

AGENDA
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION
SERVICE AND RESOURCE CENTRE BOARD ROOM, 411 DUNSMUIR STREET
WEDNESDAY, 2014-JAN-22, COMMENCING AT 6:30 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 agenda)

4. **ADOPTION OF MINUTES:**

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.

Pg. 4-8

(Motion required to adopt minutes)

5. **CHAIR'S REPORT:**

6. **REPORTS OF ADVISORY BODIES:**

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

(b) **Recreation Committee:** Commissioner Greves to report on the meeting held 2014-JAN-08.

Pg. 9-10

(c) **Grants Advisory Committee:** Commissioner Avis (or Commissioner Thorpe) to report on the meetings held since 2013-NOV-27.

7. **STAFF REPORTS:**

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

Pg. 11-14

Purpose: To continue the process of updating the 1997 Beban Park Master Plan with a goal of adopting the plan in spring 2014.

Staff Recommendation: That the Parks, Recreation and Culture Commission refer the Draft Beban Park Master Plan to the Parks Committee to report back with a final draft for Commission's and Council's consideration prior to public review.

(Motion required to adopt recommendation)

- (b) **Bid to host 2016 Female U18 National Hockey Championship** Pg. 15-16
L. Williams, Manager, Recreation Services
-

Purpose: To obtain Commission and Council support of the bid to host part of the 2016 Female U18 National Hockey Championship.

Staff Recommendation: 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.

(Motion required to adopt recommendation)

- (c) **Guidelines for Community Capital Projects** Pg. 17-19
R. Harding, Director, Parks, Recreation and Environment
-

Purpose: To obtain Commission's approval of the updated Guidelines for Community Capital Projects.

Staff Recommendation: That the Parks, Recreation and Culture Commission adopt the updated Guidelines for Community Capital Projects as presented.

(Motion required to adopt recommendation)

- (d) **BC Summer Games Update** Pg. 20-21
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)

- (e) **Parks Operations Monthly Report – November & December 2013.** Pg. 22-27
- (f) **Recreation Services Monthly Report – November & December 2013.** Pg. 28-34

8. **CORRESPONDENCE:**

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors Pg. 35-37
meeting, held 2013-DEC-06.

- (b) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2014-JAN-03. Pg. 38-39

9. **NOTICE OF MOTION:**

10. **OTHER BUSINESS:**

(Motion required to review other business)

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

12. **ADJOURNMENT:**

2014-JAN-16
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MINUTES
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION
SERVICE AND RESOURCE CENTRE BOARD ROOM
WEDNESDAY, 2013-NOV-27, AT 7:00 P.M.

PRESENT: Commissioner D. Johnstone, Chair

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

Regrets: Commissioner D. Rinald

Staff: R. Harding, Director, Parks, Recreation and Culture
S. Samborski, Senior Manager, Recreation and Culture Services
L. Williams, Manager, Recreation and Culture Services
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:04 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, 2013-OCT-23, at 7:01 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

- (a) Liz Williams, Recreation and Culture Services Manager, and Chelsea Barr, Nanaimo Economic Development Corporation, gave a presentation on the National Women's Under 18 Hockey Championship Regional bid by Vancouver Island Sport Tourism Council staff.

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 2015 Female U18 National Hockey Championship in Nanaimo. The motion carried unanimously.

- (b) Denise Wood, General Manager of the Nanaimo Curling Centre, presented an overview on the Centre's operations, the status of their lease agreement and plans for future building improvements.

5. CHAIR'S REPORT:

- (a) R. Harding, Director, Parks, Recreation and Culture, outlined the organizational changes that are taking place within the department and the City of Nanaimo.

6. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: Commissioner Thorpe gave a verbal report on the Parks Committee meeting held 2013-NOV-14.
- (b) Recreation Committee: Commissioner Greves gave a verbal report on the Recreation Committee meeting held 2013-NOV-13.

- i. Sport Tournament Grant Applications

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the expenditure of \$9,525 for the first intake of the 2014 Sport Tournament Grant allocations as follows:

SPORT TOURNAMENT GRANT APPLICATIONS 2014			
GROUP		2014	2014
		REQUESTED	RECOMMENDED
1.	Nanaimo Aboriginal Centre Society Xmulmuxw Huwilum S'quphtut Soccer Tournament	\$2,500	\$1,350
2.	Nanaimo District Lacrosse Association 34 th Annual Bantam Lacrosse Tournament	\$1,500	\$1,100
3.	Nanaimo Kennel Club Annual Show	\$5,000	\$2,125
4.	Nanaimo Minor Hockey Association Nanaimo Ice 2013	\$1,500	\$1,100
5.	Nanaimo Minor Hockey Association Nanaimo Atom Development Spring Break Hockey Tournament	\$1,500	\$950
6.	Nanaimo Riptides Swim Team VI Regional Long Course Meet	\$1,500	\$1,050
7.	Nanaimo Riptides Swim Team NRST Spring Sprint 2013	\$1,000	\$750

8.	Nanaimo White Rapids Swim Club Nanaimo Invitational Swim Meet	\$1,500	\$1,100
TOTAL:		\$16,000	\$9,525

The motion carried unanimously.

ii. Community Development Grant Application

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Community Program Development Grant in the amount of \$4,375 to the Cedar 4-H Senior Advisory Council for the 2014 season. The motion carried unanimously.

- (c) Cultural Committee: Commissioner Pattje gave a verbal report on the Cultural Committee meeting held 2013-NOV-06.
- (d) Grants Advisory Committee: Commissioner Avis reported on the meetings held since 2013-OCT-23.
- (e) Port Theatre: Monthly report for October 2013.
- (f) Nanaimo Art Gallery: Monthly report for October 2013.
- (g) Nanaimo District Museum: Monthly report for October 2013.

7. STAFF REPORTS:

- (a) Creative City Summit Application
L. Williams, Manager, Recreation and Culture Services

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council support the Creative City Summit Application to host either the 2017 or 2018 Creative City Summit. The motion carried unanimously.

- (b) BC Summer Games Update
L. Williams, Manager, Recreation and Culture Services

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 October 2013.
- (d) Recreation and Culture Services: Monthly report for October 2013.

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

- (a) Letter dated 2013-AUG-08 from the Wellington Secondary School Band thanking the Commission for the Travel Assistance Grant to assist with travel to the 2013 MusicFest Canada Competition in Toronto, ON.

- (b) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2013-NOV-01.

9. DELEGATIONS:

- (a) Karen Streeter, representing the Vancouver Island Exhibition (VIE X), presented an overview of current operations and a request to extend the VIE X Operating Grant. Karen Streeter also presented a thank you plaque for the support of the VIE X in 2013.
- (b) Corrine and Michael Besler, representing Ride the Glide, presented a summary of the Segway Tours pilot project for 2013 and a extension request for the 2014 season.

It was moved and seconded that the Parks, Recreation and Culture Commission approve the operation of segway tours in Bowen Park for the 2014 Season. The motion carried unanimously.

10. 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 8:27 p.m.

The Parks, Recreation and Culture Commission moved out of "In Camera" at 8:43 p.m.

11. OTHER BUSINESS:

It was moved and seconded that the Parks, Recreation and Culture Commission 2014 Key Date Calender be amended to reflect a new starting time of 6:30 p.m. for the regular meetings of the Parks, Recreation and Culture Commission. The motion carried unanimously.

12. ADJOURNMENT:

It was moved and seconded at 8:47 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

2013-DEC-12
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UNADOPTED

MINUTES
RECREATION COMMITTEE
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2014-JAN-08, COMMENCING AT 3:00 P.M.

PRESENT: Commissioner Ted Greves, Chair

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

Regrets: Commissioner Lynda Avis

Staff: M. Smith, Manager, Recreation Services
J. Farrell, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:03 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, 2013-NOV-13 at 3:01 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

4. CHAIR'S REPORT:

(a) Community Programs Development Grant

- The Committee discussed the wording of the criteria for the Community Programs Development Grant. It was agreed that the criteria still meet the intent of the grant and no changes were recommended.

(b) Funding of the Cedar 4-H Barnyard at Beban Park

- The Committee discussed the funding options for the Cedar 4-H Barnyard and that this group does not meet the Community Programs Development Grant criteria.

It was moved and seconded that Staff will return with a report outlining options for the Cedar 4-H Barnyard funding. The motion carried unanimously.

5. QUESTION PERIOD:

- (a) Tamara Cunningham, Nanaimo News Bulletin reporter, asked the Committee where the new consideration of the Cedar 4-H funding came from. The Committee responded that the group's funding requirements needed further consideration.

6. ADJOURNMENT:

It was moved and seconded at 3:58 p.m. that the meeting adjourn. The motion carried unanimously.



Ted Greves
CHAIR
RECREATION COMMITTEE

CERTIFIED CORRECT:



Mary Smith
MANAGER
RECREATION SERVICES

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-JAN-22

AUTHORED BY: KIRSTY MACDONALD
PARKS AND OPEN SPACE PLANNER

RE: BEBAN PARK MASTER PLAN UPDATE

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission refer the Draft Beban Park Master Plan to the Parks Committee to report back with a final draft for Commission's and Council's consideration prior to public review.

PURPOSE:

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

BACKGROUND:

At the 2012-FEB-06 meeting of Council, a motion was passed to direct Staff to prepare a report outlining options for proceeding with a Beban Park Master Plan.

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

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

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

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

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

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

Stage 3: Plan Preparation (In process)

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

Stage 4: Draft Plan Review and Adoption (Targeted for 2014)

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

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

DISCUSSION:

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

The last overall planning process for Beban Park Master Plan was in 1997. In 2009, Beban Park Facility Redevelopment project was initiated to examine the potential redevelopment of Frank Crane Arena, Beban Pool and the Beban Social Centre facilities. Three redevelopment options were presented to the public at an open house in February 2010. A final report was received by Council in April 2010 to act as a guide for facility improvements at Beban Park. A number of the identified facilities improvements were completed through the federal

government's Recreational Infrastructure Canada (RIInC) grant program; however, there is much more work to be done.

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

Two public input sessions, an online public survey, and 20 stakeholder interviews were held in 2013, to help determine the park strengths, weaknesses and future directions.

Recurring themes and desires about the site and facilities from the public input included the following:

- Accommodate both everyday park use and to design the park for continued community events and festival use.
- Create a trail network around and through the site to connect the diverse use areas and facilities physically.
- Ensure trails are universally accessible.
- Provide comforts and rest areas along trails and in major use areas (e.g. benches, washrooms).
- Provide facility comforts (i.e. pool's family change rooms and weight room, storage areas and seating at fields).
- Add trees to the park and increase habitat value.
- Create a focal point for the park (or multiple focal points), especially in the centre (VIEX area).
- Improve outdoor amenities such as the tennis courts and dog parks.
- Provide covered facilities for year-round use (events and sports).
- Reduce vandalism in the middle of the park (barn area).
- Focus on urban agriculture and maintaining the agricultural heritage of the park.
- Create picnic areas and passive day use areas.
- Make park campus navigation easier (signage, safe trails, etc.).
- Continue to host special events and festivals but design the park for event set up and flow.
- Add youth amenities (skateboarding, biking, etc.).
- Continue to provide high quality sports fields and recreation facilities.
- Integrate site facilities into one campus rather than come for single uses/facilities (spend full day at the park).

As per the approved planning process, once Commission and Council have reviewed the draft plan, the plan will be reviewed by the public for further feedback. To ensure the draft plan is ready for public review, it is recommended that the plan be referred to the Parks Committee for detailed review and to report back to Commission.

STRATEGIC PLAN CONSIDERATIONS:

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

Respectfully submitted,

Concurrence by:



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

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-JAN-16
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City of Nanaimo
REPORT TO THE
PARKS, RECREATION AND CULTURE COMMISSION

DATE OF MEETING: 2014-JAN-22

AUTHORED BY: ELIZABETH WILLIAMS, MANAGER
RECREATION SERVICES

RE: VANCOUVER ISLAND SPORT TOURISM COUNCIL'S BID TO HOST
2016 FEMALE U18 NATIONAL HOCKEY CHAMPIONSHIP

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council support the Vancouver Island Sport Tourism Council's (VISTC) 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.

PURPOSE:

To obtain Commission and Council support of the bid to host part of the 2016 Female U18 National Hockey Championship.

BACKGROUND:

The Vancouver Island Sport Tourism Council (VISTC) was founded in 2010 as a means to share resources and expertise to assist small communities in hosting sporting events. This is the first joint bid to host an event across multiple communities.

This national hockey championship will run over five days with a total of 18 games played, involving the commitment of eight island communities. Nanaimo will host four games, including two round robin games and the bronze and gold medal games. The gold medal game will be televised on TSN.

At their meeting held 2013-NOV-27, the Parks, Recreation and Culture Commission passed a motion supporting the recommendation that the Commission recommend that Council support the Vancouver Island Sport Tourism Council's bid to host part of the 2015 Female U18 National Hockey Championship in Nanaimo. Since that recommendation was made, the VISTC has decided to bid on the 2016 Championships instead of the 2015 Championships. This will give VISTC the additional time needed to prepare the comprehensive bid package.

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships: The Vancouver Island Sport Tourism Council partners with 8 island communities, from Fuller Lake to Campbell River. The partnership includes participation from Economic Development, Tourism and Parks & Recreation Departments. Locally, the City of Nanaimo, Tourism Nanaimo and the Nanaimo Economic Development Corporation have all partnered for the U18 Championship bid.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-JAN-14
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City of Nanaimo
REPORT TO THE
PARKS, RECREATION AND CULTURE COMMISSION

DATE OF MEETING: 2014-JAN-22

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

RE: UPDATE OF GUIDELINES FOR COMMUNITY CAPITAL PROJECTS

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission adopt the updated Guidelines for Community Capital Projects as presented (Appendix B).

PURPOSE:

To obtain Commission's approval of the updated Guidelines for Community Capital Projects.

BACKGROUND:

Attached in Appendix B for Commission's review and consideration is an updated version of the Guidelines for Community Capital Projects that is used to help guide groups and organizations through the process of Capital projects within the City of Nanaimo's parks and facilities.

Many groups and organizations over the years undertake a variety of projects within the City of Nanaimo's parks and facilities. To assist groups, we have offered the attached document (Appendix A) as a basic guideline to help them through the planning and public approval process. The guidelines have worked well over the years but have not been updated or reviewed for some time.

As Commission is aware, no two projects or groups are the same and one strict process, funding model or timeframe does not meet all needs. However, the guidelines do provide everyone with a general process of how to proceed with capital projects within City of Nanaimo parks and facilities.

Respectfully submitted,



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

APPENDIX A

FORMER VERSION

City of Nanaimo
Parks Recreation and Culture Commission

GUIDELINES FOR CITY ASSISTED COMMUNITY CAPITAL PROJECTS

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

STEP 1 – DETERMINING PROJECT FEASIBILITY

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

STEP 2 – APPROVAL IN PRINCIPLE

The community organization will make a presentation to the appropriate standing Sub-Committee of the Parks, Recreation and Culture Commission. The presentation will include:

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

Based on this presentation, a recommendation will be forwarded to the Parks, Recreation and Culture Commission. Commission endorsement of the project will be subject to approval by City Council. If support is given for the project, the organization may initiate a fundraising campaign and develop more detailed plans.

STEP 3 – APPROVAL TO PROCEED

Before the project proceeds, the community organization must present to department staff:

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

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

APPENDIX B

REVISED VERSION

City of Nanaimo
Parks Recreation and Culture Commission

GUIDELINES FOR COMMUNITY CAPITAL PROJECTS

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

STEP 1 – DETERMINING PROJECT FEASIBILITY

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

STEP 2 – APPROVAL IN PRINCIPLE

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

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

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

STEP 3 – APPROVAL TO PROCEED

Before the project proceeds, the community organization must present to department staff:

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

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

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

DATE OF MEETING: 2014-JAN-22

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:

Notes from the 2014 BC Summer Games Board meeting held on 2014-JAN-14 at the Summer Games Office, Dufferin School. Regular board meetings will be held on the first Tuesday of each month.

- The Directorate will be attending a portion of the Mission Winter Games, 2014-FEB-20 to FEB-21. The purpose is to give the board an overview of the in progress.
- The volunteer drive is off to a slow start, only 323 volunteers have registered to date.
- The Games board is asking the City to waive the volunteer RCMP Criminal History Check fees (approx. 400 volunteers will need to be screened). Staff will prepare a report for Council with recommendations.
- A draft budget has been prepared for the Games. Still more work is required to fine tune some budget areas.

Upcoming Key Dates:

- 2014-FEB-08 – Community Awareness Event – Woodgrove Mall
- 2014-FEB-20 – 23 – Mission Winter Games Tour – Board of Directors

- 2014-APR-12 – 14 – Sport Facilities Tour – Board of Directors

The next Directorate Meeting will be held on 2014-FEB-11 from 4pm to 6pm.

Respectfully submitted,

Concurrence by:



Liz Williams
MANAGER
RECREATION SERVICES



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

2014-JAN-16
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City of Nanaimo

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

DATE OF MEETING: 2014-JAN-22

AUTHORED BY: THE PARKS OPERATIONS DIVISION

RE: PARKS OPERATIONS MONTHLY REPORT FOR NOVEMBER AND DECEMBER 2013

The following highlights are the park initiatives for November and December. Regular maintenance tasks are not listed.

PARK PLANNING & DEVELOPMENT:

- 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.
- The playground equipment for Harewood Centennial Park and the Phase 1 improvements has been ordered. Improvement work is expected to begin in spring and summer 2014.
- The Service and Resource Centre indoor art piece "Social Mixer" was installed. A video documenting the fabrication process and meaning of the piece has been developed and is available for viewing on YouTube. A QR (Quick Response) Code on the plaque for the piece allows the public to view it in the lobby on a smartphone.
- Calls for next year's outdoor art and banner projects have been tendered. Information sessions were held to allow potential applicants a chance to learn more about the submissions process.
- Several development applications have been reviewed by staff to acquire new park and trail land.

PARKS AND OUTDOOR SPACES SPECIAL EVENTS:

- Staff met with the Nanaimo Fish and Game Club to discuss offering an archery program.

VOLUNTEERS IN PARKS:

- Staff held an appreciation luncheon in December for volunteers involved in the Volunteers in Parks program, Park Ambassadors, Stream Keepers and invasive plant work parties. A total of 18 volunteers attended the luncheon.
- Start-up VIP meetings were held for Hawthorne Park and Groveland Park. Both were very well attended and planning is moving ahead. Staff will be meeting in December and January with both groups to develop site plans.
- Interest in the VIP program has been expressed by residents around the Fern Park area.
- The Hummingbird Public Art project is complete at Deverill Square (Gyro) Park. Artwork has been installed in the park and is being very well received by the neighbourhood.

- A new information package about the Volunteers in Parks programs is being developed to better market the programs and opportunities.
- Two invasive plant work parties were coordinated. One at Westwood Lake Park for the Leaders in Training and the second along Third Street for students at Nanaimo District Secondary School.

MAINTENANCE AND CONSTRUCTION:

- A new trophy cabinet was built and installed at the Nanaimo Ice Centre for the Nanaimo Buccaneers.
- New plaques were added to the Trans Canada Trail kiosk and a park identification sign was installed at Oceanview Park.
- Art was installed on the fencing at Deverill Square (Gyro) Park.
- A new play feature was installed at the Bowen Skate Park.

PARKS UTILITY:

- Installed Christmas lights at Beban Park, Bowen Park and at the Parks Operations Yard.
- The Oddfellows Clock at McGregor Park was reprogrammed to play Christmas music throughout December.

FACILITY OPERATIONS:

- The seal on the heat pump for the Beban Park Pool was replaced.
- Staff repaired a valve on the heating line in the Beban Park Social Centre.

TURF AND PARKS:

- Ball diamond preparation for the upcoming baseball season is in progress.
- Staff worked on snow and ice removal during the mid-December snow storm.

TRAILS:

- The Chase River Estuary Park Trail and Rock Ridge Park were both resurfaced.
- The parking lot at Buttertubs Marsh was reconfigured.
- Interpretive signs at the Northfield Park have been installed.
- A new trail was constructed connecting Kaz Court to Westwood Lake Park.

HORTICULTURE:

- 9,300 fall and spring annuals were planted in November.
- Fifteen yards of mulch has been produced from the leaf pick up from downtown parks. This mulch has been added to garden beds and around trees.

URBAN FORESTRY:

- Eleven arboriculture calls for service were received. Action resulting from the calls included; four removals, two issues resolved with pruning, three calls no action to be taken, and two calls to monitor health in spring to determine if removal and replant is required.
- The Tree Management and Protection Bylaw 2013 No. 7126 was adopted by Council.

VANDALISM REPORT:

	<u>NOVEMBER</u>	<u>DECEMBER</u>
BUILDING AND ENGINEERING R&M		
• Graffiti Removal	\$ 1,007.32	\$ 975.00
• Wire Theft at Caledonia Park	\$ 843.94	0.00
• Repairs to Fence	<u>\$ 385.04</u>	<u>\$ 216.05</u>
COST	\$ 2,236.30	\$ 1,191.05
MATERIALS AND SUPPLIES		
COST	\$ 144.87	\$ 7.60
LABOUR AND FLEET (City Vehicles)		
COST	<u>\$ 414.71</u>	<u>\$ 415.12</u>
TOTAL COST	<u>\$ 2,795.88</u>	<u>\$ 1,613.77</u>
PARKS OPERATIONS TOTAL COST OF VANDALISM FOR 2013		<u>\$52,497.70</u>

- Wire theft from Sentinel Irrigation System at Caledonia Park.
- Graffiti was removed in several areas including: Colliery Dam Park, Charlaine Boat Ramp, Pearson Bridge Mural, Maffeo Sutton Park, Vancouver Island Military Museum, Departure Bay Centennial Park, Bowen Skate Park, and Wardropper Park.
- Fences were damaged and repaired at Beban Park and May Richards Bennett Pioneer Park.

ANIMAL SERVICES DIVISION NOVEMBER 2013					
Park Sites	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Arbutus Park	1				
Barney Moriez Park	2				
Beach Estates Park	1	2			
Beaufort Park	1	1			
Beban Off-Leash Park	3	25	1		
Beban Park	9	26	1		1
Beban Participark	1				
Bowen Park	11	9	1		
Broadway Park	1				
Cable Bay Trail	2	4			
Carmanah Park	1				
Colliery Dam Off-Leash Park	1	10			
Colliery Dam Park	1	6			
Departure Bay Centennial Park	2				
Diver Lake Park	2	1			
Fillinger Waterfront Park	1				
Groveland Park	3	2			
Harewood Centennial Park	3				
Harry Wipper Park	4	4			
Invermere Beach Access	3	3			
Kinsmen Park	5	4			
Linley Valley Cottle Lake Park	3	3			
Loudon Park	2	1	1		
Maffeo Sutton/Swy-a-Lana Lagoon Park	3	20			
May Richards Bennett Pioneer Off-Leash Park	2	9			
May Richards Bennett Pioneer Park	4	1	1		
Morningside Park	2				
Neck Point Park	4	15			
Parkway Trail (E. Wellington)	2				
Pipers Lagoon Park	2	3			
Robins Park	1	1			
Rocky Point Park	3				
Westwood Lake Park	1	6			
Woodstream Park	1	2			
TOTALS:	88	158	5	0	1

ANIMAL SERVICES DIVISION DECEMBER 2013				
Park Sites	# of Patrols	Dogs Encountered	Written Warnings	Tickets Issued
Barney Moriez Park	1			
Beach Estates Park	2			
Beaufort Park	2	3		
Beban Park	5	6		
Beban Off-Leash Park	1	4		
Bowen Park	5	3		1
Cable Bay Trail	0	4		
Colliery Dam Park	4	6		
Departure Bay Centennial Park	9	7		
Diver Lake Park	1	2		
Groveland Park	1			
Hawthorne Park	1			
Linley Valley Cottle Lake Park	4	3		
Maffeo Sutton/Swy-a-Lana Lagoon Park	1	11		
Mansfield Park	1			
Morningside Park	1	2		1
Neck Point Park	7	20		
Pipers Lagoon Park	9	11		
Pleasant Valley Park	3			
Robins Park	1	1		
Rocky Point Park	3			
Woodstream Park	1	2		
TOTALS:	63	85	0	2

TRAIL COUNTS NOVEMBER AND DECEMBER 2013				
PARK SITES	OCT DAILY AVERAGE	NOV DAILY AVERAGE	DEC DAILY AVERAGE	PEAK TIME OF USE
Beban Participark	182	107	93	4 PM – 5 PM
Blueback Beach Access*	155	110	88	4 PM – 5 PM
Invermere Beach Access*	98	72	59	4 PM – 5 PM
Linley Point Trail – Rutherford Rd	68	60	53	2 PM – 3 PM
Cottle Lake Trail – Rock City Rd	47	38	33	10 AM – 11 AM
Linley Point Trail - Altavista Access	64	56	44	2 PM – 3 PM
May Richards Bennett Pioneer Off-Leash Dog Park	50	44	40	12 PM – 1 PM
Colliery Dam - Upper Dam	160	129	104	3 PM – 4 PM
Colliery Dam - Lower Dam	196	166	143	3 PM – 4 PM
Seabold Park	42	30	25	3 PM – 4 PM
Buttertubs Trail (Dyke Side)	146	113	100	2 PM – 3 PM
Dewar Road Trail	28	27	30	3 PM – 4 PM
Georgia Avenue Bridge	n/a	42	38	3 PM – 4 PM
Greenaway Park Trail	13	22	17	1 PM – 2 PM
Kinnette Evergreen Trail	39	34	36	4 PM – 5 PM
Queen Elizabeth Promenade	373	307	263	3 PM – 4 PM

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

2014-JAN-14
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City of Nanaimo

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

DATE OF MEETING: 2014-JAN-22

AUTHORED BY: THE RECREATION SERVICES DIVISION

RE: RECREATION SERVICES MONTHLY REPORT – NOVEMBER / DECEMBER 2013

COMMUNITY DEVELOPMENT:

Aquatics: Synchro BC hosted the Island Training Meet on 2013-NOV-23 and 24 at the Nanaimo Aquatic Centre. The Nanaimo Diamonds held a water show in December at Beban Pool that was a great success. Two out of town swim teams "Shuswap Swim Team – Power of Sport" and "BCSSA – Vancouver Island Region" have requested pool space at the NAC for weeklong swim training camps in March and May 2014.

Arenas: Winter Wonderland Rideau Canal was a great success for 2013. Approximately 4,900 were in attendance over the five days, which included Parent & Tot session, Family Skates, and private rental session along with the 18 Everyone Welcome sessions. Twenty community corporate sponsors contributed \$14,700 and there was a further \$5,000 in direct revenue from admissions.

Arts Alive: As a result of low registration in 2013, a reduced number of Arts Alive programs will run in 2014.

Bring Your 9'Er to Work Day: Two Parks, Recreation and Culture staff participated in the 'Bring Your 9'er To Work' day which had employees bringing their children who are in Grade 9 to work. It was an eye-opening experience for all.

BC Summer Games: The next meeting is being held 2014-JAN-12.

Community Events - Indoor: Significant community events that took place in the Social Centre in November included: Nanaimo Professional Craft Fair (three days), Pottery Coop Sale (three days), Cystic Fibrosis Fundraiser, Kris Kringle Craft Market (four days), Blood Donor Clinic (three days), Pacific Salmon Foundation Fundraiser, Island Daily Deals Christmas Sale (three days). December events included: Island Daily Deals Christmas Sale (three days), PR&C Teen Dance, Nanaimo Concert Band Concert, Ballroom Dance Society Dinner & Dance, Blood Donor Clinic (four days), PR&C New Years Finale family celebration.

Community Events – Outdoor: Significant community events that took place in the Centennial Building and Beban grounds in the last month included: Kennel Club Obedience Trials (four days), Kennel Club Sanction Match and Kennel Club Nose Work Seminar (two days). VIU Outdoor Recreation class participated in a discussion about opportunities for individuals to get involved with PRC, and went on a staff directed tour of Neck Point Park.

Family Day 2014: Staff is planning to celebrate 2014 Family Day with three hours of activities at Oliver Woods Community Centre (OWCC) on Sunday, February 9th.

Finale: PRC hosted another very successful western-themed New Years Finale at Beban Park. Over 1,100 people (241 families and 176 individuals) enjoyed a night of swimming, skating, crafts, food and entertainment. This year the Clippers and Kool & Child partnered with PRC to provide volunteers who supervised activities. Kool & Child also provided all materials for the craft room plus a draw prize. Entertainers were interactive and kept the audience involved before and during the 8pm and 10 pm countdowns. New this year was use of a lower stage, which was well lit thanks to the technicians from the Port Theatre, and also a photo booth which was very popular with all the kids.

LEAP Program: A meeting was held with the Central Vancouver Island Multicultural Society to discuss the LEAP program.

Meetings/Training/Professional Development: Monthly Coordinators' Meeting, planning for Family Day 2014, Respectful Workplace training, Sponsorship Workshop series, City for Children Summit – Surrey, Workwise Time Management workshop, Social Inclusion online workshop. Staff met regarding redistribution of Coordinator duties to coincide with the department changes.

Volunteers: A volunteer appreciation luncheon was held at Kin Hut for the Park Ambassadors, Stream Keepers and the neighbourhood volunteers involved in invasive plant work parties. The celebration included a guest speaker providing info on personal safety in the parks.

PROGRAM HIGHLIGHTS:

Harbour City Seniors (HCS) Thursday Special Event hosted an average of 116 seniors at three events in November and 70 at two events in December. HCS Christmas Craft Bazaar and Poinsettia Sale was a hit, due in part to more advertising by the HCS Board.

In the past month, Leaders in Training (LIT) and Quest participants have volunteered at the Kris Kringle Craft Market, the Festival of Trees, the Santa Clause Parade, the Loaves & Fishes Food Bank and the Pacific Biological Station. Training sessions have included Placement Safety with the RCMP, Invasive Species Removal, Fly Tying and Working with People with Special Needs.

The 2013-DEC-16 Teen Dance unfortunately had only 87 in attendance. These events have decreased slowly in numbers over the past few years, but this was the lowest yet and wasn't enough to create the atmosphere needed at an event like this. Staff is evaluating the future and regularity of these dances.

38 proposals for new programs were received and reviewed by staff.

MARKETING/COMMUNICATION:

November and December has been a transition month for Parks, Recreation and Environment (PRE). Marketing & Communications responsibilities and staff have been centralized and now report to Philip Cooper.

Staff is working with Tourism Nanaimo and Vancouver Island Conference Centre (VICC), preparing a bid to host the 2017 Creative City Summit. The bid will be submitted by 2014-JAN-16.

Work continues with Vancouver Island Sport Tourism Council (VISTC) on the 2016 U18 National Women's Hockey bid.

MONTHLY STATISTICS:

NOVEMBER:

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
PUBLIC ADMISSIONS	164.50	180.25	5,005	4,529
LEAGUES	790.50	768.25	38,412	31,598
CASUAL USERS	160.50	168.75	4,023	4,261
PROGRAMS	192.50	196.40	3,368	2,424
SPECIAL EVENTS/ TOURNAMENTS	35.50	41.50	1,101	2,450
TOTAL	1343.50	1355.15	51,909	45,262
<u>Hours:</u>		<u>Attendance:</u>		
FCA –	338.50	FCA –	16,755	
NIC 1 –	328.25	NIC 1 –	11,501	
NIC 2 –	365.00	NIC 2 –	11,990	
CMN –	311.75	CMN –	10,295	
TOTAL –	1,343.50	TOTAL –	50,541	

Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	35,210	37,891
Lessons:	1,626	1,420
Clubs, Rentals:	4,128	4,180
Schools:	687	969

Front Desk:	2013	2012	Difference
<u>Numbers</u>			
Registrations	1,910	1,973	-63
REC Passes	367	379	-12
Economy Tickets	904	816	88
Gift Card Sales	56	74	-18
TOTAL:	3,237	3,242	-5
<u>Sales</u>			
Registrations	\$90,630	\$91,976	-\$1,346
REC Passes	48,872	51,263	-2,391
Economy Tickets	36,760	32,904	3,856
Gift Card Sales	2,361	2,541	-180
TOTAL:	\$178,623	\$178,684	-\$61

RECEIPTS	
2013	2012
\$449,864	\$460,776

DECEMBER:

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
PUBLIC ADMISSIONS	175.50	181.50	9,166	8,986
LEAGUES	631.00	582.75	27,700	21,887
CASUAL USERS	272.25	236.25	8,803	7,432
PROGRAMS	130.75	128.00	2,407	2,426
SPECIAL EVENTS/ TOURNAMENTS	53.00	119.75	2,465	11,485
TOTAL	1262.50	1248.25	50,541	52,216

<u>Hours:</u>		<u>Attendance:</u>	
FCA –	310.50	FCA –	16,755
NIC 1 –	321.50	NIC 1 –	11,501
NIC 2 –	338.25	NIC 2 –	11,990
CMN –	292.25	CMN –	10,295
TOTAL –	1,262.50	TOTAL –	50,541

Front Desk:	2013	2012	Difference
<u>Numbers</u>			
Registrations	1,717	1,675	42
REC Passes	238	231	7
Economy Tickets	0	0	0
Gift Card Sales	256	345	-89
TOTAL:	2,211	2,251	-40
<u>Sales</u>			
Registrations	\$89,023	\$77,773	11,250
REC Passes	38,720	36,052	2,668
Economy Tickets	0	0	0
Gift Card Sales	16,372	16,733	-361
TOTAL:	\$144,115	\$130,558	\$13,557

RECEIPTS	
2013	2012
\$442,360	\$418,080

Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	6,573	7,843
Lessons:	1,612	3,665
Clubs/Rentals:	675	860

Harbour City Seniors' Memberships Sold Per Month:

	2010	2011	2012	2013
JAN	405	400	343	348
FEB	132	101	123	169
MAR	120	131	157	110
APR	74	94	50	124
MAY	53	46	50	65
JUNE	40	63	43	46
JULY	14	40	43	56
AUG	36	49	75	91
SEPT	88	157	172	207
OCT	58	86	102	119
NOV	147	107	91	95
DEC	351	225	152	119
TOTAL	1518	1499	1401	1544

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

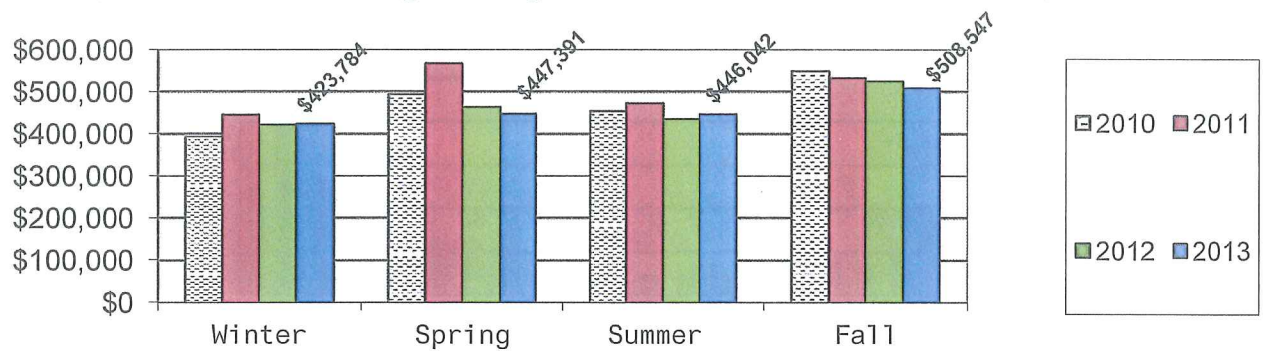
Total NHCS Memberships 1,449 sold from Jan 1-Dec 31, 2012

Total NHCS Memberships 1,470 sold from Jan 1-Dec 31, 2011

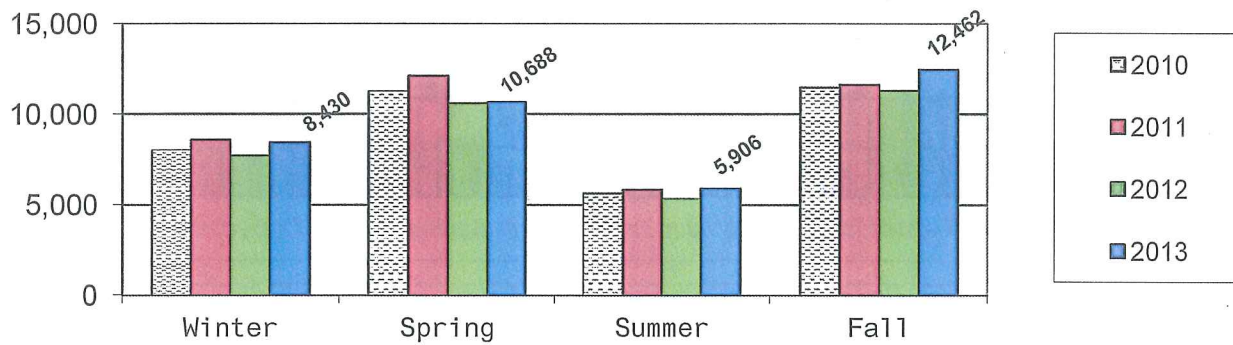
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2010 to 2013 Recreation and Culture Programs Registrations and Revenues

Program Registration Revenue

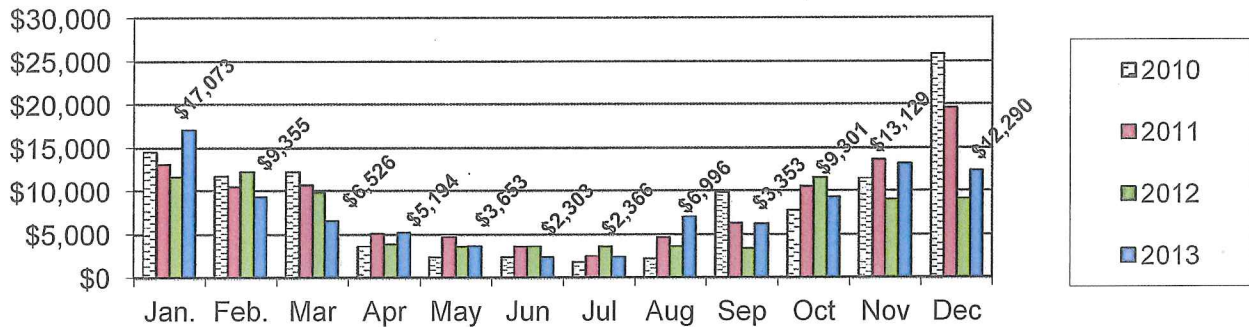


Program Registrations*

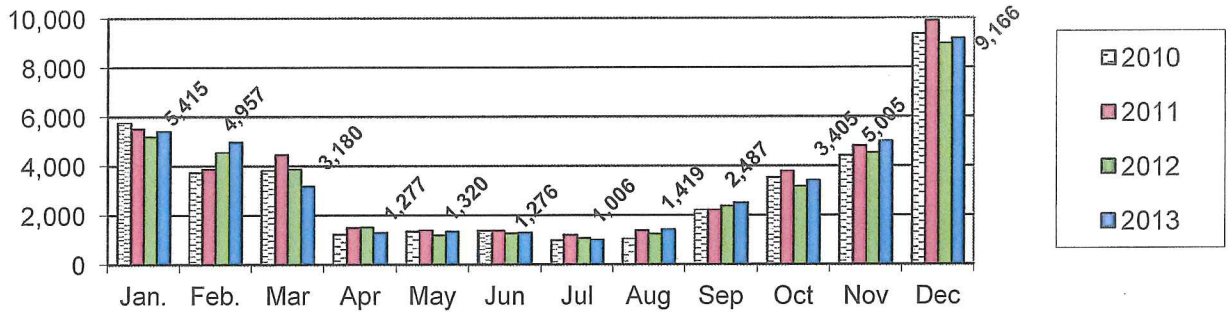


Summary of Recreation And Culture Services - DECEMBER 2013

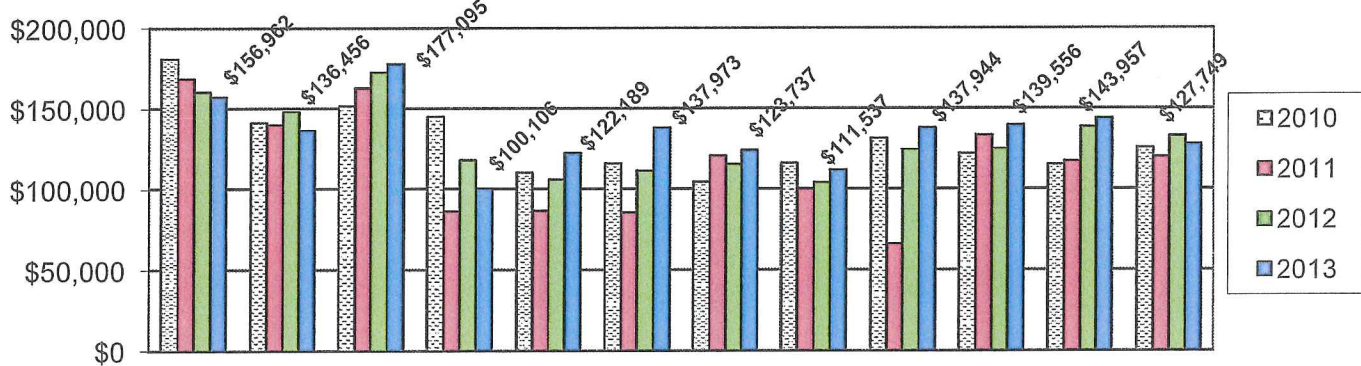
Arena Public Skate Revenue



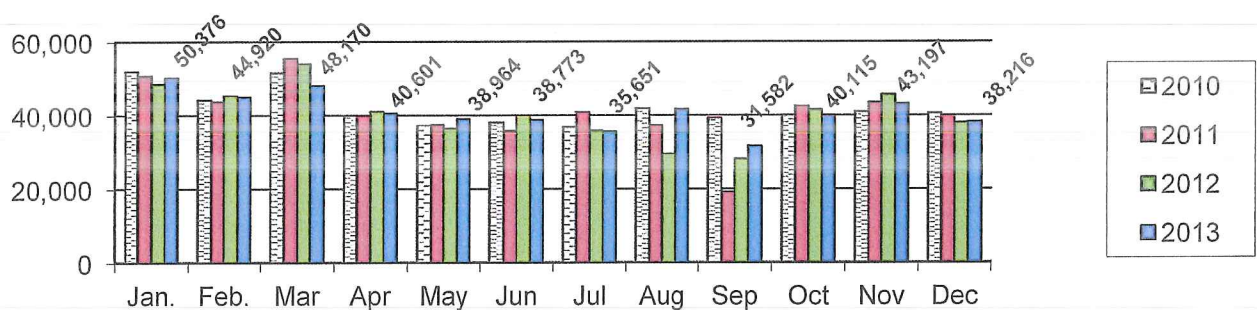
Arena Public Skate Admissions



Aquatic and Fitness Gym Revenue



Aquatic and Fitness Gym Public Admissions



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DEC 16 2013

DEPARTMENT OF
PARKS RECREATION AND CULTURE

NANAIMO HARBOUR CITY SENIORS
Minutes of Board of Directors Meeting
December 6, 2013

In Attendance

President Bettie Godfrey in the Chair, Maureen Evans, Joanne Husband, Gary Brownhill, John Westhead, Bill Roos, Lorraine Fisher, Jan Leine.

Regrets: Dara Rupa, Gordon Pascoe, Michele Duerksen.

Call ro Order

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

Adoption of Agenda

Agenda was adopted

Adoption of Minutes

Minutes from last meeting adopted.

Correspondence

-Letter from Elaine Toole regarding membership received and filed.

-Letter from Rose Zajonskowski received. Discussion regarding donations.

Motion that we decline request for funding.

Moved by Bill.

Seconded by John.

Carried.

-Email from Inge Stackelberg thanking all who helped make NHCS Bazaar a success. The participation craft groups raised about \$1400.00 for the Nanaimo Senior Visiting Program, and will be presenting the money to the Mid Island Abilities Society at their Christmas dinner on Dec. 17 for their Senior Program.

-Email from Nanaimo Div. of Family Practice regarding fetchbc.ca. Lorraine will look after including NHCS in the website.

...page 2. NHCS Board of Directors Meeting Minutes December 6, 2013

Treasurer's Report

Report as attached was submitted by Maureen.

Motion that the Treasurer's report be accepted.

Moved by Maureen.

Seconded by Lorraine.

Carried.

Program Committee

The Arts and Crafts Bazaar was a success--Crafts raised \$863, Quilts \$297, Crochet \$240, for a total of \$1440. Nanaimo Seniors Visiting advertising was a help in getting the word of the event out.

A list of advertising outlets will be submitted by Joanne.

Open House in March will be tabled until January.

We will be participating in the Travel Show at Beban on January 11.

Motion that the Program Committee report be accepted.

Moved by Joanne.

Seconded by John.

Carried.

Bettie reported that the Poinsettia Sale was a success.

Motion that the Poinsettia report be accepted.

Moved by Bettie.

Seconded by Gary.

Carried.

Unfinished Business

The need for NHCS brochures was discussed. The brochure has been discussed and edited many times in the past. These NHCS brochures to be distributed by Welcome Wagon, at various medical centers, through many local senior-related societies and organizations etc. with intent to increase membership in NHCS to maintain reasonably priced activity programs. Print Three has given the best quote for this job.

Motion that we purchase 5,000 brochures from Print 3, at a cost of \$700 plus tax.

Moved by Gary.

Seconded by Bill.

Carried.

....page 3 NHCS Board of Directors Meeting Minutes December 6, 2013

New Business

-It was brought to our attention by Don Olson of the woodcarvers group that better communication is needed between the various groups, Parks Recreation & Culture and NHCS. The recent Woodcarving Show was not adequately advertised. Events should be posted on the website. Having a leader's notice board on the website was discussed. Also, messages to and from the leaders could possibly be clipped on the attendance sheets.

-Guidelines for expenditure of NHCS funds was discussed. Generally funds are used for universal or capital projects. 50/50 proceeds are used for those projects. Funding requests submitted must contain detailed information.

Adjournment

The meeting was adjourned by Bettie at 11:10 AM.

Next meeting to be held January 3, 2014.

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JAN 08 2014

**DEPARTMENT OF
PARKS RECREATION AND CULTURE**

NANAIMO HARBOUR CITY SENIORS
Minutes of Board of Directors' Meeting
January 3, 2014

In Attendance

Bettie Godfrey in the Chair, Gary Brownhill, Maureen Evans, Joanne Husband, Jan Leine, Gordon Pascoe, Bill Roos, John Westhead.

Regrets: Dara Rupa, Michele Duerksen.

Call to Order

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

Adoption of Agenda

Agenda was adopted.

Adoption of Minutes

The minutes of the last meeting were adopted with the following amendments: Under Correspondence--"Lorraine will look after including NHCS in the website" changed to read "Lorraine will meet with Michele to discuss the website"; under New Business--"Guidelines for expenditure of NHCS funds was discussed" changed to read "Guidelines for expenditure of NHCS funds were discussed."

Motion to accept the minutes as amended.

Moved by Lorraine.

Seconded by Bill.

Carried.

Correspondence

--Letter from Council of Senior Citizens' Organizations of BC regarding their presentation of "Passing the Torch", a leadership training course, January 13th and 14th, 2014. Bettie, John, Bill and Joanne will plan to attend this course.

--Email from Warren Jaques regarding a medical emergency at Level 2 fitness class December 19. Sandy Raddysh, Manager of Recreation and Culture spoke about staff training and equipment availability, and the importance of communication to staff in case of emergency. He was not aware of this particular situation, but will examine the written report of the incident to determine the reason for the delay in the ambulance arrival, and report his findings to the Board.

.....page 2 NHCS Board of Directors' Meeting Minutes January 3, 2014

Treasurer's Report

Report was submitted, as attached.

Motion to accept the Treasurer's Report .

Moved by Maureen.

Seconded by Lorraine

Carried.

Program Committee

--Open House scheduled for Tuesday, March 18, at Bowen Center. Activities and programs will be showcased, in a lively, friendly manner, with tea and cookies served at small tables. Bettie will discuss with Michele the possibility of sending out an invitation to program leaders to attend the February Board Meeting with their ideas on presentations. Joanne will approach the local newspapers to run a feature article on this event.

--John, Bettie and Maureen will approach the local malls regarding showcasing our senior's activities.

Unfinished Business

--Lorraine reported on the fetchbc.ca website. This is Michele's responsibility, but she will confer with us on the content of the website. Funding may be available for new health programs. NHCS membership could be explained, as membership is required for clinics.

--Maureen reported that the Gaming Event license has been amended to include a 50/50 draw on January 30, 2014, and to include Joanne as a contact.

--Poinsettias are reported to have lost leaves very quickly. This will be considered when sourcing the plants next year.

--We will not have a display in the upcoming Travel Show, as K.C. Boutique forgot to include us in their advertisement.

--Maureen will make up a list of the Newcomers Clubs in the area.

--Joanne will attend the Newcomers Alumni meeting January 6, and distribute some home-printed NHCS brochures.

Adjournment

The meeting was adjourned by Bettie at 11:20 AM.

Next meeting February 7, 2014, 9:30 AM