

**AGENDA**  
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.

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1. **STAFF TO CALL THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION TO ORDER, INTRODUCTIONS & WELCOME:**
2. **SELECTION OF CHAIR FOR MEETING** (by Commission membership vote).
3. **INTRODUCTION OF LATE ITEMS:**
4. **ADOPTION OF AGENDA:** *(Motion required to adopt the agenda.)*
5. **ADOPTION OF MINUTES:**

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.

*Pgs.  
4-10*

*(Motion required to adopt minutes.)*

6. **PRESENTATIONS:**
  - (a) Thank you presentation plaque to the Commission from the Vancouver Island Exhibition.
  - (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.
7. **CHAIR'S REPORT:**
8. **REPORTS OF ADVISORY BODIES:**
  - (a) **Parks Committee:** No meeting held.
  - (b) **Recreation Committee:** No meeting held.
  - (a) **Grants Advisory Committee:** Lynda Avis to report on the meetings held since 2014-NOV-26.

*(Motion required to receive the report.)*

9. **STAFF REPORTS:**

- (a) **Travel Assistance Grant – Nanaimo Lawn Bowling Club – Mary Smith.** Pgs. 11-14
- 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 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.
- (Motion required to adopt recommendation.)*
- (b) **Travel Assistance Grant – Vancouver Island Special Needs Hockey Association – Mary Smith.** Pgs. 15-20
- 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 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.
- (Motion required to adopt recommendation.)*
- (c) **Travel Assistance Grant – Nanaimo Raiders Lacrosse – Mary Smith.** Pgs. 21-23
- 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 Raiders Lacrosse in the amount of \$950.00 for 19 athletes to attend the Youth Field Lacrosse Provincials, being held in Burnaby, B.C.
- (Motion required to adopt recommendation.)*
- (d) **Travel Assistance Grant – Harbour City Football Club – 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 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.
- (Motion required to adopt recommendation.)*

- (e) **Draft Beban Park Master Plan Update – Kirsty MacDonald**  
**(Presentation and Report).** Pgs.  
28-32  
(Handout)

*Purpose: To continue the process of updating the 1997 Beban Park Master Plan to guide future park campus development.*

Delegations: (10 minutes)

1. Pat Wells, Nanaimo Community Gardens Society.

Pgs.  
33-75

Staff Recommendation: 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.

*(Motion required to adopt recommendation.)*

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. Pgs.  
76-78  
79-80  
81-83  
84-86

*(Motion required to receive the correspondence.)*

11. **NOTICE OF MOTION:**

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

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

- (a) Allan Boos - requesting that the City revisit its policy related to retail vendors in City parks. Pg.  
87

*(Motion required to receive the delegation.)*

- (b) Ryan Andrew – presenting to Commission on the concept of a Cable Wakeboard Park at the Nanaimo Lakes Road properties. Pg.  
88

*(Motion required to receive the delegation.)*

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

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

**MINUTES**  
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
SERVICE AND RESOURCE CENTRE BOARD ROOM  
411 DUNSMUIR STREET  
WEDNESDAY, 2014-NOV-26, AT 6:00 P.M.

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PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner T. Greves  
Commissioner F. Pattje  
Commissioner K. Alden  
Commissioner L. Avis  
Commissioner M. Beaudoin-Lobb  
Commissioner H. Houle  
Commissioner A. McPherson  
Commissioner D. Rinald  
Commissioner G. Savage  
Commissioner I. Thorpe  
Commissioner M. Young

Staff: R. Harding, Director, Parks, Recreation and Environment  
M. Smith, Manager of Recreation Services  
A. Groot, Manager of Facility Planning and Operations  
A. Britton, A/Manager of Parks Operations  
M. Demecha, Manager of Civic Facilities  
T. Stuart, Recreation Coordinator  
R. Tweed, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 6:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Item 5(a) – Wording updated on the Report to accurately reflect the name of the “Parks, Recreation and Culture Commission”, and include the Report recommendation under Item 5(a) on the Agenda.
- Add under Item 7.(b)(i) – Late Delegation – Ericka McDonald – Leap Card Application System.
- Add Item 9.(f) – Correspondence – Nanaimo Harbour City Seniors – Minutes of 2014-NOV-07.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the regular Parks, Recreation and Culture Commission meeting held Wednesday, 2014-OCT-22 at 5:32 p.m. at Beacon House, Protection Island, be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Philip Cooper, Communications Manager, and Suzanne Samborski, Senior Manager, Culture and Heritage, presenting a draft sponsorship policy for the City of Nanaimo.

The community has been looking at the overall issue of sponsorship and how the City deals with it. Mr. Cooper and Ms. Samborski have been working on the Sponsorship Policy and provided a review of the process and progress to date. Presented to the Culture and Heritage Commission three weeks ago.

The Policy highlights were reviewed by Mr. Cooper. It emphasizes a broad level of policy initially. In addition to the three policies, a strategy for sponsorship must be employed. An inventory analysis of what the assets are worth is also required. The sponsorship policies in other municipalities within the province were used as a comparison for developing this policy.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council:

1. approve the Corporate Sponsorship Policy for the City of Nanaimo; and,
2. direct staff to develop separate Naming Rights and Advertising Policies to be presented respectively to the Parks, Recreation and Culture Commission and Culture and Heritage Commission for feedback and recommendations prior to bringing forward to Council.

The motion carried unanimously

- (b) Facility Planning and Operations – Art Groot, Manager of Facility Planning and Operations, and, Mark Demecha, Manager of Civic Facilities.

Mr. Groot and Mr. Demecha provided a PowerPoint presentation giving an overview of Facility Planning and Operations.

6. CHAIR'S REPORT:

The Chair, Councillor Diana Johnstone, advised that a \$5,000 grant was received from the Royal Bank of Canada Foundation and its "Learn to Play" program. The grant has been provided to increase the involvement of schools in Nanaimo in skating lesson programming. These lessons provide a partial subsidy to schools and are a beginning point for children who are marginalized by economic, physical, social or cultural factors.

The Chair also extended her thanks to her colleagues for their service on the Commission.

7. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: Commissioner Thorpe reported on the Parks Committee meeting held 2014-NOV-17.

It was moved and seconded that the Parks Committee report be received. The motion carried unanimously.

- (b) Recreation Committee: Commissioner Greves reported on the Recreation Committee meeting held 2014-NOV-05.

(i) L.E.A.P. Program Application and Eligibility Requirements.

At the Parks, Recreation and Culture Commission meeting held on 2014-OCT-01, delegations were received with regard to the L.E.A.P. card application and eligibility requirements.

Commission determined by motion that the matter of possible changes to the LEAP program eligibility requirements to allow fixed income special needs adults living at home be referred to the Recreation Committee for review and report back to the Commission.

At their meeting held on 2014-NOV-05, the Recreation Committee reviewed the matter. As a result, two motions were unanimously carried:

1. that the Recreation Committee recommend that the Parks, Recreation and Culture Commission retain the existing criteria for eligibility under the LEAP program; and,
2. that the Recreation Committee direct staff to report back to the Committee on the development of a program for access to facilities based on permanent disability status.

Delegations: (10 minutes)

1. Debbie Remillard

Ms. Remillard spoke to her disappointment that the City of Nanaimo does not allow LEAP coverage for disabled adults living in the home. She suggested that the City should provide a permanent LEAP card for permanently disabled adults that would entitle them to 1/2 price off on all activities and programs. Ms. Remillard felt that disabled adult children living at home are being discriminated against.

It was moved and seconded that the Parks, Recreation and Culture Commission grandfather disabled adults who have previously been approved for LEAP, to allow for the exclusion under family income evaluation while a program is developed for adults with permanent disability status. The motion carried. **Opposed: Commissioner Lynda Avis and Commissioner Mercedes Beaudoin-Lobb.**

2. Ericka McDonald (late delegation)

Ms. McDonald did not present as she felt the matter was adequately covered by Debbie Remillard.

It was moved and seconded that the Parks, Recreation and Culture Commission retain the existing criteria for eligibility under the LEAP program. The motion carried unanimously.

(ii) **Community Program Development Grant Application.**

At their meeting held on 2014-NOV-05, the Recreation Committee reviewed the application from the Cedar 4-H Senior Advisory Council to increase the allocation of funds determined by Council motion on 2014-MAR-10, " *that Council approve three years of funding of \$4,000 per year from the Community Program Development Grant Fund, starting in 2015, for operations of the Cedar 4-H Barnyard within the City of Nanaimo, with funding options to be revisited in three years time*" and unanimously passed a motion recommending that the Parks, Recreation and Culture Commission deny the application.

It was moved and seconded that the Parks, Recreation and Culture Commission deny the application by the Cedar 4-H Senior Advisory Council for an increase in the funding as approved by Council on 2014-MAR-10. The motion carried unanimously.

It was moved and seconded that the Recreation Committee report be received. The motion carried unanimously.

(c) **Grants Advisory Committee:** No meetings to report.

8. **STAFF REPORTS:**

(a) **Chase River Activity Centre Seismic Funding and Ten-Year Lease Option.**

*Purpose: To obtain Commission and Council approval to proceed with the seismic upgrade of the City-owned Land and Building located at 1400 Cranberry Avenue, Nanaimo, and provide Approval in Principle to grant a 10-year lease to the Boys and Girls Clubs of Central Vancouver Island (the "Lessee") for the same land and buildings.*

It was moved and seconded that That the Parks, Recreation and Culture Commission recommend that Council:

1. approve proceeding with the seismic upgrade of the City-owned Land and Building known as the Chase River Activity Centre, located at 1400 Cranberry Avenue, Nanaimo, with \$100,000 provided by the Boys and Girls Clubs of Central Vancouver Island (\$50,000 in 2014 and \$50,000 over the next 10 year period);
2. provide Approval in Principle to grant a 10-year Lease to the Boys and Girls Clubs of Central Vancouver Island for the Chase River Activity Centre located at 1400 Cranberry Avenue, Nanaimo; and \$5000 per year as part of payment to seismic upgrading; and,
3. direct Staff to publish a Notice of Disposition as required under Section 26 and Section 94 of the *Community Charter*.

The motion carried unanimously.

(c) **Parks & Facilities Monthly Report – October, 2014.**

The Parks & Facilities Monthly report was presented, and in addition an update was provided on Groveland Gyro Park. The park equipment arrived this week and will be installed next week. Levelling and preparation of the site is currently underway. Volunteers, a contracted supervisor, and Ed Tremblay, Parks Staff, will be working together and expect the installation to be complete within two weeks.

It was moved and seconded that the Parks & Facilities Monthly report be received. The motion carried unanimously.

(d) **Recreation Services Monthly Report – October, 2014.**

It was moved and seconded that the Recreation Services Monthly report be received. The motion carried unanimously.

9. **CORRESPONDENCE:** (not related to a Report to Commission)

- (a) Letter dated 2014-OCT-26 from Bobbie Taylor, President, Harbour City Football Club Nanaimo, providing feedback with regard to the Draft Beban Park Master Plan.
- (b) E-mail dated 2014-OCT-27 from Ian Kalina, Executive Director, Boys and Girls Clubs of Central Vancouver Island, providing feedback with regard to the Draft Beban Park Master Plan.
- (c) E-mail dated 2014-NOV-03 from Lynne Brown, Orca Coaching and Consulting, providing feedback with regard to the Draft Beban Park Master Plan.
- (d) E-mail dated 2014-NOV-04 from Lou Gagne, Secretary, Boys and Girls Clubs of Central Vancouver Island, providing feedback with regard to the Draft Beban Park Master Plan.
- (e) E-mail dated 2014-NOV-12 from Anita Vallee, Director, Boys and Girls Clubs of Central Vancouver Island, providing feedback with regard to the Draft Beban Park Master Plan.
- (f) Minutes of the Nanaimo Harbour City Seniors Board of Directors Meeting held 2014-NOV-07.

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

10. **NOTICE OF MOTION:** (None.)

11. **OTHER BUSINESS:** (None.)

12. **DELEGATIONS (not related to a Report to Commission):**

- (a) Amber Bruner, Coordinator, Greater Nanaimo Early Years Partnership, and Tracy Stuart, Recreation Coordinator, presented to the Parks, Recreation and Culture Commission requesting their support to install "Unplug & Play" signage at playgrounds around Nanaimo to encourage parents and caregivers to disconnect

from their electronic devices and connect with their children. Some funding has been approved through the "Success by Six" funds and as a result, the group has \$1,000 to put towards the signage costs. Initially, the GNEYYP would like to have the signs installed in some of the primary park playgrounds - Maffeo Sutton Park, OWCC, Altrusa, and Harewood Centennial – with signage in other parks as funding permits. The signs could be permanent or seasonal.

It was moved and seconded that the Parks, Recreation and Culture Commission direct Staff to work with the Greater Nanaimo Early Years Partnership in installing signs in playgrounds around Nanaimo. The motion carried unanimously.

- (b) David Mitchell, President, Nanaimo Lawn Bowling Club, requesting that the Parks, Recreation and Culture Commission approve a V.I.P. grant to cover all, or a portion of, the costs of the recently completed storage shed need to house equipment for green maintenance.

It was moved and seconded that the Parks, Recreation and Culture Commission approve VIP funding in the amount of \$6094.88 in order to assist in the costs of the Bowen Park Lawn Bowling equipment shed.

Commissioner Thorpe disclosed his membership with the Bowen Park Lawn Bowling Club and vacated the boardroom at 7:35 p.m.

The motion carried unanimously.

Commissioner Thorpe returned to the boardroom at 7:37 p.m.

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

- (c) John Westhead, Vice-President, and Bettie Godfrey, President, Nanaimo Harbour City Seniors (NHCS), presented on behalf of the Society requesting that the Parks, Recreation and Culture Commission assist in funding 30% of the cost of a new piano keyboard, increase the membership fees by \$1.00 per year with the additional \$1.00 membership going to the NHCS, and provide suggestions for funding as appropriate for a New Horizon Federal Funding application. They advised that the current keyboard would remain and would be available for use by other groups. The NHCS has a current bank balance of approximately \$24,000.

Commissioner Thorpe disclosed his annual membership with the Nanaimo Harbour City Seniors and vacated the boardroom at 7:56 p.m.

Commissioner Savage disclosed his annual membership with the Nanaimo Harbour City Seniors and vacated the boardroom at 7:57 p.m.

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

It was moved and seconded that the Parks, Recreation and Culture Commission direct Staff to meet with the Board of the Nanaimo Harbour City Seniors to review and clarify the relationship between the City and the Nanaimo Harbour City Seniors, as well as the Society Act. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission refer the requests made by the Nanaimo Harbour City Seniors to the Recreation Committee for review and report back to Commission. The motion carried unanimously.

Commissioner Thorpe returned to the boardroom at 8:02 p.m.  
Commissioner Savage returned to the boardroom at 8:02 p.m.

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

14. ADJOURNMENT:

It was moved and seconded at 8:03 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT



D. Johnstone, Chair  
Parks, Recreation and Culture Commission



R. Harding, Director  
Parks, Recreation and Environment

2014-NOV-28  
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UNADOPED

**City of Nanaimo**  
**REPORT TO THE**  
**PARKS AND RECREATION COMMISSION**

DATE OF MEETING: 2015-MAR-19

AUTHORED BY: MARY SMITH, MANAGER RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO LAWN BOWLING CLUB

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STAFF'S RECOMMENDATION:

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 4 athletes to attend the IBD World Bowls for Disabled Championship, being held in Wellington, New Zealand. The application meets all of the travel grant criteria.

PURPOSE:

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

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within B.C. (excluding travel on Vancouver Island), and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks and Recreation Commission for approval. On 2015-JAN-26, staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Lawn Bowling Club requesting financial assistance for 4 athletes to represent British Columbia at the IBD World Bowls for Disabled Championship being held in Wellington, New Zealand. 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 \$400.00.

This is the first application for a grant from the 2015 travel grants contingency funds. If the above travel grant of \$400.00 is approved, \$6,600.00 will remain available for future 2015 travel grants.

Respectfully submitted,



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Mary Smith  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

City of Nanaimo  
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Lawn Bowling Club DATE: Jan 23/15

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		Provincial & National Gold Medalist
B. Attending a Provincial, Regional, National, or International Championship	✓		IBS World Bowls for Disabled, Championships
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		New Zealand
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		274.
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): yes AMOUNT: \$ 400.00

OR

NO GRANT RECOMMENDED (✓): \_\_\_\_\_ DOES NOT MEET CRITERIA: \_\_\_\_\_

EVALUATOR: Nancy Smith POSITION: Recreation Manager

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**CITY OF NANAIMO**  
**APPLICATION FOR TRAVEL ASSISTANCE**

Office Use

*Rec'd Jan 21/15*

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ORGANIZATION: <b>NANAIMO LAWN BOWLING CLUB</b>		DATE: <b>JANUARY 21, 2015</b>	
ADDRESS: <b>500 BOWEN ROAD</b>		PRESIDENT: <b>DAVID MITCHELL</b>	
<b>NANAIMO, BC</b>		SENIOR STAFF MEMBER: <b>DEAN THOMPSON</b>	
<b>V9R 6E7</b>		POSITION: <b>VICE-PRESIDENT</b>	
		CONTACT: <b>DEAN THOMPSON</b>	
TELEPHONE: <b>250-756-5200</b>		TELEPHONE: <b>250-585-7313</b>	
TOTAL NUMBER OF PERSONS TRAVELLING: <b>4</b>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <b>4</b>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <b>4</b>	TOTAL AMOUNT REQUESTED: <b>\$400.00</b>
DESTINATION: <b>WELLINGTON, NEW ZEALAND</b>		DATE OF DEPARTURE: <b>FEBRUARY 12, 2015</b>	
EVENT TO BE ATTENDED: <b>IBD WORLD BOWLS FOR DISABLED CHAMPIONSHIP</b>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <b>PROVINCIAL GOLD MEDALS, NATIONAL GOLD MEDALISTS</b>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <b>NANAIMO LAWN BOWLING BURGER + BEER - \$2800.00</b> <b>WELL PUB BURGER + BEER - \$2940.00</b> <b>TRAVEL VOUCHER RAFFLE (ONGOING) - \$3500.00 EXPECTED</b> <b>OTHER BOWLING CLUBS + ORGANIZATIONS - \$2100.00</b> <b>LIONS CLUB - 500.00</b> <b>PRIVATE DONATIONS - 5400.00</b>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <b>IT WILL BRING INTERNATIONAL RECOGNITION TO THE CITY OF NANAIMO AND HOPEFULLY FOSTER A GREATER LOCAL INTEREST IN THE SPORT OF LAWN BOWLS. NANAIMO LAWN BOWLING CLUB HAS BEEN A NANAIMO INSTITUTION SINCE 1923 AND WE HOPE TO USE THIS TOURNAMENT TO INCREASE PARTICIPATION IN THE SPORT LOCALLY.</b>			
SIGNATURE: <i>D Thompson</i>	TITLE/POSITION: <b>VICE-PRESIDENT</b>		DATE: <b>JAN. 21/2015</b>
* 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.			

CITY OF NANAIMO

APPLICATION FOR TRAVEL ASSISTANCE

BUDGET FOR IBD WORLD BOWLS CHAMPIONSHIP

AIR FARE – NANAIMO TO WELLINGTON, NEW ZEALAND  $\$2365.00 \times 4 = \$9460.00$

TOURNAMENT ENTRY FEE  $\$925.00 \times 4 = \$3700.00$

HOTEL ACCOMADATION – 2 ROOMS SHARING 14 DAYS  $\$140.00 \times 2 \times 14 = \$3920.00$

MEALS ESTIMATE B-10,L-15,D-25 = \$50.00 PER DAY PER PERSON

$\$50.00 \times 4 \times 14 = \$2800.00$

TOTAL BUDGET  $\$19,880.00$

## **City of Nanaimo**

### **REPORT TO THE PARKS AND RECREATION COMMISSION**

DATE OF MEETING: 2015-MAR-19

AUTHORED BY: MARY SMITH, MANAGER  
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – VANCOUVER ISLAND SPECIAL NEEDS HOCKEY  
ASSOCIATION

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#### **STAFF RECOMMENDATION:**

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.

This application technically does not meet all of the grant criteria but the uniqueness of the league prevents them from being able to qualify for the grant for this tournament. The two criteria they do not meet are: (1) the need to qualify at a provincial, regional or national level; and, (2) the need to be attending a provincial, regional or national championship. However, they are the only special needs ice hockey team on Vancouver Island and will be the only Canadian team participating in this tournament. They meet the grant criteria in all other ways.

#### **PURPOSE:**

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

#### **BACKGROUND:**

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C., or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks and Recreation Commission for approval. On 2015-JAN-30, staff reviewed a Travel Assistance Grant application submitted by the Vancouver Island Special Needs Hockey Association requesting financial assistance for 13 athletes to represent British Columbia at the UTC Winter Hockey Festival being held in Valencia, California. Staff determined this application technically does not meet all of the grant criteria but the uniqueness of the league prevents them from being able to qualify for the grant for this tournament. The two criteria they do not meet are: (1) the need to qualify at a provincial, regional or national level; and, (2) the need to

be attending a provincial, regional or national championship. However, they are the only special needs ice hockey team on Vancouver Island and will be the only Canadian team participating in this tournament. They meet the grant criteria in all other ways and staff recommend that the Parks and Recreation Commission recommend that Council approve the application in the amount of 1,300.00.

To date \$400.00 from the 2015 travel grants contingency funds has been awarded or is pending. If the above travel grant of \$1,300.00 is approved, \$5,300.00 remains available for future 2015 travel grants.

Respectfully submitted,



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Mary Smith  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2015-JAN-30

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

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RE: TRAVEL ASSISTANCE GRANT – VANCOUVER ISLAND SPECIAL NEEDS HOCKEY ASSOCIATION

left message Jan 9/15 @ 3:30pm W

City of Nanaimo  
Department of Parks, Recreation & CultureTravel Assistance Grant EvaluationAPPLICANT: V.I. Special Needs Hockey Assoc. DATE: January 9, 2015

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)		✓	only 2 teams in BC so no competition
B. Attending a Provincial, Regional, National, or International Championship		✓	attending an open tournament
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Vancouver, California
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	—	—	NA
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		confirming all info for Nanaimo team list to be provided
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		budget provided
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): yes AMOUNT: \$ 1300.00

OR

NO GRANT RECOMMENDED (✓): \_\_\_\_\_ DOES NOT MEET CRITERIA: \_\_\_\_\_

EVALUATOR: Penny Smith POSITION: Recreation Manager

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# CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

Rec'd Jan 9/14

ORGANIZATION: V.I. Special Needs Hockey Assoc.		DATE: Jan 4 2015	
ADDRESS: 850 Linwood Lane		PRESIDENT: Cathy Coulson	
Nanaimo		SENIOR STAFF MEMBER: Andy Reynolds	
V9R 6P2		POSITION: Director	
gumper27@shinw.ca		CONTACT: Andy Reynolds	
TELEPHONE:		TELEPHONE: 250 619 5545	
TOTAL NUMBER OF PERSONS TRAVELLING: 30	TOTAL NUMBER OF COMPETITORS TRAVELLING: 13	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 13	TOTAL AMOUNT REQUESTED: \$1300.00
DESTINATION: Valencia California		DATE OF DEPARTURE: Jan 13 2015	
EVENT TO BE ATTENDED: UCT Winter Festival			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED:			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: Bottle Drives      Donations Beer + Burger Tree Chipping Registrations			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? We are the only Special Needs Ice hockey team on Vancouver Island and will be representing the city, province and country, as we are the only Canadian team participating.			
SIGNATURE: Andy Reynolds	TITLE/POSITION: Director / Head Coach	DATE: Jan 4 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.			



Vancouver Island  
Special Needs Hockey Association

850 Linwood Lane  
Nanaimo BC V9R 6P2

UCT Winter Festival  
January 13-30 2015

Budget (13 players and 1 coach)

Flight:	\$500.00 per player
Ground Transportation:	\$100.00 per player
Accommodations:	\$ 300.00 per player
Jerseys:	\$ 100.00 per player
Equipment	\$ 50.00 per player
Insurance	<u>\$ 50.00 per player</u>
Total ESTIMATED cost:	\$1,100.00 per player

# SAVE THE DATE!

4th ANNUAL  
UCT WINTER HOCKEY FESTIVAL  
**JANUARY 17-18, 2015**  
ICE STATION VALENCIA  
VALENCIA, CALIFORNIA



That's right, the 2015 UCT Winter Hockey Festival is heading out West to sunny Southern California! While the average January temperature in Valencia is a balmy 72 degrees, it will still be a chill event for special hockey players inside **Ice Station Valencia**.

As the premiere ice facility in Southern California, Ice Station Valencia offers three state of the art rinks, large locker rooms with hot showers, individual stalls, stick racks and water bottle filling stations, a full restaurant and bar with a 60-inch plasma screen TV, and a fully stocked pro shop. Get more details at [www.icestation.net](http://www.icestation.net).

Ice Station Valencia is conveniently located in the Santa Clarita Valley, right off Interstate 5 and just a mile from over 100 hotels, shops, restaurants, movie theaters and more! And, **Six Flags Magic Mountain** and **Six Flags Hurricane Harbor** - not to mention the fabulous city of Los Angeles - are within easy driving distance. Find out more at <http://visitsantaclarita.com/things>.

Registration for the festival is \$300 per team. Watch for more details and registration packets coming your way in August. Ice space is limited, so early registration is encouraged. Questions? Contact UCT Community Outreach Manager Jen Chillinsky at [jchillinsky@uct.org](mailto:jchillinsky@uct.org) or at 800.848.0123, Ext. 207.

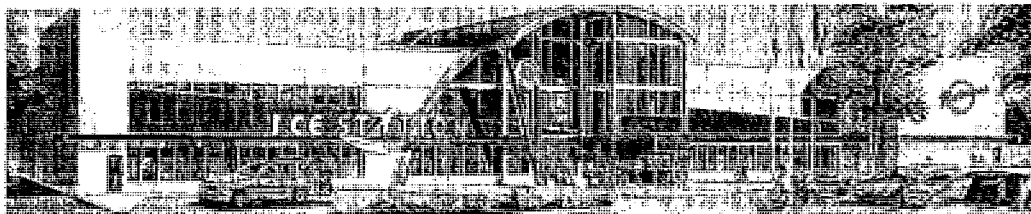
If you can't attend the festival, but would still like to support it, consider becoming a tournament sponsor. All sponsors will be listed in the official program and recognized during the festival:



Center Ice Sponsor - \$500  
Red Line Sponsor - \$350  
Blue Line Sponsor - \$200  
Penalty Box Sponsor - \$100



Send your sponsorship donation by December 1, 2014, to:  
UCT, c/o Sandy Shafer, 1801 Watermark Drive, Suite 100, Columbus, OH 43215.



# City of Nanaimo

## REPORT TO THE PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-MAR-19

AUTHORED BY: MARY SMITH, MANAGER  
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO RAIDERS LACROSSE

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### STAFF'S RECOMMENDATION:

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 application meets all of the travel grant criteria.

### PURPOSE:

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

### BACKGROUND:

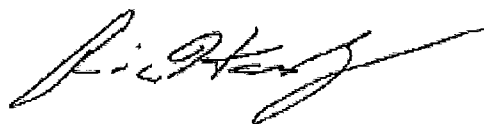
The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks and Recreation Commission for approval. On 2015-FEB-13, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Raiders Lacrosse requesting financial assistance for 19 athletes to represent British Columbia at the Youth Field Lacrosse Provincials being held in Burnaby, B.C. 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 \$950.00.

To date \$1,700.00 from the 2015 travel grants contingency funds has been awarded or pending. If the above travel grant of \$950.00 is approved, \$4,350.00 remains available for future 2015 travel grants.

Respectfully submitted,

Concurrence by:



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Mary Smith  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

City of Nanaimo  
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Raiders Lacrosse DATE: February 13/15

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		Picked 2nd which was good enough to qualify for playoffs
B. Attending a Provincial, Regional, National, or International Championship	✓		Path Field Lacrosse Provincials
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		NA
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		
E. Other sources of funding identified	✓		parents
F. Grant recipient(s) reside in Nanaimo	✓		address list provided
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached		✓	you can lacrosse - Raiders costs identified are from a hotel but no budget provided

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 950.00 (10 @ \$50 each)

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: Nanaimo Raiders Lacrosse		DATE: Feb 3 2015	
ADDRESS: 2332 Troyanne Way		PRESIDENT: Tammy McDougall	
Nanaimo BC		SENIOR STAFF MEMBER:	
V9T3W5		POSITION: Team manager U-16	
		CONTACT: Sheri Ducharme	
TELEPHONE: 250 751-8944 250 755-6532 or		TELEPHONE: 250 816 49 80	
TOTAL NUMBER OF PERSONS TRAVELLING: 42	TOTAL NUMBER OF COMPETITORS TRAVELLING: 19	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 18 + 1 on Gabriola	TOTAL AMOUNT REQUESTED: 19
DESTINATION: Burnaby BC		DATE OF DEPARTURE: Feb 19 2015	
EVENT TO BE ATTENDED: Youth Field Lacrosse Provincials			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Top 3 teams played off for Island Championship. We placed 2nd. <del>Top</del> 1st and 2nd place get to proceed to provincials. This meant we won a spot to attend.			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: None Parents agreed at the beginning of the season to absorb the costs to get players to provincials if we qualified to go.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? We have to ferry over to Burnaby and Hotel for 2 nights. To help Samuel travel to be able to attend the event that the team worked so hard to achieve. Our first game with North Island this season we lost 14-4. we lost 2 more games after that, but the margin was not so large. In play-off we won both games, the team has come along way and are very excited about <del>the</del> going to provincials			
SIGNATURE: [Signature]	TITLE/POSITION: Team Manager	DATE: Feb 8 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.			

**City of Nanaimo**  
**REPORT TO THE**  
**PARKS AND RECREATION COMMISSION**

DATE OF MEETING: 2015-MAR-19

AUTHORED BY: MARY SMITH, MANAGER  
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – HARBOUR CITY FOOTBALL CLUB

---

STAFF'S RECOMMENDATION:

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 for 7 athletes to attend the Provincial A Cup U18 Girls Soccer Tournament, being held in Surrey, B.C. The application meets all of the travel grant criteria.

PURPOSE:

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

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks and Recreation Commission for approval. On 2015-MAR-05, Staff reviewed a Travel Assistance Grant application submitted by the Harbour City Football Club requesting financial assistance for 7 athletes to represent British Columbia at the Provincial A Cup U18 Girls Soccer Tournament being held in Surrey, B.C. 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 \$350.

To date \$2650 from the 2015 travel grants contingency funds has been awarded or is pending. If the above travel grant of \$350 is approved, \$4000 remains available for future 2015 travel grants.

Respectfully submitted,



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Mary Smith  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2015-MAR-05

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

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City of Nanaimo  
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Harbour City Football Club - HCFC DATE: March 5/15

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		Island Cup Championship
B. Attending a Provincial, Regional, National, or International Championship	✓		U18 Girls Provincial Cup
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	—	—	NA
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		Surrey
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		addresses provided
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		Budget

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 350.00

OR

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

EVALUATOR: Mary Smith POSITION: Rec Manager

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**CITY OF NANAIMO**  
**APPLICATION FOR TRAVEL ASSISTANCE**

Office Use

ORGANIZATION: <b>HCFC</b>		DATE: <b>Mar 5, 2015</b>	
ADDRESS: <b>2300 Bowen Rd</b>		PRESIDENT:	
<b>Nanaimo BC</b>		SENIOR STAFF MEMBER: <b>Joec Butler</b>	
<b>V9T 3K7</b>		POSITION: <b>Admin</b>	
		CONTACT: <b>Louise Kirk - Team Manager</b>	
TELEPHONE: <b>250 729 9400</b>		TELEPHONE: <b>250-9516592</b>	
TOTAL NUMBER OF PERSONS TRAVELLING: <b>15</b>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <b>15</b>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <b>7</b>	TOTAL AMOUNT REQUESTED: <b>350</b>
DESTINATION: <b>Surrey BC</b>		DATE OF DEPARTURE: <b>July 9, 2015</b>	
EVENT TO BE ATTENDED: <b>PROVINCIAL A Cup - U18 girls Soccer.</b>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <b>Provincial - Island A Cup</b>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <b>- UISA - \$300</b> <b>(Upper Island Soccer Assoc.)</b> <b>- Parents</b>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <b>This is the 3rd year that the team will be going to Provincials</b> <b>We are also playing in the Coastal Cup with the possibility of going to the finals in Richmond in May.</b>			
SIGNATURE: <b>[Signature]</b>	TITLE/POSITION: <b>Team Manager</b>	DATE: <b>Mar 5, 2015</b>	
<p>* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *</p> <p>NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.</p>			

VIPL Storm U18 Girls

Provincial A Cup – Soccer

July 9 – 12

Expenses:

3 nights hotel: \$110/night

Ferry costs: \$16.25/player x 2

\$53.25/car x 2

Approx. Cost per player \$220 sharing hotel and ferry costs.

Player's Name
Rachel Baird
Nanaimo, BC,
Deryn Davies
Nanaimo, BC,
Megan Dral
Nanaimo, BC,
Nicole Foglietta
Nanaimo, BC,
Victoria Pallard
Nanaimo, BC
Amelia Kazanowski
Nanaimo, BC,
Madeleine Whiting
Nanaimo, BC,

**City of Nanaimo**  
**REPORT TO THE**  
**PARKS AND RECREATION COMMISSION**

DATE OF MEETING: 2015-MAR-19

AUTHORED BY: KIRSTY MACDONALD  
PARKS AND OPEN SPACE PLANNER

RE: DRAFT BEBAN PARK MASTER PLAN UPDATE

---

**STAFF RECOMMENDATION:**

That the Parks and Recreation Commission recommend that Council approve the Draft Beban Park Master Plan to guide future improvement and development of the park.

**PURPOSE:**

To continue the process of updating the 1997 Beban Park Master Plan to guide future park campus development.

**BACKGROUND:**

At the 2012-FEB-06 meeting of Council, a motion was passed to direct staff to prepare a report outlining options for proceeding with a Beban Park Master Plan.

At the 2012-APR-16 meeting of Council, staff returned with a report outlining the proposed process for developing a master plan for Beban Park. That report identified four stages of plan development. At that meeting, Council passed a motion to support the process to update the Master Plan for Beban Park and to include the Master Plan for Beban Park in the Financial Plan for 2013.

The process to update the 1997 Beban Park Master Plan is being completed in four stages as identified in the report to Council and the process is now complete.

***Stage 1: Background and Project Start-Up (Spring 2013)***

- Reviewed 1997 Master Plan (accomplishments, weaknesses, strengths).
- Reviewed the 2010 Beban Park Facilities Redevelopment Plan (accomplishments, weaknesses, strengths).
- Reviewed the Beban Park Barn Replacement Facility Feasibility Report.
- Collected base survey information.
- Collected use information and booking data.

***Stage 2: Assess Park Vision and Priorities (Spring 2013)***

- Interviewed park license holders, user groups, department staff teams, and special event groups to assess successes of the development to date and future needs and vision for the park and facilities.
- Conducted a public survey regarding overall Beban Park strengths, weaknesses and future directions. A second survey was conducted specific to the Participark as well.
- Used a portion of the City of Nanaimo website as a communications forum for planning documents and surveys. In addition, information was shared on the radio, social media, newspaper, local TV coverage and on-site signage to communicate about the process and invite input.
- Held two community input sessions to gather comments and input regarding the public's vision for the park.
- Conducted site visits during peak event times to monitor traffic and pedestrian movement.
- Conducted numerous site tours to get a good sense of the current park conditions and uses.

***Stage 3: Plan Preparation (Fall 2013 - Fall 2014)***

- Compiled survey results and stakeholder input.
- Drafted park vision and master plan options based on input and site opportunities and constraints.
- Presented draft plan to the Parks and Recreation Commission for review and approval to have the draft plan reviewed by the public.

***Stage 4: Draft Plan Review and Adoption (Fall 2014 - Winter 2015)***

- Draft park vision, master plan concept and management policies and present them to public and stakeholders for review and input at input sessions.
- From public review, modify the draft plan and summary of public input obtained.
- Present the final Master Plan and summary of input to Parks and Recreation Commission and City Council for review and adoption.

**DISCUSSION:**

Beban Park has been a part of the City of Nanaimo's history since 1953, when the City purchased approximately 160 acres of the Beban Estate to replace the former Central Sports Grounds, now the site of Port Place Mall. For 60 years, Beban Park has evolved, as it responds to a growing population and community needs.

The last overall planning process for Beban Park Master Plan was in 1997. In 2009, Beban Park Facility Redevelopment project was initiated to examine the potential redevelopment of Frank Crane Arena, Beban Pool and the Beban Social Centre facilities. Three redevelopment options were presented to the public at an open house in February 2010. A final report was received by Council in April 2010 to act as a guide for facility improvements at Beban Park. A number of the identified facilities improvements were completed through the federal government's Recreational Infrastructure Canada (RIInC) grant program; however, there is much more work to be done.

This plan has been developed with considerable stakeholder input and examines the 127 acre property including open spaces and facilities. The draft plan is consistent with the current policy

direction of City Council and includes a flexible, land-use concept plan that allows for various future development options over the long term.

### ***Key Findings:***

Four public input sessions, an online public survey, and interviews with 26 stakeholders were held to help determine the park strengths, weaknesses and future directions.

Recurring themes and desires about the site and facilities from the public input included the following:

- Desire to create an active park all year round (especially in the central barn area of the park);
- Interest in creating a multi-use trail network around and through the site;
- Desire to further improve existing indoor facilities (such as the pool, weight room, social centre and centennial building);
- Desire to continue to keep the park up-to-date for emerging sports and trends;
- Focus on urban agriculture and maintain the agricultural heritage of the park;
- Many community and sport groups are interested in future partnerships with the City at Beban Park;
- Strong expectation to preserve the Participark urban forest;
- Expectation to plant more trees in the park to increase habitat value and improve park aesthetics;
- Desire to continue community and special event use in the park;
- Desire to improve existing outdoor amenities such as the hard surface courts and dog parks;
- Request to provide covered facilities for year-round use (events and sports);
- Wish to reduce vandalism in the middle of the park (barn area);
- Requests to make park navigation and circulation easier (through signage, safe trails, park roads etc.);
- Desire to add youth amenities to the park (skateboarding, biking, etc.);
- Expectation to continue to provide high quality sports fields and recreation facilities;
- Desire to integrate site facilities into one campus rather than single-uses/ facilities; and,
- Wish to add park comforts so that families can spend a day at the park (shade trees, picnic areas, benches, trails etc).

### ***Vision for the Park:***

Through the planning process and with this public input, a vision statement was developed. The vision statement will act as a guide to decision-making regarding the future development and management of Beban Park over the next 20 years.

The vision statement is as follows:

***“Beban Park is a dynamic city-wide and regional destination for year round recreation, wellness, events, and open space. It is a hub that celebrates community health, recreation and fun. The park will continue to provide high quality facilities, parkland, and trails, and will make Nanaimo proud for years to come.”***

A number of goals and principles are also including in the master plan to implement the vision by providing guidance for park management and development. These goals act as a "checklist" for proposed future park improvements and are reflected in both the vision and the site plans included in the document. The goals and principles include:

- *Developing Facilities* - Beban Park has a long history as a recreation destination. It is one of the only central publicly owned sites that can continuously be improved and further developed for new facilities that meet current community needs.
- *Creating a Heart in the Park* - Beban Park is a place of community gathering. All facilities, but especially the centre of the park, should be comfortable and safe for diverse, year-round facilities and activities.
- *Creating Clear Park Access Routes and Connectivity* - Clear pedestrian and vehicle organization is critical to the success and efficiency of site operations. Consolidating and defining parking areas, creating new roads, trails, bike routes and pedestrian areas, and linking the park to contextual roads and trail systems is key to achieving this goal. Traffic calming, maintaining existing parking numbers, and working with RDN transit and event groups to encourage and facilitate alternative transportation to the park, also are key to achieving this goal.
- *Building in Flexibility* - Spaces at Beban Park must serve many purposes and transform on a daily, seasonal, and year to year basis to meet existing and changing community needs over time.
- *Creating a Beban Park Identity* - Beban Park is a complex park with many destinations and attractions, therefore, a strategy is needed to communicate that Beban Park is a large campus. Wayfinding tools will need to be adaptable and flexible to adjust to a variety of contexts in and around the park and for both pedestrian/bicycle and vehicular oriented roles. The identity should be clear to navigate park users to the park and throughout the 129 acres.
- *Stewarding the Park* - Promotion, protection, and appreciation of Beban Park's open space features is key to creating a green campus for future generations.
- *Greening the Park* - Adding more trees and green spaces throughout the park is a key way to make the park campus more sustainable, more comfortable, and more beautiful.
- *Showcasing the Future* - Because Beban Park is a destination, it is an ideal place to test pilot projects in emerging areas such as local food production, alternative storm water management, green buildings and energy efficiencies, and emerging recreation trends. Many initiatives could be woven into future development and park operations.

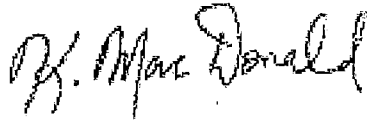
The attached Master Plan document articulates each of these in more detail and also illustrates potential development in its Site Plans. Staff recommend that the Parks and Recreation Commission recommend that Council approve the Draft Beban Park Master Plan to guide future improvements to the park and that timing and funding of the improvements be included in the capital plan review for consideration.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management: ensuring that the Beban Park campus meets current and future community needs.

Respectfully submitted,

Concurrence by:



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

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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

Handout

2015-MAR-11  
File: A2-4 / K8-2  
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Pat Wells has requested an appearance before the Parks and Recreation Commission. The request is made on behalf of Nanaimo Community Gardens Society.

The requested date is Mar 19, 2015.

The requested meeting is: PRC

Presenter's information

Address:

City: Nanaimo

Province: B.C.

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: No

Details of Presentation:

We do not plan to make a presentation, as such, but will be pleased to answer any questions the Commission might have.

I am sending 3 documents including our original proposal for a VIP grant which we presented 2 years ago and was approved by the Commission at that time.

The other documents contain the sponsorship package for the fund-raising campaign which is underway for the greenhouse project, a revised, updated budget, and an indication of the funds now available.

## Nanaimo Community Gardens Society

# Greenhouse Proposal

• *“Give a child a salad, she eats for a day* • • •  
*– Teach a child to grow a garden, he eats*  
*for life”*



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# Vision

Nanaimo Community Gardens Society sees the new greenhouse as being part of Nanaimo's Agricultural Centre, 'Volunteers in Parks' in Beban Park. The greenhouse will be part of Nanaimo's plan to provide food security to a wide variety of residents. Our vision is building a greenhouse that will be open to the public with the primary purpose of education and building a sense of community around growing local, healthy food in Nanaimo.



As citizens of Nanaimo we envision Beban Park as being a centre for the promotion of urban agriculture as outlined in our Official Community Plan (3.4 Food Security). Located adjacent to the existing agriculture-related facilities at Beban, we think that our greenhouse-growing program would fit very well by offering education to aspiring gardeners, donating starter plants to various community groups, selling starter plants to the people of Nanaimo, and growing produce to share with those who need it (See Appendix#5). We would be providing a highly visible and easily accessible site in which community members could increase the quality of their lives physically, emotionally, and socially by working as part of a team in the fresh air growing healthy

food. We think we are in the best position to do these things because, as members of Nanaimo Community Gardens, we already have an established program and are a registered not-for-profit society.

A new greenhouse and eventually outside demonstration plots, designed for our purposes and wheelchair accessible, would provide an ideal educational setting for anyone interested in informal educational opportunities or more formal workshops. The increased accessibility would allow more individuals and groups to come to participate in the gardening, learning and community-building experiences which we can provide.

The vegetable seedlings grown in the spring would be shared with the community at plant sales, with school gardening programs, with low-income housing garden plots, with NRGH herb garden and with community garden allotment plots. As in previous years, they would also be given to other programs to encourage the growth and consumption of healthy food (Haven House, Willoway, Child Development Center). After seedlings have found their way to homes, community programs, and garden plots, the remainder would be grown in the greenhouse or outside demonstration space. This production would serve to educate both volunteer gardeners and the public on organic, efficient, and innovative methods in vegetable production. The produce resulting from this effort would be shared among volunteers as well as sent to FoodShare for cooking and preserving workshops. Vegetables would also be sent to Loaves and Fishes and Salvation Army as in the past but it is expected that there will be a much greater supply with a more modern facility.

With a move to Beban, we anticipate the opportunity to fulfill our mission to a much greater extent and eagerly look forward to being part of a vibrant urban agriculture centre in Nanaimo.



# Background

In November 2000, Community Gardens Society approached the Regional District of Nanaimo with the idea of using their on-site greenhouse. Over the past 12 years, volunteers have produced many thousands of organic, heritage vegetable starter plants for sale to Nanaimo gardeners... 25,000 in the past 5 years. This was done with our original Mission in mind: that we needed to develop food sustainability on Vancouver Island, that food should be locally grown, organic and that we help contribute to the knowledge of gardening and nutrition.

Our present core volunteer group of 20 volunteers brings to this enterprise an impressive amount of expertise worth a combined total of over 500 years of gardening experience! Volunteers include a master gardener, one with experience in commercial greenhouses, several retired teachers, nurses, and other professionals who also bring with them their organizational skills. Volunteer hours over the past few years have exceeded 1000 per year.

Growing vegetables is not only healthy for the body; it's also good for the mind and the spirit. At Community Gardens we are committed to sharing that knowledge with others who may have not yet experienced the healthy benefits of gardening. In the past we have welcomed volunteers from Haven House, Willoway, Malaspina Life Skills and Edgewood.

Education is at the very heart of what we do at Community Gardens. We are committed to sharing our knowledge with others in the community, to pass it on from one generation to the next so that food production in backyards and garden plots can grow. Our volunteers have been involved at the Child Development Centre and with School District programs. Our hope is to expand our commitment to the schools and the community if we have a new base where we can invite the public. At our present site it has not been possible to have any public events.

Although it has been a great 12 years at the very generously shared RDN greenhouse space, because of their expansion needs, our time there is coming to an end as of August 2013. This ending provides us with the opportunity for a new beginning. Our vision is to work with the City of Nanaimo and the "Volunteers in Parks" program to develop a new site with greater potential to fulfill our mission. We believe that

there are some very good community garden projects in Nanaimo (BUGS, YPN Garden Plots, DIGS) and that our greenhouse project is a unique service that, with relocation, could be even better. By growing healthy starter plants for home gardeners, garden plots, school gardens, etc, we provide a unique opportunity for learning about organic, heritage plants as well as provide a therapeutic setting for volunteers to gather and grow together.

## Mission

Our purposes are:

- ❖ To grow heritage, organic vegetables, fruit, herbs and edible flowers for sale, for food production and for educational purposes, in the most environmentally-responsible way possible. Heritage vegetables allow growers to save seeds for future growing seasons, enabling more local production and assisting in local food sustainability.
- ❖ To share knowledge about growing plants with each other and with the community
- ❖ To provide opportunities for personal growth and health through the therapeutic benefits of gardening
- ❖ To build community by working cooperatively with other groups and individuals, including those who have special needs, to share plants, knowledge and opportunities.



# Objectives

- ❖ Use a portion of Beban Park, Nanaimo, for a Nanaimo Community Gardens Society site.
- ❖ Design a garden which offers all the necessary amenities, including space for a good size greenhouse (25' x 50' or larger) as well as outside space for growing. This site would be used to accomplish the purposes itemized in the Mission Statement (see above).
- ❖ Set out a budget that includes contributions from municipal government and private organizations as well as funds, in-kind and labour from NCGS.
- ❖ Implement a phased construction plan, with the first phase commencing in the spring of 2013.
- ❖ The Nanaimo Community Gardens Society, which is a non-profit society, will administer the community garden site and will set out policies and procedures. (See Appendix for organizational details and the annual operating budget for the greenhouse.)



# Process

The following process is being followed in the development of this proposal:

Action	Planned Date
Meeting of NCGS Board members with the City of Nanaimo	January 2012
Numerous meetings of Greenhouse Committee	March 2012 to Present
First submitted to NCGS Board	August 2012
Met with Gail Pasaluko (P&R Head horticulturist) to get advice	September 2012
Resubmit to NCGS Board	2013
Present final proposal to the Parks & Recreation Commission	2013

Late in 2012 we had a promising lead for re-positioning an existing greenhouse that would have been suitable for our needs. As this would have reduced costs considerably, we investigated the opportunity. In early 2013 it was confirmed that this greenhouse was not going to be a viable option for the Society, and we resumed our original plan.

Further, during this time of uncertainty, the Society has set aside over \$10,000 of cash in a reserve account for the greenhouse re-location purposes. Further we have applied for gaming monies specifically for this special project and will find out if we have been successful in early March.

To make up any funding shortfalls, our plan is to solicit the general public and businesses for donation of in-kind services and supplies. We've received feedback from one of our best suppliers that once we have a site that they'd be happy to support us. As such, our plan below allows for in-kind donations but has not listed specific businesses that will be providing these donations. Once a location has been approved, we are confident that our team will be able to solicit the required materials and services to complete the project.

# Budget

## Phase 1 Budget – 2013

### Phase 1 - Budget

#### CITY CONTRIBUTIONS VIP FUNDING

Greenhouse - kit for 25' x 75'	\$ 8,000	
Storage shed	5,400	
Fencing	2,500	
Waterline Hookup	2,500	
Hydro	6,450	
TOTAL		\$ 24,850

#### NCGS CONTRIBUTIONS (budgeted, solicited & donated)

Capital assets (Appendix #2)	\$ 4,000	
Contracted overseer for new site development	5,000	
Layout consultation	1,000	
Greenhouse:		
Delivery	500	
Concrete work for GH anchors and auger rental	1,500	
Cedar lumber for sill	750	
3 labourers x 3 days (following concrete work)	3,000	
Floor covering	200	
Engineering	1,500	
Site excavation and fill	3,000	
"Coldhouse" (multi-purpose. GH 12'x20')	850	
Gravel driveway 10'x60'	1,000	
Storage shed (remainder of cost)	1,900	
Volunteer labour (approx 500 hrs @ \$10.25/hr)	5,125	
Donations of soil, amendments (for demo garden & planters in GH)	2,000	
Refrigerator	1,600	
Moving expenses (moving company, clean-up of old site)	2,400	
TOTAL		35,325

#### TOTAL PHASE 1 BUDGET

**\$ 60,175**

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## **Phase 1 – 2013 Construction**

- I. Install Hydro
- II. Level land for roadway, structures and demonstration garden
- III. Build roadway
- IV. Install fencing and gates, front and side
- V. Install water line and taps
- VI. Erect greenhouse, build storage shed
- VII. Bring in soil

## **Phase 2 – at a later date**

- ❖ Outside raised beds
- ❖ Fruit trees and berry beds
- ❖ Other landscape features

## Appendix #1 – Committee Meetings

Committee Meetings		
Date	# of Members and Time	Total Time
January 2012	3 members x 1 hour each	3 hours
April 3, 2012	8 members x 2 hours each	16 hours
April 17, 2012	7 members x 2 hours each	14 hours
May 8, 2012	8 members x 2 hours each	16 hours
June 7, 2012	4 members x 2 hours each	8 hours
June 28, 2012	9 members x 2 hours each	18 hours
Sept 20, 2012	6 members x 2 hours each	12 hours
Dec 10, 2012	5 members x 1.5 hours each	7.5 hours
<b>Total Time</b>		<b>94.5 hours</b>

## Appendix #2 – Schedule of Assets

Quantity	Asset Description
50	Folding tables
17	solid tables
20	chairs
3	8' h x5'x5' shelving units
3	2'x6' desks
1	6'h x 12" deep x 5'w shelving unit cubby
1	metal shelving unit 2'x5'x5w
2	shelving units 2'd x7'hx5'w
1	Planting bench 4'hx10' L x 3'w
6	wheelbarrows
3	hand carts
4	solid wooden planters 18" H x4'x5'
25	½ barrels
6	Full barrels
1	Kids' sandbox
1	freestanding sink
30	pallets
1	Woodshed 8'H x 5'x6'
2	Greenhouse plastic, 100'x30' roll
6	seedbeds w. heat cables and plastic sheet covers
5	boxes of 4" pots
	pots 1gal-5gal
400	black trays
	Wood -Various lengths and sizes
	garbage/recycling cans
	Irrigation equipment
	Herbs and perennials
	Misc. Garden equipment, fans, tools etc.

**Estimated total value = \$4,000**

## Appendix #3 – Orientation

### Orientation for New "Greenhouse" Volunteers

#### **Safety**

There is a fully stocked first aid kit and a blanket in the marked cupboards. So that we never have a need for it, please don't take chances. If you see an unsafe situation or tool, inform others and make a note of it in our journal (on lunch tables). Claire and Pat have up-to-date first aid certificates and Claire is a retired nurse.

We also keep a current list of emergency contact numbers for volunteers in one of the drawers where the first aid kit is kept. Public Health advises those who are working with soil on a regular basis to have an up-to-date tetanus shot.

#### **Coming and Going**

We usually meet and do most of our volunteer work on Wednesdays between 10am and 2pm, depending on the weather. Volunteers come for varying amounts of time according to what they can manage. Some might only come an hour once a week while others just about live there! If you have occasion to come to the GH on your own as some of us do to do extra jobs or take a turn at watering, it is a good idea to get a friend/spouse to come with you and/or bring a cell phone. Before you leave, please sign the desk calendar with your **work hours**. This is kept track of mainly to mention on grant applications. It is also handy to know who has come and gone at other times of the week. We also have a GH Journal in a big binder on the lunch table and anyone is welcome to note down questions, comments, messages to other volunteers, notable events, things we've run out of, etc.



#### **Keeping things Tidy**

Some people like to bring their dogs with them on occasion and if you do the rest of us trust that you will keep it leashed and pick up after it.

We make an effort to **recycle** as much as we can and, to this end, it helps a great deal if everyone tries to put things in the appropriately labeled bins. Please use these bins only for GH garbage/recyclables, not for your own.

.....  
If you are a smoker, we ask that you have your **smoke-break** outside the GH and wash your hands thoroughly before working with plants, especially tomatoes as these are prone to the tobacco mosaic virus.

In an ideal world, we would all put our **tools back** in the proper place all the time. Since this is not an ideal world...we just do our best:)

## What Exactly Do We Do?

You may be joining our Gang as a complete beginner in the world of gardening or as an experienced green thumb, but whatever your expertise, you will probably want some direction as to what to do, at least at first. Also, there is often more than one right way of doing things in the GH. We are all there to learn and to share what we know. Therefore, do not be shy of asking questions and, if those directions are not clear, asking for clarification. There are sometimes lists of jobs to do on the chalkboard or whiteboard near the lunch tables. Two activities that are usually a safe bet any time of year are weeding and tidying. Sometimes it works to attach yourself to someone who seems to know what they're doing and "job-shadow".

## Two Jobs

We do two main jobs at the GH. One is raising starter plants (edibles and beneficials), in the most organic way we can, for selling to the public on a break-even basis. Most of this work is done from February to June. We are often asked to volunteer at these sales. We are also asked to help out with watering. As it gets warmer, the starter plants often need to be watered twice every day.

In the growing season, volunteers are often able to take home a few starter plants to put in their own garden. It is a good idea for us to grow some ourselves because we will often be the ones selling to the public and it certainly helps if we know about the plants we sell. Please check with other volunteers as to what can be taken home. As well as individual volunteers, we often have groups coming to help and to learn. In the past we have had groups coming from Malaspina Life Skills program, Willoway Rehabilitation Centre, Haven House, and Edgewood, to name a few.

As well as growing "starters", we are able to grow some of our own produce in the GH. This growing is done on a communal basis...that is, we all pitch in with the planning, planting, weeding, watering, etc. and, best of all, harvesting! Nearly any time of the year, there are some goodies growing that we can pick and take home to enjoy. (Once in a long while, if we have a real surplus, we'll share with the food banks in town.) So, feel free to help yourself to your fair share.

In order to facilitate and manage these various activities the core group of volunteers has organized 6 committees, as follows:

1. Planting Schedule - determine what to plant in what quantities and when, and when to transplant in order to have plants ready for sale in optimum condition; make sure that all plants for sale are labeled and in good condition before they go to sale.
2. Seeds - make an inventory of seeds for planting and seeds for sale, determine what needs to be ordered for the next season, submit that order in a timely fashion. Also keep seeds organized, properly stored, ready at sowing time and packaged for sale.
3. Supplies - make an inventory of and determine what is needed in the way of soil, amendments, perlite, peat, pots, trays, plastic film, etc. and order, purchase, solicit these so that they are ready and available as needed.
4. Labels/Watering Schedule - see that used labels are cleaned, sorted, inventoried and that new labels are printed and assembled according to what and how much will be planted for sale in the following season so that these are ready to put in pots as seeds or transplants go into pots. Determine when a watering/opening/closing schedule needs to be put into effect according to weather conditions and oversee the smooth operation of this schedule.
5. Maintenance - oversee recycling and the general tidiness and repair of the site, tools, and structures as well as make sure the drip system is maintained, serviced, and ready to go as needed.
6. Sales - will, in conjunction with the Board, determine the locations and times of sales, advertise, organize a schedule of volunteers to run the sales, and organize transportation of plants to these sales.

## Appendix #4 – Estimated Yearly Operating Budget

### Estimated Yearly Operating Budget

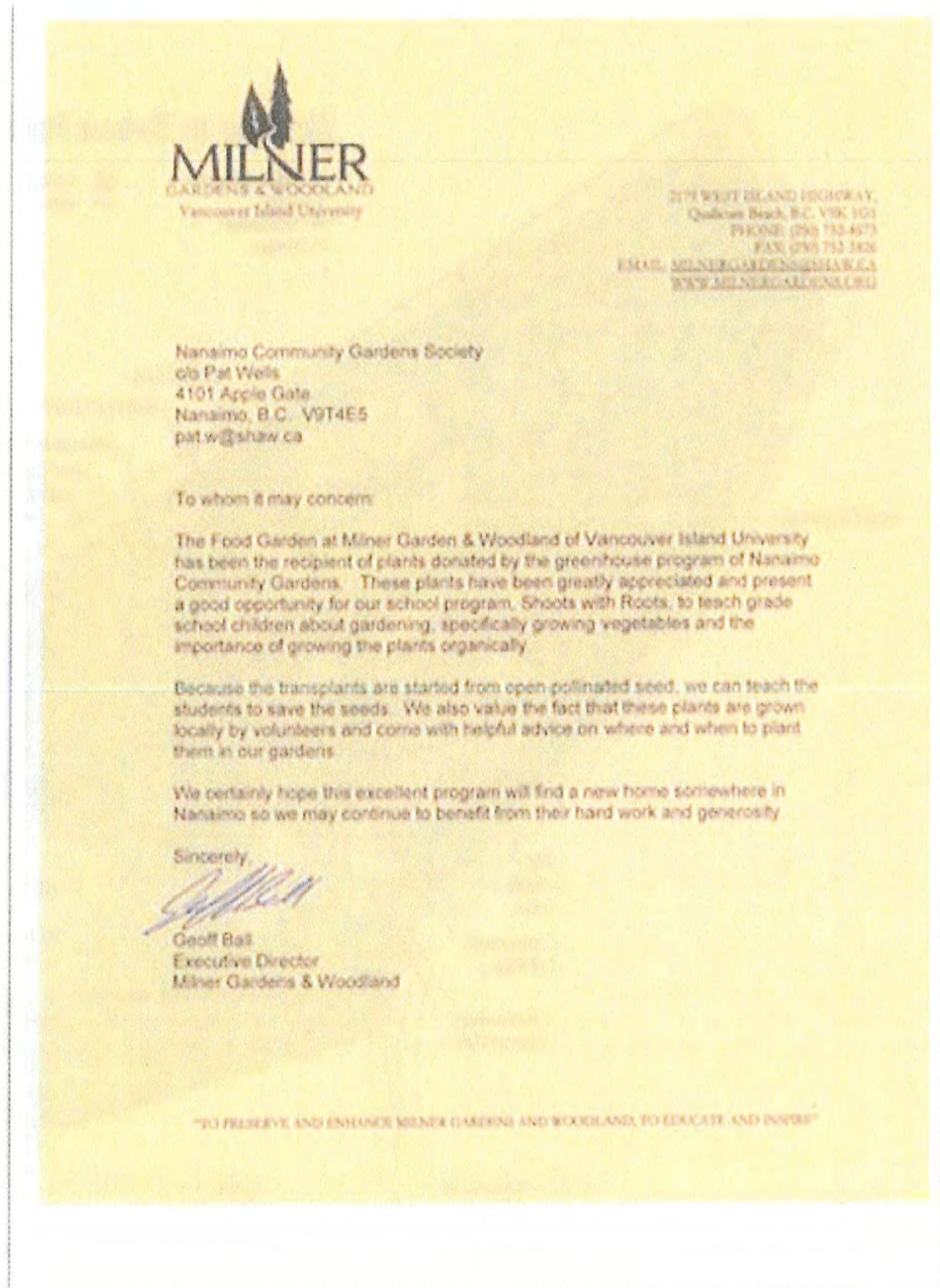
Seed	\$ 400
Soil amendmts - perlite, peat, Gaia Green, bonemeal, rock dust	300
Sea Soil	384
Garden soil	500
Pots and trays	300
Labels & printer ink	200
PortaPotty	900
Replacement plastic for GH and seedbeds (100/yr for 25x50)	125
Hydro	900
Water	500
<b>Total</b>	<b><u>\$4,509</u></b>

## Appendix #5 – Map of Beban Park



Map source: City of Nanaimo website

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Appendix #6 – Letters of Support





350 Prideaux Street  
Nanaimo, BC  
V9R 6Z1

Ph: (250) 755-1158  
Fax (250) 755-1812  
nahs@island.net

Nanaimo Community Gardens Society  
271 Pine Street  
Nanaimo, BC, V9R 2B7

June 18, 2012

Dear Pat,

On behalf of Kiersten Stewart and the tenants of Nanaimo Affordable Housing, I would like to thank you and Nanaimo Community Gardens for your support and enthusiasm for our gardening efforts.

153 Wallace Street

This was a first-time event for two of our projects, one at 153 Wallace Street and another at 2104 Bowen Road. Without Kiersten the projects would not have happened this year and our tenants were delighted to have plants available for immediate planting. Both projects have newly dug plots and are watched over by attentive gardeners in each building.

350 Prideaux St.

We thank you again. This has been a dream of our Executive Director for many years and it is wonderful to have it realized. That would not have happened as easily without the wonderful community support we received.

Albion Place  
510 Pine Street

Sincerely,

2104 Bowen Road

Bonnie Eaton

Tenant Support Worker

Charitable  
Registration:  
13203 2293  
RR0001



~ promoting the safety of women, children, youth and families ~

Mailing Address  
P.O. Box 37086,  
38-3200 Island Highway  
Nanaimo, BC V9T 6N4

Administration  
(250) 756-2452  
Fax: (250) 756-2414  
haven@havensociety.com  
www.havensociety.com

Transition House  
Toll Free Crisis Line  
(888) 756-0616  
Local: (250) 756-0616  
Fax: (250) 756-4326

Community Victim Services  
Nanaimo  
(250) 756-2452

Women's Counselling  
(250) 756-2452

Children Who  
Witness Abuse Program  
(250) 756-2452

Community Victim Services  
Parksville - Qualicum  
(250) 248-3500  
Fax: (250) 248-3590  
havenvs@telus.net

Outreach Services  
(250) 756-2452

October 15, 2012

To the City of Nanaimo:

I am writing this letter in support of Community Gardens of Nanaimo. My name is Shelly Maunula and I work for Haven Society in the capacity of Outreach/Day Program Coordinator. My position entails working with marginalized women and their children in the community. This often requires connecting them with community resources as well as involving them in volunteering opportunities that provide a safe, non-judgmental environment in which they can feel a sense of purpose and accomplishment.

I have been taking women and their children to the Greenhouses at Hammond Bay for the past 6yrs. It has become an integral part of the Day Program that I facilitate, and is always well attended. The women operating this project have always been very warm and inviting to the clients I bring to the greenhouses. They teach the women everything from mixing soil, planting techniques, transplanting and basic greenhouse management. They are also very generous with providing women with vegetables they can either pick from the greenhouse or take plants home to cultivate their own patio garden. Most importantly it has been a place of acceptance for women who often find themselves on the fringes of society due to difficult life circumstances.

Sincerely,

Shelly Maunula

Outreach/Day Program Coordinator  
Haven Society  
250-756-2452 ext 245  
shelly@havensociety.com

All programs of the Haven Society are confidential and free of charge.  
Haven Society is supported by the Province of British Columbia, the Government of Canada,  
City of Nanaimo, United Way, BC Gaming Commission, and our Community donors.

Date: November 13, 2012

To: Whom It May Concern

From: Bev Ford  
5190 Fillinger Crescent  
Nanaimo, B.C. V9V 1H8

I am writing in support of the Nanaimo Community Gardens Society in their efforts to re-locate the greenhouse gardens. For the past year as a volunteer I have brought three aquired brain injured clients to the greenhouse to participate therapeutic horticulture involving soil preparation, watering, seeding and transplanting. The routine garden tasks help to relieve anxiety, depression and stress and take focus off of the self. The sensory stimulation and interaction with plants in a secure environment is comforting and brings up memories that help build self-confidence in practicing the introduced skills. The clients are from a semi-independent residential community in Nanaimo and have all enjoyed short weekly activity sessions in the greenhouse. The volunteers who give their time to the greenhouse are all very welcoming and sociable.

The greenhouse is an invaluable resource not only to supply vegetable starts to the community gardens but as an accessible and workable space early in the growing season when inclement weather restricts access to outside gardening. Also, the tasks involved are best completed at a table where sitting and standing are comfortable positions rather than kneeling or bending over.

I am in training to become a registered Horticultural Therapist and share the view of others in this field of the need for more venues for people-plant interactions that extend activities beyond the summer months. I have attached a document from the American Horticultural Therapy Association which provides an explanation of horticulture as therapy, therapeutic gardening practices and the benefits and outcomes. There is also an excellent list of references.

Sincerely

Bev Ford  
BSc Psychology VIU  
Horticultural Therapist in Training  
Member of : Canadian Horticultural Therapy Association  
Vancouver Island Master Gardeners Association  
Nanaimo Community Gardens Society

[Beverly.c.ford@gmail.com](mailto:Beverly.c.ford@gmail.com)  
250-751-4698



## Uplands Park Elementary

SD 68 Nanaimo-Ladysmith

Telephone: 250-758-3252 · Fax: 250-751-0635 · 3821 Stronach Drive, Nanaimo, B.C. V9T 3X4

January 17, 2013

To Whom It May Concern:

I am the Principal of Uplands Park Elementary School. Our school has a student gardening club in our courtyard run by a neighbourhood volunteer who also belongs to Nanaimo Community Gardens Society. Over the past few years this club has been the recipient of plants and materials donated by the greenhouse program of Nanaimo Community Gardens. Club members aged 9 to 12 have been able to plant, care for, harvest and eat such things as tomatoes, peas, carrots, lettuce and the potatoes right here at the school.

We appreciate the fact that every effort is made to start these plants organically and that in the future since they were started from open-pollinated seed, the kids can save the seeds for the future. We also value the fact that these plants are grown locally by volunteers.

We certainly hope the greenhouse growing program will find a new home somewhere in Nanaimo so we may continue to benefit from their hard work and generosity.

Sincerely,

Lisa Peace,  
Principal  
Uplands Park School

Lp/jn

December 5, 2012

To Whom It May Concern,

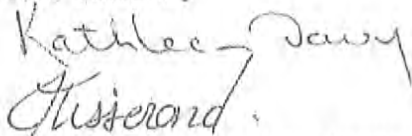
The Child Development Centre Preschool has been fortunate to have members of the Nanaimo Community Gardens visit our program and educate our preschoolers about gardening and growing our own food.

The NCG staff arrived with tomato and bean plants, stakes, soil and pots for each child. The children were pleased to take their own tomato plant home to care for when our program closed in June for the summer.

We believe in the importance of teaching our children where food comes from and how it grows. Children need to experience the enjoyment of picking and eating fresh food from a garden that they have helped care for. As such, the service provided by the Nanaimo Community Gardens cannot be underestimated.

The Child Development Centre Preschool staff strongly support the continuation of this program.

Yours Sincerely



Kathleen Davy and Julie Tisserand  
Early Childhood Educators  
Nanaimo Child Development Centre Preschool

January 8, 2013

To Whom it may concern,

As the manager of the Food Services Department at the Nanaimo Regional General Hospital, I am really excited about an initiative that is underway.

We will be introducing a new menu for our patients, residents, and staff that will be lower in sodium, but not lower in flavour. To accomplish this, we would like to increase the use of fresh herbs.

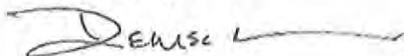
To ensure freshness, we are contemplating starting our own herb garden that our chefs can access daily.

The design of these gardens open up a great opportunity as I feel that the hospital is strongly attached to the community and visa versa. I have started to reach out to community groups to be part of this vision. The greenhouse growing program at NCGS has offered to provide us with starter plants to begin our garden and to provide us with such plants as we need on an on-going basis.

We appreciate the fact that every effort is made to grow these plants organically. We also value the fact that these plants are grown locally by passionate volunteers and will come with helpful advice on the raised bed design.

We certainly hope this excellent program will find a new home somewhere in Nanaimo so we can benefit from their hard work and generosity. This connection between the community and it's hospital is fundamental to a vibrant city such as Nanaimo.

Yours truly,



Denise Russell CNM

Acting Manager Food Services NRGH& DRPC

[denise.russell@viha.ca](mailto:denise.russell@viha.ca)

NRGH Food Services

Tel: 250-755-7691 ex 53208 • Fax: 250-740-6902

# BAYVIEW ELEMENTARY SCHOOL

140 View Street, Nanaimo, B.C. V9R 4N6 Ph: (250) 754-3231 Fax: (250) 754-2336  
School District No. 68



Nanaimo Community Gardens Society  
c/o Pat Wells  
4101 Apple Gate  
Nanaimo, B.C. V9T4E5  
[pat.w@shaw.ca](mailto:pat.w@shaw.ca)

To whom it may concern:

I am the principal of Bayview Elementary School. Last year our school was given the use of four allotment beds at the Irwin St. Garden, operated through the Young Professionals of Nanaimo. We had a productive first year with peas enjoyed by some families in the summer and roasted carrots and potatoes enjoyed by our students and staff in the fall.

The greenhouse program of Nanaimo Community Gardens has offered to donate some vegetable and flower starter plants to us this coming spring for our use in these beds. These will be again grown and harvested by teachers, parents, and students for use in our snack and meal program. We appreciate the fact that every effort is made to grow these plants organically and that, since they are started from open-pollinated seed, we may effectively save our own seeds in future. We also value the fact that these plants are grown locally by volunteers and come with helpful advice on where and when to plant them in our gardens.

We certainly hope this excellent program will find a new home somewhere in Nanaimo so we may continue to benefit from their hard work and generosity. It takes a community to raise a child and we are grateful for the support from the Nanaimo Community Gardens Society in helping us to teach our students about the many benefits of growing their own food.

Sincerely,

Diane McGonigle  
Principalp

Nanaimo Community Gardens Society  
c/o Pat Wells  
4101 Apple Gate  
Nanaimo, B.C. V9T4E5  
pat.w@shaw.ca

To whom it may concern:

I rent a plot at the BUGS Community Garden and also volunteer there, helping to take care of maintenance jobs and care of the communal plots. For several seasons now we have been given plants by the greenhouse growing program of Nanaimo Community Gardens.

We appreciate the fact that every effort is made to grow these plants organically.

We also value the fact that these plants are grown locally by volunteers.

We certainly hope this excellent program will find a new home somewhere in Nanaimo so we may continue to benefit from their hard work and generosity.

Sincerely,

Don Finkbeiner



Nanaimo, BC

# Discover Montessori School

Operating as Nanaimo Montessori School from September 2003 to June 2011  
*A Program of Discover Montessori Society*

January 21, 2013

To whom it may concern:

I am the Vice-Principal at Discover Montessori School which used to be located right beside the Beaufort Park Community Garden, on St. George Crescent. Although the school moved to Jingle Pot Road in November, 2100, I still oversee the community garden.

The establishment and continued support of community gardens in Nanaimo is an important and integral part of our food security plan. With that said, I see the NCGS greenhouse growing program as an important form of support for the education they provide to aspiring food-gardeners and as a local, volunteer-run provider of organically-grown, open-pollinated starter plants. It could also be a valuable learning opportunity for our older students.

We certainly hope this excellent program will find a new home somewhere in Nanaimo so we may continue to benefit from their hard work and generosity.

Thank you.

Cynthia Dyer  
Vice-Principal  
Discover



1009 Farquhar St. Nanaimo BC V9R 2G2 • Ph: 250-754-8347 • Fax: 250-754-8349

February 4 2013

To Whom It May Concern,

I am writing to support Nanaimo Community Gardens proposal to acquire land at Beban Park for the purpose of building a greenhouse.

The efforts of Nanaimo Community Gardens have many positive effects on our community. One of these effects is the produce that Loaves and Fishes Food Bank receives over the summer months for distribution to clients. Every week, from June to September, the Young Professionals of Nanaimo (YPN) supply fresh produce to Loaves and Fishes Food Bank. The YPN is able to do this, in part, because they receive seedlings that have been nurtured in Nanaimo Community Gardens greenhouse. By working with the YPN, Nanaimo Community Gardens is helping to ensure there is fresh produce for clients of Loaves and Fishes Food Bank. In addition to supplying much needed food, this initiative fosters strong community bonds between nonprofit agencies, business groups and those on the margins of society.

By acquiring land at Beban Park, Nanaimo Community Gardens will be able to ensure the successful relationship between themselves, the YPN and Loaves and Fishes Food Bank can continue in 2013 and beyond.

Sincerely,

Peter Sinclair  
Executive Director





February 11, 2013

The City of Nanaimo

To whom it may concern:

The Young Professionals of Nanaimo have been working with Nanaimo Community Gardens Society over the past couple of years in developing our two new Community Gardens; one located in the South on the Corner of Needham and Irwin Street (South Garden) and one on the Corner of Island Hwy and Turner Rd. (North Garden). Their support in the planning stages has been instrumental in our successful creation of these two community spaces (both previously vacant properties).

As both our community gardens have at least 15 plots dedicated to growing fresh produce for the Loaves and Fishes Foodbank, we have been the recipient of starter plants donated by the greenhouse program of Nanaimo Community Gardens.

We believe in the creation of a healthier community through community gardening and Nanaimo Community Garden's mandate to help educate Nanaimo citizens about growing local, healthy produce.

We appreciate the fact that every effort is made to grow these plants organically and that, in the future, since they are started from open-pollinated seed, we may effectively save our own seeds. We also value the fact that these plants are grown locally by volunteers and come with helpful advice on where and when to plant them in our gardens.

We certainly hope this excellent program will find a new home somewhere in Nanaimo so we may continue to benefit from their hard work and generosity.

Sincerely,

Leif Bogwald, CA  
President, Young Professionals of Nanaimo



# Nanaimo Community Gardens Society

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## SPONSORSHIP PACKAGE 2015

☎ 250-815-4769

☎ 271 Pine Street, Nanaimo BC V9R 2B7

☎ [Info@nanaimocommunitygardens.ca](mailto:Info@nanaimocommunitygardens.ca)

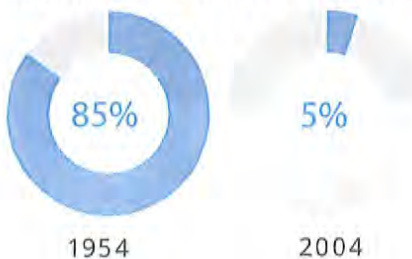
[www.NanaimoCommunityGardens.ca](http://www.NanaimoCommunityGardens.ca)

*Sixty years ago,  
the island produced  
85% of its own food.*



*Today, island farms produce about 5% of all of the food consumed (MacNair, 2004). Improving food security, reducing our carbon footprint and providing families with nutritious meals are all top priorities in today's society.*

ISLAND FOOD PRODUCTION



We are currently reaching out to the business community for partners who support that mandate by helping us increase food security in Nanaimo. The Nanaimo Community Garden Society believes in working with people and other organizations to grow more food in the region. Food grown locally is vital to a healthy community and environment. Our programs get individuals and families active in growing, sharing, buying and eating local foods. We envision our community having abundant, healthy food with a culture and economy respectful of local resources.

### OUR GARDEN SITES

There are three garden sites and several community programs operated by the Nanaimo Community Gardens Society, all of which have opportunities for partnership with our corporate supporters.

## NCGS Greenhouse

In the greenhouse, currently located in the north end of Nanaimo off Hammond Bay Road, volunteers work together to produce thousands of organically grown vegetable seedlings, herbs and edible flowers to sell to the public and grow food year round for themselves. Proceeds from the plant sales help fund the operations of NCGS and plants have been donated to other community gardens, 9 school gardens as well as the Loaves and Fishes food bank.



Unfortunately 2015 will be the last growing year at the greenhouse site as the Regional District of Nanaimo require the site for expansion of their facilities. For this reason, we have entered into negotiations with the City of Nanaimo about use of land in Beban Park. We feel this site is ideal for the new greenhouse and we look forward to helping make Beban Park the local agricultural hub it has the potential to be with other groups like the VIEX, Bowen Road Farmers Market and Beban Urban Garden Society (BUGS). The city has included the greenhouse in its recently released Beban Park Master Plan. We are currently working on a capital campaign to raise the money required for the materials required to prepare the site and build the greenhouse.

## NCGS Pine Street Community Garden

This garden has been operating in the downtown area of Nanaimo for over 20 years. Operating year-round, enthusiastic volunteers garden communally to grow food for themselves and to maintain a demonstration garden for the community. This site is where much hands-on education and horticultural therapy takes place through field trips, tours, workshops and volunteer placements. The NCGS office and Foodshare Nanaimo have their offices at the Pine Street location and it acts as the flagship site for our annual plant sales.



## NCGS Irwin Street Community Garden

This garden was established by the *Young Professionals of Nanaimo* and was handed over to the Nanaimo Community Gardens Society in 2014. NCGS has established this site as a true south end community garden by working to engage local residents and groups. Work parties are held twice a week and have been attracting gardening enthusiasts from the neighbourhood. We are offering recognition to our sponsors on this site by having our corporate partners' logos on the individual garden beds.



## OUR PROGRAMS



### Education Programs

*The main focus of the Nanaimo Community Gardens Society is education both formal and informal, that helps families and individuals learn the skills necessary to grow their own vegetables.*

Informal horticultural therapy takes place at all sites. Many individuals socialize easily when working alongside others in the fresh air. By volunteering in this setting, people learn life and employment skills that carry over into other aspects of their lives. Children from schools and summer camps visit the Pine Street and Irwin Street Gardens for tours of the site and to learn more about growing their own food. The Pine Street and Irwin Street Gardens are open to the public on any work party days. One of our best educational events is our annual plant sale where knowledgeable volunteers, including certified Master Gardeners give detailed gardening information to novice growers.

The Nanaimo Community Gardens Society also participates in many community events such as the Wild Foods Festival and Nanaimo Seedy Sunday to educate the public about our programs, sites and give some basic gardening tips. Each year the society offers a range of workshops through the City of Nanaimo's Activity Guide. Workshop topics include lasagna bed gardening, composting, pruning (basic and advanced), plant propagation, winter gardening and other timely gardening topics.

# *Our gleaning program helps community members access and share surplus produce.*

## **Gleaning Program**

*Nanaimo has an abundance of fruit, nuts and vegetables growing in backyards and farmers fields throughout the region.*

Gardeners and farmers often grow more than they can use or share and the surplus may go to waste. In our current economic climate, hunger and poverty are a serious concern and people line up at local food banks to supplement their diets.

The gleaning program was launched in 2003 to help community members access and share surplus produce. Volunteer gleaners pick produce and share with family, friends and neighbours. A significant amount of produce is donated to local agencies such as the food bank.

To date, the program has harvested more than 155,000 pounds of fruit, vegetable and nuts and 21 community agencies have received food.

The main focus of the Nanaimo Community Gardens Society is educational programming, both formal and informal.





# Partnership Opportunities

## Greenhouse Capital Campaign - Our Greatest Need

*It is our hope to build two side-by-side greenhouses at Beban Park to grow seedlings for the community.*

For more information about the Greenhouse costs please see **Appendix A**. If you are interested in discussing sponsorship further please contact us via e-mail.

We estimate the total cost of building these two facilities will be approximately \$214,000. We currently have about \$40,000 in resources available for the project so it is our hope to raise \$175,000 in campaign cash and in-kind donations. All donors to the greenhouse will have permanent recognition at the site as well as the following sponsorship benefits.

### ||||| \$25,000 — GREENHOUSE TITLE SPONSOR

- ✍ *One of the two greenhouses permanently named after your organization (example NCGS, Acme Co. Greenhouse)*
- ✍ *Press Release and picture at the site for the local media*
- ✍ *Chance to speak at our greenhouse opening event*
- ✍ *Unlimited invitations for the greenhouse opening event*
- ✍ *Delivery of two flats of seedlings each year for the next 5 years to your business or the organization of your choice*
- ✍ *Sponsorship for the next 5 years of our annual plant sale*
- ✍ *Sponsorship of a garden bed at each of our two garden locations*
- ✍ *Sponsorship of the gleaning program*

- ✍ Logo prominently displayed on
  - a. The Sponsored Greenhouse Entrance
  - b. Inside the greenhouse on the permanent recognition Board
  - c. NCGS website and membership card
  - d. NCGS newsletter
  - e. NCGS brochures and posters
  - f. NCGS truck
  - g. Any additional print material produced by NCGS for members or the public

- ✍ An annual report outlining the activities and successes of NCGS

### **\$10,000 — PLATINUM SPONSOR**

- ✍ Press Release and picture at the site for the local media
- ✍ Chance to speak at our greenhouse opening event
- ✍ Unlimited invitations for the greenhouse opening event
- ✍ Delivery of one flat of seedlings per year for the next 5 years to your business or the organization of your choice
- ✍ Sponsorship for the next 5 years of our annual plant sale
- ✍ Sponsorship of a garden bed at each of our two garden locations
- ✍ Logo prominently displayed on
  - a. Inside the greenhouse on the permanent recognition Board
  - b. NCGS website and membership card
  - c. NCGS newsletter
  - d. NCGS brochures and posters
  - e. NCGS truck
  - f. Any additional print material produced by NCGS for members or the public
- ✍ An annual report outlining the activities and successes of NCGS



All donors to the greenhouse will have permanent recognition at the site



Opportunities exist for individuals or businesses who are interested in supporting the garden sites and programs offered by NCGS.

## **\$5,000 — GOLD SPONSORS**

- 🌿 10 invitations for the greenhouse opening event
- 🌿 Delivery of 1 flat of seedlings per year for the next 3 years to your business or the organization of your choice
- 🌿 Sponsorship for the next 5 years of our annual plant sale
- 🌿 Sponsorship of a garden bed at either Irwin St garden or Pine St Garden
- 🌿 Logo prominently displayed on
  - a. Inside the greenhouse on the permanent recognition Board
  - b. NCGS website and membership card
  - c. NCGS newsletter
  - d. NCGS brochures and posters
  - e. Any additional print material produced by NCGS for members or the public
- 🌿 An annual report outlining the activities and successes of NCGS

## **\$2,500 — SILVER**

- 🌿 10 invitations for the greenhouse opening event
- 🌿 Delivery of 1 flat of seedlings for two years to your business or organization of your choosing
- 🌿 Sponsorship for the next 5 years of our annual plant sale
- 🌿 Sponsorship of a garden bed at either Irwin St garden or Pine St Garden
- 🌿 Logo prominently displayed on
  - a. Inside the greenhouse on the permanent recognition Board
  - b. NCGS website
  - c. NCGS newsletter
  - d. NCGS brochures and posters

e. Any additional print material produced by NCGS for members or the public

✍ An annual report outlining the activities and successes of NCGS

### **\$1,000 — BRONZE**

✍ 5 invitations for the greenhouse opening event

✍ Delivery of 1/2 flat of seedlings for one year (2015 or 2016) to your business or organization of your choosing

✍ Sponsorship on the 2015 Plant Sale

✍ Logo prominently displayed on

a. Inside the greenhouse on the permanent recognition Board

b. NCGS website

c. NCGS newsletter

d. NCGS brochures and posters

e. Any additional print material produced by NCGS for members or the public

✍ An annual report outlining the activities and successes of NCGS

## **NCGS Program Sponsors**

*Opportunities exist for individuals or businesses who are interested in supporting the garden sites and programs offered by NCGS.*

These levels, although not permanent, allow for an affordable way for your business to contribute directly to local food production in our region.





### ||||| **\$1500 — GARDEN KING AND QUEEN**

- ✍ *Delivery of 15 seedlings next year (2015 or 2016)*
- ✍ *Sponsorship on the annual Plant Sale for 2 years*
- ✍ *Sponsorship of our gleaning program*
- ✍ *Sponsorship of a garden bed at our Irwin St garden*
- ✍ *Logo prominently displayed on*
  - a. NCGS website
  - b. NCGS newsletter
- ✍ *An annual report outlining the activities and successes of NCGS*

### ||||| **\$750 — KALE CRUSADER**

- ✍ *Delivery of 5 seedlings next year (2015)*
- ✍ *Sponsorship on the 2015 Plant Sale or the gleaning program*
- ✍ *Sponsorship of a garden bed at our Irwin St garden*
- ✍ *Logo prominently displayed on*
  - a. NCGS website
  - b. NCGS newsletter
- ✍ *An annual report outlining the activities and successes of NCGS*

### ||||| **\$300 — NCGS TOMATO TROOPER**

- ✍ *Sponsorship of a garden bed at our Irwin St garden*
- ✍ *Logo prominently displayed on*
  - a. NCGS website
  - b. NCGS newsletter
- ✍ *An annual report outlining the activities and successes of NCGS*

For more information about the Greenhouse costs please see **Appendix A**. If you are interested in discussing sponsorship further please contact us via e-mail.

## Appendix A: NCGS Greenhouse cost estimate (per greenhouse)

Nanaimo Community Gardens Society Greenhouse		
ITEM	DESCRIPTION	ESTIMATED COST
<b>Engineering Costs</b>		
Structural Engineering	Drawings, permits and overall approval of the structural integrity	\$3,000.00
Geo-Technical Engineering	Surveying and site approval	\$5,000.00
<b>Engineering Totals</b>		<b>\$8,000.00</b>
<b>Construction Costs</b>		
25' x 75' Greenhouse	Polycarbonate exterior with Ventilation, Shipping and Construction	\$40,000.00
Site Preparation	Site excavation and fill	\$3,000.00
Concrete work	Footings and anchors for the greenhouse	\$1,500.00
Lumber	Cedar planks and 2x4s	\$500.00
BC Hydro Connection	Servicing of the greenhouse for BC Hydro connection	\$2,500.00
Electrical Services	Wiring, conduit, outlets	\$2,000.00
Waterline Hookup	Connect up to the Municipal water service	\$2,500.00
Plumbing Services	Pipes, taps and laundry tub	\$2,000.00
Irrigation Equipment	Sprinkler heads, hoses and timers	\$1,000.00
Gravel Driveway	10' x 60' driveway covered in driveway chip	\$1,000.00
Soil and Amendments	Soil and nutrients for the plants	\$1,500.00
Refrigeration	Refrigeration for seed storage (and lunches)	\$1400.00
<b>Construction Totals</b>		<b>\$58,900.00</b>
<b>Safety and Storage</b>		
Fire Suppression System	Required by City for buildings of this size	\$25,000.00
Storage Sheds	2, 10' x 10'	\$2,500.00
Fencing	Perimeter fencing to keep predators out	\$2,500.00
Locking systems	Locks to secure perimeter fencing, entry doors and valuables	\$500.00
<b>Safety and Storage</b>		<b>\$30,500.00</b>
<b>Labour Costs</b>		
Construction Foreman	Site Supervision	\$5,000.00
Moving Labour	Helping with moving current equipment	\$2,000.00
Foundation help	Help during and after the foundation is poured	\$3,000.00
<b>Total Labour Costs</b>		<b>\$10,000.00</b>
<b>Total Estimated Costs</b>		<b>\$107,400.00</b>

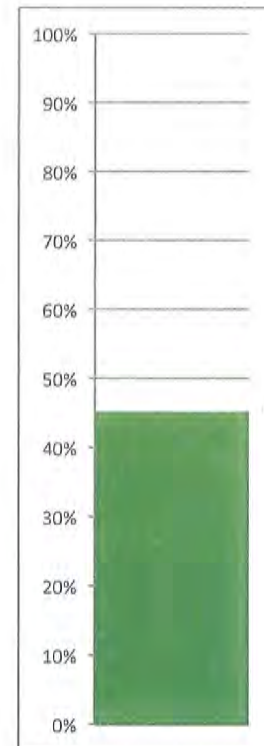
## Appendix B: Greenhouse Capital Campaigns and Program Sponsors

Nanaimo Community Gardens Society Greenhouse								
ITEM	GREENHOUSE CAPITAL CAMPAIGNS					PROGRAM SPONSORS		
	\$25,000	\$10,000	\$5,000	\$2,500	\$1,000	\$1,500	\$750	\$300
Greenhouse Naming	✓							
Press release and media photo	✓	✓						
Speak at opening	✓	✓						
Invitations to opening	Unltd	Unltd	10	10	5			
Seedlings	2F/5yrs	1F/5yrs	1F/3yrs	1F/2yrs	1F/1yr	1F	1/2F	
Sponsorship of annual plant sale	5yrs	5yrs	5yrs	5yrs	2015	2015	2015	
Sponsorship of Gleaning Program	✓					✓		
Sponsorship of garden bed at garden location	2 Beds	2 Beds	1 Bed	1 Bed		Irwin St. Bed	Irwin St. Bed	Irwin St. Bed
NCGS annual report	✓	✓	✓	✓	✓	✓	✓	✓
<b>Company logos on:</b>								
• Greenhouse entrance	✓							
• NCGS Truck	✓	✓						
• NCGS membership card	✓	✓	✓					
• Greenhouse permanent recognition board	✓	✓	✓	✓	✓			
• NCGS website	✓	✓	✓	✓	✓	✓	✓	✓
• NCGS newsletter	✓	✓	✓	✓	✓	✓	✓	
• NCGS brochures & other print material	✓	✓	✓	✓	✓	✓		

Date	Donor	Cash/In-kind	Amount
as of Dec 31. 2014	Greenhouse Reserve Account	cash	\$21,709.95
promised	City of Nanaimo	cash	\$ 25,000.00
March 5, 2015	Young Professionals of Nanaimo	cash	\$ 750.00
March 5, 2015	Old City Investment Services	cash	\$ 1,000.00

<b>Total Amount</b>	<b>\$48,459.95</b>
<b>Goal</b>	<b>\$ 107,400.00</b>

<b>% Achieved</b>	<b>45%</b>
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**NANAIMO HARBOUR CITY SENIORS  
Minutes of Board of Directors Meeting  
December 5, 2014**

**In Attendance:** Bettie Godfrey presiding, John Westhead, Joy Vickstrom, Jan Leine, Joanne Husband, Lorraine Fisher, Warren Jaques, Maureen Evans, Bill Roos, Gordon Pascoe, Michele Duerksen, NHCS members Dan Ford and Wally Lawrence.

**Regrets:** Dara Rupa.

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

**Adoption of the Agenda:** Moved by John, seconded by Lorraine. Carried.

**Table Tennis Club presentation:** Dan and Wally outlined the history and benefits of the NHCS Table Tennis program. The six tables which they use are in need of replacement. The cost of each table suitable for the purpose is \$900 plus tax. These tables are sturdy and can be easily set up and folded away for storage. The present tables are also used by other Nanaimo parks and recreation groups, however the City has been approached and has not budgeted for table replacement. The Club is requesting that NHCS consider financing the purchase of the tables. Discussion followed regarding ways that the Table Tennis Club could contribute at least half of the cost, such as user donations and fundraising.

John made a motion to consider this request in the new year. Bill seconded. Carried.

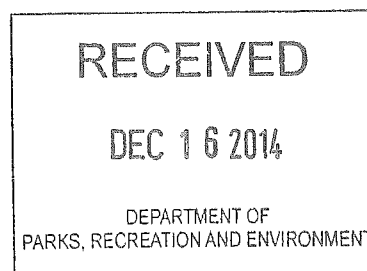
**Adoption of the Minutes:** Lorraine moved that the Minutes of November 7, 2014 be adopted with the amendment under "Membership Report"-- New Year 2105 to read New Year 2015. Seconded by John. Carried.

**Correspondence:** Christmas card and tin of cookies received from Berwick on the Lake. Appreciation on behalf of the directors to be sent by Jan.

**Committee Reports:**

Treasurer's Report:

Joy moved to adopt the Treasurer's Report as distributed. Seconded by Gordon. Carried.



.....page 2 NHCS minutes Dec.5/14

#### Marketing Report:

Joanne noted that there are no newsletters available in the lower floor area. Michele will order a rack to be installed. Also the newsletter, information such as events, programs, cancellations are relayed by email. If they wish, members are encouraged to give their email address to the front desk. Also program leaders could tell participants about the email advantages.

Joanne reported that she regularly checks the brochure rack at Javawoky.

Joanne received a letter regarding the Wood Carving Show, thanking the participants from the pottery and art groups. 50 carvers participated with 120 carvings. The attendance was up 30% from last year.

Motion by Joanne to adopt the Marketing Report as presented. Warren seconded. Carried.

#### Parks, Recreation & Environment Coordinator Report:

Michele reported that 80 will be attending the Christmas lunch sponsored by Berwick on the Lake. The Foot Care clinic was well attended. A pedorthist and nurse provided excellent information. Future clinics will include Service Canada information on pensions etc. In the spring, income tax help in both paper and e-filing modes will be provided to seniors.

It was suggested that a FAQ section be added to the website. Maureen, Joanne and Lorraine volunteered to form a committee for this project.

The auditorium will be closed Dec,19-30th for floor refinishing. The kitchen will be closed Mar. 16-27 for kitchen refurbishing.

Michele thanked everyone for their patience during City restructuring. Michele's new email address is NHCS@nanaimo.ca.

Due to the first Friday in January falling on Jan. 2, Bill made a motion to hold the January meeting January 9, 2015. Seconded by Joy. Carried. Motion by Maureen to adopt the Parks, Rec. and Environment Report. Seconded by Joanne. Carried.

#### Membership Report:

John reported that he will be delivering newsletters to the Multi-cultural Society. Motion by John to adopt the Membership Report. Seconded by Jan. Carried.

.....page 3 NHCS minutes Dec. 5/14

**President's Report:**

Bettie proposed a campaign to encourage NHCS members to attend the AGM to be held on Thursday, May 21, 2015, and to consider taking an active role on the Board. Also, members are encouraged to read the NHCS website on a regular basis.

The spring Open House will be held Tuesday, March 3, 2015, which will be just as much fun as the last event, but perhaps the carpet bowling balls will not join the ballroom dancers.

Joy made a motion to adopt the President's report. John seconded. Carried.

**Unfinished Business:**

A one day multi-affle licence enabled the participants of the Crafty Workers Bazaar to each hold a raffle without applying separately. John made a motion to apply for a general one day multi-affle (Class D--\$10.00) licence each year. Seconded by Maureen. 7 in favour, 2 opposed. Carried.

The Christmas Turkey Shoot will be held in the picnic shelter, Thursday, Dec.11, at 10:30. Warren, Jan and John formed a committee to help.

The NHCS presentation to the Commission re funding was made Nov. 26. The request was tabled by the Commission.

Budgeting and parameters for expenditures was discussed, and the issue will be addressed at the January Board meeting.

Maureen made a motion to table the present requests for funding for a keyboard and table tennis tables until January, and to accept the President's Report as presented. Gordon seconded. Carried.

**Adjournment:**

At 11.30, Bill made a motion to adjourn the meeting. John seconded. Carried.

Next meeting January 9, 2015, at 9:30.

**NANAIMO HARBOUR CITY SENIORS**  
**Minutes of Board of Directors Meeting**  
**January 9, 2015**

**In Attendance:** Bettie Godfrey presiding, John Westhead, Joy Vickstrom, Jan Leine, Joanne Husband, Warren Jaques, Maureen Evans, Bill Roos, Gordon Pascoe, Michele Duerksen, and guest Liz Williams.

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

**Adoption of Agenda:** Moved by Lorraine, seconded by Joy. Carried.

**Adoption of Minutes of last meeting:** John moved that the minutes of the last meeting be adopted with the spelling error of "pedorothist" corrected. Seconded by Bill. Carried.

**Correspondence:**

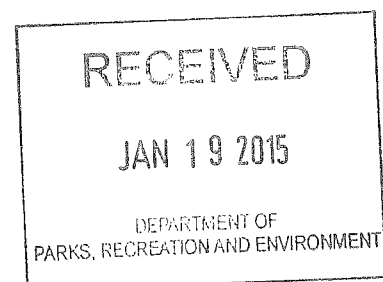
- Dara Rupa's letter of resignation as a Director of the NHCS Board was accepted.
- Letter from Parks, Recreation and Culture Commission was accepted. Joy moved to table the letter until later in the meeting. John seconded. Carried.

**Treasurer's Report:** Joy pointed out that there was no revenue from 50/50 draw for the month of December, due to the fact that the British Club held their own raffle on Dec.11, and the 4th Thursday fell on Christmas Day. Joy moved to have her amended Treasurer's Report adopted as distributed. Warren seconded. Carried.

**Marketing Report:** Joanne reported that she is taking care of advertising for the Open House event scheduled for March 3rd. Joanne moved that her report be adopted. Seconded by Lorraine. Carried.

**Membership Report:** John has nothing to report at this time, as he volunteered many hours to the Salvation Army Christmas fundraising.

**Parks, Recreation, Environment Report:** Michele reported that membership numbers are up due mainly to the efforts of NHCS during the Open House Event, VIX information table, and the distribution of brochures. She voiced appreciation to NHCS and to Warren's efforts in the fitness area with the design, ordering and sale of T-shirts. The British Club presentation was a wonderful sold out event. The new Mahjong club starts on Tuesday. Joy moved to adopt Michele's report. Seconded by John. Carried.



.....page 2 NHCS Board Meeting January 5/15

**President's Report:** Bettie reported that the Turkey Shoot was very successful. Sixteen targets were sold, with a net profit of \$310. A good time was had by all, and we are sure that Davy Crooked will turn up again next year.

BC Seniors Advocate is calling for volunteers to help with their presentation at Oliver Woods on January 29, from 1:30-3:30.

John moved to adopt Bettie's report. Seconded by Bill. Carried.

**Unfinished Business:** Operating budget and finances were discussed. Bettie distributed a draft document on Policy and Procedure Regarding Funding of Programmes and their Furnishings.

Maureen made a motion to make \$150 per event available to Joanne for advertising. Seconded by John. Carried.

John moved to create a finance committee to establish Society policy and procedures for dealing with finances regarding operating budget and capital expenditures. Seconded by Maureen. Carried. Bettie, Joy, Warren, John, Bill and Joanne to form a finance committee.

Gordon moved to establish a \$2500 account for the year 2015 for capital expenditure.

Applications should be received according to #4 on the Policy and Procedure draft document, as an interim policy. Joy seconded. Seven in favor. Two opposed. Carried.

Joanne moved to fund the balance of \$866.00 for purchase of keyboard for the Swing Band as per their application. Jan seconded. Carried.

Bettie will communicate with the Table Tennis Club regarding the funding application requirements.

**New Business:** Bettie called for an Open House convener to look after such issues as activities, schedule, parking. Warren volunteered to fill that position.

Jan to write a letter to acknowledge the receipt of the letter from PR&C Commission.

Appreciation was expressed to Liz Williams, manager of Recreation Services, for her helpful input throughout the meeting.

**Adjournment:** At 11:30 Bill moved that the meeting be adjourned. Seconded by Joy. Carried. Next meeting February 6.

**NANAIMO HARBOUR CITY SENIORS  
Minutes of the Board of Directors Meeting  
February 6, 2015**

**In Attendance:** Bettie Godfrey presiding, Joy Vickstrom, Jan Leine, Joanne Husband, Warren Jaques, Maureen Evans, Lorraine Fisher, Bill Roos, Gordon Pascoe, Michele Duerksen, guest Bob Davies.

**Regrets:** John Westhead.

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

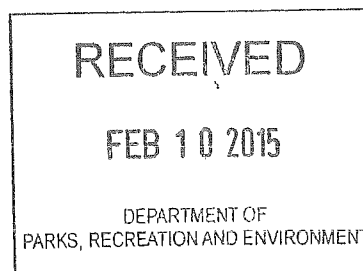
**Guest Presentation:** On behalf of the Bowen Swing Band, Bob Davies thanked NHCS for their assistance in the purchase of a new keyboard. NHCS recognized the efforts of the Swing Band in raising money for the purchase, and their provision of music for the enjoyment of many.

**Adoption of the Agenda:** Joanne moved that the Agenda be adopted. Seconded by Lorraine. All in favor. Carried.

**Adoption of the Minutes:** Mareen moved that the Minutes of the last meeting be adopted as distributed. Seconded by Joy. All in favor. Carried.

**Correspondence:** A thank-you card from the Swing Band was received.  
Email from the Citizen Advisory Committee asking for volunteers was received.  
Letter from the Table Tennis Club regarding financing of new tables was received. Joy moved that this letter be dealt with by the Finance Committee. Bill seconded. All in favor.  
Carried.

**Treasurer's Report:** Lorraine moved that \$866.00 for the keyboard be transferred from the high interest account to the chequing account. Maureen seconded. All in favor. Carried.  
Joy moved that the Treasurer's Report be adopted as distributed. Lorraine seconded. All in favor. Carried.



.....page 2 NHCS minutes, Feb. 6, 2015

**Marketing Report:** Joanne reported that she has arranged with Shaw to do a five minute shoot on Feb. 12, to promote the Open House. It will take place at 9:00 AM in the carver's area. The theme of the shoot is the fun to be had at the various programs. This will be aired on Shaw's local channel around Feb. 15. Still photos taken by Tina will be included.

Other ads for the Open House on March 3 will be posted on the NHCS website. Joanne has also placed ads in the Bulletin, Daily News, Harbour News, Coffee News, and at Serious Coffee. Joanne has an appointment with the News Bulletin for an interview which will be published in the last week of February. Lorraine and the Board members thanked Joanne for her work. Joanne moved that the Marketing Report be adopted as presented. Bill seconded. All in favor. Carried.

**Open House Committee Report:** A cheque to NHCS for \$200.00 from the Airport Authority for sponsorship of the Open House was gratefully accepted. Warren reported that plans are going well for the event. There will be background piano music. Entertainment will take place in 3 groups, with a 15 minute break between performances. The set-up will be as last year, with 12 display tables, including representation from Oliver Woods and other satellite activity locations. Committee consisting of Warren, Joanne, Bettie, Maureen and Lorraine will meet Feb. 18 at 9:30 in the Bowen lobby. Directors are asked to let Warren know in advance when door prizes are obtained.

**Parks, Recreation & Environment Coordinator Report:** Michele pointed out a correction to be made to the Feb. newsletter--the Open House begins March 3 at 1:00 PM, not 1:30 PM. The auditorium kitchen renovation will start March 16, and is scheduled to complete March 27. Supplies and equipment will be moved to the serving counter, and the small kitchen off the meeting room #1. Fitness classes are underpriced, and will be increased incrementally. A higher profile will be given to the financial assistance LEAP program and the importance of participants filling out the ParQ form.

**President's Report:** Bettie reported that NHCS members are taking an interest and reading the meeting minutes. She met with the Crafty Workers to answer questions and explain more fully the Board's activities. Wool donations for the Crafty Workers would be appreciated. Bettie is working on seeking sponsorship for events and equipment purchases. There is a need to develop a presentation folder for this.

**Unfinished Business:** Michele will call a meeting in March for the website FAQ committee. Possibility of using a shuttle bus to alleviate parking congestion during the Open House event will be explored.

Joy volunteered to chair the Finance Committee, and will arrange a meeting of the committee members, Warren, Bettie, Bill and Joanne.

**New Business:** None.

**Adjournment:** Bill moved that the meeting be adjourned at 10:55 AM. Seconded by Joy. All in favour. Carried. Next meeting March 6, 9:30 AM.

**NANAIMO HARBOUR CITY SENIORS**  
**Minutes of the Board of Directors Meeting**  
**March 6, 2015**

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

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

**Adoption of the Agenda:** Joy moved that the agenda be adopted. Seconded by Maureen. All in favor. Carried.

**Adoption of the Minutes:** Lorraine moved that the minutes of the last meeting be adopted as distributed. Seconded by Joy. All in favor. Carried.

**Correspondence:** Regarding the email from our webmaster, David Burns, Maureen moved to reimburse David \$99 US, the yearly fee for the website hosting service, when he presents the invoice. Seconded by Warren. All in favor. Carried.

Bettie will mention in her president's message in the next newsletter, that we are looking for a new webmaster. David started the website, and has worked for many years maintaining it, and feels that a new eye is a good idea. We appreciate his many hours of volunteer expertise. It was suggested that with David's help we develop a job description of the position.

**Treasurer's Report:** The Treasurer's Report was distributed, and it was noted that "refund from City of Nanaimo" should read "refund from the City of Nanaimo for the cancelled Crime Forum rental deposit" Joy moved to adopt the Treasurer's Report as amended. Seconded by Maureen. All in favor. Carried.

Joy will look into GST refund, and will prepare a mock up of the AGM annual Treasurer's Report to be reviewed at the next meeting.

**Finance Committee Report:** The Finance Committee reviewed the draft Policy and Procedures Regarding Funding of NHCS Programmes and their Furnishings. Warren moved to adopt the above document as discussed and amended. Seconded by Maureen. All in favor. Carried.

Bettie has prepared a NHCS funding package to present to prospective sponsors in the business community. This package will be available for Board directors who wish to assist in canvassing, but it was noted that the directors should be familiar with the contents, and work closely with the committee. It was noted that 90% of participants in the Nanaimo Chamber of Commerce are Not for Profit businesses.

Maureen moved that the Finance Committee Report be adopted as presented. Seconded by Lorraine. All in favor. Carried.

**Marketing Report:** Joanne reported that she has removed the NHCS advertising material from Javawocky. A new location for the material was discussed.

It was noted that the Shaw Cable promotion of the Open House was very effective. The taping ran twice an hour for 48 hours, and included photos of the activities in various programmes, as well as a full page ad.

The News Bulletin ran a news photo story headlining NHCS Open House event, and featuring a rundown of programmes and activities.

Joanne also presented a paper on feedback and suggestions for the next Open House.

Joanne moved that the Marketing Report be adopted as read. Gordon seconded. All in favor. Carried.

**Parks, Recreation & Environment Report:** Michele reported 16 new memberships and 21 programme registrations as a result of the Open House, up from the 2014 figures of 8 new memberships and 7 programme registrations.

Michele will slate a meeting to set up a FAQ feature on the website.

**Unfinished Business:** Warren, who convened the Open House event, thanked everyone who volunteered their time to make this a very successful event. He reported that 53 NHCS members and 91 non-members registered. There were 248 door prize entries. New volunteers came forward, and many signed up for Janie's bus tours. Warren purchased a banner which will be used for future events, and also donated an Azalea plant as a door prize, which was donated by the winner to enhance the Bowen Center lobby.

Warren applied great energy to the template for the previous Open House created by Bettie. Maureen moved to adopt Warren's report. Joanne seconded. All in favor. Carried.

**New Business:** The NHCS Annual General Meeting will take place Thursday, May 21 at 10:00 AM. Bettie suggested posters on all doors advertising the meeting. Discussion of director's positions followed.

**Adjournment:** Bettie called for adjournment of the meeting at 11:15 AM. Next meeting slated for April 10, 2015 at 9:30 AM.

DELEGATION REQUEST:

Allan Boos has requested an appearance before the Parks and Recreation Commission (appeared before Council on 2015-MAR-09, and was referred to the Commission).

The requested date is: 2015-MAR-19

The requested meeting is: PRC

Presenter's information

City: Nanaimo

Province: British Columbia

Bringing a presentation: No

Details of Presentation:

I would like a chance to bring up the inconsistencies with current bylaws surrounding mobile vendor licences in the city.

Currently the city only offers vendor licences to flower vendors or food vendors. There is no ignoring the multiple local artisans down at the harbourfront selling wares in the summer. Where do the laws end, and where are the limits?

I think it's time the city revisited the policy on retail locations on city parks, It would not only give vendors a legitimate place they could show off their wares, but also open up the city to receiving a monetary income that could be directed at maintaining the very parkland that's being used the most in this city.

DELEGATION REQUEST:

Ryan Andrew has requested an appearance before Parks and Recreation Commission.

The requested date is Mar 19, 2015.

The requested meeting is: PRC

Presenter's information

Address:

City: Nanaimo

Province: BC

Postal Code:

Home Phone:

Email:

Bringing a presentation: Yes

Business Phone: (250)

Details of Presentation:

To propose the use of Nanaimo Lakes Rd properties for a cable wakeboard park. The wakeboard park would require 2 10x10 areas on either side of the resevoir where we would erect a 20' tower at each end and suspend a cable 600' long across the lake to tow wakeboarders and waterskiers back and forth. The system runs off an electric motor which causes zero emissions, uses 10kw per hour and has a decible rating of 55 decibles which is below that of normal human speech.