

**AMENDED AGENDA**  
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
SERVICE AND RESOURCE CENTRE BOARD ROOM, 411 DUNSMUIR STREET  
THURSDAY, 2014-MAY-01, COMMENCING AT 5:00 P.M.

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CHAIR: COMMISSIONER DIANA JOHNSTONE

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

2. **INTRODUCTION OF LATE ITEMS:**

- (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:**

*(Motion required to adopt the agenda, as amended)*

4. **ADOPTION OF MINUTES:**

Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2014-MAR-26, at 5:03 p.m., in the Service and Resource Centre Board Room.

*Pg. 5-8*

*(Motion required to adopt minutes)*

5. **PRESENTATIONS:**

- (a) *Invasive Plant Management in Nanaimo*, presented by Rob Lawrance, Environmental Planner, Deborah Beck, Recreation Coordinator, and Gail Pasaluko, Horticulture Supervisor.

6. **CHAIR'S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee:** No meeting held.

- (b) **Recreation Committee:** Commissioner Greves to report on the meeting held 2014-APR-02.

*Pg. 9-10*

- i. **Travel Assistance Grants Criteria Review**

*Pg. 11-13*

*Purpose: To provide direction from the Recreation Committee to the Parks, Recreation and Culture Commission regarding Travel Assistance Grants criteria and applications received in 2014.*

Recreation Committee's Recommendation: 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;" and,
- evaluate and approve the 2014 Travel Assistance Grant applications under the current criteria.

*(Motion required to adopt recommendation)*

- (d) **Grants Advisory Committee:** Commissioner Avis (or Commissioner Thorpe) to report on the meetings held since 2014-MAR-26.

8. **STAFF REPORTS:**

- (a) **Invasive Plant Management Strategy for Nanaimo**  
**R. Lawrance, Environmental Planner**
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*Pg. 14-18*

*Purpose: To obtain Commission and Council approval for the City of Nanaimo's Invasive Plant Management Strategy.*

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council receive and adopt the City of Nanaimo's Invasive Plant Management Strategy.

[NOTE: The Draft Invasive Plant Management Strategy is available for viewing on the City of Nanaimo's website at:

<https://www.nanaimo.ca/EN/main/departments/Community-Planning/Environmental-Planning/invasive-plants/invasive-plant-management-strategy.html> ]

*(Motion required to adopt recommendation)*

- (b) **Harewood Dry Floor Development Working Group**  
**R. Harding, Director, Parks, Recreation and Environment**
- 

*Pg. 19-21*

*Purpose: To obtain Commission approval for the structure and Terms of Reference for the Harewood Dry Floor Development Working Group.*

Staff Recommendation: That the Parks, Recreation and Culture Commission approve the Terms of Reference for the Harewood Dry Floor Development Working Group as presented and appoint three members of Commission to the group.

*(Motion required to adopt recommendation)*

(c) **Centenary Poppy Campaign** Pg. 22-23  
**R. Harding, Director, Parks, Recreation and Environment**

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*Purpose: To provide information to the Commission regarding the concept plans for the Centenary Poppy Campaign to recognize the 100 year anniversary of the outbreak of the First World War.*

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

(d) **Travel Assistance Grant – Prior Applications** Pg. 24-25  
**L. Williams, Manager, Recreation Services**

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*Purpose: To obtain Commission approval on the five Travel Assistance Grants received at the 2014-MAR-26 meeting as recommended by the Recreation Committee.*

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve five Travel Assistance Grant applications as follows:

- Nanaimo Ebttides Masters Swim Club in the amount of \$350 for seven athletes to attend the Provincial Championships, being held in Kelowna, BC;
- Nanaimo Ebttides Masters Swim Club in the amount of \$700 for seven athletes to attend the National Masters Championships, being held in Windsor, ON;
- 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;
- 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; and,
- 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.

*(Motion required to adopt recommendation)*

(e) **Travel Assistance Grant** Pg. 26-29  
**Harbour City Football Club**  
**Provincial A Cup Girls U18, Burnaby**

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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 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.

- (f) **BC Summer Games Update** Pg. 30-31  
**L. Williams, Manager, Recreation Services**
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*Purpose: To provide updates to the Commission in regards to the progress of hosting the 2014 BC Summer Games.*

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

- (g) **Parks Operations Monthly Report – March 2014.** Pg. 32-36
- (h) **Recreation Services Monthly Report – March 2014.** Pg. 37-41

9. **CORRESPONDENCE:**

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors Pg. 42-43  
meeting, held 2014-APR-04.

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) Peter McCaffery, regarding the request for the addition of a 200-metre Pg. 44  
velodrome to the Beban Park Master Plan.
- (b) Karen Hovestad, representing the Departure Bay Neighbourhood Pg. 45  
Association, regarding the request for a VIP grant of \$15,200 for a  
public art project at Departure Bay Beach.

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

14. **ADJOURNMENT:**

**MINUTES**  
**REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION**  
**SERVICE AND RESOURCE CENTRE BOARD ROOM**  
**WEDNESDAY, 2014-MAR-26, 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 I. Thorpe  
Commissioner M. Young

Regrets: Commissioner D. Rinald

Staff: R. Harding, Director, Parks, Recreation and Environment  
K. MacDonald, Parks and Open Space Planner  
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

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

2. ADOPTION OF AGENDA:

It was moved and seconded that Item 12 (a) Delegation move forward on the Agenda prior to Item 5 (a) Presentation. The motion carried unanimously.

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

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2014-FEB-26 at 5:01 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

4. DELEGATIONS:

- (a) Laura Shanner, presented a request for a VIP Grant of \$30,000 for Hawthorne Park.

It was moved and seconded that the Parks, Recreation and Culture Commission approve a \$30,000 VIP Grant for Hawthorne Park pending budget approval. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Dr. Paul Hasselback, Central Island Medical Health Officer, gave a presentation on the State of the Child report, Nanaimo/Ladysmith region, which was followed up by a presentation on Early Years programming by Chris Barfoot, Culture and Heritage Coordinator with Tracy Stuart, Recreation Coordinator.

6. CHAIR'S REPORT:

- (a) Richard Harding, Director, Parks, Recreation and Environment, gave a presentation on the work taking place around Oliver Woods Community Centre.

7. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: Commissioner Thorpe gave a verbal report on the Parks Committee meeting held 2014-MAR-13.
- (b) Recreation Committee: Commissioner Greves gave a verbal report on the Recreation Committee meeting held 2014-MAR-13.

i. 2014 Arena Dry Floor Allocations – Long-term Options

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

- develop an updated policy of Arena Allocations that addresses concerns expressed by user groups ready for implementation for the 2015 season, and that Commission and Staff work with all user groups in developing this updated allocation policy, and, once completed, bring the policy forward to Council for review and consideration;
- create a steering committee in March of this year to forward the plans for a covered dry floor at Harewood Centennial Park and that Lacrosse and other dry floor users be part of the committee; and,
- direct Staff to work out detailed costs and funding options for proceeding with the covered dry floor facility at Harewood Centennial Park.

The motion carried unanimously.

- (c) Grants Advisory Committee: Commissioner Avis reported on meetings held since 2014-FEB-27.

8. STAFF REPORTS:

- (a) Update on Interim Improvements at Caledonia Park

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

(b) Travel Assistance Grant Applications

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the applications for Travel Assistance Grants to:

- the Nanaimo Ebbtides Masters Swim Club in the amount of \$350 for seven athletes to attend the Provincial Championships, being held in Kelowna, BC; and,
- the Nanaimo Ebbtides Masters Swim Club in the amount of \$700 for seven athletes to attend the National Masters Championships, being held in Windsor, ON; and,
- the Nanaimo Ebbtides Masters Swim Club in the amount of \$700 for seven athletes to attend Fina World Masters Championships, being held in Montreal, QC; and,
- the 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; and,
- the Wellington Secondary School Band in the amount of \$1,000 for 210 band members to attend MusicFest Canada Nationals, being held in Richmond, BC.

The motion carried unanimously.

It was moved and seconded to hold all Travel Assistance Grant applications for reconsideration pending a review of the Travel Assistance Grant criteria. The motion carried unanimously.

It was moved and seconded that the Recreation Committee conduct a review of the Travel Assistance Grant criteria and report back to the Parks, Recreation and Culture Commission with a recommendation. The motion carried unanimously.

(c) Parks Operations Monthly Report: Monthly report for February 2014.

(d) Recreation Services Monthly Report: Monthly report for February 2014.

(e) BC Summer Games Update  
L. Williams, Manager, Recreation Services

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

9. CORRESPONDENCE:

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors Meeting held 2014-MAR-07.

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

10. ADJOURNMENT:

It was moved and seconded at 7:12 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-MAR-27  
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**MINUTES**  
**RECREATION COMMITTEE**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2014-APR-02, COMMENCING AT 3:00 P.M.**

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PRESENT: Commissioner Ted Greves, Chair

Members: Commissioner Karen Alden  
Commissioner Lynda Avis  
Commissioner Mercedes Beaudoin-Lobb (arrived 3:15 p.m.)  
Commissioner Diana Johnstone

Staff: E. Williams, Manager, Recreation Services  
M. Smith, Manager, Recreation Services  
R. Harding, Director, Parks, Recreation and Environment (arrived 3:47pm)  
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:01 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded to move Item 6 (b) to Item 6 (a), ahead of the Beban Master Plan. The motion carried unanimously.

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

3. ADOPTION OF MEETING NOTES:

It was moved and seconded that the Minutes of the Regular Recreation Committee Meeting of Wednesday, 2014-MAR-13 at 3:30 p.m., in the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

4. STAFF REPORTS:

(a) Travel Assistance Grant Criteria Review

It was moved and seconded that the Recreation Committee recommend 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.

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission evaluate and approve the 2014 Travel Assistance Grant applications under the current criteria and approve all five previous applications as received. The motion carried unanimously.

(b) Beban Park Master Plan Update Review

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the Draft Update of the Beban Park Master Plan for public review and input. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 3:55 p.m. that the meeting adjourn. The motion carried unanimously.



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Ted Greves  
CHAIR  
RECREATION COMMITTEE

CERTIFIED CORRECT:



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Mary Smith  
MANAGER, RECREATION SERVICES  
PARKS, RECREATION AND ENVIRONMENT

APPROVED FOR DISTRIBUTION:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

**City of Nanaimo**

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

DATE OF MEETING: 2014-MAY-01

AUTHORED BY: TED GREVES, CHAIR  
RECREATION COMMITTEE

RE: TRAVEL ASSISTANCE GRANTS CRITERIA REVIEW

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RECOMMENDATION:

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;” and,
- evaluate and approve the 2014 Travel Assistance Grant applications under the current criteria.

PURPOSE:

To provide direction from the Recreation Committee to the Parks, Recreation and Culture Commission regarding Travel Assistance Grants criteria and applications received in 2014.

BACKGROUND:

At the 2014-MAR-26 meeting, the Parks, Recreation and Culture Commission passed a motion to hold all Travel Assistance Grant applications for reconsideration pending a review of the Travel Assistance Grant criteria. A second motion was passed to have the Recreation Committee conduct a review of the criteria and report back to the Commission with a recommendation.

In 2012, the Recreation Committee conducted a review of the Travel Assistance Grant criteria in order that funds are better utilized in the future. At that time, the Recreation Committee made the following revisions:

- remove the criteria requiring that applicants must be traveling out of Province in order to qualify for a Travel Assistance Funding grant;
- update the Travel Grant funding criteria to include an allowance for competitors traveling off Vancouver Island, within BC, to eligible Provincial, National or International competitions up to a maximum of \$50 per person to a maximum of \$1,000 per team;
- add additional criteria ensuring the groups have applied for funding from their Provincial and/or National Sport Organization if applicable; and,

- evaluate multi-year applications on a case by case basis to ensure the program does not become an ongoing or only source of travel fund.

These revisions were passed in a motion by Council at their meeting held on 2012-MAR-05.

At the 2014-APR-02 meeting, the Recreation Committee reviewed and discussed the current criteria for Travel Assistance Grants. The Committee recommends no changes to the criteria at this time. The grant criteria is satisfactory and meets all needs.

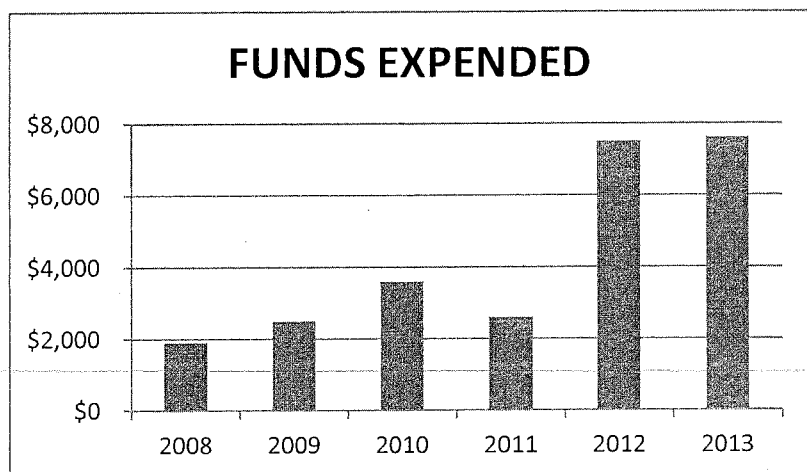
At that meeting, two motions were passed recommending that the Parks, Recreation and Culture Commission amend the introduction of the Travel Assistance Grant application form with the line “the intention of this grant is to assist groups/individuals who have financial hardship” and to evaluate and approve the 2014 Travel Assistance Grant applications under the current criteria and approve all five previous applications as received.

#### DISCUSSION:

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 based on the criteria (Appendix A) and forward the recommendation to the Parks, Recreation and Culture Commission for approval.

The total annual budget for Travel Assistance Grants is \$7,500. The revisions in 2012 allowed for the funds to be fully expended for the first time that year. In 2013, three applications were denied due to the full budget being expended.

TRAVEL ASSISTANCE GRANT ALLOCATION	
YEAR	FUNDS EXPENDED
2008	\$ 1,900
2009	\$ 2,500
2010	\$ 3,600
2011	\$ 2,600
2012	\$ 7,500
2013	\$ 7,600



Respectfully submitted,



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Ted Greves  
CHAIR  
RECREATION COMMITTEE

Concurrence by:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-APR-14  
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**City of Nanaimo**

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

DATE OF MEETING: 2014-MAY-01

AUTHORED BY: ROB LAWRENCE, ENVIRONMENTAL PLANNER  
PARKS, RECREATION AND ENVIRONMENT

RE: AN INVASIVE PLANT MANAGEMENT STRATEGY FOR NANAIMO

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council receive and approve the implementation of the City of Nanaimo's Invasive Plant Management Strategy.

PURPOSE:

To obtain Commission and Council approval for the City of Nanaimo's Invasive Plant Management Strategy.

SUMMARY:

The purpose of the Invasive Plant Management Strategy is to guide the City of Nanaimo's management of invasive plants in publicly-owned parks and natural areas, as well as to facilitate the management of invasive plants on private lands in the city.

The City of Nanaimo has a variety of natural ecosystems within its urban landscape. The topography creates a wide range of ecosystems that include riparian areas, wetlands, Coastal Douglas fir forest, coastal bluffs and Garry oak meadows areas. These ecosystems contribute to our quality of life and help define what makes our city unique.

Many plants we now consider invasive arrived in the region throughout our history and were often deliberately introduced from a variety of countries to be used as ground cover or for their horticultural interest. Other plants arrived unintentionally from migrating birds and through our transportation corridors on trains and trucks or in bilge water in large ships visiting our waters. Once in the region, and without the natural predators, pests or pathogens that were present in their native habitats, invasive plants have flourished and begun to displace native species, degrade ecosystems and reduce biodiversity.

## BACKGROUND:

The focus of this strategy is on controlling the spread of invasive plants in the city, and not invasive species in general. The management of other invasive species would be considered in the future on a species by species basis.

Over the course of the last year, the strategy was developed in collaboration with City staff, ACES, and through community input. Along the way, the Parks, Recreation and Culture Commission was kept informed about its development. The strategy was developed through a background research component, followed by two facilitated workshops with City staff and the general public. An “Invasive Plant Awareness Month” event was held in the spring of 2013 to test community support and interest.

The strategy builds on previous work on invasive plant management done through Parks, Recreation and Culture and regionally through the Coastal Invasive Species Committee (CIPC), a regional umbrella organization that includes local government, industry and provincial government departments.

## DISCUSSION:

Invasive plant control is most successful, cost-effective, and the least environmentally damaging when invasive plants are found before they establish high-density, persistent populations (Clark 2003<sup>1</sup>). Control costs can escalate rapidly once new species establish and begin to disperse while the likelihood of local eradication diminishes.

A key component of this strategy will be taking a more proactive approach by pursuing an Early Detection Rapid Response (EDRR) to managing invasive plants that establish in the first place. EDRR has proven to be the most cost-effective means of controlling the expansion of invasive species in North America<sup>2</sup>. With this in mind, EDRR will be the underlying approach for this strategy. Effective education, training and awareness programs for staff and the public will help implement EDRR over time. Invasive plant removal will also need to be done in a well planned manner to ensure negative impacts are minimized and the opportunity for restoration and natural enhancement is given.

## RECOMMENDATIONS:

The following recommendations are made to implement the strategy:

### 1) Establish an Ongoing Invasive Plant Management Program

- Use Early Detection Rapid Response (EDRR) as the preferred approach for managing the city's invasive plants and incorporate it within the Parks Horticulture Strategy.

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<sup>1</sup> Clark, J. 2003. Invasive plant prevention guidelines. Center for Invasive Plant Management. Bozeman, Montana. 15 p. <http://www.weedcenter.org>.

<sup>2</sup> □“B.C. EDRR – Early Detection Rapid Response Program – What is Early Detection Rapid Response” last modified January, 2013, <http://www.for.gov.bc.ca/hra/invasive-species/edrr.htm>

- Establish a staff coordination team (Parks and Open Space Planner, Horticultural Supervisor, Environmental Planner, Recreation Coordinator) to coordinate the actions and implementation of the strategy.
- Provide dedicated funding for invasive plant management to cover staff time and contracted support needs.
- Work with regional partners to establish a regional invasive plant management committee. Work with regional stakeholders managing invasive plants (RDN Parks, Ministry of Transportation, BC Parks, Coastal Invasive Species Committee, Broom Busters, Forest companies etc.) and coordinate resources, minimize new introductions and raise awareness on emerging invasive plants. Work collaboratively with the regional nursery and horticulture industry to limit the commercial sale of known invasive plants.
- Adopt Best Management Practices to reduce the introduction and spread of invasive plants by:
  - i. Developing operating procedures for dealing with invasive plants during municipal capital works and maintenance projects;
  - ii. Reviewing the City Purchasing Policy to ensure known invasive plants are removed from any approved plant lists.

## 2) Maintain and Enhance Priority Sites

Protecting and enhancing the City's natural environment is a fundamental goal in the City's Strategic Plan. Targeting parks with high ecological values and with relatively low levels of invasive plants currently can be a good starting point for management. In addition, promoting the importance of protecting our biodiversity can also help raise public awareness on why invasive plant management is important. Specific actions include:

- Promote our city's natural spaces and its biodiversity to the public.
- Target parks with high biodiversity values (i.e. with ESAs and watercourse riparian areas). On a yearly basis, the City's Manager of Parks Operations should identify specific sites within the park system for invasive removal by Parks Staff and Volunteer groups.
- Areas targeted for invasive plant removal should have a restoration plan that includes a maintenance schedule. Native plants or other appropriate non-invasive vegetation should be used. In addition, the restoration and removal plan should:
  - I. Contact and build connections with major landholding stakeholders, such as Woodgrove Centre and Vancouver Island University, and seek opportunities to establish invasive plant removal stewardship projects.
  - II. Include a cost effective regional biomass transportation and disposal method for invasive plants. Ensure the disposal methods are effective and environmentally sound.

## 3) Increase Public Education and Awareness about Invasive Plants

The workshops and public online survey showed strong support to develop a public and staff education program around invasive plant management in the city. The program should utilize traditional, social media, and professional / technical workshops to build awareness and skills in managing invasive plants for City staff, volunteers, and residents. Specific actions include:

- Establish and promote a priority invasive plant watch list for emerging threats and to contain and control. Priority invasive plant species should include plant species that are a human health concern or have high ecological / economic impacts.
- Maintain and expand an invasive plant management website to provide the public with news of volunteer removal activity, removal and disposal advice and an up to date list of priority invasive plants. The website should have a way for the public to ask questions and receive advice (“Ask a Gardener” email, etc.) ([www.nanaimo.ca/goto/invasives](http://www.nanaimo.ca/goto/invasives)).
- Use informational signs (i.e. “sandwich boards”) in parks to promote and inform the public about invasive plant removal work in progress. The work should also be tracked and promoted on the City’s website and through social media.
- The City will work with local partners, such as School District 68, to educate students on the impact of priority invasive species on our natural habitat.

#### 4) Build Volunteer and Public Support

The role of volunteers in managing invasive plants is an important component in accomplishing many of the goals in the strategy. Ensuring volunteers are provided with adequate support and recognition for their efforts is considered fundamental for this effort to succeed. Issues around volunteer burn out, effective training, incentives, and recognition were raised as areas for improvement. Specific actions include:

- Review the Volunteers in Parks program (VIP) and look for opportunities to improve support for volunteers working on invasive plant management projects. Provide opportunities for volunteers to collaborate, expand their knowledge, and celebrate successes, large and small.
- Establish an invasive plant drop off event to help residents safely dispose of invasive plants on their property.
- Revise and update the City volunteer invasive plant management practice manual and include information on appropriate disposal methods. Redesign the layout with input from volunteers and residents.

#### 5) Improve Mapping, Monitoring and Enforcement

There are information gaps in the level of understanding of invasive plant incursions in our parks and in the most effective methods of treating and disposing of these plants. Specific actions include:

- Develop a Parks staff training protocol for invasive plant inventory and mapping. Train a team staff and volunteers to collect data and input the results into the provincial Invasive Alien Plant Program (IAPP) database and mapping system.
- Partner with the Regional District of Nanaimo, Harmac Pacific, DBL Disposal Service and International Composting Corporation (ICC) in developing an invasive plant disposal protocol.
- Review the Property Maintenance Bylaw and revise the definition of “Noxious Weed” to include plants identified as noxious by the Coastal Invasive Species Committee.
- Develop performance measures for success (inventory / removal / disposal) and report on progress back to Council and the public on a regular basis.

STRATEGIC PLAN CONSIDERATIONS:

The Invasive Plant Management Strategy builds on and supports Council's ongoing commitment to environmental responsibility within the Strategic Plan.

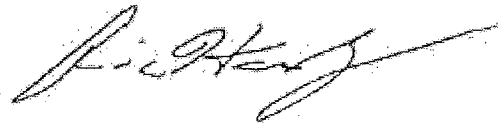
Respectfully submitted,



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Rob Lawrance  
ENVIRONMENTAL PLANNER  
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-APR-11  
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**City of Nanaimo**

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

DATE OF MEETING: 2014-MAY-01

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

RE: HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission approve the Terms of Reference for the Harewood Dry Floor Development Working Group as presented (Appendix A) and appoint three members of Commission to the group.

PURPOSE:

To obtain Commission approval for the structure and Terms of Reference for the Harewood Dry Floor Development Working Group.

BACKGROUND:

At the 2014-FEB-26 Parks, Recreation and Culture Commission meeting, multiple delegations presented their concerns regarding the plan for the 2014 Dry Floor Allocations and provided written material to support their position. At that meeting, a motion was passed to refer the matter of dry floor allocations to the Recreation Committee for review and a final decision.

At their 2014-MAR-13, the Recreation Committee received a report outlining options to address concerns arising from the 2014 allocation of dry floor/ice space. At that meeting, a motion was passed recommending that the Parks, Recreation and Culture Commission create a steering committee in March of this year to move forward the plans for a covered dry floor at Harewood Centennial Park and that Lacrosse and other dry floor users be part of the committee.

At the 2014-MAR-26 meeting, the Parks, Recreation and Culture Commission passed a motion to create a steering committee to forward the plans for a covered dry floor at Harewood Centennial Park and that Lacrosse and other dry floor users be part of the committee. Staff will return with a draft of the Terms of Reference for the Committee to receive Commission's approval.

The Harewood Centennial Park Improvement Plan was adopted in August 2012. The Plan identified a phased approach for redevelopment of the park. A multi-purpose covered dry floor space was planned for Phase 2 of the plan. Phase 1 is currently in process, with playground equipment set to be installed in the fall of 2014.

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships: Working with community groups and the surrounding neighbourhood to develop a key amenity to meet the needs of the community.

Respectfully submitted,



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

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## APPENDIX A



### HAREWOOD DRY FLOOR DEVELOPMENT WORKING GROUP MANDATE & OBJECTIVES

#### Mandate

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

#### Objectives

The objectives of the Committee are to:

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

#### Meetings

The Harewood Dry Floor Development Working Group will:

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

#### Membership

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

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

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

DATE OF MEETING: 2014-MAY-01

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

RE: CENTENARY POPPY CAMPAIGN

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STAFF RECOMMENDATION:

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

PURPOSE:

To provide information to the Commission regarding concept plans for the Centenary Poppy Campaign to recognize the 100 year anniversary of the outbreak of the First World War.

BACKGROUND:

The Centenary Anniversary of the outbreak of the First World War, the precise moment Britain went to war with Germany, will be marked by a ceremony on 2014-AUG-04 at the Cenotaph.

The Centenary Poppy Campaign was an idea developed in Britain. The concept was to cover the UK with poppies during the centenary period to commemorate those who lost their lives during the First World War. The campaign has now grown and many communities across Canada are getting involved.

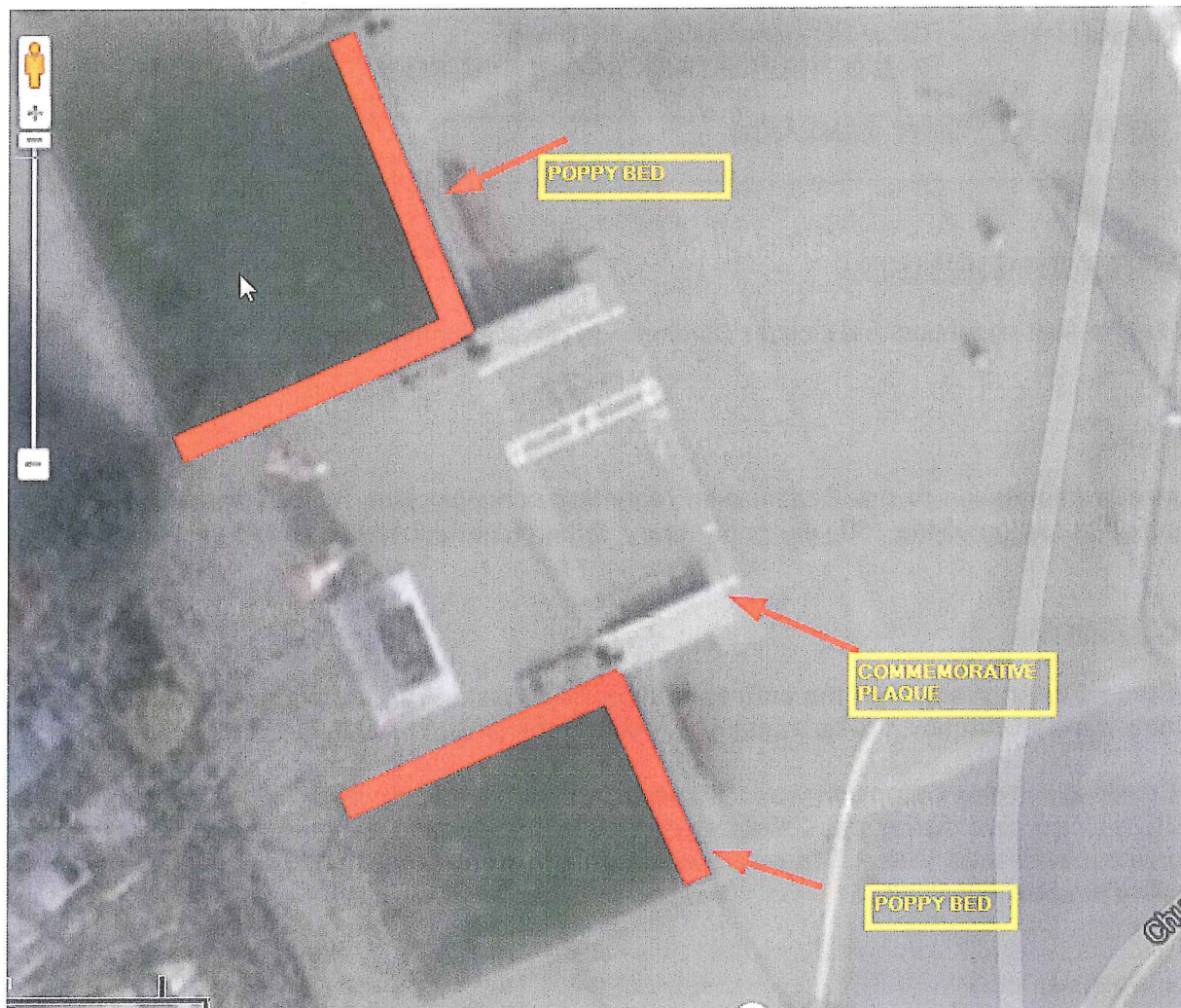
DISCUSSION:

The red remembrance poppy has become an emblem of Remembrance Day because of the poem "In Flanders Fields." Staff are currently exploring a few concepts utilizing the emblem of the poppy and will report back to Commission with the finalized plan.

Concept 1: 100 people each plant a poppy to commemorate WWI at the Cenotaph on 2014-AUG-04 as part of the planned ceremony. The 100 participants could be made up of veterans from WWII, the Korean War, the Gulf War and Afghanistan. The group would also include youth cadets and family survivors. Individuals will plant poppies in raised beds surrounding the cenotaph. A planting coach will be on site to ensure planting is done correctly. Staff will cultivate and maintain the plantings each spring so the garden flourishes each year to commemorate the event.

Concept 2: The City of Nanaimo would create a poppy garden at the Cenotaph which would be seeded with 67,000 poppy seeds to commemorate the Canadian soldiers killed in WWI. A commemorative plaque would be installed. The unveiling of the plaque would be part of the ceremony on 2014-AUG-04. Staff would seed the garden at the Cenotaph each year.

Staff will be working with the Legions on options and ideas.



Respectfully submitted,

Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

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

DATE OF MEETING: 2014-MAY-01

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANTS – PRIOR APPLICATIONS

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**RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend that Council approve five Travel Assistance Grant applications as follows:

- Nanaimo Ebbtides Masters Swim Club in the amount of \$350 for seven athletes to attend the Provincial Championships, being held in Kelowna, BC;
- Nanaimo Ebbtides Masters Swim Club in the amount of \$700 for seven athletes to attend the National Masters Championships, being held in Windsor, ON;
- Nanaimo Ebbtides Masters Swim Club in the amount of \$700 for seven athletes to attend the Fina World Masters Championships, being held in Montreal, QB;
- 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; and,
- 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.

**PURPOSE:**

To obtain Commission approval on the five Travel Assistance Grants received at the 2014-MAR-26 meeting as recommended by the Recreation Committee.

**BACKGROUND:**

At the 2014-MAR-26 meeting, the Parks, Recreation and Culture Commission passed a motion to hold all Travel Assistance Grant applications for reconsideration pending a review of the Travel Assistance Grant criteria. A second motion was passed to have the Recreation Committee conduct a review of the criteria and report back to the Commission with a recommendation.

At the 2014-APR-02 meeting, the Recreation Committee reviewed and discussed the current criteria for Travel Assistance Grants. At that meeting, a motion was passed recommending that the Parks, Recreation and Culture Commission approve all five previous applications as received.

Staff recommend that the Travel Assistance Grant Applications, as received at the 2014-MAR-26 meeting, be approved.

Respectfully submitted,

Concurrence by:



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Liz Williams  
MANAGER  
RECREATION SERVICES



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-APR-16

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

DATE OF MEETING: 2014-MAY-01

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – HARBOUR CITY FOOTBALL CLUB

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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 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.

BACKGROUND:

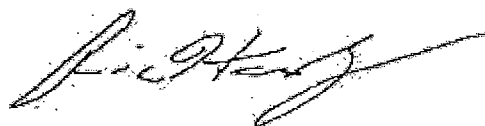
The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within BC (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning 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-MAR-20, Staff reviewed a Travel Assistance Grant application submitted by the Harbour City Football Club requesting financial assistance for 13 athletes to represent Nanaimo at the Provincial A Cup Girls U18 being held in Burnaby, 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 \$650.

To date \$3,350 from the 2014 travel grants contingency funds has been awarded or pending. If the above travel grant of \$650 is approved, \$3,500 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

City of Nanaimo  
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Harbour City Football Club Prov. U18 Girls DATE: march 20, 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	✓		* see list
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 (✓): ✓ AMOUNT: \$ 650.00

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Rec Services

Elizabeth Williams



CITY OF NANAIMO  
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: He Fe		DATE: Mar 20, 2016	
ADDRESS: 2300 Bowen Road Nanaimo BC V9T 3K7		PRESIDENT: Ian Johnson	
		SENIOR STAFF MEMBER: JOEL Butler	
		POSITION: Administrator	
		CONTACT: Louise Kirk - Team Manager	
TELEPHONE: 250 729 9600		TELEPHONE: 250-9516592	
TOTAL NUMBER OF PERSONS TRAVELLING: 18	TOTAL NUMBER OF COMPETITORS TRAVELLING: 18	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 13	TOTAL AMOUNT REQUESTED: 650-
DESTINATION: Burnaby		DATE OF DEPARTURE: July 3, 2016	
EVENT TO BE ATTENDED: PROVINCIAL A Cup - U18 GIRLS			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: PROVINCIAL			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: USA - \$300			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? 13 girls from Nanaimo all games played at home The team is also playing in the BC Coastal Cup with the possibility of making it to the finals in Richmond.			
SIGNATURE: [Signature]	TITLE/POSITION: Team Manager	DATE: Mar 20, 2016	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

Provincial A Cup – VIPL Storm U18 Girls

Expenses:

3 nights hotel \$95/night  
 Ferry costs \$15.50/player x 2  
 \$51.25/car x 2

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

Revenue

UISA \$300

First Name	Last Name	Date of Birth	Address	City	Postal Code
Rachel				Nanaimo	V9R5X4
Deryn				Nanaimo	V9T 1P1
Megan				Nanaimo	v9v 1t6
Olivia				Coombs	V0R 1M0 -DNQ
Aliyah				Ladysmith	V9g 0b1 - DNQ
Katelyn				Ladysmith	V9G 1T4 -DNQ
Bronwyn				Parksville	V9P2T2 -DNQ
Darby				Nanaimo	v9r6y8
Madeline				Nanaimo	V9R6T3
Sydney				Nanaimo	V9T 5R3
Aiyanna				Nanaimo	V9X 1P2
Nicola				Nanaimo	V9S 3C9
Madison				Nanaimo	V9VIP8
Francesca				Nanaimo	V9T-5S1
Emily				Nanaimo	V9V 1J7
Riley				Nanaimo	V9T2S6
Maddy				Nanaimo	V9R 6W4

13 members are  
 Residents of Nanaimo.

**City of Nanaimo**

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

DATE OF MEETING: 2014-MAY-01

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION SERVICES

RE: BC SUMMER GAMES UPDATE

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STAFF RECOMMENDATION:

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

PURPOSE:

To provide updates to the Commission in regards to the progress of hosting the 2014 BC Summer Games – July 17-20, 2014.

DISCUSSION:

- Eight HRDC grant staff positions have been filled for the games. Each of these people have been assigned to provide administrative assistance to specific Directors. They will work under the supervision of the Operations Manager, Lori Barlow.
- A Volunteer Recruitment Plan is currently underway, volunteer numbers are at 26% of what will be needed for the Games. This number is well above the norm at this point in time compared to other communities who also hosted the summer games.
- The Summer Games inventory arrived and has been sorted. This vast inventory includes many of the pieces needed to run the games. For example: signage, award podiums, athlete bedding, torches, storage units, etc...
- Community awareness events continue to be held throughout the community. This is helping raise the profile of the games and encourage volunteerism.
- A Torch Lighting Ceremony took place Friday, 2014-APR-11 - 7:00-8:30pm at Maffeo Sutton Park. This event marks 100 days until the games. Approximately 500 people attended the ceremony. It was a very entertaining evening.
- An electric torch has been erected outside the Nanaimo Ice Centre. It will remain on until the conclusion of the games.

- The sport venue tour took place on 2014-APR-12 & APR-13. The board of directors and sport chairs toured the 21 sport venues. The tour was well received and a valuable piece of the organizational puzzle in tying all of the elements of the games together.

Upcoming Key Dates:

- 2014-APR-25 & APR-26 – Directors and Chairs Progress Reports
- 2014-MAY-10 – Table Top Planning
- 2014-JUN-20 & JUN-21 – Progress Reports

Next 2014 BC Summer Games Board Meeting will be held 2014-MAY-13.

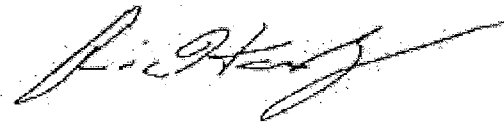
Respectfully submitted,

Concurrence by:



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Liz Williams  
MANAGER  
RECREATION SERVICES



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND ENVIRONMENT

2014-APR-14  
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**City of Nanaimo**

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

DATE OF MEETING: 2014-MAY-01

AUTHORED BY: THE PARKS OPERATIONS DIVISION

RE: PARKS OPERATIONS MONTHLY REPORT – MARCH 2014

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**PARK PLANNING AND DEVELOPMENT:**

- Design concepts for the updated Maffeo Sutton Park Plan and improvements at Georgia Park are being developed. A preliminary geotechnical study of the Georgia Park site has been completed and is informing the design work.
- A draft plan for the recreational opportunities at 801/1150 and 1151 Nanaimo Lakes Road is being prepared for Commission and Council review in spring 2014.
- Cost estimating for the future improvement phases at Harewood Centennial Park is underway.
- Review of development applications has occurred including potential park and trail connections in the Diver Lake, Pleasant Valley, Chase River, and Hammond Bay areas.

**OUTDOOR SPACES AND SPECIAL EVENTS:**

- Staff are in the process of planning for the upcoming Wild Foods Festival and Earth Day Celebration to take place Sunday, 2014-APR-27.
- The review of Concerts in the Park applications has begun along with securing extra funding.

**VOLUNTEERS IN PARKS:**

- The Hawthorne Park VIP is moving forward with fundraising for their park project. A Beer & Burger and silent auction is planned for 2014-APR-23.
- The Groveland Park VIP is moving forward with fundraising and planning. They are planning to present to Commission in May.
- The Forest Drive Gyro Park community garden is in its second year and is expanding with new bed construction this spring.
- The Beaufort Park Community garden is full and looking to expand in 2014.
- Staff are gearing up with volunteers for May Invasive Plant month. Several projects are in the planning stages for spring completion.
- The Stephenson Point Neighbourhood Association has been featured in the Nanaimo News Bulletin and Shaw TV as a successful neighbourhood group combating invasive plants in their neighbourhood park. Media is sharing information about the Volunteers in Parks program and its value in the community.

### **PARKS UTILITY:**

- Staff installed two new park benches at Nob Hill Park.
- The irrigation systems for the parks and boulevards are been flushed out and turned on.
- The rain screen was removed from the Bastion.

### **FACILITY OPERATIONS:**

- A new compressor controller was installed at the Nanaimo Aquatic Centre.
- The renovations at the Kin Pool washrooms are well underway and staff is preparing to start filling the pool.

### **FIELDS:**

- The base lines at Harry Wipper Park were re-instated to line up with the backstops.
- The field changeovers from soccer to baseball have been completed.
- Rocks have been placed around Hawthorne Park to deter vehicle entrance and park vandalism.

### **TRAILS:**

- After the late February storm, Staff was kept busy removing debris, clearing culverts and inspecting dangerous trees on trails.
- A fence was installed by the Beban Park Participark kiosk to deter vehicles from parking on parkland.
- The resurfacing of the Butcher Trail is complete.
- Contract paving of 200m of the Parkway Trail was completed.

### **HORTICULTURE AND ABORICULTURE:**

- Twenty-eight arboriculture calls for service resulted in four fences to be repaired, fifteen trees to be removed and many broken limbs pruned and chipped.
- The Stephenson Point Neighbourhood Association removed approximately five yards of invasive plants from Planta Park.
- Staff organized a work party for the Bowen Disc Golf Committee, where they spread three yards of mulch around the basket areas.
- Spring landscaping work is being completed at Oliver Woods.

### **MAINTENANCE AND CONSTRUCTION:**

- New plastic cupboards were built at Kin Pool allowing for more storage for the Nanaimo White Rapids Swim Club.
- Park identification signs were installed at the East Wellington Park and Departure Bay Centennial Park.
- The Loudon Park rowing dock was repaired and re-anchored after breaking away from its moorings in February.
- The Korean War brass plaque was refurbished and the Afghanistan brass plaque was installed at the Cenotaph.

- New sinks, toilets, fixtures, and partitions were installed in the Loudon Park washrooms. The modifications to the washroom stalls now allow for wheelchair accessibility.
- A desk and cabinet was installed at the Nanaimo Aquatic Centre.
- Installation of event notice boards at Bowen, Westwood Lake, and Maffeo Sutton Parks. These will highlight community events such as the Concerts in the Park series.
- Completion of the circulation improvements at Oliver Woods is being completed spring 2014 with line painting, trail development and fence work.
- Staff installed bracing to support the weak limbs of the historic tree in the Nanaimo Cemetery. This was done to lighten the effects of gravity on the heavy limbs and to lengthen the life of the tree.



New event board at the Bowen Park Duck Pond.

#### **VANDALISM REPORT:**

BREAKDOWN OF COSTS	
CONTRACTED SERVICES	\$ 992.74
MATERIALS AND SUPPLIES	51.69
LABOUR AND FLEET	101.58
<b>TOTAL COST</b>	<b><u>\$ 1,546.01</u></b>

- Graffiti tags were removed at Barsby Park, Colliery Dam Park, Maffeo Sutton Park and on the Blueback stairs.

The Parks Operations Carpentry staff extended the life of a Camperdown Elm by creating and installing bracing to support the tree's heavy limbs. The tree is located in the Nanaimo Cemetery and is believed to have been planted in 1878. Poor pruning practices in the distant past had weakened some of the tree's major limbs. Records indicate the tree is a clone from the original Camperdown Elm discovered in the forest at Camperdown House in Dundee Scotland around 1835, by David Taylor, the Earl of Camperdown's Head Forester. Camperdown Elms were created by grafting a cutting from the original tree to the trunk of a Wych Elm, *Ulmus glabra*.



#### TRAIL COUNTS – MARCH 2014

Park Sites	Jan Daily Average	Feb Daily Average	Mar Daily Average	Peak Time of Use
Blueback Beach Access*	81	76	95	4 PM – 5 PM
Buttertubs Trail (Dyke Side)	97	111	119	3 PM – 4 PM
Colliery Dam - Lower Dam	135	121	131	3 PM – 4 PM
Colliery Dam - Upper Dam	99	91	96	3 PM – 4 PM
Cottle Lake Trail – Rock City Rd	39	37	36	10 AM – 11 AM
Dewar Road Trail	33	37	40	4 PM – 5 PM
E & N Trail (behind Fibber McGee's)	62	60	64	11 AM – 12 PM
E & N Trail (Fitzwilliam Street)	n/a	33	28	12 PM – 1 PM
E & N Trail (Franklyn Street)	n/a	29	31	1 PM – 2 PM
Georgia Park (trail to Front Street)	n/a	68	70	1 PM – 2 PM
Georgia Park Bridge	n/a	383	478	2 PM – 3 PM
Greenaway Park Trail	22	25	26	2 PM – 3 PM
Invermere Beach Access*	51	46	52	4 PM – 5 PM
Kinnette Evergreen Trail	40	36	38	2 PM – 3 PM
Linley Point Trail – Rutherford Rd	51	40	46	1 PM – 2 PM
Linley Point Trail - Altavista Access	41	35	41	1 PM – 2 PM
Park Avenue Bridge	42	37	39	2 PM – 3 PM
Queen Elizabeth Promenade	286	318	346	5 PM – 6 PM

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

<b>ANIMAL SERVICES DIVISION MARCH 2014</b>				
<b>Park 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	1	0	0	0
Beaufort Off-Leash Park	4	4	0	0
Beban Park	2	3	1	1
Beban Off-Leash Park	2	10	0	0
Beban Participark	1	2	1	0
Bob-O-Link Park	2	0	0	0
Bowen Park	7	9	0	1
Brechin Boat Ramp	1	0	0	0
Buttertubs Marsh	3	0	0	0
Colliery Dam Park	2	10	0	0
Departure Bay Centennial Park	4	0	0	0
Diver Lake Park	6	8	0	0
Elaine Hamilton Park	1	1	0	0
Groveland Park	5	4	0	0
Harewood Centennial Park	9	0	0	0
Harry Wipper Park	6	0	0	0
Hawthorne Park	1	0	0	0
Invermere Beach Access	4	1	0	0
Invermere Beach Off Leash Area	3	3	0	0
Jack Point Park	1	0	0	0
Keighly Park	4	0	0	0
Kenwill Park	4	0	0	0
Kinsman Park	6	15	1	0
Latimer Park	1	1	1	0
Linley Valley Cottle Lake Park	5	1	0	0
Loudon Park	4	1	0	0
Maffeo Sutton/Swy-a-Lana Lagoon Park	8	41	1	0
Mansfield Park	5	0	0	0
May Richards Bennett Pioneer Park	6	5	1	0
May Richards Bennett Pioneer Off-Leash Park	7	21	0	0
Morningside Park	4	0	0	0
Neck Point Park	8	31	0	0
Parkway Trail (Northfield)	1	4	0	0
Parkway Trail (E. Wellington)	4	6	0	0
Pipers Lagoon Park	8	17	0	0
Pleasant Valley Park	6	4	0	0
Robins Park	6	1	0	1
Rocky Point Park	4	0	0	0
Saxer Park	4	0	0	0
Serauxmen Sports Fields	5	3	1	0
Sid Clark Gyro Park	1	0	0	0
Wardropper Park	4	3	0	0
Westdale Park	4	2	0	0
Westwood Lake Park	12	35	0	0
Wheatcroft Park	5	0	0	0
Woodstream Park	4	2	0	0
<b>TOTALS:</b>	<b>200</b>	<b>248</b>	<b>7</b>	<b>3</b>

**City of Nanaimo**

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

DATE OF MEETING: 2014-MAY-01

AUTHORED BY: THE RECREATION SERVICES DIVISION

RE: RECREATION SERVICES MONTHLY REPORT – MARCH 2014

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COMMUNITY DEVELOPMENT:

**Aquatics:** Nanaimo Aquatic Centre (NAC) was very busy with various island school districts having one or two weeks of Spring Break off and Shuswap Swim Team holding a nine-day Spring Break Camp. This group was very happy with the facility and the helpful lifeguards. High school physical education lessons have been planned for 2014/2015 at NAC. The Ebbitides Masters Swim Club has put in a proposal for the BC Masters Swimming Provincial Championships to be held at the Aquatic Centre April 2015.

**Arenas:** The ice came out of Nanaimo Ice Centre and Frank Crane Arena on 2014-MAR-31.

**Bike to Work Week:** Elementary school principals were encouraged by staff to promote Bike and Walk to School week and tie it in with their Healthy School Initiatives.

**Community Events - Indoor:** Significant community events that took place in the Social Centre in the last month included: the West Coast Women's Show, Kirkwood Academy Dance Gala, a Blood Donour Clinic, the African Heritage Society Bob Marley Reggae Tribute, Lions Club Convention, and the Upper Island Music Festival (10 days 2014-MAR-27 to APR-07).

**Community Events - Outdoor:** Significant community events that took place in the Centennial Building in the last month included the Nanaimo Lions Club Flea Market.

**Fitness/Free Admissions:** For several years, the City of Nanaimo has permitted those persons working with people who have physical or mental challenges free admission to assist the individual participating in programs or activities. Staff have noticed a significant increase in aides gaining free admission, they have also observed that many appear to engage in their own workout regime rather than being there to assist. Staff are currently reviewing the criteria for aides that are seeking free admission.

**Healthamongus:** This will take place 2014-MAY-12 to MAY-16 at the Beban Artificial Turf Fields.

**LEAP:** Staff is implementing the revised LEAP application process. The revisions made last October will hopefully alleviate concerns raised from some application forms being returned from the Ministry offices incomplete. The Ministry will no longer sign off on LEAP applications, they must be processed by Parks, Recreation and Environment (PRE) staff.

**Meetings/Training/Professional Development:** Staff participated in a BCSEA webinar which focused on ways to reduce transportation emissions by 50%. All Recreation Managers and Coordinators attended a Purchasing training session to familiarize the Coordinators with services and expectations of the Purchasing department. The Green Network is made up of several high schools Eco Clubs and was approached by Staff to get involved with BTWW and Invasive Plant work parties. Preschool Coordinators, along with Dr. Hasselback, made a presentation to the PRC Commission on the State of the Child Report and PRE Early Years (formerly known as preschool) programs. Other meetings with staff: Recreation Coordinators, Recreation Managers, Tourism Leadership, Advisory Committee on Environmental Sustainability (ACES), North Island Programmers in Comox, NDSS Job Fair promoting summer leader positions and LIT/QUEST, and Occupational Health and Safety meetings.

**Youth Week:** Youth Advocates Committee met with staff regarding planning and promoting Youth Week events. Nanaimo Women's Centre, the Southside Teen Centre and SD 68 have expressed an interest in participating.

**Sponsorship:** Staff is seeking sponsorship for the Summer Concerts in the Park series to expand the program beyond the number of concerts traditionally offered within the existing budget. Sponsorship is also being sought for Bike to Work Week in June.

#### PROGRAM HIGHLIGHTS:

Nanaimo Harbour City Seniors (NHCS) Thursday Special Events hosted an average of 100 seniors at each event in March. Income tax preparation is underway, free of charge, for low income seniors and runs through the end of April. Staff met with Cathy Holmes from Nanaimo Family Life, who is starting the Better at Home program. A seminar introducing the program to NHCS members will run in May.

During the month of March, 7,207 participants utilized rentals at Oliver Woods (OWCC), 1,053 participated in drop-in sports, and 36 birthday parties were held.

The fall/winter LIT/Quest program officially ended at the end of March. Registration is now open for the spring/summer season with 42 registered to date. PRE and RDN staff are working on a Youth Leadership Program presentation as many communities are enquiring how to set up an LIT type youth leadership program. A joint presentation will be prepared and submitted for consideration at the fall BCRPA Youth Workers Conference.

Spring Break programs included Explore Sports, full with 20 registered.

Most Flipside Gymnastics programs are full with waitlists but they are no longer creating new classes to accommodate waitlists.

Interviews for summer staff are underway. A total of 44 temporary staff will be hired for summer programs.

**MONTHLY STATISTICS – MARCH:**

<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:	174.75	174.00	4,288	3,180
Lessons: Department programs and Schools:	169.00	146.25	2,812	3,089
League Rentals:	445.75	522.75	14,050	27,883
Special Events/ Tournaments	37.00	31.75	1,231	2,828
Other/Casual:	248.00	199.25	6,091	6,496
<b>TOTAL:</b>	<b>1074.50</b>	<b>1074.00</b>	<b>28,472</b>	<b>43,476</b>

<b><u>Hours:</u></b>	<b><u>Attendance:</u></b>
FCA – 258.25	FCA – 7,656
NIC 1 – 228.75	NIC 1 – 6,144
NIC 2 – 322.25	NIC 2 – 7,811
CMN – 265.25	CMN – 6,861
<b>TOTAL – 1,074.50</b>	<b>TOTAL – 28,472</b>

<b>Aquatics:</b>	<b>Attendance</b>	
	<b>Current Month</b>	<b>Last Year</b>
Public Admissions:	55,436	48,170
Lessons:	2,976	5,049
Clubs/Rentals/Schools:	6,617	5,010
<b>TOTAL:</b>	<b>65,029</b>	<b>58,229</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	
<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>638</b>
<b>REVENUE:</b>	<b>\$54,076</b>	<b>\$50,188</b>	<b>\$58,776</b>	<b>\$25,014</b>

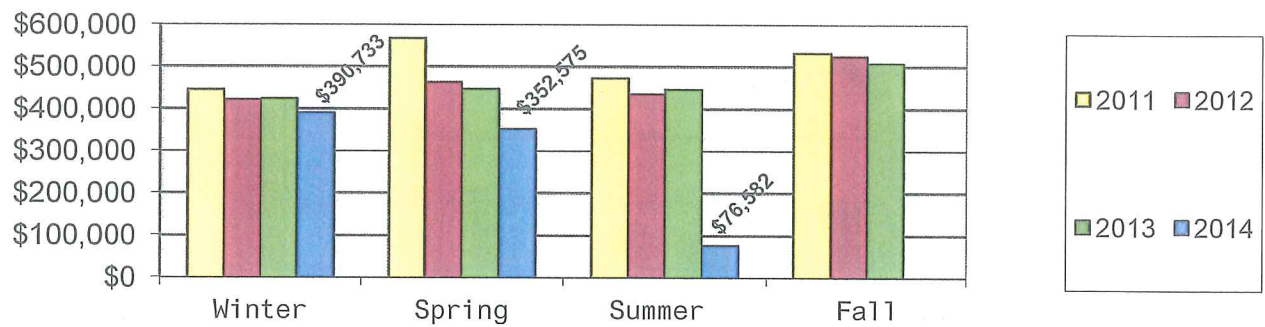
Total NHCS Memberships  
471 sold from Jan 1 – Dec 31, 2014

Total NHCS Memberships  
1,425 sold from Jan 1 – Dec 31, 2013

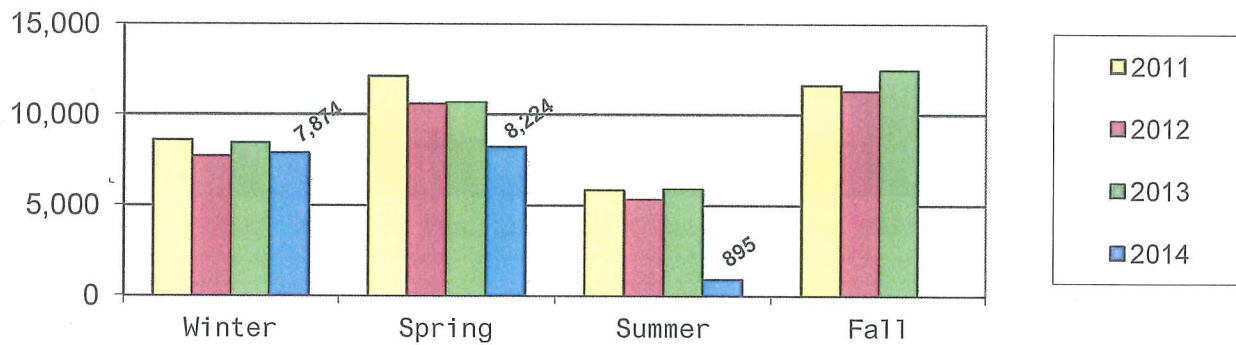
Total NHCS Memberships  
1,449 sold from Jan 1 – Dec 31, 2012

## 2011 to 2014 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**

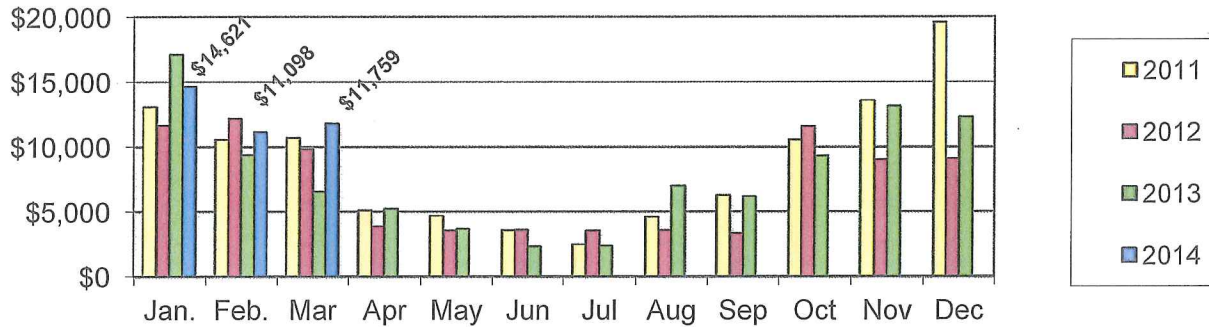


**Program Registrations\***

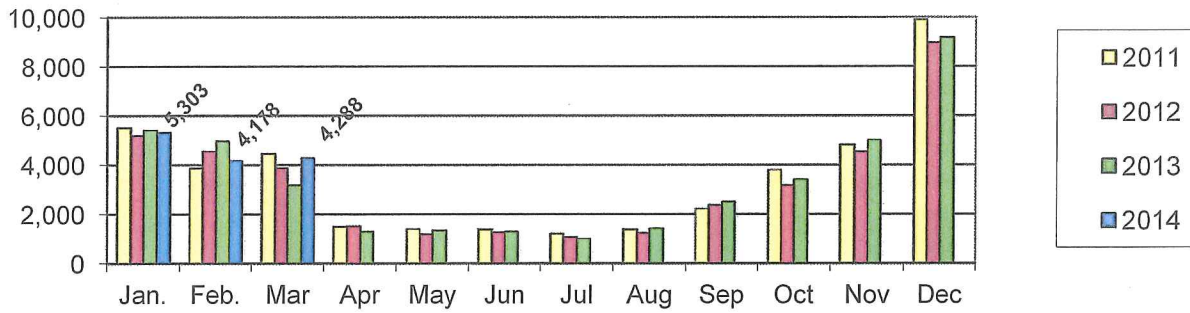


## Summary of Recreation And Culture Services - MARCH 2014

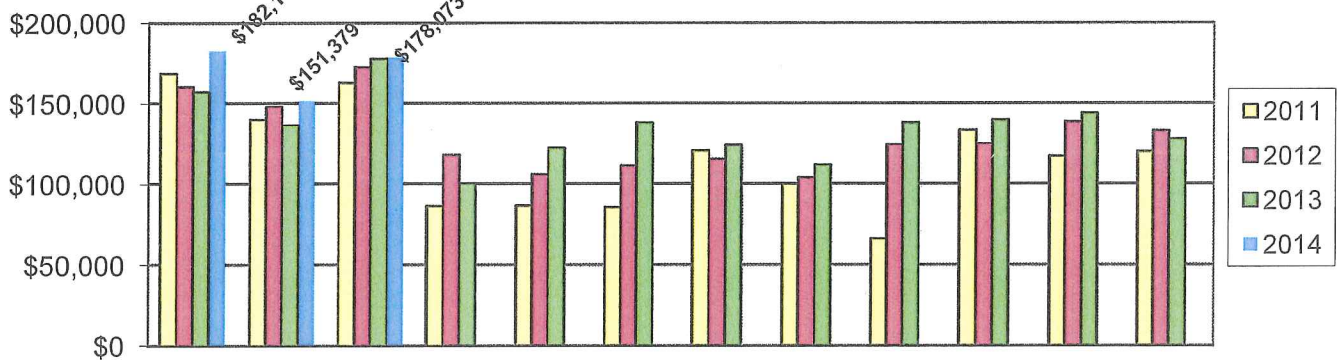
### Arena Public Skate Revenue



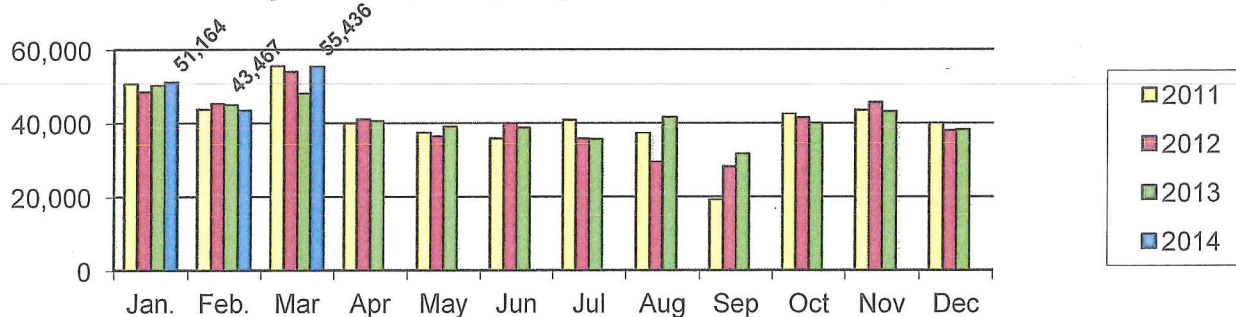
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue



### Aquatic and Fitness Gym Public Admissions



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APR 16 2014

DEPARTMENT OF  
PARKS, RECREATION AND ENVIRONMENT

**NANAIMO HARBOUR CITY SENIORS**  
**Minutes of the Board of Directors' Meeting**  
**April 4, 2014**

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

**Regrets:** Gordon Pascoe

**Call to Order:** Meeting was called to order at 9:28 AM.

**Guest:** Don Olsen

Don complimented all those who participated in making the Open House a success. His concern however, is the lack of distribution of information. He suggested ways to improve this:

1. Newsletter should be emailed to members. Michele will ask staff at front desk to request email address at the time of registration. In her next newsletter message, Bettie will ask members to submit their email addresses if they wish to receive the newsletter by email.
  2. Newsletter should feature more detailed descriptions of the activities of the programs. Michele pointed out also that the website should have more information about the programs.
- Thank you Don, for your valuable input.

**Adoption of Minutes:** Minutes of the last meeting were declared adopted as distributed.

**Correspondence:** None.

**Treasurer's Report:** M/S/C *That the Treasurer's Report as attached be adopted.*

***Motion that the research of banking and the attaining of cheques be left up to Maureen, the Treasurer.*** Moved by Joanne. Seconded by Gary. Carried.

**Committee Reports:**

**Program:** M/S/C *That the Program Report as attached be adopted.* Joanne also reported that the city has been approached regarding the Thursday Night Dance group regarding partnering on funding the shortfall of the New Year's dance.

**Publicity:** John suggested that we contact churches regarding placing ads in church bulletins and displaying our brochures. Bettie and Lorraine volunteered to oversee the distribution of brochures.

**Membership:** John reported that 240 attended the Open House. As previously discussed, the information discs are no longer available from COSCO. John brought up the subject of the replacement of carpets for the carpet bowling. The cost would be about \$17,000.00. NHSC will not supply any funding for this, as it is not a capital expenditure that would benefit the entire membership.

***Motion that the Membership Report be adopted.*** Moved by John. Seconded by Maureen. 7 in favor, 1 opposed. Carried.

**City Seniors Coordinator Report**

Michele thanked the Board for the Open House event. People would like another in the fall. This could become an annual event. 240 people attended, resulting in 176 new and renewed memberships. 11 were first time visitors. The carnival atmosphere was wonderful.

Kathy Holmes will present a Family Life Seminar "Better at Home", regarding seniors staying in the home.

Lorraine and Michele met to discuss the Fetch BC website. Michele is doing further work on the site.

Due to City Hall downsizing and shuffling, Michele is now also in charge of special events.

Program fall/spring registration rose from 3169 in 2013 to 4056 in 2014.

Membership rose from 1401 in 2012 to 1544 in 2013.

**President's Report**

The Open House was a great success. Thanks to Bette Ainsworth for setting up the kitchen. Thank-you notes were sent out to all those contributing door prizes. Suggestions for next Open House are not to schedule the event in Spring Break, make more parking available, and to provide a mustering station for participants.

**Unfinished Business**

-Maureen will be stepping down from assisting with the 50/50 Thursday draws. Jan volunteered to assist.

-Upcoming NHCS annual general meeting was discussed. Dara Rupa addressed the Board, cautioning the members with regard to the possibility of conflicting interest arising as a result of persons elected to NHCS Board also being able to act on other Boards of Directors.

**New Business**

None.

**Adjournment**

Meeting was adjourned at 11:40 AM. Next meeting May 2, 2014

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**From:** Webmaster  
**Sent:** Wednesday, March 26, 2014 7:44 PM  
**To:** Webmaster; Dept. of Parks Rec. and Culture  
**Subject:** Request to Appear as Delegation

Peter McCaffery has requested an appearance PRC Commission.

The requested date is Apr 30, 2014.

The requested meeting is:  
PRCC

Presenter's information

Address:  
City: |  
Province: |  
Postal Code: `|  
Home Phone:  
Email: [Info@bikeracing.ca](mailto:Info@bikeracing.ca)  
Bringing a presentation: Yes

Details of Presentation:

Rationale for installing a 200 metre velodrome track in the city, preferably as an element of the Beban Park Master Plan. Tourism, fitness, youth, and competition from beginning to international level, plus recreational and competition elements for other sports, including in-line skating, wheelchair, roller derby, radio controlled cars. BMX freestyle. Schools use including road safety clinics in infield. Other multi-sport infield activities. Plan for using local engineering, design and construction companies and for including input from VIU. Reference to complete business and sustainability plans.

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

From: Webmaster

Sent: Thursday, April 24, 2014 11:13 AM

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

Subject: Request to Appear as Delegation

Karen Hovestad has requested an appearance PRC Commission. The request is made on behalf of Departure Bay Neighbourhood Association.

The requested date is May 01, 2014.

The requested meeting is:

PRCC

Details of Presentation:

The Departure Bay Neighbourhood Association would like to embark on a public art project at Departure Bay Beach that would provide opportunity for the community to participate & invest in their park. The park itself is wonderful community resource and gathering place for children & families that live there and beyond. We are proposing to work with a local professional artist to create a mural & fence line panels surrounding the playground to enhance the public enjoyment of the space. This process would provide a community opportunity for storytelling, art exercises, exploration of themes and images as well sharing an understanding of public art and the role it plays in beautification and generating pride and connectivity in the neighbourhood.