

AGENDA
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION
SERVICE AND RESOURCE CENTRE BOARD ROOM, 411 DUNSMUIR STREET
WEDNESDAY, 2014-FEB-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-JAN-22, at 6:30 p.m., in the Service and Resource Centre Board Room.

Pg. 4-7

(Motion required to adopt minutes)

5. **CHAIR'S REPORT:**

(a) BCRPA 2014 Symposium, 2014-APR-23 – 25, in Kelowna.
<http://www.bcrpa.bc.ca/training-symposium/symposium-2014>.

Pg. 8

(b) Discussion regarding the PRCC Spring Tour.

6. **REPORTS OF ADVISORY BODIES:**

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

Pg. 9-10

Vancouver Island Military Museum's Veterans' Wall of Honour

Pg. 11-15

Purpose: To obtain approval from the Parks, Recreation and Culture Commission regarding the Vancouver Island Military Museum's Veterans' Wall of Honour Project.

Parks Committee's Recommendation: 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.

(Motion required to adopt recommendation)

- (b) **Recreation Committee:** Commissioner Greves to report on the meeting held 2014-FEB-12. Pg. 16-17

Funding Options for the Cedar 4-H Barnyard

Pg. 18-19

Purpose: To obtain Commission and Council approval of funding for operations of the Cedar 4-H Barnyard.

Recreation Committee's Recommendation: 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.

(Motion required to adopt recommendation)

- (c) **Grants Advisory Committee:** Commissioner Avis (or Commissioner Thorpe) to report on the meetings held since 2014-JAN-22.

7. **STAFF REPORTS:**

- (a) **Nanaimo Curling Club Lease – Approval in Principle** Pg. 20-22
R. Harding, Director, Parks, Recreation and Environment

Purpose: To obtain Commission and Council approval in principle to grant a 10-year lease to the Nanaimo Curling Club (the "Lessee") for the City-owned Nanaimo Curling Centre located at 100 Wall Street in Bowen Park.

Staff Recommendation: That the Parks, Recreation and Culture Commission request that Council:

1. Approve in principle the disposition of a 10-year lease to the Nanaimo Curling Club; and,
2. Direct Staff to present the lease agreement at a future Council meeting for review and consideration.

(Motion required to adopt recommendation)

- (b) **BC Summer Games Update** Pg. 23-24
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.

(Motion required to adopt recommendation)

- (c) **Parks Operations Monthly Report – January 2014** Pg. 25-28
- (d) **Recreation Services Monthly Report – January 2014** Pg. 29-34

8. **CORRESPONDENCE:**

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors Pg. 35-37
meeting, held 2014-FEB-07.

9. **NOTICE OF MOTION:**

10. **OTHER BUSINESS:**

(Motion required to review other business)

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

- (a) Andre Sullivan, representing the Nanaimo Region Rail Trail partnership, regarding the proposed expansion of the E&N Trail.
- (b) Maggie James, regarding a request to acquire a portion of parkland Pg. 38
(Loudon Walkway) to build a garage on her lot at 3976 Apsley Avenue.
- (c) Dry Floor User Groups, regarding concerns on 2014 allocations of dry floor space.

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

13. **ADJOURNMENT:**

MINUTES
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION
SERVICE AND RESOURCE CENTRE BOARD ROOM
WEDNESDAY, 2014-JAN-22, AT 6:30 P.M.

PRESENT: Commissioner D. Johnstone, Chair

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

Regrets: Commissioner L. Avis

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

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 6:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Addition to Item 5 (a) Chair's Report – Scheduling of the Official Photo of the PRC Commission and discussion regarding meeting start times.
- (b) Addition to Item 6 (a) Parks Committee – Update on the Vancouver Island Military Museum's Veterans Wall of Honour project.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2013-NOV-27 at 7:04 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

5. CHAIR'S REPORT:

- (a) The Commission discussed the scheduling of the Official Photo of the Parks, Recreation and Culture Commission. The Commission would like to take it at "The Frame" in Maffeo Sutton Park.
- (b) The Commission discussed the meeting start times for the regular Commission meetings.

It was moved and seconded that the Parks, Recreation and Culture Commission regular meeting times be moved to 5:00 p.m. and to amend the adopted Key Date Calendar accordingly. The motion carried unanimously.

6. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: R. Harding gave an update on the progress of the Vancouver Island Military Museum's Veterans Wall of Honour Project.
- (b) Recreation Committee: Commissioner Greves gave a verbal report on the Recreation Committee meeting held 2014-JAN-08.
- (c) Grants Advisory Committee: Commissioner Thorpe reported on meetings held since 2013-NOV-27.

7. STAFF REPORTS:

- (a) Beban Park Master Plan Update
K. MacDonald, Parks and Open Space Planner

- K. MacDonald and R. Harding gave an overview of the progress on the update of the Beban Park Master Plan.

It was moved and seconded that the Parks, Recreation and Culture Commission refer the Draft Beban Park Master Plan to the Parks Committee and the Recreation Committee to report back with a final draft for Commission's and Council's consideration prior to public review. The motion carried unanimously.

- (b) Bid to host 2016 Female U18 National Hockey Championship
L. Williams, Manager, Recreation Services

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council support the Vancouver Island Sport Tourism Council's bid to host part of the 2016 Female U18 National Hockey Championship in Nanaimo and designate \$5,000 from the 2016 Sport Tournament Grant fund. The motion carried unanimously.

- (c) Guidelines for Community Capital Projects
R. Harding, Director, Parks, Recreation and Environment

It was moved and seconded that the Parks, Recreation and Culture Commission adopt the updated Guidelines for Community Capital Projects as presented. The motion carried unanimously.

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

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

- (e) Parks Operations Monthly Report: Monthly report for November and December 2013.

- (f) Recreation Services Monthly Report: Monthly report for November and December 2013.

8. CORRESPONDENCE:

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2013-DEC-06.
- (b) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2014-JAN-03.

9. 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 7:28 p.m.

The Parks, Recreation and Culture Commission moved out of "In Camera" at 7:44 p.m.

10. ADJOURNMENT:

It was moved and seconded at 7:45 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

2014-JAN-28
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UNADOPTED



**BC RECREATION
& PARKS
ASSOCIATION**

Healthy communities through recreation, parks, physical activity and culture

News of interest to parks and recreation practitioners and agencies, fitness and leisure service providers, volunteers and municipal departments...

Issue: # 334

January 21, 2014

BC RECREATION AND PARKS ASSOCIATION



**Recreation
CONNECTIONS**

BCRPA 2014 SYMPOSIUM

Kelowna, BC | April 23 – 25

Exploring Connections at Symposium 2014

Join us for Symposium 2014 in Kelowna, April 23 to 25. Symposium is a time for the sector to come together to learn from each other, explore new research and best practices, discuss challenges and recharge creative and professional batteries.

The theme for 2014 is **Recreation Connections**.

Symposium 2014 focuses on the mix of hard work, creativity, technical know-how, excitement and determination involved in forging, maintaining and strengthening the sector's many connections. Throughout Symposium, variations on the connections theme will be explored in educational programs, presentations and interactive workshops in six streams. Check out all six education session streams and program details on the [Symposium webpage](#) and [register](#) today for the best early bird savings!

More information is available at: <http://www.bcrpa.bc.ca/training-symposium/symposium-2014>

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

PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Graham Savage
Commissioner Maureen Young

Regrets: Commissioner Diana Johnstone
Commissioner Donald Rinald

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 5:26 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add Pages 4-21, Item 6 (a) Staff Report – Vancouver Island Military Museum's Veterans' Wall of Honour.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the regular Parks Committee meeting held Thursday, 2013-NOV-14, at 5:00 p.m., in the Nanaimo Museum, be adopted as circulated. The motion carried unanimously.

5. STAFF REPORTS:

- (a) Vancouver Island Military Museum's "Veterans Wall of Honour"
K. MacDonald, Parks and Open Space Planner

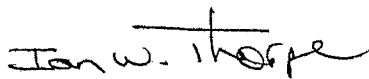
It was moved and seconded that the Parks Committee recommend to the Parks, Recreation and Culture Commission that the Vancouver Island Military Museum proceed with the "Veterans Wall of Honour" project as outlined in the proposed Installation Agreement. The motion carried unanimously.

- (b) Beban Park Master Plan Update Review
K. MacDonald, Parks and Open Space Planner

- The Committee discussed the draft Beban Park Master Plan Update and will hold further discussion at the next meeting.

6. ADJOURNMENT:

It was moved and seconded at 6:27 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 CULTURE

APPROVED FOR DISTRIBUTION:



Richard Harding
DIRECTOR
PARKS, RECREATION AND CULTURE

2014-FEB-17
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City of Nanaimo

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

DATE OF MEETING: 2014-FEB-26

AUTHORED BY: IAN THORPE, CHAIR
PARKS COMMITTEE

RE: VANCOUVER ISLAND MILITARY MUSEUM'S VETERANS' WALL OF HONOUR

RECOMMENDATION:

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.

PURPOSE:

To obtain approval from the Parks, Recreation and Culture Commission regarding the Vancouver Island Military Museum's Veterans' Wall of Honour Project.

BACKGROUND:

At the 2012-JUL-25 regular meeting of the Parks, Recreation and Culture Commission, the Vancouver Island Military Museum presented a draft proposal to install an Honour Wall at the Centennial Building in Piper Park. At that meeting, a motion was passed that Staff prepare a report that includes a draft memorandum of agreement for Commission's review and consideration. Following the presentation and meetings with Staff, the Vancouver Island Military Museum have revised their proposal and location as illustrated in the attached material.

At the 2013-OCT-23 meeting of the Parks, Recreation and Culture Commission, representatives from the Vancouver Island Military Museum presented a revised proposal for the "Veterans' Wall of Honour" Project. At that meeting, the Parks, Recreation and Culture Commission passed a motion to refer the concept of the Vancouver Island Military Museum's Veterans' Wall of Honour to the Parks Committee for review and report back to the Commission with a recommendation.

At the 2013-NOV-14 meeting, the Parks Committee passed a motion that the Parks Committee support the proposed project in principle, and request that Staff return with a report outlining the project details and parameters as well as a draft agreement with the Vancouver Island Military Museum.

At the 2014-FEB-13 meeting, the Parks Committee passed a motion recommending to the Parks, Recreation and Culture Commission that the Vancouver Island Military Museum proceed with the "Veterans' Wall of Honour" project as outlined in the proposed Installation Agreement.

DISCUSSION:

The Veterans' Wall of Honour project has fundraising value for the Vancouver Island Military Museum and adds an element of public interest to Piper Park and Cameron Road. The suggested location has strong visual surveillance and will be easily accessible to visitors of Piper Park and the museum. The plaques as presented will be durable and consistent with other plaques and materials displayed in City parks.

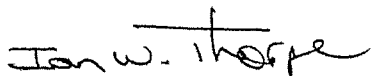
A Lease Agreement between the City of Nanaimo and the Vancouver Island Military Museum was developed in 2013. Modifications to the interior and exterior of the building are covered under section 7-Construction in the lease (Appendix A). In accordance to the current Lease Agreement, a draft Installation Agreement is attached to this report to outline the method and location of installation (Appendix B). The draft installation agreement also defines a timeframe for the Veterans' Wall of Honour.

Instead of attaching each plaque separately to the building exterior, the draft agreement suggests the plaques be attached to a backer board which is then adhered to the building. This attachment by backer board will minimize the installation preparation and impacts to the building façade. The proposed signage improvements associates with the Wall of Honour project will also require a City of Nanaimo sign permit.

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships: This project further strengthens our existing partnership with the Vancouver Island Military Museum.

Respectfully submitted,



Ian Thorpe
CHAIR
PARKS COMMITTEE
PARKS, RECREATION AND ENVIRONMENT

2014-FEB-18
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APPENDIX A

EXCERPT FROM VANCOUVER ISLAND MILITARY MUSEUM LEASE FOR THE CENTENNIAL BUILDING AT PIPER PARK

7.0 Construction

- 7.1 The Tenant shall not construct, place or alter any buildings or structures on the Premises unless, prior to any construction or alteration, having first obtained the written consent of the Landlord, and any permits and inspections required by law.
- 7.2 Any construction, placement or alteration of buildings or structures on the Premises shall be carried out at the cost of the Tenant.

APPENDIX B

INSTALLATION AGREEMENT

THIS AGREEMENT dated for reference the ____ day of _____ 2014.

BETWEEN:

CITY OF NANAIMO
455 Wallace Street
Nanaimo, B.C. V9R 5J6

"the **Landlord** "

AND:

Vancouver Island Military Museum
100 Cameron Road
Nanaimo, BC, V9R 0C8

"the **Tenant**"

This agreement outlines the parameters for installing a *Veterans Wall of Honour* on the Centennial building in Piper Park. It is an update in accordance with Item 7 – **Construction** within the Lease Agreement signed by both parties on January 1, 2013, expiring December 31, 2022.

VETERANS WALL OF HONOUR

Administration:

All sales and installation costs associated with the *Veterans Wall of Honour* will be administered by the Vancouver Island Military Museum.

Materials:

Plaques will be made of durable etched granite. Plaques will be hung onto large sheets plastic lumber and attached to the backer board with stainless steel, tamper-proof screws.

Location and Installation: The wall hangings will be hung on either side of the double doorway off Cameron Road and will be installed (Schedule A) and attached with flush-mount anchors. All preparation work will be the responsibility of the Vancouver Island Military Museum. Installation of the wall hangings shall be carried out by the Vancouver Island Military Museum.

Timeframe: The wall may be installed for the term of the current lease agreement with the potential to extend the timeframe, in accordance with future lease agreements.

Maintenance: The Vancouver Island Military Museum will regularly inspect and maintain the Veterans Wall of Honour.

Ownership: The wall hangings will be owned by the Vancouver Island Military Museum. If the Vancouver Island Military Museum vacates the Centennial Building location in Piper Park, the Veterans Wall of Honour will be removed accordingly by the Military Museum. Upon removal, all damage to the building façade caused by the installation will be repaired by the Vancouver Island Military Museum.

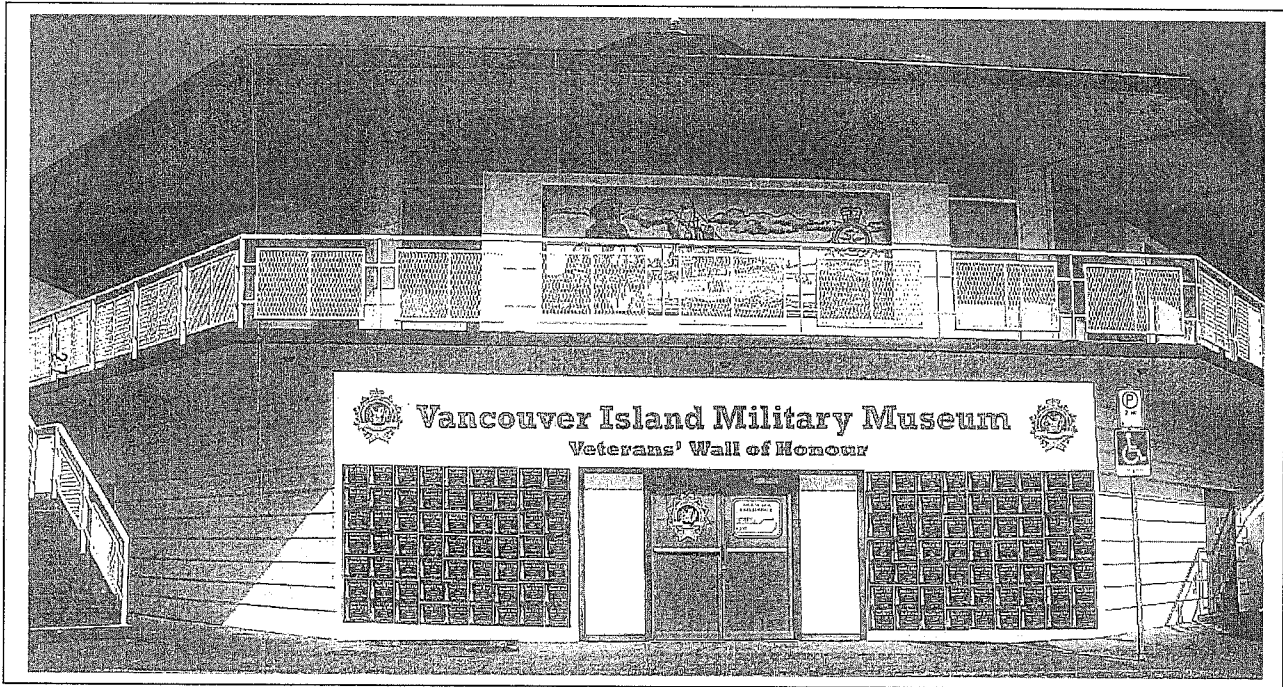
IN WITNESS WHEREOF signed this ____ day of _____, 2014.

City of Nanaimo

Vancouver Island Military Museum

SCHEDULE A

Photo Mock-up showing installation location:



MINUTES
RECREATION COMMITTEE
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2014-FEB-12, COMMENCING AT 2:00 P.M.

PRESENT: Commissioner Ted Greves, Chair

Members: Commissioner Lynda Avis
Commissioner Mercedes Beaudoin-Lobb (departed 3:21pm)
Commissioner Diana Johnstone

Regrets: Commissioner Karen Alden

Staff: D. Osborne, Manager, Recreation and Culture Services
M. Smith, Manager, Parks, Recreation and Culture Services
K. MacDonald, Parks and Open Space Planner
R. Harding, Director, Parks, Recreation and Environment (arrived 2:50pm)
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 2:09 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MEETING NOTES:

It was moved and seconded that the Minutes of the Regular Recreation Committee Meeting of Wednesday, 2014-JAN-08 at 3:03 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

4. CHAIR'S REPORT:

(a) The Committee held a discussion regarding moving the meeting dates or times.

It was moved and seconded that the Recreation Committee hold their regular meetings on the first Wednesday of the month, with the continued time of 3pm. The motion carried unanimously.

5. STAFF REPORTS:

- (a) Funding Options for the Cedar 4-H Barnyard
M. Smith, Manager, Recreation Services
-

It was moved and seconded that the Recreation Committee recommend 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.

- (b) Beban Park Master Plan Update Review
K. MacDonald, Parks and Open Space Planner
-

- The Committee reviewed and discussed the draft Beban Park Master Plan Update. The Committee identified the community need for a multi-purpose covered space.

6. ADJOURNMENT:

It was moved and seconded at 3:28 p.m. that the meeting adjourn. The motion carried unanimously.



Ted Greves
CHAIR
RECREATION COMMITTEE

CERTIFIED CORRECT:



Darcie Osborne
MANAGER OF ARENAS
PARKS, RECREATION AND ENVIRONMENT

APPROVED FOR DISTRIBUTION:



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

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

DATE OF MEETING: 2014-FEB-26

AUTHORED BY: TED GREVES, CHAIR
RECREATION COMMITTEE

RE: FUNDING OPTIONS FOR THE CEDAR 4-H BARNYARD

RECOMMENDATION:

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.

PURPOSE:

To obtain Commission and Council approval of funding for operations of the Cedar 4-H Barnyard.

BACKGROUND:

At their 2014-JAN-08 meeting, the Recreation Committee passed a motion directing Staff to return with a report outlining options for the Cedar 4-H Barnyard funding.

The City of Nanaimo has been providing funding to the Cedar 4-H Club to assist with the operation of their summer barnyard program since the program was first established in 1989. The program is a seven to eight week summer agricultural experience in a city park open 7 days a week to the community. The program is presently operating in one of the Vancouver Island Exhibition's (VIEX) barns at Beban Park.

As part of the 2009 Parks, Recreation and Culture operating budget planning process, Staff recommended that the Club's \$6,000 line item funding be reduced to zero over a 3-year period. The rationale for this was that several not-for-profit clubs and organizations would benefit from, and would like to receive, annual funding from the City but it was not reasonable given ongoing financial restrictions and challenges faced by local government.

Out of discussion on this subject, the Parks, Recreation and Culture Commission directed staff to create a funding program that would allow groups such as the Cedar District 4-H Club to apply for funding on an annual basis. This was the start of the Community Program Development Grant, a grant intended to provide seed funding to groups developing new or expanding community programs. At their meeting 2009-NOV-25, the Parks, Recreation and

Culture Commission passed a motion to direct staff to implement the document and work with the Cedar District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of the Community Program Development Grant. Ultimately, the Cedar 4-H Club funding was reduced somewhat. Despite technically not meeting the criteria of the Grant, they have received \$5,000 each year from 2009 through 2012 and \$4,000 in 2013. The approved amount in 2014 is \$4,375.

The Recreation Committee recognize that the expectation that the Cedar 4-H Club would find other community funding partners, thereby making it less dependent on City funding, has not been successful. Further, they recognize the value the community at large puts on the annual Barnyard program and therefore they would like to streamline the funding process for this unique program.

At the 2014-FEB-12 meeting, the Recreation Committee passed a motion recommending 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.

Respectfully submitted,



Ted Greves
Chair
RECREATION COMMITTEE

2014-FEB-19
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City of Nanaimo

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

DATE OF MEETING: 2014-FEB-26

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

RE: NANAIMO CURLING CLUB LEASE AGREEMENT – APPROVAL IN PRINCIPLE

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission request that Council:

1. Approve in principle the disposition of a 10-year lease to the Nanaimo Curling Club; and,
2. Direct Staff to present the lease agreement at a future Council meeting for review and consideration.

PURPOSE:

To obtain Commission and Council approval in principle to grant a 10-year lease to the Nanaimo Curling Club (the "Lessee") for the City-owned Nanaimo Curling Centre located at 100 Wall Street in Bowen Park.

BACKGROUND:

The Nanaimo Curling Club Licence Agreement of the Nanaimo Curling Centre (the "Centre") expired December 31, 2012. The Curling Club has requested a 10-year lease for continued use and occupation of the Centre with an option to renew for one term of five years on the same terms and conditions as set out in the first term, except with respect to renewal and rent. The Lessee will pay the amount of \$1.00 for each term for use and occupation of the Lease Area.

The purpose built Curling Centre is 2,512 m. sq. (27,039 sq. ft.) and was constructed in 1969 by Club members. It includes a basement with storage, meeting rooms, change rooms and curling rink, as well as a main floor office, pro shop, food concession and viewing mezzanine. Upstairs is a licensed lounge and viewing balcony.

The Nanaimo Curling Centre and like uses are permitted under the PRC-3 zone. There is no requirement for an Alternative Approval Process.

DISCUSSION:

The Lessee will be responsible for routine interior maintenance and repairs as well as monthly inspections and annual certification of the elevator, boilers and ice-making machinery and appurtenances as required. Major repairs or upgrades may be cost-shared between the Lessee and City.

The City will be responsible for maintenance and repairs or upgrading the exterior including structural, cladding, roof and electrical. The City will be responsible for maintenance and repairs of the HVAC system. Major repairs or upgrading may be cost-shared between the Lessee and the City.

Key Terms of the proposed Lease Agreement for the Nanaimo Curling Centre

- Address of property: 100 Wall Street
- Legal Description: That part of Bowen Park (DD14817) lying to the east of Wall Street
- Lessee: Nanaimo Curling Club
- Lease Area: 2,512 m. sq. (27,039 sq. ft.)
- Form of Lease: Unregistered
- Term: 10 + 5 years
- Commencement Date of First Term: March 1, 2014
- Termination Date: February 29, 2024
- Rent for term: \$1.00 plus GST
- City Responsibilities: Maintenance, repair or upgrading of the exterior structure, cladding, roof and electrical as required. HVAC system, insurance of structure
- Lessee Responsibilities: Interior maintenance including janitorial, repair or upgrading of plumbing, elevator and electrical, all ice making related machinery and appurtenances, security system, internet, cable TV and telephone as required
- Utility Charge: Lessee to pay the sum of City water and sewer utilities including tax
- Lessee Insurance: \$5 Million liability and content insurance
- Property Taxes: Lessee responsible for property taxes (unless approved for a Permissive Tax Exemption)
- Assignment: Upon approval by the City

Staff recommends that the Parks, Recreation and Culture Commission request that Council provide approval in principle of the lease agreement.

If Commission and Council approve the lease agreement in principle, Staff will formalize the lease document, carry out the notification process and return to Council for final approval.

STRATEGIC PLAN CONSIDERATIONS:

Asset Management: Assisting a local community group in maintaining a key amenity to secure their operational effectiveness.

Community Building Partnerships: The ability of volunteer-based organizations to deliver outcomes inherent in the City of Nanaimo's vision and municipal priorities.

Respectfully submitted,



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-FEB-19
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City of Nanaimo

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

DATE OF MEETING: 2014-FEB-26

AUTHORED BY: LIZ WILLIAMS, MANAGER
RECREATION AND CULTURE 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:

Notes from the 2014 BC Summer Games Board meeting held on 2014-FEB-11 at the Summer Games Office meeting room.

- 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 people have been assigned to provide administrative assistance to specific Directors. They will work under the supervision of the Operations Manager, Lori Barlow.
- Highway signs are being designed to promote the Games. They will be erected on the Island Highway at Aulds Road and at Brooks Landing.
- The Board of Directors will be attending the 2014 BC Winter Games in Mission, 2014-FEB-20 to 22.
- Nanaimo Summer Games Society have submitted the 2014 budget to the BC Summer Games Society for final approval
- A Community Awareness event was held at Woodgrove Centre on 2014-FEB-08. This well organized event did create awareness in the community. It was noted from this event that many people are not aware Nanaimo is hosting the Games in 2014.
- A Torch Lighting Ceremony will take place Friday, 2014-APR-11 at Maffeo Sutton Park.

- The Food Directorate has established the Games menus.
- All directors and volunteer chairs are actively recruiting volunteers for the games. All are confident that Nanaimo will once again step up to help make the 2014 Games a great success.

Upcoming Key Dates:

- 2014-FEB-20 – Mission Winter Games Tour – Board of Directors
- 2014-APR-11 – Torch Lighting Ceremony – Maffeo Sutton Park
- 2014-APR-12 & APR-13 – Sports Facilities Tour – Board of Directors

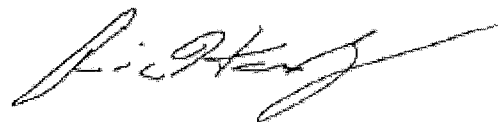
Next 2014 BC Summer Games Board Meeting will be held 2014-MAR-11

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-FEB-19
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City of Nanaimo

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

DATE OF MEETING: 2014-FEB-26

AUTHORED BY: THE PARKS OPERATIONS DIVISION

RE: PARKS OPERATIONS MONTHLY REPORT FOR JANUARY 2014

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

PARK PLANNING AND DEVELOPMENT:

- Staff are moving ahead with the Beban Park Master Plan. The draft plan is being reviewed by the Recreation and Parks Committees in February.
- Design concepts for the updated Maffeo Sutton Park Plan are being developed and will be integrated with concepts for Georgia Park and other waterfront park improvements.
- Background and site inventory work for the former Greater Nanaimo Water District land on Nanaimo Lakes Road is being drafted to facilitate future planning for the property.
- The playground equipment for Harewood Centennial Park and the phase 1 improvements have been delivered. Improvement work is expected to begin in summer 2014.
- The 2014 outdoor art and banner prizes have been evaluated and are being reviewed by committees.
- Several development applications have been reviewed by staff to acquire new park and trail land.
- Staff are working with the Engineering Department on the infrastructure improvement planning along the Millstone River corridor and on Storm Water Management design standards.

OUTDOOR SPACES AND SPECIAL EVENTS:

- Staff met with the principal from Departure Bay Elementary School to discuss developing the School Park Ambassadors program.

VOLUNTEERS IN PARKS:

- Neighbourhood groups surrounding Groveland and Hawthorne Parks are moving ahead with their park improvement proposals. Both groups are planning to appear before the Commission this spring.
- Several Vancouver Island University students and adult citizens have expressed interest in our Park Naturalist Program and are working with staff to develop ideas for interpretation, research and education under this facet of the Volunteers in the Park program.

MAINTENANCE AND CONSTRUCTION:

- Staff are in the process of building a new trophy case at the Nanaimo Ice Centre and are close to installation.

PARKS UTILITY:

- New handrails were installed on all the stairs leading to Departure Bay Beach.
- Two benches were installed at Parkway Park and one picnic table was installed at the north end of Kinsmen Park.

FIELDS:

- Ball diamond preparation at Bowen Park and Robins Park has been completed and is ready for the upcoming baseball season.
- The ball diamonds at Sid Clark Gyro Park have been prepared for infield material.
- Staff repaired a few seams on the Merle Logan Sports Field.
- Staff have begun aeration at a number of our sports fields.

TRAILS:

- The Bowen West river trail was widened and resurfaced.
- The Westwood Lake Park riprap was restored.
- Grading of the parking lot at Neck Point Park was completed.
- Detailed GPS mapping of Westwood Lake Park and other trails has begun.

HORTICULTURE AND ABORICULTURE:

- Staff pruned 286 trees, 45 shrubs, and removed 2 trees in 28 neighbourhood parks throughout January.
- Three Dogwood Trees have been removed from the front of the Northfield Tourism building and replanted in the grassed picnic area. The trees were removed to improve sightlines to the building from the highway.

VANDALISM REPORT	JANUARY
BUILDING AND ENGINEERING R&M	\$ 295.54
MATERIALS AND SUPPLIES	\$ 21.40
LABOUR AND FLEET (City Vehicles)	\$ 221.13
TOTAL COST	\$ 538.24

- Minor fence damage at Mansfield Park and some damage done to benches at Bowen Park.
- Graffiti removal has not been completed in some areas due to the cold weather.

TRAIL COUNTS JANUARY 2014				
Park Sites	Nov Daily Average	Dec Daily Average	Jan Daily Average	Peak Time of Use
Beban Participark	93	107	n/a	counter removed
Blueback Beach Access*	110	88	81	4 PM – 5 PM
Buttertubs Trail (Dyke Side)	113	100	97	2 PM – 3 PM
Colliery Dam - Lower Dam	166	143	135	3 PM – 4 PM
Colliery Dam - Upper Dam	129	104	99	3 PM – 4 PM
Cottle Lake Trail – Rock City Rd	38	33	39	10 AM – 11 AM
Dewar Road Trail	27	30	33	4 PM – 5 PM
E & N Trail (behind Fibber Magees)	n/a	n/a	62	3 PM – 4 PM
Georgia Avenue Bridge	42	38	42	1 PM – 2 PM
Greenaway Park Trail	22	17	22	1 PM – 2 PM
Invermere Beach Access*	72	59	51	4 PM – 5 PM
Kinnette Evergreen Trail	34	36	40	4 PM – 5 PM
Linley Point Trail – Rutherford Rd	60	53	51	2 PM – 3 PM
Linley Point Trail - Altavista Access	56	44	41	2 PM – 3 PM
May Richards Bennett Pioneer Off-Leash Dog Park	44	40	n/a	counter removed
Queen Elizabeth Promenade	307	263	286	3 PM – 4 PM
Seabold Park	30	25	n/a	counter removed

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

ANIMAL SERVICES DIVISION JANUARY 2014				
Park Sites	# of Patrols	Dogs Encountered	Written Warnings	Tickets Issued
Barney Moriez Park	2			
Barsby Park	2			
Beaufort Park	1	1		
Beaufort Off-Leash Park	1	4		
Bowen Park	4	2		
Caledonia Park	2			
Colliery Dam Off-Leash Park	3	26		
Colliery Dam Park	6	32		
Crystal Brook Park	1			
Departure Bay Centennial Park	1			
Diver Lake Park	2	6		
Elaine Hamilton Park	1	1	1	
Fillinger Waterfront Park	1			
Groveland Park	5	6		
Gyro (Waddington) Park	1			
Harewood Centennial Park	3			
Harry Wipper Park	4			
Hawthorne Park	1	2		
Invermere Beach Access	2	4		
Jack Point Park	1			
Kinsmen Park	16	24		1
Knowles Park	2			
Cottle Lake (Linley Valley) Park	4	6		
Loudon Park	2	2		1
Maffeo Sutton/Swy-a-Lana Lagoon Park	6	34		
Mansfield Park	1			
May Richards Bennett Pioneer Park	7	10		1
Morningside Park	1			
Neck Point Park	9	44		
Parkway Trail (Northfield)	1	3		
Parkway Trail (E. Wellington)	2			
Petroglyph Park	2			
Pipers Lagoon Park	8	23		
Pleasant Valley Park	6			
Robins Park	4	1	1	
Saxer Park	2			
Sid Clark Gyro Park	2			
Westdale Park	1	2		
Westwood Lake Park	3	20		
Wheatcroft Park	7	1		
Woodstream Park	4			
TOTALS:	134	254	2	3

City of Nanaimo

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

DATE OF MEETING: 2014-FEB-26

AUTHORED BY: THE RECREATION SERVICES DIVISION

RE: RECREATION SERVICES MONTHLY REPORT – JANUARY 2014

COMMUNITY DEVELOPMENT:

Activity Guide: All Recreation Coordinators have completed spring/summer programming. Distribution of the Activity Guide begins 2014-MAR-01, with registration starting 2014-MAR-05.

Aquatics: The Nanaimo Ebbitides hosted their 33rd Annual Masters Swim Meet at the Nanaimo Aquatic Centre with over 160 participants.

Community Events - Indoor: Significant community events that took place in the Social Centre in the last month included: the Ukrainian Christmas, Welcome Wagon Baby Shower & Bridal Showcase, Evergreen Exhibitions Home Show (four days) and AA Rally (three days).

Outdoor/Environment: Staff is working with the principal of Departure Bay Elementary School in exploring ideas for students to become involved in eco issues with the City of Nanaimo, e.g. invasive plants or stream water testing. Staff are hopeful this will be the pilot school for a student stewardship program in other schools.

Family Day 2014: Family Play Day 2014 is scheduled to take place at Oliver Woods Community Centre (OWCC) on 2014-FEB-09 and will include a variety of indoor and outdoor, family oriented activities. This is our first Family Day event in this format.

Fitness: A new elliptical machine has been purchased for the Beban Weight Room.

Meetings/Training/Professional Development: Staff completed the fourth and final installment of Brent Barootes's Sponsorship Series Workshops. The OH&S Coordinator has set up a series of five courses for staff to work towards a City Safety Certificate. Staff attended the Harrison Administrators' Conference 2014-JAN-15 to 17. Regular monthly meetings included Recreation Managers, Allocations Clerks, Department Managers, and Tourism Leadership Meetings. Marketing meetings with staff included: "Play and Learn" promotion; arena promotions and handouts; Harbour City Seniors; web content strategy; and banner review meeting from the "Call for Artists" program.

Partnerships: Staff is working with VIU nursing students who are doing a practicum at John Barsby School. They are surveying youth on why, or why they don't, participate in the free SpareBlox program.

Staff Restructuring: Coordinators portfolios have been restructured as a result of one coordinator moving to the Culture and Heritage Department.

PROGRAM HIGHLIGHTS:

Harbour City Seniors (HCS) Thursday Special Events hosted an average of 92 seniors at five events in January. In coordination with "Heart Month," staff are organizing educational health seminars for the month of February, including, Diabetes & Foot Care: A Step to Good Health; CNIB Eye Health Presentation; and, a Heart & Stroke Presentation. These seminars are free of charge to HCS members; non-members can attend for a fee.

LIT/Quest volunteers participated in a new Vancouver Island Symphony program called 'Noteworthy Kids'. The Symphony was very grateful for this partnership, and thanked the volunteers in an article of praise on the Symphony Facebook page.

Funding has been secured for the Take Heart Program until March of 2015.

MARKETING/COMMUNICATION:

- January/February PR&E Newsletter completed and distributed.
- Updated "Nanaimo Dogs in Parks and Trails" brochure printed and distributed.
- Creating a new Volunteers in Parks "how-to" booklet.
- Nanaimo Cultural Plan and subsequent updates.
- Various ads created for papers and other publications: News Bulletin "Active for Life", ConnectEd, Harbourliving, Seniors Living, Sign Me Up, Island Parent among others.
- Design work for various projects, including new Facebook images, email banners, lobby screens, program handouts, monthly "Play and Learn" newsletter templates among others

Communications:

- Facebook: 5,158 Likes; Twitter: 5,796 followers
- Social Media topics: Play and Learn, snow shoeing, special events, Spanish, LIT/Quest, pottery, skating and swimming lessons, yoga, special events, among others (goal to post something new at least once a day).
- Website: several updates have taken place to include special events, Cultural Plan and updates, parks updates, program promotions.
- Working with Vancouver Island Sport Tourism Council (VISTC) on the 2016 U18 National Women's Hockey bid.
- News Bulletin, Harbour Living Banners, press releases, radio and Shaw Cable promotion included including: Staying Active During the Fall and Winter Season, Christmas Break Activities, Family Play Day, Oddfellows Clock Christmas Music, Winter Wonderland, Finale, and Call for Artists

Other Updates:

- Worked in coordination with the Information Technology Department on new search features for IReg, as well as some "sharing" features through Facebook, Twitter and email; as well as, to add park addresses to the Parks Search on the website.

MONTHLY STATISTICS:

JANUARY:

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	164.50	181.75	5,302	5,415
Lessons: Department programs and Schools:	182.75	157.25	2,973	3,483
League Rentals:	799.50	811.25	38,236	37,290
Special Events/ Tournaments	50.75	49.75	4,000	4,900
Other/Casual:	197.25	183.75	5,047	4,813
TOTAL:	1394.75	1383.75	55,558	55,901

<u>Hours:</u>	<u>Attendance:</u>
FCA – 333.75	FCA – 19,449
NIC 1 – 352.00	NIC 1 – 12,252
NIC 2 – 384.50	NIC 2 – 12,651
CMN – 324.50	CMN – 11,206
TOTAL – 1,394.75	TOTAL – 55,558

Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	41,537	41,281
Lessons:	1,326	1,265
Clubs/Rentals:	4,296	3,950
Schools:	291	619
TOTAL:	47,450	47,115

Harbour City Seniors' Memberships Sold Per Month:

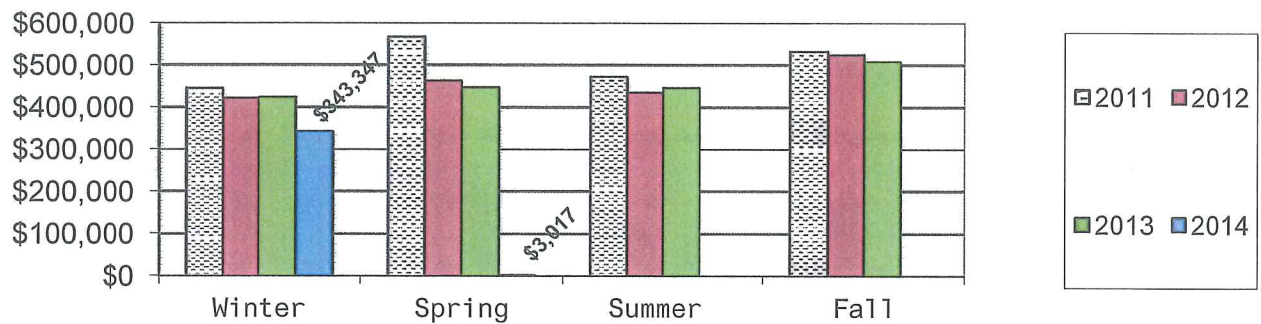
	2011	2012	2013	2014
JAN	400	343	348	315
FEB	101	123	169	
MAR	131	157	110	
APR	94	50	124	
MAY	46	50	65	
JUNE	63	43	46	
JULY	40	43	56	
AUG	49	75	91	
SEPT	157	172	207	
OCT	86	102	119	
NOV	107	91	95	
DEC	225	152	119	
TOTAL	1499	1401	1,544	315

Total NHCS Memberships 315 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

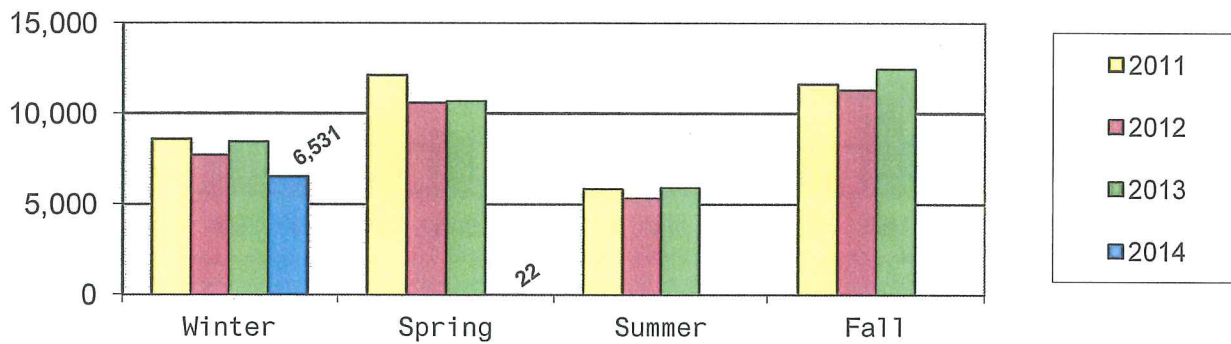
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2011 to 2014 Recreation and Culture Programs Registrations and Revenues

Program Registration Revenue

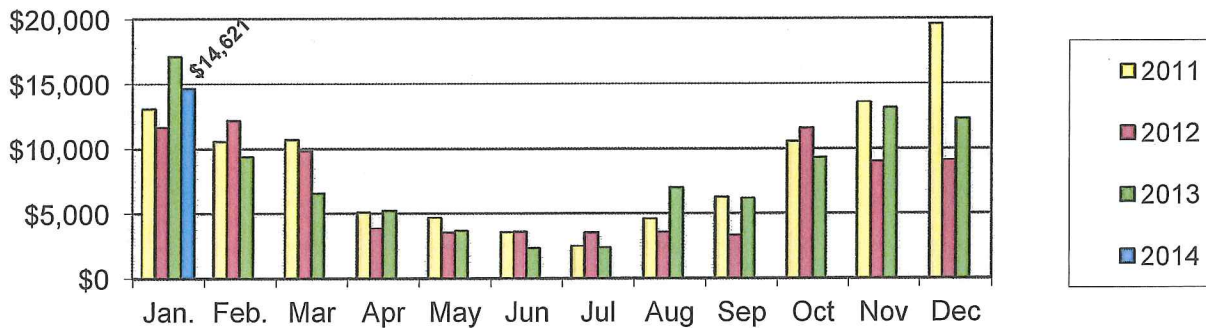


Program Registrations*

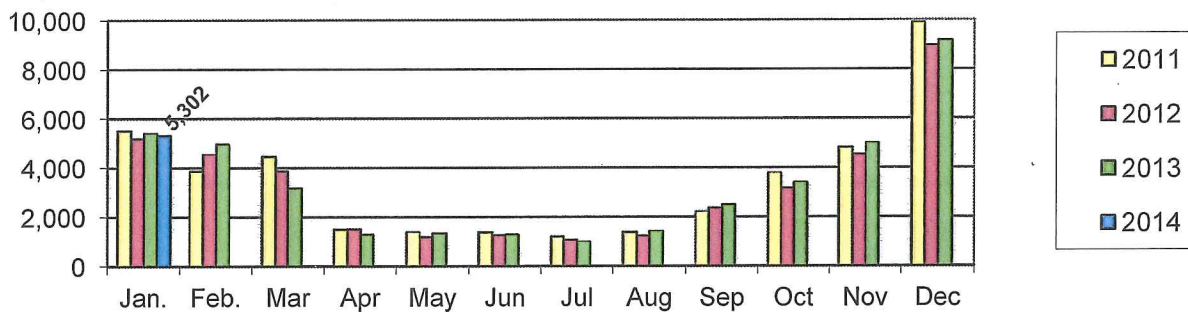


Summary of Recreation And Culture Services - JANUARY 2014

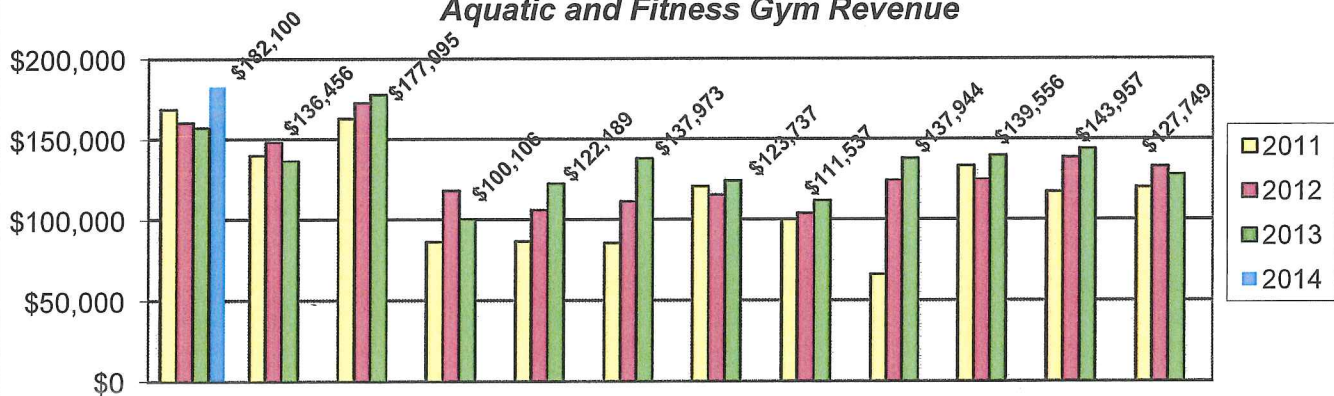
Arena Public Skate Revenue



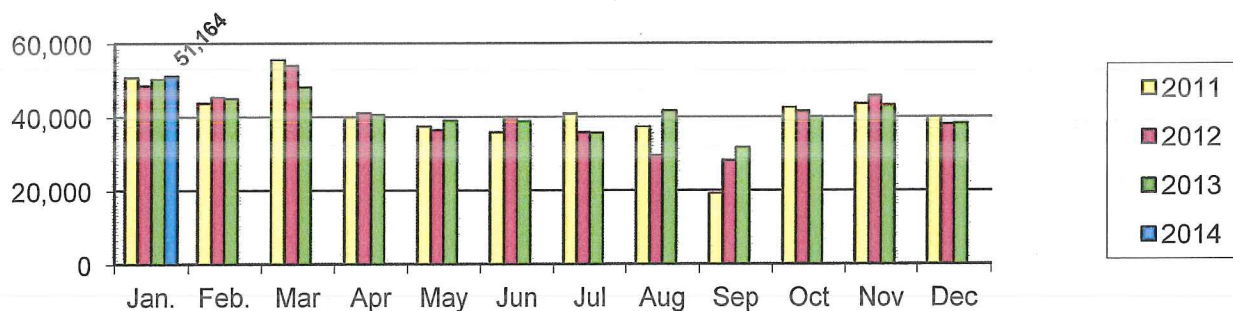
Arena Public Skate Admissions

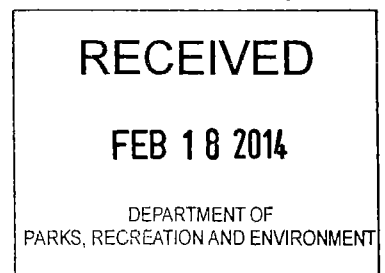


Aquatic and Fitness Gym Revenue



Aquatic and Fitness Gym Public Admissions





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

In Attendance

Bettie Godfrey in the chair, Dara Rupa, Maureen Evans, Jan Leine, Joanne Husband, Bill Roos, Lorraine Fisher, Michele Duerksen.

Regrets: John Westhead, Gary Brownhill, Gordon Pascoe.

Call to Order

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

Welcome

Bettie welcomed all the members and leaders of programs in attendance in order to discuss the upcoming Open House event.

Adoption of the Agenda

Motion to vary the standard agenda to hold a discussion regarding the Open House as the first order of business.

Moved by Lorraine. Seconded by Bill. Carried.

Open House Event Discussion

Bettie outlined the proposed framework of the Open House, scheduled for March 18, at 1:30-3:30, in Bowen Complex. Seniors programs will be showcased in a lively, informative and friendly way.

Attending guests and Board put forth many excellent suggestions:

- Michele confirmed that Power Point, DVD equipment and microphone will be available
- Press releases will be looked after by Joanne
- Shaw Cable TV contact will be approached
- Displays will be set up in the auditorium, and guests will be invited to look in on programs in progress throughout the complex. Volunteers will act as ushers.
- Refreshments will be served at tables
- Bettie will canvas for donated door prizes
- It was suggested that this event also be presented in September

...page 2 NHCS Board of Directors' Meeting Minutes, February 7, 2014

-Increasing membership was discussed: suggestions included lowering the age qualification to 55, advertising through Welcome Wagon and Senior Living, more space in the Activity Guide. A member volunteered to distribute brochures throughout the city.

-A schedule will be sent out to program leaders outlining the time slots for the various demonstrations

A big thank-you is in order for all those who attended this meeting, put forth many good ideas, and volunteered their time and expertise.

Adoption of Minutes

The minutes of the last meeting were adopted with the following amendment: under Unfinished Business "NHCS membership could be explained, as membership is required for clinics." changed to read as "NHCS membership could be explained as membership may be required for clinics and programs."

Motion to adopt the Minutes as amended.

Moved by Joanne. Seconded by Lorraine. Carried.

Correspondence

-Letter from Gordon Pascoe regarding the New Years Dance.

Motion to table until Gordon returns and provides a detailed financial statement for the year 2013.

Moved by Joanne. Seconded by Dara. Carried.

-Email received from Gary Brownhill regarding "Step up BC". Discussed by Board and felt that it did not apply to our organization.

-Email received from Audrey Lomax regarding Spanish classes. Michele replied.

-Email received from Rae-Anne LaPlante regarding Go!Island story.

-Letter received from Mardie Edwards and Laura Besse regarding availability and cost of activities. Bettie and Michele replied.

-Email received from Susan Moore regarding Computer course. Michele replied.

-Letter from Bettie to Willy regarding NHCS activities.

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

Treasurer's Report

Motion to adopt the Treasurer's Report as attached.

Moved by Maureen. Seconded by Lorraine. Carried.

Program Report

Joanne's report: I attended two Thursday Afternoon Teas and sold 50/50 tickets, along with Maureen and another lady. We made \$63.50.

I spoke to people from exercise classes about the event in March and about what we are trying to do this year by way of getting people to be more sociable and friendly with other NHCS members.

Motion to accept the Program Report.

Moved by Joanne. Seconded by Dara. Carried.

Publicity

Joanne has been doing an excellent job of publicity while Dara was away, so Dara will take the role as her assistant.

Unfinished Business

- "Passing the Torch" seminar--Joanne, Bill and John reported the seminar had a lot of information packed into two days, and it was a very beneficial learning experience.
- Open House--Ad will be placed in the March Newsletter.
- December 19th 911 call--The office staff called for an ambulance to attend a person in a fitness class who was in physical distress. Our call was put on queue as there was a more pressing case. This explains the delay in the ambulance arrival.
- Bettie's meeting with Michele (City Senior's Coordinator)
The NHCS brochure is ready to go to the printer. Meanwhile Sandy Raadysh approved the home printing of 35 copies to be distributed by Joanne at the Newcomers Alumni meeting and the Bailey Studio.
Refund policy was discussed. Each case is reviewed individually.
Communication between program leaders, NHCS and Parks and Rec. and the possibility of having a "Leader's Board" on the NHCS website was discussed.

Adjournment

Bettie declared the meeting adjourned at 11:36. Next meeting March 7.

LONG LAKE

