

**LIONS BAY BEACH PARK
REVITALIZATION PROJECT
UPDATE**

**For discussion at the
November 7, 2023 Regular
Council Meeting**

Prepared by the Lions Bay Beach Park
Advisory Committee
Nov 5, 2023

Lions Bay Beach Park Presentation to Council:

Nov 7, 2023

Introduction:

On behalf of the LLBPAC, we thank you for your time. The purpose of our appearance before Council is threefold: 1) to share our progress to date on the current design for the park, 2) to share the timeline required to achieve this scope of work by Canada Day 2024, and 3) to confirm Council's commitment to partnering with our Committee to get this community-driven initiative to the finish line together.

Finally, what success looks like, in the eyes of this Committee, is a Beach Park for Lions Bay that is delivered on budget and in time for Canada Day 2024; a Beach Park that is the result of a unanimous Council, and finally, a Beach Park that is offered in the spirit of harmony and celebration for what we can achieve as a community in the interests of serving all residents of the Village of Lions Bay.

Background:

A few brief notes on the background of the Committee's workings:

Scott Gordon and Susan Davis began the process at a town hall meeting a year ago this December, the first since 2016 according to the former CAO. They presented what had previously been envisioned for the beach park reno and facilitated a robust discussion around what it could be going forward. The Lions Bay Beach Park Advisory Committee was officially struck in early February 2023, its members vetted and highly experienced, with a requirement on the part of Council that the Committee be guided by two Co-Chairs, one new to Council and one experienced. The experienced Councillor left and was replaced, both late spring.

In addition, the Committee has worked through two part-time CAOs and various other personnel comings and goings, and again and with respect, without the consistent benefit of experienced Council to guide us. However, it has all done its best, working non-stop, straight through summer, in appointed roles and as volunteer residents. But today's reality is that in order to continue to progress, we are in need of timely approvals and sign-offs from Council. With ever-shrinking value slowly leaching out of the budget of our 2017 million dollar grant, we are keenly aware of the need to push forward between now and July 2024.

Notwithstanding the unforeseen changes, we have kept our heads down and noses to the grindstone, each of us with full time jobs, and as a Committee, we

are here today to share our work, to share a timeline that will get us to a Canada Day opening of the park, and perhaps most importantly, to be acknowledged for our commitment to date with a reciprocal commitment from Council.

Scope of the Design: Appendix A

Final design concept is true to the form of the support and direction which came out of the December 2022 public meeting.

Major design elements are based on the small scale - finely detailed wood structures and natural elements that LB is blessed with, post and beam structures, rock walls and signature trees

Major components:

a] New washroom building in the quiet unused portion of the park. Three bathrooms, storage [underneath] weather protected area.
design and functional suggestions received from Mgr PW. Where possible, these will be incorporated into the building permit drawings.

b] Playground equipment stacked alongside the northernmost boundary following the natural contours of the property. Final design and selective details are available and will be presented if requested.

c] Existing washroom building has gone through numerous design / functional iterations landing on the selective demolition, repurposing of wood beams, t and g decking, concrete as backfill and metal roofing].
Construct a new open air structure in a motif that is in keeping with the desired vernacular that provides shelter from the elements.

d] Landscape features - the idea of an accessible ramp to the waters edge has been dropped as it was not thoroughly thought through when the grant was applied for. The ramp would essentially destroy much of the grassy area as a 1:12 slope would require a switchback ramp length of ~275' plus landings, railings, and curbs. Also, the rebuild of the jetty is in application with the Province with no idea of permit release date, so the scope is currently on hold.

Arborist has reported on the condition of the major trees with cost estimates obtained by 3 companies for pruning. Designs are being formulated and will be presented at month's end on existing/proposed soft landscaping.

Once the concept is supported by Council discussions, the Lions Bay Arts Council will be brought in to provide input into further advancing the overall concept of the park.

e] Septic field / tanks existing capacity operation has been reviewed with a number of septic design/install companies and design fee proposals obtained for review/selection.

f] Initial watersport storage designs have been initiated to increase capacity for both kayaks, canoes and paddle boards.

Since being brought on board the Construction Manager's input has been strong, thorough and creative, all following the design concept agreed to by the Committee. Preliminary cost estimates point towards being able to complete the major components on budget and schedule.

In light of escalating construction costs we have to implement now.

Refer to Appendix A for the Architectural RFP.

Playground Design: Appendix B

What has happened:

- **February 15th and February 22nd**
 - Kirsty Pappas led two focus group sessions with Village kids to gather their ideas/feedback on the playground – over 25 kids attended
- **April 4th**
 - Request for decision was taken to Council and approved as per the following:
 - *That Council approve and delegate authority to the LBBPRP Committee to write, distribute, receive, review, and make recommendations to council, regarding the preferred proponent for the built form Architect and Construction Manager specifically, and others as may deemed necessary.*

**Note that the CM is addressed separately later in this document
- **May 12th**
 - RFP was written by Kirsty Pappas, incorporating insights from the two focus group sessions and reviewed by committee members
 - RFP was shared with 4 vendors
 - Vendors were identified based on historical work with Village of Lions Bay, West Vancouver Municipality, West Vancouver School District, along with local proximity and work with Canadian manufacturers.

- **May 18th**
 - 4 vendors met with Councillor Broughton and Kirsty Pappas at the beach to review the site and ask questions.
 - **July 17th**
 - 3 vendors submitted responses to the RFP
 - **July 19th**
 - RFP responses were opened up during the Lions Bay Beach Park Committee Meeting in closed session.
 - **July 24 - 31st**
 - Committee members reviewed and scored RFP separately.
 - Kirsty Pappas collected the scoring results from committee members and summarized the results for review.
 - **August 2nd**
 - Scoring results were reviewed by committee in person and recommendation to go to council was agreed upon.
 - **August 3rd**
 - Request for decision was taken to council and approved as per the following:
 - *That Council approve the recommendation made by the Lions Bay Beach Park Revitalization Project Committee to accept the following proposals and move to the next stages of negotiation and return to Council for review and approval:*
 - *Habitat Systems – for Playground equipment supply and install, per their proposal dated July 17, 2023*
- **Note that the CM is addressed separately later in this document
- **August 4th**
 - Kirsty Pappas and Michael Broughton notified vendors of Council decision.

Where we currently are:

- Kirsty Pappas is leading the work with Habitat to refine the playground designs and cost.
- Draft plans have been taken back and reviewed with Village kids for feedback and confirmation of direction.
- Work in progress plans included in Appendix B.

What's upcoming:

- Final playground plans and cost to be provided to Council for review and approval - November 21

- PO to be provided by Village of Lions Bay following approval of plan and cost by Council.
- Date to order is November 30th to meet deadlines.

Landscaping: Appendix C

What has happened:

The work so far has included procuring an arborist report to help assess the state of the dominant trees in the park and make recommendations regarding safety and maintenance. Heartwood Tree Consulting was engaged to complete this task and provided a full report dated June 4, 2023 (see Appendix C). This report generally indicated that none of the 10 existing mature trees were a significant risk, but that all trees should be visually inspected and dead limbs thinned by 15%. The committee recommends that this work should be captured under maintenance by Public Works.

Where we currently are:

Three competitive quotes for the work related to the report have been provided (see the Closed Meeting information folder for further detail on the quotes). The committee seeks approval by Council of one firm to move forward with.

The committee has also managed to source a large number of natural landscaping rocks from a nearby project with the help of our construction manager and Public Works. These are a considerable boon to the project in that they were received free of charge thereby using local materials in a budget conscious way. Procuring rocks from closeby (200-300m away) we have reduced the transportation costs for this material in a significant way.

What's upcoming:

The landscaping plan seeks to address both a budget conscious approach and the stipulations of the grant. The grant criteria relating to environmental and climate considerations, are as follows:

- Reducing water use or reusing water;
- Reducing energy use for the facility size (e.g. high-efficiency equipment/appliances/lighting, heating systems, and HVAC controls), recovering energy (e.g., heat recovery ventilation), or generating energy on-site (e.g. renewable energy);
- Securing local materials where possible;
- Any other measures that minimize GHG impact (e.g. local food production), and
- Any other measures that reduce environmental impacts.

In answer to the grant, the landscaping plan seeks to re-use existing planting and relocating it if needed as much as possible. Where new planting is required, native plants are intended to be used. Indigenous species are deemed to be more resilient, consume less water once established and are ecologically of greater value in their ability to support other local species from a habitat perspective. As such they also help define and underscore the West Coast character of the beach park thematically. The use of native species therefore helps reduce water consumption, sources materials locally and reduces cost both within the budget and over the lifespan of the project.

Upcoming work will include a detailed landscaping plan mapping the maintenance and allocation of planting and landscaping materials. Note that due to budget constraints, landscape design will focus only on the areas related to the scope of the project under the grant.

Construction Management - Budget and Schedule: Appendix D

What has happened:

The strategy around how to procure a small project in Lions Bay, that is considered by many as being far away from the Lower Mainland, required some early thoughts on the contract type that would best serve our specific scopes of work. The idea of a construction management contract could break the tendering up into several smaller parts allowing us to manage the procurement through our Village Procurement Policy rather than BC Bid, where the tenders are open to the wider public. The idea of using local village expertise (architect, CM, trades, etc) resonated with the committee in that it promotes a strong feeling of inclusiveness and ownership in the beach project. This strategy was described to our contact at the Province who manages our grant (Laird McLachlin), to which he was in agreement with. In February 2023, the Committee decided to address the shortcomings in our old and antiquated procurement policy, which would benefit the beach park project procurement strategy. See Appendix D for the Request to Amend the Village Purchasing Policy and Project Procurement Strategy to be finalized when the policy was updated and approved by council.

Once the decision was made to move forward using a CM method of contract, the Committee issued and gained Council approval to develop an RFP for local CMs to submit proposals. That process is described in Appendix D, with results provided in a separate document (also included for your information).

An initial budget was developed based on the grant scope requirements by the committee as a high level starting point. It is important to understand that the budget provided in the grant submission will not go as far today as it did then. In the past 2 years, the construction industry has seen unprecedented labour and material increases, and we felt some scope may need to be sacrificed if the grant

budget (in 2023 dollars) did not align with the original scope. Note that the committee has expressed the budget concerns with Laird McLachlin with the Province, and he is willing to discuss scope reduction, as more funding is not available.

Similarly, the committee took a stab at laying out a preliminary schedule, defining how we would deliver the project over the course of the next 12-18 months. This schedule was optimistic and likely did not include enough time for council approvals. We recently developed a new schedule taking into account where we currently are, and what our target is for completion - that being the July 1, 2024 Canada Celebration.

Where we currently are:

Both budget and schedule are in the process of being vetted by the successful CM to validate our initial ideas, however this has yet to be completed due to the need for a complete site plan. Originally, we were planning to go back to PMG (the first round landscape architects) to help develop the site plan, but as we worked through the built form design options with our architect, it became apparent it would be more efficient and likely cost effective to work with our architect to develop those plans. A fee proposal has been provided and the committee requires approval from council and staff to proceed (see closed meeting documents). The current budget and schedule documents are included in Appendix D for your reference.

What's upcoming:

An area that needs to be sorted out at the Village staff level is the CM contract. The successful CM will need to sign a "cost plus" contract to enable them to procure individual trades for committee recommendation and council approval. This is a high priority item.

The CM will provide a procurement strategy that will include outside trades in a competitive bid tender, as well as "own forces" or "in-house" scopes that would be performed by the CM. We expect that "own forces" work will be priced along with other competitive trades to show that we are a) getting a competitive price, and b) we will benefit through schedule and resource management.

The committee sees the sub trade procurement process as follows:

- The CM provides a package to village staff to be issued for tender. This package includes drawings, scope of work, tendering guidelines, and dates.
- Once received, staff will formally issue the bid packages and receive tenders. Village staff could open these tenders to formally record and file the initial results.
- Village staff would then send the results to the CM to evaluate, level, confirm scope, and provide a recommendation to the committee.

- Once a recommendation from the CM has been made to the committee for review, the committee will present this recommendation to council for approval.
- Once approved by council, the village staff can engage the sub trade directly through a CCDC 17 Sub Trade Agreement, or similar.

The committee would like feedback on the above which can be discussed in the next closed council meeting.

Previous Approvals From Council: APPENDIX E

Approved Requests for Decision from Council over the course of the past 11 months include:

- LB Beach Park Committee Proposed Delegated Authority (April 4, 2023)
- LB Beach Park Committee Architect RFP Recommendation (June 6 2023)
- LB Beach Park Committee Playground and Construction Manager RFP Recommendation (August 3, 2023)

Grant Review: APPENDIX F

Included in Appendix F is a detailed review of the grant agreement, conditions, and reporting timelines that are to be followed. It is staff's responsibility to ensure reporting timelines are met with the support of the committee. The CAO should review this as well as none of the existing staff were employed by the Village at the time of the grant application and agreement execution.

Further Requests of Council and Staff (all critical):

1. **Purchasing Policy Approval** - we need to send the approved document to Laird at the province, along with our procurement strategy in order to ensure we are onside with their requirements. This was originally presented to Council on March 20, 2023
2. **Grant Reporting Management** - staff to update the province on the current status of the project costs
3. **Architect Contract** to be executed by staff
4. **Fee for Overall Site Plan Development** is needed for the CM to put a fulsome budget and schedule together, and confirm our preliminary targets
5. **CM Contract** - staff needs to provide a CM contract (cost plus fee - CCDC 5B or similar)
6. **Confirm the Final Playground Cost Commitment** to be recommended to Council. This will be executed in the form of a purchase order.
7. **Built Form Design Acceptance** from Council in order to continue with working drawings and submit for building permit

8. **Septic Design Approval** - we need this cost to be approved by council, managed by the CM; trades are interested but we need a site plan in order to define the scope of work. To note, use of any operating/maintenance budgets that could be applied to the upgrade of the septic system, would be beneficial to the project budget.
9. **Arborist Fee Approval** by Council and define whether or not this is PW scope under maintenance, and not part of the project budget
10. **Resolve all PW Comments** as received through a number of emails.

Closed Meeting Supplementary Information: APPENDIX G

Appendix G contains closed meeting documentation related to financial information. This is not included in the open meeting, but can be reviewed as needed and discussed at an upcoming closed Council meeting with the Beach Park Committee.

Moving Forward:

It's time now for this Council and Village staff to partner with our Committee in a beach park renovation that will serve as the jewel in the crown of our community of Lions Bay. Our plan, and our hope, is to open the park on Canada Day 2024, all of us together in celebration. It is in this spirit that we are asking for a clear statement of support for our recommended plan for the park, as well as Council's commitment to working together to achieve our proposed schedule that will deliver it.

Be it resolved that Council and the Lions Bay Beach Park Advisory Committee will work together to confirm the scope of recommendations of the Committee, within the schedule and timelines allotted, in order to celebrate the re-opening of the Lions Bay Beach Park on Canada Day 2024.

Respectfully,

The Lions Bay Beach Park Advisory Committee

Councillor Michael Broughton - Co-Chair

Councillor Jaime Cunliffe - Co-Chair

Susan Davis

Scott Gordon

Kirsty Pappas

Oliver Ganske

David Lee

APPENDIX A

Scope of the Design

EXIST WASHROOMS
REMOVE SLAB

PROPOSED SEPTIC
TANK LOCATION ± TO BE DETERMINED

SLAB ON
GRADE

SUSPENDED
SLAB/GRADE
ACCESS
STORAGE
UNDER

MILLENNIA
architecture corp

82-5428 Altona Drive
West Vancouver BC
Canada V7V 1S7
tel. 604.521.7288
fax 604.521.7284

This drawing is the property of Millennia Architecture Corp. and shall not be reproduced without written permission.

The Contractor shall verify actual site conditions and dimensions and shall be responsible for notifying the architect of any discrepancies.

All work shall be carried out in strict accordance with current applicable building codes and municipal by-laws.

consultants

NO.	DD/MM/YY Date	Description
3	19/07/23	DESIGN DEVELOPMENT
2	28/06/23	PRELIMINARY DESIGN
1	22/01/19	GRANT APPLICATION

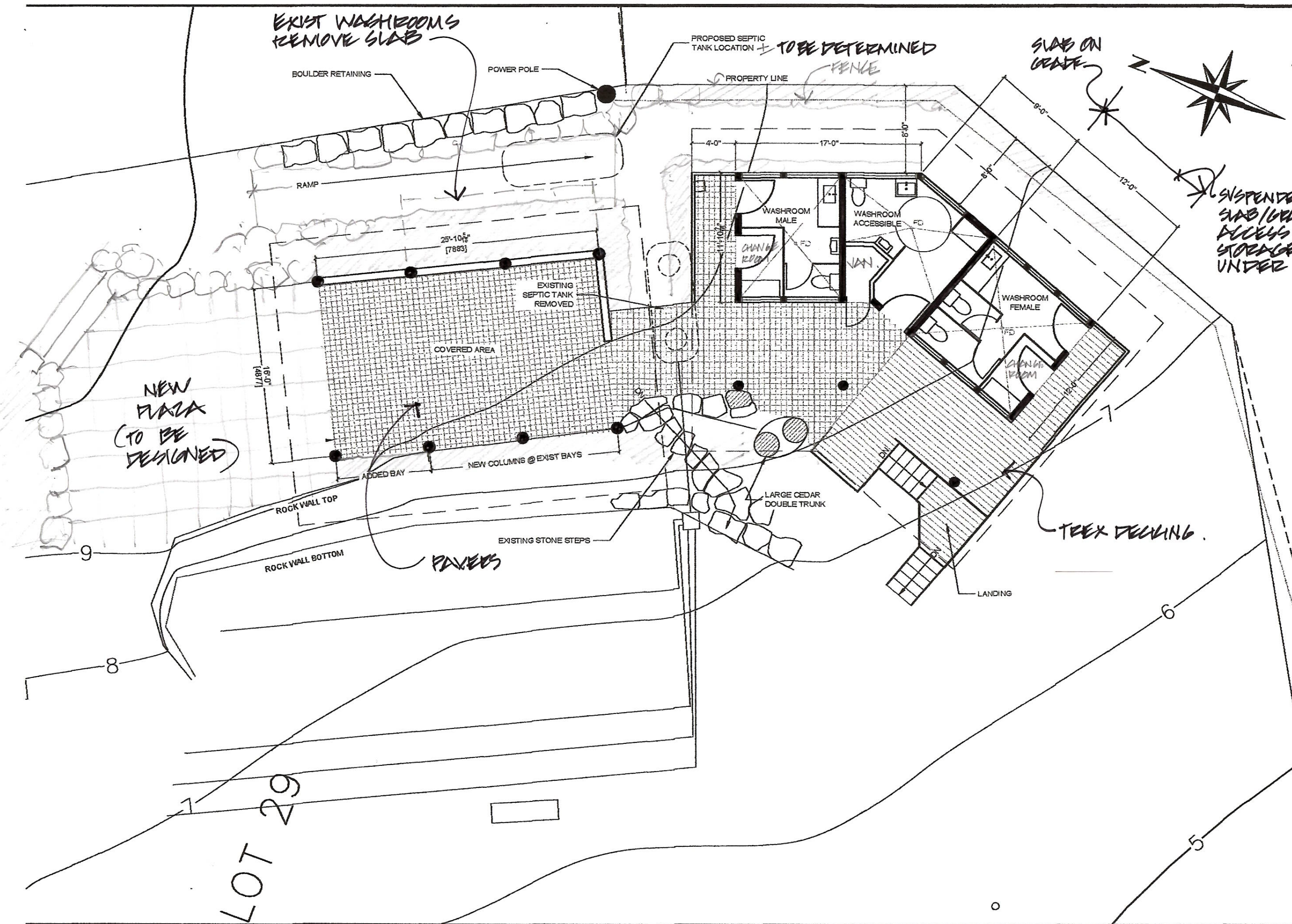
project
**LIONS BAY
BEACH PARK
REVITALIZATION
PROJECT**

title
**PARTIAL SITE
PLAN
SCHEME # 3!**

project no. 2018-04
scale 1/4" = 1'
drawn JL
reviewed RM
date

**PROPOSED
WASHROOMS
COVERED AREA**

drawing no. of
SK-4



LOT 29

NEW
PLAZA
(TO BE
DESIGNED)

TREE DECIDING

PAVERS

ROCK WALL TOP

ROCK WALL BOTTOM

EXISTING STONE STEPS

NEW COLUMNS @ EXIST BAYS

ADDED BAY

COVERED AREA

EXISTING
SEPTIC TANK
REMOVED

LARGE CEDAR
DOUBLE TRUNK

LANDING

WASHROOM
FEMALE

WASHROOM
ACCESSIBLE

WASHROOM
MALE

CHANGE
ROOM

LINEN
ROOM

BOULDER RETAINING

POWER POLE

PROPERTY LINE

FENCE

RAMP

25'-10 1/2"
(7883)

18'-0"
(4877)

4'-0"

17'-0"

8'-0"

9'-0"

12'-0"

9

8

1

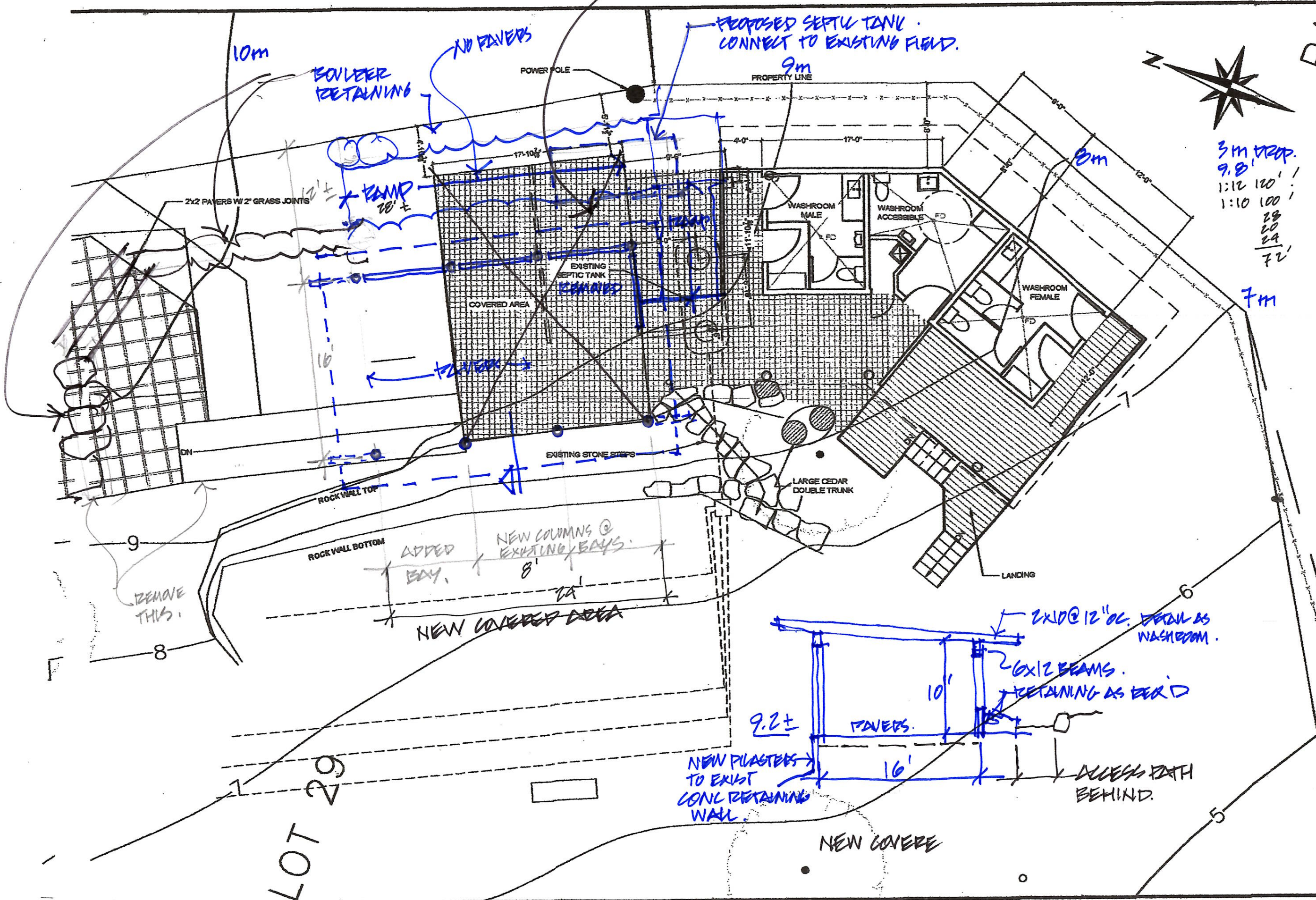
29

6

5

0

EXISTING WASHROOM BUILDING REMOVED: ROOFING DECKING & BEAMS SALVAGED



MILLONIA
architects corp

45-4500 Steeles Ave. East, Suite 101
Markham, ON L3R 0V7
Tel: (905) 477-1234
www.milloniarc.com

This drawing is the property of Millonia Architects Corp. and shall not be reproduced without written permission.

The Contractor shall verify all site conditions and dimensions and shall be responsible for notifying the architect of any discrepancies.

All work shall be carried out in strict accordance with current applicable building code and municipal by-laws.

consultants

3m deep
9.8'
1:12 120'
1:10 100'
28
29
24
72'

$\frac{9.8}{72} = 13\%$

COMMITTEE
CHIEF REVIEW
A 1/19/23

3	19/07/23	DESIGN DEVELOPMENT
2	28/06/23	PRELIMINARY DESIGN
1	22/01/19	GRANT APPLICATION
NO.	DATE	DESCRIPTION
Issue		

project
LIONS BAY BEACH PARK

title
**PARTIAL SITE PLAN
SCHEME #1**

project no. 2018-04
scale 1/4" = 1'
drawn J.L.
reviewed R.M.
date

COVERED AREA

drawing no. of
SK-4

LOT 29

REMOVE THIS!

NEW PILASTER TO EXIST CONC RETAINING WALL

NEW COVERE

ACCESS PATH BEHIND.

LANDING

LARGE CEDAR DOUBLE TRUNK

EXISTING STONE STEPS

EXISTING SEPTIC TANK

WASHROOM MALE

WASHROOM ACCESSIBLE

WASHROOM FEMALE

BOULDER RETAINING

NO PAVERS

PROPOSED SEPTIC TANK. CONNECT TO EXISTING FIELD.

PROPERTY LINE

POWER POLE

10m

2x2 PAVERS W/ 2" GRASS JOINTS

KAMP

COVERED AREA

8m

7m

ROCK WALL BOTTOM

ROCK WALL TOP

ADDED BAY

NEW COLUMNS @ EXISTING BAYS

NEW COVERED AREA

9.2±

PAVERS

10'

16'

2x12 @ 12" OC. BEAM AS WASHROOM.

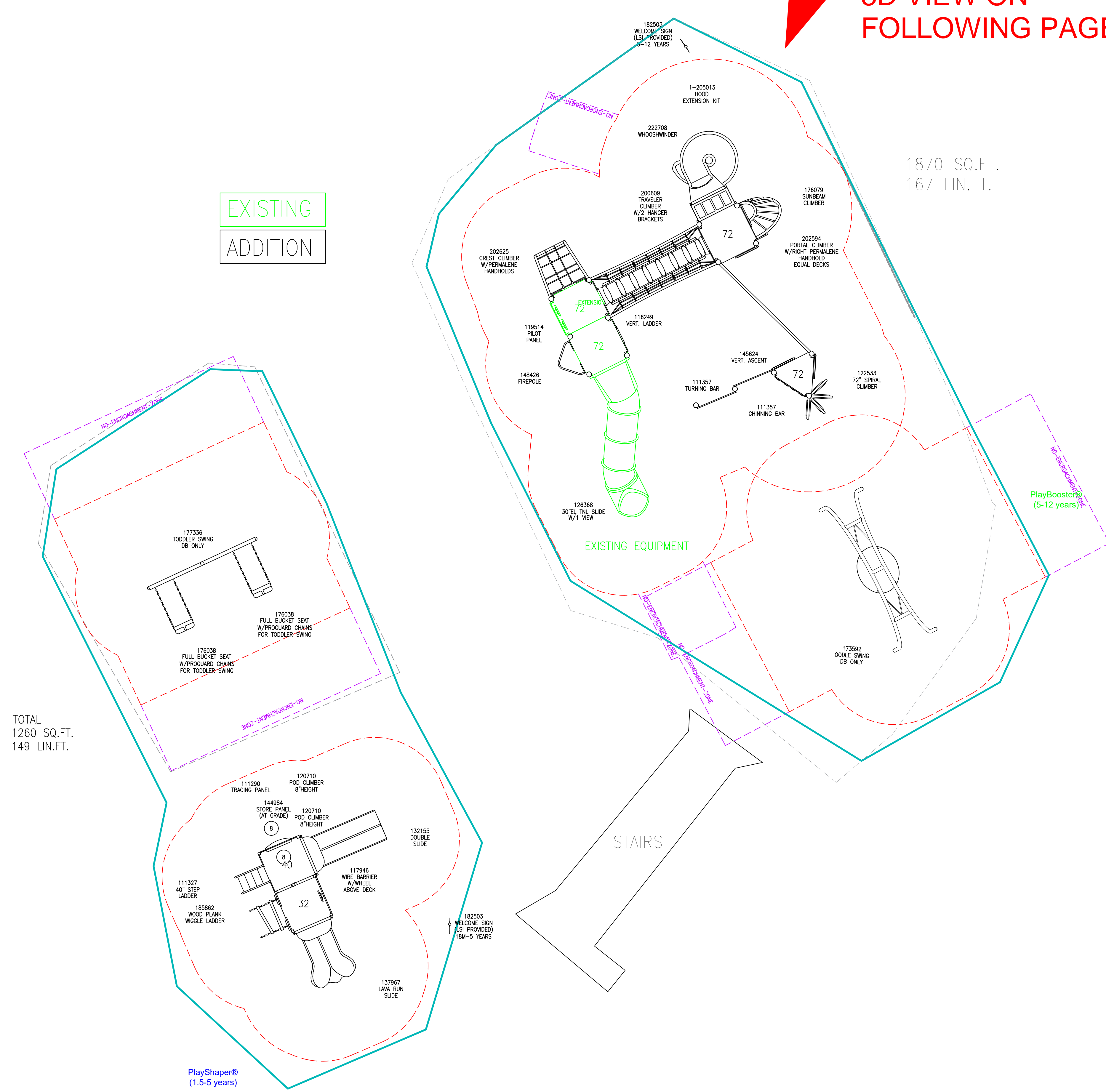
2x12 BEAMS. RETAINING AS PER ID

APPENDIX B

Playground Design - Work in Progress

Note: All other documents in this section are included in the "Closed Portion" of the package due to budget and financial information enclosed.

**3D VIEW ON
FOLLOWING PAGE**



EXISTING
ADDITION

TOTAL
1260 SQ.FT.
149 LIN.FT.

1870 SQ.FT.
167 LIN.FT.

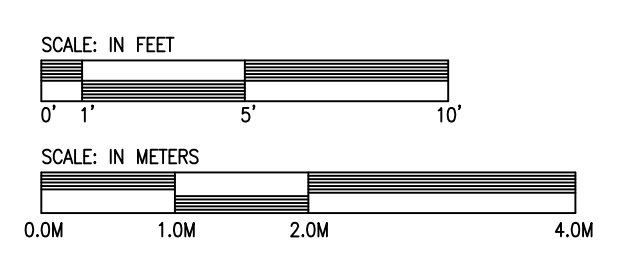
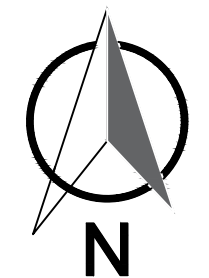
EXISTING EQUIPMENT

PlayBoosters®
(5-12 years)

PlayShaper®
(1.5-5 years)

STAIRS

6\"/>



Lions Bay Beach Park
Lions Bay, BC

Habitat Systems Inc.
Derek Laforest

SYSTEM TYPE:
PlayBooster
DRAWING #:
10147-4-8



THIS PLAY AREA & PLAY EQUIPMENT IS
DESIGNED FOR AGES 5-12
UNLESS OTHERWISE NOTED ON PLAN.



THE USE AND LAYOUT OF THESE COMPONENTS
CONFORM TO THE CANADIAN STANDARDS
ASSOCIATION (CSA) STANDARD CAN/CSA-Z614



THE PLAY COMPONENTS IDENTIFIED ON THIS PLAN
ARE IPEMA CERTIFIED (UNLESS OTHERWISE NOTED).
TO VERIFY PRODUCT CERTIFICATION VISIT
WWW.IPEMA.ORG

THIS CONCEPTUAL PLAN WAS BASED ON
INFORMATION AVAILABLE TO US. PRIOR TO
CONSTRUCTION, DETAILED SITE INFORMATION
INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING
UTILITIES, SOIL CONDITIONS, AND DRAINAGE
SOLUTIONS SHOULD BE OBTAINED, EVALUATED, &
UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL
DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND
LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT,
AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES
SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT
HAS A CRITICAL HEIGHT VALUE TO MEET THE
MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF.
CSA -Z614 STANDARD CONSUMER SAFETY
PERFORMANCE SPECIFICATION FOR PLAYGROUND
EQUIPMENT FOR PUBLIC USE, CLAUSE 10.1 CURRENT
REVISION). THE SUBSURFACE MUST BE WELL
DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY
IT MUST BE TILED OR SLOPED 1/8\"/>

ACCESSIBLE/PROTECTIVE
LOOSE FILL MATERIAL
(ENGINEERED WOOD FIBER SUGGESTED)

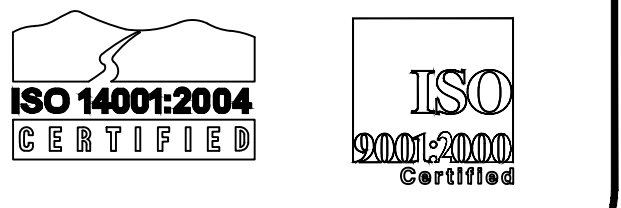
REVISION NOTES

DESIGNED BY:
CW
COPYRIGHT: 10/08/23
HABITAT SYSTEMS INC.
3762 NAPIER ST.
BURNABY, BC V5C 3E5
PH: 1-866-422-4828

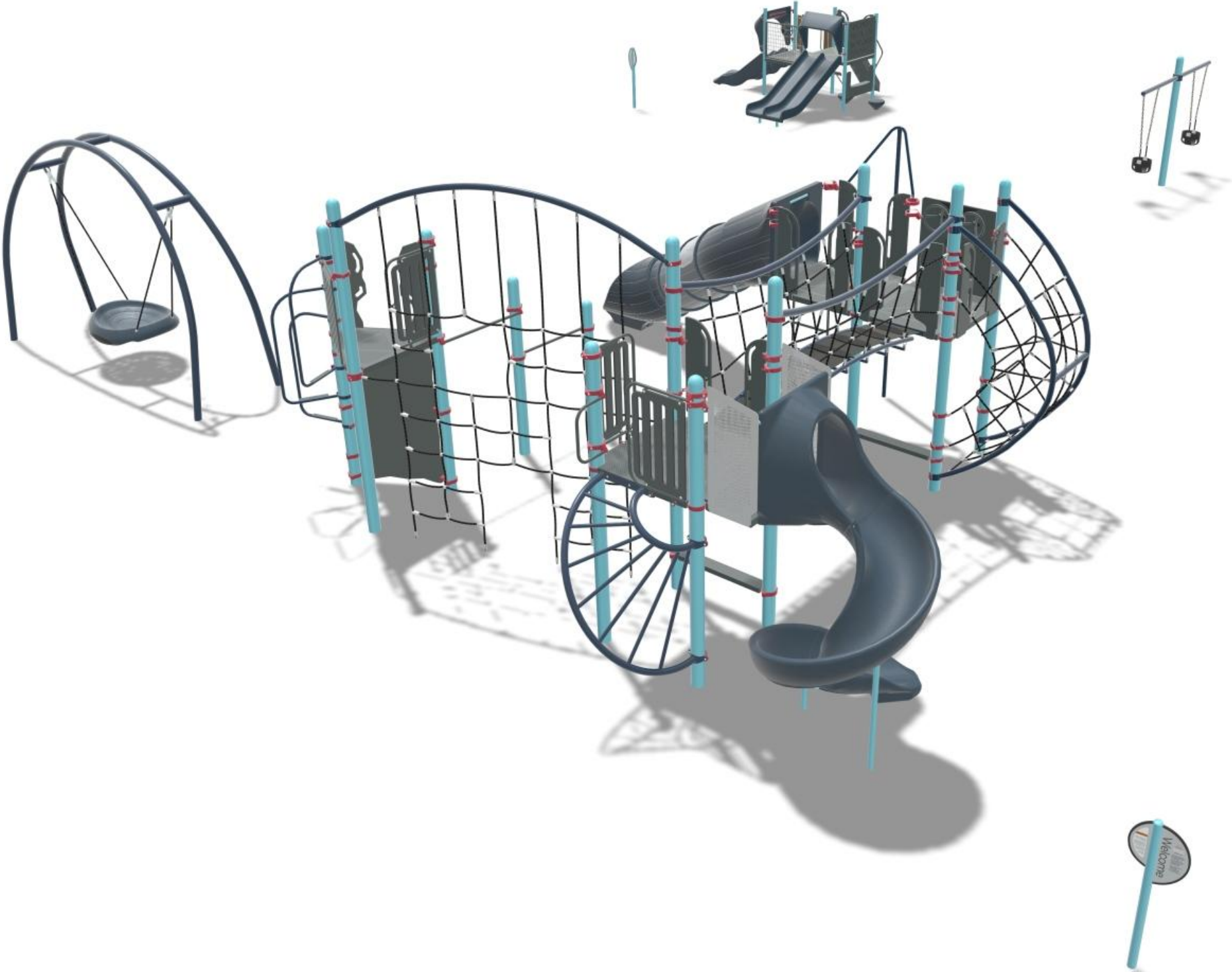


LANDSCAPE STRUCTURES, INC.
601 7th STREET SOUTH - P.O. BOX 198
DELANO, MINNESOTA 55328
PH: 1-800-328-0035 FAX: 1-763-972-6091

Date	Previous Drawing #	Initials



3D VIEW OF PARK DESIGN



APPENDIX C

Landscaping



Tree Risk Assessment Report

June 4, 2023

Report commissioned by: Lions Bay Beach Park Advisory Committee

Site Address: Lions Bay Beach Park

Inspection conducted by: Krista Braathen, ISA Certified Arborist PN -5458A, TRAQ Certified

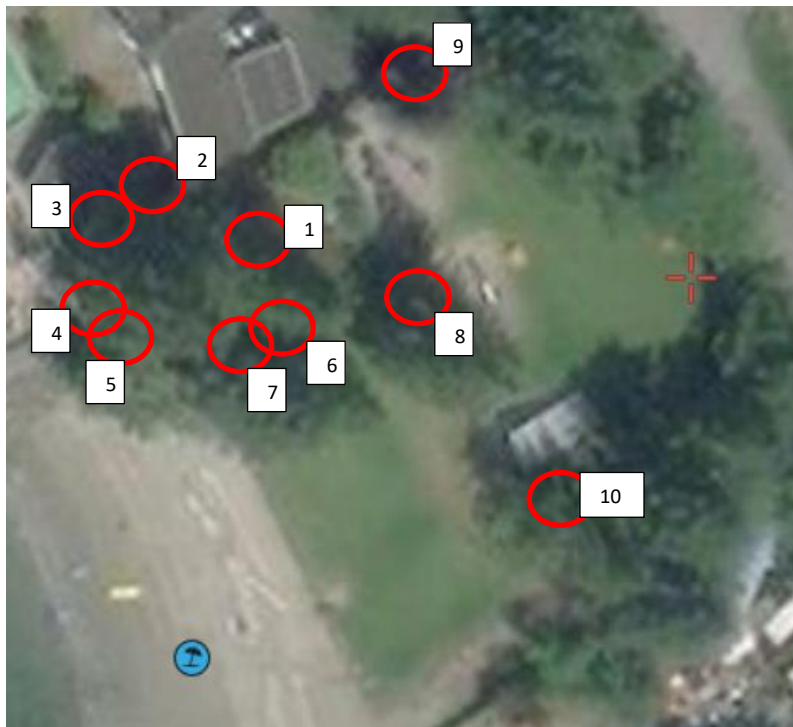
Site inspection: Wednesday, May 31. Weather was warm and sunny.

Purpose

Heartwood Tree Consulting was contracted to provide a Tree Risk Assessment and arborist report for ten trees located at Lions Bay Beach Park.

The site inspection completed for this report was a Level 2: Basic Assessment. This level of assessment is a visual inspection from the ground to identify the tree, the health of the tree, general observations from the ground and around the root flare and generally inspect the main stem, structural branches, the canopy of the tree and assess any other site factors that may give more information regarding the tree and its health/growth habits. Further hazard assessments and higher levels of inspection may be recommended and outlined in this report.

Figure 1 – approximate location of tree on property (source: Lions Bay Map)



A site visit was conducted on May 31, and an assessment carried out to determine the condition and safety of the trees.

Photo 1 – looking south towards park from entrance



tree	tag #	species	diameter	condition	recommendation
1		cedar	106cm	average	aerial inspection of tops, thin max 15%
2		cedar	1m	fair	aerial inspection of attachments
3		Douglas fir	1m	average	prune to remove dead, broken, diseased branches and thin max 15%
4	48	cedar	69cm	fair	aerial inspection and prune to remove dead/broken branches
5	49	cedar	79cm	fair	aerial inspection and prune to remove dead/broken branches
6	43	cedar	106cm	average	aerial inspection of tops, thin max 15%
7	531	Douglas fir	81cm	average	aerial inspection of tops, thin max 15%
8	38	cedar	116cm	good	thin max 15%
9	528	maple	47cm	good	n/a
10		cedar	82/72	average	aerial inspection of tops, thin max 15%

Tree 1

Observations

Tree 1 is a 106cm diameter red cedar located beside the kayak rack and the playground; it is in average condition at this time.



Previously topped, this cedar tree has 80% live crown ratio and 9m crown spread. No deadwood or dieback was noted and no signs of stress or disease was discovered.

Targets include the park, kayaks and playground. The target area is considered high.

Photo 2 – lower crown of tree 1



Conclusions

Tree 1 is considered a moderate hazard. The assessment matrix is based on the possibility of branch or top loss as this is considered the most likely form of failure at this time.

TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely



Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Aerial assessment of the attachments of tree 1 is recommended to ensure integrity. Thinning the stem maximum 15% is also suggested to reduce wind loading.

Tree 2

Observations

Tree 2 is a 1m diameter red cedar straddling the north property line; it is in fair condition.

Excessive pruning has encouraged very large tops and questionable attachments throughout the crown. Live crown ratio is 90% with 8m crown spread. Minimal deadwood and dieback was observed. No sign of disease was noted.

This cedar tree is targeting the park, kayak rack and adjacent property. The target area is considered high.

Conclusions

Tree 2 is considered a moderate hazard. The assessment matrix is based on the possibility of branch or top failure.

TRAQ assessment matrix:

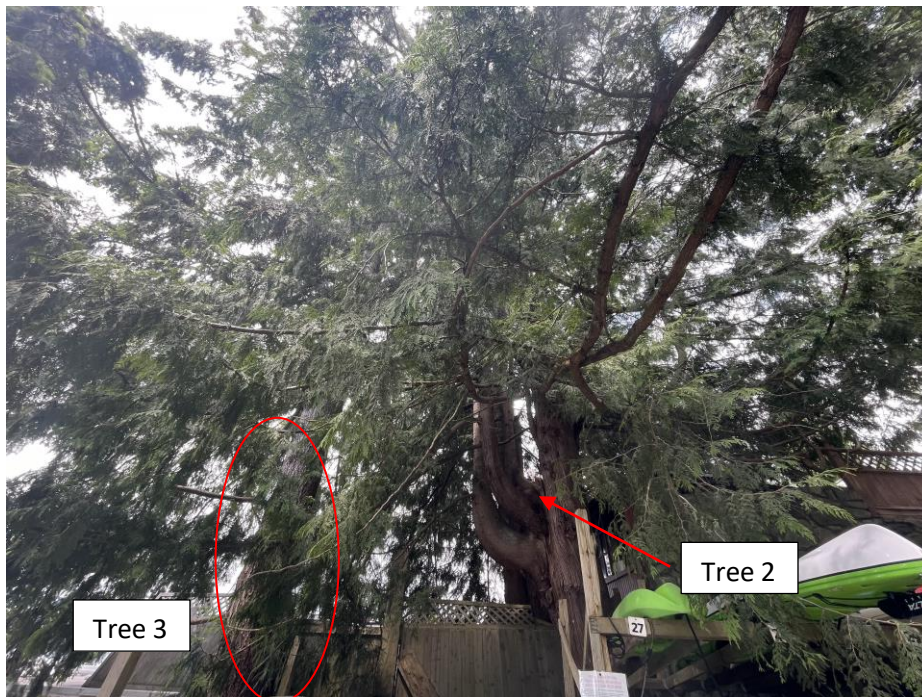
Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Tree 2 is recommended to be climbed for an aerial inspection of the multiple attachments.

Photo 3 – multiple tops/stems of tree 2 and tree 3 a few meters away



Tree 3

Observations

Tree 3 is an approximately 1m diameter Douglas fir situated a few meters west of tree 2 along the property line; it is in good condition.



This vigorous tree has a single stem with 90% live crown ratio and 8m crown spread. Minimal deadwood and dieback was noted; no sign of disease was discovered

Tree 3 is targeting the beach, park, kayaks and adjacent property. The target area is considered high.

Conclusions

Tree 3 is considered a moderate hazard. The assessment matrix is based on the possibility of large branch loss.

TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Tree 3 is recommended to be pruned to remove dead, broken or diseased branches and to be thinned maximum 15% to reduce wind loading.

Trees 4 and 5

Observations

Trees 4 and 5 are 69cm and 79cm diameter red cedars situated along the beach edge south of tree 3; they are in fair condition.

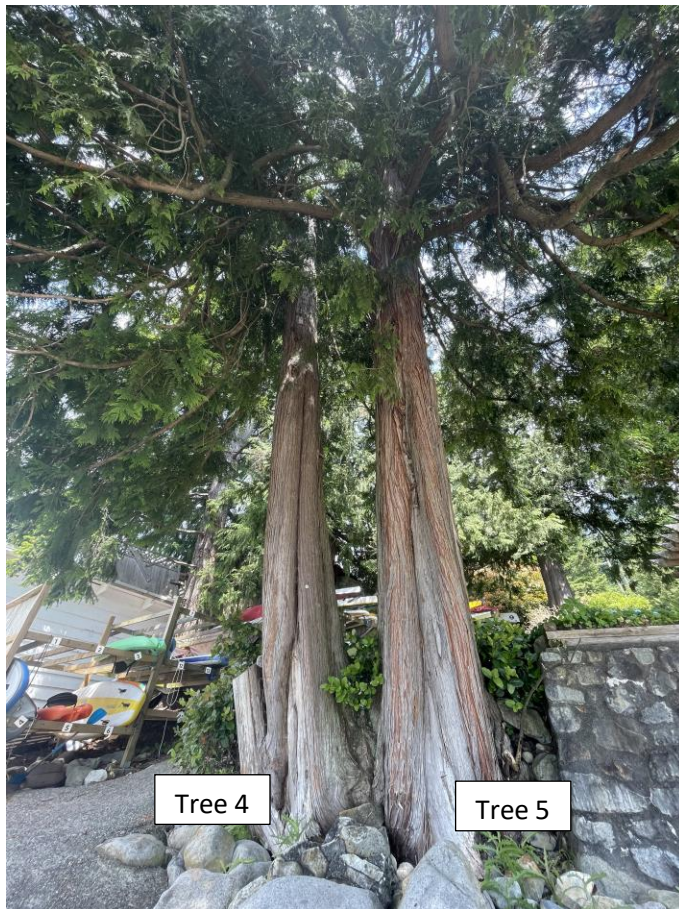
Both previously topped, rot is suspected in the tops where stems are growing out of the sides. Live crown ratio is 70% with about 7m crown spread for each tree. No sign of disease was discovered.

These trees are targeting the beach and park. The target area is considered high.

Conclusions

Trees 4 and 5 are considered moderate hazards. The assessment matrix is based on the possibility of large branch or top loss.

Photo 4 – trees 4 and 5 above the beach with multiple large stems growing out of side of tops



TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely



Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Trees 4 and 5 are suggested to have their tops inspected aerially to ensure integrity of attachments and have any dead or broken branches removed.

Tree 6

Observations

Tree 6 is a 106cm diameter cedar located beside the stairs above the beach; it is in average condition.

This is a vigorous tree which was topped previously; there are five or six main tops. Live crown ratio is 85% and 8m crown spread. No sign of disease was noted.

Targets include the beach, stairs and park. The target area is considered high.

Conclusions

Tree 6 is considered a moderate hazard. The assessment matrix is based on the possibility of large branch or top loss.

TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely



Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Tree 6 is suggested to have an aerial inspection of the tops to ensure integrity of attachments and to have the crown pruned maximum 15%.

Tree 7

Observations

Tree 7 is an 81cm Douglas fir located directly west of tree 6; it is in average condition.

This tree has been topped and has 85% live crown ratio and 8m crown spread. Vigor is good and taper is moderate. No deadwood or dieback was noted and no sign of disease.

Targets include the beach, stairs and park.

Conclusions

Tree 7 is considered a moderate hazard. The assessment matrix is based on the possibility of large branch loss.

TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely



Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Tree 7 is suggested to have an aerial inspection of the tops to ensure integrity of attachments and to have the crown pruned maximum 15% to reduce wind loading.

Tree 8

Observations

Tree 8 is a 116cm diameter cedar located west of the playground; it is in good condition.

This is a vigorous tree with moderate taper; live crown ratio is 90% with 9m crown spread. It is codominant at 2m from grade with no deadwood or dieback observed and no sign of disease.

Tree 8 is targeting the park, bench and playground.

Conclusions

Tree 8 is considered a moderate hazard. The assessment matrix is based on the possibility of branch loss.

TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Tree 8 is suggested to be pruned maximum 15% to reduce wind loading.

Photo 5 – tree 8 located west of the playground with bench underneath





Tree 9

Observations

Tree 9 is a 47m diameter Norway maple located at the park entrance; it is in good condition.

This maple tree is codominant at 2.2m from grade and is vigorous with good structure. Very little deadwood was noted and no sign of disease.

Targets include the surrounding park area.

Conclusions

Tree 9 is considered a low hazard. The assessment matrix is based on the possibility of branch failure.

TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

No work is recommended for tree 9 at this time.

Photo 6 – tree 9 at the park entrance



Photo 7 – double stems of tree 10 beside washroom building





Tree 10

Observations

Tree 10 is a double-stemmed cedar with diameters of 88cm and 72cm; it is in average condition at this time.

This tree is vigorous and was topped previously. Live crown ratio is 85% with about 10m crown spread. No sign of disease was discovered.

Targets include the park including the adjacent washroom building.

Conclusions

Tree 10 is considered a moderate hazard. The assessment matrix is based on the possibility of large branch or top loss.

TRAQ assessment matrix:

Likelihood of failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Recommendations

Tree 10 is recommended to have its attachments inspected and crown thinned maximum 15%.



Note

All trees in question are considered to have high target areas because of the regular activity in the park and proximity of benches, play areas, buildings, equipment and beach.

Some tree diameters were estimated due to limited access to some stems.

Trees 4 and 5 were grouped together for the purposes of this report as they are located side by side, are the same species and have the same recommendations.

Further recommendations may be made as a result of aerial inspections.

Re-assessment of all trees is recommended every 3-5 years.

A handwritten signature in black ink, appearing to read "Krista Braathen", is centered within a light blue rectangular box.

Krista Braathen
ISA Certified Arborist PN - 5458A
ISA Certified Tree Risk Assessor (TRAQ)
Heartwood Tree Consulting



Assumptions, Limiting Conditions and General Waiver

I confirm that the trees listed on the property identified in this report have been inspected.

I have no current or prospective financial interest in the vegetation or the property which is the subject of this report and have no personal interest or bias in favour of or against any of the involved parties or their respective position(s) if any.

The analysis, opinions and conclusions stated herein are the product of my independent professional judgement and based on current scientific procedures and facts, and the foregoing report was prepared according to commercially reasonable and generally accepted arboriculture standards and practices for British Columbia.

The information included in this report covers only those trees that were examined and reflects the condition of the trees as of the time and date of inspection. This report is 'valid' for the day of inspection only, as this is natural entity and weather conditions and site factors can change.

This report and the opinions expressed herein are not intended, nor should they be construed as any type of warranty or guarantee regarding the condition of the subject trees in the future.

To the best of my knowledge and belief, all statements and information in this report are true and correct and information provided by others is assumed to be true and correct.

I am not an attorney or engineer. This report does not cover those areas of expertise and represents advice only of arboricultural nature. Without limiting the generality of the preceding sentence, it is understood that nothing contained in this report is intended as legal advice or advice or opinions regarding soil stability or zoning laws, and this report should not be relied upon to take place of such advice.

APPENDIX D

Construction Management - Budget and Schedule

Lions Bay Purchasing Policy: Request to Amend

Presented March 29, 2023

THE PREMISE

Current procurement threshold levels are inadequate to drive the timely and cost-efficient execution of small and large projects such as the Lions Bay Beach Park and Infrastructure grants.

THE REQUEST

To propose an amendment to the current Lions Bay purchasing policy (see Addendum A), and specifically, to redefine and increase the threshold levels of the current policy, while maintaining the spirit of the PURPOSE of the policy as described in the policy excerpt below, including a suggested addition in [blue](#):

Excerpt from the current Lions Bay Purchasing Policy:

PURPOSE

POL-2002: Purchasing Policy

All Departments May 21, 2002 February 2, 2016

To ensure that the Village of Lions Bay uses competitive purchasing practices in order to:

- Obtain the best price possible
- Obtain the best quality of work/service for the price
- Operate at arm's length from suppliers of goods and services
- [Expedite procurement of smaller contractual requirements of medium and long term grant commitments, as may be necessary from time to time and throughout the life of such the projects.](#)

CURRENT LIONS BAY POLICY THRESHOLD AMOUNTS

with proposed increases beneath in **BLUE**:
(For complete Purchasing Policy, see Addendum A)

- ~~Under \$ 2,000~~ - No written quote - Best price effort
 - Under \$10,000: Staff may approve, no written Quote, best price effort
- ~~\$ 2,001 to \$20,000~~ - Three written quotes or - Request for proposal
 - \$10,001 – \$25,000: Operations Manager may approve, with CAO/CFO approval
- ~~\$ 20,001 to \$ 100,000~~ - Invitation to tender submitted to a minimum of three suppliers
 - \$25,001 – \$75,000: CAO may approve, with Council to approve
 - \$75,001 – \$150,000: 3 pre-qualified bids provided, Council to approve
- ~~Over \$ 100,000~~ - Invitation to tender advertised - Council to approve
 - Over \$150,000: Invitation to tender advertised, Council to approve
- Outside Budget - All expenditures that have not been approved in the budget require the approval of Council
 - Outside Budget – All expenditures not approved by budget require the approval of Council

Examples of small contracts in the LLBP project that would fit within the \$10,000 – \$25,000 (once the overarching budget is approved):

- The Lori Beck Pavilion
- Civil work around the playground
- New walkway to beach
- Rebuild of the staircase
- Storywall
- Repurpose of existing W/C
- Watercraft storage
- Arborist report
- Geotechnical report
- And others

[See Addendum E: Proposed Procurement Strategy specific to Lions Bay Beach Park]

COMPARABLES IN BRIEF

The three Villages of Metro Vancouver are:

Village of Lions Bay (pop. 1,395/21) Purchasing Policy amended in 2016. See Addendum A.

POLICY

- Under \$ 2,000
 - No written quote
 - Best price effort
- \$ 2,001 to \$20,000
 - Three written quotes or
 - Request for proposal
- \$ 20,001 to \$ 100,000
 - Invitation to tender submitted to a minimum of three suppliers
- Over \$ 100,000
 - Invitation to tender advertised
 - Council to approve
- Outside Budget
 - All expenditures that have not been approved in the budget require the approval of Council

Village of Anmore (pop. 2,356/21), Purchasing Policy amended in 2016. See Addendum B.

- CAO authority limit is set to \$75K to match the trade agreements for goods and services of \$75K;
- A manager limit of \$25K so that staff may procure goods without Council approval;
- A smaller staff limit of \$10k...that would still require the supervisor's approval.

Belcarra (716/22est.) Purchasing Policy issued September 28/15 See Addendum C

- a. Council must authorize all purchase contracts expected to be greater than \$75,000, or in instances where a Financial Plan amendment is required as a result thereof, as per Council Policy 195.
- b. Council and/or the CAO must authorize all purchase contracts expected to be between \$25,000 and \$75,000.
- c. Council and/or the CAO and/or Superintendent of Public Works must authorize all purchase contracts expected to be less than \$25,000.
- d. The CAO may delegate their purchase authority to other Village employees to a maximum of \$10,000 per purchase contract.

Bowen Island Municipality (pop. 3,551), Purchasing Policy amended in 2005, has been included as an additional comparable, notwithstanding that their purchasing policy is more outdated than that of Lions Bay. See Addendum D

Method and Form of Purchase Value of Transaction

1. Discretionary Threshold Best price effort to extent deemed appropriate Purchase Order or Credit/Purchase card. **Up to \$ 2,000**
2. Best Price Effort –documented Purchase Order **\$2,001 to 5,000**
3. Written Request for Quotations (RFQ) or Request for Proposal (RFP) (Min. of three to be solicited) *See Exception re: Professional/Consulting Services) Purchase Order, with quotation documentation **\$5,001 to \$ 50,000**
4. Public Invitation to Tender or RFP – (may be nonpublic –if offered to a minimum of four qualified suppliers) Council Approval of award required **Over \$50,000**

ADDENDUMS

ADDENDUM A: Current Village of Lions Bay Purchasing Policy [Page 1 of 2]

See Complete document on Village of Lions Bay website:
https://www.lionsbay.ca/sites/lionsbay.ca/files/2022-01/pol-2002_purchasing_policy.pdf



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

POL-2002: Purchasing Policy

Department: All Departments
Approved by Council: May 21, 2002
Amended by Council: February 2, 2016

PURPOSE

To ensure that the Village of Lions Bay uses competitive purchasing practices in order to:

- Obtain the best price possible.
- Obtain the best quality of work/service possible for the price.
- Operate at arm's length from suppliers of goods and services.

APPLIES TO

This policy applies to all employees and volunteers authorized to make approved expenditures on behalf of the Village of Lions Bay.

POLICY

- Under \$ 2,000
 - No written quote
 - Best price effort
- \$ 2,001 to \$20,000
 - Three written quotes or
 - Request for proposal
- \$ 20,001 to \$ 100,000
 - Invitation to tender submitted to a minimum of three suppliers
- Over \$ 100,000
 - Invitation to tender advertised
 - Council to approve
- Outside Budget
 - All expenditures that have not been approved in the budget require the approval of Council

The lowest bid will generally, but not always be selected. When the lowest bid is not selected appropriate justification must be provided. Appropriate justification may include experience of the contractor, quality or availability of services and goods to be provided, and hiring of local goods and services providers.

If three bids are not forthcoming by tender closing dates, bids received by that date would be considered.

An employee or volunteer may not purchase or contract with an immediate family member or with anyone where they, or their immediate family, will receive any financial or in-kind benefit without the prior consent of Council. An employee or volunteer will not supervise the paid work or service provided by an immediate family member.

EMERGENCIES

Regardless of the price categories noted above, where a task number has been issued by the Provincial Emergency Program (or associated Provincial program) and where time is of the

ADDENDUM B: VILLAGE OF ANMORE

[Excerpt from Regular Council Meeting \(on YouTube\) – November 15, 2022 \(Adopted proposal for amendment at 32:24 to 36:16 of 47:54 \)](#)

***Transcription** follows (as Anmore's policy amendment has not yet been posted to its website further to its adoption in November 2022)

Report dated Nov 10, 2022 from Manager of Financial Services: Lena Martin.

I'm here to propose an Amendment to update Policy 8, Purchasing. The Village must comply with applicable trade agreements that have been signed. These agreements generally state that goods and services in construction over certain dollar values are posted publicly. (Does LB have any such trade agreements?)

The NewWest partnership trade agreement requires open and non-discriminatory procurement where the anticipated costs are at or above established threshold levels.

So the NewWest partnership trade agreement is set at \$75K or greater for goods, services, and then \$200K or greater for Construction.

BC is part of the NWPTA and the Canada Free Trade Agreement, however, NWPTA has lower procurement thresholds and allows fewer procurement exceptions than the CFTA. There's also a limit on expenditures with the Community Charter, under section 173.

Council last approved an amendment to the Policy 8 in 2016. The Purchasing Policy was to establish governing principles and practices for procurement activities for staff and Council. An amendment was initiated after review of member municipalities procurement policies and current trade agreement limits. There's a sample of some municipalities that have their procurement limits posted online. ([Anmore's has not yet been posted.](#))

[It's the recommendation of staff that Policy 8 purchasing be amended to reflect the following for the Village of Anmore: that the CAO authority limit be set to \\$75K to match the trade agreements for goods and services of \\$75K; a manager limit of \\$25K so that staff may procure goods without Council approval; and a smaller staff limit of \\$10k... they would still require the supervisor's approval to do that. This is in part due to the Village's bi-monthly payroll which is now starting to go over the current CAO limit under the 2016 procurement policy.](#)

So we have an option available if Council would like to hear it: that Council approve Policy 8 purchasing as amended and attached to the report dated November 10th

entitled Amendment to Policy 8 Purchasing, or another amended authority limit that Council would like to choose.

Mayor: well let's go with the recommended option. Can I get someone to move and second the...'moved', 'seconded', opened up for discussion.

Councillor Richardson: [Clarification question on the language: financial plan v budget]

Under policy, agreed. This is just the report.

Mayor: Any other questions?

Asking the question: all those in favour? Opposed? (None) Motion carried. (At 36:16)
Thank you Ms Martin.

ADDENDUM C: Village of Belcarra Purchasing Policy [Page 4 of 5]

Corporate Policy No. 201 : Procurement (including Disposal of Assets)

[Excerpt]

6. Sole Source: Sole source purchases for amounts in excess of \$15,000 must be approved by the CAO or Council.

7. Single Source: Single Source procurement is discouraged unless:

- It can be demonstrated that entering into a competitive bid process would be detrimental to Village operations, or
- Where the value of the goods or service are expected to be less than \$10,000.

Single source purchases for amounts in excess of \$15,000 must be approved by the CAO or Council.

8. Purchase Preference: Preference shall be given to the vendor that offers the Best Value to the Village. What constitutes Best Value shall be determined by the Employee authorized to approve the purchase. The Best Value criteria and/or considerations should be defined and communicated to all vendors where the purchase is expected to exceed \$50,000.

9. Purchase Authorization Authority:

In order to award the purchase contract:

- a. Council must authorize all purchase contracts expected to be greater than \$75,000, or in instances where a Financial Plan amendment is required as a result thereof, as per Council Policy 195.
- b. Council and/or the CAO must authorize all purchase contracts expected to be between \$25,000 and \$75,000.
- c. Council and/or the CAO and/or Superintendent of Public Works must authorize all purchase contracts expected to be less than \$25,000.
- d. The CAO may delegate their purchase authority to other Village employees to a maximum of \$10,000 per purchase contract.

ADDENDUM D: Bowen Island Purchasing Policy [Pages 6&7 of 35]

For complete Bowen Island Purchasing Policy: see separate attachment from Bowen Island Website: <https://bowenisland.civicweb.net/document/34625/>

Excerpt from Bowen Island Purchasing Policy, current amendment dated 2005 is the most current.

Page 6, Section 10 – Method and Form of Purchase

#3. Managers are required to ensure that:

- a. Methods of Purchase such as Purchase Orders are used appropriately;
- b. the Director of Finance is informed in writing of all Staff granted administrative authorization to purchase on their behalf; and any changes to administrative authorization granted to departmental employees;
- c. Staff granted administrative authorization are trained with respect to the Purchasing Policy objectives and procedures.

TABLE 1

Method and Form of Purchase Value of Transaction

1. Discretionary Threshold Best price effort to extent deemed appropriate Purchase Order or Credit/Purchase card. **Up to \$ 2,000**
2. Best Price Effort –documented Purchase Order **\$2,001 to 5,000**
3. Written Request for Quotations (RFQ) or Request for Proposal (RFP) (Min. of three to be solicited) *See Exception re: Professional/Consulting Services) Purchase Order, with quotation documentation **\$5,001 to \$ 50,000**
4. Public Invitation to Tender or RFP – (may be nonpublic –if offered to a minimum of four qualified suppliers) Council Approval of award required **Over \$50,000**

[Page 7 #4 continued] Purchase Order – signed by the Director of Finance when presented together with Council resolution and copies of any applicable contracts etc.

5. National Public Invitation to Tender or Request for Proposals with no local preference or discrimination (Monetary Thresholds conform to AIT) Council Approval of award required Purchase Order – signed by the Director of Finance when presented together with Council resolution and copies of any applicable contracts etc. Goods or **Services valued at \$100,000 or greater or Construction valued at \$250,000 or greater.**

ADDENDUM E: Proposed Procurement Strategy for Lions Bay Beach Park

Lions Bay Beach Park Revitalization Project Procurement Strategy

Prepared by David Lee on March 17, 2023

Summary

The purpose of this document is to present to the Village of Lions Bay Council the proposed procurement strategy for the construction of Lions Bay Beach Park Revitalization Project. The preparation of this proposal takes into consideration several unique aspects such as availability and use of local qualified labour, relatively small size of individual scopes within the project, and alignment with the Village's current Purchasing Policy (POL-2002). Given the number of challenges on this project, the use of defined consultant and subtrade procurement methods to control risk and ensure the project's schedule and budget is proposed.

The procurement strategy outlined in this document takes into consideration the project's current constraints as we understand them. There is a process of evolution and further customization required depending on the conditions that either change or present themselves once the full definition of the project has been finalized. The driver in establishing this or any other procurement strategy is to find the best value/risk profile for the project that ensures that schedule, quality and budget outcomes meet or exceed expectations for this project.

The basic procurement methods proposed are:

1. Competitive Construction Manager Engagement
2. Use of Village Purchasing Policy
3. Competitive Pre-Qualified Consultant/Subtrade RFP

Competitive Construction Manager Engagement

This method is proposed for engaging a Construction Manager to provide services in contracting specialty sub-trades, small scope subtrades, and local resident subtrades, as well as providing construction oversight, schedule management, costing management, and safety. The Village will prepare a Request for Proposal (RFP) to 3 or more pre-qualified construction managers who will provide competitive fees and

General Requirements budgets. The total scope under their management would equal approximately \$695,000 with the majority (90%) of the awards, equalling less than \$75,000 each, which could fall under the Village's Purchasing Policy limits. Scopes with a budget in excess of the limits set out in the Purchasing Policy, would be competitively bid by the CM to pre-qualified subtrades as outlined in LB Purchasing Policy (POL 2002).

Use of Village Purchasing Policy

The Village of Lions Bay Purchasing Policy (POL-2002 Purchasing Policy) allows for approving expenditures as follows:

Under \$10,000:	Staff may approve, no written Quote, best price effort
\$10,001 - \$25,000:	Operations Manager may approve, with CAO/CFO approval
\$25,001 - \$75,000:	CAO may approve, with Council approval
\$75,001 - \$150,000:	3 pre-qualified bids provided, Council to approve
Over \$150,000:	Invitation to tender advertised, Council to approve
Outside Budget:	All expenditures not approved by budget, require the approval of Council

With 90% of the separate budget awards being less than \$75,000, the CM as selected in the above process, will recommend quotes for approval by the Village CAO, and further approval by Council. Budget in excess of \$75,000 would be competitively bid through the process below.

Competitive Pre-Qualified Consultant/Subtrade RFP

This method is proposed for sourcing the following scopes:

1. New Washroom substructure
2. New Washroom superstructure
3. Playground Equipment

Once the construction manager has been contracted, they will prepare RFPs for the above 3 scopes. RFPs will be issued to 3 or more pre-qualified trades and selection of the most suitable bid will be recommended by the CM and will be approved by Council.

The selection process for pre-qualified subtrades will consider the following:

- Previous work:
- Experience in projects of similar volume and complexity
- Successfully completed similar local projects in Lions Bay and area
- Experience dealing with local authorities
- Use of local labour and/or local materials

LIONS BAY BEACH PARK REDEVELOPMENT:
REQUEST FOR CONSTRUCTION MANAGER SUBMISSIONS

The Village of Lions Bay has been awarded a grant from the Province of BC to redevelop the Lions Bay Beach Park. The Park is a main feature and gathering space for residents of Lions Bay. It is home to annual Lions Bay events such as the Polar Bear Swim, Easter Egg Hunt and Canada Day celebrations. It is the place where Lions Bay gathers.

Lions Bay is a small oceanside community surrounded by mountains with a population of 1400, and unique from Metro Vancouver in many ways. Most new residents come and never leave; raise their families who go out into the world and come back. There are lots of kids, and healthy and active seniors. The Park is used by all, with accessibility being a key feature.

In a community visioning session, with the assistance of PMG Landscape Architects, a number of areas of the Park were identified for redevelopment including a new washroom building, children's playground, and water sports equipment storage. As well, a number of shortcomings were identified, such as a covered shelter, shortage of benches, and a hard surface pathway to the beach. The Committee, with support of Council, have awarded the Architectural and Structural Services to Millenia Architecture to design and develop the built forms.

The elements of the Park slated for redevelopment will be required to respect and build on the form and character of Lions Bay. As with most public structures, funding for ongoing maintenance is limited. As such, use of natural materials that are low maintenance and locally available will be important. The Village has been blessed over the years with a series of small hand-built structures such as bus shelters, covered gazebos, and sheltered displays that have been locally designed and built by members of the community with an architectural language using natural materials and forms.

There are six main components that we need assistance with:

1. New washroom building (approximately 450sf, wood framed construction): Its new location has been suggested to the south of the existing washroom building in an area of the Park currently unused. As part of the construction, Geotech and Arborist reports will be available; programmatic requirements are three toilet rooms, one of which will be handicap accessible, two small changing closets, and a small storage area for Park equipment. The building will be unconditioned space, requires power, and utilizes natural light and ventilation. The design will require coordination with a Village retained Civil Engineer regarding septic design.
2. Existing washroom building (approximately 425 sf): Although currently suffering from a lack of maintenance, the structure appears to be post and beam with infill walls. Exploring the possible repurposing of the building as an open air covered structure with an adjacent hard surface patio area would be desired.

3. Lori Beck Pavilion: Perhaps the best example of Lions Bay form and character, this little structure epitomizes Lions Bay and, also suffering from lack of maintenance, requires repair to the structure and rafter lookouts. The extension of portions of the roof to cover the rafter tails should be explored.
4. A sub-proposal of this overall project is to replace the existing playground structures (separate RFP but may require coordination). The proposed new layout requires additional area for increased safety. This will result in relocating and modifying the upper stairs and pathway adjacent to the existing playground and modifying some grading.
5. Reconstruction of the kayak storage facility and jetty. Yet to be designed, the new kayak structure will need to fit beside an enlarged tot playground. The existing jetty is intended to be repurposed with a new reinforced concrete overlay.
6. General grading, civil, and landscaping work to be done as the plan develops to accommodate grade variances.

The Lions Bay Beach Park Committee, through the Village of Lions Bay, wishes to engage a Construction Manager that can work with the Committee, Council and Village Staff to develop and prepare project budgets, schedules, manage tendering as needed to comply within the Village Procurement Policy, manage site safety and all associated trades (CM to be the Prime Contractor), as well as other duties typically undertaken by a construction management firm. The CM proposal is to include an order of magnitude budget and preliminary schedule that will be presented to the Committee for review and recommendation to Council.

In order to have the built elements constructed and commissioned for late Spring 2024, it is anticipated that the construction drawings for the built form will be completed by end of September 2023, building permit applied for and issued at the end of December 2023 and construction completed in May 2024. As noted above, a baseline schedule and OoM budget is to be included in the submission, along with a proposed CM fee and General Expense estimate.

If your firm is interested, you are asked to attend a walk-through of the Park organized for **Wednesday July 5, 2023 @ 1:30 pm**. If your firm wishes to be part of the Park redevelopment, your written proposal must be submitted to the Village of Lions Bay in a sealed envelope marked Construction Management Submission Lions Bay Beach Park by Friday **July 28, 2023**.

Questions can be referred to Committee member David Lee @ 236.688.4037.

Construction Management RFP Evaluation Criteria and Scoring

Evaluation Criteria	Weighting
<p>Experience, Qualifications and References:</p> <ul style="list-style-type: none"> ● Relevant experience to what is requested in this RFP ● List of previously completed projects of similar scale ● Quality of references provided ● Local experience within Lions Bay topography ● List of proposed trade partners 	20
<p>Planning Approach and Scheduling</p> <ul style="list-style-type: none"> ● Proposals meet the tentative schedule ● Public safety and site security during construction are addressed and managed ● Identify all aspects of the project scope with thoughtful attention to construction sequencing and access. ● Identify any risks that should be reviewed 	20
<p>Quality Assurance/Quality Control</p> <ul style="list-style-type: none"> ● Proposals detail CMs Quality Assurance/Quality Control Practises 	15
<p>Environmental Sustainability</p> <ul style="list-style-type: none"> ● Identifies plans and policies related to environmentally sustainable business practices. ● Suggested use of local trades and/or materials 	15
<p>Financial Proposal</p> <ul style="list-style-type: none"> ● Provides OoM budget as identified in the RFP. ● Provides a CM Fee ● Provides a budget for General Expenses ● Identifies opportunities for cost savings/Value Engineering 	20
<p>Value Add</p> <ul style="list-style-type: none"> ● Identifies other value-added items not considered in this RFP that will provide benefit to the Village. 	10

The points awarded for each criteria outlined above shall be a calculation of the Evaluation Committee member's score, from '0' to '4' or fraction thereof, divided by the maximum score possible (4) and then multiplied by the relevant weighting factor assigned to each Evaluation Criteria. When evaluating the proposals, the Evaluators will mark using the following legend:

Score	Relevance
0	No answer or no expectations met
1	Unsatisfactory or few expectations met
2	Satisfactory or most expectations met
3	Good or expectations fully met
4	Excellent or exceeds expectations

The sum of the total points awarded for all criteria in one proposal, will be compared to the sum total points achieved by the other proposals. This comparison will produce a ranking order of the proposals. The Evaluators reserve the right to select two different companies to deliver on the scope of work outlined in the RFP.

Reference Checks

To assist in the evaluation of the Proposals, the Committee may, in its sole and absolute discretion, but is not required to, conduct reference checks with any or all of the references stated in a Proposal.

Clarifications and Additional Information

To assist in the evaluation of the Proposals, the Committee may, in its sole and absolute discretion, but is not required to, request clarifications or additional information from some or all Proponents about a Proposal, and matters incidental and relating to the Evaluation Criteria, and may consider and rely on such information in an evaluation of a Proposal.

Evaluation Criteria and Ranking of Proponents

Upon the evaluation of a Proposal, supplementary information and information obtained from references, the Evaluation Committee may adjust points to the Proponent based upon the application of the Evaluation Criteria.

APPENDIX E

Previous Approvals From Council



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Lions Bay Beach Park Revitalization Project (LBBPRP) Committee Delegated Authority		
Author	David Lee/Neville Abbott	Reviewed By:	Michael Broughton
Date	March 29, 2023	Version	
Issued for	RCM April 4, 2023		

Resolution

That Council approve and delegate authority to the LBBPRP Committee to write, distribute, receive, review, and make recommendations to council, regarding the preferred proponent for the built form Architect and Construction Manager specifically, and others as may deemed necessary.

Background

From the recent LBBPRP Committee meeting, held on March 29, 2023, the committee requests that due to limited staff availability, the RFP process be delegated to the committee to execute. Members of the committee have experience in writing and analyzing RFPs and by taking on this role, the committee could reduce the workload of Village Staff and provide more efficiency.

Commitment Required from the Village

Council Support

The LBBPR Project Committee request that Council supports the Committee in taking on this role. RFP Recommendation packages will be provided to Council for their full review, and the final decision and selection will be made by Council.

Staff time required

It is anticipated that staff time will be reduced by the committee taking on this role. Staff would still be required to complete typical contractual roles which would normally be associated with project execution. Input and support from the Works Yard Manager may be required as the project develops.

FOLLOW UP ACTION AND COMMUNICATION Per Council direction.

APPENDIX F

Grant Review Document

Grant Review - The Lions Bay Beach Park Revitalization Project (No. IC0352)						
Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (IBA-ICIP)						
Expiry of the agreement: December 31, 2026						
Shared Cost Agreement Between the Province of British Columbia and the Village of Lions Bay, dated February 17, 2022						
Items of Note:	Description	Comments or Concerns	Action Required	Responsible	Date Required	Completed
Schedules:						
2	Review all schedules in this agreement (A, B, C, and D)	See further tabs below	Define who is leading the review and responsible to comply with each schedule			
Obligations of the Recipient:						
4(b)	commence carrying out of the project within 1 year of the date of reference	Date of reference is Feb 17, 2022 however in Schedule A, the commencement of the project or project approval was August 6, 2021	Confirm with the committee if the date of commencement has or needs to be communicated to the province		ASAP	
4(d)	provide evidence satisfactory to the Province that the Village has commenced the project	Has the village defined the commencement of the project with the province?	Confirm with the committee if the date of commencement has or needs to be communicated to the province			
4(g)	establish and maintain accounting and administrative records for the project (to be maintained until March 31, 2034)	This should be set up if not already done	Set up process for recording and reporting			
4(k)	no site preparation, vegetation removal or construction will occur for a Project until the Province and Canada are satisfied that the project proposed by the Recipient will adhere to all environmental mitigation measures, if any, identified during the environmental assessment process and will continue to adhere to all mitigation measures through project completion.	What previous environmental assessments have been completed?	Presuming no permits will be issued without complying to this clause, but we should understand what is required			
4(l)	no site preparation, vegetation removal or construction will occur for a Project until the Province and Canada are satisfied that, if applicable: i. Aboriginal groups have been notified and, if applicable, consulted; ii. a summary of consultation or engagement activities have been provided to the Province and Canada, including a list of Aboriginal groups consulted, concerns raised, and how each of the concerns have been addressed, or if not addressed, an explanation as to why not; iii. accommodation measures, where appropriate, are being carried out; and iv. any other information has been provided that the Province or Canada may deem appropriate.	Review application - was this identified as being completed?				
4(m)	use LGIS for submission of claims and reporting	This is an online portal - someone will be required to learn it for reporting and requesting funding				
4(n)	ensure the project meets the accessibility requirement of the BCBC	See also Schedule C Scope of Work and Schedule C 75% Funding				
4(o)	if the Project is a type of project specified below, it must meet the described requirements: (See Section 4(o) parts i and ii. Parts iii to vii appear to not be applicable to our project)					
4(p)	ensure that the Project meets or exceeds any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.	Review this standard to determine if it applies to the washroom replacement				
7	Note on the Village responsibility for construction and worker/public safety - review prime contractor status to relieve the Village of this responsibility					
9	The Recipient acknowledges that Eligible Expenditures that have received funding from any other federal or provincial sources may not be reimbursed under this Agreement,	Confirm with any other grants				
10 and 11	Conflict of interest notes regarding provincial or federal political parties/groups and this project					
12	Identify significant changes as outlines in section 12(a) and (b)	Includes timing of project				
13 and 14	Not an issue, but noted that the Village must retain title to this asset for 5 years. If sold to a private entity within 5 years, grant funds are repayable					

15	Transparency of contracts					
16	Public Tenders required - or Provincial approval required otherwise	Define a procurement process to ensure transparency. If not, expenditures may not be eligible				
Obligations of the Province						
21	The Province has no obligation to pay any Eligible Expenditures that are capital costs, as determined by the Province, until the Province is satisfied that the federal requirements under the Impact Assessment Act , other applicable federal environmental assessment legislation that is or may come into force during the term of this Agreement, and other applicable agreements between Canada, the Province and Aboriginal groups are met and continue to be met.	wording and meaning to be confirmed				
22	The Province has no obligation to pay any Eligible Expenditures that are capital costs, as determined by the Province, until any legal duty to consult, and where appropriate, to accommodate Aboriginal groups or other federal or provincial consultation requirement, has been met and continues to be met. If required, the Province must be satisfied that for each Project: (a) Aboriginal groups have been notified and, if applicable, consulted; (b) if applicable, a summary of consultation or engagement activities has been provided to the Province and Canada, including a list of Aboriginal groups IBA-ICIP Shared Cost Agreement 8 consulted, concerns raised and how each of the concerns have been addressed, or if not addressed, an explanation as to why not; (c) accommodation measures, where appropriate, are being carried out by the Recipient; and (d) any other information has been provided that the Province may deem appropriate.	wording and meaning to be confirmed				
Communications						
23	Follow the communications protocol	To be reviewed				
25, 26, 27	Project signage - our responsibility, standards for project signage, and the requirement to post signage					
Insurance						
30	purchase and maintain insurance required for this size of project, ie: \$5M all risk?	Could this be covered by the GC?				
31	all 3rd parties to also have this level of insurance	To be discussed at the time of construction				
Default and Termination						
33	Review reasons for default					
34	Province's option to terminate in case of default					
35	Repayment due to default					
37	Province's sole option to terminate without cause - 120 days notice					
Further terms and conditions						
38 to 43	Additional terms obligations	Should have CAO legal review				
Lobbyists and Agent Fees						

50	<p>The Recipient warrants:</p> <p>(a) that any person it has hired, for payment, to speak to or correspond with any employee or other person representing Canada or the Province on the Recipient's behalf, concerning any matter relating to the contribution under this Agreement or any benefit hereunder and who is required to be registered pursuant to either the Lobbying Act, R.S.C. 1985, c. 44 (4th Supp.) or the Lobbyists Registration Act, S.B.C. 2001, c. 42, as amended, is registered pursuant to one or both of those acts; and</p> <p>(b) it has not and will not make a payment or other compensation to any legal entity that is contingent upon or is calculated upon the contribution hereunder or on negotiating the whole or any part of the terms of this Agreement.</p> <p>In the event of a breach of subsections (a) or (b), the Province may terminate this Agreement and recover from the Recipient the full amount of all contributions under this Agreement.</p>	Should have CAO legal review				
----	--	------------------------------	--	--	--	--

Grant Review - The Lions Bay Beach Park Revitalization Project (No. IC0352)						
Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (IBA-ICIP)						
Expiry of the agreement: December 31, 2026						
Schedule A Review - Project Information						
Items of Note:	Description	Comments or Concerns	Action Required	Responsible	Date Required	Completed
A.2	Scope of Work:					
	Park entrance and accessible pathway to beach	This should be reviewed and if the pathway shown on the approved plans is not possible, we may need approval of an alternate strategy				
	Multipurpose hard surface	Did we decide to remove this?				
	Playground structures	OK				
	Covered picnic areas	OK				
	Kayak/SUP storage facility	OK				
	Restrooms	OK				
	Stairs and landscaping	OK				
	Revitalized pier & kayak launch area	Additional permits/reports required for work in water body?				
	Related works.	To be defined				
A.3	The Commencement Date of the Project is August 6, 2021 which is the date the Project was approved.					
A.4	Completion of the project no later than March 31, 2026					

Grant Review - The Lions Bay Beach Park Revitalization Project (No. IC0352)						
Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (IBA-ICIP)						
Expiry of the agreement: December 31, 2026						
Schedule B Review - Payment Terms and Conditions						
Items of Note:	Description	Comments or Concerns	Action Required	Responsible	Date Required	Completed
B.1	Total payable by the province: \$784,952 or 73.33% of the total eligible expenses	Seems that the overall project cost would need to total \$1,070,438 with the Village's contribution at \$285,486	Set up a master budget and schedule			
B.2	No payment before commencement or after expiry dates					
B3.2	Claims for reimbursement will be submitted in accordance with the forecast detailed in the Recipient's most current budget forecast report, as described in section C.2 of Schedule C of this Agreement.	Do we have a budget? Do we know how we plan to spend the funding and in which years?	Set up a master budget and schedule			
B3.3	Minimum semi-annual submission of eligible expense claims	Submission of expenses needs to be managed in order to be reported properly and refunded	Set up a master budget and schedule			
B3.4	No reimbursement of a claim of the Recipient may be paid by the Province unless it is received by the Province on or before March 31 for eligible costs incurred and paid within the same Fiscal Year, and in all cases, no reimbursement will be paid if a claim is received later than December 31, 2026.	We need a plan for this	Set up a master budget and schedule			
B3.5	In the event the total sum of all claims for Eligible Expenditures submitted by a Recipient in a Fiscal Year is less than the amount set out in the forecast detailed in the Recipient's most current budget forecast report for that Fiscal Year, the Province is not obligated to pay the difference between the total sum of all claims and the forecasted amount for that Fiscal Year to the Recipient. The Province may, at its sole discretion, choose to add the difference referred to above to a payment in the next Fiscal Year, in which case the forecast provided in the most current budget forecast report is deemed to be amended to reflect the change.	We need a plan for this	Set up a master budget and schedule			

Grant Review - The Lions Bay Beach Park Revitalization Project (No. IC0352)						
Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (IBA-ICIP)						
Expiry of the agreement: December 31, 2026						
Schedule C Review - Reporting Requirements						
Items of Note:	Description	Comments or Concerns	Action Required	Responsible	Date Required	Completed
C.1	Review periodic progress reporting requirements: March 31, June 30, September 30, December 31	We should understand how to report in order to be reimbursed. Failure to do so can void eligible expenses				
C.2	Budget forecast requirements - monthly report required on the 7th day of the month following the reporting period	We need a plan for reporting				
C.4	Project Audit Report may be required at the end of the project					
C.5	Reporting Requirements required for Funding	We need a plan for reporting				
C.5	Environmental Design Considerations (for 10% of funding = \$78,495) Provide summary identifying the following design considerations: - Reducing water use or reusing water; - Reducing energy use for the facility size (e.g., high-efficiency equipment/appliances/lighting, heating systems, and HVAC controls), recovering energy (e.g. heat recovery ventilation), or generating energy on-site (e.g., renewable energy) - Securing local materials, where possible; - Any other measures that minimize greenhouse gas impact (e.g., local food production), and; - Any other measures that reduce environmental impacts.	Total received at this point is \$78,495. <u>This payment would be \$78,495</u>				
C.5	Construction Permit (for 25% of funding = 196,238) In addition, Prior to payment in excess of 25% of the approved funding amount, the Recipient must submit to the Province a copy of all approvals, licenses, or permits required by regulatory authorities for project work in, around, or to divert, store, or use water. This includes approvals required under the BC Water Sustainability Act, Department of Fisheries and Oceans Canada, and the BC First Nations Health Authority.	Total received at this point is \$196,238. <u>This payment would be \$117,743</u>				
C.5	Asset Management (for 50% of funding = \$392,476) Prior to payment in excess of 50% of the approved funding amount, the recipient must submit to the Province a summary of how the service levels will be set and monitored for the asset group that was funded (e.g., for a Recreation Centre, the asset group would be 'all recreation assets'). This summary should include: - Desired levels of service; - Current levels of service; - Brief summary of how desired levels of service were established – (e.g. set by regulatory requirements, in consultation with community regarding desired level of service and willingness to pay); - Brief summary of how service levels are tracked through performance measures or indicators (e.g., tracking technical levels of service, tracking customer satisfaction); - Cost to deliver the current service provided and an estimate of what it would cost to achieve the desired levels of service; - Brief summary of how the organization records and considers risks to delivery of services, and; - Brief summary of how service levels and service cost are communicated to elected officials and/or the public.	Total received at this point is \$392,476. <u>This payment would be \$196,238</u> Asset Management BC Roadmap and AssetSMART, including resources related to service levels: http://assetmanagementbc.ca				
C.5	Accessibility (for 75% of funding = \$588,714) Prior to payment in excess of 75% of the approved funding amount, the recipient must submit to the Province a document showing that the funded facility or modifications will meet or exceed the highest published accessibility standard for your jurisdiction. Examples include the BC Building Code (2018) or CSA B651-18 Accessible Design for the Built Environment (2018).	Total received at this point is \$588,714. <u>This payment would be \$196,238</u>				

C.5	<p>Asset Replacement Profile (for 90% of funding = \$706,457) Prior to payment in excess of 90% of the approved funding amount, the recipient must submit to the Province an Asset Renewal Profile, showing the renewal of assets constructed as part of the project and other assets in the same asset category (ex. recreation assets), that includes:</p> <ul style="list-style-type: none"> - Graph with replacement year on the X-axis and the total replacement costs for assets in each year on the Y-axis. The X-axis should start at the current year and show the projected replacement costs for the next 30 years or more. This should be based on the expected remaining life and replacement value for individual assets from the community's asset data register. - Summary of what is shown and the implications on long-term planning for service delivery, asset replacement, and financial planning. <p>GHG Impacts & Local Materials Prior to payment in excess of 90% of the approved funding amount, the recipient must submit to the Province all of the following:</p> <ul style="list-style-type: none"> - Document showing the project's updated estimated greenhouse gas (GHG) impact calculations, including increased GHGs (e.g., electricity use) and avoided GHGs. Please use the methodology available on the program website (or from Program Contact). - Brief summary of which construction materials were sourced locally, regionally, and provincially. If it was not possible to source materials within BC, briefly describe the reasons why. 	<p>Total received at this point is \$706,457. <u>This payment would be \$117,743</u></p>				
-----	--	---	--	--	--	--

Grant Review - The Lions Bay Beach Park Revitalization Project (No. IC0352)						
Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (IBA-ICIP)						
Expiry of the agreement: December 31, 2026						
Schedule D Review - Eligible and Ineligible Expenses						
Items of Note:	Description	Comments or Concerns	Action Required	Responsible	Date Required	Completed
D.1	<p>ELIGIBLE EXPENDITURES</p> <p>Eligible Expenditures will include the following:</p> <p>a) capital costs, design and planning costs, and costs related to meeting specific Program requirements, including completing climate lens assessments and creating community employment benefit plans;</p> <p>b) communication related expenses including expenditures for Project related signage;</p> <p>c) the incremental costs of the Recipient's employees may be included as Eligible Expenditures under the following conditions:</p> <p>i. The Recipient is able to demonstrate that it is not economically feasible to tender a contract; and</p> <p>ii. The arrangement is approved in advance and in writing by the Province and Canada;</p> <p>d) leasing of equipment directly related to the construction of the Project;</p> <p>e) costs incurred between the Commencement Date and the Completion Date set out in Schedule A and also the costs associated with completing a climate lens assessment in accordance with section 4g) of the IBA-ICIP prior to the Commencement Date; and</p> <p>f) costs related to Aboriginal engagement and/or consultation activities incurred on or after February 15, 2018 with the exception of direct payments to Aboriginal groups and legal fees.</p>	Most seem reasonable but rigorous review of proposed expenses needs to be completed, aligned with our project budget and timeline for reporting and reimbursement				

D.2	<p>INELIGIBLE EXPENDITURES The following expenditures are ineligible:</p> <ul style="list-style-type: none"> a) expenditures incurred prior to the Commencement Date, excluding those identified under section 4.g) of the IBA-ICIP and under section D.1.f) of Schedule D of this Agreement which are eligible even though incurred prior to the Commencement Date; b) cost incurred for cancelled projects; c) land acquisition; d) financing charges, legal fees, and interest payments on loans, including those related to easements (e.g. surveys); e) leasing land, buildings and other facilities; leasing equipment except those noted under D.1(d) above; real estate fees and related costs; f) furnishings and non-fixed assets which are not essential for the operation of the Project; g) costs associated with operating expenses and regularly scheduled maintenance work; h) the expenditures related to any goods and services which are received through donations or in kind; i) any overhead expenditures, including salaries and other employment benefits of any employees of the Recipient, direct or indirect operating or administrative expenditures of Recipients, and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by Recipient staff except in accordance with subsections D.1 (c) in the Eligible Expenditures above; j) provincial sales tax or goods and services tax for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates; k) permit fees charged by the Recipient to itself; l) costs of relocating entire communities; m) all capital costs, including site preparation and construction costs, until Canada has confirmed that environmental assessment and Aboriginal consultation obligations as required under sections 4(k) (environmental assessment) and 4(l) (Aboriginal consultation) have been met and continue to be met; and n) any costs related to Aboriginal engagement and/or consultation activities incurred prior to February 15, 2018 including direct payments to Aboriginal groups and legal fees. o) Other costs that, in the opinion of the Province, are not considered to be direct and necessary for the successful implementation of a project. 					
-----	--	--	--	--	--	--

APPENDIX G

Closed Meeting Documents

See Separate File