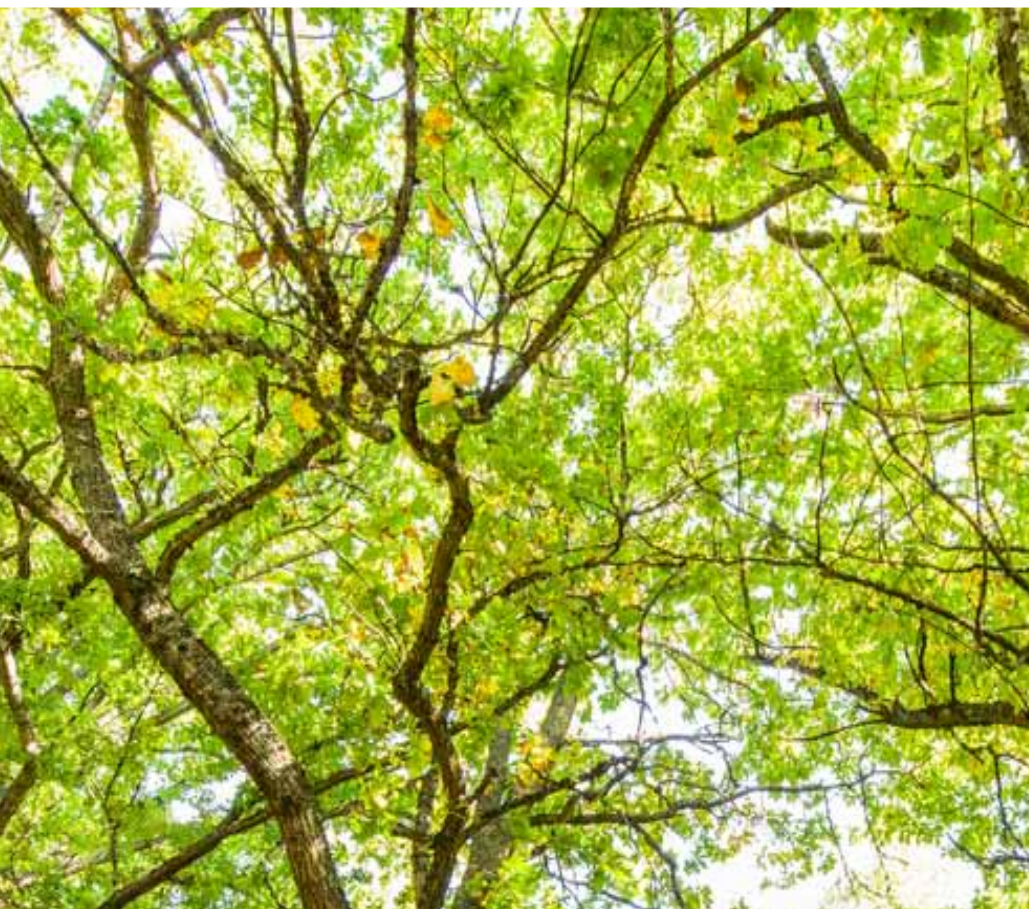


# PARTNERS IN PARKS PROGRAM



Neighbourhood Playground Development



Invasive Plants Removal



Community Gardens



Park Naturalists



Park Parties & Events



Public Art



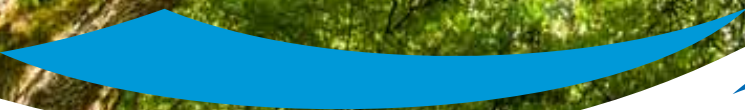
Gatekeepers



Park Ambassadors



Park Beautification & Tree Planting



Partners in Parks Program



*Playground installation at Forest Drive Gyro Park*



*Invasive plant removal*



*Forest Drive Gyro Park Ribbon Cutting Ceremony*

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# PIP Program Overview

## **BACKGROUND & HISTORY OF THE PIP PROGRAM**

Nanaimo has a long history of depending on volunteers to make Nanaimo's parks and open space system exemplary.

Today's PIP was initiated by the City Council in 1982 to develop neighbourhood parks. Each year, the city has funds allocated for the program, and the program has continued to expand in many ways.

The PIP program is consistent with the City of Nanaimo's Corporate Strategic Plan which identifies community partnerships as a key method of making Nanaimo a great place to work and play.

## **WHAT IS THE PIP PROGRAM?**

The PIP is a public participation program designed to bring the ideas and efforts of volunteers together with the City of Nanaimo, Department of Parks, Recreation and Environment in order to create, develop and improve our parks and open spaces. This program utilizes the talents, skills and energy of volunteers to develop, maintain and beautify Nanaimo's many new and old open spaces, parks and trails.

PIP activities get people outside and involved in improving Nanaimo's parks and open spaces. Equally important, however, is the community development efforts. Without exception, neighbours who have often not even met before, work together to improve their community.

## **WHO CAN VOLUNTEER?**

Anyone can volunteer their ideas, hands, time or supplies. A single individual, a group of neighbours, clubs and even small businesses are encouraged to participate in this program.

## **WHERE CAN THIS BE DONE?**

Municipal parkland and some city-owned non-parkland may be suitable for your ideas. PIP projects can be as small as planting and maintaining a flower bed on a traffic island or can be as ambitious as developing a neighbourhood playground.



**"What a rewarding experience! We got a new playground in our subdivision and the whole process united our neighbourhood!"**

PIP Participant

## **WHAT ARE THE DIFFERENT WAYS TO PARTICIPATE?**

The PIP Program has various ways to participate. Some are very individually oriented while others require neighbourhood support and participation. Here is a list of the program areas, and on the following pages, you will find more details applicable for each specific option.

- Neighbourhood Playground Development
- Invasive Plant Removal
- Community Gardens
- Public Art
- Park Ambassadors
- Park Naturalists
- Park Beautification and Tree Planting
- Gatekeepers
- Host Park Parties

# Neighbourhood Playground Development



*PIP playground development at Kenwill Park*

Playground development and re-development projects occur in neighbourhood parks all over the city. Playground projects have been undertaken in over 70 neighbourhood parks over the last 30 years. If you are considering a project for your neighbourhood, visit some of the following parks listed below to see what has been done and examples of what can be done:

- Arbutus Park (291 Rovere) - **\$15,000 PIP funding**
- Applegreen Park (309 Applewood) - **\$25,000 PIP funding**
- Brackenwood Park (2360 York) - **\$20,000 PIP funding**
- Brookwood Park (5740 Brookwood) - **\$30,000 PIP funding**
- Carmanah Way Park (6051 Sierra Way) - **\$20,000 PIP funding**
- Colinwood Park (5388 Colinwood) - **\$20,000 PIP funding**
- Country Hills Park (1899 White Blossom) - **\$20,000 PIP funding from city; \$20,000 donation from Woodgrove Centre**
- Crystal Brook Way (2449 Crystal Brook Way) - **\$45,000 PIP funding in two phases**
- Forest Drive Gyro Park (2035 Forest Drive) - **\$50,000 from city; \$15,000 from Gyro Clubs**
- Groveland Gyro Park (6239 Groveland) - **\$50,000 from city; \$17,500 from Gyro Clubs**
- Keighley Park (2019 Bay) - **\$20,000 PIP funding**
- Kenwill Park (5363 Kenwill) - **\$15,000 PIP funding**
- Hawthorne Park (638 Sarum Rise Way) - **\$35,000 PIP funding**
- Nob Hill Park (400 Milford) - **\$30,000 PIP funding**
- Norasea Park (5651 Norasea) - **\$25,000 PIP funding**
- Oceanview Park (5310 Laguna) - **\$35,000 PIP funding; \$20,000 from developer**
- Robin's Den Park (2747 Camcrest) - **\$20,000 PIP funding**
- Rockridge Park (3849 Jingle Pot Road) - **\$35,000 PIP funding**
- Roxanne Park (4780 Roxanne) - **\$20,000 PIP funding**

Although the city is responsible for maintaining all playgrounds and parks, some PIP groups desire a higher level of service and decide to maintain their own parks with a small operation fund from the city. Usually these groups look after planting beds, weeding, watering and mowing of the grass areas. Any neighbourhoods where irrigation is installed is considered a higher level of maintenance and must be maintained by the PIP. Parks maintained by PIP include:

- Daynes Park (Cathedral Grove) - **operating PIP funding of \$1,000 / year**
- Kinette Evergreen Park - **operating PIP funding of \$1,500 / year**
- McGirr Park - **operating PIP funding varies each year**
- Rockridge Park - **operating PIP funding of \$1,500 / year**
- Seabold Rotary Park - **operating PIP funding varies each year**

# TYPICAL PROCESS FOR CREATING A PLAYGROUND DEVELOPMENT PROJECT

## PROJECT PLANNING

### START-UP

- The project is initiated by neighbours contacting the Parks, Recreation and Environment Department.
- The Parks, Recreation and Environment Department sends out a letter inviting residents within about a 400-metre radius (5-minute walking distance) of the park to become involved in park improvements and to attend an initial meeting.
- The neighbourhood meets with City of Nanaimo staff (usually at the park site) to discuss project possibilities and the PIP program and process. If the project is supported, a park development committee is formed. This committee generally consists of
  - a chair
  - a volunteer coordinator
  - a fundraising coordinator
  - a communications coordinator
  - various helpers
- The group works to develop a proposal and to gather the resources required to make the project a success.
- Each project is different in scope and, consequently, resource needs vary. If you are initiating a large project or are requesting financial aid, you will likely be required to submit a proposal to the City of Nanaimo's Parks and Recreation Commission (PRC) detailing your neighbourhood park vision, neighbourhood demographics and need, financial needs and project scope. The Park Development Committee works to develop this proposal. (See attached example from Oceanview Park.)
- The neighbourhood composes and distributes a newsletter with a site plan to let the neighbours know what the committee is proposing. This should be done prior to the committee appearing before the City of Nanaimo. A site plan with contact information is often posted on site as well to allow for community input.



## PROPOSAL AND PERMISSIONS

- The City of Nanaimo's PRC reviews the project proposal. A few committee members usually attend a meeting and give a short presentation. It is best to appear in the winter or early spring to ensure that there are still PIP funds available for your project.
- If permission and funding are granted, project implementation begins.
- Neighbourhood updates through newsletters, bulletin board posters and social media, etc. should be done regularly throughout the planning process to keep communication and fundraising ideas flowing, and to organize volunteers for the playground installation weekend.

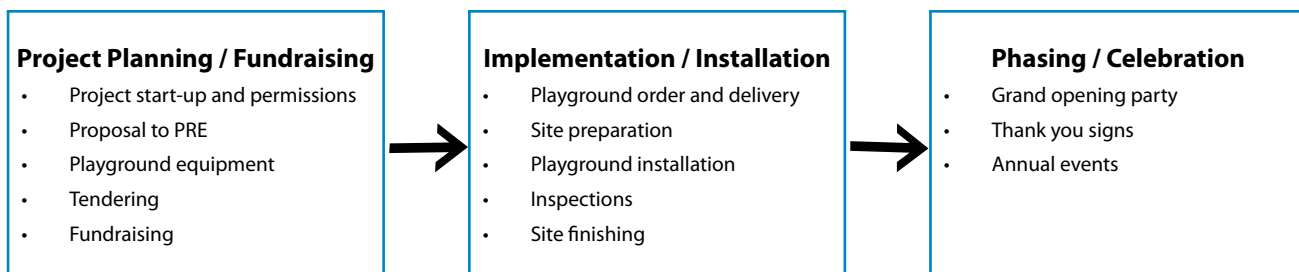
## PLAY EQUIPMENT

- Once permission and funding is in place, groups define a playground wishlist.
- Parks staff tender the playground equipment wishlist out to pre-selected suppliers, and several bids are returned. Parks staff reviews the bids to ensure that city criteria and standards are met. The neighbourhood committee then reviews the remaining proposals and chooses the playground equipment. Committees can provide input on components, colours and age suitability.
- Playground equipment is ordered. Allow six to eight weeks for delivery. Equipment will be delivered to the site one day prior to the installation day. Sometimes it is desirable to rent storage trailers and store equipment and tools on-site in a secured area.
- Planning begins for playground installation and project implementation.



## FUNDRAISING

- The City of Nanaimo opens up a project account for each project and dispenses City funds for the group. Fundraising proceeds can be added to this City account or volunteers can open their own bank accounts.
- For playground equipment, the PIP group is responsible for a significant amount of fundraising, donated materials and donated labour (a general rule would be to fundraise half of the amount you are asking for from the city). Fundraising should be ongoing throughout the project. Networking within a neighbourhood is key to successful fundraising and acquiring enough resources to fulfill project goals.
- Tax receipts can be given to any individuals donating over \$25 to the project (upon request). An extra form must be filled out when a receipt is required. Cheques can be written to the City of Nanaimo with the park project noted in the memo section.
- Common donors include banks, small businesses, service clubs and grocery stores.
- Common donations include:
  - money
  - raffle/silent auction items
  - labour
  - fencing
  - food for work parties
  - excavating equipment, auger and operator
  - concrete
  - pressure treated lumber (2 x 6s)
  - benches
  - picnic tables
  - plants, trees, grass seed
  - tools



## PROJECT IMPLEMENTATION

May through October are normally the best months for project implementation. The weather is generally stable, and the ground is dry. If permissions, ordering and fundraising are not in place by April 1st of the calendar year, projects most likely will be put on hold until the next calendar year.

## SITE PREPARATION

- Some sites require the removal of invasive plants, site grading, tree removal and/or tree canopy raising prior to playground site excavation. Parks staff will help with this assessment. Tree removal must be done with extreme caution and is generally done by certified city staff members or certified volunteers.
- Parks staff paint the playground excavation area.
- Parks staff initiate a BC 1 “Call Before You Dig” request. This locates municipal service (telephone, gas and hydro) lines prior to excavation.
- Playground sites that are flush with the ground require excavating\* the playground site (12 inches in depth) and reinforcing the excavated site with pressure treated lumber or other approved material. Excavating occurs prior to the installation weekend.
- After the site is excavated, test holes may be dug to determine the degree of difficulty for auguring holes. Some sites may require a generator, jackhammer or other equipment to assist in the auguring. A minimum of three holes at two-foot depth should be dug.
- After excavation, the site must be secured with a snow fence. A “Playground Under Construction” sign must be temporarily installed. The city will provide the snow fencing, stakes and the sign.
- City staff will evaluate the excavated area for site drainage and soil conditions.

## PLAYGROUND INSTALLATION

Playground equipment is installed by the neighbourhood under the supervision of playground company representatives. Representatives will let the neighbourhood know what tools and how many volunteers are required. Generally, the installation takes three days, usually a Friday afternoon, Saturday and Sunday and requires approximately 12 volunteers.

- Under the supervision of the playground company representative, playground components are laid out and post holes are augured\*. This generally occurs Friday morning. A bobcat and auger (and other

*\*Please note that volunteer equipment operators must have experience operating excavating equipment. A rule of thumb is that it takes 2000 hours to become a competent operator.*

equipment if site conditions require) will be needed.

- If concrete is being supplied by a truck, pouring generally occurs mid-day Saturday as most companies do not deliver after noon on Saturday and do not deliver Sunday. If volunteers are mixing the concrete in wheelbarrows, pouring can occur throughout the weekend.
- Volunteers place filter fabric (if required) on the excavated area and then spread safety surfacing around equipment. The site is generally overfilled with 12-16" of wood fibre surfacing placed around the equipment. After a few rains, extra surfacing material can be used to top-up the area. Alternatively, a roller can be used to compress the material. Surfacing is generally spread on



Sunday or the week following the install. Extremely wet or low lying sites will require drainage installation under the surfacing.

- Playground is open for play once surfacing is installed and the playground has been inspected by city staff and playground installers.
- Successful installation weekends are generally made as fun as possible with lots of refreshments, games and babysitting for the kids, and organized jobs for adult volunteers.

## SITE FINISHING

- Snow fencing is removed. Site fencing may be installed if required and/or desired by the neighbourhood.
- Site furniture is installed. Benches and a picnic table(s) are generally installed by the neighbourhood.
- Parks signs are installed by Parks staff.
- Playground zone signs are installed on adjacent roads by city staff (if approved by Engineering Department).
- The neighbourhood plants trees, shrubs and grass seed. If the site is not irrigated, trees and shrubs are best planted during the cooler winter months. Grass seed is best sown in September or March. Neighbourhoods watering newly planted vegetation can receive water credits on their water bills. Please note that tree planting requires a BC 1 "Call Before You Dig" request.

## FUTURE PHASING / CELEBRATION

- Some projects are too large or too expensive to finish in one phase.



- Some neighbourhoods install more playground equipment, trails, fences and trees as part of a second or third phase of their project.
- All plantings in the park must be approved and/or supervised by city staff. Locations, species, specimen health and the planting method are all important.
- Phased projects are generally more successful than larger projects.
- Host park barbecues and parties to thank volunteers and to celebrate each milestone at the park. It's a great way to meet your neighbours! (See Park Party section.)



*Playground Party to Celebration Project Completion*

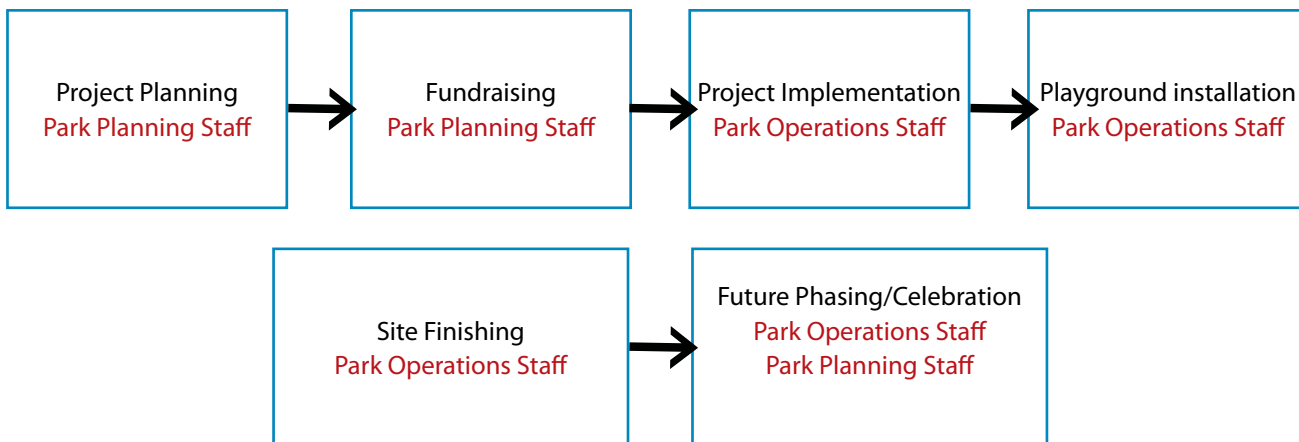


*Robins's Den PIP Celebration Cake*

## CITY OF NANAIMO FACILITATION

- Through the course of the project you will meet staff from various areas of the PRE Department.
- At each stage project stage, one staff contact will liase with one key community PIP contact.

The following flowchart outlines the stages and City departments that will assist in each stage:







## Example of a PIP Proposal for Neighbourhood Playground Development



### LAGUNA 2 PARK

VIP GRANT Request and Proposed Name Change to 'Ocean View' Park

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

February 2013

Dear Commission Members

Please accept this letter as application, by the residents of Ocean View Terrace and surrounding area, to the Nanaimo Volunteers In Parks (VIP) program.

### Backgrounder

Ocean View terrace is a new community that has been designed using the open space technology concept with a view park area, currently designated as 'Laguna 2'. In addition, there is a network of walking paths. As a new community, we are embarking on first development of these areas.

November 24, 2012, a meeting attended by fifteen families, and hosted by Kirsty MacDonald representing the City of Nanaimo, was held at the Laguna 2 park site. The strong contingent of community members present expressed both interest and commitment to proceeding with development of the area. An organizing committee has been identified and members attended a plenary meeting on December 5, 2012. Our plan is to undertake the work in two phases, the first being the park proper and the second, enhancing the walking network with an interpretive component. This grant request is specifically for Phase I, the development of the Laguna 2 park area.



The designated park area is located at the corner of Laguna Way between Jacob's Lane (east) and Seascape Terrace. The 'existing conditions' aerial shot (left) is circa 2009 and does not reflect the near completion of residential development in the surrounding area.

As a piece of public land, the designated park area is particularly desirable given its view of the Strait of Georgia and the mainland Sunshine Coast. It is unique because of the frequency and scope of activity in this section of the Strait of Georgia. In addition to the working vessels of the shipping lane and the recreational traffic ranging from small craft to cruise ships, there is opportunity to observe regular military

activities including submarine exercises and helicopter rescue exercises. Significant activity relating to the herring run takes place in this area and it is also on the path of the orcas.



Texada Island



Annual Herring Run (March)

### The Sunsets



Submarine Exercises

### Vision

Our vision is a multifunctional gathering place reflecting the diversity in age and life stage reflected within our resident population. Our plans include resting benches for adults and a small number of pieces of equipment catering to tots through teens. Plantings and some form of fencing are desirable at strategic points. A walking path is planned to create a flow and to designate areas of function.

- Scrape the existing site to initiate removal and ultimate eradication of the noxious 'broom'
- Grade the site for safe pedestrian access, including walkers, wheelchairs and strollers
- Purchase hardscape materials such as blast rock, pathway surfacing, and fencing
- Purchase plant materials
- Purchase benches and playground equipment

## Site Plan



## Budget

### Budget for Laguna 2 Community Playground

#### Total Park Area

**1106 sq.m.**

**Budget : 70**

Item	Details	Cost
Path – gravel	176 lin.m.	5K
Play Structure Area – wood fibre playground surfacing	277 sq.m.	25K
Family Open Space – lawn	223 sq.m.	3K
Hard Surface Area – concrete pad	65 sq.m.	10 K
Fence – split rail	72 lin.m.	4K
Retaining Wall – short=stack stone, tall= material?	12 lin.m.	5K
Site Furnishings	5 benches, 2 picnic tables	6 K
Landscaping :		7 K
Shrubs and trees		

Ornamental gate, arbour, or trellis with Entrance Signage 5 K

\*\* City will provide interpretive signage and maintenance access gate Total : 70 K

## Community Contributions & Fundraising

- Community members will provide the labor required to install the equipment
- Fundraising will be undertaken to augment the project funds

Our community members are well aware that donations of labor, materials and services are essential to our ability to make our plans a reality. Several people have already stepped up and expressed their willingness to contribute to this project. As a new community, we have developers, builders and realtors working in the area on an ongoing basis and those with whom we have spoken are willing to contribute time and equipment. We are confident in our ability to fulfill our obligations to the project.

### Fundraising Plan : Laguna 2 Park

Item	Solicited from	Estimated Value	Status
Cash Donations	Piper's Pub	6 K	Pending
	Serious Coffee		Pending
	Troy Gibson(primary realtor)		Pending
	Alair Homes		
	Mr. Charanjit Manhas		
Sign Content Expertise	VIU Students	2 K	In Place
Site Design	Lussier Landscape Architecture & Design	1.5 K	In Place
Donated time and labour by :	Organizing Committee	5 K	Ongoing

	Installation Volunteers		Pending
Equipment and Time	Ocean Green Homes	3 K	Pending
Construction Supplies	Home Depot	3.5 K	Pending
	Slegg Lumber		Pending
	Rona		
'Donate A Shrub' Fundraiser	Neighborhood fundraiser	2 K	Pending
Top Soil ; Plant Material	Green Thumb Nursery	1.5 K	Pending
	McNutt Soil	.5 K	Pending
	Total: 25 000		

Note: City holds a deferred revenue 20K Developer Amenity Contribution ( 0711789 B.C. LTD) specific to this park area.

Hence: VIP 25K + Community 25K + Developer Amenity 20K = 70K

### Name Change

At this time, we would also like to formally request that the park be renamed from 'Laguna 2' to 'Ocean View Park', a name that is consistent with the name of the community and reflective of the park's gem; the view.

### Conclusion

Thank you for the opportunity to participate in the VIP Program and for your consideration of our application. Should you require clarification or further information, please contact me at [kegalvin@shaw.ca](mailto:kegalvin@shaw.ca) or at 250 585 8400. I will be please to respond or to redirect you to a committee member who can provide the necessary information.

Kathryn Galvin per

Ocean View Terrace Park Committee



# Invasive Plant Removal



*PIP plant removal at Third Street Park*

Nanaimo's parks are becoming infested with many invasive plants, including Scotch Broom, English Ivy, English Holly, Daphne or Japanese Spurge, Himalayan Blackberry and Japanese Knotwood. These plants have few competitors and quickly take over an ecosystem degrading the habitat for many native plant species. The city will provide education and some tools for volunteers interested in removing invasive plants while walking through the parks and/or organizing more substantial work parties. In some cases, restoration planting will follow the removal of invasive plants to minimize soil erosion and promote the re-establishment of native plant habitat.

Listed below are some recent examples of invasive plant removal projects:

- Norasea, Brookwood and Roxanne Parks - **neighbours removed Scotch Broom**
- Stephenson Point Neighbourhood Association - **neighbourhood removed invasive plants from several parks**
- Colliery Dam and Saxer Parks - **youth clubs removed Daphne**

## TYPICAL PROCESS FOR AN INVASIVE PLANTS REMOVAL PROJECT

- A group of volunteers or interested resident contacts the City of Nanaimo to suggest a site or find out which parks are in greatest need of invasive plant removal. Sometimes, invasive plant removal is also required as the first step in a beautification project.
- The volunteer group or resident organizes one or more volunteer work parties at the site.
- City of Nanaimo staff will provide training for the volunteers prior to the work party at the beginning of the scheduled time. Training generally takes an hour.
- City of Nanaimo staff may provide some loppers, hard hats, tarpaulins and information sandwich boards; however, resources are limited. Please bring your own work gloves, sturdy shoes, loppers, pruners and other supplies.



*PIP removing invasive plants at Colliery Park*



*Neighbourhood invasive plant removal crew*



- Volunteers bring all the removed invasive plants to a central area, and the City of Nanaimo disposes of the waste following the work party.
- Some sites benefit from restoration planting following invasive plant removal. Replanting helps to stabilize the now exposed soil and establish native plants. The city can work with the volunteer group to determine what native plants are appropriate for restoration planting at each site. For small sites, plants can be ordered and planted on the same day as the invasive plant removal work bee, but in most cases, planting occurs at a subsequent work bee. Plant ordering and delivery to the site will be arranged by the city.
- Fundraising is recommended for invasive plant removal projects. Volunteers can canvas local businesses for refreshment donations for the work bee. Financial donations can be put toward the required equipment and/or native plant purchases.
- Invasive plant removal is a long-term process. While the City of Nanaimo is very interested in one-time work parties, volunteer groups that adopt a site for long-term invasive plant management is also desirable.

## **TIPS FOR PLANNING YOUR INVASIVE PLANTS REMOVAL PROJECT**

Remember that while removing or controlling invasive plants is usually beneficial, it is important to plan an approach that will not cause further damage to native ecosystems. Use the techniques taught to you by city staff and make sure that you have the time to visit the site more than once. Work may take several years to complete. Develop a long-term removal and monitoring plan for your activities and seek permission from City of Nanaimo Parks Operations staff before removing invasive plants from local parks or other public spaces.

### **SAFETY FIRST**

When removing invasive plants, pay careful attention to your surroundings. This is important especially when working on steep slopes and around wildlife or dead trees. Always wear appropriate safety equipment and have a first aid kit nearby, particularly if you are organizing a group volunteer work party.

### **MINIMIZE DANGER**

Pay close attention when removing invasive plants to not damage the native ecosystems. Be cautious on steep or rocky sites where moss and soil are easily disturbed. If you are working on a sensitive site, consult with experts for assistance. Do not remove invasive plants that have grown over trees which appear to be dead or dying. Have a professional assess the risks before any work is done.

# Community Gardens



*Community Garden at Forest Drive Gyro Park*

Community Gardens create a safe and healthy recreational activity within our park system and on other city-owned land. They allow for local food production and can become a gathering place in a neighbourhood. Although there are several gardens within city limits, the City of Nanaimo currently has five community gardens on park property. They include:

- Beaufort Park Commons - **received \$5,000 grant from city**
- Smugglers Park on Protection Island - **received \$20,000 grant from city in two phases**
- Beban Urban Garden Society (BUGS) - **received \$40,000 grant from city in two phases**
- Pawson Park - **developed in conjunction with playground improvements**
- Forest Drive Gyro Park - **developed in conjunction with playground improvements**

The City of Nanaimo supports local food production and has policies to support it.

Communities enter into a “User Agreement” for gardens with city staff. A six-month reverter clause is included in the agreement so that the city can take the land back if the gardens fall into disrepair or other issues evolve.

## WHAT IS A COMMUNITY GARDEN & ITS BENEFITS?

A community garden is defined as a community development program operated by a non-profit society or community organization. A community garden has the following benefits:

- Improves the quality of life for people living adjacent to the garden.
- Promotes a catalyst for neighbourhood and community development.
- Stimulates social interaction.
- Encourages self-reliance.
- Produces nutritious food.
- Reduces family budgets.
- Creates opportunities for recreation-promoting exercise and therapy.
- Fosters educational opportunities.
- Preserves green space.
- Provides opportunities for intergenerational and cross-cultural connections.

## HOW DOES THE CITY SUPPORT COMMUNITY GARDENS?

The City of Nanaimo supports the development of community gardens in Nanaimo through the following means:

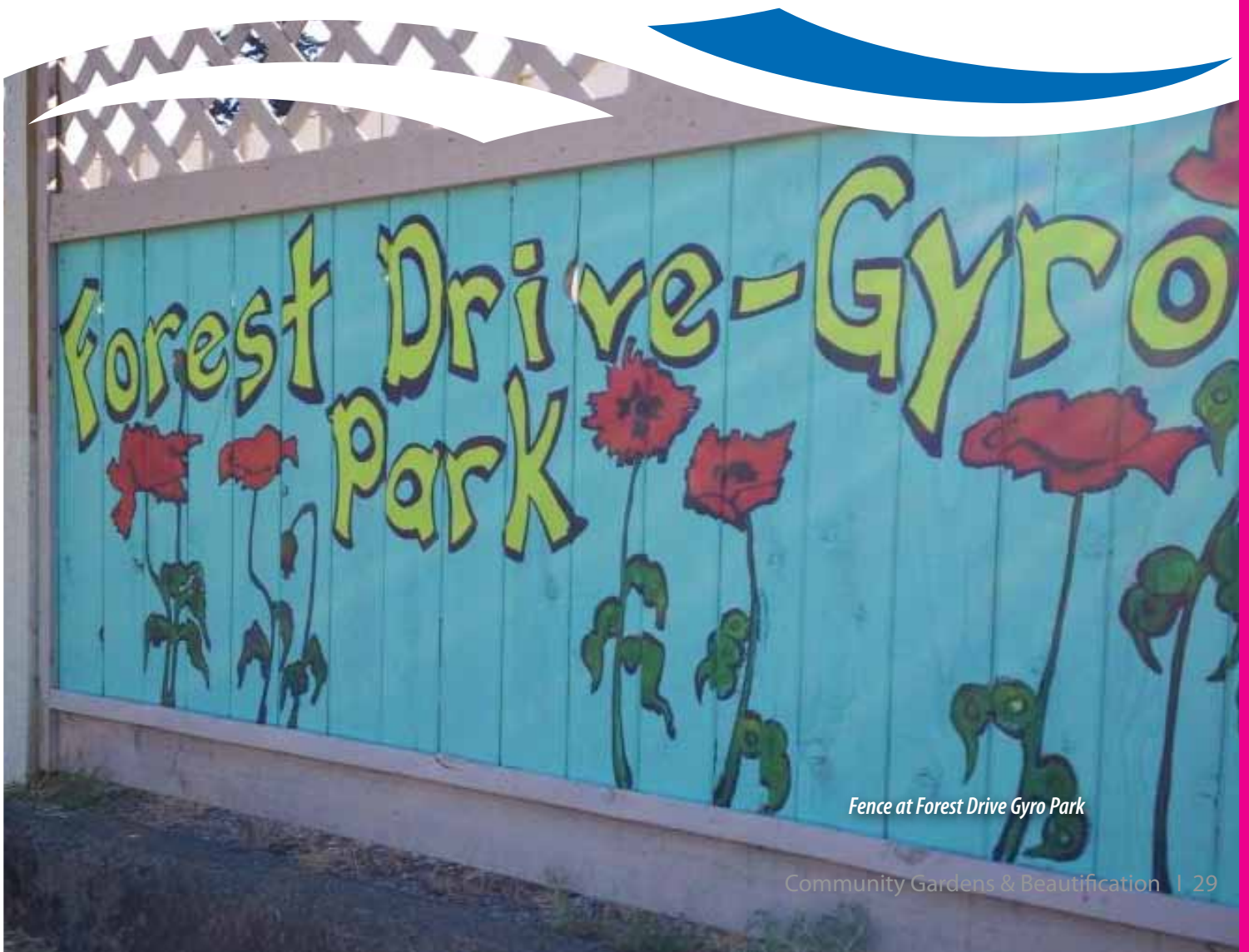
- Providing access to information on the development and operation of community gardens.
- Assisting interested groups in searching for suitable land for the development of community gardens. This inventory must include city-owned land, land controlled by other government agencies and privately-owned land.
- Assisting in the development of user agreements with the owners of sites chosen.
- Assisting with the development of a community-led education program.

## WHAT HAPPENS ONCE LAND IS FOUND SUITABLE FOR A COMMUNITY GARDEN?

- The garden is developed at no cost to the city except that prior to the first season, the city will, through the PIP Program, allocate funds to the garden society for start-up costs with approval from the PRC.
- A community consultation process indicates neighbourhood support for the garden.
- A garden site plan is drawn up and approved by the city. This plan must include the layouts of the plots and include any proposed structures or fences.
- A non-profit society or neighbourhood group agrees to develop and operate the gardens according to a user's agreement which will specify the term of use management responsibilities, user fees and access procedures. This agreement is a short-term agreement.



# Public Art



*Fence at Forest Drive Gyro Park*

Public Art is a visual work produced by artists and fabricators that is integrated within publicly accessible sites within natural and built environments. This art is located on public property and/or interfaces with public space and is encountered by the public free of charge. It helps create a vibrant community and a sense of place, enhance the visual quality of public space, is a landmark and elicits a response from the public who discover it. Public Art Pieces can be:

- Temporary or permanent
- Two or three dimensional
- Created for community development initiatives

Through the PIP Neighbourhood Public Art program, you have the opportunity to create a piece of art for your chosen local neighbourhood park or community space that reflects the local community and can involve the neighbourhood in its development.

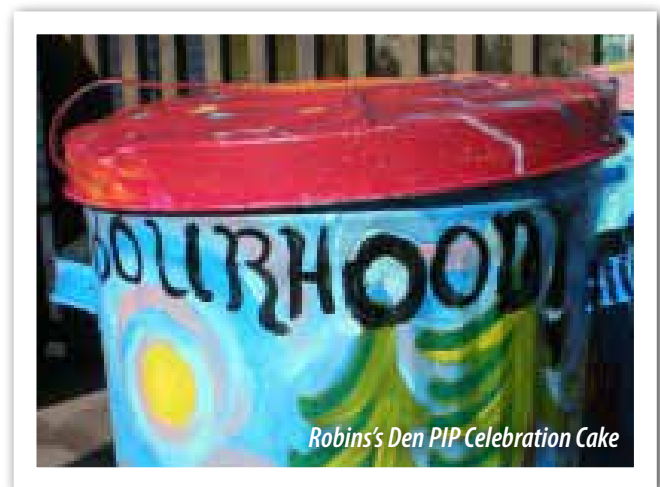
## **NANAIMO'S PUBLIC ART PLAN**

The Community Plan for Public Art was created by the community over the course of a few years between 2008 and 2010. It was a legacy project of the Cultural Capitals of Canada Program. The public art plan stresses the importance of neighbourhoods developing pieces with local artists for their local areas, parks and public spaces. The intent of this part of the Community Public Art plan is to help create identity and develop neighbourhood areas which in turn fosters a sense of community at a broader level.

## **TYPICAL PROCESS FOR A PUBLIC ART PROJECT**

- Public art is initiated by a resident, artist or community group for a neighbourhood park or city owned public space.
- Once you have an idea, contact the City of Nanaimo. You'll be asked to explain what you'd like to do. Contact the city by phone at 250.756.5200 or by email at [askpre@nanaimo.ca](mailto:askpre@nanaimo.ca).
- The neighbourhood meets with City of Nanaimo staff in the park to discuss project possibilities, the PIP program and the process. If the project is largely supported by the neighbourhood, then a small group of neighbours/artists work together to develop the concept further.
- Each project is different in scope. Consequently, resource needs vary. If you are initiating a large project and are requesting financial aid you will likely be required to submit a proposal to the City of Nanaimo.

- If a proposal has to be submitted, the City of Nanaimo's PRC will review the project proposal. A few committee members usually attend a city meeting and present their proposal. *\*TIP: It is better to appear at a meeting in the winter or early spring to ensure that there will still be PIP funds available for your project and implement your idea on city property.*
- If permission and funding is granted, project implementation begins. Staff will work with the group to ensure that the project is a success.
- The City of Nanaimo may provide/facilitate the following:
  - Technical assistance
  - Supplies and materials
  - Financial aid
  - Recognition of your efforts
  - Plan to get neighbourhood involvement
- The neighbourhood may provide the following:
  - Labour
  - Fundraising/Materials
  - Artists
  - Talent
  - Creativity



## SAMPLES OF COMMUNITY PUBLIC ART PROJECTS IN NANAIMO PARKS



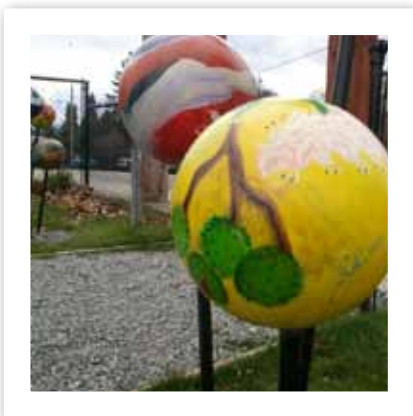
Neighbours at Forest Drive Gyro Park paint cut-out figures



Residents at Pawson Park cut the ribbon for a new mural on the park washroom building



The "At Play" project got community members involved painting pieces that are displayed along the fence of Deverill Square Park



Bowling ball gateways public art at Pawson Park



Public art and community gardens are combined at Forest Drive Gyro Park



"Hummingbird Project" at Deverill Square Park



## SAMPLES OF COMMUNITY PUBLIC ART PROJECTS IN OTHER CITIES



New York's Coney Island Boardwalk "Barrels of Fun" annual project



A mosaic wall piece in Seattle



Artistic bike racks were made by community members in Winnipeg



Spider webs



Igloos



Knit art



Flag art

## EXAMPLE OF A PIP PROPOSAL FOR COMMUNITY PUBLIC ART

### City of Nanaimo - Volunteer In Parks (VIP) Program 2013 Artist In Residence Project 'Art In The Park' Forest Drive Gyro Park

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March 2013

Dear members of the Parks Commission Board:

The Forest Drive Gyro Park VIP committee and local artist Yvonne Vander Kooi request your consideration in contributing funds from the Public Art VIP Program for this Art In The Park proposal for Forest Drive Gyro Park located in central Nanaimo.

#### **Background**

Forest Drive Gyro Park is located at 2035 Forest Drive in Nanaimo BC. It is a 0.2 ha City owned park within the Hospital Area between Merideth Road and Dufferin Crescent just east of Bowen Road, tucked in behind the Rexall Pharmacy and Willows Condominiums. Public access to the park is on Forest Drive.

Last summer, members of the community participated in the City of Nanaimo's Volunteer in Parks (VIP) Program to renovation the park and create wonderful playgrounds on this property. It was a huge success that has brought to life to what was once an old neglected tot lot. Our efforts included building two playgrounds, a half court, paved trailways and comfortable seating areas.



The 2012 – Forest Drive Park Art in the Park Workshop, Children Silhouettes and Commissioned Art Panel

Also an 'Artist in the Park' program was developed last year and it was a huge success. A few residents in the neighbourhood contributed their time and efforts to bring people together in this public space to connect, invest and feel ownership. What was once a forgotten un inspiring park became an opportunity to create colour, activity and ownership at a grass roots level that is key to a healthy community. It is also key that this activity continues in the park and that it continues to be supported by the City and citizens in order to complete the next phase and nurture the growth, connections and strength that began last year.

### **Goal for the 2013 Art In The Park Project**

This year the focus is to continue with neighbours contributing to their community and develop pride and ownership in the community. The plan is to host an Art In The Park week long workshop to give children, families and individuals an opportunity to create art pieces that will decorate the fences of the park. Also four commissioned painting will be completed to further add to the beautification of this park.

### **Project Details**

The proposal is divided into two pieces, first four commissioned art panels painted by Yvonne Vander Kooi and secondly a week long Art In The Park Workshop facilitated by Yvonne.

The four pieces will be painted on 3'x3' square composite board panels and will be completed in May/June within the studio. They will capture the theme of the park and the neighbouring community which is nature and vibrancy.

The week long workshop will be held in July. Yvonne will facilitate the workshop and teach art to the participants for free and these pieces of art will be added to the park fences. Ninety 8"x8" square composite board art tiles and approximately twenty children or youth silhouettes will be created during this workshop. There will be the opportunity to work together in a team environment to create the fun abstract silhouettes or as individuals painting a single art tile.

At the end of the project a park art installation party could be a great way to celebrate the community effort and the awesome art pieces.

Attached is the budget for the art proposal for Forest Drive Gyro Park.



July 2012 – Forest Drive Gyro Park Art in the Park Workshop

### **Conclusion**

The goal of this project is to add vibrant life onto the fences of the park and generate strength, pride and connectivity into the community and neighbourhood that surrounds the park. Please consider awarding funding for this proposal.

We really appreciate that you have taken the time to review the 2013 - Forest Drive Gyro Park Art In The Park Project. Thank you for your time and consideration. We look forward to hearing from you.

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Yvonne Vander Kooi  
Local Painter & Muralist, Bird Studio  
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## City of Nanaimo - Volunteer In Parks (VIP) Program 2013 Artist In Residence Project 'Art In The Park' Forest Drive Gyro Park

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### Budget for Art Proposal

#### 1. Phase 1: 4 – 3'x3' Fence Line Paintings

(including supplies - city supplied composite signboard panels) \$2000

#### 2. Phase 2: Artist in Residence – Art In The Park Week Long Workshop

- PR & promotion in the community, poster & print. Volunteer
- Develop & prepare workshops. Volunteer
- Facilitate & teach art projects. \$1500
- Purchase and organize supplies, mural paints, brushes, rags, buckets. \$400
- exterior primer & ext. latex paint (primary & secondary & white). \$500
- 8 - 4'x8' sheets of signboard for silhouettes. City supplied
- 90 – 8"x8" composite signboard squares. City supplied
- Carpenter services for the first day of the workshop to cut out the silhouettes from the signboard. \$400
- Park Art Installation Day Party (city to install art panels). \$200

Total \$5000

# Park Ambassadors



Park Ambassadors are individuals who frequent a park or trail on a regular basis. They provide information to park users and report issues to the Parks Operations Department.

Ambassadors also help to maintain a personal level of service in our parks, trails and open spaces by their presence, and occasionally assist in tasks such as vandalism and maintenance patrols, and provide input into the overall development and maintenance. They foster positive relationships through information, education and professional role modeling and report any problems or issues.

Park Ambassadors can patrol any park or trail that is convenient and where there is need. The following is a list of parks with ambassadors, but other parks can easily be proposed.

- Beban Park Participark
- Bowen Park
- Brookwood Park
- Buttertubs Marsh
- Cable Bay Trail
- Chase River Estuary Park
- Colliery Dam Park
- Departure Bay Park
- Diver Lake Park
- E&N Trail / Parkway Trail
- Harbourfront Walkway
- Jack Point Park
- Linley Valley (Cottle Lake) Park
- Lost Lake Park
- Loudon Park
- Maffeo Sutton Park
- Neck Point Park
- Pipers Lagoon Park
- Saxer Park
- Groveland Park



## PARK AMBASSADOR DUTIES CAN INCLUDE

- Visit a designated park or trail about once a week at varying times to interact with a range of visitors.
- Check the conditions of the park, trail or facilities and report any problems immediately or on a quarterly report.
- Answer questions from visitors regarding City of Nanaimo parks and trails, directions and natural history.
- Educate visitors about bylaws and report any infractions and any out of the ordinary contacts/ observations.
- Submit a quarterly Park Ambassador Activity Report.

## PARK AMBASSADOR OPTIONAL DUTIES

- Collect small amount of garbage and deposit into garbage cans. Larger items are reported to Parks Operations Department.
- Identify and remove invasive plants (if training has been received).
- Identify and remove graffiti.
- Assist in training new volunteers.
- Assist at City of Nanaimo special events and community events.



*Barsby Park PIP Park Ambassadors*



*Park Ambassadors in Bowen Park*

## **DESIRED SKILLS, ATTITUDE & KNOWLEDGE**

- Resourceful, reliable and responsible with an ability to work alone.
- Good interpersonal skills with an ability to comfortably relay information to others and to diffuse conflicts.
- Reliable transportation to and from the parks and trails in all seasons and weather.
- Ability and willingness to follow the guidelines and decisions of the City of Nanaimo Parks Operations Department.
- Willingness to wear City of Nanaimo volunteer identification while on duty.
- A minimum of 18 years of age (unless accompanied by an adult) and in good physical and mental health.
- Some natural history knowledge an asset.
- Ability to provide two personal references and pass a criminal record check.

## **COMMITMENT**

- Able to make a minimum commitment of one year to the PIP Program.
- Able to commit to visiting the park or trail at least once per week (more often is great).
- Support the mission statement “to enhance the quality of life and leisure in Nanaimo” and management of the City of Nanaimo.



# Park Naturalists



**History of the Millstone River** MILLSTONE NATU

**Geographical History**

- The Millstone River exists on a remnant of the retreat of the last glacial ice. Labeled the area.
- Glaciers that retreated this area in 10,000 years ago retreated 14,000 years ago leaving behind the wetland and subglacial streams that the melting glaciers.
- The types of rock that exist in Millstone Park is called "metachert". Compaction is what led to longer road to green to south in the fragments of rock that are glued together. There are conglomerate rock by the stream. Conglomerate rock is formed by river movement.

**Power from the Millstone**

**1880**

- A hydroelectric power plant was built on the Millstone.
- The plant contained a large brick power house and No. 1 Dam.
- It was located at 100-110 Cambridge Avenue on the old river bank before it dammed.
- The plant produced power from the flowing water using a water wheel.
- During the hottest months, the wheel drove heat up providing the power for the growing city.

**1907**

- The City acquired land around Westmont Lake and built No. 2 Dam.
- This dam raised water during the winter and allowed it down to the power house in summer.

**1924**

- A second power house was built up near Jingle Fir Mine to support processing of the ore.
- This house used water from No. 2 Dam and a water wheel to generate power.

**Did you know?**  
with 60%

All our flow: most of Millstone's runoff is captured in water and used a long way home.

milme.ca • 250-756-5100

LETTER SCIENCE

Park Naturalists assist the city in building awareness, understanding and appreciation of the cultural and natural environment in our park and trail system. Interpretive signage, nature walks and educational brochures, kiosks and centres are important tools in providing park visitors with access to the natural and cultural history of the city. Parks Naturalists use their unique talents to aid the Parks Operations Department in providing a quality park experience and help those who simply may want directions or information about Nanaimo and/or local parks and trails.

Examples of parks where Parks Naturalists could provide assistance:

- |                      |                            |                            |
|----------------------|----------------------------|----------------------------|
| • Neck Point Park    | • Pipers Lagoon Park       | • Bowen Park               |
| • Linley Valley Park | • Jack Point Park          | • Sugar Loaf Mountain Park |
| • Bowen Park         | • Sugar Loaf Mountain Park | • Chase River Estuary Park |

## **PARK NATURALIST DUTIES COULD INCLUDE**

- Assist in the drafting of interpretive signage and / or brochures and display materials.
- Assist in leading or accompanying of guided walks throughout parks on various topics.
- Share enthusiasm and knowledge of the environment while visiting Nanaimo's parks and trails.
- Record select statistics (such as bird and plant counts) in parks.
- Perform some daily housekeeping tasks, such as restocking brochure racks, floor sweeping and checking that there is an adequate supply of toilet paper in washrooms.
- Assist at City of Nanaimo special events in parks, and community events.

## **DESIRED SKILLS, ATTITUDE & KNOWLEDGE**

- Basic natural history knowledge for the Eastern Vancouver Island area (for example, some birds, major trees, native plants, cultural history, etc.).
- Resourceful and reliable with an ability to work alone and a willingness to learn.
- Comfortable relaying information to others, including children.
- Reliable transportation to and from the park in all seasons and weather.
- Willingness to work with current programs in developing new interpretive walks, signs, brochures, etc. as needed.

# Park Beautification & Tree Planting



*Tree planting volunteers at Camas Park*

Residents can work together to beautify local parks and city-owned property (including street boulevards, traffic circles and medians). This helps to enhance Nanaimo's urban forest and increase park and neighbourhood aesthetics - especially where residents desire a higher level of service than the city can provide.

Trees that have recently been planted in city boulevards by volunteers in:

- Old City Quarter
- Haliburton Street
- Craig Street

Trees and shrubs that have recently been planted in parks by volunteers in:

- Neck Point Park
- Maffeo Sutton Park
- Stephenson Point neighbourhood
- Monashee Park
- Camas Park
- Barsby Park

## WHAT IS THE TYPICAL PROCESS FOR PARK BEAUTIFICATION AND TREE PLANTING?

- Contact the City of Nanaimo with your idea.
- City staff will assess local conditions, such as utilities, irrigation, rock, soil and rooting conditions. For some cases, vehicle sight lines and safety will also be considered.
- City staff will apply for grants and suggest some community-based funding.
- City staff and neighbourhood residents will establish a work plan and work party date and work together to plan out their desired area.



*Tree planting at Neck Point Park*



# Gatekeepers



Volunteers can aid in opening and closing gates in designated parks and assist the Parks Operations Department in reducing vandalism and vehicular and park misuse at night.

Examples of parks for Gatekeepers include:

- Pipers Lagoon Park
- Loudon Park
- Westwood Lake Park
- Neck Point Park
- Blueback Park

## **TYPICAL DUTIES OF A GATEKEEPER**

- Open and close the gate at the times and days designated for the assigned park.
- Report any problems or concerns to the Parks Operations Department for assistance in resolution.
- Assist the city in meeting the needs of the neighbourhood and community surrounding the park by securing the park, thus reducing noise and vandalism during the night.
- Follow all procedures set forth by the City of Nanaimo, PIP Program.
- Submit volunteer hours to the Parks Operations Department on a quarterly basis.

## **WHAT IS THE COMMITMENT OF A GATEKEEPER?**

- Able to make a minimum commitment of one year to the program.
- Able to commit to designated days and morning/night duties.

## **WHAT ARE THE DESIRED SKILLS, ATTITUDE AND KNOWLEDGE TO PARTICIPATE?**

- Ability to visit the park and open and close the gates in all seasons and weather.
- Extremely reliable person who will complete duties and/or work with the Parks Operations Department to find fill-in volunteers.
- Ability to follow the guidance and decisions of the Parks Operations Department.

# Park Parties & Events



*Park Party at Pawson Park*

The City of Nanaimo encourages neighbourhoods to use and program their local parks. One way to do this is by hosting fun events in the park. The city has a kit available for fun games and equipment to help make events a success. These events can be planned alone for neighbourhood fun or in conjunction with other PIP activities as a way to celebrate successes and completion of a project. It is a great way to wrap-up and celebrate!

Examples of parks where neighbourhoods have hosted a Park Party:

- Deverill Square Park
- Pawson Park
- Nob Hill Park
- Parkwood Park
- Forest Drive Gyro Park
- Hawthorne Park

## **WHAT IS IN THE PARK PARTY KIT AND HOW DO I RESERVE IT?**

Party Kits are available for you to rent from the Nanaimo Aquatic Centre. Call us to reserve and to arrange a pick-up.

The Sports Bag includes the following:

- 6 three-legged race ties
- 12 burlap bags
- 5 frisbees
- 3 sets of scoops and wiffle balls
- 12 spoons plus 6 mini bouncers, 6 mini waffle balls and 6 tennis balls
- 1 football
- 1 soccer ball
- 1 volleyball
- 1 basketball

The Tug-of-War Kit includes the following:

- 1 large tug-of-war rope
- 1 smaller tug-of-war rope

The Parachute Kit includes the following:

- 2 parachutes
- 1 bag of foam balls
- 1 bag of plastic balls

The rental cost for each kit is \$12 + GST or \$30 for all three. To book your kit, please call 250.756.5200.

For additional equipment (tents, etc.), contact the Downtown Nanaimo Business Improvement Association (DNBIA) at 250.754.8141.



## PARK PARTY GAMES & IDEAS

- Scavenger Hunt with a Twist - Write out questions that the kids have to answer (Who lives at house #15? How many people live at the house with the red trim? Who has a bird bath in their front yard?)
- Facepainting - the older "young" kids love doing this.
- Sponge/Water Race - fill a bucket with water, kids line up, dip a sponge and try to fill an empty bucket set up a few yards away.
- Bicycle Decorating Contest - this could keep kids busy a couple of hours before the party starts..
- Straws & Rings - teams of 4 to 10 get in a line with a straw in their mouth. Pass a ring between the straws. Young teams get big rings but adult teams get tiny rings.
- Show a movie at dusk.
- Whipped Cream Eating Contest - fill up aluminum pie shells with one cherry covered in whipped cream. Kids have to find the cherry, and you can't use your hands!
- Three-Legged Race
- Freeze Dances
- Hat Race - buy several cheap hats at a dollar store. Teams are lined up at one end and the hats are in a box on the other end. Players race up, put on a hat and try to run back as fast as possible without using hands to hold the hat on. Can be really funny if its a breezy day.
- Jar Game - fill a jar with candy and ask each guest how many items are in the jar.
- Balloon Patting - arrange a safe course and give each child a balloon. Each child has to keep the balloon up by continually patting it. No holding allowed. If the balloon touches the ground, you must start again.
- Simon Says - one person is the leader. They say "Simon Says" and adds actions, such as put your hands in the air. The kids must copy their actions. The trick is that if the leader does not say "Simon Says" the kids must do nothing. You are out if you move without the leader saying "Simon Says".
- Treasure Hunt - in advance, hide lots of items in the park. Tie in the objects with the party theme. Give everyone a sheet with the hidden items listed (or drawn for youngers). Time the teams or individuals as they find the items. For example, for a pirate-themed party, you could hide fake coins. Have prizes for the winners.

- Limbo - play some fun music while your friends stand in line waiting to bend backwards low enough to fit under the limbo stick (broom handle, yardstick, etc.). In order to win, the limbo master must not touch the stick or fall on the floor while limboing under the stick (which is usually held by two people).
- Bobbing for Apples - setup a large pail filled with water and enough apples to cover the surface. Lay out plenty of towels. The guests, using only their teeth, must try and get an apple out of the pail.
- Blow Fish (or Ships) - fill a pail with water and add either small boats or fish that float on the water. Set up the players in twos who play against each other, giving each player a straw. The object of the game is to use the straw to blow the boat or fish to your opponents' side. The players can get very wet, so remember to set out towels.
- Pass the Orange - get two oranges, divide the group into two teams and watch as the people must pass the orange from neck to neck using only chins and necks. The fastest team wins!

