



JSB Steering Committee
Monday, March 21, 2011: 11:00 to 11:30 am
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Mike Lai
Sherri Andrews

Agenda Item

Action Required

MMM Group Agreement Amendment

Mike Lai to provide copy of Tom Zworski's email to Sherri to attach to these minutes. All were in agreement with the approach as proposed by Tom.

Contribution Agreement

Mike Lai will continue to work with senior administrative staff to determine the status of the signing of the agreement by the Federal Minister of Transportation, Infrastructure & Communities.

Telus Duct

Brenda Warner is preparing an administrative financial report that addresses the budget shortfall in funding to relocate the Telus duct.

Other Business:

- Roles and responsibilities

Mike Lai reported that Bill Fanous has met with staff and Mike expects that this report will be ready for review at next week's Steering Committee meeting.



JSB Steering Committee
Monday, May 2, 2011: 11:00 to 11:30 am
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Katie Josephson
Mike Lai
Bill Fanous

Agenda Item

Action Required

Project Insurance

Bill Fanous presented recommendations to retain an insurance broker to identify requirements for Wrap-Up Liability and Construction Insurance policies. The broker will obtain prices for these policies based on owner-controlled insurance. This will be reported back to the Steering Committee when completed. All were in agreement with the approach as proposed by Bill.

Rail Bridge Decommissioning

Mike Lai reported that staff are preparing prequalification documentation to issue shortly. Mike to prepare a project update to Council in June. This will include information on the decommissioning process for the rail bridge and an update on schedule.

Rail Bridge Photo Recording

Mike Lai reported that based on a suggestion at the last CAP meeting, staff will review the requirements for heritage recording of the rail bridge prior to deconstruction. Costs are unknown. It was determined that the project budget is to fund the cost.

Other Business:
May Focus Article

Mike Lai reported that Stantec inquired about responding to recent article. Mike to advise Stantec that it is their decision.



JSB Steering Committee
Wednesday, May 11, 2011: 2:00 to 2:30 pm
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Katie Josephson
Mike Lai
Sherri Andrews

Agenda Items

Action Required

Procurement Risk Assessment

Mike reported that core project staff will meet with Francis Hartman, Bill Larkin and MMM Consulting on Monday, May 16th to discuss and finalize the procurement risk assessment.

A meeting has been scheduled for Friday, May 20 to brief the JSB Steering Committee.

Mike agreed to distribute copies of past and relevant minutes of meetings to ensure that the group meeting is able to reflect on actions and decision taken to date on this issue.

VIA Rail Station Lease Termination Notice

Mike reported that Tom Zworski is preparing a letter for the Manager, Real Estate, VIA Rail. The letter addresses the lease termination notice for the lands where the station and parking lot are currently situated.

Other Business

Mike confirmed that a photographer will be retained to establish a record of the decommissioning of the old bridge and the building of the new.



JSB Steering Committee
Wednesday, May 18, 2011: 2:00 to 3:00 pm
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Mike Lai
Sherri Andrews

Agenda Items

Briefing from Procurement Risk Assessment

Action Required

Mike briefed the members on the meeting that was held on Monday, May 16th with core project staff, Francis Hartman, Bill Larkin and MMM Consulting on Monday, May 16th to discuss and finalize the procurement risk assessment.

He noted that Bill Larkin and Joost Meyboom are working on a summary report which they anticipate finishing over the next two weeks.

The report will form part of the next scheduled reporting out to Council planned for July 7, 2011.



JSB Steering Committee
Monday, June 6, 2011: 11:00 to 11:30 am
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Dwayne Kalynchuk
Katie Josephson
Bill Larkin
Sherri Andrews

Agenda Items

Update from Project Team Meeting

Action Required

Dwayne noted that the draft RFPs for the historic photographic documentation contract and the measuring proponents of that contract were reviewed at the meeting. It was agreed that they will be posted on BC Bids later today and will close in two weeks.

It was noted that there was some discussion around a "soft announcement" regarding the construction of the bridge that is realistically best partnered with the dismantling of the rail component of the bridge. Signage is in the works as well.

Dwayne further reported out on a successful meeting with the federal government, noting their commitment to keep the Minister informed and added that the next meeting will take place in the Fall.

The team is meeting with Transport Canada on June 23rd to discuss relocating the TelUs duct; this may impact the timing of the tender but with minimal to no consequences.

The procurement workshop was very effective; focussing on the three options of bid-build; design-assist and design-build. The recommendations will form part of the report to GPC for early July which will be ready in draft form for review by the Steering Committee within the next three weeks. Target date for presentation to GPC is the July 7th meeting and will be lead by MMM Consulting, with B. Larkin and F. Hartman.

It was agreed that updates should be provided to Council on a regular basis to keep them informed of the processes occurring both visibly and “behind the scenes”.

The feedback from the “marketing sounding” will also be shared with Council; noting that there is strong interest from the big companies which should result in a good competitive bid.



JSB Steering Committee

Monday, June 13, 2011: 11:00 to 11:30 am

City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Mike Lai
Katie Josephson
Sherri Andrews

Agenda Items

Minutes from previous meeting

PSA to PDR Completion

Action Required

Approval of the Minutes from the meeting held on June 6 was deferred to next week's meeting as not all had had an opportunity to review them.

Mike reported that further due diligence is required before a recommendation can be made on whether the Professional Services Agreement will be based on traditional versus design-build. It is expected that the method selected will be design-build with some specific areas being constructed using design-assist.

Final decisions in this regard as well as any impact they may have on the budget and/or timelines will be included in the report update to Council. Target date for presentation to Council is July 7th.

It was noted that a brief bio for Bill Larkin will have to be prepared as he will be introduced to both Council and the media at that GPC meeting.

It was agreed that as the fees for the next professional services agreement exceed \$1M; Council approval is required.

It was also noted that MMM is working on a budget update that will be included in the report to Council.

It was agreed that Partnerships Canada will be contacted to solicit their expertise with respect to design-build contracts. Partnerships Canada has a solid reputation for coming in on time and on budget.

Mike noted that he and Dwayne are also working with Transport Canada's Chief Bridge Engineer in a similar pursuit.

Janion Building

Mike reported that he and Dwayne are meeting with Planning this afternoon to discuss a request for access through the City's property from this building's owner.

It was agreed that the City is not, at this time, in a position to guarantee any space to allow for access as requested. Further, due to the bridge building process, the City cannot address this issue definitively for at least 1.5 to 2 years.

In the interim, the City is prepared to work with the owner to develop a workable solution.

This item will be on next week's meeting for an update report.

Project Webcam

The request for offers on this contract is closed and Supply Management is looking at working with one firm. The site has been selected and a contract will be worked out with the strata council of that particular condominium.

Public Art

It has been agreed that a chunk of steel will be carved from the bridge and stored for potential use by an artist to "honour the old bridge".

A public process to engage the artist is being worked on by PRC. The location has not yet been selected and that decision will impact the decision for the size of sculpture.

Historic Photographic Record

Mike confirmed that two responses to the requests for offers to document the decommissioning of the old and building of the new bridge are being reviewed. A decision will be made in due course and reported back to the committee.

Citizens Advisory Panel – JSB

It was agreed that a meeting of the CAP-JSB will be convened over the course of the next two weeks to provide the members with an update of activities to date.



JSB Steering Committee
Friday, June 24, 2011: 3:00 to 3:30 pm
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Katie Josephson
Mike Lai
Brenda Warner
Wael Fanous
Tom Zworski
Sherri Andrews

Agenda Items

Action Required

Minutes from previous meetings

The Minutes will be edited and resubmitted for review and approval.

Project Insurance

Wael Fanous provided an overview regarding project. The Steering Committee approved going ahead with a risk assessment of the whole project and then moving forward with acquiring owner controlled insurance.

Early Works Pre-Qualification

It was reported that of the 11 firms that provided submissions, three were incomplete. A legal opinion confirms that the three non-conforming applications need not be considered when evaluations are done to select the successful applicants. That process is expected to be complete by the middle of next week, which will be followed by advising the successful firms and then calling for tenders.

It was agreed that a separate meeting should be booked with Council as soon as possible because the agenda for the July 7th meeting is already quite lengthy.

The Steering Committee will conduct a meeting later this week to review the report that will be submitted to Council at the aforementioned meeting.

Janion Building

No action items.

Approvals for some future works

No actions items.



JSB Steering Committee

Monday, June 27, 2011: 11:00 to 11:30 am

City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Katie Josephson
Mike Lai
Sherri Andrews

Agenda Items

Action Required

Minutes from previous meetings

The Minutes of the meetings held on May 12 and May 18 were approved.

Agenda Overview: CAP-JSB

The next meeting of the Citizens' Advisory Panel – Johnson Street Bridge is scheduled for 7:30 am on Tuesday, June 28th in Committee Room 1. The group reviewed the items that would be discussed, noting that a new community member has joined the Panel.

Report to GPC

Mike confirmed that a draft of the report for Council would be ready for review at the Steering Committee's meeting scheduled for June 30, 2011.



JSB Steering Committee
Monday, July 18, 2011: 2:00 to 2:30 am
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig

Katie Josephson
Mike Lai
Sherri Andrews

Agenda Items

Action Required

JSB-CAP Meeting

It was agreed that July 19th is too early to bring the members of the CAP-JSB back to the table. The August 23rd meeting will be extended to 9:00 am and will focus on:

- multi-use trail and trailhead
- landscaping
- public engagement on deconstructing the bridge, and
- cyclist//pedestrian signal

Early Works Pre-Qualification

The eight successful proponents as well as the three unsuccessful proponents will be notified by supply management of their position today. The call for tenders will be issued mid-August, after the permits from TC are in place.

Procurement

A draft of MMM Consulting's pre-construction procurement report was reviewed, noting that the risk assessment is being updated.

VIA Rail Station Termination

No action items.



JSB Steering Committee

Monday, July 25, 2011: 11:00 a.m. to 12:00 p.m.

City Manager's Office

Present

Gail Stephens Mike Lai
Peter Sparanese Sherri Andrews

Regrets: Kevin Greig and Katie Josephson

Agenda Items

Action Required

July 21st GPC Update

- PRC and Planning (core area planning and/or OCP) to provide assessment on whether the consolidated green space is suitable for park use.
- Determine economic worth of property with respect to real estate value.

JSB-CAP Meetings/Council Input

- Communications to develop public engagement strategy.
- Add potential use for consolidated green space as item for agenda for next CAP-JSB mtg.

Other Business

- Proper assessment of associated costs with a variety of options being considered with respect to the rail station.



JSB Steering Committee

Monday, August 2, 2011: 2:00 p.m. to 2:30 p.m.

City Manager's Office

Present

Gail Stephens Mike Lai
Peter Sparanese Sherri Andrews
Kevin Greig

Regrets: Katie Josephson

Agenda Items

Action Required

Meeting Information

- Communications to ensure that approved Minutes of the Meetings of the JSB-CAP are posted to the City's project website. Although an administrative group, staff to consult with CAP on meeting publicly as requested at GPC.

Project Signs – Federal Announcement CMHC

- Briefing note to be distributed to Council on August 4th, with an update as well as notification of the Federal Government's announcement on August 8th, 2011.
- Staff to install Economic Action Plan project sign as required by Transport Canada. CMHC logo and City logo to be added as a separate sign tab.

Other Business

- Legislative Services and Property Management to review existing lease for property on Harbour Road to ensure removal of chattels on property are dealt with appropriately.



JSB Steering Committee

Monday, August 8, 2011: 11:00 a.m. to 11:30 p.m.

City Manager's Office

Present

Katie Josephson Mike Lai
Peter Sparanese Sherri Andrews
Kevin Greig

Regrets: Gail Stephens

Agenda Items

Action Required

Project Team Meeting Follow Up

- Mike provided an overview of various aspects of behind-the-scene work that touched on:
 - the superstructure steel design and deck surfaces
 - first meeting of the Integrated Urban Design Project Team (comprised of Engineering, Planning and Parks)
 - pre-qualifying the steel fabricators
 - pre-qualifying the rail bridge de-constructors

Documentary Filming

- Communications will handle all requests from outside sources looking to produce a documentary film about the "blue bridge".



JSB Steering Committee

Monday, August 15, 2011: 11:00 a.m. to 11:30 p.m.

City Manager's Office

Present

Gail Stephens	Katie Josephson
Mike Lai	Kate Friars
Kevin Greig	Sherri Andrews

Regrets: Peter Sparanese

Agenda Items

Action Required

Weekly Budget Update

- Finance will provide a weekly budget to the Project Director.
- Mike will contact Partnerships BC for sample documents and background information on procurement.

3D Model of Bridge

- It was agreed that this will not be pursued at this time.

Early Works Tender – Sustainability Language

- It was agreed to request information in amounts proposed for recycling or reuse in the tender. Key sustainability language will be incorporated into the main tender.



JSB Steering Committee
Monday, August 22, 2011: 11:00 to 11:30 am
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Katie Josephson
Mike Lai
Sherri Andrews

Agenda Item

Action Required

Early Works Tender

Mike Lai reported delay in issuing tender package for Rail bascule deconstruction and Telus duct relocation due to changes requested by Environment Canada. This affects federal Facilities Alteration Permit required for work.

Citizens' Advisory Panel

Mike Lai reported that Joost Meyboom of MMM Group will provide an overview to CAP to revisit elements of the project such as the multi-use trail, landscaping and public art. Katie Josephson will outline some of the public engagement elements going forward.

Ground-breaking

It was confirmed that no ground-breaking event is to be planned.



JSB Steering Committee
Thursday, September 8, 2011: 3:30 to 4:30 pm
City Manager's Office

Present

Gail Stephens
Peter Sparanese
Kevin Greig
Mike Lai
Sherri Andrews

Agenda Item

Action Required

1. Scope

- Wheel

Joost Meyboom will participate in both the Project Team and the Steering Committee's meetings next week to provide an in depth update on the walk-through platform of the wheel of the bridge (and other items).

- Procurement

No actions to report on.

2. Schedule

- Permits / Agreements

The Project Team is expecting to receive the Federal Facilities Alterations Permit by the end of next week which will trigger the release of the tenders soon thereafter. The issuance of the building deconstruction permit for the Rail Station is also expected before the end of the month.

- Tenders

As noted above.

3. Budget

No action items.

4. Communications

No action items.

5. Other

- Council Report

It was emphasized that any changes being considered and/or new information need to be included in the next update to Council.



JSB Steering Committee
Thursday, September 12, 2011: 11:00 to 11:30 am
City Manager's Office

Present

Peter Sparanese
Kevin Greig
Mike Lai
Katie Josephson
Bill Larkin
Joost Meyboom
Sherri Andrews

Agenda Item

Action Required

1. Scope

- Consultant

Joost Meyboom joined the group via telephone and provided an update on the following items:

- I. Design life
- II. NAV channel
- III. Wheel design
- IV. Procurement

Prepare and include a Gant Chart in the update report to Council for the end of September.

Distribute a drawing regarding the latest design of the moveable pedestrian platform through the wheel to the Committee.

2. Schedule

- Permits / Agreements

No action items.

3. Budget

Estimates will be updated in conjunction with work in progress by MMM Consulting. Any updates to the budget to be included in future reports to Council.

4. Communications

No action items.



JSB Steering Committee
Monday, September 19, 2011: 11:00 to 11:30 am
City Manager's Office

Present

Peter Sparanese
Kevin Greig
Mike Lai
Katie Josephson
Bill Larkin
Bridget Frewer
Sherri Andrews

Agenda Item

Action Required

1. Scope

- Design principles

MMM Consulting will have the Project Definition Report (PDR) completed by the end of the October, inclusive of updated estimates.

Joost Meyboom will be present at the October 6th GPC to respond first hand to any questions or concerns raised by Council. The discussion will include an overview of the NAV channel and the service/design life of the bridge.

Mike will have further discussions with Parks with respect to the Harbour Pathways Plan and alignment with the landscape architecture design as part of the bridge project.

2. Schedule

- Permits / Agreements
- Building Deconstruction

No new items.

The deconstruction of the interior of the building at 203 Harbour Road is underway. The webcam will be operational in time for the start of the deconstruction of the exterior of the building.

3. Budget

No new items.

4. Communication

- Engagement Strategy

Katie briefed the group on the engagement strategy which will also be discussed at the October 6 GPC meeting.

The strategy includes consultation with organizations and businesses that will be impacted by the construction of the bridge such as the Vic West Community Association, DVBA and the Ocean Pointe Resort.

5. Other Business

It was agreed that the length of these meetings should be extended by half an hour. Sherri agreed to make the change.



Johnson Street Bridge Steering Committee
Monday, September 26, 2011: 10:30 to 11:30 am
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Katie Josephson, Director, Corporate Communications
Bridget Frewer, Communications Coordinator
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. Agreements – Schedule A; Telus

Schedule A has been amended to reflect the next phase of work to be completed by MMM Consulting. Signatures are required to complete the process which will be finalized by the end of this week.

Mike to work with Supply Management with respect to a final review of the wording of the tender for the pre-construction work, prior to issuing it later this week. He will also add the City's solicitor's name to those who will be signing off on it

2. GPC Report

Sherri to set up an half hour meeting with Gail, Peter, Mike and Katie to brief the Mayor in advance of the presentation of the JSB quarterly update at GPC on October 6. The Schedule A and Telus Agreements as noted under Item 1 will also be reviewed with the Mayor.

3. Regional Significant Project Funding

Some clarification is required with respect to the amounts available that Mike agreed to look into.



Johnson Street Bridge Steering Committee
Monday, October 3, 2011: 10:30 to 11:30 am
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Katie Josephson, Director, Corporate Communications
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. **JSB Update to GPC**

Gail provided an overview of the opening remarks she intends to touch on when the report is presented to Council on October 6th. She emphasized the importance of highlighting the amount of "behind the scenes" work and due diligence that has taken place to date in preparation for the actual (visual) construction. All changes that impact the project's scope will be discussed including the steps taken to reach those conclusions as well as potential savings.

Sherri agreed to schedule a dry-run to review the powerpoint presentation.

2. **Tender Close Date**

The tender for the early works has been issued and will close at 4:00 pm on October 25th.

Katie will work with Supply Management to acquire an understanding of the public process of opening the actual envelopes.

3. **On site walk about**

Katie will attend the on-site walkabout that has been offered to the 8 pre-qualifying companies; she noted that this process is not open to the public or to the media.

4. **Other Business**

Sherri will incorporate the minor adjustments that were made to the Minutes of the Meeting held on September 26, 2011.



Johnson Street Bridge Steering Committee
Monday, October 17, 2011: 10:30 to 11:30 am
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Katie Josephson, Director, Corporate Communications
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. **S-Curve Land**

There was some discussion regarding best uses for the residual lands once the s-curve on the Vic West side of the bridge is dismantled. The dedicated rail corridor effectively eliminates the potential to develop this less than one acre parcel of land. Designating this area as "green space" or "public space" supports policy as documented in the OCP.

Recommendations in that regard will be put forward to Council at the GPC on October 20th.

2. **Other Business**

Project Schedule

Mike confirmed that the overall construction schedule is on time. A final recommendation from the consultant with respect to the design method is expected for review at next week's Steering Committee meeting.

Monthly Updates

In response to Council's request for a monthly update, it will be recommended that these updates come in the form of an email, similar to those that will be provided to the City's monthly JSB subscribers. Administration will continue to provide quarterly GPC reports in that format as well.

Rail Station

Council will be asked to decide on how to best dispose of the rail station with recommendation that their choice be within budget (or less). There is not a critical path item as there is at least one year before a decision must be made and acted on.



Johnson Street Bridge Steering Committee
Tuesday, November 15, 2011: 9:00 to 10:00 am
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Katie Josephson, Director, Corporate Communications
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. **Award of Tender**

Mike reported that the expenditure memo for the early works tender is being finalized for signing today. The letter of intent will be issued today; the proponent then has one week to convene a "kick off" meeting and then two weeks to deliver the schedule and work plan.

2. **Other Business**

Communications

Bridget Frewer will prepare the first draft of the e-newsletter that will accompany the monthly update to Council. The content will focus on the tender award and the work plan to follow.

Insurance

Mike reported that the team is awaiting the completion of insurance estimates between our broker and the underwriter pending some additional clarification. Appropriate policies have been identified.

Public Engagement

The next phase of public engagement is a meeting with the Land Use and Planning committee to talk about the design workshop which is proposed for January 2012. The participants will include Council as well as members from the Vic West Community Association.

Project Definition Report

Pending final due diligence, this report will be completed next week.



Johnson Street Bridge Steering Committee
Tuesday, November 29, 2011: 9:00 to 10:00 am
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Katie Josephson, Director, Corporate Communications
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. **Project Definition Report**

Mike reported that the draft project definition report has been received and is fairly comprehensive. Once the project team has had an opportunity to review it, a report will be made available to the Steering Committee. Mike, Dwayne and Bill Larkin will be conducting a value engineering exercise to look at the critical aspects of the project with a view to reducing costs and increasing contingencies wherever possible.

2. **E-News**

Katie reported that the first JSB e-news went out to Council last week; it was well received. The next quarterly report to Council, which will include a summary of the PDR is not due until January.

Work on the next e-news to Council will get underway to provide an update on the preliminary work as it is expected that the contractor's schedule will be delivered next week. (Draft for review at next Steering Committee mtg.)

3. **Schedules**

Mike reported that the project timeline will be ready for review mid-December.

A weekly schedule with a higher level of detail will be created to facilitate the use of internal resources. i.e. legal, procurement, insurance, etc.

4. **External Communications**

Agreed that a meeting with the Editorial Board in January 2012 will be beneficial.

5. **Community Outreach**

Agreed that Ken Larsen (Sharpe and Diamond Landscape Architects) would be an appropriate facilitator at the workshop with the Vic West Community Association's land use committee proposed for February. A facilitator would serve to keep the focus on what is within the range of items that the Association can have input on.

6. **Insurance**

Mike anticipates that internal audit/risk mgt. will have a full report on the insurance costs for the full course of the construction of the bridge in time for review at the next Steering Committee meeting.



Johnson Street Bridge Steering Committee
Tuesday, December 6, 2011: 2:00 to 3:00 pm
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Katie Josephson, Director, Corporate Communications
Dwayne Kalynchuk, Director, Engineering and Public Works
Bridget Frewer, Communications Coordinator
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. Early Works Schedule

Mike reported that a preliminary review of the schedule for the early works from Ruskin indicates that the Telus duct work will be complete by the end of January and work on the removal of the rail span will begin in the first half of February.

He and Bridget are finalizing the high level timeline and it will be presented at the next meeting.

2. Value Engineering Process

Dwayne gave a summary of the value engineering process noting that among other items, the process highlights the complexity and uniqueness of new bridge. He anticipates bringing a report with a recommendation to the Steering Committee with respect to the terms of procurement for discussion at the next meeting. He added that the expertise of the team working on the design of the bridge has resulted in some creative alterations that could work toward maximizing cost effectiveness. These suggestions will be included in the aforementioned report.

Mike reported that the project timeline will be ready for review mid-December.

3. Reports to Council

Mike is preparing a memorandum to Council that will be reviewed at the next meeting. The purpose of the memorandum is to provide supporting reasons why the decision was been made to move forward with a bridge that does not include a rail span, but to retain the right of way to build one should the finances from outside sources become available.

It was agreed that the architect will be asked to make a presentation to Council at the January 12, 2012 GPC meeting to highlight the uniqueness of the design of the bridge and to respond to questions.

4. Next Meeting of JSB-CAP

It was agreed that the next meeting of the JSB-CAP will go ahead as scheduled on Tuesday, December 13th, to provide a year in review and to thank the members for their commitment and vision for this project.



Johnson Street Bridge Steering Committee
Tuesday, December 13, 2011: 9:00 to 10:00 am
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Katie Josephson, Director, Corporate Communications
Bridget Frewer, Communications Coordinator
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. **Memorandum to Council**

Copies of the draft memorandum were distributed. The purpose of the memo is to provide supported reasons why the Johnson Street Bridge is being built without the rail span and the impact including the rail span will have.

It was agreed that Peter and Mike will redraft the memorandum incorporating the suggestions made at the meeting and will release it once they are finished.

2. **Schedules**

The necessity for a detailed timeline for internal use was revisited and agreed that it will be ready for review in January 2012.



Johnson Street Bridge Steering Committee
Tuesday, December 20, 2011: 9:00 to 10:00 am
City Manager's Office

Present

Gail Stephens, City Manager
Peter Sparanese, GM, Operations
Kevin Greig, GM, Corporate Services
Mike Lai, Project Director, Johnson Street Bridge
Dwayne Kalynchuk, Director, Engineering and Public Works
Bill Larkin, Bridge Consultant
Bridget Frewer, Communications Coordinator
Sherri Andrews, Executive Assistant, Office of the City Manager

Agenda Item

Action Required

1. **Approval of Notes**

The notes from the meetings held on December 6 and 13 were reviewed. Both were approved with minor amendments to the notes from the meeting held on December 13th.

2. **Schedule and Scope**

It is critical that the detailed design work continue in order to meet the October 2012 timeline to issue the tender for the general contractor. A delay could impact the ability to work with DFO's fishery windows and subsequently impact the schedule of the project as a whole.

Accordingly, it was agreed that Mike will work with legal services to have them draw up a Notice to Proceed to MMM Consulting to prevent an interruption in MMM's work.

It was further agreed that the expenditure authority bi-law needs to be reviewed to determine whether it needs to be amended. It was agreed that there will be an assessment of the requirements for the delegation of expenditure authorities and a recommendation will be brought back to the Steering Committee for discussion and a decision.

3. Presentation to Council

It was agreed that Mike will work with Legislative Services to have this presentation as the first item on the agenda for the February 2, 2012 GPC meeting.

Sebastien Ricard of WilkonsonEyre Architects will attend the GPC to demonstrate the uniqueness of this world class design and, Joost Meyboom, of MMM Consulting will also attend to respond to the technical and engineering questions.

It was also agreed that a dry run of the presentation will be convened in advance of the February 2 GPC.

4. Meeting in Seattle

Mike and Dwayne reported on their meeting with the bascule bridge project team in Seattle, which included a tour of the construction site.

5. Insurance

The recommendation from the internal auditor and risk manager is that the City should get professional liability insurance for the whole project. Prior to making this commitment, Mike will contact a few other municipalities to determine the level and type of insurance they have provided to projects of a similar size.

It was also agreed that the team will engage an external risk auditor for the project.

Mike confirmed that the risk registry is up-to-date.

6. Work in the Harbour

Mike advised that he is waiting for DFO (Vancouver) to sign off on the letter authorizing the City to commence work in the Harbour. He added that the Nanaimo office has provided approval and, due to downsizing, a delay has occurred in the Vancouver office.

In the interim, Mike will provide a letter to DFO in Nanaimo advising, in accordance with their approval, the City will be proceeding with the work in the harbour as scheduled.