

AGENDA FOR THE INAUGURAL MEETING OF THE
PARKS AND RECREATION COMMISSION
TO BE HELD IN THE
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-APR-22, COMMENCING AT 7:00 P.M.

1. **STAFF TO CALL THE INAUGURAL MEETING OF THE PARKS AND RECREATION COMMISSION TO ORDER, WELCOME NEW MEMBERS OF THE COMMISSION, AND PROVIDE A NEW TERM OVERVIEW:**

2. **SELECTION OF CHAIR, AND AN ALTERNATE CHAIR, FOR THE PARKS AND RECREATION COMMISSION FOR A ONE-YEAR TERM:**

Pgs.
5-6

- (a) Discussion and selection of a Chair, and an Alternate Chair, to serve on the Parks and Recreation Commission for a one-year term.

(Motions required.)

3. **INTRODUCTION OF LATE ITEMS:**

4. **ADOPTION OF AGENDA:**

(Motion required to adopt the Agenda.)

5. **ADOPTION OF MINUTES:**

- (a) Minutes of the regular Parks and Recreation Commission meeting held Thursday, 2015-MAR-19, at 6:06 p.m. in Room 1, Bowen Complex Conference Room.

Pgs.
7-12

- (b) Minutes of the Special Parks and Recreation Commission meeting held Wednesday, 2015-MAR-31, at 3:00 p.m. in the Bowen Complex Conference Room.

Pgs.
13-14

(Motion required to adopt the minutes as circulated.)

6. **APPOINTMENTS AND RECOMMENDATIONS:**

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

Pg.
15

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

1. Discussion and selection of five members to serve on the Parks Committee for the period of their current term of appointment to the Parks and Recreation Commission.

(Motion required.)

2. Discussion and selection of a Chair and an Alternate Chair of the Parks Committee for the period of their current term of appointment to the Parks and Recreation Commission.

(Motion required.)

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

1. Discussion and selection of five members to serve on the Recreation Committee for the period of their current term of appointment to the Parks and Recreation Commission.

(Motion required.)

2. Discussion and selection of a Chair and an Alternate Chair of the Recreation Committee for the period of their current term of appointment to the Parks and Recreation Commission.

(Motion required.)

(b) **GRANTS ADVISORY COMMITTEE:**

Pgs.
16-17

Discussion and recommendation to Council of one (1) member of the Recreation Committee to serve on the Grants Advisory Committee for the period of their current term of appointment to the Parks and Recreation Commission.

(Motion required.)

(c) **SPORTS HALL OF FAME COMMITTEE:**

Pg.
18

Discussion and recommendation to the Sports Hall of Fame Committee of one (1) member to serve on the Sports Hall of Fame Committee for a two-year term.

(Motion required.)

(d) **HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP**

Pg.
19

Discussion and selection of three (3) members of the Parks and Recreation Commission to serve on the Harewood Dry Floor Development Working Group, to replace former member Ted Greves, and, to replace or reappoint former members Graham Savage and Ian Thorpe for the period of their current term of appointment to the Parks and Recreation Commission.

(Motion required.)

7. PRESENTATIONS:

- (a) Kim Smythe and Darcy Olsen, Loaves & Fishes "Glow in the Park" Christmas Event.
- (b) Aquatics Services Overview – Richard Harding and Aquatics Staff.

Pgs.
20-22

8. CHAIR'S REPORT:

9. REPORTS OF ADVISORY BODIES: (None.)

10. STAFF REPORTS:

- (a) **VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST – WESTDALE-LESLIE PARK.** Pgs. 23-24

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

Delegations: (10 minutes)

1. Sandra Hamel, VIP Program Request (\$30,000). Pgs. 25-29

Staff Recommendation: That the Parks and Recreation Commission allocate \$30,000 from the VIP Program for Westdale-Leslie Neighbourhood Park improvements.

(Motion required to adopt recommendation.)

- (b) **VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST – JANES PARK.** Pgs. 30-31

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

Delegations: (10 minutes)

1. Asia Young, VIP Program Request (\$30,000). Pgs. 32-37

Staff Recommendation: That the Parks and Recreation Commission allocate \$30,000 from the 2015 VIP Program for Janes Neighbourhood Park improvements.

(Motion required to adopt recommendation.)

- (c) **VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST – JESTERS WAY PARK.** Pgs. 38-39

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

Delegations: (10 minutes)

1. Linda Shultz for Natalia Bowler – VIP Program Request (\$25,000). Pgs. 40-48

Staff Recommendation: That the Parks and Recreation Commission allocate \$25,000 from the VIP Program for Jesters Way Neighbourhood Park improvements.

(Motion required to adopt recommendation.)

11. CORRESPONDENCE: (None.)

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) Joe Dixon – Seeking Approval to Host a Triathlon at Westwood Lake
Park June 24-26, 2016.

Pgs.
49-59

(Motion required to receive the delegation.)

15. QUESTION PERIOD: (Agenda Items Only.)

16. ADJOURNMENT:

Motion to adjourn with next regular meetings as follows:

Recreation Committee	Wednesday, 2015-MAY-06; 3:00 p.m. – if required Bowen Park Complex Conference Room
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Parks Committee	Thursday, 2015-MAY-14; 5:00 p.m. – if required Bowen Park Complex Conference Room
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COMMISSION	Wednesday, 2015-MAY-27; 6:00 p.m. Bowen Park Complex Conference Room
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ADVISORY COMMITTEES TERMS OF REFERENCE

(adopted 2010-JAN-25)

The following Terms of Reference apply to all Advisory Committees of the City of Nanaimo unless otherwise noted.

Appointment and Term

The member(s) of Council will be appointed annually by motion of Council.

Other members will be appointed for a three-year term commencing April 1st in the year following a general local government election (*does not apply to PNAC*). At-large members will be appointed by Council. Council will ratify appointments of members recommended by their specific associations.

Members of the Committee will serve without remuneration.

Chair

The Committee will elect the Chair annually at the first meeting following April 1st from amongst its members.

Meeting Procedures

All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with the current Council Procedure Bylaw.

Except where the provisions of the *Community Charter* apply, all Committee meetings shall be open to the public. Where the Committee wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the *Community Charter*.

The order of business is to be as set out in an agenda package to be provided to Committee members in advance of the meeting date. All decisions of the Committee will be reached by consensus or a majority vote of the members present.

Minutes of the meeting will be adopted by the Committee at its next regular meeting. After adoption, minutes will be circulated to Council for their information. Originals of the minutes will be signed by the Chair of the Committee and forwarded to the Legislative Services Department for safe keeping.

Reporting to Council

The Committee may report to Council on any issue within its mandate or other issues as requested by Council.

The Committee Chair will present recommendations of the Committee to Council for their consideration.

Budget

The annual budget of the responsible department will include funds for the operation of the Committee.

Staff Support

Staff support will be determined by the City Manager or his/her designate. Typical support functions include the following:

- Organizing and preparing the agenda, in conjunction with the Committee Chair;
- Distributing the agenda packages to Committee members;
- Taking and preparing draft minutes;
- Managing the files of the Committee, as necessary;
- Maintaining a list of outstanding issues for Committee action;
- In conjunction with the Chair, drafting Committee reports to Council;
- Provide professional advice on issues discussed by the Committee;
- Other duties as authorized by the City Manager or his/her designate

MINUTES
REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
ROOM 1, BOWEN PARK COMPLEX
500 BOWEN ROAD
THURSDAY, 2015-MAR-19, COMMENCING AT 6:00 P.M.

PRESENT: Commissioner Ian Thorpe, Acting Chair

Members: Commissioner W. Pratt
Commissioner K. Alden
Commissioner L. Avis
Commissioner M. Beaudoin-Lobb
Commissioner H. Houle
Commissioner A. McPherson
Commissioner D. Rinald
Commissioner G. Savage
Commissioner M. Young

Regrets: Commissioner G. Fuller

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

1. CALL THE OPEN MEETING TO ORDER:

The regular meeting was called to order at 6:06 p.m.

2. SELECTION OF CHAIR:

The Chair for the evening's meetings was selected at the Special Open Commission meeting which commenced at 5:32 p.m.

3. INTRODUCTION OF LATE ITEMS:

The following delegations were added under Item 9.(e) Draft Beban Park Master Plan Update:

2. Lesley Coultish, Nanaimo Equestrian Association.
3. Peter McCaffery – Nanaimo Velodrome Proposal.
4. Karen Streeter & Stephen Kass, Vancouver Island Exhibition.
5. Jennifer McGarrigle, Nanaimo Mountain Bike Club.
6. Christopher Brown, Bowen Road Farmers Market.

Commissioner Houle wished to add:

- Item 5(a) Discussion of the minutes of 2014-NOV-26.

4. ADOPTION OF AGENDA:

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

5. ADOPTION OF MINUTES:

- (a) Discussion: Commissioner Houle inquired as to the progress of the LEAP matter from the 2014-NOV-26 minutes. Staff advised that they were working on different draft options and the matter will be returned to Commission in April.

It was moved and seconded that the minutes of the regular Parks, Recreation and Culture Commission meeting held Wednesday, 2014-NOV-26, at 6:00 p.m., in the Service and Resource Centre Board Room, be adopted as circulated. The motion carried unanimously.

6. PRESENTATIONS:

- (a) Thank you presentation plaque to the Commission from the Vancouver Island Exhibition.

Commissioner Thorpe received on behalf of the Commission and the City.

- (b) Moving Forward: Partnering with Parks, Recreation and Environment to Build Child and Youth Centres - Ian Kalina, Executive Director, Boys & Girls Club of Central Vancouver Island; Chris Beaton, Executive Director, Nanaimo Aboriginal Centre; and, Joy Bremner, President, Mid-Island Metis Nation.

Mr. Kalina advised that Joy Bremner sends her regrets due to a conflicting meeting.

The "Three Amigos" (Boys & girls Clubs of Central Vancouver Island, Nanaimo Aboriginal Centre, and Mid Island Métis Nation) would like to explore partnership opportunities with the City of Nanaimo. They would like to have a Boys & Girls Club/Nanaimo Aboriginal Centre at Beban Park.

7. CHAIR'S REPORT: (None.)

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: No meeting held.

- (b) Recreation Committee: No meeting held.

- (c) Grants Advisory Committee: Commissioner Avis advised that no meetings have been held.

9. STAFF REPORTS:

(a) Travel Assistance Grant – Nanaimo Lawn Bowling Club – 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 Nanaimo Lawn Bowling Club in the amount of \$400.00 for four athletes to attend the IBD World Bowls for Disabled Championship, being held in Wellington, New Zealand. The motion carried unanimously.

(b) Travel Assistance Grant – Vancouver Island Special Needs Hockey Association – 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 Vancouver Island Special Needs Hockey Association in the amount of \$1,300.00 for 13 athletes to attend the UTC Winter Hockey Festival, being held in Valencia, California. The motion carried unanimously.

(c) Travel Assistance Grant – Nanaimo Raiders Lacrosse – 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 Nanaimo Raiders Lacrosse in the amount of \$950.00 for 19 athletes to attend the Youth Field Lacrosse Provincials, being held in Burnaby, B.C. The motion carried unanimously.

(d) Travel Assistance Grant – Harbour City Football Club – 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 Harbour City Football club in the amount of \$350.00 for 7 athletes to attend the Provincial A Cup U18 Girls Soccer Tournament, being held in Surrey, B.C. The motion carried unanimously.

(e) Draft Beban Park Master Plan Update – Kirsty MacDonald (Presentation and Report).

Staff provided a PowerPoint presentation and history on the development of Beban Park.

Delegations:

1. Pat Wells, Nanaimo Community Gardens Society.

The greenhouse site presently at the RDN treatment plant and has been there since 2000; however, they have been given notice that the NCGS must move by August 2015. They would like to be more centrally located and open to the public at Beban Park.

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

2. Lesley Coultish, Nanaimo Equestrian Association.

Ms. Coultish provided a PowerPoint presentation and handout. She stressed the need for contained perimeter fencing without traffic pattern through it. The Association feels that the proposed roadway will divide the Park. They would like to see improvement and expansion of current access points, and that the camping policy be revised to allow Licence/Lease holders to retain the funds from camping and allow for hookups.

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

3. Peter McCaffery – Nanaimo Velodrome Proposal.

Mr. McCaffery provided a PowerPoint presentation. He is suggesting a 200 meter track and would like to have it located at Beban Park beside the agriplex.

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

4. Karen Streeter & Stephen Kass, Vancouver Island Exhibition.

The VIEx is working towards constructing a new agricultural centre at the Beban Park grounds and supports the draft Beban Park Master Plan as it brings this concept closer to reality. They would like to undertake another expansion to the Beban Urban Gardens to include a greenhouse. Additionally, they would like a commitment letter so that they can apply for grants for a new year round agricultural centre. They feel that there is the possibility of the roadway dividing up the ground and creating too much traffic in the area. Also, that the proposed area for the amphitheatre may not accommodate the size of crowd that attends during the VIEx weekend.

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

5. Jennifer McGarrigle, Nanaimo Mountain Bike Club.

Ms. McGarrigle advised that the NMBC would like to develop a skills area and trail network at Beban Park to further the future of the sport in the community. This network would allow beginner level riders to increase their skills, provide places where all family members could ride, and would be a perfect area to run skills courses. Their suggestion is that it be located by the BMX track and below the Dog Off-Leash Area.

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

Commissioner Houle left the meeting at 8:02 p.m.

6. Christopher Brown, Bowen Road Farmers Market.

Mr. Brown thanked Commission for allowing space for the yearly market. The market group support the inclusion of farmers market; however, would like to see a year-round covered farmers market, and Beban Park could be the site of an agricultural multi-plex.

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 recommend that Council approve the Draft Beban Park Master Plan to guide future improvement and development to the park. The motion carried unanimously.

It was moved and seconded that the Parks and Recreation Commission direct Staff to modify the road network concept prior to proceeding to Council. The motion carried unanimously.

10. CORRESPONDENCE:

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meetings, held 2014-DEC-05, 2015-JAN-09, 2015-FEB-06 and 2015-MAR-15.

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

11. NOTICE OF MOTION: (None.)

12. OTHER BUSINESS:

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

- (a) Allan Boos requesting that the City revisit its policy related to retail vendors in City parks.

Mr. Boos would like the opportunity to promote arts and sell hand made goods in Nanaimo parks.

Staff are to meet with Mr. Boos to review the matter and provide him with information on the Thursday market, and the new market that will be starting on Wednesdays at Bowen.

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

- (b) Ryan Andrew – presenting to Commission on the concept of a Cable Wakeboard Park at the Nanaimo Lakes Road properties.

Mr. Andrew provided a PowerPoint presentation. He is seeking a lease at and on the old Reservoir #1 to develop a Cable Wakeboard Park.

Staff advised that there is a land use plan that will be coming through Commission to Council. The old reservoir is no longer required for its original purpose. The final decision will be Council's.

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

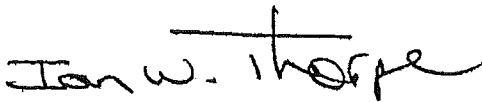
14. QUESTION PERIOD: *(No questions.)*

15. ADJOURNMENT:

The Chair thanked all members of Commission and the staff involved in all the work that has been put into developing all the positive things in the community during this past term.

It was moved and seconded at 9:23 p.m. that the meeting adjourn.
The motion carried unanimously.

CERTIFIED CORRECT:



Ian Thorpe, Acting Chair
Parks and Recreation Commission



Richard Harding, Director
Parks, Recreation and Environment

2015-MAR-30
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MINUTES
SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
TUESDAY, 2015-MAR-31, AT 3:00 P.M.

PRESENT: Commissioner Ian Thorpe, Acting Chair

Members: Commissioner G. Fuller
Commissioner W. Pratt
Commissioner M. Beaudoin-Lobb
Commissioner H. Houle
Commissioner A. McPherson
Commissioner G. Savage
Commissioner M. Young

Regrets: Commissioner K. Alden
Commissioner L. Avis
Commissioner D. Rinald

Staff: R. Harding, Director, Parks, Recreation and Environment
M. Smith, Manager of Recreation Services
E. Williams, Manager of Recreation Services
R. Tweed, Recording Secretary

1. **CALL THE SPECIAL OPEN MEETING TO ORDER:**

Staff called the special meeting of the Parks and Recreation Commission to order at 3:00 p.m.

2. **SELECTION OF ACTING CHAIR:**

Commissioner Thorpe was nominated as Acting Chair for the 2015-MAR-31 Special Open meeting of the Parks and Recreation Commission.

3. **ADOPTION OF AGENDA:**

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

4. **STAFF REPORT & PRESENTATION:**

(a) **Parks and Recreation Management Software Replacement.**

Purpose: To obtain Commission recommendation for Council approval of the process related to the replacement of the Parks and Recreation Management Software.

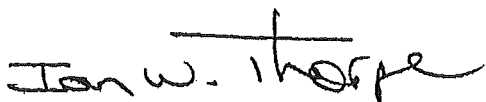
It was moved and seconded that the Parks and Recreation Commission approve and recommend that Council approve that the City of Nanaimo sign the memorandum of understanding to work with the Corporation of Delta to develop a multi-city RFP for the replacement of the Parks and Recreation Management Software. The motion carried unanimously.

5. QUESTION PERIOD: *(No questions.)*

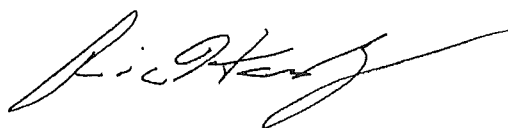
6. ADJOURNMENT:

It was moved and seconded at 3:31 p.m. that the meeting adjourn.
The motion carried unanimously.

CERTIFIED CORRECT:



Ian Thorpe, Acting Chair
Parks and Recreation Commission



Richard Harding, Director
Parks, Recreation and Environment

2015-MAR-31
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UNADOPED



PARKS AND RECREATION COMMISSION MANDATE & OBJECTIVES

(adopted 2015-MAR-16)

Mandate

The role of the Parks and Recreation Commission is to provide policy advice to Council for the planning, development, and provision of parks and recreation services and facilities within the City of Nanaimo.

Objectives

To achieve this mandate, the Parks and Recreation Commission will:

- Recommend policy to Council regarding the planning, development and provision of parks and recreation services and facilities;
- Inform and advise Council on emerging park and recreation trends, opportunities and issues in the community;
- Make recommendations to Council in relation to the effectiveness of existing policies and bylaws to meet the Community needs;
- To provide advice to Council on parks and recreation service levels;
- Recommend applications under the Travel Assistance Grant and Community Program Development Grant programs to Council; and,
- Allocate Volunteer in Parks funding.

Meetings

- The Parks and Recreation Commission will meet monthly or at the call of the Chair as required; and,
- In addition to the regularly scheduled meetings, members will be required to participate on the Parks sub-committee and the Recreation sub-committee.

Membership

The Commission shall consist of twelve (12) members, each appointed by Council as follows:

- three (3) members of Council;
- five (5) "community-at-large" members who shall each be a resident of the City of Nanaimo; and,
- one (1) member nominated from each of three (3) Electoral Areas of the Regional District of Nanaimo, and one (1) member from the District of Lantzville who participate in the Nanaimo Recreation Centre function.

Appointment and Term

Members may only serve two consecutive, three year terms. Reappointment to the Commission may be considered after an absence for at least one term.

Authority and Related Documents

The Parks and Recreation Commission Mandate & Objectives supplement other Council bylaws and documents, including:

- Advisory Committees Terms of Reference; and,
- "Council Procedure Bylaw 2007 No. 7060".



TERMS OF REFERENCE

GRANTS ADVISORY COMMITTEE

(Adopted 2011-AUG-29)

(Amended 2012-APR-23)

1. COMPOSITION AND TERM

The Grants Advisory Committee shall be appointed by Council and shall be comprised of:

- ☐ 2 members recommended by the Parks, Recreation and Culture Commission, one from the Cultural Committee, and one from the Recreation Committee
- ☐ 1 member recommended by the United Way
- ☐ 2 Council members as appointed by Council
- ☐ 1 member recommended by the Nanaimo Alcohol and Drug Action Committee
- ☐ 1 member recommended by the Social Planning Advisory Committee
- ☐ 2 members of the general public appointed by Council
- ☐ 1 non-voting Staff liaison recommended by the City Manager

The bodies recommending appointees shall be requested to ensure that the recommended representatives provide a good balance of knowledge in their respective areas of service, and to ensure the commitment and attendance of their recommended representatives.

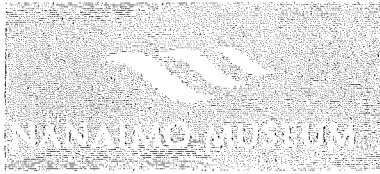
The maximum term for any member shall be three years.

2. TERMS OF REFERENCE

The Terms of Reference of the Grants Advisory Committee shall be:

- (a) to advise Council on the amount of financial assistance which the municipality should grant to applicants, including permissive taxation exemptions. Recommendations shall be made in accordance with the guidelines and criteria defined in this Policy;
- (b) to recommend policies to Council with regard to non-statutory tax exemption (Permissive Tax Exemptions under Sections 224 and 227 of the *Community Charter*);
- (c) to make recommendations on requests for the subsidized use of civic facilities and resources as if they were requests for financial assistance ("in-kind" grants);
- (d) to maintain the confidentiality of all matters reviewed by the Committee;

- (e) to provide all applicants with observations, recommendations and/or reasons for the recommendations of the Committee;
- (f) to ensure that civic grant funding does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- (g) to ensure that priority of funding in all categories shall be given to small organizations, rather than larger ones; and,
- (h) to ensure that grants from the City will be awarded on the basis of demonstrated need for the service within the community.



NANAIMO SPORTS HALL OF FAME COMMITTEE

A. Governance: The Nanaimo Sports Hall of Fame Committee (NSHFC) is a working committee of the Board of the Nanaimo Museum. The NSHFC was duly constituted by a motion at the regular Board meeting held on September 23, 2005. The NSHFC will undertake the necessary activities within the following procedures and schedule to achieve the stated goal.

B. Goal: Under the aegis of the Nanaimo Museum, the Sports Hall of Fame will recognize and honour those individuals and teams who have made outstanding contributions to the region's rich sports history through their activities and achievements

C. Members: The NSHFC comprises two elected Board members from the Nanaimo Museum, a museum staff person and invited members from the community. Members will be knowledgeable about the sporting history of the region. Members will serve a two-year term in an overlapping rotation to ensure that half the committee has one year's experience.

D. Procedures: The NSHFC will establish a two year planning cycle that includes all aspects of the Sports Hall of Fame's activities and budget for presentation to the Museum Board. The cycle will include the following:

- Confirm members of the Committee for the coming induction year
- Appoint members of the Selection Panel for the coming induction year
- Committee of the whole responsibilities will include:
 - Communications – maintaining media and public relations, website development, exhibition assistance. All media communications will go through the chair with Museum staff responsible for timing and logistics.
 - Finance – drafting and overseeing the budget for overall operations including any special events
 - Ratification of the Selection Panel choices for Inductees every two years
- Assign portfolios to Committee Members. These may include:
 - Induction – responsible for selecting honorees for induction
 - Awards Ceremony – responsible for organizing award ceremony which happens every other year.

E. Timeline: The Committee will meet throughout the year. Schedule for the induction year included:

- Call for Nominations in September, Nominations close end of November
- Selection Panel meets in December or January
- Inductees ratified in January and notified
- Induction ceremony last Saturday in May or first Saturday in June
- Review event & committee members in June
- Appoint selection panel vacancies prior to September call for nominations

Please note schedule is subject to change - Debbie Trueman will provide a schedule of meetings following the June 2015 review.



HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP MANDATE & OBJECTIVES

Mandate

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

Objectives

The objectives of the Committee are to:

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

Meetings

The Harewood Dry Floor Development Working Group will:

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

Membership

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

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



NANAIMO'S NEW CHRISTMAS TRADITION

A Community Fundraising Project of
Loaves & Fishes - Your Local Food Bank



GLOW
IN THE PARK

NANAIMO'S NEW CHRISTMAS TRADITION

A Community Fundraising Project of Loaves & Fishes - Your Local Food Bank

A celebration of holiday spirit in Nanaimo's Bowen Park including lights, displays, themed storybook theatres, interactive audiovisual shows and live action entertainment experiences played out in this natural venue creating a unique display for audiences of all ages this Christmas.

Glow In The Park is a regional, seasonal tourist attraction centred around the Duck Ponds, Amphitheatre, and Millstone River Falls -- all fenced off for this ticketed event featuring an incredible display of lights and music interplaying and guiding audiences through a nightly holiday wonderland presentation. Workshops for school students are offered weekdays. Themed areas of **Glow In The Park** provide feature entertainment attractions for children and families.



Parking is restricted and guests are shuttled from a parking location aboard our own **Glow In The Park** 'carolling' bus. You'll enter through our Welcome Centre, pass by food and beverage concessions on the way to Santa's Workshop, our entertainment stage Duck Pond Island and the singing light onto other **Glow In The Park** attractions. A visit to the Elves Gift Shop is a must,

observing them at work teaching families how to recycle and repurpose castoff materials into gifts for their friends and families.



Glow In The Park is a major fundraiser for Loaves & Fishes, providing much needed support for food bank operations throughout the year. Be part of this phenomenal experience, bringing joy to families while supporting an iconic regional tourism attraction. Participate in this Loaves & Fishes event helping the community year-round through your support this Christmas.

Contact Darcy Olsen: 250-616-3139 • darcy@nanaimoloavesandfishes.org • nanaimoloavesandfishes.org



NANAIMO'S NEW CHRISTMAS TRADITION

A Community Fundraising Project of Loaves & Fishes - Your Local Food Bank

SPONSORSHIP OPPORTUNITIES

NAMING RIGHTS - \$20,000

Exclusive Sponsor name/brand on event as 'Presenter'

Sponsor name/brand highlighted in all on-site signage

Name/brand highlighted on all promotional materials, including but not limited to:

Souvenir Program, newspaper & magazine advertising, radio, online promotions (Facebook) and our website

Permission to use 'GLOW' logo in sponsor's company promotions for 2015

Full page ad on back cover of souvenir event program (or location of your choice)

Complimentary passes: 20 family passes (80 individuals) for staff or customer promo

Speaking opportunity and profile at Media Launch, Grand Opening and other public events promoting GLOW

Opportunity to promote company with free give aways for two days of the event at the entrance gate

PLATINUM LEVEL - \$10,000

Secondary sponsor logo/brand placement on on-site Glow signage

Name/brand featured on all promotional materials, including but not limited to:

Souvenir Program, newspaper & magazine advertising, radio, online promotions (Facebook) and our website

Permission to use 'GLOW' logo in sponsor's company promotions for 2015

Full page ad in souvenir event program (inside covers)

Complimentary passes: 12 family passes (48 individuals)

Opportunity to promote company with free give aways for one day of the event at the entrance gate

GOLD LEVEL - \$5,000

Sponsor logo/brand placement highlighted on on-site Glow signage

Secondary logo placement on all Glow promotional materials, including but not limited to:

Souvenir Program, newspaper & magazine advertising, radio, online promotions (Facebook) and our website

Full page ad in souvenir event program

Complimentary passes: 6 family passes (24 individuals)

Opportunity to promote company with free give aways for one day of the event at the entrance gate

SILVER LEVEL - \$3,000

Logo placement on on-site Glow signage

Secondary logo placement on all Glow promotional materials, including but not limited to:

Souvenir Program, newspaper & magazine advertising, radio, online promotions (Facebook) and our website

Half page ad in souvenir event program

Complimentary passes: 3 family passes (4 individuals)

Opportunity to promote company with free give aways for one day of the event at the entrance gate

BRONZE LEVEL - \$2,000

Logo placement on on-site Glow signage

Logo placement on all Glow event marketing materials, printed and electronic

Business card ad in event program

Complimentary passes: 2 family passes (8 individuals)

Inquire about our 'Friendship' level of support and customizing sponsorship packages for your needs.

Contact Darcy Olsen: 250-616-3139 • darcy@nanaimoloavesandfishes.org • nanaimoloavesandfishes.org

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-APR-22

AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER

RE: VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST — WESTDALE-LESLIE PARK

STAFF RECOMMENDATION:

That the Parks and Recreation Commission allocate \$30,000 from the VIP Program for Westdale-Leslie Neighbourhood Park improvements.

PURPOSE:

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

DISCUSSION:

Westdale-Leslie Park is a .55 hectare park located in the Hammond Bay neighbourhood of Nanaimo. This park was acquired through multiple subdivisions in the 1980's and is zoned PRC-2. In the early 1990's, through the VIP Program, significant park improvements were constructed including a playground, hard surface court, and picnic area. These amenities are nearing the end of their life and are no longer attracting families to play.

In the summer of 2014, over 20 families attended a VIP startup meeting and indicated strong support of park renewal and improvements at Westdale-Leslie Park. Although a number of new young families have moved into the area, several of the original park volunteers attended and are still living in the neighbourhood. Improvement ideas include new playground equipment for children aged 2-12, an improved hard surface court, picnic facilities, a neighbourhood kiosk, and consideration of a trail system. Everyone expressed interest in seeing more use of this accessible and central neighbourhood green space as well as creation of an intergenerational park.

This park is exactly a 5 minute walk (400m distance) from the closest playground at Westhaven Park (which is also nearing the end of its life) and is more than a 5 minute walk from the next closest playground at Norasea Park. Improving this park to meet the evolving community needs and demand through a neighbourhood process helps to ensure that replacement assets will be appreciated and used by neighbourhood residents.

RE: VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST — WESTDALE-LESLIE PARK

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

If approved, a project account will be set aside for the Westdale-Leslie Park improvements and all disbursements from the account will be City controlled.

Fundraising proceeds can be added to the City account and the project will not proceed until the fundraising as outlined in the delegation's proposal is successful.

City staff will assist with removal of the existing play equipment and existing hard surface court improvements with funding from operational sources.

Respectfully submitted,

Concurrence by:



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

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2015-APR-16

File: A2-4 / D1-2-6 / D1-5-10

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From: Webmaster
Sent: Tuesday, March 31, 2015 6:22 PM
To: Webmaster; Dept. of Parks Recreation and Environment
Subject: Request to Appear as Delegation

Sandra Hamel has requested an appearance Parks and Recreation Commission.

The requested date is: April 22, 2015.

The requested meeting is: PRC

Presenter's information

Address:
City: Nanaimo
Province: BC
Postal Code:
Home Phone: (250)
Email:
Bringing a presentation: Yes

Details of Presentation:

Presenting the proposal for participation in the VIP Program for the renewal of Leslie/Westdale Park located in Nanaimo BC.

Westdale Park

VIP Program Grant Request and Park Rejuvenation Proposal

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

Dear Commission Members,

Our neighbourhood would like to participate in your Volunteer in Parks (VIP) Program by rejuvenating and improving the existing Westdale Park.

PARK LOCATION

Westdale Park is located at the Leslie Crescent and Westdale Road juncture and is approximately 1.4 acres. The neighbourhood is comprised of individuals that have raised their children in the area, and have retired and continue to reside there, and an increasing number of young families who have recently moved into the area in new developments or purchasing previously owned homes.

CURRENT PARK AMENITIES

The original park was built in 1991-1993 by volunteers from the neighbourhood, some of which still live in the area. The park consists of the following amenities:

- Older play structure focused on the 5-12 year old age range, which includes two slides and climbing features (currently requires lots of maintenance due to its age and is perceived as older equipment that is not fun for the children to play on);
- Two swings, one of which is a baby swing;
- Hardcourt area with a basketball hoop that is sized for children (currently in poor condition and is undersized);
- Benches and two concrete picnic tables;
- Large sloped open field grassed area; and
- Trees and a small garden with a park sign.

CURRENT STATUS OF THE PARK

Due to the park being over twenty years old, the current playground equipment is ageing and does not meet current playground safety standards, this includes gravel surrounding the playground and the

hardcourt area cracking, as well as equipment that is perceived by visiting parents as being outdated and unsafe. The children perceive the equipment as outdated as well; therefore, the park is not being used to its fullest potential by the neighbourhood and families.

As a result of the area being a multi-generational neighbourhood, the park is used for various purposes including: children playing on the playground, children of various ages using the hardcourt, dog walkers, and some field games. The adjacent mailbox tends to be a meeting place for individuals in the neighbourhood.

Due to the age and current status of the equipment, Westdale Park is an excellent option for the VIP Program.

Neighbourhood Interest

The initial park meeting in July 2014 was held with Kirsty MacDonald, Parks and Open Space Planner, City of Nanaimo, as well as numerous interested parties from the neighbourhood. The purpose of the meeting was to discuss options for renewing the park. Overwhelmingly, our neighborhood loved the open space and natural feel that the park currently possesses, but there was full support for the rejuvenation of the park, including creating a safe playground for children and building upon current strengths of the park.

Since the initial park meeting there have been several more families moving into the area that have shown interest in the park project; therefore, support is strong in the neighbourhood for park rejuvenation.

An information sign regarding the park plan has been in place for over six months, and there have been only positive comments from the surrounding neighbourhood.

Project Proposal

The vision of the “new” Westdale Park is to replace the park equipment with a new playground that serves a wider range of ages, but also updates the park to current safety standards. In addition, the park would build upon current strengths by updating features, such as the hardcourt, as well as preserving the current green space. The objective is to create a park that services the multi-generational neighbourhood, and supports community within the area.

The proposed plan was supported by the interested neighbours, and proposed to the area through a sign resurrected by Nanaimo Parks and Recreation. The proposal includes:

- Installing new playground equipment, which would include two play structures – one for 3-5 year olds (toddler) age, as well as one for 5-12 year olds (Phase 1);

- Rejuvenating the current swing set, which was seen as a popular feature of the current park (Phase 1);
- Building a walking/biking trail in support of multi-generational usage (Phase 2);
- Maintaining the current large open space to promote sports, neighbourhood gatherings and other activities (Phase 1);
- Re-surfacing the hardcourt, including expansion to promote other sports (Phase 1) ;
- Establishing a drinking fountain (Phase 1);
- Consideration of new garden spaces for safety at bottom of trail as well as increasing appeal (Phase 2);
- Replacing park signage and revitalization of the surrounding garden spaces (Phase ;
- Establishing neighbourhood kiosk; and
- Installing holes in the field area where parties might be able to bring their own volleyball nets.

Phase	Item	Cost	Funding Source
1	Removal of existing equipment	\$5,000	VIP Grant and/or other contribution
1	Installation of 2-5 year old playground and surfacing	\$5,000	VIP Grant and donations
1	Installation of 5-12 year old playground and surfacing	\$5,000	VIP Grant and donations
1	Installation of water fountain on existing hosebib	\$500	City
1	Reposition benches, as required	\$1,500	
1	Re-surfacing and expanding the hardcourt surface to include a basketball hoop and net for soccer or hockey.	\$8,000	Donations
1	Installation of park sign	XXX	City will install
1	Insert neighbourhood kiosk/notice board by mailbox	\$800	Donations
1	Playground equipment, safety surfacing and delivery	\$25,000	VIP Grant
Total Budget for Phase 1 - \$50,000			
2	Establish walking trail around park with road base	\$8,500	
2	Revitalize existing gardens and establish new garden space	\$1,500	Donations
2/3	Pave trails for bicycles and multi-generational use (strollers and those with mobility issues)	TBD	Donations
Total Budget for Phase 2/3 - \$10,000 +			

GRANT REQUEST

To help install the proposed playground equipment and implement Phase 1, our neighbourhood would like to request a grant from the VIP program for \$30,000. This grant will be used to create a multi-generational park that would promote community as well as increase desirability for families looking to re-locate.

The neighbourhood is supportive of this project, and understand the commitment required for these improvements. As a result, the neighbourhood requests to participate in the VIP Program and request for a grant to help fund this project.

FUNDRAISING EFFORTS

To raise the shortfall of \$20,000 the neighbourhood has discussed several options, which include approaching service clubs and corporations for donations, a movie night in the park, garage sale, a silent auction, and supplies from local businesses.

If you have any questions please feel free to contact Sandra Hamel (250)391-4832 or by email at Sandra.I.hamel@gmail.com.

Thank you for your consideration.

Sincerely,

Sandra Hamel
Westdale Park VIP Program Volunteer

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-APR-22

AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER

RE: VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST — JANES PARK

STAFF RECOMMENDATION:

That the Parks and Recreation Commission allocate \$30,000 from the 2015 VIP Program for Janes Neighbourhood Park improvements.

PURPOSE:

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

DISCUSSION:

Janes Park is a 3 hectare park located off Harewood Mines Road in the Harewood neighbourhood of Nanaimo. This park was acquired in 1994 through subdivision and to protect a seasonal creek, preserve a greenbelt in the community, link the neighbourhood, and provide a potential active recreation space.

In 2014, significant efforts by park neighbors and the Park Operations Division helped to remove invasive plants from the Brookfield Drive side of the Park. These efforts created a large open green space. This location in the Park is zoned PRC-2 and had been designated as such in anticipation of future active recreation amenities. The remainder of the Park is zoned PRC-1 to protect the natural character of the park.

After a neighbourhood request to utilize the newly created green space, a VIP startup meeting was held on 2015-MAR-05. Over 30 families attended and indicated strong support of a playground at Janes Park. Other requested improvements include maintaining and continuing invasive plant removal programs at the park site, creating a small picnic and gathering area, including interpretive information about the creek and park history, and increasing neighbourhood use of this recreational green space. This park is more than a 5 minute walk (400m distance) from the closest playground at Harewood Centennial Park.

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

If approved, a project account will be set aside for the Janes Park improvements and all disbursements from the account will be City controlled.

Fundraising proceeds can be added to the City account and the project will not proceed until the fundraising as outlined in the delegation's proposal is successful.

Respectfully submitted,

Concurrence by:



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

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2015-APR-16
File: A2-4 / D1-2-15
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From: Webmaster
Sent: Friday, April 10, 2015 8:27 AM
To: Webmaster; Dept. of Parks Recreation and Environment
Subject: Request to Appear as Delegation

Asia Young has requested an appearance before the Parks and Recreation Commission.

The requested date is Apr 22, 2015.

The requested meeting is: PRC

Presenter's information

Address:
City: Nanaimo
Province: BC
Postal Code:
Home Phone: (250)
Email:
Bringing a presentation: No

Details of Presentation:

Janes Park VIP Grant Proposal.

Presentation for the residents of Oakhills Estates and surrounding area to the volunteers in parks program for VIP grant to assist the establishment of a community playground and meeting area at Janes Park.

Janes park is located on Brookfield Drive, bordered by Linwood Lane and Kentwood Way. This is an eight acre park already zoned for playground development. This area is already a focal point for our neighbourhood we believe this development further enhances our neighbourhood as a meeting place and play place for our neighbourhood and community.

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

From: Webmaster

Sent: Monday, April 13, 2015 9:10 PM

To: Webmaster; Dept. of Parks Recreation and Environment

Subject: Request to Appear as Delegation

Jon Nishimura has requested an appearance Parks and Recreation Commission. The request is made on behalf of Asia Young, Tim Reynolds, Jon Nishimura.

The requested date is Apr 22, 2015.

The requested meeting is: PRC

Presenter's information

Address:

City: Nanaimo

Province: BC

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: No

Details of Presentation:

Co-presenters: Asia Young, Tim Reynolds

RE: Janes Park VIP Grant Proposal

Please accept this proposal by the residents of Oakhill Estates and surrounding area, to the Nanaimo Volunteers in Parks Program for a VIP grant to assist the establishment of a community playground and meeting area at Janes Park.

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

March 23, 2015

RE: Janes Park VIP Grant Proposal

Dear Commission members,

Please accept this proposal by the residents of Oakhill Estates and surrounding area, to the Nanaimo Volunteers in Parks Program for a VIP grant to assist the establishment of a community playground and meeting area at Janes Park.

Background

Located at the south end of Nanaimo, Oakhill Estates is an approximately 20-year-old residential development, currently home to many families including an abundance of young children. Centrally located in this area is a section of undeveloped land known as 'Janes Park.'

Originally designed as a green space, the area known as Janes Park was cleared by the City of Nanaimo in 2014 in response to the growth of invasive plant species. Subsequent to the land clearing, the area was seeded with grass and now provides local children a safe open place to meet and play. There has been overwhelming interest from local families in furthering the development of Janes Park, specifically creating a playground for children to enjoy their local community and as a gathering place for families.

Current Planning

On February 14, 2015, City of Nanaimo representative Kirsty MacDonald hosted a meeting at Janes Park outlining the potential for development of the area. A strong contingent of local residents attended this meeting, providing input and expressing interest and commitment to its development. An organizing committee has since been established and has generated ideas on the vision for the playground.

The proposed area for development of a playground is the section of Janes Park located on Brookfield Drive, bordered by Linwood Lane and Kentwood Way. This eight-acre park, which currently consists of a walking trail and seasonal creek, is already zoned for playground development. As this is the location of the community postal box, it has been established as a focal point of our neighborhood.

At present, the closest parks with existing playground structures are Harewood Centennial Park and Nova Park, both of which are approximately 1 to 1.5 km away, and are not considered to be an acceptable walking distance. There are safety concerns with reaching either of these playgrounds, specifically that there is no continuous sidewalk or pathway to reach either of them, and heavy traffic volume is present.

Vision

Our vision is a multifunctional gathering place reflecting the diversity in age and life stage reflected within our resident population. Our plans include a playground structure along with a picnic table and resting benches. A variety of implements would encourage all members of the community to use this newly developed area, fostering relationships and strengthening community ties.

Site plan



Janes Park overview.



Janes Park street view showing the proposed playground location.

Funding Request

Our committee is requesting a VIP grant in the amount of \$30,000. This money would be used to achieve the following:

- Playground equipment and related materials (\$25,000)
- Picnic tables and benches (\$5,000)

Community Contributions and Fundraising

Community members are well aware that donations of labor, materials and services are essential to making the vision of Janes Park a reality. Several people have already stepped up and expressed their willingness to contribute to this project. As a community, we have developers, builders and landscapers working in the area on an ongoing basis, and some of those have already committed to contributions of time and equipment.

The committee has already begun seeking donations from local businesses and planning of other fundraising activities has been initiated. We are confident in our ability to fulfill our obligations to this project.

Proposed Budget

Given our proposed budget of \$44,000, we are requesting a VIP Grant in the amount of \$30,000. Fundraising and community donations of time and services would cover the additional \$14,000 needed.

<u>Item</u>	<u>Cost (estimated)</u>	<u>Source</u>
Playground (Including shipping, safety surface)	\$25,000	VIP Grant
Site furnishings: Picnic Table (\$2000) and Benches (2 x \$1500)	\$5,000	VIP Grant
Site preparation	\$3,000	Donations
Playground Installation	\$10,000	Donations from local businesses and fundraising
Landscaping	\$1,000	Donations
<u>Totals:</u>	<u>\$44,000</u>	
Funds from VIP Grant	\$30,000	
Donations/Fundraising	\$14,000	

Conclusion

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

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

Respectfully submitted on behalf of the Janes Park Playground Committee,

Jon Nishimura, Tim Reynolds and Asia Young

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-APR-22

AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER

RE: VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST — JESTERS WAY PARK

STAFF RECOMMENDATION:

That the Parks and Recreation Commission allocate \$25,000 from the VIP Program for Jesters Way Neighbourhood Park improvements.

PURPOSE:

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

DISCUSSION:

Jesters Way Park is a 1.4 acre park located in the Departure Bay neighbourhood. The land was acquired by the City in 1979 through subdivision and is zoned PRC-2. The Park consists of two distinct sections — a flat area adjacent to Jesters Way, and a steep area connecting to District Lot 56. A small play structure was installed in the 1980's in the flat area of the site but was removed in 2004 due to safety concerns. At the time of the removal, a sign was installed suggesting residents could reinstate the playground equipment through the VIP Program.

After two neighbourhood requests, a VIP startup meeting was held on 2015-MAR-05. Over 20 families attended and indicated strong support to reinstate a play structure at the site. Other requested improvements include maintaining the natural character of the park, additional maintenance improvements, and installation of some seating to facilitate increased recreational use of the site.

This park is more than a 5 minute walk (400m distance) from the closest playgrounds at Robin's Den Park and Departure Bay School. Although there are some site constraints, they can be worked through to reinstate a small play area and to facilitate neighbourhood access to this green space.

RE: VOLUNTEERS IN PARKS (VIP) PROGRAM REQUEST — JESTERS WAY PARK

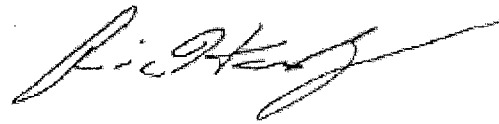
Funds from the VIP program are approved and allocated on a first-come, first-served basis. Currently, sufficient funds remain to support this request for VIP program park development.

If approved, a project account will be set aside for the Jestors Way Park improvements and all disbursements from the account will be City controlled.

Fundraising proceeds can be added to the City account and the project will not proceed until the fundraising as outlined in the delegation's proposal is successful.

Respectfully submitted,

Concurrence by:



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

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2015-APR-16

File: A2-4 / D1-2-4

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

From: Webmaster

Sent: Tuesday, April 14, 2015 9:38 AM

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

Subject: Request to Appear as Delegation

Linda Shultz has requested an appearance Parks and Recreation Commission. The request is made on behalf of Natalia Bowler.

The requested date is Apr 22, 2015.

The requested meeting is: PRC

Presenter's information

Address:

City: Nanaimo

Province: BC

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: No

Details of Presentation:

VIP Grant for \$25,000 as per proposal to revive Jesters Way Park and reinstate a small playground.



Jesters Way Park VIP GRANT Request

Nanaimo Parks, Recreation and Culture Commission
500 Bowen Road
Nanaimo, B.C.
V9R 1Z7

April 15, 2015

Dear Commission Members,

Please accept this letter as application, by the residents of Sherwood Forest to the Nanaimo Volunteers in Parks (VIP) program to revive the existing green space on Jesters Way.

Background

The neighbourhood surrounding Jesters Way Park has experienced an increase of families with young children in recent years.

Jesters Way Park at one time had a small play structure but was deemed unsafe and removed approximately 13 years ago. Currently the space is used by families with young children, dog walkers and hikers accessing the trails into Linley Valley.

The park is long and narrow with a pond located at the far end containing ducks, turtles and frogs. There are also trails leading up the rock bluffs that eventually connect to the trail systems in Linley Valley (see photos 1, 2, 3 & 4).

Reinstating the playground on Jesters Way would make it a great central location that is easily accessible for the neighbourhood. Other playgrounds in the area are located at Departure Bay Beach and Robins Den on Prince John Way, both of which are too far and not within a 5 minute walk (400m).

Jesters Way Park VIP GRANT Request

Photo 1:
View of park from Jesters Way



Photo 2:
Pond located at far end of park



Jesters Way Park VIP GRANT Request



Photos 3 & 4:
Trails leading up the bluffs to
the woodland areas



Photo 5:
Overgrown bushes to be
addressed

Park in Use by Residents



Planning Process to Date

- March 5, 2015: Initial neighbourhood consultation meeting held at park with Kirsty MacDonald from the City of Nanaimo to discuss options with residents and gauge levels of support and concern for adding playground equipment.
- March 17, 2015: The first committee group meeting to draft a rough site plan.
- March to present: canvassed residents who would be most affected by any changes to the park (along Jesters Way), and engaged informally with residents across a wider area.
- March to present: visited other playgrounds on Kirsty's list to gather ideas.
- April 1, 2015: Working group meeting to discuss conversations from residents and address concerns.
- April 7, 2015: Welcomed new members to the committee and addressed water flow concerns regarding the creek.

Our Vision and Wish List

Our vision is a multifunctional space that encourages greater use by our resident population, with amenities blending into the natural surroundings. Particular attention to providing a safe play area for children closer to the road allowing good visibility and a seating area located near the far end by the pond.

Given our projected budget of \$40,200 we request a VIP grant in the amount of \$25,000 with community donations of materials, machinery and labour for the remaining amount.

This money would be used to achieve the following:

- Restoration of a small natural looking playground suitable for children aged 3-8 years with a park bench
- Adequate water drainage for the proposed playground
- Picnic table near the pond to be enjoyed as a place to sit and watch wildlife and scenery
- Increased park maintenance
- Park sign at entrance
- Maintain natural park character

Site Plan





Jesters Way Park VIP GRANT Request

Budget

ITEM	COST	SOURCE
Playground Incl. Shipping, safety surface, drainage and cloth	\$20,000	VIP grant (spend \$20,000 on the playground and save \$5000 for other costs)
Site Prep at playground	\$3,000	Donation?
Playground Installation ➤ Machine, Operator, Auger ➤ Concrete, Wood Edging ➤ Labour	\$10,000	a) Donations b) Donations and VIP Grant c) Residents: 12x2 days labour
Project Planning	\$2,000	Residents: Donated hours
Site Furnishings: 1 bench(\$1500/ea installed) 1 picnic table (\$2000/ea installed)	\$3,500	Donations and VIP Grant
Landscaping: Replace grass after construction	?	Donations?
Signage: Regulatory info Interpretive content Custom park entry sign	\$200 \$1000 \$500?	City City Created by residents
Total	\$40,200	
VIP Grant request from City \$25,000		
Donations and Fundraising \$15,200		



Jesters Way Park VIP GRANT Request

Conclusion

Thank you for the opportunity to participate in the VIP Grant program, and for your consideration of our application.

Should you have any questions or require clarification, please contact **Linda Shultz** at 250-758-4425 lindashultz@shaw.ca or **Natalia Bowler** at 250-751-1519 bowlern@hotmail.com and we would be happy to respond and/or direct you to a committee member who can provide the necessary information.

Yours sincerely,

The Jesters Way Park Planning Committee:

Linda Shultz
Natalia Bowler
Colleen Stech
Melissa Boucher
Tara Van Den Berg
Joan Boras
Karen McBride
Darlene Parker
Jane Andrews
Nils Damborg

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

From: Webmaster

Sent: Wednesday, April 15, 2015 8:39 AM

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

Subject: Request to Appear as Delegation

Joe Dixon has requested an appearance before the Parks and Recreation Commission.

The requested date is Apr 22, 2015.

The requested meeting is: PRC

Presenter's information

Address:

City: Victoria

Province: BC

Postal Code:

Home Phone:

Email:

Bringing a presentation: No

Details of Presentation:

Presentation to host a triathlon at Westwood Lake Park as we are seeking approval to host a race there on June 25th & 26th weekend in 2016.

This would be an annual sporting event bringing athletes from Vancouver Island, and around the Pacific Northwest.

The attached background materials to Commission members will outline the scope of the event and some of the benefits for Nanaimo and area.

I will be reviewing and presenting the submitted material and then be available to answer questions from Commission members.

Nanaimo Triathlon

Proposal

June 24-26, 2016

Westwood Lake

ABOUT US

Allow me to introduce myself, my name is Joe Dixon and I operate Dynamic Race Events, an event management company based in Victoria. We have produced over 36 successful races, hosting over 14,000 athletes and producing two BC and National Championship races since 2002.

I have also had the privilege of being the race director for Canada's largest triathlon, Subaru Ironman Canada, in Penticton from 2006 to 2010. I was responsible for the production of the event for over 2,800 athletes annually, organizing volunteer management, organizing volunteer management, coordinating with the local volunteer captains, community groups, ensuring course approvals with Ministry of Highways and producing safe events.

Further to my experience at Ironman Canada, from 2006 to present I have been part of the production team working for World Triathlon Corporation at over 20 Ironman events across North America, including most recently the transition area site director in Mt Tremblant at Ironman 70.3 Ironman World Championships.

Having experienced triathlon races from both points of view, as a part of the production team and as an athlete, gives me the ability to approach the planning and execution of races and events with an understanding from all aspects, with a goal of delivering the safest, most successful event for our athletes within the community.

NANAIMO TRIATHLON

We are seeking approval to host a triathlon festival event at Westwood Lake on the weekend of June 25th and 26th, 2016.

The event would consist of a Sprint, Olympic and Half Iron triathlon distance races and would take place on a Sunday morning and be followed by post-race awards.

We would hope to attract over 300 athletes the first year.

The June was chosen based on our current race schedule, the provincial race calendar and Westwood lake Park availability.

We are seeking use of:

- 1) Westwood Lake Park for swim start, transition area for bikes and finish areas race weekend. Set ups begin Friday afternoon. Westwood Lake Parking lot would be used for bike transition and parking in the park would be limited to event vehicles and Town staff on Saturday and Sunday.
- 2) City of Nanaimo road use approval for the bike course portion of the event.
- 3) Westwood Lake trail for the run course.

EVENT OVERVIEW

The event would consist of three distance races, a Sprint, Olympic and Half Iron distance races.

The races are geared towards the first time triathlete and seasoned veterans. There would also be a relay division in the Olympic and Half Iron races.

We are considering a charity family fun run as a kick-off event to the weekend on Friday night with all proceeds going to a local charity partner.

TRANSITION AREA

The transition area for the race would be in the main, paved parking lot area of Westwood Lake Park.

This area would provide space to set up the transition. The park and beach would be open to the public race weekend, except for the transition area and parking lots on Sunday.

A parking plan would be established with City staff prior to the event.

The transition area would be fenced and would include:

- Bike racks
- Temporary Fencing
- Medical services area for athletes
- Portable toilets
- Overnight and race day security

Access to power would be required at the site for the timing company, race finish arch inflatable and the race announcer. If no power available on site portable generators would be used.

SWIM COURSE

The Sprint distance triathlon would be a 750m swim
The Olympic distance race would be a 1,500m swim.
The Half Iron distance race would be a 2Km swim

The race would start with a swim off Westwood Lake Park Beach. Westwood Lake is an amazing venue for triathlon and provides an excellent venue for a swim course.

Buoys would be placed on Friday morning before the event to mark the course race weekend.

A two-lap swim course provides a smaller, more contained swim venue and which is more manageable when considering athlete safety. The swim would be divided into wave starts consisting of 125-150 athletes per wave depending on the total number of entrants.

BC Ambulance or another first aid partner would be onsite and emergency swim evacuation plan would be in place to assist and remove an injured athlete. The boat launch on the west side of the beach area would be used for kayak and boat volunteers on race morning. The beach area west of the boat launch would be used for the extraction and medical services point on race morning for the swim portion of the event.

Lifeguards and boat support would be arranged to support the swimmers during this part of the event. We would request a boating exemption for race weekend.

BIKE COURSE

The bike course would highlight the rural and scenic riding available in the west Nanaimo area. The three distances would share much of the same routes, each just having a different turnaround point.

There would be different bike courses for the different races would start and finish at Westwood Lake.

A certified traffic control plan would be completed for the bike course by a local traffic control company prior to the event. Professional flaggers would be at all traffic intersection points where cyclists cross traffic. City of Nanaimo engineering would be involved in final course routes and initial consultation has taken place.

A professional Traffic Management Plan would be submitted to the City of Nanaimo Engineering Department, Regional District and the Ministry of Highways prior to the event for discussion and route approval. The RCMP would be contacted about the race and Auxiliary staff coordinated, as available, to help with traffic management at key intersections on race day as well.

RUN COURSE

The run course would highlight the beauty of Westwood Lake and the trail system in the area.

We like to have a run course that minimizes the impact that the event has on local residents. Once established, the route would be measured and certified before the event. Aid stations would be set up every 2Km on the run course.

FINISH AREA

The proposed finish area would be near the gravel parking lot on the grass area between the lot and the beach (see diagram). Post-race nutrition would be served here with the post-race awards to follow and the location would be at the Lake or possibly at Nanaimo Aquatic Centre depending on race day weather.

The finish area would be fenced and would include:

- Medical services area for athletes
- Massage area for athlete post-race massage
- Portable toilets
- Timing section
- Communications area for radio volunteers
- Announcer

SIGNAGE & PRE EVENT NOTIFICATION

PRE-EVENT

Local residents would be notified by a Canada Post mail out prior to the event. Local newspaper and media ads would also be used to inform area residents leading up to the event.

Affected local businesses along the bike route would be contacted directly prior to the event.

Signage providing dates and times regarding boat launch and parking access event weekend would be posted thirty (30) days prior to the Event at Westwood Lake and on the bike course.

Examples of signage locations:

- At the Westwood Lake boat launch
- Westwood Rd. and Jingle Pot Rd. at bottom of Westwood Rd. Hill
- At key intersections on the bike course



Race day signage is put out by race crew staff on race morning on the bike and run courses.

Bike Course signage is 24" x 36" colored coroplast signs attached to A-frame plasticades along the route on race day.

Run course signage on the Westwood Lake Trail race day would be 12" x 24" coroplast attached to A-frame plasticades to mark every Km and directional arrows.

SITE



PARK ACCESS

The park and trails would be open to the public race weekend. We are not looking for a park closure.

Parking would be limited on Saturday and parking on Sunday would be for race vehicles only.

Day users and athletes would park in the Arbot Rd area on Sunday and walk up to the Park.

PROPOSED EVENT SCHEDULE

Friday

9am	Swim Course is dropped with temporary buoys
3pm	Temporary fencing delivered and set up for transition and finish line
6:30pm	Family 1km & 5Km Fun Run with Charity Partner

Saturday

9am	Toilets delivered
9am – 3:30pm	Bike course marked, swept, signage prepared, measured with GPS
9am – 3:30pm	Run Course marked, signage prepared, measured with GPS
Noon – 4pm	Athlete Registration and package pick up at Nanaimo Aquatic Centre. Athlete Expo
Noon – 4:30pm	Bike Check in at transition area at Westwood Lake
4:30pm	Transition closed and secured until race morning
4:30	Athlete Meeting to review schedule and courses with the athletes. Local Mayor and Tourism Officials present

Sunday

6:00 am – 7:30 am	Race morning package pick up (location TBD)
5:30 am – 7:30 am	Transition open to athletes at Westwood Lake
7am	Half Iron race start
8 am	Olympic race swim start 1st wave
8:05 am	Olympic race 2 nd wave
8:10am	Swim cut-off for Half Iron swim course
9:15 am	Sprint race 1 st swim wave
9:20 am	Sprint race 2 nd swim wave
10 am	First Finisher Olympic race
10:20 am	First Finisher for Sprint race
10:15 – 12:15	Post-race lunch served, post-race massage
11:15 - 11:30	Final Finishers for both Sprint & Olympic races
Noon	Awards and athlete draw prizes for Sprint & Olympic races
12:30pm	Half Iron Bike Course cut-off, no more bikes on the roads
3:45pm	Half Iron Awards
2pm - 6pm	Courses and venues cleared

Monday

Before Noon	Toilets and temporary fencing picked up
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ECONOMIC/TOURISM BENEFITS

Some of the economic benefits for the event include:

- Expected participation of 300 to 500 athletes registered the first year. Participating athletes also bring friends and non-participating athletes to watch the race. The event would attract athletes from across BC, Alberta, and Washington State ranging in age from 16 to 70+ in age.
- Athletes staying at local hotels on training weekends prior to the event and on race weekend.
- The Oliver Economic Development office estimated that the Oliver Half Iron event brought over \$200,000 into Oliver in 2004 in its first year with 450 athletes in town race week and at other times of the year to train on the course.
- The average household income for a triathlete is over \$75,000. Triathletes are very loyal to races they enjoy and are strong repeat customers.

POTENTIAL FOR THIS EVENT

The potential for an event like this in Nanaimo is great. Some of the additional possibilities for this event include:

- Addition of a youth Splash & Dash event on the Saturday. A Splash & Dash is a swim/run event with the distances set out by age as per TRIBC guidelines.
- Addition of a Duathlon event on the Sunday. The duathlon would be a Run/Bike/Run event.
- A weekend triathlon camp hosted six to eight weeks out from the event. Athletes would come to Nanaimo to train together on the course.
- TRIBC Race Series race inclusion. TRIBC chooses 10 races each year for their race series. Athletes are awarded points for each race that they compete in with awards given at the end of the season.
- Westwood Lake would be an excellent venue to host Provincials Long Course Championships or Long Course Nationals in the future.
- The timing of the event would be strong as it would provide athletes a chance to do a race with a lake swim early in the race season. If held in early late June it serves as a great mid-season race scheduled prior to Subaru Ironman Canada in late July and Challenge Penticton in August.
- Increasing the number of participants. We estimate that 500 to 600 athletes could race on this course. We like to see gradual increases each year in the field to accommodate future growth.

- A race would further promote Nanaimo as a place to train and visit year round.
- Triathletes like to train in a venue before the race. This event would promote the area as a place to train for weekly swims and rides as well as attract triathlon camps.

LOCAL PARTNERS

We strive to use local suppliers as much as possible and would encourage local sponsorship and participation in the event.

Two to three local charity partners would be chosen for the event. We have had a number of local organizations suggested to us so far as potential partners.

Community groups such as local youth teams could receive honorariums for volunteering at aid stations and helping with the event.

A post-race food plan is in place at our events so that remaining race food and materials are donated locally post-race.

INSURANCE & SANCTIONING



TRIBC is the governing body for Triathlon in the Province of British Columbia.

The race would be sanctioned by TRIBC. A sanctioning application would be submitted to TRIBC for approval once race details had been finalized.

Our insurance is provided through Triathlon BC (TRIBC) and provides \$5 million in event liability coverage. It is the most comprehensive insurance package available for this type of event. The City of Nanaimo, Nanaimo Parks and Recreation and other major stakeholders would be named on the insurance certificate for the event. A copy of this certificate is forwarded to all of the insured parties prior to the event.

TRIBC works with the event to help assist us in any way possible to help us produce a safe and successful event. As a sanctioned race TRIBC also would provide officials and would list the event on their event calendar.

Current Partners

Current partners for our series include:



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