

**AGENDA**  
REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
SERVICE AND RESOURCE CENTRE BOARD ROOM, 411 DUNSMUIR STREET  
WEDNESDAY, 2013-MAY-22, 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-APR-24, at 7:01 p.m., in the Board Room at the Service and Resource Centre.

*Pg. 5-9*

*(Motion required to adopt minutes)*

5. **CHAIR'S REPORT:**

6. **REPORTS OF ADVISORY BODIES:**

(a) **Parks Committee:** Commissioner Thorpe to report on the meeting held 2013-MAY-09.

*Pg. 10-11*

(b) **Recreation Committee:** Commissioner Avis to report on the meeting held 2013-MAY-08.

*Pg. 12-13*

i. Parks, Recreation and Culture –  
**Fees and Rental Policy From September 2013 to August 2016**

*Pg. 14-47*

*Purpose: To obtain Parks, Recreation and Culture Commission approval on changes and amendments made to Schedule "B" of the PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073 and fee and rental rates.*

**Recreation Committee's Recommendation:** That the Parks, Recreation and Culture Commission recommend that Council:

1. Approve the fees and rental adjustments which average a 3% increase annually for the period from 2013-SEP-01 to 2016-AUG-31, and further;

2. Give the first three readings to the amendment of SCHEDULE "B" of the PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

*(Motion required to adopt recommendation)*

- (c) **Cultural Committee:** Commissioner Pattje to report on the meeting held 2013-MAY-01. *Pg. 48-50*

- i. **Nanaimo Centre Stage Operating Grant Request**

**Correspondence:**

1. Letter dated 2013-APR-22 from Camela Tang, President, CVI Centre for the Arts Nanaimo regarding the request for higher level service Operating Grant for 2013 in the amount of \$6,000. *Pg. 51-54*

**Cultural Committee's Recommendation:** That the Parks, Recreation and Culture Commission recommend to Council that the Nanaimo Centre Stage receive a one-time grant of \$6,000 for 2013.

*(Motion required to adopt recommendation)*

- (d) **Grants Advisory Committee:** Commissioner Avis (or Commissioner Thorpe) to report on the meetings held since 2013-APR-24.
- (e) **Port Theatre:** Monthly report for April 2013. *Pg. 55-57*
- (f) **Nanaimo Art Gallery:** Monthly report for April 2013. *Pg. 58-59*
- (g) **Nanaimo Museum:** Monthly report for April 2013. *Pg. 60-61*

7. **STAFF REPORTS:**

- (a) **Travel Assistance Grant – Football Nanaimo U16 Flag Football Provincials Kelowna, BC** *Pg. 62-65*

**Staff Recommendation:** That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Football Nanaimo in the amount of \$400 for 8 players to attend U16 Flag Football Provincials being held in Kelowna, BC.

*(Motion required to adopt recommendation)*

- (b) **Travel Assistance Grant – Wellington Secondary Band MusicFest Canada Nationals Toronto, Ontario** *Pg. 66-69*

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Wellington Secondary School Band program in the amount of \$2,000 for 27 students to attend MusicFest Canada Nationals, being held in Toronto, Ontario.

*(Motion required to adopt recommendation)*

- (c) **Feasibility Study Results and Recommendations for the Nanaimo Art Gallery At 150 Commercial Street (Centre for the Arts building)** Pg. 70-76

*Purpose: To review the feasibility study of the Nanaimo Art Gallery at the City-owned building of 150 Commercial Street (Centre for the Arts building).*

Presentation:

1. Julie Bevan, Executive Director, Nanaimo Art Gallery and Richard Harding, Director, Parks, Recreation and Culture

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

1. Support in principle of the phased development plan as presented by the Nanaimo Art Gallery for 150 Commercial Street.
2. Direct Staff to develop a draft Management Agreement for 150 Commercial Street between the City of Nanaimo and the Nanaimo Art Gallery for Council's review and consideration and that would include funding implications.

*(Motion required to adopt recommendation)*

- (d) Monthly Report – Senior Manager, Parks & Civic Facilities – April 2013 Pg. 77-83
- (e) Monthly Report Monthly Report – Senior Manager, Recreation & Culture Services – April 2013. Pg. 84-90

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

- a) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2013-MAY-03. Pg. 91-92

9. **NOTICE OF MOTION:**

10. **OTHER BUSINESS:**

*(Motion required to review other business)*

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

- (a) Jennifer Vroom of Van Isle Paddleboard Co. regarding the request for a permit to conduct Stand Up Paddleboard lessons on Westwood Lake and Long Lake. *Pg. 93-98*
- (b) Peter Healey of Island Hovercraft regarding a request to introduce a new recreational activity to Nanaimo. *Pg. 99-102*

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

13. **ADJOURNMENT:**

**MINUTES**  
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
SERVICE AND RESOURCE CENTRE BOARD ROOM  
WEDNESDAY, 2013-APR-24, AT 7:00 P.M.

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PRESENT: Commissioner D. Johnstone, Chair

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

Regrets: Commissioner M. Beaudoin-Lobb

Staff: S. Samborski, Senior Manager, Parks Recreation and Culture  
J. Ritchie, Senior Manager, Parks, Recreation and Culture  
J. Farrell, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:01p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Replace Pages 25-26 of Item 8 (a) Staff Report – Travel Assistance Grant – Nanaimo Ebbtides, Masters Swimming Provincial Championships.
- (b) Replace Pages 31-32 of Item 8 (c) Staff Report – Travel Assistance Grant – Nanaimo U12 Diamonds, Provincial Championships.
- (c) Replace Pages 35-36 of Item 8 (d) Staff Report – Travel Assistance Grant – Nanaimo U14 Girls, Provincial Championships.

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-MAR-27 at 7:01 p.m. in the

Service and Resource Centre Board Room be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Mr. Bruce Halliday, General Manager of The Port Theatre, presented an update on The Port Theatre operations and the future plans for a studio rehearsal space.
- (b) Mr. Eric Demers, professor of Biology at Vancouver Island University gave a presentation on the research he is conducting on bird species in Buttertubs Marsh West.
- (c) D. Beck, Program Coordinator, G. Pasaluko, Horticulture Supervisor, and R. Lawrance, Environmental Planner, gave a presentation on Invasive Plant Species Management in Nanaimo. The month of May is "Invasive Plant Awareness Month."

6. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee: No meeting held.
- (b) Recreation Committee: No meeting held.
- (c) Cultural Committee: Commissioner Pattje gave a verbal report on the Cultural Committee meeting held 2013-APR-03. The Committee passed a motion to send a letter of apology in response to Mr. Phillip Field regarding his credentials with the Vancouver Island Symphony.

i. Donation of "The Frame" by Jason Gress

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council accept the public art piece ***The Frame by Jason Gress*** from the Nanaimo Art Gallery in accordance with the Community Plan for Public Art (adopted in 2010). The motion carried unanimously.

- (d) Grants Advisory Committee: No meetings held since 2013-MAR-27.
- (e) Port Theatre: Monthly report for March 2013.
- (f) Nanaimo Art Gallery: Monthly report for March 2013.
- (g) Nanaimo District Museum: Monthly report for March 2013.

7. STAFF REPORTS:

- (a) Travel Assistance Grant – Nanaimo Ebbitides Masters Swimming Provincial Championships Vancouver, British Columbia

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 Nanaimo Ebbtides in the amount of \$500 for 10 swimmers to attend the Masters Swimming Provincial Championships being held in Vancouver, British Columbia. The motion carried unanimously.

- (b) Travel Assistance Grant – Nanaimo Ebbtides  
Masters Swimming National Championships  
Ottawa, Ontario

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 Nanaimo Ebbtides in the amount of \$100 for 1 swimmer to attend the Masters Swimming National Championships being held in Ottawa, Ontario. The motion carried unanimously.

- (c) Travel Assistance Grant – Nanaimo District Minor Fastball Association U12  
Diamonds  
Softball BC U12 B Girls' Provincial Championships  
Sicamous, British Columbia

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 Nanaimo District Minor Fastball Association U12 Diamonds in the amount of \$600 for 12 players to attend the Softball BC U12 B Girls' Provincial Championships being held in Sicamous, BC. The motion carried unanimously.

- (d) Travel Assistance Grant – Nanaimo District Minor Fastball Association U14  
Girls  
Provincial Softball Championships  
Abbotsford, British Columbia

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 Nanaimo District Minor Fastball Association U14 Girls in the amount of \$600 for 12 players to attend the U14 Provincial Softball Championships being held in Abbotsford, BC. The motion carried unanimously.

- (e) Dog Off Leash Parks –  
K. MacDonald, Parks and Open Space Planner

It was moved and seconded that the Parks, Recreation and Culture Commission approve the recommendation that the following one-year pilot sites become permanent Dog Off-Leash Parks:

- i. Wardropper Park
- ii. Gallows Point
- iii. Forested area adjacent to May Richards Bennett Pioneer Park
- iv. Northfield Park

The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission defer the recommendation to permit off-leash dogs on the Diver Lake field throughout the year until Staff return with a report on cost estimates for fully fencing the off-leash area.

It was moved and seconded that the Parks, Recreation and Culture Commission approve the recommendation to embark on a dog etiquette campaign to raise awareness about bylaws regarding dog rules and expectations. The motion carried unanimously.

- (f) Senior Manager of Parks and Civic Facilities: Monthly report for March 2013.

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

- (g) Senior Manager of Recreation and Culture Services: Monthly report for March 2013.

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

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

- (a) Letter dated 2013-MAR-14 from Brian Scorer, Event Chairman, thanking Commission for their support of the Combined Provincial Curling Championship event.
- (b) Letter dated 2013-FEB-26 from James Duthie, Treasurer, A Cappella Plus Choral Society, thanking Commission for their generous operating grant of \$1,500 received for the 2013-2014 season.
- (c) Letter dated 2013-MAR-21 from Chris Bassett, Director of Player Development for the Nanaimo Breakers Fast Pitch Association, thanking Commission for their generous grant of \$20,000 that assisted in the construction of a batting cage at May Richards Bennett Pioneer Park.
- (d) Minutes of the Nanaimo Harbour City Seniors Board of Directors meeting, held 2013-APR-05.
- (e) Minutes of the Extraordinary General Meeting of the Nanaimo Harbour City Seniors Board of Directors, held 2013-APR-10.

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

9. ADJOURNMENT:

It was moved and seconded at 9:05pm that the meeting adjourn. The motion carried unanimously.



CERTIFIED CORRECT:

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D. Johnstone, Chair  
Parks, Recreation and Culture Commission

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R. Harding, Director  
Parks, Recreation and Culture

2013-MAY-01  
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UNADOPTED

**NOTES**  
REGULAR MEETING OF THE PARKS COMMITTEE  
BOWEN PARK COMPLEX CONFERENCE ROOM,  
THURSDAY, 2013-MAY-09, COMMENCING AT 5:00 P.M.

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PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Diana Johnstone  
Commissioner Donald Rinald  
Commissioner Graham Savage  
Commissioner Maureen Young

Staff: Jeff Ritchie, Senior Manager, Parks And Civic Facilities  
J. Farrell, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Move Agenda Item 5 – re: Parks Operations Project Update to Agenda Item 6.
- (b) Move Agenda Item 6 – Chair's Report to Agenda Item 5.

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 Parks Committee meeting held Thursday, 2013-MAR-14, at 4:03 p.m., in the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. CHAIR'S REPORT:

Commissioner Ian Thorpe, Chair, gave a verbal report on the following topics:

- Thanking Committee members who attended the reopening of Bowen West Sports Field on 2013-APR-26.
- Thanking Commissioner Savage for attending the VIP meeting at Crystal Brook Way Park. Commissioner Savage was able to follow-up promptly with an encroachment concern that arose at the meeting.

- Meeting was held this month to allow an information share on what projects are currently ongoing due to the busy time of year in Parks Operations.

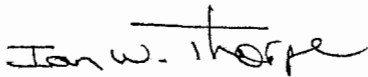
6. PRESENTATIONS:

(a) J. Ritchie, Senior Manager, Parks and Civic Facilities gave a verbal report on the Parks Operations Projects that are currently ongoing. Some of the topics included:

- Mobile Food Vendors
- Harewood Centennial Park Improvement Plan
- Departure Bay Spray Park
- Mansfield Park Improvements
- Beban Artificial Turf Fields

7. ADJOURNMENT:

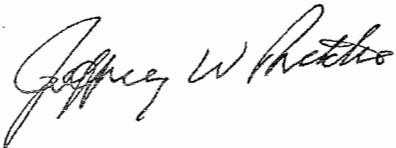
It was moved and seconded at 6:02 p.m. that the meeting adjourn. The motion carried unanimously.



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Ian Thorpe  
CHAIR  
PARKS COMMITTEE

CERTIFIED CORRECT:



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Jeff Ritchie  
SENIOR MANAGER  
PARKS & CIVIC FACILITIES

APPROVED FOR DISTRIBUTION:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

**NOTES**  
REGULAR MEETING OF THE RECREATION COMMITTEE  
BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2013-MAY-08, COMMENCING AT 3:00 P.M.

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PRESENT: Commissioner Lynda Avis, Acting Chair

Members: Commissioner Karen Alden  
Commissioner Diana Johnstone

Regrets: Commissioner Ted Greves  
Commissioner Mercedes Beaudoin-Lobb

Staff: S. Samborski, Senior Manager, Recreation and Culture Services  
M. Smith, Manager, Recreation and Culture Services  
J. Farrell, Recording

1. CALL THE OPEN MEETING TO ORDER.

The Regular Meeting was called to order at 3:01 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 Recreation Committee Meeting of Wednesday, 2013-MAR-13 at 3:02 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

4. STAFF REPORTS:

- (a) **Parks, Recreation and Culture –  
Fees and Rental Policy From September 2013 to August 2016  
M. Smith, Manager, Recreation and Culture Services**
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It was moved and seconded that the Recreation Committee recommends that the Parks, Recreation and Culture Commission recommend that Council:

1. Approve the fees and rental adjustments which average a 3% increase annually for the period from 2013-SEP-01 to 2016-AUG-31, and further;

2. Give the first three readings to the amendment of SCHEDULE "B" of the PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 3:16 p.m. that the meeting adjourn. The motion carried unanimously.




Lynda Avis  
ACTING CHAIR  
RECREATION COMMITTEE

CERTIFIED CORRECT:



S. Samborski  
SENIOR MANAGER  
RECREATION AND CULTURE SERVICES  
CULTURE

APPROVED FOR DISTRIBUTION:



Richard Harding  
DIRECTOR  
PARKS, RECREATION AND

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

DATE OF MEETING: 2013-MAY-22

AUTHORED BY: COMMISSIONER TED GREVES

RE: PARKS, RECREATION AND CULTURE –  
FEES AND RENTAL POLICY FROM SEPTEMBER 2013 TO AUGUST 2016

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RECREATION COMMITTEE RECOMMENDATION:

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

1. Approve the fees and rental adjustments which average a 3% increase annually for the period from 2013-SEP-01 to 2016-AUG-31, and further;
2. Give the first three readings to the amendment of SCHEDULE "B" of the PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

PURPOSE:

To obtain Parks, Recreation and Culture Commission approval on changes and amendments made to Schedule "B" of the PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073 and fee and rental rates.

DISCUSSION:

The Department of Parks, Recreation and Culture Fees and Rental Policy was last reviewed and approved during the spring of 2010 for a three-year period up to 2013-AUG-31. The next revision of Department fees is proposed to be implemented 2016-SEP-01. A Commission recommendation requesting Council approval for fees and rentals covering a three-year period from 2013-SEP-01 through to 2016-AUG-31 is required.

At the 2012-SEP-12 meeting, the Recreation Committee passed a motion approving a six-month review process of the PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

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At the 2012-MAY-08 meeting, Staff returned with the finalized recommendations. At that meeting, the Recreation Committee passed a motion to recommend that the Parks, Recreation and Culture Commission recommend that Council:

- (i) approve the fees and rental adjustments which average a 3% increase annually for the period from 2010-SEP-01 to 2013-AUG-31, and further;

- (ii) give the first three readings to the amendment of SCHEDULE “B” of the PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

The Recreation Committee recommends that the Fees and Rental Policy be updated based on these objectives:

- That the fees provide accessibility for most taxpayers.
- That the fees are straight forward to administer and control.
- That fee increases generally mirror cost of living increases.
- That rates are comparative to other Vancouver Island municipalities.
- To provide children’s admissions at approximately 50% and student / senior admissions at approximately 75% of the adult rate.

Based on the above stated objectives, there have been several minor changes made to the policy to improve clarity or definition. Significant changes to the bylaw include:

- A general fee adjustment of approximately 2-3% annually for the term from 2013-SEP-01 to 2016-AUG-31 (in some isolated cases the increase is greater or less).
- Family rates have been modified to allow each family member over five individuals to pay 10% of the value of an equivalent drop-in or RecPass rate.
- Parks fees have been adjusted to include a \$25 charge when power is required.
- Oliver Woods Community Centre gymnasium rates have been increased by 6% a year. This increase reflects the fact that the rates established upon opening were much too low. With the rates being as low as they were, the dollar increase equates to approximately \$1 per hour increase for youth bookings and \$2 per hour for adults.
- Admission will continue to be free for children two years and under and seniors 80 and over.
- Off-campus Activity Centres have been separated from the major Recreation Centres. Rates for those Off-campus facilities will remain fixed for the next 3 years to reflect the lower level of service provided at these locations as compared to the major Recreation Centres.
- The specific list of rental equipment has been removed and replaced with the General Principles of Use of City equipment and services. The available equipment changes regularly due to changes in technology,

value and demand so the up to date lists can be kept at facilities but not in the Policy.

- Camping in parks fees will increase 25% in 2013, and 5% in each 2014 and 2015. This increase has been previously approved during the 2012 Camping in Parks Policy Review.

The proposed increases are expected to generate an additional \$40,000 to \$50,000 annually starting 2013-SEP-01.

For the Commission's reference the following appendix is provided for review:

- "Appendix A" (proposed for 2013-2016) "BYLAW 2008 NO. 7073, A BYLAW TO REGULATE PARKS, RECREATION AND CULTURE SERVICES AND FACILITIES CITY OF NANAIMO".

#### STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility:

Ongoing evaluation of rates help ensure rates are competitive, affordable, and in line with the service being provided.

Respectfully submitted:



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Commissioner Ted Greves  
CHAIR, RECREATION COMMITTEE  
PARKS, RECREATION AND CULTURE

Concurrence by:



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Suzanne Samborski  
SENIOR MANAGER  
RECREATION & CULTURE SERVICES



# APPENDIX A

## CITY OF NANAIMO

### BYLAW NO. 7073

#### A BYLAW TO REGULATE PARKS, RECREATION AND CULTURE SERVICES AND FACILITIES CITY OF NANAIMO

WHEREAS the Council may acquire, accept and hold any property in the municipality for pleasure, recreation or community uses of the public, and may make rules and regulations governing the management, maintenance, improvement, operation, control and use of such property;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

#### PART I - INTERPRETATION

2. Interpretation

In this Bylaw unless the context requires otherwise:

"Activity Centre"	means: <ul style="list-style-type: none"><li>a) Beban Park Recreation Centre and Beban Pool located at 2300 Bowen Road, Nanaimo, BC</li><li>b) Frank Crane Arena located at 2300 Bowen Road, Nanaimo, BC</li><li>c) Cliff McNabb Arena located at 2300 Bowen Road, Nanaimo, BC</li><li>d) Bowen Park Recreation Complex located at 500 Bowen Road, Nanaimo, BC</li><li>e) Kin Pool located at 500 Bowen Road, Nanaimo, BC</li><li>f) Departure Bay Activity Centre located at 1415 Wingrove Street, Nanaimo, BC</li><li>g) Harewood Activity Centre located at 195 Fourth Street, Nanaimo, BC</li></ul>
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	<p>h) Kin Hut Activity Centre located at 2730 Departure Bay Road, Nanaimo, BC</p> <p>i) Nanaimo Ice Centre located at 750 Third Street, Nanaimo, BC</p> <p>j) Port Theatre located at 125 Front Street, Nanaimo, BC</p> <p>k) Centre for the Arts Nanaimo located at 150 Commercial Street, Nanaimo, BC</p> <p>l) Community Performing Arts Centre located at 25 Victoria Road, Nanaimo, BC</p> <p>m) Centennial Building, located at 2300 Bowen Road, Nanaimo, BC</p> <p>n) Rotary Field House, located at 850 Third Street, Nanaimo, BC</p>
"Agent"	means a person who is a volunteer or contractor of the City authorized by the City to perform services on behalf of the City.
"City"	means the City of Nanaimo.
"Commission"	means the Board of Parks, Recreation and Culture Commissioners appointed by Council pursuant to a Bylaw adopted under the <i>Community Charter</i> .
"Cooking Fire"	means a fire ignited in a barbeque device fuelled only by gas or propane.
"Cycle"	means a device having any number of wheels, which is propelled by human or electric power and upon which a person may ride.
"Director"	means the person duly appointed as the Director of Parks, Recreation and Culture, from time to time by Council and includes any person appointed or designated by the Director of Parks, Recreation and Culture to act on his behalf.
"Highway"	<p>(a) includes every highway within the meaning of the <i>Highway Act</i>, and every road, street, lane or right-of-way designed or intended for, or used by the general public for the passage of vehicles within a park; and,</p> <p>(b) for the purposes of this Bylaw, <i>highway</i> does not include sidewalks or other places or passages owned, possessed or operated by the City of Nanaimo for the exclusive use of pedestrians, cycles, skateboards, roller blades and scooters.</p>

"Liquor"	(a) fermented, spirituous and malt liquors; and, (b) combinations of liquors; and, (c) drinks and drinkable liquids that are intoxicating, including beer, or a substance that, by being dissolved or diluted is capable of being made a drinkable liquid that is intoxicating and that is declared by order of the Lieutenant Governor in Council to be liquor.
"Litter"	means any filth, garbage, rubbish, offensive matter or discarded material of any kind.
"Lodging"	means erecting a structure, improvement or shelter of some kind and includes a tent, lean-to or other shelter made of cardboard or tarpaulin.
"Nanaimo Aquatic Centre"	means the land and recreation centre facility improvements located at 741 Third Street, Nanaimo, BC and having a legal description of Lot A, Section 1, Nanaimo District, Plan VIP71878.
"Off Road Vehicle"	means any off road motorcycle, all terrain vehicle, snowmobile, tracked vehicle, dune buggy, go cart, golf cart or any similar vehicles, but excludes a motorized wheelchair or medic chair.
"Oliver Woods Community Centre"	means the land and recreation centre facility improvements located at 6000 Oliver Road, Nanaimo, BC and having a legal description of Lot 1, DL 14, LD 58, Plan VIP 82682.
"Overnight Abode"	means taking up overnight lodging for the purposes of sleeping, staying, dwelling or residing.
"Park"	means play areas, play lots, playgrounds, play fields, trails, public squares, open spaces and other places including recreation or cultural facilities which are owned, possessed or operated by the City of Nanaimo and which are used, reserved or dedicated for public Parks, Recreation and Culture purposes.
"Park License Agreement"	means a written agreement between the City and a person establishing the terms and conditions of use of a Park which is issued by the Director.
"Public Beach"	means any beach area located within a Park.
"Sign"	means any structure, painting, or device that identifies, describes, promotes, advertises or directs.

"Smoke or Smoking"	means the inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe or other lighted smoking equipment, burning tobacco.
"Special Use"	means any commercial or non-commercial service, activity or event which attracts or requires participants or spectators, and includes, but is not restricted to, a festival, sport competition, tournament, wedding, group picnic, group celebration, group training or group lesson, trade or any other shows, processions, performances, exhibitions, ceremonies, concerts, political or other demonstrations, gatherings, meetings, festivals, rowing regalia, horse shows, dog shows, fishing derbies, orienteering, television or motion picture filming, special event, seminars, workshops, programs, organized socials, recreational events, conventions, sales, display or information kiosks, concessions, use of a horse drawn vehicle.
"Temporary Abode"	means taking up transitory, short-term or interim lodging for the purposes of sleeping, staying, dwelling or residing.
"Traffic Control Device"	means a sign, signal, line, parking meter, spitter machine, marking, space, barrier, or device placed or erected by the Director of Engineering and Public Works pursuant to the City of Nanaimo Traffic and Highways Bylaw.
"Trail"	means any passage way where the public has access or is invited for the purpose of providing for pedestrian traffic, cycling, electric bicycles, wheelchairs or medic chairs.
"Vehicle"	means a device in, upon, or by which, a person or thing is, or may be, transported or drawn upon a highway or other land surface, except a device designed to be moved by human power, and excludes Off Road Vehicles.

## PART II - PARK REGULATIONS

### 3. Prohibited Acts

No person shall do any of the following things in a park:

#### 3.1 Conduct themselves in any disorderly manner including:

- (a) using or operating any device or behaving in a manner as to disturb, interfere with, intimidate or obstruct the free use and enjoyment of the park by other persons.
- (b) interfering with or disturbing the conduct of any game, sport or activity.
- (c) interfering with any City employee or agent in the performance of their duties.

- (d) participating in any activity in an area of a park where prohibited by signs.
- 3.2 Jeopardize the personal safety of any person by:
  - (a) violating the direction of any person in charge of any organized activity that is authorized by a Park License Agreement.
  - (b) using any equipment, materials or items in any pool or bathing beach which are dangerous, hazardous or likely to injure a person using the pool or bathing beach.
- 3.3 Permit any animal under their ownership or custody to:
  - (a) run at large unless in a designated off leash area that is designated by signage.
  - (b) feed upon any vegetation.
  - (c) be on a public beach during the months of May through September inclusive.
  - (d) be on the deck of a wading pool or a spray pool.
- 3.4 Enter, occupy or remain in a park:
  - (a) contrary to Schedule "A" of this bylaw.
  - (b) for the purposes of taking up temporary abode or overnight abode.
  - (c) by crossing any area where signs have been erected pursuant to this Bylaw forbidding such entering or crossing.
  - (d) when directed to leave a park by a Peace Officer or any City employee or its agents.
- 3.5 Operate or ride a cycle without wearing an approved bicycle helmet that meets the standards and specifications prescribed pursuant to the *Motor Vehicle Act*. This applies to a parent or guardian of a person under the age of sixteen (16) who knowingly permits or authorizes the person to operate or ride as a passenger on a cycle within a park without wearing an approved bicycle safety helmet.
- 3.6 Cycle, skateboard, roller blade or use any similar means of conveyance on any portion of a highway, trail or passageway owned or operated by the City of Nanaimo Parks, Recreation and Culture where prohibited by traffic control devices.
- 3.7 Destroy, damage, break, or injure any shrub, plant, turf or flower.
- 3.8 Destroy, damage, cut down, top or remove any tree.
- 3.9 Plant any tree, sapling, shrub or flower.

- 3.10 Destroy, damage, deface or remove any building, fence, bench, sign, ornament, structure, other material or thing.
- 3.11 Build, place or erect any building or structure of any kind.
- 3.12 Foul, pollute, or deposit any injurious, noxious or offensive substance, object, or matter in any fountain, lake, pool, pond, stream or other body of water.
- 3.13 Litter.
- 3.14 Place, erect, deliver, distribute, post, paint or affix by any means any sign, advertisement, handbill, poster, advertising card or device of any kind whatsoever except as provided for under the City's Traffic and Highways Bylaw or in locations designated and authorized by the Director.
- 3.15 Set fire to or discharge any fireworks or other explosive material of any kind is prohibited as per Bylaw NO. 7049. unless that person holds a valid Fireworks Permit issued under this bylaw.
- 3.16 Ignite any fire, or cause, or permit, any fire to be ignited or to burn in the open air or in any device, except a cooking fire that is permitted in locations identified by traffic control devices and is permitted by the City of Nanaimo Fire Protection and Emergency Services Bylaw.
- 3.17 Discard or place on the ground any lighted match, cigar, cigarette or other burning substance.
- 3.18 Consume or possess any alcohol or liquor at any time, except where the said liquor is possessed pursuant to, and in compliance with, a license under the *Liquor Control and Licensing Act* and is authorized, in writing, by the Director.
- 3.19 Have a procession, performance, show, exhibition, organized sports or other event, ceremony, concert, political or other demonstration, gathering, or meeting, in or on, any park without Park License Agreement or authorization, in writing, by the Director.
- 3.20 Sell, barter, offer or advertise for sale any refreshments, service, article, commodity, product without a Park License Agreement.
- 3.21 Undertake any activity or action that is contrary to any sign or traffic control device erected in a park.
- 3.22 Use any change house, dressing room, structure or building for any other purpose than that of which the building or structure is intended.
- 3.23 Leave, discard, store or abandon personal belongings or chattels of any kind.
- 3.24 Drive, operate or park any vehicle, except a currently licensed vehicle, in any area of a park, except on a highway or a designated area provided for the parking of vehicles.

- 3.25 Drive, operate or park any off road vehicle.
- 3.26 Operate any motorboat on Westwood Lake unless authorized to do so by the Director.
- 3.27 Smoke anywhere on the property at the Nanaimo Aquatic Centre.
- 3.28 Smoke within 3 metres of any Activity Centre building(s).
- 3.29 Smoke within 7.5 metres of any Oliver Woods Recreation Centre Building(s).
- 3.30 Smoke contrary to any posted signs.

4. Removed, Detained or Impounded

- 4.1 Any personal belongings, chattels, or structures that are removed, detained or impounded, shall be stored for a period of thirty (30) days.
- 4.2 If the person entitled to possession of them has failed to pay the fees set out in this section, in the time allowed, and it appears to the Director that the items have a market value, the materials may then be sold, by public auction, to the highest bidder. Otherwise, if the Director is of the opinion that the items have no market value, they may be discarded as garbage.
- 4.3 Any personal belongings, chattels, or structures that have been detained, removed or impounded and stored may be recovered by the owner upon full payment of the following fees:
  - (a) impound fee \$25.00
  - (b) storage fee \$ 10.00 per day.

5. Administration

The Director is the official charged with administration of this Bylaw.

6. Application

This Bylaw does not apply to those who are performing their duties as the City's employees or agents.

7. Signage

The Director is hereby authorized to order the placing or erection of any applicable signage in parks at such places as he may designate in order to regulate the use of a park or any portion of a park and in order to give effect to the provisions of this Bylaw, or any other applicable Bylaw of the City.

### PART III - ENFORCEMENT

#### 8. Offence

Except as otherwise provided in this Bylaw, any person who violates any of the provisions of this Bylaw, or who permits or allows any act or thing to be done in contravention of this Bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this Bylaw shall be liable on summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00); or, if an information is laid by means of a ticket, in accordance with the procedure set out in the *Offence Act*, a fine as stipulated in Schedule "C" of this Bylaw. Each contravention of this bylaw shall be considered to be a separate offence.

### PART IV - AGREEMENTS

#### 9. Park License Agreement

- 9.1 A Park License Use Agreement shall be required where any portion of a park is used by members of the public for a special use.
- 9.2 The Director is hereby delegated authority to grant or refuse any request for a Park License Agreement, or to stipulate conditions or limitations in any Park License Agreement as he or she may see fit.
- 9.3 Any appeal regarding the issuance or refusal of a Park License Agreement shall be made to the Parks, Recreation and Culture Commission and the Commission shall make recommendations to the Council regarding the License.
- 9.4 Upon receiving the report of the Parks, Recreation and Culture Commission, the Council shall either confirm the decision of the Director with respect to the granting of the Park License Agreement or vary their decision in any way that it sees fit.
- 9.5 The decision of Council regarding the granting of a Park License Agreement shall be final and there shall be no appeal from the decision whatsoever.

#### 10. Fees and Charges

The fees for the use of Parks shall be as set out in Schedule "B" attached hereto and forming a part of this Bylaw.

### PART V - GENERAL

#### 11. Remainder of Bylaw to be Maintained Intact

In the event that any portion of this Bylaw is declared ultra vires by a Court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.



12. Repeal

"PARKS, RECREATION AND CULTURE REGULATION BYLAW 2010 NO. 7073 and all amendments and schedules thereto are hereby repealed.

PASSED FIRST READING \_\_\_\_\_.

PASSED SECOND READING \_\_\_\_\_.

PASSED THIRD READING \_\_\_\_\_.

ADOPTED \_\_\_\_\_.

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MAYOR

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DIRECTOR,  
LEGISLATIVE SERVICES

**SCHEDULE A**

## HOURS OF OPERATION

Unless there is a declared Fire Hazard, the hours of operation shall be the following:

LOCATION	HOURS OF OPERATION
<b><u>PARKS</u></b> Maffeo Sutton Diana Krall Plaza McGregor Park Georgia Park Queen Elizabeth Park E&N Trail Parkway Trail	24 hours per day
<b><u>LOUDON PARK</u></b>	6:00 a.m. to 6:00 p.m. from October 01 to March 01; and,  6:00 a.m. to 10:00 p.m. from March 01 to September 30.
<b><u>ALL OTHERS</u></b>	6:00 a.m. to 9:00 p.m. from November 01 to March 01  6:00 a.m. to 11:00 p.m. from March 01 to October 31
<b>RECREATION CENTRES</b> (Beban Park, Bowen Park, Oliver Woods, Nanaimo Aquatic Centre, Nanaimo Ice Centre)	24 hours per day as needed
<b>ACTIVITY CENTRES</b>	6:00 a.m. to 2:00 a.m.
<b>NIGHT LIGHTED PLAY AREAS</b>	6:00 a.m. to 11:00 p.m.

**SCHEDULE B**

**FEES AND RENTAL POLICY 2013-SEP-01 to 2016-AUG-31**  
**SUMMARY**

General Principles for Fees, Charges and Rentals

Drop-In Fees and Charges Categories

Admission Fees – Arenas, Pools and Gymnasiums

Facility Booking Cancellation Policy

Arena Rental Rates

Aquatic Facilities Rental Rates

Community Centres / Halls – Categories of Use

Facilities – Community Meeting Spaces

Community Meeting Space Rental Discounts

Facility Rental Rates

Off-Campus Facilities Rental Rates

Oliver Woods Community Centre Gymnasium

Centennial Building

Self-Contained Recreation Vehicle Camping in City Parks

Long-Term Storage Rental Space

Brechin Boat Ramp Annual Parking Pass

Department Programs

Equipment Rentals and Increased Service Levels

Sports Field Rates

Sports Field / Lacrosse Box Lighting Charges

Picnic Shelters – Sandy Volleyball Courts – Tennis Courts – Lacrosse Boxes

City Parks – Plazas – Pavilions – Amphitheatres – Grounds – Parking Lots

### **GENERAL PRINCIPLES FOR FEES, CHARGES AND RENTALS**

1. Fees, charges and rentals should supplement tax appropriations as a source of revenue for Parks, Recreation and Culture Department services and facilities and should not be the primary source of funds for their operation. The objective is to subsidize admission fees for children up to 50% of the adult rate for the equivalent service. Students and seniors are subsidized up to 25% of the adult rate.
2. Cost of administering and collecting revenues should not be disproportionate to the actual revenue gained.
3. The extension of Parks, Recreation and Culture services should be based on the need and not on the income value of the services.
4. Special services or exclusive privileges should entail a charge.

Examples:

- (a) expendable materials - arts & crafts supplies.
  - (b) consumable materials - food, skate shop.
  - (c) specialized instruction - pottery, dance, gymnastics.
  - (d) high cost facility - arena, pool, complex, field.
  - (e) use of equipment - chairs, tables, kitchen, sport.
  - (f) protection of property - personal, parking, police.
  - (g) exclusive occupancy - ice, floor, field parking, building.
  - (h) admissions - skate, swimming, dances, shows.
5. Department programs to take precedence over rental allocations. Consideration for exceptions will be given to multi-day special events. Priority given to, but not restricted to, events occurring over two or more consecutive days, events sponsored by local organizations or having direct local economic impact, or events open to the general public or having a clear benefit to the community at large.
6. Concession operations in their many forms (food, skates, boats, lockers, vending products, alcoholic products, boat ramps, novelties and sale items) are to be profit-making services or licensed out to the private sector according to City Council policy.
7. Financial assistance for access to City recreation services will be provided to individuals in accordance with the Leisure Economic Access Program (LEAP) policy.
8. Fee revisions and adjustments will normally occur commencing September 01 of each year. Fees will be reviewed by the Parks, Recreation and Culture Commission and approved by Council.
9. All fees subject to applicable taxes unless otherwise specified.
10. Additional Staffing/Overhead Costs: Where additional staff or services are requested charges will be assessed based on staff time, staff overhead and equipment costs on a case by case basis. Where services are requested outside regular business hours a minimum 4 hour charge may apply.

#### DROP-IN FEES AND CHARGES CATEGORIES

Child (2 years and under).....	Free
Child.....	3 to 12 years
Youth/Student.....	13 to 18 years / or valid student card
Adult.....	19 to 59 years
Senior.....	60 to 79 years
Senior (80 years and older) .....	Free
Family.....	Maximum 2 adults & 3 children*
	OR 1 adult & 4 children**.
	Additional family member over the fifth member to
	pay 10% of drop-in/RecPass rate***

\* An adult must accompany children into family sessions.

\*\* Under 19 years of age.

\*\*\* Reside in same home.

ADMISSION FEES – ARENAS, POOLS AND GYMNASIUMS			
General Admissions (includes Tax)	(3%)2013/14	(0%)2014/15	(3%)2015/16
Child (2 years and under)	Free	Free	Free
Child - 3 to 12 years	\$3.50	\$3.50	\$3.75
Student - 13 to 18 years	\$5.00	\$5.00	\$5.25
Adult - 19 to 59 years	\$6.75	\$6.75	\$7.00
Senior - 60 to 79 years	\$5.00	\$5.00	\$5.25
Senior – 80 years and over	Free	Free	Free
Family - Max. 2 adults & 3 children or 4 children & 1 adult	\$13.50	\$13.50	\$14.00
Family – Additional child/ additional student	\$0.35/\$0.50	\$0.35/\$0.50	\$0.40/\$0.55
<b>Arena Skate Rentals (includes Tax)</b>			
Child, Student, Senior	\$2.75	\$3.00	\$3.00
Adult	\$3.50	\$3.75	\$3.75
Family Skate Rental	\$6.50	\$7.00	\$7.00
Helmets	\$0.50	\$0.50	\$0.50
Skate Sharpening	\$5.50	\$5.50	\$5.50
<b>Economy Card (min. 10) (includes Tax)</b>			
Child	\$28.00	\$28.00	\$30.00
Student	\$40.00	\$40.00	\$42.00
Adult	\$54.00	\$54.00	\$56.00
Senior	\$40.00	\$40.00	\$42.00
Shower Pass	\$35.00	\$35.00	\$37.50
<b>3 Month REC Pass (includes Tax)</b>			
Child	\$95.50	\$95.50	\$101.25
Student/Senior	\$135.00	\$135.00	\$141.75
Adult	\$182.25	\$182.25	\$189.00
Family	\$364.50	\$364.50	\$378.00
<b>6 Month REC Pass (includes Tax)</b>			
Child	\$168.00	\$168.00	\$180.00
Student/Senior	\$240.00	\$240.00	\$252.00
Adult	\$324.00	\$324.00	\$336.00
Family	\$648.00	\$648.00	\$672.00
<b>12 Month REC Pass (includes Tax)</b>			
Child	\$252.00	\$252.00	\$270.00
Student/Senior	\$360.00	\$360.00	\$378.00
Adult	\$486.00	\$486.00	\$500.00
Family	\$972.00	\$972.00	\$1,000.00

**NOTES:** Based on general admission rates of 3 times per week or 12 times per month, the following average savings would be achieved for purchasing a REC Pass:

3 months	25% savings against single admission;
6 months	33% savings against single admission;
12 months	50% savings against single admission.

Prices do not apply to promotional pricing.

### **FACILITY BOOKING CANCELLATION POLICY**

The Facility Booking Cancellation Policy applies to all Department facilities.

1. For bookings up to eight (8) hours in duration including preparation and clean up, cancellations in writing must be received a minimum of four (4) working days in advance, otherwise, the Licensee will be required to pay the full rental fee for the following bookings:
  - (a) at Community Centres and Activity Centres for functions in categories A and B in the Fees and Rentals Policy.
  - (b) at the aquatic facilities and Oliver Woods Gymnasiums for regular hourly rental bookings.
  - (c) at arenas for regular floor or ice rental bookings.
  - (d) at the Centennial Building.
2. For bookings greater than eight (8) hours in duration including preparation and clean up, cancellation in writing must be received at least ninety (90) days in advance. A facility rental payment as determined by the facility manager will be paid at the time of the booking. 50% of the rental will be required ninety (90) days prior to the event. Cancellation notice of less than ninety (90) days will result in a charge of one-half of the rental fees plus any cost incurred for the following bookings:
  - (a) at Community Centres and Activity Centres for major functions (functions in categories C, D, E, and F in the Fees and Rentals Policy).
  - (b) at the aquatic facilities and Oliver Woods Gymnasiums for major events or swim meets or tournaments.
  - (c) at arenas for major bookings including concerts, trade shows, and circus events.
  - (d) at the Centennial Building.
3. Cancellation verbally or in writing must be received a minimum of four working days prior to scheduled use for all playfields. Charges for field use after the date of use will be reversed only in the event of a rain out and only if notification is given within seven days of the date of originally scheduled use.
4. Bookings made where there is less than the minimum cancellation time period will require payment by cash or credit card at the time of the booking.
5. For bookings greater than four (4) hours in duration on more than two (2) consecutive days, including preparation and clean up, cancellation in writing for non-regular functions must be received at least ninety (90) days in advance. A facility rental payment as determined by the facility manager will be paid at the time of the booking. 50% of the rental will be required ninety (90) days prior to the event. Cancellation notice of less than ninety (90) days will result in a charge of one-half of the rental fees plus any cost incurred for the following bookings: Community Centres; Activity Centres; Aquatic Centres; and Arenas for children's camps, all age sports training camps and festivals.

### ARENA RENTAL RATES

ICE RENTAL HOURLY		2013/14	2014/15	2015/16
1.	Youth	\$78.28	\$80.63	\$83.05
2.	Adult Prime (Sept 1 – March 31)	\$156.56	\$161.26	\$166.10
3.	Adult (off-season) (April 1 to August 31)	\$126.69	\$130.49	\$134.41
4.	Commercial and Major Events (capped at 10 hours)	\$383.16	\$394.65	\$406.49

DRY FLOOR HOURLY		2013/14	2014/15	2015/16
1.	Youth	\$44.29	\$45.62	\$46.99
2.	Adult	\$88.58	\$91.24	\$93.98
3.	Adult League (Practice) (No Admission Charged)	\$73.13	\$75.32	\$77.58
4.	Commercial and Major Events (capped at 10 hours)	\$383.16	\$394.65	\$406.49

EXTRA FEES		2013/14	2014/15	2015/16
1.	T.V. Lights (per hr.)	\$43.26	\$44.56	\$45.89

DEAD ICE TIME/ DEAD DRY FLOOR TIME		2013/14	2014/15	2015/16
1.	Per Person per ½ hour	\$10.30	\$10.60	\$10.90
2.	Per Person per hour	\$17.50	\$18.00	\$18.50

NOTES:

1. A Security Deposit may be requested for any rentals.
2. If Licensee requires more tables and chairs than normally allocated to the specific facility, the charge will be at cost for rental, labour and transportation.



### AQUATIC FACILITIES RENTAL RATES

	Private			Community Groups 10% Discount			Youth 50% Discount		
<b>LANES:</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>
1 lane	\$19.89	\$20.29	\$20.69	\$17.90	\$18.26	\$18.62	\$9.95	\$10.14	\$10.35
2 lanes	\$39.78	\$40.58	\$41.39	\$35.80	\$36.52	\$37.25	\$19.89	\$20.29	\$20.69
3 lanes	\$59.67	\$60.86	\$62.08	\$53.70	\$54.78	\$55.87	\$29.84	\$30.43	\$31.04
4 lanes	\$79.56	\$81.15	\$82.77	\$71.60	\$73.04	\$74.50	\$39.78	\$40.58	\$41.39
5 lanes	\$99.45	\$101.44	\$103.47	\$89.51	\$91.30	\$93.12	\$49.73	\$50.72	\$51.73
6 lanes	\$119.34	\$121.73	\$124.16	\$107.41	\$109.55	\$111.75	\$59.67	\$60.86	\$62.08
7 lanes	\$139.23	\$142.01	\$144.85	\$125.31	\$127.81	\$130.37	\$69.62	\$71.01	\$72.43
8 lanes	\$159.12	\$162.30	\$165.55	\$143.21	\$146.07	\$148.99	\$79.56	\$81.15	\$82.77
16 lanes	\$318.24	\$324.60	\$331.10	\$286.42	\$292.14	\$297.99	\$159.12	\$162.30	\$165.55
<b>BEBAN:</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>
Slide Only	\$123.42	\$125.89	\$128.41	\$111.08	\$113.30	\$115.57	\$61.71	\$62.94	\$64.20
Leisure Only	\$158.10	\$161.26	\$164.49	\$142.29	\$145.14	\$148.04	\$79.05	\$80.63	\$82.24
Leisure & Slide	\$224.40	\$228.89	\$233.47	\$201.96	\$206.00	\$210.12	\$112.20	\$114.44	\$116.73
37 Metre Pool	\$159.12	\$162.30	\$165.55	\$143.21	\$146.07	\$148.99	\$79.56	\$81.15	\$82.77
Complete	\$382.50	\$390.15	\$397.95	\$344.25	\$351.14	\$358.16	\$191.25	\$195.08	\$198.98
Shallow End	\$82.62	\$84.27	\$85.96	\$74.36	\$75.85	\$77.36	\$41.31	\$42.14	\$42.98
<b>NAC:</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>
Slides Only	\$245.82	\$250.74	\$255.75	\$221.24	\$225.66	\$230.18	\$122.91	\$125.37	\$127.88
Leisure Only	\$315.18	\$321.48	\$327.91	\$283.66	\$289.34	\$295.12	\$157.59	\$160.74	\$163.96
Leisure Slides	\$459.00	\$468.18	\$477.54	\$413.10	\$421.36	\$429.79	\$229.50	\$234.09	\$238.77
Complete	\$774.18	\$789.66	\$805.46	\$638.01	\$650.77	\$663.79	\$387.09	\$394.83	\$402.73

NOTES:

1. Club and outside group rentals/pricing do not include staffing, a minimum of 2 staff are required during swim club rentals.
2. For each additional staff required (ratio 1:50) there will be an additional charge to cover staff costs.
3. Rentals outside regular hours of operation (refer to public schedule), are required to pay for staffing.

### COMMUNITY CENTRES/HALLS – CATEGORIES OF USE

Classification		Function	
1.	Local registered child and youth leisure groups and societies that use facilities for provision of leisure-oriented activities that are open to community.	A.	Activities to carry out the business of an organization or group. Excludes activities with liquor licenses or catered functions. (max.4 hours).
2.	Local government and educational bodies along with their respective department function, social services and fraternal groups, and local registered adult leisure groups and societies.	B.	Activities to carry out the business of an organization or group. Excludes activities with liquor licenses or catered functions. (max.8 hours).
		C.	Dinner Meetings, Showers and Teas (excluding Dances, Concerts) and Shows without admission.
3.	Local private, religious, labour, business and political groups and/or individuals.	D.	Adult dances and/or Socials, Banquets. (max. 1 day)
4.	Commercial and "outside" groups and/or individuals.	E.	Youth Dances and/or Socials.
		F.	Concerts, Trade Shows, Conventions and Shows with admission fees and/or sales of merchandise. (max. 1 day)

#### NOTES:

1. For Function "F" in each rental category - "Concerts and Shows ..." - Rentals may be based on a percentage of revenue instead of flat rate rental.
2. Liquor Permits – Events involving service of alcohol must be covered by an approved Liquor Permit and the location of bar must be agreed to by Department Management prior to event.
3. Set-ups for functions at Recreation Centres is \$29 for each fifty (50) chairs/tables, and \$2.30 per table for tables-only functions.
4. Rental rates for bookings involving Retail Sales by Commercial Organizations can be based on 10% of gross sales by resident merchants and 20% of gross sales for non-resident merchants, against a minimum flat rate, at the discretion of the facility Manager. A City of Nanaimo business license is required.
5. "Outside" group and/or individual is any group or individual with a mailing address outside Nanaimo or Electoral Areas: A-Cedar, South Wellington, B-Gabriola, C-Extension, East Wellington and the District of Lantzville. "Outside" groups will be charged at the Classification Rate 4.
6. Non-Prime Rental Rate applies at community centre and hall for events that commence and finish on Sunday. Applicable to all renters except commercial and outside groups (Classification 4). Rental charge for dinner meetings, socials, events with admission fees (Function C, D, E and F) would be at the program/workshop rate (Function B) against a percentage of the gate receipts when an admission is charged.
7. An additional 50% of rental fees will be required for closing the entire facility for a single function, at the discretion of the facility manager (e.g. concerts or sporting events).

## FACILITIES

### COMMUNITY MEETING SPACES

	Name	Dimensions	Meeting Capacity	Rental Group
1.	Beban Social Centre Auditorium A	48 x 80	315	5
2.	Beban Social Centre Auditorium B	48 x 80	315	5
3.	Beban Social Centre Auditorium A and B	80 x 96	700	6
4.	Beban Social Centre Lounge	46 x 63	230	4
5.	Beban Social Centre Single Meeting Room	24 x 35	50	2
6.	Beban Social Centre Double Meeting Room	35 x 48	100	3
7.	Beban Social Centre Triple Meeting Room	35 x 72	150	4
8.	Bowen Complex Activity Room #1	44 x 28	97	3
9.	Bowen Complex Activity Room #2	35 x 25	71	2
10.	Bowen Complex Activity Room #3	36 x 25	71	2
11.	Bowen Complex Auditorium	74 x 52	306	5
12.	Bowen Complex Clubhouse	50 x 24	80	3
13.	Bowen Complex Games Room #1	21 x 13	18	1
14.	Bowen Complex Games Room #2	21 x 13	18	1
15.	Bowen Complex Games Room #3	21 x 13	18	1
16.	Bowen Complex Conference Room	34 x 13	18	1
17.	Centennial Building	60 x 146	725	3
18.	Cliff McNabb Conference Room	22 x 18	33	1
19.	Departure Bay Activity Centre	64 x 54	276	4
20.	Frank Crane VIP Room	16 x 24	20	1
21.	Harewood Activity Centre	41 x 26	85	2
22.	Kin Hut Activity Centre	35 x 29	85	2
23.	Maffeo Auditorium	44 x 25	103	2
24.	Nanaimo Aquatic Centre Jack Little Room A	30 x 35	80	2
25.	Nanaimo Aquatic Centre Jack Little Room B	35 x 35	100	2
26.	Nanaimo Ice Centre – Lounge	50 x 26	100	3
27.	Oliver Woods Community Centre – Single Room	37 x 22	60	2
28.	Oliver Woods Community Centre – Double Room	37 x 44	120	3
29.	Oliver Woods Community Centre – Triple Room	43 x 70	180	4
30.	Oliver Woods Community Centre – Conference Room	20 x 25	36	1
31.	Rotary Field House	43 x 23	85	2

### COMMUNITY MEETING SPACE RENTAL DISCOUNTS

Rental rates as shown previously, minus appropriate discount based on specific classification and function.

<b>1.</b>	<b>Approved Registered Youth Leisure Groups:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	50%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	50%
C.	Dinner Meetings, Showers, Teas, Shows w/o admission	20%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	20%
E.	Youth Dances, Socials	20%
F.	Concerts, Shows and Sales	40%

<b>2.</b>	<b>Approved Government, Education, Social Service, Fraternal and Adult Leisure Groups:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	30%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	30%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	20%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	20%
E.	Youth Dances, Socials	20%
F.	Concerts, Shows and Sales	20%

<b>3.</b>	<b>Private, Religious, Labour, Business, Political Groups and Individuals:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	10%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	10%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	10%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	10%
E.	Youth Dances, Socials	10%
F.	Concerts, Shows and Sales	10%

<b>4.</b>	<b>Commercial and Outside Groups:</b>	<b>Discount</b>
A.	Meetings (4 hours maximum)	0%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	0%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	0%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	0%
E.	Youth Dances, Socials	0%
F.	Concerts, Shows and Sales	0%

FACILITY RENTAL RATES																										.02		
	Group 1 0-530 sq. ft.			Group 2 500-1200 sq. ft.			Group 3 1200-2000 sq. ft.			Group 4 2000-3000 sq. ft.			Group 5 3000-5000 sq. ft.			Group 6 5000+ sq. ft.			Kitchens			Hourly Rates						
	Beban Dressing Rooms Beban Stage Beban Meeting Rooms Cliff McLabbe Conference Frank Crane Arena VIP			Beban Single Bowen Activity 2 OR 3 NAC A OR B OWCC Hemlock OWCC Monarch 1 OR 2 OWCC Seale 1 OR 3 OWCC Tree Frog			Beban Double Room Bowen Activity Room 1 Bowen Activity Room 2 AND 3 Bowen Clubhouse OWCC Monarch 1 AND 2 OWCC Seale 2 VIC Lounge			Beban Lounge Beban Triple NAC A AND B OWCC Seale 1 AND 2 OWCC Seale 2 AND 3			Beban Auditorium A OR B Bowen Auditorium OWCC Seale 1, 2 AND 3			Beban Auditorium A & B Beban Auditorium B & Lounge			Beban Kitchenette Bowen Activity # Kitchen			Beban Kitchen Bowen Kitchen			Group 1-3	Group 4	Group 5	Group 6
	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2013/14	2014/15	2015/16	2011-2016						
1. APPROVED REGISTERED YOUTH LEISURE GROUPS																												
A. Meetings: 4 hours maximum	24.91	25.41	25.91	31.16	31.78	32.42	44.25	45.13	46.04	59.49	60.68	61.83	152.13	155.18	158.28	251.71	256.74	261.87	25.59	26.10	26.63	48.30	49.28	50.25	14.17	19.05	48.74	80.41
B. Programs, Workshops, Courses, Seminars (8 hrs max.)	34.58	35.27	35.97	51.90	52.94	53.99	65.73	67.04	68.38	93.39	95.23	97.13	202.62	208.88	210.81	304.26	310.36	316.57	25.59	26.10	26.63	48.30	49.28	50.25	21.05	29.92	64.90	97.46
C. Dinner Migs Showers, Teas, Shows w/o Admission	72.19	73.63	75.10	108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.73	407.13	415.28	423.58	619.61	632.00	644.64	40.94	41.78	42.60	77.28	78.82	80.40	40.13	61.14	97.31	148.85
D. Adult Dances, Weddings, Socials, Receptions, Banquets				174.78	178.27	181.64	258.69	264.06	269.35	360.60	368.21	365.93	553.23	564.29	575.58	774.52	790.01	805.81	40.94	41.78	42.60	77.28	78.82	80.40	49.76	73.14	106.31	175.44
E. Youth Dances, Socials				108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.73	407.13	415.28	423.58	619.61	632.00	644.64	40.94	41.78	42.60	77.28	78.82	80.40	40.13	61.14	97.31	148.85
F. Concerts, Conventions, Shows and Sales				131.08	133.70	136.58	194.17	198.05	202.01	285.45	291.15	298.98	414.92	423.21	431.88	684.66	698.35	712.31	30.70	31.32	31.94	57.96	59.12	60.30	37.31	54.86	79.73	131.58
2. APPROVED GOVERNMENT, EDUCATION, SOCIAL SERVICE, FRATERNAL AND ADULT LEISURE GROUPS																												
A. Meetings: 4 hours maximum	34.87	35.57	36.26	43.52	44.49	45.38	61.54	63.19	64.45	83.28	84.95	86.65	212.99	217.25	221.59	352.3896	358.44	366.63	35.82	36.54	37.27	67.62	68.97	70.35	19.84	25.67	68.23	112.37
B. Programs, Workshops, Courses, Seminars (8 hrs max.)	48.40	49.37	50.35	72.55	74.11	75.69	92.02	93.86	95.74	130.74	133.33	136.03	283.67	289.35	295.13	425.9826	434.50	443.19	35.82	36.54	37.27	67.62	68.97	70.35	29.48	41.88	90.88	136.44
C. Dinner Migs Showers, Teas, Shows w/o Admission	72.19	73.63	75.10	108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.73	407.13	415.28	423.58	619.6092	632.00	644.64	40.94	41.78	42.60	77.28	78.82	80.40	40.13	61.14	97.31	148.85
D. Adult Dances, Weddings, Socials, Receptions, Banquets				174.78	178.27	181.64	258.69	264.06	269.35	360.60	368.21	365.93	553.23	564.29	575.58	774.5166	790.01	805.81	40.94	41.78	42.60	77.28	78.82	80.40	49.76	73.14	106.31	175.44
E. Youth Dances, Socials				108.40	110.56	112.77	167.04	170.38	173.78	254.48	259.57	264.73	407.13	415.28	423.58	619.6092	632.00	644.64	40.94	41.78	42.60	77.28	78.82	80.40	40.13	61.14	97.31	148.85
F. Concerts, Conventions, Shows and Sales				174.78	178.27	181.64	258.69	264.06	269.35	360.60	368.21	365.93	553.23	564.29	575.58	774.5634	790.01	805.81	40.94	41.78	42.60	77.28	78.82	80.40	49.76	73.14	106.31	175.44
3. PRIVATE, RELIGIOUS, LABOUR, BUSINESS, POLITICAL GROUPS AND INDIVIDUALS																												
A. Meetings: 4 hours maximum	44.84	45.74	46.65	56.08	57.20	58.35	79.64	81.23	82.86	107.06	109.22	111.41	273.84	279.32	284.90	453.0738	462.14	471.38	46.05	46.97	47.91	86.93	88.67	90.45	25.50	34.29	87.72	144.73
B. Programs, Workshops, Courses, Seminars (8 hrs max.)	62.23	63.47	64.74	93.41	95.28	97.19	118.31	120.68	123.09	168.11	171.47	174.93	364.72	372.02	379.45	547.686	558.64	569.82	46.05	46.97	47.91	86.93	88.67	90.45	37.89	53.85	116.82	175.42
C. Dinner Migs Showers, Teas, Shows w/o Admission	81.20	82.83	84.48	114.34	117.24	119.59	187.61	191.67	196.51	266.29	272.01	277.85	458.03	467.19	475.54	697.068	711.01	725.23	46.05	46.97	47.91	86.93	88.67	90.45	45.14	68.78	110.03	167.45
D. Adult Dances, Weddings, Socials, Receptions, Banquets				196.63	200.56	204.57	291.24	297.07	303.01	428.18	436.74	445.47	622.37	634.82	647.52	871.32	888.75	906.53	46.05	46.97	47.91	86.93	88.67	90.45	55.97	82.29	119.61	197.37
E. Youth Dances, Socials				121.95	124.39	126.88	187.61	191.67	196.51	266.29	272.01	277.85	458.03	467.19	475.54	697.07	711.01	725.23	46.05	46.97	47.91	86.93	88.67	90.45	45.14	68.78	110.03	167.45
F. Concerts, Conventions, Shows and Sales				196.63	200.56	204.57	291.24	297.07	303.01	428.18	436.74	445.47	622.37	634.82	647.52	1026.98	1047.52	1068.47	46.05	46.97	47.91	86.93	88.67	90.45	55.97	82.29	119.61	197.37
4. COMMERCIAL AND OUTSIDE GROUPS																												
A. Meetings: 4 hours maximum	49.82	50.81	51.83	62.312	63.56	64.83	88.49	90.25	92.06	118.97	121.35	123.78	304.27	310.35	316.56	503.4108	513.48	523.75	51.17	52.20	53.24	96.59	98.53	100.50	28.34	38.11	97.46	160.81
B. Programs, Workshops, Courses, Seminars (8 hrs max.)	69.15	70.53	71.94	103.30	105.87	107.99	131.46	134.09	136.77	186.78	190.52	194.33	405.25	413.35	421.62	608.5422	620.71	633.13	51.17	52.20	53.24	96.59	98.53	100.50	42.11	59.82	129.30	194.91
C. Dinner Migs Showers, Teas, Shows w/o Admission	90.23	92.03	93.87	135.30	138.21	140.97	208.79	212.67	217.23	318.10	324.43	330.95	508.92	519.10	529.48	774.5186	790.01	805.81	51.17	52.20	53.24	96.59	98.53	100.50	50.15	73.42	122.26	186.06
D. Adult Dances, Weddings, Socials, Receptions, Banquets				218.47	222.64	227.30	323.61	330.08	336.68	475.75	485.25	494.97	691.53	705.36	719.47	968.1432	987.51	1007.26	51.17	52.20	53.24	96.59	98.53	100.50	62.18	91.43	132.90	218.30
E. Youth Dances, Socials				135.30	138.21	140.97	208.79	212.67	217.23	318.10	324.43	330.95	508.92	519.10	529.48	774.5186	790.01	805.81	51.17	52.20	53.24	96.59	98.53	100.50	50.15	73.42	122.26	186.06
F. Concerts, Conventions, Shows and Sales				219.19	223.57	228.04	323.61	330.08	336.68	475.75	485.25	494.97	691.53	705.36	719.47	1141.06	1163.91	1187.18	51.17	52.20	53.24	96.59	98.53	100.50	62.18	91.43	132.90	218.30

Off-Campus Facilities Rental Rates			
		500-1200 sq. ft.	2000-3000 sq. ft.
		Harewood Activity Centre Rotary Field House Kin Hut Miner's Cottage	Departure Bay Activity Centre
<b>1. APPROVED REGISTERED YOUTH LEISURE GROUPS</b>			
A.	Meetings: 4 hours maximum	30.55	58.32
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	50.88	91.56
C.	Showers, Teas, Shows w/o Admission	106.27	249.49
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	171.35	373.14
E.	Youth Dances, Socials	106.27	249.49
F.	Concerts, Shows and Sales	128.51	279.85
<b>2. APPROVED GOVERNMENT, EDUCATION, SOCIAL SERVICE, FRATERNAL AND ADULT LEISURE GROUPS</b>			
A.	Meetings: 4 hours maximum	42.76	81.65
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	71.23	128.18
C.	Showers, Teas, Shows w/o Admission	106.27	249.49
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	171.35	373.14
E.	Youth Dances, Socials	106.27	249.49
F.	Concerts, Shows and Sales	171.35	373.14
<b>3. PRIVATE, RELIGIOUS, LABOUR, BUSINESS, POLITICAL GROUPS AND INDIVIDUALS</b>			
A.	Meetings: 4 hours maximum	54.98	104.98
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	91.58	164.81
C.	Showers, Teas, Shows w/o Admission	119.56	280.68
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	192.77	419.78
E.	Youth Dances, Socials	119.56	280.67
F.	Concerts, Shows and Sales	192.77	419.78
<b>4. COMMERCIAL AND OUTSIDE GROUPS</b>			
A.	Meetings: 4 hours maximum	61.09	116.64
B.	Programs, Workshops, Courses, Seminars (8 hours max.)	101.76	183.12
C.	Showers, Teas, Shows w/o Admission	132.84	311.86
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	214.19	466.42
E.	Youth Dances, Socials	132.84	311.86
F.	Concerts, Shows and Sales	214.19	466.42

**OLIVER WOODS COMMUNITY CENTRE GYMNASIUMS**

HOURLY RATES	2013 / 2014	2014 / 2015	2015 / 2016
Commercial (non-sport)	\$130.38	\$138.20	\$146.50
Non-Profit / Adult & Private	\$37.10	\$39.33	\$41.68
Non-Profit / Youth	\$19.08	\$20.23	\$21.44
Commercial (Sport)	\$58.30	\$61.80	\$65.51

**CENTENNIAL BUILDING**

	2013/2014 (5%)	2014/2015 (5%)	2015/2016 (5%)
<b>Approved Youth Non-Profit (50%)</b>			
Per Hour	\$16.79	\$17.63	\$18.51
Max 4 hours recreational	\$48.63	\$51.06	\$53.61
Max 8 hours recreational	\$71.78	\$75.37	\$79.14
Event without admission – per day	\$130.23	\$136.74	\$143.58
Event with admission/Event with Sales ** - per day	\$199.69	\$209.67	\$220.16
<b>Approved Adult Non-Profit (25%)</b>			
Per Hour	\$25.18	\$26.44	\$27.76
Max 4 hours recreational	\$72.93	\$76.58	\$80.41
Max 8 hours recreational	\$107.66	\$113.04	\$118.69
Event without admission – per day	\$195.35	\$205.12	\$215.38
Event with admission/Event with Sales ** - per day	\$299.53	\$314.51	\$330.24
<b>Private (10%)</b>			
Per Hour	\$30.22	\$31.73	\$33.32
Max 4 hours recreational	\$87.52	\$91.89	\$96.49
Max 8 hours recreational	\$129.19	\$135.65	\$142.43
Event without admission – per day	\$234.42	\$246.14	\$258.45
Event with admission/Event with Sales ** - per day	\$359.42	\$377.42	\$396.29
<b>Commercial</b>			
Per Hour	\$33.57	\$35.25	\$37.01
Max 4 hours recreational	\$97.24	\$102.10	\$107.21
Max 8 hours recreational	\$143.55	\$150.72	\$158.26
Event without admission – per day	\$260.46	\$273.49	\$287.16
Event with admission/Event with Sales ** - per day	\$399.38	\$419.36	\$440.31

\*\* Events with sales may be subject to 15% of gross revenues vs. flat fee.  
Tables and chairs not included in fees.

**SELF-CONTAINED RECREATION VEHICLE CAMPING IN CITY PARKS**

Overnight camping in City Parks is prohibited under the provisions of this Bylaw. Authorization to provide exemptions from the Bylaw is granted by the Director of Parks, Recreation and Culture through the issuance of a Park License Agreement pursuant to the Bylaw. Park License Agreements for overnight camping in parks are infrequent and on exceptional occasions.

YEAR	FEE PER NIGHT
2013	\$25.00
2014	\$26.25
2015	\$27.55
2016	\$28.95

**LONG-TERM STORAGE RENTAL SPACE**

Parks, Recreation Complex, Activity Centres:  
\$6.50 / sq. ft. / year Minimum \$50.00 / year

Field Houses/Centennial Building:  
\$5.50 / sq. ft. / year Minimum \$50.00 / year

**BRECHIN BOAT RAMP ANNUAL PARKING PASS**

	2014	2015	2016
Boat Trailer and Vehicle	\$ 70.00	\$ 75.00	\$ 75.00
Car Top Boat	\$ 45.00	\$ 50.00	\$ 50.00

**NOTES:**

1. Purchase of single use passes are available on-site.
2. Annual Brechin Boat Ramp passes are valid for one year from date of purchase.
3. Parking passes must be displayed on the dash of the vehicle while parked at the Brechin Boat Ramp Parking Lot.
4. Purchase of a pass does not guarantee parking space availability.



## DEPARTMENT PROGRAMS

Seasonal Programs – As advertised.

## EQUIPMENT RENTALS AND SERVICE LEVELS

### EQUIPMENT:

1. The City maintains a basic equipment inventory at each facility appropriate for, and included with, in-house facility use. If in-house users require equipment outside the basic inventory this equipment will be made available if possible, at an additional fee.
2. Equipment rental fees will be set per day of use and will cover replacement of the item based on a calculation of estimated use and expected lifespan.
3. Rental of facility equipment to outside users is not available. Exceptions may be made at the discretion of the Director of Parks, Recreation & Culture. Where the Director approves exceptions, rental fees will apply. Delivery/return of equipment is not included with outside user equipment rental.
4. Those using equipment must return it in the condition it was received and accept responsibility for repair or replacement costs of equipment damaged or lost.

### SERVICE:

1. The City maintains a basic level of service at each facility appropriate for, and included with in-house facility use. If in-house users require an increased level of service over and above the basic service, it will be made available if possible, at an additional fee.
2. An increased level of service may also be available to outside users if possible, at an additional fee.
3. Cost for increased level of service will be made available at staffing costs (wage and overhead) plus 15% administration, or contractor cost plus 15% administration.

### SPORTS FIELD RATES

Category	Field Classification	2013/14 (per field or ball diamond)	2014/15 (per field or ball diamond)	2015/16 (per field or ball diamond)
Adult/Commercial (18 years & over) Practice/Game	Synthetic Turf	\$30.00/hour	\$32.00/hour	\$34.00/hour
	"A" Field	\$24.00/hour	\$25.00/hour	\$26.00/hour
	"B" Field	\$12.00/hour	\$12.50/hour	\$13.00/hour
	"C" Field	\$8.25/hour	\$8.50/hour	\$8.75/hour
Adult (18 years & over) Tournament	Synthetic Turf	\$189.00/day	\$198.00/day	\$208.00/day
	"A" Field	\$157.00/day	\$165.00/day	\$173.00/day
	"B" Field	\$78.00/day	\$82.00/day	\$86.00/day
	"C" Field	\$51.00/day	\$54.00/day	\$57.00/day
Youth (under 18 years) Practice/Game	Synthetic Turf	\$13.00/hour	\$14.00/hour	\$15.00/hour
	"A" Field	\$5.00/hour	\$5.50/hour	\$6.00/hour
	"B" Field	\$2.50/hour	\$2.75/hour	\$3.00/hour
	"C" Field	\$1.75/hour	\$2.00/hour	\$2.25/hour
Youth (under 18 years) Tournament	Synthetic Turf	\$93.00/day	\$108.00/day	\$123.00/day
	"A" Field	\$32.00/day	\$35.00/day	\$38.00/day
	"B" Field	\$16.00/day	\$17.50/day	\$19.00/day
	"C" Field	\$10.50/day	\$11.50/day	\$12.50/day

### SPORTS FIELD CLASSIFICATIONS

<b>ARTIFICIAL TURF FIELDS</b>	Field #1 - Merle Logan Field #2
<b>"A" FIELDS</b>  Full size turf fields with field house	Elaine Hamilton Field (formerly Trofton) May Richards Bennett Pioneer Park Beban Park Gyro Playfields Harewood Centennial Park Big Field Caledonia Park (includes one field house only) Serauxmen Sports Fields
<b>"B" FIELDS (50% discount)</b>  Full size turf field with no field house OR Small turf field with field house	Harry Wipper Park Pleasant Valley Park Departure Bay Centennial Park Bowen Park West Playfield Sid Clark Gyro Park (Wentworth Street) Beban Park Gyro Playfields Mansfield Park Harewood Centennial Park Small Field Robins Park Practice Area Comox Gyro Park Robins Park
<b>"C" FIELDS (66% discount)</b>  Small turf field with no field house OR Non turf field with or without field house	Diver Lake Park Deverill Park (formerly Haliburton Street Park) Barney Moriez Park Groveland Park

NOTES:

1. Commercial and Special Events: each field is \$300.00 per day or 15% of gross revenues, plus cost of other services as required.
2. Staff call-out resulting from lights being left on or facilities not being properly secured after rental: \$120.00.
3. Field rental rates do not include lighting charges.
4. The Tournament rate is calculated at a maximum of 8 hours per day.

**SPORTS FIELD / LACROSSE BOX LIGHTING CHARGES**

1. Artificial Turf Field Lighting Charges:

- a. Practice level lighting - \$13.00 per hour
- b. Game level lighting - \$16.00 per hour

There will be no block booking discount for lighting on the artificial turf fields.

- 2. \$13.00 per hour for a single use of lights on grass sports fields or lacrosse boxes. Minimum rental charge \$15.00 per contract.
- 3. 30% winter block booking discount applicable between September 15 and April 15 when booking the same hour(s) of use each week for a minimum period of 8 consecutive weeks on grass fields.

25% summer block booking discount applicable between April 16 and September 14 when booking the same hour(s) of use each week for a minimum period of 8 consecutive weeks on grass fields.

- (a) Light rental costs are to be paid within 30 days of contract being issued; otherwise discount is not applicable.
- (b) Block booking discounts are applied to accommodate unscheduled cancellations due to weather conditions, field conditions or field maintenance. Refunds for cancellations against a block booking will not be made.

4. Lighting charges to be applied:

September 15	to October 31	after 7:00 p.m.
November 1	to April 15	after 5:00 p.m.
April 16	to September 14	after 9:00 p.m.

5. Pleasant Valley Sports Field lighting to be charged at extra cost to exclusive user.

6. Lighting charges apply to:

Harewood Centennial Park Lions Lacrosse Box  
Bowen Park Lions Lacrosse Box  
Robins Park Field  
Robins Park Practice Field  
Departure Bay Centennial Park Field  
Mansfield Park Field  
Comox Park Field  
Harewood Centennial Park Big Field  
Harewood Centennial Park Small Field  
Merle Logan Field  
Second Artificial Turf Field  
Pleasant Valley Field  
Deverill Park Field

### PICNIC SHELTERS

	2013/14	2014/15	2015/16
Up to 4 hours	\$58.00	\$58.00	\$59.50
4-8 hours	\$96.00	\$96.00	\$100.00
Over 8 hours	\$127.50	\$127.50	\$132.00

- Access to power and water included.

### SAND VOLLEYBALL COURTS

	2013/14	2014/15	2015/16
4 courts	\$9.25/hour	\$9.50/hour	\$9.75/hour
1 court	\$3.50/hour	\$4.00/hour	\$4.00/hour
Tournament	\$60.00/day	\$61.00/day	\$62.00/day

### TENNIS COURTS

	2013/14	2014/15	2015/16
Bowen Park – 3 courts	\$21.00/hour	\$21.50/hour	\$22.00/hour
Beban Park – 3 courts	\$21.00/hour	\$21.50/hour	\$22.00/hour
Departure Bay Centennial – 2 courts	\$13.25/hour	\$13.50/hour	\$13.75/hour

- Public use for general play at no charge during daylight hours.
- Bowen tennis court light timer tokens: first come, first served use, \$10 per hour, (discounts do not apply).
- Department lessons will have preference if court availability is limited.

### LACROSSE BOXES

Bowen Lions, Harewood Centennial:

	2013/14	2014/15	2015/16
Lacrosse Boxes	\$6.00/hour	\$6.50/hour	\$6.50/hour

- Extra charge for lights, where available.

### DISCOUNTS FOR PICNIC SHELTERS / SAND VOLLEYBALL COURTS TENNIS COURTS / LACROSSE BOXES

Adult groups: 0%  
Youth groups: 50%

- Permits for these facilities guarantee priority use.
- Drop-in use is allowed at no charge when facilities are not booked.

**CITY PARKS – PLAZAS – PAVILIONS – AMPHITHEATRES – GROUNDS – PARKING LOTS**

Local not-for-profit groups and societies hosting events/activities <u>open and free of charge</u> to the general public.	\$25.00 per day
Local not-for-profit groups and societies providing events/activities <u>at a charge</u> to the general public.	\$200.00 per day
Private groups hosting <u>events not open to the public</u> , i.e. weddings, staff picnics.	\$50.00 (2 hour maximum) \$25.00/extra hour booked
Commercial businesses <u>offering regularly scheduled programs to the public</u> at a cost, i.e. fitness classes.	\$50.00 per quarter
Commercial or outside organizations hosting events/activities <u>open free of charge</u> to the general public.	\$150.00 per day
Commercial or outside organizations hosting events/activities <u>open at a charge</u> to the general public.	\$200.00 - up to 200 estimated attendees \$500.00 – up to 500 estimated attendees \$1,000.00 – 500+ attendees PER 12 hour day Or 15% of gate
Hydro use – applies to all group type requiring access to power.	\$25.00 per day

**NOTES:**

1. The objective of these fees is to help recover some of the cost involved in maintaining these open spaces for the benefit of the community.
2. Park bookings do not imply that the public will not be allowed to access the park in which the reserved area is situated. Groups holding a park booking are simply granted priority use of the designated space for the term stated within the contract.

**SCHEDULE C**  
**FINE SCHEDULE**

Fines for tickets issued pursuant to this Bylaw, shall be as follows:

DESCRIPTION OF OFFENCE	SECTION	FINE
Obstruct free use and enjoyment of park.	3.1 (a)	\$150.00
Disturb game, sport or activity.	3.1 (b)	\$150.00
Interfere with City employee	3.1 (c)	\$150.00
Activity in area not designated for that purpose	3.1 (d)	\$150.00
Fail to obey person in charge of activity	3.2 (a)	\$150.00
Use hazardous device in pool/beach	3.2 (b)	\$150.00
Permit animal to run at large	3.3 (a)	\$150.00
Permit animal to feed on vegetation	3.3 (b)	\$150.00
Permit animal on public beach	3.3 (c)	\$150.00
Permit animal on pool deck	3.3 (d)	\$150.00
Enter/Remain in park during restricted hours	3.4 (a)	\$150.00
Occupy for Lodging	3.4 (b)	\$150.00
Cross area where sign prohibits.	3.4 (c)	\$150.00
Remain when directed to leave	3.4 (d)	\$150.00
Ride or permit riding of a cycle without approved helmet.	3.5	\$150.00
Cycling/skating/skateboarding in prohibited area	3.6	\$150.00
Damage park plants	3.7	\$150.00
Cut down tree	3.8	\$500.00
Plant any tree, sapling, shrub, flower	3.9	\$150.00
Damage park property	3.10	\$150.00
Build any structure	3.11	\$150.00
Pollute fountain, lake, pool, pond or stream	3.12	\$150.00
Littering	3.13	\$150.00
Distribute/affix signs/posters/device	3.14	\$150.00
Discharge/ignite fireworks or other explosive material	3.15	\$250.00
Cause fire to be ignited	3.16	\$150.00
Discard any lighted match, cigar, cigarette, or other substance	3.17	\$250.00
Consume or possess liquor in park	3.18	\$150.00
Show or performance without license	3.19	\$150.00
Sell service or commodity	3.20	\$150.00
Activity contrary to Sign or Traffic Control Device	3.21	\$150.00
Use building/structure for contrary to purpose	3.22	\$150.00
Leave personal belongings	3.23	\$150.00
Drive/park vehicle where prohibited	3.24	\$150.00
Drive/park off road/all terrain vehicle	3.25	\$150.00
Operate any motorboat	3.26	\$150.00
Smoke in or around NAC Centre	3.27	\$150.00
Smoke within 3 m of any Activity Centre	3.28	\$150.00
Smoke within 7.5 metres of Oliver Woods	3.29	\$150.00
Smoke contrary to signs	3.30	\$150.00
Fail to obtain a park License agreement	9.1	\$150.00

**NOTES**  
**REGULAR MEETING OF THE CULTURAL COMMITTEE**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2013-MAY-01, 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  
Ms. Marianne Turley

**Regrets:** Ms. Geraldine Manson  
Mr. Kim Smythe

**Staff:** R. Harding, Director, Parks, Recreation and Culture Department  
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. INTRODUCTION OF LATE ITEMS:

- (a) Add delegation Ms. Camela Tang and Ms. Aarame Robillard of the Centre of the Arts Nanaimo to Item 8 (a) – Nanaimo Centre Stage Operating Grant Request.

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 Cultural Committee Meeting of Wednesday, 2013-APR-03 at 4:04 p.m., at the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. CHAIR'S REPORT:

The Chair, Councillor Fred Pattje, provided a verbal report on the following topic:

- (a) Letter dated 2013-APR-27 from BCCF Chorfest 2013 offering 4 tickets to the Cultural Committee for Sing Canadian Gala Concert on Sunday, 2013-May-19 at the Port Theatre.



6. COMMISSION REPORT:

Commissioner Rinald provided a verbal report on the following topics:

- Bruce Halliday presented an update on the Port Theatre operations and plans for a studio rehearsal space.
- The Donation of the Frame report was passed by Commission and will go to Council on 2013-MAY-06.

7. REPORTS OF PROJECT COMMITTEES:

(a) Cultural Award Committee

Nothing to report at this time.

(b) Art in Public Places Project Committee

Nothing to report at this time.

(c) Cultural Forum Project Committee

Nothing to report at this time.

8. STAFF REPORTS:

(a) Nanaimo Centre Stage Operating Grant Request

At their regular Committee of the Whole meeting on 2013-APR-15, Council passed a motion to refer the request for an Operating Grant for Centre Stage (25 Victoria Road) in the amount of \$6,000 to the Cultural Committee.

Delegations:

1. Camela Tang, President, and Aarame Robillard, Manager, of Centre for the Arts Nanaimo presented a request for an increased service level Operating Grant for 2013 in the amount of \$6,000.

Correspondence:

1. Letter dated 2013-APR-22 from Camela Tang, President, CVI Centre for the Arts Nanaimo regarding the request for higher level service Operating Grant for 2013 in the amount of \$6,000.

It was moved and seconded that the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend to Council that the Nanaimo Centre Stage receive a one-time grant of \$6,000 for 2013. The motion carried unanimously.

G. Hofmann abstained from the vote declaring a conflict of interest as she is a member of the Centre for the Arts Nanaimo.

9. CORRESPONDENCE: (not related to a Report to the Cultural Committee)

- (a) Letter dated 2013-MAR-26 from the Nanaimo Arts Council thanking the Cultural Committee and the City of Nanaimo for developing a Cultural Plan.
- (b) Letter received 2013-MAR-25 from Gerold Haukenfrers, President, Nanaimo Blues Society thanking the Cultural Committee and Commission for the recent grant funding.

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

13. ADJOURNMENT:

It was moved and seconded at 4:32 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



CVI Centre For The Arts – Nanaimo P: 250.754.2264 •

www.Centrefortheartsnanaimo.org

CIBC Nanaimo Arts Centre - 150 Commercial Street, Nanaimo, BC V9R 5G6

Nanaimo Centre Stage – 25 Victoria Road, Nanaimo, BC V9R 4N9 •

www.nanaimocentrestage.org

A271  
**RECEIVED**

APR 24 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

April 22, 2013

Councillor Fred Pattje,  
Chair,  
Cultural Committee,  
City of Nanaimo

**Re: Nanaimo Centre Stage – Higher Level Service 2013 Operating Grant - \$6,000**

CVI Centre for the Arts – Nanaimo (CAN) recently requested a Higher Level Service Operating Grant for 2013 in the amount of \$6,000, to support the operating expenses of the Nanaimo Centre Stage (NCS). We understand that this request is now before you for consideration and a recommendation.

Over the past years, while building up the use of the theatre, we shared the income from 150 Commercial Street and covered the shortfalls. However, since the departure of our major tenant from 150 Commercial Street, we have not had enough cash flow to share with NCS. Furthermore, we have not been able to lease those offices as we await word from the Nanaimo Art Gallery of their plans to occupy that space.

We have never received any contribution for Management from the City, to assist with the operation of the NCS theatre facility, but in all fairness, based on the financial model of the 150 Commercial St. operation, it was not felt that such a subsidy would be needed and was not built into the Plan in 2008. That assumption was incorrect.

The rental rates of the theatre have been kept affordable to the smaller community groups and the users know that they must invest a good bit of 'sweat equity' to keep our expenses down. However, with increasing use it follows that there are increasing costs in hydro, gas, utilities and janitorial. We also attach the Projected Budget for NCS to August 31, 2013, our Fiscal Year-end, for your information.

We ask for your consideration of our request and a positive recommendation to Council.

Sincerely,

Camela Tang,  
President,  
CVI Centre for the Arts-Nanaimo  
Nanaimo Centre Stage

Encl. NCS Projected Budget to August 31, 2013 (Fiscal Year End)

Nanaimo Centre Stage  
Operating Account - Operating  
Budget Year 2012-2013  
*with projected totals to fiscal year end August 31, 2013*

Nanaimo Centre Stage - Operating Budget 2012/2013					
Revenue	11/12 Budget	11/12 ACTUAL	+/-	12/13 Budget	12/13 Projected Totals
Operating Grant - City	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Grant - Other	\$ -	\$ -	\$ -	\$ -	\$ -
Rent - Building Rent	\$ -	\$ 900.00	\$ 900.00	\$ 3,600.00	\$ 1,200.00
Rent - Theatre Rent	\$ 15,000.00	\$ 14,845.40	\$ (154.60)	\$ 26,000.00	\$ 13,112.00
Resale of Goods - Concession	\$ 5,000.00	\$ 3,751.64	\$ (1,248.36)	\$ 5,600.00	\$ 3,785.00
Contributions Income - Other	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ -
Contributions Income - Other	\$ -	\$ -	\$ -	\$ -	\$ -
In-Kind Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Misc. Income	\$ -	\$ 120.26	\$ 120.26	\$ -	\$ 60.00
<b>Total Revenue</b>	<b>\$ 20,000.00</b>	<b>\$ 19,917.30</b>	<b>\$ (82.70)</b>	<b>\$ 35,200.00</b>	<b>\$ 18,157.00</b>
Expenses	11/12 Budget	11/12 ACTUAL	+/-	12/13 Budget	12/13 Projected Totals
Building Maintenance - Building	\$ 1,500.00	\$ 6,180.96	\$ 4,680.96	\$ 1,500.00	\$ 1,474.00
Building Maintenance - Boiler	\$ -	\$ 400.00	\$ 400.00	\$ 1,500.00	\$ 400.00
Equipment / Tools - Building	\$ -	\$ 311.35	\$ 311.35	\$ 750.00	\$ 148.00
Janitorial - Building	\$ 750.00	\$ 597.50	\$ (152.50)	\$ 1,500.00	\$ 1,131.00
Garbage and Recycling - Building	\$ 500.00	\$ 504.90	\$ 4.90	\$ 1,000.00	\$ 750.00
Electricity - Building	\$ 2,500.00	\$ 2,314.32	\$ (185.68)	\$ 2,500.00	\$ 2,306.00
Gas and Heating - Building	\$ 2,500.00	\$ 5,751.88	\$ 3,251.88	\$ 7,100.00	\$ 6,776.00
Water and Sewer - Building	\$ 2,500.00	\$ 3,859.18	\$ 1,359.18	\$ 4,000.00	\$ 3,000.00
Telephone - Building	\$ 600.00	\$ 908.26	\$ 308.26	\$ 900.00	\$ 900.00
Internet - Building	\$ -	\$ 169.75	\$ 169.75	\$ 900.00	\$ 360.00
Insurance - Building	\$ 750.00	\$ 750.00	\$ -	\$ 750.00	\$ 750.00
Building Promotion	\$ 100.00	\$ 19.15	\$ (80.85)	\$ 100.00	\$ 100.00
Concession Supplies	\$ 2,000.00	\$ 1,129.10	\$ (870.90)	\$ 1,000.00	\$ 680.00
Office Expenses - Building	\$ 250.00	\$ 145.00	\$ (105.00)	\$ 200.00	\$ 165.00
SOCAN Licences and fees	\$ -	\$ 200.23	\$ 200.23	\$ -	\$ 82.00
Sponsorship Drive expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Charges	\$ -	\$ 89.38	\$ 89.38	\$ -	\$ 17.00
Building Management Fees	\$ 4,075.36	\$ 6,021.76	\$ 1,946.40	\$ 11,500.00	\$ 6,218.00
<b>Total Operating Expenses</b>	<b>\$ 18,025.36</b>	<b>\$ 29,352.72</b>	<b>\$ 11,327.36</b>	<b>\$ 35,200.00</b>	<b>\$ 25,257.00</b>
Annual Surplus/(Deficit)	11/12 Budget	11/12 Projected TOTAL	+/-	12/13 Budget	12/13 Projected Totals
Total Revenue	\$ 20,000.00	\$ 19,917.30	\$ (82.70)	\$ 35,200.00	\$ 18,157.00
Less Total Oper Expenses	\$ 18,025.36	\$ 29,352.72	\$ 11,327.36	\$ 35,200.00	\$ 25,257.00
<b>Net Surplus/(Deficit)</b>	<b>\$ 1,974.64</b>	<b>\$ (9,435.42)</b>		<b>\$ -</b>	<b>\$ (7,100.00)</b>



# 2012-2013 Season Events Summary

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## Fall 2012

- Sept 7; Top Men Concert; Ghosts vs. Robots
- Sept 21; Manly Media; Friends of the Nanaimo River Documentary
- Sept 22; DJ All Good; Dance Party; Fundraiser for NCS and In Other Words Theatre.
- September 28-October 7; Western Edge; Moonbound!
- October 26; Naughty & Spice; Hallowe'en Burlesque Show
- October 27; House of Indigo; Steampunk Hallowe'en Dance
- October 31; Haunted House; NCS Fundraiser
- October 28-December 1; Schmooze Productions; Sweeney Todd
- December 14-15; Kismet Theatre Company; Academy Production
- December 22; George Block/CHLY; Experimental Noise Concert

## RECURRING

- Every Tuesday in September; Schmooze Acting Classes
- Every Tuesday in October; Improv Nights

## Spring 2013

- January 5-6; Schmooze Productions; Auditions
- January 7; Canadian Obesity Network; Dr. Sharma Show
- January 13; Nanaimo Cinema Society; Film Jam
- January 16; Nanaimo Cinema Society; Script Session
- January 31; Young Professionals of Nanaimo; Quarterly Connect
- February 2-3; Steve Adamson/Harbour City Music – Drumming Festival
- February 4&5; Aspengrove School; Drama Recital
- February 6-9 & 15-17; Western Edge; Hosanna
- March 1&2; Eliza Gardiner & Bonnie Catterson; V-Day (Any One of Us)
- March 15; Holden Southward; Knights of Camelot Medieval Rock Concert
- March 20-23 & 29-31; Western Edge Productions; Mainstage TBA
- March 22; Nanaimo Conservatory of Music; Spring Break Music Camp
- March 18-24; Schmooze Productions; Spring Break Acting Workshop BASEMENT
- April 5; Dane Letourneau; Gold & Shadow Music Concert
- April 6; Naughty & Spice Burlesque; Spring Show
- April 11-May 11; Schmooze Productions; Mainstage, Spring Awakening
- May 17; Bill Miner; Radio After Dark Play
- May 18; Sebastian Kayne; All Ages Music Concert



# 2012-2013 Season Events Summary

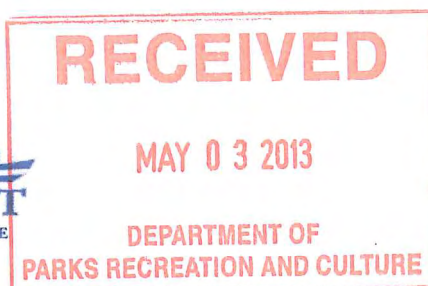
## Spring 2013 cont...

- May 25: Jeff Monson; Film Premiere & Block Party
- May 31 and June 1; Van Isle Throwdown; All Ages Music Concert
- June 5; Harbour City Music; Drum Recital
- June 15; SEL Conference Services; Connect V.I. Conference
- June 20; AIDS Vancouver Island (Nanaimo Pride Week); Documentary Screening
- June 21-22; Kismet Theatre Academy Spring Showcase
- July 4-7; Crimson Coast Dance
- August 14-25; Crimson Coast Dance

## RECURRING

- Every Sunday from January-June; Hub City Cinema Society Meetings
- Every Friday from January-June; Spotlight Theatre Academy Classes
- Every Tuesday in January; Schmooze Acting Classes
- Every Tuesday in February; Schmooze Improv Nights
- Every Tuesday in April; Schmooze Acting Classes
- Every Tuesday in May; Schmooze Improv Nights

## Monthly Event Report



April 2013

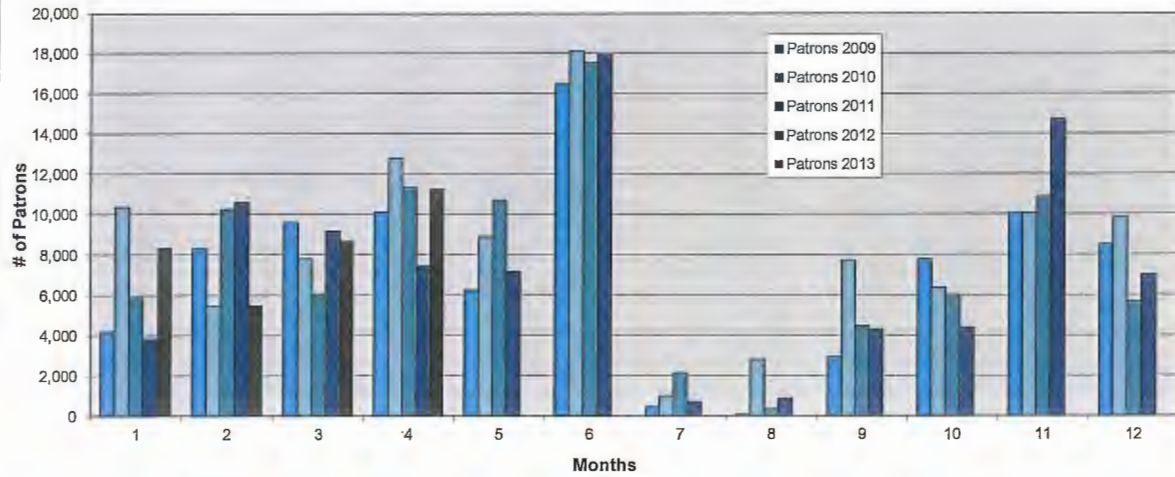
	# Events 2009	# Events 2010	# Events 2011	# Events 2012	# Events 2013	# Patrons 2009	# Patrons 2010	# Patrons 2011	# Patrons 2012	# Patrons 2013
Jan	13	21	17	11	23	4,191	10,368	5,912	3,813	8,381
Feb	18	15	34	18	16	8,308	5,455	10,271	10,616	5,513
Mar	27	23	15	24	16	9,604	7,808	6,056	9,176	8,691
Apr	33	28	25	20	27	10,137	12,803	11,333	7,436	11,295
May	16	23	26	17		6,254	8,917	10,709	7,161	
Jun	30	36	28	33		16,465	18,127	17,535	18,000	
Jul	2	7	17	7		457	994	2,132	703	
Aug	2	6	2	13		85	2,793	334	885	
Sep	9	18	15	11		2,925	7,726	4,468	4,294	
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>82</b>	<b>84,819</b>	<b>101,277</b>	<b>91,291</b>	<b>88,194</b>	<b>33,880</b>

Five year average attendance for same month  
 Five year average number of events same month

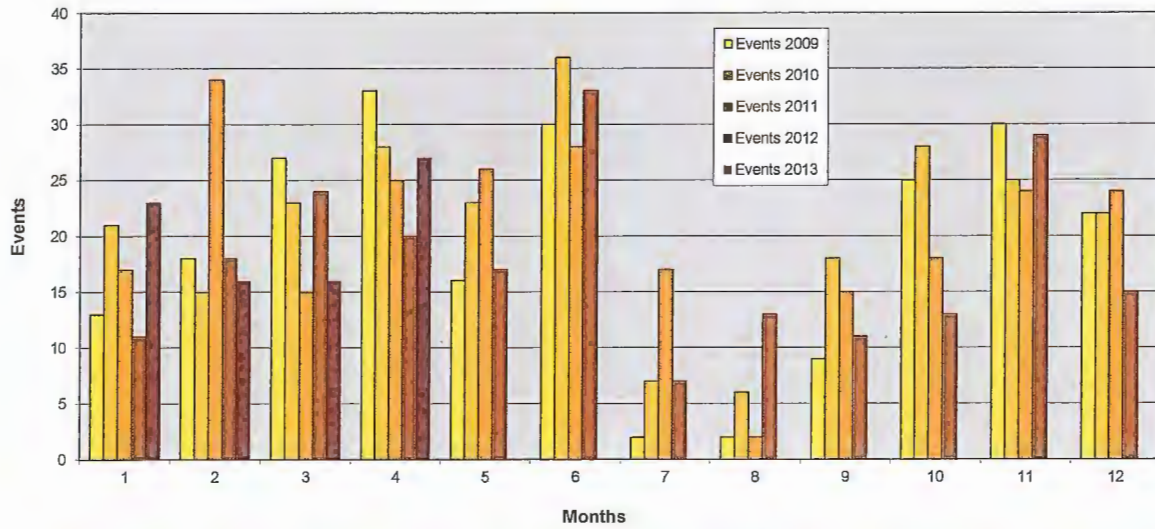
10,601
27



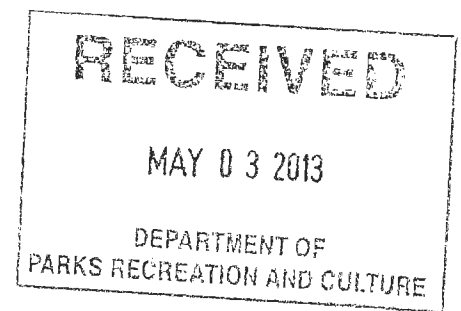
Patron Attendance Comparison



Event Comparison







## MONTHLY ACTIVITY REPORT

April 2013

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	3	Natalie McMaster	7:30 PM	music	590	41
2	6	Dance Gala	7:00 PM	dance	735	208
3	10	Coal Tyee School Show	11:00 AM	music	200	319
4	10	Coal Tyee School Show	6:30 PM	music	650	319
5	11	Andrew Grose	7:30 PM	comedy	210	4
6	12	Tidesmen Convention	6:00 PM	competition	100	43
7	13	Tidesmen Convention	10:00 AM	competition	400	415
8	13	Tidesmen Convention Gala	7:30 PM	music	709	250
9	14	Nanaimo Concert Band	2:30 PM	music	537	50
10	15	April Wine	8:30 PM	music	667	11
11	16	NAC Art Display	7:00 PM	gallery changeover	0	12
12	17	Nanaimo Youth Choir	10:15AM	music	750	29
13	18	SD68 Art Display	12:30 PM	gallery changeover	0	10
14	18	VI Symphony	7:30 PM	rehearsal	0	56
15	19	VI Symphony	all day	rehearsal	0	56
16	20	VI Symphony Open Rehearsal	12:30 PM	community event	539	56
17	20	VI Symphony	7:30 PM	music	597	56
18	21	VI Symphony Recording Session	11:30 AM	music	0	49
19	23	TheatreOne	9:30 AM	rehearsal	0	4
20	23	Classical Coffee Concert	10:30 AM	music	107	3
21	24	Pauline Haarer School Show	1:00 PM	theatre	400	214
22	24	Pauline Haarer School Show	6:30 PM	theatre	500	214
23	25	Michael Jackson HIStory	7:30 PM	music	720	28
24	26	Kiran Ahluwalia	7:30 PM	music	390	9
25	29	TheatreOne	9:30 AM	rehearsal	0	4
26	30	TheatreOne	9:30 AM	rehearsal	0	4
27	30	SD68 Art Opening	7:00PM	reception	30	0
28						
29						

### TOTALS

Number of Events: 27

Estimated Audience Attendance: 8831

Estimated Number of Artists/Crew: 2464

Total people through the building: 11295

## **ACTIVITY REPORT: April 2013**

**Campus Gallery** (900 Fifth Street)

### **EXHIBITIONS – What's Ours is Yours**

**April 1 to April 11, 2013**

*What's Ours is Yours* was an exhibition in two parts, presented at both our campus and downtown gallery locations. The exhibition explores the practice of collecting, at an institutional and an individual level, and considers the following questions: What drives us to build collections? How do collections inform our understanding of the world and our place in it?

Whether they consist of art objects, stamps, typewriters, or samples of DNA, our collections tell complex stories about who we are. Collections help us organize our thoughts, remember the past, and imagine the future.

On campus, *What's Ours is Yours* features work from Nanaimo Art Gallery's growing collection of art. Included are historical pieces by well known artists such as B.C. Binning, Alexander Calder, Jack Chambers, Akira Fujioka, E.J. Hughes, Bill Reid, and Charles H. Scott, as well as contemporary works by Joane Cardinal-Schubert, Chris Woods, George Littlechild and Lawrence Paul Yuxweluptun.

The most recent acquisition to the Gallery's collection is a work by Brendan Tang in ceramic and mixed media, called *Manga Ormolu Ver. 2.0-o*. The piece will be on display for the first time at Nanaimo Art Gallery. Tang, who is known for his work internationally, has lived and worked in Nanaimo.

### **Progressions**

**April 22 to May 11**

Progressions is an annual, end-of-year event featuring the best work from students in the Interior Design, Graphic Design, and Visual Art programs, and allows the opportunity to recognize the achievements of students from each department.

Interior Design students will exemplify their skills showcasing elegant floor plans and unique spatial design solutions for corporate, business and non-profit sectors featured in the lobby of the Malaspina Theatre, building 310. Graphic Design students present their visual problem solving and design solutions through typography, illustration, layout, digital media and photography in the hallways and classrooms on the 2nd floor of the Art & Design building 325, while upper level Visual Art students will be featured in the upper & lower campus Nanaimo Art Gallery, building 330, displaying a broad range of media including ceramics, digital and mixed media, painting, photography and sculpture.

## **Education**

The campus gallery location held a creative writing workshop with instructor Jackie Yeo.

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

## **EXHIBITIONS – What's Ours is Yours**

Downtown, the Gallery featured profiles of unique community collections. Lace bobbins, typewriters, and stamps are a few of the collections that members of the community have brought forward in response to the Gallery's invitation to share. Documentary photos, representative pieces from collections, and words from the collectors will tell the story of individual passions.

Also featured downtown was work by Calgary based interdisciplinary artists Eric Moschopedis and Mia Rushton. In their new project, *Futures Trading*, visitors to the Gallery are invited to contribute by speculating on their own future—for example "coffee with Trevor" or "standing at the altar"—to modify and build a collection of imagined futures for display in the Gallery. Moschopedis' collection of DNA samples from Calgary artists will also be included in the exhibition.

## **EDUCATION**

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

Total Gallery Attendance: 1263



# NANAIMO MUSEUM

Report to Parks Recreation and Culture Commission

April/May 2013 Submitted May 10, 2013 by Debbie Trueman



## Administration/Revenue

- Gaming Application – submitted-no word yet.
- Numbers – Although down again in March (1 time event last year most of the difference) we are up 2% YTD.
- Revenue – Gift Shop sales are down 35% from last year in keeping with numbers drop and another quieter VICC and tourist month. Other downtown businesses were down as well. I hope I haven't lost my touch!
- Summer Students – we have received approval for 2 of 4 students so far this year. We have chosen all 4 to be hired pending funding.
- BC Arts Council application-I was asked if the Secretariat could use our operating assistance application as a best practices example for other museums in the province-nice compliment.

## Exhibit Programming

- Permanent Exhibit Development – is progressing well-still projecting a fall opening.
- Ivan Sayers Art Deco Fashions –is now open and you can pick up a catalogue-our first attempt at an exhibit catalogue.
- 1913-18 Arctic Exploration exhibit-opens in August and features many artifacts never before on exhibit from the CMC collection.
- 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.
- Hallway – The current exhibit are some vintage photos, some from our collection, from Matt James.

## Programs and Events

- School Programs-we are getting into a very busy time for these with more 18 and counting programs since last report into May.
- Please see attached poster for upcoming events.
- Venue Rental – business is picking up here with uses including Young Professionals of Nanaimo, May Queen, Nanaimo Sings, BC Family child care, DNBA, BC Choral Federation and our regular monthly users.
- The Bastion Season – opens again May 18<sup>th</sup> at noon in celebration of International Museums Day. Thanks again to the City of Nanaimo and the Nanaimo Port Authority for their loyal support of this popular program.
- Volunteer Appreciation – again was a happy event
- Cruise Ships – hopefully the 4 ships in May will bring our Gift Shop sales and numbers back up to normal.

## Community Partnerships

- Avalon cinema – is displaying our Art Deco exhibit posters in the theatre and Woodgrove mall during their Great Gatsby movie run.
- Tourism Nanaimo Partnership – this summer we will be doing a trial run using the Bastion as one of the summer visitor kiosk satellite sites with museum staff manning mornings and doing the cannon firing and tourism staff manning the afternoons and covering for the cannon firing. I am pleased with the arrangement.
- DNBA Events Committee- will now be meeting monthly.
- Pleased to be working with Lynne Bowen (on publishing her next book) and Thora Howell on a local author project to digitize the local authors photos removed from the Library to create a kiosk of info about local authors in the museum.
- Cultural Plan – I very much enjoyed our day with Gordon Hume reviewing the plan and am very pleased to have been involved in this project.

## Recent Comments

A great story- Aimee was at her harp lesson and her instructor told her about one of her youth students earlier in the day whose mother promised that if she behaved very well in class (which she did!) she would get a treat. Faye proudly told the instructor her treat would be to return to the museum to listen to another coal miner story!!

On site survey from 55+ visitors from Maple Ridge who gave us all excellent and “A fine experience-all are to be congratulated!”



# Coming Events

## Summer Programming

Our summer programming schedule has something for everyone. Please call or visit us online for more details on all of our events: 250-753-1821 or [www.nanaimomuseum.ca](http://www.nanaimomuseum.ca)

### May - September

- Bastion & Cannon Firings May 18 to Sep 2  
Bastion open daily 10:00 - 3:00

### June - August

- Cemetery Tours  
1:00 pm - 2:30pm & 6:00 pm - 7:30 pm  
June 11, July 9 & August 13
- Old City Walking Tours - 1:00pm - 2:30pm  
June 19 & July 17

### July - August

- Quill Pens and Ink Wells (ages 5-12)  
Tuesdays from 10:00 - 12:00
- Cottage Tours  
Wednesdays from 1:00 - 3:00
- Junior Archaeologist (ages 5-12)  
Thursdays from 1:00 - 3:00
- Only In Nanaimo gallery tours  
Fridays from 1:00 - 1:45



## Art Deco Fashion Presentations

**June 18th & 29nd, 2pm - 4pm**

Join fashion historian Ivan Sayers for a lecture on Art Deco fashions, *The Lost and Found: Sex Appeal in Women's Fashions 1920s and 1930s*. Special discount on our exhibit catalogue featuring Art Deco fashions for the lecture only. Pre-registration and payment is required. The cost is \$10 per person. For more info please phone, visit our website, or contact [program@nanaimomuseum.ca](mailto:program@nanaimomuseum.ca) or 250 753-1821



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

DATE OF MEETING: 2013-MAY-22

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION & CULTURE SERVICES

RE: TRAVEL ASSISTANCE GRANT – FOOTBALL NANAIMO  
U16 FLAG FOOTBALL PROVINCIALS, KELOWNA, BC

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to Football Nanaimo in the amount of \$400 for 8 players to attend U16 Flag Football Provincials being held in Kelowna, BC. The application meets all of the travel grant criteria.

BACKGROUND:


The City of Nanaimo provides a contingency account of \$7,000 for amateur sports and cultural groups and individuals to travel within BC (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within BC or \$100 per person to a maximum of \$2,000 per application for travel outside of BC. Requests are considered on a first-come, first-served basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. On 2013-MAY-13, Staff reviewed a Travel Assistance Grant application submitted by Football Nanaimo requesting financial assistance for 8 players to represent Nanaimo at the U16 Flag Football Provincials being held in Kelowna, BC. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$400.

To date \$3,300 from the 2013 travel grants budget of \$7,500 has been awarded or pending. If the above travel grant of \$400 is approved, \$2,900 is available for future 2013 travel grants.

Respectfully submitted,

Concurrence by:



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Liz Williams  
MANAGER, RECREATION AND CULTURE  
PARKS, RECREATION AND CULTURE

---

Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

City of Nanaimo  
Department of Parks, Recreation & Culture

**Travel Assistance Grant Evaluation**

APPLICANT: FOOTBALL NANAIMO

DATE: May 13/13

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)		✓ ✗	* no qualifier to attend Provincials
B. Attending a Provincial, Regional, National, or International Championship	✓		
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	N/A	N/A.	
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	✓		
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓	✗	

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 400.00

OR

NO GRANT RECOMMENDED (✓): \_\_\_\_\_ DOES NOT MEET CRITERIA: \_\_\_\_\_

EVALUATOR: LIZ WILLIAMS POSITION: manager, Rec. & Culture.



CITY OF NANAIMO  
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: FOOTBALL NANAIMO		DATE: APR 30/2013	
ADDRESS: 41028 RPO WOODGROVE NANAIMO BC V9T 4T7 (PIONEER PARK)		PRESIDENT: AILEEN Mutch FAICKNEY	
		SENIOR STAFF MEMBER: BRENDA FLETCHER	
		POSITION: TREASURER	
TELEPHONE: 250 390 2929		CONTACT: BRENDA FLETCHER	
		TELEPHONE: 250 619 0511	
TOTAL NUMBER OF PERSONS TRAVELLING: 10	TOTAL NUMBER OF COMPETITORS TRAVELLING: 8	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO:	TOTAL AMOUNT REQUESTED: \$1000.00 <del>\$400</del>
DESTINATION: ★ KELOWNA, BC		DATE OF DEPARTURE: JUNE 8 <sup>7</sup> FRIDAY 2013 TO JUNE 9 <sup>SUNDAY</sup> 2013	
EVENT TO BE ATTENDED: KELOWNA FLAG U16 PROVINCIAL TOURNAMENT			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: N/A			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: PLAYERS ARE FUNDRAISING - HOT DOG SALES / CAR WASHES + GARAGE SALE			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? FOOTBALL NANAIMO IS A NON PROFIT ORGANIZATION WHICH SUPPORTS THESE PLAYERS WHO ARE TRYING TO ATTEND THIS TOURNAMENT, UNFORTUNATELY BECAUSE FOOTBALL NANAIMO IS NON PROFIT WE DO NOT HAVE THE FUNDS TO SEND THIS TEAM TO KELOWNA FOR THIS TWO DAY TOURNAMENT.			
SIGNATURE: 		TITLE/POSITION: TREASURER / TEAM MGR	DATE: APR 30/2013
*IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			



As requested the following is an outline of our upcoming costs for the tournament travel.

KELOWNA BCCFA PROVINCIAL CHAMPIONSHIPS  
June 7, 8, 9, 2013

Football Nanaimo U16 Spring Flag Team  
Travel Expenses for Coach, Team Manager and 8 Players

Ferry Fees - 2 vehicles, 10 travellers	415
Registration and Player Insurance	400
Fuel	210
Accommodations 3 rooms/2 nights	720
Food for 3 days - \$25/day/player	600

Approximate Cost for Tournament Travel	2345
--	------

The players are putting together several fundraisers, including car washes, to help cover the costs. If we could apply for the \$400 travel grant it would be much appreciated.

If you require anything further, please let me know. Also, please let me know when we would be hearing back from you with your decision.

Brenda Fletcher  
Football Nanaimo,  
250-619-0511

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

DATE OF MEETING: 2013-MAY-22

AUTHORED BY: LIZ WILLIAMS, MANAGER  
RECREATION & CULTURE SERVICES

RE: TRAVEL ASSISTANCE GRANT – WELLINGTON SECONDARY BAND  
MUSICFEST CANADA NATIONALS, TORONTO, ONTARIO

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STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Wellington Secondary School Band in the amount of \$2,000 for 27 students to attend MusicFest Canada Nationals, being held in Toronto, Ontario. The application meets all of the travel grant criteria.

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within BC (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within BC or \$100 per person to a maximum of \$2,000 per application for travel outside of BC. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. On 2013-MAY-13, Staff reviewed a Travel Assistance Grant application submitted by the Wellington Secondary School Band requesting financial assistance for 27 students to represent Nanaimo at the MusicFest Canada Nationals being held in Toronto, Ontario. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the application in the amount of \$2,000.

To date \$3,700 from the 2013 travel grants budget of \$7,500 has been awarded or pending. If the above travel grant of \$2,000 is approved, \$900 is available for future 2013 travel grants.

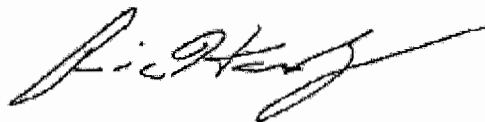
Respectfully submitted,

Concurrence by:



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Liz Williams  
MANAGER, RECREATION AND CULTURE  
PARKS, RECREATION AND CULTURE



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

City of Nanaimo  
Department of Parks, Recreation & Culture

**Travel Assistance Grant Evaluation**

APPLICANT: Wellington Secondary Band

DATE: May 13/13

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		
B. Attending a Provincial, Regional, National, or International Championship	✓		
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	N/A	N/A	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		School.
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 2000.00

OR

NO GRANT RECOMMENDED (✓): \_\_\_\_\_ DOES NOT MEET CRITERIA: \_\_\_\_\_

EVALUATOR: Liz Williams POSITION: Manager, Rec. & Culture



CITY OF NANAIMO  
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: Wellington Secondary Band		DATE: April 22 / 13	
ADDRESS: 3135 Mexicana Bld Nanaimo, BC V9T2J8		PRESIDENT: Carmella Luvisotto	
		SENIOR STAFF MEMBER:	
		POSITION: Band Director	
		CONTACT: Carmella Luvisotto	
TELEPHONE: 250-758-9191		TELEPHONE: 250-754-7620	
TOTAL NUMBER OF PERSONS TRAVELLING: 32	TOTAL NUMBER OF COMPETITORS TRAVELLING: 27	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 27	TOTAL AMOUNT REQUESTED: \$2000.00
DESTINATION: Toronto, Ontario		DATE OF DEPARTURE: Tuesday, May 14, 2013	
EVENT TO BE ATTENDED: Music Fest Canada - Nationals			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Won "Superior Ratings" at the West Coast Jazz Festival (Nanaimo) / Surrey.			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: - Hot Dog Sales - Magazine Sales - Plant Sales - Chocolate Almond Sales - Coupon Books - Christmas Tree Sales - Garage Sales - Lions Christmas Tree Pick-up			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? The cost is high and fundraising events do not cover the cost for each student. Also the students will be representing Nanaimo at the National Music Fest competition along with other students from across Canada bringing recognition and exposure to the City of Nanaimo.			
SIGNATURE: Carmella Luvisotto		TITLE/POSITION: Band Director	
		DATE: April 22, 2013	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

**MUSICFEST CANADA – CANADIAN NATIONAL COMPETITION  
MAY 14 – 18, 2013**

**Wellington Secondary School Band**

**B U D G E T**

<b>COST PER STUDENT:    \$1430.00</b>
---------------------------------------

**Includes:**

- air fare
- cancellation & medical insurance
- hotel for 4 nights
- transportation
- Festival fees.

**City of Nanaimo**

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

DATE OF MEETING: 2013-MAY-22

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

RE: FEASIBILITY STUDY RESULTS AND RECOMMENDATIONS FOR THE NANAIMO ART  
GALLERY AT 150 COMMERCIAL STREET (CENTRE FOR THE ARTS BUILDING)

---

STAFF RECOMMENDATION:

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

1. Support in principle of the phased development plan of the Nanaimo Art Gallery for 150 Commercial Street.
2. Direct Staff to develop a draft Management Agreement for 150 Commercial Street between the City of Nanaimo and the Nanaimo Art Gallery for Council's review and consideration and that would include funding implications.

PURPOSE:

To review the feasibility study of the Nanaimo Art Gallery at the City-owned building of 150 Commercial Street (Centre for the Arts building).

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BACKGROUND:

At the regular open meeting of the Parks, Recreation and Culture Commission held on 2012-JUL-25, Julie Bevan, Executive Director of the Nanaimo Art Gallery, gave a presentation on a proposed feasibility study for 150 Commercial Street as a possible venue to achieve the Gallery's long-term vision.

At that meeting, the Parks, Recreation and Culture Commission passed a motion that supported the Nanaimo Art Gallery in proceeding with a Facility Review and Space Analysis of 150 Commercial Street (Centre for the Arts Nanaimo building) to explore opportunities of expanding and consolidating Nanaimo Art Gallery operations as well as possibilities of upgrading to a "Category A" facility. The motion carried unanimously.

Over the last 10 months, the Nanaimo Art Gallery (NAG) has conducted a feasibility study as proposed and approved at the 2012-JUL-25 meeting of the Commission. The study included reviewing a number of options and phases in determining if 150 Commercial Street would be a suitable building/venue to achieve the Gallery's long-term vision.

The conclusion of the study and recommendation by the NAG is that 150 Commercial is a suitable venue and would like to proceed with a phased development approach in the management and development of this City-owned building.

## DISCUSSION:

At the 2013-MAY-22 regular meeting of the Parks, Recreation and Culture Commission, representatives of the Nanaimo Art Gallery will provide details on their feasibility study results for 150 Commercial Street and their Board's desire to proceed with phased development plan for the building as well as to enter into a management agreement with the City. Included in this presentation will be more background information on the study.

The attached "Proposal for Phased Development at 150 Commercial Street" (Attachment A) outlines a summary and background of NAG's feasibility study process, participation input and a proposed 3-phased development/implementation process.

NAG has included and/or advised City Staff during every phase of the study as well as keeping Council, Commission and other stakeholders aware of preliminary findings and the Gallery's proposed direction. Staff concurs with the NAG's findings and recommends the phased proposal and development as presented as viable use of 150 Commercial Street for a City art gallery now and in the future.

### Current Management of 150 Commercial Street and proposed change

Since the purchase of 150 Commercial Street (Centre for the Arts Building), management of the building has been the responsibility of the CVI Centre for the Arts - Nanaimo (CAN) under a License of Use Agreement with the City of Nanaimo. If approved, the NAG proposal would see the building management transferring over to the Art Gallery. The Nanaimo Art Gallery, via the feasibility study process, has worked with CAN and current tenants on the proposal and phased process. A letter of support for this proposed change from CAN is attached (Attachment B). In addition, NAG has support from the existing tenants and understand that all would have to work together to find alternative space when Phase Two of the development is achieved.

### Phased Development/Implementation

The NAG is proposing a 3-phased process that could take many years to achieve and would be dependent on future funding availability.

Phase 1: If approved, Phase 1 would start in 2014. This phase would see the transfer of management of 150 Commercial to NAG via a management agreement similar to the Port Theatre and the Nanaimo District Museum. Funding implications during Phase 1 would be an additional \$30,000 in operating grant from the City of Nanaimo and a request for \$50,000 for capital improvements for phase 1.

Phases 2 and 3: These two phases would be dependent on a number of issues including future funding considerations and availability. However, the Nanaimo Art Gallery requires support in principle for all three phases to commit to this building for the long term.

### Draft Terms of a Management Agreement with the Nanaimo Art Gallery:

If directed by Commission and Council, Staff would work with the NAG in drafting a management agreement similar to ones currently in place with other cultural venues like the Port Theatre and the Nanaimo District Museum for review and consideration. Some draft elements of a management plan would include:

- Ten (10) year agreement that includes review of each phase as development progresses.
- Structured similar to the Port Theatre and Nanaimo District Museum Management Agreements.
- NAG would be responsible for management of the building including all building operating costs related to their operations as well as existing tenants.
- As per the current agreement, all revenue generated from the building and its tenants would be part of the NAG revenues.
- Future phases would be dependent on review by Council and availability of future funding sources.
- Each party would have a six (6) month termination clause as per other existing agreements.

#### Updated Culture Plan

The draft updated Cultural Plan is expected to be presented to the Parks, Recreation and Culture Commission either in June or July. The plan will have a number of recommendations and priorities associated with cultural venues, policies and programs. Although it is expected that an art gallery in the downtown will be a priority in the plan based on public and stakeholder input, Commission may want to wait until this plan is completed prior to proceeding with the Staff's Recommendations and/or not proceed with implementation of the recommendations until the plan has been received.

#### STRATEGIC PLAN CONSIDERATIONS:

The phased approach to the NAG's proposals meets two key aspects of the Strategic Plan:

Asset Management: The phased management and development of 150 Commercial Street provides long-term plan to enhance and maintain this existing City building and community asset.

Community Building Partnerships: Working with the non-profit organization of NAG builds on an already existing community partnership that achieves not only this priority but also the Cultural Vitality component identified in the Strategic Plan.

Respectfully submitted,



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

DRAFTED: 2013-APR-19.

File: A2-4 / M1-38

G:\Admin\ PRCC\RptComm\2013\PRCCRPT130522FeasibilityStudyResultsAndRecommendationsForTheNanaimoArtGalleryAt150CommercialStreet.docx





### PROPOSAL FOR PHASED DEVELOPMENT AT 150 COMMERCIAL STREET

#### BACKGROUND & PROCESS

Since early 2012, Nanaimo Art Gallery has been in discussions with Senior City Staff and Staff and Board from Centre for the Arts Nanaimo regarding the site and building at 150 Commercial Street, and its possibilities as the future expanded home of Nanaimo Art Gallery. After analysis of the building structures and our organizational requirements, and supported by a report from professional consultants Boni Maddison Architects / D. Jensen & Associates Ltd., Nanaimo Art Gallery has concluded that 150 Commercial is an ideal future site for Nanaimo's expanded public art gallery. Staff and Board have developed a plan for phased development that will allow the Gallery to realize its vision of consolidating and growing its operation downtown. With support from the City, NAG is poised to move forward to realize PHASE 1 in early 2014.

#### CONNECTING TO COMMUNITY PRIORITIES

Nanaimo Art Gallery's plan for development at 150 Commercial:

- is in-line with Gallery's Vision, developed in 2009 through a process of community consultation and the Gallery's 2011-2015 Strategic Plan
- connects to the City of Nanaimo's Corporate Strategic Plan and commitment to "cultural vitality" as a pillar of sustainability
- connects to concepts outlined in the Successful Cities plan as developed by the Greater Nanaimo Chamber of Commerce in 2012
- Identified as a priority by the community as a result of the stakeholder engagement process in the cultural planning process.
- builds on the success of Centre for the Arts Nanaimo (CAN) who has operated the building since it was acquired by the City in the late 1990s and who advocated for its purchase and designation for arts and culture
- reinvigorates an existing city-owned asset in the heart of downtown
- is realistic and viable in the current economic climate
- will increase the capacity of the Gallery to serve the community and ensure our organizational sustainability
- will provide a community icon and destination for residents and visitors

#### INVITING PARTICIPATION

NAG is committed to an inclusive and transparent process. Representatives from the following organizations have participated in meetings with NAG staff and Board over the past few months to learn about our plan and provide input:

Mayor and Council; PRC Commission; PRC Cultural Committee; PRC Staff; Vancouver Island University; Downtown Nanaimo Business Improvement Association; Nanaimo Economic Development Corporation; Greater Nanaimo Chamber of Commerce; Vancouver Island Symphony; BC Boys Choir; Theatre One; Crimson Coast; Vancouver Island Symphony Centre for the Arts Nanaimo; Nanaimo Arts Council; British Columbia Arts Council; The Port Theatre; Nanaimo Museum

Letters of support various key stakeholders will be included in our complete proposal package.

## **PLANNING AND PROJECTING FOR SUSTAINABILITY**

In the short term, to achieve PHASE 1, modest renovations totaling \$50,000 will allow for upgrades to the building lobby and the creation of a dedicated education space on the main floor.

As part of our planning process, NAG has developed budget projections for three fiscal years at 150 Commercial to account for the present scenario, where tenants lease space on the lower floor, and for future circumstances, as tenants are relocated and NAG takes over the building for renovation and upgrade. NAG has developed floor plans, with initial costing assessments, and has determined how the spaces at 150 Commercial can be re-purposed for Gallery use, without significant structural upheaval.

## **PROPOSAL TO CITY OF NANAIMO**

At this stage, NAG's facility plan articulates three phases for growth and development. To move forward on further developing plans, NAG requests that the City of Nanaimo approve PHASE 1. A detailed description of PHASE 1 is below. PHASE 2 & 3, which plan for 2016 to 2020 and hinge on the successful completion of PHASE 1 and are elaborated in our complete proposal package.

### **PHASE 1 (2014-2015)**

- Nanaimo Art Gallery Society and City of Nanaimo enter into a Co-management Agreement and Operating Agreement for the building at 150 Commercial Street. The agreement would be similar in scope to that which the City has with Nanaimo Museum and The Port Theatre. Under proposed agreement, the Society would be responsible for all operations and the City would be responsible for the building structure and systems. As part of the Co-management agreement, the City grants an increase in operating funding to the Gallery.
- Nanaimo Art Gallery renovates areas on the main floor, including the office currently occupied by CAN, and the store front space formerly occupied by MISTIC. The Gallery's Community Art Education programs move into the renovated space allowing for increased capacity.
- Nanaimo Art Gallery develops detailed plans, including timelines, for renovation of the two existing floors at 150 Commercial as well as preliminary plans for expansion on the site. Detailed plans for the Gallery's transition from campus and amalgamation of services, for community engagement and fundraising activity, for increased staff capacity and programming are developed in conjunction. Work will be done in house and with the assistance of professional consultants.
- Nanaimo Art Gallery works collaboratively with City and with arts and cultural organizations to find suitable accommodations for the tenants who currently occupy the lower floor of the building (Vancouver Island Symphony, BC Boys Choir, Crimson Coast Dance Society, Theatre One, and Nanaimo Archives).

## **MAKING ART EDUCATION A PRIORITY: A DEDICATED SPACE AT 150 COMMERCIAL STREET**

A critical component of PHASE 1 is the creation of a dedicated education space on the main floor of 150 Commercial in the vacant unit formerly occupied by MISTIC. The street-facing space is adjacent to our current exhibition space and has been unoccupied since mid 2012. With modest renovations, Nanaimo Art Gallery can utilize the space in early 2014 to offer our current line-up of programs and double participation. With the availability of the space the Gallery will be able to develop new programs to meet the needs of our community.

At present, NAG offers workshops and courses for adults and a variety of programs for children including weekly ArtRageous Saturdays, as well as themed spring and summer Art Camps for three age groups. These programs have met with widespread public approval and healthy enrollment numbers, but we know there is opportunity to develop and expand our programming to better meet the needs of the community.

Advantages of the proposed education space include:

- visible street presence and access from Commercial Street
- increased enrollment maximums
- access to increased levels of corporate sponsorship
- enhanced learning environment and appropriate supply storage
- connection to exhibition space so programs can be linked more directly to exhibition content
- ability to close off education space from other areas of the building allowing for increased flexibility and security
- space to accommodate both internal and external meetings and activities
- accessibility for wheelchairs and strollers
- wall space to display artwork by program participants
- office space for Gallery staff and appropriate supply storage
- opportunities for facility rental to generate revenue
- ample parking and close proximity to downtown services for program participants

\*detailed information and letters of support will be included as part of NAG's presentation and package



## ATTACHMENT B

CVI Centre For The Arts – Nanaimo P: 250.754.2264 •

[www.Centrefortheartsnanaimo.org](http://www.Centrefortheartsnanaimo.org)

CIBC Nanaimo Arts Centre - 150 Commercial Street, Nanaimo, BC V9R 5G6

Nanaimo Centre Stage – 25 Victoria Road, Nanaimo, BC V9R 4N9 •

[www.nanaimocentrestage.org](http://www.nanaimocentrestage.org)

May 14, 2013

Ian Niamath,  
President,  
Nanaimo Art Gallery,  
900 Fifth Street,  
Nanaimo, BC  
V9R 5S5

Dear Mr. Niamath,

**Re: Consolidation of the Nanaimo Art Gallery at 150 Commercial Street, Nanaimo BC.**

Over the past months you have shared with us your long term vision for a 'Category A' Public Art Gallery at 150 Commercial Street together with your short and medium term plans of how to achieve it.

We attended the meetings you had with the tenants of the building when we listened and observed to the general support of your plans.

We also understand that you plan to take over management of the entire building at 150 Commercial Street, beginning January 2014.

The Board of Directors of CVI Centre for the Arts – Nanaimo gives you our support for this ambitious undertaking and we wish you well on your vision and perseverance.

Sincerely,

Camela Tang,  
President  
CVI Centre for the Arts – Nanaimo

## City of Nanaimo

### REPORT TO RICHARD HARDING, DIRECTOR PARKS, RECREATION AND CULTURE

DATE OF MEETING: 2013-MAY-22

AUTHORED BY: JEFF RITCHIE, SENIOR MANAGER, PARKS & CIVIC FACILITIES

RE: MONTHLY REPORT – APRIL 2013 – PARKS OPERATIONS

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

#### **PARK PLANNING & DEVELOPMENT:**

- Phase 1 of the Harewood Centennial Park Plan has begun with the decommissioning of the park operations storage building. The new playground tender drawings are complete and the drawings for the new multi-purpose sport court and access road are nearing completion. Both projects will go out to RFP in the summer for construction to begin late summer 2013.
- Stakeholder interviews and public input for the Beban Park Master Plan has begun. Public open houses have been scheduled for 2013-JUN-04 and 2013-JUN-08.
- Staff are moving ahead with the land planning process for the 200-acre City owned property adjacent to Colliery Dam Park. Environmental assessment work and some stakeholder input has begun.
- The Maffeo Sutton Park Master Plan update is in process. Potential design options will be reviewed in the summer.
- In partnership with Animal Control, staff have launched a dog etiquette marketing blitz to educate people about current bylaws, fines, rules, and expectations of dog owners in our parks. It is hoped that by raising awareness of expectations, park rules will be followed on a more widespread basis (especially, rules like picking up dog waste and keeping dogs on leash). A series of five press releases and articles, new interpretive signage, and a summer dogs in parks ambassador are part of these efforts. Lack of dog etiquette was a recurring theme in the public survey input from the March Open Houses.
- Outdoor art installations in Maffeo Sutton Park are complete. Four pieces were installed for the next year on 2013-MAY-08. New arterial street banners are also on display around the City and the SARC indoor art installation is being fabricated.
- The Caledonia Park Improvement Plan has begun with stakeholder interviews. Public process dates are still to be determined.

#### **VOLUNTEERS IN PARKS:**

- Residents around Crystal Brook Way Park had a neighbourhood meeting to start work on Phase 2 of their local park improvements. Two Commissioners attended the meeting. The neighbourhood will be forwarding a proposal to Commission soon.

- The Ocean View Park neighbourhood is fundraising for their park development work. The playground equipment has been tendered and residents are aiming for a late September playground installation.
- The Nanaimo Scouts which operate out of the Scout Hut in Comox Gyro Park are preparing a proposal to make improvements to the Scout Hut.
- Public Art opportunities under the VIP program are being promoted to create local neighbourhood and community-based installations. Forest Drive Gyro Park was the first neighbourhood to apply for this, but others may come forward this year.
- May is Invasive Species Month and several broom bashes have been completed in Nanaimo parks with volunteers.

#### **MAINTENANCE AND CONSTRUCTION:**

- A new Park ID sign was installed at Pipers Lagoon. This replaces the old sign which was mounted onto creosoted posts. Posts were disposed of as per regulations.
- The new sign and post was installed for the newly opened Bowen Park Sports Field.
- New concrete stairs are being installed from the upper parking lot to the Beban Park Sports Fields.
- Construction has started for the storage building at the artificial turf fields. This building will house equipment used in the maintenance of the fields as well as provide three individual storage rooms for various user groups.
- Roofing tenders have been awarded for four roof replacements. Bowen Park Complex, Harewood Activity Centre, May Richards Bennett Pioneer Park football building and Beban House and Garage are being done this year.

#### **FACILITY OPERATIONS:**

- New plumbing and water line was installed at NIC for a steam oven in the upper concession.
- Kin Pool has been filled and now operational for the White Rapids Swim Club's use for the season.
- A motor on the heating recirculation pump was replaced at the Beban Social Centre.

#### **TURF AND PARKS:**

- Ball diamond maintenance is complete.
- Conversion from soccer to baseball is complete.
- Aerating, top-dressing and over-seeding on the sports fields has begun.
- The final touches were put on Bowen West Field and the grand opening was held on 2013-APR-26.

#### **TRAILS:**

- Stephenson Point beach access staircase completed.
- Staging area at Bowen Amphitheatre completed.

### **HORTICULTURE:**

- A new garden has been planted at City Hall to mirror plantings at the SARC building.
- Staff have removed much of the ivy from Anchor Way plantings.
- Staff planted up six planters for the cruise ship terminal.
- A covered area for sports field implements completed at Parks Yard.
- Successful period of aerating by SD 68. The department loaned our verti-drain to SD 68 as it is a piece of equipment they do not own.
- Seasonal hiring complete.
- Bowen Road Expansion project - Landscape inspection done.
- Covered permanent players benches installed at the artificial turf fields.
- Shifting into spring plantings.
- Annual tree pruning at several locations and downtown.

### **UTILITY:**

- The new spray park features have been installed at Departure Bay Water Park and work has started on upgrading the washroom building.
- The cannons have been returned to Pioneer Plaza for the summer season.
- All of the outfield fences have been put up at the various ball fields.
- New permanent player benches were installed at the Bowen Park Sports field.

### **URBAN FORESTRY:**

- Final review of subdivision for 141 Westwood Road in process. We are still waiting for the tree replacement plan and planting plan for the buffer requested between this proposed subdivision and existing Agricultural Reserve land.
- 5011 Hammond Bay Road 27 lot subdivision's Tree Removal Permit has been processed as well as two other single family lot permits.
- Landscape installation at the closed end of Island Diesel Way complete.
- Work continues on the Risk Management Program for City trees.
- Tree management and protection bylaw final edit in process. All reviews complete.
- Sixteen lot subdivision at 1350 Fielding Road in for review.
- Updating of tree inventory in process.
- Work continues on the rehabilitation of downtown sidewalks where tripping hazards have been identified as a result of tree root lifting pavers.

### **PARKS AND OUTDOOR SPACES:**

#### **Special Events, Projects, Responsibilities:**

- Continuing to work with Community Planning and Parks Department along with Community Groups and MOT, RDN & school groups, to put together an "Invasive Plant Awareness Month – May" and the marketing package to go with this project along with procedures and policies on working with the public (Staff have been working with Public Works on their curb side clean-up program to get ideas on how we can run our invasive pulls in the park program – hoping to attract other groups, organizations and schools to get involved.

- Completed a Survey Monkey for Participark Improvement Feedback, signs completed and put in the park - 97 responses so far.
- Earth Day/Wildfoods Festival – 2013-APR-21 was a great event again this year, over 1000 people went through the doors and enjoyed the outdoor community groups and vendors. A few new vendors this year. Had 10 join for yoga in the park demonstrated behind the pool. A great location for visibility and people joining in. Disc Golf demos in the centre grass island – also better visibility and participation having it close to the action. Not as many took part in the lawn bowling but they had their open house that day as well to welcome questions and demos. Had a few other groups booked in the park at the same time which caused a bit of a problem for parking, next year – might try and book more of the park.
- Continued working with the Bike to Work Week Committee in planning the month of events – new ideas for this year 2 community rides (one south end, one north end) wrap up bbq on the Friday night instead of the Saturday, celebration stations daily throughout the week at each bike store.
- Continuing to work with Amanda Stull on Family Fishing Day, Saturday, 2013-JUN-15 up at Westwood Lake.



<b>CITY OF NANAIMO            ANIMAL SERVICES DIVISION - PARK REPORT            APRIL 2013</b>					
<b>Park/Beach</b>	<b># of Patrols</b>	<b>Dogs Encountered</b>	<b>Verbal Warnings</b>	<b>Written Warnings</b>	<b>Tickets Issued</b>
Barney Moirés Park	2				
Beaufort Park	1	2			
Began Park	9	25			3
Began Off-Leash Park	1	13			
Bowen Park	16	21			1
Colliery Dam Park	3	10			
Colliery Dam Off- Leash Park	2	9			
Departure Bay Beach Park	6	16	1		
Divers Lake	2				
Harewood Centennial Park	4	4	2		
Invermere Beach	1				
Kenwill Park	2				
Linley Valley	2	3			
Loudon Park	1	1			
Maffeo Sutton/Swy-a- lana Lagoon Park	3	18			
Mansfield Park	1				
May Richards Bennett Park	2				
May Bennett Off- Leash Area	3	9			
Neck Point	7	32			
Northfield Parkway Trail	2	2			
Pipers Lagoon Park	11	24			1
Robins Park	3				
Westwood Lake Park	3	21			
<b>TOTALS:</b>	<b>87</b>	<b>210</b>	<b>3</b>		<b>5</b>

**TRAIL COUNTS FOR APRIL 2013:**

PARK SITES	FEBRUARY DAILY AVERAGE	MARCH DAILY AVERAGE	APRIL DAILY AVERAGE	PEAK TIME OF USE
<b>BEBAN</b>				
Off-Leash Dog Park Little Dogs	51	54	66	6 PM – 7 PM
Off-Leash Dog Park Big Dogs (side)	71	77	93	6 PM – 7 PM
Off-Leash Dog Park Big Dogs (Front)	97	100	123	6 PM – 7 PM
Beban Participark	94	99	121	6 PM – 7 PM
<b>BLUEBACK</b>				
Beach Access	100	117	153	5 PM – 6 PM
<b>INVERMERE</b>				
Beach Access	53	60	83	5 PM – 6 PM
<b>LINLEY VALLEY</b>				
New Trail	32	30	34	1 PM – 2 PM
Rutherford Rd – Linley Point Development	54	55	64	4 PM – 5 PM
Linley Point Trail Altavista Access	44	47	55	4 PM – 5 PM
Linley Road Access to Linley Valley	40	44	51	2 PM – 3 PM
<b>MAY BENNETT</b>				
Off-leash dog park	32	29	34	12 PM – 1 PM
<b>PARKWAY TRAIL</b>				
Third Street VIU Entrance	158	193	225	9 AM – 10 AM
<b>PAWSON PARK</b>				
Entrance	47	45	54	3 PM – 4 PM
<b>COLLIERY DAM</b>				
Upper Dam	127	149	179	3 PM – 4 PM
Lower Dam	178	193	214	3 PM – 4 PM
<b>SEABOLD PARK</b>				
Entrance	36	39	44	3 PM – 4 PM

**VANDALISM REPORT FOR APRIL, 2013**

**BUILDING AND ENGINEERING R&M**

- Graffiti removal \$3,367.35
- Towing service \$ 47.31

**COST \$3,414.66**

**MATERIALS AND SUPPLIES**

- Misc supplies \$ 336.47

**COST \$ 336.47**

**LABOUR AND FLEET (City Vehicles)**

**COST \$ 161.91**

**TOTAL COST \$3,913.04**

Seems the warmer weather has increased the vandalism. Graffiti removal from Parkway Trail tunnel, Bowen Skate Park, Chase River, Biggs Park, Comox Park, Elaine Hamilton, Colliery Dam, Nob Hill, Jack Point, Rutherford Ravine, May Richards Bennett Pioneer, Maffeo Sutton Park and other locations.

## City of Nanaimo

### REPORT TO RICHARD HARDING, DIRECTOR PARKS, RECREATION AND CULTURE

DATE OF MEETING: 2013-MAY-22

AUTHORED BY: SUZANNE SAMBORSKI, SENIOR MANAGER  
RECREATION & CULTURE SERVICES

RE: MONTHLY REPORT – APRIL 2013  
RECREATION AND CULTURE SERVICES

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#### COMMUNITY DEVELOPMENT

**Aquatics:** 2013-APR-13 to 14, 300 plus competitors and spectators attended the Provincial, Recreational, and Masters Synchro BC Meet. April Community Rental attendance at NAC totaled 4,015, with Beban at 891. School swim attendance was 981 at NAC and 200 at Beban.

**Arenas:** The ice came out of NIC 1 on 2013-MAR-25 and NIC 2 on 2013-APR-01. Kinsmen hosted their first Annual Beer Fest at NIC 1 on 2013-APR-12. Frank Crane Arena hosted the Western Canadian Championship from 2013-APR-26<sup>th</sup> through MAY-05<sup>th</sup>.

**Community Events:** Significant community events that took place in the Social Centre in the past month included: Green Solutions Trade Show (two days), Blood Donor Clinic (three days), Teen Dance, Model Railroad Show, Volunteer Nanaimo Luncheon, Island Fantasy Ball (two days), Western Canada Cup Concert, and Western Canada Cup Hospitality Room (ten days).

#### **Community Events - Outdoor:**

Bike to Work Week is happening on 2013-MAY-27 to JUN-02. New this year are two community bike rides, and back by popular demand, the daily Celebration Stations and wrap-up BBQ.

**Block Party Kits:** This program has been revamped, and the Block Party Kits can now be rented and booked out through NAC.

**Canada Day:** Staff is currently working on Canada Day 2013.

**Earth Day/Wild Foods Festival:** 2013-APR-21 at Bowen Park. This indoor/outdoor event attracted over 1000 people who enjoyed music, vendors, food and lots of educational opportunities and wellness activities.

**Family Fishing Day:** 2013-JUN-15 at Westwood Lake.

**Invasive Plant Awareness Month (May):** Includes invasive pull work parties, invasive plant drop off locations and educational opportunities

**Fitness:** A new fitness flyer for entry level participants has been produced, and has been distributed through the Integrated Health Network and our facilities. The annual GymWorks

agreement with Pacific Sport has been updated and renewed, which allows carded athletes to use our gym facilities at no charge. From May 2012 to April 2013, 68 patrons visited recreation facilities through this program, a drop-in value of \$442.

**Healthamongus:** Ran from 2013-APR-15 to 19 at the Nanaimo Ice Centre. Over 2000 Kindergarten to Grade 4 aged children attended over the five days. There were 16 staff hired to coordinate the activities.

**Meetings/Training/Professional Development:**

Tourism Nanaimo – Tourism Leadership Committee, Council and School Board 'Swim to Survive' presentation, BC Summer Games – First Board of Directors' meeting, Active Network Conference in San Diego. Simon Sinek presentation at the Port Theatre, it was fantastic.

**Nanaimo Athletic Commission:** A Provincial Athletic Commission will be taking over the responsibilities of the administration of events from the Nanaimo Athletic Commission. The Provincial body will approve all Professional Mixed Martial Arts and Boxing events taking place in the province after 2013-MAY-30.

**Sport/Event Tourism:**

BC Games – Board of Directors are in place – ongoing meetings. Separate monthly updates will start in September, 2013

**Sponsorship Workshop Series:** Follow-up with sponsors, confirm dates, grant requests

**Travel Assistance Grant Requests:** Six grants processed

**Upcoming Events:** Swimming Spring Sprint, Nanaimo Kennel Club Annual Show, Bantam Lacrosse Tournament, Nanaimo Invitational Swim Meet, Ultimate Udderbowl, Breakers Fastball Tournament, Fastball Island Cup, Fastball Open Challenge, Synchronized Masters' Provincials, Track and Field Memorial Meet.

**Survey Monkey:** 97 responses were received to the Beban Participark survey monkey where staff solicited Participark improvement ideas. Participants and parents of the fall/winter LIT/Quest Program were surveyed to get feedback to use as a guide for future programs.

**Take Heart Program:** The first group involved in the 12-week Take Heart Program will be completing the program soon, making room for 10 more clients with referrals waiting to get started. Several of those graduating have purchased Rec Passes so they can carry on with the wellness program they started in the program.

**PROGRAM HIGHLIGHTS**

Four Nanaimo Harbour City Seniors' (NHCS) Thursday Special Events were held at Bowen Auditorium in April with an average attendance of 103. The spring/summer season for ongoing seniors' programs has 1,632 registrants.

Popular preschool/children's programs this month include all monthly preschool programs, full with 16 to 24, four Preschool Dance Classes 6 to 10 in each, Yoga for Kids (12) and two Children's Soccer School (33 & 22).

Popular programs this month include Trailblazers (12), Herbal Juices, Smoothies & Teas (19), Do it Yourself Bike Tune-up (9). Two Adult Watercolour classes (7-8), three Adult Ballet (6

each), Contemporary Line Dance (12), Adult Hip Hop (15), Spanish (8), and Iaido (9) are all popular as well. Cooking classes remain strong with three of four classes full with 10 people. A new program is Tea Leaf Reading which is full with 16 and five on a waitlist.

Steve Nash Basketball continues to be very popular with 7 to 13 year olds and has 92 registered in the program. 931 patrons participated in drop-in programs at OWCC in March. 20 youth attended Babysitter Training.

There are currently 555 students taking advantage of the Grade 5 Active Pass and 163 registered for the Grade 6 Stay Active Pass.

The final Teen Dance for this school year was held 2013-APR-12 and attracted a lower than normal attendance with only 166 tickets sold. The marketing of this program will be revamped for next year to hopefully increase interest.

The Spring/Summer Leader in Training and Quest youth program will start mid-June. Staff is working with City IT staff to include a new LIT/Quest page on the City website.

All summer leader hiring is complete. Forty temporary full-time and part-time staff have been hired for July and August to conduct the summer programs.

### **MARKETING/COMMUNICATION**

- Activity Guide (AG) – Fall/Winter 2013/14 planning has started
- Summer Flyer delivery/distribution – via SD68 ConnectEd
- Facebook: 4,855 Likes. Twitter: 5,623 followers
- Social Media (SM) topics included: Programs, Public Art, Earth Hour, Drop-in Hockey, Beban Master Plan, Updating Events, Dog Off-leash page, Animal Control page, Tent Caterpillar, and added surveys to site
- Bowen West Field Opening coordination and speaking notes
- Newspaper 'A Place for You'; pool, fitness, sports, parks (rotated)
- Radio – Focus on Parks
- Press Release: Tent Caterpillars, Oddfellows Clock, Beban Master Plan, Poet Laureate, Street Banners, The Frame Stays, Invasive Species Month, Public Art Week, Dog Ambassador

## APRIL STATISTICS

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	88.00	83.25	1,277	1,520
Lessons: Department programs and Schools:	70.50	85.75	1,313	1,715
League Rentals:	103.50	N/A	4,330	N/A
Special Events / Tournaments	358.75	279.00	20,506	9,258
Other/Casual:	231.50	274.25	7,175	9,475
<b>TOTAL:</b>	<b>852.25</b>	<b>722.25</b>	<b>34,601</b>	<b>21,968</b>

<b>Hours:</b>	<b>Attendance:</b>
FCA – 186.50	FCA – 12,595
NIC 1 – 210.50	NIC 1 – 8,978
NIC 2 – 151.25	NIC 2 – 6,041
CMM – 304.00	CMM – 6,987
<b>TOTAL – 852.25</b>	<b>TOTAL – 34,601</b>

Front Desk:	2013	2012	Difference
<b>Numbers</b>			
Registrations	3,217	3,336	-119
REC Passes	218	198	20
Economy Tickets	909	981	-72
Gift Card Sales	36	50	-14
<b>TOTAL:</b>	<b>4,380</b>	<b>4,565</b>	<b>-185</b>
<b>Sales</b>			
Registrations	\$176,779	\$147,029	\$29,750
REC Passes	47,119	33,432	13,687
Economy Tickets	35,499	35,304	195
Gift Card Sales	1,231	1,536	-305
<b>TOTAL:</b>	<b>\$260,628</b>	<b>\$217,301</b>	<b>\$43,327</b>

RECEIPTS	
2013	2012
\$609,373	\$559,568

Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	40,601	41,033
Clubs, Rentals, Schools:	6,087	3,892
Lessons:	5,218	5,844

**Harbour City Seniors' Memberships Sold Per Month:**

	<b>2011</b>	<b>2012</b>	<b>2013</b>
<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	
<b>JUNE</b>	63	43	
<b>JULY</b>	40	43	
<b>AUG</b>	49	75	
<b>SEPT</b>	157	172	
<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>751</b>

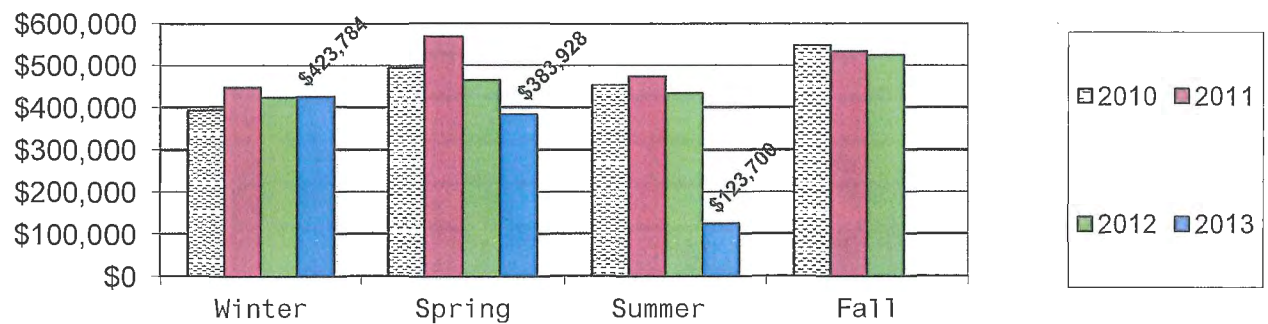
Total NHCS Memberships 751 sold from Jan 1, 2013 to date  
Total NHCS Memberships 1,401 sold from Jan 1-Dec 31, 2012  
Total NHCS Memberships 1,499 sold from Jan 1-Dec 31, 2011

2013-MAY-16  
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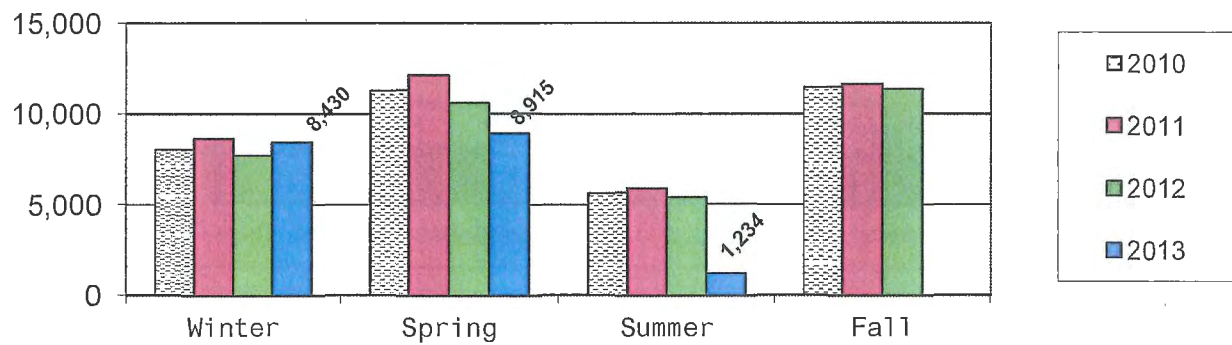


## 2010 to 2013 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**

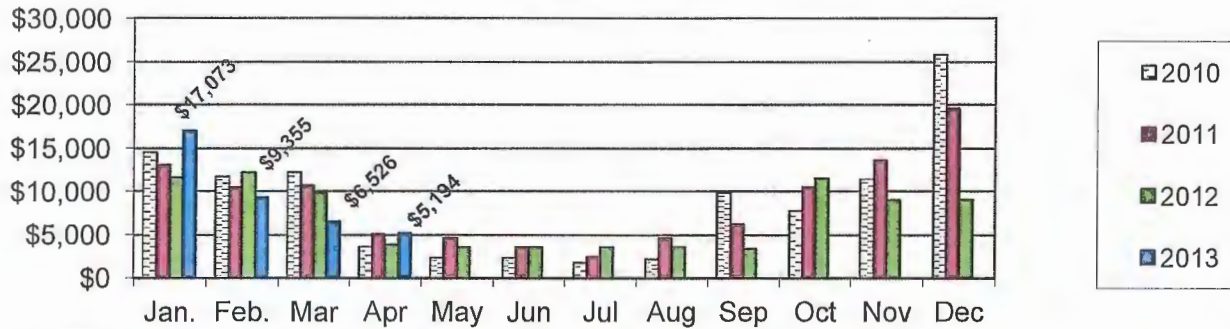


**Program Registrations\***

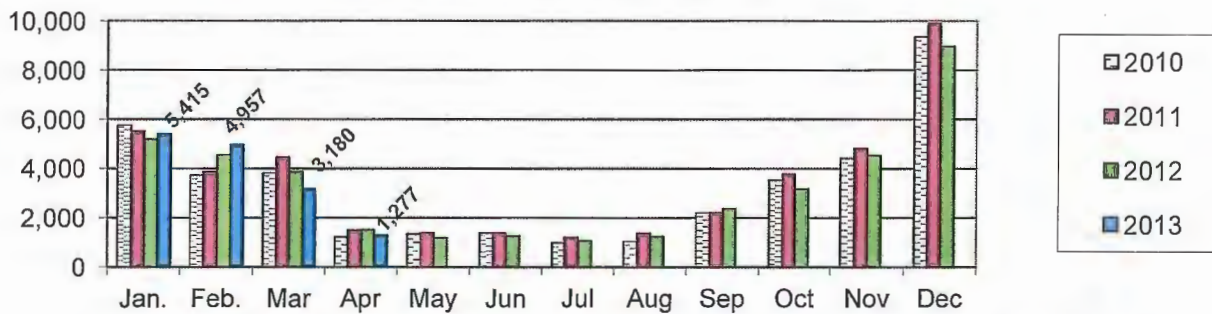


## Summary of Recreation And Culture Services - APRIL 2013

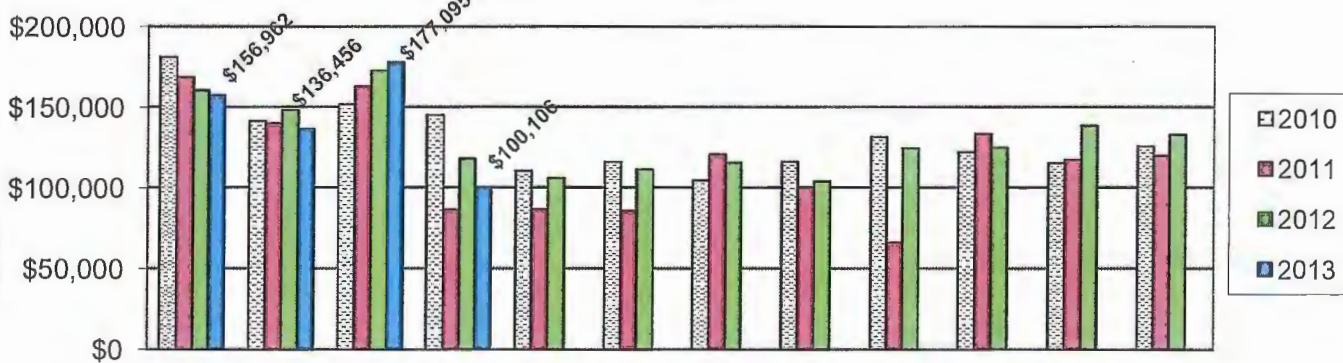
### Arena Public Skate Revenue



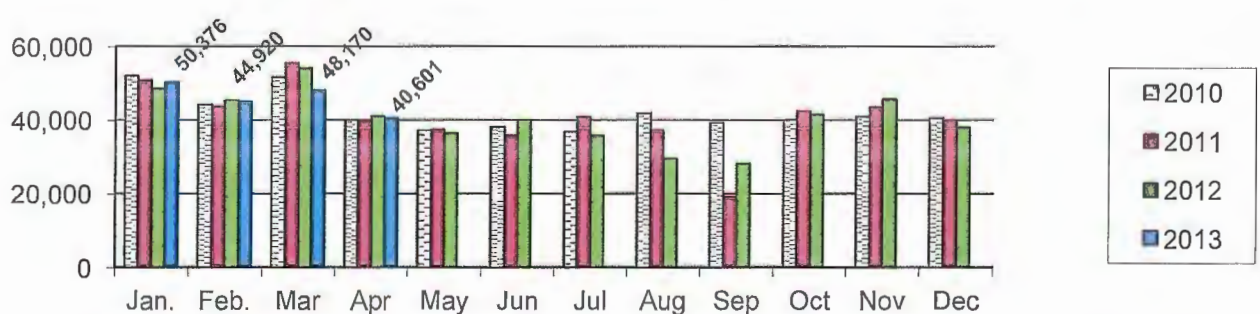
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue



### Aquatic and Fitness Gym Public Admissions



**RECEIVED**

J3-1

MAY 10 2013

MINUTES OF BOARD OF DIRECTORS' MEETING – NANAIMO HARBOUR CITY SENIORS

May 3<sup>rd</sup>, 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

In Attendance:

President Gary Brownhill in the Chair, Anne Smith, Jane Adkins, Wally Lawrence, Ian Thorpe, Jim Pittendreigh, Pat Foley, and Michele Duerksen.

Regrets: Lynda Avis, Hale Yardley, Miriam Peacock.

Call to Order

President Gary called the meeting to order at 9 a.m.

Changes/Additions to the Agenda

None.

Adoption of Agenda

M/S/C That the agenda for the meeting be adopted.

Adoption of Minutes

M/S/C That the minutes of April 5<sup>th</sup>, 2013 meeting be adopted as circulated.

Business Arising from the Minutes

President Gary advised that the remaining money in the Crime Forum account has been returned to the government and that a thank you letter was sent to Grace Kerr for her cooperation in the cancellation of our event.

Correspondence

None.

Financial

M/S/C That the Financial Report be accepted as presented.

COMMITTEE REPORTS:

Program

No report.

Publicity

No report.

Membership

No report.

City Seniors' Coordinator

- Michele reported that numbers are down at the Thursday night dances. As an encouragement to members, a FREE dance will be held on May 16<sup>th</sup>.
- There have been lots of visitors to our Facebook link to our website.
- Michele will be meeting with Welcome Wagon staff shortly.
- On Friday, June 21<sup>st</sup>, a FREE kidney screening clinic will be held, compliments of the Kidney Foundation of BC. Posters will be put up and the screenings will be by appointment only.
- Gary O'Brien of the RCMP Detachment will be putting on a Crime Prevention seminar at Bowen Park in the fall.

New Business:

1. Gary said that at the Extra-ordinary General Meeting held on April 20<sup>th</sup>, seven members agreed to put their names forward for the new Board. Since the meeting, one has declined, but to date nobody has come forward for the President and Vice-President positions. Anne will check the Societies Act to see what is required for our organization to operate.
2. Secretary will send a copy of last year's AGM agenda to Gary, and the Directors were asked to forward any items for the AGM to either the Secretary or the President.

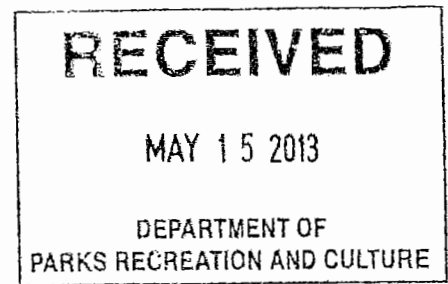
Adjournment

Meeting adjourned at 9:20 a.m.

Next Meeting

Friday, June 7<sup>th</sup>, 9 a.m. at Bowen Complex.

/pf 2013.05.06



Van Isle Paddleboard Co.

Jennifer Vroom  
1116 Thunderbird Drive  
Nanaimo BC V9S 2P2

Dear Jeff,

I am applying for the use of Westwood Lake and Long Lake to operate stand up paddle board lessons and rentals. I have been an outdoor recreation guide for the past 2 years with Vancouver Island University. Last summer I worked at a summer camp in the Adirondack Mountains in New York working as guide taking kids hiking, climbing and kayaking. I am a certified lifeguard by the American Red Cross as well as a registered stand up paddle board instructor #90305 with paddle Canada. I also hold an emergency first responder licence #135530 with the Justice Institute of BC. I am getting Liability Insurance through Beacon underwriting Ltd. I am in the process of a name approval after which I will be able to obtain a business licence with the city of Nanaimo. I am operating a mobile business and storing the boards in a truck at my house. I will start the intro lessons off on the beach (15 min) and then hit the lake for 1 ½ hours. My intro lesson cover skills such as kneeling on the board, standing on the board, forward strokes & turning, safety and environmental awareness. All participants must wear a PFD <http://www.tc.gc.ca/eng/marinesafety/debs-obs-resources-menu-4139.htm> as per regulations from transport Canada. I am equipped with emergency communication device, first aid kit, water and a whistle. All paddleboards come with a leash that the participant attaches to their ankle so that they do not get separated from their board. Participants will also sign a medical form and waiver.

Products/Services/Price : LESSONS, RENTALS, ADVENTURE TOURS

Boards (1) - 10' Escape, (1) – 11' Journey, (4) - 11.6' Journey, (2) – 12' Journey multipurpose boards

Rentals: 1day (8hrs) \$55, 2 days \$85, Weekend (Friday evening- Sunday evening) \$110 Additional days \$25  
Drop off Service included

Lessons:

Group Lessons

Discover SUP 2hrs \$65

Women on the Water 2hrs \$65 (sessions/punch card)

Paddle and Pilates 2hrs \$65 (session/punch card)

Private Lesson's \$95/hr

Paddle Canada Program: Intro to sup certification and/or advanced cert \$95 3hrs

Objectives: Offer Stand up Paddle board rentals, lessons and adventure tour service to clients in the Nanaimo area.

Mission/Vision: To provide a fun and safe stand up paddle board experience in an encouraging and enthusiastic manner to individuals and groups. To get people stoked on this awesome activity.

A little bit about paddleboarding:

Stand up paddle boarding is one of the world's fastest growing water sports. It is not only a recreational pass time but also a competitive sport. It is super popular because you can paddle anywhere there is water. Not only is it used for surfing the waves but it is also great for paddling the coastline and exploring our local lakes and rivers. The great thing about paddle boarding is you are getting a work out without even knowing it. It is good for your core because you are stabilizing and balancing while working with your upper body to propel you forward. Paddle boarding is a zero impact sport so it is easy on your joints. You don't have to be super fit to try it. Beginner lessons start on the shore where you learn about safety and technique. Then we hit the flat water to feel it out. We offer adventure tours with a qualified guide for people who want to try something exciting and different.

A little bit about me:

I am an enthusiastic, passionate, exuberant individual. I get really excited about things. I put a lot of effort into everything I do. I am loyal and honest. I am super optimistic and I love to laugh. I try to tell jokes but I am normally the only one that finds them funny. I am super interested in stories and getting to know people to the core. My

favourite quote is "When you do a thing do it with all your might, put your whole soul into it, stamp it with your personality, be active, energetic, be enthusiastic and faithful and you will accomplish your objective."  
-- ralph waldo emerson

The atmosphere I create:

I inspire and encourage others. I make people feel good about themselves. I am not just teaching people how to paddle board I am teaching them about nature, about overcoming fears, challenges and frustration, about taking a deep breath and feeling their body on the board, slowing down, being silent, working together, awareness of their environment, respect for each other, making meaningful connections, accomplishment, they are valuable and everyone participates and contributes in their own way as we experience this adventure together and alone.

Van Isle Paddleboard Co.

Waiver of Liability

Program Name: \_\_\_\_\_

I, \_\_\_\_\_, (print name) acknowledge that the event I'm partaking in (stand up paddle boarding) involves risks that are beyond the control of Van Isle Paddleboard Co. I also acknowledge that the event can be physically strenuous and requires physical fitness and good health.

In consideration of Van Isle Paddleboard Co. accepting my participation in this event as well as all transportation or activities in connection with the event, I hereby release and forever discharge Van Isle Paddleboard Co, its Directors, Officers, Agents, Servants or Employees and its or their successors, heirs and assigns (the "Released Parties") of and from any claim, demand, damage, which may include a failure to properly safeguard against any dangers and hazards pertaining to the event, including, without limitation, the negligence of the agents, employees and instructors working with/for Van Isle Paddleboard Co.

I agree to inform the staff of Van Isle Paddleboard Co. of any medical/mental concerns to my participation in the event. (Non-disclosure amounts to a representation that there are no concerns) I agree to abide by the rules and regulations imposed on participants by Van Isle Paddleboard Co. and it's staff. These rules and regulations are designed for the safety and protection of all participants. I have read the above and fully understand the terms of this waiver and my subsequent commitment.

Signature of Participant (or Parent\* or Guardian\* if participant is under the age of 19):

\_\_\_\_\_  
Witness: \_\_\_\_\_

\*Relationship to participant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

We would appreciate:

I give permission to allow photographs taken by me to be used to further the awareness of paddling through means of advertising. \_\_\_\_\_ (initial)



### Medical Form

This information is confidential and is for the sole use of the instructors and qualified medical personnel to react appropriately in an emergency. A Release of Claims and this Medical Disclosure Form must be completed and handed to the instructor and discussed as necessary before participating in the program.

Participant Name: \_\_\_\_\_  
If participant is under 19 years old, parent or guardian name: \_\_\_\_\_  
Parent's or guardian's contact phone number during the program: \_\_\_\_\_  
Participant's Birthdate: (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_ Sex: (Female) \_\_\_\_ (Male) \_\_\_\_  
In case of emergency contact – Name: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_  
Relationship to the participant: \_\_\_\_\_  
Physician name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Care card # (B.C. Residents only): \_\_\_\_\_  
Physical Condition: Excellent \_\_\_\_ Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_  
Swimming Ability: Excellent \_\_\_\_ Good \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_  
Have you had a tetanus inoculation or booster within the last ten years? Yes \_\_\_\_ No \_\_\_\_  
Are you on any medications (prescription or non-prescription)? Yes \_\_\_\_ No \_\_\_\_  
If yes, please specify the medication and what it is for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have allergies? Please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have severe allergies that are treated with an Epi pen or equivalent, you must supply your own and inform the Instructor.

Chronic disability or illnesses (high blood pressure, heart condition, epilepsy, diabetes, asthma, or others) please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

History of joint injury (tendonitis, bursitis, sprains, dislocations, or other) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wear glasses? Yes \_\_\_\_ No \_\_\_\_ Do you wear contact lenses? Yes \_\_\_\_ No \_\_\_\_

(We recommend bringing a spare pair of glasses and retainers to the program)

Have you any physical or psychological limitations that would affect your participation in ocean kayaking? (fear of water, etc.) \_\_\_\_\_  
\_\_\_\_\_

If any of the above information changes prior to, or during the program, I will inform the instructor(s).

Participant's signature (parent / guardian) \_\_\_\_\_ Date: \_\_\_\_\_

Van Isle Paddleboard Co.  
1116 Thunderbird Drive, Nanaimo BC, V9S 2P2  
250.947.5705

## CERTIFICATE of COMPLETION

*This is to certify that:*

**Jennifer Vroom**

*has attended*

Course Title - Lifeguarding and Waterfront Skills  
*and has successfully completed the following elements*

Lifeguarding/First Aid/CPR/AED : valid 2 Years

Waterfront Skills: Valid only with Lifeguarding/First Aid/CPR/AED : valid 2 Years

*Conducted by Indian Head Camp*

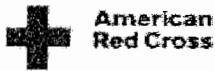
*Instructor: Kristina McGregor*

*on*

*07/02/2012*

*The American Red Cross is an authorized provider of IACET this course may be eligible for CEUs.*

*Contact your local chapter for details.*



## JUSTICE INSTITUTE of BRITISH COLUMBIA *Certificate of Achievement*

### PARAMEDIC ACADEMY

*This is to certify that*

**Jennifer Vroom**

*has successfully completed a course of studies at the level of*

## ***FIRST RESPONDER LEVEL III PROGRAM***

*Dated this 7<sup>th</sup> day of March, 2011*

\_\_\_\_\_  
Eddy Workhoven, BA Ed, MBA  
Director, Paramedic Academy

\_\_\_\_\_  
Barrie Morrison, MDE  
Manager of Professional Training, Paramedic Academy



## REQUEST TO APPEAR AS A DELEGATION

ON 2013 - MAY - 22  
year month day

NAME OF PERSON MAKING PRESENTATION: <u>Peter Healey</u>			
Print			
ADDRESS: _____			
street address	City	Province	Postal Code
PHONE: _____		EMAIL: _____	
home	business		
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
<b>DETAILS OF PRESENTATION:</b>			
See attached info.			

### 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

## **Introduction**

### **Peter Healey**

2312 Dodds Road

Nanaimo V9X 1Y3

Tel 250 714 9706

email, [p.healey49@gmail.com](mailto:p.healey49@gmail.com)

### *Island Hovercraft*

My name is Peter Healey and I would like to present to you my proposition to introduce a new recreational activity to Vancouver Island under the company name of Island Hovercraft.

I am a Canadian Citizen who has lived in the UK for many years and there became a Hovercraft Enthusiast after taking a Hover ferry ride to France in the mid 1970's. Having been fascinated by all things Hovercraft related I decided that I had to have one of these machines and in 1985 undertook to build one from a kit for personal pleasure use. After about a year of labour I finally had a Hovercraft of my own, It wasn't the best craft in the world but it was a good introduction to the sport and served me well for several years exploring the Rivers and Estuaries of North West England. I became a member of the Hovercraft Club of Great Britain and owned several Hovercraft over the years culminating in the purchase of a new Flying Fish Hovercraft in 2002.

I have no formal qualifications as a Hovercraft Pilot, just years of experience of operating them in all kinds of conditions and terrain and have undertaken the Manufacturers training course when purchasing a new Flying Fish Hovercraft.

The attraction of the Hovercraft is the unique way they fly 6 inches above the surface over land or water and their rarity, it's not often that you will see one even though they have been around since 1955 when they were invented by Sir Christopher Cockerell. As such they attract a lot of attention wherever they are with a lot of people coming over to talk and ask questions when the Hovercraft are out and about.

The recent upsurge in popularity with new designs and hi-tech materials plus the use of a single 4 stroke engine instead of the 2 stroke engines used in older craft has seen more manufacturers selling small Hovercraft worldwide. These new machines are lightweight, manoeuvrable and above all quieter than previous machines in their use of modern fan and duct technology and the new 4 stroke engines. This makes for a more fuel efficient and environmentally friendly Hovercraft.



## *Island Hovercraft*

### **Business plan**

The reason for this presentation is that we would like to introduce the Hovercraft experience to Nanaimo and are searching for a suitable venue to operate the craft. This is not a new concept as there are at least 7 different companies in the UK and others in various parts of the world offering similar experience events but as yet, none in Canada.

These Hovercraft Experience Days take place in an open area such as a field or disused land of roughly 3 acres or more where a course can be marked out for the craft to follow. The best have a water element for the Hovercraft to transition from land to water and back to land again to experience the unique way the craft can fly over any kind of surface. The depth of water is not important as it will have no effect on the Hovercraft whether it be a few inches or several feet deep.

The aim of the experience day is to offer Piloted rides to the public around a prepared course and also, to those who would like to learn, tuition in piloting the Hovercraft themselves either with instructor on board or solo if deemed proficient in handling the craft. The rides would consist of short 15 minute sessions or if including tuition may be for 1 or 2 hours duration for a group of people. Operating times would be as permitted, 7 days per week or weekends only.

We aim to operate 3 Hovercraft, all new state of the art machines supplied by Flying Fish Hovercraft in the UK who are the largest Manufacturer of Recreational Hovercraft in Europe. These are capable of carrying 3 passengers, have a single 4 stroke engine from Briggs and Stratton and are built to European ISO standards.

All our Pilots will be fully trained in the operation of the Hovercraft having undertaken the Manufacturers training course in safe handling of the craft and maintenance schedules. Safety equipment will be provided for the participants, ie; Helmets, Safety Glasses and Ear Defenders.



## *Island Hovercraft*

### **From Our Perspective**

Island Hovercraft has been set up to bring the unique experience of flying a Hovercraft to the people of Vancouver Island, from children of school age to the elderly. We would take pleasure in operating the Hovercraft and bringing this unique type of craft to the attention of the general public. Knowing how much fun can be had flying 6 inches above the surface we would aim to introduce new people to the sport, people who had probably never even seen a Hovercraft before, let alone ridden on one.

By charging a fee for each lap of a circuit or for a session, we would look to be able to cover our costs and initial start up expenses. These expenses are detailed below. Other expenses include,

- Insurance
- Rent/Lease of land
- Salaries
- Maintenance
- Advertisements

### **THE EQUIPMENT**

The equipment required is listed below. All will be purchased new from the manufacturers including safety gear and spare parts. The trailers will be purchased from Flying Fish Hovercraft and be modified for Transport Canada requirements.

		VALUE
3 Hovercraft	Marlin 2	\$39,000
	less 5% discount	\$37,640
	shipping & taxes	\$ 7,500
2 Trailers		\$ 1,500
1 Truck	Leased	\$475 p m
8 Ear Defenders		\$ 80
8 Safety Glasses		\$ 50
4 Intercom Headsets		\$ 1,000
Spares		
Engine, Skirt segments, Bearings etc		\$ 2,000
	<b>Total</b>	<b>\$50,245</b>

These initial start up costs will be covered by owners input and Bank Loan.

In order to cover these costs it is estimated that pricing would be based on charging ;

\$5 per lap or \$20 for 5 laps Piloted

\$95 for 1 hour session with tuition

\$180 for 2 hour session with tuition, up to 4 persons per craft.