

AGENDA
REGULAR MEETING OF THE RECREATION COMMITTEE
BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2013-JUL-10, COMMENCING AT 3:00 P.M.

CHAIR: COMMISSIONER TED GREVES

1. **CALL THE REGULAR RECREATION COMMITTEE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

(Motion required to adopt the agenda)

4. **ADOPTION OF MEETING NOTES:**

- (a) Notes of the Regular Recreation Committee Meeting held Wednesday, 2013-JUN-12, at 3:06 p.m., in the Bowen Park Complex Conference Room.

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(Motion required to adopt minutes)

5. **CHAIR'S REPORT:**

6. **STAFF REPORTS:**

(a) **Facility Access Programs**

Purpose: To provide the Parks, Recreation and Culture Commission with options to meet the growing demand for subsidized fees by residents and community organizations to access Parks, Recreation and Culture drop-in and registered programs.

Staff Recommendation: That the Recreation Committee provide direction to Staff.

[NOTE: The report will be distributed in an amended agenda.]

(Motion required to adopt recommendation)

7. **CORRESPONDENCE:** (not related to a Report to the Committee)

NONE.

8. **NOTICE OF MOTION:**

9. **OTHER BUSINESS:**

- (a) **Sport Tournament Grant Application – Oak Bay Bikes
BC Cyclocross Championships**
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Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the application for a Sport Tournament Grant to Oak Bay Bikes BC Cyclocross Championships Event in the amount of \$1,000. The application meets all Sport Tournament Grant criteria.

(Motion required to adopt the recommendation)

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

11. **ADJOURNMENT:**

NOTES
RECREATION COMMITTEE
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2013-JUN-12, COMMENCING AT 3:00 P.M.

PRESENT: Commissioner Ted Greves, Chair

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

Staff: S. Samborski, Senior Manager, Recreation and Culture (3:21pm)
L. Williams, Manager, Recreation and Culture Services
J. Farrell, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting of the Recreation Committee was called to order at 3:06 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add pages 12-23 to Item 7 (a) Staff Report – Facility Access Programs.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

It was moved and seconded that the Meeting Notes of the regular meeting of the Recreation Committee held Wednesday, 2013-MAY-08 at 3:01 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. GRANT REVIEW:

(a) Sport Tournament Grant Applications
L. Williams, Manager, Recreation and Culture Services

2013 Budget Total	\$26,498.00
Less: Approved Grants-first intake	-\$15,275.00
Remaining 2013 Budget	\$11,223.00

It was moved and seconded that the Vancouver Island Exhibition application be denied based on the grant criteria and to send a letter of explanation.

It was moved and seconded that the Parks, Recreation and Culture Commission approve and recommend that Council approve the expenditure of \$6,795 for the second intake of the 2013 Sport Tournament Grant allocations as follows:

SPORT TOURNAMENT GRANT APPLICATIONS 2013			
GROUP		2013	2013
		REQUESTED	RECOMMENDED
1.	Vancouver Island Exhibition Skateboard event	\$2,500	Denied based on criteria
2.	Nanaimo Disc Golf Hub City Huck	\$3,000	\$1,000
3.	Nanaimo Riptides Swim Team Fall Invitational	\$1,000	\$910
4.	Islander Female Hockey Association Tournament	\$1,500	\$1,125
5.	Mid Island Velo Association Nanaimo Omnium	\$4,000	\$2,250
6.	Youth Sticking it Together Ball Hockey event	\$3,500	\$760
7.	Young Professionals of Nanaimo Sport Day	\$750	\$750
8.	Nanaimo Amateur Football LATE APPLICATION	\$1,700	Denied based on criteria
9.	Water Ski Wakeboard LATE APPLICATION	\$1,000	Denied based on criteria
TOTAL:		\$18,950	\$6,795

The motion carried unanimously.

It was moved and seconded that \$2,000 from the Sport Tournament Grants 2013 budget be applied to the purchase of tents for the Sport Tourism event kits and the balance remaining be rolled over to the Fall intake of grant applications.

6. STAFF REPORTS:

- (a) Facility Access Programs
S. Samborski, Senior Manager, Recreation and Culture Services

It was moved and seconded that the Facility Access Programs Report be tabled for the July meeting of the Recreation Committee for further consideration. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 4:35 p.m. that the meeting adjourn. The motion carried unanimously.



Ted Greves
CHAIR
RECREATION COMMITTEE

CERTIFIED CORRECT:



S. Samborski
SENIOR MANAGER
RECREATION AND CULTURE SERVICES

APPROVED FOR DISTRIBUTION:



Richard Harding
DIRECTOR
PARKS, RECREATION AND CULTURE

2013-JUN-14
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SPORT TOURNAMENT GRANT APPLICATION FORM

Legal Name of Organization: Oak Bay Bikes-Frontrunners

Mailing Address: #3-5767 Turner Road

Postal Code: V9T 6L8 **Phone:** 250-729-8200 **Fax:** 250-729-8208

Email: normont@islandnet.com

Contact Person: Normon Thibault **Position:** Series Organizer

Society Registration Number: _____ (If not registered, please leave blank)

Total Budget:	\$5500	Grant Total Requested:	\$1000
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Date Submitted: May 2, 2013

Has your organization applied for other City of Nanaimo funding related to this event?

Yes ____ No XX? If so, please list the type and amount of funds requested.

Name of Grant	Amount	Approved

What events in the past have your organization produced/sponsored?

	Year	Event and Location	# Attending
1.	2003-2012	Cross on the Rock Race Series at Various Locationson Vancouver Island	In 2012-1345 racers combined at all 7 events. Plus Kids
2.	2006	National Cyclocross Championship-Nanaimo	Around 200 Racers
3.			

Please provide information requested:

1. Name of Event: BC Cyclocross Championships
2. Type of Tournament (please circle): Local Regional **Provincial** National
3. Times & Dates of Event: November 10, 2013
4. Location (s): Bowen Park, Nanaimo
5. Age range of participants (please circle): 0-18 / 19-44 / 45+ / **All Ages**
6. From where will participants/spectators come? (Please provide a projected estimate of numbers attending your event. If your event was held previously, please include actual numbers for the previous year).

PARTICIPANT INFORMATION	Estimated # Attending	Previous Year's Attendance
From Mid Vancouver Island (from Duncan to Courtenay)	60	
From other areas of Van. Is. (north of Courtenay, south of Duncan)	80	
From BC Mainland	100	
From other provinces	0	
From US or other international destinations	0	
TOTAL PARTICIPANTS FROM ALL AREAS:	240	
SPECTATOR INFORMATION	Estimated # Attending	Previous Year's Attendance
From Mid Vancouver Island (from Duncan to Courtney)	150	
From other areas of Van. Is. (north of Courtney, south of Duncan)	100	
From BC Mainland	50	
From rest of Canada	0	
From US or other International destination	0	
TOTAL SPECTATORS FROM ALL AREAS:	300	

6. Is this a new event? **Yes / No Provincial Champs have been around for a long time but it would be the first time Cyclocross Provincials would be held out of the lower mainland. We have held a cyclocross race at Bowen Park since 2009**

7. How long has your organization existed in Nanaimo? Our first event was 2003 Years

8. Please provide a summary of your event in one or two typed pages (minimum size 10 font), including:

- Purpose of the event
- Scheduled activity
- How your event will be marketed.
- How you will provide public recognition of municipal contribution
- How you will evaluate the success of the event
- Has your event created any new components from previous year?

9. The information in this application is a true and accurate representation of our event.

Signature: Electronically Sent Print Name: Normon Thibault

Phone #: 250-729-6473 Date: May 2, 2013

Note: Your submission should only include two-page application form, two-page budget form, and one or two-page summary of your event.

- Purpose of the event
- Scheduled activity
- How your event will be marketed.
- How you will provide public recognition of municipal contribution
- How you will evaluate the success of the event
- Has your event created any new components from previous year?

Summary of Event.

The purpose of the event: Provincial Cyclocross Championships's purpose is to determine the provincial champions in Cyclocross racing for British Columbia.

Scheduled Activity: Cyclocross Racing at Bowen Park

How will our event be marketed: 600 person subscribed Newsletter, Social Media Sites, Cycling BC Newsletter, Canadian Cycling Web Site, CX Magazine Web Site, Pedal Mag Web Site, VeloNews Web Site, Cyclingnews Web Site. COTR Web Site

How will we provide public recognition of municipal Contribution: Through our 600 person subscribed newsletter, COTR Web Site, COTR Facebook Site, Cycling BC Newsletter.

How will we evaluate the success of the event: Participation numbers. Hotel Room Nights. Kids that race 3-18yrs old. Rider Feedback

Has your event created any new components from previous year: Other than having a provincial championship designation and adding more racers and buildings it will be the same as previous years.....which people love. We might also add a couple of food trucks for spectators/racers which would be new as well.

Event Revenue Budget

Name of Event: Provincial Cyclocross Championships
 Hosted by: Oak Bay Bikes Nanaimo, Mid Island Velo Association and Frontrunners

- Please provide your best estimate of the revenues and costs of the event for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.
- Definitions: Earned revenues are usually generated directly by an event and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.
- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

YEAR		YEAR
Actual 20_12_	Revenue Item	Projected 20_13_
(Previous Year if applicable)		To be completed for application
	<i>Earned Revenue</i>	
3500	Admissions/Ticket Sales	4500
0	Concession/Merchandise Sales (net)	0
0	On-site cash donations	0
0	Advertising income	0
0	Rentals	0
0	Other	0
3500	Total Earned Revenue	4500
	<i>Fundraising Revenue</i>	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
0	Total Fundraising Revenue	0
	<i>Government Revenue</i>	
	Municipal Grants (list requested amount)	
	Provincial Grants	
	Federal Grants	
	Other	
	Total Government Revenue	
3500	Total Revenues	4500
	Line A	

If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value:

<u>Source</u>	<u>\$ Value</u>
_____	_____
_____	_____
_____	_____

Event Expenses

YEAR		YEAR
Actual 2012 (Previous Year if applicable)	Expense Item	Projected 2013 To be completed for application
	<i>Administration and Communication Costs</i>	
0	Salaries, Fees and Commissions	0
0	Marketing- posters, ads, radio	300
0	Professional Services i.e. judges, referees, officials, instructors, technicians, drivers	400
0	On site communication - flyers, programs,	50
0	Financial Services- i.e. fundraising costs, ticketing, accounting	0
100	Event Insurance	100
100	Facility Rentals	150
0	Other Services- equipment rentals, set up costs, provide details:	200
0	Food & Beverages- Organizing Committee/Volunteers	200
0	Food & Beverages- Participants	1000
0	Food & Beverages- Media/VIP	0
0	Accommodation Costs	0
800	Merchandise: Souvenirs, Awards, Prize Money	2000
0	Travel \$ for officials	100
0	Transportation & Storage	0
400	Materials & Supplies	600
	Other costs: Sanctioning for the event for Championships	400
	Total Production and Events Costs	
1400	Total Expenses	5500
+\$2100 (Plus)	Net (Line A minus Line B)	-\$1000 (Minus)

PLEASE NOTE: successful applicants must submit a final report (max. 1 pg.) and financial statement **must be submitted within 60 days of the conclusion of the event.** This information is used to calculate the economic impact of awarded event within the community and will help in the determination of future applications. The failure to do so may result in rejection of any new application.

A list of successful applicants will be notified by Parks, Recreation and Culture staff.

Updated: 2012-Sept-11

File: B3-5-9

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