

# AMENDED AGENDA

REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
BOWEN COMPLEX CONFERENCE ROOM, 500 BOWEN ROAD, NANAIMO  
THURSDAY, 2014-JUN-12, COMMENCING AT 6:30 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:**

- Add item 8.(a), 1. – Delegation Request
- Add item 8.(a), 2. – Correspondence

3. **ADOPTION OF AGENDA:** *(Motion required to adopt the amended agenda.)*

4. **ADOPTION OF MINUTES:**

Minutes of the regular Parks, Recreation and Culture Commission Meeting held Thursday, 2014-MAY-01, at 5:01 p.m., in the Service and Resource Centre (SARC) Boardroom, 411 Dunsmuir Street.

*Pgs. 7-10*

Minutes of the Special Parks, Recreation and Culture Commission Meeting held Thursday, 2014-MAY-15, at 5:03 p.m., in Room 1, Bowen Park Complex, 500 Bowen Road.

*Pgs. 11-12*

*(Motion required to adopt minutes of the 2014-MAY-01 and 2014-MAY-15 meetings.)*

5. **PRESENTATIONS:**

- (a) Elizabeth Williams, Manager, Recreation Services – Summer Games Progress.

*(Motion required to receive for information.)*

6. **CHAIR'S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee:** Commissioner Thorpe to provide a verbal report on the meeting held 2014-JUN-12 (written minutes to be presented at next PRCC meeting).

*(Motion required to receive the report.)*

- (b) **Recreation Committee.** Commissioner Avis to report on the meeting held 2014-JUN-04.

2014 Sport Tournament Grant Requests – (Final Intake).

Pgs. 13-15

Recreation Committee's Recommendations:

1. *That the Parks, Recreation and Culture Commission approve and recommend that Council approve that, pending review of the application by Vancouver Island Exhibition for the "Skateboard Competition and Roller Derby Demo and Game", and, in the event that no late applications are received, the unexpended 2014 Sport Tournament Grant funds be carried over to the 2015 Sport Tournament Grant budget.*

*(Motion required to adopt recommendation.)*

2. *That the Parks, Recreation and Culture Commission approve and recommend that Council approve the expenditure of \$8,625.00 for the final intake\* of the 2014 Sport Tournament Grant allocations as follows:*

SPORT TOURNAMENT GRANT APPLICATIONS 2014					
GROUP		EVENT	TYPE	2014 REQUESTED	2014 RECOMMENDED
1.	Water Ski Wakeboard British Columbia	Long Lake Wakeboard Open	Regional	\$625.00	\$625.00
2.	Badminton Nanaimo	Nanaimo Masters & Open Badminton Tournament	Invitational	\$1,500.00	\$1250.00
3.	Young Professionals of Nanaimo	2014 YPN All-Sports Challenge	Local	\$750.00	\$300.00
4.	Nanaimo Minor Hockey	Nanaimo Ice 2014	Local	\$1,500.00	\$1,500.00
5.	Nanaimo Minor Baseball Association	V1B1 Nanaimo Miners Fall Classic	Regional	\$2,500.00	\$1,200.00
6.	Nanaimo Coaldiggers Hockey Club	Nanaimo Coaldigger Fall Classic	Regional	\$1,000.00	\$1,000.00
7.	Nanaimo Islanders Female Hockey Association	Harbour City Hockey Classic	Regional	\$1,500.00	\$1,250.00
8.	Vancouver Island Exhibition	Skateboard competition and Roller Derby demo and game	Local	\$2,500.00	Deferred, pending further information from Applicant.
9.	Nanaimo Ultimate Association	Udderbowl	Local	\$500.00	\$500.00
10.	Nanaimo Riptides Swim Team	NRST Fall Invitational	Provincial	\$1,000.00	\$1,000.00
<b>TOTALS:</b>				<b>\$13,375.00</b>	<b>\$8,625.00</b>

<b>2014 Budget Totals</b>	<b>\$21,498.00</b>
Less: Approved Grants - First Intake	\$8575.00
<b>2014 Sub-Total Remaining:</b>	<b>\$12,923.00</b>
Less: Approved Grants - Final Intake*	\$8,625.00
<b>2014 Remaining Budget:</b>	<b>4,298.00</b>

*\*Proviso – the Vancouver Island Exhibition "Skateboard Competition and Roller Derby Demo and Game" event pending review.*

*(Motion required to adopt recommendation.) & (Motion required to receive the report.)*

- (c) **Grants Advisory Committee:** Commissioner Avis to report on the meetings held since 2014-MAY-01.

*(Motion required to receive the report.)*

8. **STAFF REPORTS:**

- (a) **Proposed Nanaimo Boathouse & Paddling Centre**  
**Richard Harding, Director, Parks, Recreation and Environment**

*Pgs. 16-22*

**PURPOSE:**

For the Parks, Recreation and Culture Commission to review and consider the proposed Nanaimo Boathouse & Paddling Centre to be located at Brechin Boat Ramp and determine next steps.

**STAFF RECOMMENDATIONS:**

That the Parks, Recreation and Culture Commission postpone consideration of Approval in Principle for the Boathouse Project until:

1. A public input process is completed, in association with the Nanaimo Boathouse Society, to receive public and user input on the proposal including an open house, public survey, and a presentation to Council at a regular meeting.
2. City Council determines through its 2015-2020 Financial Planning process that this is among its priority projects.
3. A staff report is completed that assesses the capacity of the Brechin Boat Ramp facility to accommodate this additional use and defines the development and lease approvals required at this location.

**Delegations:**

1. Delegation request received 2014-JUN-10 from Camela Tang, representing the Nanaimo Boathouse Society, speaking to the Staff Recommendations made regarding the Proposed Nanaimo Boathouse & Paddling Centre.

*Pg. 22.1*

**Correspondence:**

1. Package of additional Letters of Interest & Letters of Support received from the Nanaimo Boathouse Society on 2014-JUN-09.

*Pgs.  
22.2 – 22.11*

*(Motion required to adopt recommendation.)*

- (b) **Beban Park Master Plan Update**  
**Kirsty MacDonald, Parks and Open Space Planner**

*Pgs. 23-28*

*Purpose: To obtain Commission approval.*

**STAFF RECOMMENDATION:**

That the Parks, Recreation and Culture Commission:

1. approve the Draft Beban Park Master Plan update for public review and comment; and,

2. host a public open house and stakeholder input sessions to present the draft plan for public review and receive comment this summer.

Delegations: (None.)

Correspondence:

1. Letter dated 2014-JUN-03 from Ian Kalina, Executive Director, Boys & Girls Clubs of Central Vancouver Island, expressing their desire to work with the City to secure the necessary funding to be part of the re-design of both Beban and Centennial parks along with other municipal parks.
2. Letter dated 2014-JUN-06 from Scott Saywell, Acting President, Harbour City Football Club formally expressing their interest to form a new partnership agreement with the City of Nanaimo to develop additional turf fields in the Beban Park Complex, beside our existing clubhouse, and elsewhere in the City.

*(Motion required to adopt recommendation.)*

- (c) **Velodrome Proposal for Beban Park**  
**Kirsty MacDonald, Parks and Open Space Planner**
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*Pgs. 29-34*

*Purpose: To obtain Commission approval.*

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission:

1. continue to work through the Draft Beban Park Master Plan update process with public review and comment; and,
2. gauge interest in the concept of the velodrome through future public open houses and stakeholder input sessions, and then review feedback and consideration as part of the Beban Park Master Plan update process.

Delegations: (None.)

Correspondence: (None.)

*(Motion required to adopt recommendation.)*

- (d) **Travel Assistance Grant**  
**Nanaimo District Secondary School - Soccer**  
**L. Williams, Manager, Recreation Services**
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*Pgs. 35-38*

*Purpose: To obtain Commission approval*

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Nanaimo District Secondary School in the amount of \$850 for 17 athletes to attend the BC Senior Girls Soccer Provincials, being held in Penticton, BC. The application meets all of the travel grant criteria.

Delegations: (None.)

Correspondence: (None.)

*(Motion required to adopt recommendation.)*

- (e) **Travel Assistance Grant**  
**Nanaimo Youth Choir**  
**L. Williams, Manager, Recreation Services**
- 

*Pgs. 39-42*

*Purpose: To obtain Commission approval.*

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Nanaimo Youth Choir in the amount of \$1,000 for 10 performers to attend the Pacific International Children's Choir Festival, being held in Eugene, Oregon, USA. The application meets all of the travel grant criteria and the 10 performers reside within the City of Nanaimo.

Delegations: (None.)

Correspondence: (None.)

*(Motion required to adopt recommendation.)*

- (f) **Travel Assistance Grant**  
**John Barsby Bulldog Theatre**  
**L. Williams, Manager, Recreation Services**
- 

*Pgs. 43-46*

*Purpose: To obtain Commission approval.*

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to John Barsby Bulldog Theatre in the amount of \$750 for 15 performers to attend the Provincial Theatre Festival, being held in New Westminster, BC. The application meets all of the travel grant criteria.

Delegations: (None.)

Correspondence: (None.)

*(Motion required to adopt recommendation.)*

- (g) **Travel Assistance Grant**  
**Nanaimo Track and Field Club – Wellington Secondary School**  
**L. Williams, Manager, Recreation Services**
- 

*Pgs. 47-50*

*Purpose: To obtain Commission approval*

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Nanaimo Track and Field Club - Wellington High School in the amount of \$200 for four athletes to attend the BC High School Championships, being held in Langley, BC. The application meets all of the travel grant criteria.

Delegations: (None.)

Correspondence: (None.)

*(Motion required to adopt recommendation.)*

(h) **Parks Operations Monthly Report – April 2014.**

*Pgs. 51-55*

*(Motion required to receive report.)*

(i) **Recreation Services Monthly Report – April 2014.**

*Pgs. 56-60*

*(Motion required to receive report.)*

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

(a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2014-MAY-02.

*Pgs. 61-62*

(b) Minutes of the Nanaimo Harbour City Seniors Annual General Meeting, held 2014-MAY-22.

*Pgs. 63-68*

*(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) Robert E. Stevenson, Jr., President, South-Side Minor Football Association, Nanaimo, B.C., seeking assistance from the Knowles Estate Fund towards the purchase of field equipment, footballs, tape, paint, uniforms, and protective equipment which is expected to total \$10,970.52 for the upcoming season.

*Pgs. 69-71*

*(Motion required to receive the delegation, or, to approve the request.)*

(b) John Merriman and the Groveland Playground Improvement Committee making application to the Parks, Recreation and Culture Commission for VIP funding in the amount of \$50,000 to improve the function, safety, and comfort of Groveland Park.

*Pgs. 72-87*

*(Motion required to receive the delegation, or, to approve the request.)*

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

14. **ADJOURNMENT:**

**MINUTES**  
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
SERVICE AND RESOURCE CENTRE BOARD ROOM  
THURSDAY, 2014-MAY-01, AT 5:00 P.M.

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PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner T. Greves  
Commissioner F. Pattje  
Commissioner K. Alden  
Commissioner L. Avis  
Commissioner M. Beaudoin-Lobb  
Commissioner H. Houle  
Commissioner A. McPherson  
Commissioner G. Savage  
Commissioner M. Young (arrived 5:08 p.m., departed 6:07 p.m.)

Regrets: Commissioner I. Thorpe  
Commissioner D. Rinald

Staff: R. Harding, Director, Parks, Recreation and Environment  
K. MacDonald, Parks and Open Space Planner  
J. Farrell, Recording Secretary  
R. Lawrance, Environmental Planner (departed 6:12 p.m.)  
G. Pasaluko, Horticulture Supervisor (departed 5:24 p.m.)

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:01 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Item 12 (b) Delegation, Karen Hovestad, representing the Departure Bay Neighbourhood Association, regarding the request for a VIP grant.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2014-MAR-26 at 5:03 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Rob Lawrance, Environmental Planner, and Gail Pasaluko, Horticulture Supervisor, gave a presentation on Invasive Plant Management and the progress with the Invasive Plant Management Strategy.

It was moved and seconded to amend the agenda and move the two delegations forward on the agenda prior to Item 7, Reports of Advisory Bodies. The motion carried unanimously.

6. DELEGATIONS:

- (a) Peter McCaffery, presented a request for the addition of a 200-metre velodrome to the Beban Park Master Plan.
- (b) Karen Hovestad, representing the Departure Bay Neighbourhood Association, presented the request for a VIP grant of \$15,200 for a public art project at Departure Bay Beach.

7. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: No meeting held.
- (b) Recreation Committee: Commissioner Greves gave a verbal report on the Recreation Committee meeting held 2014-APR-02.
  - i. Travel Assistance Grants Criteria Review

It was moved and seconded that the Parks, Recreation and Culture Commission approve the amendment to the introduction of the Travel Assistance Grant application form with the line "the intention of this grant is to assist groups/individuals who have financial hardship." The motion carried unanimously.

- (c) Grants Advisory Committee: Nothing to report at this time.

8. STAFF REPORTS:

- (a) Invasive Plant Management Strategy for Nanaimo

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council receive and adopt the City of Nanaimo's Invasive Plant Management Strategy. The motion carried unanimously.

- (b) Harewood Dry Floor Development Working Group

It was moved and seconded that the Parks, Recreation and Culture Commission approve the Terms of Reference for the Harewood Dry Floor Development Working Group as presented and appoint Commissioners Greves, Savage and Thorpe to the group. The motion carried unanimously.



(c) Centenary Poppy Campaign

It was moved and seconded that the Parks, Recreation and Culture Commission receive for information. The motion carried unanimously.

(d) Travel Assistance Grant – Prior Applications

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Travel Assistance Grant to the Nanaimo Ebttides Masters Swim Club in the amount of \$350 for seven athletes to attend the Provincial Championships, being held in Kelowna, BC. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Travel Assistance Grant to Nanaimo Ebttides Masters Swim Club in the amount of \$700 for seven athletes to attend the National Masters Championships, being held in Windsor, ON. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Travel Assistance Grant to Nanaimo Ebttides Masters Swim Club in the amount of \$700 for seven athletes to attend the Fina World Masters Championships, being held in Montreal, QC. The motion carried. Opposed: *Commissioners Johnstone, McPherson, and Pattje.*

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Travel Assistance Grant to NDSS Senior Boys Basketball in the amount of \$600 for 12 athletes to attend the 2014 BC High School Boys AAA Basketball Championships, being held in Langley, BC. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Travel Assistance Grant to Wellington Secondary School Band in the amount of \$1,000 for 210 band members to attend the MusicFest Canada Nationals, being held in Richmond, BC. The motion carried unanimously.

(e) Travel Assistance Grant  
Harbour City Football Club  
Provincial A Cup Girls U18, Burnaby, BC

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Harbour City Football Club in the amount of \$650 for 13 athletes to attend the Provincial A Cup Girls U18, being held in Burnaby, BC. The motion carried unanimously.

(f) BC Summer Games Update

It was moved and seconded that the Parks, Recreation and Culture Commission receive for information. The motion carried unanimously.

- (g) Parks Operations Monthly Report: Monthly report for March 2014.

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

- (h) Recreation Services Monthly Report: Monthly report for March 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-APR-04.

10. DELEGATIONS CONTINUED:

- (a) Discussion regarding Peter McCaffery's presentation of a request for the addition of a 200-metre velodrome to the Beban Park Master Plan.

It was moved and seconded to direct staff to return with a report regarding the feasibility of adding a velodrome to the update of the Beban Park Master Plan. The motion carried unanimously.

- (b) Discussion regarding Karen Hovestad's presentation of a request for a VIP grant of \$15,200 for a public art project at Departure Bay Beach.

It was moved and seconded to deny the application for a VIP grant for Departure Bay Beach. The motion carried unanimously.

11. ADJOURNMENT:

It was moved and seconded at 6:47 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

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D. Johnstone, Chair  
Parks, Recreation and Culture Commission

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R. Harding, Director  
Parks, Recreation and Culture

**MINUTES**  
SPECIAL MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
ROOM 1, BOWEN PARK COMPLEX  
THURSDAY, 2014-MAY-15, AT 5:00 P.M.

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PRESENT: Commissioner D. Johnstone, Chair

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

Regrets: Commissioner M. Beaudoin-Lobb  
Commissioner M. Young

Staff: R. Harding, Director, Parks, Recreation and Environment  
R. Lawrance, Environmental Planner  
K. MacDonald, Parks and Open Space Planner  
R. Tweed, Recording Secretary

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1. CALL THE OPEN MEETING TO ORDER:

The Special Meeting was called to order at 5:03 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Item 5.(b) Fred Taylor, addressing the Commission in regards to Item 5(a) Boathouse & Paddling Centre at Brechin Ramp.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES: (None.)

5. PRESENTATIONS:

- (a) Camela Tang, President, Wolfgang Presslauer, Vice-President, and Ian Niamath, Advisor, Nanaimo Boathouse Society, presenting on the proposed Nanaimo Boathouse & Paddling Centre at Brechin Boat Ramp, and seeking Approval in Principle.

The Society provided a presentation on the proposed Nanaimo Boathouse & Paddling Centre at Brechin Boat Ramp, and seeking Approval in Principle. They requested that Commission's decision be made available in June.

It was moved and seconded that the delegation and presentation be received and that staff input by way of a report and review of the proposal and how it relates to guidelines for community capital projects and priorities be brought forward to Commission. The motion carried unanimously.

(b) Fred Taylor – did not present.

6. CHAIR'S REPORT: (None.)
7. REPORTS OF ADVISORY BODIES: (None.)
8. STAFF REPORTS: (None.)
9. CORRESPONDENCE: (None.)
10. OTHER BUSINESS: (None.)
11. DELEGATIONS (not related to a Report to Commission): (None.)
12. QUESTION PERIOD: (No questions.)
13. ADJOURNMENT:

It was moved and seconded at 6:32 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

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D. Johnstone, Chair  
Parks, Recreation and Culture Commission

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R. Harding, Director  
Parks, Recreation and Environment

2014-JUN-02  
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**MINUTES**  
**RECREATION COMMITTEE**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2014-JUN-04, COMMENCING AT 3:00 P.M.**

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PRESENT: Commissioner Lynda Avis, Acting Chair

Members: Commissioner Karen Alden  
Commissioner Diana Johnstone

Regrets: Commissioner Mercedes Beaudoin-Lobb  
Commissioner Ted Greves

Staff: D. Osborne, Manager, Arenas  
E. Williams, Manager, Recreation Services  
R. Tweed, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:22 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 MEETING NOTES:

It was moved and seconded that the Minutes of the Regular Recreation Committee Meeting of Wednesday, 2014-APR-02 at 3:01 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS: (None.)

6. CHAIR'S REPORT: None.

7. GRANT REVIEW:

(a) **Sport Tournament Grant Applications**

It was moved and seconded that Staff request additional details with regard to the "Skateboard Competition and Roller Derby Demo and Game" event, including the proposed date, time, and location, from the Vancouver Island Exhibition and return to the Recreation

Committee for further review of this Sport Tournament Grant application. The motion carried unanimously.

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission approve and recommend that Council approve that, pending review of the application by Vancouver Island Exhibition for the "Skateboard Competition and Roller Derby Demo and Game", and, in the event that no late applications are received, the unexpended 2014 Sport Tournament Grant funds be carried over to the 2015 Sport Tournament Grant budget. The motion carried unanimously.

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission approve and recommend that Council approve the expenditure of \$8,625.00 for the final intake\* of the 2014 Sport Tournament Grant allocations as follows:

SPORT TOURNAMENT GRANT APPLICATIONS 2014					
GROUP		EVENT	TYPE	2014	2014
				REQUESTED	RECOMMENDED
1.	Water Ski Wakeboard British Columbia	Long Lake Wakeboard Open	Regional	\$625.00	\$625.00
2.	Badminton Nanaimo	Nanaimo Masters Open Badminton Tournament	Invitational	\$1,500.00	\$1250.00
3.	Young Professionals of Nanaimo	2014 YPN All-Sports Challenge	Local	\$750.00	\$300.00
4.	Nanaimo Minor Hockey	Nanaimo Ice 2014	Local	\$1,500.00	\$1,500.00
5.	Nanaimo Minor Baseball Association	V1B1 Nanaimo Miners Fall Classic	Regional	\$2,500.00	\$1,200.00
6.	Nanaimo Coaldiggers Hockey Club	Nanaimo Coaldigger Fall Classic	Regional	\$1,000.00	\$1,000.00
7.	Nanaimo Islanders Female Hockey Association	Harbour City Hockey Classic	Regional	\$1,500.00	\$1,250.00
8.	Vancouver Island Exhibition	Skateboard competition and Roller Derby demo and game	Local	\$2,500.00	Deferred, pending further information from Applicant.
9.	Nanaimo Ultimate Association	Udderbowl	Local	\$500.00	\$500.00
10.	Nanaimo Riptides Swim Team	NRST Fall Invitational	Provincial	\$1,000.00	\$1,000.00
TOTALS:				\$13,375.00	\$8,625.00

<b>2014 Budget Totals</b>	<b>\$21,498.00</b>
Less: Approved Grants - First Intake	\$8575.00
<b>2014 Sub-Total Remaining:</b>	<b>\$12,923.00</b>
Less: Approved Grants - Final Intake*	\$8,625.00
<b>2014 Remaining Budget:</b>	<b>4,298.00</b>

\*Proviso – the Vancouver Island Exhibition "Skateboard Competition and Roller Derby Demo and Game" event pending review.

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 Committee): (None.)

13. QUESTION PERIOD: (No questions.)

14. ADJOURNMENT:

It was moved and seconded AT 4:04 p.m. that the meeting adjourn. The motion carried unanimously.



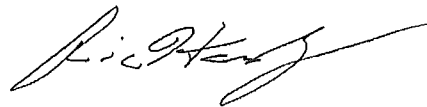
Lynda Avis  
ACTING CHAIR  
RECREATION COMMITTEE

CERTIFIED CORRECT:



Darcie Osborne,  
MANAGER, ARENAS  
PARKS, RECREATION AND ENVIRONMENT

APPROVED FOR DISTRIBUTION:



Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

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

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: RICHARD HARDING, DIRECTOR

RE: PROPOSED NANAIMO BOATHOUSE & PADDLING CENTRE

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STAFF RECOMMENDATIONS:

That the Parks, Recreation and Culture Commission postpone consideration of Approval in Principle for the Boathouse Project until:

1. A public input process is completed, in association with the Nanaimo Boathouse Society, to receive public and user input on the proposal including an open house, public survey, and a presentation to Council at a regular meeting.
2. City Council determines through its 2015-2020 Financial Planning process that this is among its priority projects.
3. A staff report is completed that assesses the capacity of the Brechin Boat Ramp facility to accommodate this additional use and defines the development and lease approvals required at this location.

PURPOSE:

For the Parks, Recreation and Culture Commission to review and consider the proposed Nanaimo Boathouse & Paddling Centre to be located at Brechin Boat Ramp and determine next steps.

BACKGROUND:

On 2013-MAR-27 the Nanaimo Boathouse Society appeared before the Parks, Recreation and Culture Commission (Commission) and presented the concept for establishing a Nanaimo Boathouse & Paddling Centre. The Commission recommended that the Society proceed with a feasibility study on the concept of the Nanaimo Boathouse & Paddling Centre at the Brechin Boat Ramp and report back to Commission.



Over the last year the Society has worked towards developing a comprehensive feasibility study in keeping with the “Guidelines for Community Capital Projects”. The feasibility study and proposal provides details on the need, location, design concepts, and required capital and operating requirements for the Nanaimo Boathouse & Paddling Centre. Copies of the Nanaimo Boathouse Society’s 2014-MAY-05 request for Approval in Principle, as well as the 2014-MAY-09 “Letters of Interest & Letters of Support” document, were presented to Commission at the 2014-MAY-15 Commission meeting.

At the 2014-MAY-15 meeting of Commission the Nanaimo Boathouse Society, presented on the proposed Nanaimo Boathouse & Paddling Centre at Brechin Boat Ramp, and sought Approval in Principle for the project from the Commission.

The Commission received the delegation and a motion was passed that staff review the proposal and how it relates to guidelines for community capital projects and priorities and report back to Commission. The motion carried unanimously.

#### DISCUSSION:

The following outlines the steps the Nanaimo Boathouse Society has followed in keeping with the process:

##### Guidelines for Community Capital Projects

The City of Nanaimo, through its Parks, Recreation and Culture Commission, encourages community projects that enhance the quality of life and leisure in Nanaimo. The Commission may support projects by recommending that City Council provide financial assistance, enable the use of City land, or assign staff to help with project development.

The Nanaimo Boathouse Society’s proposal fits the intent of this process and the facility is also in keeping the principles of a community project that enhances the quality of life and leisure in Nanaimo.

The following are the steps in a community development project and how the Nanaimo Boathouse & Paddling Centre proposal has followed the process to date:

##### Step 1 – Determining Project Feasibility

A community organization or group considering a community capital project that may either require the City’s financial assistance or be constructed on City land is to present its idea to the Parks, Recreation and Culture Commission. If the Commission determines that the project is in the community’s interest and helps achieve the goals of the City, staff will be asked to work with the community group in the development of a project plan that includes an information report to Council outlining the public process.

This step has been completed as per Commission's 2013-MAR-27 recommendation for the Society to proceed with a feasibility plan for the concept of a Boat House and Paddling Centre.

The proposal is now at the stage to consider "Approval in Principle" to permit the Nanaimo Boathouse Society to proceed to the next steps as follows:

Step 2 – Approval in Principle

The community organization will return and present the project plan to Commission or the appropriate standing Sub-Committee of the Parks, Recreation and Culture Commission. The presentation will include:

1. A description of the project and its benefit to the community; including reference to community master plans, if applicable.
2. A conceptual drawing and a site plan.
3. An estimated project budget including all funding sources (cash, grants, loans, donations and volunteer hours) and the financial assistance that is being requested from the City.
4. An estimated operating budget and how the project will be operated and/or maintained.
5. A detailed fundraising plan.
6. An estimated project timeline.
7. The public input process required.

Based on this presentation, a recommendation will be forwarded to the Parks, Recreation and Culture Commission. If the project feasibility phase is recommended by the Commission, then a report will be provided to Council outlining the scope of the project, and the steps of the process. Commission endorsement of the project will be subject to approval by Council. If support is given for the project, the organization may initiate a fundraising campaign and develop more detailed plans.

PUBLIC INPUT:

The Society has undertaken considerable work in connecting to and getting feedback from a variety of groups and organizations as illustrated in the letters of interest and support.

The Society has undertaken considerable work in connecting to and getting feedback from a variety of groups and organizations as illustrated in the letters of interest and support.

Before Approval in Principle is given, Staff recommend that a general public and user group input process be conducted with the Society and Staff. The process should include at least one public open house input session and public survey to obtain general

input on the proposal prior to proceeding to the detailed design and fund raising steps. It is recommended that this could occur over the summer or fall of this year.

The final steps of the process, if all aspects have been dealt with at the Approval in Principle phase, are Approval to Proceed. Prior to Approval to Proceed, the following would need to be completed and/or in place:

### Step 3 – Approval to Proceed

Before the project proceeds, the community organization must review with department staff and present to Parks, Recreation and Culture Commission and Council for final approval to proceed.

1. Construction drawings and specifications.
2. A detailed site plan.
3. A project budget including written quotes for all work.
4. A construction plan and schedule.
5. An operating plan and budget.
6. A verification of financing from all sources.
7. Alternative Approval Process

All capital projects built on City property will become the property of the City.

### COMMUNITY PRIORITIES

There are a number of community Parks, Recreation, Culture and Heritage projects currently in the planning process or identified in existing plans. While this is not a comprehensive list, projects include:

1. Covered multi-sport facility at Harewood Centennial Park;
2. Multi-purpose covered building at Beban Park;
3. Port Theatre Expansion;
4. Phase 2 and 3 of Nanaimo Art Gallery;
5. Implementation of the Maffeo Sutton Park Improvement plan;
6. Extension of the E & N Trail;
7. Improvement to new parkland acquired in the last couple of years (Nanaimo Lakes Road, Linley Valley, West Marsh and East Wellington Parkland);
8. Caledonia Park and Rotary Bowl improvements as well as other field upgrades; and,
9. Colliery Dam Park improvements.

In addition, Council is considering a variety of projects in other departments and service areas. As there are many projects under consideration at this time in the community, most if not all will be requesting funding and grants from other levels of governments or funding organizations.

The Nanaimo Boathouse & Paddling Centre proposal has not been identified as a community priority in any current adopted plans other than as a mention in the 2005 PRC Master plan.

The 2005 PRC master plan (pages 77-78) identified a paddling centre as a facility to explore with the following background and recommendations:

**"6.14.7 NANAIMO PADDLING CENTRE"**

**Background:**

*Local groups are coalescing to support the development of a Paddling Centre on Nanaimo's marine waterfront.*

*Partners include local rowing and paddling clubs, as well as the Coast Guard Auxiliary. Discussions have begun with the Port Authority concerning location, with the Brechin Boat Ramp area being one alternative.*

*The objective is to have a two kilometer rowing course in Newcastle Channel – and this would fit between Brechin Point and Swy-a-Lana Lagoon. The paddling centre development may be a key part of Nanaimo's eco-tourism marketing strategy; however, there are potential issues of congestion around mixing rowing craft, seaplanes and other craft in the channel. Any public development on the waterfront should be of a high caliber of design, and should be a public attraction to add to Nanaimo's appeal.*

**Recommendations:**

*Lead the planning and design process to determine the feasibility and cooperative funding for the development of a Paddling Centre and rowing course on Nanaimo's Marine Waterfront.*

*Work with the Port of Nanaimo and BC Parks to determine the best location for rowing activity in the harbour and the best waterfront location for on-land facilities.*

*Design the Paddling Centre and rowing course to recognize the high-value of any waterfront location, and create a structure and program that adds to Nanaimo's tourism appeal while serving the needs of local paddlers, viewers and marine support services."*

A smaller version of this concept was completed 2008-SEP-27 with the development of the Brechin Paddling Dock and Boathouse for Nanaimo Coast Guard Auxiliary. This facility is used by the Coast Guard Auxiliary and includes a paddling dock. In addition, the Nanaimo Rowing Club and Nanaimo Kayak and Canoe Club have proposed improvements to Loudon Park including the construction of a boathouse. Plans for a boathouse at Loudon Park have been approved by Council and are identified in the five-year capital plan.

The rowing club at this time wants to focus on Long Lake as identified in the Loudon Park improvement plan and boathouse at that location.

### CAPITAL FUND RAISING AND OPERATING COST (Management fee):

The Nanaimo Boathouse & Paddling Centre as proposed will exceed five (5) million dollars to construct and equip. This is a significant project to plan, fund, develop and operate. The Society plans to raise all capital funds for the project by various means including municipal, provincial and federal grants.

At this time no funding for this project has been identified in the City five-year capital plan. If City capital funds are requested, the financial plan will have to be changed and/or other projects delayed to facilitate the timeframe for this project.

The Society's goal is to have the facility built and operational by 2016. It is expected that the Society as well as the City of Nanaimo, and other community groups, will be seeking funding from the same grant sources. With this in mind, it is important that Commission and Council consider its community priorities regarding grant applications.

### Operating Costs (management fee)

The Society has indicated that, if the project is approved and developed, they will require ongoing operating funds from the City in the form of a Management Fee of \$100,000 per year. In addition, the building would be part of the City's infrastructure similar to other recreation and cultural venues.

More work will be required to determine operating and revenue expectations if the project proceeds to the next step of Approval in Principle. However, it is clear that ongoing financial assistance from the City will be required to operate the facility. A "Higher Service Level" request must be submitted to Council for the 2015-2020 Financial planning process if the project is to proceed to the next phase. The Request needs to include \$100,000 for the Management Fee and between \$50,000 and \$100,000 per year for maintenance and asset renewal based on a City facility of this size.

### PUBLIC INPUT AND BRECHIN BOAT RAMP USE ISSUES:

The Society has worked with and liaised with many groups and organizations during the feasibility phase of this project which is evident by the letters of interest and/or support.

A project of this size and scope, placed in a highly used public area, requires input from the general public and current users.

The Brechin Boat Ramp is currently experiencing high demand for sport and commercial fishing as well as continued paddling use. Staff is currently working with user groups of the boat ramp to mitigate issues and concerns including parking and facility capacity and improvement requests to the ramps and docks.

In addition to developing the Nanaimo Boathouse & Paddling Centre, the proposal also mentions providing facilities for dive boat and other adventure tourism dock space.

This also needs consideration given the recent increase in use of the area ramp and docks.

The City of Nanaimo currently has a water lease for the ramp and existing facilities with the Province. For the proposal to proceed, the lease agreement would need to be amended. Staff recommend preparing a report outlining changes to the existing lease as well as development requirements for a project of this scope on this site. The report would also provide the type of lease required between the City and the Society for the facility. Staff recommend that a public input process is completed, in association with the Nanaimo Boathouse Society, to receive public and user input on the proposal including an open house, public survey, and a presentation to Council at a regular meeting.

#### STRATEGIC PLAN CONSIDERATIONS:

##### Waterfront Enhancement:

The proposed concept fits the priority of developing waterfront areas; however, it would also likely increase the concentration and likelihood of user conflicts in the area.

##### Community Building Partnerships:

The proposed concept requires working with an organization to develop a community service and amenity.

Respectfully submitted,



RICHARD HARDING, DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-JUN-09

File: A2-4 / D1-6-5

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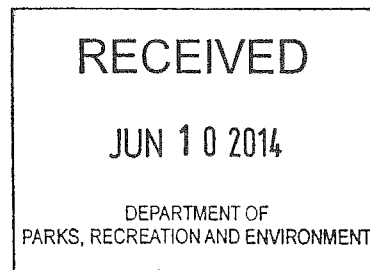
## REQUEST TO APPEAR AS A DELEGATION

ON 2014 - June - 12  
year month day

NAME OF PERSON MAKING PRESENTATION: Camela Tang  
ADDRESS: Nanaimo B.C. V9T 5Y8  
street address City Province Postal Code  
PHONE:                      EMAIL:                       
home business  
NAME OF APPLICANT IF OTHER THAN ABOVE:                     

### DETAILS OF PRESENTATION:

To speak to the Staff Recommendations made re the Proposed Nanaimo Boathouse & Paddling Centre.



### 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



NANAIMO BOATHOUSE SOCIETY  
5735 Malibu Terrace • Nanaimo, BC V9T 5Y8 • 250.758.6860  
nanaimoboathouse@gmail.com

June 2014

Parks, Recreation and Culture Commission,  
City of Nanaimo

Re: Additional - LETTERS OF INTEREST & LETTERS OF SUPPORT

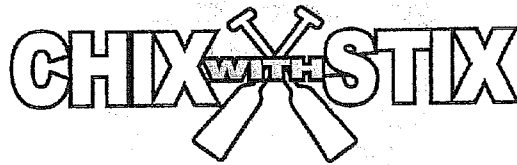
May 22, 2014	Janet Povey	Chix with Stix Dragon Boat Team
June 3, 2014	Brian Potentier Nanaimo Base Manager	Seair Seaplanes
June 6, 2014	Marc Stones	Stones Marine Centre Inc.
June 6, 2014	Daryoush Firouzli	Daryoush Firouzli Architecture Inc.
June 6, 2014	Mike Seargeant	Departure Bay Holdings Ltd. Departure Bay Marina Ltd.
June 2014	Steve Graham	Millers Pub, Sealand Market
June 6, 2014	Stephanie Meinke President	BC Marine Trails Network Association
June 6, 2014	Sasha Angus CEO	NEDC / Tourism Nanaimo
June 8, 2014	Peter Boon President	Nanaimo Paddlers

RECEIVED

JUN 09 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT





May 22, 2014

Nanaimo Boathouse Society

To whom it may concern:

Re: Proposed Nanaimo Boathouse and Paddling Centre

As we expressed in our initial note to you of July 13, 2013, please accept this submission as a letter of interest in the above.

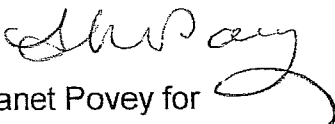
Our women's Dragon Team is in its 11<sup>th</sup> year, paddling competitive on Vancouver Island and the Lower Mainland. In addition, some of our members belong to Nanaimo Canoe and Kayak Club and outrigger throughout the year.

We thoroughly enjoy our local waters and feel privileged to have the use of our limited facilities (private rental of a dragon boat) during our dragon boat season.

Needless to say, we have a beautiful waterfront, one that is enjoyed by locals and visitors alike. It would be fantastic to have a community facility/clubhouse that would provide water sports participants to access change rooms, bathrooms, meeting rooms, coaching facilities, among other such benefits.

Our team (both dragon boaters and outrigger canoeists) supports the concept of a community boathouse; of course, we are cognizant of the fact that the future of such a facility is subject to many variables, number of members, costs, access, and overall planning in going forward.

Sincerely,

  
Janet Povey for

**Chix with Stix Dragon Boat Team**  
Nanaimo



Seair Seaplanes Ltd.  
1956 Zorkin Road  
Nanaimo, BC  
Canada V9S 3V7

Tel: 250.753.1115  
Fax: 250.753.1132  
web: [www.seairseaplanes.com](http://www.seairseaplanes.com)  
E-mail: [nanaimo@seairseaplanes.com](mailto:nanaimo@seairseaplanes.com)

June 3 2014

The Nanaimo Boathouse Society  
5735 Malibu Terrace  
Nanaimo, B.C.  
V9T 5Y8

Seair Seaplanes wish to submit this letter in support of your organization. We commend your efforts in bringing to Nanaimo, a World Class Paddling and Marine Adventure Centre. Your choice of location would be a great asset to Nanaimo, not only for those who are able to use the waters in and around the Nanaimo waterfront, but for all residents of the mid-island who may wish to use the complex for many other purposes. We welcome the thought of developing this area in such a way.

Over a number of years now Seair Seaplanes has offered a seaplane tour out of our Vancouver location. This tour provides tourists the ability to fly round trip into Nanaimo at Brechin Point and take a guided kayak adventure around Newcastle Island with Albernie Outpost Co. A facility like the one you propose would make tours such as this a memorable experience for visitors looking for a true West-coast Adventure.

The concepts that you have put forward to us have been well thought out and we hope that your efforts in obtaining approvals for this project are successful.

Yours Truly,

Brian Potentier  
Seair Seaplanes  
Nanaimo Base Manager

# ***Stones** Marine Centre Inc.*

1690 Stewart Avenue, Nanaimo, British Columbia, Canada, V9S 4E1

Telephone: 250-753-4232 Fax: 250-753-4204 Email: [email@stonesmarina.com](mailto:email@stonesmarina.com)

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June 6, 2014

Nanaimo Boathouse Society  
5735 Malibu Terrace  
Nanaimo, B.C. V9T 5Y8  
**ATTN: Ms. Camela Tang**

## **Re: Nanaimo Boathouse and Paddling Centre**

Thank you for introducing us to the Nanaimo Boathouse and Paddling Centre project planned to be located at the Brechin Boat Ramp. We see this as a wonderful addition to our waterfront.

We operate a marina on Newcastle Channel and receive many enquiries related to dragonboating, kayaking, canoeing and other waterborne activities. In addition, we are witnessing a dramatic interest in our waterfront in general as people seek public spaces to enjoy. The Paddling Centre proposal would make a great placemaking addition for paddlers and for our community in general.

Nanaimo's Official Community Plan encourages the continuing development of the Newcastle Channel waterfront into a mixed use recreation, tourism and entertainment destination area; a comprehensive people place. The Nanaimo Boathouse and Paddling Centre is an inspiration to that end.

We look forward to receiving news of your continuing progress.

Yours truly,  
Stones Marine Centre Inc.



Marc Stones, CPA, CA



**Daryoush Firouzli Architecture Inc.**

6377 Icarus Drive, Nanaimo  
British Columbia, V9V 1N4  
Tel: (250) 933-1991  
E-mail: [Firouzli@shaw.ca](mailto:Firouzli@shaw.ca)  
[www.DArchitect.ca](http://www.DArchitect.ca)

Dear Mrs. Camela Tang  
President,  
The Nanaimo Boathouse Society

June 6th, 2014

5735 Malibu Terrace,  
Nanaimo BC V9T5Y8

**Re: Supporting the Nanaimo Boathouse & Padding Centre proposal**

I would like to take an opportunity to Thank you and support the proposal for Nanaimo Boathouse & Padding Centre, as an Architect working in Nanaimo for last 8 years and work in some project at Stewart Ave. I understand how much is important to have this type of activity in Nanaimo waterfront.

I appreciate your idea for this facility and nice design by your Architect and think it is wonderful addition to our City and waterfront.

Best Regards,

Prepared by

Daryoush Firouzli,

Architect AIBC, RAIC, Int. Associate of AIA

*The Nanaimo Boathouse Society*  
5735 Malibu Terrace  
Nanaimo, BC  
V9T 5Y8      [tangclan@shaw.ca](mailto:tangclan@shaw.ca)

June 6, 2014

**ATTENTION:** Camela Tang – President – The Nanaimo Boathouse Society

**Re:** Letter of Support from Departure Bay Holdings & Departure Bay Marina Ltd.

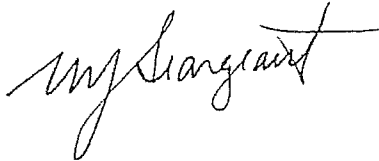
Thank you and your members for taking the time to meet with me last Wednesday so that I might have a firsthand look at your project.

To sum up my impressions of the **NB&PC** in a few words at the start would be "Awesome, A Wonderful Resource for Aquatic Adventurers, A Great Facility that The City of Nanaimo can provide for the Citizens of our community and lastly (and selfishly) a project that will bring Tourism, Economic Benefits, and consumers to my doorstep next door.

So getting past the "WOW" factor, I hope you can get the support you need to move the project forward and to bring truly a Tourism Destination location to our part of Nanaimo's waterfront. I can tell you that in our building we have a tenant Alberni Outpost which are very aquatic in retail and "on the water" rentals and training. I have seen on numerous occasions buses with groups (tourists) utilizing their location just as you envision yours.

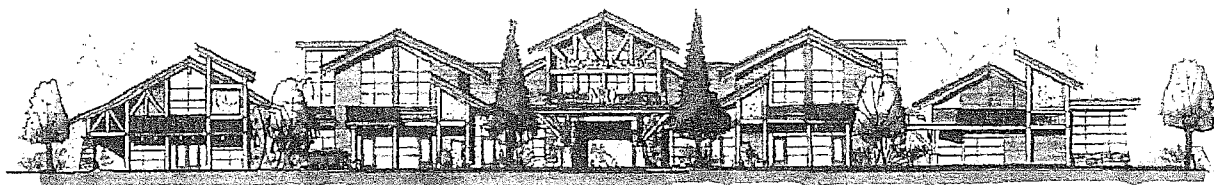
I wholeheartedly offer my support and wish your Society a good outcome for your efforts.

Please keep in touch and let me know how your plans progress and I will do likewise as we develop the walkway on the waterside of our building which ultimately may tie into yours.



Mike Seargeant  
Departure Bay Holdings Ltd. Departure Bay Marina Ltd.  
1840 Stewart Avenue, Nanaimo

PS Have your membership coordinator sign me up!





THE PLACE TO BE

---

Unit #102 - 1840 Stewart Avenue  
Nanaimo, BC  
V9S 4E6

June 8, 2014

To Whom It May Concern, my name is Steve Graham; I am the owner of Millers Pub located at 1840 Stewart Ave. here in Nanaimo. I would like to express my support of the new Nanaimo Boathouse Society and the new proposed site near Brechin Point.

As a long time business owner near the proposed location, I feel that such an establishment, would be very beneficial to the area. In my opinion, the new boathouse would provide not only an excellent location for residents of Nanaimo to enjoy one of our greatest features, but would be a boon for the tourism industry as well.

Furthermore, any development of that area of the Nanaimo waterfront, could only improve the aesthetics, of what I feel is part of the city desperately in need of proper development. And in my opinion the Nanaimo Boathouse Society is beginning what I hope is the start of that development.

Sincerely,

Steve Graham  
Miller's Pub Owner

22.8



## BC MARINE TRAILS NETWORK ASSOCIATION

302 Willow St.  
Parksville, BC. V9P1C7

Email: [president@bcmarinetrails.org](mailto:president@bcmarinetrails.org)  
[www.bcmarinetrails.org](http://www.bcmarinetrails.org)

June 6, 2014

Camela Tang  
[tangclan@shaw.ca](mailto:tangclan@shaw.ca)  
Nanaimo Boathouse Society

Re: Letter of Interest – BC Marine Trails Network Association

Dear Camela,

The BC Marine Trails Network Association is interested in exploring the possibilities of working with the Nanaimo Boathouse Society as we believe there are areas where the two associations can mutually assist one another for the benefit of international as well as local touring paddlers, and also, Nanaimo as a whole.

The Nanaimo Boathouse could offer BC Marine Trails users a collection of facilities not found anywhere else, including easy to use docks for launching, washroom and shower facilities, and possible secure storage for kayaks.

Nanaimo is at the northern end of the Gulf Islands Paddling Area. This area is appealing and extremely accessible to all levels and types of paddlers and therefore quite popular and busy. Potential storage facilities with easy access to the city would offer something very significant to the Gulf Islands touring paddler that is not offered in any other community to date. This could attract paddlers who wish or need to utilize accommodations and services, to Nanaimo.

Through its state of the art website, the BCMTNA could offer Nanaimo Boathouse exposure to touring paddlers through its website map, in its directory, and within its Gulf Islands blog pages.

As the Boathouse would be located in Nanaimo, the 'hub' and 'harbour city' of the southern coast of BC, it could also become a focal point for BC Marine Trails' future promotional events and meetings.

In summation, at first look, the BCMTNA believes that the Nanaimo Boathouse concept could have excellent possibilities for the use of touring paddlers, and as such, we are interested in having more discussions and involvement with your society as your concept and plans develop further.

Sincerely,

Stephanie Meinke, President  
**BC Marine Trails Network Association**  
[www.bcmarinetrails.org](http://www.bcmarinetrails.org)



June 6, 2014

**Re: Letter of Support for The Nanaimo Boathouse & Paddling Centre**

On behalf of the Nanaimo Economic Development Corporation and Tourism Nanaimo, I am pleased to provide a letter in support of the activities and proposed plans of the Nanaimo Boathouse Society for the paddling centre.

Our organizations have been strong supporters of the paddling centre proposal since its inception. Tourism Nanaimo's Tourism Development Fund has provided funding that has helped the Boathouse Society undertake its feasibility study. We are pleased to hear of the continued progress that the Society is making towards its goal of building a Paddling Centre that will provide needed dock space, safe storage for boats and equipment, a central location for both locals and tourists to gather, and a hosting facility for a variety of water-based activities.

The development of Nanaimo Paddling Centre is well aligned with the tourism strategic plan. It provides a centralized gathering point for tourists who want to enjoy water-based adventures, as well as a location from which to run paddling-related festivals and events such as the Dragonboat Festival, which contributes to overnight stays and increased awareness for our destination. With the new accommodation tax that will shortly start being collected, this facility will provide needed infrastructure that can potentially attract new festivals, a priority outlined in the accommodation tax agreement. Additionally, this facility will help support Tourism Nanaimo's sport tourism development goals.

As a "harbour city", the proposed paddling centre fits well with our destination image and supports our positioning as a destination with infinite possibilities. We fully support this project and look forward to its construction in the near future so we can begin to leverage the new infrastructure for our marketing and business development efforts.

Sincerely,

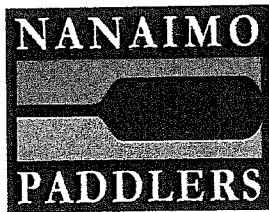
Sasha Angus  
CEO  
Nanaimo Economic Development Corporation

Nanaimo ECONOMIC DEVELOPMENT CORPORATION

104 Front Street, Nanaimo, BC, V9R 5H7  
Phone 250.591.1551 Fax 250.591.2574

Printed on Recycled Paper





June 8, 2014

Nanaimo Boathouse Society  
5735 Malibu Terrace  
Nanaimo, BC V9T 5Y8

*Re: Letter of Support for and Interest in the Nanaimo Boathouse & Paddling Centre*

Dear Camela,

As President of Nanaimo Paddlers, I enthusiastically confirm our support for and interest in the Nanaimo Boathouse & Paddling Centre.

Nanaimo Paddlers are a friendly group of paddlers who canoe and kayak for fun. Our 200 plus member Club includes paddlers from all age groups and skill levels. We specifically promote safe paddling and encourage skill development and respect for the environment. Our experienced paddlers mentor new paddlers to help them develop an increased self-awareness of their paddling skills and abilities.

The harbor front is an area we use extensively for our courses, workshops and paddling activities/events. You will frequently see our members launching from Brechin Point. We coordinate the annual Newcastle Island shoreline cleanup and also host an annual campout at the group picnic area.

Our Club definitely considers the boathouse an asset. It will be a safer location for paddlers to launch from and give us a better environment to debrief paddlers and prepare gear/boats before hitting the water. Upon return from a paddle the added amenities and social atmosphere will be most welcome!

We will also consider using the meeting space for our regular monthly members meetings and various courses/workshops held throughout the year. An on the water venue has long been on our wish list.

Nanaimo Paddlers hopes that this much-needed project will come to fruition and looks forward to the opportunity to utilize the boathouse to help further our Club's purposes. A safer harbor front hub for paddlers is a must have for our community – the benefits will also reach far beyond safety.

Please let us know if there is anything else we can do to assist with this project. At a minimum we'd like to invite you to attend our next members meeting on the first Wednesday in September in Room 2-3 at Beban Park. Please confirm with me if you can make it and we will be sure to put you on the agenda (250-585-1110 or [paddlerpete@shaw.ca](mailto:paddlerpete@shaw.ca)). Our members will be delighted to hear more!

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Boon", written over a horizontal line.

Peter Boon  
President

22.11

**City of Nanaimo**

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

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: KIRSTY MACDONALD  
PARKS AND OPEN SPACE PLANNER

RE: BEBAN PARK MASTER PLAN UPDATE

---

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission:

1. approve the Draft Beban Park Master Plan update for public review and comment; and,
2. host a public open house and stakeholder input sessions to present the draft plan for public review and receive comment this summer.

PURPOSE:

To continue the process of updating and reviewing the 1997 Beban Park Master Plan with a goal of adopting the plan in 2014.

BACKGROUND:

At the 2012-FEB-06 meeting of Council, a motion was passed to direct Staff to prepare a report outlining options for proceeding with a Beban Park Master Plan. Staff returned to the 2012-APR-16 meeting of Council, with a report outlining the proposed process for developing a master plan for Beban Park. That report identified four stages of plan development. At that meeting, Council passed a motion to support the process to update the Master Plan for Beban Park and to include the Master Plan for Beban Park process in the Financial Plan for 2013.

The process to update the 1997 Beban Park Master Plan is being completed in four stages as identified in the report to Council and the process is now at Stage 3.

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

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

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

- Meet with park license holders, stakeholders, staff, and special event groups to assess successes of the development to date and future needs and vision for the park and facilities.
- Conduct a public survey regarding overall Beban Park strengths, weaknesses, and future directions. (A survey specific to the Participark was also conducted).
- Use a portion of the City website as a communications forum for planning documents and surveys. In addition, use radio, Facebook, Twitter, newspaper, local TV coverage and onsite signage for communication about the process.
- Hold public input sessions with summary of findings and input for review and comment with opportunity to provide further input for vision and options for the park. (Two sessions were conducted).

Stage 3: Plan Preparation (Completed 2013-2014)

- Compile survey results, stakeholder input, and site characteristics.
- Draft park vision and master plan options based on input and site opportunities and constraints and present to Parks, Recreation and Culture Commission and Council for review and approval to have the draft plan reviewed by the public.

Stage 4: Draft Plan Review and Adoption (in process)

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

On 2013-NOV-27, the Parks, Recreation and Culture Commission and members of Council were presented with the first draft of the Beban Park Master Plan Update at an open working session.

DISCUSSION:

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

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

This plan has been developed with considerable stakeholder input and examines the 127 acre property including open spaces and facilities. The draft plan is consistent with the current policy direction of City Council and includes a 20-year vision, flexible, land-use concept plan that allows for future development of this important and central location.

Two public input sessions, an online public survey, and 20 stakeholder interviews were held in 2013, to help determine the park strengths, weaknesses and future directions. Several staff input sessions have been held in 2013 and 2014 for further consultation. In addition, the Parks Recreation and Culture Commission's Recreation and Parks sub-committees have also reviewed the draft plan.

Recurring themes and desires about the site and facilities from the input to date have included the following:

- Continue to provide high quality sports and recreation facilities.
- Provide covered facilities for year-round use (events and sports).
- No support for multiplex at Beban Park.
- Accommodate both everyday park use and to design the park for continued community events and festival use.
- Create a trail network around and through the site to connect the diverse use areas and facilities physically.
- Ensure trails are universally accessible.
- Provide comforts and rest areas along trails and in major use areas (e.g. benches, washrooms).
- Provide facility comforts (i.e. pool's family change rooms and weight room, storage areas and seating at fields).
- Add trees to the park and increase habitat value.
- Create a focal point for the park (or multiple focal points), especially in the centre (VIEX area).
- Reduce vandalism in the middle of the park (barn area).
- Focus on urban agriculture and maintaining the agricultural heritage of the park.
- Create picnic areas and passive day use areas.
- Make park campus navigation easier (signage, safe trails, etc.).
- Continue to host special events and festivals but design the park for event set up and flow.
- Add youth amenities (skateboarding, biking, etc.).
- Continue to provide high quality sports fields and recreation facilities.
- Integrate site facilities into one campus rather than come for single uses/facilities (spend full day at the park).

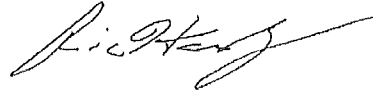
The draft Beban Park Master Plan Update is attached to this report. In accordance with the approved planning process, once Commission and Council have reviewed the draft plan, the plan will be reviewed by the public for further feedback. A final review is expected at the Commission and Council level in the summer or fall of 2014.

STRATEGIC PLAN CONSIDERATIONS:

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

Respectfully submitted,

Concurrence by:



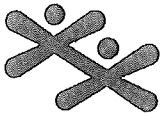
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Kirsty MacDonald  
PARKS & OPEN SPACE PLANNER  
PARKS, RECREATION AND ENVIRONMENT

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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-JUN-05  
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Boys & Girls Clubs  
of Central Vancouver Island

June 3, 2014

Diana Johnstone, Chair  
Parks, Recreation & Culture Commission  
455 Wallace Street  
Nanaimo, BC V9R 5J6

Dear Diana Johnstone,

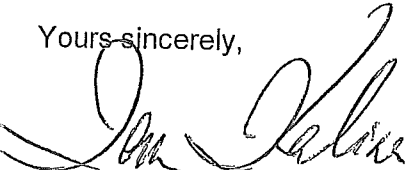
On behalf of the Boys and Girls Clubs of Central Vancouver Island, I am writing to express our organization's desire to develop a strategic partnership with the City of Nanaimo, Parks, Recreation and Environment. Boys and Girls Clubs of Central Vancouver Island has been a leader in providing life-changing experiences to children and youth in Nanaimo for over 40 years. We envision partnering with the City to develop a series of childcare facilities located on municipal parks where children would not only receive quality childcare, but enriched indoor and outdoor recreational experiences.

Over the next three years, Province of British Columbia has committed \$76 million to support the first three years of an early years strategy, including \$32 million to support the creation of up to 2,000 new licensed child-care spaces. The B.C. Early Years Strategy builds on the \$1 billion per year government spends on early learning and childhood development initiatives, services and supports, such as: Programs that support healthy pregnancy, birth and infancy.

- Early childhood development care and learning program investments, including public health nursing, Ready, Set, Learn programs and StrongStart BC early learning programs.
- Full-day kindergarten.
- Success by 6(r), Children First and Aboriginal early childhood development programs.
- A variety of programs, services and supports to address the specific needs of children and youth with special needs.
- The Ministry of Children and Family Development invests \$290 million on child care, a 37 per cent increase since 2000-01.
- More than 104,000 licensed child-care spaces are funded in communities throughout B.C.

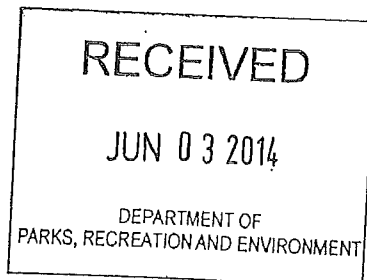
Boys and Girls Clubs of Central Vancouver Island is the largest provider of licensed group childcare on Vancouver Island. In 2011 we partnered with the Town of Ladysmith to build a \$5.4 million dollar campus of community services. We would love to work with the City to secure the necessary funding to be part of the re-design of both Beban and Centennial Parks along with other municipal parks.

Yours sincerely,

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

Registered Charitable Organization No. BN10680 4016 RR 0001  
A good place to be

20 Fifth St.  
Nanaimo  
British Columbia V9R 1M7  
T 250 / 754-3215  
F 250 / 754-4771  
www.bgccvi.com





## HARBOUR CITY FOOTBALL CLUB

June 6, 2014

Dear Richard,

The Harbour City Football Club (HCFC) of Nanaimo is Vancouver Island's largest sports organization. Approximately 1900 children in our community are registered for youth soccer, including the Just for Kicks program for disabled children. We are strong supporters of "Soccer for Life" and are in discussions to expand adult competitive and recreational soccer leagues in Nanaimo as well. Our membership size and expansion plans naturally require more field time than other groups.

We value our close relationship with the City of Nanaimo and their support to help us grow participation of youth and adult sports in the city.

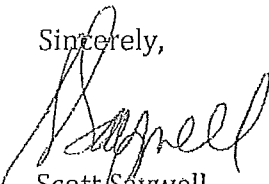
HCFC would likely to formally express our interest to form a new partnership agreement with the City of Nanaimo to develop additional artificial turf fields in the Beban Park Complex, beside our existing clubhouse, and elsewhere in the city.

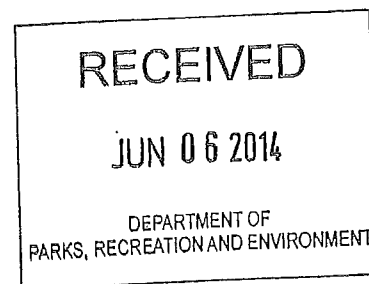
The time demands for the two existing artificial turf fields are increasing every year – this is a high priority item for our community. There is also a high demand within most of the sports organizations in Nanaimo for an indoor full size sports turf facility.

HCFC is definitely willing to contribute substantial funds towards these projects to help make them become a reality and huge success for our community. We do have urgent grant dollar deadlines and would like to begin this process as soon as possible.

We look forward to discussing this project further at your convenience.

Sincerely,

  
Scott Saywell  
Acting President



2300 Bowen Road, Nanaimo, British Columbia V9T 3K7  
250.729.9400 250.729.9404 harbourcityfc.com



**City of Nanaimo**

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

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: KIRSTY MACDONALD  
PARKS AND OPEN SPACE PLANNER

RE: VELODROME PROPOSAL FOR BEBAN PARK

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission:

1. continue to work through the Draft Beban Park Master Plan update process with public review and comment; and,
2. gauge interest in the concept of the velodrome through future public open houses and stakeholder input sessions, and then review feedback and consideration as part of the Beban Park Master Plan update process.

PURPOSE:

To consider the request of planning for a velodrome in Beban Park while continuing the process of updating and reviewing the 1997 Beban Park Master Plan.

BACKGROUND:

At the 2014-MAY-01 meeting of the Parks Recreation and Culture Commission, a delegation from the Mid Island Velo Association requested the addition of "Motion Park" including a 200-metre velodrome and 1.25 km cycle-cross track to the Beban Park Master Plan. A motion was passed to direct Staff to prepare a report regarding the feasibility of adding a velodrome to the Beban Park Master Plan update.

A velodrome is an arena for track cycling. Modern velodromes feature steeply banked oval tracks, consisting of two 180-degree circular bends connected by two straights. As depicted in Schedule A, the proposed velodrome footprint would be 108m x 68m and include a mezzanine walkway around the top for coaching, servicing advertising, and maintenance. The in-field of the track could be used for other sporting activities. The suggested cost is about \$500,000. Although the primary focus of a velodrome is cycling, the facilities can be used for many sports including roller derby and in-line skating. Similarly, the in-fields can be used for basketball, tennis, and even as a special event venue. Schedule B depicts a velodrome and shows both the outer cycling area and central in-field.



Cycle-cross is a form of bicycle racing. Races typically take place in the autumn and winter and consist of many course laps featuring pavement, wooded trails, grass, steep hills and obstacles requiring the rider to quickly dismount and carry the bike while navigating the obstruction and remount. Schedule A also depicts a 1.25 km cyclecross loop that was proposed by the Mid-Island Velo Association. Beban Park has been the site of a couple of cycle-cross races in the past and more are expected in the future. Each race organizer sets up a new course using the bones of the park and existing trail network.

#### DISCUSSION:

A process to begin updating the Beban Park Master Plan began in 2012 and is now in the draft plan review stage. Two public input sessions, an online public survey, and 20 stakeholder interviews were held in 2013, to help determine the park strengths, weaknesses and future directions. Several staff input sessions have been held in 2013 and 2014 for further consultation. In addition, the Parks Recreation and Culture Commission's Recreation and Parks sub-committees have also reviewed the draft plan.

Several cycling groups were consulted in the development of draft Beban Park Master Plan concept including the Nanaimo Mountain Bike association, BMX club, Cyclecross group, and Mid-Island Velo Association. Each expressed similar long-term goals of developing and centralizing some flexible facilities in Beban Park.

Public input surveys to date have not asked questions specifically related to cycling, but have been open to park improvement suggestions. The Altrusa trike trail has been identified as a popular park feature. Trail development that facilitates walking and cycling loops throughout and around the park have been identified as a high priority improvement. Similarly, better connections to adjacent cycling routes such as the E and N trail and the parkway trail have been raised as a desirable feature and are also identified in the Transportation Master Plan. The development of additional youth biking facilities in and around the BMX Park was also expressed. However, the idea of a velodrome has not been a key input theme nor was a question specifically asked about it. The greater Victoria area is the closest location with an existing velodrome. It was constructed for the 1994 Commonwealth Games.

The Draft Beban Park Master Plan update has been developed with considerable stakeholder input and examines the 127 acre property including open spaces and facilities. The draft plan is consistent with the current policy direction of City Council and includes a flexible, land-use concept plan that allows for future development of this important and central location. In accordance with the approved planning process, the draft plan is currently being reviewed by the Parks Recreation and Culture Commission and then will go out for further public input. A final review is expected at the Commission and Council level in the fall of 2014.

Schedule C outlines the draft schematic layout for the Beban Park Master Plan update. It also identifies a central facility development opportunity area which incorporates many of the "motion park" ideas such as a junior bike skills area, proposed mountain bike clinic area, and continued Marie Davidson BMX park. It also identifies many new multi-use trails that could be used for occasional cyclecross circuits.

The current draft plan does not presently depict a velodrome, nor has there been substantial input from the public for such a facility. At this point in the process and input Staff could not support this type of facility on the property given existing demand for such a facility. However,

the central redevelopment area does depict a number of flexible future facility options. The idea and need of a future velodrome could be tested in upcoming public open houses and surveys.

STRATEGIC PLAN CONSIDERATIONS:

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

Respectfully submitted,



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

Concurrence by:



---

Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-JUN-05  
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## Schedule A

### Proposed Velodrome and Cyclecross Location (overlaid on the 2012 Beban Park Aerial photo)

velodrome and multi-use track



Proposed velodrome footprint  
108m x 68m

1.25 km cyclecross  
multi-use track

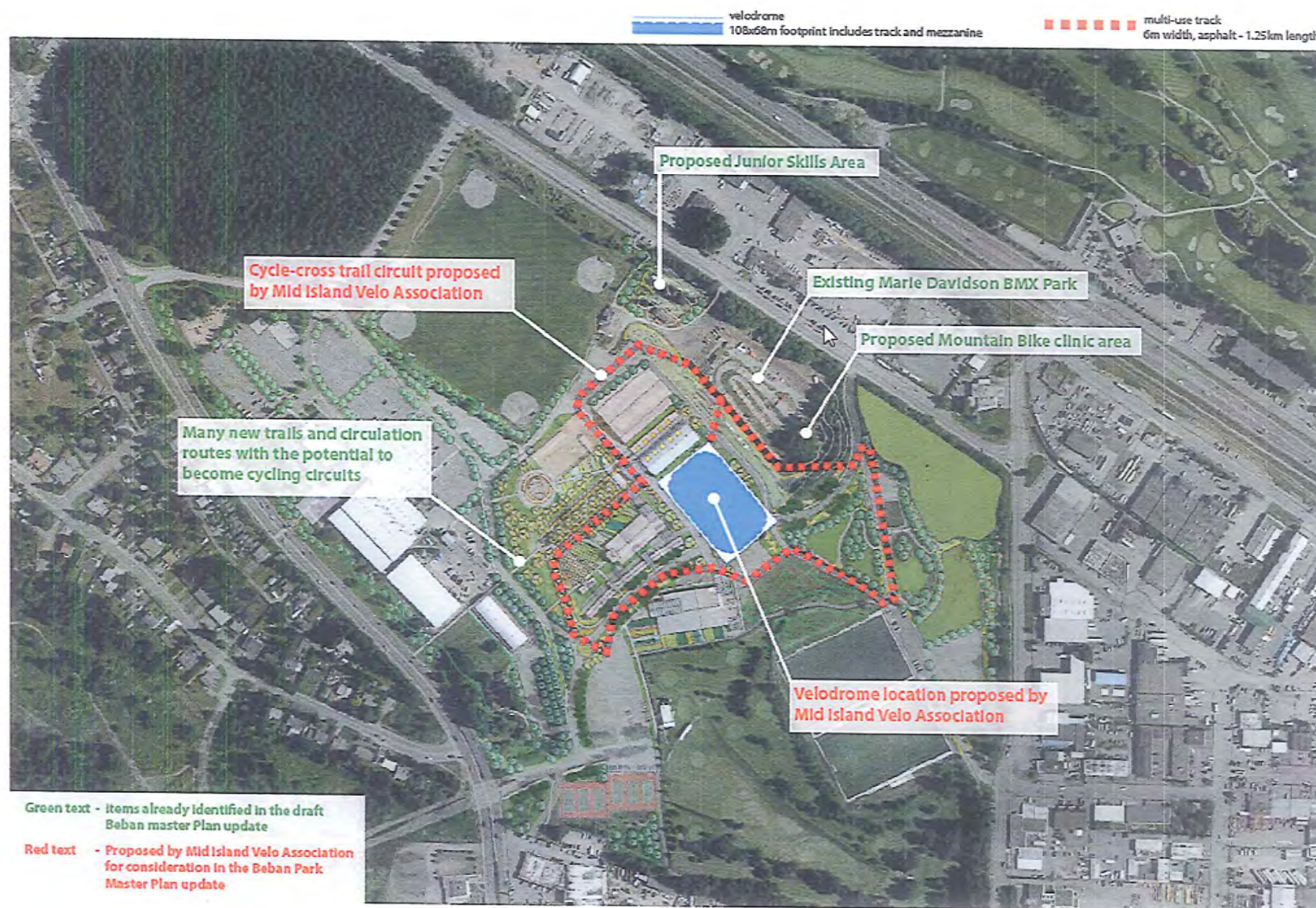
**Schedule B**  
**Example of a Velodrome**  
**(with banked sides and an infield available for recreation)**





# Schedule C

## Draft Schematic Layout for the Beban Park Master Plan with proposed velodrome and cycle-cross location



City of Nanaimo

REPORT TO THE  
PARKS, RECREATION AND CULTURE COMMISSION

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION & CULTURE SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO DISTRICT SECONDARY SCHOOL - SOCCER

---

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Nanaimo District Secondary School in the amount of \$850 for 17 athletes to attend the BC Senior Girls Soccer Provincials, being held in Penticton, BC. The application meets all of the travel grant criteria.

BACKGROUND:

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

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. On 2014-MAY-23, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo District Secondary School requesting financial assistance for 17 athletes to represent Nanaimo at the BC Senior Girls Soccer Provincials being held in Penticton, BC. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$850.

To date \$5,750 from the 2014 travel grants contingency funds has been awarded or is pending. If the above travel grant of \$850 is approved, \$900 remains available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



---

Liz Williams  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

---

Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

City of Nanaimo  
Department of Parks, Recreation & Culture  
Travel Assistance Grant Evaluation

APPLICANT: Nanaimo District Secondary School DATE: May 23, 2014

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		
B. Attending a Provincial, Regional, National, or International Championship	✓		
C. Traveling out of Province Max \$100 per person up to \$2,000 per group	N/A		
D. Traveling within BC (excludes Van. Is.) Max \$50 per person up to \$1,000 per group	✓		
E. Other sources of funding identified	✓		fund raising within a snow window
F. Grant recipient(s) reside in Nanaimo	✓		NDSS students
G. Application made by a local organization	✓		\$5468.
H. Grant for participants only, not coaches or chaperones	✓		17 competitors.
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): yes. AMOUNT: \$ 850

OR

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

EVALUATOR: WZ Williams POSITION: Public Manager, Rec. Services  
City of Nanaimo 1011 Hamilton Street, 1st floor



CITY OF NANAIMO  
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: Nanaimo District Secondary		DATE: May 20/14	
ADDRESS: 355 Wakegah Cres. Nanaimo, BC V9R 5K3		PRESIDENT: Tim Davie (principal)	
		SENIOR STAFF MEMBER: Michelle James (ath. direct)	
		POSITION:	
		CONTACT:	
TELEPHONE: 250.740.2000		TELEPHONE: 250.740.2000	
TOTAL NUMBER OF PERSONS TRAVELLING: 27	TOTAL NUMBER OF COMPETITORS TRAVELLING: 17	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 17	TOTAL AMOUNT REQUESTED: <del>\$2500</del> \$850
DESTINATION: Penticton, BC		DATE OF DEPARTURE: Wed, May 28/2014	
EVENT TO BE ATTENDED: BC Senior Girls Soccer Provincials			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Received 3rd Place in the Island Championship			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: - Team fundraising - PAF fees - parent contributions			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? - support school athletics - promote community involvement - facilitate Nanaimo athletic development			
SIGNATURE: M. James	TITLE/POSITION: Athletic Director	DATE: May 20/14	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			



May 20/14

- Upon speaking w. Liz Williams she advised that I could attach this hand written note outlining the Revenues & Expenditures.
- hotel - 4 player rooms for 3 nights @ 13.5<sup>00</sup> (tax inc.) = \$40.00 approx
- 2 vehicles carrying 17 players, manager + coach as well as extras to Penticton.
  - gas \$500
  - ferry costs \$1200
- food for team
  - 2 dinners (wed/Thurs)
  - 4 lunches (wed to Sat)
  - \$1900.

Expenses (travel & food & accomodations) = \$4140.00

This team has just placed in the Islands on May 12th. It doesn't leave alot of fundraising time but we have had a bake sale already. They are planning a Hotdog Sale outside Country Grocer this Sunday. We are a Community School & funding is greatly needed & so appreciated.

Thank you

Lori Dounmont  
Team Parent!

## City of Nanaimo

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

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION & CULTURE SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO YOUTH CHOIR

---

#### STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Nanaimo Youth Choir in the amount of \$1,000 for 10 performers to attend the Pacific International Children's Choir Festival, being held in Eugene, Oregon, USA. The application meets all of the travel grant criteria and the 10 performers reside within the City of Nanaimo.

#### BACKGROUND:

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

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. On 2014-MAY-09, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Youth Choir requesting financial assistance for 10 performers to represent Nanaimo at the Pacific International Children's Choir Festival, being held in Eugene, OR. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$1,000.

To date \$4,650 from the 2014 travel grants contingency funds has been awarded or pending. If the above travel grant of \$1,000 is approved, \$1,750 is available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



---

Liz Williams  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

---

Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

Date: 2014-MAY-22

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

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City of Nanaimo  
 Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Youth Choir DATE: May 9, 2014

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

RECOMMENDED FOR FUNDING (Y): ✓ AMOUNT: \$ 1000.00

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Rec. Services

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

Office Use

ORGANIZATION: <i>Nanaimo Youth Choir</i>		DATE: <i>April 8/14</i>	
ADDRESS: <i>c/o 3012 Kildonan Pl.</i>		PRESIDENT: <i>Conductor - Marian Smith</i>	
<i>Nanaimo, BC</i>		SENIOR STAFF MEMBER: <i>Teresa Hannesson</i>	
<i>V9T-5J6</i>		POSITION: <i>Parent/Committee - Tour Manager</i>	
		CONTACT: <i>Same As above</i>	
TELEPHONE: <i>250-741-6998</i>		TELEPHONE: <i>250-619-8645</i>	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>17</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>13</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>10</i>	TOTAL AMOUNT REQUESTED: <i>\$1,000</i>
DESTINATION: <i>Eugene, Oregon</i>		DATE OF DEPARTURE: <i>June 23/14</i>	
EVENT TO BE ATTENDED: <i>Pacific International Children's Choir Festival</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>Provincial</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP:  <i>Please See attached</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING?  <i>Please see attached</i>			
SIGNATURE: <i>Marian Smith</i>	TITLE/POSITION: <i>Choir Conductor</i>		DATE: <i>April 8/14</i>
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

## NANAIMO YOUTH CHOIR

### Provincial and National Recognition

- ❖ 2010 – First Place Regionals– recommended to Provincials, First Place Provincials- recommended to Nationals.
- ❖ 2011 – First Place Regional – Recommended to Provincials, First Place Provincials and Award... recommended to Nationals – Second Place at Nationals.
- ❖ 2012- First Place Regional – Recommended to Provincials, First Place Provincials and Award... recommended to Nationals. Invited to and attended Pacific International Children's' Choir Festival. (PICCFEST)
- ❖ 2013 - First Place Regional – Recommended to Provincials, First Place Provincials and Award... recommended to Nationals.
- ❖ 2014 - First Place Regional – Recommended to Provincials, Waiting for Provincials to occur.
- ❖ Note – Choirs do not travel to Provincial and National Competitions – when they place first in their region, the adjudicator may or may not recommend them to the Provincials. If recommended then they must record their submissions on a CD and send to the competition. This is also the case for Provincial Competitions; if they place first they may or may not be recommended to Nationals by the adjudicator. If choirs do well at Provincial and National Competitions then they are invited to apply to attend National and International Festivals.

### Other Funding Sources

- Bottle Drives
- Car washes
- Community Choir Performances and Concerts
- Thrifty Foods Smile Cards
- Beverage and Burger Night
- Panago Pizza sales
- Grant Applications

### Why Should Choir Receive Funding?

- ❖ The Nanaimo Youth Choir has had great success over the last four years. The more successful you are as a choir in Provincial and National Competitions the more opportunities you are provided to attend National and International Festivals.
- ❖ This choir is a very small group of 13 children. There is one family which has 3 children in the choir.
- ❖ Attending PICCFest will be a huge opportunity for these children to work with highly accomplished Children's choir conductors and 7 other international children choirs.
- ❖ PICCFest organisers have made an exception for the Nanaimo Youth Choir to their acceptance policy of choir minimums of 20. This is due to the exceptional contribution and representation made by the Nanaimo Youth Choir when they attended PICCFest in 2012.
- ❖ These children are exceptionally dedicated young people who represent Nanaimo very well as they continue to put Nanaimo on the map and draw attention in the international Choral Community.
- ❖ The Nanaimo Youth Choir has been invited to represent BC at Unisong for the last 5 years. Unisong is a Children's festival which occurs each year in Ottawa throughout the week of July 1<sup>st</sup>. The highlight of the festival is representing your community on Parliament Hill in a Mass Choir performance of Oh Canada for July 1<sup>st</sup> festivities. NYC has not attended due to the overall transportation costs associated.

City of Nanaimo

REPORT TO THE  
PARKS, RECREATION AND CULTURE COMMISSION

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION & CULTURE SERVICES

RE: TRAVEL ASSISTANCE GRANT – JOHN BARSBY BULLDOG THEATRE

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to John Barsby Bulldog Theatre in the amount of \$750 for 15 performers to attend the Provincial Theatre Festival, being held in New Westminster, BC. The application meets all of the travel grant criteria.

BACKGROUND:

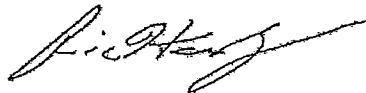
The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within BC (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning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

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. On 2014-MAY-09, Staff reviewed a Travel Assistance Grant application submitted by the John Barsby Bulldog Theatre requesting financial assistance for 15 performers to represent Nanaimo at the Provincial Theatre Festival being held in New Westminster, BC. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$750.

To date \$4,000 from the 2014 travel grants contingency funds has been awarded or pending. If the above travel grant of \$650 is approved, \$2,750 is available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



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Liz Williams  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-JUN-02

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

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City of Nanaimo  
Department of Parks, Recreation & Culture  
Travel Assistance Grant Evaluation

APPLICANT: John Barsby Bulldog Theatre DATE: May 9 / 2014

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

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ \$750.00

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Rec. Services

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APR 28 2014



CITY OF NANAIMO  
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: John Barsby's Bulldog Theatre		DATE: April 28 / 2014	
ADDRESS: 550 7th St.		PRESIDENT: N/A	
Nanaimo, B.C.		SENIOR STAFF MEMBER: Tom Rokeby	
V9R-322		POSITION: Drama Teacher	
		CONTACT: trokeby@sd68.bc.ca	
TELEPHONE: (250) 753-8211		TELEPHONE: (250) 753-8211 ext. 263	
TOTAL NUMBER OF PERSONS TRAVELLING: 17	TOTAL NUMBER OF COMPETITORS TRAVELLING: 15	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 15	TOTAL AMOUNT REQUESTED: 750.00
DESTINATION: Douglas College, New Westminster		DATE OF DEPARTURE: May 1st / 2014	
EVENT TO BE ATTENDED: Provincial Theatre Festival			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: North Island Regional Drama Festival - Best Production			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <ul style="list-style-type: none"> <li>- Bulldog Theatre Showcase - fundraising performances - \$3000</li> <li>- Fundraiser Online Crowdsourcing financing - \$600</li> <li>- Service Clubs, Merchant + individual sponsorships - \$1300</li> </ul>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <p>For the past 7 years, Bulldog Theatre has provided an outlet for student creativity and skill acquisition, in a supportive + nurturing environment. Many of our families work hard to attend the annual regional competition, and our advancing to the provincial competition presents hardship for many. The students have worked hard to win regionals, and fundraise for provincials! The City of Nanaimo can be proud of supporting the youth of Heciwood.</p>			
SIGNATURE: Tom Rokeby	TITLE/POSITION: Drama Teacher @ J.B.C.S.	DATE: April 29 / 14	

\* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA \*

NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.



PROVINCIALS BUDGET

Registration Fees: 17 delegates x \$125	\$2125
accommodation: \$113/night x 3 nights x 9 rooms =	\$3051
transportation: truck/trailer ferry:	\$200
trailer rental/fuel:	\$200
ferry walk-ons :	\$300 (15x\$10x2)
public transit:	\$120 (15x\$4x2)

Total expenses: \$5996

-Fundrazr.com (crowdsourcing):	\$ 600
-sponsorship and advertising:	\$1300
-Bulldog Theatre Showcase door, total three nights:	\$3000

Total income: \$4900

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

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION & CULTURE SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO TRACK AND FIELD CLUB –  
WELLINGTON SECONDARY SCHOOL

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Nanaimo Track and Field Club - Wellington High School in the amount of \$200 for four athletes to attend the BC High School Championships, being held in Langley, BC. The application meets all of the travel grant criteria.

BACKGROUND:

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

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. On 2014-MAY-23, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Track and Field Club/Wellington High School requesting financial assistance for four athletes to represent Nanaimo at the BC High School Championships being held in Langley, BC. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$200.

To date \$6,600 from the 2014 travel grants contingency funds has been awarded or is pending. If the above travel grant of \$200 is approved, \$700 remains for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



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Liz Williams  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-JUN-02

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

G:\GRANTS\TravelGrants\2014\PRCCRPT140612TravelAssistanceGrant-NanaimoTrackandFieldClub-WellingtonSecondarySchool.docx

RE: Travel Assistance Grant – Nanaimo Track and Field Club – Wellington Secondary School

City of Nanaimo  
Department of Parks, Recreation & Culture  
Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Track & Field Club & Wellington Secondary School DATE: May 23, 2014

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

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 200.00

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Rec. Services

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# CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: <i>Nanaimo Track &amp; Field Club</i>		DATE: <i>May 21/2014</i>	
ADDRESS: <i>Wellington Club School Track Team</i>		PRESIDENT: <i>Tyler Heisterman</i>	
P.O. Box 361		SENIOR STAFF MEMBER: <i>ALLEN JOHNSTON</i>	
Nanaimo BC		POSITION: <i>Senior Coach</i>	
VGR 5L3		CONTACT: <i>250-755-3003</i>	
TELEPHONE: <i>250-755-3003</i>		TELEPHONE: <i>ALLEN JOHNSTON</i>	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>5</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>4</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>4</i>	TOTAL AMOUNT REQUESTED: <i>\$200.00</i>
DESTINATION: <i>Langley, BC</i>		DATE OF DEPARTURE: <i>May 29/2014</i>	
EVENT TO BE ATTENDED: <i>BC High School Championships</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>Provincial Championships</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>self-funding Wellington PAC Boyle drive</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>Last year 3 of these four athletes medalled at Provincials and 2 represented our Club &amp; city at National Championships. This year BCNS will be a stepping stone for these athletes to again represent their City at Canadian Nationals in August</i>			
SIGNATURE: <i>[Signature]</i>	TITLE/POSITION: <i>Senior Coach</i>	DATE: <i>May 21/14</i>	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

RECEIVED

MAY 22 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

## **City of Nanaimo**

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

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: THE PARKS OPERATIONS DIVISION

RE: PARKS OPERATIONS MONTHLY REPORT – APRIL 2014

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The month of April is when many regular inspections take place in preparation for the busy summer season. Carpentry staff were busy inspecting playgrounds and neighbourhood parks. The Trails staff were out checking trails systems, including bridges and boardwalks throughout the city.

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

- Review of development applications has occurred including potential park and trail connections at Diver Lake and in the Chase River neighbourhood.
- Parks is working with interdisciplinary teams to help develop improvement designs for the Departure Bay Seawall, new storm water management design guidelines, and design of corporate roadways.
- The "Dogs in Parks" Ambassador will begin attending parks and community events this spring. Focus sites will include the dog off-leash area at May Richards Bennett Pioneer Park and at swimming beaches.
- City of Campbell River staff are liaising with City of Nanaimo staff to learn more about our urban forestry strategy and lessons learned in developing new tree policies.

#### **OUTDOOR SPACES AND SPECIAL EVENTS:**

- Finalizing concerts for the "Concerts in the Park" series.
- The launch for "Bike to Work Week" took place on 2014-APR-09 at the Nanaimo Athletic Club. "Bike to Work Week" will run from 2014-MAY-26 to 2014-JUN-01.
- Successful programs this past month include; Silly about Spiders; Small Scale Food Production; and, Tennis in your own Neighbourhood.
- Staff assisted in hosting the "Earth Day Wild Foods Festival" on 2014-APR-27 at Bowen Complex.

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

- The Hawthorne Park VIP is moving forward with fundraising for their park project. A Beer & Burger Night with Silent Auction was held 2014-APR-23 and was very successful.
- The Groveland Park VIP is moving forward with fundraising and planning. They are planning to present to Commission this spring. The VIP group held a silent auction in April that was very successful.
- Invasive Plant month is in full swing. Work parties are planned throughout the community and many drop off stations are located around the City for community collection. Use of goats and other alternative plant control methods are being tested in 2014.

- Several neighbourhoods are showing interest in the VIP program including the Townsite, Wills Road, and Linley Point areas.
- Staff are assisting the Nanaimo Community Gardens Greenhouse Society in looking at options for future greenhouse development on parkland and the permitting process. Park Operations staff have recently gone through a similar process and are sharing ideas and lessons learned.
- Site furnishings are being installed at Norasea and Oceanview Park. These park amenities complete these VIP projects.

#### **PARKS UTILITY:**

- The materials have been ordered in preparation for installing the access hatch in the Italian Fountain. This maintenance hatch will allow staff to safely access the internal pump system of the fountain. Work to install the hatch will take place in May.
- Renovations were done to the plumbing fixtures at Loudon Park in preparation for the BC Summer Games.
- Staff are preparing a wall of the Bastion Parkade on Front Street for the installation of a public art piece in May.
- Water service has been turned on to all irrigation systems in the parks, ready for the summer season.

#### **FACILITY OPERATIONS:**

- Kin Pool change room renovations have been completed. The pool is operational and has been turned over to the Nanaimo White Rapids Swim Club for the summer swim season.
- The domestic water lines were re-piped at Beban House.
- A new fan motor was installed in the Beban Social Centre heating system.

#### **FIELDS:**

- Ball diamond maintenance was completed.
- Conversion from soccer to baseball was completed and the outfield fences have been installed.
- Topdressing, aerating and overseeding on the sports fields is currently in process.
- First round of fertilizing has been completed.
- Both carpets on the artificial fields were brushed and swept.

#### **TRAILS:**

- April was spent combating invasive plants including Himalayan blackberry along the Parkway Trail.
- Seasonal staff have started work with the Trails Crew. They assisted in spreading 50 cubic metres of driveway chip over 300 metres of trail in Hawthorne Park. Their attention will now turn to regular trail grooming duties over the next four months on approximately 140 kilometres of trail in over 60 different trail systems throughout the City.
- Concrete curbs were repaired in both Maffeo Sutton Park and the Nanaimo Ice Centre parking lot.
- A bridge at Westwood Lake Park was rebuilt.
- GPS updating of all new trails built in 2013 has been completed and will be published in 2014. This includes the mapping of the new Westwood Mountain Bike Trail to establish a new route around the DND property.

### **HORTICULTURE AND ABORICULTURE:**

- Oliver Woods median landscaping installation was completed.
- Oliver Woods buffering planting between the park and Rutherford property is ongoing (site of the tree removal).
- Staff have been working with VIP groups at Beban, Colliery, Westwood, and Planta Parks on removing invasive species.
- Staff have been working with VIP groups to expand their community gardens at Beaufort and Forest Drive Gyro Parks.
- There were five calls for arboriculture in April.
- All downtown turf grass has been fertilized.
- Staff have completed seasonal pruning of shrubs.
- Staff have mulched many perennial and shrub beds.

### **MAINTENANCE AND CONSTRUCTION:**

- Loudon Park washroom renovation was completed, including painting of walls and floors.
- An updated Main Kiosk sign was installed at Westwood Lake Park. Other signs were also at this site including "Paws on the Lake."
- A new park identifier sign was installed at Barney Moriez Park. Staff also cleaned and polished the brass dedication plaque.
- Bleacher boards at sports fields throughout the city were inspected and replaced. New boards will be painted as weather permits.
- Window installed at Bowen Complex, Room 3.
- A drop down drafting table was built and installed in one of the offices at the Service and Resource Centre.
- Tennis Court inspections and net adjustments were conducted. Departure Bay Centennial Park Tennis court surface was repaired due to cracking, as well as the repainting of lines. May Richards Bennett Pioneer Park tennis courts will also have lines repainted.
- A new park identification sign was installed at Wardropper Park.
- Plywood deck replacement was undertaken on the ramp leading to the Search and Rescue dock at the Brechin Boat Ramp.
- The existing Memorial Bench at St. Paul's Church was removed. Staff installed a new bench made of plastic lumber and reinstated the memorial plaque.
- The existing wooden benches at Bowen Park and Front Street were replaced with plastic lumber.
- Picnic table boards at Wheatcroft Park were replaced, and a new park identification sign was installed.
- Cedar material for community garden beds at Beaufort Park and Forest Drive Gyro Park was ordered and cut, and is to be assembled and installed by volunteers. Beaufort Park has been installed.
- Cedar material and float billets for new docks at Brannen Lake and Westwood Lake has been ordered





**VANDALISM REPORT:**

<b>BREAKDOWN OF COSTS</b>	
CONTRACTED SERVICES	\$1,187.75
MATERIALS AND SUPPLIES	\$1,062.86
LABOUR AND FLEET	\$ 903.09
<b>TOTAL COST</b>	<b>\$3,153.70</b>

- Significant increase in graffiti over the past month. Sites included Departure Bay beach, Loudon Park, Blueback stairs, Neck Point Park, and the north gateway.

<b>TRAIL COUNTS – APRIL 2014</b>				
<b>Park Sites</b>	<b>Feb Daily Average</b>	<b>Mar Daily Average</b>	<b>Apr Daily Average</b>	<b>Peak Time of Use</b>
Blueback Beach Access*	76	95	131	5 PM – 6 PM
Buttertubs Trail (Dyke Side)	111	119	134	4 PM – 5 PM
Colliery Dam - Lower Dam	121	131	180	3 PM – 4 PM
Colliery Dam - Upper Dam	91	96	130	3 PM – 4 PM
Cottle Lake Trail – Rock City Rd	37	36	44	11 AM – 12 PM
Dewar Road Trail	37	40	49	3 PM – 4 PM
E & N Trail (behind Fibber Magees)	60	64	70	12 PM – 1 PM
E & N Trail (Fitzwilliam Street)	33	28	31	1 PM – 2 PM
E & N Trail (Franklyn Street)	29	31	33	11 AM – 12 PM
Georgia Park (trail to Front Street)	68	70	93	12 PM – 1 PM
Georgia Park Bridge	383	478	582	3 PM – 4 PM
Greenaway Park Trail	25	26	29	12 PM – 1 PM
Invermere Beach Access*	46	52	64	5 PM – 6 PM
Kinnette Evergreen Trail	36	38	45	4 PM – 5 PM
Linley Point Trail – Rutherford Rd	40	46	57	11 AM – 12 PM
Linley Point Trail - Altavista Access	35	41	50	11 AM – 12 PM
Park Avenue Bridge	37	39	48	2 PM – 3 PM
Queen Elizabeth Promenade	318	346	486	3 PM – 4 PM

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

<b>ANIMAL SERVICES DIVISION - APRIL 2014</b>				
<b>Park/Beach Sites</b>	<b># of Patrols</b>	<b>Dogs Encountered</b>	<b>Written Warnings</b>	<b>Tickets Issued</b>
Barney Moriez Park	5	0	0	0
Barsby Park	5	1	0	0
Beach Estates Park	1	1	0	0
Beaufort Off-Leash	16	33	0	0
Beban Park	9	0	0	0
Beban Off-Leash Park	13	70	0	0
Beban Participark	10	0	0	0
Bowen Park	31	41	1	0
Buttertubs Marsh	9	0	0	0
Cable Bay Trail	1	3	0	0
Caledonia Park	4	0	0	0
Departure Bay Centennial Park (Wingrove Street)	3	0	0	0
Colliery Dam Park	6	27	0	0
Colliery Dam Off-Leash area	4	19	0	0
Departure Bay Beach	18	36	1	3
Deverill Square Park	4	0	0	0
Diver Lake Park	11	10	0	0
Elaine Hamilton Park	2	1	0	0
Fillingier Crescent Beach Access	1	0	0	0
Groveland Park	13	10	0	0
Harewood Centennial Park	10	1	1	0
Hawthorne Park	4	1	0	0
Comox Gyro Park	3	0	0	0
Harry Wipper Park	2	0	0	0
Invermere Beach	2	5	0	0
Invermere Off Leash Area	3	3	0	0
Jack Point Park	2	0	0	0
Knowles Park	4	0	0	0
Latimer Park	8	1	0	0
Linley Valley Park	9	17	2	0
Loudon Park	11	7	0	1
Maffeo Sutton Park	11	70	0	0
Mansfield Park	3	0	0	0
May Richards Bennett Pioneer Park	3	4	0	1
May Richards Bennett Off-Leash Area	3	19	0	0
Morningside Park	3	0	0	0
Neck Point Park	10	63	0	0
Nob Hill Park	3	0	0	0
Northfield Park	1	1	0	0
Petroglyph Park	4	0	0	0
Pipers Lagoon Park	10	14	0	0
Robins Park	5	0	0	0
Rocky Point Park	2	1	0	0
Serauxmen Sports Fields	3	0	0	0
Sid Clark Gyro Park	3	0	0	0
Westwood Lake Park	8	85	2	1
Wheatcroft Park	3	0	0	0
Woodstream Park	5	2	0	0
<b>TOTALS</b>	<b>301</b>	<b>543</b>	<b>7</b>	<b>6</b>

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

DATE OF MEETING: 2014-JUN-12

AUTHORED BY: RECREATION SERVICES DIVISION

RE: RECREATION SERVICES MONTHLY REPORT – APRIL 2014

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**COMMUNITY DEVELOPMENT:**

**Aquatics:** The Riptides hosted a long course swim meet 2014-APR-12 and 2014-APR-13. "Swim to Survive" began with a total of 412 children participating in three swim lessons during the month of April. The feedback from the school district teachers and the instructors is very positive. Damon Johnston will be joining the Aquatics Department as the Assistant Manager of Aquatics. Marketing staff is working on a plan to communicate summer maintenance closures.

**Arenas:** Ice came out of the Nanaimo Ice Center – from NIC 1 on 2014-MAR-31 and from NIC 2 on 2014-APR-21. The Kinsmen hosted the second Annual Beer Fest at NIC 1 on 2014-APR-11. Cliff McNabb has the only remaining ice surface. Nanaimo Ball Hockey League was unable to organize their league this year, and as a result, no dry floor will be utilized by this group.

**Bike to Work and Bike/Walk to School Week:** An event at the Nanaimo Athletic Club on 2014-APR-09 kicked off this event. Mayor and Council, media, RCMP, School District 68, community sponsors, and others participated. Over 30 people were in attendance.

**Community Events - Indoor:** Significant community events that took place in the Social Centre in the last month included: Upper Island Music Festival (2014-MAR-27 to 2014-APR-07), Volunteer Nanaimo Luncheon, Green Solutions Trade Show, Meet & Greet Elizabeth May, Blood Donor Clinic (two days), Good Friday Church Services, Model Railroad Show.

**Community Events - Outdoor:** A combined Earth Day and the Wild Food Festival celebration took place at Bowen Park on 2014-APR-27. The event included booths and demonstrations from several environmentally-focused community groups, entertainment, food, educational nature hikes and more.

**Fitness:** During the annual shut down of the weight rooms, painting and preventative maintenance will be taking place. One weight room will remain open all summer with the exception of the Labour Day weekend when the NAC shut down begins.

**Grants:** The second round of Sport Tournament Grants is underway. Applications will be forwarded to the Recreation Committee for review in June, 2014. Two Travel Grants applications were received during the month of April.

**HealthAmongUs:** This event for elementary school aged children, Kindergarten to Grade 4, will take place 2014-MAY-12 to 2012-MAY-16 at Beban Artificial Turf Fields. Registration began 2014-APR-09, with 70% of the 3000 available spots booked by the end of April.

**LEAP:** The LEAP application process is under review.

**Meetings/Training/Professional Development:** Staff attended the BCRPA Symposium in Kelowna, 2014-APR-23 to 2014-APR-25. April training included a Powerpoint Workshop and a session on Assessing Risks on Trails. Bowen staff met with the White Rapids, Nanaimo Lawn Bowlers, and WPVL Fastball regarding their 2014 season and with the RDN to discuss access to Neck Point during the construction of the water outflow. Meetings PRE staff attended included Coordinators, Recreation and Culture Managers, Allocations, Parks, Recreation and Environment (PRE) Managers, and Tourism Leadership.

**Recreation Passes:** Recreation pass process is under review.

**Youth Week:** Staff coordinated Youth Week activities that are being planned by multiple service agencies throughout the week of 2014-MAY-01 to 2014-MAY-09. Staff met with VIEX and Dry Grad Committee to discuss their events.

### **PROGRAM HIGHLIGHTS:**

Harbour City Seniors (HCS) Thursday Special Events hosted an average of 100 seniors at each event in April. A seminar introducing the program to NHCS members will run in May. 60 people attended the Volunteer Appreciation Lunch in April. The Seniors Coordinator met with Kat Theus from Nanaimo Seniors Village regarding sponsoring some events and with the PROBUS clubs to get on their speaking circuit to promote seniors programs.

Oliver Woods Community Centre (OWCC) drop-in programs continue to be very popular with residents. 1,122 participated in drop-in sports programs and rental attendance was 5,746, including 33 birthday party bookings. A badminton tournament is being planned in partnership with Badminton Nanaimo and is scheduled for 2014-SEP-26 to 2014-SEP-28 at Oliver Woods. Our goal is to attract 100 players from around Vancouver Island and within British Columbia.

Dayna Baxter has been hired as the Program Leader for Camp Sunsation and is working out of Bowen. She is evaluating all the clients for the program and meeting with new campers.

MEND (Mind Exercise Nutrition Do It) is full for the second time with 15 families.

An HRDC grant was received to assist in hiring a student to coordinate the Spring/Summer LIT/Quest program which will start in late May.

Summer program leader interviews and hiring are in progress.

### **MONTHLY STATISTICS: APRIL**

<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:	93.00	88.00	1,115	1,277
Lessons: Department programs and Schools:	71.00	70.50	1,569	1,313
Special Events/ Tournaments	26.50	103.50	793	4,330
League Rentals:	407.50	358.75	12,027	20,506
Other/Casual:	265.75	231.50	6,377	7,175
<b>TOTALS:</b>	<b>863.75</b>	<b>852.25</b>	<b>21,881</b>	<b>34,601</b>

<u>Hours:</u>		<u>Attendance:</u>	
FCA –	157.25	FCA –	4,232
NIC 1 –	179.50	NIC 1 –	5,522
NIC 2 –	213.00	NIC 2 –	5,375
CMN –	314.00	CMN –	6,752
<b>TOTAL –</b>	<b>863.75</b>	<b>TOTAL –</b>	<b>21,881</b>

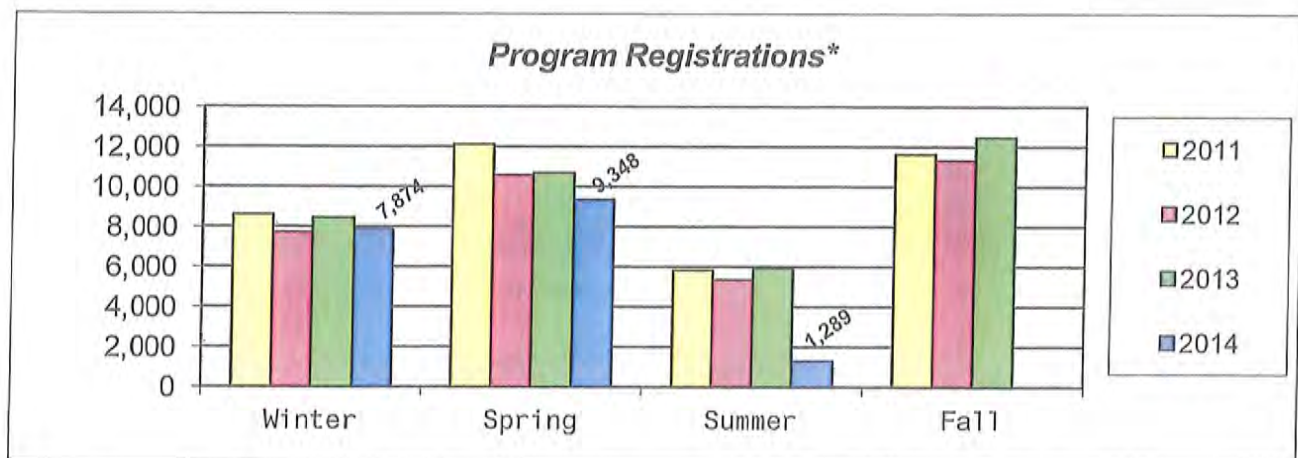
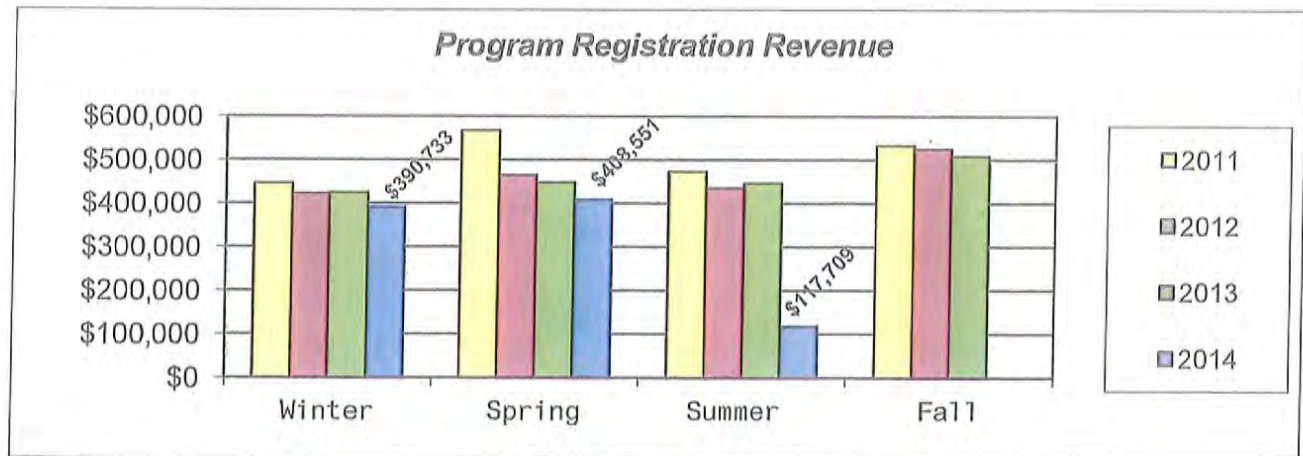
<b>Aquatics:</b>	<b>Attendance</b>	
	<b>Current Month</b>	<b>Last Year</b>
Public Admissions:	40,008	40,601
Lessons:	4,757	5,218
Clubs/Rentals/Schools:	7,783	6,087
<b>TOTAL:</b>	<b>52,548</b>	<b>51,906</b>

**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	
<b>JUNE</b>	63	43	46	
<b>JULY</b>	40	43	56	
<b>AUG</b>	49	75	91	
<b>SEPT</b>	157	172	207	
<b>OCT</b>	86	102	119	
<b>NOV</b>	107	91	95	
<b>DEC</b>	225	152	119	
<b>TOTAL</b>	<b>1499</b>	<b>1401</b>	<b>1,544</b>	<b>743</b>
<b>REVENUE:</b>	<b>\$54,076</b>	<b>\$50,188</b>	<b>\$58,776</b>	<b>\$25,014</b>

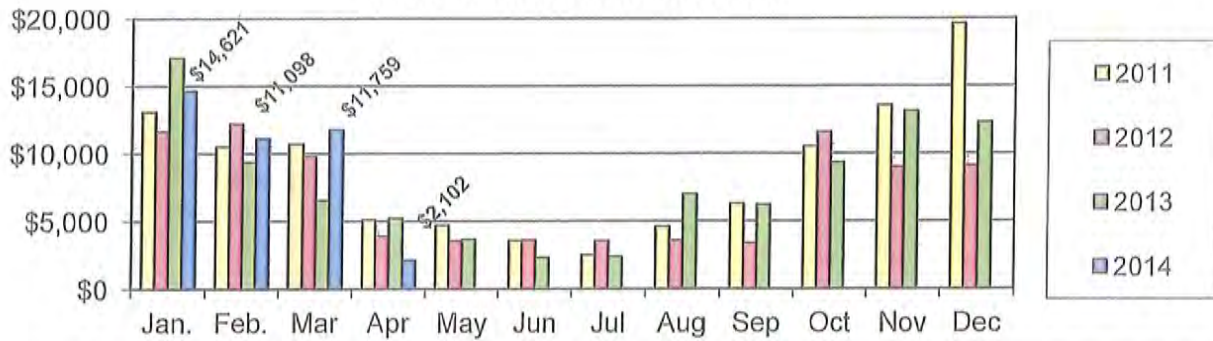
Total NHCS Memberships 743 sold from Jan 1 – Dec 31, 2014  
 Total NHCS Memberships 1,425 sold from Jan 1 – Dec 31, 2013  
 Total NHCS Memberships 1,449 sold from Jan 1 – Dec 31, 2012

## 2011 to 2014 Recreation Programs - Registrations and Revenues

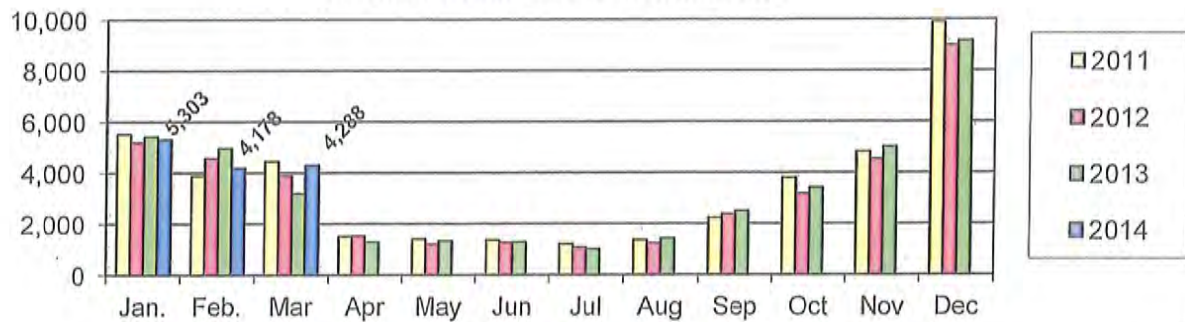


### Summary of Recreation Services - APRIL 2014

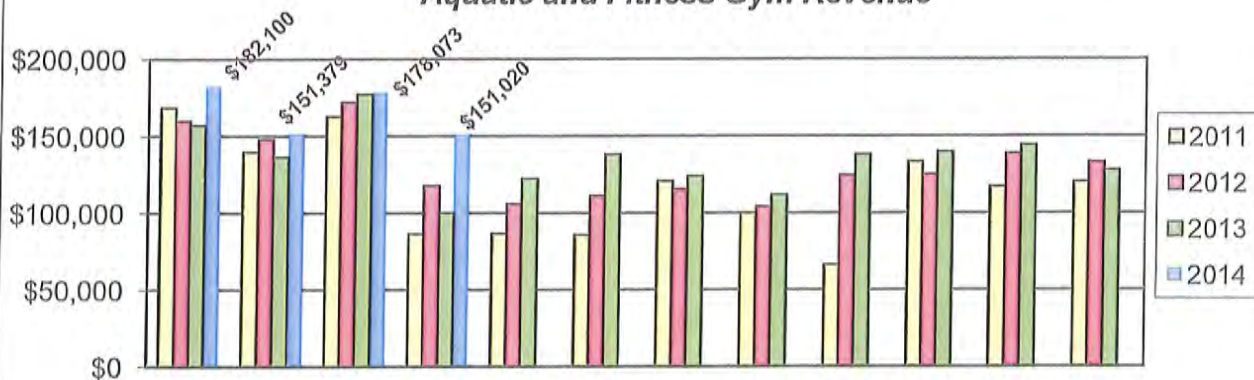
#### Arena Public Skate Revenue



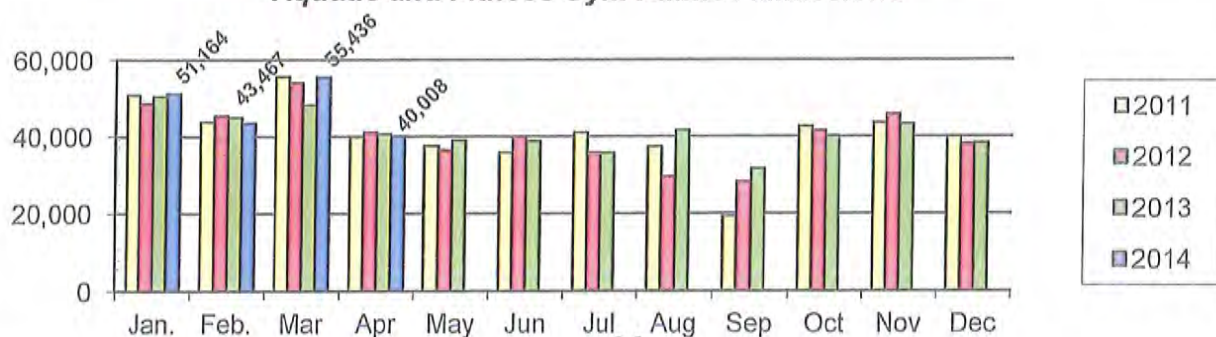
#### Arena Public Skate Admissions



#### Aquatic and Fitness Gym Revenue



#### Aquatic and Fitness Gym Public Admissions





**NANAIMO HARBOUR CITY SENIORS**  
**Minutes of the Board of Directors' Meeting**  
**May 2, 2014**

**In Attendance** Bettie Godfrey in the Chair, Dara Rupa, Maureen Evans, Jan Leine, Joanne Husband, John Westhead, Lorraine Fisher, Bill Roos, Gordon Pascoe, Michele Duerksen.

**Regrets** Gary Brownhill.

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

**Adoption of Minutes** Dara pointed out that under Unfinished Business of the last meeting, it should be noted that the sentence beginning "Dara Rupa addressed the Board...." should be corrected to read "Dara Rupa addressed the Board, cautioning new members with regard to the possibility of conflicting interest arising as a result of persons elected to NHCS Board. They should not have interest for Parks, Recreation and Environment." ***Motion to accept minutes as distributed and amended.*** Moved by Gordon. Seconded by John. Carried.

**Treasurer's Report** Maureen reported that Year End accounting is finalized. Bill and Bettie will form the Auditing Committee. John will provide guidelines for the audit.

Due to the few cheques required, it was decided to carry on with the present format.

***Motion to adopt the Treasurer's Report as distributed.*** Moved by Maureen. Seconded by Dara. Carried.

**Program Committee** Joanne reported that she took 200 brochures to Welcome Wagon. Gordon brought up the possibility of including vouchers for activities in the Welcome Wagon packages. Michele and Gordon will look into this idea before approaching Welcome Wagon.

Brochures have been placed at Beban. Bettie asked members to help to distribute brochures.

It was suggested to make a note on the class registration lists, asking members to provide their email address to the clerks at the desk if they so desire.

Gordon reported that attendance at the Thursday night dance has increased substantially.

***Motion to adopt the Program Committee Report.*** Moved by Joanne. Seconded by Lorraine. Carried.

**Membership Committee** John reported that his church minister would approach the Ministerial Association to feature NHCS in church bulletins, and to display NHCS brochures in the churches.

John also suggested that we find a sponsor to pay for expenses involved in putting on events such as the open house. ***Motion to adopt the Membership Committee Report.*** Moved by John. Seconded by Lorraine. Carried.



...page 2 NHCS Board of Directors' Meeting May 2, 2014

**Parks, Recreation and Environment**

Michele reported NHCS membership is steadily increasing. She plans to speak to the local Probus Groups about what is offered in our programs and special events.

Dara suggested monitoring the participation of members. A survey and follow-up phone calls could be effective ways of doing this.

Joanne suggested that interesting comments from participants about activities and programs be featured in the newsletter. Also, emergency contact phone numbers should be taken at the time of registration. The importance of the emergency contact could be noted in the newsletter and a reminder added to the activities attendance list.

**President's Report** Bettie led a discussion on the nomination of volunteers to be awarded a service plaque. The form for this should be revised to state where to submit a nomination.

***Motion to approve nomination of a volunteer as a recognition of service to the Senior's Organization.*** Moved by Jan. Seconded by Maureen. Carried.

**Unfinished Business** A reminder to attend the Family Life presentations "Better at Home", Monday May 12, 10 AM-12PM, and "Elder Abuse Prevention" Thursday May 22, 12:30-3:00 PM.

**Adjournment** Meeting was adjourned at 10:55 AM

**Next Meeting** Friday, June 6, 2014

**AGM** Thursday, May 22, 2014

Nanaimo Harbour City Seniors  
Minutes of Annual General Meeting May 22, 2014

Call to Order

President Bettie Godfrey called the meeting to order at 9:30 AM

Members Attending

18 members signed in.

Welcome and Introduction of Board Members

President Bettie welcomed everyone and introduced the current Board of Directors.

Adoption of the Agenda

*It was moved by John Westhead and seconded by Bill Roos that the agenda be adopted.* Carried.

Adoption of Minutes

*It was moved by Joanne Husband and seconded by Lorraine Fisher that the minutes of the 2013 Annual General Meeting be adopted as read.* Carried.

Business arising from the Minutes

None.

Correspondence

- Letter regarding registry of the NHCS society.
- Income tax form.

Reports

**Financial Report:**

Treasurer Maureen submitted financial report as attached.

Expenses were detailed--\$754 for printing brochures, \$111 for Open House expenses, and \$150 to the Thursday night dance group.

It was suggested that more information be given on the financial report.

Bettie and Bill have done the audit.

*It was moved by Maureen Evans and seconded by Bill Roos that the financial report be adopted.* Carried.

....page 2 Minutes of NHCS 2014 AGM

### **Program/Publicity Report:**

Program Committee Chair Joanne noted that because Publicity Chair Dara was away, she took on both roles. The Open House was a very successful event, and we will have another next year. Input for this event would be appreciated. The brochures are printed and are well distributed. Extensive marketing has been done by using free advertising venues.

***It was moved by Joanne and seconded by Geri Raines that the Program/Publicity Report be adopted. Carried.***

### **Membership Report:**

Membership Committee Chair John presented the attached report. A discussion followed, and it was pointed out that many seniors are now living in local facilities and attending programs within the facilities, a fact which has an influence on NHCS membership numbers. ***It was moved by John and seconded by Joanne that the Membership Report be adopted. Carried.***

### **City Program Coordinator Report:**

Michele supplied figures to show an increase in NHCS membership and activity participation.

Membership:	Activities:
2010 1518	2010 5120
2011 1499	2011 4826
2012 1401	2012 5625
2013 1544	2013 6319

The LEAP program is in place to help low income seniors. Membership and activity fees are cut by as much as ½. Medical programs presented by CNIB, RCMP, and Nanaimo Family Life have been well attended. In order to attract new members, presentations will be made to organizations such as Probus and Newcomers groups. Newsletters are regularly delivered to retirement facilities. Michele coordinates activities in many locations in the city. ***It was moved by Inge Von Stackelberg and seconded by Doug Vannatter to adopt the City Coordinator's Report. Carried.***

### **President's Report:**

President Bettie presented her report as attached. Levels of friendliness and communication were raised this past year, which was evident in the Open House event. NHCS brochures were printed and distributed. Bettie also emphasized the procedure in case of medical emergency:

-Do not move person.

-Call 911 and notify staff.

Bettie thanked Past President Gary for his help over the last year. A special thanks to David Burns for his great job at maintaining the website.

***It was moved by Bettie and seconded by John to adopt the President's Report. Carried.***

**Election of Board of Directors 2014-2015**

*It was moved by Bill Roos and seconded by Geri Raines to expand the Board to 12 Directors.*  
Carried.

President	Bettie Godfrey
Vice President	John Westhead
Secretary	Jan Leine
Directors	Dara Rupa
	Bill Roos
	Lorraine Fisher
	Joanne Husband
	Maureen Evans
	Gordon Pascoe
	Warren Jaques

All were elected by acclamation.

Treasurer to be appointed by Board at the next Board of Directors' meeting.

**New Business**

Lowering the age requirement from 60 to 55 was discussed. It would be possible for a delegation to propose this to the Parks, Recreation and Environment Commission. Tabled.

**Adjournment**

The meeting was adjourned at 11:30 AM

## Nanaimo Harbour City Seniors - Annual General Meeting

### President's Report 2013-2014

This first term as President has been a challenge, both as chairperson and from a personal standpoint. I thank my fellow Board members for their constant support and assistance. We have had one year-long learning experience, and now have a more familiar base to build upon.....with your help, of course.

My personal mandate for this term was to work on elevating the level of **FRIENDLINESS** throughout all programmes and activities, so that guests and newcomers will know that they are welcome. All Board members were encouraged to visit among the group activities, promoting friendliness and discussions that might lower barriers in the area of sociability. For the upcoming term, if I am allowed another term, I will work hard with Board members and activity leaders or representatives to improve **COMMUNICATION**, so that more people may do more to enliven their lives and the life of NHCS.

The events in which this Board was directly involved were minimal:

A Newcomers' orientation in October saw 13 guests, and I was personally embarrassed both by the presentation and my own lack of knowledge. We'll hope for a better showing in this quarter this Fall.

A sale of poinsettias in December raised a little cash. Thanks are due here to Ellen Farquhar, Gordon Loudon, and Darrell Godfrey for the use of their vehicles and physical assistance. I am, however, looking for another way of promoting Christmas to our membership. While the poinsettias benefit both VIU's horticulture department and our bank account, both the size of plants (being too big) and quality (wilted in a week), questions were raised as to the feasibility of repeating this event. I will expect some suggestions at or before our regular September meeting.

The Board accepted the challenge of convening the Charity Bazaar, due to the dwindling team of Crafty Workers. Thanks to each group that volunteered their time and materials, and to all who donated to the Crafty Workers and their charitable contributions.

The efforts of past Boards with regard to the development of a brochure are appreciated. However, practically at the onset of our term of office, the present Directors really put on a push to get something printed and out to the public to advertise the many benefits of membership in NHCS. To that end, we will be forever grateful to Tanina (in the front office) for her artistry and computer skills, and to Print 3 for a really good price. 5,000 copies were printed (\$700+tax) and are being distributed throughout Nanaimo. I invite suggestions as to where you would or could display them.....your church, your clubhouse, seniors' residences,

Welcome Wagon, newcomers clubs, etc.....and of course you are welcome to keep a few handy to lure your own acquaintances to join us! Your Board is only as good as those who support us, so be sure to do your part.

A suggestion that the NHCS space in the Recreation Guide be expanded was acted upon by PRE staff.

It is my sincere hope that people will read the monthly Newsletter. In it, I write a blurb that is meant to move your mind and note topics that arise now and then. I also hope that the web-site can be a strong tool in the information department. David assures me that there is plenty of room for more photos and articles concerning our activities.....more on this in coming times. We also tried to update the Seniors' Bulletin board in the lobby at Bowen Center - I'm not sure if it is used to it's best advantage. The suggestion box continues to receive complaints.....Unsigned notes are pretty much worthless, since there's no way to discuss possible solutions; all contributions to the box must include name, date, and phone number, please. Better yet, include an actual SUGGESTION of a solution to your complaint!

A "Reference" book is being compiled, so that details of events and processes are readily available when duties fall to new personnel. e.g., a contact list of free advertisers when Publicity is called upon to promote something.

In March, almost 100 members participated in an Open House. Despite the bowling balls getting mixed up with the dancers, and that the kitchen staff had to lock up the peanut butter cookies, this Board feels that it was a success. Officially, 240 people registered, followed by 73 memberships (new and/or renewed) and many requests for another such party enforced the assurance of a SUCCESSFUL event. We learned a lot from this one, so the next one should be bigger and better! The participation in this was spectacular, and I thank every person who gave their time to be part of it. Polite thank you notes were sent to each of the door prize donors.

Last but certainly not least, I offer our thanks to PRE staff Michele Duerksen and Sandy Raddysh for their ongoing support and advice, and participation at our monthly meetings. Michele's explanations have been especially valuable.

Respectfully submitted,

Bettie Godfrey, President  
Nanaimo Harbour City Seniors

## NANAIMO HARBOUR CITY SENIORS SOCIETY

Annual General Meeting : May 22, 2014

### Directors Report: MEMBERSHIP

The past year has seen an increase in Membership in the Society from the low 1400's to almost 1600. This has come about because of two main reasons; the return of old members who had not previous renewed their membership, and new members.

The new membership has happened probably caused by two main reasons: word of mouth, and because of the very successful Open House that was held in the Spring. The Open House was organized by our energetic President Betty Godfrey and showed off her abilities and desire to improve the activity level at Bowen Park.

As to the level of membership we are a long way from previous highs of ten years or so ago. We have to consider the aging population in the Nanaimo area, the estimated number of over 65's in the area is 15,800 plus; of these 40 percent are living at the poverty level. Many of the 40 percent are either handicapped or feel trapped by circumstances in their homes. ( These folks have no disposable income and with their lifestyle have to rely on food bank for 80 percent of their food needs. Programs need to be put in place which financial aid these people ) We have to try and reach out. I have been in touch with several Ministers in the area asking them to include Bowen Activities in their Church Bulletins.

The next ten years is going to see a strain on this community to meet the every increasing needs of seniors and we at Bowen Park have to be more and more involved.

John Westhead  
Director

## Robin Tweed

---

**From:** Webmaster  
**Sent:** Tuesday, April 29, 2014 9:04 AM  
**To:** Webmaster; Dept. of Parks Rec. and Culture  
**Subject:** Request to Appear as Delegation

South-Side Minor Football Association has requested an appearance PRC Commission.

The requested date is Apr 29, 2014.

The requested meeting is:  
PRCC

### Presenter's information

Address:  
City: Nanaimo  
Province: BC  
Postal Code: .....  
Home Phone: .....  
Email:  
Bringing a presentation: No  
Business Phone: (250) 753-8211

### Details of Presentation:

Presentation will be verbal with hard-copy supporting documents. I, Robert E. Stevenson Jr. President of SSMFA will be making the presentation.



## South-Side Minor Football Association

696 Second Street, Nanaimo, BC V9R 1X9  
250-716-1697

B3-5-1

RECEIVED

APR 10 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

10 April, 2014

Greetings,

I am writing on behalf of the South-Side Minor Football Association, a group of over two hundred youth aged 7-18 yrs and twenty plus adult volunteers who participate in the sport of youth football across the south-end of Nanaimo. We are seeking assistance from the Knowles Estate Fund with the purchase field equipment, footballs, tape, paint, uniforms and protective equipment. As a contact sport, we are always looking for ways and means to practice and play with safest protective equipment available for our young people. The lifespan of most of these items will be five years to a decade and these items will be used by multiple young people prior to their entering high school aged competition. In short, the equipment will be put to good and repeated use for years to come.

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

We would be most thankful for any assistance you can provide for this purchase and would be quite happy to provide written testimonial, video or real-time demonstrations of its use this coming season and beyond. We have previously received assistance from the Knowles Estate Fund and as a result, our numbers and the quality of experience have risen significantly!

A snapshot of our organization can be found online at two locations:

- 1) <https://www.facebook.com/#!/youthfootballinnanaimo>
- 2) [south-sideminorfootball.blogspot.com](http://south-sideminorfootball.blogspot.com)

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

Robert E. Stevenson Jr.

President  
South-Side Minor Football Association



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

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

Rob Stevenson  
 South-Side Minor Football

Quote for Knowles Fund Grant

Quantity	Ship	Description	Each	Extended
12		Torso Shaped Blocking Shield (HD104)	\$85.99	\$1,031.88
6		Trapazoid Step Over/Agility Bag	\$129.95	\$779.70
		- 8" high by 50" long heavy duty trap bag		
6		Rawlings Agility Ladder (9-rung agility ladder c/w carry bag)	\$27.50	\$165.00
12		Baden FX400 Football	\$17.50	\$210.00
12		Baden Composite Official HS Game Ball	\$38.50	\$462.00
12		Wilson TDJ Composite (Size #6) Football	\$19.50	\$234.00
12		Wilson TDY Composite (Size #7) Football	\$19.50	\$234.00
20		Rawlings Youth Momentum Shoulder Pads	\$52.50	\$1,050.00
		3/XS, 12/S, 5/M		
10		Rawlings Titan Pro Series Shoulder Pads	\$115.00	\$1,150.00
		3/M (TP4) 3/L (TP4), 2/M, 2/L (TP3)		
60		All-Star Youth Football Practice Pants	\$14.25	\$855.00
		20/Yth S, 20/Youth M, 20/Youth Large		
20		Athletic Trainers Tape (Seconds, 32 Rolls/case)	\$48.00	\$960.00
300		Mueller Strap Style Black Mouthguard	\$0.75	\$225.00
96		ProWrap	\$1.30	\$124.80
10		Case of Field Paint	\$54.00	\$540.00
50		Football Web Belts	\$1.75	\$87.50
20		Hip and Tail Pads JV	\$9.95	\$199.00
20		Knee Pads Youth	\$7.50	\$150.00
80		Oversize Polypropylene Football Game Sock -WH	\$5.95	\$476.00
100		10-13 Polypropylene Football Game Sock -SC	\$5.85	\$585.00
30		10-13 Polypropylene Football Game Sock -DG	\$5.85	\$175.50

Sub Total: \$9,694.38  
 Freight: \$248.60  
 GST: \$484.72  
 PST: \$542.82  
**Total: \$10,970.52**

RECEIVED

APR 10 2014

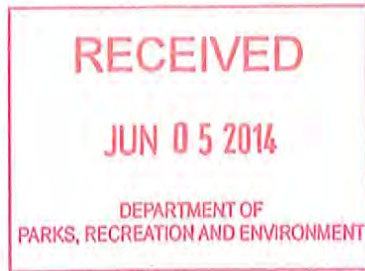
DEPARTMENT OF  
 PARKS, RECREATION AND ENVIRONMENT

Prepared by Shawn Hancheroff 4/9/2014

Page 1

## Groveland Park – V.I.P. Grant Request

Nanaimo Parks, Recreation and Culture Commission  
500 Bowen Road  
Nanaimo, B.C. V9R 1Z7  
June 5, 2014



Dear Commission Members,

Please accept this document as an application by the Groveland Park Committee and area residents to participate in your Volunteers in Parks Program. We are requesting your support to improve the function, safety and comfort of the park and to meet the needs of all members of the community.

It is our goal to install new playground equipment, picnic tables, benches, trails, a permanent washroom facility and some plantings.

### Background

Groveland Park was acquired in 1980, then developed as open play fields, 3.7 acres in size. The Park is located adjacent to Groveland Drive between Blueback Road and Invermere Road (see map, below). There is ample parking along Groveland Drive, and foot access from the south-west, south-east, east and north corridors from local subdivisions (see photos in appendix). This open park space is currently used by local children, schools, organized sport groups, dog owners and residents.



Groveland Park – green space in the centre of photo (Google earth April 6, 2014)



## Groveland Park – V.I.P. Grant Request



The original playground equipment, although basic in nature, has been utilized by local children for many years. The equipment and playing surface are badly outdated with limited appeal for kids to play. The proposed improvements will stimulate healthy outdoor use of the environment and facilities for local residents of all ages. The equipment and the perimeter trail, which will be wheel chair accessible, will attract even more local school groups, children and adults to the park.



Groveland Park – note ample parking between Groveland Drive and the park (Mar 19, 2014)

## Groveland Park – V.I.P. Grant Request

### Vision

The Groveland Park Improvement Committee will assist City Parks in two phases:

Phase 1 proposes to:

- remove old playground equipment
- install new playground equipment
- install suitable ground cover around the equipment
- install a wheel chair accessible perimeter path for fitness and recreation
- pave the proposed pathway around the new playground
- install boulders near the new equipment
- install benches and picnic tables
- provide an entranceway and donor recognition
- construct a permanent washroom facility

Phase 2 and future development proposes to:

- create a multi-sport surface adjacent to the new equipment
- install basketball and hockey nets
- install a small water spray feature
- promote playground art
- reposition trees and install shrubs
- install a permanent fence along Groveland

In addition to much improved playground facilities for children, youth and adults, this development will encourage a sense of community spirit in the Groveland Park area. The fund raising process, equipment installation and ensuing activities on the site will bring people together, promoting a greater sense of community awareness.

### Networking with Area Residents

We established a group email list to communicate committee activities to our neighbours. The list is growing weekly with expressions of interest. The City Parks sign along Groveland, coupled with our door-to-door and electronic contacts is working! Our facebook page "Groveland Park Improvement" also reaches out to people.

Although equipment installation is proposed for September, we already have over a dozen offers to help install the new playground.

The proposed budget follows:

## Groveland Park – V.I.P. Grant Request

### Groveland Park Improvement Budget

Item/task	Cost
Remove old playground equipment	\$4,000
Purchase new playground equipment	40,000
Install playground	10,000
Trail paving – oval	15,000
Bathroom purchase and install	7,000
Move water line	2,000
Benches and tables – purchase	7,000
Total	\$85,000

#### Costs

In order to implement phase 1 of this park improvement, we will require approximately \$85,000. Our goal is to raise \$35,000 in cash and in-kind support. Our committee will host a beverage/burger event April 25<sup>th</sup> (see appendix 2) and will approach dozens of businesses/corporations in the community. Volunteers have provided significant time to meet with Kirsty MacDonald, to plan, promote and raise funds for this park improvement project. A summary of our volunteer time, to date, is:

1. Nine planning meetings – 138 person-hours ..... 138
2. Research, develop and present proposal..... 35
3. Public communication; lead/direct the committee ..... 30
4. Fund raising – door to door..... 30
5. Organize, facilitate beverage/burger fund raiser ..... 90

Total in-kind donations by committee = 323 person-hours - @ \$15/hr., in-kind donation would be \$4845.00



## Groveland Park – V.I.P. Grant Request

### Committee fund-raising, to June 5, 2014:

We have raised \$4300.00 in cash donations and fundraising, to date. Many local service clubs, corporations and businesses have been approached in a systematic fashion, over the last few weeks. Our support has been positive in many cases, with a few examples listed below:

- Construction – Home Depot staff expressed interest, a package awaits manager's response; Slegg Lumber and Windsor Plywood – also pending
- Service Clubs – several requests are pending; we present our proposal to Nanaimo Rotary Daybreak, June 25<sup>th</sup>
- Realtors – contacts made, promising response from all Nanaimo firms, response is pending
- Oil companies – Mid-Island Co-Op – considered our request, must re-apply for August 31<sup>st</sup>
- Others – many other requests are outstanding, pending response.

We plan to hold a major community gathering just after the playground equipment is installed – likely late September, 2014 (pending project approval). We have applied to local food companies such as Thrifty Foods for support at that time. Additional funds raised then will go towards further park facility enhancement.

### Conclusion

The Groveland playground improvement committee has already received substantial, positive community support for this project. Our fundraising efforts to date have been successful, and our drive will continue to meet the goals expressed in this proposal. If the Nanaimo Parks, Recreation and Culture Commission is able to grant funds in the order of \$50,000, the Groveland Park and playground will improve substantially for area residents of all ages.

### Respectfully submitted by

The Groveland playground improvement committee:

Keri Cargill (chair)	Arlene Climie
John Merriman	Rebekah Kirk
Barb Merriman	William Shi
Lynn Hedekar	Tammy Joseph
Tom Hedekar	Ian Thompson

GROVELAND PARK – VIP GRANT REQUEST - Appendix 1 – photos



Photo 1 – existing, older equipment. (Mar. 19, 2014)



Photo 2 – age shows on wood structures, Groveland Park (Mar. 19, 2014)





Photo 3 - Public access from north onto Groveland, opposite the park (Mar. 19 2014)



Photo 4 - Park access from the west – Cambridge (Mar. 19, 2014)





Photo 5 - South access to park – from Kingfisher Pl., Newdale Pl., Dover Rd. (Mar. 19, 2014)



Photo 6 - East access from Olympia (Mar. 19, 2014)





Photo 7 – north view, shows worn edge of park by joggers (Mar. 19, 2014)



Photo 8 – same location as # 7, looking east (Mar. 19, 2014)





Photo 9 – ocean view, looking north-east (Mar. 19, 2014)



Photo 10 – Pine trees provide shade to playground site (Mar. 19, 2014)





Photo 11 – apple trees, some marked for removal; pine trees will remain (Mar. 19, 2014)



Nanaimo City map – large green site, centre, is Groveland Park



## Appendix 2 – Supporting Documents (4)

### Communication to area residents

To the residents of Groveland Park area:

Some of you may recall a meeting held at Groveland Park on November 24th, 2013 to discuss possibilities of updating and developing the playground and surrounding area of Groveland Park. A committee was formed by interested parties from that meeting and planning is well underway; completion of phase 1 is scheduled for September 2014. You will find attached a proposed site plan as we work in partnership with the City of Nanaimo through the Volunteers in Parks program.

Phase 1 consists of:

- Removal of old playground equipment
- Installation of new playground equipment
- Perimeter and playground trails developed for the park
- Fence installation along Groveland
- Repositioning of boulders around the playground borders
- Installation of benches and picnic tables
- Tree repositioning and additional planting
- Entrance way and donor recognition

Phase 2 and future phases consist of:

- Create multi sport surface
- Install basketball net and hockey net
- Paving the playground pathways
- Possible water spray feature
- Development of playground art

The City is prepared to hear a proposal put forth by the park committee and will likely fund a significant portion of the project. However, the partnership does require that the community participate in fundraising efforts to share the cost of the project.

We need your help! The contributions we are seeking can come in all forms including volunteer hours, services in kind, donation of materials and cash donations. We are requesting that members of our community contact the committee if you would be able (or might know someone who would be able) to assist us with any of the following:

- Cash donations (donation receipt available for all amounts greater than \$25)
- Building materials (for proposed new fence, picnic tables, benches, concrete etc..)
- Landscaping materials, design services, trees
- Bobcat/excavator /heavy machinery and operator time
- Volunteer labour for removal of old equipment and playground installation

As we work to confirm details of required, specific product (meeting safety codes etc), we would gratefully accept all referrals you might have. Our next committee meeting will be on March 8th from 1pm-3pm at 6231 Blueback Road (clubhouse). Once final details of the project are firm, we would then work with you and your contacts to provide a proper proposal and details to support our contribution request.

The committee is also considering some future fundraising events, we will update you as soon as details are confirmed.

If you are interested in participating, or would like additional information, you can contact the committee at [grovelandparkcommittee@gmail.com](mailto:grovelandparkcommittee@gmail.com) or you can call Lynn or Tom at 250-390-2388.

Thank you from the Groveland Park Committee

## Groveland Park Improvement Project 2014

### Groveland Park Improvement Concept

This site plan depicts a neighbourhood vision to increase recreational use of Groveland Park.

This is our neighbourhood green space and this site plan has been developed through the City's Volunteers in Park Program.

This improvement plan is neighbourhood initiated and driven. It is a partnership project between neighbours and the City of Nanaimo. If there is community support, this project could begin in 2014. It will not impact taxes and will not require maintenance by neighbours.

#### Improvement ideas generated to date include:

- Maintaining the existing site plan
- Updating the playground (to 2012)
- Adding benches and trees around the park
- Adding other welcome and signage
- Maintaining field activities
- Installing a new toilet
- Installing a new water fountain
- Maintaining the trees and shrubs
- Construction of picnic facilities
- Develop a multi-sport multi-use area
- Increased neighbourhood use of the green space

#### Key Contacts

- KCP - (250) 754-2115 - General Activities
- Bylaw - (250) 755-4629 - General Activities
- Administration - (250) 754-1101 - Bylaw
- Park Maintenance - (250) 756-5700



What do you think of the site plan? Does it meet your needs? Do you have concerns?  
Please report any comments to the City at 250-756-2200 or email 250-754-5200 and talk to Kirsty MacDonald, Parks and Recreation Planner with the City of Nanaimo.

## Groveland Park Committee - Donations of Time by volunteers

Date	Time volunteered	Number of volunteers	Volunteers names	Task undertaken
Nov. 24/2013	1 hour	20		Meeting at Park
Dec. 14/2014	2 hours	8		Meeting with Kirsty MacDonald @ Oliver Woods
Jan/2014				
Feb. 3/2014	2 hours	9	K Cargill, T&L Hedekar, J&B Merriman, W Shi, T Joseph, Beauchamp, King	Meeting with Kirsty Macdonald at Oliver Woods
Feb. 7/2014	2 hours	2	T Hedekar & J Merriman	Proposal Development
Feb 15/2014	2 hours	9	K Cargill, J&B Merriman, W Shi, T Joseph, LHedekar, V Young, Beauchamp, King	Meeting of fundraising committee at Save on Foods
Feb 16/2014	1 hour	1	Tammy Joseph	Facebook page
Mar 5/2014	2 hours	2	John and Barb Merriman	Contacting residents
Mar 6/2014	2 hrs	1	K Cargill	Brochure
Mar 8/2014	2hrs	10	K Cargill, J&B Merriman, W Shi, T Joseph, Karen Webber and Kevin, LHedekar, Rebecca , Dennis Beauchamp, King	Meeting of fundraising committee at Blueback Rd Clubhouse
Mar 17/2014	2hrs	4	J&B Merriman, Tom Hedekar, Keri Cargill	Meeting of proposal committee with Kirsty at Tim Hortons
Mar 25/2014	2hrs	4	J &B Merriman, L Hedekar, Keri Cargill	Meeting of proposal committee at Tim Hortons
Mar 24/2014	2 hrs	1	L Hedekar	Organization of silent auction bid pages
Mar. 29/2014	1 hr.	2	J & B Merriman	Door to door donations, ticket sales
Mar. 31/2014	1 hr.	2	J & B Merriman	Door to door donations, ticket sales
Apr. 1/2014	4 hrs.	1	B Merriman	Develop Donor List, research on-line for potential donors
Apr. 4/2014	15 hrs.	1	J. Merriman	Research/develop/draft proposal



Apr 5	2 hrs	8	J&B Merriman, T&I Hedekar, K. Cargill, Rebekah Askew, Arlene Climie, Will Shi,	Fund raising meeting
	10 hours 10 hours		L Hedekar 2 other volunteers	Soliciting Door-to-door sales
Dec. to April	20 hours	1	Keri Kargill	Chair – organize and direct committee functions
Feb 15 and Apr 5		Save on Foods donated meeting room for 2 hour meeting time		
April 25	80 hours	10	Core committee members	Solicit, collect prizes Organize, run beverage/burger and Silent auction – Lantzville Legion
April 30	2 hrs	2	T. Hedekar & J. Merriman	Present proposal to park commission

Our first  
fundraiser  
(brochure by  
Lantzville Legion)

**Br. 257 Lantzville Legion Presents:**

**GROVELAND PARK  
PLAYGROUND  
Fundraiser  
Burger and Beverage  
Night**

**Friday, April 25, 2014, 6 - 8 p.m.**

Tickets can be purchased at the legion bar

Or contact Lynn Hedekar 250—390-2388

**\$15**

**Silent Auction & Door Prizes**