

AGENDA
REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-JUL-22, COMMENCING AT 6:00 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-MAY-27, at 6:01 p.m., in the Bowen Complex Conference Room.

Pgs.
5 - 10

(Motion required to adopt the minutes.)

5. **APPOINTMENTS AND RECOMMENDATIONS:**

(a) **PARKS AND RECREATION COMMISSION SUB-COMMITTEE:**

i. **Parks Committee** (1 member required):

1. Motion to select Commissioner Howard Houle to serve on the Parks Committee for the period of his current term of appointment to the Parks and Recreation Commission.

(Motion required.)

6. **PRESENTATIONS:** (None.)

7. **CHAIR'S REPORT:** (None.)

8. **REPORTS OF ADVISORY BODIES:** (None.)

9. **STAFF REPORTS:**

(a) **Staff Presentation - Explore Nanaimo with Team Horticulture – Margaret Mills, Patrick McIntosh, Susan Zaric & Gail Pasaluko.**

(Motion to receive the staff presentation.)

- (b) **Nanaimo Community Gardens Society – Approval In Principle - Richard Harding.** Pgs. 11-15
- Purpose: To obtain Commission and Council approval in principle to grant a 10-year lease to the Nanaimo Community Gardens Society (the “Lessee”) for a parcel of land at Beban Park for a Greenhouse Growing Program.*
- Delegations: (10 minutes)
1. Pat Wells, Nanaimo Community Gardens Society. Pg. 16
- Correspondence:
1. Letter dated 2015-JUN-09 from William Farris, President, Nanaimo Community Gardens Society, formally requesting that a lease be drawn up between the City of Nanaimo and the Nanaimo Community Gardens Society for a parcel of land in Beban Park for a Greenhouse Growing Program. Pgs. 17 - 19
- Staff Recommendations: That Parks and Recreation Commission request that Council:
1. approve in principle the disposition of a 10-year lease to the Nanaimo Community Gardens Society (as referenced in Schedule A); and,
 2. direct Staff to present the lease agreement at a future Council meeting for review and consideration.
- (Motion required to adopt recommendation.)*
- (c) **Proposed Parkland Exchange Between 3669 and 3699 Rock City Road – Richard Harding.** Pgs. 20 - 28
- Purpose: The purpose of this Staff Report is to provide background information, options available, and seek direction on how Commission wishes to resolve a livestock paddock and fence encroachment within a City owned park located at 3669 Rock City Road.*
- Staff Recommendations: That Parks and Recreation Commission provide direction.
- (Motion required.)*
- (d) **Renaming of the Volunteers in Parks (VIP) Program – Kirsty Macdonald.** Pgs. 29 - 32
- Purpose: To provide the Parks and Recreation Commission with an overview of the Volunteers in Parks Program and request a name change based on recent trends and program evolution.*

Staff Recommendation: That the Parks and Recreation Commission approve the renaming of the Volunteers in Parks program (VIP) to “Partners in Parks” (PIP).

(Motion required to adopt the recommendation.)

- (e) **Travel Assistance Grant – Nanaimo & District Minor Fastball Association – Mary Smith.** Pgs. 33 - 36

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 & District Minor Fastball Association in the amount of \$600 for 12 players to attend the U14B Provincial Softball Championships, being held in Maple Ridge, B.C.

(Motion required to adopt the recommendation.)

- (f) **Travel Assistance Grant – Nanaimo Track & Field Club - Mary Smith.** Pgs. 37 - 39

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 \$100 for one athlete to attend the Canadian Track & Field Championships, being held in Edmonton, Alberta.

(Motion required to adopt the recommendation.)

10. **INFORMATION ONLY ITEMS:**

- (a) **Glow in the Park Christmas Event – Verbal Update - Richard Harding.**

(Motion required to receive information only item.)

11. **CORRESPONDENCE:**

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meetings, held 2015-MAY-01 and 2015-JUN-12. Pgs. 40 - 43

(Motion required to receive the correspondence.)

12. **NOTICE OF MOTION:**

13. **OTHER BUSINESS:** *(Motion required to review other business.)*

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

- (a) Tania Pastl – Inflatable Water Park in the City of Nanaimo.

Pgs.
44

(Motion required to receive the delegation.)

15. **QUESTION PERIOD:** *(Agenda Items Only.)*

16. **BUSINESS ARISING FROM PRESENTATIONS AND DELEGATIONS:**

- (a) Tania Pastl – Inflatable Water Park in the City of Nanaimo.

(Motion.)

17. **ADJOURNMENT:** *(Motion required to adjourn.)*

2015-JUL-15

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MINUTES
REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-MAY-27, AT 6:00 P.M.

PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Karen Alden
Commissioner Mercedes Beaudoin-Lobb
Commissioner Marsha Down
Commissioner Gordon Fuller
Commissioner Mike Horn
Commissioner Alec McPherson
Commissioner Wendy Pratt
Commissioner Maureen Young

Staff: R. Harding, Director, Parks, Recreation and Environment
M. Smith, Manager of Recreation Services
A. Britton, Acting Manager of Parks Operations
D. Osborne, Manager, Arenas
G. Paterson, Recreation Coordinator, Arenas
R. Tweed, Recording Secretary

REGRETS: Commissioner Barry Sparkes
Commissioner Denise Haima
Commissioner Howard Houle

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 6:01 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add under Item 6. Chair's Report:
(a) Correspondence – Commissioner Resignation.

It was moved and seconded that the delegations under Item 13. be moved forward in the agenda to be heard before Item 6. "Chair's Report". The motion carried unanimously.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the Inaugural Parks and Recreation Commission meeting held Wednesday, 2015-APR-22 at 7:04 p.m. in the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. APPOINTMENTS AND RECOMMENDATIONS: (tabled from 2015-APR-22)

(a) **PARKS AND RECREATION COMMISSION SUB-COMMITTEES:**

i. **Parks Committee** (5 members & a Chair/Alternate Chair):

It was moved and seconded that Commissioners Beaudoin-Lobb, Down, Fuller, and Young be selected to serve on the Parks Committee for the period of their current term of appointment to the Parks and Recreation Commission. The motion carried unanimously.

One vacancy remains on the Parks Committee. Chair Thorpe will be discussing this vacancy with the members who were unable to attend tonight's meeting.

It was moved and seconded that the selection of a Chair and an Alternate Chair for the Parks Committee be deferred to the first meeting of the Committee.

ii. **Recreation Committee** (5 members & Chair/Alternate Chair):

It was moved and seconded that Commissioners Alden, Horn, Pratt, McPherson, and Sparkes be selected to serve on the Recreation Committee for the period of their current term of appointment to the Parks and Recreation Commission. The motion carried unanimously.

It was moved and seconded that the selection of a Chair and an Alternate Chair for the Recreation Committee be deferred to the first meeting of the Committee.

(b) **GRANTS ADVISORY COMMITTEE:**

It was moved and seconded that the recommendation to Council of a Recreation Committee member to serve on the Grants Advisory Committee be deferred until the first meeting of the Recreation Committee. The motion carried unanimously.

(c) **HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP:**

It was moved and seconded that Commissioners Beaudoin-Lobb, Horn, and Thorpe be selected to serve on the Harewood Dry Floor Development Working Group for the period of their current term of appointment to the Parks and Recreation Commission. The motion carried unanimously.

6. DELEGATIONS (not related to a Report to Commission):

- (a) Anita Sundberg, 2015 Nanaimo Badminton Tournament Committee, requesting that the Parks and Recreation Commission enter into an agreement with the Committee to have solar reflective film added to the windows in the gymnasium at Oliver Woods Community Centre.

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

- (b) Jaime Morrison and Paige Fitzsimmons on behalf of Liane Stenhouse and the Committee representing staff at the Pacific Biological Station requesting approval in principle to install a wheelchair accessible lookout at Pipers Lagoon.

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

It was moved and seconded that Item 15. "Business Arising" be moved forward in the agenda prior to the "Chair's Report". The motion carried unanimously.

7. BUSINESS ARISING FROM PRESENTATIONS AND DELEGATIONS:

- (a) Anita Sundberg, 2015 Nanaimo Badminton Tournament Committee.

It was moved and seconded that the matter of installation of solar film on windows at Oliver Woods Community Centre be referred to staff for review of all options available and report back to Commission at their 2015-JUN-24 meeting. The motion carried unanimously.

- (b) Jaime Morrison and Paige Fitzsimmons, Staff Committee, Pacific Biological Station.

It was moved and seconded that the Parks and Recreation Commission approve in principle the building of a wheelchair accessible lookout at Piper's Lagoon. The motion carried unanimously.

Kirsty MacDonald to work with the group. Staff will keep the Commission advised. Staff to return to Commission with a report on the matter of installing a wheelchair accessible lookout at Piper's Lagoon.

8. CHAIR'S REPORT:

- (a) Correspondence dated 2015-MAY-26 from Commissioner Graham Savage advising of his resignation from the District of Lantzville Council which, in turn, rescinds his appointment to the City of Nanaimo Parks and Recreation Commission. Chair Thorpe expressed regret at losing Commissioner Savage from the Commission, and acknowledged the many positive contributions that Commissioner Savage had made during the past 3 1/2 years on the Commission, the Parks Committee, and the Harewood Dry Floor Committee.

- (b) Chair Thorpe commented that he is impressed with Parks and Recreation facilities and mentioned a few events that were well attended and showcased Nanaimo's facilities. Chair Thorpe also extended his thanks to Al Britton and the other staff involved in maintaining the City playing fields.
- (c) The Sports Hall of Fame Induction will be taking place at the Nanaimo Museum on Saturday, 2015-JUN-06, at 1:00 p.m. Invitations were sent to Commissioners via e-mail on 2015-MAY-26. Should Commissioners be interested in attending, they are to RSVP directly to Debbie Trueman, General Manager, Nanaimo Museum by telephone (250-753-1821) or e-mail, Debbie@nanaimomuseum.ca

9. REPORTS OF ADVISORY BODIES: (None.)

10. STAFF REPORTS:

(a) Disability Program – Elizabeth Williams.

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

1. modify the existing LEAP subsidy program criteria to include all adults with developmental disabilities (*as per the Community Living BC criteria for Developmentally Disabled Adults, which states that "An Adult has: Significantly impaired intellectual functioning; Significantly impaired adaptive functioning; and, These limitations must have started before age 18"*) and,
2. do not move forward with development of a disability subsidy program for adults with permanent disabilities until the Core Review process is completed.

The motion carried unanimously.

(b) Volunteers in Parks (VIP) Program Request – Noye Park – Kirsty MacDonald.

Delegations:

1. Tracey Hoff, VIP Program Request (\$30,000).

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

It was moved and seconded that the Parks and Recreation Commission allocate \$30,000 from the 2015 VIP Program for Noye Neighbourhood Park improvements. The motion carried unanimously.

(c) Travel Assistance Grant – Wellington Secondary School Band – Mary Smith.

It was moved and seconded that the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Wellington Secondary School Band in the amount of \$800.00 for eight performers to attend the Music Fest Canada Nationals, being held in Toronto, Ontario. The motion carried unanimously.

11. PRESENTATIONS:

- (a) Arena Operations - Darcie Osborne and Gary Paterson.

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

12. CORRESPONDENCE: (not related to a Report to Commission)

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2015-APR-10.

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

13. NOTICE OF MOTION: (None.)

14. OTHER BUSINESS: (No other business.)

15. DELEGATIONS (not related to a Report to Commission):

- (a) Anita Sundberg - 2015 Nanaimo Badminton Tournament Committee
[Moved forward on the agenda to Item 6.(a)]
- (b) Jaime Morrison & Paige Fitzsimmons - Pacific Biological Station
[Moved forward on the agenda to Item 6.(b)]

16. QUESTION PERIOD: (No questions.)

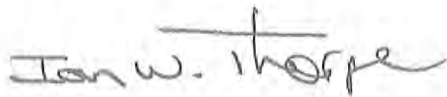
17. BUSINESS ARISING FROM PRESENTATIONS AND DELEGATIONS:

- (a) Anita Sundberg, 2015 Nanaimo Badminton Tournament Committee.
[Moved forward on the agenda to Item 7.(a)]
- (b) Jaime Morrison & Paige Fitzsimmons - Pacific Biological Station.
[Moved forward on the agenda to Item 7.(b)]

18. ADJOURNMENT:

It was moved and seconded at 7:53 p.m. that the meeting adjourn.
The motion carried unanimously.

APPROVED AS READ:



Ian W. Thorpe, Chair
Parks and Recreation Commission

APPROVED FOR DISTRIBUTION:



Richard Harding, Director
Parks, Recreation and Environment

CERTIFIED BY:

Corporate Officer
City of Nanaimo

2015-MAY-29
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City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-22

AUTHORED BY: RICHARD HARDING, DIRECTOR

RE: NANAIMO COMMUNITY GARDENS SOCIETY – APPROVAL IN PRINCIPLE

STAFF RECOMMENDATIONS:

That the Parks and Recreation Commission request that Council:

1. approve in principle the disposition of a 10-year lease to the Nanaimo Community Gardens Society (as referenced in Schedule A); and,
2. direct Staff to present the lease agreement at a future Council meeting for review and consideration.

PURPOSE:

To obtain Commission and Council approval in principle to grant a 10-year lease to the Nanaimo Community Gardens Society (the "Lessee") for a parcel of land at Beban Park for a Greenhouse Growing Program.

BACKGROUND:

In April 2013, the Nanaimo Community Gardens Society (NCGS) approached the Parks, Recreation and Culture Commission (PRCC at the time) requesting support for a greenhouse proposal for Beban Park and that it be funded in part through Volunteers in Parks (VIP) Program. The NCGS currently operates out of the Regional District of Nanaimo's property on Hammond Bay Road, however, due to expansion plans at this site, will lose their use of this property in August 2015. The Commission decided to approve the project "in principle" and to include the concept in the upcoming Beban Park Master Plan process as an improvement option. \$25,000 has been held in abeyance for the project until an updated Beban Park Master Plan update has been approved by Council.

The Beban Park Master planning process began in 2012 and the "Beban Park Master Plan Update 2015" was adopted by Nanaimo City Council on 2015-MAY-11. The master plan update is intended to provide a flexible framework to guide park improvements and development over the next 20 years. The plan update process was initiated to ensure that this central 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 license and stakeholder groups. The NCGS was involved in the planning process and the adopted plan does identify green house locations.

The 2015 Beban Park Master Plan Update is guided by the following vision statement: *"Beban Park is a dynamic city-wide and regional destination for year round recreation, wellness, events, and open space. It is a hub that celebrates community health, recreation and fun. The park will continue to provide high quality facilities, parkland, and trails, and will make Nanaimo proud for years to come."*

The plan also outlines goals and principles provide a framework for the vision by providing specific guidance for park management and development. These goals act as a "checklist" for proposed future park improvements and are reflected in both the vision and the site plans. The greenhouse project does meet the following:

1. Developing Facilities
2. Creating a Heart in the Park
3. Fostering Partnerships
4. Greening the Park
5. Showcasing the Future

The NCGS has stated that their first choice of a site at Beban Park is the lawn bowling area with a proposed conceptual site layout as shown in Schedule B. This area was previously occupied by the Lawn Bowling Club; however, the lease which was held by the Lawn Bowling Club is not being renewed by the Principles which will make the location available for other considerations.

DISCUSSION:

Local food production is a growing movement in Nanaimo. Over the past several years, five community gardens have been established by community groups on park land with regular inquiries about the process of establishing community gardens. Throughout the Beban Park Master Plan Update public input process, it was clear that the public desires to foster urban agricultural activities on the Beban Park campus maintain the agricultural heritage of the park. There are also desires for Farmer's Markets and other food cooperatives with similar goals and values of the Nanaimo Community Gardens Society.

Implementation of the Beban Park Master Plan update will depend on community partnerships with groups like the NCGS and will be completed in many phases over the long term.

The Lessee will be responsible for constructing, operating and maintaining greenhouses, ancillary buildings and improvements including required utility upgrades within the lease area.

Key Terms of the proposed Lease Agreement for the Nanaimo Community Gardens Society:

- Address of property: 2300 Bowen Road
- Legal Description: That part of Beban Park Lot 1, Section 18, 19 and 20, Range 7, Mountain District, Plan 27441, except those parts in Plans 40622 and 44255
- Lessee: Nanaimo Community Gardens Society
- Lease Area: 2,500 m. sq.
- Form of Lease: Unregistered
- Term: 10 years plus the option to renew for an additional 10 years at end of first Term
- Commencement Date of First Term: 2015-OCT-01
- Termination Date: 2025-SEP-30
- Rent for term: \$1.00 plus GST

- Utility Charge: Lessee to pay the sum of City water and sewer utilities including tax
- Lessee Insurance: \$5,000,000 (Five Million Dollars) liability and content insurance
- Property Taxes: Lessee responsible for property taxes (unless approved for a Permissive Tax Exemption)
- Assignment: Upon approval by the City

Staff recommends that the Parks and Recreation Commission request that Council provide approval in principle of the lease agreement.

If Commission and Council approve the lease agreement in principle, Staff will formalize the lease document, carry out the notification process and return to Council for final approval.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management: Assisting a local community group in maintaining a key amenity to secure their operational effectiveness.

Community Building Partnerships: The ability of volunteer-based organizations to deliver outcomes inherent in the City of Nanaimo's vision and municipal priorities.

Respectfully submitted,



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

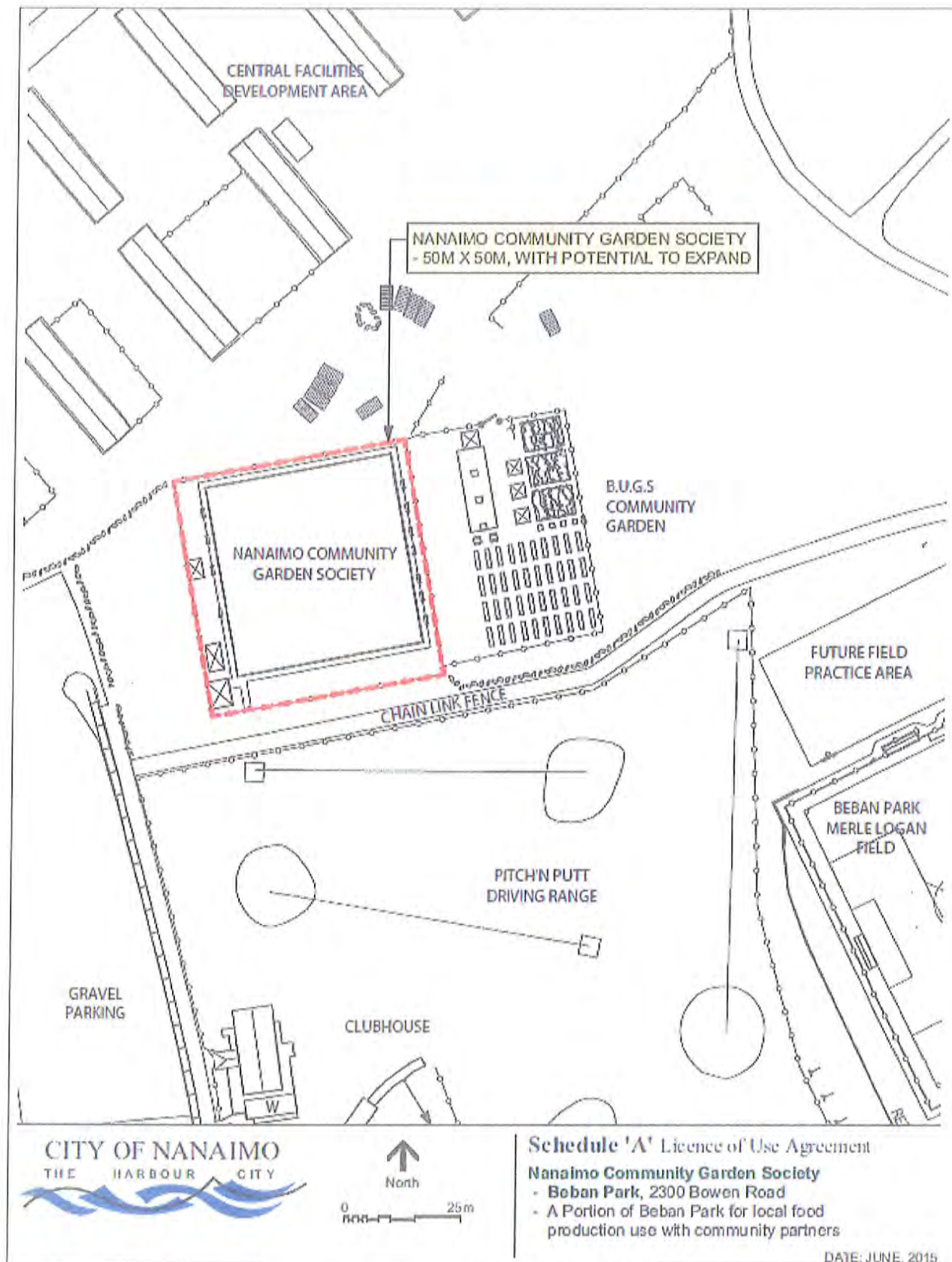
Attachments:

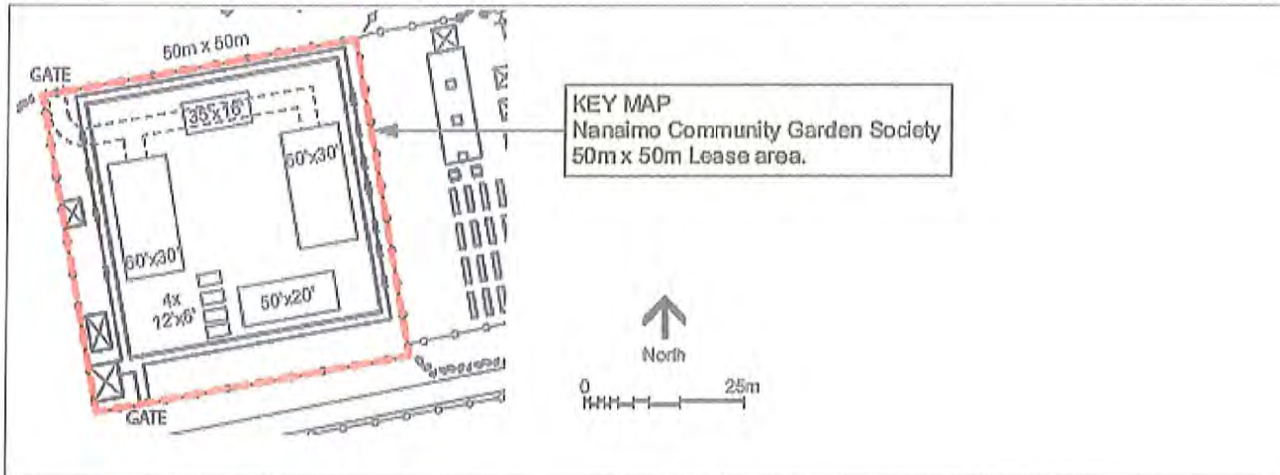
- Schedule A – Area Plan for License of Use Agreement
- Schedule B – Conceptual Site Layout

Dated: 2015-JUL-16

File: A2-4 / C2-5

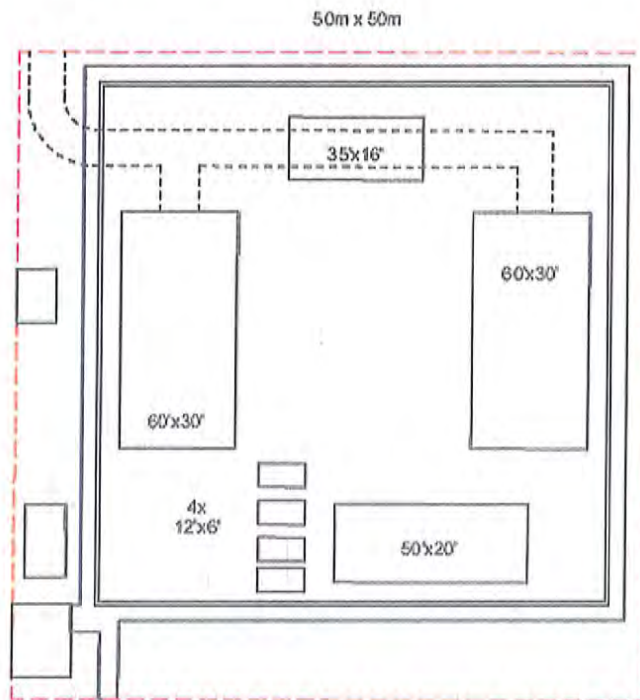
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**PROPOSED
 CONCEPTUAL SITE LAYOUT**

- Adjusted to be within 50m x 50m.
- Hand drawn layout faded below.



Schedule 'B' Conceptual Site Layout
 Nanaimo Community Garden Society
 - Behan Park, 2300 Bowen Road

DATE: JUNE, 2015

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

From: Webmaster

Sent: Tuesday, May 12, 2015 12:50 PM

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

Subject: Request to Appear as Delegation

Pat Wells has requested an appearance before the Parks and Recreation Commission.

The request is made on behalf of Nanaimo Community Gardens Society.

The requested date is May 27, 2015.

The requested meeting is: Parks and Recreation Commission.

Presenter's information:

Address:

City: Nanaimo

Province: B.C.

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: No

Details of Presentation:

Presenting the details of beginning development of greenhouse site at Beban Park.



Nanaimo Community Gardens Society

271 Pine Street, Nanaimo, BC V9R 2B7
phone: (250) 816-4769 fax: (250) 753-9335
info@nanaimocommunitygardens.ca
website: www.nanaimocommunitygardens.ca

June 9, 2015

Parks Commission Members:

RECEIVED

JUN 24 2015

DEPARTMENT OF
PARKS, RECREATION AND ENVIRONMENT

The purpose of this letter is to formally request that a lease be drawn up between the City of Nanaimo and the Nanaimo Community Gardens Society for a parcel of land in Beban Park. The purpose of this land is to provide a new location for the Greenhouse Growing Program which is currently located at the RDN Water Pollution Control Centre. As we expect to maintain this program for many decades to come, we request a lease of ten years with the anticipation of a renewal of at least another ten years.

After serious consideration, our first choice of a site at Beban Park is the lawn bowling area, which is a rectangle measuring approximately 160 feet by 180 feet. Our reasons for this parcel of land being our first choice are:

- It is already completely fenced, hedged and leveled.
- The hedge serves as a windbreak
- The land has two buildings which may be used for secure storage
- There is a generous picnic shelter for volunteers and visitors
- There is a geo-tech survey on file
- Water and hydro are already supplied in some form
- It is within easy walking distance of the washrooms at the Pitch and Putt
- The nearby parking lot is ideal for the use of volunteers and for plant sales
- The site is highly visible to the public which will serve out mandate for public education and improve overall security
- The current outdoor farmers' market is nearby
- It is adjacent to the Beban Urban Garden which will facilitate collaboration

The Society's second choice (a distant second) would be the grassy area southwest of the Agriplex. This land is somewhat sheltered from the wind and has some fencing but is much less prominent and further from amenities such as suitable parking, washrooms and Beban Urban Garden.

In Phase One of our Site Development Plan we wish to include:

- A tubular steel and polycarbonate greenhouse measuring 25 feet by 75 feet with indoor raised beds.
- A gravel driveway enabling vehicle access within the site
- A series of covered stalls approximately 20 feet by 30 feet to accommodate soil storage, soil mixing and recycling containers
- 4 raised bed-type cold frames measuring 4 feet by 12 feet
- 8 raised beds measuring 4 feet by 12 feet to use as a demonstration garden

In Phase Two of our Site Development Plan we hope to add:

- a second tubular steel and polycarbonate greenhouse measuring 25 feet by 75 feet
- additional cold frames and demonstration raised beds as needed
- a further storage building, if required
- fruit trees and berry bushes

Please refer to the enclosed New Greenhouse Site Map for a possible layout.

Nanaimo Community Gardens Society prefers to have 200 amp hydro service but is willing to make do with 100 Amp service if that is what is already provided.

We wish to have a 2 inch water pipe brought to the property.

In closing, we are hoping that the lease can be drawn up in a timely manner so that our society, including current volunteers and in-kind business volunteers can begin this new development as soon as possible.

Sincerely,

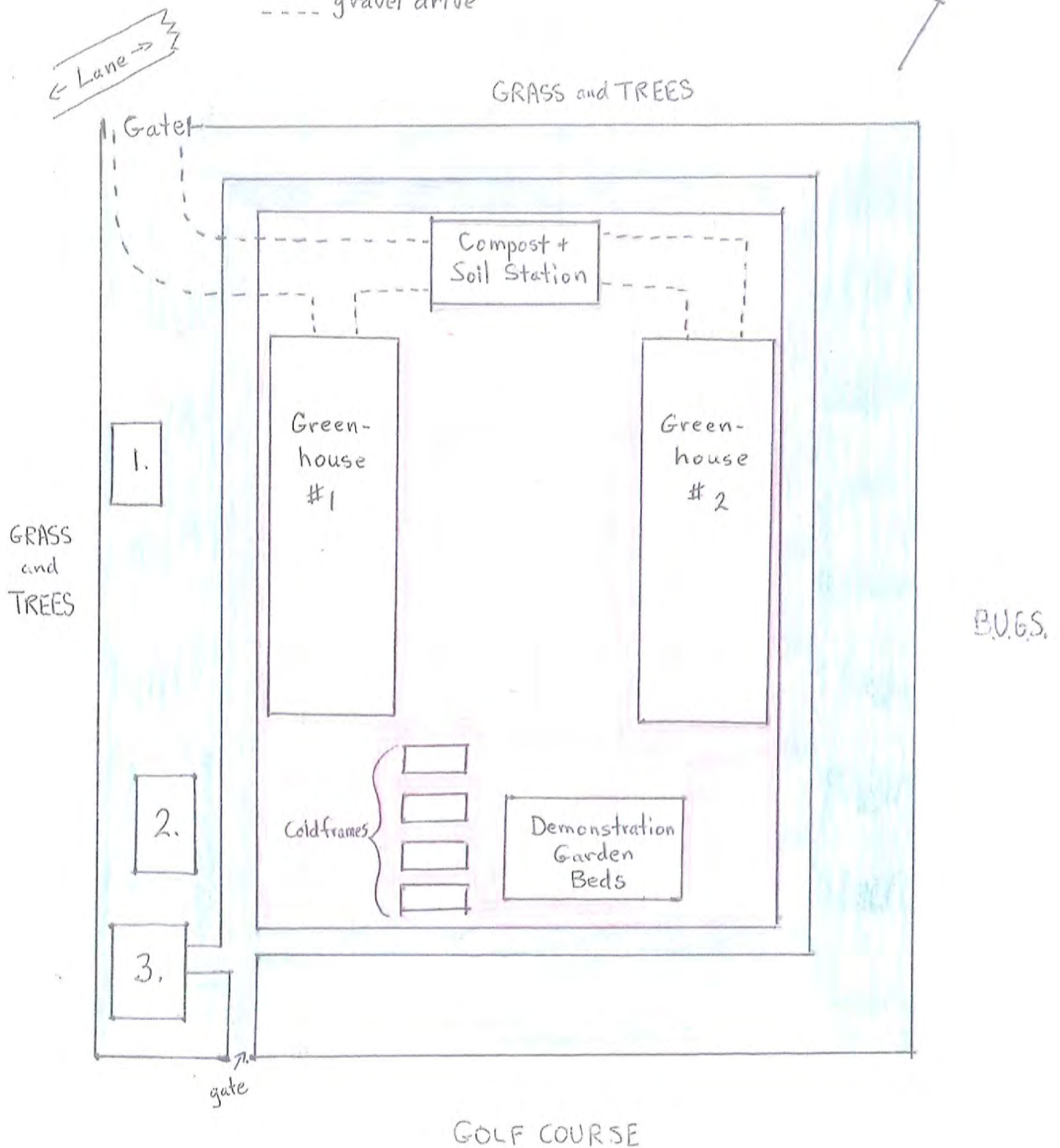


William Farris
President,
Nanaimo Community Gardens Society

= 10' x 10'
 grass
 sidewalk
 sunken bowling area

Existing Buildings 1. Storage shed 2. Picnic Shelter
3. Clubhouse

--- gravel drive



City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-22

AUTHORED BY: RICHARD HARDING, DIRECTOR

RE: PROPOSED PARKLAND EXCHANGE BETWEEN 3669 & 3699 ROCK CITY ROAD

STAFF RECOMMENDATION:

That Parks and Recreation Commission provide direction.

PURPOSE:

The purpose of this Staff Report is to provide background information, options available, and seek direction on how Commission wishes to resolve a livestock paddock and fence encroachment within a City owned park located at 3669 Rock City Road.

BACKGROUND:

Linley Valley Cottle Lake Park is a 145.26 acres (58.7 ha) wilderness park located between Departure and Hammond Bay at 3669 Rock City Road (Attachment A). This park was acquired in 2003 and was purchased in partnership with the Nanaimo Area Land Trust. The network of trails within the park takes you through various landscapes from forested trails to valleys, fields and rocky knolls.

Staff have identified that a section of the park's southwest property line is located in the middle of a livestock paddock used by Joy and Karl Rudd (the "Owners") of 3699 Rock City Road (Attachment B). The encroachment is an estimated area of .5 acres (.2 ha) +/- into the City's park.

The owners admit that by error they constructed the paddock and installed the fence within part of the park when they acquired the property in 1987. The owners use the paddock area for livestock rearing to produce income to allow the property to be classified as a farm for taxation purposes. They recognize they have no right to continue to use the parkland. Staff acknowledge this is a historical encroachment and the specific use of the land by the owners for agricultural use and have been working on a resolution.

Under the City's subdivision process, all streams, rivers, lakes, ponds and wetlands are protected watercourses within the City. A small unnamed stream located along the west side the owner's property was identified. Staff contracted the services of a Qualified Environmental Professional ("QEP") to determine the appropriate stream setback. The QEP recommended that the City implement a watercourse protection practice by installing a page wire fence and setting a 7.5m riparian setback area between the paddock and the stream. Part of the fence will need to be relocated to red dashed line as shown on Attachment D.

The QEP also completed a site assessment of the two areas. Part of the City's park that has been used by the owners consists of a treeless section of muddy field and grass and invasive blackberry bushes. The QEP considered this area as having low habitat value. The forested area the Owners propose to exchange to the City contains moderate/high habitat value. The forest stand includes several large mature Western red cedars and exposed moss covered rock outcrops which are suitable for use by wildlife.

Land Exchange Options for Commission to Consider:

1. **Parkland Exchange** – The owners and staff entered into a Letter of Intent (LOI), Attachment C, which forms the basis of the proposed parkland exchange agreement. The exchange will see a forested section located on the north side of the owner's property exchanged for part of the City's parkland where the encroachment is located. The parkland exchange would be accomplished through a boundary adjustment subdivision. A formal survey of the areas will be prepared prior to a report going to Council. Each party will transfer \$1 as part of the parkland exchange agreement. The City will incur expenses associated with the legal costs, survey work, environmental consultant costs, the AAP and subdivision process. Staff estimate \$12,000 will be required for this work. Option 1 would be to complete the parkland exchange on the terms outlined in the LOI. Should the Commission recommend this option Staff will bring forward a report to an Open Council Meeting. In order to achieve the property exchange, Council must adopt a Parkland Exchange Bylaw, and must obtain approval of the electors in accordance with the alternative approval process (AAP) as outlined in the *Community Charter*. Staff recommends this option.
2. **Removal of Encroachment** – Commission may ask the owners to remove the encroachment out of the City's park. As the Owners use the paddock area for agricultural use removal of the encroachment may result in the property losing its farm taxation classification status. If Commission wishes to have the encroachment removed, Staff would convey this message to the owners.
3. **Do Nothing** – Commission may wish to not pursue this parkland exchange and leave the livestock paddock encroaching into the parkland. Staff would convey this message to the owners. Staff do not recommend this option.

Strategic Plan Considerations

The parkland exchange meets a key priority identified in the 2012-2015 Strategic Plan, including:

Asset Management - The intent is to maximize benefits, reduce risks and provide satisfactory levels of service to the community in a sustainable manner. From a parks perspective this includes exchanging lands that are mutually beneficial.

Respectfully submitted,



Richard Harding
DIRECTOR
PARKS, RECREATION & ENVIRONMENT

2015-MAY-21

File: LD002452 / A2-4 / D1-4-19-2

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Attachment A



Location Plan

Civic: 3669 Rock City Road



Attachment B



Location Plan

Civic: 3699 Rock City Road





2015-JAN-21

LETTER OF INTENT – 3699 ROCK CITY ROAD – COTTLE CREEK PARKLAND EXCHANGE

BETWEEN:

THE CITY OF NANAIMO
455 Wallace Street
Nanaimo, B.C. V9R 5J6

(hereinafter referred to as the "City")

AND:

JOY AND KARL RUDD
3699 Rock City Road,
Nanaimo, B.C., V9T 1T6

(hereinafter referred to as the "Owner")

This Letter of Intent sets out the basic terms under which the City and the Owner intend to enter into an agreement for the exchange of certain lands in Nanaimo, B.C. (the "Land Exchange Agreement").

The following outlines the principal terms and conditions of the transaction:

1. **City Transfer** - the City intends to transfer a portion of the following lands (together, the "City Lands") to the Owner:

A portion of 3669 Rock City Road

PID: 009-432-485

SECTION 13, WELLINGTON DISTRICT, EXCEPT THE WEST 4 CHAINS OF THE SOUTH 25 CHAINS THEREOF AND EXCEPT THAT PART IN PLAN 30110

2. **Owner Transfer** – The Owner intends to transfer a portion of the following lands (together, the "Owner Lands") to the City:

A portion of 3699 Rock City Road

PID: 000-011-673

LOT 1, SECTION 13, WELLINGTON DISTRICT, PLAN 30110

The Owners Lands and the City Lands to be exchanged will be equal in size. The areas will be defined by a legal survey plan and the survey will be based on a 7.5m riparian setback from the creek as shown on the attached Schedule A.

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3. Purchase Price

- a) The purchase price for the City Land will be \$1.00.
- b) The purchase price for the Owners Land will be \$1.00.

4. Conditions Precedent – The following will be conditions precedent to the City's obligation to transfer the City Lands and acquire the Owner Lands, and the Owner's obligation to transfer the Owner Lands and acquire the City Lands:

- a) Both parties must fully disclose all existing leases and licences, environmental and geotechnical reports, site assessments, audits, studies, investigations, permits, approvals, licences and records in possession or control with respect to their respective lands described herein and relating to contaminants, environmental laws and geotechnical soil conditions.
- b) Each party, to its sole satisfaction, will review all information supplied to it by the other party as listed above.
- c) Each party to review, to its sole satisfaction, the state of title certificate of the lands of which they are to receive title, and the existing encumbrances.

5. Commitment from the City

- a) The City must receive City of Nanaimo Council approval to proceed with the transfer of the City Lands in exchange for the Owner Lands in accordance with the terms of the Land Exchange Agreement.
- b) The City will arrange to all environmental reports be prepared at the City's cost.
- c) The City will arrange to have the legal survey work prepared at the City's Cost.
- d) The City will make the application to the City's subdivision section for the boundary adjustment and any costs related to the application will be at the City's costs.
- d) The City will be responsible for the legal fees and expenses of their own legal advisor.
- e) If Council directs that the Alternative Approval Process to affect the land exchange the City will coordinate the Alternative Approval Process at the City's costs.

6. Commitment from the Owner

- a) The Owner will be responsible for the legal fees and expenses of their own legal advisor.
- b) The Owner will be responsible for the costs associated with relocating the existing fence and installing new fencing to the new property boundary.

7. Preparation of Land Exchange Document

- a) The Land Exchange Agreement shall be prepared by the City's legal counsel based on terms and conditions contained in this Letter of Intent.

8. Closing Date

- a) The Closing Dates will be confirmed within the Land Exchange Agreement.

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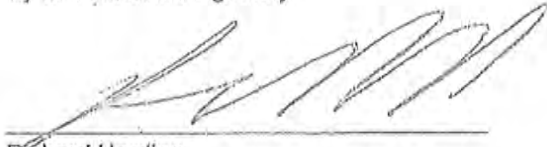
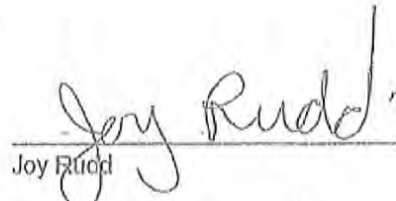
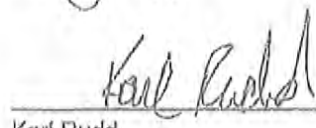
9. Letter of Intent Only

The City and Owner agree that this letter does not constitute an agreement for the exchange of the City Lands and the Owner Lands, nor is it legally binding on either the City or Owner. This letter is not intended to be relied upon by the parties as constituting a binding agreement for such sale and purchase and no legal obligations shall arise between the City and Owner as a result of this letter until negotiations have been concluded and the parties have executed and delivered a formal Land Exchange Agreement or one party delivers to another party notice that it no longer wishes to pursue the land exchanges contemplated herein.

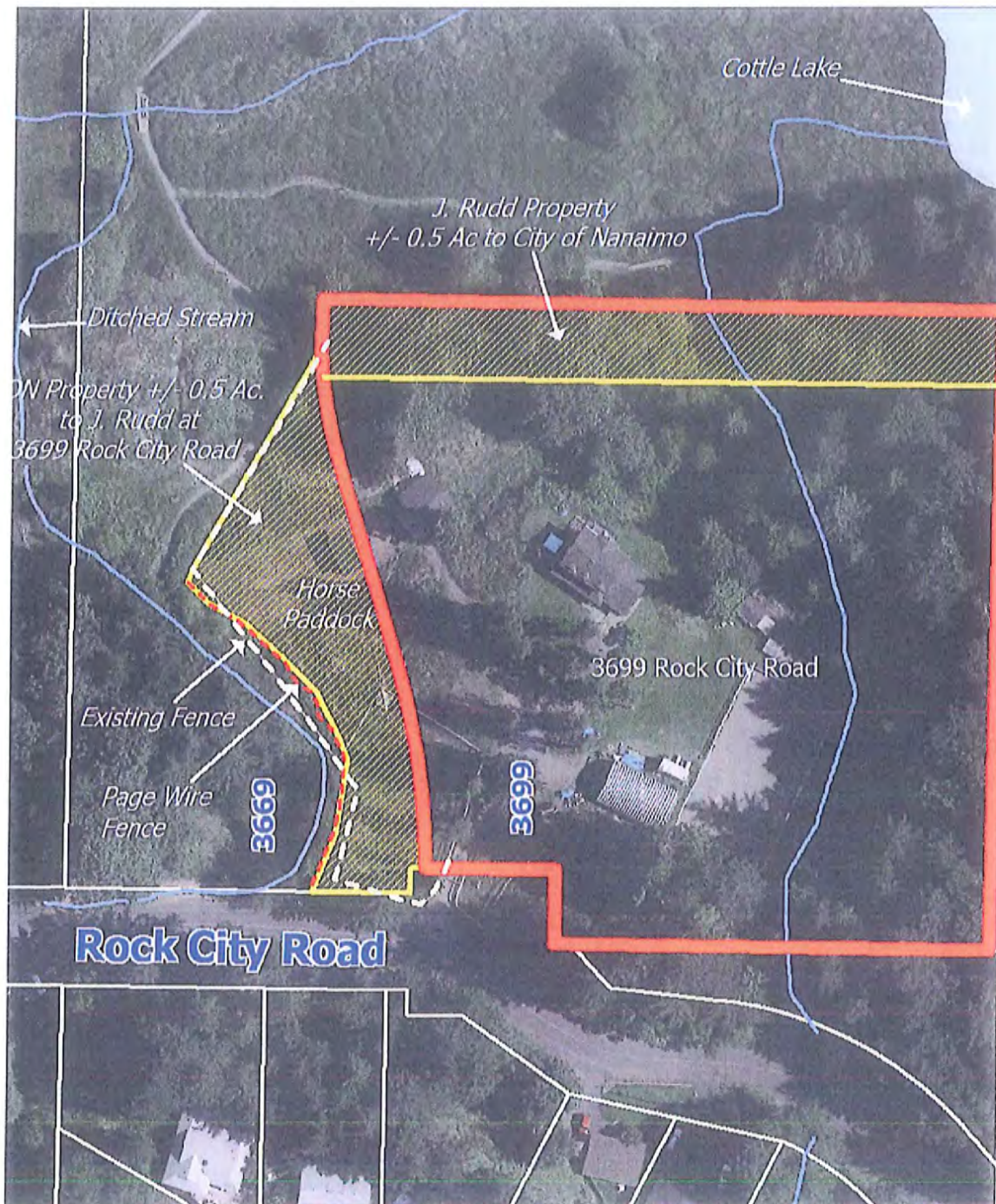
Please confirm your agreement to the intentions set out herein by signing and returning the enclosed copy of this letter.

Dated at Nanaimo, B.C., this 22 day of January 2015.

City of Nanaimo
by its authorized signatory


Richard Harding,
Director, Parks, Recreation & Environment
Joy Rudd
Karl Rudd

ATTACHMENT D



City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-22

AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER

RE: RENAMING OF THE VOLUNTEERS IN PARKS PROGRAM

STAFF RECOMMENDATION:

That the Parks and Recreation Commission approve the renaming of the Volunteers in Parks program (VIP) to "Partners in Parks" (PIP).

PURPOSE:

To provide the Parks and Recreation Commission with an overview of the Volunteers in Parks program and request a name change based on recent trends and program evolution.

BACKGROUND:

HISTORY OF THE VIP PROGRAM AND PARK VOLUNTEERS:

Nanaimo has a long history of depending on volunteers to make Nanaimo's parks and open space system exemplary. As early as the 1900s, park and recreation facilities around Nanaimo have been accomplished by groups, service clubs and associations and volunteers who have partnered with the City or Improvement District over the years. For example, portions of Bowen Park, the beach at Westwood Lake, as well as many sports fields and field houses, have all been accomplished by partnerships.

The City of Nanaimo's "Volunteers in Parks" program was officially initiated by the City Council in 1982 to develop neighbourhood parks in an economically sound manner. At first, playgrounds were the primary amenity developed under the program, but recently, new park amenities are also being built by volunteers to meet changing community demands and needs (i.e. community gardens, disc golf course, major bike trails).

Each year, the city has funds allocated for the program, and the program has continued to expand in many ways.

The 2005 Parks, Recreation and Culture Master Plan identified volunteerism as an important element of the leisure sector. Each month, staff and Commission receive inquiries from volunteer groups of all ages looking to participate and help out in community parks.

OVERVIEW OF THE VIP PROGRAM

The VIP program 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.

VIP activities get people outside and involved in improving Nanaimo's parks and open spaces and municipally-owned land. By working directly with neighbourhoods and community groups, staff can determine how neighbourhood needs and demographics are shifting and as a result, parks are developed in a manner that satisfies each unique neighbourhood. Equally beneficial are the community development efforts that unfold through the program. Without exception, neighbours who have often not even met before work together to improve their community, become friends, and build social equity through the process.

Anyone can volunteer their ideas, hands, time or supplies. A single individual, groups of neighbours, service clubs, school classes, recreational sport groups, and even small businesses have participated in this program.

WAYS TO PARTICIPATE

The VIP program has various ways community volunteers and partners participate. VIP projects can be as small as planting and maintaining a flower bed on a traffic island, or, as ambitious as developing a neighbourhood playground. The following list outlines the current program areas and provides examples of projects completed under VIP program.

- **Neighbourhood Playground Development** — Over 70 neighbourhood playgrounds have been installed under the VIP program since 1982. Recent playgrounds include Hawthorne Park, Groveland Gyro Park, Forest Drive Gyro Park, and Country Hills Park.

- **Invasive Plant Removal** — A number of non-native plants are establishing themselves in Nanaimo open spaces and can degrade the local ecological diversity found in our City. Efforts to remove the more harmful invaders and maintain the parks in a more ecologically-balanced state are being extended throughout the City. Recent Invasive Plant Management projects under VIP include: removal of Scotch Broom by residents at Norasea, Brookwood and Roxanne Parks; removal of English ivy from trees within Bowen Park; removal of many invasive plants and restoration plantings of native plants in several Stephenson Point area parks by the local neighbourhood association; and, removal of Daphne by youth clubs at Colliery Dam Park and Saxer Park.

- **Community Gardens** — The local food movement is growing in popularity. Currently, there are five community gardens in Nanaimo parks (Pawson Park, Beaufort Park, Pirate's Park, Beban Park and Forest Drive Gyro Park).

- **Public Art** — Many neighbourhood parks have chosen to incorporate local, community-based public art into the development of neighbourhood parks. Examples of neighbourhood parks with public art funded from the VIP program include Pawson Park, Deverill Square Park, Robin's Park, and Forest Drive Gyro Park.

- **Park Ambassadors** — Over the past five years, over 30 park ambassadors have regularly volunteered their time in parks throughout the City. The ambassadors visit a designated park or trail on a regular basis. In many cases, they check the conditions of the park, report issues, talk to park users, remove invasive plants and litter, and overall, foster positive relationships with park and trail visitors.

- **Park Naturalists** — Some residents are highly knowledgeable about unique conditions and special features in the parks system. Naturalist volunteers can share their specialised knowledge by helping to lead nature interpretive walks, monitoring park ecology, and providing information for interpretive signage in the parks.

- **Beautification and Tree Planting** — Some requests through the VIP program have included local beautification including planting flowers, bulbs and shrubs in planter beds and traffic circles, as well as the planting of shade trees. Trees have recently been planted in City boulevards by volunteers include the Old City Centre, Haliburton Street, Craig Street, and Vancouver Avenue. Trees and understory shrubs have also recently been planted in parks by volunteers at Neck Point, Maffeo Sutton Park, Stephenson Point, and Monashee Park.
- **Gatekeepers** — Gatekeeper volunteers open and/or close the gate in a designated park and assist the Parks Operations Division in reducing vandalism, vehicular use, and park misuse at night. Volunteers are currently active at Blueback Park.
- **Park Parties** — Some neighbourhoods enjoy hosting parties as a great way to meet other neighbours and/or to celebrate neighbourhood volunteer efforts as a finale to a completed project. Parties generally consist of barbecues and playing games with a group of neighbours. They can be held at a park, or on the street or a cul-de-sac. Staff lend out kits with a number of games and supplies to facilitate these events. Recently, volunteers have borrowed the kits to host parties at Westdale-Leslie Crescent, Deverill Square Park, Pawson Park, Nob Hill Park, Parkwood Park, and Forest Drive Gyro Park.

TRENDS AND THE RATIONALE TO RENAME

In 2012, the City of Nanaimo conducted an extensive community engagement process and developed a 2012-2015 Strategic Plan. "Community Building Partnerships" were identified as one of the six Strategic Priority areas of the plan. By continually working with the community organizations and residents, measurable and sustainable improvements within the City of Nanaimo can be established.

The Volunteers in Parks program has been a successful example of community partnerships since its inception. The hundreds of completed projects and improved parks have depended on the ideas, participation, and efforts of the groups involved.

In addition to the many local volunteers involved in the VIP program, recently, several community organizations and recreational sport groups have formed project partnerships with the City. The Nanaimo Mountain Bike Club accessed \$5,000 from the VIP budget to build the single track bike trail at Westwood (along with hundreds of labour hours). Service clubs such as the Gyro and Rotary clubs have donated to volunteer projects such as the Bowen tennis screens as well as playground projects. The Nanaimo Breakers softball team accessed \$20,000 from the VIP budget to create backstops at May Richards Bennett Pioneer Park. Additionally, the Bowen Lawn Bowling Club accessed \$6,000 from VIP funds to partially pay for a storage shed.

Renaming the program "Partners in Parks" ensures consistency with the City's Strategic Plan. It also reflects some of the recent community groups that have chosen to participate in projects to improve our parks and recreational facilities for users. The new name is also more encompassing of the environmental groups and service and recreational organizations that are showing interest in future projects and park improvement efforts.

IMPLICATIONS OF RENAMING

The implications of changing the program name are minimal. Some in-house toolkits will be updated with the new name as well as PowerPoint and online materials. Overall, this can be completed in a short time frame (two hours) by staff.

RECOMMENDATION:

Based on these trends and consistent language with the Strategic Plan, staff recommend that the Parks and Recreation Commission rename the Volunteers in Parks (VIP) program with the new title "Partners in Parks" (PIP).

STRATEGIC PLAN IMPLICATIONS:

The concept of developing community partnerships is in line with the City of Nanaimo's Strategic Plan priorities including, Asset Management - the stewardship of Current Infrastructure and Facilities; and Community Building Partnerships.

Community Building Partnerships:

Partnering with volunteers and community groups requires long-term relationship building. Volunteer participants donate many hours in labor to most projects in addition to fundraisings and donating services and/or goods in kind. Partnerships can be leveraged to assist other groups and organizations at the grass-roots levels through expanded funding opportunities as the relationship develops.

Respectfully submitted,

Concurrence by:



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

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-22

AUTHORED BY: MARY SMITH, MANAGER, RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO & DISTRICT MINOR FASTBALL ASSOCIATION

STAFF RECOMMENDATION:

That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo & District Minor Fastball Association in the amount of \$600 for 12 players to attend the U14B Provincial Softball Championships, being held in Maple Ridge, B.C. The application meets all of the travel grant criteria.

PURPOSE:

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

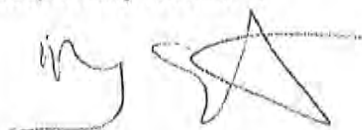
BACKGROUND:

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-JUL-10, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo & District Minor Fastball Association requesting financial assistance for 12 players to represent Nanaimo at the U14B Provincial Softball Championships being held in Maple Ridge, BC. 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 \$600

To date \$4,300 from the \$7,500 travel grant budget for 2015 has been awarded or pending. If the above travel grant of \$600 is approved, \$2,600 remains for future 2015 travel grants.

Respectfully submitted,



Mary Smith
MANAGER, RECREATION SERVICES
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2015-JUL-14

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

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RE: TRAVEL ASSISTANCE GRANT – NANAIMO & DISTRICT MINOR FASTBALL ASSOCIATION

City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant EvaluationAPPLICANT: Nanaimo District Minor FastballDATE: July 10/15

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		Softball BC District 2
B. Attending a Provincial, Regional, National, or International Championship	✓		Softball BC District 2
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	—	—	City B Provincial Championship
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		People's Budget, BC July 16-19/15
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	✓		

RECOMMENDED FOR FUNDING (✓):

✓

AMOUNT: \$ 600.00

OR

NO GRANT RECOMMENDED (✓):

—

DOES NOT MEET CRITERIA: —

EVALUATOR:

Melny Smith

POSITION:

Recreation Manager

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CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: NANAIMO & DISTRICT MINOR FASTBALL		DATE: JUNE 24, 2015	
ADDRESS: Box 264 Station A NANAIMO, BC V9R 5K9		PRESIDENT: BRIAN CORNBOROUGH SENIOR STAFF MEMBER: SHANNON KENNEY POSITION: DIRECTOR - COMPETITIVE	
TELEPHONE: 250-758-6535		CONTACT: LESLIE JOHNSON TELEPHONE: 250-245-4041	
TOTAL NUMBER OF PERSONS TRAVELLING: 40	TOTAL NUMBER OF COMPETITORS TRAVELLING: 12	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 12	TOTAL AMOUNT REQUESTED: \$600 ^{00/16}
DESTINATION: MAPLE RIDGE, BC		DATE OF DEPARTURE: JULY 16-19, 2015	
EVENT TO BE ATTENDED: U14B PROVINCIAL CHAMPIONSHIP SOFTBALL BC			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: DISTRICT 2 SOFTBALL BC			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: FUNDRAISING THROUGH BOTTLE DRIVES + RAFFLE AND COMMUNITY SPONSORSHIPS			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? THE NANAIMO DIAMONDS 6001 WILL BE REPRESENTING NANAIMO AT THE PROVINCIAL CHAMPIONSHIPS. THE TEAM HAS BEEN PRACTISING + PLAYING SINCE JANUARY TO PREPARE AND ARE VERY EXCITED TO GO. FINANCIAL ASSISTANCE IS GREATLY APPRECIATED.			
SIGNATURE:		TITLE/POSITION:	DATE:
* 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.			

Softball BC U14B Provincial Championship

Association: Nanaimo & District Minor Fastball Association

Team: Nanaimo Diamonds 2001 Fastball Team

Budget for Travel

of Players: 12

Destination: 2015 U14B Provincial Championship
Maple Ridge, CA

Dates: Departing July 16th, returning July 19th, 2013

Revenues:

Fundraising/Sponsorship \$ 1,400.00

Total Revenue: \$ 1,400.00

Expenses:

Ferry Costs :

12 players > 12 @ \$16.90 \$ 202.80

4 vehicles @ \$55.40 / vehicle \$ 221.60

Hotel Costs

3 nights @ \$132/night * 4 rooms \$ 1,584.00

Vehicle Expense

4 cars @ \$100.00 / vehicle \$ 400.00

Total Expenses: \$ 2,408.40

Difference: \$ 1,008.40

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-22

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 \$100 for one athlete to attend the Canadian Track & Field Championships, being held in Edmonton, Alberta. 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-JUL-10, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Track & Field Club requesting financial assistance for one athlete to represent British Columbia at the Canadian Track & Field Championships being held in Edmonton, Alberta. 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 \$100.

To date \$4,900 from the \$7,500 travel grant budget for 2015 has been awarded or pending. If the above travel grant of \$100 is approved, \$2,500 remains for future 2015 travel grants.

Respectfully submitted,

Concurrence by:



Mary Smith
MANAGER, RECREATION SERVICES
PARKS, RECREATION AND ENVIRONMENT

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2015-JUL-14

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

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City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Track & Field Club DATE: July 10/15

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		BC Provincials - 1500m
B. Attending a Provincial, Regional, National, or International Championship	✓		Canadian Nationals
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Edmonton Alta.
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	—	—	
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		✓	

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 100.00

OR

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

EVALUATOR: Mary Smith POSITION: Recreation Manager

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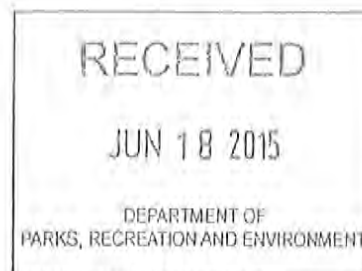


CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: <i>Nanaimo Track</i>		DATE: <i>June 29, 2015</i>	
ADDRESS: <i>Rotary Bowl</i>		PRESIDENT: <i>Tyler Heisterman</i>	
<i>Nanaimo</i>		SENIOR STAFF MEMBER: <i>Al Johnston</i>	
		POSITION: <i>President</i>	
		CONTACT: <i>Jody Pynn</i>	
TELEPHONE: <i>250-751-5053 (coach)</i>		TELEPHONE: <i>250-616-0129</i>	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>3</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>1</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>1</i>	TOTAL AMOUNT REQUESTED: <i>100.00</i>
DESTINATION: <i>Edmonton Alberta</i>		DATE OF DEPARTURE: <i>July 1, 2015</i>	
EVENT TO BE ATTENDED: <i>Canadian Nationals</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>B.C.'s - Third-Place - 1500 m. run - on B.C. Team</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>Parents - B.C. Athletics.</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>Accommodation & Food - Travel costs will exceed \$1000.00</i> <i>Team fees.</i>			
SIGNATURE: <i>J. Pynn</i>	TITLE/POSITION: <i>Mother/Escort/coach</i>		DATE: <i>June 29, 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.			

NANAIMO HARBOUR CITY SENIORS SOCIETY
Minutes of the Board of Director's Meeting
May 1, 2015



In Attendance: Bettie Godfrey presiding, Jan Leine, Joy Vickstrom, Joanne Husband, Warren Jaques, Lorraine Fisher, Gordon Pascoe, Bill Roos, Michele Duerksen, and guests Mark and Beverly Turpin.

Regrets: John Westhead, Maureen Evans.

Call to Order: Bettie called the meeting to order at 9:30.

Welcome: All present were welcomed. Mark Turpin was presented with the NHCS Exemplary Volunteer Service Award, recognizing his 17 years as leader of the Bowen Wanderers group.

Adoption of the Agenda: Lorraine moved that the agenda be adopted as distributed. Bill seconded. All in favour. Carried.

Adoption of the Minutes of the last meeting of April 10/15: Jan moved that the minutes be adopted as distributed. Bill seconded. All in favour. Carried.

Business Arising from the Minutes: Motion that a cheque in the amount of \$10.50 to be issued to Bettie Godfrey to cover expense of adding "Mark Turpin" to the Service Award plaque. Moved by Lorraine. Joanne seconded. All in favour. Carried.

Correspondence:

- Three applications have been received for the position of NHCS webmaster. Bettie to meet with David Burns to discuss this matter.
- Two inquiries have been made by individuals wishing to stand for Director at the AGM. Discussion on asking a Past President (Gary Brownhill, no longer a Board member) to run the election at the AGM.
- Letter from Long Lake Chateau regarding advertising in exchange for a donation. Filed.

Treasurer's Report: Joy moved that the Treasurer's Report be adopted as amended and attached. Bill seconded. All in favour. Carried.

Joy and Lorraine will prepare a document defining operating expenses and capital expenses. After discussion it was agreed by all to generate a second bank account for the agreed upon amount of \$2500 per year to fund capital expenditures for successful applicants.

Bill moved to top up the account for capital expenditures to \$2500 at the beginning of each fiscal year. Seconded by Joy. All in favour. Carried.

Gordon moved that NHCS bank assets be allocated to specific investments as outlined in the April 10 Treasurer's Report. Bill seconded. All in favour. Carried.

.....page 2 NHCS meeting May 1/15

Marketing Report: Joanne reported that NHCS was not on the list for Angel Tickets for a couple of months. These tickets are donated by the individual production companies, and usually at the last minute. When NHCS does receive the tickets, Joanne keeps a record of the classes that she gives them to.

Newspaper advertising was discussed. Ads must go in by telephone now, and there is a lot of difference between the two newspapers in cost and what they provide.

Joanne moved that her report be adopted as read. Joy seconded. Carried.

Parks, Recreation, Culture and Environment Coordinator Report: Michele thanked everyone for their interest in forming new groups. We now have a Bird Watching, Mahjong, and Western style music group.

A new group leader for the Bowen Wanderers is needed.

The "Walk with your Doctor" event is taking place at Swy-a-lana Lagoon on May 9, at 10:00 am - 3:00 pm. Your participation would be appreciated.

NHCS membership is currently about 1500, and steadily increasing.

The volunteer luncheon will be held Tuesday, May 26. Please RSVP by May 19.

Joy moved that the PRCE Report be adopted as presented. Seconded by Joanne. All in favour. Carried.

Unfinished Business: The final draft of the Policy and Procedure Regarding Funding NHCS Programmes and their Furnishings was discussed. Joanne moved that this document be ratified and adopted. Seconded by Bill. All in favour. Carried! Much applause for this document, a clear and concise template for now and the future.

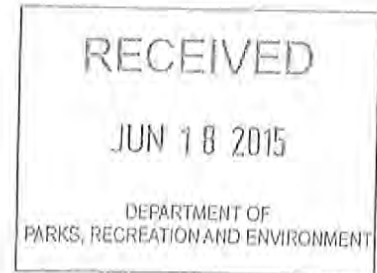
A meeting with the Table Tennis group was discussed.

New Business: Warren gave notice that he will be formally submitting his resignation from the Board, effective May 21, 2015. We wish Warren well on his new endeavours, and thank him for his leadership and enthusiasm over the past year.

Adjournment: Bettie declared the meeting adjourned at 11:10.

Next meeting: June 12, 9:30 am.

NANAIMO HARBOUR CITY SENIORS SOCIETY
Minutes of the Board of Directors Meeting
June 12, 2015



In Attendance: Bettie Godfrey presiding, John Westhead, Jan Leine, Joanne Husband, Lorraine Fisher, Maureen Evans, Gordon Pascoe, Michele Duerksen.
Regrets: Bill Roos, Joy Vickstrom.

Call to Order: The meeting was called to order at 9:34 AM.

Welcome: Bettie welcomed everyone. John Westhead was appointed as Vice President, and Gordon Pascoe as Director.

Adoption of the Agenda: Lorraine moved to adopt the Agenda. Seconded by Maureen. Carried.

Adoption of Minutes of Last Meeting: Maureen moved to adopt the minutes of the last meeting as distributed. Seconded by Gordon. Carried.

Business Arising from the Minutes: Minutes of Board meetings will be posted in the lobby and published on the website as soon as they are edited by Bettie. The AGM minutes, however, must be ratified before publishing. AGM minutes may be posted on the board as a draft.

Correspondence:

- Email from BC Ministry of Community Sport & Cultural Development. John to look after.
- Letter from Dan Ford. Tabled until ownership of tennis tables is confirmed by City.
- Letter from Peter Erkhart regarding photos and stories of Lower Colliery Dam before backfilling.
- Email from Corinne Dahling. Bettie to respond.

Treasurer's Report: As attached.

... page 2 NHCS Board Meeting June 12, 2015

Membership Committee Report: Bettie and John attended a New Horizons meeting on June 11. A committee was formed to explore applying for funding through New Horizons. The committee of Bettie, John, Maureen, Gordon and Joanne will meet on Monday June 15 at noon in the Bowen Lobby.

Parks, Recreation, Culture and Environment Coordinator Report: Michele reported that work on the July/August newsletter is in progress. Deadline is June 18 for items to be submitted.

Maureen volunteered for the position of greeting card lady.

Nanaimo Seniors Village will again put on a barbeque lunch in August at the Nanaimo Seniors Village location.

President's Report: Bettie thanked Joanne for stepping up and doing a great job as Master of Ceremonies for the Thursday event on May 28.

Unfinished Business: A copy of the NHCS Funding Policy document will be supplied to the BC Senior games committee. Ownership of equipment donated by the Senior Games should be documented. Lorraine will look after communicating with the Senior Games committee.

New Business: It was decided that two months of NHCS newsletters should be posted on the website, instead of the current month only. Also, it should be noted in the website FAQ that NHCS membership dues go to the City, and how those monies are used.

Adjournment: The meeting was adjourned at 11:15.

Bettie wished everyone a great summer break. Next meeting Sept. 4, at 9:30 AM.

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

From: Webmaster

Sent: Monday, June 15, 2015 3:44 PM

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

Subject: Request to Appear as Delegation

Tania Pastl has requested an appearance before the Parks and Recreation Commission

The requested date is Jun 24, 2015.

The requested meeting is: Parks and Recreation Commission

Presenter's information

Address:

City: Parksville

Province: BC

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: Yes

Details of Presentation:

To discuss approval of inflatable water park at Westwood Lake and one or more Nanaimo City Parks and to provide pictures and information of similar ventures in other Cities.