

**AGENDA**  
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
SERVICE AND RESOURCE CENTRE BOARD ROOM, 411 DUNSMUIR STREET  
WEDNESDAY, 2013-OCT-23, COMMENCING AT 7:00 P.M.

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CHAIR: COMMISSIONER DIANA JOHNSTONE

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

2. **INTRODUCTION OF LATE ITEMS:**

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, 2013-SEP-25, at 6:00 p.m., in the Beacon House, Protection Island.

*Pg. 4-7*

*(Motion required to adopt minutes)*

5. **PRESENTATIONS:**

- (a) Heather Wong, on behalf of the Friends of Nanaimo Jazz Society, presenting a plaque thanking Commission for their support of the Jazz Affair LA 2013.
- (b) The Nanaimo Healthy Weights Program presented by Damon Johnston, Recreation Coordinator, Recreation and Culture Services.

*Pg. 8*

6. **CHAIR'S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee:** Commissioner Thorpe to report on the meeting held 2013-OCT-10.
- (b) **Recreation Committee:** No meeting held this month.
- (c) **Cultural Committee:** Commissioner Pattje to report on the meeting held 2013-OCT-04.
- (d) **Grants Advisory Committee:** Commissioner Avis (or Commissioner Thorpe) to report on the meetings held since 2013-SEP-25.

*Pg. 9-10*

*Pg. 11-13*

- (e) **Port Theatre:** Monthly report for September 2013. Pg. 14-16
- (f) **Nanaimo Art Gallery:** Monthly report for September 2013. Pg. 17-18
- (g) **Nanaimo Museum:** Monthly report for September 2013. Pg. 19

8. **STAFF REPORTS:**

- (a) **Veterans Wall of Honour Project** Pg. 20  
**R. Harding, Director, Parks, Recreation and Culture**

*Purpose: To obtain direction from the Parks, Recreation and Culture Commission on the proposed project.*

Delegation:

- 1. Roger Bird and Brian McFadden, representing the Vancouver Island Military Museum, presenting the proposed "Veterans Wall of Honour" project. Pg. 21-27

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

*(Motion required to adopt recommendation)*

- (b) **Key Date Calendar for 2014** Pg. 28-29

*Purpose: To obtain Commission approval of the Key Date Calendar for 2014.*

Staff Recommendation: That the Parks, Recreation and Culture Commission adopt the Key Date Calendar for 2014 as presented.

*(Motion required to adopt recommendation)*

- (c) **BC Summer Games Update** Pg. 30-31  
**L. Williams, Manager, Recreation and Culture 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)*

- (d) **Department Activity Monthly Report – September 2013** Pg. 32-41

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

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting held 2013-OCT-04. *Pg. 42-43*

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

*(Motion required to review other business)*

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

- (a) Drew Cooper presenting a summary of the PacificSport organization's activities and a request to renew the current funding arrangement for an additional five year term. *Pg. 44*
- (b) Lesley Coultish, representing the Nanaimo Equestrian Association, presenting an overview of the group's activities of the past few years and their future plans for the leased grounds at Beban Park. *Pg. 45*

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

14. **ADJOURNMENT:**

**MINUTES**  
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
BEACON HOUSE, 208 COLVILLETON TRAIL, PROTECTION ISLAND  
WEDNESDAY, 2013-SEP-25, AT 6:00 P.M.

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PRESENT: Commissioner D. Johnstone, Chair

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

Regrets: Commissioner T. Greves  
Commissioner L. Avis  
Commissioner H. Houle

Staff: R. Harding, Director, Parks, Recreation and Culture  
S. Samborski, Senior Manager, Recreation and Culture Services  
J. Ritchie, Senior Manager, Parks and Civic Facilities  
A. Britton, Acting Manager, Parks Operations  
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 6:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Replace Pages 19-24 with new pages 19-24.3 of Item 7 (c) ii. Cultural Committee Report – Donation of Art “Satellite City” by Robert Naish.
- (b) Remove Item 12 (a) delegation Mr. Bill Merriman.

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-JUL-24 at 7:01 p.m. in the Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Lin Neufeld gave a presentation on the operations of the Protection Island Museum and Archives and presented a request for direction on building maintenance including window and gutter replacement.

Staff will follow up with maintenance concerns and will return with a report if structural issues arise.

- (b) Jim Harris gave a presentation on the operations of the Protection Island Lions Club and introduced a concept for expansion of the Beacon House.

It was moved and seconded that Staff work with the Protection Island Lions Club outlining options for the Beacon House project. The motion carried unanimously.

6. CHAIR'S REPORT:

The Chair, Councillor D. Johnstone, thanked Jeff Ritchie, Senior Manager of Parks Operations and Civic Facilities, for his service and great work and wished him luck in his retirement.

7. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: No meeting held.
- (b) Recreation Committee: Commissioner Johnstone gave a verbal report on the Recreation Committee meeting held 2013-SEP-11.

- i. Financial Access Programs:

It was moved and seconded that the Parks, Recreation and Culture Commission recommend the 80 years old and over pass be amended to pay half the price of the seniors rate for drop-in fees and admissions effective with the next Bylaw 7073 update. The motion carried unanimously.

- (c) Cultural Committee: Commissioner Pattje gave a verbal report on the Cultural Committee meeting held 2013-SEP-04.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend installing a commemorative photograph of Robert and Lillian Booth in the Port Theatre to remember their contribution to culture in Nanaimo. The motion carried unanimously.

- i. Poet Laureate Selection:

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the selection of Naomi Beth Wakan as Nanaimo's inaugural Poet Laureate. The motion carried unanimously.

ii. Donation of Art "Satellite City" by Robert Naish:

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council accept the donation of the painting "Satellite City" by Robert Naish and that artwork be displayed in City-owned public places starting with installation in the Service and Resource Centre stairwell. The motion carried unanimously.

- (d) Grants Advisory Committee: Commissioner Thorpe reported on the meeting held on 2013-SEP-11.
- (e) Port Theatre: Monthly report for July/August 2013.
- (f) Nanaimo Art Gallery: Monthly report for July/August 2013.
- (g) Nanaimo District Museum: Monthly report for July/August 2013.

8. STAFF REPORTS:

- (a) Travel Assistance Grant  
Harbour City Football Club U16 Girls

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U16 Girls in the amount of \$450 for nine athletes to attend the Provincial A Cup, being held in Langley, BC. The motion carried unanimously.

- (b) Travel Assistance Grant  
Harbour City Football Club U13 Girls

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Harbour City Football Club U13 Girls in the amount of \$800 for sixteen athletes to attend the Provincial Championships, being held in Langley, BC, with \$100 coming from the Sport Tournament Grant budget to cover the shortfall. The motion carried unanimously.

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

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

- (d) Senior Manager of Parks and Civic Facilities: Monthly report for July/August 2013.
- (e) Senior Manager of Recreation and Culture Services: Monthly report for July/August 2013.
- (f) Verbal Update on new Budget Process  
R. Harding, Director, Parks, Recreation and Culture

9. CORRESPONDENCE:

- (a) Letter dated 2013-JUL-22 from the Western Canada Cup Organizing Committee thanking the City of Nanaimo for the financial support and the use of the City's venues.
- (b) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2013-SEP-06.

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

10. QUESTION PERIOD:

- (a) Margaret Harris is impressed with the Wharf Street Loo and would love to see something similar on Protection Island.
- (b) The Commission members thanked the community for the support of the tour and the meeting location.

11. ADJOURNMENT:

It was moved and seconded at 7:18 p.m. that the meeting adjourn. The motion carried unanimously.

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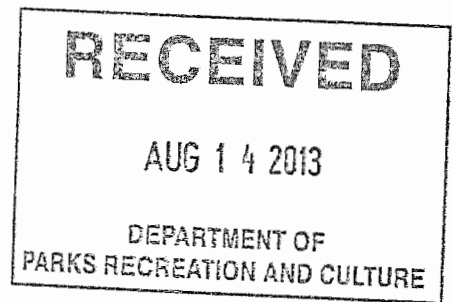
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D. Johnstone, Chair  
Parks, Recreation and Culture Commission

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R. Harding, Director  
Parks, Recreation and Culture

2013-OCT-08  
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ON 2013 - October - 23  
year month day

**NOTES**  
**PARKS COMMITTEE MEETING**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,**  
**THURSDAY, 2013-OCT-10, COMMENCING AT 5:00 P.M.**

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PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Graham Savage  
Commissioner Maureen Young

Regrets: Commissioner Donald Rinald  
Commissioner Diana Johnstone

Staff: R. Harding, Director, Parks, Recreation and Culture  
A. Britton, Acting Manager, Parks Operations  
J. Farrell, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:07 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that Item 6 Chair's Report be moved forward in the Agenda ahead of Item 5 (a) Presentations. The motion carried unanimously.

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

3. ADOPTION OF MEETING NOTES:

It was moved and seconded that the Meeting Notes of the regular Parks Committee meeting held Thursday, 2013-JUL-11, at 5:06 p.m., at Crystal Brook Park, be adopted as circulated. The motion carried unanimously.

4. CHAIR'S REPORT:

Commissioner Ian Thorpe, Chair, acknowledged Jeff Ritchie's retirement from his position as Senior Manager of Parks Operations and Civic Facilities and thanked Staff for hosting the retirement party held on 2013-OCT-04.

5. PRESENTATIONS:

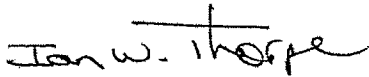
(a) Parks Operations Project Update presented by Richard Harding, Director, Parks, Recreation and Culture. Some of the topics included:

- Beban Park Master Plan

- Harewood School Field rebuild
- Bowen West backstops installation
- Tennis court replacement at May Richards Bennett Pioneer Park

6. ADJOURNMENT:


It was moved and seconded at 5:48 p.m. that the meeting adjourn. The motion carried unanimously.



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Ian Thorpe  
CHAIR  
PARKS COMMITTEE

APPROVED FOR DISTRIBUTION:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

2013-OCT-15  
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**NOTES**  
**REGULAR MEETING OF THE CULTURAL COMMITTEE**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2013-OCT-02, COMMENCING AT 4:00 P.M.**

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**PRESENT:** Commissioner Fred Pattje, Chair

**Members:** Commissioner Howard Houle  
Commissioner Alec McPherson  
Commissioner Donald Rinald  
Ms. Julie Bevan  
Ms. Gerda Hofman  
Ms. Wendy Smitka  
Mr. Kim Smythe  
Ms. Marianne Turley

**Regrets:** Ms. Geraldine Manson

**Staff:** S. Samborski, Senior Manager, Recreation and Culture Services  
B. Kuhn, Manager, Recreation and Culture Services  
J. Farrell, recording

**1. CALL THE OPEN MEETING TO ORDER:**

The Regular Meeting of the Cultural Committee was called to order at 4:00 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 Meeting Notes of the Regular Cultural Committee Meeting of Wednesday, 2013-SEP-04 at 4:00 p.m., in the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

**4. COMMISSION REPORT:**

Commissioner Rinald provided a verbal report. The Commission travelled to Protection Island this month and toured the DIGS Community Gardens, the Museum & Archive building and the library addition at the Beacon House. The meeting included:

- Two delegations presenting on the Museum and Archive building and the proposed addition to Beacon House.
- The three motions from the Cultural Committee all passed.

5. REPORTS OF PROJECT COMMITTEES:

(a) Cultural Award Committee

The Chair, Gerda Hofman, reported on the meeting held 2013-OCT-02. The Committee has voted to create two new awards, the Lifetime Achievement Award and the Emerging Cultural Leader Award.

(b) Art in Public Places Project Committee

Nothing to report at this time.

(c) Cultural Forum Project Committee

Nothing to report at this time.

6. STAFF REPORTS:

(a) Grant Review Process – Verbal Update  
B. Kuhn, Manager, Recreation and Culture Services

It was moved and seconded that the Cultural Committee receive the verbal report for information. The motion carried unanimously.

(a) Culture Plan – Verbal Update  
B. Kuhn, Manager, Recreation and Culture Services

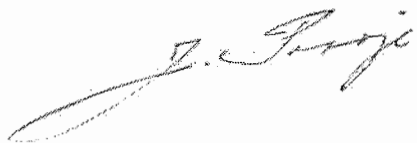
It was moved and seconded that the Cultural Committee receive the verbal report for information. The motion carried unanimously.

7. DELEGATIONS (not related to a Report to the Cultural Committee):

- (a) Chris Beaton, Executive Director of the Nanaimo Aboriginal Centre, and artist Joel Good, gave a presentation on the proposed art project for the Service and Resource Centre.

8. ADJOURNMENT:

It was moved and seconded at 4:45 p.m. that the meeting adjourn. The motion carried unanimously.



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Fred Pattje  
CHAIR  
CULTURAL COMMITTEE

CERTIFIED CORRECT:



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Suzanne Samborski  
SENIOR MANAGER  
RECREATION AND CULTURE SERVICES

APPROVED FOR DISTRIBUTION:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

2013-OCT-03

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UNADOPTED

RECEIVED

OCT 07 2013

September 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

## Monthly Event Report



	# Events 2009	# Events 2010	# Events 2011	# Events 2012	# Events 2013	# Patrons 2009	# Patrons 2010	# Patrons 2011	# Patrons 2012	# Patrons 2013
Jan	13	21	17	11	23	4,191	10,368	5,912	3,813	8,381
Feb	18	15	34	18	16	8,308	5,455	10,271	10,616	5,513
Mar	27	23	15	24	16	9,604	7,808	6,056	9,176	8,691
Apr	33	28	25	20	27	10,137	12,803	11,333	7,436	11,295
May	16	23	26	17	27	6,254	8,917	10,709	7,161	10,131
Jun	30	36	28	33	34	16,465	18,127	17,535	18,000	21,824
Jul	2	7	17	7	4	457	994	2,132	703	1,174
Aug	2	6	2	13	13	85	2,793	334	885	3,249
Sep	9	18	15	11	9	2,925	7,726	4,468	4,294	874
Oct	25	28	18	13		7,794	6,359	6,021	4,373	
Nov	30	25	24	29		10,083	10,070	10,873	14,729	
Dec	22	22	24	15		8,516	9,857	5,647	7,008	
<b>TOTALS</b>	<b>227</b>	<b>252</b>	<b>245</b>	<b>211</b>	<b>169</b>	<b>84,819</b>	<b>101,277</b>	<b>91,291</b>	<b>88,194</b>	<b>71,132</b>

Five year average attendance for same month

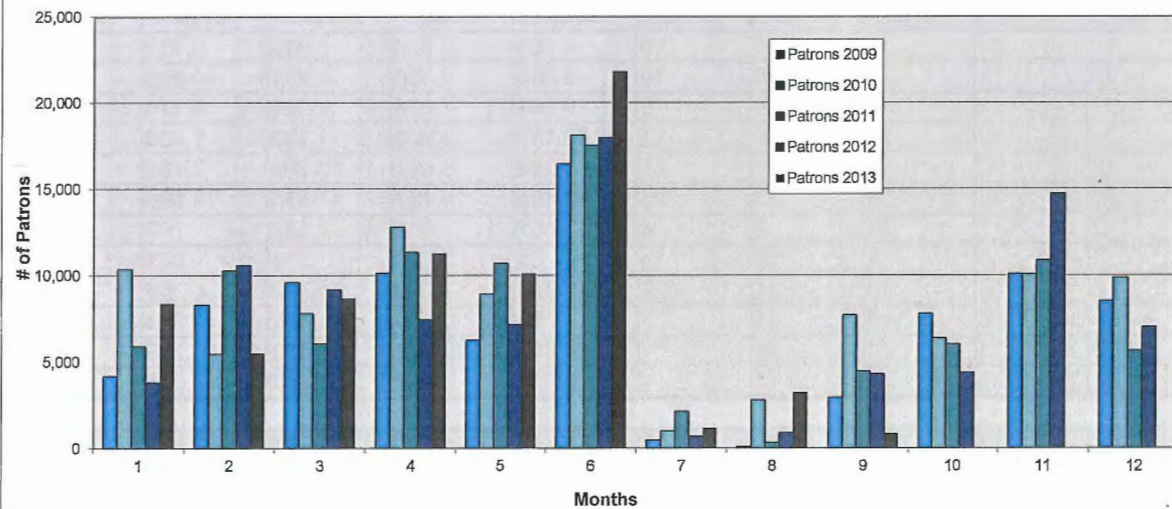
4,057

Five year average number of events same month

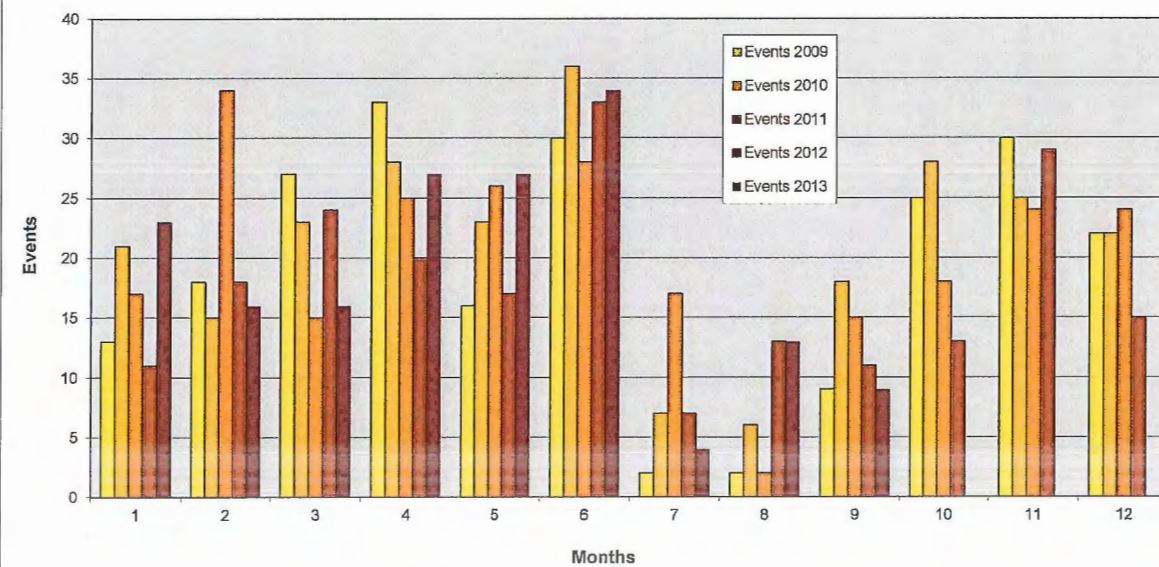
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Patron Attendance Comparison



Event Comparison





## MONTHLY ACTIVITY REPORT

September 2013

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	5	Legendary Platters		music	347	12
2	17	VIU Students		backstage tour		12
3	18	Business B4 Business	7:30 AM	reception	51	
4	19	Volunteer Orientation		meeting	12	
5	23	Shaw TV		workshop		12
6	24	Classical Coffee Concert		music	99	3
7	26	Volunteer Forum		meeting	80	4
8	28	NCDC Telethon		tech. & rehearsal		31
9	29	NCDC Telethon		special event	70	141
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### TOTALS

Number of Events:

Estimated Audience Attendance: 659

Estimated Number of Artists/Crew: 215

Total people through the building: 874

## ACTIVITY REPORT: September 2013

Campus Gallery (900 Fifth Street)

### EXHIBITIONS – THE CLAIM | Nathan & Cedric Bomford

September 20, 2013 to January 11, 2014

A multi-media exhibition, in which installation, sculpture, photography, and found-objects contest ideas of land-use, private property, and local history. With influences including carpentry, Constructivism, and Conceptualism, and using new and re-purposed wood, the Bomfords creatively "stake a claim" with a large interactive installation assembled on the exterior deck of the Gallery on the VIU campus.

With *The Claim*, Nathan and Cedric Bomford continue their collaborative exploration of Vancouver Island's history and geography, through the creation of large-scale constructions. Using found and reused materials, the brothers build installations that in the past have featured rooms, enclosed open spaces, and viewing platforms, all connected through various passageways—*The Claim* takes the form of mine pit-head. These works appear only partially finished, with designs that look both improvised and open-ended. There is a consistent play on scale in these works—reproducing in miniature whole buildings that fill to capacity gallery spaces. The results are disorientating. These are interactive works that visitors enter, rather than stand back and observe. It is this physical motion, this passage through the art that is critical to uncovering meanings. The structures determine and pace our movements, direct our eyes, confuse our sense of scale, and highlight the role of space in social interactions and experiences. In presenting spaces in this way, the Bomfords expose the relations of power that lie just beneath the surface of everyday life, and yet which determine so much of its shape.

**Nathan Bomford** (b. 1977) is currently based in Shawnigan Lake, BC. He works mainly in photography and installation, and has exhibited in solo and group exhibitions in Germany and across Canada. Much of his recent work has been completed in collaboration with his brother Cedric Bomford and his father Jim Bomford. Nathan received an MFA from the University of Victoria (2006), a BFA with a major in photography from the Nova Scotia College of Art and Design (2003), and a DipVA from Camosun College (2001).

**Cedric Bomford** (b. 1975) currently teaches at the University of Manitoba's School of Art. His installation and photographic work has been exhibited internationally and he has participated in residencies in Europe, Asia, Australia and North America. His work often focuses on the power dynamics established by constructed spaces and takes the form of large-scale rambling improvisational architectural installations. The projects follow a methodology he calls 'thinking through building' in which construction takes on an emergent quality rather than an illustrative one. Concurrent to this installation work is a rigorous photographic practice that oscillates between research for and documentation of the installation works. Cedric holds an MFA from the Malmö Art Academy (2007) and a BFA from Emily Carr University (2003).

### Provisionally Yours-Lower Gallery September 20, 2013 to October 19, 2013

#### Pro-vi-sion-al-ly

**Adverb:** *subject to further confirmation; for the time being*

**Synonyms:** *temporarily, short-term, pro tem, for the interim, for the present, for the time being, for now, for the nonce; subject to confirmation, conditionally, tentatively.*

The VIU student exhibition *Provisionally Yours* was conceived in late 2012, as a companion project to the exhibition *The Claim | Nathan and Cedric Bomford*. In early January 2013, in the context of a second year sculpture course (Arts 285), students were given an exciting opportunity to create sculptural works and display them in dialogue with *The Claim*. Students were encouraged to make work in response to the practices and materials used by Cedric and Nathan Bomford.

Through a series of lectures, discussions, and material experiments, students gained a greater understanding of the milieu that the Bomford brothers work in and draw inspiration from. This exploration included a field trip to the Bomford's *Deadhead* project, under construction in a large temporary studio in Vancouver. In response to this field trip, students created a large-scale temporary site-specific sculpture in April 2013 on the exterior deck of the Gallery, the very site where the Bomford's work would be installed.

This type of experiential learning allowed students to find their own connection and entry point into Bomford's work. Students were cautioned not to simply make work like the Bomford's, but work of their own making that responded and dialogued with the broader themes Cedric and Nathan explore. Similar aesthetics and material relationships to the Bomford project arose organically for the students as they explored themes of: temporary architecture, construction, power structures in the built environment, and experimentation and play in fabrication processes.

The title *Provisionally Yours* refers the experience of the students working temporarily and intensely on this theme. By definition, this dialogue between the two exhibitions is a contingent, and temporary exploration. The title also references the ephemeral nature of the temporary structures the Bomford's draw inspiration from, and ultimately construct.

The experience of being a student is a kind of provisional experience as well, as it channels creative and critical energy in the temporary context of a given course, a chosen field of study, and a physical institutional space.

Jason Gress, Instructor, Arts 285

**Education-** The campus gallery hosted an artist talk on our current exhibition 'The Claim' with Cedric and Nathan Bomford.

### **Downtown Gallery** (150 Commercial Street)

## **EXHIBITIONS –Rhythmically Repeated: Alistair Bell**

**September 13 to November 23, 2013**

### **Downtown**

Curated by Toby Lawrence

Increasing the accessibility of Nanaimo Art Gallery's permanent collection, this exhibition held at the downtown gallery showcases a selection of prints and drawings by esteemed Canadian printmaker, Alistair Bell. Coinciding with Bell's 100th birthday, *Rhythmically Repeated* draws from a recent and historically significant acquisition. This donation by the late artist's son, Alan Bell, is comprised of twenty-seven objects, including drawings, watercolours, intaglio and woodcut prints, and an original woodcut block – many inspired by the landscapes of Vancouver Island's Yellow Point and Tofino.

### **EDUCATION-Drop-in Printmaking Workshop with Aaramë Robillard**

To celebrate Culture Days, and in conjunction with our exhibition *Rhythmically Repeated: Alistair Bell*, new acquisitions, Nanaimo Art Gallery is hosting a drop-in printmaking workshop with local artist, Aaramë Robillard. Aaramë will demonstrate the linocut printmaking process. Come down and carve a block or simply watch the demonstration. In this demonstration you can learn how to carve linocuts, find out what simple tools you need to create these prints at home, and see a hand-built printing press. The workshop is for all ages. Pre-cut printing blocks will be provided for children who may be too young to handle carving tools.

**ArtRageous Saturdays** –Two themed *ArtRageous* workshops for children ages 5 to 11, sponsored by RBC.

Total Gallery Attendance: 1137



# NANAIMO MUSEUM

Report to Parks Recreation and Culture Commission  
Sept/Oct 2013 Submitted October 10, 2013 by Debbie Trueman

**RECEIVED**

OCT 10 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

## Administration/Revenue

- Numbers/Revenue – museum numbers are down for September by 18% due mainly to 1 less cruise ship but numbers YTD are up 10%. YTD Gift Shop up 12%, Venue Rental up 9%, Programs Revenue up 7% and Admission Revenue (by far the lowest \$ total) down 10%.
- Gift Shop - is almost completely stocked for Christmas.
- Cultural Services Annual Operating Grant – submitted, response expected in January.

## Exhibit Programming

- Permanent Exhibit Development – is progressing well-still projecting a winter opening-people are looking forward to the Chinese artifacts and images being back on display.
- We close out the exhibit year with a toy exhibit from our collection and local collectors. As Nov/Dec welcomes approx. 600 children for the Christmas program we know this will be a popular exhibit as it has been in the past. The call has gone out to the community for toys and we have already had several great responses.
- Hallway – Heritage Paint Out Shoot Out winners from the Nanaimo Arts Council are on display currently.

## Programs and Events

- Princess Royal Day - this is the transition year with Pam and the Historical Society turning the event over to us- Pam will make this announcement at the event Nov. 27th 11am at the Bastion. You are all invited of course!
- School Programs- are already in full swing with extra dates being added for specially designed home school programs as all were full in 2 days! Christmas programs booking is in full swing as well.
- Venue Rental –RBC Dominion Securities event, VICC conference reception, Free Flow water systems training, PICES reception, DNBLA AGM, YPN speakers night.
- Sports Hall of Fame – went very well this year-the committee has decided to not induct next year but instead concentrate on generating more nominations.
- Planning is underway for the 50<sup>th</sup> anniversary of the Museum Society next April and the 160<sup>th</sup> anniversary of the Princess Royal landing next November.
- Lantern Tours- 2 of 4 tours already sold out, they start next week.
- Guided tours of the Arctic exhibit have been well received-we will do this again for future exhibits.

## Community Partnerships

- DNBLA Events Committee- continues. We will be the entrance for Santa's workshop this year. DNBLA is encouraging us to expand the Lunar New Year event with seed money of \$1500. I will be talking to Denise about moving the entertainment component upstairs and we will expand the Lion Dance.
- Lynne Bowen book-is at the printers!
- Cultural Managers meetings- back to this smaller group meeting now that the cultural plan revamp is complete.
- Multicultural/Immigrant Welcome Society-we are looking at partnering to bring in an exhibit about immigration for Pier 21 museum next year. We will be jointly applying for some funding assistance from MAP through Canadian Heritage.
- BCMA Conference-is in Parksville this fall and GM is on the organizing committee. Becka and Jordan will be doing some volunteering in exchange for free registration, they will have time to attend the sessions that will benefit them.

## Recent Comments (This is from Trip Advisor)

"Do not miss!"

Reviewed September 23, 2013 NEW While there are many wonderful museums on Vancouver Island, this one is not to be missed. The interactive exhibits throughout the museum are so engaging and educational The coal mine exhibit does a masterful job of depicting the all important role that coal mining played in the region and multiple facets of the industry, from equipment, safety and cultural issues. The detailed exhibit of the Canadian Arctic expedition in the early part of the 20th century was a true highlight, extremely well done and educational. People of all ages will find this museum a pleasure to visit, and all will leave a little wiser.

Visited September 2013

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

DATE OF MEETING: 2013-OCT-23

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

RE: VETERANS WALL OF HONOUR PROJECT

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission 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.

PURPOSE:

To obtain direction from the Parks, Recreation and Culture Commission on the proposed 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 of an Honour Wall at 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.

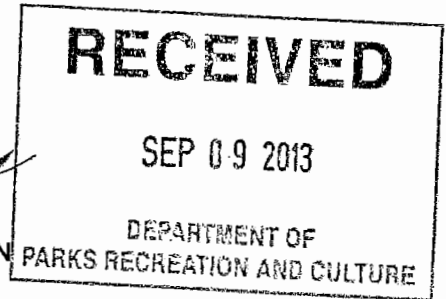
Given some of the details that need to be worked out, it is recommended that this project be referred to the Parks Committee to work with the Vancouver Island Military Museum and Staff on details of the project and how to proceed if recommended for approval to proceed.

Respectfully submitted,



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE



ON 2013 - SEPTEMBER 25  
year month day

# **Proposal from the Vancouver Island Military Museum to Nanaimo City Parks and Recreation to reconfigure the bottom old entrance area of the Centennial Building to be the Wall of Honour for local Veterans**

## **EXECUTIVE SUMMARY:**

The Vancouver Island Military Museum Society (VIMMS) would like to reconfigure the lower old entrance area wall to place our Wall of Honour for our local veterans. This would also be a fundraiser for the museum. The following points need be addressed:

- Suitability of Wall of Honour Location;
- Security Required;
- The relocation of the Centennial Building dedication brass plaque to the second floor main entrance exterior area to the museum;
- The relocation of the exterior Fire Alarm panel closer to the old entrance door;
- Concrete Wall preparation before the mounting of the plaques
  - Filling in the horizontal grooves on the exterior wall;
  - Scarifying the cement suitable for adhering the granite plaques to the exterior wall;
- Attach the Wall of Honour lettering to the prepared wall;
- Attach the Veteran plaques to the exterior Wall of Honour.

## **BACKGROUND:**

The museum has received many requests from veterans' families to have a Wall of Honour somewhere in or on the museum to honour the memory of our veterans. The Board of Directors looked at the most convenient area where the Wall of Honour could be located and would offer maximum visibility to the public even when the museum is closed. The area deemed the best suited is the exterior wall area by the old lower floor entrance.

### **Suitability of Wall of Honour Location:**

The selected area on the front of the lower level exterior wall would offer maximum visibility to visitors. All areas of the building exterior were looked at but they do not offer the optimum advantage as the selected area. The area first looked at was the lower wall at the extreme left of the lower old main door. This area was deemed not suitable due to the fact that the concrete seeps moisture and would be disadvantageous for adhering the plaques to the wall.

### **Security Required:**

There is a slight concern for security of the granite wall plaques being stolen or damaged. The plaques will be secured to the concrete wall with industrial type adhesive and would be very difficult to remove. There is no protection for vandalism or the defacing of the granite plaques other than abundance of lighting and frequent RCMP patrols during the quiet hours. To date, we have had only one small incident regarding the defacing of the exterior walls. We trust that the public will understand and respect the Veterans Wall of Honour.

The Relocation of the Centennial Building dedication brass plaque to the 2<sup>nd</sup> floor main entrance exterior area to the museum:

The Centennial Building dedication brass plaque will be relocated from the existing lower floor location to the exterior wall to the left of the museum entrance on the second floor. The work required will be minimal (*fig1*).

The Relocation of the Exterior Fire Alarm Panel closer to the old entrance door.

The exterior fire alarm panel is attached to the exterior concrete wall on the lower panel (A) area next to the old entrance and will be in conflict with the proposed Wall of Honour. Moving the fire alarm panel to the wooded panel area of the old entrance would be required. The work required will be minimal electrical work (*fig 2*).

Concrete wall preparation before the mounting of plaques:

The horizontal grooves on the concrete wall must be filled in before the mounting of plaques. This will be done by contractor. The contractor recommended that the wall must be scarified (*roughed up*) before adhering plaques to the wall. This is a requirement to ensure the plaques will stick to the wall with a hard bond.

Attach the Wall of Honour lettering to the prepared wall:

The lettering will be purchased from a Nanaimo sign supplier and adhered to the wall and be completed prior to the plaque mounting. This required work will be minimal (*fig 3*).

Attach the Veteran Plaques to the exterior Wall of Honour:

The plaques will be attached to the Wall of Honour after a significant number have been sold. This will cover the left (A) and right (B) concrete panels around the lower old front entrance doors (*approximately 100 sq. ft. per panel*). This work will be carried out by a tile contractor after the walls have been prepared and scarified (*fig 4*). The plaques will be mounted in increments of 75 which will cover one *panel (this amount could be changed according to the rate of sales)*. The plaques may be installed 10 at a time (*or one row*) if sales are slow.

CONCLUSION

VIMMS estimates this would be a two year project to fill the two 100 sq. ft. A & B panels on the lower old front entrance area with 150 plaques. The two side C & D panels areas adjacent to the front area panels would be phase two of the project and an additional 150 plaques could be attached if the demand is there. We plan to advertise the sale of the plaques this year after approval from City of Nanaimo Parks & Recreation. We have had a keen interest from the public willing to participate in purchasing a plaque for their respective families veterans. We anticipate that this project would not only honour our veterans but be a substantial fundraiser.

## Project Fact Sheet

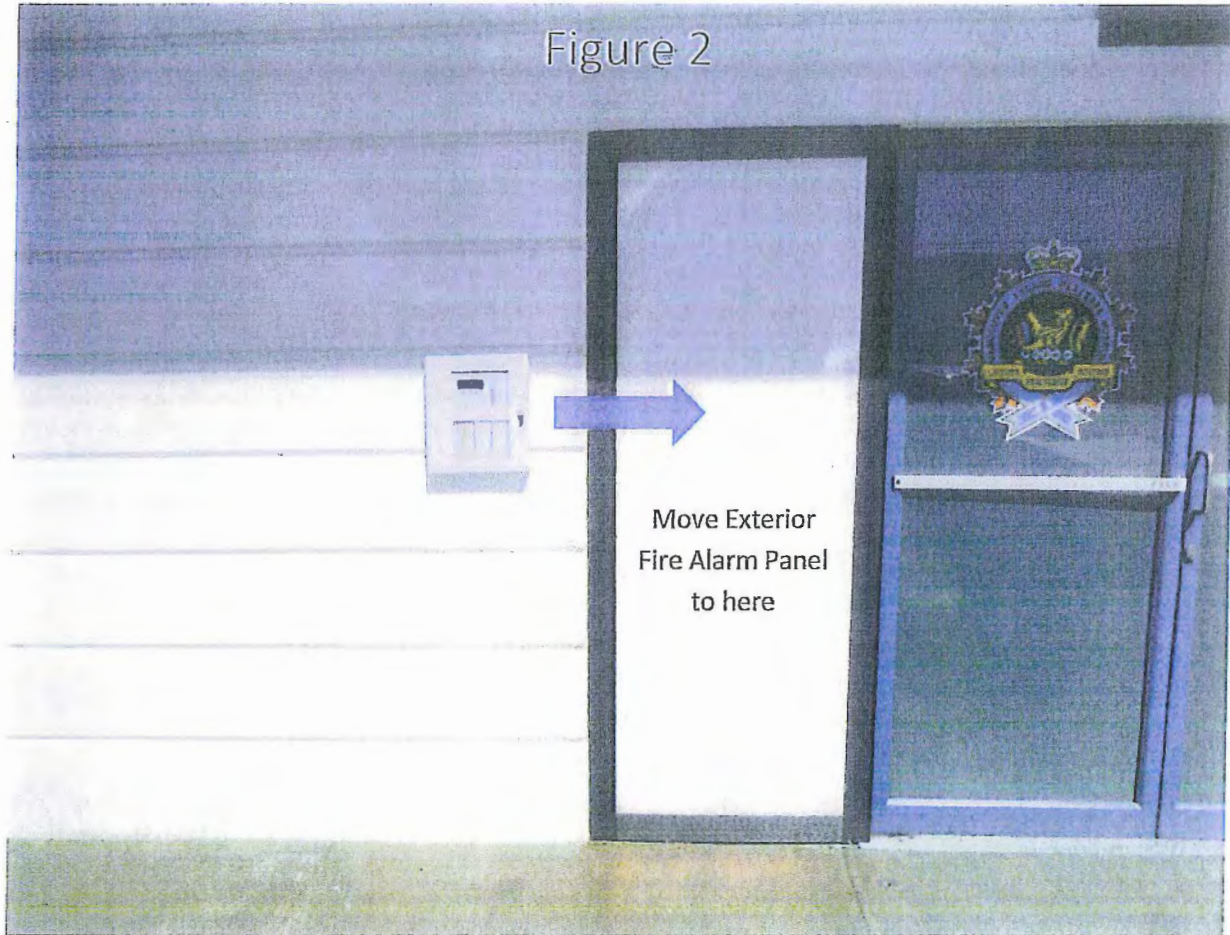
1. Cost of the granite plaques each (9" by 12")	-	\$50
2. Selling price per plaque	-	200
3. Profit per plaque	-	150
4. Estimated cost of wall prep	-	1,000*
5. Estimated cost of adhering plaques	-	500*
6. Cost of additional signage	-	500*
7. Cost of additional granite borders	-	400*
8. Estimate number of plaques per panel	-	75
9. Estimate number plaques to be sold (75 by 4 panels)	-	300
10. Estimated cost of plaques (50 by 300) =	-	15,000
11. Estimated sales of plaques (300 by 200) =	-	60,000
12. Project estimated expenses	-	2,400*
13. Estimated profit for plaques sold (60,000 – 15,000 – 2,400)	-	<u>42,600</u>

Figure 1



New Proposed  
Location of Centennial  
Building Brass Plaque

Figure 2





# Vancouver Island Military Museum

## Veterans' Wall of Honour



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

DATE OF MEETING: 2013-OCT-23

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

RE: KEY DATE CALENDAR FOR 2014

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission adopt the Key Date Calendar for 2014 as presented.

PURPOSE:

To obtain Commission approval of the Key Date Calendar for 2014.

BACKGROUND:

Each Fall, Staff prepare a Key Date Calendar of dates for Commission and Committee meetings. The proposed Calendar for 2014 is attached for Commission's consideration and adoption.

Changes to avoid conflicts include:

- Cultural Committee meeting moved from 2013-JAN-01 to 2013-JAN-08 due to the statutory holiday.
- Commission meeting moved from 2013-SEP-24 to 2013-OCT-01 due to the UBCM Conference.

All other dates follow the standard scheduling protocol.

Respectfully submitted,



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

**2014 PRC COMMISSION / COMMITTEE MEETING DATES/TIMES**

All Parks, Recreation and Culture Commission meetings take place at the Service and Resource Centre Board Room, 411 Dunsmuir ST and all Committee meetings are held in the Bowen Complex Conference Room, 500 Bowen RD (Lower Level), unless otherwise noted in the Agendas.

<b>JAN</b>	Wed., 2014-JAN-08, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-JAN-08, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-JAN-09, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-JAN-22, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>FEB</b>	Wed., 2014-FEB-05, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-FEB-12, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-FEB-13, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-FEB-26, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>MAR</b>	Wed., 2014-MAR-05, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-MAR-12, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-MAR-13, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-MAR-26, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>APR</b>	Wed., 2014-APR-02, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-APR-09, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-APR-10, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-APR-23, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>MAY</b>	Wed., 2014-MAY-07, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-MAY-14, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-MAY-15, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-MAY-28, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>NOTE: FCM Annual Conference &amp; Trade Show – May 30 – June 02, 2014, Niagara Falls, ON</b>		
<b>JUN</b>	Wed., 2014-JUN-04, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-JUN-11, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-JUN-12, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-JUN-25, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>JUL</b>	Wed., 2014-JUL-02, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-JUL-09, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-JUL-10, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-JUL-23, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>There are no Regular meetings held in August.</b>		
<b>SEP</b>	Wed., 2014-SEP-03, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-SEP-10, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-SEP-11, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-OCT-01, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>NOTE: UBCM Annual Convention - September 22 - 26, 2014, Whistler, BC</b>		
<b>OCT</b>	Wed., 2014-OCT-01, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-OCT-08, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-OCT-09, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-OCT-22, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>NOV</b>	Wed., 2014-NOV-05, 4:00 p.m.	Cultural Committee <i>(if required)</i>
	Wed., 2014-NOV-12, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2014-NOV-13, 5:00 p.m.	Parks Committee <i>(if required)</i>
	<b>Wed., 2014-NOV-26, 7:00 p.m.</b>	<b>COMMISSION MEETING</b>
<b>There are no Regular meetings held in December.</b>		

**City of Nanaimo**

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

DATE OF MEETING: 2013-OCT-23

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION AND CULTURE SERVICES

RE: BC SUMMER GAMES UPDATE

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STAFF RECOMMENDATION:

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

PURPOSE:

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

DISCUSSION:

Notes from the 2014 BC Summer Games Board meeting held on 2013-OCT-08 at the Nanaimo Aquatic Centre. Regular board meetings will be held on the first Tuesday of each month.

- Mr. Kelly Mann, CAO for the BC Summer Games Society, facilitated a board visioning exercise.
- Directorate committee chair orientations occurred during the first week of October. All but one of the orientations has been completed.
- Directors are busy firming up locations for opening and closing ceremonies, accreditations and special events. The Opening Ceremonies will be held at Rotary Bowl. The Torch Lighting Ceremony will be held at Pioneer Plaza. A site for the Closing Ceremonies has yet to be selected.
- The School District #68 10-year Facilities Plan includes renovations to some of their facilities. This has had an impact on some food and sport venues. We are currently looking for additional venues for food services, wrestling and volleyball. We are confident that venues will be secured.
- Jeff and Bruce are continuing efforts to secure a BC Summer Games office location. They have had some positive communications with the School District #68. Possible locations are Dufferin School or Five Acres School.

- The Friends of the Games (FOG) has been very busy putting together the sponsorship program. This will be launched at the 2013-OCT-15 BC Summer Games Kick-Off event.
- The City is looking for locations to hoist the six foot electric torch, and games countdown clock. Suggested locations have included the Northfield Tourism Kiosk, the Highway 19A/Stewart Ave intersection, NIC/NAC, and Beban Park. Requirements for the site includes power access and security.

Upcoming Key Dates:

- 2013-OCT-15 – BC Summer Games Kick-Off event (Nanaimo Golf Club)
- 2013-OCT-24 – Volunteer Management Chairs Meeting (NAC)
- 2013-NOV-02 - Host Community Sports Meeting (VIU)
- 2013-NOV-19 – Key Volunteer Event (Beban)

The next Directorate Meeting will be held on 2013-NOV-12 from 4pm to 6pm.

Respectfully submitted,



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Liz Williams  
MANAGER  
RECREATION AND CULTURE SERVICES

Concurrence by:



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Suzanne Samborski  
SENIOR MANAGER  
RECREATION & CULTURE



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

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**City of Nanaimo**

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

DATE OF MEETING: 2013-OCT-23

RE: DEPARTMENT ACTIVITY MONTHLY REPORT FOR SEPTEMBER 2013

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**DEPARTMENT-WIDE COLLABORATIONS:**

- **Beban Park Master Plan:** Staff are moving ahead with the Beban Park Master Plan development and designing options for improvements and site configuration. These will be reviewed this fall by the Parks, Recreation and Culture Commission, the stakeholders and the public for further input.
- **Rivers Day Event:** This partnership event between Nanaimo Area Land Trust (NALT), Nanaimo Round Table, and the City of Nanaimo, took place in Bowen Park on 2013-SEP-29. Despite wet weather over 200 people attended the event to enjoy music, food, and a variety of environmental education opportunities, including stream walks.

**PARKS OPERATIONS:**

Parks Utility, Maintenance And Construction:

- Two new bike racks were installed, including one at Mansfield Park and the second one at Deverill Square Park.
- Two old hot water tanks were replaced in the change rooms at Caledonia Field.
- A new cement outhouse was installed at Altrusa Playground.
- Winterizing of the irrigation systems has begun.
- September was maintenance, repairs and inspections month in our playgrounds and parks.

Trails, Turf And Parks:

- The trails at Chase River Estuary Park and Linley Valley Park have been resurfaced.
- The fence at Beach Estates Park was replaced.
- Post and sleeves were installed at the Tahoe Beach Access.
- The trail at Bowen Park was resurfaced and a new culvert was installed.
- The renovation of Harewood School Field is finished. The seed has germinated and the field is green. Site amenities are being ordered.
- Six trail counters were installed in new locations. Counts will be available in November.
- The field transition from baseball to soccer is complete on all fields.

#### Horticulture And Urban Forestry:

- In total, staff responded to nine arboriculture calls. Staff removed seven trees and the remaining issues were resolved with pruning.
- Trials on the twenty new baskets have shown excellent results with lower water usage. We have reduced watering from everyday to every four to six days. Expect to see more of this sustainable product in our inventory for 2014.

#### Parks And Outdoor Spaces Special Events:

- Staff put together our first Rogers Rookie Tennis Tournament at the Beban Park tennis courts. A small amount of people registered (13), but all who attended had a great time and the weather cooperated. Staff are looking at making this an annual event.

#### Park Planning & Development:

- Design concepts for the updated Maffeo Sutton Park Improvement Plan are being developed. Biologists have recently inventoried the 30 year old lagoon to examine how the saltwater lagoon is functioning.
- 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.
- Calls for next year's outdoor art and banner projects have been tendered.
- Several development applications have been reviewed by Staff to acquire parks and trails.

#### Volunteers In Parks:

- Installation of playground equipment at Ocean View Park is now complete. Site finishing will occur over the fall with seeding and the installation of benches.
- The hard court at Crystal Brook Park has been completed. Basketball hoops and sod will be installed in October.
- The Stephenson Point Neighbourhood Association hosted another invasive plant removal and tree planting party. The group focused on the removal of invasive Daphne in their neighbourhood parks.
- Interest in the Volunteers in the Park Program has been expressed from residents of Groveland Park and Hawthorne Park. Start up meetings will be scheduled.
- The Hummingbird Public Art Project is underway at Bayview Elementary School and Deverill Square Park.
- Community gardens in city parks are going strong. Beaufort Park has been very active and deer fencing was installed at Forest Drive Gyro Park.
- Pawson Park residents are hosting several Halloween and fall events in the park throughout October.

## **RECREATION:**

### **PROGRAM HIGHLIGHTS:**

Harbour City Seniors Thursday Special Events hosted an average of 97 seniors each Thursday. Seniors fitness classes continue to be very popular. Over 50 seniors attended this month's Seniors Expo. Attendance was down considerably from last year and it is recommended that the Nanaimo Harbour City Seniors not register a table next year.

The Play & Learn programs, formerly known as PRC's monthly preschool programs, are up and running for the season. Changes made to the schedules and fees have resulted in approx 30% fewer registrations but this has been offset by adjusting the number of staff in order to balance the budget. The trend in upcoming months appears to be slightly higher numbers so we are optimistic registrations will be back up to capacity in time. Four Doodlebugs and Kinder Prep classes averaged 12 participants in each.

Babysitter Training had 20 registrants. Rock Climbing had five and Sports n' Play had 18 registered in Pro-D Day programs. Four floor hockey programs average eight registrants, Soccer Tots has eight in each, Trendy Tot Art and Art Works each have 15, and finally, Family Rock Climbing has 4 families

The first teen dance of the year was held at Beban on 2013-SEP-20 with 175 in attendance, which was slightly lower than last year's attendance. Teens surveyed said that word of mouth is the top choice for marketing the dance, followed by Facebook and posters.

### **COMMUNITY DEVELOPMENT:**

**Aquatics:** The Ravensong Waterdancers have become long-term renters in the Aquatic Facilities. Primetime usage is high, leaving little space available.

**Community Events:** Two Blood Donor Clinics (four days total), Miss Nanaimo Pageant, Centric Health Trade Show, PRC Teen Dance, Innovative Entertainment Bridal Exhibition, Shrine Clubs Magic/Comedy Show, and the Nanaimo Daily News 50 Plus Expo.

**Community Events – Outdoor:** Kennel Club Obedience Trials (two days), weekly Wednesday Farmers Market, DAWG Agility Trials (two days) and the Cedar Horse Club Show.

**Fitness and Health:** The Nanaimo Division of Family Practice hosted 30 exhibitors at the Vancouver Island Conference Centre. Staff attended this very beneficial Seniors Health and Social Service Fair that targeted family physicians and medical office assistants, by providing information about health and community resources available to seniors in Nanaimo. Grade 5 Active Pass and Grade 6 Stay Active Pass application forms have been distributed to the schools for the 2013/2014 school year. Final numbers for 2012/13 are 387 for Grade 5 and 363 for Grade 6.

**Meetings/Training/Professional Development:** Coaching Staff Workshop, Respectful Workplace Training, Sponsorship Workshop, Tourism Nanaimo – Tourism Leadership Committee & Destination Development Grant distribution committee, Vancouver Island Sport Tourism Council, review meeting of Fall/Winter 2013/14 Activity Guide, PRC Safety Meeting, Coach Approach workshop,

**Partnerships:** PRC provided registration through the CLASS system for McGirr Sports Society for their summer sports camps, which had 196 children registered in 27 programs. McGirr was responsible for all other aspects of program planning and management. Staff attended the Morrell Nature Sanctuary Society AGM, and worked to maintain and grow PRC's relationship with that organization.

## **CULTURE:**

**Nanaimo Cultural Map** - The Nanaimo Cultural Map has now been launched to the public. This online tool housed within the City's website will provide the public access to information about all of Nanaimo's cultural assets and resources. The map has been created in a way that enables people to add and maintain their own listings and includes information about cultural organizations, cultural facilities/venues, creative cultural industries, creative professionals, cultural heritage, natural heritage, artists and sports.

**"Emerging Cultural Leader" Award** - is a new award introduced to recognize up-and-coming, Nanaimo-based cultural leaders. The award will recognize individuals under 25 years of age who have contributed significantly to the cultural life in Nanaimo. The deadline for nominations for the 2014 Nanaimo Cultural Awards is 2013-OCT-31.

**"Lifetime Achievement" Award** – This award is meant to honour individuals posthumously for a lifetime of excellence in service to the culture community. This award might not be awarded every year.

**Nanaimo Poet Laureate** - Seven nominations were received for Nanaimo's first Poet Laureate. The nominations have been reviewed with a recommendation to the Cultural Committee, Commission and now on to Council for approval on 2013-OCT-21.

**Artwork for Service and Resource Centre lobby** - The Service and Resource Centre indoor art piece "Social Mixer" will be installed in October.

## **MARKETING/COMMUNICATION:**

Facebook: 5,058 Likes, Twitter: 6,542 followers with 1,846 tweets posted (posts we issued). Social Media (SM) topics included: Sampler Week, Activity Guide drop, specific programs, Rivers Day, Lions Skates, Terry Fox, Temporary Art, Public Art.

Press Releases included: Sponsorship Workshop Sessions, Temporary Art/Banners, Rivers Day, Lions' Skates, Volunteer Work Party, Sampler Week.

Newspaper promotion included: LIT program, What It Means to be a Community, Registration/Sponsorship Workshop Series/Sampler Week.

Radio promotion included: Sampler Week/Culture.

## **VANDALISM**

- The replacement of the burnt down port-a-potty and wooden structure at Beban Altrusa Park was the first major expense. This facility was replaced with an accessible concrete outhouse complete with 500 gallon in-ground tank.
- The second major expense was the replacement of all the deadbolts and locksets on the storage building at the Merle Logan Sports Field at Beban Park. Original locks were drilled out; and the new locks are now high security and drill-proof.
- Graffiti removal at many locations including Departure Bay Centennial Water Park, Bowen Park, Maffeo Sutton Park, Colliery Dam Park, Harewood Centennial Park, Harewood Activity Centre, Elaine Hamilton Park and other sites.

### **BUILDING AND ENGINEERING R&M**

- Graffiti removal \$ 1,819.00
- Lockset replacement \$ 1,082.58
- Replace portable toilet \$ 7,664.10

**COST** \$10,565.68

### **MATERIALS AND SUPPLIES**

**COST** \$ 259.48

### **LABOUR AND FLEET (City Vehicles)**

**COST** \$ 738.81

**TOTAL COST** **\$11,563.81**

CITY OF NANAIMO ANIMAL SERVICES DIVISION SEPTEMBER 2013					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Barney Moriez Park	1				
Beban Park	2	2			
Beban Off-Leash Park	7	30			
Beban Participark	2				
Bowen Park	8	8			
Cable Bay Trail	2	6			
Colliery Dam Park	1				
Colliery Dam Off-Leash Park	1				
Departure Bay Centennial Park	3	2			1
Departure Bay Beach/Kinsmen Park	8	2		1	
Divers Lake	1				
Invermere Beach	1	2			
Maffeo Sutton / Swy-a-lana Lagoon Park	4	44			
Mansfield Park	2				
May Richards Bennett Pioneer Park	2				

May Bennett Off-Leash Area	2				
Neck Point Park	5	17			
Pipers Lagoon Park	5	5			
Westwood Lake Park	2	4	1		
<b>TOTALS:</b>	<b>59</b>	<b>122</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF NANAIMO TRAIL COUNTS SEPTEMBER 2013				
PARK SITES	JULY DAILY AVERAGE	AUG DAILY AVERAGE	SEP DAILY AVERAGE	PEAK TIME OF USE
<b>BEBAN</b>				
Off-Leash Dog Park Little Dogs*	90	91	78	4 PM – 5 PM
Off-Leash Dog Park Big Dogs (Side)	107	112	100	4 PM – 5 PM
Off-Leash Dog Park Big Dogs (Front)	144	152	140	4 PM – 5 PM
Beban Participark	182	198	217	6 PM – 7 PM
<b>BLUEBACK</b>				
Beach Access*	256	271	237	4 PM – 5 PM
<b>INVERMERE</b>				
Beach Access*	149	160	136	5 PM – 6 PM
<b>LINLEY VALLEY</b>				
Linley Valley (Cottle Lake)	52	55	52	10 AM – 11 AM
Rutherford Road Access	81	90	76	3 PM – 4 PM
Altavista Development Access	77	79	70	3 PM – 4 PM
Linley Road Access	63	64	58	12 PM – 1PM
<b>MAY BENNETT RICHARDS PIONEER</b>				
Off-leash Dog Park	52	54	57	1 PM – 2 PM
<b>PARKWAY TRAIL</b>				
Third Street VIU Entrance	220	196	284	10 AM – 11 AM
<b>PAWSON PARK</b>				
Entrance	81	89	82	5 PM – 6 PM
<b>COLLIERY DAM</b>				
Upper Dam	249	258	228	3 PM – 4 PM
Lower Dam	281	314	293	3 PM – 4 PM
<b>SEABOLD PARK</b>				
Entrance	60	61	57	3 PM – 4 PM

\*Counters that share the same entrance/exit have been divided by two.

# RECREATION MONTHLY STATISTICS:

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	133.25	135.50	2,487	2,371
Lessons: Department programs and Schools:	88.50	100.25	1,172	1,188
League Rentals:	735.50	729.25	33,492	34,595
Special Events / Tournaments	0	0	0	0
Other/Casual:	129.00	121.75	2,684	2,671
<b>TOTAL:</b>	<b>1,086.25</b>	<b>1,088.75</b>	<b>39,835</b>	<b>40,825</b>
<b>Hours:</b> FCA – 274.00 NIC 1 – 266.75 NIC 2 – 293.75 CMN – 241.75 <b>TOTAL – 1,086.25</b>				
<b>Attendance:</b> FCA – 10,915 NIC 1 – 11,234 NIC 2 – 8,418 CMN – 9,265 <b>TOTAL – 39,832</b>				

Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	31,582	28,181
Clubs, Rentals, Schools:	2,752	3,197
Lessons:	2,981	4,197

Front Desk:	2013	2012	Difference
<b>Numbers</b>			
Registrations	4,635	4,519	116
REC Passes	319	419	-100
Economy Tickets	855	769	86
Gift Card Sales	64	42	22
<b>TOTAL:</b>	<b>5,873</b>	<b>5,749</b>	<b>124</b>
<b>Sales</b>			
Registrations	\$208,622	\$185,903	\$22,719
REC Passes	66,207	55,774	10,433
Economy Tickets	34,782	25,498	9,284
Gift Card Sales	2,506	1,214	1,292
<b>TOTAL:</b>	<b>\$312,117</b>	<b>\$268,389</b>	<b>\$43,728</b>

RECEIPTS	
2013	2012
\$469,987	\$434,424

## Harbour City Seniors' Memberships Sold Per Month:

	2011	2012	2013
<b>JAN</b>	400	343	348
<b>FEB</b>	101	123	169
<b>MAR</b>	131	157	110

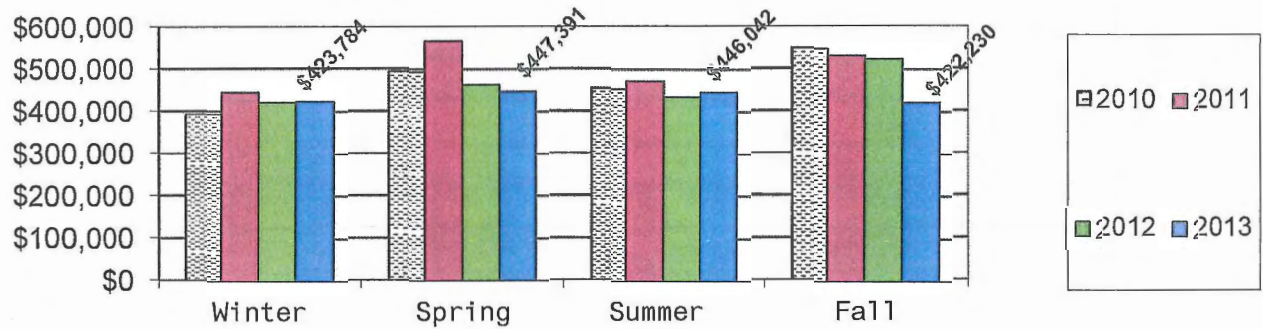
<b>APR</b>	94	50	124
<b>MAY</b>	46	50	65
<b>JUNE</b>	63	43	46
<b>JULY</b>	40	43	56
<b>AUG</b>	49	75	91
<b>SEPT</b>	157	172	207
<b>OCT</b>	86	102	
<b>NOV</b>	107	91	
<b>DEC</b>	225	152	
<b>TOTAL</b>	<b>1499</b>	<b>1401</b>	<b>1216</b>

Total NHCS Memberships 1,216 sold from Jan 1, 2013 to date  
Total NHCS Memberships 1,401 sold from Jan 1-Dec 31, 2012  
Total NHCS Memberships 1,499 sold from Jan 1-Dec 31, 2011

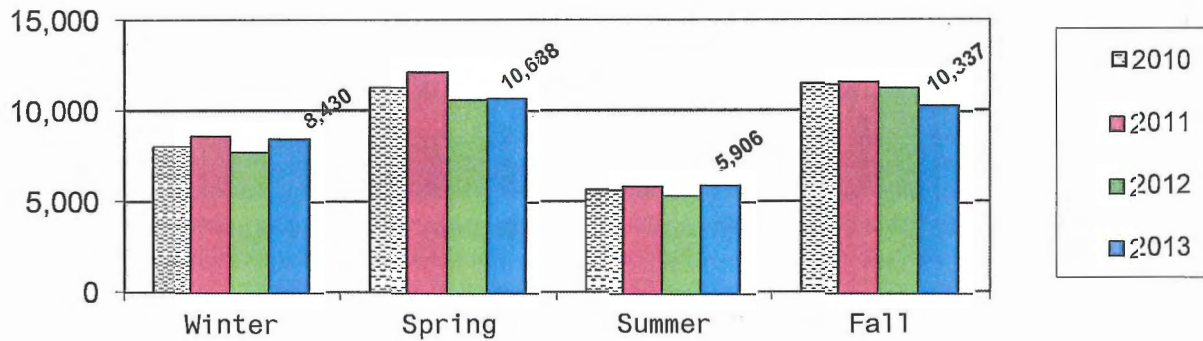
2013-OCT-17  
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G:\Admin\PRCC\RptComm\2013\PRCCRPT131023DepartmentActivityMonthlySeptember2013.docx

## 2010 to 2013 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**

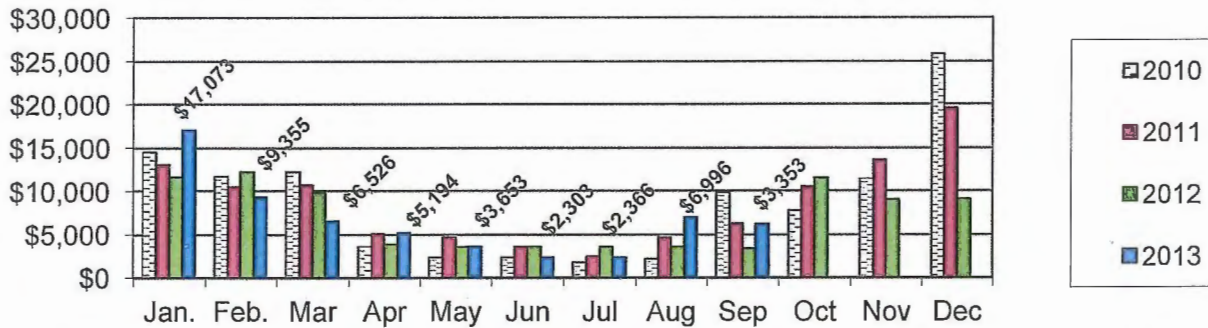


**Program Registrations\***

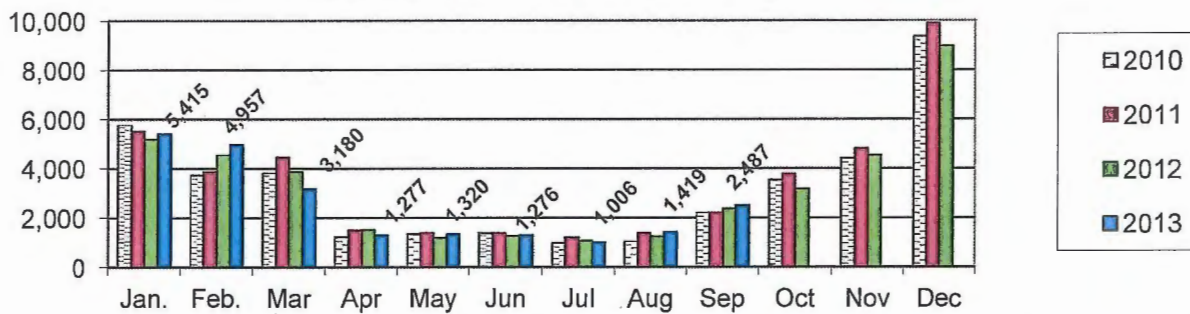


## Summary of Recreation And Culture Services - SEPTEMBER 2013

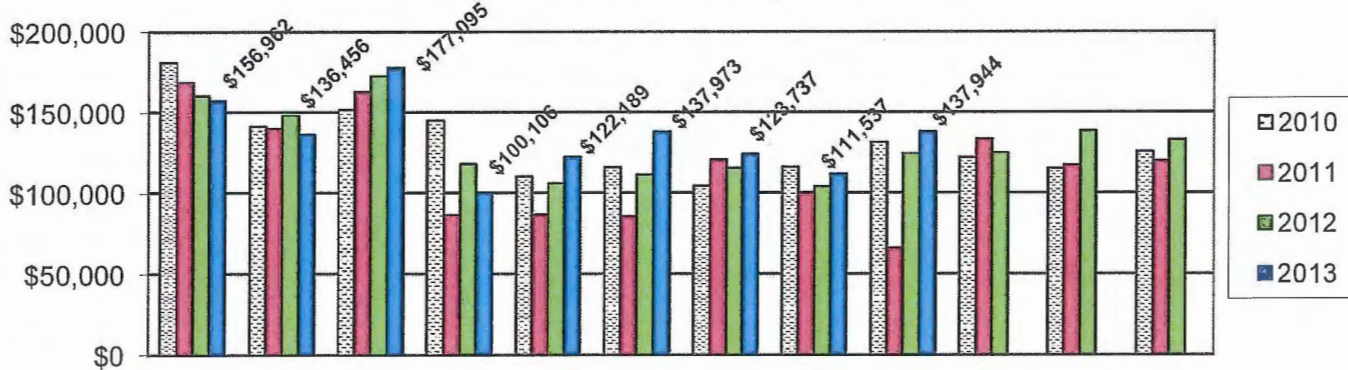
### Arena Public Skate Revenue



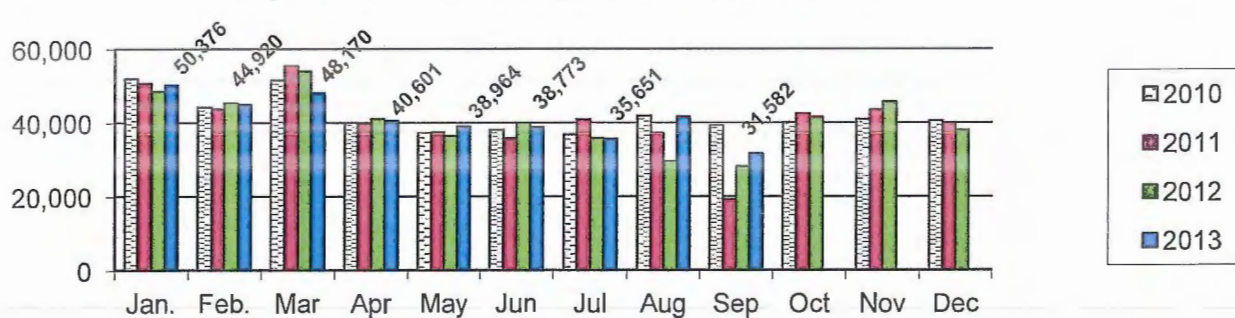
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue



### Aquatic and Fitness Gym Public Admissions



J3-1

**RECEIVED**

OCT 09 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

**NANAIMO HARBOUR CITY SENIORS**  
**MINUTES OF BOARD OF DIRECTORS MEETING**  
**OCTOBER 4, 2013**

**In Attendance**

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

**Call to Order**

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

**Adoption of the Agenda**

***Motion that the Agenda be adopted***

Moved by Lorraine.

Seconded by Bill.

Carried.

**Adoption of the Minutes**

***Motion that the Minutes of the Sept. 6 meeting be adopted as read.***

Moved by Jan.

Seconded by Maureen.

Carried.

**Correspondence**

Email received by Lorraine regarding membership renewal method. Discussion of the possibility of pro-rating memberships so that all are due on January 1.

**Treasurer's Report**

Current account balance—\$2,312.68.

Savings account balance—\$22,730.33.

***Motion that the treasurer's report be adopted.***

Moved by Maureen.

Seconded by Gary.

Carried.

### **Committee Reports**

**Program**--Joanne reported that the Arts and Crafts event will take place Nov. 28. Angel tickets will be made available by November.

***Motion that the Program Committee Report be adopted.***

Moved by Gary.

Seconded by Bill.

Carried.

**Publicity**--The brochure was attached to the back page of the October newsletter. The brochure may also be printed from the website as a handout for prospective members, friends and family.

**Membership**--John sent a report. Again it was discussed that the best way to increase membership and to keep present members is to be friendly, cordial and helpful.

***Motion that the Membership Report be adopted.***

Moved by Lorraine.

Seconded by Joanne.

Carried.

### **Unfinished Business**

New members meet and greet to be held Oct. 28, at 10-11:30 AM.

Poinsettia Sale to be held on Nov. 28.

New Horizons printout was handed out in order for board members to become familiar with the program.

Gaming Event Licence application was reviewed.

### **New Business**

Gordon brought up for discussion the waning numbers attending the Thursday night dance.

The New Year's eve dance hall and band must be booked now. Hopefully the attendance for this event will be enough to cover expenses. If not, support for this was requested.

***Motion that if there is a shortfall for the New Year's Dance, NHCS will partner with the City to cover up to \$300.***

Moved by Gary.

Seconded by Bill.

Carried.

### **Adjournment**

The meeting was adjourned at 11:15 AM.



**RECEIVED**

AUG 19 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

**REQUEST TO APPEAR AS A DELEGATION**

ON 2013 - October - 23  
year month day

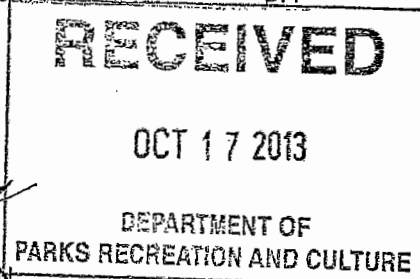
NAME OF PERSON MAKING PRESENTATION: <u>Drew Cooper</u>			
ADDRESS: <u>900 Fifth St</u>		<u>Nanaimo</u>	<u>BC</u> <u>V9R 5S5</u>
street address		City	Province Postal Code
PHONE: _____	EMAIL: <u>dcooper@pacificsport.com</u>		
home	business		
NAME OF APPLICANT IF OTHER THAN ABOVE: <u>Representing PacificSport</u>			
<b>DETAILS OF PRESENTATION:</b>			
Summary of PacificSport activities & impact on the community.  Request for recommendation to council to renew current funding arrangement for 5 year term (with annual updates as has been the practice during the present agreement.)			

**PLEASE NOTE**

- **Electronic presentations** must be provided on a CD, memory stick, or by email no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- **Multiple speakers** on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

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

Phone: (250) 755-7511  
Fax: (250) 753-7277  
parks@nanaimo.ca



**REQUEST TO APPEAR AS A DELEGATION**

ON 2013 - Oct - 23  
year month day

NAME OF PERSON MAKING PRESENTATION: <u>LESLIE COLLETT</u> Print			
ADDRESS: _____ street address City Province Postal Code			
PHONE: _____ home business		FAX: _____	
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
<b>DETAILS OF PRESENTATION:</b>			
<u>I represent the Nanaimo Equestrian Assoc,</u> <u>one of the user groups in Beban Park.</u> <u>We wish to update the Commission on our</u> <u>activities of the last few years &amp; our future</u> <u>plans for our leased grounds.</u>			

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