

## AMENDED AGENDA

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

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CHAIR: COMMISSIONER DIANA JOHNSTONE

1. **CALL THE REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION TO ORDER:**

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:** *(Motion required to adopt the agenda as amended.)*

4. **ADOPTION OF MINUTES:**

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. Pgs.  
5 - 8

*(Motion required to adopt minutes.)*

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. Pgs.  
9 - 15

STAFF RECOMMENDATION:

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.

*(Motion required required to adopt the recommendations.)*

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

6. **CHAIR’S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee:** Commissioner Thorpe to report on the meeting held 2014-NOV-17. Pgs.  
16 - 18

*(Motion required to receive the Parks Committee report.)*

- (b) **Recreation Committee:** Commissioner Greves to report on the meeting held 2014-NOV-05. Pgs.  
19 - 21

- (i) **L.E.A.P. Program Application and Eligibility Requirements.** (Pg. 20)

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 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:**

1. Debbie Remillard Pg. 22
2. Ericka McDonald (late delegation) Pg. 22.1

**Recreation Committee's Recommendation:** That the Parks, Recreation and Culture Commission retain the existing criteria for eligibility under the LEAP program. (Pg. 20)

*(Motion required to adopt recommendation.)*

- (ii) **Community Program Development Grant Application.** (Pg. 20)

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*".

**Recreation Committee's Recommendation:** 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.

*(Motion required to adopt recommendation.)*

*(Motion required to receive the Recreation Committee report.)*

- (a) **Grants Advisory Committee:** Commissioner Avis to report on the meetings held since 2014-OCT-22.

*(Motion required to receive the report.)*

8. **STAFF REPORTS:**

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

Pgs.  
23 - 25

*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.*

**STAFF RECOMMENDATIONS:**

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*.

*(Motion required to adopt recommendations.)*

- (b) **Parks & Facilities Monthly Report – October 2014.**

Pgs.  
26 - 31

*(Motion required to receive the Parks & Facilities Monthly Report.)*

- (c) **Recreation Services Monthly Report – October 2014.**

Pgs.  
32 - 36

*(Motion required to receive the Recreation Services Monthly Report.)*

9. **CORRESPONDENCE:**

- (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.

Pg. 37

Pg. 38

- (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. Pg. 39
- (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. Pg. 40
- (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. Pg. 41
- (f) Minutes of the Nanaimo Harbour City Seniors Board of Directors Meeting held 2014-NOV-07. Pgs. 41.1-41.2

*(Motion required to receive the correspondence.)*

10. **NOTICE OF MOTION:**

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

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

- (a) Amber Bruner, Coordinator, Greater Nanaimo Early Years Partnership, asking for Parks, Recreation and Culture Commission support to install their "Unplug & Play" signage at playgrounds around Nanaimo to encourage parents and caregivers to disconnect from their electronic devices and connect with their children. Pgs. 42 - 49

*(Motion required to receive the delegation.)*

- (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. Pgs. 50 - 59

*(Motion required to receive the delegation.)*

- (c) John Westhead, Vice-President, Nanaimo Harbour City Seniors, on behalf of the Society requesting that the Parks, Recreation and Culture Commission:
  - (i) assist in funding the cost of a new piano keyboard;
  - (ii) enter into a funding agreement with the Society and consider increasing membership fees by \$1.00 per year with the increase paid on an annual basis to the Society; and,
  - (iii) provide suggestions for funding as appropriate for a New Horizon Federal Funding application.Pgs. 60 - 62

*(Motion required to receive the delegation.)*

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

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

**MINUTES**  
**REGULAR MEETING OF THE**  
**PARKS, RECREATION AND CULTURE COMMISSION**  
**HELD AT**  
**BEACON HOUSE, PROTECTION ISLAND**  
**WEDNESDAY, 2014-OCT-22, COMMENCING AT 5:30 P.M.**

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PRESENT: Commissioner F. Pattje, Acting Chair

Members: Commissioner K. Alden  
Commissioner T. Greves  
Commissioner H. Houle  
Commissioner G. Savage  
Commissioner I. Thorpe  
Commissioner M. Young

Regrets: Commissioner L. Avis  
Commissioner M. Beaudoin-Lobb  
Commissioner D. Johnstone  
Commissioner A. McPherson  
Commissioner D. Rinaldi

Staff: R. Harding, Director, Parks, Recreation and Environment  
M. Smith, Manager, Recreation Services  
A. Groot, Manager, Facility Planning and Operations  
R. Tweed, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:32 p.m.

2. INTRODUCTION OF LAKE ITEMS: (None.)

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda 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-01, at 6:01 p.m., in the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Jim Harris, Chair, Communication Committee, Doug Naylor, Chair, Building Committee, Lin Neufeld, Member, Communication Committee, and, Margaret Harris, Member, Fund Raising Committee, Protection Island Lion's Club, providing a presentation regarding the Beacon House Renovation Project and

requesting Approval in Principle for Phase 1 (upgrading of the existing Beacon House building) and Phase 2 (renovation of the upgraded building, resulting in an extension), and, funding approval for Phase 1. 2014 Survey Report and letter of support from the Protection Island Cultural Historical Society provided.

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

It was moved and seconded that the Parks, Recreation and Culture Commission provide Approval in Principle for the Beacon House renovation project (Phase 1 & 2). The motion carried unanimously.

It was moved and seconded that the Beacon House renovation project (Phase 1) be added as a project to the five-year capital plan under the Parks, Recreation and Environment budget for 2015. The motion carried unanimously.

6. CHAIR'S REPORT: (None.)

7. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: Commissioner Thorpe to report on the meeting held 2014-OCT-09.

i. Westwood Lake Park All-Weather Shelter & Bike Wash Station.

Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission approve this project subject to further staff input, discussions and site visitations.

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

ii. Nanaimo Pickleball Club Request for Additional Pickleball Courts.

Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission

1. approve a one-year pilot project, to be defined subject to start date, to allow for two Pickleball courts within the confines of the tennis court located closest to Bowen Road at Beban Park; and,
2. direct staff to obtain feedback during the pilot and report back to the Commission with the results at the end of the pilot period.

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

Commissioner Thorpe extended thanks to Kirsty MacDonald for the walking tour of Maffeo Sutton. Next tours are 2014-NOV-08 (Beban Park) and 2014-NOV-09 (Maffeo Sutton).

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

- (b) Recreation Committee: No meeting held.
- (c) Grants Advisory Committee: Commissioner Thorpe reported that no meetings have been held since 2014-OCT-01.

8. STAFF REPORTS:

(a) **BRECHIN BOAT RAMP UPDATE.**

*Purpose: To provide the Parks, Recreation and Culture Commission with an update regarding steps taken to address community concerns regarding boat ramp traffic.*

Staff Recommendation: That the Parks, Recreation and Culture Commission receive for information.

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

(b) **ITALIAN FOUNTAIN UPDATE.**

*Purpose: To provide the Parks, Recreation and Culture Commission with an update regarding upgrades being conducted to the Italian Fountain.*

Staff Recommendation: That the Parks, Recreation and Culture Commission receive for information.

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

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

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

(d) **Recreation Services Monthly Report – September 2014.**

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

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

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2014-OCT-03.

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): (None.)

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

15. ADJOURNMENT:

It was moved and seconded at 7:16 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

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F. Pattje, Acting Chair  
Parks, Recreation and Culture Commission

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R. Harding, Director  
Parks, Recreation and Environment

2014-OCT-24

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

DATE OF MEETING: 2014-NOV-26

AUTHORED BY: PHILIP COOPER, MANAGER  
CORPORATE COMMUNICATIONS

SUZANNE SAMBORSKI, SENIOR MANAGER  
CULTURE AND HERITAGE DEPARTMENT

RE: SPONSORSHIP POLICY FOR CITY OF NANAIMO

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STAFF RECOMMENDATION:

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.

PURPOSE:

To provide the Parks, Recreation and Culture Commission with a draft Corporate Sponsorship Policy for consideration.

BACKGROUND:

Sponsorships provide an effective means of generating new revenue streams and alternative resources to support facilities, events and programs for all organizations. Sponsorship agreements differ from donations, grants and / or gifts for which there is no recognition or compensation expected. In a sponsorship agreement, the corporate sponsor expects a return on investment based on a marketing strategy via name and brand recognition.

Through the budget review, Council indicated a desire to review the broader opportunities of sponsorship. As part of developing a sponsorship program, it was recommended under current best practices, that a first step is to establish a sponsorship policy to develop a standard City of Nanaimo usage and process that will also apply to groups and organizations operating in City of Nanaimo buildings or land.

At the 2013-NOV-06 Special Committee of the Whole Meeting, Council passed a motion directing staff to schedule a Special Committee of the Whole Meeting focusing on sponsorship, to be guided by a specialist in the industry.

On 2013-DEC-17, Council attended a Special Committee of the Whole Meeting regarding a discussion on municipal sponsorship opportunities and challenges led by The Partnership Group. At that meeting, Council passed a motion that staff be directed to prepare a report to Council outlining the framework for future Council discussion regarding municipal sponsorship opportunities.

At the 2014-JUN-16 Council meeting, Council passed a motion that staff work with a working group comprised of members from the Parks, Recreation and Culture Commission and the Culture and Heritage Commission to create a draft Corporate Sponsorship Policy for the Commissions' review and recommendation to Council.

To address concerns raised by Council and the community that any formal sponsorship program consider Nanaimo's not-for-profits and community organizations' reliance on sponsorship and donations, it is recommended that Council direct staff to present the draft policy to the Parks, Recreation and Culture Commission and the Culture and Heritage Commission for feedback and recommendations.

Throughout the fall of 2014, staff worked with the working group to develop a draft policy (Attachment A). The group pulled ideas from other community's corporate sponsorship policies and included items that reflected values and principles specific to Nanaimo.

At the 2014-NOV-05 Culture and Heritage Commission meeting, the Commission passed a motion recommending that Council approve the Corporate Sponsorship Policy for the City of Nanaimo; and direct staff to develop separate Naming Rights and Advertising Policies as per this report.

Based on this process, staff recommends 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.

#### STRATEGIC PLAN IMPLICATIONS:

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

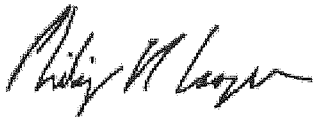
#### **Asset Management:**

Creating additional revenue streams gives the City more financial capacity for capital projects.

**Community Building Partnerships:**

Sponsorship involves long-term relationship building between potential funders and the City of Nanaimo. These partnerships can be leveraged to assist other groups and organizations at the grass-roots levels through expanded funding opportunities as the relationship develops.

Respectfully submitted,



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Philip Cooper  
MANAGER  
CORPORATE COMMUNICATIONS



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Suzanne Samborski  
SENIOR MANAGER  
CULTURE AND HERITAGE

2014-NOV-19  
File: 7710-01-S01 Sponsorship Policy  
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## ATTACHMENT A



Section:	
Subsection:	
Title:	

### POLICY

#### 1. Scope

1.1. This policy applies to all City divisions and departments.

1.2. This policy does not apply to:

- naming rights or advertising (these are governed by separate policies),
- sponsorship agreements currently in place that precede the adoption of this policy (Note: this policy does apply to renewals),
- independent foundations or registered charitable organizations that the City may receive benefit from,
- gifts or donations that are voluntarily provided by a third party to the City,
- funding obtained from formal grant programs administered by either the federal or provincial government,
- third parties who license or lease City property or hold permits with the City for activities or events.

#### 2. Definitions

- 2.1. Sponsorship – a mutually beneficial business arrangement between the City and a third party, wherein the third party provides cash and/or value in-kind goods or services to the City in return for access to the commercial marketing potential associated with the City. Sponsorships may include sponsorship of one or more of the City's services, projects, events or activities.
- 2.2. Sponsorship Agreement – A mutually beneficial contractual agreement that reflects the business arrangement for the exchange of marketing benefits between the City and an external organization for a specified period of time.
- 2.3. Sponsor – A corporation or organization that enters into a sponsorship agreement and pays cash or value-in-kind goods or services in return for access to exploitable commercial potential associated with a City service, project, event, property or activity.

- 2.4. Value-in-kind – A sponsorship received in the form of goods and services rather than in cash.
- 2.5. Gift – A voluntary contribution to the City for which there is no return benefit expected or required from the City.
- 2.6. Donation – Similar to a gift; no return benefit is expected or required.

### **3. Principles**

- 3.1. The City supports opportunities to enter into sponsorship agreements with third parties where these agreements are mutually beneficial to both parties in a manner that is consistent with the criteria outlined in this policy and/or any related or supporting City policies.
- 3.2. The City shall not relinquish to a sponsor any aspect of the City's right to manage and/or control a city service, project, event, property, activity or property.
- 3.3. The use of sponsorship funding will align with the City's priorities, as reflected in its Corporate Strategic Plan and supporting policies.
- 3.4. Sponsorships are intended to supplement existing city funding.
- 3.5. By entering into a sponsorship agreement, the City in no way endorses the products, services or ideas of any sponsor; likewise, sponsors are prohibited from implying that the City sanctions their products, services or ideas.
- 3.6. There is no obligation for the City to accept a proposed sponsorship agreement it has reviewed.
- 3.7. A sponsorship agreement cannot grant a personal benefit, directly or indirectly, to a City employee or Elected Official.
  - 3.7.1. Note: within normal business practices, and while acting in an Official Capacity, it is understood that some sponsorship agreements will grant City employees or Elected Officials free access to associated events or activities.
- 3.8. Any obligations assumed by the City through entry into a sponsorship agreement must not continue beyond the term of the agreement.
- 3.9. Sponsors shall conform to all applicable federal and provincial statutes as well as all applicable City bylaws, policies and practices. In addition, the City will refrain from entering into sponsorship agreements where there is evidence the sponsor has engaged in unlawful actions against individuals or groups based on race or ethnic origin, religion, disability, gender, age, status, or sexual orientation/gender identity. The City will also refrain from entering into sponsorship agreements with organizations that profit from the sale or distribution of dangerous products and goods or prohibited services.

3.10. A sponsorship agreement must recognize and/or not interfere with any existing commitment or contract held by the City.

3.11. To protect the privacy of Nanaimo's residents, sponsors cannot obtain access to personal information held by the City.

## **REASON FOR POLICY**

### **4. Purpose**

4.1. This policy establishes procedures supporting opportunities to enter into sponsorship agreements. The procedures outlined in this policy are intended to:

- protect the City from risk,
- provide employees with guidelines, and
- safeguard the City's assets and interests.

## **AUTHORITY TO ACT**

### **5. Responsibilities**

5.1. Council will:

- approve and revise this policy as necessary
- approve sponsorships over \$75,000

5.2. Coordination function will:

- oversee sponsorship business,
- provide guidance regarding the interpretation and application of the sponsorship policy,
- review and assist in the development of sponsorship agreements as requested,
- assist in the evaluation and pricing of sponsorship agreements.

5.3. Department contact will.

- approve sponsorship agreements up to \$5000.

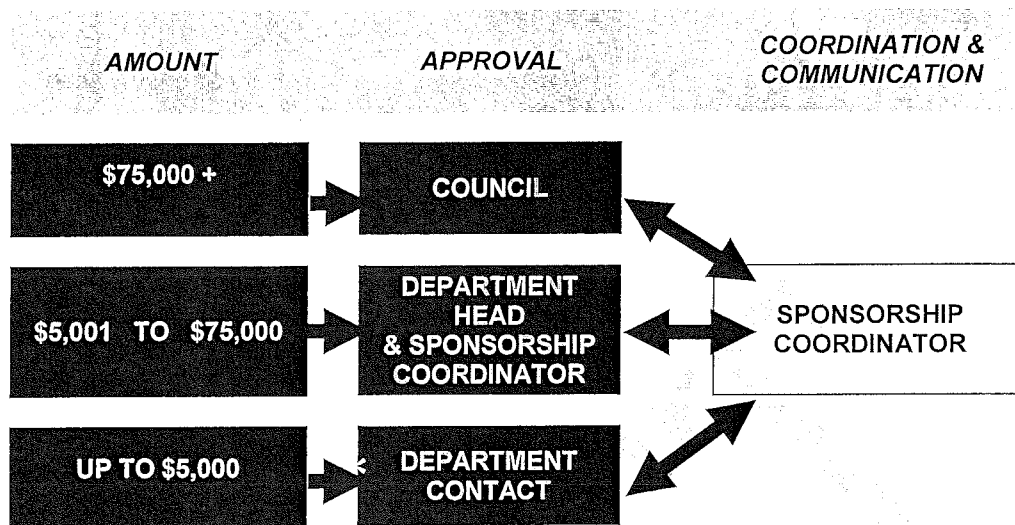
5.4. Department Heads will:

- approve sponsorship agreements ranging from \$5,001 to \$75,000,
- provide details of sponsorship agreements on an annual basis for the purpose of tracking,

5.5. General Managers will:

- report on the status of sponsorship agreements.

5.6. Responsibility chart:



## REPORTING

### 6. Procedure

6.1. All sponsorship agreements will be reported to Council annually.

**MINUTES**  
**PARKS COMMITTEE MEETING**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,**  
**MONDAY, 2014-NOV-17, COMMENCING AT 5:00 P.M.**

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PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Donald Rinald  
Commissioner Graham Savage  
Commissioner Maureen Young

Regrets: Commissioner Diana Johnstone

Staff: K. MacDonald, Parks & Open Space Planner  
R. Tweed, Recording Secretary

Guest: Sonny Rosser, VIU Recreation & Tourism Student

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:02 p.m.

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the regular Parks Committee Meeting held Thursday, 2014-OCT-09, at 4:34 p.m., in the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS: (None.)

6. CHAIR'S REPORT:

Commissioner Ian Thorpe, Chair, thanked everyone for their flexibility in changing the meeting date from 2014-NOV-13 to 2014-NOV-17.



7. REPORTS OF PROJECT COMMITTEES: (None.)

8. STAFF REPORTS:

(a) Batting Cage Proposal at Beban Park - Update - Kirsty Macdonald

*Purpose: That the Parks Committee receive this Report for information.*

Staff provided an update on the Open Houses and input from user groups. The proponent, once the Draft Beban Park Master Plan is adopted, will be returning to the Parks, Recreation and Culture Commission to request Approval in Principle.

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

(b) Westwood Lake Shelter – Verbal Report – Kirsty MacDonald

*Purpose: To provide an update on the status of the Westwood Lake Shelter.*

Staff have met twice with the proponents, as well as meeting with building and development staff. The proponents are hopeful that the shelter will open for April 2015; however, they require a development permit as well as a building permit and both permits will take approximately three months. In order to apply and fund raise, they need more detailed designs and cost estimates.

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

(c) Draft Beban Park Master Plan – Verbal Update – Kirsty MacDonald

*Purpose: To provide an update on the status of the Draft Beban Park Master Plan.*

Staff advised that the public process has been quite successful. There has been a lot of support to have the centre of the Park more active. The Draft Beban Park Master Plan will be reviewed by the Parks, Recreation and Culture Commission as the next step.

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

9. CORRESPONDENCE: (None.)

10. NOTICE OF MOTION: (None.)

11. OTHER BUSINESS: (None.)
12. DELEGATIONS (not related to a Report to the Parks Committee): (None.)
13. QUESTION PERIOD: (No questions.)
14. ADJOURNMENT:

It was moved and seconded at 5:46 p.m. that the meeting adjourn. The motion carried unanimously.

*Ian W. Thorpe*

\_\_\_\_\_  
Ian Thorpe  
CHAIR  
PARKS COMMITTEE

CERTIFIED CORRECT:

*Kirsty MacDonald*

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

APPROVED FOR DISTRIBUTION:

*Richard Harding*

\_\_\_\_\_  
Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

**MINUTES**  
**RECREATION COMMITTEE**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2014-NOV-05, COMMENCING AT 3:00 P.M.**

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PRESENT: Commissioner Ted Greves, Chair

Members: Commissioner Lynda Avis  
Commissioner Mercedes Beaudoin-Lobb  
Commissioner Diana Johnstone (*arrived at 3:06 p.m.*)

Regrets: Commissioner Karen Alden

Staff: R. Harding, Director, Parks, Recreation & Environment  
M. Smith, Manager, Recreation Services  
E. Williams, Manager, Recreation Services  
C. Robinson, Business Services Supervisor  
K. Gonzales, Recreation Coordinator  
R. Tweed, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:03 p.m.

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the regular Recreation Committee Meeting held Wednesday, 2014-SEP-10, at 3:07 p.m., in the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS: (None.)

6. CHAIR'S REPORT:

(a) 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 to the Recreation Committee for review and report back to the Commission.

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

It was moved and seconded 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. The motion carried unanimously.

7. GRANT REVIEW:

(a) Community Program Development Grant Application.

*Purpose: To review 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".*

It was moved and seconded that the Recreation Committee recommend 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.

8. CORRESPONDENCE: (None.)

9. NOTICE OF MOTION: (None.)

10. OTHER BUSINESS: (None.)

11. DELEGATIONS: (None.)

12. QUESTION PERIOD: (No questions.)

13. ADJOURNMENT:

It was moved and seconded at 4:13 p.m. that the meeting adjourn. The motion carried unanimously.



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Ted Greves  
CHAIR  
RECREATION COMMITTEE

CERTIFIED CORRECT:



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Elizabeth Williams  
MANAGER  
RECREATION SERVICES

APPROVED FOR DISTRIBUTION:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-NOV-05  
File: A2-6  
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From: Webmaster  
Sent: Monday, November 17, 2014 3:20 PM  
To: Webmaster; Dept. of Parks Rec. and Culture  
Subject: Request to Appear as Delegation

Debbie Remillard has requested an appearance PRC Commission.

The requested date is Nov 26, 2014.

The requested meeting is:  
PRCC

Presenter's information

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

Details of Presentation:

Regarding Leap card access for special needs. Email to follow.

Subject: Disabled Access Card

Thank you for allowing me to speak at your meeting again. I feel this is a very important item to deal with. The Leap card has been used by many special needs adults for many years. With you taking the rules of it back to where it was meant to be at, it will disable many low income people from using it. As I have mentioned before these people are low income but they also are permanently disabled, their disability will not change but with not having and using a leap card will. Financially this will impact their lives greatly and here is one example of what is going to happen.

I understand you are thinking of possibly introducing a card for permanently disabled. I have brought with me here tonight two application forms that the B.C. government uses for the ferries and for the parks. These cards are for people who are permanently disabled on the PWD pension. It shows how to qualify for their cards. You only need to apply once and your card could be the same. I am not trying to tell you what to do or how to do it, I am only trying to make things easier and saving all these people from missing out on their swimming, yoga, line dancing, pottery etc. These activities and many many others are very important in their lives. Thank you for listening. I have a question to ask Mr. Harding tonight. How many of these low income, special need adults that live in groups homes are keeping their Leap card and how many using the Leap card now will be losing their card and how much money will you actually be saving? Please stop and think about these people and their families and stop discriminating against someone living with their parents.R

## Robin Tweed

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**From:** Webmaster  
**Sent:** Wednesday, November 26, 2014 10:18 AM  
**To:** Webmaster; Dept. of Parks Rec. and Culture  
**Subject:** Request to Appear as Delegation

Ericka McDonald has requested an appearance PRC Commission.

The requested date is ~~Jan~~ <sup>Nov.</sup> 26, 2014.

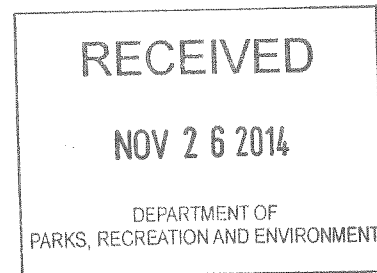
The requested meeting is:  
PRCC

Presenter's information

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

Details of Presentation:

Leap Card Application System



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

DATE OF MEETING: 2014-NOV-26

AUTHORED BY: RICHARD HARDING, DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

RE: CHASE RIVER ACTIVITY CENTRE SEISMIC FUNDING AND TEN-YEAR LEASE OPTION

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STAFF RECOMMENDATIONS:

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*.

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.

BACKGROUND:

At their meeting held on 2014-MAR-06 the Finance and Policy Committee of the Whole, by motion, directed Staff to prepare a report outlining options for ranked Item No. 135 "Chase River Hall Seismic Upgrade". The motion carried. As instructed by Council, Staff worked with the Boys and Girls Clubs of Central Vancouver Island to develop funding options for the seismic upgrade of the Chase River Activity Centre. The 2014 – 2018 City Financial Plan includes \$295,000 from general taxation revenue for this project in 2014.

DISCUSSION:

Chase River Activity Centre (built in 1950 as Chase River Fire Hall and activity centre for the Chase River Improvement District – transferred to the City of Nanaimo after amalgamation) is the #2 priority building requiring seismic upgrade based on the June 2011 Seismic Screening Report. The building is two stories with total floor area of 4348 sq ft.



In March 2013 Herold Engineering Ltd completed a Seismic Identification report and made the following life-safety recommendations as well as budget pricing estimates:

- Upgrade foundations;
- Add new masonry walls in Fire Truck bays;
- Upgrade existing masonry walls this includes new rain screen exterior finish;
- Upgrade second-floor timber walls;
- Upgrade lower roof diaphragms - this includes new roofing membrane (due in Asset Management Plan in 2015);
- Upgrade floor diaphragm;
- Upgrade top of wall connections; and,
- Demolish unused hose tower.

**TOTAL Seismic Upgrade cost is approximately \$295,000**

There are also some hazardous materials to be aware of that will be upgraded with this project (e.g. asbestos, vermiculite insulation).

If approved to proceed, Staff would work with the Boys and Girls Club to undertake this work in 2015-16. The facility would need to be closed for portions of the work to proceed and staff will work with the Club to find the best times operationally to commence work.

#### Current Use

Since 2000, the Boys and Girls Clubs of Central Vancouver Island have operated the Activity Centre portion of the facility and expanded operations to the entire building after the new Chase River Fire Hall was operational a few years ago. The Boys and Girls Club pay for all operating costs of the facility and pay for all internal upgrades and improvements to the building.

The Boys and Girls Club make meeting rooms available to the community. The following provides a summary of activities that the Boys and Girls Club have provided over the years and plan to continue to provide:

- Started with 25 out of school care spaces
  - Currently - 41 out of school care spaces
  - 16 preschool spaces
  - 16 full time daycare spaces
  - Family Place program two days per week
  - Summer programming
  - Evening programming
  - A girl's empowerment program which currently has 30 spaces filled and eight youth on a waitlist.
- Girl Guides of Canada
  - Has operated in the building since 2000 on an average of two nights per week (Thursdays & Fridays)
- City of Nanaimo
  - Runs a Boot Camp for adults on Monday nights
- Community Member
  - Runs a Drop In Yoga program (Wednesday nights)

- Chase River Community Association
  - Meet once per month
- The building is also used by members of the community for birthday parties for their children.

The Boys and Girls Clubs of Central Vancouver Island (BGCCVI) Board of Directors approved contributing \$100,000 towards the cost of the seismic upgrades at 1400 Cranberry Avenue, Nanaimo. Specifically, the Board approved paying the City of Nanaimo \$50,000 by 2014-DEC-31, with the remaining \$50,000 to be paid to the city as part of a ten-year lease where BGCCVI will pay the City \$5000.00 per year. Based on this contribution, BGCCVI requests from the City of Nanaimo a ten-year lease.

Currently, the Boys and Girls Club operates under a licence of use agreement with the City and Staff recommend moving to a longer term lease of the building.

If approved to proceed with developing a lease agreement, the Club will be responsible for the security system, internet, cable TV, electricity, natural gas, recycling, telephone, routine janitorial, interior maintenance and all operating costs of the facility.

The City will be responsible for maintenance, repair and upgrading of the building exterior, including the structure, cladding, roof and exterior electrical as required. The City will be responsible for major repairs of the HVAC system and the Club the yearly maintenance. Major repairs or upgrading may be cost-shared between the Lessee and the City and subject to approval in the 5 year City of Nanaimo Financial Plan.

#### STRATEGIC PLAN CONSIDERATIONS:

##### Community Building Partnerships:

Working with non-profit organizations (Boys and Girls Club) to provide community services in the Chase River Area.

##### Taking Responsibility:

Asset management of a City owned and community use facility.

Respectfully submitted,



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

## **City of Nanaimo**

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

DATE OF MEETING: 2014-NOV-26

AUTHORED BY: ALAN BRITTON, A/MANAGER OF PARKS OPERATIONS; AND,  
ART GROOT, MANAGER OF FACILITY PLANNING & OPERATIONS

RE: PARKS & FACILITIES MONTHLY REPORT – OCTOBER 2014

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#### **PARK PLANNING AND DEVELOPMENT:**

- The draft Beban Park Master Plan update is being revised following input received at the open houses. A site walk around will be held on 2014-NOV-08.
- Planning for improvements at Maffeo Sutton and Georgia Parks is continuing. Site walks were held in October and will be held again in November.
- Improvements to the Altrusa Playground at Beban Park are in the planning stages. New playground equipment will be ordered.
- Development applications have been reviewed including potential park and trail connections in Chase River, Harewood, Wills Road, Doumont Road and the East Wellington area.
- Collaborative work with the Engineering Department is ongoing for upcoming utility projects on Fitzwilliam Street, East Wellington Road, Beaufort Park, and the Departure Bay Seawall.
- Staff are in the process of updating park promotional materials including the Parks & Trails brochure and the Dogs in Parks brochure.
- The stairs were repaired at the Cenotaph in preparation for the Remembrance Day ceremonies on 2014-NOV-11.
- Trees planted in Anchor Way have outgrown the area they were planted in and are now lifting the sidewalk pavers creating tripping hazards. Staff have discussed the site and the only solution is to remove the trees. The trees will be removed next year.
- Lifting pavers are also an issue in Maffeo Sutton Park. A plan is in process to solve the issue at this site.

#### **VOLUNTEERS IN PARKS:**

- The proponents of the Westwood Lake Picnic Shelter have met with an interdisciplinary staff team to discuss the details of their applications for the building permit and development permit as well as budgeting and moving their proposed project forward.
- The Groveland Gyro Park VIP playground installation has been delayed because of an issue at the manufacturing stage. Site prep continues in preparation for the hard surface court.
- Invasive plant removal was undertaken in the Stephenson Point area. Another removal is in process by the South End Neighbourhood Association in partnership with the Samaritan House along laneways off of Nicol Street.
- Information requests about the VIP process have been made by neighbourhood groups in the Sherwood Forest area and Protection Island.



## **PARKS UTILITY:**

- The Italian Fountain project was completed throughout the month of October. This phase was focused on mechanical upgrades and safety updates. All plumbing has been relocated to a chamber in the grass area beside the fountain. Servicing can now be done in a safe manner, away from the confined space inside the fountain structure. The pump and motor are now easily accessible. Repairs were also done to the fountain itself including rebuilding the lower spillway. It was in bad shape. The concrete was crumbling and cracking. During the process, leaks were discovered in the main tank which our crew repaired by removing the old lighting and sealing with concrete. The water was seeping from the light fixtures and damaging the concrete. It was hard working with a 57 year old structure but the project went fairly well.



### **Italian Fountain Project**

The fresh coat of paint on the sealed fountain interior. (Left)

The new mechanical chamber creating access for plumbing maintenance. The original confined space is seen in the background. (Right)



- The rain screen was installed on the Bastion for the winter season.
- Lights on the Bastion were changed to purple to mark World Mental Health Day on 2014-OCT-10.
- The month of October was spent winterizing our water services. We had two trucks with compressors operating most of the month. Any systems, including all irrigation systems that have potential to freeze, were blown out. Work will continue in November to finish up with the remaining ones.
- The artwork "Gates of Opportunity" was removed from McGregor Park in coordination with the Culture and Heritage Department.
- Staff spent a couple days repairing lifting pavers at Dallas Square and Diana Krall Plaza.
- The last remaining ball field fences were taken down at Serauxmen Sports Fields.

## **TURF & NEIGHBOURHOOD PARKS:**

- The last of our aeration was wrapped up on our sports fields.
- Flail mowing was done on our naturalized areas.
- The restoration project at Janes Park was completed with the further removal of blackberry and reseeded of the area.
- Seasonal crew members finished on 2014-OCT-31.
- Leaf clean up has started.



## **TRAILS:**

- The Trails Division was disheartened in October with the departure of our seasonal trimming crew. Arguably the best yet, but we moved forward continuing a frantic pace.
- The start of the month saw the construction of an extension on the main staircase on Protection Island at Pirates Park. This project was much appreciated by grocery-packing residents.
- We cleared and landscaped a vast area in Beban Park, installing drainage and lawn to reclaim a busy corridor.
- We shaped and landscaped the perimeter of the new tennis courts area in Bowen Park. It was a budget-friendly alternative to the original costly plan to deal with changes in grade from upgrading the courts.
- The fall leaf clearing program was initiated in October. This included blowing all of our paved trails and technical features throughout the City. Winter slipping hazards were reduced by covering several stairs and boardwalks with tacked down asphalt shingles where required.
- A massive oak tree blown down by the wind across the trail at Buttertubs Marsh Park brought October to a close. Three days were required to remove two 30-yard bins of windfall and restore the trail to the high standard expected by nature lovers of this wetland area.
- The Supervisor of the Trails Division was busy through October preparing the Snow and Ice Control Program (SNIC) for the 2014/2015 winter season. The SNIC Coordinator is responsible for ensuring that all recreation facilities and some downtown locations are de-iced when needed and that snow is removed in a prompt manner. The program is in place from 2014-NOV-01 until the end of March.



Stair expansion at Pirates Park

## **HORTICULTURE AND ARBORICULTURE:**

- Landscape horticulturists have completed the fall garden bed maintenance. All of the summer annual plantings have been removed and replaced with 9,700 spring bulbs and 6,600 fall annuals.
- A landscape plan was submitted to Oceanview VIP for planting native species on the bank of their playground.
- Staff assisted with the VIP project at Samaritan House.
- The Horticulture Supervisor attended the Canadian Urban Forestry Conference in Victoria.
- There were 13 calls for service for arboriculture in October.

## **INFRASTRUCTURE PLANNING & ENERGY**

- A sample vandal-resistant LED light fixture was installed in the Bastion Street Parkade. It will consume half the electricity of the existing HPS lights.
- Lighting upgrade in Activity Room #1 at Bowen Park Complex is proceeding. Hazardous materials test was conducted and returned negative. Lights will be upgraded from existing halogens to dimmable LEDs.
- Budget ranking sheets for PR&E projects for the next five-year budget plan is now complete.
- Incentive payment of \$11,294 received from BC Hydro for implementing changes from the energy study conducted at Cliff McNabb Arena.

- The Port Theatre circulation pump replacement project is in progress. The project will save approximately \$800 in electricity per year.

### **CIVIC FACILITIES**

- The replacement of the Post Tension Strands at the Bastion Street Parkade has almost been completed. There is some additional structural work to be completed that was identified while work was in progress.
- About to award the RFP for the Boiler Maintenance and Repair Contract.
- Completed the compressor installation for the pneumatics at the Port Theatre.
- Started Risk Management audits for the Parks, Recreation and Environment Department.

### **MAINTENANCE AND CONSTRUCTION:**

- The Caretaker's house at Neck Point Park had new windows and some new siding installed.
- Maintenance repair to the chain link fence at Comox Gyro Park due to safety concerns.
- Groveland Gyro Park playground installation has been delayed due to production of the equipment from the manufacturer; however, excavations have been completed for the playground and swing sets. The VIP group has installed three-quarters of the required border and the remainder will be installed on the installation weekend, once booked.
- Exterior walkway and perimeter trail at Groveland Gyro Park has been completed by the contractor. Activity court preparation is complete and awaiting the preparation and install of the asphalt court surface.
- A new park identification sign has been installed at Groveland Gyro Park.
- Many park inspections took place this month.

### **VANDALISM REPORT:**

BREAKDOWN OF COSTS	
CONTRACTED SERVICES	\$843.90
MATERIALS AND SUPPLIES	\$263.48
LABOUR AND FLEET	<u>\$742.16</u>
<b>TOTAL COST</b>	<b>\$1,849.54</b>

- Sites of graffiti removal included Comox Gyro Park, Colliery Dam Park, Bowen Park, Georgia Park and Robins Park.
- Broken amenities were repaired at Ranchview Park, Oliver Woods playground and Beaufort Park.

<b>TRAIL COUNTS OCTOBER 2014</b>				
<b>Park Sites</b>	<b>August Daily Average</b>	<b>Septemb er Daily Average</b>	<b>October Daily Average</b>	<b>Peak Time of Use</b>
Blueback Beach Access*	303	265	198	4:00 p.m. – 5:00 p.m.
Beban Park Tennis Court	N/A	121	91	3:00 p.m. – 4:00 p.m.
Buttertubs Trail (Dyke Side)	225	202	148	5:00 p.m. – 6:00 p.m.
Colliery Dam - Lower Dam	262	237	207	3:00 p.m. – 4:00 p.m.
Colliery Dam - Upper Dam	212	197	170	3:00 p.m. – 4:00 p.m.
Cottle Lake Trail – Rock City Rd	62	60	52	12:00 p.m. – 1:00 p.m.
Dewar Road Trail	57	50	38	2:00 p.m. – 3:00 p.m.
Diver Lake Park Tennis Court	N/A	49	39	2:00 p.m. – 3:00 p.m.
E & N Trail (behind Fibber Magee's)	105	97	83	12:00 p.m. – 1:00 p.m.
E & N Trail (Fitzwilliam Street)	46	43	36	1:00 p.m. – 2:00 p.m.
E & N Trail (Franklyn Street)	53	50	43	12:00 p.m. – 1:00 p.m.
Georgia Park (trail to Front Street)	298	266	230	1:00 p.m. – 2:00 p.m.
Georgia Park Bridge	1,456	1,106	826	1:00 p.m. – 2:00 p.m.
Greenaway Park Trail	44	38	34	3:00 p.m. – 4:00 p.m.
Invermere Beach Access*	161	145	106	4:00 p.m. – 5:00 p.m.
Kinnette Evergreen Trail	67	61	52	1:00 p.m. – 2:00 p.m.
Linley Point Trail – Rutherford Rd	92	73	64	1:00 p.m. – 2:00 p.m.
Linley Point Trail - Altavista Access	68	63	52	1:00 p.m. – 2:00 p.m.
Northfield dog park	123	115	101	4:00 p.m. – 5:00 p.m.
Park Avenue Bridge	65	64	54	2:00 p.m. – 3:00 p.m.
Queen Elizabeth Promenade	N/A	704	542	3:00 p.m. – 4:00 p.m.
Westwood – Mt. Bike Trail Crossing	55	49	41	3:00 p.m. – 4:00 p.m.

\*Counters that share the same entrance/exit counts traffic coming and going.

<b>DOG AMBASSADOR OCTOBER 2014</b>		
<b>Location</b>	<b>Number of people engaged in conversation</b>	<b>Positive behaviours observed</b>
Jack Point Park	3	Some dogs leashed
Tri-Ruff (Westwood Lake)	4	Dogs leashed, under control
Lure Coursing (Beban Park)	11	Picking up, dogs under control
Chamber of Commerce Expo	21	
Halloween Howl Pet Parade	11	Dogs under control
Brochure Delivery	11	
Internet/Emails/Facebook	3	Some dogs leashed

City of Nanaimo Animal Services – Park Report October 2014				
Park/Beach	# of Patrols	Dogs Encountered	Written Warnings	Tickets Issued
Barney Moriez Park	1	0	0	0
Barsby Park	1	0	0	0
Beaufort Off-Leash	3	5	0	0
Beban Park	13	15	0	0
Beban Off-Leash Park	1	6	0	0
Beban Participation Park	1	2	0	0
Bowen Park	11	12	1	0
Camcrest Park	1	0	0	0
Centennial Park (Wingrove Street)	3	0	0	0
Colliery Dam Park	1	4	0	0
Colliery Dam Off-Leash Park	1	6	0	0
Crystal Brook Park	1	0	0	0
Departure Bay Beach	8	8	0	0
Divers Lake	4	9	0	0
Fillinger Beach Access	4	0	0	0
Groveland Park	2	1	0	0
Harewood Centennial Park	8	0	0	0
Hawthorne Park	1	0	0	0
Harry Wipper	4	0	0	0
Latimer Park	1	0	0	0
Linley Valley	1	0	0	0
Loudon Park	1	0	0	0
Mansfield Park	4	0	0	0
May Richards Bennett Park	3	1	1	0
May Bennett Off-Leash Area	2	3	0	0
Morningside Park	3	1	0	0
Neck Point	4	17	0	0
Northfield Parkway Trail	1	0	0	0
Parkway Trail (E. Wellington)	1	0	0	0
Petroglyph Park	1	0	0	0
Pipers Lagoon Park	6	13	0	0
Robins Park	3	0	0	0
Rocky Point Park	4	1	0	0
Saxer Park	3	1	0	0
Serauxmen Park	1	0	0	0
Sealand Park	1	0	0	0
Sechelt Park	1	0	0	0
St George Ravine Park	1	0	0	0
Swy-a-lana Lagoon Park	3	11	0	0
Westwood Lake Park	7	28	0	0
Wheatcroft Park	4	0	0	0
Woodstream Park	3	1	0	0
<b>TOTALS</b>	<b>128</b>	<b>145</b>	<b>2</b>	<b>0</b>



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

DATE OF MEETING: 2014-NOV-26

AUTHORED BY: THE RECREATION SERVICES DIVISION

RE: RECREATION SERVICES MONTHLY REPORT — OCTOBER 2014

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**COMMUNITY DEVELOPMENT:**

**Aquatics:** The Nanaimo Riptides hosted the two-day October Invitational at Nanaimo Aquatic Centre (NAC), with approximately 270 swimmers and coaches participating. School swimming lessons for grades K to 12 are very popular with only minimal spaces left in the spring. Due to a very high demand, a deep water aerobics class was added to the schedule at NAC, with up to 65 in attendance during Monday, Wednesday, and Friday classes. Classes on Tuesday and Thursday are being looked into.

**Beban Park Master Plan:** A second public open house was held for the public to review the draft Beban Park Master Plan and give feedback. This was the final opportunity to review the draft Master Plan and it was well attended.

**Community Development:** Staff assisted in preparing certificates of appreciation for Council to present to the Summer Games Directors appreciation event. An RFP for 500 replacement chairs for Beban Social Centre closed in October. The successful company was Schoolhouse Products, who will deliver the chairs early in the New Year. Staff are working on the installation of a cell booster for the Beban Social Centre. Trade shows and craft fairs are becoming very dependent on the use of cell phones to take payment, but cellular reception is not strong inside the auditorium. This project should be completed by mid-November.

**Community Events - Indoor:** Significant community events that took place in the Social Centre in the last month included: Two Blood Donor Clinics (five days total); Evergreen Exhibitions Fall Home Show (four days); TheatreOne Bite of Nanaimo; Miss Nanaimo Pageant; Island Radio Wine Festival; Diwali Festival; BMX Association Year-End Banquet; and, Parks, Recreation and Environment (PR&E) Teen Dance.

**Community Events - Outdoor:** Significant community events that took place in the Centennial Building or on the Beban grounds in the last month included: Weekly Wednesday Farmers Market; Nanaimo Kennel Club Obedience Trials (two days); Harbour City Football annual team photo shoots (two days); and, Lions Club Garage Sale.

**Finale 2014:** Plans for the family News Years' Eve event, which has a tropical theme, are coming along. The cost per family of five will be \$32, an increase of \$2 from last year - which was for a family of four.

**Fitness/Wellness:** With the exception of OWCC, Fitness/Wellness programs city-wide have seen a 27% cancellation rate. Staff has noted a decrease in our registration numbers as well as “commitment” issues with our instructors. Because of these issues, staff is looking at “best practices” and will meet to discuss possible changes in the delivery of these programs.

**Meetings/Training/Professional Development:** Staff attended the North Island Programmers’ Meeting, as well as a LERN Webinar on Summer Camp issues, and the BC Bike Conference in Victoria. Staff coordinated “Recky Trek”, a full day of professional development for the Recreation Coordinator’s team. Joanne Schroeder and Rob Ferguson, guest speakers from VIU, reviewed the Canadian Parks and Recreation Association (CPRA) National Framework for Recreation.

**NS<sup>3</sup>:** NS<sup>3</sup> and staff partnered on their 2014-OCT-26 Spooktacular Science Run through Bowen Park. This was a reciprocal agreement for NS<sup>3</sup>’s participation in Rivers Day with PR&E.

**Oliver Woods Community Centre (OWCC):** Drop in gym programs continued to have strong attendance; 1,009 adults participated in the gym drop-in sports. The 2014 fall badminton tournament held at OWCC was very popular. 107 badminton players from the Island and Lower Mainland enjoyed 171 matches. The National Sports Day event will be held on 2014-NOV-29, with activities being held at the Nanaimo Aquatic Centre and Oliver Woods Community Centre.

**PRC Community Achievement Awards:** 69 awards were presented.

### **PROGRAM HIGHLIGHTS:**

The Nanaimo Harbour City Seniors (NHCS) Thursday Special Events hosted an average of 90 seniors at each event in October. 131 NHCS memberships were sold during October. This membership gives seniors access to many free or low cost programs. Popular programs are fitness classes, yoga, ukulele, and bridge. Staff have also seen a revival of interest in line dancing.

Popular programs this month include: Gymnastics; preschool dance; Young Chefs; Acting & Improv; Home Alone; Canning (at Nanaimo Food Share); Grow Gorgeous Garlic; Tennis for Teens; and, Cowichan Wine Valley Tours.

32 youth have registered in the fall/winter LIT/Quest Program. Orientation and training workshops took place through mid-October and volunteer placements will start at the end of October.

Special Needs Programming has experienced a slow start. Staff is hopeful that with continued promotion and word of mouth through partnerships with the Child Development Centre (CDC), and relationships with organizations like Claytree and Bonaventure, these programs will grow and flourish, providing a great opportunity for individuals with special needs to participate in our programs.

**MONTHLY STATISTICS: OCTOBER**

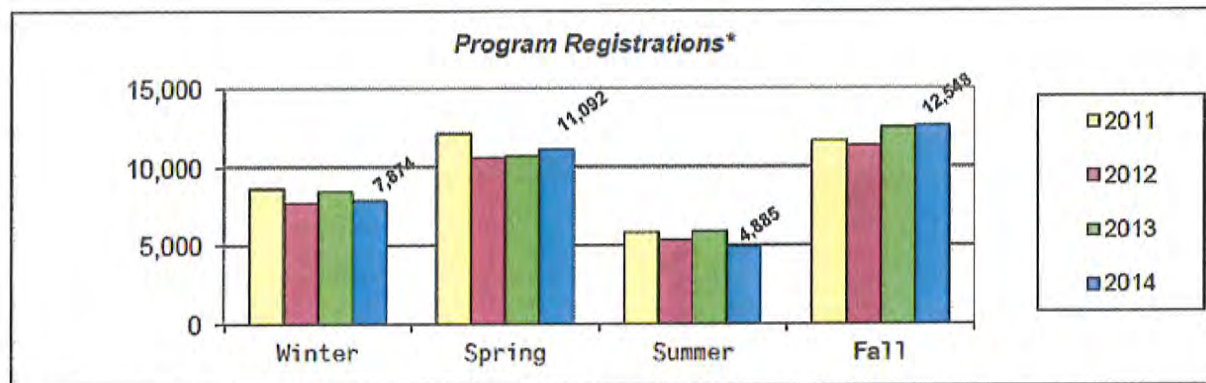
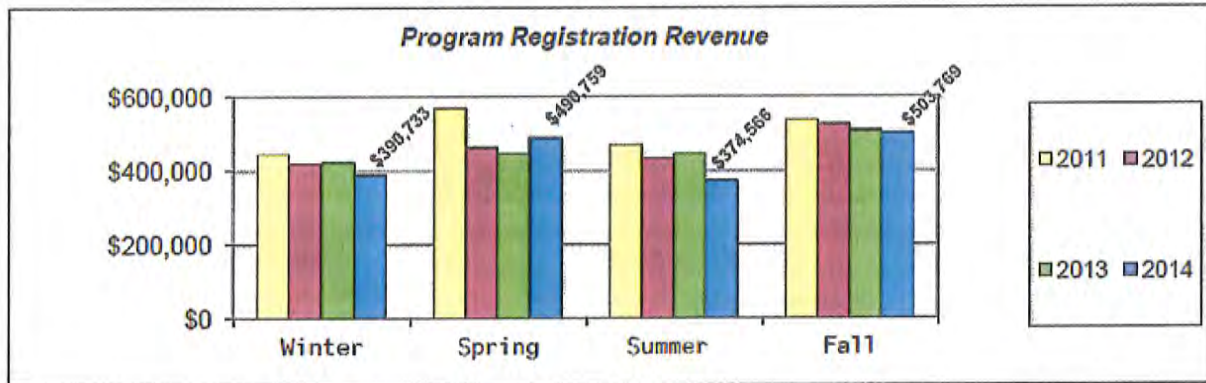
<b>Aquatics:</b>	<b>Attendance</b>	
	<b>Current Month</b>	<b>Last Year</b>
Public Admissions:	41,538	40,115
Lessons:	6,385	5,175
Clubs/Rentals/Schools:	9,201	7,209
<b>TOTAL:</b>	<b>57,124</b>	<b>51,499</b>

<b>Arenas:</b>	<b>Hours of Use</b>		<b>Attendance</b>																															
	<b>Current Month</b>	<b>Last Year</b>	<b>Current Month</b>	<b>Last Year</b>																														
Public Admissions:	176.75	184.25	3,800	3,173																														
Lessons: Department programs and Schools:	160.75	170.00	2,214	2,067																														
Special Events/Tournaments	77.50	26.25	4,065	1,431																														
League Rentals:	775.50	826.75	30,243	36,040																														
Casual:	173.00	151.25	4,186	3,440																														
<b>TOTAL:</b>	<b>1,363.50</b>	<b>1,358.50</b>	<b>44,508</b>	<b>46,151</b>																														
<table> <tr> <td><b><u>Hours:</u></b></td><td></td><td><b><u>Attendance:</u></b></td><td></td><td></td></tr> <tr> <td>FCA –</td><td>343.50</td><td>FCA –</td><td>14,373</td><td></td></tr> <tr> <td>NIC 1 –</td><td>345.50</td><td>NIC 1 –</td><td>11,186</td><td></td></tr> <tr> <td>NIC 2 –</td><td>352.25</td><td>NIC 2 –</td><td>8,800</td><td></td></tr> <tr> <td>CMN –</td><td><u>322.25</u></td><td>CMN –</td><td><u>10,149</u></td><td></td></tr> <tr> <td><b>TOTAL –</b></td><td><b>1,363.50</b></td><td><b>TOTAL –</b></td><td><b>44,508</b></td><td></td></tr> </table>					<b><u>Hours:</u></b>		<b><u>Attendance:</u></b>			FCA –	343.50	FCA –	14,373		NIC 1 –	345.50	NIC 1 –	11,186		NIC 2 –	352.25	NIC 2 –	8,800		CMN –	<u>322.25</u>	CMN –	<u>10,149</u>		<b>TOTAL –</b>	<b>1,363.50</b>	<b>TOTAL –</b>	<b>44,508</b>	
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**Harbour City Seniors' Memberships Sold Per Month:**

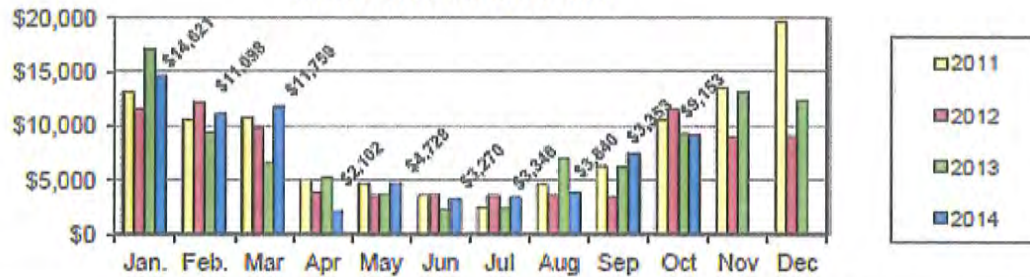
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>JAN</b>	400	343	348	315
<b>FEB</b>	101	123	169	156
<b>MAR</b>	131	157	110	167
<b>APR</b>	94	50	124	105
<b>MAY</b>	46	50	65	70
<b>JUNE</b>	63	43	46	50
<b>JULY</b>	40	43	56	46
<b>AUG</b>	49	75	91	93
<b>SEPT</b>	157	172	207	197
<b>OCT</b>	86	102	119	131
<b>NOV</b>	107	91	95	
<b>DEC</b>	225	152	119	
<b>TOTAL:</b>	<b>1499</b>	<b>1401</b>	<b>1,549</b>	<b>1,330</b>
<b>REVENUE:</b>	<b>\$54,076</b>	<b>\$50,188</b>	<b>\$58,776</b>	<b>\$52,212</b>

2011 to 2014 Recreation Services Programs Registrations and Revenues

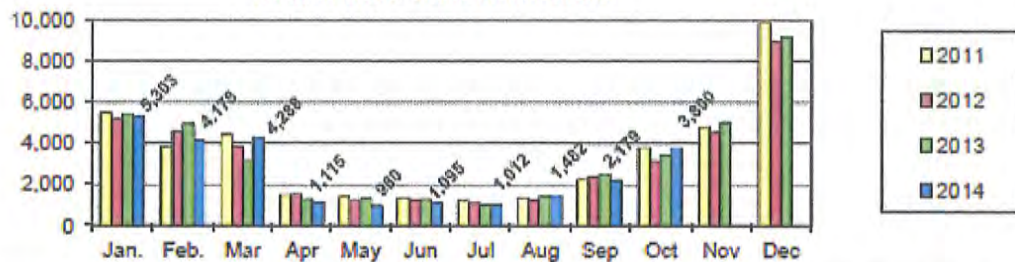


**Summary of Recreation Services - October, 2014**

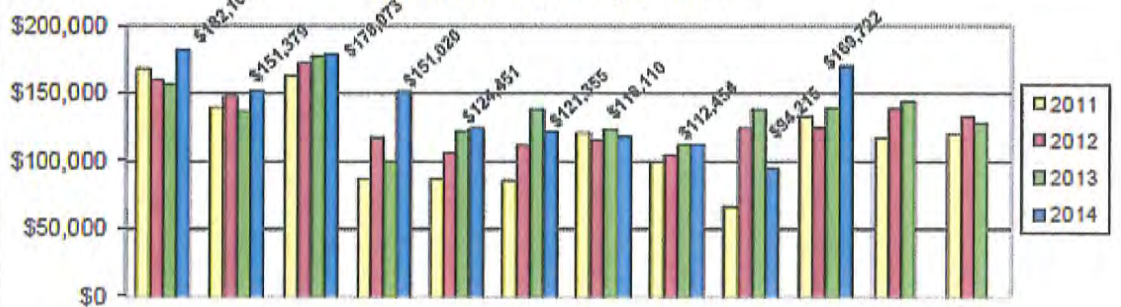
**Arena Public Skate Revenue**



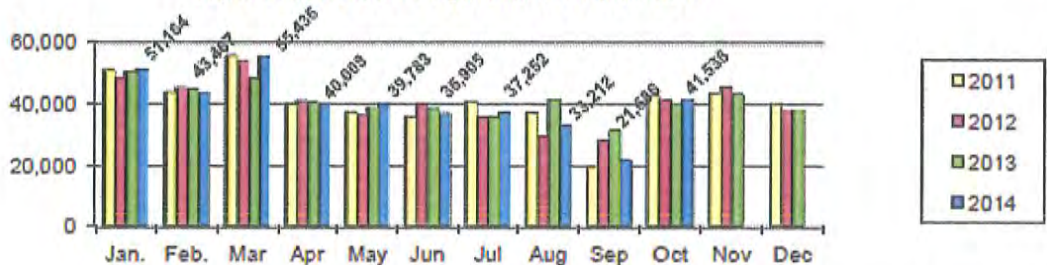
**Arena Public Skate Admissions**



**Aquatic and Fitness Gym Revenue**



**Aquatic and Fitness Gym Public Admissions**





Mr. Richard Harding  
City of Nanaimo  
Parks and Recreation Department

October 26, 2014

Dear Richard,

RECEIVED

OCT 31 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

As president of the Harbour City Football Club (HCFC) of Nanaimo I am writing on behalf of the board of directors. We last wrote in June following our meeting with Kirsty MacDonald and yourself regarding input toward the master plan. Our invite was extended to explore opportunities to form a new partnership agreement with the City of Nanaimo.

On October 4, I and a few other board members attended the open house involving the master plan update. Fortunately I had the opportunity to talk with Kirsty MacDonald and informed her that although utilizing a full size field would be ideal it is clear that it would take up a larger space than the current plan shows. It is important to note that HCFC would be open to a smaller area as many teams play on modified sized fields. We would be open to sitting with you and potential other field users to discuss how this could look and where it could fit in the new master plan. We are confident the space would be well utilized by our membership and other potential user groups.

HCFC is ready and willing to consider the contribution of significant funds towards these projects. Please don't hesitate to contact me to discuss how HCFC can support the Master Plan moving forward.

Kind Regards,

Bobbie Taylor  
President  
HCFC Nanaimo  
[president@harbourcityfc.com](mailto:president@harbourcityfc.com)



2300 Bowen Road, Nanaimo, British Columbia V9T 3K7  
t 250.729.9400 | f 250.729.9404 | w [harbourcityfc.com](http://harbourcityfc.com)



**From:** Ian Kalina [mailto:\_\_\_\_\_] 1]  
**Sent:** Monday, October 27, 2014 6:22 PM  
**To:** Kirsty MacDonald  
**Subject:** Beban Park feedback

RECEIVED

OCT 27 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

Hi Kirsty,

I suspect you don't need additional feedback from me, but am including it now just to be sure.

In addition to being the Executive Director of the Boys and Girls Clubs of Central Vancouver Island (BGCCVI), I also sit on the leadership team of the Greater Nanaimo Early Years Partnership (GNEYP). We produced a report in 2013 for Ladysmith-Nanaimo called "State of the Child". The report indicates that both Ladysmith and Nanaimo Parks and Recreation departments are planning to develop current and future joint-use facilities along with community use. The importance of creating child-friendly environments cannot be over stated in supporting the health and well-being of our children and youth.

There are only 1692 licensed childcare spaces in Nanaimo-Ladysmith. BGCCVI provides 25% of those spaces. We would like to build an additional 75-90 spaces at Beban. The medical health officer (Paul Hasselback) has indicated that our child population is now increasing, not declining.

Both BGCCVI and GNEYP believe it is very important to increase opportunities for children and youth to have access to green space/nature. Beban Park is an amazing place that significantly provide children and youth with community resources that raises their level of physical activity and social skills. The other community resources and organizations in and around Beban only enhance life experiences for our children.

We also hope to work with Nanaimo Aboriginal Centre and the Mid-Island Metis Nation to create a centre for youth that encourages diversity and promotes youth social enterprise. Nanaimo's Vital Signs 2014 report reported that our youth are leaving Nanaimo in droves because they cannot find meaningful employment here.

Well, I have probably gone overboard but hopefully have submitted something of value. Thanks.

Ian

Ian Kalina  
Executive Director  
Boys and Girls Clubs of Central Vancouver Island

This email and any attached information is intended solely for the above individual or organization and may not be distributed, copied, or disclosed to unauthorized persons as this information may be personal or confidential. If you received this transmission in error, please notify us immediately.



---

**From:** Lynne Brown [[mailto:](#)]  
**Sent:** Monday, November 03, 2014 2:37 PM  
**To:** Kirsty MacDonald  
**Subject:** Beban Plan

Hi Kristy, I am the current President of the Boys and Girls Club and thought I would send you some comments on the plan. For starters, I love the idea of having a presence there. I think of Beban as a great park which is under utilized. I used to work in Beban House and was always amazed at how quiet the park was.

We are all very excited about pursuing a relationship with the City and having club space in the park. Please keep us on the list of highly interested folks. I know our Executive Director, Ian Kalina has sent you a letter on this issue, so you can consider my email as just more support.

This is a wonderful space that

Lynne Brown

ORCA COACHING AND CONSULTING

Change: as easy as you make it

Phone: Sunshine Coast/Lower Mainland

Nanaimo:

Cell:

RECEIVED

NOV 03 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT



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

From: Lou Gagne [<mailto:>]  
Sent: Tuesday, November 04, 2014 2:20 PM  
To: Kirsty MacDonald  
Cc: Ian Kalina  
Subject: Beban Park Master Plan

Hello Kirsty, as a long time Board member with the Boys and Girls Club of Central Vancouver Island, and a long time Island (Gabriola) resident I am thrilled to hear and read about the master planning and future enhancements planned for Beban Park. I am also excited with the potential prospect for our organization to partner up and provide on site programs for children and youth in a central "Flagship" location. The range of existing and proposed indoor and outdoor amenities and cultural activities in one central hub is a fantastic vision, and an even better reality.

I look forward to our Board of Directors working in partnership with the City of Nanaimo and other stake holders towards this goal.

Thank you

Lou Gagne  
Secretary  
Boys & Girls Clubs of Central Vancouver Island

RECEIVED

NOV 04 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

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

From: Anita Vallee [mailto:

Sent: Wednesday, November 12, 2014 9:18 PM

To: Kirsty MacDonald

Cc: Ian Kalina

Subject: Beban park planning

Hi Kristy,

I am excited about the plans for the expansion of Beban Park and as a Board Member with the Boys and Girls Clubs of Central Vancouver Island, I am looking forward to the opportunity to develop a strategic partnership with the City to support families with children. We partnered with the Town of Ladysmith in 2011 to build a campus of community services, and envision tremendous opportunity in Nanaimo also.

I also work with Island Health and Chair the Greater Nanaimo Early Years Partnership, a coalition of people from a diverse set of agencies with a mission to create a community that supports the optimal development of children and their families. In February-March 2014 a survey of parents asked "What do you need for your family to thrive?" The response chosen by most people (356 of 510) was "nature and play spaces." The new plan will provide this. Research by the UBC Human Early Learning Partnership has identified physical health and well-being as the area of most vulnerability in Kindergarten aged children. The second greatest need in the parent survey (294 of 510) was "quality child care". The BGCCVI would like to work with the City to be able to offer quality childcare for families, youth programs and drop-in programs with enriched indoor and outdoor recreational activity.

The Boys and Girls Clubs of Central Vancouver Island is the largest provider of licensed group childcare on Vancouver Island, and thus an excellent partner to meet some of the greatest needs of families. We look forward to further conversations.

Anita Vallee  
Director, BGCCVI

RECEIVED

NOV 12 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

**NANAIMO HARBOUR CITY SENIORS**  
**Minutes of Board of Directors Meeting**  
**November 7, 2014**

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

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

**Adoption of the Agenda:** Moved by Joy. Seconded by Maureen. Carried.

**Adoption of the Minutes:** Joanne moved that the wording in her Marketing Report be corrected to read "Approve up to \$150 for ads in the Bulletin and Daily News" for the Crafty Workers Bazaar. Seconded by Joy. Carried. Motion by Gordon to adopt the minutes as amended. Seconded by Maureen. Carried.

**Correspondence:** A letter was received with a request to do a presentation for funding of NUKO. Although NUKO, as an education facility for children with multiple learning challenges is deemed to be a worthwhile organization, it was felt to be outside of NHCS mandate.

**Committee Reports:**

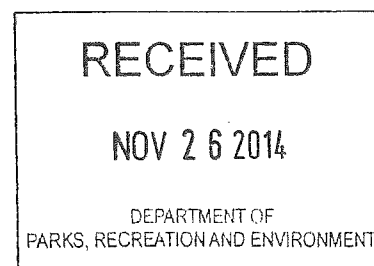
**Treasurer's report:** Joy moved the adoption of her report as distributed. Seconded by Dara. Carried.

**Marketing Report:** Joanne helped Michele at the Health Fair. She obtained a plastic dispenser for our brochures (at Javawoky Coffee). She also had some brochures printed up for the Crafty Workers Bazaar, which were provided at no cost to us from Parks and Recreation and the front desk. Joanne moved the adoption of her report as presented. Seconded by Maureen. Carried.

**Membership Report:** John reported a good response to people taking newsletters and brochures at the airport. Churches are accepting newsletters and brochures but will not include notices in their bulletins. Brochures have been provided to Welcome Wagon. Further to the purchase of a keyboard for the Swing Band, John reported that Jan Leine, Bettie Godfrey, and John Westhead will meet with Parks, Recreation and Environment Commission on November 26, 2014. In the event that we may have to apply for a New Horizons grant to finance the purchase of the keyboard, it was pointed out that we must have approval for funding for the keyboard before we purchase it. However, we may be able to lease a keyboard and the payments made would be covered once the approval is in place. A deadline for applying for a New Horizon grant will be set in the New Year (2105). A discussion followed re asking the Parks and Recreation Commission if we could be given \$1.00 of each membership fee to assist us in being able to fund some of the requests that come to the board. This topic to be put forward at the November 26 meeting. John moved the adoption of report as presented. Seconded by Joy. Carried.

.....page 2 NHCS Board of Directors Meeting Nov. 7, 2014

41.1



Parks, Recreation, Environment Report: None.

**Unfinished Business:** Bettie will call Bob Davies from the Swing Band and let him know that his request for a new keyboard is still under consideration. She will tell him that he will be contacted once a decision is made.

The November 27 Bazaar is ready to go and Bettie encouraged all Board members to spread the word. Bettie got the licence for the Turkey Shoot draw. She demonstrated how it will be done. Each Board member was given one or more "targets" to sell to NHCS members and the general public. The "targets" and money are to be returned to Bettie by the next board meeting. \$20 grocery store gift certificates will be distributed as prizes to the winners; net profit will be used for general funds of the NHCS.

Bill moved the adoption of the Unfinished Business report. Seconded by Joy. 9 voted in favor. 1 opposed. Carried.

**New Business:** Joy was given authority to apply for our annual 50/50 licence as it will be due on 15 November, 2014.

Warren reported on the progress made in ordering T-shirts for members. 29 have already gone out and 75% of them are in the Women's style. They can be ordered in bunches of 12, and in any color. The cost for men is \$16, with an additional \$2 for any sizes over XL. Women's run at \$19 with an additional \$2 for any sizes over XL. Warren was thanked for all the work he is doing on the T-shirts.

The meeting was adjourned at 11:30 AM by Bettie. Next meeting on Friday, December 5 at 9:30 AM. Moved by John. Seconded by Joy. Carried.



## REQUEST TO APPEAR AS A DELEGATION

ON 2014 - 11 - 26  
year month day

RECEIVED

OCT 31 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

NAME OF PERSON MAKING PRESENTATION: Amber Bruner \_\_\_\_\_  
Print

ADDRESS: \_\_\_\_\_, Nanaimo, BC  
street address City Province Postal Code

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
home business

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_

### DETAILS OF PRESENTATION:

On behalf of the Greater Nanaimo Early Years Partnership (GNEYP) we are asking for PR&C support to install our "Unplug & Play" signage at playgrounds around Nanaimo to encourage parents and caregivers to disconnect from their electronic devices and connect with their children.

Please find attached:

- my presentation
- handout for the commission showing all the members of GNEYP
- pdf of the "Unplug & Play" message we are asking for approval for
- pdf of all "Unplug" messages as an FYI

I will be bringing magnets with the "Unplug & Play" message on them as a gift for the commission

Thank you in advance,  
Amber Bruner, Coordinator for the Greater Nanaimo Early Years Partnership

### PLEASE NOTE

- **Electronic presentations** must be provided on a CD, memory stick, or by email no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- **Multiple speakers** on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

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

Phone: (250) 755-7511  
Fax: (250) 753-7277  
parks@nanaimo.ca

**Amber Bruner speech for PR&C Commission meeting – Nov 26, 2014 6pm**

Hello my name is Amber Bruner and I am the coordinator for the Greater Nanaimo Early Years Partnership (GNEYP). The partnership is a diverse group of engaged community partners who are committed to improving the health and development of children ages pre-natal to six in the Greater Nanaimo area. As you can see from your handout (attached GNEYP member poster) we have 37 agencies on the partnership and 65 members.

In Dec 2011 the partnership developed the “Unplug” messaging campaign. The campaign was developed to promote the importance of engaging families to “Unplug” and disconnect from their electronic devices and screens and connect with young children and families and “Play”, “Read”, “Sing”, Listen” and “Talk.”

You may be familiar with the messages as we promote them at many Early Years events, on billboards and even on the sides of the city buses. The message is powerful while being simple, direct and mindful of adult literacy abilities.

The partnership is always looking for effective ways to reach families with these messages. In the spring I was at one of the parks with my son and noticed so many parents staring at their phones instead of interacting with their kids. It got me to thinking about our “Unplug & Play” message and how great it would be to have it displayed at playgrounds around Nanaimo as a positive reminder for parents & caregivers.

So on behalf of the Greater Nanaimo Early Years Partnership (GNEYP) I am asking for your support to install this signage at playgrounds encouraging parents to ‘unplug & play’ with their children.

Thank you

**Materials:**

GNEYP handout with member list (pdf)

Unplug & Play poster (pdf) - I will have a display at the presentation

All 5 Unplug messages (pdf) – I will have a display at the presentation

Unplug & Play magnets – I will bring as a gift for commission members to keep



***The Greater Nanaimo Early Years Partnership (GNEYP) is a diverse group of engaged community partners who are committed to improving the health and development of children ages pre-natal to six in the Greater Nanaimo area.***

Boys and Girls Club of Central Vancouver Island	Nanaimo Ladysmith Public Schools
Central Vancouver Island Multicultural Society	PacificCARE
Certified Child Psychotherapist and Play Therapist	Parent Support Services Society of BC
Children First Early Years	Power Up Sexual Health
Children's Health Foundation of Vancouver	Public Health Nursing
City of Nanaimo	Snuneymuxw First Nation
Dianne Martin & Associates	St. Paul's Anglican Church
Early Childhood Educators of BC	StrongStart
Go Between Consulting	Stzu'minus Daycare
HOPE Centre	Success By Six
Inter Tribal Health Authority	Tillicum Lelum Aboriginal Friendship Centre
Island Health	Triple P Community Coordinator & Parent Child Services
Kwumut Lelum Child & Family Services	United Way of Central & Northern Vancouver Island
Little Ferns Early Learning Centre	Vancouver Island Regional Library
Loaves & Fishes Food Bank	Vancouver Island University
Mid Island Metis Nation	VI Kidz Kompany Childcare Group Ltd.
Ministry of Child and Family Development	
Nanaimo Aboriginal Centre	
Nanaimo Child Development Centre	
Nanaimo Community Literacy	
Nanaimo Homelessness Working Group	



# Unplug & Play!



because 90% of the  
brain develops by age 5



Success By 6  
Helping all children succeed for life.





# Unplug & Read!



because 90% of the  
brain develops by age 5





# Unplug & Talk!



because 90% of the  
brain develops by age 5





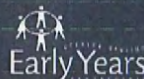
# Unplug & Listen!



because 90% of the  
brain develops by age 5



Success By 6  
Helping all children succeed for life.





# Unplug & Sing!



because 90% of the  
brain develops by age 5

early years

Success By 6  
Helping all children succeed for life.

Early Years  
Foundation





## REQUEST TO APPEAR AS A DELEGATION

ON 2014 - NOV - 26  
year month day

NAME OF PERSON MAKING PRESENTATION: David Mitchell (President NLBC)  
Print

ADDRESS: \_\_\_\_\_  
street address City Province Postal Code

PHONE: (250) (250) cell  
home business cell

NAME OF APPLICANT IF OTHER THAN ABOVE: (Nanaimo Lawn Bowling Club)

### DETAILS OF PRESENTATION:

NLBC is requesting a grant to cover all (or a portion) of costs of the recently completed storage shed needed to house equipment for green maintenance. The presentation will review: the special relationship between NLBC and the Rec. Commission; the rationale for the request; and will provide documentation for costs - both materials and volunteer hours wage equivalents.

### PLEASE NOTE

- Electronic presentations must be provided on a CD or by e-mail no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- Multiple speakers on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

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

Phone: (250) 755-7511  
Fax: (250) 753-7277  
parks@nanaimo.ca



**Nanaimo Lawn Bowling Club  
Presentation to Nanaimo Parks, Recreation and Environment Commission  
Grant Application, Nov. 26, 2014**

Thank you for providing the NLBC with this opportunity to familiarize you with the most recent upgrade of the Bowen Lawn Bowling site – the construction of an additional equipment storage and maintenance space, specifically, a stand alone 12' X 14' insulated storage shed. The total construction value of this shed is \$12,594.00 of which the Club is requesting a grant of \$6094.00 to cover the cost of materials and non-volunteer labour.

The process for executing this project was as follows:

- agreement from our 2013 AGM to advance funding for an extension to the existing storage, with the intention of seeking co-funding from the Recreation Commission. We were subsequently informed that a formal process would involve the addition of the proposal to an overall park capital plan (which might take years to materialize). It was further suggested that, as an alternative, we seek funding through the Volunteer in Parks program.
- Fall 2013/Winter 2014: the drafting of plans for a 12'X12' extension to the current equipment shed and the submission of these to the Bowen Manager for Parks Recreation and Environment.
- Spring 2014: the submission of the plans to the City for approval. At this time we were informed that to add this extension to the present shed would necessitate the installation of an internal sprinkler system throughout the entire building.
- May 2014: The redrafting of the plans to develop a stand alone 12'X14' shed (to fit the existing space) which were then approved by the NLBC Board, the Parks Manager, and the City Building Dept. who issued a building permit and collected the permit fee and a \$1000 site security bond.
- May to Sept. 2014: Site preparation, construction et al, project completed. City building inspections were carried out at the appropriate construction stages with final approval granted in Sept.
- Oct./Nov. 2014: Preparation of grant request.

This request is based on both the actual costs of the project and a "costing" of the hours provided by our "Volunteers in the Park". The project was managed by a recently retired, highly experienced and qualified housebuilder and is a quality construction, carefully matched to the Club house and existing auxiliary buildings to enhance an attractive facility. We are requesting a \$6094.00 cost sharing grant from the Recreation Commission to cover the expenses of materials and non-volunteer labour.

Appended please find an audited report of Analysis of Capital Account - Shed, the summary report of Shed Construction Labour Costs, copies of the project plans, with building inspection approvals and the letter of confirmation from Sandy Raddysh, Parks, Recreation and Environment Manager.

Respectfully submitted,

David Mitchell, President  
on behalf of NLBC

Nanaimo Lawn Bowling Club  
500 Bowen Road  
PO Box 1104, Stn. A  
Nanaimo, BC V9R 6E7  
nanaimolawnbowling.com



# SITE PLAN

CLUB HOUSE

NANAIMO LAWN BOWLING CLUB  
BOWEN PARK  
500 BOWEN RD, NANAIMO

AGENT: VERN HAGSTROM—250-729 0890

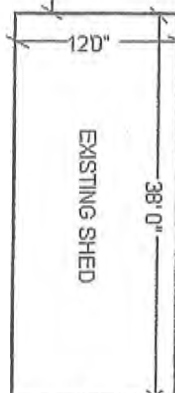
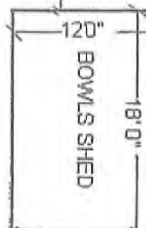
STORAGE SHED PERMIT PLANS

NEW SHED SITUATED  
WEST CORNER OF FENCED  
AREA

BOWLING GREEN

FENCE

FENCE



BI 12/68

**CITY OF NANAIMO**  
THE HARBOUR CITY  
Building Inspection Division  
**24 Hr. Inspection Request Service**  
TELEPHONE NUMBER 250-755-4420

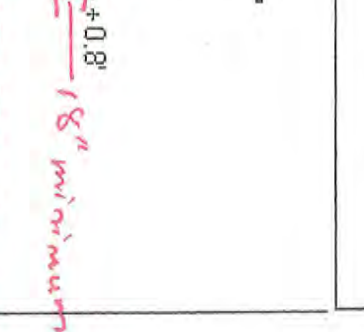
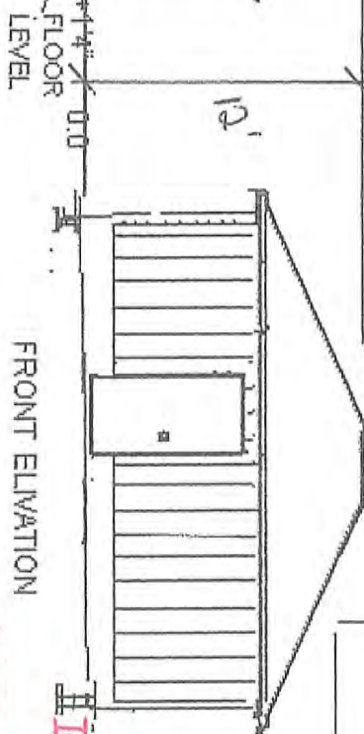
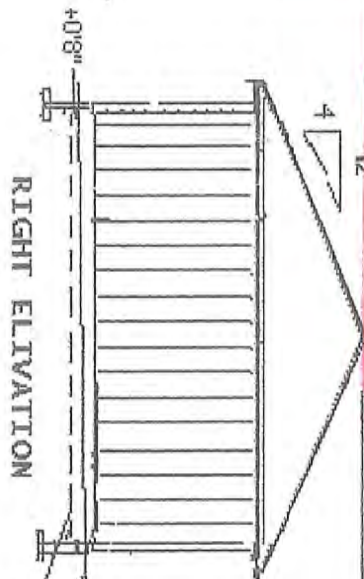
Inspections can also be booked at  
[www.nanaimo.ca](http://www.nanaimo.ca) on the Building  
Permit Inspection Request page

**TWO LAYERS OF 30 MINUTE  
BUILDING PAPER**

**ELEVATIONS**

EXISTING GRADE AND FINISHED  
GRADING CHANGE  
FINISHED FLOOR +0'8"

**BOWEN PARK  
LAWN BOWLING  
SHED**

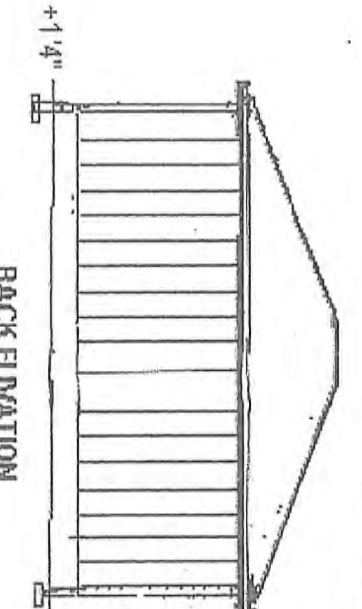
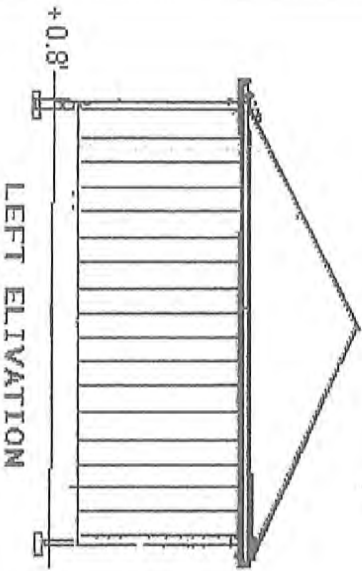


RIGHT ELEVATION

FRONT ELEVATION

BACK ELEVATION

FLOOR  
LEVEL



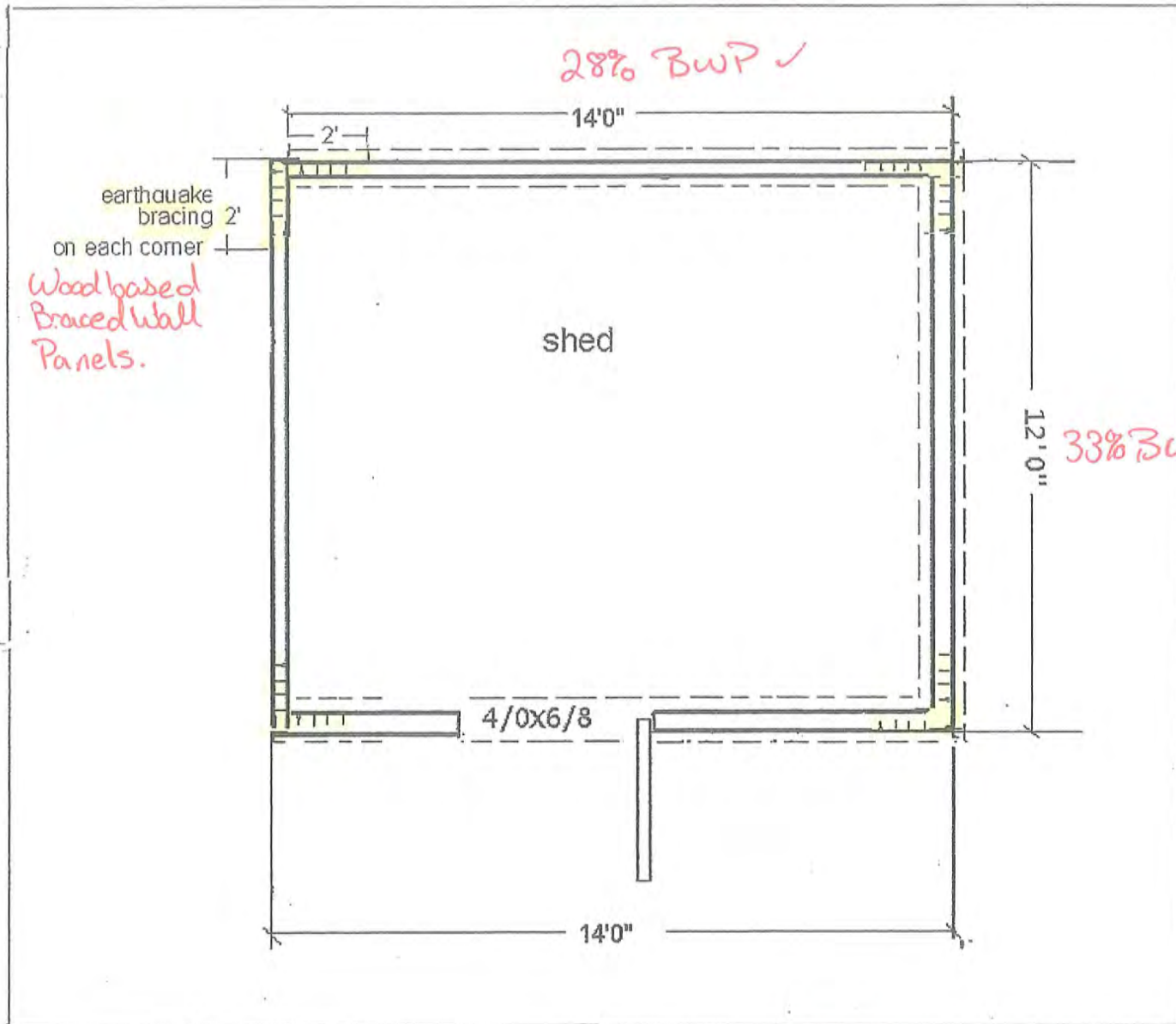
LEFT ELEVATION

BACK ELEVATION

**ALL FOOTINGS TO BE PLACED ON  
SOLID BEARING 18" MIN. BELOW  
GRADE *Down to solid bearing***



# LAWN BOWLING STORAGE SHED BOWEN PARK



## BUILDING INSPECTIONS

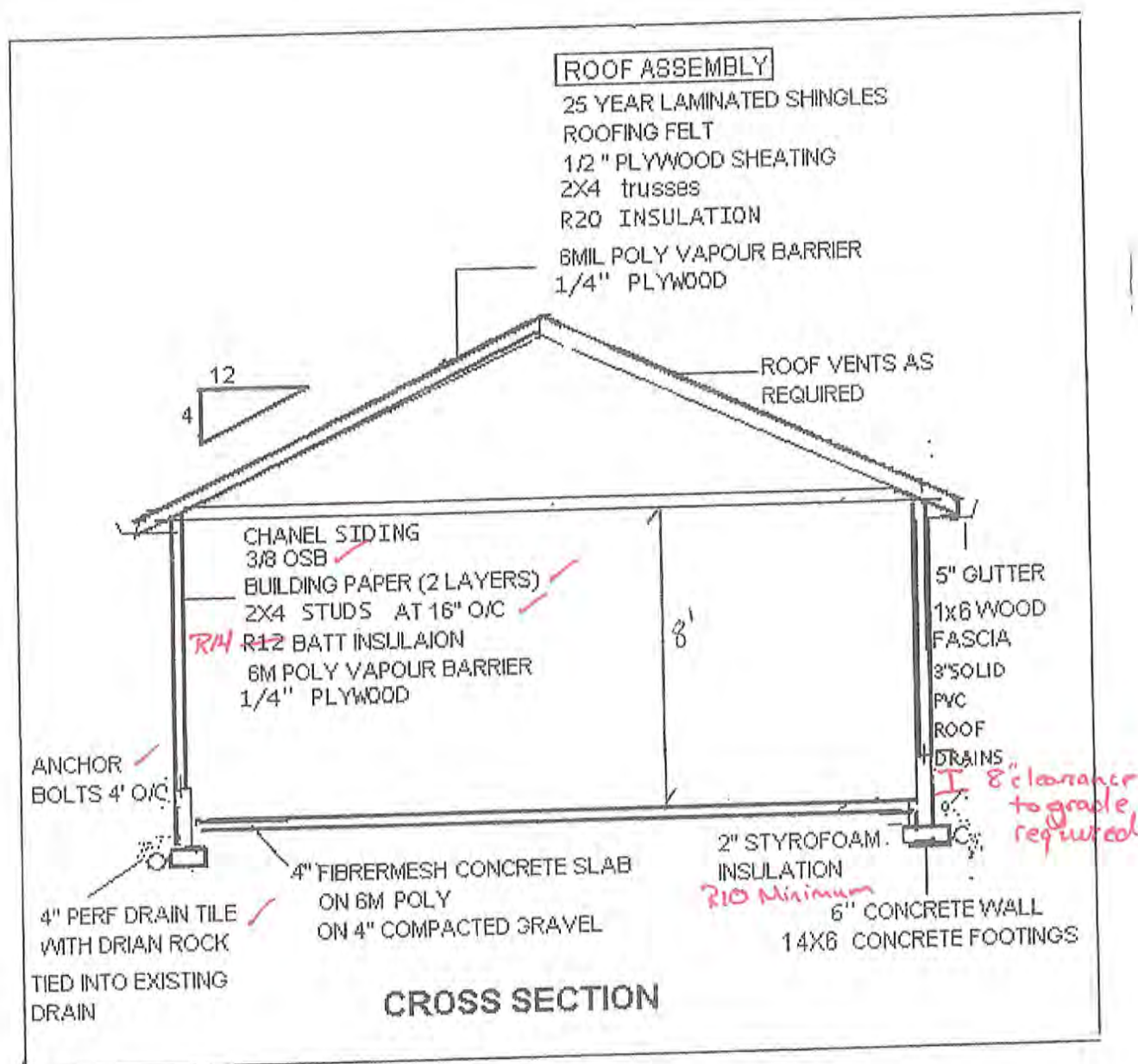
PLANS REVIEWED

FOR BUILDING PERMIT No. 119596

DATE April 20th 2014

SIGNED [Signature]

PLANS HAVE BEEN REVIEWED FOR GENERAL CONFORMANCE WITH CURRENT CITY OF NANAIMO BYLAWS & B.C. BUILDING CODE REQUIREMENTS



**NANAIMO LAWN BOWLING CLUB**  
**ANALYSIS OF CAPITAL ACCOUNT – SHED**

May – grounds liability	\$1,000.00
May 14 Building permit	\$195.00
June 16 Hi Tec Truss	\$536.60
July 3 – Al Barrass (ABC Con)	\$760.29
July 15 – Al Barrass (Convoy)	\$408.62
July 18 – Slegg	\$511.69
Hi Tec Delivery Credit	-\$100.00
July 30 (ABC Concrete)	\$382.07
Slegg July Statement	\$1897.16
Slegg August Statement	\$361.88
Gutters	\$346.50
Slegg Sept. Statement	\$77.18
Paint	\$60.22
Electrical (Shaw EI)	\$657.67
<b><u>TOTAL</u></b>	<b><u>\$7094.88</u></b>

We expect to be refunded on

The grounds liability \$1000.	\$6094.88
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Nanaimo Lawn Bowling Club  
Income Statement for the month of October, 2014

**Income:**

Canteen	\$	658.00
Accessories	\$	93.00
Kitchen	\$	105.00
Membership	\$	15.00
Equipment	\$	28.00
City of Nanaimo	\$	367.50

Total \$ 1,266.50

**Expenses:**

Canteen	\$	288.92
Kitchen	\$	861.31
Trophy	\$	79.10
Custodial	\$	12.75
Games	\$	305.00
Office Supplies	\$	464.88
City of Nanaimo	\$	283.50
Shed Expenses	\$	1,509.07
Equipment	\$	792.54
Greens	\$	780.34
Membership	\$	3,720.00
Social	\$	457.31
Bank Charges		

Total \$ 9,554.72

**Bank Reconciliation:**

Opening Bank Balance	\$	30,351.07
Deposits/Income	\$	1,266.50
Expenses (-)	-\$	9,554.72
Clear Cheques (-)	-\$	346.00

Total \$ 21,716.85

**Closing Bank Balance:**

Closing Bank Balance	\$	22,374.52
O/S Cheques (-)	-\$	657.67

\$ 21,716.85

**Nanaimo Lawn Bowling Club  
Shed Construction - Labour**

Design, drafting of plans, site preparation, foundations, concrete pour, framing, roofing, exterior and interior finishing by two qualified carpenters, recently retired from their house construction businesses.

1. Skilled carpenter hours	100 hours @ \$30/hr.	\$3000.00
(including project management)	80 hours @ \$25/hr.	\$2000.00
2. General labour	60 hours @ \$12/hr.	\$720.00
(Site prep, concrete pours)		
3. Additional casual labour	65 hours @ \$12/hr.	\$780.00
(Interior/exterior painting et al)		
<b>Total Value of Volunteer Labour</b>		<b>\$6500.00</b>

2014-June-27

David Mitchell, President  
Nanaimo Lawn Bowling Club  
PO Box 1104  
Nanaimo, BC V9R 6E7

Dear David,

**RE: Construction of a Storage Shed on the Lawn Bowling Grounds**

This letter confirms that the Nanaimo Lawn Bowling Club (NLBC) has been granted permission from the City of Nanaimo's Parks, Recreation and Environment department to construct a 12' by 14' multi-use shed within the fenced area of the Lawn Bowling complex, beside the current equipment shed.

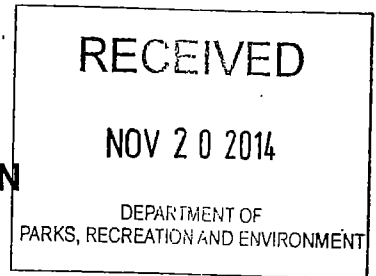
After reviewing the plans and location, I have approved construction of the shed for the use by the NLBC, with the understanding that, like all facilities built on City property, the shed will be the sole property of the City upon completion, to be used for the benefit of the citizens of Nanaimo.

I look forward to continue to working with the Nanaimo Lawn Bowling Club to provide recreational and fitness opportunities to the community, and to a continuation of the positive working relationship that the City of Nanaimo's Parks, Recreation and Environment department has with the NLBC. I encourage you to submit the VIP (Volunteers in Parks) grant application at your earliest convenience.

Yours truly,



Sandy Raddysh  
Manager  
Parks, Recreation and Environment



# REQUEST TO APPEAR AS A DELEGATION

ON 2014 - Nov. - 26  
year month day

NAME OF PERSON MAKING PRESENTATION: <u>E. John WESTHEAD.</u>			
<u>REP. NANAIMO HARBOUR CITY SENIORS SOCIETY.</u>			
ADDRESS: _____		_____	
<small>street address</small>	<small>City</small>	<small>Province</small>	<small>Postal Code</small>
PHONE: <u>250-</u>	<u>250-</u>	FAX: <u>N/A.</u>	
<small>home</small>	<small>business</small>		
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
<b>DETAILS OF PRESENTATION:</b>			
<u>PRESENTATION ON BEHALF OF NANAIMO HARBOUR CITY</u>			
<u>SENIORS - SEE ATTACHED.</u>			

## PLEASE NOTE

- **Electronic presentations** must be provided on a CD or by e-mail no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- **Multiple speakers** on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

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

Phone: (250) 755-7511  
 Fax: (250) 753-7277  
 parks@nanaimo.ca

*Nanaimo Harbour City Seniors Society*

*To:*

*Nanaimo Parks Recreation and Environment*

*November 20, 2014*

*Commission Chair and Commission Members:*

*Re: Request to Appear as a Delegation*

*Subject: Funding*

*The Nanaimo Harbour City Seniors Society both in its present form and in its previous identification has been an active participant in the creation and development of the Seniors Center at Bowen Park Complex. In its original incarnation it requested and received Federal Funding for equipment and furnishings at the Center in the 1970's. At the present time the Society has a number of requests of the Commission.*

*1) That at this time the Commission assist in funding the cost of a New Piano Keyboard. The Swing Band at the Bowen Center currently have a keyboard that was purchased in the 1990's; purchased via a donation specific to the purchase of the keyboard. At the present time the keyboard has a number of mechanical music playing functions that are non-operable, and the instrument needs to be replaced.*

*The Swing Band has a current quote of \$ 1,700 plus for replacement of the keyboard; they have proposed that the Swing Band donate 50% of the cost. At this time we, The Nanaimo Harbour City Seniors, propose to donate a further 20% and are requesting that the Commission fund the balance of 30%. The Commission has to bear in mind that upon purchasing the instrument "it" becomes the property of Parks Recreation and Environment, and is available for use by other music groups at the Center. The added benefit is that we the seniors would then have two keyboards available.*

*(Recognizing that one of the keyboards would not have all its functions available.) In addition the new keyboard would see its use at many Community activities that the Swing Band participates in.*



2) As with any volunteer group of this kind funding is a primary consideration; and, at this time we request of the Commission that it enter into a funding agreement with the Society. The Society asks that the Commission consider increasing membership fees by \$ 1.00 per year and that the increase be paid on an annual basis to the Society, to assist in funding its future endeavors.

3) At this time The Nanaimo Harbour City Seniors Society is considering an application to the NEW HORIZON Federal Funding Program; they have told us they do not have an operating Funding Program at the present time. We have been informed that it is probable that a new Program will be funded and that an application date for groups to apply for funding will be announced in May or June of 2015.

At that 2015 date we would like to make an application for funding on several level.

The Society would welcome any other suggestions for requests for funding that the Commission deems appropriate to be included in a New Horizon application.

We would like the Commission to understand that we understand that "money" is tight and that the Commission has a number of other activities to consider: however, we as Seniors make up over 15% of the population of the greater Nanaimo area and we are in need of financial support. (This request is based in part in the knowledge that 40% of Seniors in the city live at or below the poverty level, thus facilities such as Bowen Complex offers to this group their only outlet for activities.)

Signed:

Bettie Godfrey  
President

E. John Westhead  
Vice President

Jan Leine  
Secretary