Each	12	\$ 126.50	\$ 1,518.00
Concrete Cast-In Place Footings	Cubic Yards	16	\$ 345.00	\$ 5,520.00
6" Drain Pipe (Schedule 40)	3 meter sections	15	\$ 53.72	\$ 805.73
Dirt Fill For Features	Cubic Yards	2250	\$ -	\$ -
Min Excavator Including Fuel	Months	2	\$ 6,037.05	\$ 12,074.09
Skid Steer Including Fuel	Months	2	\$ 5,738.44	\$ 11,476.88
Plate Compactor Including Fuel	Months	2	\$ 1,333.00	\$ 2,666.00
Quad Rental Including Fuel	Months	2	\$ 1,188.54	\$ 2,377.07
Screen Plant Including Fuel	Months	1	\$ 3,000.00	\$ 3,000.00
4 CY Loader Including Fuel	Week	1	\$ 3,000.00	\$ 3,000.00
Extra Piece of Equipment Including Fuel	Months	2	\$ 3,829.22	\$ 7,658.44
Miscellaneous Tools/Supplies	Lump Sum	1	\$ 1,621.50	\$ 1,621.50
Mulch for Mulch Jump	Cubic Yards	50	\$ 28.75	\$ 1,437.50
Landscape and Irrigation Estimate	Estimate	1	\$ 43,500.00	\$ 43,500.00
Total Material Costs				\$ 105,827.43
FlowForm Features				
Curved Wall Ride (8ft)	Each	1	\$ 8,778.56	\$ 8,778.56
Flat Wall Ride (8ft)	Each	1	\$ 8,778.56	\$ 8,778.56
Launch Pad Large	Each	5	\$ 3,242.55	\$ 16,212.76
Launch Pad Medium	Each	4	\$ 2,979.20	\$ 11,916.80
Total FlowForm Costs				\$ 45,686.68
Grand Total				\$ 233,084

City of Nanaimo
Bike Park Materials List - Dirt Jumps and Return Trail Only
October 28, 2016

Item		Specification	Unit	Quantity
Fill and Drainage				
Screened Surfacing Material (Screened On-Site)		NA	Cubic Yards	300
3/4 Minus Crushed Road base 4" Thick		NA	Cubic Yards	115
Mulch for Mulch Jump		NA	Cubic Yards	50
6" Drain Pipe in 3 meter Sections (Schedule 40)		Corix - 6" SDR28	Each	15
Dirt Fill For Features (Sourced On-Site)		NA	Cubic Yards	2,250
Ramp Decking - Cedar Boards S1S2E (1 smooth side, 2 edges)				
56" Board	Cedar	S1S2E	Boards	163
118.22" Board	Cedar	S1S2E	Boards	72
Screws and Trex for FlowForm Decking				
2.5" GRK Screw		NA	Each	859
12' Trex Composite Decking		NA	Each	20
16' Trex Composite Decking		NA	Each	4
Bolts for FlowForm Installation				
Stainless Steel	1/2" x 7" Expansion Anchor bolt with washer, nut	MC Master #92188A303	Each	114
Concrete Pre-Cast Footings				
Concrete	Half-Height Half Flat Top	Lock Block	Each	12
Concrete Cast-In Place Footings				
Poured Concrete	Form Dimensions: 2'W x 1'D x 12'L	18 Forms	Cubic Yards	16
Ramp Frames				
Curved Wall Ride (8ft)		FlowForm	Each	1
Flat Wall Ride (8ft)		FlowForm	Each	1
Launch Pad Large		FlowForm	Each	5
Launch Pad Medium		FlowForm	Each	4
Equipment				
Min Excavator Including Fuel		NA	Months	2
Skid Steer Including Fuel		NA	Months	2
Plate Compactor Including Fuel		NA	Months	2
Quad Rental Including Fuel		NA	Months	2
Screen Plant Including Fuel		NA	Months	1
4 CY Loader Including Fuel		NA	Week	1
Extra Piece of Equipment Including Fuel		NA	Months	2

City of Nanaimo
Bike Park Cost Estimate - Skills Trail Only
October 28, 2016

	Unit	Qty	Cost Per Unit	Cost
Construction Labour				
Rough Grade	Days	2	\$ 1,205.00	\$ 2,410.00
Complete Trail	Days	4	\$ 1,205.00	\$ 4,820.00
Drainage	Days	1	\$ 1,205.00	\$ 1,205.00
Features Install	Days	5	\$ 1,205.00	\$ 6,025.00
Total Construction Labour		12		\$ 14,460.00
Estimated Consulting Fees by Alpine Bike Parks (2 Trips)				
Estimated On-Site Consulting	Estimated Hours	20	\$ 130.00	\$ 2,600.00
Estimated Travel Hours	Estimated Hours	16	\$ 65.00	\$ 1,040.00
Estimated Off-Site Consulting	Estimated Hours	12	\$ 130.00	\$ 1,560.00
In-Town Fuel	Each	2	\$ 57.50	\$ 115.00
Per-Diems	Each	2	\$ 46.00	\$ 92.00
Hotel	Each	2	\$ 172.50	\$ 345.00
Mileage (250km round trip)	Each	2	\$ 158.70	\$ 317.40
Printing	Each	1	\$ 230.00	\$ 230.00
Ferry	Each	2	\$ 204.01	\$ 408.02
Total Consulting Fees				\$ 6,707.42
Materials				
Screened Surfacing Material (Screened On-Site)	Cubic Yards	60	\$ -	\$ -
3/4 Minus Crushed Road base 4" Thick	Cubic Yards	-	\$ 25.76	\$ -
Cedar Boards	Board Feet	352	\$ 2.30	\$ 809.60
Screws for Decking	Each	262	\$ 0.34	\$ 88.03
Anchors for Ramp Installation	Each	56	\$ 5.60	\$ 313.60
12' Trex for Ramp Decking Installation	Each	16	\$ 67.57	\$ 1,081.18
Concrete Pre-Cast Footings	Each	24	\$ 126.50	\$ 3,036.00
6" Drain Pipe (Schedule 40)	3 meter sections	8	\$ 53.72	\$ 429.72
Dirt Fill For Features	Cubic Yards	500	\$ -	\$ -
Min Excavator Including Fuel	Months	1	\$ 6,037.05	\$ 6,037.05
Skid Steer Including Fuel	Months	1	\$ 5,738.44	\$ 5,738.44
Plate Compactor Including Fuel	Months	1	\$ 1,333.00	\$ 1,333.00
Quad Rental Including Fuel	Months	1	\$ 1,188.54	\$ 1,188.54
Screen Plant Including Fuel	Months	0.25	\$ 3,000.00	\$ 750.00
4 CY Loader Including Fuel	Week	0.5	\$ 3,000.00	\$ 1,500.00
Extra Piece of Equipment Including Fuel	Months	1	\$ 3,829.22	\$ 3,829.22
Miscellaneous Tools/Supplies	Lump Sum	1	\$ 414.00	\$ 414.00
Mulch for Mulch Jump	Cubic Yards	0	\$ 28.75	\$ -
Landscape and Irrigation Estimate	Estimate	1	\$ 6,500.00	\$ 6,500.00
Total Material Costs				\$ 33,048.38
FlowForm Features				
Rainbow Medium	Each	3	\$ 1,915.20	\$ 5,745.60
Shorebridge System	Each	1	\$ 19,266.24	\$ 19,266.24
Sunset Medium	Each	1	\$ 3,724.00	\$ 3,724.00
Total FlowForm Costs				\$ 28,735.84
Grand Total				\$ 82,952

City of Nanaimo
Bike Park Materials List - Skills Trail Only
October 28, 2016

Item		Specification	Unit	Quantity
Fill and Drainage				
Screened Surfacing Material (Screened On-Site)		NA	Cubic Yards	60
6" Drain Pipe in 3 meter Sections (Schedule 40)		Corix - 6" SDR28	Each	8
Dirt Fill For Features (Sourced On-Site)		NA	Cubic Yards	500
Ramp Decking - Cedar Boards S1S2E (1 smooth side, 2 edges)				
20" Board	Cedar	S1S2E	Boards	95
26" Board	Cedar	S1S2E	Boards	88
Screws and Trex for FlowForm Decking				
2.5" GRK Screw		NA	Each	222
12' Trex Composite Decking		NA	Each	16
Bolts for FlowForm Installation				
Stainless Steel	1/2" x 7" Expansion Anchor bolt with washer, nut	MC Master #92188A303	Each	56
Concrete Pre-Cast Footings				
Concrete	Full Size Flat Top	Lock Block	Each	4
Concrete	Half Height Flat Top	Lock Block	Each	20
Ramp Frames				
Rainbow Medium		FlowForm	Each	3.00
Sunset Medium		FlowForm	Each	1.00
Shorebridge System				
Cannon Large		FlowForm	Each	2.00
Cannon Small		FlowForm	Each	2.00
Half Sunset		FlowForm	Each	2.00
Turns		FlowForm	Each	2.00
Equipment				
Min Excavator Including Fuel		NA	Months	1
Skid Steer Including Fuel		NA	Months	1
Plate Compactor Including Fuel		NA	Months	1
Quad Rental Including Fuel		NA	Months	1
Screen Plant Including Fuel		NA	Months	0.25
4 CY Loader Including Fuel		NA	Week	0.50
Extra Piece of Equipment Including Fuel		NA	Months	1

ATTACHMENT D
Stevie Smith Community Bike Park at Beban Park
Confirmed In-Kind and Cash Contributions
Summary to October 31, 2016

In Kind Donations	171,452.20
Cash Donations	61,955.00
Sub-Total	233,407.20
Used to Fund Design	<u>11,000.00</u>
Balance Available for Contruction	222,407.20

ATTACHMENT D

Stevie Smith Community Bike Park at Beban Park

Confirmed In-Kind Contributions

Service/Material	Quantity	Fair Market Value	Timeline
Rice Excavating			
Screen Plant	1 mth	\$ 3,000.00	
Mini Excavator & fuel	4 mths	\$ 24,148.18	
Skid Steer	4 mths	\$ 22,953.76	
Plate Compactor	4 mths	\$ 5,332.00	
Quad Rental w/fuel	4 mths	\$ 4,754.14	
Total Rice Excavating Donation		\$ 60,188.08	Fall 2016-Spring 2017
Four Star Waterworks Ltd			
Materials			
Drain Pipe			
Landscaping & Irrigation			
Total Four Star Waterworks		\$ 50,306.36	Until completed
Gogo Cedar Mill			
2x6 Cedar Special Lengths		\$ 1,734.88	one week
Total Gogo Cedar Mill		\$ 1,734.88	
Saw Mill Direct			
2x6 Cedar Special Lengths		\$ 1,734.88	two weeks
Total Saw Mill Direct		\$ 1,734.88	
Bedrock Redi-Mix Ltd			
Concreete Lock Blocks	30	\$ 2,400.00	
Total Bedrock Redi-Mix Ltd		\$ 2,400.00	Anytime
Robinson Rentals			
Plate Compactor Rental	4 mths	\$ 5,300.00	
Total Robinson Rentals		\$ 5,300.00	Anytime
Dolan Construction			
Mini Excavator w/operator	40 hours	\$ 3,018.00	
Total Dolan Construction		\$ 3,018.00	2016/2017 as required
Richard Nash Developments			
Skid Steer w/operator	40 hours	\$ 2,869.00	
Total Richard Nash Developments		\$ 2,869.00	2016/2017 as required
Lussier & Son Con Ltd			
3 hour Truck and Pup	3 hours	\$ 384.00	
Screened Topsoil	52 yards	\$ 1,300.00	
Total Lussier & Son Con Ltd		\$ 1,684.00	
M&J Tree Service			
Boom Truck/Chipper	1 Week	\$ 7,400.00	
Stump Grinder	48 Hours	\$ 6,000.00	
Boom Truck/Chipper	2.5 Days	\$ 3,885.00	
Total M&J Tree Service		\$ 17,285.00	2016/2017
IWC Excavation			
Excavator/Operator	32 hours	\$ 4,032.00	
IWC Excavation Tree Service		\$ 4,032.00	Work done in late 2015
Gyro Club of Nanaimo			
Ramps	5	\$ 16,000.00	
Picnic Tables		\$ 4,900.00	
Gyro Club of Nanaimo		\$ 20,900.00	
Total In kind Donations		\$ 171,452.20	

DATE OF MEETING November 14, 2016

AUTHORED BY PHIL STEWART, MANAGER, ENGINEERING PROJECTS

SUBJECT **BASTION BRIDGE REHABILITATION**

OVERVIEW

Purpose of Report

To present for Council's consideration and approval options for the rehabilitation of the Bastion Street Bridge.

Recommendation

That Council:

1. direct Staff to proceed with the rehabilitation and seismic retrofit of the Bastion Street Bridge to achieve a Safety 1 designation as described in Option 1 of this report.
2. provide direction on including a Gateway structure as part of the project.

BACKGROUND

The Bastion Street Bridge was originally constructed in 1936 and upgraded in 1978. A detailed condition assessment completed in June, 2014 found that the Bastion Street Bridge is now in a condition that significant maintenance and rehabilitation work is required.

At the 2016-JUN-20 Council meeting, Council directed Staff to return to Council with a report regarding the replacement cost options. The 2016-JUN-20 Council Report is attached as Attachment A.

Four options were evaluated:

- **Rehabilitation and Seismic Retrofit (Recommended Option):** This option was the recommended option in the 2016-JUN-20 Council Report. It addresses the current maintenance requirements, improves the seismic performance and extends the service life of the bridge. We have assumed that the bridge will require major maintenance again after 20 years and then replacement 10 years beyond that.
- **Rehabilitation Only:** This option consists of implementing only the rehabilitation recommendations for the bridge. This approach extends the service life of the bridge but does not address the seismic vulnerabilities in any way. We have assumed that the bridge will require major maintenance again after 20 years and then replacement 10 years beyond that.
- **Bridge Replacement:** A replacement bridge will address all condition needs for the bridge and the new bridge would be constructed to current seismic codes. It also

presents other opportunities for improvements to the bridge and to the surrounding area.

- **Bridge Replacement in 10 years:** This option consists of undertaking essential maintenance only for the next 10 years, then replacing the bridge at that time. The bridge does not present any condition needs that are immediate safety concerns and with essential maintenance being completed, the bridge could last another 10 years. However, with only the essential maintenance being completed, the bridge would likely be in a condition that rehabilitation to extend the life of the bridge would not be possible. This option allows the City to defer the major capital expenditure of bridge replacement and develop plans for the future crossing. This option does not address the current condition needs or seismic vulnerabilities that have been identified until replacement is completed.

The options were evaluated by comparing:

- The costs over time of each option
- Construction impacts
- Seismic risk
- Construction risk
- Other opportunities

Cost

The expected costs and timing of the various options are summarized in the table below:

Option	2017	2026	2036	2046
Rehabilitation and Seismic Retrofit (Recommended Option)	\$1,850,000	\$0	\$250,000	\$5,945,000
Rehabilitation Only	\$670,000	\$0	\$250,000	\$5,945,000
Bridge Replacement	\$5,945,000	\$0	\$0	\$0
Bridge Replacement in 10 years	\$50,000	\$5,945,000	\$0	\$0

Construction Impacts

Rehabilitation of the bridge is expected to take approximately 6 months and the bridge will be closed to vehicle traffic for approximately 6-8 weeks. There is possibility that the bridge could remain open to pedestrians during construction and it is expected that the construction timing can be arranged so that the closure avoids peak tourist seasons, thus reducing the impact of the project on the local business community.

It would take 6-8 months to remove the existing bridge and construct a new one and during this time it would be closed to all users. Given the lengthy closure, it is less likely that the construction timing could be arranged to avoid peak tourist season.

Risk

Three areas of risk were evaluated:

- **Seismic Safety Risk** – Is there a risk that someone around the bridge could be harmed during a seismic event?

- Seismic Damage Risk – Is there a risk that after a seismic event the bridge will be rendered unusable?
- Construction Risk – What are the expected construction risks?

Option 1 Rehabilitation and Seismic Retrofit (Recommended Option)

- Seismic Safety Risk – Addressed by retrofitting the bridge to achieve a Safety 1 designation.
- Seismic Damage Risk – While the bridge would remain in place after a seismic event, there is the possibility that major damage would occur which would require significant upgrades or replacement.
- Construction Risk – The work proposed for the retrofit is commonly done in the Province and presents a low risk for significant construction delays or cost increases.

Option 2 Rehabilitation only

- Seismic Safety Risk – A seismic event would likely cause permanent damage to the bridge, potentially resulting in a partial or full collapse of the bridge. This presents a safety risk to anyone around the bridge at that time.
- Seismic Damage Risk – After a seismic event, the bridge would require significant upgrades or replacement.
- Construction Risk – The work proposed for the retrofit is commonly done in the Province and presents a low risk for significant construction delays or cost increases.

Option 3 Replacement Bridge

- Seismic Safety Risk – Addressed by constructing the bridge to current seismic codes.
- Seismic Damage Risk – After a seismic event, the bridge would likely only require minor repairs.
- Construction Risk – Construction risks to a new bridge include poor geotechnical conditions and the possibility of contaminated soils. These risks have the potential to both increase the costs of the project and cause delays during construction.

Option 4 Replacement Bridge in 10 years

- Seismic Safety Risk – For the next 10 years there would be a risk to anyone around the bridge during a seismic event. This would be addressed after the new bridge is constructed by constructing the bridge to current seismic codes.
- Seismic Damage Risk – If a seismic event occurred before the new bridge is constructed, the timeline for the new bridge would need to be accelerated. After the new bridge is constructed, the bridge would likely only require minor repairs after a seismic event.
- Construction Risk – Construction risks to a new bridge include poor geotechnical conditions and the possibility of contaminated soils. These risks have the potential to both increase the costs of the project and cause delays during construction.

Other Opportunities

There are several other aspects which could be considered as part of this project.

- Old City Quarter/ Downtown Nanaimo Gateway
A gateway structure between the Old City Quarter and Downtown Nanaimo could be constructed as part of any of the options. It would add approximately \$70,000 to the cost of Options 1 or 2 and \$50,000 for Options 3 or 4.

- Aesthetic Considerations
 - Options 1 & 2

There are minor opportunities to change the bridge aesthetics in Options 1 or 2 such as, incorporating additional lighting features on the underside of the bridge and/or providing a space for public art such as a mural on the columns. Significant changes to the look and feel of the bridge are unlikely.
 - Options 3 & 4

Changes to the aesthetics could be more significant if a new bridge is constructed. It should be noted that the costs are based on a fairly basic and functional bridge. Bridges which have significant architectural detailing or features can increase the cost of a structure substantially.
- Transportation Network Improvements

Some improvements to the transportation network around the Bastion Street Bridge were discussed as part of the “Terminal-Nicol Re-imagined” Study, such as pedestrian access between Terminal Avenue and Wallace Street and widening of Terminal Avenue.

 - Options 1 & 2

It would be challenging to add the pedestrian connection to Wallace Street as part of the project. The costs for this initiative would likely be in excess of \$100,000 and has not been accounted for in the cost estimates.
Widening Terminal Avenue would not be possible at the Bastion Bridge crossing due to the location of the bridge columns.
 - Options 3 & 4

It would be possible to design new features such as a pedestrian connection into a new structure; however, there would be some cost implications which have not been accounted for in the cost estimates.
A new bridge could be constructed with one column. There is the possibility that the location of the column could be designed which would facilitate a wider Terminal Avenue.

OPTIONS

Four replacement or rehabilitation options were evaluated for the Bastion Street Bridge.

1. That Council:

1. direct Staff to proceed with the rehabilitation and seismic retrofit of the Bastion Street Bridge to achieve a Safety 1 designation as described in Option 1 of this report.

This option is recommended as it completes maintenance requirements, reduces the seismic safety and damage risk, represents a low construction risk, has a moderate immediate cost, and defers large expenditures for 30 years.

2. provide direction on including a Gateway structure as part of the project.

- **Budget Implication:** The expected costs for this option are \$1,850,000 in 2017, \$250,000 in 2036 and \$5,945,000 in 2046.
- **Engagement Implication:** The Bridge would be closed for 6-8 weeks in this option; however, it could remain open to pedestrians and the timing could be arranged to avoid peak tourist season.

- **Risk Implication:** The seismic safety risk would be addressed by this option, the bridge would likely need significant repairs or replacement after a seismic event and the construction risks are low.
 - **Strategic Priorities Implication (Transportation):** The Bastion Street Bridge is an important link to downtown. Completing this rehabilitation would continue to ensure that the link is functional for years to come.
 - **Strategic Priorities Implication (Asset Management):** Completing the rehabilitation to the bridge would extend the functional life of the bridge by 20 to 30 years.
 - **Other Considerations:** A gateway structure could be added to the project for an additional \$70,000. Minor aesthetic improvements and public art opportunities could be incorporated into the project. Improvements to the transportation network would be challenging to incorporate into this option.
2. That Council direct Staff to proceed with the rehabilitation of the Bastion Street Bridge recommended in the Condition Assessment Report and defer the seismic upgrades.
- **Budget Implication:** The expected costs for this option are \$670,000 in 2017, \$250,000 in 2036 and \$5,945,000 in 2046.
 - **Engagement Implication:** The Bridge would be closed for 6-8 weeks in this option; however, it could remain open to pedestrians and the timing could be arranged to avoid peak tourist season.
 - **Risk Implication:** The seismic safety risk and the seismic damage risk would not be addressed by this option. The bridge would likely need significant repairs or replacement after a seismic event and there is a risk to anyone around the bridge during a seismic event. The construction risks are low for this option.
 - **Strategic Priorities Implication (Transportation):** The Bastion Street Bridge is an important link to downtown. Completing this rehabilitation would continue to ensure that the link is functional for years to come.
 - **Strategic Priorities Implication (Asset Management):** Completing the rehabilitation to the bridge would extend the functional life of the bridge by 20 to 30 years.
 - **Other Considerations:** A gateway structure could be added to the project for an additional \$70,000. Minor aesthetic improvements and public art opportunities could be incorporated to the project. Improvements to the transportation network would be challenging to incorporate into this option.
3. That Council direct Staff to not upgrade the Bastion Street Bridge and to plan for its immediate removal and replacement.
- **Budget Implication:** The expected costs for this option are \$5,945,000 in 2017.
 - **Engagement Implication:** The bridge would be closed for 6-8 months in this option. It is unlikely that the timing could be arranged to avoid peak tourist season.
 - **Risk Implication:** The seismic safety risk and the seismic damage risk would be addressed immediately. There are some risks expected during construction, such as poor geotechnical conditions and possibility of contaminated soils.
 - **Strategic Priorities Implication (Transportation):** The Bastion Street Bridge is an important link to downtown, completing this rehabilitation would continue to ensure that the link is functional for years to come.
 - **Other Considerations:** A gateway structure could be added to the project for an additional \$50,000. Aesthetic improvements and public art opportunities could be

incorporated to the project, as well as some improvements to the transportation network.

- **Strategic Priorities Implication (Asset Management):** The expected serviceable life of a new bridge is 75-100 years, assuming regular maintenance including a mid life rehabilitation after about 40 years.
4. That Council direct Staff to not upgrade the Bastion Street Bridge and to plan for its removal and replacement in 10 years.
- **Budget Implication:** The expected costs for this option are \$50,000 in 2017 and \$5,945,000 in 2026.
 - **Engagement Implication:** The bridge would be closed for a short time for the essential maintenance in 2017 and for 6-8 months during construction of a new bridge in 2026. It is unlikely that the construction timing of a new bridge could be arranged to avoid peak tourist season.
 - **Risk Implication:** The seismic safety risk and the seismic damage risk would remain for the next 10 years, but addressed after the construction of a new bridge. There are some risks expected during construction of a new bridge such as poor geotechnical conditions and possibility of contaminated soils.
 - **Strategic Priorities Implication (Transportation):** The Bastion Street Bridge is an important link to downtown, completing this rehabilitation would continue to ensure that the link is functional for years to come.
 - **Other Considerations:** A gateway structure could be added to the project for an additional \$50,000. Aesthetic improvements and public art opportunities could be incorporated into the project, as well as some improvements to the transportation network.
 - **Strategic Priorities Implication (Asset Management):** The expected serviceable life of a new bridge is 75-100 years, assuming regular maintenance including a mid life rehabilitation after approximately 40 years.

SUMMARY POINTS

- Four different replacement or rehabilitation options were evaluated.
- Expected costs, risks, community impact and other opportunities for improvement were considered in the evaluation.

Submitted by:

Phil Stewart
Manager, Engineering Projects

Concurrence by:

Poul Rosen
Senior Manager, Engineering

MINUTES
INAUGURAL OPEN PUBLIC SAFETY COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-SEP-06, AT 4:30 P.M.

PRESENT: Members: Councillor J. A. Kipp
 Councillor I. W. Thorpe
 J. Horn, Social Planner
 C. Richardson, Fire Chief
 S. Rupa, Manager, Police Support Services
 B. Parker

 Absent: Councillor W. M. Yoachim

 Staff: T. Samra, Chief Administrative Officer
 R. Davidson, Manager of Bylaw, Regulation and Security
 Supt. M. Fisher, OIC, Nanaimo Detachment RCMP
 B. Anderson, Manager of Community and Cultural Planning
 S. Gurrie, City Clerk
 M. Brown, Recording Secretary

1. CALL THE INAUGURAL PUBLIC SAFETY COMMITTEE MEETING TO ORDER:

The Inaugural Public Safety Meeting was called to order at 4:38 p.m.

2. WELCOME:

Ms. T. Samra, Chief Administrative Officer, provided a welcome to committee members.

3. APPOINTMENT OF CHAIR

It was moved and seconded that the Public Safety Committee appoint Councillor Kipp as Chair for the remainder of 2016. The motion carried unanimously.

It was moved and seconded that the Public Safety Committee appoint Councillor Thorpe as Vice-Chair for the remainder of 2016. The motion carried unanimously.

4. TERMS OF REFERENCE:

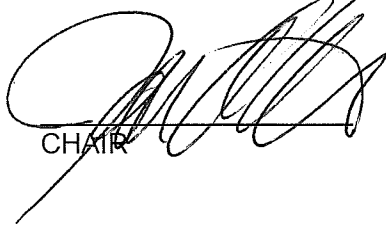
Committee discussion took place regarding the old and new Terms of Reference.

5. MEMBERSHIP

It was moved and seconded that Staff representatives prepare a list of identifiable groups and resources that would contribute to the committee's mandate and report back to the committee at its next meeting on 06-OCT-2016. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded that the meeting terminate at 5:24 p.m. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



CORPORATE OFFICER

MINUTES
SPECIAL OPEN INAUGURAL MEETING OF THE PUBLIC WORKS AND
ENGINEERING COMMITTEE
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-SEP-20, AT 4:30 P.M.

PRESENT: Councillor W. L. Pratt, Chair

Members: Councillor J. A. Kipp

Absent: Councillor W. L. Bestwick
W. Wells

Staff: T. Samra, Chief Administrative Officer
S. Gurrie, City Clerk
J. Elliot, Manager of Utilities
C. Davis, Manager of Sanitation, Recycling, and Public Works Admin
G. Foy, Manager of Transportation
P. Stewart, Manager of Engineering Projects
P. Rosen, Senior Manager of Engineering
M. Brown, Recording Secretary

1. CALL THE SPECIAL OPEN INAUGURAL MEETING OF THE PUBLIC WORKS AND
ENGINEERING COMMITTEE TO ORDER:

The Special Open Inaugural Meeting of the Public Works and Engineering Committee was called to order at 4:37 p.m.

2. WELCOME:

T. Samra, Chief Administrative Officer, discussed committee structure and requirements from each committee to assist Council with recommendations. Examples were given of what was discussed in previous inaugural meetings to illustrate the direction and roles each committee is considering.

3. TERMS OF REFERENCE:

(a) Discussion took place regarding:

- The differences between Terms of Reference and Operating Guidelines
- Cross communication between committees
- The importance of decisions being made within the Committee
- Membership and inclusion of members of the public
- The Committee's function being a place to convey to Council what is being brought forward to Council meetings to improve efficiency.
- Integration of the Strategic Plan within Committee recommendations
- The importance of accessibility and having a representative from that area of the community

- Members from the environmental community
- Staff recommendations regarding potential members
- Recommended changing the Purpose to be inclusive of all Engineering and Public Works departments
- Suggested adding financial before sustainability in the Purpose bullet points
- Membership eligibility, diversity and term
- Accountability for quarterly reports
- Deadlines for submitting agenda items

4. ADJOURNMENT:

It was moved and seconded at 6:14 p.m. that the meeting terminate. The motion carried unanimously.



CHAIR

CERTIFIED CORRECT:



CORPORATE OFFICER



CITY OF NANAIMO
MINUTES OF THE MEETING OF THE DESIGN ADVISORY PANEL
HELD ON 2016-SEP-22nd AT 5:00 P.M. IN ROOM 105 OF THE CITY'S SERVICE & RESOURCE
CENTRE 411 DUNSMUIR STREET, NANAIMO, BC

MEMBERS: R. deBeeld, Chair
D. Appell
G. Minhas
W. Melville
Councillor Hong
F. Brooks
K. Krastel
A. Ionescu

STAFF: G. Noble, Development Approval Planner
T. Rogers, Planning Assistant (Minutes)

1. CALL TO ORDER

The meeting commenced at approximately 5:10 pm.

2. PANEL REVIEW

Development Permit Application No. DP00979 – 601/609 Bruce Avenue

Gary Noble introduced the project. Mr. Eric Ching, Architect presented the project, with Ms. Sophia Martinez (M2 Landscape Architecture) presented on behalf of Meredith Mitchell, Landscape Architect. Also in attendance was Todd Wilson, Civil Consultant.

Building Siting & Design:

- *Intro: Building siting and design has accommodated English Oak specimen tree. RA covenant includes a site plan with building locations, therefore the building siting is not up for discussion.*
- Buildings are sited close to street to create an active street frontage, parking at the rear.
- Explained how slopes of adjacent streets (approx 3.5% north to south) influenced how buildings were designed
- Breezeway between buildings facilitates access between street and parking lot. CPTED issue to be addressed with adequate lighting and plantings
- Facades are broken into bays to make smaller scale store frontages to meet objectives of Harewood Neighbourhood Plan.
- The rhythm of pilasters line up with demising walls.
- Higher element at the corner of Bruce/Fifth anchors the corner.

Landscape Plan (Sophia Martinez):

- Shepherd Ave:
 - Berming, wood fencing, plantings to screen drive thru from residential across street
- Fifth Street:
 - Siting and buildings designed to protect and celebrate specimen Oak tree
 - Permeable areas and groundcovers around tree to prevent compaction of soil around tree
 - Public plazas: plaza south of Building C and plaza by Oak tree could be shared space for restaurant patios and public areas to create a vibrant space.
- Strong landscape buffer on south property line to screen from existing residential
- Landscape plan designed to maximize connectivity throughout site for public.

Site Servicing (Todd Wilson):

- Discussion about servicing--site well serviced.

Discussion:

- No tenants committed to any of the spaces.
- Mixed use discussed, but owner feels no market.
- Comment about adding pedestrian sidewalk at driveway in front of Building D off of Bruce Ave to deal with safety issue.
- Parking may need more of a landscape buffer from Shepherd Ave.
- Access to drive-thru may create a conflict with vehicles entering/exiting site
- More deciduous trees needed and more in parking lot.
- More screening of Building D needed.
- More articulation needed on Building A at Shepherd St corner.
- Corner plaza needs more work, too stark.

Recommendations:

Motion to accept DP979 as presented, providing support for the proposed variances, and made the following recommendations:

- *Consider integrating the Harewood Neighbourhood theme into elements of the building design and landscape plan.*
- *Consider improving the articulation of the south and east façade of Building D.*
- *Consider adding a pedestrian access along the drive aisle adjacent to Building D.*
- *Consider redesigning the vehicle movement through the drive thru.*
- *Consider adding to the tree density along the perimeter of the site and within the parking lot.*
- *Consider increasing the screening along the landscape buffer on Shepherd Avenue.*
- *Consider adding daylighting features to the breezeway to make it brighter and more welcoming.*

MOTION CARRIED
Unanimous

3. ADOPTION OF MINUTES

Meeting Minutes of September 8, 2016 – Approved

4. ADJOURNMENT


The meeting adjourned at approximately 6:50 pm.

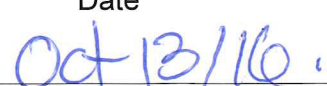
Next Scheduled Meeting – 2016-OCT-13



STAFF LIAISON


CHAIR



Date


Date



CORPORATE OFFICER



Date

MINUTES

INAUGURAL SPECIAL OPEN FINANCE AND AUDIT COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
TUESDAY, 2016-OCT-04, AT 10:00 A.M.

PRESENT: Members: Mayor W. B. McKay
 Councillor W. L. Bestwick (arrived 10:08 a.m.)
 Councillor G. W. Fuller (vacated 11:25 a.m.)
 Councillor J. Hong
 Councillor J. A. Kipp (arrived 10:09 a.m., vacated 11:58 a.m.)
 Councillor W. M. Yoachim
 Councillor I. W. Thorpe

 Absent: Councillor M. D. Brennan
 Councillor W. L. Pratt

 Staff: T. Samra, Chief Administrative Officer
 V. Mema, Chief Financial Officer
 J. Armstrong, City Clerk
 D. Duncan, Deputy Director of Financial Services
 L. Mercer, Manager of Accounting Services
 W. Fulla, Manager, Finance, Business and Asset Planning
 A. Coronica, Senior Financial Analyst
 J. Slater, Senior Accountant
 M. Brown, Recording Secretary

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

The Inaugural Special Open Finance and Audit Committee Meeting was called to order at 10:07 a.m.

2. ADOPTION OF AGENDA:

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

3. APPOINTMENTS:

T. Samra, Chief Administrative Officer, discussed committee workload. Committee focus, the Core Service review, accountability, financial management and financial practices for the City were also discussed.

V. Mema addressed the workload for the committee and explained what a typical year would entail and that 2017 would be an atypical year because there is considerable work to do.

It was moved and seconded that the Finance and Audit Committee appoint Councillor Bestwick as Chair. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee adopt Council's Acting Mayor Schedule as the Vice-Chair Schedule. The motion carried unanimously.

4. TERMS OF REFERENCE:

The Committee discussed the draft of the Terms of Reference and provided the following recommendations:

- Under Community Investment Matters:
 - include licenses and non market licenses
- Under Membership:
 - Remove non-voting advisory members
- Under Term:
 - Change cumulative to consecutive
- Under Financial Matters:
 - Add investment portfolio

It was moved and seconded that the Finance and Audit Committee receive the Terms of Reference. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Ms. N. Adie-Mac-Kay, Lead Audit Engagement Partner, KPMG LLP, presented the 2016 External Audit Plan.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Ms. A. Adie-Mac-Kay. The motion carried unanimously.

- (b) Ms. D. Tacon, General Manager, Vancouver Island Conference Centre, presented the 2017 financial requirements for the Vancouver Island Conference Centre.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Ms. D. Tacon. The motion carried unanimously.

6. ADMINISTRATION:

- (a) 2016 Annual Financial Audit

It was moved and seconded that the Finance and Audit Committee receive the 2016 Annual Financial Audit report. The motion carried unanimously.

(b) Harbourfront Parkade Debt Retirement

Discussion took place regarding funding for the loan payments currently coming from the parking fund and the payout coming from the general reserve fund. Ms. D. Duncan, Deputy Director of Financial Services, explained that net parking revenues are transferred to the Parking Reserve at the end of each year. The Parking Reserve has been used each year to fund the current annual parking debt repayments.

It was moved and seconded that the Finance and Audit Committee recommend to Council to approve the payout of the Harbourfront Parkade Loan for the full amount of \$810,791. The motion carried unanimously.

(c) Draft 2017 – 2021 Financial Plan Review

It was moved and seconded that the Finance and Audit Committee receive the Draft 2017 – 2021 Financial Plan Review report. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee receive the Draft 2017 – 2021 Financial Plan Review presentation. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 12:06 p.m. that the meeting terminate and that the Draft 2017 – 2021 Financial Plan review continue at the next Finance and Audit Committee Meeting. The motion carried unanimously.


CHAIR

CERTIFIED CORRECT:


CORPORATE OFFICER

From: Heather Mink Zuvich [<mailto:HMinkZuvich@virl.bc.ca>]
Sent: Tuesday, November 01, 2016 11:39 AM
To: Mayor Bill McKay
Cc: Tracy Samra
Subject: Appointment to the 2017 Vancouver Island Regional Library Board
Importance: High

Dear Mayor McKay,

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2016. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2017 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member. Also attached is a nominations form, should your appointed Board member be interested in running for a position on the VIRL Executive Committee.

Please complete the attached forms and return with a copy of the certified resolution by December 15, 2016 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email or fax (250.758.2482).

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA MLS
Executive Director

Sent on behalf of Rosemary Bonanno, Executive Director

Heather Mink Zuvich
Executive Assistant



VANCOUVER ISLAND REGIONAL LIBRARY

Administration

6250 Hammond Bay Road

Nanaimo, BC V9R 5N3

Tel: 250-729-2310

Mobile: 250-739-0467

Email: hminkzuvich@virl.bc.ca

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Delegation Request

Dean Chadwick has requested an appearance before Council.

The requested date is November 14, 2016.

The requested meeting is:
COW

Presenter's Information: Harbour City Theatre, 25 Victoria Road, Nanaimo, BC

City: Nanaimo

Province: BC

Bringing a presentation: Yes

Details of Presentation:

Report and update on the Harbour City Theatre

Delegation Request

Rolanda Murray has requested an appearance before Council.

The requested date is November 14, 2016.

The requested meeting is:
COW

Presenter's Information: Rolanda Murray from VIU

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

Canada Learning Bond and the work that is being done in Nanaimo by VIU

Delegation Request

Mr. Odai Sirri, Mr. Don Prittie, Mr. Ian MacPherson, Mr. Des Bosa, Mr. John Ngyuen have requested an appearance before Council.

The requested date is November 14, 2016

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

On behalf of the Nanaimo Marina Association and Boating BC

Regular Committee of the Whole Meeting
2016-NOV-16