



AGENDA
PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING

October 24, 2018, 5:30 PM - 7:30 PM

Training Room, 2nd Floor

455 Wallace Street, Nanaimo, BC V9R 5J6

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

2 - 4

Minutes of the Parks, Recreation and Wellness Committee meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2018-SEP-26, at 5:30 p.m.

5. PRESENTATIONS:

6. REPORTS:

a. Leaders in Asset Management Program Update

5 - 7

To be introduced by Kirsty MacDonald, Parks and Open Space Planner, and Scott Newlands, Parks Project Coordinator.

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

Recommendation: That the report titled "Leaders in Asset Management Program Update" dated 2018-OCT-24, 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-SEP-26, AT 5:30 P.M.

Members: Councillor I. Thorpe, Chair
Trevor Heshka
Howard Houle
Gabby Lent
Alec McPherson (vacated 5:54 p.m.)
Daniel McVicar
Ken Milne
Calvin Tant
Tracy Vandermolen
Maureen Young

Absent: Councillor Bestwick
Julie Buisman
Marsha Down
Tyler Fraser
Mark Swain

Staff: Darcie Osborne, Manager, Arenas
K. MacDonald, Parks and Open Space Planner
J. Vanderhoef, Recording Secretary

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

The Parks, Recreation and Wellness Meeting was called to order at 5:32 p.m.

2. ADOPTION OF AGENDA:

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

3. 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, 411 Dunsmuir Street, Nanaimo, BC, Wednesday, 2018-JUN-27 at 5:30 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

(a) Arenas Section Update

Darcie Osborne, Manager, Arenas, provided the Parks, Recreation and Wellness Committee with a presentation regarding the Arenas. She spoke regarding the following:

- people tend to return to the rinks and facilities during September;
- listed some of the facilities: Beban Arenas, Nanaimo Ice Centre and Harewood Sports Court;
- provided quick facts about the facilities: Arena Programs, Public Sessions and Events, Arena Program Staff Training, Ice User Groups, Ice Tournaments and Events, Dry Floor User Groups, Dry Floor Tournaments and Events; and,
- challenges the arenas are facing such as dealing with ammonia and staying in compliance with safety regulations.

Alec McPherson vacated the Boardroom at 5:54 p.m.

5. REPORTS:

(a) Update on the East Wellington Park Planning Process

Kirsty MacDonald, Parks and Open Space Planner, provided an update regarding the public consultation process that has been done regarding East Wellington Park Planning Process and highlighted some of the feedback received. She spoke regarding the following:

- this issue originally came forward due to a request from the model airplanes club for a safe site to fly;
- an open house was held June 20th, 2018, which provided new insight from the community;
- feedback has suggested this may not be an ideal site for the model airplanes and Staff are reviewing other options;
- many suggestions have been received on alternative usage for this space such as farming, a playground, off-leash dog park, and a bird sanctuary area; and,
- Staff are anticipating that they will be returning to the Parks, Recreation and Wellness Committee with reports regarding model airs and a long term land use plan for East Wellington Park.

It was moved and seconded that the Parks, Recreation and Wellness Committee receive, the report titled "Update on the East Wellington Park Planning Process, dated 2018-SEP-26, for information. The motion carried unanimously.

Councillor Thorpe spoke thanking the committee members for their participation and commented on how much he has enjoyed working with this committee.

6. ADJOURNMENT:

It was moved and seconded at 6:12 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING OCTOBER 24, 2018

AUTHORED BY 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 regarding the ongoing Leaders in Asset Management Program.

Recommendation

That the report titled “Leaders in Asset Management Program Update” dated 2018-OCT-24, 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 Asset Management 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 Asset Management 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 Asset Management 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 Asset Management 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 began in late August 2018. Information about the project became available on the City's website and focus groups were held to open a dialogue about levels of service with members of the community. Forty members of the public representing the diverse demographics of Nanaimo were invited to participate in facilitated focus group discussions regarding neighbourhood parks and trails. A summary of the focus groups will be complete by the end of September. The findings from the focus groups will help to inform the framework and tools developed through this process as well as future parks and infrastructure initiatives.

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:

Scott Newlands
Parks Project Coordinator

Concurrence by:

Richard Harding
Director of Parks and Recreation

		2019																											
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		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	27	3	10	17	24	31	7
		July							August							September							October						
		7	14	21	28	6	12	19	26	2	9	16	23	30	7	14	21	28	6	12	19	26	2	9	16	23	30	7	
		November							December							January							February						
		4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	1	
		March							April							May							June						
		2	9	16	23																								