



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

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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. INTRODUCTION OF LATE ITEMS:

- (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. ADOPTION OF MINUTES:

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.

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

- East Wellington Park Planning Open House that was held on June 20th, was a success with over 200 residents in attendance;
- the online survey is still available for residents on the City of Nanaimo website at <https://www.nanaimo.ca/your-government/projects/projects-detail/east-wellington-park-planning>;
- 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. ADJOURNMENT:

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

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

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

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