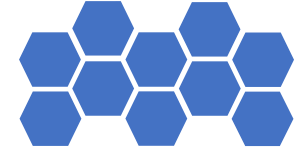


# Attachment C

## 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

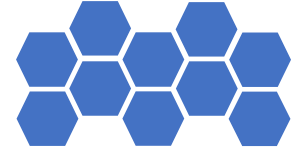
Project Sponsor: Poul Rosen

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 ( <a href="http://www.nanaimo.ca/goto/completestreets">www.nanaimo.ca/goto/completestreets</a> ) and email ( <a href="mailto:completestreets@nanaimo.ca">completestreets@nanaimo.ca</a> )	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

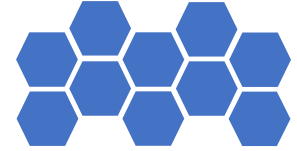
## MoESS Update: Edition No.13, May 2020



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. 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

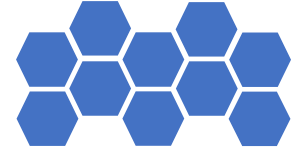
## MoESS Update: Edition No.13, May 2020



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

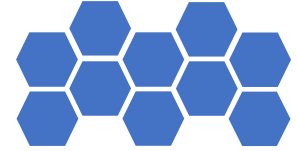
## MoESS Update: Edition No.13, May 2020



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

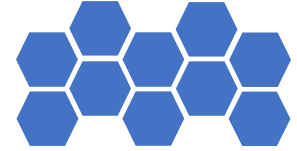
## MoESS Update: Edition No.13, May 2020



Stakeholder	Level of Engagement (Inform, Consult or Involve)	Purpose of Engagement	Engagement Summary	Action by or Completed (Date)
External Engineering Consultants: Cascara Consulting Engineers Ltd. Newcastle Engineering Ltd. Herold Engineering Ltd. Koers & Associates Engineering Ltd. 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: 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: 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: 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

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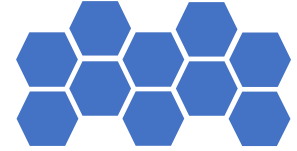
## MoESS Update: Edition No.13, May 2020



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

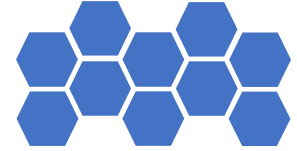
## MoESS Update: Edition No.13, May 2020



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

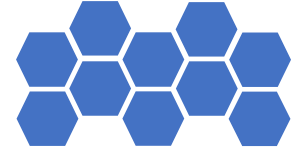


Stakeholder	Level of Engagement (Inform, Consult or Involve)	Purpose of Engagement	Engagement Summary	Action by or Completed (Date)
Review Consultant: RB Engineering Ltd	Involve	Collaborated and developed proposed changes, additions, and removals to the manual for Section 10 to align with Section 8.	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: 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

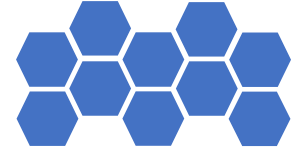
## MoESS Update: Edition No.13, May 2020



Stakeholder	Level of Engagement (Inform, Consult or Involve)	Purpose of Engagement	Engagement Summary	Action by or Completed (Date)
Review Consultant: 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: 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: 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: 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: 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

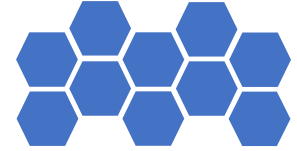
## MoESS Update: Edition No.13, May 2020



Stakeholder	Level of Engagement (Inform, Consult or Involve)	Purpose of Engagement	Engagement Summary	Action by or Completed (Date)
Review Consultant: 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: Hub City Paving Ltd, 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: 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

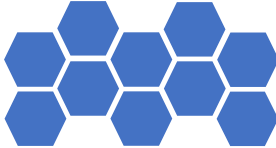


Stakeholder	Level of Engagement (Inform, Consult or Involve)	Purpose of Engagement	Engagement Summary	Action by or Completed (Date)
External and Internal Users	Inform	Staff Report to Council at regular meeting	The Staff Report to inform and recommend passing first three readings for May2020 proposed 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. 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](https://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20(1).pdf)