

# AGENDA PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING

July 25, 2018, 5:30 PM - 7:30 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

**Pages** 

- 1. CALL THE MEETING OF THE PARKS, RECREATION, AND WELLNESS COMMITTEE TO ORDER:
- 2. INTRODUCTION OF LATE ITEMS:
- 3. ADOPTION OF AGENDA:
- 4. ADOPTION OF MINUTES:
  - a. Minutes 3 6

Minutes of the Parks Recreation and Wellness Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, on Wednesday, 2018-JUN-27, at 5:30 p.m.

#### 5. PRESENTATIONS:

a. Recreation Nanaimo: Update on PerfectMind Software Implementation

To be introduced by Elizabeth Williams, Manager, Recreation Services.

#### 6. REPORTS:

a. Leaders in Asset Management Grant Update

7 - 9

To be introduced by Kirsty MacDonald, Parks and Open Space Planner.

Purpose: To provide an update to the Parks, Recreation and Wellness Committee on the ongoing Leaders in Asset Management Program.

#### Presentation:

Kirsty MacDonald, Parks and Open Space Planner, and Scott Newlands, Parks Project Coordinator, to provide a presentation regarding Leaders in Asset Management Grant Update.

Recommendation: That the report titled "Leaders in Asset Management Program Update" dated 2018-JUL-25, be received for information.

- 7. OTHER BUSINESS:
- 8. QUESTION PERIOD:
- 9. ADJOURNMENT:

#### **MINUTES**

PARKS, RECREATION AND WELLNESS COMMITTEE MEETING BOARD ROOM, SERVICE AND RESOURCE CENTRE 411 DUNSMUIR STREET, NANAIMO, BC WEDNESDAY, 2018-JUN-27, AT 5:30 P.M.

Members: Councillor I. Thorpe, Chair

Trevor Heshka (entered 5:35 p.m.)

Howard Houle Alec McPherson Daniel McVicar Ken Milne Mark Swain Maureen Young

Absent: Councillor W. Bestwick

Julie Buisman Marsha Down Tyler Fraser Gabby Lent Calvin Tant

Tracy Vandermolen

Staff: R. Harding, Director, Parks and Recreation

A. Groot, Manager, Facility Planning and Operations K. MacDonald, Parks and Open Space Planner

K. Gerard, Recording Secretary

### 1. CALL THE PARKS, RECREATION AND WELLNESS COMMITTEE MEETING TO ORDER:

The Parks, Recreation and Wellness Meeting was called to order at 5:31 p.m.

#### 2. <u>INTRODUCTION OF LATE ITEMS:</u>

- (a) Add Agenda Item 7(a) Rotary Club Tree Planting 100 Year Celebration and reorder Agenda Items accordingly.
- (b) Councillor Thorpe requested that Agenda Item 6(a) Fern Neighbourhood Park Improvement Request Under the Partners in Parks Program, be moved to follow Agenda Item 4 Adoption of Minutes.

#### 3. ADOPTION OF AGENDA:

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

#### 4. <u>ADOPTION OF MINUTES:</u>

It was moved and seconded that the Minutes of the Parks, Recreation and Wellness Committee Meeting held in the Boardroom, Service and Resource Centre, on Wednesday, 2018-MAY-23, at 5:30 p.m. be adopted as circulated. The motion carried unanimously.

#### 5. REPORTS:

(a) Fern Neighbourhood Park Improvement Request Under the Partners in Parks Program

Introduced by Kirsty MacDonald, Parks and Open Space Planner.

#### Delegation:

- 1. Drew Peters provided the Parks, Recreation and Wellness Committee with a presentation regarding Fern Park and the Partners in Parks request from residents which included:
  - park location is situated in a large space that can accommodate many people/families and is in a quiet area of the neighbourhood;
  - plan to maintain the agriculture heritage of this area in the new park plan;
  - currently there is no safe place for children to play;
  - plan includes picnic benches, removal of dead trees and replanting with mature fruit trees;
  - fundraising has been going well and donations have been confirmed from local businesses; and,
  - playground will be the first to be built, budget for the playground is \$50,000.

Committee discussion took place and included:

- the Partners In Parks program and its benefits in the community; and,
- how the donations that have been made and future donations will be secured.

It was moved and seconded that the Parks, Recreation and Wellness Committee recommend that Council allocate \$25,000 from the 2018 Partners in Parks Program, and \$20,000 from the Deferred Revenue Account for Future Partners in Park project, for Fern Neighbourhood Park improvements. The motion carried unanimously.

#### 6. PRESENTATIONS:

#### (a) Facility Planning and Operations

Art Groot, Manager, Facility Planning and Operations, provided a presentation regarding Facility Planning and Operations.

Committee discussion took place regarding:

- different types of energy sources such as solar power;
- facility maintenance now and for the future, managing those facilities and assets; and,
- value of current facilities based on 2016, is approximately \$300 million dollars.

#### 7. OTHER BUSINESS:

#### (a) Rotary Club Tree Planting – 100 Year Celebration

Introduced by Councillor Thorpe and All Britton, Manager, Parks Operations.

Committee discussion took place regarding:

- tree planting will include native trees in and around Beban Park including the new Steve Smith bike park area;
- the Rotary Club plants 100 trees throughout various communities as part of their 100 year celebration; and,
- trees will be planted in mid-September to October and are consistent with the Beban Park Master Plan.

#### (b) Correspondence from Adrian Hovestad re: Model Airs Club of Nanaimo

#### (c) Correspondence form Ron Lychak re: Additional Benches Around Westwood Lake

It was moved and seconded that the Parks, Recreation and Wellness Committee receive the correspondence from Adrian Hovestad, dated 2018-MAR-27, regarding Model Airs Club of Nanaimo and the correspondence from Ron Lychak, dated 2018-JUN-18, regarding Additional Benches Around Westwood Lake for information. The motion carried unanimously.

#### 8. **QUESTION PERIOD:**

 Adrian Hovestad re: opposed to Model Airs Club of Nanaimo, exclusive use of 2191 East Wellington Road site. MINUTES – PARKS, RECREATION AND WELLNESS COMMITTEE 2018-JUN-27 PAGE 4

Kirsty MacDonald, Parks and Open Space Planner, spoke regarding:

- East Wellington Park Planning Open House that was held on June 20<sup>th</sup>, was a success with over 200 residents in attendance;
- the online survey is still available for residents on the City of Nanaimo website at <a href="https://www.nanaimo.ca/your-government/projects/projects-detail/east-wellington-park-planning">https://www.nanaimo.ca/your-government/projects/projects-detail/east-wellington-park-planning</a>;
- 2191 East Wellington Road is currently in the flight path of helicopters landing at West Coast Helicopters Maintenance & Contracting Ltd on Boxwood Road; and,
- there are currently no limitations or bylaws in effect for helicopters in that area;

Richard Harding, Director, Parks, Recreation and Wellness, stated that the City of Nanaimo would need to create a Bylaw or Policy regarding drones and/or any type of flying device being used within the City of Nanaimo limits.

9.	ADJ	OUR	NME	NT	:

It was moved and seconded at 6:32 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR			
CERTIFIED CORRECT:			
CORPORATE OFFICER			



# **Information Report**

File Number: A4-1-2

DATE OF MEETING JULY 25, 2018

AUTHORED BY KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER, AND

SCOTT NEWLANDS, PARKS PROJECT COORDINATOR

SUBJECT LEADERS IN ASSET MANAGEMENT PROGRAM UPDATE

#### **OVERVIEW**

## **Purpose of Report**

To provide an update to the Parks, Recreation and Wellness Committee on the ongoing Leaders in Asset Management Program.

#### Recommendation

That the report titled "Leaders in Asset Management Program Update" dated 2018-JUL-25, be received for information.

#### **DISCUSSION**

In 2008, Canadian municipalities were asked to address aging infrastructure and challenges facing local governments in funding operations, renewal, and growth of their infrastructure. Asset Management (AM) principles and practices were developed to help local governments face these challenges. The City of Nanaimo (City) has been working hard to advance its AM practices for several years and desires to be a leader in adopting sustainable policies and practices.

The City has completed significant work in developing its Asset Management Plan. In 2010, the City completed the first AM Plan for Engineering and Public Works. In 2012, Council approved the 2012-2015 Strategic Plan that included Asset Management as a strategic priority. In 2017, a 20-Year Investment Plan and AM Update was presented to Council with strategies to reduce the funding gap. Currently, Parks and Recreation are working toward a detailed Facilities Asset Management Plan and are in the early stages of asset management planning for parks and trails amenities.

In 2015, the City was successful in obtaining a grant from the Federation of Canadian Municipalities (FCM) to support Leaders in Asset Management Programs (LAMP). Phase 1 of the LAMP program brought together 12 municipalities (including Nanaimo) to complete an AM Policy and Strategic Asset Management Plan and is now complete. Phase 2 of the grant funding changes focus to parks amenities and is now underway. All work must be completed by the end of 2018.

Phase 2 of LAMP is focussing on Levels of Service in two keys areas of our parks system; neighbourhood parks, and trails. Levels of Service is a complex term that describes the outputs or objectives that the City intends to deliver. This includes measures at the corporate, customer, and technical levels of the organization.



After a Request for Qualifications (RFQ) process in January 2018, a consulting team from Urban Systems was selected to coordinate the LAMP Phase 2 process. Early this year, the consultants have been establishing a vision and framework for the project. Over the spring, they have collected background data on neighbourhood parks and trails including amenities, condition and financial information for each site. In addition, the consultants have hosted three workshops with staff to better understand our current service levels for neighbourhood parks and trails.

Public engagement for this project is expected to begin this summer. Information about the project will be available on the City's website and several representative focus groups will be scheduled to open a dialog about levels of service with members of the community. The focus groups will included facilitated discussions amongst a broad group of people that capture all the demographics of our community. The findings from the focus groups will help to inform the framework and tools developed through this process.

In order to satisfy the grant requirements through FCM, the entire LAMP Phase 2 project will be complete by the end of December 2018. It is hoped that the template and tools developed can be used as a framework to determine levels of service for other asset groups in Nanaimo as well as in other Canadian municipalities. The final results will be shared with this Committee and Council when complete.

#### SUMMARY POINTS

- Phase 2 of the Leadership in Asset Management Program (LAMP) is underway
- The LAMP program is focusing on neighbourhood parks and trails
- Phase 2 of the LAMP program must be complete by the end of 2018
- It is hoped that the process from Phase 2 of the LAMP program can be used as a template for other service areas and municipalities

#### **ATTACHMENTS**

Schedule A - Consultant LAMP Project Milestones

#### Submitted by:

Kirsty MacDonald | Parks and Open Sapce Planner

Scott Newlands

Parks Project Coordinator

## Concurrence by:

Richard Harding
Director of Parks and Recreation

Schedule A
Consultant LAMP Program Milestones

		Consultant LAMP Program Milestones							2019							
**Subject	to Change**	March	April	May	June July	August	September	October	November	December	January	February	March	April	May	June
		2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29 6 13 20 2				2 9 16 23 30	7 14 21 28	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Task	1. Establish Vision and Framework															
	Project kickoff meeting. Confirm vision, goals, guiding															
۱.,	principles. Identify project objectives and alignment with sustainability goals and other corporate priorities.															
1.1	sustainability goals and other corporate priorities.				<del>                                     </del>	1				_						
					Note: time in t	lue is										
1.2	Background information collection and review				work complete											İ
	Workshop #1 - Develop corporate LOS framework. Develop				time in grey is to be complete											
	customer and technical LOS approach and measures for				to be complete	ea.										
1.3	Neighbourhood Parks and Trails															
																İ
١.,	Finalize Customer and Technical LOS categories and															1
1.4	measures.					1				_						
																İ
1.5	Develop public consultation strategy															İ
Task	Understand Current LOS Performance			•		-				c						
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2.1	Identify key cost drivers for neighbourhood parks and trails.									i						-
	Identify and fill key inventory gaps (amenities in parks,									t						
22	condition and quality data, trail amenities, and other key cost drivers).								I	m						1
	Assess the current LOS performance for all neighbourhood									a						
	parks and trails. Develop a visual geographical summary of the			1					I	s						1
2.3	current LOS provided by neighbourhood parks.			<u></u>		<u></u>				н	<u></u>					
										0						
	Develop a unit cost database and define the costs of current															
Z.4	LOS Establish Draft LOS Performance Targets									L d						
Task	Establish Draft LOS Performance Targets			Г		T			Г	a						
	Workshop #2 - Review results of current LOS and costs.									У						
	Identify potential areas for improvement/refinement of data and									s						
	LOS measures. Develop draft LOS performance targets.															
3.1	Identify key messages and questions for public engagement.															
	Share results with committee, review draft LOS targets, review															
32	key messages and approach for public engagement.															
	Public Engagement							<u> </u>	<u> </u>							
	-															
4.1	Prepare awareness and educational materials															
4.2	Focus groups (third party)															
4.2	rocus groups (triilu party)															
4.3	What we heard - summary report - draft and final															
Task	Integrate into Decision Making			,				,								
	Workshop #4 - Review results of public engagement and update proposed LOS targets. Identify processes for			1					I							1
	integrating with capital planning, budgeting, and master			1					I							1
	planning.															1
Task	Finalize Tools and Frameworks				, ,											
				1					I							1
	Update asset inventory			1					I							1
6.1	opuate asset inventory			1	<del>                                     </del>						-					1
	Finalize LOS Corporate Framework (LOS structure and how															1
6.2	LOS informs other decisions and processes)			1					Ī							1
"				1										1		
	Finalize LOS Rating Tools (one for neighbourhood parks, one															
6.3	for trails) and user guide.			1												
				1					I							1
	Finalize costing database and pro-			1					I							1
6.4	Finalize costing database and user guide.		1	1	<del>                                     </del>	1			<b>.</b>	_				1		1
	Update visual geographic summary of LOS performance and															
6.5	targets			1												1
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6.6	Develop case study on the project for FCM		<u> </u>	<u></u>				<u></u>								<u> </u>
Task	Project review and close out													_		
	Project close meeting. Review and transfer all deliverables and tools. Assess pilot lessons learned, review project successes															
7.1	and areas for improvement.															
	and areas for improvement.			1		1	<u> </u>		ı .							