

**AMENDED AGENDA**  
REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION  
SERVICE AND RESOURCE CENTRE  
411 DUNSMUIR STREET  
WEDNESDAY, 2013-MAR-27, 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:**

- (a) Add Item 12 (b) late delegation request by Mr. Enyat Moshrefzadeh, Departure Bay Activity Centre Table Tennis Group.

3. **ADOPTION OF AGENDA:**

*(Motion required to adopt the amended agenda.)*

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2013-FEB-27, at 7:03 p.m., in the Service and Resource Centre. *Pgs.6-10*

*(Motion required to adopt minutes.)*

5. **PRESENTATIONS:**

- (a) J. Ritchie, Senior Manager, Parks and Civic Facilities, presenting information on Diana Krall Plaza.
- (b) Ms. Camela Tang with the Nanaimo Boathouse Society presenting the concept on the Nanaimo Boathouse & Paddling Centre.

6. **CHAIR'S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** Commissioner Thorpe to report on the meeting held 2013-MAR-14. *Pgs. 11-12*
  - i. Nanaimo Community Gardens Greenhouse Proposal for Beban Park. *Pgs. 13-31*

*Purpose: To obtain Parks, Recreation and Culture Commission's support for the Nanaimo Community Gardens Society Greenhouse Proposal.*

Delegations:

Pat Wells and Beckie Mann of Nanaimo Community Gardens Association. Pgs. 32

Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission support in principal the Nanaimo Community Gardens Society Greenhouse Proposal and that it be funded from the VIP Grant Program up to \$25,000 for this project.

Staff Recommendation: That the Parks, Recreation and Culture Commission approve the project in principle and include the concept in the upcoming Beban Park Master Plan process as an improvement option and not proceed until an updated Beban Park Master Plan has been approved by Council.

*(Motion required to adopt recommendations.)*

ii. Segway Tours 2013. Pgs.33-34

*Purpose: To obtain Parks, Recreation and Culture Commission approval to extend the pilot project of Segway tours to 2013 and add the Parkway Trail in addition to Bowen Park.*

Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission approve the pilot project of Segway tours be extended for another year and that the license agreement be revised to include the Parkway Trail in addition to Bowen Park. Staff will report back with more information regarding the request to have the Segway usage age limit lowered to age 12 from age 16.

*(Motion required to adopt recommendation.)*

(b) Recreation Committee. Commissioner Greves to report on the meeting held 2013-MAR-13. Pgs. 35-39

(c) Cultural Committee. Commissioner Pattje to report on the meeting held 2013-MAR-06. Pgs. 40-42

i. Cultural Grants Process And Criteria Review. Pgs. 43-44

*Purpose: To undertake a review of the grant process for the cultural operating and events funds with any changes being implemented for the next round of three year funding (2014 - 2017).*

Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve a call for the review of the cultural grants process and criteria as part of the cultural planning process and that a recommendation regarding the review be included in the plan.

*(Motion required to adopt recommendation.)*

ii. Service And Resource Centre Indoor Art Selection.

Pgs. 45-48

*Purpose: To approve the permanent art selection for the Service and Resource Centre as per the Community Plan for Public Art process.*

Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the selection "Social Mixer" by Mark Ashby for the Service and Resource Centre (SARC) Indoor Art Competition.

- (d) Grants Advisory Committee. Commissioner Avis (or Commissioner Beaudoin-Lobb) to report on the meetings held since 2013-FEB-27.

- (e) Port Theatre. Monthly report for February 2013.

Pgs. 49-51

- (f) Nanaimo Art Gallery. Monthly report for February 2013.

Pgs. 52-53

- (g) Nanaimo Museum. Monthly report for February - March, 2013.

Pgs. 54

8. **STAFF REPORTS:**

- (a) **Status of the Diana Krall Plaza Improvement Plan – K. MacDonald, Parks and Open Space Planner.**

Pgs. 55-58

*Purpose: To provide background to the Commission regarding the Diana Krall Plaza Improvement Plan and status of improvements made to date.*

Staff's Recommendation: That the Parks, Recreation and Culture Commission receive this information regarding the status of the Diana Krall Plaza Improvement Plan.

*(Motion required to adopt recommendation.)*

- (b) **Junior B Hockey Club (Nanaimo Buccaneers) Construction and Longterm Lease of a Proposed Dressing Room at the Nanaimo Ice Centre – R. Harding – Director, Parks, Recreation and Culture.**

Pgs. 59-62

*Purpose: To obtain Commission and Council approval for the approval in principal and public review process for the construction and lease of a private building at the Nanaimo Ice Centre.*

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

1. Approve the concept in principle of the Nanaimo Buccaneers Hockey Club building a dressing room at the Nanaimo Ice Centre as illustrated (see attached Schedule A) and with the understanding that City's contribution to the construction and maintenance costs would only be the land via a park lease agreement;

2. Direct Staff to draft a lease agreement for Council's review and consideration that would include the required public review process of leasing parkland; and,
3. Agree that final approval to proceed to construction of the dressing room would not occur until the public Alternative Approval Process (AAP) has been completed and that the Club had secured all capital funding and required permits.

*(Motion required to adopt recommendation.)*

- (c) **Parks, Recreation and Culture Sports Field Allocation Guidelines – Jeff Ritchie, Senior Manager, Parks and Civic Facilities.** Pgs. 63-73

*Purpose: To obtain Commission's adoption of the Sports Field Allocation Guidelines.*

Staff's Recommendation: That the Parks, Recreation and Culture Commission adopt the Sports Field Allocation Guidelines.

*(Motion required to adopt recommendation.)*

- (d) **Memorandum of Understanding with Nanaimo Minor Baseball Association (NMBA) – Jeff Ritchie, Senior Manager, Parks and Civic Facilities.** Pgs. 74-77

*Purpose: To update Commission on this Memorandum of Understanding between Nanaimo Minor Baseball Association (NMBA) and the City to partner on a one-year pilot basis for in-field baseball grooming at specific sites during the baseball year.*

Staff's Recommendation: That the Parks, Recreation and Culture Commission receive for information.

*(Motion required to adopt recommendation.)*

- (e) Monthly Report – Senior Manager, Parks & Civic Facilities – February, 2013 Pgs. 78-83
- (f) Monthly Report – Senior Manager, Recreation & Culture Services – February, 2013. Pgs. 84-89

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

- (a) Letter received 2013-MAR-05 from Gerod Haukenfrers, President of the Nanaimo Blues Festival thanking the Commission for the recent grant funding they received. Pg. 90
- (b) Letter dated 2013-MAR-04 from Kathryn Grant, President, Malaspina Choir extending thanks for the grant received for the 2012-2013 season. Pg. 91

- (c) Letter dated 2013-MAR-08 from Nanaimo Chamber Orchestra thanking the Commission for their generous grant of \$3,100 to the Nanaimo Chamber Orchestra. Pg. 92
- (d) Letter dated 2013-MAR-15 from the Nanaimo Child Development Centre thanking Commission for the grant funding for the Silly Boat Regatta event. Pg. 93
- (e) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2013-FEB-01. Pgs.94-97

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

*(Motion required to review other business.)*

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

- (a) Ms. Shawna Drinnan, and Yvonne Vander Kooi regarding a request for a VIP Grant of \$5,000 for community based art at Forest Drive Gyro Park. Pgs. 98-101
- (b) Mr. Enyat Moshrefzadeh, Departure Bay Activity Centre Table Tennis Group regarding a request to leave Table Tennis programming in its current form. Pg. 102

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

14. **ADJOURNMENT:**

**MINUTES**  
**REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION**  
**SERVICES AND RESOURCE CENTRE BOARD ROOM**  
**WEDNESDAY, 2013-FEB-27, 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 M. Beaudoin-Lobb  
Commissioner H. Houle  
Commissioner D. Rinald  
Commissioner G. Savage  
Commissioner I. Thorpe  
Commissioner M. Young

Regrets: Commissioner A. McPherson  
R. Harding, Director, Parks, Recreation and Culture

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

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:03 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Remove Item 12 (b) Delegation pertaining to Blue Communities.

(b) Add Item 12 (b) Delegation pertaining to Nanaimo Buccaneers.

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-JAN-23, at 7 p.m. in the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the delegations be moved forward on the Agenda after Item 5. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Debbie Trueman, Business Manager, Nanaimo and District Museum, provided a presentation of Museum exhibits, programs and projects in thanks for the support the City and the Parks, Recreation and Culture Commission have given the Museum over the last 4 years.
- (b) S. Samborski, Senior Manager, Parks, Recreation and Culture, gave a presentation on the current Parks, Recreation and Culture theme "Wisdom and Relationship" as it pertains to the Department's goal in building community relationships.

6. DELEGATIONS:

- (a) Mr. Mike Kee, Ms. Renee Lussier and Ms. Kathy Galvin, representatives for Laguna 2 Park, gave a presentation regarding their VIP Grant request for Laguna 2 Park and proposed a name change to Ocean View Park, the park site, budget and fundraising plans.
- (b) Mr. Phil and Ms. Brenda Levesque, presented a plan and information on the building of a dressing room adjacent to Nanaimo Ice Centre Rink 2.

All delegates have left the meeting.

It was moved and seconded that staff work with the Nanaimo Buccaneers hockey team to determine the feasibility of the proposed project. The motion carried unanimously.

It was moved and seconded that the name of Laguna 2 Park change to Ocean View Park. The motion carried unanimously.

It was moved and seconded that the VIP Grant request for \$25,000 be granted to the Laguna 2 Park (Ocean View Park) project. The motion carried unanimously.

7. CHAIR'S REPORT:

The Chair, Councillor D. Johnstone, had nothing to report.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.
- (b) Recreation Committee. Commissioner Greves gave a verbal report on the 2008 No. 7073 Bylaw Fees and Charges review progress from the Recreation Committee meeting held 2013-FEB-13.

- (c) Cultural Committee. Commissioner Pattje gave a verbal report on the implementation of a Cultural Committee Work Plan and the Cultural Grants Process and Criteria Review process from the Cultural Committee meeting held 2013-FEB-06.

2013 Temporary Outdoor Public Art Selections:

It was moved and seconded that Parks, Recreation and Culture Commission recommends that Council approve the 2013 Temporary Outdoor Public Art Selections. The motion carried unanimously.

- (d) Grants Advisory Committee. Commissioner Avis gave a verbal report on the grant applications submitted by the Nanaimo Volunteer and Information Centre Society and the Columbian Centre Society from the meeting held on 2013-FEB-20.
- (e) Port Theatre. Monthly report for January, 2013.
- (f) Nanaimo Art Gallery. Monthly report for January, 2013.
- (g) Nanaimo District Museum. Monthly report for January, 2013.

9. STAFF REPORTS:

- (a) Travel Assistance Grant – Nanaimo Eagles Hockey.

It was moved and seconded that the the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the NANAIMO EAGLES HOCKEY TEAM in the amount of \$1,500 for 15 players to attend the SPECIAL HOCKEY INTERNATIONAL being held in KITCHENER, ON. The motion carried unanimously.

- (b) Extend Diana Krall Plaza And Live Site Operating Agreement – Hannah King, Manager, Recreation and Culture Services.

It was moved and seconded that the the Parks, Recreation and Culture Commission direct staff to renew the Diana Krall Plaza and Live Site Screen Operation and Programming Agreement with the Downtown Nanaimo Business Improvement Association (DNBIA) for the next 3 years (2013, 2014 and 2015). The motion carried unanimously.

- (c) Western Canadian Championship Shared Gate – D. Osborne, Arenas Manager.

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



- (d) Senior Manager of Parks And Civic Facilities. Monthly report for January, 2013.

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

- (e) Senior Manager of Recreation And Culture Services. Monthly report for January, 2013.

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

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

- (a) Letter dated 2013-FEB-01 from Jacquie Hill, Manager of Administrative Services, Regional District of Nanaimo regarding the 2013 RDN Board Appointments for the Nanaimo Parks, Recreation and Culture Commission.
- (b) Letter dated 2013-JAN-28 from Mr. Frank O'Neill, regarding the Petting Farm Funding – Cedar 4-H Grant Funding.
- (c) Letter from Denise Wood, Manager, Nanaimo Curling Club regarding the ThyssenKrupp Elevator BC Wheelchair Curling Championship held 2013-JAN-25 at the Nanaimo Curling Club.
- (d) E-mail dated 2013-FEB-14 from Mr. W. Taylor, Nanaimo Athletic Commission regarding his resignation from the Nanaimo Athletic Commission.
- (e) Email Communique #310 and #311 dated 2013-FEB-05 and 2013-FEB-20 from BCRPA regarding various topics.
- (f) Email dated 2013-JAN-15 from BCRPA regarding the 2013 BCRPA Symposium May 1 – 3 and Symposium At A Glance schedule.
- (g) Minutes of the Nanaimo Harbour City Seniors Board of Directors Meeting held 2013-FEB-01.

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

11. QUESTION PERIOD:

No questions.

12. ADJOURNMENT:

It was moved and seconded at 8:50 p.m. that the meeting adjourn.  
The motion carried unanimously.

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

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**NOTES**  
**PARKS COMMITTEE MEETING**  
**BOWEN PARK COMPLEX CONFERENCE ROOM**  
**THURSDAY, 2013-MAR-14, COMMENCING AT 4:00 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  
C. Kuziw, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 4:03 p.m.

2. ADOPTION OF AGENDA:

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

3. DELEGATIONS (not related to a Report to the Parks Committee):

(a) Ms. Pat Wells and Ms. Beckie Mann of Nanaimo Community Gardens Society regarding:

i. Proposal to relocate their greenhouse operation to the Beban Park grounds as specified in their proposal.

ii. Request for a VIP Grant of \$25,000 to assist in the relocation.

(b) Corrine Besler of Segway Victoria.

i. Requesting timely approval to continue their tours in Bowen Park.

ii. Decrease the age of use of the Segways to age 12 from age 16.

iii. Expansion of their tours to include the Parkway Trail and Beban Park.

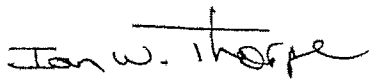
iv. Day tour programs and cruiseship tours.

It was moved and seconded that Parks Committee recommend that the Parks, Recreation and Culture Commission support in principal the Nanaimo Community Gardens Society Greenhouse Proposal and that it be funded from the VIP Grant Program up to \$25,000 for this project. The motion carried unanimously.

It was moved and seconded that the Parks Committee recommend that the Parks, Recreation and Culture Commission approve the pilot project of Segway be extended for another year and that the license agreement be revised to include the Parkway Trail in addition to Bowen Park. Staff will report back with more information regarding the request to have the Segway usage age limit lowered to age 12 from age 16. The motion carried unanimously.

4. ADJOURNMENT:

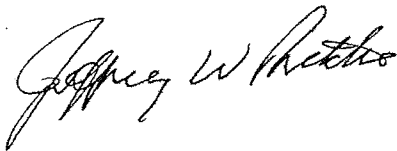
It was moved and seconded at 5:16 p.m. that the meeting adjourn. The motion carried unanimously.



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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

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

DATE OF MEETING: 2013-MAR-27

AUTHORED BY: IAN THORPE, CHAIR, PARKS COMMITTEE

RE: NANAIMO COMMUNITY GARDENS SOCIETY GREENHOUSE PROPOSAL FOR  
BEBAN PARK

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PARKS COMMITTEE RECOMMENDATION:

That the Parks, Recreation and Culture Commission support in principal the Nanaimo Community Gardens Society Greenhouse Proposal and that it be funded from the VIP Grant Program up to \$25,000 for this project.

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission approve the project in principle and include the concept in the upcoming Beban Park Master Plan process as an improvement option and not proceed until an updated Beban Park Master Plan has been approved by Council.

PURPOSE:

To obtain Parks, Recreation and Culture Commission's support for the Nanaimo Community Gardens Society Greenhouse Proposal.

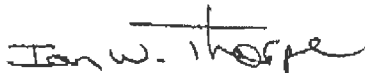
BACKGROUND:

The Nanaimo Community Gardens Society has for the past 13 years shared the RDN greenhouses at the Sewage Treatment Plant site on Hammond Bay Road. With the RDN expansion needs, the greenhouses will no longer be available as of August 2013. The Nanaimo Community Gardens Society vision is to work with the City of Nanaimo and the "Volunteer in Parks" program to develop a new site with greater potential to fulfill their mission of offering education to aspiring gardeners, donating starter plants to community groups, selling starter plants to citizens of Nanaimo and growing produce to share with those who need it. The Nanaimo Community Gardens Society sees the new greenhouse being part of Nanaimo's "Agriculture Centre" in Beban Park. The greenhouse would be open to the public with the primary purpose of education and building a sense of community around growing local, healthy food in Nanaimo.

The Nanaimo Community Gardens Society has a Phase 1 construction plan for 2013 that includes a 25' x 75' greenhouse, a storage shed, fencing and utilities at an estimated cost of

\$60,000. They are requesting \$25,000 be funded through the Parks, Recreation and Culture VIP Grant Program. The additional funds will come from cash and in-kind services, labour and materials. The Nanaimo Community Gardens Society, which is a non-profit society, will administer the community garden site and develop policies and procedures for its operation.

Respectfully submitted,



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Ian Thorpe  
CHAIR  
PARKS COMMITTEE

Concurrence by:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

DRAFTED: 2013-MAR-19

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271 First Street Nanaimo, BC V9B 2B7  
NANAIMO COMMUNITY GARDENS SOCIETY  
NANAIMO COMMUNITY GARDENS SOCIETY

Nanaimo Community Gardens Society

## Greenhouse Proposal

*"Give a child a salad, she eats for a day  
– Teach a child to grow a garden, he eats  
for life"*

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## Vision

Nanaimo Community Gardens Society sees the new greenhouse as being part of Nanaimo's Agricultural Centre, 'Volunteers in Parks' in Beban Park. The greenhouse will be part of Nanaimo's plan to provide food security to a wide variety of residents. Our vision is building a greenhouse that will be open to the public with the primary purpose of education and building a sense of community around growing local, healthy food in Nanaimo.



As citizens of Nanaimo we envision Beban Park as being a centre for the promotion of urban agriculture as outlined in our Official Community Plan (3.4 Food Security). Located adjacent to the existing agriculture-related facilities at Beban, we think that our greenhouse-growing program would fit very well by offering education to aspiring gardeners, donating starter plants to various community groups, selling starter plants to the people of Nanaimo, and growing produce to share with those who need it (See Appendix#5). We would be providing a highly visible and easily accessible site in which community members could increase the quality of their lives physically, emotionally, and socially by working as part of a team in the fresh air growing healthy

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food. We think we are in the best position to do these things because, as members of Nanaimo Community Gardens, we already have an established program and are a registered not-for-profit society.

A new greenhouse and eventually outside demonstration plots, designed for our purposes and wheelchair accessible, would provide an ideal educational setting for anyone interested in informal educational opportunities or more formal workshops. The increased accessibility would allow more individuals and groups to come to participate in the gardening, learning and community-building experiences which we can provide.

The vegetable seedlings grown in the spring would be shared with the community at plant sales, with school gardening programs, with low-income housing garden plots, with NRGH herb garden and with community garden allotment plots. As in previous years, they would also be given to other programs to encourage the growth and consumption of healthy food (Haven House, Willoway, Child Development Center). After seedlings have found their way to homes, community programs, and garden plots, the remainder would be grown in the greenhouse or outside demonstration space. This production would serve to educate both volunteer gardeners and the public on organic, efficient, and innovative methods in vegetable production. The produce resulting from this effort would be shared among volunteers as well as sent to FoodShare for cooking and preserving workshops. Vegetables would also be sent to Loaves and Fishes and Salvation Army as in the past but it is expected that there will be a much greater supply with a more modern facility.

With a move to Beban, we anticipate the opportunity to fulfill our mission to a much greater extent and eagerly look forward to being part of a vibrant urban agriculture centre in Nanaimo.



## Background

In November 2000, Community Gardens Society approached the Regional District of Nanaimo with the idea of using their on-site greenhouse. Over the past 12 years, volunteers have produced many thousands of organic, heritage vegetable starter plants for sale to Nanaimo gardeners... 25,000 in the past 5 years. This was done with our original Mission in mind: that we needed to develop food sustainability on Vancouver Island, that food should be locally grown, organic and that we help contribute to the knowledge of gardening and nutrition.

Our present core volunteer group of 20 volunteers brings to this enterprise an impressive amount of expertise worth a combined total of over 500 years of gardening experience! Volunteers include a master gardener, one with experience in commercial greenhouses, several retired teachers, nurses, and other professionals who also bring with them their organizational skills. Volunteer hours over the past few years have exceeded 1000 per year.

Growing vegetables is not only healthy for the body; it's also good for the mind and the spirit. At Community Gardens we are committed to sharing that knowledge with others who may have not yet experienced the healthy benefits of gardening. In the past we have welcomed volunteers from Haven House, Willoway, Malaspina Life Skills and Edgewood.

Education is at the very heart of what we do at Community Gardens. We are committed to sharing our knowledge with others in the community, to pass it on from one generation to the next so that food production in backyards and garden plots can grow. Our volunteers have been involved at the Child Development Centre and with School District programs. Our hope is to expand our commitment to the schools and the community if we have a new base where we can invite the public. At our present site it has not been possible to have any public events.

Although it has been a great 12 years at the very generously shared RDN greenhouse space, because of their expansion needs, our time there is coming to an end as of August 2013. This ending provides us with the opportunity for a new beginning. Our vision is to work with the City of Nanaimo and the "Volunteers in Parks" program to develop a new site with greater potential to fulfill our mission. We believe that

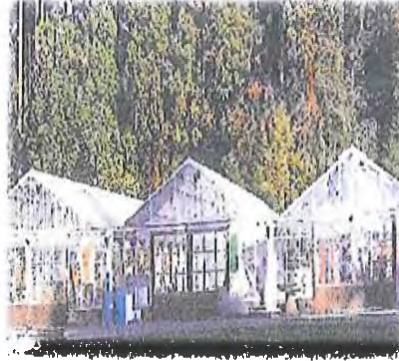
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there are some very good community garden projects in Nanaimo (BUGS, YPN Garden Plots, DIGS) and that our greenhouse project is a unique service that, with relocation, could be even better. By growing healthy starter plants for home gardeners, garden plots, school gardens, etc. we provide a unique opportunity for learning about organic, heritage plants as well as provide a therapeutic setting for volunteers to gather and grow together.

## Mission

Our purposes are:

- ❖ To grow heritage, organic vegetables, fruit, herbs and edible flowers for sale, for food production and for educational purposes, in the most environmentally-responsible way possible. Heritage vegetables allow growers to save seeds for future growing seasons, enabling more local production and assisting in local food sustainability.
- ❖ To share knowledge about growing plants with each other and with the community
- ❖ To provide opportunities for personal growth and health through the therapeutic benefits of gardening
- ❖ To build community by working cooperatively with other groups and individuals, including those who have special needs, to share plants, knowledge and opportunities.



## Objectives

- ❖ Use a portion of Beban Park, Nanaimo, for a Nanaimo Community Gardens Society site.
- ❖ Design a garden which offers all the necessary amenities, including space for a good size greenhouse (25' x 50' or larger) as well as outside space for growing. This site would be used to accomplish the purposes itemized in the Mission Statement (see above).
- ❖ Set out a budget that includes contributions from municipal government and private organizations as well as funds, in-kind and labour from NCGS.
- ❖ Implement a phased construction plan, with the first phase commencing in the spring of 2013.
- ❖ The Nanaimo Community Gardens Society, which is a non-profit society, will administer the community garden site and will set out policies and procedures. (See Appendix for organizational details and the annual operating budget for the greenhouse.)



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**Process**

The following process is being followed in the development of this proposal:

Action	Planned Date
Meeting of NCGS Board members with the City of Nanaimo	January 2012
Numerous meetings of Greenhouse Committee	March 2012 to Present
First submitted to NCGS Board	August 2012
Met with Gail Pasaluko (P&R Head horticulturist) to get advice	September 2012
Resubmit to NCGS Board	2013
Present final proposal to the Parks & Recreation Commission	2013

Late in 2012 we had a promising lead for re-positioning an existing greenhouse that would have been suitable for our needs. As this would have reduced costs considerably, we investigated the opportunity. In early 2013 it was confirmed that this greenhouse was not going to be a viable option for the Society, and we resumed our original plan.

Further, during this time of uncertainty, the Society has set aside over \$10,000 of cash in a reserve account for the greenhouse re-location purposes. Further we have applied for gaming monies specifically for this special project and will find out if we have been successful in early March.

To make up any funding shortfalls, our plan is to solicit the general public and businesses for donation of in-kind services and supplies. We've received feedback from one of our best suppliers that once we have a site that they'd be happy to support us. As such, our plan below allows for in-kind donations but has not listed specific businesses that will be providing these donations. Once a location has been approved, we are confident that our team will be able to solicit the required materials and services to complete the project.

# Budget

## Phase 1 Budget – 2013

### Phase 1 - Budget

#### CITY CONTRIBUTIONS VIA FUNDING

Greenhouse - kit for 25' x 75'	\$ 8,000
Storage shed	5,400
Fencing	2,500
Waterline Hookup	2,500
Hydro	9,150
<b>TOTAL</b>	<b>\$ 24,950</b>

#### NCGS CONTRIBUTIONS (budgeted, solicited & donated)

Capital assets (Appendix #2)	\$ 4,000
Contracted overseer for new site development	5,000
Layout consultation	1,000
Greenhouse:	
Delivery	500
Concrete work for GH anchors and ruger rental	1,500
Cedar lumber for sill	750
3 labourers x 3 days (following concrete work)	3,000
Floor covering	200
Engineering	1,500
Site excavation and fill	3,000
"Coldhouse" (multi-purpose, GH 12'x20')	850
Gravel driveway 10'x60'	1,000
Storage shed (remainder of cost)	1,000
Volunteer labour (approx 500 hrs @ \$10.25/hr)	5,125
Donations of soil, amendments (for donating & planting in GH)	2,000
Refrigerator	1,000
Moving expenses (moving company, clean up of old site)	2,400
<b>TOTAL</b>	<b>35,325</b>

**TOTAL PHASE 1 BUDGET** **\$ 60,175**



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#### **Phase 1 – 2013 Construction**

- I. Install Hydro
- II. Level land for roadway, structures and demonstration garden
- III. Build roadway
- IV. Install fencing and gates, front and side
- V. Install water line and taps
- VI. Erect greenhouse, build storage shed
- VII. Bring in soil

#### **Phase 2 – at a later date**

- ❖ Outside raised beds
- ❖ Fruit trees and berry beds
- ❖ Other landscape features



## Appendix #1 – Committee Meetings

Committee Meetings		
Date	# of Members and Time	Total Time
January 2012	3 members x 1 hour each	3 hours
April 3, 2012	8 members x 2 hours each	16 hours
April 17, 2012	7 members x 2 hours each	14 hours
May 8, 2012	8 members x 2 hours each	16 hours
June 7, 2012	4 members x 2 hours each	8 hours
June 28, 2012	9 members x 2 hours each	18 hours
Sept 20, 2012	6 members x 2 hours each	12 hours
Dec 10, 2012	5 members x 1.5 hours each	7.5 hours
Total Time		94.5 hours

## Appendix #2 – Schedule of Assets

Quantity	Asset Description
50	Folding tables
17	solid tables
20	chairs
3	8' h x5'x5' shelving units
3	2'x6' desks
1	6'h x 12" deep x 5'w shelving unit cubby
1	metal shelving unit 2'x5'x5w
2	shelving units 2'd x7' h x5'w
1	Planting bench 4'h x10' L x 3'w
6	wheelbarrows
3	hand carts
4	solid wooden planters 18" H x4'x5'
25	¼ barrels
6	Full barrels
1	Kids' sandbox
1	freestanding sink
30	pallets
1	Woodshed 8'11 x 5'x0"
2	Greenhouse plastic, 100'x30' roll
6	seedbeds w. heal cables and plastic sheet covers
5	boxes of 4" pots
	pots 1gal-5gal
400	black trays
	Wood -Various lengths and sizes
	garbage/recycling cans
	Irrigation equipment
	Herbs and perennials
	Misc. Garden equipment, fans, tools etc.
Estimated total value = \$4,000	

## Appendix #3 – Orientation

### Orientation for New "Greenhouse" Volunteers

#### **Safety**

There is a fully stocked first aid kit and a blanket in the marked cupboards. So that we never have a need for it, please don't take chances. If you see an unsafe situation or tool, inform others and make a note of it in our journal (on lunch tables). Claire and Pat have up-to-date first aid certificates and Claire is a retired nurse.

We also keep a current list of emergency contact numbers for volunteers in one of the drawers where the first aid kit is kept. Public Health advises those who are working with soil on a regular basis to have an up-to-date tetanus shot.

#### **Coming and Going**

We usually meet and do most of our volunteer work on Wednesdays between 10am and 2pm, depending on the weather. Volunteers come for varying amounts of time according to what they can manage. Some might only come an hour once a week while others just about live there! If you have occasion to come to the GH on your own as some of us do to do extra jobs or take a turn at watering, it is a good idea to get a friend/spouse to come with you and/or bring a cell phone. Before you leave, please sign the desk calendar with your work hours. This is kept track of mainly to mention on grant applications. It is also handy to know who has come and gone at other times of the week. We also have a GH Journal in a big binder on the lunch table and anyone is welcome to note down questions, comments, messages to other volunteers, notable events, things we've run out of, etc.



#### **Keeping things Tidy**

Some people like to bring their dogs with them on occasion and if you do the rest of us trust that you will keep it leashed and pick up after it.

We make an effort to recycle as much as we can and, to this end, it helps a great deal if everyone tries to put things in the appropriately labeled bins. Please use these bins only for GH garbage/recyclables, not for your own.

...

If you are a smoker, we ask that you have your **smoke-break** outside the GH and wash your hands thoroughly before working with plants, especially tomatoes as these are prone to the tobacco mosaic virus.

In an ideal world, we would all put our tools **back** in the proper place all the time. Since this is not an ideal world...we just do our best:)

### What Exactly Do We Do?

You may be joining our Gang as a complete beginner in the world of gardening or as an experienced green thumb, but whatever your expertise, you will probably want some direction as to what to do, at least at first. Also, there is often more than one right way of doing things in the GH. We are all there to learn and to share what we know. Therefore, do not be shy of asking questions and, if those directions are not clear, asking for clarification. There are sometimes lists of jobs to do on the chalkboard or whiteboard near the lunch tables. Two activities that are usually a safe bet any time of year are weeding and tidying. Sometimes it works to attach yourself to someone who seems to know what they're doing and "job-shadow".

### Two Jobs

We do two main jobs at the GH. One is raising starter plants (edibles and beneficials), in the most organic way we can, for selling to the public on a break-even basis. Most of this work is done from February to June. We are often asked to volunteer at these sales. We are also asked to help out with watering. As it gets warmer, the starter plants often need to be watered twice every day.

In the growing season, volunteers are often able to take home a few starter plants to put in their own garden. It is a good idea for us to grow some ourselves because we will often be the ones selling to the public and it certainly helps if we know about the plants we sell. Please check with other volunteers as to what can be taken home. As well as individual volunteers, we often have groups coming to help and to learn. In the past we have had groups coming from Malaspina Life Skills program, Willoway Rehabilitation Centre, Haven House, and Edgewood, to name a few.

As well as growing "starters", we are able to grow some of our own produce in the GH. This growing is done on a communal basis...that is, we all pitch in with the planning, planting, weeding, watering, etc. and, best of all, harvesting! Nearly any time of the year, there are some goodies growing that we can pick and take home to enjoy. (Once in a long while, if we have a real surplus, we'll share with the food banks in town.) So, feel free to help yourself to your fair share.

In order to facilitate and manage these various activities the core group of volunteers has organized 6 committees, as follows:

1. Planting Schedule - determine what to plant in what quantities and when, and when to transplant in order to have plants ready for sale in optimum condition; make sure that all plants for sale are labeled and in good condition before they go to sale.

2. Seeds - make an inventory of seeds for planting and seeds for sale, determine what needs to be ordered for the next season, submit that order in a timely fashion. Also keep seeds organized, properly stored, ready at sowing time and packaged for sale.

3. Supplies - make an inventory of and determine what is needed in the way of soil, amendments, perlite, peat, pots, trays, plastic film, etc. and order, purchase, solicit these so that they are ready and available as needed.

4. Labels/Watering Schedule - see that used labels are cleaned, sorted, inventoried and that new labels are printed and assembled according to what and how much will be planted for sale in the following season so that these are ready to put in pots as seeds or transplants go into pots. Determine when a watering/opening/closing schedule needs to be put into effect according to weather conditions and oversee the smooth operation of this schedule.

5. Maintenance - oversee recycling and the general tidiness and repair of the site, tools, and structures as well as make sure the drip system is maintained, serviced, and ready to go as needed.

6. Sales - will, in conjunction with the Board, determine the locations and times of sales, advertise, organize a schedule of volunteers to run the sales, and organize transportation of plants to these sales.

...

Appendix #4 – Estimated Yearly Operating Budget

Estimated Yearly Operating Budget

Seed	\$ 400
Soil amendmnts - perlite, peat, Gaia Green, bonemeal, rock dust	300
Sea Soil	384
Garden soil	500
Pots and trays	300
Labels & printer ink	200
PortaPotty	000
Replacement plastic for GH and seedbeds (100/yr for 25x50)	125
Hydro	900
Water	500
Total	<u>\$4,509</u>

## Appendix #5 – Map of Beban Park





## REQUEST TO APPEAR AS A DELEGATION

ON 2013 - MARCH - 27  
year month day

NAME OF PERSON MAKING PRESENTATION: <u>Ms. Pat Wells</u>			
Print			
ADDRESS: _____			
street address	City	Province	Postal Code
PHONE: - _____		FAX: _____	
home	business		
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
<b>DETAILS OF PRESENTATION:</b>			
Presentation from the Nanaimo Community Gardens Society regarding a			
greenhouse proposal for Beban Park.			

### PLEASE NOTE

- **Electronic presentations** must be provided on a CD or by e-mail 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](mailto:parks@nanaimo.ca)



**City of Nanaimo**

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

DATE OF MEETING: 2013-MAR-27

AUTHORED BY: IAN THORPE, CHAIR, PARKS COMMITTEE

RE: SEGWAY TOURS WITHIN NANAIMO PARKS AND TRAILS

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PARKS COMMITTEE RECOMMENDATION:

That the Parks, Recreation and Culture Commission approve the pilot project of Segway tours be extended for another year and that the license agreement be revised to include the Parkway Trail in addition to Bowen Park.

PURPOSE:

To obtain Parks, Recreation and Culture Commission approval to extend the pilot project of Segway tours to 2013 and add the Parkway Trail in addition to Bowen Park.

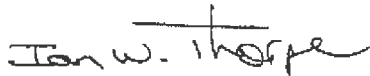
BACKGROUND:

At the 2012-JUN-27 Parks, Recreation and Culture Commission meeting, approval was granted to Segway Victoria to operate Segway tours out of Bowen Park from 2012-JUL-01 to 2012-DEC-31 on a pilot basis. During this period, Segway Victoria (Ride the Glide) operated 6 tours with 23 clients. The tours were well received and people enjoyed the beauty of Bowen Park. Segway Victoria would like to extend the pilot project into 2013 and commence as soon as possible allowing a greater lead time to properly advertise their tours and set up partnerships with local businesses.

Segway Victoria is requesting the same access to Bowen Park as in 2012 and the addition of the Parkway Trail access for their tours. Segway Victoria would also like to offer tours to children between the ages of 12 and 16 (only with parental consent and their presence on the tour as well).

The Parks Committee request staff report back with more information on the consequences of lowering the age limit from 16 down to age 12.

Respectfully submitted,

A handwritten signature in black ink that reads "Ian W. Thorpe". The signature is written in a cursive style with a horizontal line above the first part of the name.

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Ian Thorpe  
CHAIR  
PARKS COMMITTEE

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**NOTES**  
**RECREATION COMMITTEE**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2013-MAR-13, COMMENCING AT 3:00 P.M.**

---

PRESENT: Commissioner Ted Greves, Chair

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

Regrets: Commissioner Karen Alden  
S. Samborski, Senior Manager, Parks, Recreation and Culture

Staff: M. Smith, Manager, Recreation and Culture Services  
H. King, Manager, Recreation and Culture Services  
S. Raddysh, Manager, Recreation and Culture Services  
C. Kuziw, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:02 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-FEB-13 at 3:00 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

4. STAFF REPORTS:

(a) **Bylaw 7073 Review: Fees And Charges – Equipment Rentals.**  
**M. Smith, Manager, Recreation and Culture Services.**

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the elimination of the specific list of rental equipment and notes from the Bylaw and replace it with the general principals of use of City equipment and services. The general principals would be:

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 and 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.

The motion carried unanimously.

It was moved and seconded that staff distribute information on skate rental fees charged at the arenas. The motion carried unanimously.

- (b) **Bylaw 7073 Review: Fees And Charges – City Parks-Plazas-Pavilions-Amphitheatres-Grounds.**  
**H. King, Manager, Recreation and Culture Services.**

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the following updates to section .03 of Bylaw 7073 (7073.03) referring to City Parks-Plazas-Grounds:

CITY PARKS – PLAZAS – PAVILIONS – AMPHITHEATRES - GROUNDS

Local not-for-profit groups and societies hosting events/activities that are <u>open and free of charge</u> to the general public. Private events, non-exclusive use of the area, i.e. weddings or picnics.	\$25.00 per day
---	-----------------

Local not-for-profit groups and societies providing events/activities <u>at a charge</u> to the general public.	\$100.00 – \$200.00 per day
Private groups hosting <u>events not open</u> to the public 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 at a cost</u> i.e. fitness classes.	\$50.00 per quarter
Commercial or outside organizations hosting events/activities open <u>free of charge</u> to the general public.	\$100.00 – \$300.00 per day \$150.00 per day
Commercial or outside organizations hosting events/activities open <u>at a charge</u> to the general public.	\$200.00 – \$1,000 per day \$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. This fee category includes the various uses that may occur in open spaces including park, plazas and grounds provided by the city. The objective is to facilitate the use of open spaces for the benefit of the community.
  2. No sales of any kind are permitted without prior authorization from the department of Parks, Recreation and Culture.
  3. All services and equipment requested by event organizer would be provided as per fees and charges policy including clean up of the location if required.
  4. Fees may be based on a percentage of revenue, as determined by the Department Management.
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.

The motion carried unanimously.

(c) **Bylaw 7073 Review: Fees And Charges - Picnic Shelters, Sand Volley Ball Courts, Tennis Courts And Lacrosse Box Rental Rates.**  
**S. Raddysh, Manager, Recreation and Culture Services.**

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the increase in rental rates for the Picnic Shelters, Sand Volley Ball Courts, Tennis Courts and Lacrosse Boxes.

Proposed rates are outlined below:

**PICNIC SHELTERS**

	2013/2014	2014/2015	2015/2016
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**

	2013/2014	2014/2015	2015/2016
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**

	2013/2014	2014/2015	2015/2016
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, \$9.00/hour 2014-2016.
- Department lessons will have preference if court availability is limited.

**LACROSSE BOXES**

Bowen Lions, Harwood Centennial:

	2013/2014	2014/2015	2015/2016
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.

The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 3:29 p.m. that the meeting adjourn. The motion carried unanimously.



Ted Greves  
CHAIR  
RECREATION COMMITTEE

CERTIFIED CORRECT:



S. Samborski  
SENIOR MANAGER  
RECREATION AND CULTURE SERVICES

APPROVED FOR DISTRIBUTION:



Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

**NOTES**  
**REGULAR MEETING OF THE CULTURAL COMMITTEE**  
**HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM**  
**WEDNESDAY, 2013-MAR-06, COMMENCING AT 4:00 P.M.**

---

**PRESENT:** Commissioner Fred Pattje, Chair

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

**Regrets:** Ms. Geraldine Manson  
S. Samborski, Senior Manager, Parks Recreation and Culture

**Staff:** B. Kuhn, Manager, Parks, Recreation and Culture Services  
K. MacDonald, Parks and Open Space Planner  
C. Kuziw, 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 Item 8 (b) SARC Indoor Art Selection.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Amended Agenda 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-FEB-06 at 4:00 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 approval of the Temporary Outdoor Public Art.

6. COMMISSION REPORT: *(Presented by Commissioner Houle)*

Commissioner Houle provided a verbal report on the following topics:

- Discussed the Gord Hume conference
- SARC shortlist art discussed.

7. REPORTS OF PROJECT COMMITTEES:

(a) Cultural Award Committee. *(Gerda Hofman, Chair)*

Ms. Gerda Hofman, Chair of the committee gave a verbal report that all the details of the event are organized and in order.

8. STAFF REPORTS:

(a) **Cultural Grants Process and Criteria Review -  
B. Kuhn – Manager, Recreation and Culture.**

- Mr. K. Smyth gave examples of items that could be discussed in a review of the current Grants Process and Criteria.

It was moved and seconded that the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve a call for the review of the Cultural Grants Process and Criteria as part of the cultural planning process and that a recommendation regarding the review be included in the plan. . The motion carried unanimously.

(b) **SARC Indoor Art Selection –  
K. MacDonald – Parks and Open Space Planner.**

It was moved and seconded that the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the selection "Social Mixer" by Mark Ashby for the Service and Resource Centre (SARC) Indoor Art Competition. The motion carried unanimously.

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

Commissioner Houle requested information on the possible installation of Public Art in the electoral areas.

11. ADJOURNMENT:

It was moved and seconded at 4:43 p.m. that the meeting adjourn. The motion carried unanimously.



---

Fred Pattje  
CHAIR  
CULTURAL COMMITTEE

CERTIFIED CORRECT:



---

Suzanne Samborski  
SENIOR MANAGER  
RECREATION AND CULTURE SERVICES

APPROVED FOR DISTRIBUTION:



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

2013-MAR-06  
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**City of Nanaimo**

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

DATE OF MEETING: 2013-MAR-27

AUTHORED BY: COMMISSIONER FRED PATTJE, CHAIR, CULTURAL COMMITTEE

RE: CULTURAL GRANTS PROCESS AND CRITERIA REVIEW

---

RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve a call for the review of the cultural grants process and criteria as part of the cultural planning process and that a recommendation regarding the review be included in the plan.

PURPOSE:

To undertake a review of the grant process for the cultural operating and events funds with any changes being implemented for the next round of three year funding (2014 - 2017).

DISCUSSION:

At the 2013-JAN-09 meeting of the Cultural Committee it was moved and seconded that the Cultural Committee strike a sub-committee to review the cultural grant process. Subsequent to this, at the 2013-FEB-06 meeting of the Cultural Committee it was moved and seconded that the Cultural Committee strike a six person Cultural Grants Process Review Committee (including two members from the Parks, Recreation and Culture Commission, two members from the Cultural Committee and two outside members) to review the cultural grants process.

Through discussions at recent culture forums, it was determined this review may be premature as the culture plan is still under development.

Funding for the arts has been a common theme throughout the cultural planning process. It has been recommended that a formal review of the current grant process be included as one of the recommendations around cultural funds.

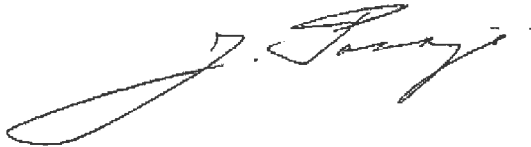
Any process outlined will align with legislated and City of Nanaimo policy. It is anticipated that the grant review process would begin in the fall. While the process will be detailed in the Culture Plan, it would be led by the Culture Committee and include stakeholder surveys and feedback opportunities.

With there being one more year remaining in the current three year funding cycle, the current process will be used for the 2014 grants with any changes implemented for fall 2014.

STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility: Ensure that the cultural grants review process is in accordance with any new or updated provincial or municipal governance policies, structures and processes.

Respectfully Submitted,



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COMMISSIONER FRED PATTJE,  
CHAIR, CULTURAL COMMITTEE

DRAFTED: 2013-MAR-14  
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**City of Nanaimo**

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

DATE OF MEETING: 2013-MAR-27

AUTHORED BY: COMMISSIONER FRED PATTJE, CHAIR, CULTURAL COMMITTEE

RE: SERVICES AND RESOURCE CENTRE INDOOR ART SELECTION

---

**RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend that Council approve the selection "Social Mixer" by Mark Ashby for the Service and Resource Centre (SARC) Indoor Art Competition.

**PURPOSE:**

To approve the permanent art selection for the Service and Resource Centre as per the Community Plan for Public Art process.

**BACKGROUND:**

The new Service and Resource Centre (SARC) building opened for public and City staff use in January 2013. The building is intended to be a one-stop location for all Nanaimo's citizen needs. The lobby will be open to the public during office hours. The City of Nanaimo's Community Plan for Public Art in 2010 supports the integration of public art in capital projects and public spaces, such as the lobby of the new SARC building.

The artwork will be installed in the SARC lobby on a wall visible to both the lobby and the outside street. The artwork will be mountable on the steel studded wall and will fit within the lobby constraints such as furniture and doors. The piece should reflect the idea of "Community."

As per the Community Plan for Public Art permanent art process, in November 2012, the City of Nanaimo Purchasing Department issued an artist call requesting submissions for indoor art. This call closed in mid-January 2013. On 2013-JAN-30 the eight-member selection panel, comprised of representatives from the Parks Recreation and Culture Commission, the Cultural Committee, the art community, and City of Nanaimo staff met and evaluated 14 submissions based upon the following selection criteria:

1. Quality of the proposal;
2. Quality of the submitted work;
3. Suitability and durability of the work for public lobby;
4. Ability of the proposal to meet public safety and vandalism consideration; and,

5. Addition of vitality to the public space.

Three artists were initially shortlisted for the competition and invited to move into stage two. The chosen pieces are made of many different materials, and all three displayed a modern flair suitable to the architecture of the building and colour to enhance the lobby. These three short-listed artists were paid a \$500 honorarium and given the opportunity to meet with the Selection Panel to present designs including:

1. A detailed drawing and /or maquette (model) to better illustrate their ideas and materials;
2. A typed statement of artwork intent, rationale and description (max. 2 pages);
3. A detailed budget inclusive of all costs for the completion of the project;
4. A budget for any annual maintenance costs;
5. A schedule for fabrication and installation;

At their meeting held on 2013-MAR-05, the Public Art Selection Panel met with three shortlisted artists in the SARC indoor art competition. The selection panel unanimously chose Mark Ashby's piece 'Social Mixer' as the preferred piece. The piece is unique and captures a modern definition of community. It is also consistent with the green energy goals of the SARC building.

'Social Mixer' is a kinetic sculpture consisting of 1874 acrylic mirror fragments. Hinges bridged by bimetallic coils will cause subtle movement to occur as the local air temperature changes in response to the occupant load of the lobby. Although subtle, the mirrors will shift resulting in co-mingling of the reflections of visitors viewing the pieces. The composition is deliberately open ended, embracing the patterns found in the marine and terrestrial context of the Harbour City. It invites viewers to "see themselves" as part of the community of Nanaimo.

The artist, Mark Ashby, is a local architect who devotes about 20% of his architectural practice to public art installations.

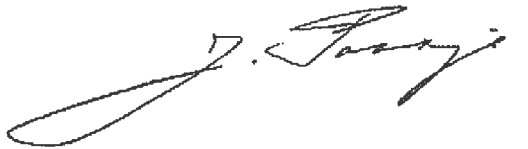
The 'Social Mixer' piece is easy to hang on the lobby wall and has the option of painted wall backdrops to enhance it. The piece is expected to require about \$300 of annual maintenance budget (mostly monthly dusting and cleaning as needed). Vandal resistance and safety are key in the design and are being considered by the artist in his finishes, attachments, and angle restrictions.

The 'Social Mixer' piece must be completed and installed within the \$15,000 budget and installation is expected in the summer following the busy tax season.

STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships: Public art helps animate our public places and spaces making them more welcoming, attractive and interesting, contributing to cultural vitality. This piece will engage visitors to the Service and Resource Center and make their visit more interesting and enjoyable.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "F. Pattje". The signature is fluid and cursive, with a large loop at the end.

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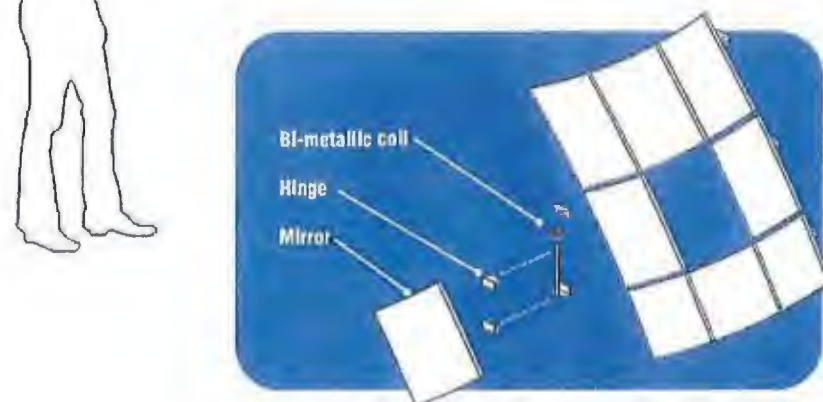
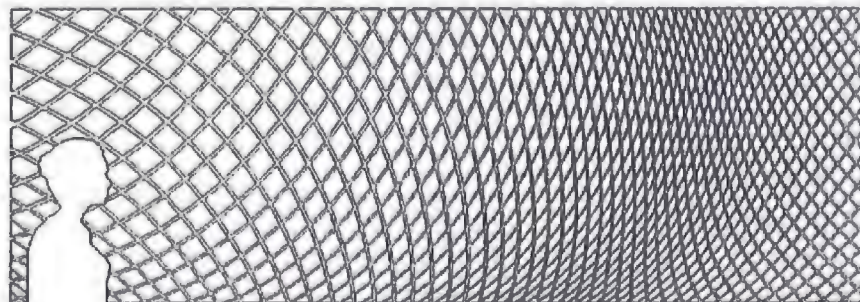
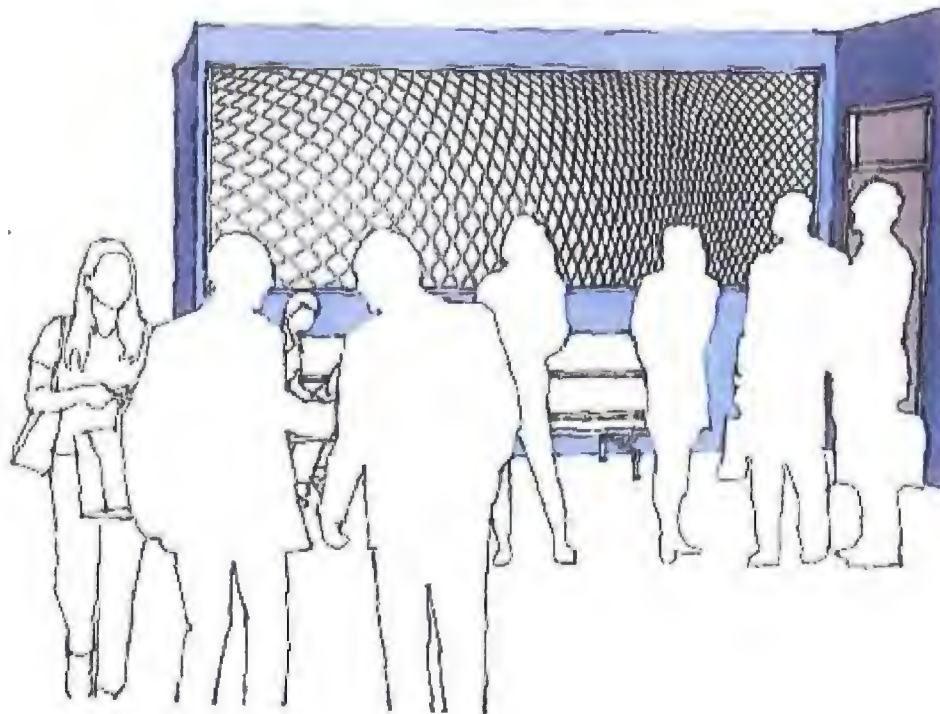
COMMISSIONER FRED PATTJE,  
CHAIR, CULTURAL COMMITTEE  
CITY OF NANAIMO  
PARKS, RECREATION AND CULTURE

2013-MAR-14

File: A2-4 / A2-11 / A3-35-6

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Title	Size	Materials
Social Mixer	Approx 10 by 5 feet	Acrylic glass and metal







## MONTHLY ACTIVITY REPORT

February 2013

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	1	Diana Krall	all day	tech/rehearsal	0	32
2	2	Diana Krall	all day	tech/rehearsal	0	32
3	3	Diana Krall	8:00 PM	music	804	32
4	4	Can. Western Bank	5:30 PM	private reception	40	0
5	4	Stacey Holloway	7:30 PM	speaker	602	6
6	5	Classical Coffee Concert	10:30 AM	music	114	3
7	6	Coastal Community Credit Union	10:00 AM	press conference	5	0
8	7	High School Students Tour	11:45 AM	tour of art galleries	35	0
9	8	RUBBERBANDance	9:00 AM	tech/rehearsal	0	13
10	9	RUBBERBANDance	7:30 PM	dance	469	13
11	10	VI Symphony Special Event	2:00 PM	music	732	49
12	16	Dance Odyssey 2013	7:30 PM	dance	472	233
13	21	VIU Art Students	11:30 AM	art display installation	0	12
14	24	Fabulous Voice Singing Comp.	7:00 PM	music	206	34
15	27	Dr. Hook	7:30 PM	music	751	11
16	28	Stuart McLean's Vinyl Café	7:00 PM	comedy/music	804	9
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						

### TOTALS

Number of Events:	16
Estimated Audience Attendance:	5034
Estimated Number of Artists/Crew:	479
Total people through the building:	5513

# Monthly Event Report



February 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		9,604	7,808	6,056	9,176	
Apr	33	28	25	20		10,137	12,803	11,333	7,436	
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>39</b>	<b>84,819</b>	<b>101,277</b>	<b>91,291</b>	<b>88,194</b>	<b>13,894</b>

Comparison of attendance for the same month last year

Comparison of events for the same month last year

120%	increase
109%	increase

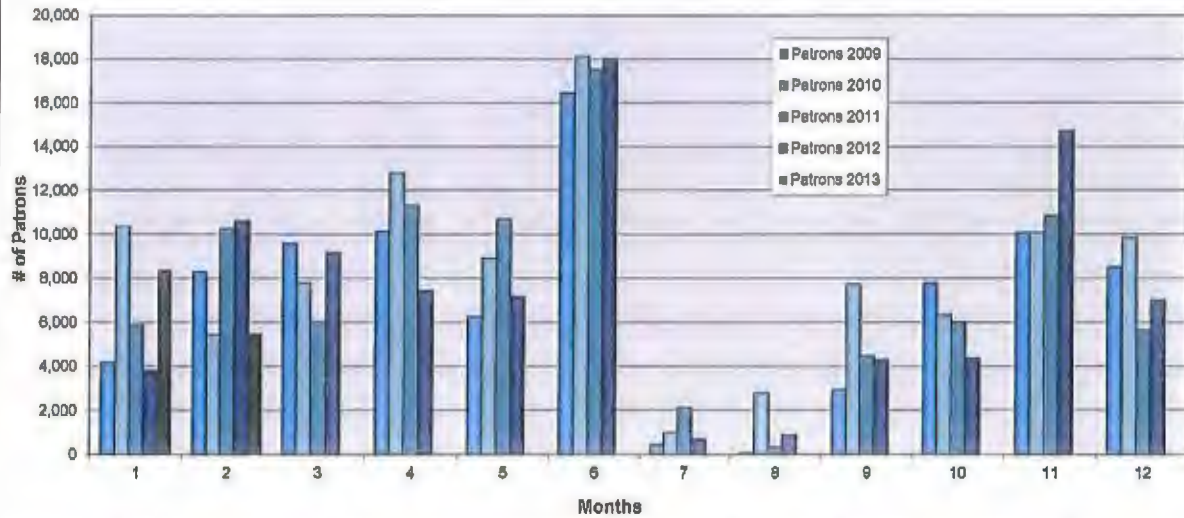
Five year average attendance for same month

Five year average number of events same month

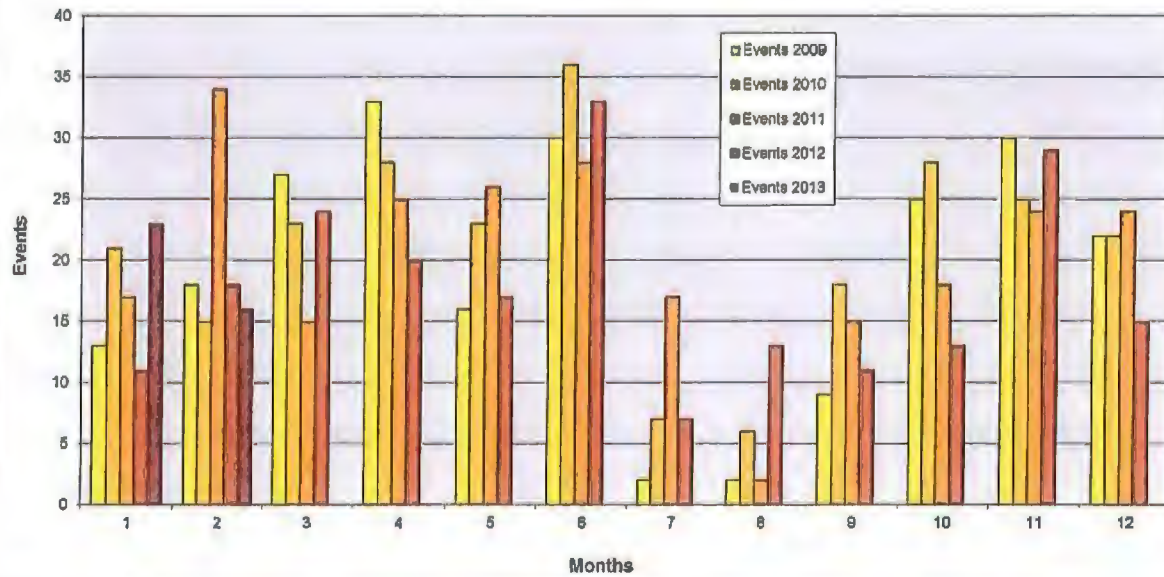
6,533
17



**Patron Attendance Comparison**



**Event Comparison**



## **ACTIVITY REPORT: February 2013**

### **Campus Gallery** (900 Fifth Street)

**Note:** The campus location was closed to the public February 18<sup>th</sup> through February 28<sup>th</sup> due to an exhibition change over for the upcoming permanent collection exhibit opening on March 1<sup>st</sup>, 2013.

### **EXHIBITIONS – Synergy January 10-February 16, 2013**

"Synergy" is an exhibition that reflects the richness and diversity of practice by professional artists and designers in the Department of Art and Design at Vancouver Island University. Included are new works in painting, drawing, photography, ceramics, mixed and digital media, performance and installation.

The Department of Art and Design at VIU is comprised of three distinct programs: Graphic Design, Interior Design and Visual Arts. The proximity and interaction of these three disciplines in one department allows for unique synergistic possibilities for creative endeavour.

The exhibition explores the notion of synergy by using the gallery space as a creative forum, and an environment of investigation and debate through performance, collaborative construction and public engagement. Featured artists include Gregory Ball, Jane Cole, Richard Conroy, Bodil Ellins, Patrick Foster, Jason Gress, Cory Harrison, Scott Leaf, Katarina Litva, Ellen McCluskey, Kevin Mazutinec, Justin McGrail, Nancy Pagé, and Pamela Speight.

### **EDUCATION**

The Gallery hosted a number of tours for VIU students and held a panel discussion with the Art & Design Faculty reflecting on the exhibit 'Synergy'.

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

**EXHIBITIONS – Rod Corraini and Jean-Paul Langlois: The Fatty Acids** February 13 to February 23, 2013

This was a feature exhibition of eclectic and delicious paintings by artists from the Gallery's Art Sales and Rental program.

Rod Corraini's recent oil paintings are inspired by the modern food culture, our relationship with animals and the process of consumption. Colourful, painterly, and often humorous, Rod's canvases appeal to the senses.

Jean-Paul Langlois's new acrylic painting series uses contrasting colours to explore subjects of substance abuse, autism, icons and archetypes and the work of American author Cormac McCarthy. Langlois studied watercolour techniques under Flemming

Jorgenson and mandala with Jack Wise, and has developed a style that is sometimes raw and loose and at other times controlled and detailed.

The public will be invited to contribute to a dialogue on our "talk back wall", about food and the relationship of food to health, wellness, and physiological disorders. Going on the premise that 'we are what we eat', there will be an ongoing discussion regarding issues surrounding food choices while the exhibit is on.

### **Redefining the West Coast Spirit** January 11 to February 9, 2013

Redefining the West Coast Spirit, is a touring exhibition organized by The Architectural Institute of British Columbia. The show highlights work by a select group of new and emerging architectural firms, and illustrates how practitioners are designing spaces and places in response to our unique coastal environment in an age of increased environmental sensitivity and technological innovation.

Through their work, these BC based firms ask and answer questions about what defines our evolving West Coast Modernist style. "British Columbia has a rich tradition of architecture that is distinctive, innovative and a reflection of our unique west coast surroundings," says AIBC Executive Director Michael Ernest Architect AIBC. "As this exhibition shows, not only is that tradition alive and well, it is being rejuvenated by a new wave of architects who truly understand and value the 'west coast spirit'."

Included in Redefining the West Coast Spirit are DiStefano Architecture, JWT Architecture and Planning, Level Architecture + Design, One Seed Architecture + Interiors, Shape Architecture Inc., Urban Arts Architecture, and WMW Public Architecture + Communication Inc. The exhibition is curated by James Tuer

(AIBC AIA BCSLA CSLA NCARB), principal of JWT Architecture and Planning and past recipient of the AIBC's Emerging Firm Award.

### **EDUCATION**

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

Total Gallery Attendance: 944



# NANAIMO MUSEUM

## Report to Parks Recreation and Culture Commission

February/March 2013

Debbie Trueman

### Administration/Revenue

Gaming Application – ready to submit with delivery of audited financial statements but 2013-MAY-31 deadline so response may be a ways away.

- Numbers – numbers to the end of February are up 20%-looks like camping exhibit is popular!
- Revenue – Ed and I are working on sponsor approaches, brochures and letters are updated and almost ready to go.
- Gift Shop – new stock arriving for spring-come shopping!
- BC Arts Council grant – was asked to ask for more-asked for \$30,000 (up from \$35,000) and request was approved.
- Nanaimo Port Authority – continues to be an enduring sponsor of the Bastion Summer Program with their annual donation of \$3,000 just received.

### Exhibit Programming

- Permanent Exhibit Development – The new section projected opening date is mid October.
- Sports Hall of Fame Gallery-The new Wally Buono award exhibit will be dedicated in March with Wally Buono planned to be in attendance. The 2012 winner presentation will be featured. You are all invited to the March 17<sup>th</sup> event starting at the Museum at 1 p.m. with lunch to follow upstairs.
- Ivan Sayers Art Deco – we will be producing a catalogue for this exhibit due to requests from visitors from previous textile exhibits with Ivan-we'll see if they sell.
- 1913-18 Arctic Exploration exhibit-coming in August from Canadian Museum of Civilization. Features many artifacts never before on exhibit from the CMC collection. The story tells about one of the world's last great journeys of discovery before modern communication and airborne rescue.
- We close out the exhibit year with a toy exhibit from our collection and local collectors. As November and December welcomes approximately 600 children for the Christmas program. We know this will be a popular exhibit as it has been in the past.
- Hallway – currently an exhibit from the Retired Teachers association.

### Programs and Events

- Venue Rental – very quiet this time of year but included and our regular monthly users.
- Lunar New Year – We have put the idea out to DNBIA to expand this event next year to full downtown event as with over 400 people attending, it has outgrown even our new space.
- Heritage Week Programming – theme is heritage homes and neighbourhoods will be included in the next BCMA provincial Roundup publication.
- AGM – March 12, 2013 at 7:00 p.m.

### Community Partnerships

- Congratulations Eveline – on receiving the Honour in Culture award. I will be doing the tribute to Ev at the ceremony arch on March 14<sup>th</sup> at the Port Theatre.
- Cultural Managers Meetings-very invigorating experience working on a new, vibrant cultural plan.
- Community Gallery exhibits
- BCMA Conference in October this year in Parksville.
- DNBIA Events Committee - will now be meeting monthly.
- "After 4 Years" – presentation to both Council and Commission seemed to be well received.

### Recent Comments

Our programmer, Aimee, was doing an outreach program at Brechin School recently and when the recess bell rang and the class asked to miss recess so they could stay with Aimee and "keep learning". I think she almost cried! Hard to get a better review for a program. –54–

**City of Nanaimo**

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

DATE OF MEETING: 2013-MAR-27

AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER

RE: STATUS OF THE DIANA KRALL PLAZA IMPROVEMENT PLAN

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**STAFF RECOMMENDATION:**

That the Parks, Recreation and Culture Commission receive this information regarding the status of the Diana Krall Plaza Improvement Plan.

**PURPOSE:**

To provide background to the Commission regarding the Diana Krall Plaza Improvement Plan and status of improvements made to date.

**BACKGROUND:**

In spring 2007, the City of Nanaimo and Downtown Nanaimo Partnership (now DNBIA) began a Harbourfront Plaza (now Diana Krall Plaza) Improvement Process. The improvement planning process involved many stakeholder and special event group interviews, as well as a public open house. Improvements were focused on creating an attractive, safe and vibrant downtown plaza that interfaced well with adjacent facilities and is physically and visually linked to the waterfront walkway, new conference centre, surrounding businesses and amenities and the downtown commercial core.

Many of the goals and improvements set out in the 2007 Improvement Plan have been accomplished (including renaming of the plaza). However, some have still not been implemented and some new concerns about the space have come to light for continued improvement and review.

The 2007 Harbourfront Plaza Improvement Plan (now Diana Krall Plaza) was focussed on achieving the following project goals:

1. Increasing pedestrian activity through and into the plaza.
2. Enhancing this space for special events.
3. Complementing the Olympic Live Site Screen.
4. Softening the hard landscape and improve aesthetics.
5. Incorporating public art elements into the design.
6. Considering Crime Prevention through Environmental Design Principles.
7. Visually linking the plaza to adjacent streets.

An improvement plan was adopted by City Council in August 2007 and was intended as a vision to be implemented over several years. Several of these actions have been accomplished:

**Phase 1 Accomplishments: 2007-2009:**

1. Removal of the central planter between bank and library.
2. Plaza renaming to Diana Krall Plaza.
3. Installing a “Meet Here” public art piece at Commercial Street (‘Songbird’).
4. Improving plaza entry signage with the Diana Krall Plaza (completed in large pavers).
5. Installation of theatrical towers and plaza lighting surrounding ‘Songbird’ at the Commercial Street entrance.
6. Adding colorful hanging baskets for spring/summer and fall/winter to the Commercial Street entrance.
7. Seating opportunities near Wharf and Commercial Streets have increased. Seating is fixed (not movable as first anticipated) and has not continued throughout the plaza as anticipated. Onsite storage facility was created (with limited success).
8. Introducing sculptural place makers and additional public art (to date with ‘Songbird’ and bike racks).
9. Facilitation and encouragement of special events in the plaza. Power hookups have been added and flexibility of space has been considered. The DNBIA now organizes special events in the plaza rather than City staff.
10. Installing a firefighter’s memorial (interpretive sign was installed).

**Phase 2: Items that were identified in the 2007 plan but have not yet been completed:**

1. Constructing a Live Site Phase 2 (a stage under the existing Live Site Screen).
2. Improving accessibility to the plaza off Wharf Street.
3. Developing a concierge service.
4. Creating a pedestrian zone at the intersection of Commercial, Wharf and Skinner Streets.
5. Utilizing the air parcel off Wharf Street and constructing a publicly accessible washroom.

In August 2011, the Downtown Nanaimo Business Improvement Association (DNBIA) signed an agreement with the City and at that time the DNBIA became responsible for booking events in the Diana Krall Plaza. Since then, several successful events have been held in the Plaza, including the Marine Festival Street Fair and Show n’ Shine. In addition DNBIA has been programming the Olympic Live Site, which included seven very successful nights of Stanley Cup playoff hockey. The DNBIA are committed to enhancing the downtown shopping experience, and are looking forward to their continued success in operating events on the Plaza.

Overall the plaza improvement feedback from the DNBIA, Credit Union, Library, and public, has been positive. They feel the space is getting better used and is more inviting and are very pleased to see the events happening in the plaza. However, there are still a few challenges with on-going bird droppings issues, plaza cleanliness, public loitering, public safety (based on the loitering), and plaza aesthetics (too much paving, not enough colour, and more softness).

In addition, the Safer Nanaimo team (with DNBIA representation) has also identified a need for public washroom facilities along Commercial Street and is interested in locating a stand-alone facility in Diana Krall Plaza. This washroom would be open 24 hours a day and would be used

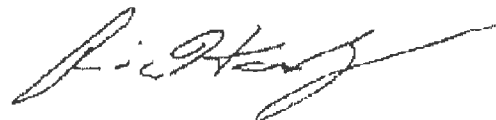


by bar patrons as well as downtown public. Installation of this facility would cost \$110,000 for the unit and about \$10,000 each year in operating costs. Council approved the toilet installation concept on 2013-JAN-28.

Diana Krall Plaza is a challenging downtown public space with unique and evolving uses and needs. Continuing to work towards implementation of the plaza improvements is a method to improve this key open space.

Respectfully submitted,

Concurrence by:

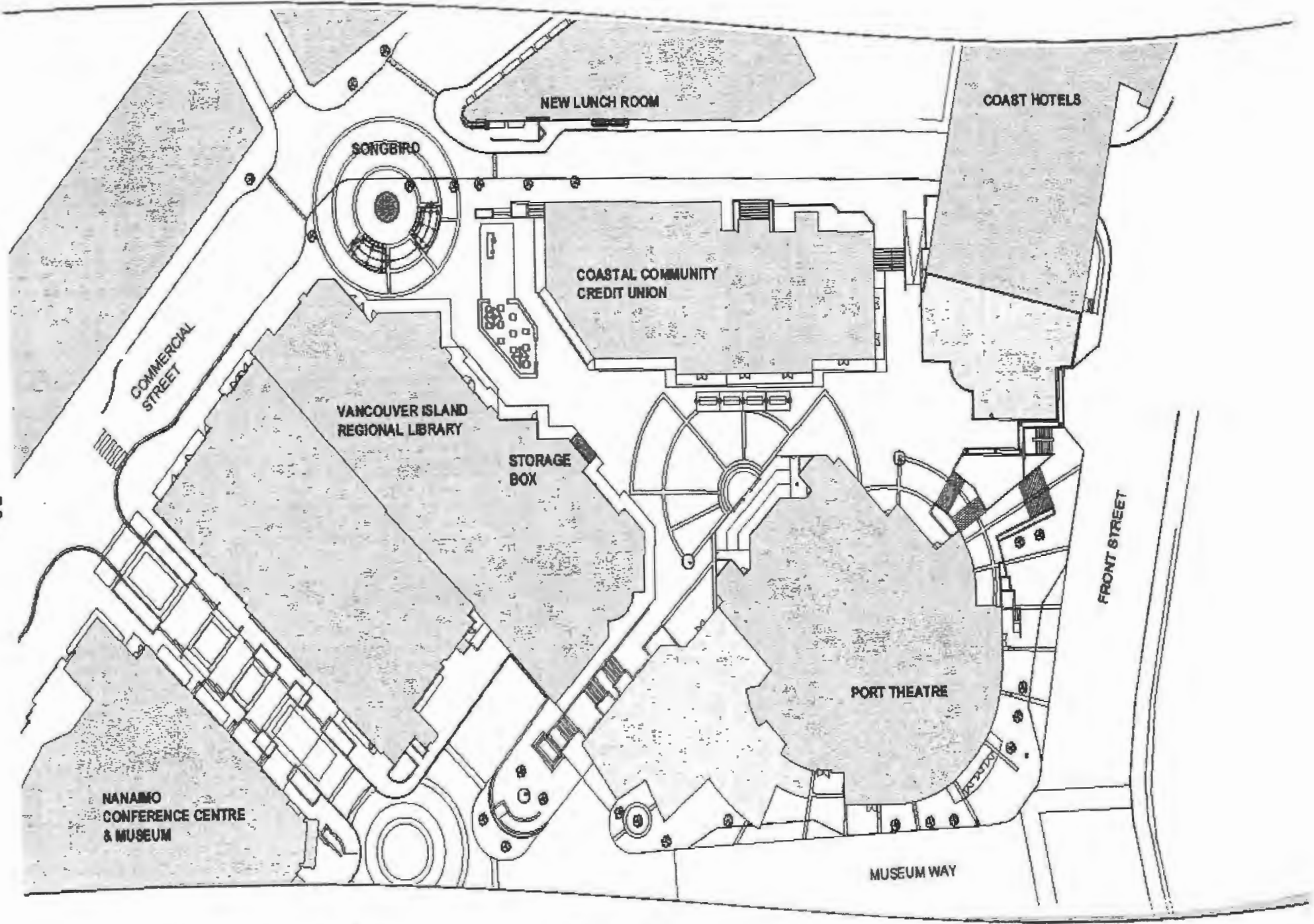


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Kirsty MacDonald  
PARKS AND OPEN SPACE PLANNER  
PARKS, RECREATION AND CULTURE

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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE



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

DATE OF MEETING: 2013-MAR-27

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

RE: JUNIOR B HOCKEY CLUB (NANAIMO BUCCANEERS) CONSTRUCTION AND  
LONGTERM LEASE OF A PROPOSED DRESSING ROOM AT THE NANAIMO ICE  
CENTRE

---

STAFF RECOMMENDATION:

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

1. Approve the concept in principle of the Nanaimo Buccaneers Hockey Club building a dressing room at the Nanaimo Ice Centre as illustrated (see attached Schedule A) and with the understanding that City's contribution to the construction and maintenance costs would only be the land via a park lease agreement;
2. Direct Staff to draft a lease agreement for Council's review and consideration that would include the required public review process of leasing parkland; and,
3. Agree that final approval to proceed to construction of the dressing room would not occur until the public Alternative Approval Process (AAP) has been completed and that the Club had secured all capital funding and required permits.

PURPOSE:

To obtain Commission and Council approval for the approval in principal and public review process for the construction and lease of a private building at the Nanaimo Ice Centre.

BACKGROUND:

At the regular open meeting of the Parks, Recreation and Culture Commission held on 2013-FEB-27, Phil and Brenda Levesque of the Buccaneers Junior B Hockey team, presented a plan and information on the building of a dressing room adjacent to Nanaimo Ice Centre Rink 1.

At that meeting the Parks, Recreation and Culture Commission passed a motion that staff work with the Nanaimo Buccaneers hockey team to determine the feasibility of the proposed project.

Staff recommends proceeding with approval in principle so the development of a lease and the public process required in leasing parkland so that the Hockey Club can work towards funding

and further development of the building with the plans for construction, if possible, by this summer.

Final approval to proceed would not occur until a public Alternate Approval Process (AAP) has been completed and all capital funding and required permits have been secured.

### DISCUSSION:

As directed by the Commission, Staff met the owners of the Junior Hockey team to work out the feasibility of them constructing and maintaining a dressing room that would be attached to the Nanaimo Ice Centre and provide direct access to the NIC Rink 1. The owner provided a draft design of the building that is attached to this report as Schedule A. Staff advised that final design should not occur until they have received approval in principle from Council to the concept.

The owners of the Club were advised that they would be responsible for all design and construction costs of the building as well as overseeing all aspects of construction. This would include all permits, surveys and legal costs that may be required.

The location of the proposed building will require the removal of two parking stalls and some changes to the existing fire exit of the building. The building will be situated adjacent to the existing Nanaimo Minor Hockey building. Staff does not foresee any major impacts or concerns with the location of the proposed dressing room.

For a longer-term commitment to the building the hockey club has requested that a lease agreement rather than a license agreement be secured. With a lease agreement and given that the Nanaimo Ice Centre is on dedicated parkland an Alternative Approval Process will be required and if approved by Council could start this spring with completion by summer of this year. This would fit within the hockey club's desire of having a new venue to move into by the fall of this year.

### Draft Terms of a Lease Agreement with the Nanaimo Buccaneers Junior B Hockey Club

Key points of the draft lease agreement are as follows:

- the lease will be for ten (10) years with the option for an additional two 5 year extensions;
- all design and construction costs associated with the development of the building including any servicing requirements will be the responsibility of the Club;
- all operating costs of the new building will be the responsibility of Club which include city utilities, heat, power, and security is estimated;
- minimum 6 month termination by both parties;
- the building will be owned by the City of Nanaimo and access and use transferred to the City of Nanaimo at the end of lease agreement or sooner if the owners leave the facility;
- no transfer of use of the facility to other groups will occur without the approval of the City of Nanaimo.

### Lease Contribution

Since the Club will be responsible for all construction and operating expenses the proposed yearly fee would be \$1.00 per year nominal fee. The Club would be responsible for offsetting any utility fees and would still be paying ice rink user fees.

### Existing Park Designation and Zoning

The Nanaimo Ice Centre is situated on a designated Park and has the Park Zoning (PRC 3). The proposed dressing room and like uses, are permitted under this zoning.

Since the proposed building is on designated parkland any form of disposition of parkland by sale or lease requires the approval of the electorate either by referendum or an alternative approval process. This process has been used recently for the extension of a lease agreement at the Beban Park Golf Course at Beban Park as well as the Nanaimo Military Museum and the Nanaimo Museum of the old Centennial Museum Building situated at Pipers Park.

If Commission and Council approves the project in principle and the draft aspects of the lease agreement, Staff will formalize the lease documents and return to Council to start the public notification process that will include the Alternative Approval Process. In addition Staff will meet with existing Ice Centre users to obtain input on the proposed building.

### STRATEGIC PLAN CONSIDERATIONS:

Community Building Partnerships:

Working with a local team in developing a key amenity to expand their operational effectiveness.

Respectfully submitted,



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

Attachment

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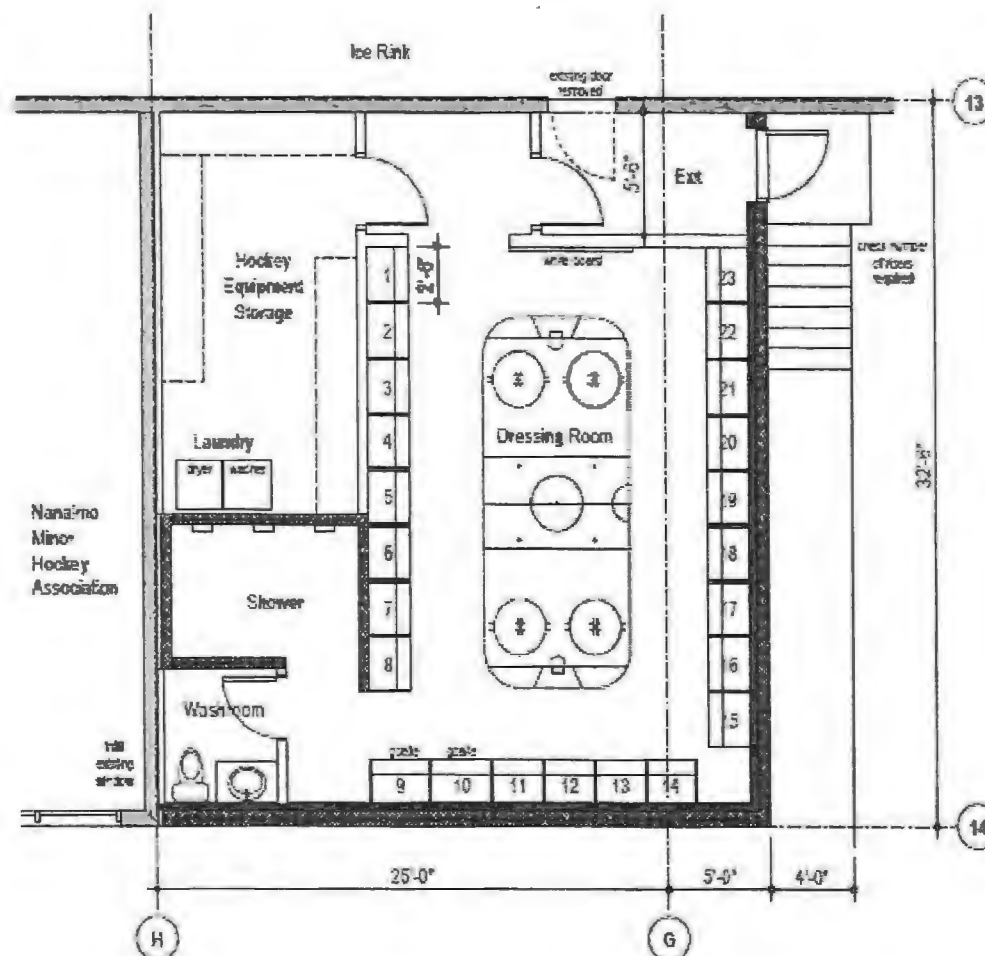
**Site Plan**  
scale: as-to-scale

**CHECKWITCH  
POIRON**

Checkwitsch Pierre Alexandre MC      checkwitschpoiron.com

618 Avenue King, suite 907, 3e Etage      514 393 4141      514 393 4142

707 St. Michel, suite 2000      514 393 4141      514 393 4142



Q

### Proposed Floor Plan

Size: 315: 1-5

Q		S	MS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Buccaneers Locker Room

### Preliminary Concept

**Get There! Stay—Not for Transportation**

Project 1305 A1  
Issue 02 2013.03.19

## SCHEDULE A

**City of Nanaimo**

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

DATE OF MEETING: 2013-MAR-27

AUTHORED BY: JEFF RITCHIE, SENIOR MANAGER OF PARKS AND CIVIC FACILITIES

RE: PARKS, RECREATION & CULTURE SPORTS FIELD ALLOCATION GUIDELINES

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**STAFF RECOMMENDATION:**

That the Parks, Recreation and Culture Commission adopt the Sports Field Allocation Guidelines.

**PURPOSE:**

To obtain Commission's adoption of the Sports Field Allocation Guidelines.

**BACKGROUND:**

The Parks, Recreation and Culture Commission received an information report on 2012-JUL-25 regarding the new draft guidelines and allocation process. With the addition of new and updated natural and artificial turf sports fields, changing user demands such as sport academies and development programs, as well as new emerging sports, there was a need to review and upgrade our field allocation model. This need was identified several years back as an objective in our Sports Field Strategy.

To meet this objective a process was developed which culminated in these Sports Field Allocation Guidelines.

**DISCUSSION:**

The Sports Field Allocation Guidelines have been developed to clarify the City of Nanaimo's responsibility for sports field allocations, their administration and the commitment and role of the City with respect to the allocation of:

1. Sports field operations and capacities.
2. Allocation and distribution of field time.
3. The processing and allocation of tournament, special event and seasonal allocations.
4. Special sport and field allocation issues.

5. General administration requirements.
6. Field opening and closure policy.

Over the past 6 months staff engaged sports field user groups and organizations in discussion on the current allocation process, what has worked well and areas for improvement.

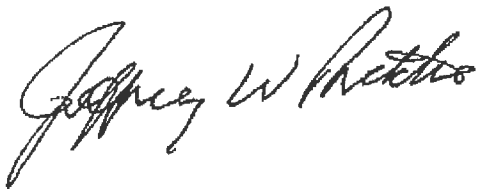
Initially staff reviewed other existing municipal "sports field guidelines" from cities across Canada. Using those ideas, a "Draft" was developed to fit Nanaimo's unique conditions. This draft was then circulated to all field users in September 2012 for comment.

This input was reviewed and incorporated into a revised draft. This draft was then finalized and presented at the Field User Group meeting held in January 2013. (Schedule A attached).

The final draft is now before the Parks, Recreation and Culture Commission for adoption.

Respectfully submitted,

Concurrence by:



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J.W. Ritchie  
SENIOR MANAGER,  
PARKS AND CIVIC FACILITIES  
PARKS, RECREATION AND CULTURE

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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

2013-MAR-12  
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## SCHEDULE A

# CITY OF NANAIMO

THE HARBOUR CITY



## **-DRAFT- City of Nanaimo Sports Field Allocation Guidelines (2013)**

### **Introduction**

The Department of Parks, Recreation and Culture is committed to re-evaluating its sports fields and field amenities. As highlighted in the City of Nanaimo's Parks, Recreation and Culture Master Plan, Sports Fields are developed to accommodate league play, recreational programs, school physical education classes, tournaments, and special events. Emerging field requirements of user groups, along with a new strategic direction to address maintenance and supply concerns, stimulated a need to implement a Sports Field Strategy.

Field sports provides opportunities for Nanaimo residents to “Learn, Train and Play” and provides opportunities for participants to engage in healthy physical activity, connect and socialize with other community members and grow new skills, experiences, friendships, and memories.

The Sports Field Allocation Guidelines clarify the City of Nanaimo's responsibility for sport field and facility allocation and administration and its' commitment to the allocation of:

- Sport field and facility operations and capacities;
- Sport field and facility allocation and distribution;
- The processing and allocation of tournament, special event and seasonal allocations;
- Special sport and field Allocation issues;
- General administration requirements; and
- Field and facilities openings and closures.

### **1. SPORT FIELD AND FACILITY ALLOCATION RESPONSIBILITY**

The City of Nanaimo's Parks, Recreation and Culture Department staff has the responsibility to manage the allocation and distribution of sports fields and facilities on a yearly basis to reflect population, registration, sport and gender equity, utilization and participation patterns in addition to applying municipal, provincial and federal directives where required.

### **2. FACILITY OPERATIONS AND CAPACITIES**

The City of Nanaimo's goal is to manage its sport field and facility resources to ensure optimal usage and programming, and to minimize risk and operational issues. Staff determines on an annual basis the field opening and closure dates. This includes any closures for rehabilitation and repair of the Sport Fields.

### **3. ALLOCATION AND DISTRIBUTION**

On an annual basis, before booking the upcoming season, staff will review usage from the previous year, the expressed needs of the users, the sports field time available and the distribution from the previous year. Staff will attempt to match the request or suggest the next field that is most conducive to the groups needs and attempt to gain maximum efficient field usage. The City of Nanaimo reserves the right to reassign fields and facilities annually as required. All contracts are for the current year only.

#### **3.1 Client and Programming Priorities**

Sports fields and facilities will be allocated according to the following customer priority levels:

1. City of Nanaimo Programs – includes special events and instructional programs.
2. Affiliated Minor Associations, Organizations and Groups (see Section 3.2).
3. Affiliated Adult Associations, Organizations and Groups (see Section 3.2).
4. Occasional and Commercial Users.

Sports fields and facilities will also be allocated by the following types of program/play:

1. Tournaments, playoffs, special events, provincial or higher championships:
  - a. Sanctioned provincial or higher championships or events.
  - b. Sanctioned tournaments and events.
2. League or seasonal play.
3. Invitational, open and charity tournaments and events.
4. Occasional play, practices, exhibition games.
5. Revenue producing programs offered by clients.

#### **3.2 Affiliation**

The City of Nanaimo will qualify minor and adult associations, organizations and groups, who can demonstrate their stability and viability, for priority field and facility time access.

Bookings will also reflect the relative size of an organization and number of members who participate.

#### **3.3 Registration Information Requirements**

The number of weekly hours allocated to any affiliated group or organization will be based on justified need. On an annual basis, registration data must be supplied by the organization in an approved format to the City. The personal information to be collected and provided is to include the surname, year of birth, street name and municipality, postal code and phone number of each participant upon request.

#### **3.4 Time Period Entitlements and Restrictions**

##### **3.4.1 Weekdays and Weekends**

With some exceptions, tournaments generally occur on weekends and seasonal play is generally scheduled during the week. Staff will allocate and restrict tournament play primarily to weekends except for championship, national or international tournaments which can occur on other days of the week and are subject to negotiation. Seasonal allocations may be impacted and will be advised of any potential exceptions at the time of allocation issuance.

##### **3.4.2 Time of Day**

Unallocated use outside of the allocated time restrictions is not allowed and subject to a per occurrence penalty fee. Repeated offenses can result in the cancellation of all allocations for the remainder of the season.

### 3.4.3 Time Block Bookings

No affiliated organization will dominate a specific allocation to the detriment of another affiliated organization. Organizations requiring more than one facility per night will be required to allocate vertically (early to late) time periods on one facility before adding another. The City reserves the right to alter an application to meet these requirements.

## 4. PROCESSING AND ALLOCATING OF TOURNAMENTS, MEETS AND SPECIAL EVENTS APPLICATIONS AND ALLOCATIONS

The City of Nanaimo recognizes the significant positive impacts that tournaments, meets, special events and championships can provide to the community. In order to accommodate these events and minimize disruption to regular programs and league play, they will be considered and allocated in advance of seasonal applications into pre-determined event slots and facilities. The City is committed to achieving a balance between recreational and special event use.

## 5. FIELD CLASSIFICATION SYSTEM

Parks, Recreation and Culture has 20 multi-use sport field sites stretching across the City of Nanaimo, and at some sites there are more than one field allowing for multiple sport functions to take place. Fields are categorized into three different classes: 'A', 'B' and 'C'. Each one represents the number of amenities and the quality of play at each individual field.

- 'A' fields will typically be designed for playability in most weather conditions. A field well suited for a variety of sports, a full baseball diamond or soccer nets, a field house to host space for large events, lights on select fields, and safe and secure parking.
- 'B' fields will typically be similar to 'A' fields with the exception of having fewer amenities.
- 'C' fields generally have fewer amenities. In some cases, the field has only been designed and provided with one backstop for youth ball. However, these fields are still well maintained and provide a large green.

### 5.1 Field Classification Chart

"A" FIELDS	"B" FIELDS	"C" FIELDS
Beban Gyro	Bowen West	Barney Moriez
Caledonia	Departure Bay Centennial	Deverill
Elaine Hamilton	Gyro Youth (Wentworth)	Diver Lake
Harewood Centennial	Mansfield	Groveland
May Bennett	Harry Wipper	
Robins	Pleasant Valley	
Serauxmen		
2 <sup>nd</sup> Artificial Turf Field		
Merle Logan Artificial Turf Field		
Comox		

**\*\*THIS LIST DOES NOT INCLUDE THE SD 68 SPORT FIELD INVENTORY\*\***

## **5.2 Scheduling**

Tournament schedules must use each allocated field/facility equally during the first day of competition in order to spread the impact of use and preserve turf quality for the benefit of all tournament and seasonal users. Schedules must include sufficient buffer (non-playing) periods to allow for the completion of activities within the allocated times and to allow for sufficient transition periods when games are played in succession. The City reserves the right, after mutually cooperative solutions cannot be achieved, to alter the schedule or cancel the allocation if buffer times are missing or insufficient. In order to effectively schedule maintenance and surveillance staff and to ensure that the field/facility is prepared/inspected accordingly, the City requires that all organizers submit their final schedule. Any changes to the schedule after this date which require additional facility operational or maintenance services may not be accommodated. There may be special considerations made for advanced bookings.

## **5.3 Allocation Amendments and Cancellations**

### **5.3.1 Prior to the Event**

The City will effectively manage any client requests for tournament and special event allocation amendments or cancellations with the goal of minimizing negative administrative, revenue and operational impacts. When changes or cancellations are requested the guidelines outlined in the Sport Field Allocation Guidelines document will be stringently applied.

A tournament or event cancelled by the applicant with less than 10 business days written notice will require a 50% payment of the total allocation fees. If the event was at no cost, the applicant will be restricted from applying for a tournament for the remainder of the season and for the following season. The applicant will also be required to pay any applicable amendment and cancellation fees. In addition, the applicant will be invoiced to recover any costs that may have been incurred by the City in preparing for the event.

The applicant will be completely refunded if the tournament or event is cancelled by the City and an alternate date will be offered, if available.

Amendments to each affected location on the allocation are subject to a processing fee. The processing fee for requests for additional time(s) may be waived upon the discretion of the Allocation Clerk.

### **5.3.2 During the Event**

All facility closure/cancellation criteria and procedures due to weather conditions outlined in Section 8 will be strictly adhered to in order to determine the cancellation of any allocation time during an event. If fields are determined unplayable by on-site staff or game officials then play will be suspended and a time established to re-assess conditions. If conditions do not allow for any additional play for the duration of the event, it will be suspended indefinitely. It is the responsibility of the allocation holder to notify staff of any weather-related cancellations within 2 business days of the conclusion of the event. It is also the option and responsibility of the allocation holder to reschedule games if feasible.

## **5.4 Payment**

All historical tournament/event allocation and special service charges and fees must be paid in full within 30 business days prior to the event.

## **6. PROCESSING AND ALLOCATION OF SEASONAL AND LEAGUE SPORTSFIELD APPLICATIONS.**

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A completed City of Nanaimo 'Application for Facility Allocation' must be received by the deadline date established by the Parks, Recreation and Culture Department in order to be processed in accordance with guidelines listed in Section 3 of these guidelines and to have historical allocation considered. Applications received after the deadline date will be considered as expediently as possible and when time allows.

### **6.1 Opportunities and Restrictions**

The City has the right to control all field and facility distribution and use at City owned properties for the duration of the contract. The City will designate uses and restrictions (e.g. levels of play, minor vs. adult) at each facility, in consultation with user groups, and will allocation use accordingly.

### **6.2 Play Schedules**

The City requires that all affiliated groups supply game and practice schedules and special event requests to staff by the dates specified and communicated to user groups. The City of Nanaimo reserves the right to specify the format of the schedule. Failure to provide schedules could result in the discontinuation and/or the cancellation of all or some of the allocation contract for the remainder of the season.

Schedules must include sufficient buffer (non-playing) periods to allow for completion of play/activities within the allocated times and to allow for sufficient transition periods when games are played in succession. The City reserves the right, after mutually cooperative solutions cannot be achieved, to alter the schedule or cancel the allocation if buffer times are missing or insufficient.

Seasonal schedules are due to staff a minimum of two (2) weeks prior to the commencement of the first use by the applicant organization.

### **6.3 Allocation Cancellations**

The impacts that unused, returned, amended and cancelled fields and facilities can have on the City and its users will be minimized through the strict and reasonable application of allocation, cancellation and unused field procedures.

#### **6.3.1 Amendments**

**The practice of occasionally assigning, trading or sub-letting the whole or any part of the space (fields/facilities) between allocated users is strictly prohibited and may lead to the cancellation of a season allocation and future field /facility allocation reductions.**

Changing the intended use or users of the field/facility (e.g. practice becomes a game, Team A replaces Team B) within a single organization's contract is acceptable upon advance written notification and forwarding of related schedule updates to the Field Allocation Clerk.

#### **6.3.2 Cancellation by the City**

The City reserves the right to reasonably postpone, reschedule or cancel any allocated activity due to justified circumstances such as repairs to the sports field or structures located within the park or for any other reasonable circumstances. The City reserves the right to cancel an allocation contract or portion of the contract without notice should there be a breach of the conditions or regulations or should

the City be of the opinion that the facilities are not being used for the purpose contained in the application.

Cancellation of fields/facilities due to inclement weather will be made in accordance with Section 9 of this document.

#### **6.3.2.1 Cancellation by User During Allocated Time**

When a field is booked by a group, that field (in the specified timeslot) is then allocated to that group and a fee is levied at that time. In the event that a user group cancels a booking for which user fees have been levied, a full refund/credit will be granted provided the Parks, Recreation and Culture Department is able to re-book the said allocation. Notification and reason for cancellation must be received within four (4) business days of the cancelled time in order to be considered eligible for any refunds.

The guidelines detailed in the Sport Field Allocation Procedures document for managing unused fields and facilities will be strictly applied.

#### **6.4 Payment.**

**All users will be invoiced monthly with payment due on the date's specific on the rental allocation. All users must pay in full at the time of allocation issuance.**

### **7. GENERAL FIELD AND FACILITY MANAGEMENT**

#### **7.1 Field Hours of Operation**

The City reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and to be respectful of any related by-laws. It is the responsibility of user groups to inform staff of any special requirements regarding curfews at the time the schedules are submitted.

#### **7.2 Instructional Programs and Sport Services**

The City reserves the right to offer instructional programs and services at its fields and facilities for the benefit of the general public. New and expanded programs/services from existing allocated groups will be accommodated only to provide for unmet community needs. If the applicant's written proposal can demonstrate/justify the need for a new program, allocation of hours will be considered.

#### **7.3 New Organization/Emerging Sport**

When reasonable and feasible, the City of Nanaimo will recognize a new field organization or emerging field sport and will allocate field time to enable it to establish its programs and services in the City.

Where there is an emerging organization or sport group requesting field or facility bookings and if there is already an existing user group meeting similar needs in the community, the department will direct the new group to the existing user's group.

#### **7.4 Parking and Vehicles on Fields**

All vehicles must abide by traffic signage or Bylaw will fine or tow or both in infractions occur. Bylaw infractions are subject to fines and repeat offences by any members of an organization could result in allocation cancellation. Exceptions may be considered by the Parks, Recreation and Culture department or the Allocation Clerk upon receipt of a written request. EMERGENCY VEHICLES ONLY WILL TRAVEL ON THE FIELD SURFACE.

### **7.5 Provision of Services and Equipment**

Where additional services such as moving in extra bleachers, snow-fencing, grading and manual assistance are required over and above the normal Park attendant's duties, a charge for total labour (wage and burden) and equipment will be levied to the allocation applicant. The City, upon review of the allocation application, reserves the right to require the applicant to add the services of a park attendant at any facility.

Self-serve access to equipment (picnic tables, benches, garbage receptacles, stanchions, booths, platforms and snow fencing) requires the submission of an application, with sufficient lead time, and a refundable deposit. **No Staking Into The Ground Without Prior Approval From Allocation Clerk.**

### **7.6 Concessions**

**Allocation holders must receive permission to provide any level of vendor or concession services on any City facility or property at any time.** All requests must be made in writing and allow for the sufficient processing of such requests. The granting of permission to sell or distribute products and services will be respectful of existing concession contractual obligations and be contingent upon meeting all additional requirements as specified by the City and other regulatory bodies. (e.g. Vancouver Island Health Authority).

## **8. GENERAL ADMINISTRATION**

### **8.1 Forms**

All applicants and users must submit all requests for allocation applications, processing, amendments and cancellations on City-approved forms. Allocation forms are available in the allocation office year round. The City reserves the right to reject applications and requests from clients who submit forms which are not complete or contain falsified information.

### **8.2 Allocation Requirements**

Any structured usage of City of Nanaimo fields, facilities, parkland, and trails requires a valid allocation (signed by a designated representative of the applicant organization and the Parks, Recreation and Culture Department). Unallocated use is prohibited.

By signing the allocation, the applicant is acknowledging that the applicant and/or organization they represent agrees with the policies, procedures, bylaws, rules and regulations, terms and conditions governing the use of City-owned/operated facilities (which are listed on the reverse side of the allocation contract) and shall be referred to as the Allocation Holder.

### **8.3 Indemnity**

The Allocation Holder shall continuously save, keep harmless and fully indemnify the City of Nanaimo, its elected officials, officers, employees, servants, agents, its successors and assigns, from and against all actions, claims, demands suits, proceedings, losses, liabilities, damages, costs and expenses, including legal fees, which may be brought against or made upon or incurred by the City resulting from or arising out of or in any way related to the issuance or existence of the Facility Allocation, excepting claims for damage resulting from the gross negligence of the City.

#### **8.4 Insurance Requirements for Clients and Commercial Users**

The Allocation Holder shall, at all times during which it is allocated field or facility time in the City of Nanaimo, arrange, pay for and keep in effect Insurance coverage written on an occurrence basis with liability limit of not less than two million dollars (\$2,000,000) in respect of any one accident or occurrence. The City shall be named on the guidelines as an **additional insured** without subrogation. Guidelines coverage shall include, but is not limited to, third party bodily injury including death, personal injury and property damage. The Guidelines shall be taken out with an insurance company licensed to carry on the business of insurance in British Columbia. The Guidelines shall contain a cross liability and/or severability clause which protect each insured to the same extent as if they were separately insured. The Guidelines shall be endorsed to provide that the City is to receive not less than 30 days notice in writing in advance of any cancellation, material amendment, or change restricting coverage. Should any claim(s) arise, the Allocation Holder shall be financially responsible for the deductible amount stated in the guidelines. Prior to issuance of any allocation, the Allocation Holder shall verify that valid insurance coverage is in place by submitting a certificate of insurance to staff which must be acceptable in all respects to the City prior to allocation issuance. **The City of Nanaimo may require increased coverage amounts for events involving high risk activities. The City of Nanaimo may vary the requirement for insurance coverage at its discretion, depending upon the nature and risk of the event.**

#### **8.5 Sport Field Allocation Guidelines Review and Update**

The Sport Field Allocation Guidelines will be reviewed on an annual basis. Staff has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.

### **9. FIELD AND FACILITY OPENINGS AND CLOSURES**

Pre-determined opening and closure of fields and facilities will be based on capital upgrades or renovations, maintenance needs, and user requests. Planned closures will be pre-determined by Parks, Recreation and Culture staff and will be communicated to all affected users in a timely fashion.

During the season, fields and facilities may be closed to play from time to time due to unforeseen renovation and repair needs or weather conditions. A game and/or event are subject to cancellation at any time.

Notification of unplanned closures will be given to allocation holders directly and be communicated to the general public and participants as time allocations.

#### **9.1 Planned Sport Field Opening and Closing Dates**

Annual open and close dates will be determined on a field by field basis annually.

##### **9.1.1 Short Term Closure/Cancellation**

All contracted field use is conditional on the field user evaluating and inspecting field conditions prior to each use and then applying user discretion. Fields that do not meet appropriate playing conditions are not to be used. Poor weather conditions or unsafe field conditions are the primary reasons for sports field closures. Both weather and field conditions are monitored on a weekly basis to ensure that scheduled play does not:

- Cause abnormal damage to the sports field surface.



- Jeopardize further scheduled use of fields.
- Compromise personal safety of players or general public.

When conditions dictate a field must be closed, it is the responsibility of the sport team coaches and/or the referee to ensure that fields are not played on. Any teams found playing on the field may forfeit the right to play on that field for the remainder of the season and if play (during these conditions) results in damage beyond normal wear and tear, the field user may be charged the full cost to repair the field.

## **9.2 Field Closure Procedure**

Fields are safety inspected every week by qualified City staff for the following:

- Standing water on field.
- Snow pack.
- Frozen field conditions.
- Ongoing field repair.
- Forecasted severe weather warnings.

If any of these conditions occur, sports fields will be closed for the safety of our field users and the groups will be notified.

Please report any field maintenance concerns to the Department of Parks, Recreation and Culture at 250-756-5200.

In addition to considering a field unplayable as per criteria above, cancellation of a major competition or event must also consider the following:

- Age of the players and level/caliber of play.
- Travel distance for out of town teams.
- Input from the affected user (if available).
- If conditions exist that close a field for safety or unplayable conditions, where a player is from or how well they play will not change the risk.

### **9.2.1 Reopening a Closed Field on the Same Day**

The City will consider reopening a facility or field only if the unplayable conditions outlined in 9.1.1 are no longer present and field conditions are safe.

The City reserves the right to make all final decisions regarding unplanned field and facility cancellations and redistribution.

## **9.3 Use of Fields after Notification of Allocation Cancellation or when Fields are Unplayable**

If an allocation holder elects to use a field where the allocation has been cancelled or when a field is visibly unplayable due to weather conditions, the allocation holder will be required to pay for all damages arising from this type of a facility abuse. *The allocation holder will be held liable and responsible for any and all accidents or injuries incurred.* Upon review of the illegal use incident, the allocation holder may also have the remainder of the allocation cancelled and may be prohibited from accessing any City facility for future allocations.

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

DATE OF MEETING: 2013-MAR-27

AUTHORED BY: J.W. RITCHIE, SENIOR MANAGER OF PARKS AND CIVIC FACILITIES

RE: MEMORANDUM OF UNDERSTANDING WITH NANAIMO MINOR BASEBALL  
ASSOCIATION (NMBA)

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STAFF RECOMMENDATION:

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

PURPOSE:

To update Commission on this Memorandum of Understanding between Nanaimo Minor Baseball Association (NMBA) and the City to partner on a one-year pilot basis for in-field baseball grooming at specific sites during the baseball year.

BACKGROUND:

Historically the City of Nanaimo has been responsible for in-field grooming of the baseball fields throughout the City. This has been performed from the beginning of the season for a 9-10 week period at a cost of approximately \$12,000 - \$15,000 annually.

In discussions with Nanaimo Minor Baseball executive, there is a strong desire for this organization to take ownership of this function. The purpose would be for NMBA to create a staff position responsible for in-field maintenance as well as developing opportunities for player development.

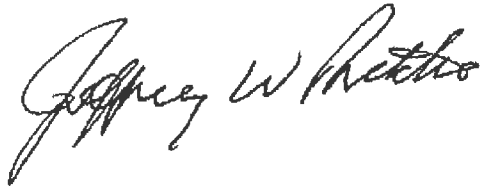
The objective is to provide improved field grooming at specific sites. This position while under NMBA control will be closely monitored by Parks Operations sports field staff to ensure City maintenance and safety standards are maintained.

In order to compensate NMBA for their additional maintenance costs, user fees for specific fields will be waived for these baseball fields. User fees for these fields in 2012 for NMBA were estimated to be \$12,000 - \$15,000.

This agreement will be for the 2013 season and will be reviewed at the end of 2013 to ensure it met the original expectations of both NMBA and the City of Nanaimo. (Schedule A attached).

Respectfully submitted,

Concurrence by:



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J.W. Ritchie  
SENIOR MANAGER,  
PARKS AND CIVIC FACILITIES  
PARKS, RECREATION AND CULTURE



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Richard Harding  
DIRECTOR  
PARKS, RECREATION AND CULTURE

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## MEMORANDUM OF UNDERSTANDING DRAFT

This Memorandum of Understanding dated for reference \_\_\_\_\_ 2013.

BETWEEN:

**CITY OF NANAIMO**  
Parks, Recreation and Culture Department  
89 Prideaux Street  
Nanaimo, British Columbia  
V9R 2M6

(the "City")

AND:

**NANAIMO MINOR BASEBALL ASSOCIATION**

("NMBA")

### W H E R E A S:

The Parties have common goals of providing a higher level of service by providing enhanced maintenance/grooming to some City-owned baseball fields within the City and developing opportunities for player development within the NMBA. The Parties recognize that minor sports and minor baseball specifically, need to maintain a level of skill and training to be competitive at all levels.

NOW THEREFORE the Parties have reached the following understanding:

**1. Purpose:**

The purpose of this Memorandum of Understanding is to better equip NMBA and player development with improved ball field surface quality, by increasing and improving maintenance standards, thereby increasing player safety, ball control and general playability.

NOW THEREFORE the Parties agree on the following:

**2. Priorities and actions:**

- 2.1** Improved and increased baseball field grooming will be provided to baseball turfgrass, weeds and infield materials at four Serauxmen baseball fields, Sid Clark field at Gyro/Wentworth, Robins Park baseball field and Departure Bay baseball field.
- 2.2** Enhanced baseball field maintenance and grooming will be provided daily, Monday to Friday, by NMBA staff. This NMBA staff will be under contract with NMBA and remunerated by same. The work will be overseen by Parks, Recreation and Culture sports field staff. Hours of work, duration per day and length of term, to be determined by Parks, Recreation and Culture Turf and Parks Supervisor and NMBA.

- 2.3 To develop a reporting process whereby NMBA field staff communicates weekly on progress and conditions.
- 2.4 To thoroughly train NMBA staff on City safety requirements and rules, including first aid stations, contact numbers of Parks, Recreation and Culture Parks Operations staff and reporting procedures.
- 2.5 Annual deep-tine aeration, topdressing and over-seeding service will be provided by City contractor at SD 68's Serauxmen Stadium field (SD68).
- 2.6 Upon signing of the Memorandum of Understanding, on field hands-on meeting will take place with Parks, Recreation and Culture Parks Operations sports field staff and NMBA staff to learn and understand the maintenance responsibilities and expectations, as determined and directed by the Parks, Recreation and Culture Turf and Parks Supervisor (or designate).
- 2.7 The annual sports field user fee due for; Sid Clark field (Gyro/Wentworth), Robins Park baseball field, Departure Bay baseball and the four Serauxmen baseball fields, will be \$1.00/per annum (one dollar per annum) for this one year trial period.

3. **General:**

- 3.1 The Parties acknowledge and agree that this Memorandum of Understanding does not create legally enforceable or binding obligations.
- 3.2 Either Party may withdraw from this Memorandum of Understanding by providing written notice of thirty (30) days to the other parties. The withdrawal is effective thirty (30) days after written notice is provided.
- 3.3 The term of this Memorandum of Understanding shall be one (1) year from the date of signing and will be re-evaluated at the end of the season.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2013 in Nanaimo, British Columbia, Canada.

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Jeff Ritchie  
Senior Manager Parks and Civic Facilities  
Parks, Recreation and Culture Department  
City of Nanaimo

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Scott Leaf - President  
Nanaimo Minor Baseball Association

## **City of Nanaimo**

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

DATE OF MEETING: 2013-MAR-27

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

RE: MONTHLY REPORT – FEBRUARY, 2013 – PARKS OPERATIONS

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

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

- Phase 1 of the Harewood Centennial Park plan has begun with decommissioning of the park operations storage. Detailed design work for the washroom building, circulation, parking and the new playground are underway.
- The selection process for three art calls is complete. Artists for the Outdoor Art Competition are creating their works and looking forward to installation in May. The banners have been ordered and will be installed around the City in May and the SARC Permanent Indoor Art winner is being reviewed. Video documentation of the artists creating their work, installation process, and the purpose of public art is being completed for the 2013 awards.
- Background work has begun for the Beban Park Master Plan and stakeholder review is beginning in March and April.
- Implementation of the Mansfield Park Improvement Project is underway. The non-CSA compliant playground equipment and a non-conforming wading pool have been removed. New playground equipment and 6 small spray features will be installed by 2013-JUN-01.
- 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 Caledonia Park Improvement Plan has begun with public process expected in spring 2013.
- Commission and staff will host an open house on 2013-MAR-13 and online survey for the month of March to review the 2012 dog off-leash park pilot projects and gauge satisfaction with dogs in parks.
- In partnership with Animal Control, staff are developing new dog signage and dog etiquette marketing methods to better teach dog owners 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).
- Staff participated in several planning processes including the Harewood Neighbourhood Plan and Food Strategy.
- Opportunities to extend the E & N Trail in the future are being explored under regional and community partnerships.

### **VOLUNTEERS IN PARKS**

- The Nanaimo Scouts which operate out of the Scout Hut in Comox 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.
- Planning for several Spring Broom Bashes is underway to get ahead of invasive species.
- Staff are networking with residents around the Beaufort Community Gardens to reignite neighbourhood support for the existing garden amenities.
- Staff are working with the DIGS Community Garden to help plan for a park greenhouse.
- A donation from the Royal Bank of Canada has paid for a new drinking fountain at Forest Drive Gyro Park. The neighbourhood is currently working on proposals for a community garden and public art activities in summer 2013.
- Protection Island residents have shown an interest in starting a VIP project in Smuggler's Park on the island.

### **MAINTENANCE AND CONSTRUCTION**

- Removal of the Parks storage building at Harewood Centennial Park has been awarded to Graf Excavating. Removal will be completed in 3-4 weeks.
- A new historic information kiosk was installed at McGregor Park as well as at Bowen Park by the Amphitheatre.
- New counters and storage cupboards were constructed and installed in the childminding area at the NAC.
- Work on the Mansfield Park redevelopment has begun. Play equipment, pool and some diseased trees have been removed in preparation for the new play equipment, spray feature and other park amenities. Work is also being done to improve the usability and accessibility of the washroom building.
- A new suspended ceiling and lighting was installed in the Bowen Complex billiards room.

### **PARKS UTILITY**

- A new bike rack was installed on a concrete slab outside the Northfield Tourism building.
- A new drinking fountain was installed at Country Hills Park and Forest Drive Gyro Park.
- Work is well underway on the replacement of the Departure Bay Water Park. Old equipment and blacktop has been removed. Sewer and storm connections are in place and the installation of the footings for the spray equipment is just starting. New equipment will arrive on 2013-MAR-28 with an opening date in early June.
- 60' of sewer line was replaced at Departure Bay after a break was discovered during the water park work.

### **FACILITY OPERATIONS**

- A new larger sauna heater was installed at the NAC. The original heater was always undersized and was not able to maintain the desired temperature.
- The ceiling of the Beban Park steam room had to be replaced with a new tile ceiling. The steam room was out of service for most of the week while this was done.
- The boiler pump motor at Beban Park was replaced with a new unit.

- Repairs were made to the line to the Beban hot tub chlorine booster pump. A crack was discovered during inspections.
- Work on the dehumidifier relocation at the NAC has started and will be completed during the summer shutdown.

### **TURF AND PARKS**

- With the mild temperatures staff have been able to get on a lot of the ball diamonds to prepare them for the upcoming spring season.
- General park clean-up is ongoing as well as parking lot grading.

### **TRAILS**

- Staff spent 3 weeks at Beach Estates Park replacing sections of the boardwalk.

### **HORTICULTURE**

- 6 calls for service resulted in 5 trees removed and 5 trees pruned for retention.
- Two yards of ivy were removed from Dallas Square and 10 yards of ivy removed from Anchor Way.
- The installation of the Oddfellows clock at McGregor Park is complete.
- Horticulture staff attended the British Columbia Parks and Recreation spring training held in Delta for a one day session.

### **URBAN FORESTRY**

- Review of several referrals including a three storey medical service building at the corner of Dufferin Crescent and Boundary Avenue and an extended care unit on Northfield Road.
- Reviewing tree management plans for several development proposals including one on Westwood Road that has a Garry Oak meadow and one at the corner of Eighth and Howard.
- Working on the Risk Management Program for trees in the City.
- Two memorial trees have been purchased to be planted in Bowen Park.
- Working with contractor to remove several tripping hazards in the downtown core. These hazards are a result of tree roots lifting sidewalk panels and/or pavers.

### **PARKS AND OUTDOOR SPACES**

- Final plans and execution of the first City Family Day 2013-FEB-11 which was a great success with just under 6000 in attendance.
- Fitness In-Service Survey Monkey – info gathered and report created.
- Final proofing of the Activity Guide and last minute changes made, parks information page created and spring/summer parks activities put into print. Working on a "Search for the Golden Bucket" contest to get families into our parks.
- Working with Community Planning and Parks Department along with community groups and MOT, 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 curbside cleanup program to get ideas



on how staff can run the invasive pulls in the park program – hoping to attract other groups, organizations and schools to get involved.

- Working on modifying and updating the Block Party Rental Program – in advertising, location and how it is organized.
- Starting to look into exploring developing a Nature Preschool program here in Nanaimo.
- Working through making changes of our Park Warden label to Park Ambassador.
- Starting to Plan for Earth Day/Wildfoods Festival – 2013-APR-21.
- Completed a Survey Monkey for Participark Improvement Feedback to go out to the public in the activity guide, online and on signage within the park.

### **ANIMAL SERVICES DIVISION – PARK REPORT**

<b>City of Nanaimo            Animal Services – Park Report            FEBRUARY 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>
Beban Park	8	8			1
Beban Off-Leash	4	19			
Beban Participark	4	7			
Bowen Park	24	48			3
Departure Bay Beach Park	9	6	1		1
Divers Lake	1				
Harry Wipper	3				
Harewood Centennial Park	5	2			1
Kenwill Park	5				
Linley Valley	3	13			
Maffeo Sutton/Swy-A-Lana Lagoon	8	36			
Mansfield Park	3				
May Richards Bennett	6	7			
Neck Point Park	14	65			1
Northfield Parkway Trail	2	2			
Pipers Lagoon	14	22	1	1	
Sid Clark Gyro	1				
Westwood Lake	9	44			
Colliery Dam Park	6	18	1		
Colliery Dam Off-Leash Park	4	15			
Groveland Park	1	1			
Robins Park	12	3	1		2
Westdale Park	1				
Serauxmen Park	1	3			3
Invermere Beach	1				
<b>TOTALS:</b>	<b>150</b>	<b>324</b>	<b>4</b>	<b>1</b>	<b>12</b>

**TRAIL COUNTS FOR FEBRUARY 2013:**

PARK SITES	DECEMBER DAILY AVERAGE	JANUARY DAILY AVERAGE	FEBRUARY DAILY AVERAGE	PEAK TIME OF USE
<b>BEBAN</b>				
Off-Leash Dog Park Little Dogs	46	42	51	3 PM-4 PM
Off-Leash Dog Park Big Dogs (side)	62	58	71	3 PM-4 PM
Off-Leash Dog Park Big Dogs (Front)	92	86	97	3 PM-4 PM
Participark	N/A	N/A	94	4 PM-5 PM
<b>BLUEBACK</b>				
Beach Access	95	89	100	3 PM-4 PM
<b>INVERMERE</b>				
Beach Access	52	47	53	4 PM-5 PM
<b>LINLEY VALLEY</b>				
New Trail	28	26	32	11 AM-12 PM
Rutherford Rd – Linley Point Development	49	47	54	2 PM-3 PM
Linley Point Trail Altavista Access	N/A	N/A	44	2 PM-3 PM
Linley Road Access to Linley Valley	N/A	34	40	11 AM-12 PM
<b>MAY BENNETT</b>				
Off-leash dog park	29	28	32	12 PM-1 PM
<b>PARKWAY TRAIL</b>				
Third Street VIU Entrance	126	134	158	8 AM-9 AM
<b>PAWSON PARK</b>				
Entrance	56	49	47	3 PM-4 PM
<b>RICHARDS MARSH</b>				
Entrance	42	45	50	2 PM-3 PM
<b>COLLIERY DAM</b>				
Upper Dam	107	112	127	3 PM-4 PM
Lower Dam	162	156	178	3 PM-4 PM
<b>SEABOLD PARK</b>				
Entrance	N/A	N/A	36	3 PM-4 PM

**VANDALISM REPORT FOR FEBRUARY, 2013**

**BUILDING AND ENGINEERING R&M**

- Repairs to lamp standard at Bowen Park \$ 421.51
- Graffiti removal \$ 760.82

**COST \$1,182.33**

**MATERIALS AND SUPPLIES**

- Misc supplies \$ 188.80

**COST \$ 188.80**

**LABOUR AND FLEET (City Vehicles)**

**COST \$ 675.68**

**TOTAL COST \$2,046.81**

Damage done to a lamp standard in Bowen Park. Graffiti removal from Pioneer Park, Harewood Centennial, May Bennett Richards Pioneer Park, Diana Krall Plaza, Giggleswick train crossing, Colliery Dam, Buttertubs Marsh, E & N trail and other locations.

## **City of Nanaimo**

### **REPORT TO RICHARD HARDING, DIRECTOR PARKS, RECREATION & CULTURE**

DATE OF MEETING: 2013-MAR-27

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

RE: MONTHLY REPORT – FEBRUARY 2013  
RECREATION AND CULTURE SERVICES

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#### PROGRAM HIGHLIGHTS:

Four Harbour City Seniors' (HCS) Thursday Special Events were held at Bowen Auditorium in February with an average attendance of 109. The fall/winter season for ongoing seniors' programs has 2,237 registrants. 13 seniors attended the November soup and bun lunch. Costco and Superstore have agreed to be sponsors of Thursday Special Events. HCS Board will be doing announcements once a month at Special Events.

Popular preschool/children's programs this month include Gymnastics, monthly Preschool and KinderPrep. Staff attended a regional children's Recreation Coordinators' meeting in Campbell River.

Popular outdoor programs this month include Snow Shoeing, Discover Scuba, Mighty Tots Ski Club and several plant courses.

February's teen dance had lower than normal attendance most likely due to it falling on a Pro-D Day. The remaining two dances this school year will verify if the popularity of this activity is waning with the teens. The new Youth Resource Guide has been distributed to PRC facilities and community partners.

The Fall/Winter LIT/Quest season is coming to a close. As there was a shortage of placements this season, staff will source out other opportunities for the youth.

Camp Sunsation will receive the same grant for the 2013 program as it did in 2012. With no increase in funding, but increases in operating costs, some cost savings measures are being implemented including an increase in the registration fee from \$10 to \$20. The camp will also be shortened by one week. Due to renovations at Beban during the summer, Sunsation will be based at Harewood Activity Centre.

Staff continues to work with the Table Tennis program participants to encourage them to form a club to enable league play. The PRC program will continue but players are unhappy with scheduling changes that have been made starting in April.

## **MARKETING:**

### **Marketing (initiated/completed):**

- Activity Guide (AG) – ad placements, final layout, promotion, distribution
- Dogs in Parks – signage
- Bike & Bus Route maps – order/distributed
- Parks & Trails Brochure – proofing
- LEAP Survey
- Organize West Marsh sign unveiling

### **Communication**

- Facebook: 4,800
- Twitter 5,224 followers, with 1,551 tweets posted (posts we issued)
- Posted photos of programs AG teasers
- SM topics: Programs, AG teasers, Pro-D Day Camps, Spring Break, Culture Awards
- Article for NALT newsletter about West Marsh purchase
- Updating Culture and Events page on Website

### **Media:**

- News Bulletin monthly – Love Your Heart
- Harbour Living Banner –Family Day, AG
- Photography for Family Day
- Radio – Family Day, AG
- Press Release: Bus & Bike brochure release, OWCC Art installation, Harewood Park Updates

### **Graphic Design:**

- Primary focus for the month of February was the Activity Guide pre/post production
- Spring Break flyer

### **Sport/Event Tourism**

- Bi-monthly Vancouver Island Regional Newsletter – creation/distribution
- BC Lions planning meeting with PRC parks staff
- BC Games planning/staff liaison for nominations committee
- Updated hostingbc.ca site
- Attended Dry Floor Arena users meeting and spoke about STopportunities
- Wedding in Parks meeting
- Fees and Charges review
- Report to PRCC on Live Site screen and DK Plaza management (programming)

# COMMUNITY DEVELOPMENT:

**Arenas:** The inaugural Family Day event was hosted at NIC with attendance of 1,038. NIC had public skating from noon to 5:00 pm as well as parent and tot hockey, Buccaneers Practice, reading and craft activities. Buccaneers playoffs began with first round sweep. Dry Floor User meeting was held on 2013-FEB-27 with full attendance.

**Art Show:** Students who enrolled in department art classes over the fall and winter, are invited to display their work at a public art show on 2013-MAR-14 at Beban Park.

**Beban Park Renovations:** Shaw Electric is upgrading Social Centre Lounge lighting with the possibility of BC Hydro rebates for this upgrade.

**Block Party Kits:** Block Party Kits have been updated and can be signed in and out at NAC. In prior years the kits were based at the Parks Yard with users having very limited options for pick up and drop off.

**Community Events:** Significant community events that took place in the Social Centre in the past month included: PR&C Teen Dance, Kirkwood Academy Dance Gala, Chinese New Year Celebration, Innovative Entertainment Group, Bridal Fair, Maple Sugar Festival (three days), and Evergreen Exhibitions Spring Home Show (three days),

**Family Day:** The inaugural Family Day celebration at NIC and NAC was very well attended. Both the pool and arena were at capacity for the duration of the event and other activities were well attended also.

**Fitness Gyms:** Maximum capacities have been established for Beban (45) and NAC (80) gyms for safety and quality control.

**Liquor Licenses:** Facility managers are working to streamline the liquor licensing application process for public events to hopefully make the process clearer and easier for applicants hosting events at City facilities and parks.

**Take Heart Program:** The Take Heart Program officially is underway at NAC with 10 clients participating. Renovations in the NAC preschool room are completed for the administration of this program.

## ***February Statistics:***

<b>Front Desk:</b>	<b>2013</b>	<b>2012</b>	<b>Difference</b>
<b><u>Numbers</u></b>			
Registrations	1999	1690	309
REC Passes	281	262	19
Economy Tickets	917	1132	-215
Gift Card Sales	35	40	-5
<b>TOTAL:</b>	<b>3232</b>	<b>3124</b>	<b>108</b>
<b><u>Sales</u></b>			
Registrations	\$85,937	\$88,170	-\$2,233
FITT Passes	44,501	42,409	2,092
Economy Tickets	34,086	40,347	-6,261

<b>RECEIPTS</b>	
<b>2013</b>	<b>2012</b>
\$496,084.94	\$517,371.69

Gift Card Sales	<u>921</u>	<u>2,002</u>	<u>-1,081</u>
<b>TOTAL:</b>	<b>\$165,445</b>	<b>\$172,928</b>	<b>-\$7,483</b>

<b>Arenas:</b>	<b>Hours of Use</b>		<b>Attendance</b>	
	<b>Current Month</b>	<b>Last Year</b>	<b>Current Month</b>	<b>Last Year</b>
Public Admissions:	166.75	180.50	<b>4,957</b>	<b>4,563</b>
Lessons: Department programs and Schools:	164.75	172.45	3,379	3,338
Special Events / Tournaments	98.00	N/A	6,626	N/A
Other/Casual:	136.50	189.50	3,141	4,323
<b>TOTAL:</b>	<b>1,282.25</b>	<b>1,377.70</b>	<b>46,154</b>	<b>48,255</b>

<b><u>Hours:</u></b>		<b><u>Attendance:</u></b>	
FCA –	318.00	FCA –	13,150
NIC 1 –	319.00	NIC 1 –	11,226
NIC 2 –	346.00	NIC 2 –	11,129
CMM –	<u>299.25</u>	CMM –	<u>10,649</u>
Total –	1,282.25	Total –	46,154

**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	
<b>APR</b>	94	50	
<b>MAY</b>	46	50	
<b>JUNE</b>	63	43	
<b>JULY</b>	40	43	
<b>AUG</b>	9	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>1,499</b>	<b>1,401</b>	<b>517</b>

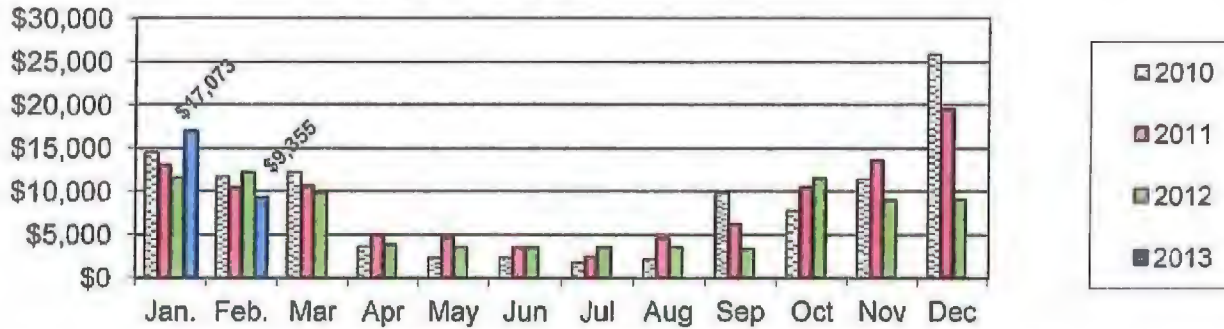
Total NHCS Memberships 517 sold from Jan 1, 2013 to date  
 Total NHCS Memberships 1,401 sold from Jan 1-Dec 31, 2012  
 Total NHCS Memberships 1,499 sold from Jan 1-Dec 31, 2011

File: A2-4 / A10-1

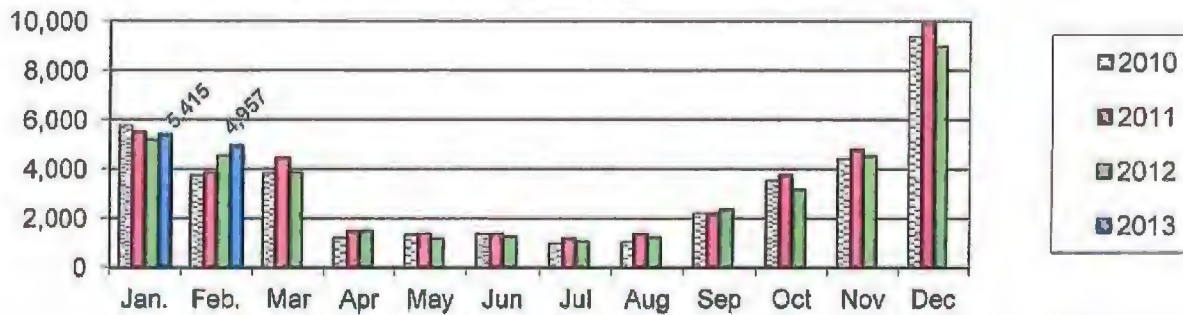
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## Summary of Recreation And Culture Services - February 2013

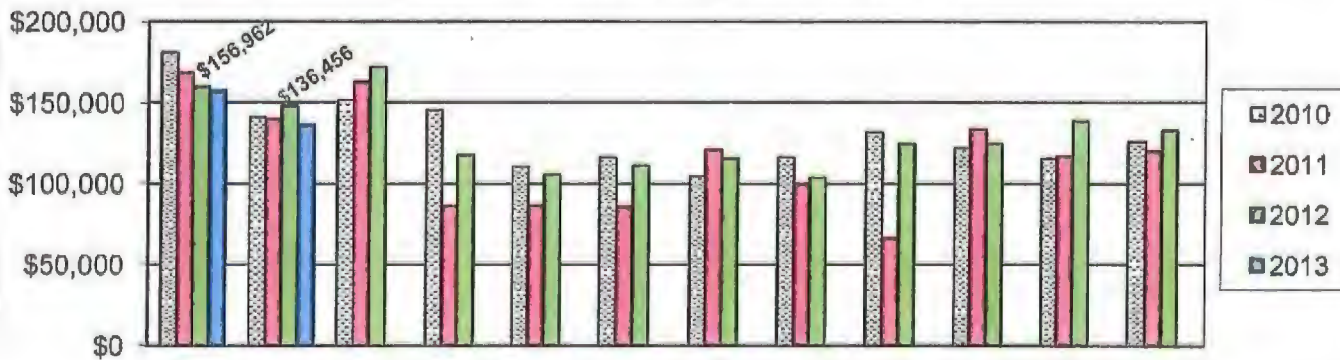
### Arena Public Skate Revenue



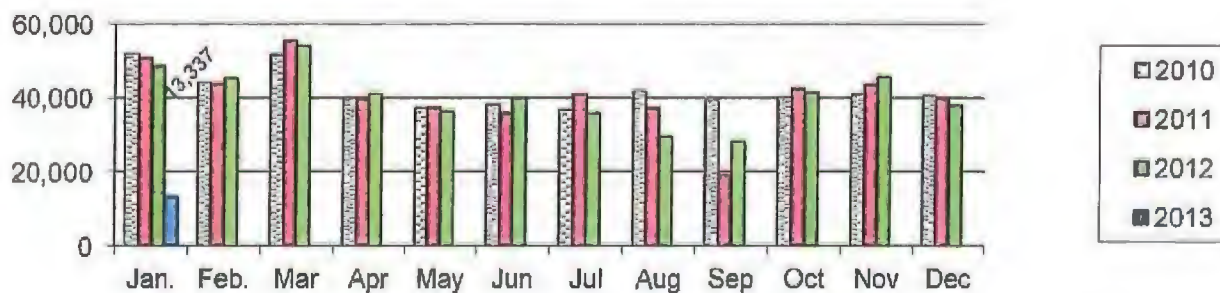
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue



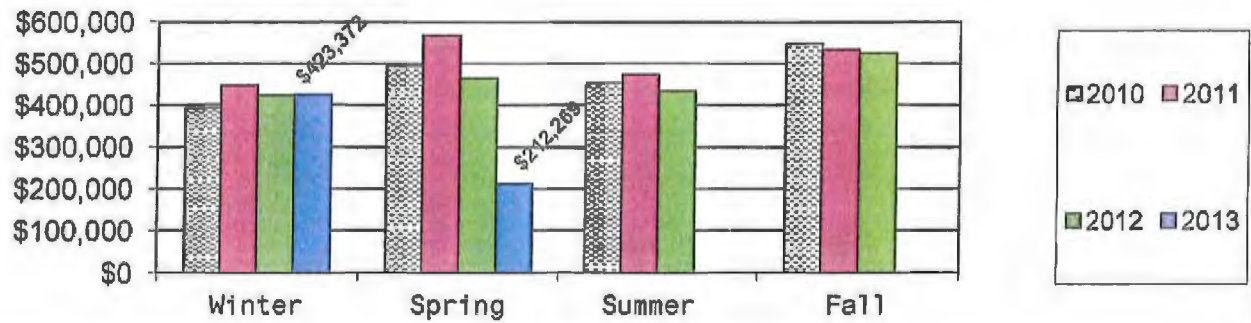
### Aquatic and Fitness Gym Public Admissions



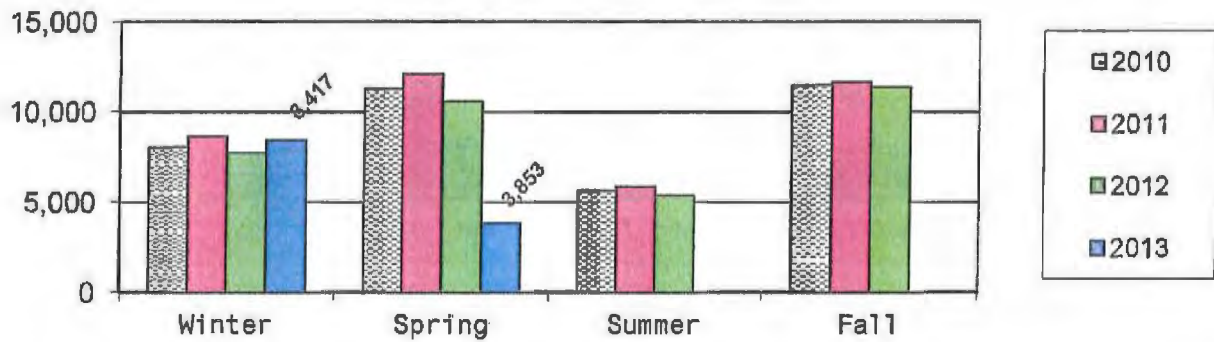


## 2010 to 2013 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**



**Program Registrations\***





## Nanaimo Blues Society

P.O. Box 306, Nanaimo, BC V9R 5L3

www.nanaimoblues.com · info@nanaimoblues.com

RECEIVED

MAR 05 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

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

Dear Ms. Johnstone,

The Nanaimo Blues Society would like to sincerely thank the Parks, Recreation and Culture Commission for the recent approval and funding of \$7,570.00. Without the continued support of the City of Nanaimo in supporting the Arts in Nanaimo, the Summertime Blues would not be occurring. It is the continued leadership of the commission that has the wisdom and foresight to ensure that the citizens of Nanaimo are culturally blessed.

Our plans are coming along very well and we have our lineup ready to be announced shortly. We are an excited and enthusiastic board committed to "Bringing the Blues to Nanaimo". August 23<sup>rd</sup>-25<sup>th</sup> in Maffeo Sutton Park will be a blast. I hope that you have the opportunity to come on down and enjoy the venue.

Please browse our website for up to date information. We are in the process of a dedicated website for Summertime Blues 2013 and it should be live shortly.

Thank you once again for your continued support.

Personal regards,

Gerold Haukenfrers, President  
Nanaimo Blues Society

CC: Suzanne Samborski  
Bob Kuhn



# Malaspina Choir

Dr. Garry Froese, Artistic Director

RECEIVED

MAR 08 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

March 4, 2013

Diana Johnstone, Chair  
Parks , Recreation and Culture Commission  
City of Nanaimo  
500 Bowen Road  
Nanaimo, BC V9R 1Z7

Dear Diana and Commission members;

On behalf of the Board of Directors of Malaspina Choir I would like to thank you for your grant in support of our 2012-2013 season. Your continued backing means a lot to us.

We have completed the first two concerts of our current season and are preparing for our April 7 concert *Jubilate!* which will take place at 3 pm at the ET Family Church. We are also making plans for a free community event in early May.

We are proud to be a long-standing part of Nanaimo's vibrant cultural community.

Sincerely,

Kathryn Grant,  
President



# Nanaimo Chamber Orchestra

PO Box 135, Station A, Nanaimo, BC, V9R 5K4 Fax and Phone: (250) 716-1212

**RECEIVED**

**MAR 15 2013**

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

March 8, 2013

Your File No. A2-4 / A3-35-1

**CITY OF NANAIMO**

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

**Attention: Diana Johnstone, Chair - Parks, Recreation and Culture Commission**

Dear Madame:

**Re: 2013 Cultural Operating Grant Funding - Nanaimo Chamber Orchestra**

On behalf of the Nanaimo Chamber Orchestra ("NCO"), I would like to take this opportunity to thank you once again for the City of Nanaimo's generous grant in the amount of \$3,100.00. We enclose herewith a charitable receipt for that amount.

With the support that your department gives us, we can continue to mentor our community's gifted young musicians.

The City of Nanaimo has supported our organization from its onset, and we would like to take this opportunity to acknowledge and thank the Parks, Recreation and Culture Commission for that. We and look forward to your continued support in future years.

Sincerely,

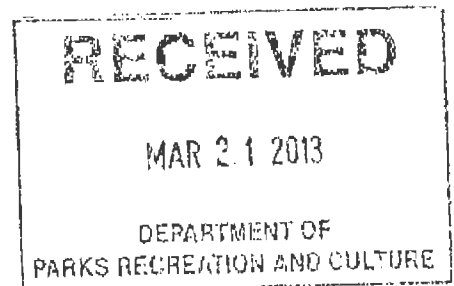
NANAIMO CHAMBER ORCHESTRA

KATHLEEN J. RILEY  
(Chair)

Enclosure

March 15, 2013

Attn: Diana Johnstone  
City of Nanaimo – Parks Rec & Culture  
500 Bowen Rd.  
Nanaimo, BC V9R1Z7



Dear Diana and Committee:

On behalf of the Board of Directors, children and their families of the Nanaimo Child Development Centre I would like to extend a warm thank you for your continued support with your recent grant funding for our Silly Boat Regatta event. It is heartwarming to know that the Centre has special friends who are committed, along with us, in serving children in our community. Children are our future and the grant in the amount of \$879.00 goes a long way in helping us put on this event which in turn raises monies to provide these much needed services.

**Your generosity allows us to achieve so much!**

As you know, the Child Development Centre provides specialized services for children from birth to 19 years of age with developmental delay and their families. Working together with families, we assist each child to build on their strengths while developing new skills. Last year nearly 1800 children and their families received assistance at our Centre.

Once again, thank you for believing in our vital work.

Sincerely,



Michelle Kocourek  
Resource Development Coordinator

RECEIVED

MAR 04 2013

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

February 1<sup>st</sup>, 2013

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

In Attendance:

President Gary Brownhill in the Chair, Jane Adkins, Miriam Peacock, Lynda Avis, Wally Lawrence, Ian Thorpe, Hale Yardley, Michele Duerksen and Sandy Raddysh of Parks, Recreation & Culture, Anne Smith, Jim Pittendreigh, Pat Foley.

Call to Order

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

Changes/Additions to the Agenda

Crime Forum - was added to "Business Arising from the Minutes".

Adoption of Agenda

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

Adoption of Minutes

M/S/C That the minutes of the February 1<sup>st</sup>, 2013 meeting be adopted as circulated.

Business Arising from the Minutes

1. Crime Forum - Lynda reported that unfortunately the planned Crime Forum has been cancelled. Reasons for the cancellation: poor response to companies to have booths; date is the first day of Spring Break; RCMP has already done a number of these seminars at various seniors' residences. Lynda has contacted New Horizons and we can return the money that hasn't been spent to date. Notice of the cancellation will be posted on our website and on the bulletin board.

M/S/C That the Crime Forum be cancelled and that the unspent funding be returned to New Horizons.

Correspondence

Gary reported that a \$100. Donation has been received in memoriam of a former NHCS member. Thank you letter will be sent.

Financial

Treasurer Anne reported that \$3,762.63 will be returned to New Horizons re the cancelled Crime Forum.

A G.I.C. came due and it has been put into a high interest savings account.

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

COMMITTEE REPORTS:

Program

M/S/C That the Bavarian event planned for this year be cancelled.

Publicity

Wally said the brochure is still being worked on.

Membership

No report.

City Seniors' Coordinator

- Michele said our membership has dropped to 1400.
- Fitness programs are booming – in some classes there are 40 participants.
- Attendance at special events is up.
- Michele proposes to send a "welcome back" email to members who have dropped out of attending programs and special events.

New Business:

1. Future of NHCS Board – President Gary reported on a special meeting held last week with City staff and several NHCS Board members. It appears our Board no longer serves a useful purpose and it was determined it would likely be wise to disband the Board. An Extraordinary Special Meeting would have to be held first at which the members would be advised of our situation, and then a vote would have to be taken at the AGM in May. ....cont'd.

New Business (....cont'd.)

Some round-table comments from Board members:

- *Although we have done a lot of good things over the years, we seem to no longer have a purpose. Perhaps an advisory board could be set up instead to serve as a liaison between the City and our membership.*
- *Coffee session with Michele could be arranged monthly where members could bring suggestions, etc.*
- *NHCS could continue to raise funds for special projects.*
- *Social and educational opportunities will continue to be provided.*
- *Seniors' activities will continue to be listed in newsletters.*
- *City of Nanaimo's website could include NHCS activities.*
- *As we are a registered society, we would need to disband formally.*
- *Any remaining funds in our accounts would need to be disbursed.*
- *As we have paid our \$99 annual fee for our website, it is hoped this will continue with volunteers for the year.*
- *Members to be advised at the meeting that our remaining funds would NOT be going into general funds but that discussion will be held at the AGM re disbursement of monies.*

M/S/C

That the elected body known as the Board of the Nanaimo Harbour City Seniors be dissolved.

THE MOTION TO DISSOLVE WAS PASSED UNANIMOUSLY.

A Notice of Motion will be posted immediately, to read as follows:

There will be an Extraordinary General Meeting on Wednesday, April 10<sup>th</sup>, 2013, at 10:00 a.m. in Activity Room I at Bowen Centre.

....cont'd.



New Business (....cont'd.)

Discussion and suggestions re disbursement of our remaining funds followed. It was felt this could be presented at the Extraordinary Meeting. Suggestions included:

- Bowen Wellness Park
- Covered entrance at Bowen Complex
- Beautification of the round-about at Bowen Complex
- Enhanced patio area
- Enhanced lighting in parking lot at Bowen Complex
- Upgrades to lighting at Oliver Woods Community Centre
- Upgrades to parking at Oliver Woods Community Centre
- 

Adjournment

Meeting adjourned at 10:05 a.m.

Next Meeting

Friday, April 5<sup>th</sup>, 2013, at 9 a.m. at Bowen Complex.

/pf

2013.03.02



## REQUEST TO APPEAR AS A DELEGATION

ON 2013 - MARCH - 27  
year month day

NAME OF PERSON MAKING PRESENTATION: Shawna Drlnnan _____			
<small>Print</small>			
ADDRESS: _____			
<small>street address</small>	<small>City</small>	<small>Province</small>	<small>Postal Code</small>
PHONE: _____		FAX: _____	
<small>home</small>	<small>business</small>		
NAME OF APPLICANT IF OTHER THAN ABOVE: Yvonne Vander Kool _____			
<b>DETAILS OF PRESENTATION:</b>			
Present to the Commission Board a proposal to apply for \$5000 from the VIP for community based public art at Forest Drive Gyro Park for the late spring/early summer of 2013.			

### PLEASE NOTE

- Electronic presentations must be provided on a CD or by e-mail 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](mailto:parks@nanaimo.ca)

## City of Nanaimo - Volunteer In Parks (VIP) Program 2013 Artist In Residence Project 'Art In The Park' Forest Drive Gyro Park

---

March 2013

Dear members of the Parks Commission Board:

The Forest Drive Gyro Park VIP committee and local artist Yvonne Vander Kooi request your consideration in contributing funds from the Public Art VIP Program for this Art In The Park proposal for Forest Drive Gyro Park located in central Nanaimo.

### Background

Forest Drive Gyro Park is located at 2035 Forest Drive in Nanaimo BC. It is a 0.2 ha City owned park within the Hospital Area between Merideth Road and Dufferin Crescent just east of Bowen Road, tucked in behind the Rexall Pharmacy and Willows Condominiums. Public access to the park is on Forest Drive.

Last summer, members of the community participated in the City of Nanaimo's Volunteer in Parks (VIP) Program to renovate the park and create wonderful playgrounds on this property. It was a huge success that has brought to life to what was once an old neglected tot lot. Our efforts included building two playgrounds, a half court, paved trailways and comfortable seating areas.



The 2012 – Forest Drive Park Art In the Park Workshop, Children Silhouettes and Commissioned Art Panel

Also an 'Artist in the Park' program was developed last year and it was a huge success. A few residents in the neighbourhood contributed their time and efforts to bring people together in this public space to connect, invest and feel ownership. What was once a forgotten uninspiring park became an opportunity to create colour, activity and ownership at a grass roots level that is key to a healthy community. It is also key that this activity continues in the park and that it continues to be supported by the City and citizens in order to complete the next phase and nurture the growth, connections and strength that began last year.

### **Goal for the 2013 Art In The Park Project**

This year the focus is to continue with neighbours contributing to their community and develop pride and ownership in the community. The plan is to host an Art In The Park week long workshop to give children, families and individuals an opportunity to create art pieces that will decorate the fences of the park. Also four commissioned painting will be completed to further add to the beautification of this park.

### **Project Details**

The proposal is divided into two pieces, first four commissioned art panels painted by Yvonne Vander Kooi and secondly a week long Art In The Park Workshop facilitated by Yvonne.

The four pieces will be painted on 3'x3' square composite board panels and will be completed in May/June within the studio. They will capture the theme of the park and the neighbouring community which is nature and vibrancy.

The week long workshop will be held in July. Yvonne will facilitate the workshop and teach art to the participants for free and these pieces of art will be added to the park fences. Ninety 8"x8" square composite board art tiles and approximately twenty children or youth silhouettes will be created during this workshop. There will be the opportunity to work together in a team environment to create the fun abstract silhouettes or as individuals painting a single art tile.

At the end of the project a park art installation party could be a great way to celebrate the community effort and the awesome art pieces.

Attached is the budget for the art proposal for Forest Drive Gyro Park.



July 2012 – Forest Drive Gyro Park Art in the Park Workshop

### **Conclusion**

The goal of this project is to add vibrant life onto the fences of the park and generate strength, pride and connectivity into the community and neighbourhood that surrounds the park. Please consider awarding funding for this proposal.

We really appreciate that you have taken the time to review the 2013 - Forest Drive Gyro Park Art In The Park Project. Thank you for your time and consideration. We look forward to hearing from you.

Shawna Drinnan  
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Yvonne Vander Kooi  
Local Painter & Muralist, Bird Studio  
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City of Nanaimo - Volunteer In Parks (VIP) Program  
 2013 Artist In Residence Project 'Art In The Park'  
 Forest Drive Gyro Park

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**Budget for Art Proposal**

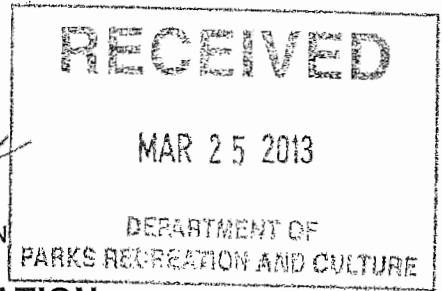
**1. Phase 1: 4 – 3'x3' Fence Line Paintings**

(including supplies - city supplied composite signboard panels) \$2000

**2. Phase 2: Artist in Residence – Art In The Park Week Long Workshop**

- PR & promotion in the community, poster & print. Volunteer
- Develop & prepare workshops. Volunteer
- Facilitate & teach art projects. \$1500
- Purchase and organize supplies, mural paints, brushes, rags, buckets. \$400
- exterior primer & ext. latex paint (primary & secondary & white). \$500
- 8 - 4'x8' sheets of signboard for silhouettes. City supplied
- 90 – 8"x8" composite signboard squares. City supplied
- Carpenter services for the first day of the workshop to cut out the silhouettes from the signboard. \$400
- Park Art Installation Day Party (city to install art panels). \$200

Total \$5000



ON 2013 - MARCH - 27  
year month day