

AGENDA
REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2016-JAN-27, COMMENCING AT 5:30 P.M.

CHAIR: COMMISSIONER IAN THORPE

1. **CALL THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:** *(See Addendum if applicable.)*

3. **ADOPTION OF AGENDA:**

(Motion required to adopt the agenda, or the amended agenda.)

4. **ADOPTION OF MINUTES:**

Minutes of the regular Parks and Recreation Commission meeting held Wednesday, 2015-NOV-25, at 6:02 p.m., in the Bowen Complex Conference Room.

Pgs.
5 - 10

(Motion required to adopt minutes.)

5. **PRESENTATIONS:** (None.)

6. **CHAIR'S REPORT:**

(a) BCRPA Symposium – Whistler – 2016-APR-27 to 2016-APR-29.

(Motion required to receive the Chair's report.)

7. **REPORTS OF ADVISORY BODIES:**

(a) **Harewood Dry Floor Development Working Group Recommendations – Ian Thorpe, Chair**

Pgs.
11 - 15

Purpose: To update the Commission on the progress of the Harewood Dry Floor Development Working Group and outline the next steps required to further develop the design and specifications for the covered multi-purpose sport court and surrounding park amenities at Harewood Centennial Park.

Recommendations: That the Parks and Recreation Commission:

1. receive this progress update from the Harewood Dry Floor Development Working Group; and,
2. proceed with design for the covered multi-purpose space and its associated park features.

(Motion required to adopt recommendations.)

- (b) **Grants Advisory Committee:** Commissioner Sparkes to provide a verbal report on the meetings held since 2015-NOV-25.

(Motion required to receive the verbal report.)

8. **STAFF REPORTS:**

- (a) **Staff Presentation – Scott Pamminger – Energy Management.**

(Motion required to receive the staff presentation.)

- (b) **Partners In Park – PIP Request – Cottle Creek Park – Kirsty MacDonald.** Pgs. 16 - 17

Purpose: To provide background information on this PIP Program request for Commission consideration and approval.

Delegations: (10 minutes)

1. Cheryl Headey and Gillian Sutherland.

Pgs.
18 - 24

(Motion required to receive the delegation.)

Staff Recommendation: That the Parks and Recreation Commission allocate \$35,000 from the 2016 Partners in Parks (PIP) Program for Cottle Creek Neighbourhood Park improvements.

(Motion required to adopt recommendation.)

- (c) **Travel Assistance Grant – Nanaimo Track and Field Club – Mary Smith.** Pgs. 25 - 28

Purpose: To obtain Commission recommendation that Council approve this Travel Assistance Grant.

Staff Recommendation: That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Track & Field Club in the amount of \$200 for two (2) athletes that attended the Canadian Cross Country Championships held in Hamilton, Ontario, on 2015-NOV-27.

(Motion required to adopt recommendation.)

- (d) **Travel Assistance Grant – Woodlands Secondary School – Mary Smith.** Pgs.
29 - 33

Purpose: To obtain Commission recommendation that Council approve this Travel Assistance Grant.

Staff Recommendation: That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to Woodlands Secondary School in the amount of \$200 for ten (10) athletes that attended the Provincial High School Girls Volleyball Championships held in Kelowna, B.C., during December, 2015.

(Motion required to adopt recommendation.)

- (e) **Lakeview Park Improvements– Kirsty MacDonald.** Pgs.
34 - 37

Purpose: To provide an update on the improvement planning for Lakeview Park and the collaboration with park neighbours and the Long Lake Heights Strata Council under the Partners in Parks (PIP) program.

Correspondence:

1. Letter dated 2016-JAN-20 from Melissa Ruyter, Concise Strata Management Services. Pg.
38

(Motion required to receive the correspondence.)

Staff Recommendation: That the Parks and Recreation Commission receive this report for information.

(Motion required to adopt recommendation.)

- (f) **Beban Community Bike Park – Kirsty MacDonald.** Pgs.
39 - 44

Purpose: To update the Commission on recent discussions with the Gyro Club and request commencement of Phase 1 - Community Consultation, Concept Design & Cost Estimate Development for a community bike park at Beban Park.

Staff Recommendation:

That the Parks and Recreation Commission:

1. support partnering with the Nanaimo Gyro Club to complete a Phase 1 design for a community bike park at Beban Park with a report back to the Commission following its completion (including a cost estimate for further design and construction); and,
2. approve the allocation of \$12,000.00 from the 2016 Partners in Parks (PIP) budget for the design and cost estimate phase of the community bike park.

(Motion required to adopt recommendation.)

9. **CORRESPONDENCE:** (None.)

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

(Motion required to review other business.)

12. **DELEGATIONS (not related to a Report to Commission):** (10 MINUTES)

(a) Caitlin Johnston, Woodlands Environmental Club - Beaufort Park Food Forest Mapping and Community Collaboration Project. Pg. 45

(Motion required to receive the delegation.)

(b) Karen Hlady – Spring Summer Co-ed Hockey League for Nanaimo. Pg. 46

(Motion required to receive the delegation.)

13. **QUESTION PERIOD:** *(Public - Agenda Items Only.)*

14. **BUSINESS ARISING:** *(Commission – Agenda Items Only.)*

15. **ADJOURNMENT:**

(Motion required to adjourn.)

MINUTES

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-NOV-25, AT 6:00 P.M.

PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Marsha Down
Commissioner Gordon Fuller
Commissioner Howard Houle
Commissioner Mike Horn
Commissioner Alec McPherson
Commissioner Wendy Pratt
Commissioner Barry Sparkes
Commissioner Mark Swain
Commissioner Maureen Young

Staff: R. Harding, Director, Parks, Recreation and Environment
M. Smith, Manager of Recreation Services
A. Britton, Manager of Parks Operations
K. MacDonald, Parks and Open Space Planner
R. Tweed, Recording Secretary

REGRETS: Commissioner Karen Alden
Commissioner Mercedes Beaudoin-Lobb

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 6:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add Item 9.(a) – Correspondence – Tracy Coates – District of Lantzville.
- Add Item 12.(e) – Delegation – Marjorie Stewart – Nanaimo Food Share.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the regular Parks and Recreation Commission meeting held Wednesday, 2015-OCT-28, at 6:02 p.m., in the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Leah Johnson, President, White Rapids Swim Club – Kin Pool Services Update & Co-Management Agreement.

A PowerPoint presentation was provided. Staff advised that the Co-Management Agreement for Kin Pool would be reviewed for renewal in 2016.

It was moved and seconded that the presentation be received. The motion carried unanimously.

6. CHAIR'S REPORT:

- (a) 2016 PRC & Committee Key Date Calendar - Commission Monthly Meeting Start Time.

It was moved and seconded that the 2016 PRC & Committee Key Date Calendar be amended to change the Commission monthly meeting start time from 6:00 p.m. to 5:30 p.m. The motion carried unanimously.

It was moved and seconded that the Chair's Report be received. The motion carried unanimously.

7. REPORTS OF ADVISORY BODIES:

- (a) Grants Advisory Committee: Commissioner Sparkes reported on the meeting held on 2015-SEP-18.

It was moved and seconded that the report be received. The motion carried unanimously.

8. STAFF REPORTS:

- (a) Food Truck Licensing Process– Richard Harding, Tamera Rogers, Bruce Anderson (verbal report).

It was moved and seconded that the Parks and Recreation Commission endorse and recommend that Council approve the proposed location as identified on the park map for six (6) non-special event food truck vendors at Maffeo Sutton Park for a one-year trial period in place of the existing single park vendor. The motion carried unanimously.

It was moved and seconded that the Parks and Recreation Commission endorse and recommend that Council approve the Parks and Recreation Commission endorse and recommend that Council approve the proposed locations for food truck vendors for a one-year trial period at the following City park locations:

- Bowen Park East Parking Lot – two (2) vendors;
- Brechin Boat Ramp - two (2) vendors;
- Departure Bay – three (3) vendors;
- Harewood Centennial Park – three (3) vendors;
- Loudon Park – one (1) vendor;
- May Richards Bennett Pioneer Park – two (2) vendors;
- Merle Logan Field – two (2) vendors;
- Pipers Lagoon Park – one (1) vendor;
- Westwood Lake Park – two (2) vendors; and,
- Long Lake Rest Stop (parking lot) – two (2) vendors.

The motion carried unanimously.

It was moved and seconded that the verbal report be received. The motion carried unanimously.

(b) **Staff Presentation – Active Aging 50+ Department Programs & Services - Michele Duerksen.**

It was moved and seconded that the staff presentation be received. The motion carried unanimously.

(c) **Community Programs Development Grant Applications – Richard Harding and Mary Smith (verbal report).**

Staff provided an update on the status of the Cedar 4H Senior Advisory Council funding under the Community Programs Development Grant.

It was moved and seconded that the verbal report be received. The motion carried unanimously. The motion carried unanimously.

(d) **2015/2016 Parks and Recreation Fees and Charges Review Process - Richard Harding.**

It was moved and seconded that the Parks and Recreation Commission recommends that Council:

1. maintain and continue the 2015/2016 rates under Parks, Recreation and Culture Regulation Bylaw 2008 No.7073 until completion of the Core Services Review; and;
2. include the future parks and recreation services funding philosophy and fee rates as part of the Core Services Review Process recommendations.

The motion carried unanimously.

9. CORRESPONDENCE:

- (a) Letter dated 2015-NOV-23 from Trudy Coates, Director of Corporate Administration, regarding District of Lantzville appointments to the Nanaimo Parks and Recreation Commission.

It was moved and seconded that the correspondence be received. The motion carried unanimously.

10. NOTICE OF MOTION: (None.)

11. OTHER BUSINESS: (None.)

12. DELEGATIONS (not related to a Report to Commission): (10 MINUTES)

- (a) Brenda Stewart, Chairperson, and Dave Eaton, Vice Chairperson, Nanaimo Pickleball Club.

A PowerPoint was provided and Commission was thanked for their support of Pickleball. The Club would like staff and the Commission to explore further options for increasing pickleball space at Beban Park, and converting tennis courts at Diver Lake Park, or possibly Beaufort Park, to pickleball courts.

It was moved and seconded that the delegation be received. The motion carried unanimously.

- (b) Karen Streeter, President, Vancouver Island Exhibition.

Ms. Streeter provided a verbal presentation and spoke to the desire of the VIEX to enter into an lease agreement with the City for their proposal for buildings at Beban Park. They are looking into fund raising options and will be receiving a letter from the City to authorize the VIEX to fund raise for their proposal.

Ms. Streeter presented a plaque to Commission in appreciation of the Commission's sponsorship of the VIEX in 2015.

It was moved and seconded that the delegation be received. The motion carried unanimously.

- (c) Larry Whaley, Island Roots Market Co-operative.

Mr. Whaley, on behalf of the Island Roots Market Co-operative, provided a verbal and PowerPoint presentation regarding their desire to establish a year-round farmers market at Beban Park.

It was moved and seconded that the delegation be received. The motion carried unanimously.

- (d) Jim Thompson and Saul Hilchey, Gyro Club of Nanaimo, and Dana Butcher, BMX Club.

The group provided a PowerPoint presentation on their desire to construct a dirt jump bike park at Beban Park.

It was moved and seconded that the delegation be received. The motion carried unanimously.

- (e) Marjorie Stewart, Nanaimo Food Share.

Ms. Stewart spoke in support of a permanent place for a year-round farmer's market at Beban Park. She would like to see a more comprehensive consultative process, including liaison with staff, prior to decisions being made.

It was moved and seconded that the delegation be received. The motion carried unanimously.

13. QUESTION PERIOD: (*Public - Agenda Items Only*)

- (a) Mr. Whaley enquired as to the next step in the process for establishing a farmers market at Beban Park. He was advised that the matter would be dealt with under "Business Arising", the next item on the Agenda.

14. BUSINESS ARISING: (*Commission – Agenda Items Only.*)

- (a) Karen Streeter, VIEX – Beban Park Proposal.
- (b) Larry Whaley, Island Roots Market Co-operative – Year-round Farmers Market at Beban.
- (c) Jim Thompson and Saul Hilchey, Gyro Club of Nanaimo, and Dana Butcher, BMX Club – Dirt Jump Bike Park at Beban Park.
- (d) Marjorie Stewart, Nanaimo Food Share - Year-round Farmers Market at Beban.

It was moved and seconded that the Parks and Recreation Commission request that staff continue to work with the VIEX, Island Roots Market Co-Operative, and the Gyro Club of Nanaimo on their proposals for Beban Park and return to Commission with a report on their feasibility and recommendations on how all concepts could proceed. The motion carried unanimously.

- (e) Brenda Stewart and Dave Eaton, Nanaimo Pickleball Club – Additional pickleball court opportunities.

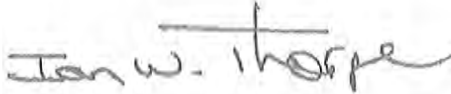
It was moved and seconded that the Parks and Recreation Commission request that staff return to Commission with a report on pickleball options. The motion carried unanimously.

15. ADJOURNMENT:

It was moved and seconded at 8:32 p.m. that the meeting adjourn. The motion carried unanimously.

APPROVED AS READ:

APPROVED FOR DISTRIBUTION:



Ian W. Thorpe, Chair
Parks and Recreation Commission

Richard Harding, Director
Parks, Recreation and Environment

CERTIFIED BY:

Corporate Officer
City of Nanaimo

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City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2016-JAN-27

AUTHORED BY: IAN W. THORPE, CHAIR
HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP

RE: HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP
RECOMMENDATIONS

RECOMMENDATIONS:

That the Parks and Recreation Commission:

1. receive this progress update from the Harewood Dry Floor Development Working Group; and,
2. proceed with design for the covered multi-purpose space and its associated park features.

PURPOSE:

To update the Commission on the progress of the Harewood Dry Floor Development Working Group and outline the next steps required to further develop the design and specifications for the covered multi-purpose sport court and surrounding park amenities at Harewood Centennial Park.

BACKGROUND:

At their 2014-MAR-26 meeting the then "Parks, Recreation and Culture" Commission passed a motion to create a steering committee to forward plans for a covered dry floor at Harewood Centennial Park and that lacrosse and other dry floor users be included as part of the Committee. At the 2014-MAY-01 Commission meeting the Mandate, Objectives and appointees to a Harewood Dry Floor Development Working Group were established (see Appendix A).

The Harewood Centennial Park Improvement Plan was adopted in August 2012. The Plan identified a phased approach for redevelopment of the park. Several phases of the plan have already been completed, but a covered multi-purpose sport court was planned for a future phase of the plan.

Since May 2014, the Working Group has convened seven times to identify needs and expectations for the covered sport court at Harewood. The details required to define the building program and move the project on to the next level have been established by the Committee - orientation, size, materials, spectator seating, court surface, etc. (see Appendix B and Appendix C).

The Working Group will still convene in the future to review the future design development and tender results. Appointees are also actively fundraising and seeking community and club support for the future covered court.

The covered, multi-purpose, sport court is currently budgeted for construction in 2017 and 2018; however, more detailed design work is required prior to be construction ready.

DISCUSSION

Now that the program is defined for the covered space, it is recommended that detailed design proceed to obtain:

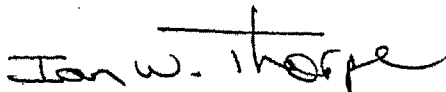
- Specifications for the sport court cover
- Request for proposals from vendors for the cover structures
- Updated civil engineering package and construction tender details
- Updated electrical engineering package and construction tender details
- Landscape plan and construction tender details
- Additional geotechnical investigations and specifications
- Application of permits
- Design of building safety systems

STRATEGIC PLAN IMPLICATIONS:

Community Building Partnerships: working with community groups and the surrounding neighbourhood to develop a key amenity to meet the needs of the community.

Asset Management: ensuring that Harewood Centennial Park meets current and future community needs.

Respectfully submitted,



Ian W. Thorpe, Chair
Harewood Dry Floor Development Working Group

APPENDIX A



HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP MANDATE & OBJECTIVES

Mandate

The Harewood Dry Floor Development Working Group has a mandate to support, guide, and oversee the development of a dry floor / multi-purpose covered space at Harewood Centennial Park as per the Harewood Centennial Park Improvement Plan adopted in August 2012. The Working Group makes recommendations to the Parks and Recreation Commission and Council.

Objectives

The objectives of the Committee are to:

- Make recommendations to the Parks and Recreation Commission and Council regarding the development of a dry floor space.
- Identify stakeholders/community partners.
- Assist in the detailed design development of a covered dry floor/multi-purpose court at Harewood Centennial Park or other location.
- Work towards funding options for Commission's and Council's consideration.

Meetings

The Harewood Dry Floor Development Working Group will:

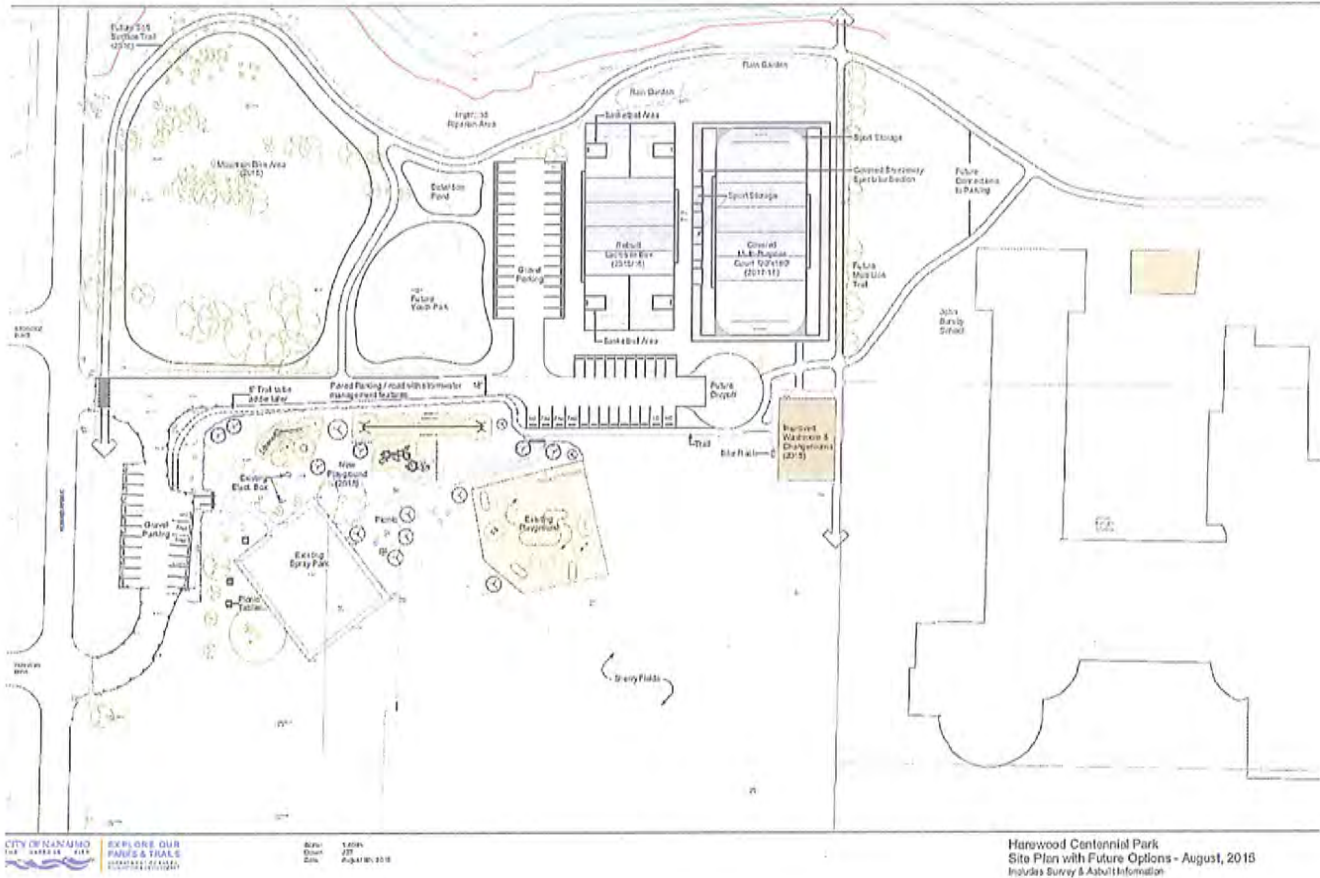
- (a) Meet at the Call of the Chair; and,
- (b) Establish meeting days and times after consultation with Committee members.

Membership

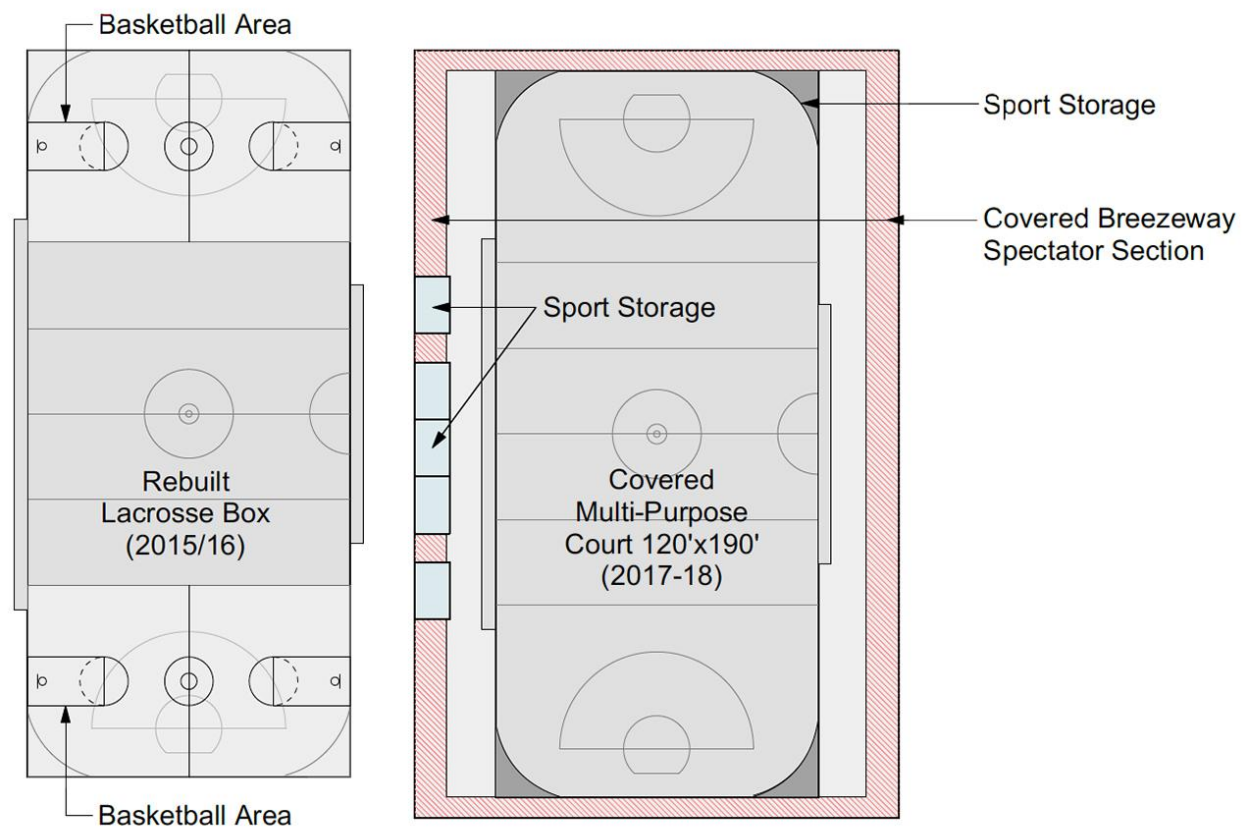
The membership of the Harewood Dry Floor Development Working Group will consist of:

- Three (3) members of the Parks and Recreation Commission.
- One (1) representative from School District 68.
- Three (3) representatives of local sport groups including Lacrosse, Roller Derby, Soccer, etc.
- One (1) representative of the Harewood Neighbourhood Association.

Appendix B: Overall Site Plan for Harewood Centennial Park



Appendix C: Detail of the Courts



- Layout - Preferred the concept for two courts with N/S orientation.
- Surface - preference is for a smooth concrete floor with the option of a sport court surface.
- Cover - metal roof structure with large overhangs to protect spectators and storage. Consideration of future screens or full/partial walls will be built into engineering of cover.
- Locks/security - covered facility will be locked and uncovered box will remain open for public use (when not booked). Green screens or black chain link will secure covered box.
- Refurbished uncovered box will have basketball hoop/hockey net.
- Built in secured storage/dry for sports with potential observation on top of storage.
- 6 spectator bleachers and 4 player benches.
- Plastic lumber boards are preferred.
- Size - locked down on 120 by 230 feet for a play surface.
- Height - minimum covered court height will be 25 feet.
- Score Clock will be included at the covered sport court.
- Consideration of future exterior office at the covered court.

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2016-JAN-27

AUTHORED BY: KIRSTY MACDONALD
PARKS AND OPEN SPACE PLANNER

RE: PARTNERS IN PARKS (PIP) REQUEST - COTTLE CREEK PARK

STAFF RECOMMENDATION:

That the Parks and Recreation Commission allocate \$35,000 from the 2016 Partners in Parks (PIP) Program for Cottle Creek Neighbourhood Park improvements.

PURPOSE:

To provide background information on this PIP Program request for Commission consideration and approval.

BACKGROUND:

Cottle Creek Neighbourhood Park is a .78 hectare park located off Nottingham Road in Hammond Bay/Stephenson Point neighborhood of Nanaimo. The Park was acquired through a steep slope development permit and subdivision in 2007.

The Park is currently undeveloped and consists of two distinct areas. The lower natural area has an existing soft surface walking trail winding alongside Cottle Creek. The upper area, where the improvements are focused, currently looks like a cleared vacant lot with some illegal dumping.

After a neighborhood request to better utilize and beautify this public space, a PIP startup meeting was held on 2015-SEP-24. Over 30 families attended and indicated support of park greening, installation a playground, and improvements at the site with a natural character. Other requested improvements include: maintaining the natural area and developing an open grass play area, creating a gathering place for the community with shade trees and picnic facilities; installing a park name sign, and community notice board, and seating; making the park a community gathering place for all generations (community events, picnic area); adding interpretive information about Cottle Creek and the former farming activities; consideration of a covered picnic shelter; enhancement of habitat along Cottle Creek and cleaning up debris in the Park.

This Park is zoned PRC-2 and has been designated as such in anticipation of future active recreation amenities. This park is more than a five-minute walk (400m distance) from the closest playgrounds at Robin's Den and McKinnon Park, as well as being across Hammond Bay Road.

Funds from the PIP program are approved and allocated on a first-come, first-served basis. Currently, sufficient funds remain to support this request for PIP program park development.

If approved, a project account will be set aside for the Cottle Creek Park improvements, all disbursements from the account will be City controlled, and project will not start until all fund raising and in-kind support is confirmed.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management: ensuring that neighbourhood parks meet evolving community needs.

Community Partnership Building: seeking community partnerships for future amenity building and improvements.

Respectfully submitted,

Concurrence by:



Kirsty MacDonald
PARKS & OPEN SPACE PLANNER
PARKS, RECREATION AND ENVIRONMENT

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

-----Original Message-----

From: Webmaster

Sent: Saturday, January 09, 2016 10:56 AM

To: Webmaster; Dept. of Parks Rec. and Environment

Subject: Request to Appear as Delegation

Cheryl Headey and Gillian Sutherland has requested an appearance before the Parks and Recreation Commission.

The requested date is Jan 27, 2016.

The requested meeting is: Parks and Recreation Commission

Presenter's information:

Address:

City: Nanaimo

Province: BC

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: Yes

Details of Presentation:

We will presenting a proposal on behalf of the residents of Cottle Creek and surrounding area, to the Nanaimo Partners in Parks Program (PIP) for a PIP grant to assist the establishment of a community playground and meeting area at Cottle Creek Park.

Nanaimo Parks, Recreation and Culture Commission
500 Bowen Road
Nanaimo, BC
V9R 1Z7

January 16, 2016

RE: Cottle Creek Park PIP Grant Proposal

Dear Commission Members,

Please accept this proposal by the residents of Cottle Creek and surrounding area, to the Nanaimo Partners in Parks Program (PIP) for a PIP grant to assist the establishment of a community playground and meeting area at Cottle Creek Park.

Background

Located at the north end of Nanaimo, this neighbourhood is the gateway to the east entrance of Linley Valley. It is an approximately 7-year-old residential development that is currently home to many families including an abundance of young children. This new and still growing subdivision is surrounded by a more mature neighborhood that has existed for more than 35 years. At the east entrance way to this expanding neighbourhood is a section of undeveloped land known as 'Cottle Creek Park.'

There has been overwhelming interest from local families for developing Cottle Creek Park, while helping to promote and protect the surrounding natural beauty that makes this neighbourhood unique. Specifically, the committee is looking at creating a gathering space in a natural setting as well as a playground for families and to enjoy their local community. This park setting would enhance the gateway to the community.

Current Planning

On October 6, 2015, City of Nanaimo representative Kirsty MacDonald hosted a meeting at Cottle Creek Park outlining the potential for development of the area. A strong contingent of local residents attended this meeting, providing input and expressing interest and commitment to its development. An organizing committee has since been established and has generated ideas on the vision for the playground and surrounding park area.

The proposed area for development of a playground is the section of Cottle Creek Park located on Nottingham Drive. This 0.8 ha park, which currently includes Cottle Creek, a marshland area and a gravel walking trail, is already zoned for playground development (PRC-2). There is a community postal box, bordering the park. The east portion of this property, boarding Hammond Bay Road is the potential location of a new fire hall.

At present, the closest parks with existing playground structures are McKinnon Park and Robin's Den Park. McKinnon Park is approximately 1 Km away, a 10 minute walk via Hammond Bay Rd. There are safety concerns reaching this park from the new Cottle Creek development given there is no sidewalk along the main commuting route of Hammond Bay Road. Additionally, this small park has limited playground equipment with a very limited capacity to host a community gathering. Robin's Den Park is also approximately 1 km away from the proposed park, at least a 10 minute walk. It is accessible by cutting through a trail via the top of Nottingham Drive; however it is not easily accessible for families that wish to use strollers or bikes.

Additionally, on the other side of Hammond Bay Rd from the Cottle Creek Development is the Stephenson Point neighbourhood. Again, there are many young families in this still growing area. There are a couple of natural parks in this area, however there is no playground structures or developed park space.

Vision

Our vision is a multifunctional gathering place reflecting the diversity in age and life stage present within our resident population. Our overall plans include two natural-themed playground structures, a pea gravel digging pit, an open grassy play area, a covered picnic area with tables and a space for barbequing, a bike track surrounding the park, a concrete court for games like basket ball or roller hockey, and a sitting area where community members can enjoy the nature of the creek and observe the wildlife. This meeting area will serve to share community information and welcome all community members to use this newly developed area. This park will foster relationships and strengthen community ties. Given the scope of our vision, we realize that it may be necessary to build this park in stages depending on available funding and community support.

Site Photos



Figure 1. Existing trail and fence along Cottle Creek. Proposed site for park on right side of photo



Figure 2. Natural park setting across from proposed playground and gathering space



Figure 3. Google Maps aerial photo showing proposed PIP project space bordered by Nottingham Drive on the top and the gravel walking trail on the bottom.



Figure 4. Google Maps photo showing Nottingham Drive curbside view of the proposed enhanced park space.

Site Plan

See appendix A

Funding Request

Our committee is requesting a PIP grant in the amount of \$35,000. This money would be used to achieve the following

Phase One:

- Site preparation
- Playground equipment and related materials
- Picnic area and related concrete work
- Split rail fencing
- Landscaping and shade trees
- Educational nature signs along creek trail

Phase Two:

- Paved sport court and perimeter trail
- Gazebo/covering for picnic area

Fundraising Plan and Community Contributions

Community members are well aware that donations of labor, materials and services are essential to making the vision of Cottle Creek Park a reality. We are in the early stages of approaching local service clubs, corporations and businesses. Several people have already stepped up and expressed their willingness to contribute to this project. As a community, we have developers, builders and landscapers working in the area on an ongoing basis, and some of those have already tentatively committed to contributions of time and equipment. For example, for we have a neighbourhood connection with the VIU Heavy Duty Operator Program for helping with site preparation.

We will be setting up a facebook page in order to create a forum for discussion regarding the park development and fundraising ideas. Potential fundraising ideas include a community garage sale and barbeque. We will be going door-to-door in the neighbourhood in order to directly discuss potential contributions. We will be approaching local businesses and researching grant opportunities (i.e. Aviva Community Fund). We are confident in our ability to fulfill our obligations to this project.

Proposed Budget

Given our proposed budget of \$96,800, we are requesting a PIP Grant in the amount of \$35,000. Fundraising and community donations of time and services would cover the additional \$61,800 needed.

| Item | Estimated Cost | Source | Phase |
|---|----------------|--|-------|
| Site Preparation | \$4,000 | Donations | 1 |
| Playground (Including shipping & safety surface) | \$35,000 | PIP Grant | 1 |
| Site furnishings: Picnic table (2x \$2000) and benches (2x \$1500) | \$7,000 | Donations/PIP Grant | 1 |
| Split rail fencing and installation | \$2,000 | Donations | 1 |
| Playground Installation | \$10,000 | Donations from local businesses and local labour | 1 |
| Landscaping and shade trees | \$2,000 | Donations | 1 |

| | | | |
|------------------------------------|--|----------------|---|
| Nature signs, doggie bag dispenser | \$5,000 | Donations/City | 1 |
| Park Sign | \$800 | City | 1 |
| Picnic area cover- gazebo | \$8,000 | Donations | 2 |
| Sport Court | \$15,000 | Donations | 2 |
| Paved Perimeter trail | \$8,000 | Donations | 2 |
| | | | |
| Totals: | \$96,800 | | |
| | | | |
| Funds from PIP Grant | \$35,000 | | |
| Donations/Fundraising | Phase 1: \$30,800 Phase 2: \$31,000 Total: \$61,800 | | |

Conclusion

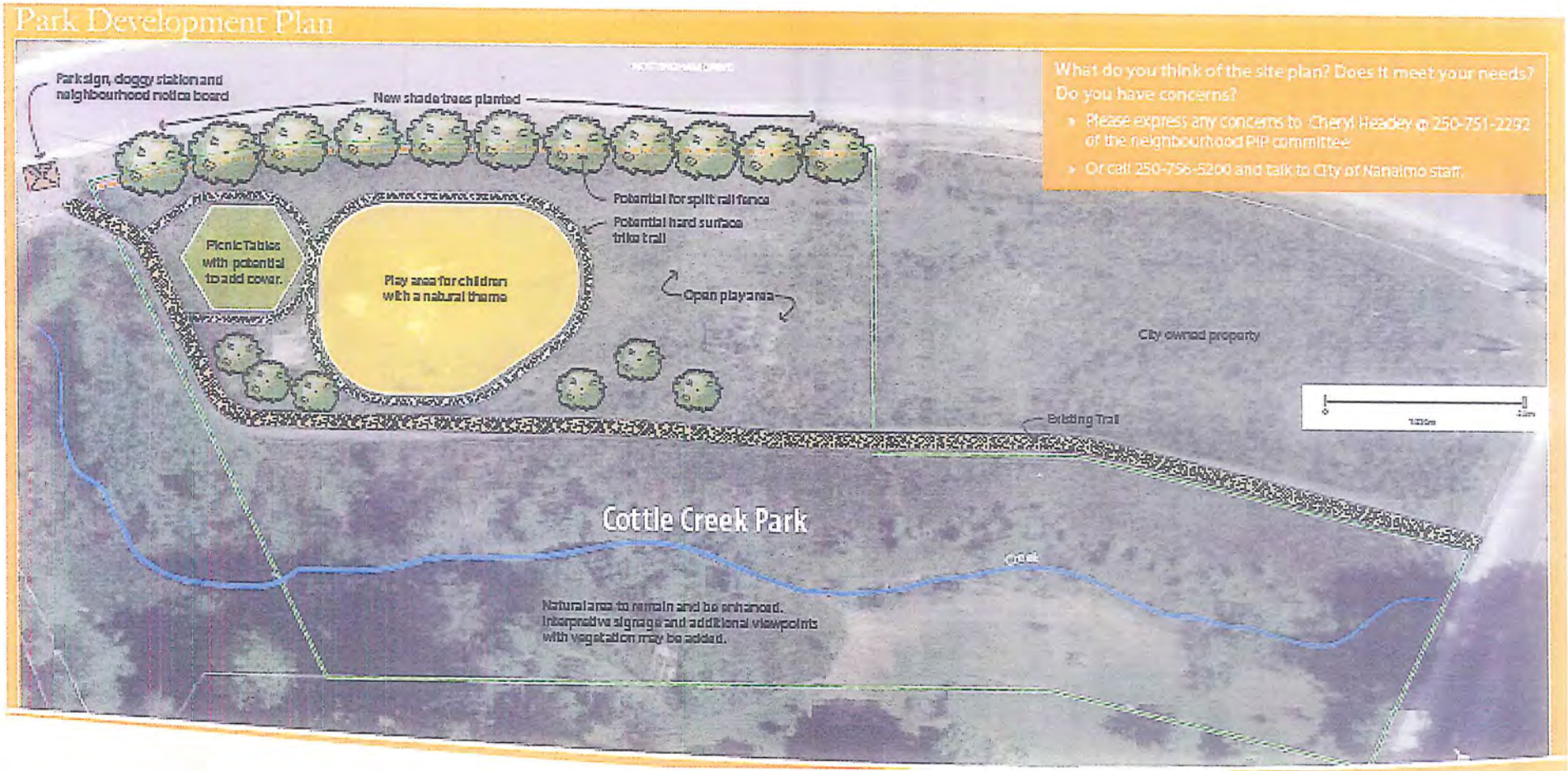
The residents of Cottle Creek and surrounding areas are committed to enhancing our neighborhood and establishing a place for all residents to enjoy. The planning process to date has brought members of our neighborhood together. We feel that the establishment of a playground and meeting area at Cottle Creek Park, the gateway to this new development, will strengthen these connections resulting in a healthier and stronger community.

Thank you for the opportunity to participate in the PIP Program and for your consideration of our proposal. Should you require clarification or further information, please contact a member of our committee who will be pleased to provide the necessary information.

Sincerely,

Gillian Sutherland
Cheryl Headey

APPENDIX A: COTTLE CREEK SITE PLAN



City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2016-JAN-27

AUTHORED BY: MARY SMITH, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO TRACK & FIELD CLUB

STAFF RECOMMENDATION:

That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Track & Field Club in the amount of \$200 for two (2) athletes that attended the Canadian Cross Country Championships held in Hamilton, Ontario, on 2015-NOV-27. The application meets all of the travel grant criteria.

PURPOSE:

To obtain Commission recommendation that Council approve this Travel Assistance Grant.

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks and Recreation Commission for approval. On 2015-NOV-27, staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Track & Field Club requesting financial assistance for two athletes that represented British Columbia at the Canadian Cross Country Championships being held in Hamilton, Ontario. Staff determined that the application did meet all of the grant criteria and recommend that the Parks and Recreation Commission recommend that Council approve the application in the amount of \$200.

To date, \$7100 from the 2015 travel grants contingency funds has been awarded or is pending. If the above travel grant of \$200 is approved, \$200 is available for any remaining 2015 travel grants.

Respectfully submitted,



Mary Smith
MANAGER, RECREATION SERVICES
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2016-JAN-11

File: A2-4 / A2-6 / B3-5-12

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City of Nanaimo
 Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Track & Field Club

DATE: Nov 27/15

| CRITERIA | Meets Criteria (✓) | Does not meet Criteria (✓) | NOTES |
|--|-----------------------|-------------------------------|--------------------------|
| A. Winner of a Regional, Provincial or National Championship (or equivalent) | ✓ | | BC Provincials |
| B. Attending a Provincial, Regional, National, or International Championship | ✓ | | Cross Country Nationals |
| C. Traveling out of Province Max. \$100 per person up to \$2,000 per group | ✓ | | Hamilton, Ontario |
| D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group | | | NA |
| E. Other sources of funding identified | ✓ | | BC Athletics Families |
| F. Grant recipient(s) reside in Nanaimo | ✓ | | |
| G. Application made by a local organization | ✓ | | |
| H. Grant for participants only, not coaches or chaperones | ✓ | | |
| I. Demonstrated financial need | ✓ | | |
| J. Applicant is a non-profit organization | ✓ | | Naim. Track & Field Club |
| K. Budget & financial statements attached | | ✓ | general budget provided |

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 200⁰⁰

OR

NO GRANT RECOMMENDED (✓): — DOES NOT MEET CRITERIA: —

EVALUATOR: Mary Smith

POSITION: Recreation Services Manager

g:\grants\travelgrants\2011\application check list.doc



CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use
NOV 24 2015

| | | | |
|--|---|--|--|
| ORGANIZATION: <i>Nanaimo Track Field</i> | | DATE: <i>Nov. 20, 2015</i> | |
| ADDRESS: <i>355 Wakarusa Ave.</i> | | PRESIDENT: <i>Tyler Heisterman</i> | |
| <i>Nanaimo B.C. V9R3K5.</i> | | SENIOR STAFF MEMBER: <i>Mr. Johnston</i> | |
| | | POSITION: <i>Coach</i> | |
| | | CONTACT: <i>Joanne Ryan or Greg Ryan</i> | |
| TELEPHONE: <i>250-757-5053</i> | | TELEPHONE: <i>250-666-0129 (C) 250-585-7630</i> | |
| TOTAL NUMBER OF PERSONS TRAVELLING: <i>2</i> | TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>2</i> | TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>2</i> | TOTAL AMOUNT REQUESTED: <i>200.00</i> |
| DESTINATION: <i>Hamilton Ontario</i> | | DATE OF DEPARTURE: <i>November 26, 2015</i> | |
| EVENT TO BE ATTENDED: <i>1 youth 15-16 yrs 1 junior 18-19 yrs Cross Country Nationals - November 27, 2015</i> | | | |
| PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>BC Provincial Cross Country Championships</i> | | | |
| PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>B.C. Team Athletes</i> | | | |
| WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>Flights are funded. - Accommodations & Food to be paid for by athlete's parents</i> | | | |
| <i>Traveling with BC Team coach</i> | | | |
| <i>Costs will be up to \$500.00 each for the trip</i> | | | |
| SIGNATURE: <i>[Signature]</i> | TITLE/POSITION: <i>Teacher / Parent</i> | DATE: <i>November 23/2015</i> | |
| IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * | | | |
| NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION. | | | |

City of Nanaimo

**REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE OF MEETING: 2016-JAN-27

AUTHORED BY: MARY SMITH, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – WOODLANDS SECONDARY
SCHOOL

STAFF RECOMMENDATION:

That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to Woodlands Secondary School in the amount of \$200 for ten (10) athletes that attended the Provincial High School Girls Volleyball Championships held in Kelowna, B.C., during December, 2015. The application meets all of the travel assistance grant criteria.

The applicant is technically eligible for \$500 but there is only \$200 remaining in the 2015 budget. Commission could consider recommending \$500 but it would mean going \$300 over budget.

PURPOSE:

To obtain Commission recommendation that Council approve this Travel Assistance Grant.

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks and Recreation Commission for approval. On 2015-DEC-03, staff reviewed a Travel Assistance Grant application submitted by Woodlands Secondary School requesting financial

assistance for 10 athletes that represented Vancouver Island at the Provincial High School Girls Volleyball Championships held in Kelowna, B.C. Staff determined that the application did meet all of the grant criteria and the group is eligible for \$500, but recommend that the Parks and Recreation Commission recommend that Council approve the application in the amount of only \$200 because that is the total amount remaining in the fund for 2015 applications.

To date \$7300 from the 2015 travel grants contingency funds has been awarded or is pending. If the above travel grant of \$200 is approved there will be no funds remaining in the 2015 travel grants budget.

Respectfully submitted,



Mary Smith
MANAGER, RECREATION SERVICES
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2016-JAN-11

File: A2-4 / A2-6 / B3-5-12

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City of Nanaimo
 Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Woodland Secondary School DATE: Dec 3/15

| CRITERIA | Meets Criteria (✓) | Does not meet Criteria (✓) | NOTES |
|--|--------------------|----------------------------|--|
| A. Winner of a Regional, Provincial or National Championship (or equivalent) | ✓ | | North Island Championship & John Championship - volleyball |
| B. Attending a Provincial, Regional, National, or International Championship | ✓ | | Provincial high school girls championship - volleyball |
| C. Traveling out of Province Max. \$100 per person up to \$2,000 per group | NA | NA | |
| D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group | ✓ | | Kelowna |
| E. Other sources of funding identified | ✓ | | |
| F. Grant recipient(s) reside in Nanaimo | ✓ | | |
| G. Application made by a local organization | ✓ | | |
| H. Grant for participants only, not coaches or chaperones | ✓ | | |
| I. Demonstrated financial need | ✓ | | |
| J. Applicant is a non-profit organization | ✓ | | |
| K. Budget & financial statements attached | ✓ | | Woodland Secondary School |

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 2000 (eligible for \$500 but only \$200 remaining in fund)
 OR
 NO GRANT RECOMMENDED (✓): — DOES NOT MEET CRITERIA: —

EVALUATOR: Mary Smith POSITION: Recreation Services Manager



CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Nov-25

| | | | |
|---|--|---|----------------------------------|
| ORGANIZATION: Woodlands Secondary School | | DATE: November 1, 2015 | |
| ADDRESS: 1270 Strathmore Street | | PRESIDENT: (parent applicant) Janeane Coutu ph 250.714.9350 | |
| Nanaimo, BC V9S 2L9 | | SENIOR STAFF MEMBER: Eadie Whitford | |
| | | POSITION: School Secretary | |
| | | CONTACT: ewhitford@sd68.bc.ca | |
| TELEPHONE: 250.753.2271 | | TELEPHONE: 250.753.2271 | |
| TOTAL NUMBER OF PERSONS TRAVELLING: 13 | TOTAL NUMBER OF COMPETITORS TRAVELLING: 10 | TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 10 | TOTAL AMOUNT REQUESTED: \$500 |
| DESTINATION: Kelowna, BC | | DATE OF DEPARTURE: December 2, 2015 | |
| EVENT TO BE ATTENDED: Provincial championships, high school senior girls volleyball | | | |
| PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: North Islands Championship = 1st, Islands Championship = 2nd | | | |
| PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: Player fundraising events include selling chocolates and bagging groceries at Superstore, raised \$1165. Sponsor donation from a local business - \$450. | | | |
| WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? Travel costs to competition and 4 nights in a hotel for our players is a big expense, we have 3 players from low income families that cannot afford to pay so the team is fundraising to cover their costs so everyone can make the trip and compete. We expect total costs for tournament and travel to be \$4800. | | | |
| SIGNATURE: | | TITLE/POSITION: parent volunteer | DATE: Nov 24, 2015 |
| * IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * | | | |
| NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION. | | | |

Woodlands Secondary School

Senior Girls Volleyball team

Budget for Provincial Championship in Kelowna, BC Dec 2-5, 2015

| | Unit \$ | Qty | Extended \$ |
|-------------------------------------|----------|-----|-------------|
| Projected Expenses | | | |
| Provincial Championship entry fee | \$400.00 | 1 | \$400.00 |
| Banquet for athletes | 25.00 | 10 | 250.00 |
| BC Ferries, 3 vehicles | 55.95 | 3 | 167.85 |
| BC Ferries, 2 coaches + 1 chaperone | 17.32 | 3 | 51.96 |
| BC Ferries, 10 students | 8.79 | 10 | 87.87 |
| Return trip BC Ferries | 55.95 | 3 | 167.85 |
| | 17.32 | 3 | 51.96 |
| | 8.79 | 10 | 87.87 |
| Hotels, 4 nights Dec 2,3,4,5 | 405.84 | 5 | 2029.20 |
| Gas | 700.00 | 2 | 1400.00 |

| | | |
|---------------------------------|--|-------------------|
| | | 0.00 |
| Total estimated expenses | | \$4,694.59 |

| | |
|----------------------------------|---------|
| Fundraising | |
| Purdy's chocolate sales | 1007.09 |
| Corporate sponsor | 450.00 |
| Go Fund Me | 127.74 |
| Woodlands PAC donation | 800.00 |
| Earnings from hosting tournament | 400.00 |

| | |
|-----------------------------------|----------------|
| Total funds raised to date | 2784.83 |
|-----------------------------------|----------------|

| | |
|---------------------------------|----------------------------------|
| Net balance to be raised | <u><u>-\$1,909.76</u></u> |
|---------------------------------|----------------------------------|

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2016-JAN-27

AUTHORED BY: KIRSTY MACDONALD
PARKS AND OPEN SPACE PLANNER

RE: LAKEVIEW PARK IMPROVEMENTS

STAFF RECOMMENDATION:

That the Parks and Recreation Commission receive this report for information.

PURPOSE:

To provide an update on the improvement planning for Lakeview Park and the collaboration with park neighbours and the Long Lake Heights Strata Council under the Partners in Parks (PIP) program.

BACKGROUND:

Lakeview Park is a 1.8 hectare wooded park on the north shore of Long Lake. It was created in 1980 through the subdivision of the Long Lake Heights neighbourhood. The park is zoned PRC-1 Nature Park and has been left undeveloped for 35 years.

The context of Lakeview Park is changing with ongoing development on Wills Road and Rutherford Road. This development opens up opportunities to extend the park and trail system to Rutherford Road. Residents of the Long Lake Heights area are using the park more, creating rogue trails, and are now requesting park improvements.

The Partners in Park (PIP) process:

Following a request for park improvements, a PIP start up meeting was held on 2015-JUL-16. Over forty families attended. The neighbourhood had a wide discussion about the Park.

Since July 2015, staff have been working with the Strata Council of Long Lake Heights to develop a draft park improvement plan. The overall goals of the plan are:

- 1) To improve recreational access, appreciation and safety of Lakeview Park for the enjoyment of all; and,
- 2) To balance the nature-park and characteristics of Lakeview Park with potential increased recreational use.

Park Improvements:

The improvements to Lakeview Park are suggested over two phases:

Phase 1 Improvements - *Short term improvements to park conditions to be completed in Spring/Summer 2016.*

- Existing trails improved to parks standards (surfacing, grades, hazard trees, and stairs - already allocated in the 2016 Park Operations budget)
- Signage installed to mark Lakeview Park and park rules/hours (Park Operations budget)
- Garbage can and dog station added at park trailhead (Park Operations budget)
- Ongoing monitoring of youth and safety concerns by RCMP, neighbourhood and City
- Ongoing communication with residents and park staff about the park and park improvements
- Dogs remain on leash
- Creation of additional gravel parking along Salal Road (Park Operations)

Phase 2 Improvements - *Longer term improvements dependent on greater neighbourhood input, funding and project partners.*

- Consideration of a fishing/swimming float
- Buoys installed off shore to mark the buffer zone from shore for motorized boats (park operations budget)
- Exploration of dog off leash trail (if still desired by the residents)
- Consideration of aquatic and forest habitat enhancement projects
- Potential installation of park interpretive signage
- Work with developers to complete Lakeview Road as a hard surface trail (not a road)
- Work with development to provide official safe parking and access (when Salal Road is built to full standard)

The Long Lake Heights Strata Council is willing to partner financially to complete some of the Phase 2 improvements. Once the Phase 1 improvements are underway, staff recommend continued discussions with the Strata Council on Phase 2 improvements, and a public survey and open house if required to assess neighborhood support of more controversial amenities such as the fishing/swimming float and dog off leash potential. If required, a future request for Partners in Parks (PIP) funds will come to the Commission.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management: Ensuring that Lakeview Park meets current and future community needs.

Community Building Partnerships: Working with community groups and the surrounding neighborhood to develop a park that meets the needs of the community.

Respectfully submitted,

Concurrence by:

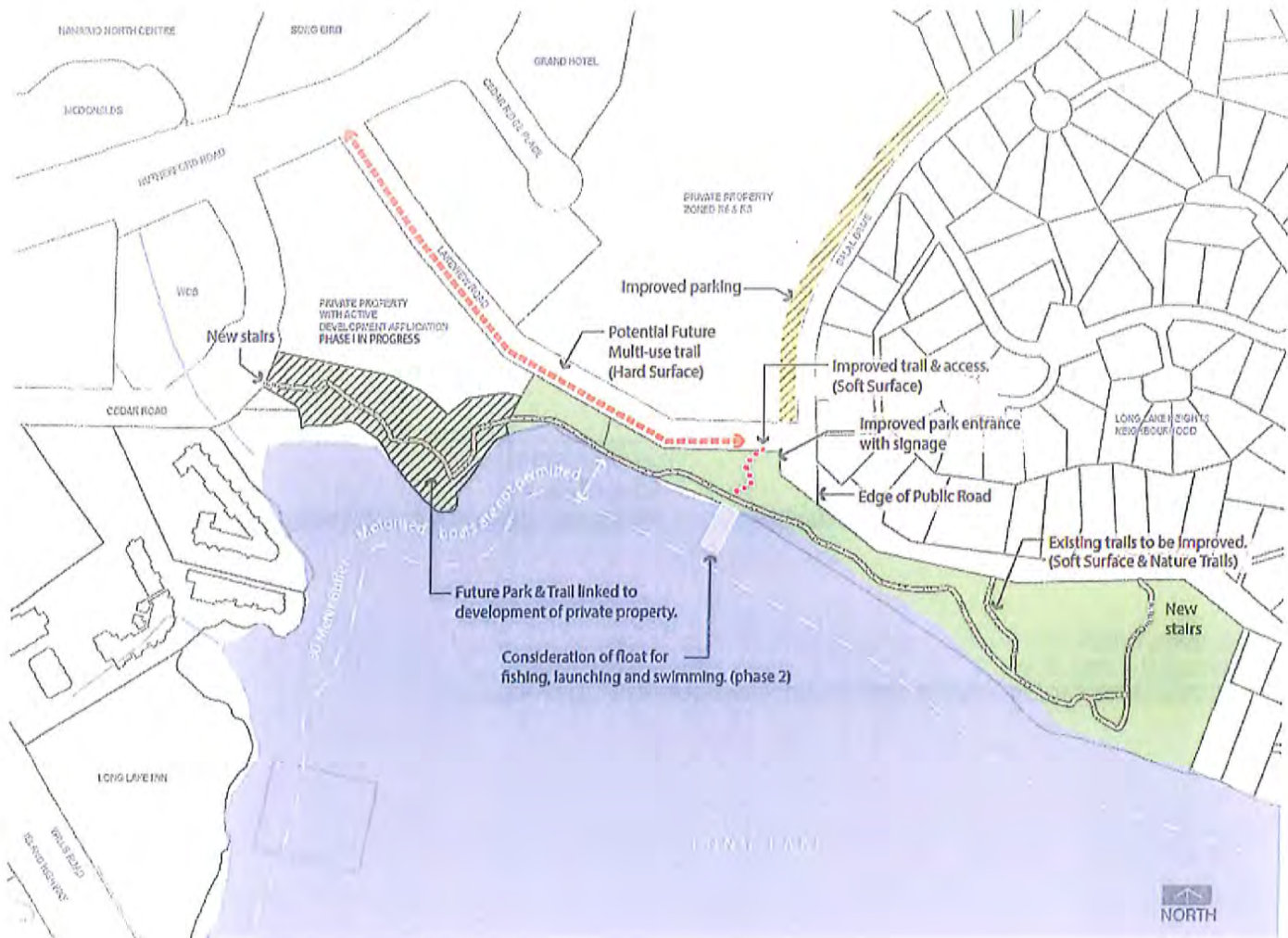


Kirsty MacDonald
PARKS & OPEN SPACE PLANNER
PARKS, RECREATION AND ENVIRONMENT

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2016-JAN-21
File: A2-4 / D1-2-70
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Schedule A: Proposed Lakeview Park Improvement Plan



VIA EMAIL

January 20, 2016

Parks, Recreation & Environment
City of Nanaimo
c/o Kirsty MacDonald
Parks and Open Space Planner



**RE: Strata Plan VIS 830 - Long Lake Heights
Lakeview Park Improvements**

We write as managing agents on behalf of Council, Strata Plan VIS 830 with respect to the above referenced matter. On November 2, 2015 the Annual General Meeting of the Owners, VIS 830 was held and part of the agenda was discussion of the Lakeview Park improvements.

The operating budget approved at the AGM included a dedicated line item of \$12,000 to be used in partnership with the City of Nanaimo for park improvements.

We understand that further public consultation will take place prior to any significant improvements taking place, and should the Parks Board approve monies in their budget for improvements to the area we look forward to working with you.

If you have further questions or concerns regarding this matter, please do not hesitate to contact us. Thank you for your attention and co-operation in this matter.

Regards,

A handwritten signature in dark ink, appearing to read "Melissa Ruyter".

Melissa Ruyter
Managing Partner/Strata Manager
Concise Strata Management Services
Managing Agent for Strata Plan VIS 830



66-672 Steward Avenue Nanaimo, BC V9S 5T5 | 250.754.4001
WWW.CONCISEMGMT.COM

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2016-JAN-27

AUTHORED BY: KIRSTY MACDONALD
PARKS AND OPEN SPACE PLANNER

RE: BEBAN COMMUNITY BIKE PARK

STAFF RECOMMENDATION:

That the Parks and Recreation Commission:

1. support partnering with the Nanaimo Gyro Club to complete a Phase 1 design for a community bike park at Beban Park with a report back to the Commission following its completion (including a cost estimate for further design and construction); and,
2. approve the allocation of \$12,000.00 from the 2016 Partners in Parks (PIP) budget for the design and cost estimate phase of the community bike park.

PURPOSE:

To update the Commission on recent discussions with the Gyro Club and request commencement of Phase 1 - Community Consultation, Concept Design & Cost Estimate Development for a community bike park at Beban Park.

BACKGROUND:

Nanaimo's Beban Park is the community's largest, City-owned recreation campus. At just under 130 acres, it features key indoor recreational facilities, more than twenty outdoor amenities, and large open spaces.

A two-year master plan update process was recently conducted to ensure that this park campus meets the current and future recreational needs of the community. The collaborative planning process included involvement from hundreds of citizens and park users and over 25 licence and stakeholder groups. Several input sessions, stakeholder interviews and two community surveys took place to help determine how the park could improve in the future.

The Beban Park Master Plan was adopted by Council in May 2015 as a flexible framework to guide park improvements and development over the next 20 years. Implementation of this plan was to depend on community partnerships and was being completed in many phases over the long term.

Since the adoption of the plan, a number of interested community groups have come forward to partner with the City to implement potential improvements to the park. Most are requesting facilities in the central core facility area of the park; however, recently, the idea of a dirt jump park has been promoted by community cycling clubs and the Nanaimo Gyro Club.

The Gyro Club of Nanaimo presented the idea of a dirt jump park at the Commission meeting on 2015-NOV-27.

The idea of new bike park amenities were included in the 2015 Beban Park Master Plan Update. A site plan that outlines the Schematic Site Vision for Beban Park is attached as Attachment A. New bike amenities are shown at locations 9, 11, and potentially 13.

Dirt Jump Parks

Dirt jump parks are a popular recreational amenity throughout North America. Attachment B illustrates a dirt jump park example in Powell River that opened in 2015.

Nanaimo has recently begun creating a beginner mountain bike skills park at Harewood Centennial Park and has partnered to create a bike trails with the Nanaimo mountain bike club and track with the BMX club, but no dirt jump parks currently exist in Nanaimo.

Most British Columbia municipalities do have dirt jump parks. Recent bike parks around the province include:

- Bowser—dirt pump track at John Henry Morgan Community Park
- Powell River—Bike Park (integrated with skate park)
- North Saanich—Free Ride Park
- Saanich—at Cecilia Ravine Community Centre
- Kelowna—Mountain Bike Skills Park
- Whistler—Whistler Mountain Bike Park
- Campbell River—mountain bike skills park
- Tofino—Bike Park/ Skate Park
- Lantzville—recently put out to tender for Huddlestone Park
- Goldstream Park
- Rath Trevor Park

Gyro Club Collaboration and Partnership

Since the November Commission meeting, staffs have met with the Gyro Club several times at Beban Park.

The location adjacent to the BMX license area off Labieux Road is ideal with good grades. Some drainage improvements and tree work will be required before construction could begin, but the site is suitable for a bike park.

Over December, Gyro's community connections have donated over 20 hours of machine work to scrub the Beban site to facilitate detailed site survey work. This survey work will help with future if the design.

In addition, the Gyro Club have purchased \$16,000 worth of engineered bike jumps from *Flow Form Ramps* and have donated \$4000 toward the purchase of concrete picnic tables and benches from *MacKay's Precast Products* for a future bike park.

The Gyro Club also has a commitment from Alpine Bike Parks for a concept design of the project and several individuals and companies committed to helping with site preparation and construction. Because of this momentum, staff are recommending the following design process to keep the project moving forward.

Design Process:

A two-phased approach is suggested to design the bike park. Staff recommend beginning Phase 1 of the design process in spring 2016 in collaboration with Gyro and working toward the conceptual design and cost estimating of a multi-phased dirt jump park project. The concept design and cost estimate can then guide future capital planning and fundraising and is needed for further project partnerships.

The proposed two-phase design process is as follows:

**Phase 1-- Community Consultation, Concept Design & Cost Estimate Development
(to be completed in spring 2016)**

- Digital Site Survey (to be completed January by City staff)
- Work with the a dirt park design consultant organized by the Nanaimo Gyro Club (Alpine Bikes)
- Host design workshops and invite participation from appropriate stakeholder groups (BMX Club, Nanaimo Mountain Bike Club, Greater Nanaimo Cycling Coalition, bike shops, etc.) as well as the Gyro Clubs of Nanaimo
- Use online forums and onsite signage to communicate progress and ideas
- Develop alternative design concepts with consultant and review with stakeholders
- Refine and develop preferred design concept with consultant and review with stakeholders
- Prepare final design concept and budget with consultant and review with stakeholders and public at open house
- Begin preliminary site engineering with Gyro Club to prepare site for future works with volunteers
- Begin tree assessments and preparation (City of Nanaimo Park Operations and Gyro Club)
- Prepare a bike jump park management/maintenance strategy to address issues and long term maintenance
- Present final design concept and preliminary budget (complete with community donations and City costs) to the Parks and Recreation Commission for consideration (aim for May, 2015)

If the design and cost estimates (including city funding and proposed donations) are approved by the Parks and Recreation Commission, then Phase 2 detailed design and then construction could begin. Phase 2 would be as follows:

Phase 2: Construction Drawings and Construction Implementation
(to be completed when budgets and community partners are in place)

- Detailed design development and phasing plans
- Prepare technical specifications and sealed construction drawings
- Detailed cost estimation
- Partner and volunteer construction plan

No funds are being requested in Phase 1. The final design and a cost estimate will be presented to the Commission for consideration following completion of Phase 1. Moving into Phase 2 would be completely optional for the Commission.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management: ensuring that Beban Park meets current and future community needs.

Community Partnership Building: seeking community partnerships for future amenity building and improvements.

Respectfully submitted,

Concurrence by:



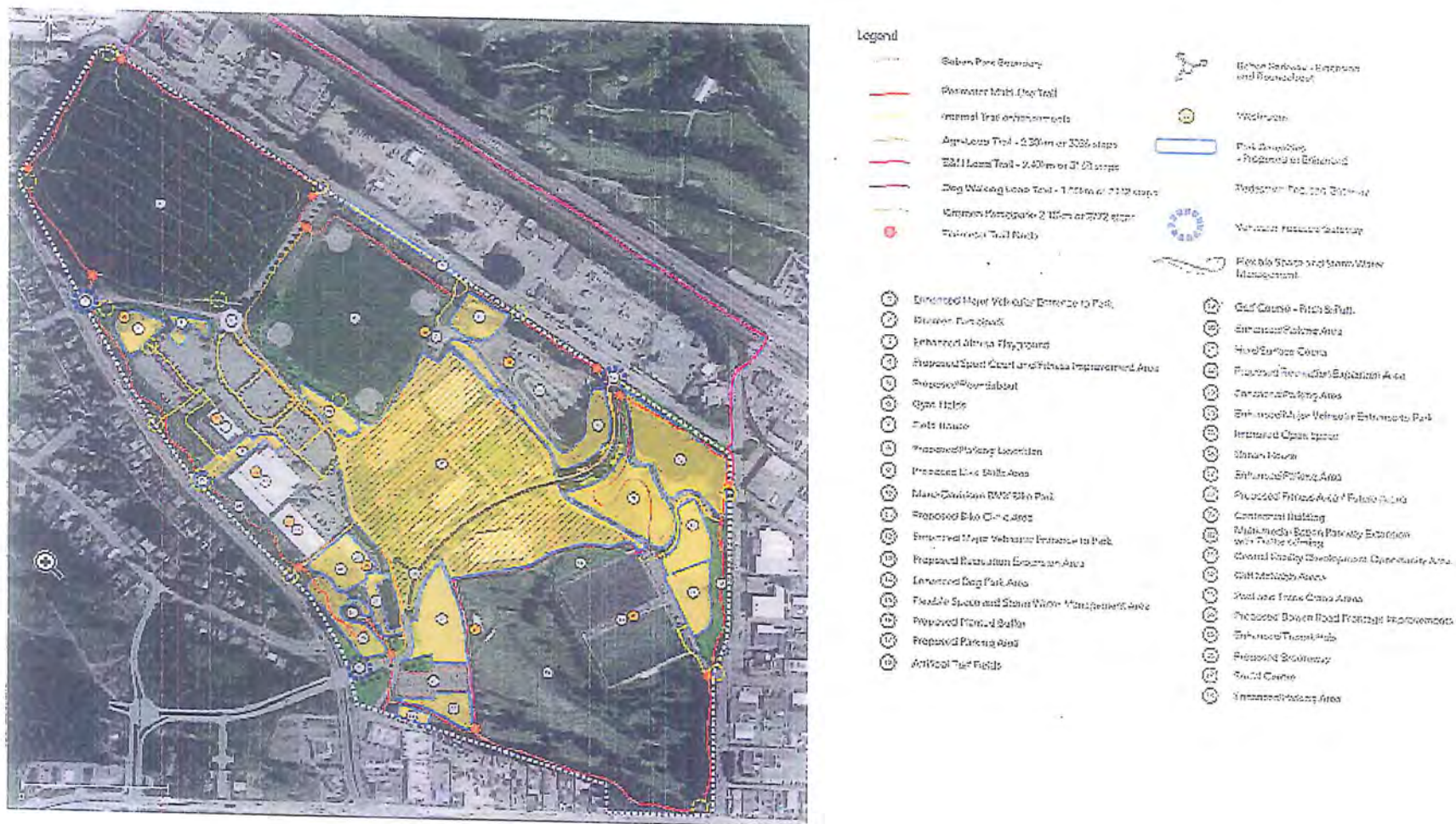
Kirsty MacDonald
PARKS & OPEN SPACE PLANNER
PARKS, RECREATION AND ENVIRONMENT

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Attachments

2016-JAN-12
File: A2-4 / K8-2
G:\Admin\PRC\RptComm\PRCRPT160127_BebanCommunityBikePark.docx

Attachment A: Excerpt from the Beban Park Master Plan Update outlining the identified location of future bike facilities.



Attachment B: Powell River Bike Park—Completed in 2015 by the City of Powell River and Alpine Bike Parks



-----Original Message-----

From: Webmaster

Sent: Wednesday, December 02, 2015 11:18 AM

To: Webmaster; Dept. of Parks Rec. and Environment

Subject: Request to Appear as Delegation

Caitlin Johnston has requested an appearance before the Parks and Recreation Commission

The requested date is: Jan 27, 2016

The requested meeting is: Parks and Recreation Commission

Presenter's information:

Address:

City: Nanaimo

Province: British Columbia

Postal Code:

Home Phone:

Email:

Bringing a presentation: Yes

Business Phone:

Details of Presentation:

Beaufort Park Food Forest and Community Collaboration Project

Woodlands Environmental Club (under the representation Caitlin P. Johnston B.C. Certified Teacher, Master of Arts and Employee of Research & Scholarly Activity in Aboriginal Education at the University of Vancouver Island) is requesting permission from the Parks and Recreation Commission of Nanaimo to:

1. create a food forest on a pie-shaped piece of land in Beaufort Park (kitty corner to the Beaufort Park Community Gardens); and,
2. access city water to feed the food forest during the summer months.

During my presentation, I will outline the grant monies we've received to complete this project as well as the community-based installation process we have adopted.



REQUEST TO APPEAR AS A DELEGATION

ON 2016 - January - 27
year month day

Please note: Delegations may also apply on-line at: <http://www.nanaimo.ca/delegation/prc.aspx>

| | | | |
|---|----------|-----------------|-------------|
| NAME OF PERSON MAKING PRESENTATION: <u>Karen Hlady</u> | | | |
| Print | | | |
| ADDRESS: <u>Nanaimo</u> | | <u>BC</u> | |
| street address | City | Province | Postal Code |
| PHONE: _____ | | FAX: <u>N/A</u> | |
| home | business | | |
| NAME OF APPLICANT IF OTHER THAN ABOVE: _____ | | | |
| DETAILS OF PRESENTATION: | | | |
| * Purpose: Seeking Ice for Spring/Summer Co-Ed Hockey League | | | |
| * Objective: Expand & enhance adult hockey community's options | | | |
| * Research Method: Surveyed NOHL, NCHL, NIFHA & private users | | | |
| * Very positive response :-) | | | |
| * RESULTS: YES: 137 players; MAYBE: 55. Total response 211. | | | |
| * May June had highest availability * Weekday ice preferred | | | |
| * I am requesting 4 ice times per week from May - August 2016. | | | |
| * There may be a need for 1 or 2 more, depending on actual icetimes (source of the maybes) | | | |

PLEASE NOTE

- Electronic presentations must be provided on a CD, memory stick, or by e-mail no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- Multiple speakers on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

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