

AGENDA
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION
SERVICE AND RESOURCE CENTRE BOARD ROOM, 411 DUNSMUIR STREET
WEDNESDAY, 2014-MAR-26, COMMENCING AT 5:00 P.M.

CHAIR: COMMISSIONER DIANA JOHNSTONE

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

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

(Motion required to adopt the agenda)

4. **ADOPTION OF MINUTES:**

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.

Pg. 5-8

(Motion required to adopt minutes)

5. **PRESENTATIONS:**

- (a) Dr. Paul Hasselback, Central Island Medical Health Officer, presenting on the State of the Child report, Nanaimo/Ladysmith region, and Tracy Stuart, Recreation Coordinator with Chris Barfoot, Culture & Heritage Coordinator, presenting on "Early Years" programming.

Pg. 9-12

6. **CHAIR'S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee:** Commissioner Thorpe to report on the meeting held 2014-MAR-13.

Pg. 13-14

- (b) **Recreation Committee:** Commissioner Greves to report on the meeting held 2014-MAR-13.

Pg. 15-16

2014 Arena Dry Floor Allocations – Long-term Options

Pg. 17-31

Purpose: To obtain direction to Staff from the Commission on long-term solutions to address issues arising from 2014 arena dry floor/ice allocations.

Recreation Committee's Recommendation: 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.

(Motion required to adopt recommendation)

- (c) **Grants Advisory Committee:** Commissioner Avis (or Commissioner Thorpe) to report on the meetings held since 2014-FEB-27.

8. **STAFF REPORTS:**

- (a) **Update on Interim Improvements at Caledonia Park**
R. Harding, Director, Parks, Recreation and Environment
-

Pg. 32-43

Purpose: To provide an update to the Commission on the 2014 interim improvements for Caledonia Park as approved by Council at their meeting on 2014-MAR-12.

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

(Motion required to adopt recommendation)

- (b) **Travel Assistance Grant**
Nanaimo Ebbtides Masters Swim Club
Provincial Championships, Kelowna, BC
-

Pg. 44-46

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Ebbtides Masters Swim Club in the amount of \$350 for seven athletes to attend Provincial Championships, being held in Kelowna, BC.

(Motion required to adopt recommendation)

- (c) **Travel Assistance Grant** Pg. 47-49
Nanaimo Ebbtides Masters Swim Club
National Championships, Windsor, ON
-

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Ebbtides Masters Swim Club in the amount of \$700 for seven athletes to attend the National Masters Championships, being held in Windsor, Ontario.

(Motion required to adopt recommendation)

- (d) **Travel Assistance Grant** Pg. 50-52
Nanaimo Ebbtides Masters Swim Club
World Masters Championships, Montreal, QC
-

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Ebbtides Masters Swim Club in the amount of \$700 for seven athletes to attend the Fina World Masters Championships, being held in Montreal, Quebec.

(Motion required to adopt recommendation)

- (e) **Travel Assistance Grant** Pg. 53-55
NDSS Senior Boys Basketball
2014 BC High School AAA Basketball Championships, Langley, BC
-

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to 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.

(Motion required to adopt recommendation)

- (f) **Travel Assistance Grant** Pg. 56-59
Wellington Secondary School Band
MusicFest Canada Nationals, Richmond, BC
-

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Wellington Secondary School Band in the amount of \$1,000 for 210 band members to attend MusicFest Canada Nationals, being held in Richmond, BC.

(Motion required to adopt recommendation)

- (g) **BC Summer Games Update** Pg. 60-61
L. Williams, Manager, Recreation Services
-

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.

- (h) **Parks Operations Monthly Report – February 2014** Pg. 62-65
- (i) **Recreation Services Monthly Report – February 2014.** Pg. 66-70

9. **CORRESPONDENCE:**

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors Pg. 71-73
meeting, held 2014-MAR-07.

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) Laura Shanner, regarding a request for a VIP Grant of \$30,000 for Pg. 74-81
Hawthorne Park.

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-FEB-26, AT 5:00 P.M.

PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner T. Greves
Commissioner F. Pattje (arrived at 5:03 p.m.)
Commissioner K. Alden (departed at 6:41 p.m.)
Commissioner L. Avis
Commissioner M. Beaudoin-Lobb
Commissioner H. Houle (departed at 7:07 p.m.)
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
D. Osborne, Manager of Arenas
J. Farrell, Recording Secretary

Guest: Councillor J. Kipp (departed at 6:38 p.m.)

1. CALL THE OPEN MEETING TO ORDER:

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

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda 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-JAN-22 at 6:30 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

4. ORDER OF AGENDA:

It was moved and seconded that the Delegations be brought forward on the Agenda to Item 5 (a), (b), (c) and (d), prior to Chair's Report. The motion carried unanimously.

5. DELEGATIONS:

- (a) Frank Dubenski, representing the Nanaimo Lacrosse Groups consortium, including the Nanaimo District Lacrosse Association, Intermediate A, Jr. B, Jr. A, Sr. B, Sr. A and Masters Lacrosse, gave a presentation regarding concerns on the allocation of 2014 dry floor space.
- (b) Darlene Stevens, from the Harbour City Rollers, representing the Nanaimo Roller Derby groups, gave a presentation regarding concerns on the allocation of 2014 dry floor space.

It was moved and seconded that the Parks, Recreation and Culture Commission defer the concerns regarding dry floor allocations for 2014 to the Recreation Committee for review and consideration. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission permit the Recreation Committee to make a final decision regarding dry floor allocations at their meeting on 2014-MAR-05. The motion carried unanimously.

- (c) Andre Sullivan, representing the Nanaimo Region Rail Trail partnership, gave a presentation regarding the creation of the Nanaimo Region Rail Trail partnership in coordination with the Island Corridor Foundation, as well as the proposed expansion of the E&N Trail.

It was moved and seconded that the Parks, Recreation and Culture Commission, in coordination with the motion of the 2014-FEB-11 meeting of the Transportation Advisory Committee, recommend that Council consider the allocation of \$100,000 from the Parks, Recreation and Environment Department's Trails Capital Budget to contribute towards the expansion of the E&N Trail, requisite upon:

- The Nanaimo Region Rail Trail Partnership providing matching or greater funding; and,
- The Nanaimo Region Rail Trail Partnership and the City of Nanaimo identifying a common priority trail improvement project.

The motion carried unanimously.

- (d) Maggie James, presented a request to acquire a portion of parkland (Loudon Walkway) to build a garage on her lot at 3976 Apsley Avenue.

6. PROCEDURAL MOTION:

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the Community Charter Section 90(1):

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

The motion carried unanimously.

The Parks, Recreation and Culture Commission moved into "In Camera" at 6:42 p.m.

The Parks, Recreation and Culture Commission moved out of "In Camera" at 6:49 p.m.

7. CHAIR'S REPORT:

- (a) BCRPA 2014 Symposium, is taking place from 2014-APR-23 to 25, in Kelowna. Commission members are welcome to attend.
- (b) Discussion regarding the planning of the PRCC Spring Tour.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: Commissioner Thorpe gave a verbal report on the Parks Committee meeting held 2014-FEB-13.

Vancouver Island Military Museum's Veterans' Wall of Honour

It was moved and seconded that the Parks, Recreation and Culture Commission approve the Vancouver Island Military Museum to proceed with the "Veterans' Wall of Honour" project as outlined in the proposed Installation Agreement. The motion carried unanimously.

- (b) Recreation Committee: Commissioner Greves gave a verbal report on the Recreation Committee meeting held 2014-FEB-12.

Funding Options for the Cedar 4-H Barnyard

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve three years of funding of \$4,000 per year from the Community Program Development Grant Fund, starting in 2015, for operations of the Cedar 4-H Barnyard within the City of Nanaimo, with funding options to be revisited in three years time. The motion carried unanimously.

- (d) Grants Advisory Committee: Commissioner Avis reported on meetings held since 2014-JAN-22.

9. STAFF REPORTS:

- (a) Nanaimo Curling Club Lease – Approval in Principle

Delegations:

- 1. Denise Wood, Manager, and Dave Perpeluk, 1st Vice President, representing the Nanaimo Curling Club.

It was moved and seconded that the Parks, Recreation and Culture Commission defer the recommendation regarding the Nanaimo Curling Club's lease renewal to the next regular meeting pending clarification on the ownership of the building. The motion carried.

Opposed: Commissioners Greves, Johnstone and Young.

(b) BC Summer Games Update

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

(c) Parks Operations: Monthly report for January 2014.

(d) Recreation Services: Monthly report for January 2014.

10. CORRESPONDENCE:

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2014-FEB-07.

11. OTHER BUSINESS:

- (a) Discussion regarding Maggie James's request to acquire a portion of parkland for her property at 3976 Apsley Avenue.

It was moved and seconded that the Parks, Recreation and Culture Commission deny the application from Maggie James to acquire a portion of parkland for her property at 3976 Apsley Avenue. The motion carried unanimously.

12. ADJOURNMENT:

It was moved and seconded at 7:31 p.m. that the meeting adjourn. The motion carried unanimously.

CERTIFIED CORRECT:

D. Johnstone, Chair
Parks, Recreation and Culture Commission

R. Harding, Director
Parks, Recreation and Culture

State of the Child Report

Nanaimo-Ladysmith 2013



Children thrive within healthy families and supportive communities

The Greater Nanaimo and Ladysmith Early Years Partnerships have produced this State of the Child Report on children from newborn to six years old to create an awareness of the importance of the early years and to encourage all to take action when and where they can. This report highlights how young children within the boundaries of Nanaimo Ladysmith Public Schools are doing and provides a foundation for future comparisons.



Family and Economic Well-being

Demographics

The 2011 Census population for the Nanaimo-Ladysmith area was reported as 113,570, of which 22,975 – or about 20 per cent – of the population are children under 20 years old.

Children under five years old make up 4.6 per cent of the population.

From the 2011 Census, 49.6 per cent of family households have at least one child; one-third of these are led by a lone parent, of which 78 per cent are single mothers.

Family economics

In the Nanaimo-Ladysmith area, the median family income for 2006 was \$59,790. Thirty-one per cent of families earned more than \$80,000 and 7.7 per cent of families earned less than \$20,000, with 11.3 per cent of people living in poverty.

The average female lone-family income was \$39,136 in 2006. More than six per cent of children younger than 15 years of age in the Nanaimo-Ladysmith area were receiving income assistance in 2011.

Food security

One thousand families per week are served by Loaves and Fishes community food bank. They estimate that 1,400 bags of groceries are handed out every week.

Nanaimo Food Share distributed more than 7,000 lunches during their Summer Lunch Munch Program to local children.

Ladysmith Food Bank hands out 130 bags of groceries per week, which serves about 375 people – 38 per cent being children.

Cost of food for a family of four on Vancouver Island per month amounts to: \$873 in 2011, compared to \$858 in 2009 and \$695 in 2007.

Child protection

Fifteen of every 1,000 children newborn to 18 years old were living in care as of 2011. Furthermore, 12 of every 1,000 children from newborn to 18 years old were reported to be in need of protection.



Housing

The average cost for a house in the Nanaimo-Ladysmith area in 2012 was \$352,052. Based on the 2006 Census, the average rent was \$783 with 48 per cent of renters and 21 per cent of homeowners spending more than 30 per cent of their income on housing.

Education

According to the 2006 Census data, 87 per cent of the Nanaimo-Ladysmith population between ages 25-54 have a high school certificate or equivalent.

Between 2008 and 2011, 68 per cent of 18 year olds graduated. The 2009-11 EDI found that 86 per cent of kindergarten children were rated as not vulnerable for language and cognitive development and 87.4 per cent as not vulnerable in communication and general knowledge skills.

Aboriginal

There are three First Nation communities

in the Nanaimo-Ladysmith area: Snuneymux'w, Stz'uminus and Snaw-naw-as. Based on 2006 data, the Aboriginal population is at least 6.4 per cent of the total Nanaimo-Ladysmith population. Twenty-seven per cent of the First Nation population is less than six years old.

September 2011 saw a total of 2,040 Aboriginal students enrolled in Nanaimo Ladysmith Public Schools. Currently there are 144 kindergarten students in the system, which is up 26 per cent from the previous year.

While the overall number of children in the school district is dropping, the



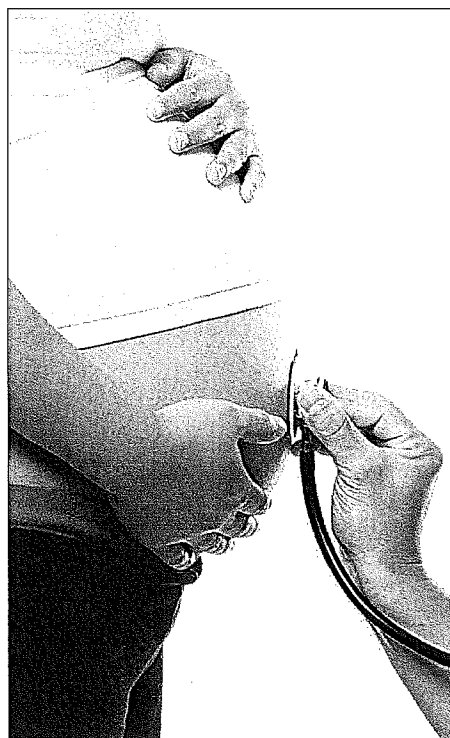
Health and Wellness

Prenatal health

More than 44 per cent of first time mothers and 41 per cent of second or greater time mothers received prenatal education.

More than 86 per cent of pregnant mothers reported being smoke free during their pregnancy in 2011.

Newborn health



In 2011, 1,107 babies were born in the Nanaimo-Ladysmith area; 3.8 per cent of those babies were born with a low birth weight (less than 2.5 kilograms), which is lower than 5.7 per cent in 2010.

Eighty per cent of mothers were within the age range of 20-35 where healthiest baby outcomes are expected.

More than 25 per cent of the babies born in the Nanaimo-Ladysmith area were born via cesarean section, which was below the provincial average of 31.4 per cent.

More than 83.5 per cent of mothers breastfeed their babies initially after birth. More than 47 per cent were still breastfeeding their babies after six months.

Audiology

Out of 1,280 births at Nanaimo Regional General Hospital in 2011-12, 98.7 per cent received appropriate hearing screening. Of those screened, 23 or 1.8 per cent were referred for further testing and 4 or 0.3 per cent had a permanent hearing deficit.

Aboriginal health

First Nation communities are currently working with Island Health to encourage research and reporting on the health of their communities.

Child health

In 2010-11, 1,052 children, newborn to 14 years old, were hospitalized in the Nanaimo-Ladysmith area. Thirty-four per cent were less than five years old.

Hospitalization rates for children with respiratory disease were 10.1 per 1,000 locally and 4.44 per 1,000 children were hospitalized due to injuries and poisoning in 2010-11.

According to a 2012-13 survey of Nanaimo Ladysmith Public Schools, 86.1 per cent of kindergarden children had no visible tooth decay.

Immunization rates

More than 61 per cent of two year olds are complete for immunizations; 55.2 per cent of seven year olds are complete for immunizations.

Physical activity

Fifty-four per cent of Canadian children and youth are getting more than three hours of active play each week, including weekend days. Kids are spending 63 per cent of their free time after school and on weekends being sedentary.

The 2008 McCreary Adolescent Survey



looked at central Vancouver Island high school students and found that 18 per cent of males and 12 per cent of females were overweight. They also found that 8 per cent of males and 10 per cent of females did not exercise.

Ladysmith Parks, Recreation and Culture is joining with Nanaimo Ladysmith Public Schools to plan current and future school and park sites, joint-use facilities and community use of school facilities, with the goal of increasing physical activity of our children and community.

Acknowledgements

The success of this State of the Child Report is due to our community partners at the Greater Nanaimo and Ladysmith Early Years Partnerships.

For more information about this report, please contact Amber Bruner, Children First Early Years Community Coordinator at mthrgoos@telus.net or 250-816-1699.

Early Learning and Child Care

EDI

The Early Development Instrument measures children's development up to kindergarten using five domains: physical health and well-being, social competence, emotional maturity, language and cognitive development and communication skills.

Sixty-six per cent of children in the Nanaimo-Ladysmith area were not considered vulnerable on any of the development scales in 2011.

This was 7 per cent better than 2009. The provincial average is 69.1 per cent.

Physical health and well-being had the highest level of vulnerable children at 17 per cent, whereas only 12 per cent of children were vulnerable in communication skills.

The provincial goal is to increase children

without vulnerabilities to 85 per cent by 2015.

Licensed child care

There are currently 1,692 licensed day-care spots available in the Nanaimo-Ladysmith area. In addition, there are 100 preschool-only spots, 140 preschool age before and after care, and 632 school age before and after care spots.

The lowest availability is found in infant/toddler care with 16 centres waitlisted, two closing and one reducing spaces due to recruitment difficulties.

Family resource centres

There are currently eight StrongStart Centres and three Family Resource Programs, all free to families with children

from newborn to six years old in the Nanaimo-Ladysmith area.

Aboriginal communities

The three First Nation communities each provide a wide range of early childhood and Aboriginal Head Start services with more than 80 spots available for childcare.

All of the early childhood programs support Hul'qumi'num language learning.

Children learn so quickly and bring the language home to their families, in turn increasing the number of Hul'qumi'num speakers in the community.

Tillicum Lelum Aboriginal Centre offers ECD programs such as early literacy, Building Better Babies and a new early childhood, kindergarten transition program, which is supported by local partners.

Child-friendly Environments

Library statistics

An average of 208 children attend 10 regular weekly programs across four branches in the Nanaimo-Ladysmith area.

Ladysmith Library circulated about 33,000 children's books in 2012.

More than 7,000 children's books were borrowed from Nanaimo Harbourfront Library in January 2013.

Parks and playgrounds

Ladysmith offers 13 parks with 9 playgrounds and about 26 km of hiking and walking trails. The Town of Ladysmith supports a plan where every household would be within 500 metres of at least one category of park, specifically within 1 km of a neighbourhood park and 2 km of a community park.

Nanaimo offers 60 playgrounds with 4 water parks and more than 630 park trails. The city supports development and acquisition of a neighbourhood park/playground within a five-minute walk (660m) of every residential area.

Low-cost recreation

Programs and events encouraging exercise and activity that are free and up to \$2 per person:

- ◆ Ladysmith Parks, Recreation and Culture offers three programs;
- ◆ City of Nanaimo offers 17 programs;
- ◆ Town of Ladysmith offers a Leisure Access Card to eligible residents entitling them to Parks, Recreation and Culture Program discounts;
- ◆ City of Nanaimo offers a Leisure Economic Access Program to eligible residents entitling qualified family members to Parks, Recreation and Culture Program discounts.

Aboriginal communities

A number of First Nation communities have engaged their members in creating rich opportunities for outdoor exploration and play including nature walks and study of traditional plants, allowing children to explore their culture and the traditional teachings.

Tillicum Lelum Aboriginal Centre offers a Walking With Elders Program for children.

Sources:

B.C. Vital Statistics 2011: www.vs.gov.bc.ca/stats/annual/2011

Census 2011: www.bcstats.gov.bc.ca/StatisticsBySubject/Census/2011Census.aspx

Chemainus First Nation: <http://cfnation.com>

City of Nanaimo: www.nanaimo.ca

Cost of Eating: www.dieticians.ca/Secondary-Pages/Public/The-Cost-of-Eating-in-British-Columbia.aspx

EDI: <http://earlylearning.ubc.ca/maps/edi/nh>

Ladysmith Food Bank: www.lfca.bc.ca
Loaves and Fishes Community Food Bank: www.nanaimoloavesandfishes.org
McCreary Adolescent Survey: www.mcs.bc.ca/fact_sheets_and_powerpoint_presentations

Nanaimo and Ladysmith LHA profiles: www.viha.ca/mho.stats/lha_profiles.htm

Nanaimo Food Share: www.nanaimofoodshare.ca

Socio-Economic profiles (B.C.Stats): www.bcstats.gov.bc.ca/StatisticsBySubject/SocialStatistics/SocioEconomicProfilesIndices/Profiles.aspx

Snaw-naw-as First Nation: www.nanoose.org

Snuneymux'w First Nation: www.snuneymuxw.ca

Town of Ladysmith: www.ladysmith.ca

MINUTES
PARKS COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,
THURSDAY, 2014-MAR-13, COMMENCING AT 5:00 P.M.

PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Diana Johnstone
Commissioner Donald Rinald
Commissioner Maureen Young

Regrets: Commissioner Graham Savage

Guest: Commissioner Mercedes Beaudoin-Lobb

Staff: K. MacDonald, Parks & 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 the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the regular Parks Committee meeting held Thursday, 2014-FEB-13, at 5:26 p.m., in the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

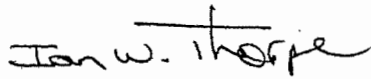
4. PRESENTATIONS:

- (a) Kirsty MacDonald, Parks and Open Space Planner, gave a presentation on the Draft Update of the Beban Park Master Plan.

It was moved and seconded that the Parks 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.

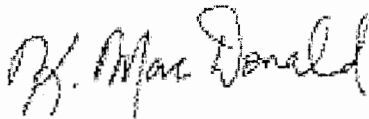
5. ADJOURNMENT:

It was moved and seconded at 5:57 p.m. that the meeting adjourn. The motion carried unanimously.



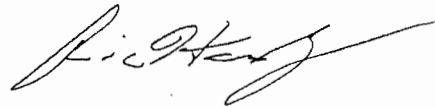
Ian Thorpe
CHAIR
PARKS COMMITTEE

CERTIFIED CORRECT:



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

APPROVED FOR DISTRIBUTION:



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-MAR-13
File: A2-5
G:\Admin\PRCC\ParksCommittee\Minutes\2014\PC140313M.docx

MINUTES
RECREATION COMMITTEE
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
THURSDAY, 2014-MAR-13, COMMENCING AT 3:00 P.M.

PRESENT: Commissioner Ted Greves, Chair

Members: Commissioner Karen Alden
Commissioner Lynda Avis
Commissioner Mercedes Beaudoin-Lobb
Commissioner Diana Johnstone

Guests: Commissioner Fred Pattje
Commissioner Ian Thorpe

Staff: R. Harding, Director, Parks, Recreation and Environment
D. Osborne, Manager, Arenas
M. Smith, Manager, Recreation Services
G. Paterson, Arenas Program Coordinator
S. Przada, Arenas Allocations Clerk
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Brian Boas, representing Nanaimo District Lacrosse, distributed an updated document outlining the proposed 2014 dry floor use by lacrosse teams to the Committee members.

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 Recreation Committee Meeting of Wednesday, 2014-FEB-12 at 2:09 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. STAFF REPORTS:

- (a) 2014 Arenas Dry Floor Allocations Options and Issues
R. Harding, Director, Parks, Recreation and Environment

Delegations:

1. Brian Boas, representing Lacrosse groups, spoke regarding lacrosse's needs for dry floor space.
2. Darlene Stevens, representing Roller Derby user groups spoke regarding Roller Derby's needs for dry floor space.
3. Gena Schlitz, representing some ice users, spoke regarding use of ice space for 2014.

It was moved and seconded that the Recreation Committee direct Staff to proceed with Option 3 as outlined in the report. The motion carried. *Opposed: Commissioner Avis*

It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission to 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. The motion carried unanimously.

It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission 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. The motion carried unanimously.

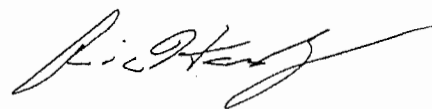
It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission that Staff work out detailed costs and funding options for proceeding with the covered dry floor facility at Harewood Centennial Park. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 4:29 p.m. that the meeting adjourn. The motion carried unanimously.



Ted Greves
CHAIR
RECREATION COMMITTEE



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: TED GREVES, CHAIR
RECREATION COMMITTEE

RE: 2014 ARENDA DRY FLOOR ALLOCATIONS – LONG-TERM OPTIONS

RECOMMENDATION:

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.

PURPOSE:

To obtain direction to Staff from the Commission on long-term solutions to address issues arising from 2014 arena dry floor/ice allocations.

BACKGROUND:

Following the Council budget deliberations in the fall of 2013, Staff were directed to review operation efficiencies. Dry floor user groups have had access (except when construction on arenas have happened) to three dry floors from April through June.

Based on information at the time, Staff were able to consolidate dry floor user groups into two dry floors (as done in 2010 and 2012 during arena renovations). Dry floor user groups were asked to move their practice times to different nights or later in the evening. Youth teams were scheduled in from 5pm to 8pm and junior/senior and adult teams booked from 8pm to 10:45pm.

Over the past few years, several ice user groups have indicated interest in additional spring ice time including, Youth Spring Hockey teams, Junior A & B Prospect Camps, Nanaimo Casual

Hockey League, Casual Ladies Hockey, Vancouver Island Spring Hockey League, Old Knights daytime hockey league, private lessons and independent users. A second ice sheet also allows for additional public skating sessions and programming.

Once 2014 allocations were proposed, dry floor user groups expressed concerns that times and loss of one dry floor would not meet their current needs and also, their growing needs. This was expressed at the dry floor user group meeting held 2014-FEB-06 and Staff recommended that groups make a presentation of their concerns to the Parks, Recreation and Culture Commission.

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.

Lacrosse user groups provided an updated request for 2014 arena use as requested at the Commission meeting on 2014-MAR-04 (Appendix A). Following the Commission meeting, members of the Recreation Committee met with various user groups to review issues and requests. Staff used the time to work on options and impacts based on any possible changes to 2014 allocations.

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, the Recreation Committee received an updated request from the Lacrosse groups (Appendix B). At that meeting, the Recreation Committee passed a motion to direct Staff to proceed with Option 3 as outlined in the report (Appendix C). The Recreation Committee also passed the following motions to for long-term solutions.

It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission to 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. The motion carried unanimously.

It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission 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. The motion carried unanimously.

It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission that Staff work out detailed costs and funding options for proceeding with the covered dry floor facility at Harewood Centennial Park. The motion carried unanimously.

DISCUSSION:

Finding a community balance of allocation of any public facility, be it a pool, park, field, arena, or others, is always difficult. Issues of fairness, efficiency, costs, revenue, diversity of use, are just some factors that go into finding a balance in allocation of public facilities.

The issues of 2014 arena allocations is consistent in finding a balance and is difficult. This report provides the Recreation Committee with background to the issue of dry floor and ice allocations as well as some options for consideration for this season as well as long-term options for the future.

Existing Allocation Policy

Dry floor allocations are assigned according to Arenas Ice and Floor Allocation Guidelines (Appendix D). On an annual basis, prior to booking the upcoming season, Staff will review usage from the previous season, the expressed needs of the users, availability of ice and floor time, and the distribution from the previous year.

Following the goals set out in the Parks, Recreation and Culture Master Plan and following the Allocation Guidelines, every attempt will be made to serve the needs of the community, within all age groups, when allocating ice and floor time. Priority is given to youth leagues and organizations daily between 5:30am and 8pm. Adult leagues and organizations may book what is remaining outside of the youth time. Any available ice or floor time following that distribution is booked on a first-come, first-serve basis.

All contracts are for the current season only. The City of Nanaimo reserves the right to reassign ice and floor annually as required in order to satisfy needs and demographics and emerging municipal, provincial or national directives as outlined on Arena Contracts:

“The City retains the right to reschedule ice/floor rentals to accommodate special events or tournaments, with adequate notice.”

Need for an Updated of Arena Allocations Policy

One key point moving forward from this year's allocation issues is the need for a new allocation policy for arenas. As Nanaimo grows and new emerging sports and demands on long-term sports change, it is key that a new method is developed to deal with allocations. One key is that year-round allocations can be created so groups and organizations have longer term opportunities to deal with bookings and facilities' needs.

A new policy would include working with all arena user groups over the next four to six months in developing a policy that Commission can recommend to Council for adoption. The Recreation Committee is recommending that the Parks, Recreation and Culture Commission develop a new policy, and, ideally in time for implementation for the 2014-2015 seasons.

Covered Facility Options

One option of dealing with allocation issues for dry floor user groups (especially for shoulder times of the seasons) is the creation of a covered dry floor as outlined in the Harewood Centennial Park Improvement Plan.

The Harewood Centennial Park Improvement Planning Process identified the community need for a covered multi-purpose court for lacrosse and other sports as part of a phased approach to park redevelopment (Appendix E). The Nanaimo District Lacrosse Association proposed the development of a multi-purpose covered space on the current site of the tennis courts. A facility such as the one proposed could be utilized by many sports and could also serve as a gym and community gathering space.

The proposed covered facility would cost an estimated \$1.25 million. A similar structure, called McLean Sport Box, in McLean Park in Langley, cost \$1.1 million to construct in 2008. The budget does not include the access road into the site, the parking areas for the facility, the plaza, the plaza landscaping or upgrades to the washroom/change room building.

The Recreation Committee is recommending that the Parks, Recreation and Culture Commission create a steering committee, that would include dry floor user groups, in moving this project forward. Further, that Staff be directed to work out detailed costs of this project and include a variety of funding options that could be pursued for the project.

Respectfully submitted,

Concurrence by:



Ted Greves
CHAIR
RECREATION COMMITTEE

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-MAR-19
File: A2-4 / J1-10-2
G:\Admin\PRCC\RptComm\2014\PRCCRPT140326-2014ArenaDryFloorAllocationsLongTermOptions.docx

APPENDIX A

SUBMISSION FROM LACROSSE 2014-MAR-04

TIME	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2
8:00-9:00																					
9:00-10:00																					
10:00-11:00																	MINITYKE		CANDY		
11:00-12:00																	MINITYKE		CANDY		
12:00-1:00																					
1:00-2:00																					
2:00-3:00																					
3:00-4:00																					
4:00-5:00																					
5:00-6:00	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA									
6:00-7:00	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	CANDY								
7:00-8:00	NDLA	NDLA	NDLA	NDLA	INT.A	NDLA	NDLA	JR.B	NDLA	NDLA	INT.A	NDLA	CANDY								
8:00-9:30	SR.A	JR.B		JR.A	INT.A	SR.B	SR.A	JR.B		JR.A	INT.A	SR.B									
9:30-11:00				MASTERS			MASTERS	JR.B		MASTERS											

NDLA 2014 GAME TIME REQUIRED

MINI-TYKE (SATURDAY 11 AM-1 PM)

MINOR BOYS (FRIDAY/SATURDAY/SUNDAY)

MINOR GIRLS (SATURDAY/SUNDAY)

TOURNAMENT

PLAYOFFS

OPENING DAY CELEBRATION

EVALUATIONS AND PRESEASON PRACTICES (MARCH 10-14 & MARCH 24-28)

SPRING BREAK

12 WEEKS X 2 HRS. = 24 HRS.

133 GAMES X 1.5 HRS. = 199.5 HRS.

38 GAMES X 1.5 HRS. = 57 HRS.

MAY 30-JUNE 1

END OF JUNE/EARLY JULY

APRIL 5-6 (9AM-5PM)

MARCH (10 DAYS X 5 HOURS) 50 HRS.

SCOTT RANGER LACROSSE CAMP AND NDLA 2 HRS PER NIGHT X 4 NIGHTS

BETWEEN 9 AM-7 PM ON SATURDAY AND SUNDAY ALLOW FOR 10 HOURS OF GAME TIME PER ARENA PER DAY. THE REGULAR SEASON RUNS FROM THE WEEKEND OF APRIL 12-JUNE 14 WHICH IS 10 WEEKENDS.

YOU NEED TO REMOVE THE WEEKEND OF OUR TOURNAMENT AS AVAILABLE FLOOR TIME FOR THE SCHEDULE.

FROM THIS 360 HOURS AVAILABLE WITH 2 DRY FLOORS WE WOULD NEED TO REMOVE THE TIME THAT THE INT.A, JR.A, SR.B AND SR.A GAME SCHEDULES REQUIRE (APPROX. 40 HOURS).

BLACKOUT DATES ALSO NEED TO BE REMOVED FROM THIS AVAILABLE TIME. WATCHTOWER (-20 HOURS),

THE REMAINING TIME AVAILABLE WOULD BE 18 DAYS (9 WEEKENDS) X 10 HOURS X 2 ARENAS = 360 HOURS - BLACK OUT DATES 20 HOURS - SENIOR GAMES 40 HOURS = 300 HOURS AVAILABLE

MINOR LACROSSE WILL USE 281 HOURS OF REMAINING 300 HOURS LEAVING NOT MUCH AVAILABLE FOR ROLLER DERBY AND BALL HOCKEY.

ACTUAL REQUEST IS FOR: (25% OF AVAILABLE ARENA TIME AS DRY FLOOR)

1 SURFACE IN MARCH (NIC2)

3 SURFACES IN APRIL/MAY/JUNE (NIC1, NIC2, FCA)

2 SURFACE IN JULY (NIC1, FCA)

POTENTIAL USERS FOR MID DAY, EARLY AFTERNOON AND THIRD ARENA:

PRIVATE LESSONS

NDSS LACROSSE PROGRAM

LEARN AT HOME LACROSSE PROGRAM

BIRTHDAY PARTIES

BALL HOCKEY

SOCCER

IN-LINE SKATING

ROLLER DERBY

TRADE SHOWS/AUCTIONS

RC CAR RACING

APPENDIX B

SUBMISSION FROM LACROSSE 2014-MAR-13

TIME	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2	FCA	NIC1	NIC2
8:00-9:00																					
9:00-10:00																					
10:00-11:00																NDLA	MINITYKE	NDLA	CANDY		
11:00-12:00																NDLA	MINITYKE	NDLA	CANDY	NDLA	NDLA
12:00-1:00																NDLA		NDLA	NDLA	NDLA	NDLA
1:00-2:00																NDLA	INT.A	GIRLS	NDLA	NDLA	NDLA
2:00-3:00																NDLA	GAME	GIRLS		NDLA	NDLA
3:00-4:00	POTENTIAL CITY RUN			DROP-IN			ORGANIZATIONS WILL WORK			DROP-IN			PROVIDE CONTACTS			NDLA	TIME	GIRLS		NDLA	NDLA
4:00-5:00	PROGRAMS			HOCKEY			WITH CITY TO DEVELOP			HOCKEY			PROMOTE PROGRAMS			JR.A	GIRLS				
5:00-6:00	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA		NDLA	NDLA	GAME	GIRLS				
6:00-7:00	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	NDLA	CANDY	NDLA	NDLA	TIME	SR.B		SR.A		
7:00-8:00	NDLA	NDLA	NDLA	NDLA	INT.A	NDLA	NDLA	JR.B	NDLA	NDLA	INT.A	NDLA	CANDY			GAME		GAME			
8:00-9:30	SR.A	JR.B	BALL HKY	JR.A	INT.A	SR.B	SR.A	JR.B	BALL HKY	JR.A	INT.A	SR.B				TIME		TIME			
9:30-11:00				MASTERS			NATIVE SONS	JR.B		MASTERS											

* THIS SCHEDULE DOES NOT ALLOW FOR:

1. THE HARBOUR CITY ROLLERS THAT WILL TAKE 3 HOURS EVERY MONTH IN PREPARATION FOR THEIR OUT OF TOWN BOUTS
2. MASTER LACROSSE THAT WANTS TO HAVE EXHIBITION GAMES VS NANAIMO NATIVE SONS
3. POTENTIAL FUNDRAISERS OR ADDITION FLOOR TIME THAT MAY BE REQUIRED DURING THE COURSE OF A SEASON (UNFORSEEN EVENTS)

NDLA 2014 GAME TIME REQUIRED

MINI-TYKE (SATURDAY 11 AM-1 PM)
 MINOR BOYS (FRIDAY/SATURDAY/SUNDAY)
 MINOR GIRLS (SATURDAY/SUNDAY)
 TOURNAMENT
 PLAYOFFS
 OPENING DAY CELEBRATION
 EVALUATIONS AND PRESEASON PRACTICES (MARCH 10-14 & MARCH 24-28)
 SPRING BREAK

12 WEEKS X 2 HRS. = 24 HRS.
 133 GAMES X 1.5 HRS. = 199.5 HRS.
 38 GAMES X 1.5 HRS. = 57 HRS.
 MAY 30-JUNE 1
 END OF JUNE/EARLY JULY
 APRIL 5-6 (9AM-5PM)
 MARCH (10 DAYS X 5 HOURS) 50 HRS.
 SCOTT RANGER LACROSSE CAMP AND NDLA 2 HRS PER NIGHT X 4 NIGHTS

BETWEEN 9 AM-7 PM ON SATURDAY AND SUNDAY ALLOW FOR 10 HOURS OF GAME TIME PER ARENA PER DAY. THE REGULAR SEASON RUNS FROM THE WEEKEND OF APRIL 12-JUNE 14 WHICH IS 10 WEEKENDS.

YOU NEED TO REMOVE THE WEEKEND OF OUR TOURNAMENT AS AVAILABLE FLOOR TIME FOR THE SCHEDULE.

FROM THIS 360 HOURS AVAILABLE WITH 2 DRY FLOORS WE WOULD NEED TO REMOVE THE TIME THAT THE INT.A, JR.A, SR.B AND SR.A GAME SCHEDULES REQUIRE (APPROX. 40 HOURS).

BLACKOUT DATES ALSO NEED TO BE REMOVED FROM FROM THIS AVAILABLE TIME. WATCHTOWER (-20 HOURS).

THE REMAINING TIME AVAILABLE WOULD BE 18 DAYS (9 WEEKENDS) X 10 HOURS X 2 ARENAS = 360 HOURS - BLACK OUT DATES 20 HOURS - SENIOR GAMES 40 HOURS = 300 HOURS AVAILABLE

MINOR LACROSSE WILL USE 281 HOURS OF REMAINING 300 HOURS LEAVING NOT MUCH AVAILABLE FOR ROLLER DERBY AND BALL HOCKEY.

ACTUAL REQUEST IS FOR: (25% OF AVAILABLE ARENA TIME AS DRY FLOOR)

- 1 SURFACE MARCH 24-31 (NIC2)
- 3 SURFACES IN APRIL/MAY/JUNE (NIC1,NIC2,FCA)
- 2 SURFACE IN JULY (NIC1,FCA)

POTENTIAL USERS FOR MID DAY,EARLY AFTERNOON AND THIRD ARENA:

PRIVATE LESSONS
 NDSS LACROSSE PROGRAM
 LEARN AT HOME LACROSSE PROGRAM
 BIRTHDAY PARTIES
 BALL HOCKEY
 SOCCER
 IN-LINE SKATING
 ROLLER DERBY
 TRADE SHOWS/AUCTIONS
 RC CAR RACING

APPENDIX C

EXCERPT FROM RECREATION COMMITTEE REPORT 2014-MAR-13

Options for 2014

The following table illustrates the three options, as well as space for other options, based on dates for dry floor availability. Material provided to the Committee from user groups and staff over the last few weeks will help as background to each option and impacts.

TABLE 1 OPTIONS FOR 2014				
OPTIONS	FRANK CRANE	NIC 1	NIC 2	CLIFF MCNABB
Option 1	Dry APR-04 to end of Lacrosse Playoffs	Dry APR-04 to JUL-22	Ice Would remain ice for spring/summer season	Ice
Option 2	Dry APR-04 to end of Lacrosse Playoffs	Dry APR-04 to AUG 1	Dry MAR-10 to JUL-01	Ice
Option 3	Dry APR-04 to end of Lacrosse Playoffs	Dry APR-04 to JUL-22	Dry APR-25 to JUL-01	Ice
Other Options	?	?	?	?

Option 1

Option 1 would see continued operations with the current schedule as proposed, published and distributed, operating with two dry floor surfaces and two ice surfaces.

All hours for dry floor user groups would be allocated, though adjustments will be made to days or times to accommodate all requests. The Nanaimo District Lacrosse Bantam Tournament scheduled for 2014-MAY-31 to JUN-01 will operate out of two facilities, NIC 1 and FCA.

As the Recreation Committee is well aware, dry floor user groups have indicated that Option 1 does not meet their needs either in the short-term or long-term. Presentations and written submissions have provided detailed documentation as to how it does not meet their existing or growing needs. Committee members have copies of this information.

Option 2

Option 2 would see the accommodation of the requests received from dry floor user groups to operate with three dry floor surfaces for the spring and summer season by 2014-APR-04 and have one arena dry by the last two weeks in March.

This option would mean changes to contracts from 2014-APR-01 to JUL-01. Staff would review programming and relocate programs to Cliff McNabb Arena, where possible, but the majority of programs and public skate sessions would be cancelled.

It requires five days to remove the ice and bring the dry floor to safety requirements. The request to allocate one dry floor by 2014-MAR-10 would have required the ice plant to be shut off by 2014-MAR-05. There are several public skating sessions booked throughout Spring

Break (2014-MAR-17 to 2014-MAR-21) along with the remaining Fall/Winter City of Nanaimo programs. The final week of March is busy with ice users, including two adult tournaments booked at the NIC. The Nanaimo Figure Skating Club is booked at the Frank Crane Area on 2014-MAR-29 for their year-end skating performance, with an expected attendance of 1,200. Ice has not been out of this facility and would be a substantial change this year.

Every year, the ice removal date at Frank Crane Arena is dependent on the Nanaimo Clippers season and if the team is successful in their playoff run. The Clippers are now out of the playoffs so dry floor can now be made available by 2014-APR-04, at the earliest. This date is earlier than most years.

The Spring/Summer Activity Guide has been released and includes content covering the programming of two ice sheets, with registration now taking place. Following any changes made, a large portion of what is published would be cancelled, or incorrectly listed if programs are relocated to Cliff McNabb Arena.

Adjustments to current ice rental bookings and programs required to accommodate this schedule change include:

- Amalgamation of daytime use of Cliff McNabb and NIC 2, Monday – Friday up to 3:30pm. This is largely achievable with minor adjustments to program and rental contract timing. There would be loss of four drop-in programs, two days of school lessons, and one homeschool program.
- Amalgamation of weekend use of Cliff McNabb and NIC 2. Weekend use at Cliff McNabb and NIC 2 can be reconciled by accommodating the two tournaments first (Atom Selects in April and the Spring Tournament in May), followed by the two prospect camps, (Junior 'A' Clippers in April and Junior 'B' Buccaneers in June). All these can be accommodated by prioritizing this use during the four required weekends.
- Amalgamation of evening use of Cliff McNabb and NIC 2, Monday to Friday after 3:30pm. This is more problematic with the loss of two evenings of skating lessons, five other programs representing all age demographics, and one evening drop-in skating session.
- Amalgamation of weekday evening use of Cliff McNabb and NIC 2. Several ice rental bookings conflict directly with other rental bookings and will require a system of prioritizing for cancellations. Prioritizing criteria could be last in/first out and historical (grandfathered) usage. Once contracts start to be amended and adjusted, we may see wholesale cancellations, which would actually work to our advantage in resolving the space concerns.
- Additionally, accommodation of Adult League Playoffs for NCHL will be required in the first week of April.
- During the weekends, as noted above, there are several ice rental bookings that conflict directly with other ice rental bookings. Again the system of prioritizing will be required, and again once contracts start to be amended we may see outright cancellations.

Option 3

Option 3 would see the accommodation of requests received from dry floor user groups with some adjustment of the third dry floor space, NIC 2. Ice would not be removed from NIC 2 until the end of April, with the first day of access to dry floor on Friday, 2014-APR-25. This option would allow for several current ice bookings including the Atom Selects Ice Hockey Tournament, 2014-APR-18 to APR-20 and the Nanaimo Clippers Junior A Prospect Camp 2014-APR-12 to APR-13. Removing the ice would allow for the NDLA Bantam Lacrosse

Tournament to operate at one facility, on both dry floor surfaces NIC 1 & 2, rather than at two different facilities, as previously mentioned.

Bookings that would be affected negatively by this schedule change include:

- Four week delay to start of dry floor space for practice needs
- Spring Hockey Tournament, 2014-MAY-02 to MAY-03
- Nanaimo Buccaneers Junior B Prospect Camp 2014-MAY-23 to MAY-25
- City of Nanaimo programs including public skating sessions and the first and second set of skating lessons. The loss of this ice sheet would mean cancelling most of this programming.
- Disruption and cancellation to several ice bookings with various user groups.

Other Options

Based on all the information the Recreation Committee has obtained over the last few weeks, there may be other combinations of Options 1, 2, and 3 the Committee would like to propose.

Staff believe that Option 3 would provide similar use as previous years and an option to work on if the Committee wants to make changes from what is currently being allocated. This option would see two dry floors within the first week of April and a third dry floor by 2014-APR-25. However, this would not meet expectations by either dry floor or ice user groups.

Staff will be available at the meeting to provide details on any options or changes recommended by the Committee.

APPENDIX D

ARENAS ICE AND FLOOR ALLOCATION GUIDELINES

Introduction

The City of Nanaimo Parks, Recreation & Culture mission statement is to ***“enhance the quality of life and leisure in Nanaimo”***. The arenas strive to provide a safe environment, quality programs and fair and equitable ice and floor distribution.

Purpose

The City of Nanaimo attempts to accommodate all ice and floor requests from various sporting groups. This document serves as a guide for the booking process and more clearly defines and communicates how the arenas are managed, how the ice and floor is allocated and general facility operations.

General Overview

The City of Nanaimo will responsibly manage its ice and floor resources to ensure optimum usage and will program to reflect municipal goals and strategic direction.

Considerations include population demographics, group registration, utilization and participation patterns and trends.

On an annual basis, City staff will hold ice and floor user groups meeting to review the previous season, define and confirm upcoming seasonal allocations, review relevant facility operations and provide facility / staff updates. The meeting will also be used as an opportunity for ice and floor users to share information, make inquiries and liaise with other user groups.

Allocation and Distribution

On an annual basis, before booking the upcoming season, City staff will review usage from the previous season, the expressed needs of the users, the ice and floor time available and distribution from the previous year.

Following the guidelines within the Parks, Recreation & Culture Master Plan every attempt will be made to serve the needs of the community within all age groups in the consideration of the allocation of ice and floor time.

All contracts are for the current season only. The City of Nanaimo reserves the right to reassign ice and floor annually as required in order to satisfy needs and demographics and emerging municipal, provincial or national directives.

Booking Order

Ice and floor will be booked as per the previous years scheduled hours using the following order:

- Existing grandfathered tournaments & special events
- Existing Junior Hockey or Senior Lacrosse organization schedules
- Existing City of Nanaimo recreational ice programs which includes the Learn-to-Skate programs and public skating sessions.
- Existing minor groups which include Minor Hockey, girls hockey, figure skating
- Existing adult seasonal leagues.
- Existing occasional/seasonal rentals
- New ice /Floor requests/sports/groups
- New tournaments & special events

Sub-leasing of Ice

Sub-leasing of ice and floor to a third party is not permitted. For reasons of safety and liability, The City of Nanaimo must be able to control all ice and floor usage within its facilities at all time.

Tournaments & Special Events

The City of Nanaimo recognizes tournaments and special events for the revenue generation they provide not only to the City of Nanaimo but also the economic benefits to the community at large.

Any new tournament or event requests will be considered individually to determine the impact it will have on regularly scheduled users.

Tournament schedules will be required no later than seven (7) days prior to the beginning of the tournament. No changes to tournament schedules will be accepted later than the seven (7) day deadline and the tournament will be responsible for all time booked. Failure to use all time booked for tournament purposes may result in reduced ice time allocated to that tournament in the future.

City of Nanaimo programs (i.e. Learn-to-Skate programs & Public Skate sessions) will not be cancelled during tournament weekends except where previously accommodated during grandfathered tournaments or on a case by case basis for extenuating circumstances.

All tournaments and special events will be required to sign a facility addendum outlining facility usage and responsibilities.

Leagues and Organizations Representation

Leagues and Organizations are asked to appoint no more than two representatives to liaise with the City of Nanaimo. Only bookings requested through the designated booking representative for the group will be accepted.

Occasional/Seasonal Rentals

Groups in this category are defined as those that use ice or floor on a weekly basis for an entire season or majority of it, and hold a contract in good standing with the City of Nanaimo.

The City of Nanaimo recognizes its long term clients by providing grandfather status for existing ice and floor allocations. The City reserves the right to change these allocations to grandfathered clients if operational efficiencies are required. In these circumstances every attempt will be made to find an equitable replacement.

If the current designated grandfathered permit holder disbands or fails to reapply for ice or floor in subsequent seasons, they will lose their grandfathered status. The grandfathered designation is not transferable.

Ice and floor contracts are for current seasons only. Allocation will be reviewed annually.

Ice and Floor Designations

The City of Nanaimo designates priority to youth leagues and organizations between 5:30am and 8pm daily. Adult leagues and organizations may acquire ice or floor during this timeframe when unused by youth leagues or organizations. Additional available ice or floor is allocated on first come first serve annually.

Fees & Charges

Fees and Charges are City Council approved and scheduled in 3 year increments. Any revisions or waivers to Fees & Charges must be approved by City Council.

September to March

Prime Time	Monday-Friday	3 pm -12am
	Saturday-Sunday	6 am-12 am
Non-Prime Time	Monday-Friday	9 am - 3pm
Weekend Non-Prime	Saturday & Sunday	N/A

April to August

Prime Time	Monday-Friday	N/A
	Saturday-Sunday	N/A
Non-Prime Time	Monday-Sunday	All operational hours

Request for Changes to Annual Allocation Schedules

All request for changes to annual allocation schedules must be submitted in writing by March 31st for Fall/ Winter and November 30th for Spring/Summer. Submissions will be reviewed annually.

Statutory Holidays

All bookings on statutory holidays are subject to additional staffing costs.

Ice Management

The City of Nanaimo reserves the right to set appropriate flooding schedules to ensure proper ice management and safety for participants. Special flood requests and scheduled flood times for groups must be discussed with the Arena Manager.

Floods are scheduled for 15 minutes. Late users will be charged accordingly and those users who do not respect the 15 minutes flood schedule could have ice privileges revoked.

The City of Nanaimo reserves the right to delay or cancel an ice or floor booking for maintenance or repair.

Lost ice time fees and appropriate repair costs may be assigned to any group that causes ice damage which the facility operator deems to produce unsafe ice conditions for following bookings.

The City of Nanaimo will not be held financially responsible for any mechanical failure or act of God that causes the cancellation of ice or floor time. The City of Nanaimo may cancel any bookings with prior notice given to rental contract.

Delinquent Accounts

Accounts which are not paid within 120 days will be informed of collections notification. Further bookings are not permitted when accounts are outstanding.

Facility Accountability

The team or organization which books the ice or floor is responsible for any damages that may be done to the inside or parameter of the facility; this includes damages done by visiting teams.

Teams are expected to exit dressing rooms within 30 minutes following the end of the rental agreement. Dressing rooms are to be left in the same condition as found, extra charges for damage or excessive clean up shall be applied.

Each team or organization is accountable for their actions in the facilities. Booking privileges will be withdrawn for:

- Fighting, profanity or aggressive behaviour.
- Abuse to City property or staff
- Delinquent accounts
- Disrespect for flood times.
- Health and Bylaw violations which includes but not limited to
 - Smoking
 - Spitting
 - Consuming alcohol in non regulated locations

Patron Safety

All accidents resulting in injury to a person or damage to a property must be reported to arena staff.

Display Exhibit Booths

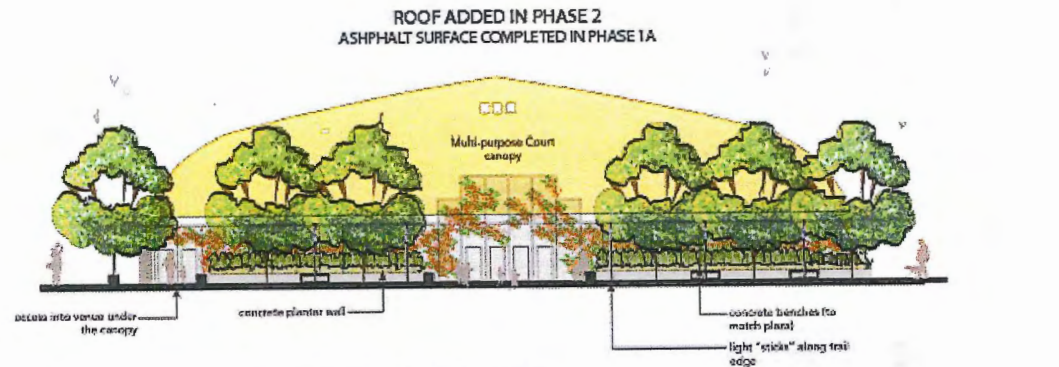
All Commercial display and exhibit booths must be registered with the City of Nanaimo.

Contracts

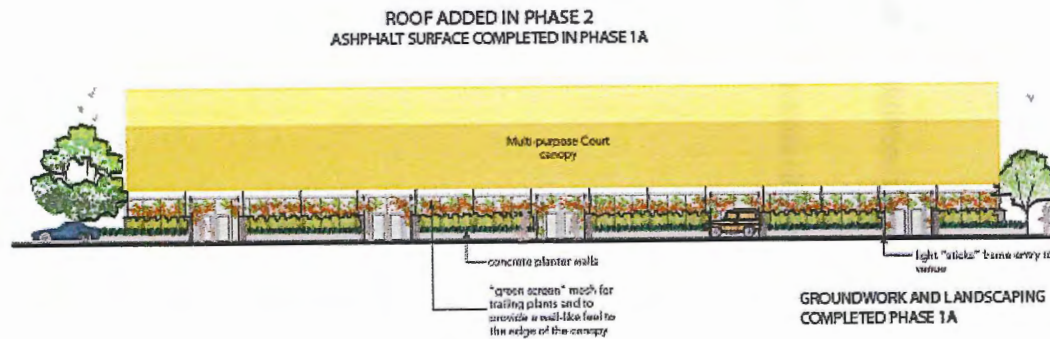
All terms listed on the rental contracts apply – PLEASE READ CONTRACTS front and back.

APPENDIX E

EXCERPT FROM THE HAREWOOD CENTENNIAL PARK IMPROVEMENT PLAN Budget numbers date to 2008



Multi-purpose Covered Court - East Elevation
Scale 1:100



Multi-purpose Covered Court - North Elevation
Scale 1:150

Phase 2

Roof Structure for Multi Purpose Court & Sport Court Surfacing

Improvements Include

- Roof structure
- Green screens & perimeter fencing
- Sport court surface
- Boards
- Bleachers
- Nets / hoops
- Lighting

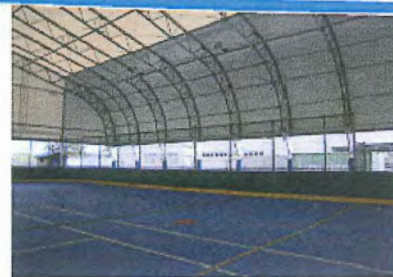
Budget

Roof and installation	\$1 million
Green screens and perimeter fencing	\$50,000
All weather resilient sport court	\$60,000
Boards	\$15,000
Bleachers	\$15,000
Nets and hoops	\$15,000
Lighting and fire suppression	\$50,000
Planting	\$10,000
Contingency	\$100,000
Total	\$1, 250,000

Harewood Centennial Park Improvements

APPENDIX E

EXCERPT FROM THE HAREWOOD CENTENNIAL PARK IMPROVEMENT PLAN



Phase 2

Roof Structure for Multi Purpose Court & Sport Court Surfacing Details

Example

McLean Park in Langley

- Cost was 1.1 Million (2008)
- Joint project with the Town of Langley & the Langley School District



Harewood Centennial Park Improvements

CITY OF NANAIMO
THE HARBOUR CITY

Date: 2013.11.05

Sheet 11 of 11

DEPARTMENT OF PARKS, RECREATION & CULTURE

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

DATE OF MEETING: 2014-MAR-26

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

RE: UPDATE ON INTERIM IMPROVEMENTS AT CALEDONIA PARK

STAFF RECOMMENDATION:

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

PURPOSE:

To provide an update to the Commission on the 2014 interim improvements for Caledonia Park as approved by Council at their meeting on 2014-MAR-12.

BACKGROUND:

In the summer of 2013, it came to the attention of the Vancouver Island Raiders Football organization (VI Raiders) and the City of Nanaimo that the Canadian Junior Football League (CJFL) had concerns with Nanaimo being able to host both the Josten's Cup (CJFL Semi-Final) and the Canadian Bowl (CJFL National Final) championships. The main issues were not the field conditions or anything to do with the location but more with the parity requirements for teams, (i.e. equal change room facilities).

At the 2013-NOV-18 meeting, Council received an information report regarding the options update for Caledonia Park and the Rotary Bowl. At that meeting, a motion was passed that Council direct Staff to prepare a comprehensive report on the costs of improvements required to bring Caledonia Park to BC Football League standards and that the report be referred to 2014 budget deliberations.

At the 2014-MAR-05 Special Open Committee of the Whole meeting, Council received an information report regarding the interim improvements at Caledonia Park. At that meeting, Council passed the following motion:

It was moved and seconded that Council direct Staff to include in the decision package the expenditures necessary for the Caledonia Park Interim Improvements, allocating \$100,000 from development cost charge reserves.

In order for the project to be completed in time for the start of the game schedule for the Vancouver Island Raiders Football, early approval, prior to the 2014 budget adoption by Council, was needed to proceed with tendering.

At the 2014-MAR-12 meeting, Council gave early approval to the project by passing the following motion:

It was moved and seconded that Council direct Staff to proceed with tenders immediately to allow for the interim improvements at Caledonia to take place in 2014, including the following recommendations:

- approve the interim improvement plan for Caledonia Park for 2014;
- approve the use of the 2014 sports field development funds of \$250,000 for interim improvements of Caledonia Park;
- approve and allocate the \$15,000 Sustainability Project funds for the Caledonia Change Room;
- approve and allocate the \$15,000 Facility Accessibility funds for Caledonia Park; and,
- allocate \$100,000 from the Parks Development Cost Charges (DCC) reserves for use towards this project.

DISCUSSION:

Overview of Caledonia Park:

Caledonia Park is in need of improvements for continued community use. Currently, Caledonia Park is the only City-owned site which facilitates ticketed outdoor events in Nanaimo such as football, soccer, dog agility, etc. The Rotary Bowl for track and field and community events, and Serauxmen Stadium for baseball, provides that ability for those types of events.

An improvement process was presented to the Parks, Recreation and Culture Commission in 2012 and was begun in 2013. This plan, when completed, was to address field improvements, pedestrian and service vehicle access improvements, grandstand upgrades, lighting, change rooms, washrooms, and other amenity improvements as identified through the planning process.

Caledonia Park provides great ambience for sporting events but the location has constraints because of its situation in a residential area with limited parking and access. There are up to 420 parking spaces in proximity to Caledonia Stadium in the current parking set up.

Ability to host Canadian Junior Football League Championships

To review interim issues, Staff met with the VI Raiders as well as with Gord Johnson, President of the British Columbia Football Conference (BCFC). Staff were provided with standards from the CJFL Rules and Regulations which governs what is required to host both the Western and the National championships. These standards are attached as Appendix A.

In summary, the main issues are that the visiting teams must have at par amenities as home teams. The area where Caledonia Park needs upgrading, to continue to host games in the short-term, is in regards to change rooms and facilities for players, coaches and officials so that each team gets equal amenities.

Proposed 2014 Interim Improvements

The proposed 2014 interim improvements would address existing community need, specifically Junior Football requirements, as well as providing the ability to host other community events.

Washrooms / Change Room Building:

The main area of concerns raised by the CJFL is the need for equal change room facility standards for visiting teams. Currently, to facilitate Junior Football games of any level, other amenities are brought in (tents or trailers) for visiting teams to change in but they do not meet the league's standards for equal amenities.

Staff looked at both improvements to existing buildings and the use of a portable trailer(s) in the interim to meet Junior Football requirements, as well as other user groups' needs. In review, improvements and additions to the existing buildings are the best means to meet interim needs as well as providing long-term improvements. For example, trailers would not provide the shower facilities needed for larger teams.

The proposed improvements to the change room facilities have been reviewed by both the VI Raiders and the governing football body and, if completed, would meet the interim requirements to host the both the CJFL's Western and National championship games.

Details of the improvements to the existing building are illustrated in Appendix C.

Seating: Although new seating is not a requirement to host future Junior Football League events or other ticketed events, the existing grandstand has exceeded its service life and is in need of removal and upgrading. Staff do recommend upgrades now. However, the removal of the stands, although desirable, is not essential to hosting the Western or National Championships and Council could delay, if desired, to another year.

Staff recommend that the existing grandstand be removed and replaced, as proposed in this report, with bleachers. The proposed bleachers could stay in place for many years or be moved to other locations, if required, or updated in the future. The proposed bleachers would maintain the existing seating capacity of 700 seats. Other seating is provided on site and the final improvement plan will address other seating opportunities. Similar to other football stadiums, staff are not proposing to have covered seating at this time.

Details of the proposed seating are illustrated in Appendix D.

Proposed Work and Cost Breakdown for Interim Improvements in 2014

A summary of the work is as follows including costs for each item. The VI Raiders have offered in-kind contributions and those contributions have been added. As the timing to complete this work for the start of the 2014 season for the VI Raiders and other possible user groups, Staff

recommend committing the whole amount of cost in the 2014 budget and any in-kind contributions would be deducted as the project progresses.

Proposed upgrades and renovations are illustrated in Appendix C.

EXISTING CHANGE ROOM UPGRADE COST BREAKDOWN		
WORK REQUIRED	ESTIMATED COST	IN-KIND (VI RAIDERS)
General Requirements	\$ 1,400	
Demolition	\$ 1,600	
Door	\$ 3,775	
Painting	\$ 825	
Taxes	\$ 380	
TOTAL	\$ 7,980	N/A

RENOVATION AND EXPANSION OF WASHROOM BUILDING TO A CHANGE ROOM COST BREAKDOWN			
WORK REQUIRED	ESTIMATED COST	OPTIONS + / - AFFECT	IN-KIND (VI RAIDERS)
General Requirements	\$ 18,000		
Demolition	\$ 9,000		\$ 3,000
Excavation and Backfill	\$ 9,000		\$ 4,500
Concrete Foundation & Slab	\$ 19,000		\$ 3,000
Rough Carpentry	\$ 13,000		
Roofing	\$ 3,000		\$ 1,000
Insulation and Vapour Barrier	\$ 2,500		
Finish Carpentry and Millwork	\$ 19,000		\$ 1,000
Exterior Siding	\$ 12,000		\$ 2,000
Painting	\$ 5,500		
Shower Rooms	\$ 24,000	\$ 2,720 +	
Mechanical	\$ 30,000	\$ 4,384 +	
HVAC System	\$ 9,000	\$ 1,042 +	
Electrical	\$ 17,000		
Power Smart Upgrade	\$ 8,000	\$ 8,000 -	
Tax	\$ 9,900		
TOTAL	\$ 207,900	TBD	\$ 14,500

Replacement of existing grandstand with aluminum bleachers. (Appendix D)

ELEVATED ALUMINUM BLEACHERS ESTIMATED COST		
WORK REQUIRED	COST OF 708 SEATS*	IN-KIND (VI RAIDERS)
Reports/Testing/Surveys	\$ 5,000.00	
Demolition & Disposal of existing grandstand	\$ 15,000.00	\$ 5,000.00
Incidentals	\$ 2,500.00	
Supply & Delivery (incl. tax)	\$ 109,974.70	
Installation by supplier (incl. tax)	\$ 22,510.51	
TOTAL	\$ 154,985.21	\$ 5,000.00

* Amount of seating is displayed as "gross seats per bleacher"

Furnace Replacement and Energy Upgrades

The City of Nanaimo has been working to eliminate oil furnaces in corporate facilities, wherever possible, in favour of cleaner burning technologies. Replacement of the furnace at Caledonia Park, a sustainability project, has been proposed in coordination with building renovations and upgrades and was included in the 2014-2018 Financial Plan. Over the past three years, the furnace in the washroom / change room building at Caledonia Park has consumed an average of 1,397 litres of oil each year, producing approximately 4 tonnes of undesirable Greenhouse gas emissions annually. By converting to electricity, we will reduce these greenhouse gas emissions by 94%, to 0.23 tonnes per year. As well, there will be 25-50% energy savings for the facility depending on what furnace model is chosen.

Renovations to the existing building will provide the opportunity to also upgrade the lighting which will further reduce operating costs.

Funding Options

The total cost of the project is estimated to be \$370,785.21. This does not estimate any unexpected issues and the bleachers would have to be tendered and could come in higher or lower than estimated.

PROJECT COST BREAKDOWN	
Improvements to existing change room	\$ 7,900.00
Addition of change rooms and expansion	\$ 207,900.00
Bleachers	\$ 154,985.21
TOTAL	\$ 370,785.21

The draft 2014-2018 Financial Plan has \$250,000 allocated for Caledonia Stadium improvements for 2014. There is also a \$15,000 Sustainability Project funds allocated in the 2014 plan for the furnace upgrade. Staff also recommend that the \$15,000 Facility Accessibility funds be allocated to Caledonia Stadium this year. In addition, if the project is approved, the VI Raiders have indicated a contribution of approximate \$19,500 in-kind.

FUNDING BREAKDOWN	
2014 Field Redevelopment Budget	\$ 250,000
Transfer of Park DCC reserves	\$ 100,000
In-Kind – VI Raiders	\$ 19,500
Sustainability Fund – Furnace Replacement	\$ 15,000
Accessibility Fund	\$ 15,000
TOTAL	\$ 399,500

As improvement to the facility do represent growth in the community, Staff recommend Council contribute up to \$100,000 from the Parks Development Cost Charges (DCC) reserves to cover project if approved.

Riparian Areas Assessment

Aquaparian Environmental Consulting Ltd. completed a Riparian Areas Assessment for the proposed expansion of the team change room at Caledonia Park. The City of Nanaimo's Development Permit Area 1 (DPA1) establishes a 30m setback from the top of the bank of the Millstone River which encompasses the two buildings and proposed building expansion area. The RAR (Riparian Areas Regulations) determined the provincial setback to be 30m measured from the high water mark. Due to the horizontal distance of the ravine slope, the provincial setback is approximately 12m closer to the top of the bank than the DPA. The proposed extension lies outside the provincial setback. No negative environmental impact is expected from the construction of the proposed building extension as the site is already developed and it lies outside the Provincial setback.

User Groups

In addition to working with Junior Football, Staff have communicated proposed improvements to other user groups that may use the stadium if upgraded. To date, Staff have discussed the proposed improvements with Vancouver Island University, Harbour City Football Club (Nanaimo Minor Soccer) and School District #68 staff.

Summary

In the interim, Staff recommend that Council consider, through the budget process, temporary improvements to Caledonia stadium in 2014. If not completed, Junior Football will not be able to host games as mentioned in this report. Staff also believe proposed improvements are needed and would be consistent with options proposed for a final improvement plan for Caledonia once completed.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management:

This is an aging facility that requires substantial renewal as well as upgrades to meet existing needs in the community.

Community Building Partnerships:

Working with local user groups, including the Vancouver Island Raiders Football team, to improve a community amenity.

Respectfully submitted,



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-MAR-17
File: A2-4 / D1-3-1
G:\Admin\ PRCC\RptComm\2014\PRCCRPT140326CaledoniaParkUpdateInterimImprovements.docx
RH/jf

APPENDIX A

EXCERPT FROM “CANADIAN JUNIOR FOOTBALL LEAGUE RULES AND REGULATIONS”

5.3 GAME FACILITY – CJFL SEMI-FINAL (JOSTENS CUP)

Stadium should have adequate washroom facilities for spectators, concessions, public address system and public vehicle parking. Should also provide close secure parking area for visiting team's bus and or support vehicle.

No team shall have unequal spotting facilities or equipment.

Any equipment that is not available to both teams shall not be used by either team.

- (a) Regulation Canadian field with padded posts, appropriate line markings with hash marks
- (b) Scoreboard with time clock
- (c) Equal change room facilities with showers for both teams
- (d) Change Room facilities with showers for the game officials
- (e) Practice site if game field cannot be used for visiting team practice
- (f) Access to game field for either practice or walk around
- (g) Change Room facilities with washrooms for CCES personnel and players who are chosen for drug testing
- (h) Spotters box for both teams (should be able to accommodate up to two coaches, located on the sideline, of equal height.
- (i) Statisticians box to accommodate up to four people on the sideline. Facility should be at least twenty-five feet high. Should protect occupants from inclement weather, and have power provided to run electronic equipment
- (j) Announcers location to accommodate two (2) game announcers and two-four (2-4) Internet / Radio Broadcasters
- (k) Head set for visiting teams (should be a set for both offense and defense)
- (l) Pre-determined sidelines (benches) for both teams. Preferably on opposite sides of the field.
- (m) Bench areas should be properly marked with barriers and adequate security personnel to keep spectators from the bench areas.
- (n) Night Game (appropriate lighting)
- (o) Table to display trophies and awards. Should be covered out of the elements
- (p) The home team shall arrange their own transportation for their players to and from the field.
- (q) The home team shall be responsible for the printing of game program and shall keep all funds from the program.

Game Officials, seven (7) man crew, Stick Crew and Timer should be arranged through the Conference who hosts the game and the local or contracted Officials Association.

5.3 (I) GAME FACILITY - CANADIAN BOWL

Stadium should have adequate washroom facilities for spectators, concessions, public address system and public vehicle parking. Should also provide close secure parking area for visiting team's bus and or support vehicle.

No team shall have unequal spotting facilities or equipment.

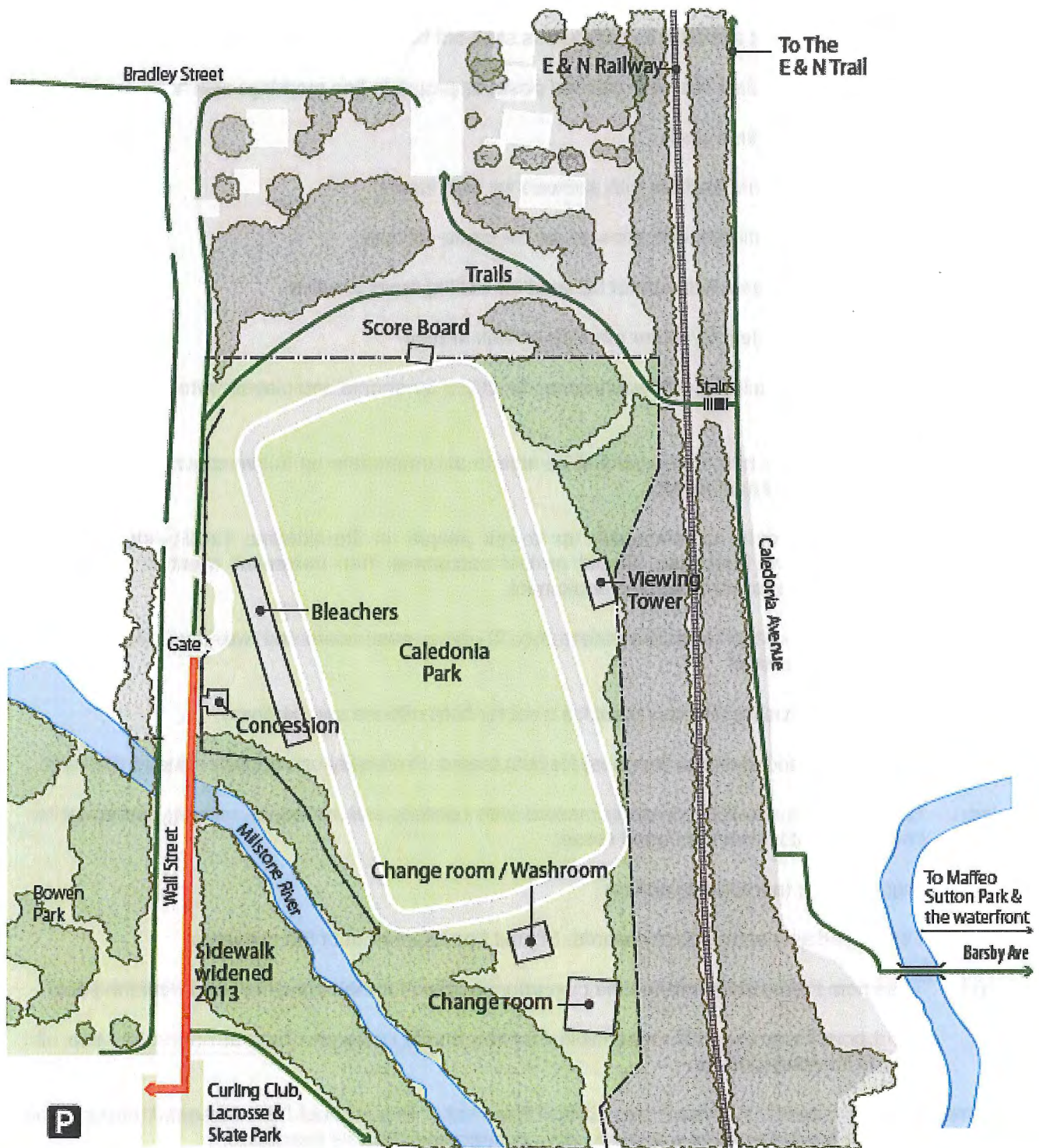
Any equipment that is not available to both teams shall not be used by either team.

- (a) Regulation Canadian field with padded posts, appropriate line markings with hash marks
- (b) Scoreboard with time clock
- (c) Equal change room facilities with showers for both teams
- (d) Change Room facilities with showers for the game officials
- (e) Practice site if game field cannot be used for visiting team practice
- (f) Access to game field for either practice or walk around
- (g) Change Room facilities with washrooms for CCES personnel and players who are chosen for drug testing
- (h) Spotters box for both teams (should be able to accommodate up to two coaches, located on the sideline, of equal height.
- (i) Statisticians box to accommodate up to four people on the sideline. Facility should be at least twenty-five feet high. Should protect occupants from inclement weather, and have power provided to run electronic equipment
- (j) Announcers location to accommodate two (2) game announcers and two-four (2-4) Internet / Radio Broadcasters
- (k) Head set for visiting teams (should be a set for both offense and defense)
- (l) Pre-determined sidelines (benches) for both teams. Preferably on opposite sides of the field.
- (m) Bench areas should be properly marked with barriers and adequate security personnel to keep spectators from the bench areas.
- (n) Night Game (appropriate lighting)
- (o) Table to display trophies and awards. Should be covered out of the elements
- (p) The home team shall arrange their own transportation for their players to and from the field.
- (q) The home team shall be responsible for the printing of game program and shall keep all funds from the program.

Game Officials, seven (7) man crew, Stick Crew and Timer should be arranged through the Conference who hosts the game and the local or contracted Officials Association.

APPENDIX B

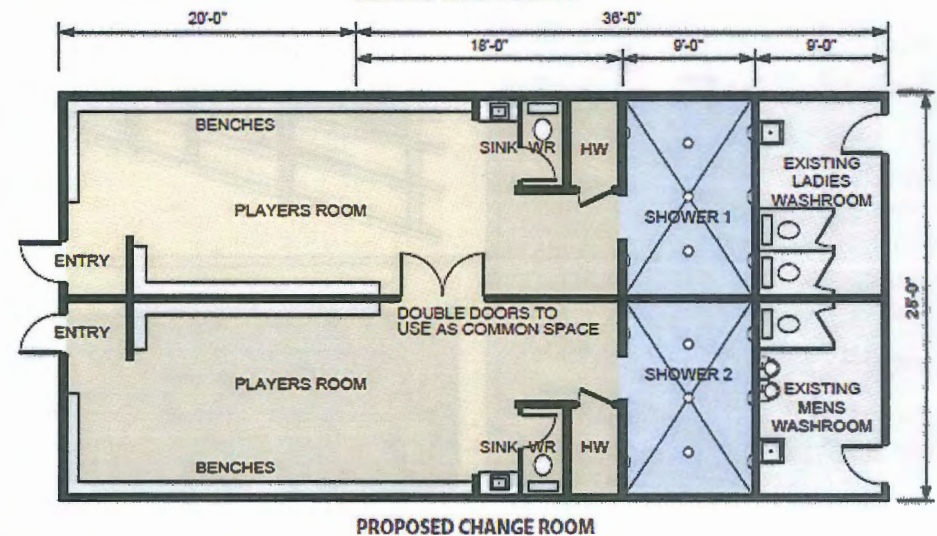
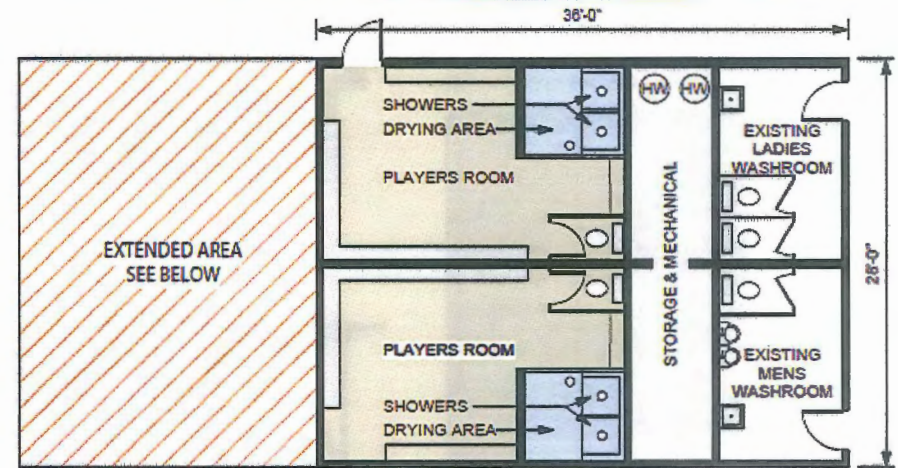
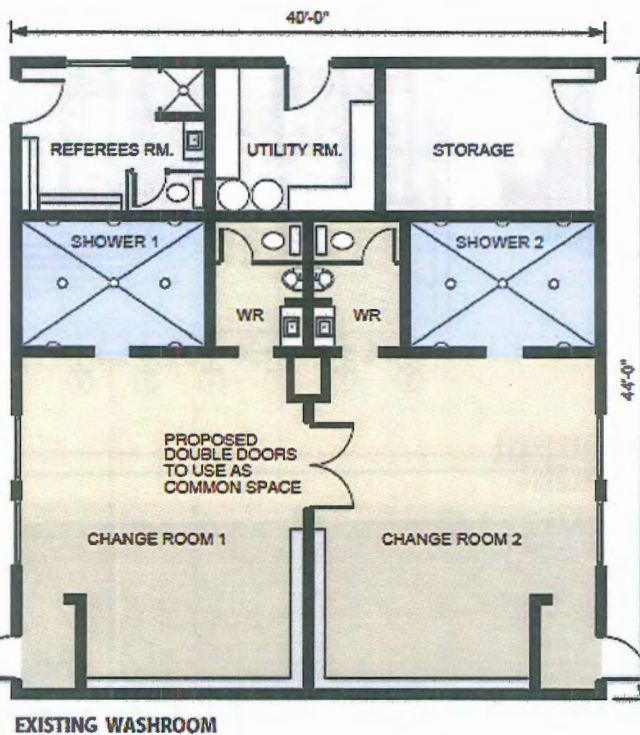
CALEDONIA PARK OVERALL SITE PLAN



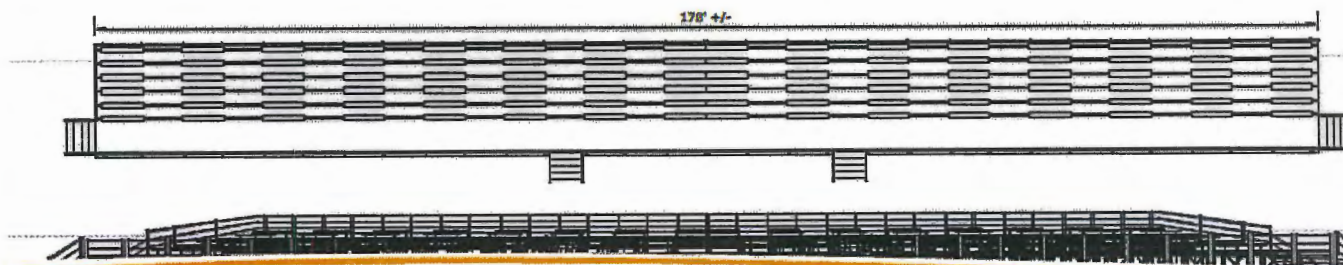
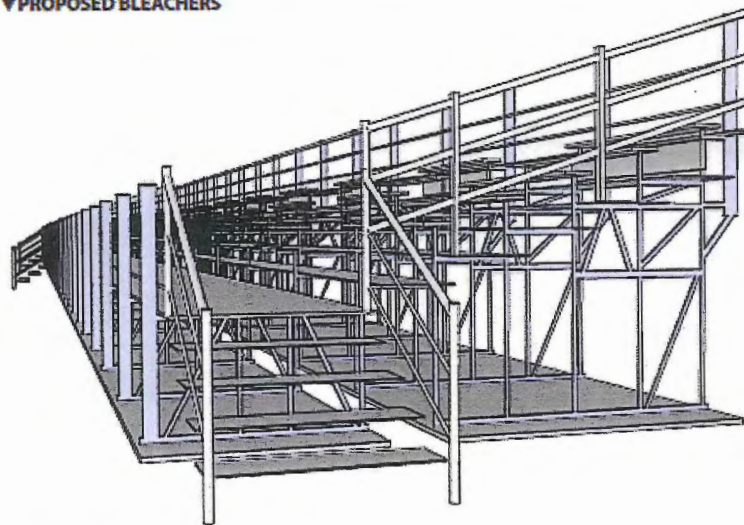
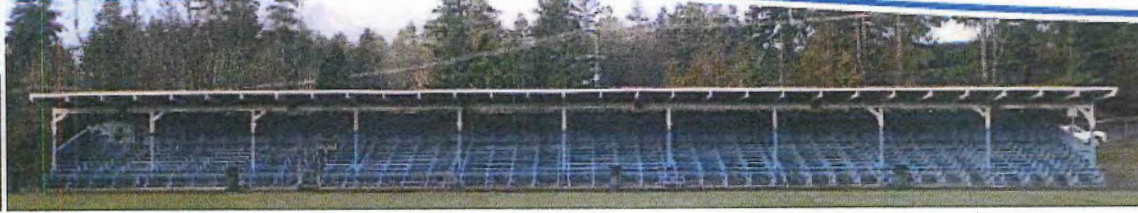
APPENDIX C

PROPOSED CHANGE ROOM & WASHROOM RENOVATIONS

PHOTOS OF EXISTING FACILITIES



PROPOSED BLEACHERS
6 Rows x 178 FT for a total of 708 Seats



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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: LIZ WILLIAMS, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO EBBTIDES MASTERS SWIM CLUB

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Ebbtides Masters Swim Club in the amount of \$350 for seven athletes to attend Provincial Championships, being held in Kelowna, 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-11, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Ebbtides Masters Swim Club requesting financial assistance for seven athletes to represent Nanaimo at the Provincial Championships being held in Kelowna, 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 \$350.

To date, no grants for 2014 have been awarded or pending. If the above travel grant of \$350 is approved, \$7,150 is available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

#2.

City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Master Ebbtides Swim Team DATE: Mar 11, 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	✓		Provincials.
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	✓		Personal \$.
F. Grant recipient(s) reside in Nanaimo	✓		As identified on list.
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		As identified
I. Demonstrated financial need		—	
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached		—	

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

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Rec. Services



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: MASTER SWIMMING CLUB, EBBTIDE		DATE: JAN 27 / 2014	
ADDRESS: NANAIMO AQUATIC CENTRE		PRESIDENT: MARGIE SANDERSON	
741 THIRD STREET		SENIOR STAFF MEMBER: KARINA YOUNG	
NANAIMO, B.C.		POSITION: PAST-PRESIDENT AND REGISTRAR	
V9R - 7B2J		CONTACT: MARGIE SANDERSON	
TELEPHONE: (250) 756-1002		TELEPHONE: (250) 390-3612	
TOTAL NUMBER OF PERSONS TRAVELLING: GROUP OF 10 PEOPLE	TOTAL NUMBER OF COMPETITORS TRAVELLING: 10	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 10	TOTAL AMOUNT REQUESTED: GROUP OF 10 \$1000.00 OFF \$350
DESTINATION: KELOWNA, B.C.		DATE OF DEPARTURE: APRIL 25 - 27 / 14	
EVENT TO BE ATTENDED: MSABC PROVINCIAL CHAMPIONSHIP (SCM)			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: ALL OUR 10 SWIMMERS, WHO WILL ATTEND PROVINCIAL CHAMPIONSHIP, ARE PROVINCIAL CHAMPIONS FROM LAST YEAR 2013			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: SWIMMERS WILL PAY FOR THEIR OWN FOOD AND THE STAY IN THE HOTEL FOR 3 NIGHTS AND 4 DAYS. SR			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? BECAUSE ITS OUTSIDE OF THE NANAIMO ISLAND WE HAVE SO MANY SWIMMERS WHO ARE WINNERS OF THE A REGIONAL, PROVINCIAL, NATIONAL AND WORLD RECORDS CHAMPIONS. HOWEVER, WE ARE STAYING FOR 3 NIGHTS AND 4 DAYS OVERNIGHT SR 3 SR 4			
SIGNATURE: 		TITLE/POSITION: GRANT ASSISTANT	DATE: JAN 27 / 2014
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.			

SAMIRA ROSHAN

E-mail: srushan@yahoo.ca

(250) 618-1332

(THE APPLICANT)

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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: LIZ WILLIAMS, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO EBBTIDES MASTERS SWIM CLUB

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Masters Ebttides Masters Swim Club in the amount of \$700 for seven athletes to attend the National Masters Championships, being held in Windsor, Ontario.

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-11, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Ebttides Masters Swim Club requesting financial assistance for seven athletes to represent Nanaimo at the National Championships being held in Windsor, Ontario. 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 \$700.

To date \$350, from the 2014 travel grants contingency funds has been awarded or pending. If the above travel grant of \$700 is approved, \$6,800 is available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

City of Nanaimo
Department of Parks, Recreation & Culture

#2

Travel Assistance Grant Evaluation

Masters Ebottides Swim Team.

APPLICANT: CANADIAN CHAMPS.

DATE: Mar 11 / 2014

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		Canadians.
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	✓		Personal funds.
F. Grant recipient(s) reside in Nanaimo	✓		As identified.
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		As identified
I. Demonstrated financial need	—		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	—		

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ \$ 700.00

OR

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

EVALUATOR: U2 Williams POSITION: Manager, Rec. Services



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: NANAIMO SWIMMING CLUB, EBBTIDES		DATE: JAN 27 / 2014	
ADDRESS: NANAIMO AQUATIC CENTRE		PRESIDENT: MARGIE SANDERSON	
741 THIRD STREET		SENIOR STAFF MEMBER: KARINA YOUNG	
NANAIMO, B.C.		POSITION: PAST-PRESIDENT AND REGISTRAR	
V9R - 7B2		CONTACT: MARGIE SANDERSON	
TELEPHONE: (250) 756-1002		TELEPHONE: (250) 390-3612	
TOTAL NUMBER OF PERSONS TRAVELLING: GROUP OF 10	TOTAL NUMBER OF COMPETITORS TRAVELLING: 10	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 10	TOTAL AMOUNT REQUESTED: GROUP OF 10 \$2,000.00 \$700.00
DESTINATION: WINDSOR, ON		DATE OF DEPARTURE: MAY 16-19 / 2014	
EVENT TO BE ATTENDED: MSC CANADIAN CHAMPIONSHIP (SCM)			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: ALL OUR 10 SWIMMERS, WHO WILL ATTEND THE NATIONAL CHAMPIONSHIP, ARE PROVINCIAL CHAMPIONS AND SOME OF THEM ARE NATIONAL CHAMPIONS			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: SWIMMERS WILL PAY FOR THEIR OWN FOOD AND THE STAY @ THE HOTEL FOR 4 NIGHTS AND 5 DAYS			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? BECAUSE ITS OUTSIDE THE PROVINCE, TRIP WILL BE 4 NIGHTS AND 5 DAYS LONG. MOST OF THE SWIMMERS WHO ARE ATTENDING THIS EVENT ARE PROVINCIAL AND NATIONAL CHAMPION HOLDERS. THANKS			
SIGNATURE: 		TITLE/POSITION: GRANT ASSISTANT	DATE: JAN 27/14
* 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.			

SAHIRA RYSMAN

(250) 618-1332
-49-

E-mail: srysmen@yahoo.ca

(THE APPLICANT)

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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: LIZ WILLIAMS, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO EBBTIDES MASTERS SWIM CLUB

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Ebbtides Masters Swim Club in the amount of \$700 for seven athletes to attend the Fina World Masters Championships, being held in Montreal, Quebec.

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-11, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Ebbtides Masters Swim Club requesting financial assistance for seven athletes to represent Nanaimo at the Fina World Masters Championships being held in Montreal, Quebec. 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 \$700.

To date \$1,050, from the 2014 travel grants contingency funds has been awarded or pending. If the above travel grant of \$700 is approved, \$5,750 is available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

Masters Ebbides Swim Team.

APPLICANT: FINIA WORLD MASTERS CHAMPS. DATE: Mar. 11, 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	✓		World champs.
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	✓		Personal funds.
F. Grant recipient(s) reside in Nanaimo	✓		as identified.
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		as identified
I. Demonstrated financial need	-		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	-		

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 700.00

OR

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

EVALUATOR: Uz Williams POSITION: Manager, Rec. Services



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: NANAIMO SWIMMING CLUB "COASTERS"		DATE: JAN 27/2014	
ADDRESS: NANAIMO AQUATIC CENTRE		PRESIDENT: MARGIE SANDERSON	
741 THIRD STREET		SENIOR STAFF MEMBER: KARINA YOUNG	
NANAIMO, B.C.		POSITION: PAST-PRESIDENT AND REGISTRAR	
V9R - 7B2		CONTACT: MARGIE SANDERSON	
TELEPHONE: (250) 756-1002		TELEPHONE: (250) 390-3612	
TOTAL NUMBER OF PERSONS TRAVELLING: GROUP OF 10	TOTAL NUMBER OF COMPETITORS TRAVELLING: 10	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 10	TOTAL AMOUNT REQUESTED: GROUP OF 10 \$2,000.00 \$700.00
DESTINATION: MONTREAL, QC		DATE OF DEPARTURE: AUG 2 - AUG 9 / 2014	
EVENT TO BE ATTENDED: FINA WORLD MASTERS CHAMPIONSHIPS (LCM)			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: WE HAVE PROVINCIAL, NATIONAL AND WORLD CHAMPIONS HONORS IN THIS GROUP OF PEOPLE WHO WILL ATTEND THE FINA CHAMPIONSHIPS			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: SWIMMERS WILL PAY FOR THEIR OWN FOOD, AND STAY AND SOME OF THE AIR TICKET FOR THE FLIGHT, IT WILL BE 8 NIGHTS LONG AND 9 DAYS LONG TRIP			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? BECAUSE ITS OUTSIDE OF THE PROVINCE. TRIP WILL BE 8 NIGHTS AND 9 DAYS LONG. WORLD'S CHAMPIONSHIP ITS DREAM FOR MOST OF US TO ATTEND AND IT WILL BE APPRIATED IF YOU CAN HELP US OUT. THANKS!			
SIGNATURE: 		TITLE/POSITION: GRANT ASSISTANT	DATE: JAN 27/14
* 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.			

SAHIRA RUSMAN

(250) 618-1332

E-mail: srusman@yahoo.ca

-52-

(THE APPLICANT)

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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: LIZ WILLIAMS, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NDSS SENIOR BOYS BASKETBALL

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the NDSS Senior Boys Basketball in the amount of \$600 for twelve athletes to attend the 2014 BC High School Boys AAA Basketball Championships, being held in Langley, 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-11, Staff reviewed a Travel Assistance Grant application submitted by the NDSS Senior Boys Basketball requesting financial assistance for twelve athletes to represent Nanaimo at the BC High School Boys AAA Basketball 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 \$600.

To date \$1,750, from the 2014 travel grants contingency funds has been awarded or pending. If the above travel grant of \$600 is approved, \$5,150 is available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

4.

City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: NDSS Senior Boys Basketball DATE: Mar. 11 / 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	✓		Provincials.
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	✓		
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: \$ 600.00

OR

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

EVALUATOR: U2 Williams POSITION: manager, Rec. Services



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: NDSS Senior Boys Basketball		DATE: March 7/14	
ADDRESS: 355 Wakesiah Avenue		PRESIDENT:	
Nanaimo, V9R 3K5		SENIOR STAFF MEMBER: Veronica Buck	
		POSITION: Community School Coordinator	
		CONTACT: vbuck@sd68.bc.ca	
TELEPHONE: (250) 740-2026		TELEPHONE: (250) 668-5444	
TOTAL NUMBER OF PERSONS TRAVELLING: 17	TOTAL NUMBER OF COMPETITORS TRAVELLING: 12	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 12	TOTAL AMOUNT REQUESTED: \$1,000 for Group travel \$600 Return
DESTINATION: Langley Events Centre		DATE OF DEPARTURE: Tuesday March 10, 2014 - Sat/March 15	
EVENT TO BE ATTENDED: 2014 BC High School Boys AAA Basketball Championships			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: 3 rd in North Islands, 3 rd in			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: PAC - \$1500 The boys have fundraised - \$755 in a weeks time.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? Nanaimo District Secondary Community School has not won a berth in these Provincial Championships in over 25 years. For most of these athletes, this is a once in a life time opportunity. Unless we receive funding it is not affordable for these athletes to participate			
SIGNATURE: Veronica Buck	TITLE/POSITION: Community School Coordinator		DATE: March 7/14
* 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.			

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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: LIZ WILLIAMS, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – WELLINGTON SECONDARY SCHOOL BAND

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Wellington Secondary School Band in the amount of \$1,000 for 210 band members to attend MusicFest Canada Nationals, being held in Richmond, 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-11, Staff reviewed a Travel Assistance Grant application submitted by the Wellington Secondary Band Program requesting financial assistance for 210 band members to represent Nanaimo at the MusicFest Canada Nationals being held in Richmond, 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 \$1,000.

To date \$2,350, from the 2014 travel grants contingency funds has been awarded or pending. If the above travel grant of \$1,000 is approved, \$4,150 is available for future 2014 travel grants.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

5

City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Wellington Secondary Band DATE: Mar 11, 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	✓		National
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	✓		
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: \$ \$1,000.00

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Rec Services



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: Wellington Secondary School		DATE: March 4, 2014	
ADDRESS: 3135 Mexicana Road		PRESIDENT:	
Nanaimo, BC		SENIOR STAFF MEMBER: Carmella Luvisotto	
V9T 2W9		POSITION: Band Director	
		CONTACT: Carmella Luvisotto	
TELEPHONE: 250-758-9191		TELEPHONE: 250-758-3137	
TOTAL NUMBER OF PERSONS TRAVELLING: 210	TOTAL NUMBER OF COMPETITORS TRAVELLING: 210	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 210	TOTAL AMOUNT REQUESTED: \$1,000.00 \$2000.00
DESTINATION: Richmond, BC		DATE OF DEPARTURE: Monday, May 12, 2014	
EVENT TO BE ATTENDED: MusicFest Canada - Nationals			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Won "Gold" at the West Coast Jazz Festival			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: - Hot Dog Sales - Magazine Sales - Plant Sales - Chocolate Almond Sales - Lions Christmas Tree - Garage Sales - Raffle ticket Sales			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? The cost is high and fundraising events do not cover the cost for each student especially with today's economy. Also the students will be representing Nanaimo at the National MusicFest competition along with other students from across Canada bringing recognition and exposure to the city of Nanaimo.			
SIGNATURE: Carmella Luvisotto		TITLE/POSITION: Band Director	
		DATE: March 4, 2014	
* 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.			

WELLINGTON SECONDARY SCHOOL

BAND TRIP TO MUSICFEST CANADA
RICHMOND, BC

MAY 12 - 16, 2014

TRIP BUDGET

The total cost for each student is \$220.00

This includes:

- Ferry
- Bus Transfers
- Cancellation Insurance
- Festival Participant Fee of \$75.00
- Hotel

This does not include money for food.

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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: LIZ WILLIAMS, MANAGER
RECREATION SERVICES

RE: BC SUMMER GAMES UPDATE

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:

- 14 staff positions are in the process of being filled thanks to a Job Creation Program grant in the amount of \$120,000. Each of these positions have been assigned to provide administrative assistance to specific Directors. They will work under the supervision of the Operations Manager, Lori Barlow.
- Marketing efforts are increasing to create awareness of the BC Games and encourage volunteers to register.
- A Volunteer Recruitment Plan is currently underway.
- The Board of Directors attended the 2014 BC Winter Games in Mission, 2014-FEB-20 to FEB-22. It was a great opportunity for the volunteer board to see the Games up and running and was well received by those that attended.
- A Community Awareness event was held at Woodgrove Centre on 2014-FEB-08. This well-organized event did assist in creating awareness in the community. It was noted from this event that many people are not aware that Nanaimo is hosting the Games in 2014.
- A Torch Lighting Ceremony will take place Friday, 2014-APR-11 at 7:00-8:30pm at Maffeo Sutton Park.
- The Food Services kitchen has been moved to John Barsby Secondary School.

Upcoming Key Dates:

- 2014-APR-11 – Torch Lighting Ceremony – Maffeo Sutton Park
- 2014-APR-12 – APR-13 – Sport Facilities Tour – Board of Directors
- 2014-APR-25 – APR- 26 – Directors and Chairs Progress Reports

Next 2014 BC Summer Games Board Meeting will be held 2014-APR-08.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-MAR-17
File: A2-4 / J6-3-6-5
G:\Admin\ PRCC\RptComm\2014\PRCCRPT140317BCSummerGamesUpdate.docx
LW

City of Nanaimo

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

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: THE PARKS OPERATIONS DIVISION

RE: PARKS OPERATIONS MONTHLY REPORT FOR FEBRUARY 2014

The following highlights are the park initiatives for February. Regular maintenance tasks are not listed.

PARK PLANNING AND DEVELOPMENT:

- The draft Beban Park Master Plan update is being reviewed by the Recreation and Parks Committees and, if approved, will be shared with park stakeholders and the public this spring.
- Design concepts for the updated Maffeo Sutton Park Plan and improvements at Georgia Park are being developed. A staff workshop focussing on Georgia Park was conducted and will be integrated into the Maffeo Sutton Park Improvement Plan update.
- A draft plan for recreational opportunities at 1150 and 1151 Nanaimo Lakes Road is being prepared for Commission's and Council's review in spring 2014.
- The playground equipment for Harewood Centennial Park and the Phase 1 improvements has been delivered. Improvement work is expected to begin in summer 2014.
- Staff are refining the design work for the next phases of the Harewood Centennial Park Improvement Plan including the development of the covered multi-purpose sport court.
- Staff are participating in a Community Wildfire Management Plan and hope to take away several ideas to apply in forested park planning and management to prevent wildfire damage.
- Interpretive signage material for the greenway and pond system at Linley Valley Drive Park is being developed with a targeted June installation date.
- Several development applications have been reviewed by staff to acquire park and trail land. Several have environmentally sensitive and green-design features.
- Staff are working with the Engineering Department on the infrastructure improvement planning along the Millstone River Corridor, Linley Valley Drive Park, Morningside Park, Beaufort Park, and on storm water management design standards.

OUTDOOR SPACES AND SPECIAL EVENTS:

- Staff are continuing to refine the details of the student stewardship program. This program will allow kids to be involved in our parks by plant mapping, ladder fire removal, invasive plant removal, and plant identification.

VOLUNTEERS IN PARKS:

- Neighbours near Groveland and Hawthorne Parks are moving ahead with their park improvement proposals. Both groups are planning to appear before the Commission this spring.
- Planning for spring broom-busting and invasive plant removal projects is underway.
- The Nanaimo Mountain Bike Association is working to complete Phase 1 of their single track trail by June 2014 at Westwood Lake Park. Phase 2 is also underway but has a longer completion timeline.

MAINTENANCE AND CONSTRUCTION:

- The installation of a new trophy case at the Nanaimo Ice Centre is now complete.
- The wooden change room benches at the Kin Pool were refurbished with plastic lumber.
- Staff installed a desk and cabinet at the Nanaimo Aquatic Centre.

PARKS UTILITY:

- New water connections were added at Woodstream Park and at the Northfield Visitor Centre to allow for the watering of new trees.
- A new waterline to feed the drinking fountain at the Bowen Park Tennis Courts was installed.
- Hot water tanks were replaced in the change rooms at Elaine Hamilton Park and Robins Park.

FACILITY OPERATIONS:

- The low diving board at the Nanaimo Aquatic Centre was replaced.
- Staff replaced the domestic hot water circulation pump, the crossover pump, and the control module at Beban Park Pool.
- The Ozone concrete pads in the main mechanical room at Beban Park Pool were removed to allow for the installation of the new Calcium Hypochlorite system.

FIELDS:

- February was a busy month with snow and ice removal due to the inclement weather.
- Five staff members attended the Western Canada Turfgrass Association Conference in Vancouver.

TRAILS:

- Custom park boundary signs were installed at Sugarloaf Mountain Park.
- Staff completed the trail enhancement between the Pacifica condominiums and Maffeo Sutton Park.

HORTICULTURE AND ABORICULTURE:

- Four neighbourhood parks have had their trees pruned with a total of 71 trees attended to.

- Three staff members attended the week-long Pacific Northwest Resource Management School.

VANDALISM REPORT	FEBRUARY
BUILDING AND ENGINEERING R&M	\$ 2,366.34
MATERIALS AND SUPPLIES	130.23
LABOUR AND FLEET (City Vehicles)	59.39
TOTAL COST	<u>\$ 2,555.96</u>

- Replacement of the magnetic locks and electrical wire at the Merle Logan Sports Field storage building.
- Graffiti tags were removed at Deverill Square Gyro Park and from the Kin Hut Activity Centre.

TRAIL COUNTS FEBRUARY 2014				
Park Sites	Dec Daily Average	Jan Daily Average	Feb Daily Average	Peak Time of Use
Blueback Beach Access*	88	81	76	3 PM – 4 PM
Buttertubs Trail (Dyke Side)	100	97	111	2 PM – 3 PM
Colliery Dam - Lower Dam	143	135	121	4 PM – 5 PM
Colliery Dam - Upper Dam	104	99	91	4 PM – 5 PM
Cottle Lake Trail – Rock City Rd	33	39	37	11 AM – 12 PM
Dewar Road Trail	30	33	37	4 PM – 5 PM
E & N Trail (behind Fibber Magees)	n/a	62	60	3 PM – 4 PM
E & N Trail (Fitzwilliam Street)	n/a	n/a	33	n/a
E & N Trail (Franklyn Street)	n/a	n/a	29	n/a
Georgia Park (trail to Front Street)	n/a	n/a	68	3 PM – 4 PM
Georgia Park Bridge	n/a	n/a	383	4 PM – 5 PM
Greenaway Park Trail	17	22	25	1 PM – 2 PM
Invermere Beach Access*	59	51	46	3 PM – 4 PM
Kinnette Evergreen Trail	36	40	36	4 PM – 5 PM
Linley Point Trail – Rutherford Rd	53	51	40	2 PM – 3 PM
Linley Point Trail - Altavista Access	44	41	35	2 PM – 3 PM
Park Avenue Bridge	38	42	37	12 PM – 1 PM
Queen Elizabeth Promenade	263	286	318	4 PM – 5 PM

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

ANIMAL SERVICES DIVISION FEBRUARY 2014				
Park Sites	# of Patrols	Dogs Encountered	Written Warnings	Tickets Issued
Barsby Park	2	1		
Beaufort Off-Leash Park	5	3		
Beban Park	8	9		
Beban Off-Leash Park	6	61		
Beban Participark	4	2		
Bowen Park	15	30		
Buttertubs Marsh	6			
Colliery Dam Park	4	3		
Colliery Dam Off-Leash Park	1	12		
Departure Bay Centennial Park	14	32	1	
Diver Lake Park	7	11		
Elaine Hamilton Park	1			
Groveland Park	6	3	1	
Harry Wipper Park	4			
Jack Point Park	3	1		
Latimer Park	3			
Linley Valley Cottle Lake Park	3	3		
Lost Lake Park	1			
Loudon Park	7	2		
Maffeo Sutton/Swy-a-Lana Lagoon Park	8	38	1	
Mansfield Park	5	2		
May Richards Bennett Pioneer Park	9	9	1	
May Richards Bennett Pioneer Off-Leash Park	4	13		
Neck Point Park	9	26		
Parkway Trail (Northfield)	5	11		
Parkway Trail (E. Wellington)	1	1		
Pipers Lagoon Park	13	23		
Pleasant Valley Park	3			
Robins Park	3			
Saxer Park	3			
Serauxmen Sports Fields	1			
Westwood Lake Park	3	9		
Wheatcroft Park	7			
TOTALS:	174	305	4	0

City of Nanaimo

REPORT TO THE PARKS, RECREATION AND CULTURE COMMISSION

DATE OF MEETING: 2014-MAR-26

AUTHORED BY: THE RECREATION SERVICES DIVISION

RE: RECREATION SERVICES MONTHLY REPORT – FEBRUARY 2014

COMMUNITY DEVELOPMENT:

Aquatics: Due to snow fall accumulations 2014-FEB-21 to FEB-24, Parks, Recreation, and Environment (PRE) programs were cancelled. The roads were not in good condition which left the Aquatic Centre and Beban Park Pool quiet. Lane ropes are on order to accommodate long course swim meets. New deck chairs and trolley are located in the storage room at the Aquatic Centre. Deck chairs and a trolley will be ordered for Beban Park Pool the second week of March.

Community Events - Indoor: Significant community events that took place in the Social Centre in the last month included: Innovative Entertainment Bridal Exhibition, Maple Sugar Festival (four days), Blood Donor Clinic (two days), Evergreen Exhibitions Home Show (four days) and Island Radio Women's Show (three days).

Family Day 2014: City of Nanaimo event took place 2014-FEB-09. Approximately 300 people attended the first Family Play Day at Oliver Woods Community Centre (OWCC), including those who were under two years of age and free radio passes. Generally the families who attended had young children, ages 2-8 years old. A wide variety of activities were enjoyed by all.

Fitness: Staff is preparing a document to define the purpose and role of personal aides. Personal aides are permitted to attend drop-in sessions free of charge to assist a person with special needs. Recently there has been an increase in the number of personal aides attending and many appear to engage in their own workout regime rather than being there to assist.

Healthamongus: This event for elementary-aged school children in School District 68, will take place 2014-MAY-12 to MAY-16 at Beban Park Artificial Turf Fields.

Meetings/Training/Professional Development: Staff attended the Innovation Infusion – developing physical literacy in our youth and communities, at Vancouver Island University (VIU). Greater Nanaimo Cycling Coalition (GNCC), Rail Trail Group, School District 68 staff, Greater Nanaimo Early Years Partnership.

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:

Harbour City Seniors (HCS) Thursday Special Events hosted an average of 88 seniors at each event in February. February Educational Health Seminars included: Diabetes & Foot Care: A Step to Good Health (41); CNIB Eye Health Presentation (14); and Heart & Stroke Presentation (24). These seminars were free of charge to HCS members; non-members attended for a fee. Staff attended a community health and wellness fair at Berwick on the Lake. Appointments are being taken for income tax preparation for low-income seniors. This service is free of charge and runs through March and April.

LIT/Quest program evaluations will be sent out in March for participants and parents to provide feedback.

Some program disruptions occurred as a result of the snowy weather in late February including one full day when all programs were cancelled. Credit or make-up classes will be provided for those missed classes.

MARKETING/COMMUNICATION:

A promotional campaign is being developed for the early years (formerly preschool) programs. The campaign will include a rack card and newspaper promotion.

MONTHLY STATISTICS:

FEBRUARY:

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	153.75	166.75	4,178	4,957
Lessons: Department programs and Schools:	173.75	164.75	2,976	3,379
League Rentals:	670.00	716.25	29,491	28,051
Special Events/ Tournaments	95.50	98.00	4,160	6,626
Other/Casual:	146.00	136.50	3,008	3,141
TOTAL:	1,239.00	1,282.25	43,813	46,154

<u>Hours:</u>		<u>Attendance:</u>	
FCA –	307.75	FCA –	14,681
NIC 1 –	299.75	NIC 1 –	9,592
NIC 2 –	340.00	NIC 2 –	9,720
CMN –	291.50	CMN –	9,820
TOTAL –	1,239.00	TOTAL –	43,813

Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	43,467	44,920
Lessons:	3,992	5,182
Clubs/Rentals:	5,163	4,298
Schools:	953	1,089
TOTAL:	53,575	55,489

Harbour City Seniors Memberships Sold Per Month:

	2011	2012	2013	2014
JAN	400	343	348	315
FEB	101	123	169	156
MAR	131	157	110	
APR	94	50	124	
MAY	46	50	65	
JUNE	63	43	46	
JULY	40	43	56	
AUG	49	75	91	
SEPT	157	172	207	
OCT	86	102	119	
NOV	107	91	95	
DEC	225	152	119	
TOTAL	1499	1401	1,544	471
REVENUE:	\$54,076	\$50,188	\$58,776	\$18,457

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

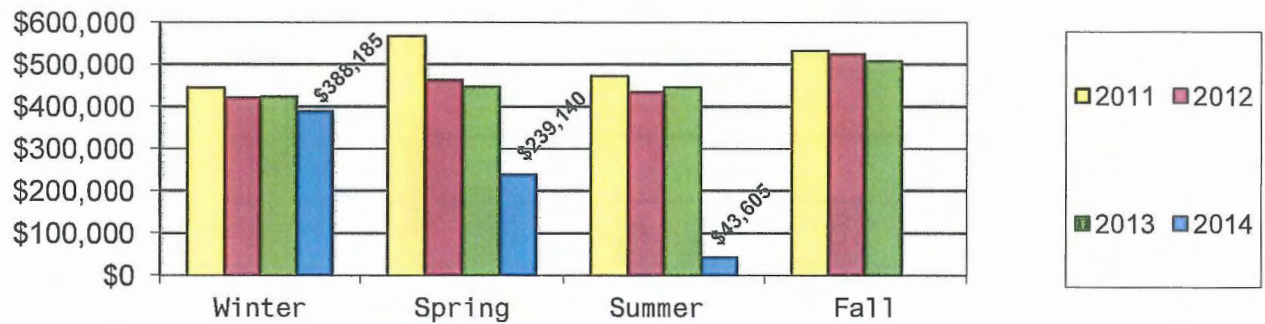
Total NHCS Memberships 1,425 sold from Jan 1 – Dec 31, 2013

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

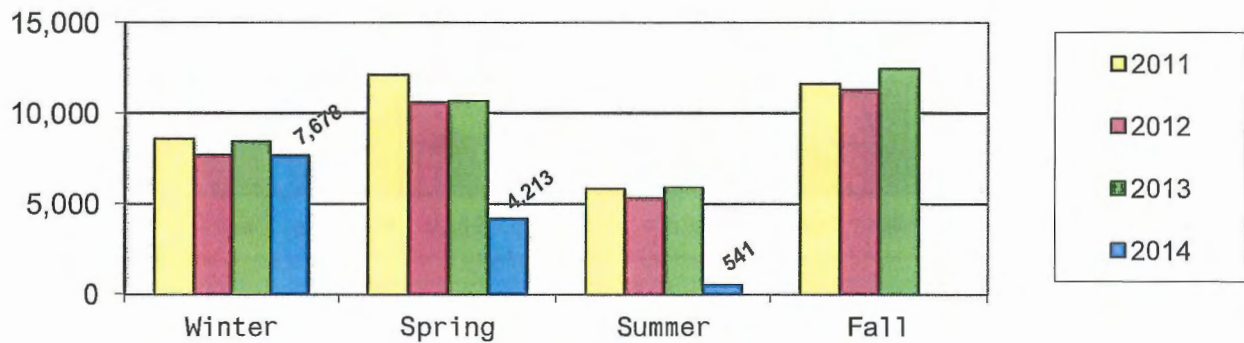
2014-MAR-19
File: A2-4 / A10-1
G:\Admin\PRCC\RptComm\2014\PRCCRPT140326RecreationMonthlyReportFebruary2014.docx

2011 to 2014 Recreation and Culture Programs Registrations and Revenues

Program Registration Revenue

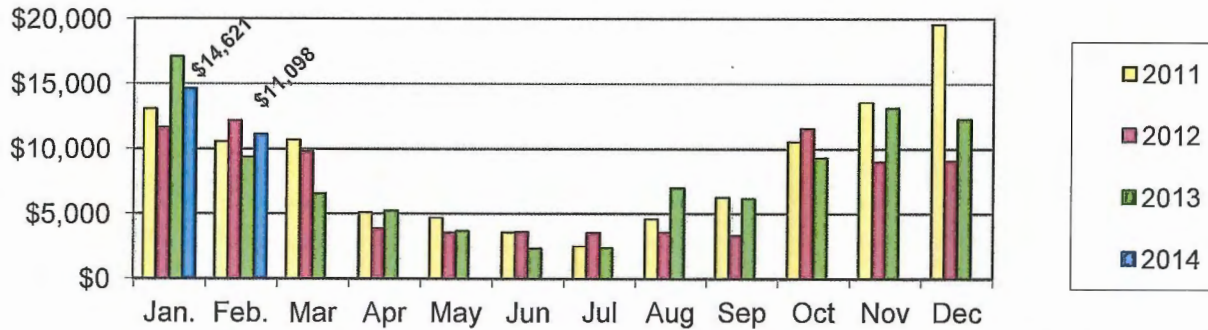


Program Registrations*

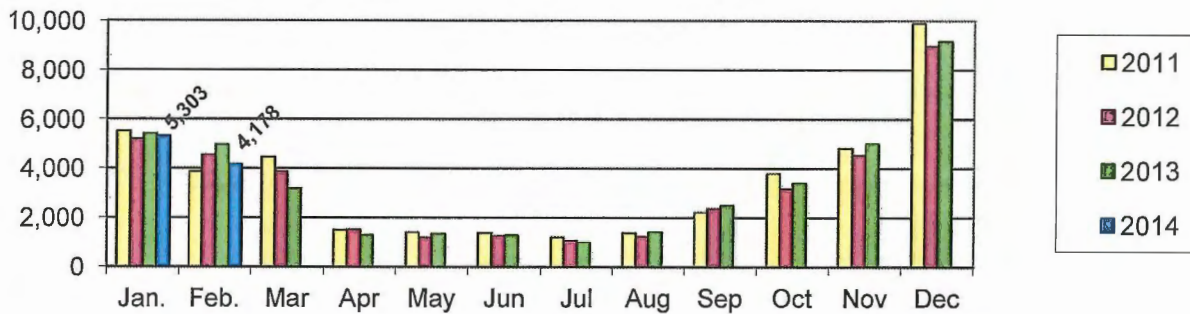


Summary of Recreation And Culture Services - FEBRUARY 2014

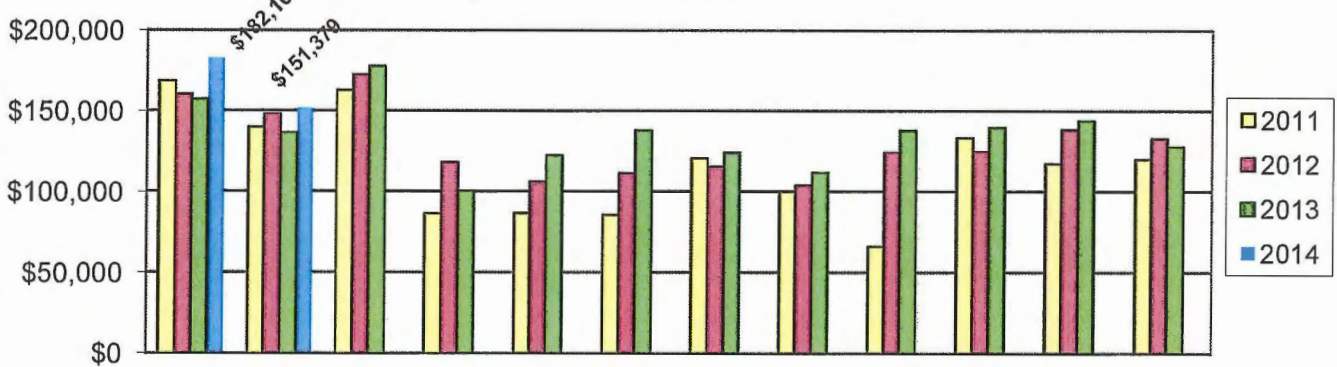
Arena Public Skate Revenue



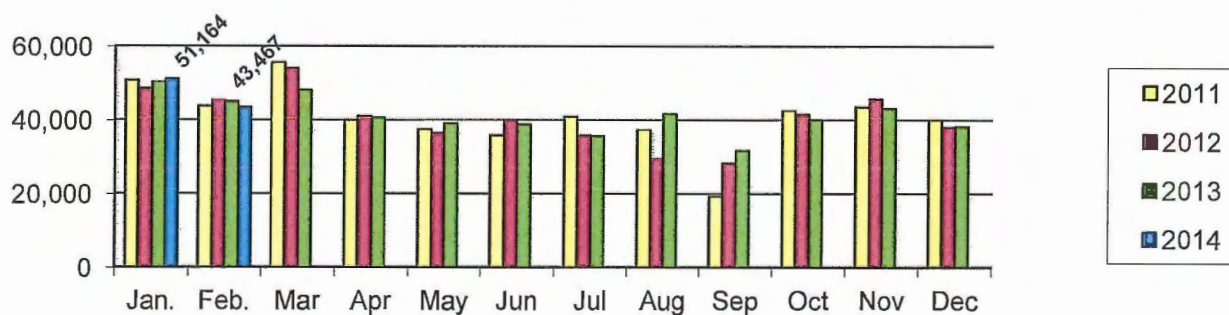
Arena Public Skate Admissions



Aquatic and Fitness Gym Revenue



Aquatic and Fitness Gym Public Admissions



45-1
RECEIVED

MAR 14 2014

DEPARTMENT OF
PARKS, RECREATION AND ENVIRONMENT

NANAIMO HARBOUR CITY SENIORS
Minutes of the Board of Directors' Meeting
March 7, 2014

In Attendance

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

Call to Order

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

Adoption of the Agenda

The agenda of the meeting was adopted with the change that Warren Jaques' presentation regarding the BC Summer Games will be postponed until next meeting.

Adoption of Minutes

M/S/C That the Minutes of the February 7, 2014 meeting be adopted as circulated.

Correspondence

Email from Inge von Stackelberg regarding residency requirements. It is noted in Bettie's reply that there are no resident restrictions for any recreational programmes by the City of Nanaimo, and since NHCS is under that umbrella, those folks in outlying areas are encouraged to become NHCS members and will be welcomed at the activities.

Treasurer's Report

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

Committee Reports

Program:

M/S/C That the Programme Committee Report be adopted as attached.

Publicity:

Advertising for the Open House is well in hand.

Membership:

Brochures have been picked up and are available in the lobby.

City Seniors Coordinator:

Michele reported that a delicious lasagna will be served at next month's lunch.

Health Seminars have been well attended. Any suggestions for more health related seminars will be appreciated.

Income Tax services offered until the end of April, in either E-filing or hard copy format.

Ten armchairs have been ordered by the City for use in Activity Room #1.

Games rooms will be re-numbered to make identification of areas clearer.

Library use was discussed.

Unfinished Business

Open House:

Bettie reported on the progress of planning the Open House. She visited with every group.

Seven groups will perform, and others will set up displays, or welcome visitors to their activity going on at the time. Volunteers are needed to help set up, look after the desk, and usher guests around the building. Signage will be arranged by Bettie.

Bowen Park Thursday Night Dance Group:

Financial information was submitted by Gordon. The group had a \$525 loss on the New Year's Eve dance, however this has been covered by the group, leaving them with \$84 remaining in their bank account. Discussion as to the interpretation of the motion of the last meeting ensued.

M/S/D To pay \$300 to the Bowen Park Thursday Night Dance Group to assist with the New Years dance shortfall.

Discussion was reopened. Michele pointed out that NHCS normally assists groups in providing equipment only.

M/S/C To pay \$150 to the Bowen Park Thursday Night Dance Group to assist with the New Years dance shortfall.

Gordon and Joanne will approach the city to match this contribution.

Passing the Torch:

John submitted a report on this seminar, and will contact COSCO to supply the directors with Rules of Order information discs.

M/S/C To accept the report on the COSCO seminar as attached.

.....page 3 NHCS Board of Directors' Meeting March 7, 2014

New Business

-Gary reminded us at the beginning of the meeting that we should let the membership know that a few of the directors may not run for re-election at the AGM on May 14, so that members with an interest in NHCS may volunteer for the positions.

-Bettie reported that the acquisition of three blackboards for the dart players in is progress.

Adjournment Meeting was adjourned at 11:30 AM.

Next meeting April 4, 2014

HAWTHORNE PARK: VIP GRANT Request

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

March 26, 2014

Dear Commission Members,

Please accept this letter as application, by the residents of Hawthorne Heights and the surrounding area, to the Volunteers in Parks (VIP) program. We are requesting a matching grant to install playground equipment, benches, picnic tables, a water fountain, and suitable plantings to increase usage of the park, particularly by area children.

Background

Hawthorne Heights is an expanding in-fill housing development in central Nanaimo between Buttertubs Marsh and Wakesiah Ave, north of Jingle Pot Road/2nd Street. This neighbourhood of single-family homes (many with rental suites) is bounded along Wakesiah Ave. by three apartment complexes: Hawthorne Corner, Villa Eve and Tudor Gardens. Phase 3 of the Insight/Palladian housing development is nearly complete along Sarum Rise Way and Menzies Ridge Road; infrastructure construction for phases 4 and 5, adding a new cul-de-sac street of homes east of Sarum Rise Way, is expected to begin within the next year or so. The area has attracted an extremely varied, multi-ethnic and income-diverse population, and includes families with young children, young single adults, university students and seniors.

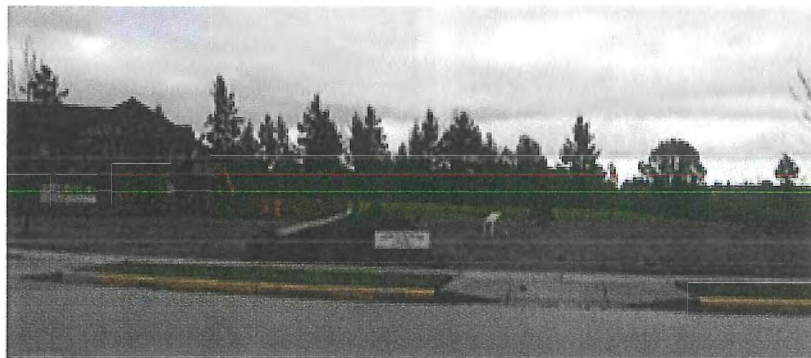
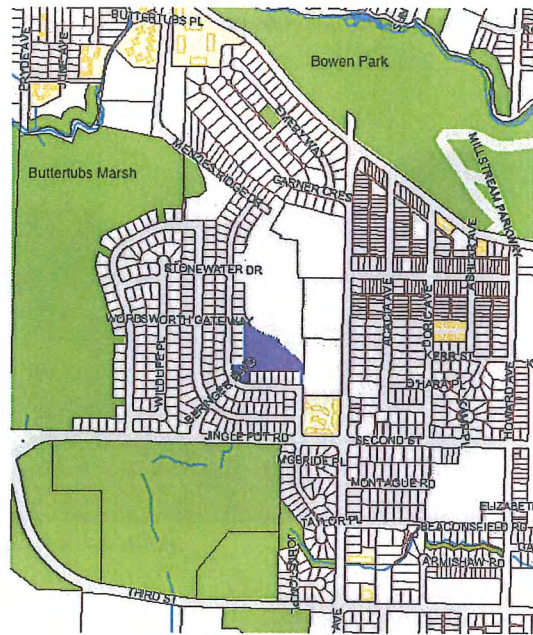


Photo 1: Park entrance, Sarum Rise Way at Beringer Blvd



Photo 2: Neighborhood kids on the rock

In just the houses backing directly onto the park, there are eight children between 3 and 9 years old; a very incomplete, informal survey identified at least 38 children under the age of 12 in the housing development, with many additional children in the Villa Eve and Tudor Gardens apartments.

There are no playground facilities in an extended area around the Hawthorne neighborhood, and none are accessible without having to cross heavy traffic along Jingle Pot/ 2nd street, Wakesiah Ave, and/or Bowen Road. The nearest playgrounds are found at Bowen Park (2.3 km away) and Fairview School (0.9 km, but not available for use while classes are in session); these distances are not consistent with Nanaimo's plan to have playgrounds within 0.5 km (about a 5 minute walk for adults) of residential areas.



Photos 3 & 4: Trail use in all seasons



Photos 5 & 6: NW and SE entrances

Hawthorne Park is a catchment basin and retaining pond covering almost 4 acres, situated between Sarum Rise Way and the Villa Eve apartments; this is one of Nanaimo's early experiments in natural water catchment and filtration. The pathways provide bicycle and foot

traffic access between the apartment complexes along Wakesiah Ave. and points east, to Vancouver Island University, the Ice Centre, the Aquatic Centre, Buttertubs Marsh, and the Trans-Canada Trail. Recreational walkers, both with and without dogs, are also frequent users of the loop trail around the pond and connecting pathways despite their frequent sogginess.



Photos 7 & 8: Catchment pond with ducks



Photos 9 & 10: Soggy trails

The open neighborhood green space is currently underutilized, however, particularly in the rainy seasons when runoff makes most of the open space very wet. A neighborhood picnic in the summer of 2013 required bringing our own tables, chairs and play equipment, as there are currently no seats or other amenities in the park.



Photos 11 & 12: Neighborhood Picnic, August 2013

Hawthorne Park (and at present, the undeveloped Palladian land) serves as a wildlife corridor and extension from Buttertubs Marsh. Many bird species nest in the area, and it is hoped that sufficient habitat can be retained for them once road and housing construction begins. The

disturbed but undeveloped land is unfortunately filled with Scotch Broom and invasive blackberry vines, which are rapidly overtaking the plantings of Hawthorne Park. Some area residents are already expressing interest in ongoing “Broom Busting” activities and replanting appropriate species.

Planning process to date:

- November 24, 2013: Initial neighborhood consultation meeting held at the park, with Kirsty MacDonald from the City of Nanaimo and members of the Parks Commission, to discuss options with residents and gauge levels of support and concern for adding playground equipment.
- December 2: The first working group meeting to draft a rough site plan.
- December-present: a large information signboard was posted at the entrance to Hawthorne Park, with copies posted on mailboxes around the neighborhood.
- December-January: Members of the working group canvassed residents who would be most affected by any changes to the park (along Sarum Rise Way), and engaged in informal discussions with residents across a wider area.
- January 27, 2014: Working group meeting included reports from these conversations, attendance by an additional resident who sought answers to several questions and concerns, and progress on developing our timeline and budget. A sub-committee visited several new playgrounds across the city, and explored catalogs and websites, to learn about playground equipment options and to clarify our “wish list”.
- February 17: Working group meeting to refine our proposal details and generate fundraising strategies.
- February: launch Hawthorne Park FaceBook page (closed group)
- March 10: Final working group meeting prior to Commission presentation

Upcoming events (if our proposal is approved):

- Updated information on signboard, and open community meeting to solicit input on design elements (playground equipment selections, plantings, placement)
- April-May: Post flyers and engage residents at Villa Eve and Tudor Gardens apartments
- April (tba): Fundraising “Beer and Burgers” night with silent auction
- May 25 (to be confirmed): 2nd Annual Hawthorne Neighborhood BBQ, with sign-up sheets for volunteer workers on Construction Weekend
- June (tba): Construction and installation
- Ongoing: Several neighbors have already expressed interest in Broom Busting, Park Ambassador, and related programs to maintain the safety and integrity of the park

Vision and Wish List

Our vision is a multifunctional space that encourages greater use by our diverse resident population, with particular attention to providing safe play areas for children. The completed amenities should blend into the natural, open space currently provided by the park. Most of the amenities (playground, some seating) would be placed near the main park entry (photos 1, 2).

- Two small playground areas flanking the entry pathway at the southwest corner near Sarum Rise Way, with equipment appropriate both for toddlers and for ages 5-12.
 - Equipment designs and color schemes should fit into a natural-looking green space.
 - The location enables visibility of the equipment from the street and neighboring houses to prevent inappropriate behavior; reduces noise and impeded park views for those

backing onto the park; keeps the play area on dryer ground, and leaves the large open space for Frisbee and other informal uses.

- A low barrier (e.g. split rail fence, plantings, &/or rock wall) along the Sarum Rise Way main entrance to prevent children from running out into the road
- Shade trees on the south and west sides of the play area would help block the intense afternoon sun, but we wish to maintain views into the park from the street and surrounding homes.
- Plantings should be naturalizing rather than ornamental, with attention to providing appropriate habitat for songbirds and other wildlife.
- Interpretive signage explaining the natural functions of the catchment pond, as well as the different plants and animals in, near and away from the pond, could make the park an interesting learning environment, as well as a gathering and play space.
- Benches and picnic tables would provide resting places for adults, spots to watch ducks on the pond, and places to gather for picnics and neighborhood events.
- An additional trash can and doggie pick-up bag dispenser would be appreciated at the southeast entrance, near Hawthorne Corner apartments (photo 5).

Site Plan



Budget and Community Fundraising

- Community members will provide labor to prepare the site and install the equipment.
- Fundraising will be undertaken to augment project funds.
- Preliminary contacts with businesses have already resulted in offers of donated supplies, machinery and/or labor.

We recognize that significant donations of time, labor, materials and services will be necessary to upgrade Hawthorne Park. Already, several residents have expressed their willingness to contribute to this project. As a new housing community, we also have developers, builders, landscapers and realtors working in the area on an ongoing basis, many of whom are willing to help. We are confident of our ability to fulfill our obligations to this project.

Note: several businesses have confirmed their support and involvement with the project ("Conf" in last column, below), but details related to the value of the donation will remain pending until we receive approval from the City, the final site design, the relevant final measurements, and arrange schedules. "Pending" businesses have been contacted but not confirmed their involvement. Items in *italics* involve other City budgets outside the VIP grants program.

<i>Item</i>	<i>Cost</i>	<i>Donations</i>	<i>Status</i>
Playground (both age groups) Incl. shipping, safety surface	\$25,000		
Site prep at playground	2,000	Maxx Contracting (Dave Ladoceur) - site prep	Pend
<i>a) City budget for trail drainage, maintenance</i>	<i>5,000</i>	<i>a) Island Aggregates (Rick Mayer) will donate some gravel to offset trail repair costs</i>	<i>Conf</i>
Playground Installation	10,000	Residents: 12 x 2 days labor	Pend
a) machine, operator		a) Palladian (Chris Cross)	Conf.
b) concrete, edging		b) Mayco (Doug Lum)	Conf
Fencing: likely zig-zag split rail with plantings. Approx. 250' @ \$17/ft	4,500	Mike Gogo's Cedar Products (Mike Gogo)	Pend
Site furnishings: 2 benches (\$1500/ea) 2 picnic tables (\$2000 ea)	7,000		
Landscaping: shade trees by playground, shrubs, replace grass after construction	3,000	Easy Living (Rob Muir): tree planting, reseeding, blower truck to spread materials; plant purchases at contractor's rates	Conf
Signage: a) Regulatory info, Community info board	2,000	a) Partnership between City and Residents	TBD
b) Interpretive content		b) Will contact VIU to help develop new content not already in Parks' supply.	
Water fountain	2,000		
TOTAL	\$60,500		

Funding Request

Given our projected budget of \$60,500, we request a **VIP grant in the amount of \$30,000**, with community donations of cash, materials, machinery and labor to cover the other half of the cost.

Conclusion

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

Should you have any questions or require clarification, please contact Michelle Alvarez at 250-716-1932 or micHELLEY_ca@yahoo.com, or Laura Shanner at 250-591-4908 or lshanner@shaw.ca, who will be happy to respond and/or to direct you to a committee member who can provide the necessary information.

Yours sincerely,

The Hawthorne Park Planning Committee:	Michelle Alvarez, Leif Bogwald, Jolynn Green, Art and Mercede Lander, Laura Shanner, and Chris Trenholm.
--	---