

AGENDA

SPECIAL OPEN MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-JUL-15, COMMENCING AT 6:00 P.M.

CHAIR: COMMISSIONER IAN THORPE

1. CALL THE SPECIAL OPEN MEETING OF THE PARKS AND RECREATION COMMISSION TO ORDER:
2. INTRODUCTION OF LATE ITEMS:
3. ADOPTION OF AGENDA: *(Motion required.)*
4. ADOPTION OF MINUTES: *(None.)*
5. PRESENTATIONS: *(None.)*
6. CHAIR'S REPORT: *(None.)*
7. REPORTS OF ADVISORY BODIES: *(None.)*
8. STAFF REPORTS:

(a) **Maffeo Sutton Park Improvement Plan Update – Kirsty MacDonald.**

Pgs.
3 - 14

Purpose: To continue the process of updating the 2008 Maffeo Sutton Park Master Plan with a goal of adopting a Maffeo Sutton Park Improvement Plan Update in 2015.

Staff Recommendation: That the Parks and Recreation Commission approve the Draft Maffeo Sutton Park Improvement Plan concepts for stakeholder and public review and input this summer and that Staff report back in the Fall with findings and final draft plan for consideration.

(Motion required to adopt recommendation)

(b) **Knowles Estate Reserve Fund Request – South-Side Minor Football Association – Richard Harding.**

Pgs.
15 - 19

Purpose: To obtain Commission and Council approval for the allocation of funds for purchase of youth football equipment from the Knowles Estate Reserve Fund related to youth sports activities.

Delegation: (10 minutes)

1. Robert E. Stevenson

Pgs.
20 - 23

Staff Recommendation: That the Parks and Recreation Commission approve and recommend that Council approve \$15,762.76 from the Knowles Estate Reserve Fund towards purchase by the South-Side Minor Football Association for football equipment for the upcoming season.

(Motion required to adopt the recommendation.)

- (c) **Travel Assistance Grant – Nanaimo District Minor Fastball Association – Mary Smith.** Pgs. 24 - 27

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 U16 Girls team in the amount of \$500.00 for 10 athletes to attend the Provincial Softball Championships, being held in Ridge Meadows, BC.

(Motion required to adopt the recommendation.)

- (d) **Oliver Woods Community Centre (OWCC) – Gymnasium Window Solar Film – Elizabeth Williams.** Pgs. 28 – 29

Purpose: To respond to Commission's request for a staff report regarding a delegation request at their 2015-MAY-27 regular meeting.

Correspondence:

1. Letter dated 2015-JUL-08, received 2015-JUL-15, from Cathie Beddoes, Oddfellows Badminton Club. Pgs. 30 - 31

Staff Recommendation: That the Parks and Recreation Commission proceed with the installation of window film as per the 2016 Capital operating budget, subject to Council approval.

(Motion required to adopt the recommendation.)

9. **CORRESPONDENCE:** (None.)
10. **NOTICE OF MOTION:**
11. **OTHER BUSINESS:** *(Motion required to review other business.)*
12. **DELEGATIONS (not related to a Report to Commission):** (None.)
13. **QUESTION PERIOD:** *(Agenda Items Only.)*
14. **ADJOURNMENT:** *(Motion required to adjourn.)*

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-15

AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER

RE: MAFFEO SUTTON PARK IMPROVEMENT PLAN

STAFF RECOMMENDATION:

That the Parks and Recreation Commission approve the Draft Maffeo Sutton Park Improvement Plan concepts for stakeholder and public review and input this summer and that Staff report back in the Fall with findings and final draft plan for consideration.

PURPOSE:

To continue the process of updating the 2008 Maffeo Sutton Park Master Plan with a goal of adopting a Maffeo Sutton Park Improvement Plan Update in 2015.

BACKGROUND:

The original Maffeo Sutton Park Improvement Plan was developed in 2008 with significant public input. However, since its adoption in 2008, the park and downtown waterfront has changed. In 2011, the park expanded by 2.3 acres with the addition of 150 Comox Road to the park system. Also, since approval of the park plan, the City of Nanaimo adopted a Corporate Strategic Plan with a focus on waterfront, environmental, cultural, asset management, and community partnerships initiatives. Development applications on key properties adjacent to the park are also being negotiated. Therefore, given these contextual changes, at their meeting of 2011-OCT-25, Council endorsed a planning process to update the Maffeo Sutton Park Improvement Plan.

This updated park improvement plan is being developed to reassess public desires and take into account the larger park site and its evolving context. This public process began in summer 2012 and is now in Stage 3.

Schedule A outlines the current Maffeo Sutton Park Plan study area, and Schedule B identifies the 2008 Maffeo Sutton Park Improvement Plan Vision that is now under review.

DISCUSSION:

Maffeo Sutton Park has developed over the last 65 years from an industrial site into a destination urban waterfront park. The site was awarded a \$500,000 Spirit Square Grant from the Provincial Government in 2008. Planning for the Spirit Square, and overall park redevelopment, provided an opportunity to enhance this premier waterfront park. The following goals guided the Improvement Plan process in 2008 and are being recommended to guide the park plan updates process:

- Enhance the park for special events and public use.
- Increase public open space along the waterfront.
- Enhance key park features such as performance spaces, play spaces and waterfront access.
- Improve pedestrian and multi-use circulation routes.
- Improve public amenities in the park.
- Add historical and industrial interpretation within the park.
- Include a phasing plan to maintain access through development.
- Maintain existing amount of parking stalls and enhance access to the park.

Improvements to the park that were identified in the "Spirit Square" phase 1 of the plan have been successful. Many of the distinctive features of the park are unique to Nanaimo and are not found in other urban parks in North America such as tent tie downs and potable water at the street trees. The power options, potable water, and hard surface provide a space that meets the requirements of the many event permitting bodies (such as Vancouver Island Health Authority, liquor boards, and safety authorities).

Since opening in 2009, the Spirit Square has been a venue for over 100 annual special events (big and small) such as Marine Festival, Dragon Boat, Blues Festival, Silly Boat Regatta, fund raisers, and the Olympic Torch Relay. Feedback from the users has overall been positive and many people have asked what improvements are coming next.

Maffeo Sutton Park and the Harbourfront Walkway are the busiest parks in Nanaimo and truly make our waterfront a special place. Planning for this waterfront resource in Nanaimo will continue to ensure that Maffeo Sutton Park is a premier destination area in the years to come.

Improvement Planning Process:

The following planning process is underway:

Stage 1: Review Existing Conditions of sites and public feedback on existing plan and improvements (Completed 2012)

Stage 2: Assess Priorities for Park Use and Improvements (Completed 2013)

- Staff met with several park stakeholders to assess successes of the improvements to date and future needs and vision for the park. Stakeholders include the Lions Club, NEDC, Howard Johnson hotel, Port Authority, City of Nanaimo staff, Department of Fisheries and Oceans,

professional experts, and special event groups. A summary of the key stakeholder and public input follows later in this report.

- A public survey was conducted in the park during summer events and on busy weekends. The survey was also available online and was completed by over 1000 people. The survey inquired about park strengths, weaknesses, and future directions. 78% of respondents felt positive about the 2009 improvements with 17% feeling negative towards them. The remaining 5% were neutral or moved to Nanaimo within the last 3 years. When asked what the 5 top improvements they would like to see in the park, answers were very tightly rated. However, the highest rated responses were enhanced connections up to the Millstone River to Bowen Park, increased concessions/vendors, and increased washrooms, more locations to touch the water, and protect and enhance the foreshore where possible. A summary of the survey findings is attached as Appendix A.
- The City website has been updated with information about the process as a communications tool to distribute planning documents and surveys. In addition, radio, face book, twitter, TV, newspapers, and site signs have been used for communication about the process.
- Open houses were held on 2012-AUG-22 and 2012-SEP-11 in Maffeo Sutton Park. Open houses were attended by a few hundred people and were well advertised with park signage, face book, twitter, newspaper and radio. Comments will provide further input for vision and options for the park.
- The Snuneymuxw First Nations (SFN) has been informed throughout the planning process to ensure that options work with SFN's short and long-term plans for their property.

Stage 3: Plan Preparation (Ongoing)

- Compiled survey results, stakeholder input, and site characteristics.
- Drafted park vision and improvement plan options based on input, site opportunities and constraints.
- Present to Parks and Recreation Commission for review and approval to have the draft improvement options reviewed by the public summer 2015 (See Appendix B).

Stage 4: Draft Plan Review and Adoption (Anticipated 2015)

- Draft park vision and improvement plan for presentation to public and stakeholders for review and input.
- From public review, modify draft plan and summarize public input obtained.
- Present final plan and summary of input to Parks and Recreation Commission, followed by City Council for review and adoption.

Next Steps:

We are now finishing **Stage 3-The Plan Preparation Stage** of the approved planning process. Improvement options have been drafted and, once tested with stakeholder and public review will be modified into one final, flexible improvement vision. This final vision will guide the park for the next 20 years and will be presented to the Parks and Recreation Commission in fall 2015.

STRATEGIC PLAN CONSIDERATIONS:

Waterfront Enhancement:

Maffeo Sutton Park is a gateway and major destination to Nanaimo's harbour and waterfront. Enhancements of this park and increased accessed through the park will improve our waterfront.

Asset Management:

Some existing park amenities are reaching the end of their lifespan and planning for their replacement/upgrades is timely.

Community Building Partnerships—Maffeo Sutton Park has developed with the help of many community partners. The majority of events in the park are booked by community groups. Future partnerships will be essential to future improvements and use of the park.

Respectfully submitted,

Concurrence by:



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

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Attachments:

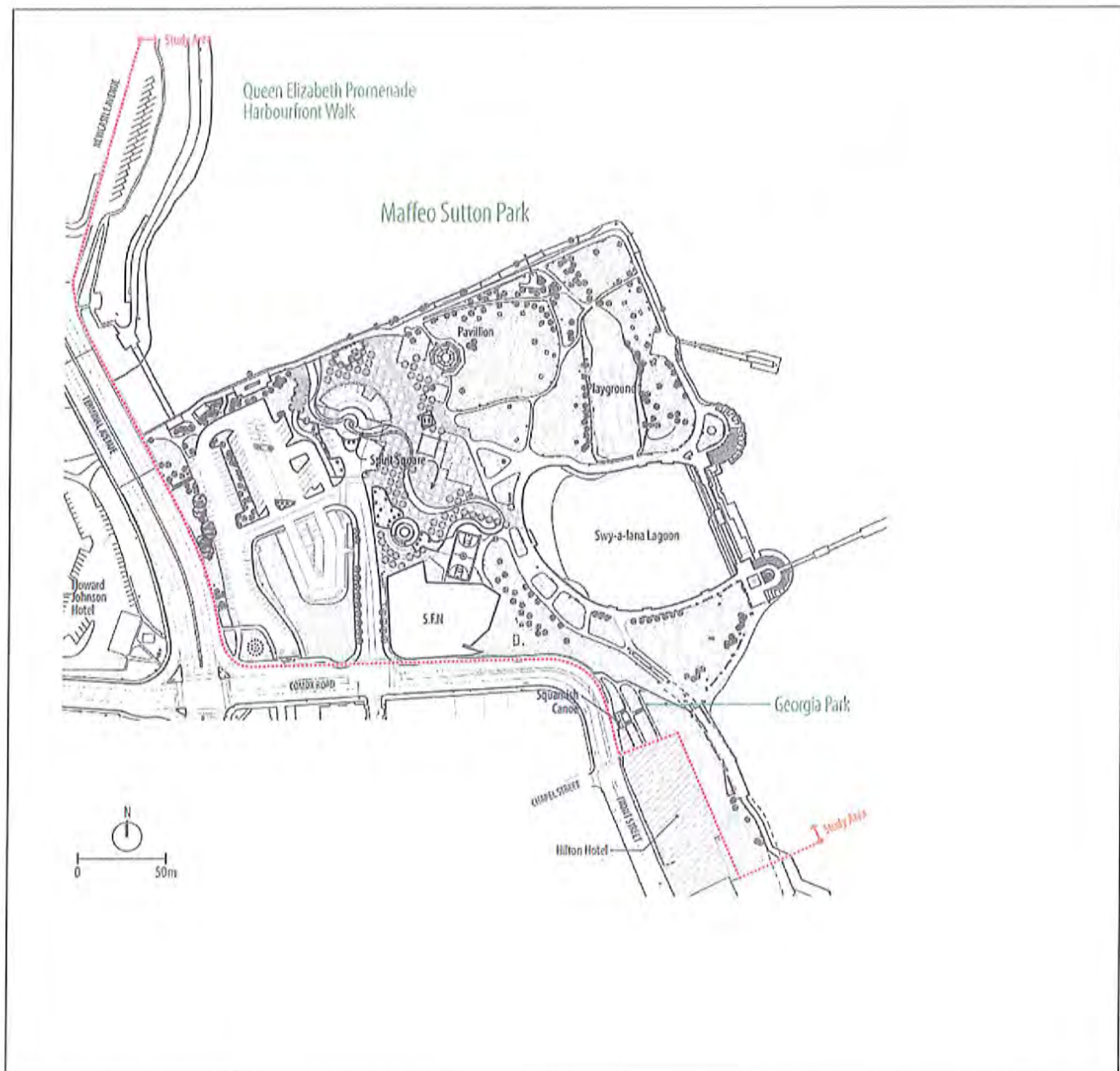
- Schedules A and B
- Appendices A and B1, B2, B3 & B4

2015-JUL-13

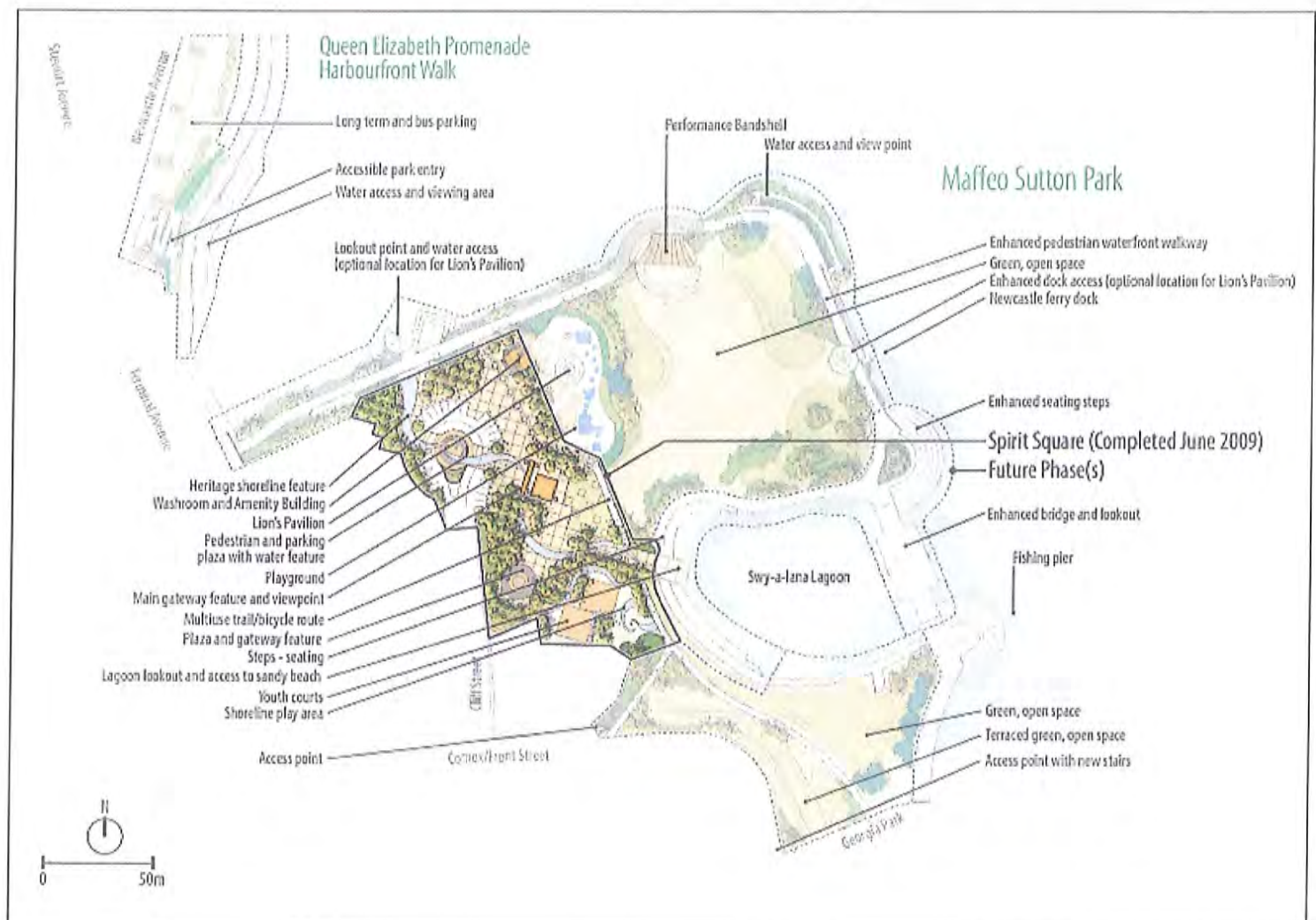
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Schedule A — Park Plan Study Area



Schedule B — 2008 Maffeo Sutton Park Vision-Currently Under Review



Appendix A — 2012 - Input Summary:

The following summarizes key themes from stakeholder and survey input. Over 1000 respondents provided survey feedback.

Park entrance

- Make the park visible and inviting from the highway and Comox Street.
- Make connections and circulation clear with way finding signage at parking lot.

Swy-a-Lana Lagoon

- Concerns about the aesthetics and cleanliness of the water walls and lagoon beach. Opportunities to open up the beach and connect it better to the park than the existing access point and retaining wall.
- Opportunities to utilize the lagoon and beach more for recreation (swimming, sitting, sunning, events).

Parking

- Improve way finding to alternate offsite parking including downtown parkades and the Howard Johnson hotel.
- Work with transit to maintain and increase park connections.
- Suggestions to modify accessible parking and bots dots.

Trail connections and expansion

- Strong desire to have trail connections established up Millstone River to Bowen Park and overflow parking options. This came up as the highest priority action in the survey.
- Opportunity to better connect to Harbourfront Walkway from Maffeo Sutton Park in front of Georgia Park.

Park green space and beautification

- Appreciation of grass and soft, attractive plantings in the downtown as density increases.
- Some areas of grass require drainage improvements.

Washrooms and Amenity building

- Interest from NEDC to have a tourism presence in the park.
- Concern that the current washrooms don't fit with park layout (feel in the way since they were to be removed).
- Interest to increase facilities and modernize with family-style facilities.

Performance and event spaces—

- Concerns that the bandstand is unused most of the time and does not suit the needs of performers with poor sound quality.
- Desire for conch-like performance space (permanent or temporary) for main stage events.

Docks and access to water—

- Desire to add options for people to touch the water.
- Crab dock is a very popular feature and could be improved.
- Desire to and add kayak dock and options for fishing.

Programming

- Desire for more buskers and higher quality, artisans etc. throughout Maffeo Sutton Park and the along the Harbourfront Walkway.

- Desire for additional programming during all seasons—including summer and winter months.

Bulletin Board and Event Board

- Desire to have information sharing and event listings for the park right in the thick of the action.

Playground

- Desire to maintain a destination playground for families in the park (no attachment to any location in the park).
- Strong desire for upgrades to the surfacing and equipment.
- Desire for some spray elements to be incorporated into updated playground.

Youth

- Appreciation of the basketball court and desire to have other options for youth activities.

Dogs

- Mixed sentiment about dogs. Some desire additional dog fountains and dog stations with others requesting no dogs allowed along the walkway system.
- Concerns about dog waste smells and lack of picking up in summer months.

Water fountains and outside shower

- Desire to increase the number of water fountains available along the walkway. They should have nozzles to facilitate the refilling of reusable water bottles.
- Desire for outdoor shower in Maffeo Sutton Park.

Vendors

- Mixed input about vendors. Respondents were interested in purchasing food in the park and downtown area, but while some want many small vendors, others want a nice restaurant and patio seating. Concern expressed about the current state and current eatery options.

Public art

- Desire to continue and expand public art displays in Maffeo Sutton Park and along the walkway.

Newcastle

- Desire to better connect physically, visually, and experientially to Newcastle.
- Desire to better sign ferry terminal and options for pickup.

Signage and regulations

- Concerns that park directional and regulation signs are unclear.
- Desire to have more interpretive signage for tourists and heritage interpretation.

Bicycles

- Conflicts identified between mobility challenged people and cyclists.
- Desire to making downtown cycle routes more clear through signage, education and enforcement.
- Desire to encourage cycling to Maffeo Sutton Park in a safe manner.

Appendix B1 — Schematic Park Plan

Depicts the basic layout and principles for future park development.



Appendix B2 — Option 1

Depicts the potential build out of how the park could develop.



Depicts the potential build out of how the park could develop.



Depicts the potential build out of how the park could develop.



City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-15

AUTHORED BY: RICHARD HARDING, DIRECTOR

RE: KNOWLES ESTATE RESERVE FUND REQUEST -
SOUTH-SIDE MINOR FOOTBALL ASSOCIATION

RECOMMENDATION:

That the Parks and Recreation Commission approve and recommend that Council approve \$15,762.76 from the Knowles Estate Reserve Fund towards purchase by the South-Side Minor Football Association for football equipment for the upcoming season.

PURPOSE:

To obtain Commission and Council approval for the allocation of funds for purchase of youth football equipment from the Knowles Estate Reserve Fund related to youth sports activities.

BACKGROUND:

In the fall of 1992, the City of Nanaimo was advised that it was the primary beneficiary of the estate of Mr. Arthur Knowles, with an approximate value of \$500,000 and that the funds would be provided to the City in 2007.

In September 2007, approximately \$500,000 of the Estate was forwarded to the City of Nanaimo. Staff worked with the Executor of Mr. Knowles' Will, to ensure that the use of these funds met with Mr. Knowles' intentions. Primarily, \$100,000 of the \$500,000 was allocated for improvements to Knowles Park after the completion of a public input process; and secondly, the remainder of the funds, approximately \$400,000, was set aside in a Knowles Estate Statutory Reserve Fund with the interest each year allocated to improvements in south end parks and youth sports facilities.

At their meeting held on 2007-JUL-09, Council, at the recommendation forwarded by the Parks, Recreation and Culture Commission on 2007-JUN-27, passed the following motion:

1. Allocate \$100,000 of the Knowles Estate for improvements to Knowles Park.
2. Establish a Knowles Estate Statutory Reserve Fund with the remainder of the Knowles Estate, approximately \$400,000; with the accumulated interest each year to be directed to park and youth sport facility improvements in the south end of Nanaimo (as identified in Schedule A) and as determined by the Parks, Recreation and Culture Commission.
3. Direct Staff to develop Knowles Estate Statutory Reserve Fund allocation guidelines for Council's consideration.

The Knowles Estate Reserve Fund has been in place now since 2007 and funds have been used for park improvements, youth sports, and sports equipment in the South End as per the desire of Mr. Knowles.

DISCUSSION:

The request by the South-Side Minor Football Association for protective equipment (see attached Schedule B) for football fits the intent of the Knowles Estate Reserve Fund. Payment for the equipment will be made by the City directly to the supplier.

The wording of the "Knowles Estate Reserve Fund Establishing Bylaw 2007 No. 7056" was amended (7056.01) by Council at their meeting held 2013-JUL-22 to include a provision for equipment and supplies:

"Interest earned on the remaining reserve balance will be spent on improvements to south end parks and/or south end youth sports facilities as well as equipment and program supplies related to youth sports activities in the south end. The attached Schedule "A" identifies what is defined as south end of Nanaimo for this reserve fund. (7056.01)

The current funds available for use are \$49,651 as of 2014-DEC-31 (Schedule C).

No other requests for the estate have been received at this time and staff support this request.

Funding for this project will be from the Knowles Estate Reserve Fund. To facilitate this, an amendment to the Financial Plan will be brought before Council at a future date.

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships:

Working with a local youth sports group in providing needed sport equipment as well as in keeping with desire of the purpose of an estate.

Respectfully submitted,

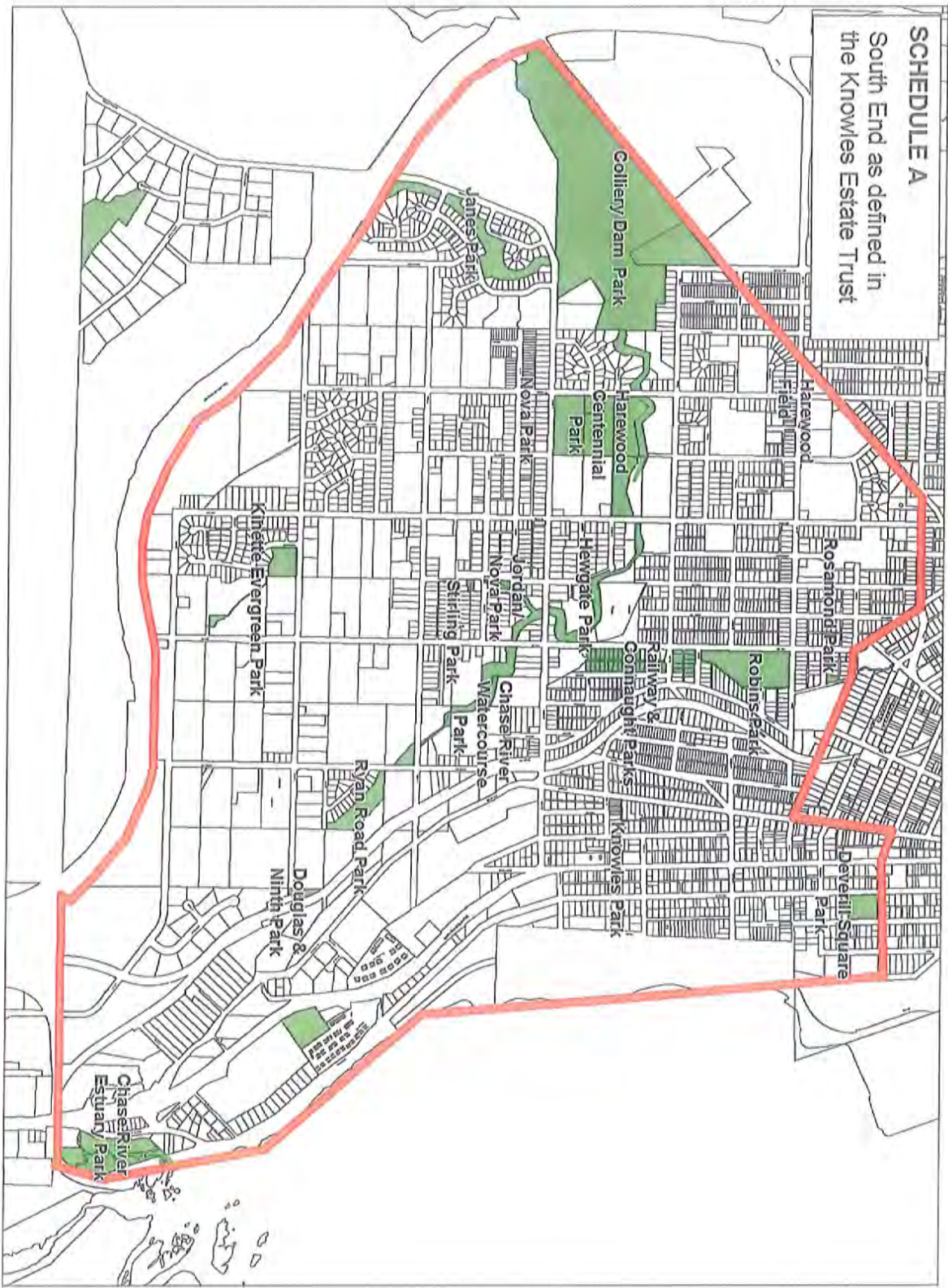


Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2015-JUN-18

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SCHEDULE B

CITY OF NANAIMO

BYLAW NO. 7056

A BYLAW AUTHORIZING THE CITY OF NANAIMO, PROVINCE OF BRITISH COLUMBIA, TO ESTABLISH THE KNOWLES ESTATE RESERVE FUND

WHEREAS the Estate of Mr. Arthur Knowles bequeathed to the City of Nanaimo a lump sum amount of approximately \$488,000; and

WHEREAS the wishes of Mr. Arthur Knowles states that the money be used for improvements to Knowles Park and improvements to south end parks and youth sports facilities; and

WHEREAS all funds distributed to the City of Nanaimo under the terms of the said agreement and investment earnings on those funds must be segregated; and

WHEREAS the accumulated funds in the Knowles Estate Reserve Fund will be used to fund up to \$100,000 of improvements to Knowles Park; the accumulated interest each year will be directed to park and youth sports facility improvements in the south end of Nanaimo (as identified in Schedule "A") and as directed by Council.

THEREFORE the Council of the City of Nanaimo in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as "KNOWLES ESTATE RESERVE FUND ESTABLISHING BYLAW 2007 NO. 7056"; and
2. Funds from The Estate of Mr. Arthur Knowles, up to the amount of \$100,000, will be spent on improvements at Knowles Park; and
3. Interest earned on the remaining reserve balance will be spent on improvements to south end parks and/or south end youth sports facilities as well as equipment and program supplies related to youth sports activities in the south end. The attached Schedule "A" identifies what is defined as south end of Nanaimo for this reserve fund. (7056.01)

PASSED FIRST READING 2007-AUG-13.
PASSED SECOND READING 2007-AUG-13.
PASSED THIRD READING 2007-AUG-13.
ADOPTED 2007-SEP-10.

G. R. KORPAN

MAYOR

I. HOWAT

DIRECTOR,
LEGISLATIVE SERVICES

SCHEDULE C

Knowles Estate Reserve Fund
City of Nanaimo

Summary of Funds Available for Use:

Reserve Balance as at 2014-DEC-31	\$437,651
Less: Reserve Ineligible for Spending	<u>(\$388,000)</u>
Funds Available for Use as at 2014-DEC-31	\$ 49,651

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

From: Webmaster

Sent: Tuesday, May 12, 2015 4:04 PM

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

Subject: Request to Appear as Delegation

Robert E. Stevenson Jr. has requested an appearance before the Parks and Recreation Commission.

The request is made on behalf of South-Side Minor Football Association.

The requested date is May 27, 2015.

The requested meeting is: Parks and Recreation Commission

Presenter's information:

Address:

City: Nanaimo

Province: British Columbia

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: Yes

Business Phone:

Details of Presentation:

Oral Description of our request/operations.

Facebook link to our page/includes photographs and video. Address as follows: <https://www.facebook.com/youthfootballinnanaimo?fref=ts>

South-Side Minor Football Association

696 Second Street, Nanaimo, BC V9R 1X9

250-716-1697

28 April, 2015

Greetings,

I am writing on behalf of the South-Side Minor Football Association, a group of over two hundred youth aged 7-18 yrs. and twenty five plus adult volunteers who participate in the sport of youth football across the south-end of Nanaimo. We are seeking assistance from the Knowles Estate Fund with the purchase of field equipment, protective equipment, balls, field paint, game socks and medical supplies (tape). As a contact sport, we are always looking for ways and means to practice and play with safest protective equipment available for our young people. The lifespan of the helmets and shoulder pads with periodic re-conditioning, will be nearly a decade and each piece will be used by multiple young people prior to their entering high school aged competition. The balls, field equipment and practice pants have a 5-10 year lifespan as well. Again, multiple young people will benefit from these purchases over multiple seasons.

As you can well imagine, properly equipping and providing safe training equipment for such a large group involves significant expenditures. We actively fundraise and pay registration fees across the calendar year to support our operations. The young people in our group by and large hail from socio-economically challenged households. As such, the registration fee we charge does not cover the full cost of all the equipment required to safely participate. In order to meet our goals/commitments, we also solicit help from local philanthropic groups/persons.

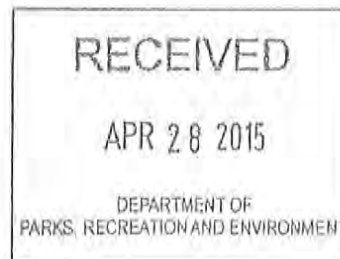
We would be most thankful for any assistance you can provide for this purchase and would be quite happy to provide written testimonial, video or real-time demonstrations of its use this coming season and beyond.

I would like to most sincerely thank you for your time and consideration of this request.

Robert E. Stevenson Jr.



President
South-Side Minor Football Association





MVP Athletic Supplies
 #110 - 5898 Trapp Avenue
 Burnaby, B.C.
 V3N 5G3

Phone : (604) 525-8833
 Fax: (604) 525-8835
 Toll Free : 1-800-910-1012

Rob Stevenson
 South-Side Minor Football

Quote for Knowles Fund Grant

Quantity	Ship	Description	Each	Extended
40		Youth Football Practice Pants All-Star Black (10/M, 15/L, 15/XL)	\$15.75	\$630.00
25		Adult Football Practice Pants All-Star Black (25/M)	\$16.25	\$406.25
16		Rawlings Impluse Youth Black Helmets XL c/w mask	\$147.50	\$2,360.00
1		Rawlings Helmet Care/Repair Kit	\$129.95	\$129.95
12		Wilson TDJ Composite (Size #6) Football	\$19.50	\$234.00
24		Wilson TDY Composite (Size #7) Football	\$19.50	\$468.00
20		Rawlings Youth Momentum Shoulder Pads 4/M, 4/L	\$52.50	\$1,050.00
36		10-13 Polypropylene Football Game Sock -DG	\$5.65	\$203.40
150		Mueller Strap Style Black Mouthguard - Youth	\$0.85	\$127.50
80		10-13 Polypropylene Football Game Sock -SC	\$5.65	\$452.00
2		LS2 Sideline Padded Down Box and Chain Set	\$315.50	\$631.00
6		Red Torso Shaped Blocking Pad (as last year)	\$97.50	\$585.00
24		Case of Field Paint (12 cans/case)	\$57.00	\$1,368.00
24		Athletic Trainers Tape (Seconds, 32 Rolls/case)	\$48.00	\$1,152.00
288		ProWrap	\$1.30	\$374.40
200		Mueller Strap Style Black Mouthguard	\$0.85	\$170.00
12		Baden Composite Official F9C Game Ball	\$38.50	\$462.00

4	Schutt Air XP Pro Helmet DG Medium c/w Black Mask	\$255.00	\$1,020.00
	(2/LB Mask, 2/REC Mask)		
6	Medium Size Hip/Tail Pad Set	\$10.95	\$65.70
6	Medium Size Thigh Pads Pair	\$10.95	\$65.70
36	Medium Knee Pads Pair	\$8.95	\$322.20
80	Oversize Polypropylene Football Game Sock -WH	\$5.95	\$476.00
90	Oversize Polypropylene Football Game Sock -SC	\$5.95	\$535.50
50	Football Web Belts - Black	\$1.75	\$87.50
6	Universal Shoulder Pads (Douglas Pro38 4/M, 2/L)	\$155.00	\$930.00

Sub Total: \$14,306.10

Freight: \$265.45

GST: \$728.58

PST: \$462.63

Total: \$15,762.76

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-15

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 U16 Girls team in the amount of \$500.00 for 10 athletes to attend the Provincial Softball Championships, being held in Ridge Meadows, BC. The application meets all of the travel grant criteria.

PURPOSE:

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

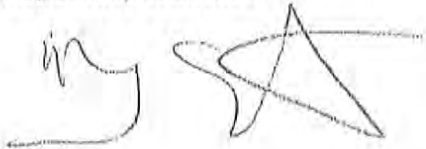
BACKGROUND:

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, Recreation and Culture Commission for approval. On 2015-JUN-12, staff reviewed a Travel Assistance Grant application submitted by the Nanaimo District Minor Fastball Association requesting financial assistance for 10 athletes to represent Nanaimo at the Provincial Softball Championships being held in Ridge Meadows, 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 \$500.

To date \$3,800 from the \$7500 travel grant budget for 2015 has been awarded or pending. If the above travel grant of \$500 is approved, \$3200 remains available 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

2015-JUL-14

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City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo District Minor Fastball Assoc. DATE: June 18, 2015

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship <u>(or equivalent)</u>	✓		this is the only eligible team in the region so they automatically qualify
B. Attending a Provincial, Regional, National, or International Championship	✓		
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	—	—	
D. Traveling within BC (excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		Ridge Meadows BC - 10 qualify
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		no list provided but state that no one is competing equally
H. Grant for participants only, not coaches or chaperones	✓		NBMTA
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached		✓	travel food & accommodation \$'s provided

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 500.00

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: L116 Girls NDMFA (Nanaimo Fastball)		DATE: June 3/2015	
ADDRESS: Box 254 Stn A Nanaimo BC V9R 5K9		PRESIDENT: Brian Colnborough	
		SENIOR STAFF MEMBER: Shannon Kinney	
		POSITION: Competitive Director	
		CONTACT: Laurie Dean	
TELEPHONE: 250 714-2733 (Stn A)		TELEPHONE: 250 714-2046 - Laurie	
TOTAL NUMBER OF PERSONS TRAVELLING: 19	TOTAL NUMBER OF COMPETITORS TRAVELLING: 15	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 10	TOTAL AMOUNT REQUESTED: 10
DESTINATION: Rizzo Meadows (Vancouver)		DATE OF DEPARTURE: July 23, 2015	
EVENT TO BE ATTENDED: Provincial Championships (Softball)			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Provincial Regional - no competition due to being only team in region			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: - Bottle drives, fundraising - parents to pay.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? As a rep team in Nanaimo with no league to play in, players must travel to Victoria & Vancouver every weekend during the season to play ball. It is very costly, and grants such as these are extremely helpful			
SIGNATURE: 	TITLE/POSITION: Head Coach	DATE: June 3/2015	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

Provincial Championship Estimated expenses

Ferry Cost	
4 coaches, 15 players, 3 vehicles	\$872.50
Hotel 3 nights	\$1,879.95
Based on \$109/nt +taxes	
Meals	
Based on \$50/day per person	\$3,400.00
<hr/>	
Total estimated cost	\$6,152.45

\$293 per person based on 19 people

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-JUL-15

AUTHORED BY: ELIZABETH WILLIAMS, MANAGER, RECREATION SERVICES

RE: OLIVER WOODS COMMUNITY CENTRE (OWCC) – GYMNASIUM WINDOW SOLAR FILM

STAFF RECOMMENDATION:

That the Parks and Recreation Commission proceed with the installation of window film as per the 2016 Capital operating budget, subject to Council approval.

PURPOSE:

To respond to Commission's request for a staff report regarding a delegation request at their 2015-MAY-27 regular meeting.

BACKGROUND:

OWCC was opened in 2009 as a Leadership in Energy and Environmental Design (LEED) project. Part of the LEED initiative was to use as much natural light as possible in the facility, including the gymnasium. While generally well-received by the public, the glare from the sunshine has caused some concerns for the badminton players, primarily in Gymnasium #2 during the morning hours from May to September. Gymnasium #1 is not impacted by glare providing the gymnasium separating curtain is closed.

Staff reviewed a few options to reduce glare in the gymnasium including: curtains or blinds; permanently removing the windows; or, applying solar film. All options but the solar window film were eliminated based on the costs and complexity of the projects.

OWCC currently has 57 community sport groups that book space in the gymnasiums for a variety of sports. In addition, PRE uses the gyms for preschool, children, adult, and drop-in programs. The 2014 hours of use for the gyms totaled 5,886 hours, of which 367 hours were for badminton play.

Three main badminton groups play during the week; two play in the evening, and one on Saturday mornings. The Saturday Badminton players had concerns about the glare so they were moved from Gymnasium #2 to the Gymnasium #1 where the glare does not impact play. In 2014 the Badminton Tournament Committee hosted their first tournament and was impacted by the glare. No other gymnasium user groups have raised concerns with the staff at OWCC regarding glare.

The Badminton Tournament Committee worked with OWCC staff to host their first three-day tournament in the fall of 2014. In the event that play would be interrupted due to glare the tournament was given additional play time in the gymnasium at no charge. The additional time was not needed in 2014. In the event that the 2015 tournament is impacted by glare we have provided additional gymnasium time to their contract at no charge.

City staff has budgeted for the installation of solar window film in 2016, the quote is \$8650.80 plus the rental cost of a genie lift. The Badminton Tournament Committee would like it sooner and have proposed we allocate their 2015 facility rental fees towards the project. Waiving rental fees would still require the City to spend \$10,000 from the 2015 Oliver Woods budget. Staff did not budget an additional \$10,000 in the 2015 operating budget for this project.

As Commission is aware, Fees and Charges for all Parks and Recreation facilities and programs are set by a Bylaw and cannot be waived or arbitrarily moved to offset the cost of a project. Fees and Charges are set and projected to offset operating costs for facilities in the year they are collected.

Respectfully submitted,

Concurrence by:



Elizabeth Williams
MANAGER, RECREATION SERVICES
PARKS, RECREATION AND ENVIRONMENT



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2015-JUL-02

File: A2-4 / D1-3-12 / J1-1

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July 8-2015



The OddFellows Badminton Club, would like to respond to the Staff Report prepared regarding the Oliver Woods gymnasium window problem. The OddFellows Badminton Club members are also associate members of the 2015 Nanaimo Badminton Tournament Committee which presented the original concerns to the Nanaimo Parks & Recreation Commission on May 27, 2015. The Odd Fellows Badminton Club recognizes that the Oliver Woods Community Center is a great public facility but we feel it has a design flaw when it comes to offering a service for the sport of badminton.

We have rented the Oliver Woods since it first opened in 2009 and utilized the 9:00 am to 11:00 am time frame on every Saturday that the facility was available to us. This time frame is very convenient for our average turnout of 25 members, but the very discouraging problem, past and present, during the spring, summer and early fall months is the continuous sun shining in through the windows. This problem has been brought to the attention of Oliver Woods Staff on a number of occasions since the facility opened.

Contrary to the Staff Report presented tonight we offer three clarifications stemming from the May 27, 2015 presentation:

- OddFellows Badminton Club is not the only group impacted by the sunlight. The Nanaimo Pickleball Club, in their email of support dated May 8, 2015, also indicated their impact by the sun.
- Both sides of the gym are affected by sunlight, as shown in the pictures presented to the Commission on May 27, 2015.
- Our Club has utilized both gymnasiums #1 and #2 and the conditions are the same. The centre curtain dividing the two gyms does not alleviate the problem. Starting play at 9:00 am we will have the sun glare shining in on court #3 and as the sun slowly moves to the south, the sun shine glare slowly moves on to court #4 where it will stay in place until 11:00 am. This is difficult to deal with as badminton is basically an over head sport and you will have the sun right in your eyes.

In addition to the above, the Odd Fellow Badminton Club, during their rental period is impacted in the following ways:

- The Odd Fellows rent and pay for half a gym (four courts) every available Saturday and are consistently reduced to three courts of usage based on visibility and safety concerns.
- There is no compensation given to the Odd Fellows for this loss of court time.

We see the impact of this Commission not acting now to install solar film on the windows at OWCC as the following:

- The Odd Fellows continue to pay for a service they are not receiving
- Visibility and safety will continue to be an ongoing issue
- A time delay for the 2015 Badminton Tournament Committee is still likely (estimated at 25%)
- There is no guarantee that Staff's submission for the 2016 Budget will occur, nor be accepted, nor have the solar film in place for an anticipated tournament of September 2016

We appreciate Staff's offer to allow for a rental extension due to sun conditions when we host the 2015 Nanaimo Badminton Tournament on September 11-13, 2015, but that does not take into consideration that we will have commitments to a dinner/dance venue for Saturday night and we endeavour to wind up our tournament as soon as possible on Sunday, usually by 3 pm, so our out of town participants have time to travel back to their home communities.

Respectfully submitted by

Oddfellows Badminton Club