

**REPORT #:** LS 2014 05  
**DATE:** 02 Sep 2014  
**TO:** Mayor and Members of Council  
**SUBJECT:** **Henderson Community Park Master Plan - Final Report**  
**PREPARED BY:** Thomas Graham, Director of Leisure Services

## **1. RECOMMENDATIONS:**

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That Report LS 2014 05, dated September 2, 2014 entitled "Henderson Community Park Master Plan – Final Report" be approved by Council;

That the Henderson Community Park Master Plan be adopted as a blueprint for development of the site in a phased approach consistent with annual Capital and Operating Budget deliberations;

That staff be authorized to commence with Request for Proposals from engineering firms to initiate design/tender documents for Phase 1 of the construction of Henderson Community Park.

## **2. PREAMBLE:**

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The purpose of this report is to seek Council approval of the Henderson Community Park Master Plan and authorization for staff to initiate the procurement process for the retention of an engineering firm to prepare design/tender documents for Phase 1 of the construction of Henderson Community Park. A representative of Dillon Consulting will be in attendance to answer any questions of Council and /or the public. A copy of the Henderson Community Park Master Plan Final Report is provided as an attachment to this report.

## **3. BASIC DATA PERTAINING TO THE MATTER:**

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### **3.1 Background Information**

In 2009, the Town of Bradford West Gwillimbury received a donation of approximately 100 acres of land from Mrs. Phyllis Henderson to be used for the purpose of developing a community park with both active and passive recreational uses. The property is located on the southwest corner of Sideroad 10 and Line 9 and includes a rolling topography with natural features including a drainage channel in the middle of the property and a woodlot located in

the northeast corner.

Prior to commencing the Master Plan Study for Henderson Community Park, the Department of Leisure Services completed an Outdoor Sports Needs Assessment Strategy (Soccer Field, Ball Diamond and Tennis Court Strategies) in 2011. The study identified the quantity and quality of outdoor sports facilities, current utilization levels, established standards of provision, future growth needs of the community and improved service levels. Henderson Park was identified as a key site for relocation of some existing minor sports fields and to accommodate projected growth requirements.

### **3.2 Master Plan Process**

In 2013, the Town retained the services of Dillon Consulting for the development of a Master Plan for Henderson Community Park. The following key objectives were identified for the Master Plan Study:

- Address the diverse recreation trends and needs of the community
- Apply the initiatives identified in the Outdoor Sports Fields Needs Assessment Strategy
- Use innovative and sustainable design solutions for the park design and ensure that park operations are sustainable
- Apply AODA standards and principles of CPTED (Crime Prevention through Environmental Design)
- Protect and enhance the existing environmental and natural heritage features
- Explore outdoor education features
- Use best practices for positioning facilities such as sports fields and parking lots (setbacks and buffers)
- Use best practices for vehicular and pedestrian circulation, parking and lighting.

To coordinate the master plan process with Dillon Consulting, a BWG staff working group was formed consisting of Leigh Ann Penner from Development Services, and Nick Warman, Mike O'Hare, Julie Randall and Tom Graham from Leisure Services. Initial work activities included overall site review; assessment of existing services; identification of issues and opportunities for the site; initiation of a topographic survey; and meetings/discussions with stakeholders and relevant agencies.

The following Guiding Design Principles were developed to focus concept development and public consultation for the Master Plan:

#### **Environment**

- Respect the natural environment and cultural heritage
- Preserve and enhance existing vegetation and habitats
- Low impact design solutions
- A place for environmental education

## **Recreation**

- A place for both active and passive recreation
- Promotes health awareness
- Establish experiences for cyclists and pedestrians

## **Accessible**

- A place that is safe and accessible ( incorporates CPTED principles and AODA standards)
- Will provide activities and spaces to attract locals and visitors
- Establish connections of spaces within the park and to the surrounding communities

## **Flexible**

- Allow for flexibility of use as future recreational trends change
- Provide a variety of experiences for all ages

The development of the Master Plan included a significant public consultation process to establish community interests and priorities for the long term planning of the park. This process included Stakeholder Meetings, Public Workshops, Public Open House, Council Presentation and the utilization of the BWG Website and Social Media Platforms.

The Master Plan Final Report outlines in detail the feedback and input gathered from all of the public input opportunities. The Community Vision Workshop held on November 18, 2014 established themes and uses for the park which provided a basis for the Consultant to generate two design options and present these for input at a Community Design Workshop held on February 11, 2014.

A preferred Long Term Concept Plan for the park was then further developed and presented at a Public Open House on April 9, 2014. At the June 3, 2014 Council Meeting, Eha Naylor of Dillon Consulting provided an overview of the Master Plan process and presented the preferred Concept Design of Henderson Community Park.

### **3.2 Key Components of the Concept Design for Henderson Community Park**

The master planning and design development strategies for Henderson Community Park will focus on striking a balance between the recreational aspects of the program and the retention of the natural features of the site, while enhancing and improving the ecology of the land.

Key components of the Preferred Concept Design (as outlined in Figure 5, Page 17 of the Master Plan Report) for Henderson Community Park are listed below:

1. Park Identity including gateway features and identity signage
2. Park Service Buildings for washrooms, change rooms, canteen, and related mechanical systems.
3. Shade and Event Structures
4. Outdoor Performance Area
5. Multi Use Courts for basketball, ball hockey and outdoor winter skating
6. Two Tennis Courts
7. Four Beach Volleyball Courts
8. Splash Pad
9. Senior and Junior Adventure Playground
10. Soccer Fields - to accommodate relocation strategy and for future growth
11. BMX Course
12. Trails and Walkway Network
13. Naturalized Areas and Woodlot
14. Picnic Areas/Site Furniture and Amenities
15. Main Access Road and Parking Areas
16. Park and Roadway Lighting
17. Outdoor Education

The Master Plan Report provides general design direction for servicing requirements for the eventual build out of Henderson Community Park including storm water management and water, sanitary and electrical servicing. No detailed design has been provided at this stage and the sizes of servicing noted will require a thorough investigation with design parameters and demands verified and finalized prior to detailed design.

### **3.3 Phasing of Park Development**

It is proposed that the development of Henderson Community Park be constructed in phases over an assumed 20 year period. The timeframes indicated reflect a recommended order of undertaking project work, rather than fixed timelines, as the phasing and implementation of the park is subject to funding availability. In this regard, priorities may shift as specific opportunities and needs are presented. This phasing approach should be updated on a regular basis to reflect changing financial and recreational priorities.

The phasing schedule for the development of Henderson Community Park is proposed as follows with initial construction commencing late 2015 or early 2016:

#### **Phase 1: Short Term (1-3 years)**

- Implementation of approximately 90% of the north trails network, including the main trail and woodlot trail
- Completing the servicing and infrastructure for the north end of the park, including providing an appropriately sized transformer to accommodate for the full park development

- Completing the platform for the north soccer fields in the north west quadrant of the park
- Completing the storm pond and drainage channel re-alignment
- Completing the 9th Line entrance drives and Park Road to the proposed bridge
- Completing the two parking lots (Parking Lot #1 and Parking Lot #3) at the north west and north east quadrants of the park
- Providing picnic areas in the north end of the park
- Establishment of vegetative buffers adjacent to the north soccer fields, and along 9th Line; naturalization planting around the pond and drainage channel and trail loop, and; establishment of meadow areas adjacent to the woodlot

### **Phase 2: Short Term (4-7 years)**

- Completing the north trails network, including the pond boardwalk, pedestrian bridges and lookout(s)
- Completing the recreational activity zone in the north west quadrant; including the North Park Building
- Completing the platform for soccer fields in the south soccer fields in the north west quadrant of the park
- Establishment of vegetative buffers adjacent to the south soccer fields, and completing the naturalization plantings around the pond, drainage channel and trails
- Completing Parking Lot #2, adjacent to the activity zone
- Providing picnic areas

### **Phase 3: Medium Term (7-10 years)**

- Development of the trails network around the BMX Course, performance area and picnic area adjacent to the Bradford Baptist Church
- Development of the land forms and the BMX Course, including establishment of naturalized plantings
- Completing the performance area and amphitheater
- Completing the picnic area and parking lot, west of the Bradford Baptist Church, including adjacent meadow and naturalization plantings
- Connecting the Park Road from the proposed bridge to the round-about
- Constructing Parking Lots #4 and #5

### **Phase 4: Long Term (10-20 years)**

- Resurfacing of selected granular trails to asphalt
- Constructing the platform for soccer fields in the south end of the Park
- Developing the multi-use space in the south end of the park
- Constructing the south parking lot adjacent to the soccer fields (Parking Lot #6)
- Completing the South Park Building and Washrooms / Changerooms
- Completing the infrastructure for the south end of the park
- Establishment of vegetative buffers adjacent to the soccer fields and multi-use space, and naturalization plantings in the south end of park
- Connecting the Park Road from the round-about to the 10th Sideroad entrance, including constructing the left-turn lane at the entrance on 10 Sideroad

### **3.4 Next Steps-Work Plan**

Upon approval of the Henderson Community Park Master Plan, the Town will issue a Request for Proposal for Consulting Services for the Design, Engineering and Contract Administration for Phase 1 of the project.

Assuming the consultant has been retained in the Fall of 2014, work can commence on detailed Park design including the following studies:

#### **2014/2015 Technical Studies**

- Overall Functional Servicing Report, Grading Strategy, SWM Strategy
- Phosphorous Loading Study, Environmental Impact Study (LSRCA)
- SWM Report – Detailed Design of SWM Strategy incl. channel works, pond, source and conveyance measures, LIDs (LSRCA, MOE)
- Environmental Impact Study (LSRCA)
- Traffic Impact Study
- Tree Management Report

#### **2015 Approvals During Detailed Design**

- Environmental Compliance Approval (MOE)
- Interference with Wetlands and Alteration to Watercourses Regulation – OR 179/06 (LSCA)
- Sewer and Water Service Permit
- Electrical Permit
- Building Permit

It is anticipated that the above noted work plan will take approximately 9 months to complete and the Town would be in a position to issue a tender for construction for Phase 1 of the project in Summer/Fall of 2015.

## **4. EFFECT ON TOWN FINANCES:**

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### **4.1 CURRENT YEAR:**

The approved 2014 Leisure Services Capital Budget includes funding of \$300,000 for consulting Services for Design and Engineering of Phase 1 of Henderson Community Park.

### **4.2 FUTURE YEARS:**

Based on the Concept Design contained in the Henderson Community Park Master Plan, the overall project cost (2014 dollars) is approximately \$12.45M plus HST projected over a 20 year time period. Phasing and costing of the project and associated funding sources will be included in future Annual Capital Budget submissions. Funding required for Phase 1 of the project is approximately \$3.25M and has been included in the Town Five Year Capital Forecast.

Future Operating Budgets will require funding to maintain and service the Park based upon established standards of care and operating parameters.

**5. ATTACHMENTS:**

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Henderson Community Park Master Plan-Final Report.

**6. APPROVALS:**

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Ian Goodfellow, Director of Finance/Treasurer  
Jay Currier, Town Manager

Approved - 27 Aug 2014  
Approved - 27 Aug 2014