

**AGENDA FOR THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
TO BE HELD IN THE
BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2012-MAR-28, COMMENCING AT 5:00 P.M.**

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

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

(Motion required to adopt the Agenda.)

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2012-FEB-22, at 7:00 p.m., in the Bowen Park Complex Conference Room. Pgs.
165-171

(Motion required to adopt minutes of 2012-FEB-22 as circulated.)

5. **PRESENTATIONS:** (None.)

6. **DELEGATIONS:** (10 MINUTES) (None.)

LATE DELEGATIONS: (5 MINUTES)

(Motion required to allow late delegations.)

7. **CHAIR'S REPORT:**

- (a) Welcome to Howard Houle, RDN Electoral Area "B" representative.

(Motion required to receive the Report.)

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** Commissioner Pattje to report on the meeting held 2012-MAR-08, on behalf of the Chair, Commissioner Sparkes. Pgs.
172-179

i. **ITALIAN FOUNTAIN PARK IMPROVEMENT PLAN.** (Pgs.
174-176)

Parks Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the draft Italian Fountain improvement planning process.

(Motion required to adopt recommendation.)

ii. **MANSFIELD PARK IMPROVEMENT PLAN.**

(Pgs.
177-179)

Parks Committee Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the draft Mansfield Park improvement planning process.

(Motion required to adopt recommendation.)

- (b) **Recreation Committee.** No meeting held.
- (c) **Cultural Committee.** No meeting held.
- (d) **Grants Advisory Committee.** Commissioner Avis to report on the meetings held since 2012-FEB-22.
- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance to report on the meetings held since 2012-FEB-22.
- (f) **Social Planning Advisory Committee.** No report - the Committee did not have a quorum for their 2012-FEB-07 meeting.
- (g) **Port Theatre.** Monthly report for February, 2012.
- (h) **Nanaimo Art Gallery.** Monthly report for February, 2012.
- (i) **Nanaimo Museum.** Monthly report for February/March, 2012.

Pgs.
180-182
Pg. 183

Pgs.
184-185

(Motion to receive all Advisory Body reports.)

9. **STAFF REPORTS:**

- (a) **Travel Assistance Grant – Nanaimo Youth Choir
Pacific International Children’s Choir Festival
Eugene, Oregon**

Pgs.
186-190

Staff’s Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Youth Choir in the amount of \$1,100.00 in order that the youth choir can attend the Pacific International Children’s Choir Festival in Eugene, Oregon.

(Motion required to adopt recommendation.)

- (b) **Travel Assistance Application – Nanaimo Curling Club
2012 Canadian Wheelchair Curling Championships
Thunder Bay, Ontario**

Pgs.
191-195

Staff’s Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant by the Nanaimo Curling Club in the amount of \$200.00 for two members to participate in the 2012 Canadian Wheelchair Curling Championships in Thunder Bay, Ontario.

(Motion required to adopt recommendation.)

- (c) **Travel Assistance Grant – Wheatsheaf Fastball Club
2012 Senior B Men’s Western Canadian Fastball Championships
Abbotsford, British Columbia** Pgs. 196-201

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Wheatsheaf Fastball Club in the amount of \$1,000.00 for 20 players to attend the 2012 Senior B Men's Western Canadian Fastball Championships being held in Abbotsford, British Columbia.

(Motion required to adopt recommendation.)

- (b) **Food Vendor Services at Departure Bay Beach.** Pg. 202

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that staff develop a request for proposals for food vendor services to be provided at the Departure Bay Beach site conditional on agreement in principle from the local area businesses and the Departure Bay Neighbourhood Association.

(Motion required to adopt recommendation.)

- (c) **Port Theatre Society / City of Nanaimo
Co-Management Agreement.** Pgs. 203-219

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

1. Approve the five-year Co-Management Agreement between the Port Theatre Society and the City of Nanaimo;
2. Increase the 2012 Management fee by \$15,000; and,
3. Reduce the City's Capital contribution to the Port Theatre starting in 2013 from \$100,000 to \$75,000 and reallocate the \$25,000 to the PR&C Capital budget for the Port Theatre building.

(Motion required to adopt recommendation.)

10. **INFORMATION ONLY ITEMS:** (Staff reports)

- (a) Monthly Report – Senior Manager - Parks & Civic Facilities. Pgs. 220-223
- (b) Harewood Centennial Park Improvement Planning Process Update. Pgs. 224-227
- (b) Monthly Report – Senior Manager - Recreation and Culture Services. Pgs. 228-232

(Motion to receive all Information Only Items.)

11. **CORRESPONDENCE:** (Action Required.) (None.)

CORRESPONDENCE: (Information Only.)

- (a) Letter dated 2012-FEB-29 from Ms. Maureen Pearce, Senior Manager, Corporate Administration, 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2, advising that Director Howard Houle is the 2012 Electoral Area "B" representative appointed to the Parks, Recreation and Culture Commission by the RDN at their meeting held on 2012-FEB-28. Pg. 233
- (b) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2012-MAR-02. Pgs. 234-237

(Motion required to receive all Correspondence.)

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

15. **UNFINISHED BUSINESS:** (None.)

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**

Motion to adjourn with next regular meetings as follows:

COMMISSION	Wednesday, 2012-APR-25; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2012-MAY-02; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2012-APR-11; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2012-APR-12; 5:00 p.m. – if required Bowen Park Complex Conference Room

**MINUTES OF THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
ON WEDNESDAY, 2012-FEB-22, COMMENCING AT 7:00 P.M.**

PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner T. Greves
Commissioner F. Pattje
Commissioner L. Avis
Commissioner A. McPherson
Commissioner B. Meunier
Commissioner G. Savage
Commissioner B. Sparkes
Commissioner M. Young

Regrets: Commissioner J. Cowling
Commissioner S. Lance

Staff: R. Harding J. Ritchie
S. Samborski K. MacDonald R. Tweed, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:00 p.m.

Commissioner Alec McPherson, Electoral Area A representative, was introduced to the Commission members.

2. INTRODUCTION OF LATE ITEMS:

- Delete Items 6.(b) & 14.(b) - Delegation - Segway Victoria BC (will appear at a later date)
- Add Item 6.(c) & 14.(c) – Delegation – Nanaimo Minor Lacrosse Association.
- Amend Item 8.(b) – Commissioner Lance absent – Commissioner Greves to report in her stead.
- Amend Item 8.(e) – Commissioner Lance absent – Commissioner Greves to report in her stead.
- Amend Item 8.(f) – Commissioner Cowling absent – report to be deferred to the 2012-MAR-28 meeting.
- Add Item 11.(b) – E-mail correspondence from Judith Wilson regarding the Bowen Park Pottery Room.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2012-JAN-25, at 7:01 p.m., in the Bowen Park Complex Conference Room.

It was moved and seconded that the Minutes be adopted as circulated. The motion carried unanimously.

5. PRESENTATIONS:

- (a) Parks, Recreation and Culture Planning Processes – Richard Harding, Director, Parks, Recreation and Culture and Ms. Kirsty MacDonald, Parks and Open Space Planner.

Mr. Harding and Ms. MacDonald provided a PowerPoint presentation to Commission.

6. DELEGATIONS:

It was moved and seconded that the Delegations be permitted to address the Commission. The motion carried unanimously.

- (a) Mrs. Sheila and Mr. Oswaldo Dubroy, La Vida Vegan, 3500 Departure Bay Road, Nanaimo, BC V9T 1C1, seeking approval from the Parks, Recreation and Culture Commission to operate their food truck at Departure Bay Beach in the Kin Hut area.

Mr. & Mrs. Dubroy advised that they have purchased a fully self-contained food vending truck which has been approved by the Health Authority. They would like permission to offer their healthy, vegan food choices to the public at Departure Bay Beach. Their first choice had been Maffeo Sutton Park, but they are willing to do a trial at Departure Bay Beach to ascertain public interest and feasibility of the venture. Their intention is to have a year-round business operating the La Vida Vegan food truck. They were unsure as to the revenue that could be generated from this operation; however, advised that they were aware that the cost of power (if available) and location would need to be factored in. They do not require power as they also have a generator built into the truck. They have not operated a business like this before; however, have worked in the food service and hospitality industries and have experience in planning, preparation, and health regulations.

Staff advised that at the present time the Department is reviewing vendors in Maffeo Sutton through the planning process. For special events La Vida Vegan can be at Maffeo Sutton Park and they would need to contact the organizers of the events – for example, the Dragon Boat group.

- (b) Mr. Darren Angell, 957 Virostko Crescent, Nanaimo, BC V9R 5S4 on behalf of the Nanaimo Minor Lacrosse Association, presenting regarding the Female Provincials.

Mr. Angell discussed hosting the 2012 provincials. Nanaimo successfully hosted the event in 2007. 350-400 girls possibly attending for provincials – 20 teams. NIC 1 and 2 are beautiful facilities and he is disappointed that the entire facility won't be available for this event. He feels that the City should hold NIC 1 and 2 for required days for this event. He estimated 5-7 days, and particularly, Thursday to Sunday. The Association would prefer to not split up the teams between NIC 1 and Frank Crane Arena. Splitting the teams will require the service of two Commissioners. The Association would like other, pre-booked, users to switch to Frank Crane Arena so that they can have exclusive use of NIC 1 and 2.

Staff advised that they had recommended to Mr. Angell prior to applying for provincials to apply for 2013, not 2012, because Cliff McNabb Arena would be in shut down. While the costs to accommodate Mr. Angell would be in the range of \$11,000; it would also mean disruption to other users and due to having to put ice in and ice out, would result in approximately 10-14 days that the extra arena would be unavailable to other users. The economic income anticipated from the event remains the same – whether held at one location or split between two locations.

Mr. Angell advised that he is not here is 2013; therefore, proceeded with the 2012 application – on which it states that there will be two venues – one at NIC and one at Beban Park. He would still like to have both NIC 1 and 2, despite the shut down.

It was moved and seconded that both Delegations be received. The motion carried unanimously.

7. CHAIR'S REPORT:

No report from the chair this month; however, a reminder to Commission members regarding the 2012-MAR-01 deadline for receipt of applications to continue to serve on the Parks, Recreation and Culture Commission.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.
- (b) Recreation Committee. Commissioner Greves reported on the meeting held 2012-FEB-08.

(i) **Travel Assistance Funding – Proposed Grant Changes.**

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

1. Remove the criteria requiring that applicants must be traveling out of Province in order to qualify for a Travel Assistance Funding grant;
2. Update the Travel Grant funding criteria to include an allowance for competitors traveling off Vancouver Island, within BC, to eligible Provincial, National or International competitions up to a maximum of \$50 per person to a maximum of \$1,000 per team;
3. Add additional criteria ensuring the groups have applied for funding from their Provincial and/or National Sport Organization if applicable; and,
4. Evaluate multi-year applications on a case by case basis to ensure the program does not become an ongoing or only source of travel fund.

It was moved and seconded that the recommendation of the Recreation Committee be adopted. The motion carried unanimously.

- (c) Cultural Committee. Commission Pattje reported on the meeting held 2012-FEB-01 on behalf of the Chair, Eveline O'Rourke.

(i) **2012 Temporary Public Art Selections**

Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the 2012 Temporary Public Art Selections.

It was moved and seconded that the recommendation of the Cultural Committee be adopted. The motion carried unanimously.

- (d) Grants Advisory Committee. Commissioner Avis reported on the meetings held since 2012-JAN-25. The Committee recommended to Council the awarding of a \$1,397.42 "Other Grant" to the Nanaimo Volunteer & Information Centre Society, representing an 'in-kind' grant for the rental of Beban Social Centre for the Society's annual volunteer luncheon to be held in April of this year.

- (e) Plan Nanaimo Advisory Committee. Commissioner Greves reported that no meetings have been held since 2012-JAN-25.

- (f) Social Planning Advisory Committee. Commissioner Cowling absent – report deferred to 2012-MAR-28.

- (g) Port Theatre. Monthly report for January, 2012.
- (h) Nanaimo Art Gallery. Monthly report for January, 2012.
- (i) Nanaimo District Museum. Monthly report for January/February, 2012.

It was moved and seconded that the Advisory Body reports be received. The motion carried unanimously.

9. STAFF REPORTS:

(a) Proposed Nanaimo Junior B Hockey Club

Staff's Recommendation: That the Parks, Recreation and Culture Commission's direction is sought.

It was moved and seconded that the Parks, Recreation and Culture Commission provide approval in principal for bringing a Junior B Hockey Team to Nanaimo, subject to a contract agreement with the Levesque's. The motion carried. **Opposed: Commissioner Savage.**

10. INFORMATION ONLY ITEMS (staff reports):

(a) Monthly Report – Senior Manager of Parks & Civic Facilities – January 2012.

- There are a lot of park planning processes underway – revising Loudon Park Boathouse concept, Harewood Centennial Park plan, Maffeo Sutton Park plan.
- There will be an Open House with regard to Dog Off-Leash parks at the Beban Park Social Centre on 2012-MAR-10.
- The Italian Fountain Park planning process and Mansfield Park planning process will be going to Parks Committee then to Commission.
- *Commission asked if there were any patrols at Cable Bay – as it has been noted that there are issues with smoking and dogs/deer interactions occurring.* Yes. Staff will talk to Animal Services; however, this is an off-leash area. There is a "No Smoking" Bylaw in all City parks and on City property.
- *Commission asked if we had any electric vehicles.* City has, but not the PRC Department yet. The vehicles for the most part need to have hauling and load capabilities. There may be some use for supervisor vehicles and there is one hybrid.

(b) Monthly Report – Senior Manager of Recreation and Culture Services – January, 2012.

- Changes to PRC Management responsibilities: Laara Clarkson to Aquatics, Bob Kuhn to OWCC, with the culture portfolio, Sandy Raddysh to Bowen Park, with the Business Services portfolio.
- Activity Guide comes out 2012-MAR-02. Distribution being changed as a trial - with no direct mail or direct delivery. Notices have been sent out via e-mail, Facebook, website, newspapers. Will be available for pick up at various locations throughout the City.

It was moved and seconded that the Information Only Items be received. The motion carried unanimously.

11. CORRESPONDENCE: (Action Required.) (None.)

CORRESPONDENCE: (Information)

- (a) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2012-FEB-03.
- (b) E-mail correspondence dated 2012-FEB-20, from Judith Wilson regarding the Bowen Park Pottery Room.

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

12. NOTICE OF MOTION: (None.)

13. CONSIDERATION OF OTHER BUSINESS: (No other business.)

14. BUSINESS ARISING FROM DELEGATIONS:

- (a) Mrs. Sheila & Mr. Oswaldo Dubroy - La Vida Vegan - Food Truck Operation.

It was moved and seconded that the La Vida Vegan Food Truck Operation be approved, upon presentation of a business plan, further consultation with staff, consultation with neighbourhood residents and businesses, and subject to a contract agreement with La Vida Vegan. The motion was defeated. **Opposed: Commissioner Greves, Meunier, Savage, Sparkes, Avis, McPherson.**

It was moved and seconded that a RFP be issued for a vendor to provide vending services at Departure Bay under contract with the City. The motion was defeated. **Opposed: Commissioners Johnstone (Chair), Pattje, Meunier, Young, and Savage.**

It was moved and seconded that the Parks, Recreation and Culture Commission direct Staff return to Commission with a report for vending services at Departure Bay. The motion was unanimous.

- (b) Mr. Darren Angell - Nanaimo Minor Lacrosse Association - Female Provincials.

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

15. UNFINISHED BUSINESS:

- (a) Travel Grant Exception – Wheatsheaf Fastball Club (*referred 2011-NOV-23 to Staff to report to the Recreation Committee and subsequent return to the PRCC.*)

It was moved and seconded that Item 15.(a) be removed from Unfinished Business. The motion carried unanimously.

16. QUESTION PERIOD:

17. ADJOURNMENT:

It was moved and seconded at 9:10 p.m. that the meeting adjourn, with the next regular meetings as follows:

Motion to adjourn with next regular meetings as follows:

COMMISSION	Wednesday, 2012-MAR-28; <u>5:00</u> p.m. (** please note time change **) Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2012-MAR-07; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2012-MAR-14; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2012-MAR-08; 5:00 p.m. – if required Bowen Park Complex Conference Room

The motion carried unanimously.

CERTIFIED CORRECT:

D. Johnstone, Chair
Parks, Recreation and Culture Commission

R. Harding, Director
Parks, Recreation and Culture

2012-MAR-01
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**NOTES OF THE REGULAR PARKS COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,
ON THURSDAY, 2012-MAR-08, COMMENCING AT 5:00 P.M.**

PRESENT: Commissioner Fred Pattje, Acting Chair

Members: Commissioner Brent Meunier
Commissioner Graham Savage (at 5:02)
Commissioner Maureen Young

Regrets: Commissioner Barry Sparkes

Staff: Jeff Ritchie Kirsty MacDonald R. Tweed, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:00 p.m.

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

- (a) Notes of the Regular Parks Committee Meeting held Thursday, 2011-APR-14, at 5:00 p.m., in the Bowen Park Complex Conference Room.

It was moved and seconded that the Meeting Notes be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS: (None.)

6. CHAIR'S REPORT: (None.)

7. REPORTS OF PROJECT COMMITTEES: (None.)

Commissioner Graham Savage arrived and was welcomed to his first Parks Committee meeting.

8. STAFF REPORTS (action):

(a) Italian Fountain Park Improvement Plan.

Staff Recommendation: That the Parks Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the draft Italian Fountain improvement planning process.

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

(b) **Mansfield Park Improvement Plan.**

Staff Recommendation: That the Parks Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the draft Mansfield Park improvement planning process.

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

9. **STAFF REPORTS (information only):** (None.)

10. **CORRESPONDENCE:** (Action) (None.)

CORRESPONDENCE: (Information) (None.)

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

Staff advised the over the coming year, the intention is to involve the Parks Committee more as a working group for the parks planning and improvement process for the City.


13. **UNFINISHED BUSINESS:**

14. **QUESTION PERIOD:**

15. **ADJOURNMENT:**

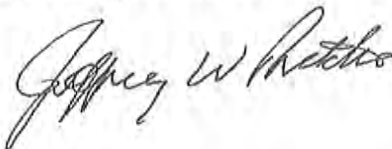
It was moved and seconded at 5:47 p.m. that the meeting adjourn, with the next meeting of the Parks Committee to be held, if required, Thursday, 2012-APR-12, commencing at 5:00 p.m., in the Rowen Park Complex Conference Room.

The motion carried unanimously.



Commissioner Fred Pattje, Acting Chair
Parks Committee

CERTIFIED CORRECT:



Jeff Ritchie
Senior Manager, Parks & Civic Facilities

APPROVED FOR DISTRIBUTION:



R. Harding, Director
Parks, Recreation and Culture

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

FROM: BARRY SPARKES, CHAIR, PARKS COMMITTEE

RE: ITALIAN FOUNTAIN PARK IMPROVEMENT PLAN

RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the draft Italian Fountain improvement planning process.

EXECUTIVE SUMMARY:

The Italian Fountain has been a landmark along the Island Highway and into downtown Nanaimo for the past fifty years. It is located at 626 Terminal Ave, a .1 ha (.3 acre) road right-of-way parcel held for park purposes. The fountain does not meet current health and safety codes and is posing several maintenance problems. In addition, the green space around the fountain is outdated, creates hiding spaces, and is causing complaints from merchants, the RCMP, and Parks Operation Staff.

BACKGROUND:

At their meeting held on 2012-MAR-08, the Parks Committee reviewed the Italian Fountain Park Improvement Plan presented by Staff and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the draft Italian Fountain Park improvement planning process.

The Italian Fountain was built by Nanaimo's Italian community to celebrate BC's 100th anniversary. The fountain is constructed of local granite from Yellowpoint and reflects fountains commonly found in Italy. It depicts images of BC, such as the recurring life cycle of the salmon, in detailed mosaic tile designs and with the large jumping sculptures. Construction began in 1959 and ended in 1961.

Over the past fifty years, the context of this fountain has changed tremendously. The Island Highway has been regraded and realigned in relation to the fountain. Downtown revitalization is in full swing with the redevelopment of the Port Place Mall, Casino, and introduction of the Vancouver Island Conference Centre. In addition, social pressures on the green space are evident with shelters, drug paraphernalia, and litter frequently seen in the green space. For the most part, the site has become a drive-by site that is appreciated by the public from adjacent roadways.

As a result of an increasing number of complaints from merchants, the RCMP, and park operations staff working on this site, staff would like to begin a park improvement process to improve the Italian Fountain Park site.

Suggested goals for this park improvement process are as follows:

- Update the fountain structure and mechanical and electrical components for optimal maintenance, aesthetics, safety, and cost effectiveness;
- Update the surrounding green space for optimal maintenance, aesthetics, safety, and cost effectiveness;
- Visually improve this historic gateway to downtown Nanaimo;
- Respect the Italian community's contribution to Nanaimo;
- Educate the public about this historic fountain and legacy; and,
- Ensure crime prevention through environmental design guidelines is followed.

The suggested process for this park improvement plan is as follows:

- March 2012—begin discussions with stakeholders about the strengths and weaknesses of the fountain and green space. Stakeholders would include the Italian community through the Cavalotti lodge; RCMP, DNBIA and adjacent businesses, MOTM, VIHA, parks operation staff;
- April 2012—develop a concept design and phasing plan to improve and update the fountain and green space;
- April 2012—present the draft improvement plan to the Parks, Recreation and Culture Commission;
- May 2012—begin a communications plan to draw attention to the fountain improvements and legacy; and,
- Work with stakeholders to seek out funding partners to assist in the improvements.

Respectfully submitted,



Barry Sparkes, Chair
Parks Committee

Attachment

2012-FEB-29

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REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

FROM: BARRY SPARKES, CHAIR, PARKS COMMITTEE

RE: MANSFIELD PARK IMPROVEMENT PLAN

RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the draft Mansfield Park improvement planning process.

EXECUTIVE SUMMARY:

Mansfield Park has been a popular park in the hospital area for over 50 years. It is well-used by families in all seasons and is a popular parks and recreation day camp destination in summer months. Many of the existing park amenities are old and in need of updating.

BACKGROUND:

At their meeting held on 2012-MAR-08, the Parks Committee reviewed the Mansfield Park Improvement Plan presented by Staff and recommend that the Parks, Recreation and Culture Commission recommend that Council approve the draft Mansfield Park improvement planning process.

Mansfield Park, located at 800 St Andrew's Street, was purchased by the City of Nanaimo in 1954 and is .9 ha. It is an accessible site with many park amenities such as playground equipment, basketball court, soccer field, small baseball diamond, lighting for the field, murals, field house with washrooms, picnic facilities, and irrigation. A wading pool also exists on site but has only been used as a spray feature in recent years.

Parks, Recreation and Culture Staff held a neighborhood meeting on 2007-JUN-07 with the hope of removing the wading pool prior to the summer of 2008. The idea was not well received and since has only been used as a spray feature with no improvements to the park.

Staff recently purchased some modern spray equipment from L'Ecole Ocean. The Francophone school had intended to install some spray features in the school playground, but was unable to overcome regulation difficulties. In addition, Mansfield Park has also been identified in our five-year playground capital plan as a site that needs upgraded equipment. Staff felt that this new spray equipment would enhance Mansfield Park and would like to revisit the idea of new spray features and overall playground and park improvements in 2012.

Suggested goals for this park improvement process are as follows:

- Remove the wading pool and add updated spray equipment in its place.
- Check in with the neighborhood about potential park improvements that would better meet current demographics.
- Update the park for optimal maintenance, aesthetics, safety, and cost effectiveness.

The suggested process for this park improvement plan is as follows:

- Summer 2012 — begin discussions with recreation staff and summer park users in conjunction with the summer playground programs. Survey could be available and information signs will be posted about upcoming park improvements.
- September, 2012 — Host a neighbourhood meeting in partnership with recreation staff, inviting input into park improvements and checking in with neighborhood needs.
- Discuss park strengths and weaknesses with Park Operations and Recreation staff.
- October, 2012 — present improvement plan to Parks, Recreation and Culture Commission.
- Spring 2013 — implement park improvement plan and complete improvements by 2013-MAY-31.

Respectfully submitted,

A handwritten signature in black ink that reads "Barry Sparkes". The signature is written in a cursive, flowing style with a large initial "B".

Barry Sparkes, Chair
Parks Committee

Attachment

2012-MAR-09
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MONTHLY ACTIVITY REPORT



February 2012

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	2	Pacific Opera Company	7:00 PM	Music	803	11
2	3	Jazz Fest School Concert	11:30 AM	Music	804	114
3	3	Jazz Fest	7:00 PM	Music	667	114
4	4	Dance Streams	7:30 PM	Dance	308	168
5	6	Cuban Nat'l Ballet		Tech & Rehearsal	0	37
6	7	Cuban Nat'l Ballet	7:30 PM	Dance	803	37
7	9	VIU Convocations	2:30 PM	Ceremonies	500	135
8	10	VIU Convocations	2:30 PM	Ceremonies	400	134
9	11	ScrapArts Music	7:30 PM	Music	579	9
10	12	Jamie Adkins Circus	7:00 PM	Family	442	5
11	16	VI Symphony	7:30 PM	Tech & Rehearsal	0	57
12	17	VI Symphony	9:30&11:30AM	School Shows	1600	57
13	17	VI Symphony	7:30 PM	Tech & Rehearsal	0	57
14	18	VI Symphony	12:30 PM	Open Rehearsal	496	57
15	18	VI Symphony	7:30 PM	Music	737	57
16	22	Down With Webster	7:30 PM	Music	651	21
17	25	WenWei Dance	7:30 PM	Dance	286	14
18	26	Jay & The Americans	7:30 PM	Music	442	14
19						
20						
21						
22						
23						

TOTALS

Number of Events: 18

Estimated Audience Attendance: 9518

Estimated Number of Artists/Crew: 1098

Total people through the building: 10616

Monthly Event Report



	# Events 2008	# Events 2009	# Events 2010	# Events 2011	# Events 2012	# Patrons 2008	# Patrons 2009	# Patrons 2010	# Patrons 2011	# Patrons 2012
Jan	22	13	21	17	11	5,126	4,191	10,368	5,912	3,813
Feb	32	18	15	34	18	10,911	8,308	5,455	10,271	10,616
Mar	16	27	23	15		5,078	9,604	7,808	6,056	
Apr	20	33	28	25		7,888	10,137	12,803	11,333	
May	28	16	23	26		13,173	6,254	8,917	10,709	
Jun	29	30	36	28		12,507	16,465	18,127	17,535	
Jul	20	2	7	17		6,908	457	994	2,132	
Aug	2	2	6	2		1,339	85	2,793	334	
Sep	15	9	18	15		6,787	2,925	7,726	4,468	
Oct	26	25	28	18		8,067	7,794	6,359	6,021	
Nov	34	30	25	24		14,306	10,083	10,070	10,873	
Dec	24	22	22	24		9,302	8,516	9,857	5,647	
TOTALS	268	227	252	245	29	101,392	84,819	101,277	91,291	14,429

Comparison of attendance for the same month last year

Comparison of events for the same month last year

3%	decrease
-47%	decrease

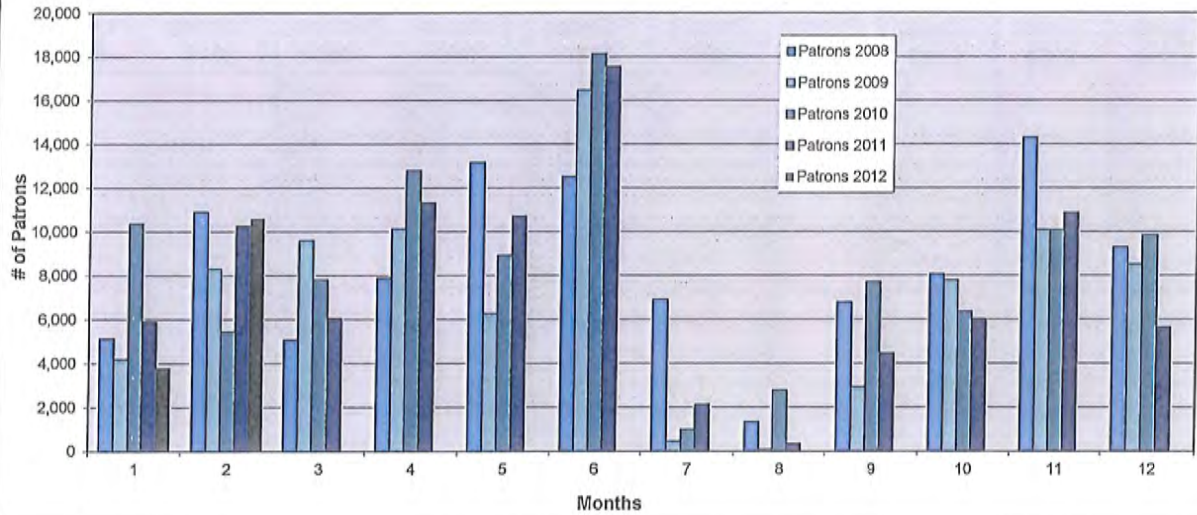
Five year average attendance for same month

Five year average number of events same month

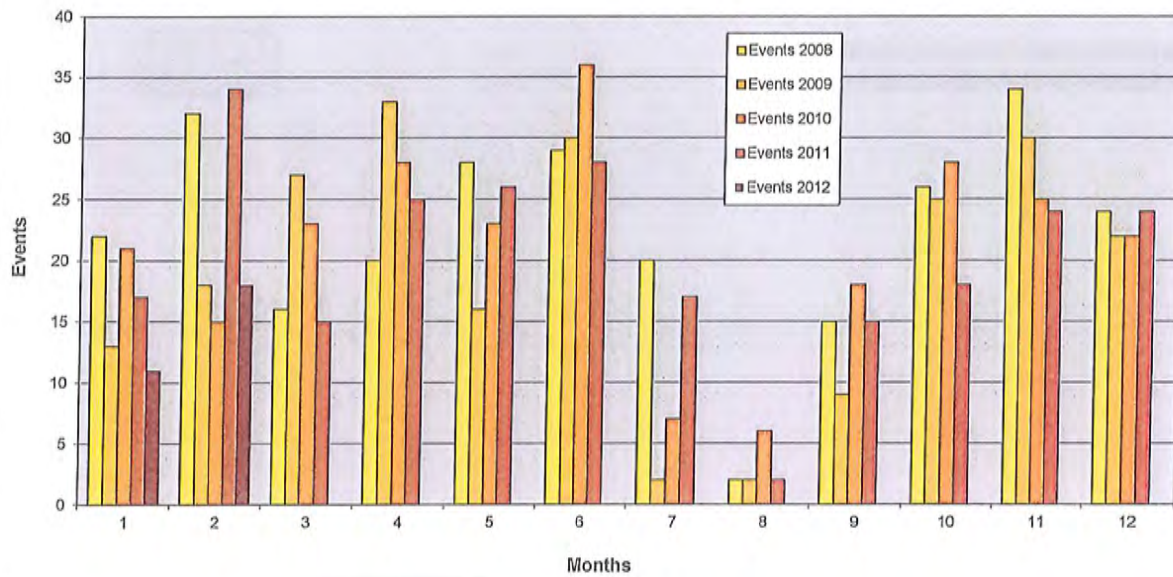
9,112
23



Patron Attendance Comparison



Event Comparison





ACTIVITY REPORT

February 1, 2012 to February 29, 2012

Submitted by *Ed Poli, Gallery Manager*

The Campus Gallery (VIU Campus – 900 Fifth St) presented:

- **Seeking Peace** - from January 13 to April 14, 2012 - A dramatic and stimulating installation by artist Deryk Houston which explores the concept of Peace, represents the realities of human conflict and carries the message that deep eternal hope always survives despite the darkness. Against a black background, white tangled bed sheets hung on ropes interspersed with careful lighting and the soft breeze of a small fan represent Houston's experiences of being inside a destroyed Ameriyah bomb shelter in Baghdad. The exhibit is accompanied by the screening of Deryk Houston's documentary *"From Baghdad to Peace Country"*, a National Film Board of Canada release.
- **Illuminating Peace** – from January 13 to April 14, 2012 – A beautiful installation by artist: Amy Loewan which features two main elements which occupy the height of the gallery from floor to ceiling. A central piece entitled *Lantern* (2009), an octagonal structure resembling a gigantic lantern is lit from within and hangs above a field of wheat and the eight panels of *A Peace Project* hang horizontally above a band of Jasmine rice. The work comprises sheets of traditional rice paper which are transformed into long weaving strips and then delicately woven to form an integrated whole. Hand written calligraphy and computer-generated topography are used to weave together eastern and western languages to intertwine world cultures and religions in a universal vision for human relations. More than 35 world languages are interwoven into this work.
- **Art Education** – The Gallery presented various educational workshops and gallery tours,

Campus Gallery Attendance - 344

The Downtown Gallery (150 Commercial Street) presented:

- **Art Sales and Rental Showcase** – An ongoing showcase of works by local artists who are part of the Gallery's Art Sales and Rental program.
- **Datastreams - Proliferating Signs & Cultural Layers** – from January 12 to February 4, 2012 – An exhibition of new work by members of the VIU Faculty of Digital and Media Studies.
- **Figure Show** – from February 1 to February 25, 2012 - The second annual exhibition of figurative drawings and sketches by members of the weekly life drawing classes held at the gallery.
- **Sea and Sky** – from February 9 - February 25, 2012 – An exhibition of work by artist Sharon Stone inspired by her love of water and sky.
- **Artrageous Saturdays** – The Gallery presented four *Artrageous Saturdays* art workshops for children.
- The Gallery space was used by a number of organizations and community groups and for various community events.

Downtown Gallery Attendance - 917

Total Attendance: 1261



NANAIMO MUSEUM

**Report to Parks Recreation and Culture Commission
February/March 2012**

Submitted March 12, 2012 by Debbie Trueman



Administration/Revenue

- Numbers – BC Arts Council – This application was submitted and successful for the amount requested.
- Gaming – application deadline is May 31st, submission will go in next week when audited statements are received.
- Yearend – The statements will be presented at the AGM next week. We have a surplus this year as we have pushed back construction of the next permanent section to this year. Also, we were planning for a gaming cut so being careful!
- Gift Shop - lots of lovely new things - come check it out!
- Summer students - applications have been submitted for 4 students again this year.

Exhibit Programming

- Permanent Exhibit Development – Exhibit design for the last major addition of the gallery looking at Retail, downtown and service development will be presented at the AGM next week with construction beginning after the 2 May exhibits are installed.
- 2012 first small feature exhibit in the lobby has been installed to celebrate International Women's Day - an exhibit about the "Woman of the Year" exhibit that used to be annually presented in Nanaimo. Two of our volunteers have won the award!
- The other feature exhibits for 2012 include the textile art/needlework/our collection exhibit and a toy exhibit for the Christmas season.
- "Bird" programming - the photo contest has entries, first urban bird tours and first specially designed school programs for Grade 4 both successes.
- Snoopy Soars with NASA opens late May.
- May will also feature a temporary exhibit in conjunction with Snunéymuxw First Nation on the Douglas treaty with material coming from Winnipeg and Victoria Archives.

Programs and Events

- May 3rd - we are working with partners (Chris Sholberg for one) on an event to commemorate the tragic mining accident of May 3, 1887. This will be 125th anniversary. We are interested in working with the south end community to remind residents and visitors of the community's coal mining heritage and the risks of working underground. This was the largest loss of life in an industrial accident in Canada for 31 years, eclipsed only by the Hillcrest Mine explosion in 1918.
- Spring Break - we are trying something new this year-drop in activities for "families" of every description with different activities each day.
- Venue Rental – includes: MS Society, Crimson Coast event, 2 day art workshop, Heritage Summitt, Literacy conversational English group, Nanaimo Grannies mixer, birthday party, May Queen crowning.
- Finalizing details for Sports Hall of Fame decisions next month with event in September.
- Facebook - please "Like" us!!

Community Partnerships

- As already mentioned, the May 3rd event and the Douglas Treaty exhibit.
- Finalizing details for a summer exhibit sponsor.
- Elder college partnership - 1st class has been completed and we are exploring expanding the partnership for ore downtown classes.
- Bruce Williams/A Channel downtown market research – is currently underway - I am looking forward to results.

Recent Comments

Louise Thaagaard, local, 19-54 who has been here 4 times *"Lovely older gentleman went over the expectation as a tour guide-just delightful. Have to return several times to really take in bird display. It is very in depth, exciting display."*

REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: LIZ WILLIAMS, MANAGER, RECREATION & CULTURE SERVICES
RE: TRAVEL ASSISTANCE GRANT – NANAIMO YOUTH CHOIR
PACIFIC INTERNATIONAL CHILDREN'S CHOIR FESTIVAL, EUGENE, OREGON

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Youth Choir in the amount of \$1,100.00 in order that the youth choir can attend the Pacific International Children's Choir Festival in Eugene, Oregon. The application meets all of the travel grant criteria.

EXECUTIVE SUMMARY:

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

On 2012-FEB-23, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Conservatory of Music – Nanaimo Youth Choir requesting financial assistance so the youth choir can attend the Pacific International Children's Choir Festival. Nanaimo is one of nine choirs invited to attend the festival in 2012. Staff determined that the application meets all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application.

BACKGROUND:

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application in the amount of \$1,100.00. The Nanaimo Youth Choir will be representing Nanaimo at the Pacific International Children's Choir Festival in Eugene, Oregon.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

Attachments

2012-FEB-27
File: A2-4 / A2-6 / B3-5-12
G:\Admin\PRCC\RptComm\PRCCRPT120328TravelAssistanceGrant-NanaimoYouthChoir.docx

City of Nanaimo
 Department of Parks, Recreation & Culture

Nanaimo Conservatory of Music
Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Youth Choir

DATE: Feb 27, 2013.

CRITERIA	Meets Criteria (Y)	Does not meet Criteria (N)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓ *		# Choirs don't qualify for competitions, they are 'recommended' to attend.
B. Attending a Regional, National, or International Championship	✓		
C. Traveling out of Province	✓		
D. Maximum \$100 per person up to \$2,000 per group	✓		
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (Y): ✓ AMOUNT: \$ \$1,100.

OR

NO GRANT RECOMMENDED (N): — DOES NOT MEET CRITERIA: —

EVALUATOR: Liz Williams POSITION: Nanaimo Recreation & Culture Services



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE
FEB 24 2012

Office Use

ORGANIZATION: <i>Nanaimo Conservatory of Music - Nanaimo Youth Choir Program</i>		DATE: <i>Feb 23, 2012</i>	
ADDRESS: <i>375 Selby Street</i>		PRESIDENT: <i>Andrew Homzy</i>	
<i>Nanaimo, BC</i>		SENIOR STAFF MEMBER: <i>Kathleen Darby</i>	
<i>V9R 2R4</i>		POSITION: <i>Executive Director</i>	
TELEPHONE: <i>250 754 4611</i>		TELEPHONE: <i>250 754 716-0639</i>	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>21</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>17</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>11</i>	TOTAL AMOUNT REQUESTED: <i>\$1,100</i>
DESTINATION: <i>Eugene, Oregon, WA</i>		DATE OF DEPARTURE: <i>June 25, 2012</i>	
EVENT TO BE ATTENDED: <i>Pacific International Children's Choir Festival (PICCFest)</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>see attached</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>see attached</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>see attached</i>			
SIGNATURE: <i>[Signature]</i>	TITLE/POSITION: <i>Executive Director</i>		DATE: <i>Feb 23/12</i>
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

Provincial and National Recognition

- 2010 – First Place Regionals– recommended to Provincials, First Place Provincials- recommended to Nationals.
- 2011 – First Place Regional – Recommended to Provincials, First Place Provincials and Award... recommended to Nationals – Second Place at Nationals.
- Note – Choirs do not travel to Provincial and National Competitions – when they place first in their region, the adjudicator may or may not recommend them to the Provincials. If recommended then they must record their submissions on a CD and sent to the competition. This is also the case for Provincial Competitions; if they place first they may or may not be recommended to Nationals by the adjudicator. If choirs do well at Provincial and National Competitions then they are invited to apply to attend National and International Festivals. Your chance of acceptance is much higher if you have received Provincial or National placements.

Other Funding Sources

- Bottle Drives
- Choir Performances and Concerts
- Applying to Service Clubs
- Thrifty Foods Smile Cards
- Beverage and Burger Night
- Grant Applications

Why Should Choir Receive Funding?

- The Nanaimo Youth Choir has had great success over the last two years. The more successful you are as a choir in Provincial and National Competitions the more opportunities you are provided to attend National and International Festivals.
- This choir is a very small group of 17 children. There is one family which has 4 children in the choir.
- Attending PICCFest will be a huge opportunity for these children to work with highly accomplished Children's choir conductors and 7 other international children choir.
- PICCFest organizers have made an exception for the Nanaimo Youth Choir to their acceptance policy of choir minimums of 20. NYC has 17 members.
- As choristers, these young people do much to encourage music and singing in their community. They are guests of many other groups and are always enthusiastic about what they love to do. They present concerts to school children each spring at the Port Theatre. These children are exceptionally dedicated young people who will represent their home town very well as they continue to put Nanaimo on the map and draw attention in the Choral Community.



Trip to PICCFest, Eugene, Oregon June 25 to July 2, 2012

Description	14 Choristers <16y	1 Chorister >16y	2 Accompanists (also choristers)	3 Chaperons	choir director
Cost to Piccfest	805.00	805.00	805.00	805.00	
Travel:					
* Ferry	14.00	25.00	25.00	25.00	25.00
* Shuttle Horseshoe Bay - Amtrack	26.00	26.00	26.00	26.00	26.00
* Amtrack	136.16	272.32	272.32	272.32	272.32
Medical Insurance	50.00	50.00	50.00	65.00	65.00
Meals & snacks en route	120.00	120.00	120.00	120.00	
Total cost	1151.16	1298.32	1298.32	1313.32	388.32
Accompanists & Chaperons pay 50%			649.16	656.66	
50% of Accompanist cost to choristers	86.55	86.55			
50% of Chaperons cost to choristers	131.33	131.33			
Director's cost	25.89	25.89			
Total cost to choristers	1394.93	1542.09			
Funds collected to date (\$7500/20)	375.00	375.00	375.00	375.00	
Updated cost to date	1019.93	1167.09	274.16	281.66	
Overall Cost					
Cost to Piccfest	16100.00				
Travel:					
* Ferry	371.00				
* Shuttle	546.00				
* Amtrack	3812.48				
Medical Insurance	1110.00				
Meals & snacks on route	2400.00				
Total Cost	24339.48				
Funds collect to date	7500.00				
Funds to be raised	16839.48				

Except for PICCFest cost, all values are estimated and/or current cost (e.g. ferry)

REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION

FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

AUTHORED BY: LIZ WILLIAMS, MANAGER, RECREATION & CULTURE SERVICES

**RE: TRAVEL ASSISTANCE GRANT – NANAIMO CURLING CLUB
2012 CANADIAN WHEELCHAIR CURLING CHAMPIONSHIPS
THUNDER BAY, ONTARIO**

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant by the Nanaimo Curling Club in the amount of \$200.00 for two members to participate in the 2012 Canadian Wheelchair Curling Championships in Thunder Bay, Ontario. The application meets all of the travel grant criteria.

EXECUTIVE SUMMARY:

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

On 2012-MAR-06, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Curling Club requesting financial assistance for two Nanaimo curlers to assist them in participating at the 2012 Canadian Wheelchair Curling Championships in Thunder Bay, Ontario. The Nanaimo Curlers will join other curlers from BC and represent BC at this National competition. Staff determined that the application meets all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application.

BACKGROUND:

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application in the amount of \$200.00. The Nanaimo curlers will be representing BC at the 2012 Canadian Wheelchair Curling Championships in Thunder Bay, Ontario.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanairo Curling Club DATE: Mar 6, 2012.

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

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 200.00

OR

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

EVALUATOR: Liz Williams POSITION: Nanaimo Rec & Culture Services



CITY OF NANAIMO

APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: Nanaimo Curling Club.		DATE: Mar 7 2012	
ADDRESS: 106 Wall St Nanaimo BC		PRESIDENT: Denise Wood	
V9R 1Z7		SENIOR STAFF MEMBER: Fred Rumo	
		POSITION: 1st Vice President	
		CONTACT: Denise Wood	
TELEPHONE: 250 753-3474		TELEPHONE: 250 753-3474	
TOTAL NUMBER OF PERSONS TRAVELLING: 6	TOTAL NUMBER OF COMPETITORS TRAVELLING: 5	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 2	TOTAL AMOUNT REQUESTED: \$ 200.00
DESTINATION: Thunder Bay ONT.		DATE OF DEPARTURE: Mar 17/2012	
EVENT TO BE ATTENDED: Canadian Wheelchair Curling Championships			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: 2012 Provincial Champion			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: 			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? we are representing the Nanaimo Curling Club. we have secured the 2013 Provincial wheelchair Championships for Nanaimo this will bring 20-30 people to Nanaimo to use the local hotels & restaurants			
SIGNATURE: [Signature]	TITLE/POSITION: 2nd / curler	DATE: March 7/2012	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

NANAIMO CURLING CLUB

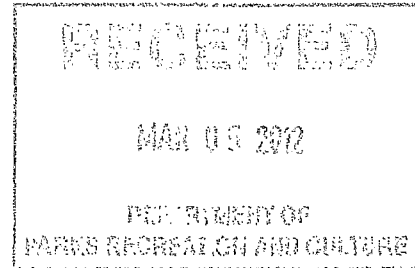
March 4, 2012

City of Nanaimo
Parks, Recreation and Cultural Services
Nanaimo, BC

Attention: Diana Johnstone
Chair, PRC Commission

Dear Mrs. Johnstone and Members of the Commission

SUBJECT: TRAVEL ASSISTANCE GRANT



We have recently become aware that the City of Nanaimo's Parks, Recreation and Cultural Services Department offers travel grants to team members traveling from Nanaimo to national sporting events, to help defray costs for the athletes.

Our wheelchair curling team will soon be travelling to Thunder Bay, Ontario to represent both BC and the Nanaimo Curling Centre at the national competitions. Our expenses will be considerable – much more than able-bodied curlers usually experience. The attached document will give an overview of what we anticipate it will cost team members to attend.

Wheelchair curling team members may not all come from the same club, or indeed the same city. As you can appreciate, wheelchair curlers are not as high in numbers as other sports. However, our team is made up of two members from Nanaimo, and because of those numbers, we will be named as representing our city, much to our pride and delight.

We respectfully request the PRC Commission's consideration of a grant to assist with our travel. If you have any questions, I can be reached at 250-722-0099.

Thank you for your attention to this request.

Yours truly

A handwritten signature in dark ink, appearing to read "Ellis Tuil".

Ellis Tuil

cc. Denise Wood, Manager, Nanaimo Curling Centre
Attach. (1)

Team BC 2012 National Wheelchair Curling Championships
Thunder Bay Ontario, March 17 - 25

Team BC (Nanaimo)

Skip: Darryl Neighbour, Richmond, 2010 Paralympic Gold Medallist
Third: Sonja Gaudet, Vernon, 2006 and 2010 Paralympic Gold Medallist
Second: Gerry Austgarden, Kelowna, 2006 Paralympic Gold Medallist
Lead: Corinne Jensen, Nanaimo, 2010 National Wheelchair Gold Medallist
Alternate: Ellis Tull, Nanaimo

Fundraising Appeal

Team BC receives funding from the Canadian Curling Association (CCA) to cover return air travel to Thunder Bay for the Canadian Wheelchair Curling Competition and three hotel rooms for the duration of the event. Curl BC, the provincial association, pays for team uniforms, the coach's hotel room, and a \$500 stipend for food costs. Other, non-funded expenses will include:

Vehicles in Thunder Bay: two vans for 11 days	\$1,000.00
Fuel for vehicles	\$100.00
Medical equipment: (bathroom transfer benches, bed bars, commodes with handles)	\$350.00
Fifth hotel room: (CCA pays only for three rooms, which is not enough for five wheelchair athletes plus two helpers) 11 days	\$1,500.00
Food: (\$40-50 per person per day x 5 athletes for 11 days)	\$2,500.00
Ferry: (2 vehicles, round trip Nanaimo/Vancouver)	\$300.00
Total:	\$5,750.00

Values associated with each level of sponsorship

Gold \$2000: Corporate logo on right chest of Team BC jackets (only two sponsorships available). Mention in all interviews, corporate name in national event program as major sponsor, name and/or logo on Nanaimo Curling Centre and Pacific Sport web pages, lobby ad in Nanaimo Curling Centre. Opportunity for a complimentary corporate curling experience at the Nanaimo Curling Centre.

Silver \$1000: Corporate logo on right arm of Team BC jackets, mention in all interviews, corporate name in national event program as major sponsor, corporate name and/or logo on Nanaimo Curling Centre and Pacific Sport web pages, lobby ad in Nanaimo Curling Centre.

Bronze \$750: Corporate logo on team bags, mention in all interviews, name in national event program as major sponsor. Corporate name and/or logo on Nanaimo Curling Centre and Pacific Sport web pages.

Fan \$250: Corporate name and/or logo on Nanaimo Curling Centre and Pacific Sport Web pages.

REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION

FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

AUTHORED BY: LIZ WILLIAMS, MANAGER, RECREATION & CULTURE SERVICES

**RE: TRAVEL ASSISTANCE GRANT – WHEATSHEAF FASTBALL CLUB
2012 SENIOR B MEN'S WESTERN CANADIAN FASTBALL CHAMPIONSHIPS
ABBOTSFORD, BRITISH COLUMBIA**

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant to the Wheatsheaf Fastball Club in the amount of \$1,000.00 for 20 players to attend the 2012 Senior B Men's Western Canadian Fastball Championships being held in Abbotsford, British Columbia. The application meets all of the travel grant criteria.

EXECUTIVE SUMMARY:

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

On 2012-MAR-08, Staff reviewed a Travel Assistance Grant application submitted by the Wheatsheaf Fastball Club requesting financial assistance for 20 players to attend the 2012 Senior B Men's Western Canadian Fastball Championships being held in Abbotsford, BC. Staff determined that the application meets all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application.

BACKGROUND:

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application in the amount of \$1,000.00. The Wheatsheaf Fastball Club players will be representing British Columbia at the 2012 Senior B Men's Western Canadian Fastball Championships in Abbotsford, BC.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

2012-MAR-15

File: A2-4 / A2-6 / B3-5-12

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Travel Assistance Grant Evaluation

APPLICANT: Wheatstreak Fastball Club DATE: March 8, 2012.

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

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

OR


NO GRANT RECOMMENDED (✓): _____ DOES NOT MEET CRITERIA: _____

EVALUATOR: Liz Williams POSITION: Williams



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: Wheatsteyn Football Club		DATE:	
ADDRESS: 2657 Labreux Rd Nanaimo BC V9T 3N3		PRESIDENT:	
C/o Jesse Honkum		SENIOR STAFF MEMBER:	
TELEPHONE: 250 686 5830		POSITION:	
TELEPHONE:		CONTACT:	
TOTAL NUMBER OF PERSONS TRAVELLING: 40	TOTAL NUMBER OF COMPETITORS TRAVELLING: 20	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 20	TOTAL AMOUNT REQUESTED: \$1000
DESTINATION: Abbotsford		DATE OF DEPARTURE: Aug 15/ 2012	
EVENT TO BE ATTENDED: 2012 Senior B Men Western Canadian Football Championships			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Softball BC Provincials			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: See Attached.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? See Attached			
SIGNATURE: 	TITLE/POSITION: Manager	DATE: Mar 8/12	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

Budget
Wheatsheaf Fastball Club
Western Canadian Trip

Expenses

Hotel's 10 hotels @\$150 per night for 5 nights	7500.00
Ferry- 20 team members @ \$30 for roundtrip	
and 5 vehicles @ \$100.00 per round trip	1100.00
Gas	500.00
Total	\$9100.00

Revenues

Sport BC Travel Grant (applied for)	400.00
City of Nanaimo Travel Assistance (applied for)	1000.00
Remainder of the Funds that need to be raised (see attached letter)	7700.00
Total	\$9100.00

Wheatsheaf Fastball Club
C/O Jesse Honkanen
2657 Labieux Rd.
(250) 686 5830
Nanaimo BC
V9T 3N3

Mar/08/2012

To City of Nanaimo Parks, Recreation and Culture Grant Committee

I am writing this application on behalf of the Wheatsheaf Fastball Club for Travel Assistance to attend the Western Canadian Fastball Championships which are to be held in Abbotsford from August 9-12, 2012. This tournament will include teams from British Columbia, Alberta, Saskatchewan, Manitoba, North West Territories, and the Yukon Territories.

Our team won the right to attend this championship by winning the 2011 Senior B Softball BC Provincial Championships which were held this past summer in Victoria. As part of our planning process to attend this tournament we came up with the idea to apply to Host the tournament as this year the tournament is held in BC. The tournament rotates between BC, Alberta, Saskatchewan, Manitoba, North West Territories and Yukon. Our thinking was that we could significantly reduce cost by hosting this in Nanaimo. We attended the Softball BC AGM in October and presented our bid to host. The city assisted us by helping with our bid presentation. Unfortunately we lost the bid to Abbotsford and now need to look at ways to generate funds to fund our trip to this prestigious tournament.

The Wheatsheaf Fastball Club plays in the Nanaimo Senior Men's Fastball League which has teams from Duncan to Campbell River. The league has been in existence for many years and in 2004, Lantzville Atlas Truss was crowned Western Canadian Champions by winning the tournament we are entered in next year. We hope that by this time next year we will be Western Canadian Champions, but we can not do that with out financial support. The Championship next year is the highest level of Fastpitch Softball in the province as there is no longer a Senior A category in BC. Over the past few seasons our team has made efforts to grow the game of softball at the grass roots level. We have hosted softball clinics made available at no charge to minor softball players. We have partnered with the Nanaimo Minor Softball Association to make this available to all players in the City. We will continue to do this next year.

As you can see by our attached Budget we have a shortfall of \$7700.00 (if we get the two grants we have applied for). I have not included any other costs such as league fees, tournament entry fees, etc... as these are taken care of by the fee we charge our players to play every year. This year we will have significantly higher costs to attend the Western Canadian Championships and we hope to get the support of the City of Nanaimo to assist us in Representing Nanaimo. We are hosting the 4th Annual Art and Marion Hutt Memorial Tournament in May as a Fund raiser for

our trip. We will also be holding 2 "beer and burger" nights with the first one being March 31st. The final fundraiser we have planned this year is our annual raffle where local businesses donate items for the raffle. Last year we made \$700.00 on this event.

I would like to thank you for reviewing our application for Travel Assistance and we look forward to representing Nanaimo at next year's Western Canadian Championships



Jesse Honkanen
Manager
Wheatsheaf Fastball Club

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: JEFF RITCHIE, SR. MANAGER OF PARKS AND CIVIC FACILITIES
RE: FOOD VENDOR SERVICES AT DEPARTURE BAY BEACH.

RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that staff develop a request for proposals for food vendor services to be provided at the Departure Bay Beach site conditional on agreement in principle from the local area businesses and the Departure Bay Neighbourhood Association.

EXECUTIVE SUMMARY:

At the 2012-FEB-22 Parks, Recreation and Culture Commission meeting a delegation requested they be given approval to provide food services at the Departure Bay Beach area. The Parks, Recreation and Culture Commission discussed opening this request up to potential food service providers at large. Staff will be drafting a Request for Proposals which will be offered to all vendors to apply. It would be a license agreement similar to other City agreements with food vendors.

BACKGROUND:

At present, the Parks, Recreation and Culture Department have two sites where vendor services are provided under a license agreement. At Maffeo Sutton Park, as part of the park redevelopment, an agreement with one vendor was negotiated for a temporary location which ultimately would become a permanent site in the new amenity building. The term of this agreement is from 2011-JAN-01 to 2015-DEC-31.

The other site where vendor services are provided is at Westwood Lake. This agreement is from 2011-MAY-15 to 2011-DEC-31 with an option to extend up to an additional two years. Staff are currently looking at providing an extension to the current vendor.

Departure Bay Beach has often come up as a possible food services site. Before going out for proposals, staff will ensure the adjacent businesses that may be in competition, support the proposal. As well, staff will ensure the Departure Bay Neighbourhood Association supports the idea.

The license agreement for the Departure Bay site would be for a one year term with (two) one year options to extend. There would be an annual fee payable to the City. The licensee would provide a temporary vending unit that would be removed daily. Hours of operation will be negotiated but weekends would be a priority. The successful applicant would be responsible for obtaining the appropriate permits and licenses, keeping the site clean and acting as an ambassador of the City. All units will be self-contained as there are no electrical or water services.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
RE: PORT THEATRE SOCIETY/CITY OF NANAIMO CO-MANAGEMENT AGREEMENT

RECOMMENDATIONS:

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

1. Approve the five-year Co-Management Agreement between the Port Theatre Society and the City of Nanaimo;
2. Increase the 2012 Management fee by \$15,000; and,
3. Reduce the City's Capital contribution to the Port Theatre starting in 2013 from \$100,000 to \$75,000 and reallocate the \$25,000 to the PR&C Capital budget for the Port Theatre building.

EXECUTIVE SUMMARY:

At its 2012-JAN-16 Finance/Policy Committee of the Whole meeting the Port Theatre Society made a presentation requesting Council:

- increase operating funding by \$90,000 annually;
- maintain the current annual City grant increase at 2%; and,
- Approve the transfer of existing Port Theatre capital reserves of \$74,500 to the 2011 operating deficit.

Council directed that staff prepare a report regarding the Port Theatre Society's request for Council's 2012-FEB-06 Finance/Policy Committee of the Whole meeting.

At the 2012-FEB-06 Finance/Policy Committee of Whole meeting Council approved the transfer of the Port Theatres capital reserve to offset a portion of the 2011 operating deficit and assist with cash flow.

As a next step, the 2012-FEB-06 Staff report to Council outlined a process that Port Theatre and City staff work to update the co-management agreement and to assess operating budget needs and opportunities with the long-term focus on energy efficiency, facility maintenance and programming. This work would be completed by mid-March for review by the Port Theatre Society Board, the Parks, Recreation and Culture Commission, and City Council prior to the adoption of the 2012 City budget in May.

The attached five-year Co-Management Agreement between the Port Theatre Society and the City of Nanaimo, as well as some operational items identified in this report, present an agreement and direction to ensure this community theatre is sustainable moving forward and managed as efficiently as possible.

DISCUSSION:

The Port Theatre has been in operation since 1998. The second five-year management agreement between the City of Nanaimo and Port Theatre Society ended 2011-NOV-30. To recognise the need for long-term sustainability of this community theatre a new co-management agreement has been developed to begin another five-year term between the City and the Port Theatre Society.

Proposed Changes in the new Co-Management Agreement

The City's Port Theatre has been well managed by the Port Theatre Society with cooperation from the City of Nanaimo for over 10 years now. However, what has become evident is that as the building ages the costs to maintain it are increasing. The primary change to this agreement from the previous five-year agreements is that it reflects a co-management structure where the maintenance and risk for the building infrastructure becomes primarily a City responsibility (similar to other City-owned and/or managed public facilities).

The following illustrates some key changes:

Theatre Operations

The Port Theatre Society is responsible for programming and operations of the building. The operating deficit of \$114,000 in 2011 was primarily because of reduced ticket sales and theatre rentals. To remedy this, the Port Theatre Society has reduced the number of events that it will be promoting in 2012 and possibly beyond – dependent on community demand. This action has both reduced operating expenses and the need to generate revenue through ticket sales and will enable the Port Theatre to operate within budget for the short-term.

The new agreement does not make any changes in regards to programming and operations. The Port Theatre Society is best suited to determine risk in regard to programming decisions and staffing levels; however, the City expects the Society's programming revenue to cover direct expenses as has been the case since 1998.

The Port Theatre Society has experienced decreased revenue from ticket sales, rentals, and memberships. In review of the Society's operations and service delivery staff recommend a \$15,000 increase in the Management fee that will enable the Society to maintain its service level to the community including:

- community-reduced user's rates to ensure access to the community owned facility.
- community programs such as "Theatre Angels", "Schools on Stage", and "EyeGo to the Arts".

Building Maintenance

On 2012-JAN-12, The Port Theatre proposed a request for \$90,000 increase to the management fee, with specific provision to reduce that amount through cost saving initiatives in collaboration with the City of Nanaimo. This is an area where substantial changes have been identified and are illustrated below:

Energy Savings

Energy costs for all City facilities have increased substantially over the last 10 years. Since 2002 the energy costs for the Theatre have increased over 50% – an increase of \$27,459.

Over the last year the City of Nanaimo Energy Manager has been working with the Port Theatre Staff to identify energy savings opportunities within the facility. The following table outlines three projects to

be completed in 2012 which will result in an estimated cost saving of \$12,000 annually. These projects are financed from both the Port Theatre Capital and City of Nanaimo Capital budgets.

	Kwh	Cost estimate \$	Incentives \$	Savings \$
Lighting	26,310	9,154	3,500	1,750
HVAC VFD	18,700	16,000	possible	1,250
Office AC	150,000	30,000	possible	9,000
TOTAL	195,010	55,154		12,000

These costs savings will be realized completely in 2013.

Civic Buildings Maintenance Efficiencies

As a result of the 2010 City of Nanaimo reorganization initiatives, the responsibility of all Civic buildings (operated either by the City or partners like the Port Theatre) became the responsibility of the Parks, Recreation and Culture Department. Since that time the Department has been looking at means to find economies of scale in the maintenance and overall asset management of Civic buildings.

The following items have been identified as areas that the City will take on with direct savings to the Society and at an increased cost to the City:

- HVAC maintenance contract \$6,290.
- HVAC filter replacement and system testing \$3,845.
- Passenger Elevator inspections \$5,000.

Although these responsibilities represent an increased cost and risk to the City, some savings may be possible by combining this work with contracts for similar work in other City facilities. Also, the City is responsible for this maintenance in most City-owned buildings (either operated by the City or Partners) and their failure would be the responsibility of the City in any event.

In 2012, a review of how HVAC systems are maintained for all City facilities will be completed to find overall efficiencies. The 2012-2016 City Financial Plan already includes an \$11,000 increase in maintenance costs for these items.

Capital and Asset Planning for the Building

The Port Theatre is a City of Nanaimo owned community facility. Long-term asset planning for the facility is therefore important for both the City and the Society. During the discussions with Port Theatre Staff the area of capital planning for the facility presented a number of options.

Currently, the City is developing an asset management plan for all City-owned facilities. This plan, when completed and presented to Council, will outline 10-20 year asset planning for all community facilities. With this in mind, the new agreement transfers the Port Theatre's long-term capital planning for building infrastructure to the City. The Port Theatre will still be responsible for performance and public space improvements (sound equipment, stage apparatus, carpets, fixtures) while the City will be responsible for the building systems and infrastructure (example: roof, electrical, HVAC, windows, doors).

Currently the Society receives \$100,000 per year for capital. This will be reduced to \$75,000 starting in 2013 and those funds are to be added to City of Nanaimo Capital budget to reflect the transfer of responsibilities to the City for building infrastructure.

All Assets Transferred to City Ownership

It is proposed that ownership of most theatre assets be transferred to the City (office furniture and computer systems) in recognition that these items are as essential to operation of the theatre as much as the seating and audio equipment. This has no direct cost to the City but reduces amortization costs to the Society. All Capital purchases are itemized within the ongoing seven-year Capital plan.

Summary

- The Port Theatre Society will see annual savings to operations of \$27,000 through energy efficiencies (\$11,000), with the City taking on additional building maintenance responsibilities (\$15,000).
- These cost reductions will enable the Port Theatre Society to reinstate budgets for supplies and maintenance (\$13,500), and, staff costs (\$10,500).
- The 2012-2016 City Financial Plan now includes an \$11,000 increase in maintenance costs to compensate for the building maintenance responsibilities transferred from the Port Theatre.
- There is a \$25,000 reduction to the Port Theatre for capital but this will not be a reduction to the City's contribution as it will go towards the City's capital budget – no net change.
- If approved, there will be a \$15,000 increase in the Management fee that will enable the Society to maintain its service level to the community.
- The Port Theatre Society will still receive a 2% increase to the management fee each year.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

Attachment

2012-MAR-22
File: A2-4 / C7-8 / D1-8-44-1 / M1-23
G:\Admin\PRCC\RptComm\2012\PRCC120328PortTheatreSociety-CityOfNanaimoCo-ManagementAgreement.docx

CO- MANAGEMENT AGREEMENT

DATED THE _____ DAY OF _____, 2012

BETWEEN:

THE CITY OF NANAIMO
455 Wallace Street,
Nanaimo, British Columbia
V9R 5J6

(the "Municipality")

OF THE FIRST PART

AND

PORT THEATRE SOCIETY
125 Front Street
Nanaimo, British Columbia
V9R 6Z4

(the "Licensee")

OF THE SECOND PART

WHEREAS:

- A. The City of Nanaimo (herein called the "City") and the Port Theatre Society (herein called the "Society") by Agreement dated for reference the 30th day of April, 1996 agreed that there would be constructed upon the Remainder of Lot 1, Section 1, Nanaimo District and of the Bed of the Public Harbour, Plan VIP63076 (herein called the "Land") a theatre (herein called the "Theatre") under the terms and conditions set out in the Agreement of April 30, 1996.
- B. It was further agreed that the City shall be the owner of the Land and the Theatre and that the Theatre be managed and operated by the Society under terms and conditions of a Co- Management and Operating Agreement between the City and the Society.
- C. The City and the Port Theatre Society wish to enter into a Co-Management Agreement (herein called the "Agreement") whereby the Society undertakes responsibility for the operation and maintenance of the Port Theatre.
- D. This Agreement is intended to provide the Terms of Reference for the occupancy, operation and management of the Theatre and the obligations of the Society and City in that regard.
- E. This Agreement is intended to provide sufficient flexibility so as to satisfy the Society's mandate and the City's ownership of the Land and the Theatre.

NOW THEREFORE in consideration of the foregoing and the mutual covenant and Agreements set out in this Agreement, the parties covenant and agree each with the other as follows:

1. License to Occupy

The City hereby grants to the Society the right to occupy the Theatre upon the Land subject to all of the terms and conditions including earlier termination as set out in this Agreement.

2. Term

The Society shall have the right to occupy the Theatre for a term of five consecutive years commencing January 1st, 2012 and ending December 31st, 2017 unless earlier terminated in accordance with the terms and conditions of this Agreement at which date the right to occupy shall cease.

2.1 Renewal Options

Provided that the Society is not in default under this Agreement, the Society may, by delivering notice in writing to the City ninety (90) days before the 5th anniversary of the Commencement Date, renew this Agreement for a further term of five (5) years on the same terms and conditions as are herein contained save and except for the renewal option. The City and the Society shall meet at least one (1) year prior to the termination of the Agreement and negotiate the provisions for a further term, or terms, subject to the approval of City Council to renewal. If Agreement has not been reached by the expiry date of this Agreement, then the Society will continue to remain in occupation of the Theatre, on a month to month basis, on the terms and conditions set out in this Agreement.

3. Society as Manager and Operator

The City hereby grants to the Society the right to manage and operate the Theatre for the Term in accordance with and subject to the terms and conditions set forth in this Agreement. The City will designate a representative to deal on its behalf with the affairs of the Theatre, herein after called the City Representative.

3.1 Rules and Regulations

The Society shall make such policies and procedures as are required to provide for the proper operation and management of the Theatre provided that such rules and regulations shall not be inconsistent with:

- a) the bylaws of the Society;
- b) the provisions, terms and conditions of this Agreement; and
- c) all applicable Federal, Provincial and City laws, by-laws and regulations.

3.2 Access and Use

The Society shall use the Theatre to accommodate all types of performing arts, live entertainment, and public and private assembly activities. Access to and use of the Theatre by members of the Society and by the general public shall be in accordance with guidelines developed by the Society for the operation of the Theatre, drawing where appropriate on relevant guidelines contained in City documents.

3.3 Programming and Operation

The Society shall be responsible for all aspects of the operation of the Theatre (save those exclusively to be performed by the City as described in this Agreement) including without limitation:

- a) all programming and booking of events in the Theatre;
- b) all responsibilities and functions delegated by the Society to the General Manager of the Theatre, herein after called the General Manager.

4. Ownership

Any improvements carried out to the Theatre shall, upon their completion, become the property of the City and shall be left in the Theatre following termination of this Agreement, except as listed in attached Schedule B "Port Theatre Society Assets".

5. Powers and Duties of the Society

5.1 Negotiation and Signing of Agreements

The Society shall be responsible for the negotiation of all Agreements with third parties for the use or occupancy of the Theatre. Except as otherwise provided in this Agreement, the Society shall have the power to make any Agreement in respect of the Theatre which relates to the long term operation, use or occupancy of the Theatre during the period of time that the Society has the right to occupy the Theatre under this Agreement.

5.2 Appointment of Person as Manager

The Society will establish a Committee of at least three (3) persons, one of whom will be the City Representative or designate, for the purpose of selecting the General Manager for the Theatre.

5.3 Payment of Expenses and Operating Costs

The Society shall be responsible for the general administration of the Theatre and, without limiting the generality of the foregoing; this shall include all expenses incurred in the operation and management of the Theatre. The City Council may, pursuant to *the Community Charter*, grant the Society an exemption from taxation on the assessed land and improvements during the life of this Agreement.

6. Theatre Policy

All policy governing the operations of the Theatre shall be in accordance with the provisions of this Agreement and shall be approved and determined by the Society with the Society being responsible for initiating such policy. The Society shall inform the City Representative with respect to policy matters and shall keep the City Council advised as outlined in Item 13.2.

7. Repair and Maintenance of the Theatre

7.1 Repair & Maintenance

- (a) The Port Theatre Society is responsible for theatre repair and maintenance including, furnishings, fixtures and equipment.
- (b) The City is responsible for maintaining and repairing the roofs, exterior walls, external horticulture, outside sidewalks, foundations and electrical, heating, ventilation and air conditioning repairs or replacements greater than \$3,500.
- (c) Schedule A "Schedule of Operating Responsibilities" attached to this Agreement outlines in more detail these responsibilities.

7.2 Entrances, Sidewalks and Snow Removal

The City shall be responsible for the maintenance of and snow removal from the access roads, walkways, plaza and sidewalks.

8. Liens

In the event that any claim of builders lien is registered against the title of the Land pursuant to the provisions of the Builders Lien Act with respect to any work performed pursuant to Item 7.1 herein, then the Society shall, within 30 days notification thereof, cause any such claim to be discharged from the title of the Lands. Should the Society fail to discharge any such lien within the time aforesaid, the City shall have the right to make application pursuant to Section 32 of the Builders Lien Act to have sufficient funds paid into Court to cause any such lien to be discharged from the title of the Land and the Society shall be responsible for payment to the City of any such sum, together with the costs thereof calculated on a solicitor and own client basis.

9. Maintenance of Insurance

9.1 Property Insurance

The City shall insure the Theatre building and fixtures against the perils and under the terms and conditions that the City insures other similar types of buildings and fixtures owned by the City. The Society shall insure Society assets.

9.2 Liability Insurance

The Society shall provide and maintain comprehensive General Liability Insurance, with the City to be an additional named insured to cover the functions of both parties in the management and operation of the Theatre and its various facilities in the minimum amount of FIVE MILLION (\$5,000,000) DOLLARS. Such liability insurance shall be in the standard form carried by the City, and approved through the City Representative. The policy shall provide for 30 days notice to the City before cancellation and should such policy lapse or be canceled the City may, at the cost of the Society, place insurance as provided in this section.

9.3 Effects Insurance

The Society shall not, without the prior consent of the City, permit anything to be brought into the Theatre that would invalidate or increase the premium payable for policies of insurance held by the City or the Society in relation to the Theatre or that would injure or deface the Theatre. The Society in its contractual arrangements will undertake to assign culpability to contractual users of the Theatre, and ensure that adequate Effects Insurance is provided.

9.4 Indemnification of City

The Society will indemnify and save harmless the City from and against any and all liabilities, obligations, damages, penalties, claims, costs (including reasonable solicitors' fees), fines, suits, demands and causes of action to, by or on behalf of any person, group, firm or corporation arising from the occupation or use of the Theatre by the Society or its invitees, employees, agents, members or any other person or persons for whose acts the Society is liable in law, or from any breach of the Society of any covenant, term or provision of this Agreement by the Society or its members, servants or agents or that might arise during the occupancy of the Theatre by the Society under this Agreement; save and except where any such matter is the cause of an act by the City or anyone for whom the City is in law responsible.

9.5 Strikes

The Society in its contractual arrangements with users will absolve itself of liability arising out of strikes or lockouts and thereby release the City from any responsibility or liability whatsoever that might arise out of the City failing to provide the Theatre or any services to the Theatre under the terms of this Agreement arising out of any strike or lockout between the City and its employees or as a result of any other labour dispute, provided reasonable notice of any situation that might give rise to a labour action has been provided to the Society such that the Society has had the opportunity to modify its operations to minimize its risk.

10. Financial Records

Proper and separate books of account and financial records of the Theatre's operation, as required by the Society Act, shall be kept by the Society at its expense during the occupancy by the Society of the Theatre. The City Representative or any person authorized by the City shall have free access to the Society's financial records at all reasonable times.

11. Budget

The Society's Board of Directors shall approve its annual Operating and Capital Budgets. The budget and annual operations plan of the society including staffing complement and organizational structure shall be submitted to the City Representative.

12. Annual Audit Statement

The Society will prepare and deliver to the City on an annual calendar year basis an audited statement of expense and income with respect to all revenues from and expenses for the use and operation of the Theatre as well as an audited statement of all related assets and liabilities. The Society will cause such annual financial statements to be audited by its auditor and thereafter submitted to the City Representative for consideration no later than April 30th in each year.

13. Reports

13.1 The Society shall provide monthly unaudited financial statements to the City's Representative and Director of Finance.

13.2 The Society shall submit an annual report to the City Council's Parks, Recreation and Culture Commission stating the previous year's operating and capital results and the previous year's operation statistics.

14. City's Financial Contribution

14.1 The City will consider each year the inclusion in its budget a management fee to the Society to be paid in equal quarterly amounts at the beginning of the quarter. The portion of the City's contribution that pertains to capital improvements will be paid at the start of each year. The Society shall participate in the City budget preparation process through the City's Parks, Recreation and Culture Commission.

14.2 All revenue obtained from operations shall become the property of the Society. The Society covenants and agrees that all revenue shall be used exclusively for the Theatre operations.

14.3 Should there be a surplus in any year as a result of operating revenues and the City contribution exceeding operating costs, the Society shall be entitled to retain the surplus for operations and reserves. The Society will not incur a deficit in excess of available accumulated surpluses. The City will be aware of the Society's financial performance during a year through the monthly reporting mechanism outlined in Item 13.1.

14.4 The Society will build a capital reserve through a variety of fund mechanisms. Expenditures from this fund will be determined by the Society in consultation with the City as outlined in Item 7.

15. Termination

This Agreement may be terminated by the Society or the City upon giving to the other party six months notice of its intention to terminate, such notice to be given in writing on the last day of any month.

15.1 Termination for Breach

Upon breach by the Society of any term or condition of this Agreement, the City may give to the Society 30 days notice to commence action to correct such breach to the satisfaction of the City, and if such breach is not corrected within an agreed reasonable period, the City may without further notice declare this Agreement terminated and may enter into possession of the Theatre and retain all moneys received by the Society under this Agreement and may recover all fees, costs and damages due to the City under this Agreement by suit or otherwise.

15.2 Termination For Other Reasons

In the event that:

- (a) The Society shall make an assignment for the benefit of creditors; or
- (b) The Society, for an unjustifiable reason fails to hold a general meeting of members for a period of eighteen (18) months or longer; or
- (c) The Society becomes bankrupt or insolvent or takes the benefit of any Act now or hereafter in force for bankrupt or insolvent debtors; or
- (d) Any order shall be made for the winding up of the Society; or
- (e) The Society is struck off the Register by the Registrar for any just reason whatsoever;

the City may give to the Society 30 days notice to rectify the matter in question after which time, if the problem is not rectified to the satisfaction of the City, the right to occupy the theatre by the Society shall be terminated.

16. Vesting on Termination

In the event that the City terminates this Agreement in accordance with the terms and conditions contained herein, or in the event this Agreement expires without further renewals, then the City will assume all outstanding contractual obligations and debts.

17. Tenders

The Society agrees that it shall adhere to a competitive system of tendering for purchased goods and services for the Theatre. Purchasing Policy shall be as approved by the Society. The Society shall have the option of joining with the City on tenders or to purchase merchandise from City suppliers.

18. Amendments

All amendments proposed to the terms and conditions of this Agreement shall be submitted in writing for consideration.

19. Communications

All communications relating to this Agreement between the Society and the City (apart from the ongoing exchange of operating information), shall be done in writing.

20. Notices

Any notice herein provided or permitted to be given by the Society to the City shall be sufficiently given if delivered to the City at:

CITY OF NANAIMO
City Hall
455 Wallace Street,
Nanaimo, BC V9R 5J6
Attention: Director of Parks, Recreation and Culture

Any notice herein provided or permitted to be given by the City to the Society shall be sufficiently given if delivered to the Society addressed to:

PORT THEATRE SOCIETY
125 Front Street,
Nanaimo BC V9R 6Z4
Attention: General Manager

Either party may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified shall be deemed to be the address for such party for the giving of notice there under. The word "notice" in this paragraph shall be deemed to include any request, statement or other writing in this Agreement provided or permitted to be given by the City to the Society or by the Society to the City. Such notices may be given by personal delivery, mail or by fax and if given by mail shall be deemed to have been received five days after the date of mailing.

21. Conflict of Interest

Society Board Members and Staff shall be subject to the Society's "Conflict of Interest" policies.

22. Appeals

In the event that Agreement between the City Representative and the Society cannot be reached on matters involving the City's and/or Society's interests, the Society or the City Representative may appeal the matter to the City Council. A decision of the Council shall be final and be binding on all matters which require City consent or approval.

23. Agents

It is understood and agreed that the Society and all agents, servants and employees of the Society are not and shall not be deemed to be agents, servants or employees of the City.

24. Assignment

This Agreement shall enure to the benefit of and be binding upon the parties hereto. This Agreement is personal to the Society and cannot be assigned to any other person.

25. Interpretation

Wherever the singular and masculine are used throughout this Agreement the same shall be constructed as meaning the plural or feminine or the body corporate or politic as the context requires.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

by its authorized signatories:

Mayor

Director of Legislative Services

by its authorized signatories:

Port Theatre Society

Port Theatre Society

SIGNED SEALED AND DELIVERED

in the presence of:

Witness (please print)

Witness Signature

Address

Occupation

SCHEDULE A

SCHEDULE OF OPERATING RESPONSIBILITIES

Both organizations take responsibility for notifying each other of any system failure, anticipated failures or damage in a timely fashion. Representatives from both organizations shall meet on a regular basis to ensure that communication and planning coordination is current.

All planning and execution of these repairs / replacement jobs shall be done by the Society, or in coordination with the Society, to ensure that operational impact is kept to a minimum.

As stated in the agreement the City of Nanaimo will be responsible for all mechanical and building maintenance issues exceeding \$3,500. The Society however will be responsible for capital improvements as illustrated in this schedule and the agreement. Capital planning for the Theatre and assets will be done in cooperation with the City and Society as outlined in this schedule and the co-management agreement. A 10 year capital plan will be established and updated by both organizations as outlined in the agreement.

1. Electrical

The City is responsible for:

- High voltage feed to the building up to and including the step-down transformers in the Port Theatre electrical vault.
- Backup generator maintenance and feed to Port Theatre including transfer panel.
- maintenance of all breaker panels

The Society is responsible for:

- All electrical equipment and distribution at 120volt.
- Installation of additional circuits as required.

2. HVAC

The City is responsible for all HVAC inspections, repair and maintenance.

3. Plumbing Water

The City is responsible for:

- high pressure water, up to and including pressure reduction valve, in the Port Theatre
- replacement and re-build of the commercial boilers
- Inspection and annual certification of boilers.

The Society is responsible for:

- ongoing maintenance of hot and cold water systems, for all plumbing fixtures and water distribution throughout the building
- replacement of domestic hot water tanks

4. Structural

The City is responsible for:

- maintaining and repairing exterior walls and building foundations

5. Roof

The City is responsible for:

- maintenance, repair and replacement of roofing membrane
- roof top fall arrest system and the annual inspection of anchors

6. Equipment

The Society is responsible for:

- furnishings, fixtures and equipment and to provide inventory information to the City for insurance purposes

7. Elevating Devices

The City is responsible for:

- Monthly inspections and annual certification of the public elevator(s).

The Society is responsible for:

- annual inspection and certification of the Stage Lift

8. Fire Suppression | Fire Alarm | Sprinkler

The City is responsible for:

- high pressure valves

The Society is responsible for:

- ongoing maintenance and care
- annual testing and inspection

9. Interior Surfaces

The Society is responsible for:

- maintenance and repair of all interior surfaces as required, including all interior doors and hardware

10. Exterior

The City is responsible for:

- all exterior wall finishes, plaster, paint
- all exterior doors, with the exception of the automatic door
- all exterior lighting fixtures, lamp replacement and maintenance
- all window repairs due to breakage and system failure
- window maintenance, trim and desiccant inserts
- landscaping and sidewalk maintenance
- garbage pick-up of sidewalk trash cans

- painting of all exterior handrails
- Snow removal on sidewalks and the loading bay – procedure will be worked out and added to City snow and ice and removal procedure.

The Society is responsible for:

- window cleaning
- garbage and recycling contract for removal
- maintenance of interior hardware on exterior doors including automatic doors

11. Alarm and Security

The Society is responsible for:

- repair and maintenance of alarm and security systems

SCHEDULE B

PORT THEATRE SOCIETY ASSETS

- Steinway 'D' Concert Piano
- Public space Artwork, other than Cultural Award photos
- Society files as per Society Act
- Intellectual Property- data
- Port Theatre staff personal items
- Operating supplies

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

FROM: JEFF RITCHIE, SENIOR MANAGER, PARKS & CIVIC FACILITIES

RE: MONTHLY REPORT – FEBRUARY 2012 – PARKS OPERATIONS

The following highlights are the park initiatives for February 2012.

PARK PLANNING & DEVELOPMENT:

- Work is beginning on the Maffeo Sutton Improvement Plan update. Staff have been providing input into future improvements as a first step and public information boards are being designed.
- The 2012 Temporary Art pieces have been chosen. New art pieces will be installed in May and old art pieces will be auctioned off in late April.
- The 2012 street banner design has been chosen. The winning design will be on display by the May long weekend.
- Trail and safety improvement work in the School Board property near May Richard's Bennett Pioneer Park has begun and should be complete by 2012-MAY-01.
- Design work is moving forward on a boathouse at Loudon Park as part of the Loudon Park Improvement Plan.
- Staff are working closely with the RCMP to help reduce transportation and use conflicts at Long Lake and Loudon Park in anticipation of a busy summer at the lake.
- The Harewood Centennial Park Plan continues to move forward. Stakeholder discussions were held in February and March with public input sessions being held again in the spring.
- Staff are working on a circulation and parking lot improvement plan for the Oliver Woods Community Centre.
- Staff are working on improvement concepts for the Italian Fountain and surrounding green space. The improvements will meet current code and better fit the adjacent site changes at Port Place Mall. The RCMP has been giving input into this high profile location.

VOLUNTEERS IN PARKS:

- Forest Drive neighbourhood has tendered and chosen playground equipment. They are continuing with their fundraising and are aiming to install Phase 1 (playground equipment) in June 2012.
- The Nanaimo Old City Association and Pawson Park residents have made lots of progress in establishing a community garden group, organizing special events in the park, and making it a community gathering space. They are also making progress on fundraising for Phase 2 of their park improvements.
- Residents near May Richard's Bennett Pioneer Park continue to hold forest-thinning work parties to promote healthy forest succession and raise awareness about urban forestry.
- The Applegreen VIP is fundraising to complete their site landscaping.
- Residents in the Stephenson Point area are moving ahead with a proposal for a playground development grant.
- Residents around Norasea Park are moving ahead with their VIP playground fundraising.
- Interest in VIP has been expressed in the Eagle Point neighbourhood, Stirling Avenue area, and Parkwood neighbourhood.

MAINTENANCE AND CONSTRUCTION:

- The new electric car charging station was installed at Beban Park. This will provide electric car owners the opportunity to recharge their vehicles while using the recreational facilities at Beban Park.
- Tack strips were installed throughout the Beban Social Centre to allow for users to attach posters, notices or decorations during their functions without doing damage to the wall surface.
- Renovations to the Maffeo Park Washrooms have begun. Parks staff have pre-made new concrete counter tops to replace the old laminate surface. The concrete tops will provide an attractive finish while being strong and vandal resistant.

PARKS UTILITY:

- New backflow preventers were installed at Pipers Park, Sealand Pump Station and at Maffeo Sutton Park. The backflow preventers are required to prevent any cross-contamination back into the City's water supply.
- With the winter now over, staff have been preparing winterized washrooms to make them ready for the upcoming season.
- Repairs to the Protection Island Boat Ramp concrete surface were completed. A major sink hole had appeared over the winter. Work was also done to the boat ramp at Brechin.

FACILITY OPERATIONS:

- A re-circulating pump motor, impeller and bearing assembly was replaced for the domestic hot water at NAC.
- The Zamboni fill line at NIC was torn off the wall and had to be rebuilt.
- Staff fabricated and installed new metal brackets for the divider netting in the Beban Centennial Building.
- A hot water line in the Community Service Building failed, causing water to flood a portion of the lower floor. Staff had to open up the ceiling to locate the broken pipe to make the needed repairs. There was no water damage from the leak.
- The overhead vents at the Beban Pool were removed and replaced as they had corroded from the chlorine environment.
- A new DE tank header was fabricated and installed in the Filter Room of the Kin Pool.

TURF AND PARKS:

- Staff continued cleaning and rebuilding baseball and softball diamonds in preparation for the upcoming season.
- Turf field soil and grass tissue analysis for fertilizer scheduling and composition was completed.
- Minor snow and ice abatement during inclement weather.

TRAILS:

- Staff worked on the new May Bennett off-leash dog park on property recently licensed to the City from S.D. 68.

HORTICULTURE:

- Rosa Rugosa (roses) pruning in Maffeo Park used 68 man hours.
- Italian fountain has had a small renovation with selective shrub and tree removal.
- Italian fountain has been mulched using the "lasagna" method of placing cardboard down on infested areas and mulch placed on top.
- Trees have been pruned this season throughout the community.

URBAN FORESTRY:

- Working on update to the Urban Interface Fire Strategy with Fire Department.
- Event planning for Earth Day.
- Working on update to Landscaping Section of the Manual of Engineering Standards and Specifications.
- Working on the Tree Inventory Program – pilot project in conjunction with the Engineering Support GIS staff.
- Five Tree Removal Permits processed.

ANIMAL SERVICES DIVISION – PARK REPORT:

City of Nanaimo Animal Services – Park Report February 2012					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beban	2	37	2		1
Bowen Park	3	10			
Brookwood					
Buttertubs Marsh					
Colliery Dam	1	5			
Departure Bay	1	1			1
Divers Lake					
Groveland Park					
Gyro Park					
Harewood Cent.					
Harry Wipper					
Linley Valley					
Long Lake					
Maffeo Sutton					
May Richards Bennett	1				
Neck Point					
Northfield Parkway Trailway					
Participation Park					
Pipers Lagoon					
Robins Park	1				
Westdale Park					
Westwood Lake					
TOTALS:	9	53	2		2

TRAIL COUNTS FOR JANUARY 2012:

PARK SITES	JANUARY DAILY AVERAGE	FEBRUARY DAILY AVERAGE	PEAK TIME OF USE
Blueback Beach Access	54	67	4 PM - 5 PM
Invermere Beach Access**	40	48	3 PM – 4 PM
Pawson Park	88	100	2 PM – 3 PM
Linley Valley	38	42	1 PM – 2 PM

**counters that would have to count traffic coming and going. For accurate representation should be divided by 2.

VANDALISM REPORT FOR FEBRUARY 2012:

BUILDING AND ENGINEERING R&M

• Graffiti removal and painting	\$1,541.51
• Replacement sign at Bowen Park	\$ 93.00
• Replace door hardware at Beban Park	\$ 131.15
• Replace play equipment at Maffeo Sutton	\$ 653.24
COST	<u>\$2,418.90</u>

MATERIALS AND SUPPLIES

• Misc supplies	\$ 275.94
COST	<u>\$ 275.94</u>

LABOUR AND FLEET (City Vehicles)

COST	<u>\$ 744.12</u>
-------------	-------------------------

TOTAL COST: \$3438.96

Graffiti repairs:

- Old Museum - retaining walls;
- Nob Hill Park – benches;
- Barsby Park - bridge and trail;
- Scout Hut;
- Front Street/Cameron Island - boardwalk and trees; and,
- Departure Bay Activity Centre – doors.

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER
RE: HAREWOOD CENTENNIAL PARK IMPROVEMENT PLANNING PROCESS UPDATE

RECOMMENDATION:

That the Parks, Recreation and Culture Commission receive this report.

EXECUTIVE SUMMARY:

Harewood Centennial Park is a destination for many residents of the South End. The Park is situated adjacent to John Barsby High School and the City's Harewood Park Operations Yard, along Seventh and Howard Streets. The 15.7 acre (6.4 hectare) park includes recreational amenities such as a playground, spray park, four tennis courts (with lights), lacrosse box, change rooms and washroom, two lit sports fields (including two ball fields and two soccer fields) and parking areas.

In recent years, several groups have approached the City asking for improvements to this park including a covered area for lacrosse and other sports as well as a youth skateboard park. Residents have also asked for aesthetic improvements to the Park Operations Harewood Yard. Recent housing, commercial development, and the construction of Tilicum Lelum in the Harewood area have also changed the dynamic of Harewood and contributed \$60,000 toward recreational improvements for the neighborhood. Staff would like to proceed with the planning process as outlined below.

BACKGROUND:

The Harewood Centennial Park Planning process is allowing Commission to explore what park improvements and recreational facilities are desired by the greater neighborhood and park users. This park serves as a community park and strategizing for short and long facility upgrades to create a community gathering space for all ages will be a goal of all improvements. In addition, it is hoped that a community park improvement process will build relationships among the City, schools, neighborhood association, community aid agencies, youth groups, and sports teams.

The updated planning process is as follows:

Stage 1: Review of Existing Conditions

- Updated base mapping (January 2011)
- Reviewed current park use and conditions (trail counters, special event bookings, site inventories etc. (January 2011)
- Visited McLeod Park in Langley and precedent research on other youth parks

Stage 2: Assess Priorities for Park Use and Improvements

- Held open house #1 to obtain input into major park issues, recreational needs of the area and development of a park vision (April 2011).
- Public survey regarding park and improvement opportunities (April-May 2011)
- Met with and surveyed students at John Barsby school (grades 8-11) regarding park and recreational needs (May 2011)
- Discussed park improvement opportunities and opportunities for school partnerships with John Barsby administration (summer 2011)
- Assessment of survey results (August 2011)

Stage 3: Plan Preparation

- Drafted schematic improvement plan (see attached) based on feedback and shared visioning (Winter 2012)
- Present schematic draft improvement plan to Parks, Recreation and Culture Commission review (March 2012)
- Present draft plan to public and stakeholders at Open House #2 and through meetings (Spring 2012)
- Share draft plan with School Board 68 facilities staff as well as John Barsby School administration and Community schools program (Spring 2012)
- Present final Improvement Plan with phasing and budget to Parks, Recreation and Culture Commission for approval and recommendation to City Council (Fall 2012)

The initial public open house and survey results have helped to form a clear vision for the park. Over 1500 written invitations were sent out to residents in the Harewood Area as well as signs at the park, and notice through the neighbourhoods' association, facebook, newspapers, and community schools program. Over 100 people attended and/or gave feedback through the online survey while 66 students from John Barsby participated in a separate input process. Both age brackets shared the same desire for a safe intergenerational park.

Key themes in both age categories were:

- Increasing park safety and crime prevention (including lights and sight lines)
- Facilitating walking and better park circulation
- Breaking up the large park for better utilisation of space
- Having facilities for all ages
- Improving facilities and programming for youth (under 18)
- Providing a community gathering place that is covered (for all ages)
- Including public art, shade trees, and seating areas
- Improving the field conditions

The adult population also mentioned issues with dog's off-leash on the field and considering an off-leash dog area. The youth population expressed a strong desire for a mobile vendor and improved washroom facilities.

This input, as well as future public discussions, will guide the Stage 3 site planning and review process and be integral in a design that meets the recreation and green space needs of all ages in the community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard Harding", written in a cursive style.

Richard Harding, Director
Parks, Recreation and Culture

2012-MAR-15
File: A2-4 / D1-3-4
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PRCCRPT120328HarewoodCentennialParkImprovementPlanningProcessUpdate.docx



Harewood Centennial Park Improvement Concept

The City of Neashino began a park improvement process at Harewood Centennial Park in 2011. This improvement concept addresses key concerns and meets recreational needs identified by neighborhood stakeholders, John Barby School, and the Harewood community.

Key Goals:

- Increasing park safety and crime prevention (including lights and sight lines)
- Facilitating walking and better park circulation
- Breaking up the large park for better utilization of space
- Adding facilities for all ages
- Improving facilities and programming for youth (under 18)
- Providing a community gathering place that is covered (for all ages)
- Adding public art, shade trees, and seating areas
- Improving the field conditions

Key Park Features:

1. A desire for a South End **Shaded** park has been expressed by youth of Neashino for quite some time. This park has the space for this facility and, given the adjacent school, may be a suitable location.
2. If desired, Neashino's first mountain **bike** park could be constructed with small dirt jumps and on-ground structures.
3. The Neashino District Lacrosse Association has expressed interest in construction of a **Covered Multi-Purpose Sport Facility**. This facility would be almost like an unheated gymnasium, stand and lined for box lacrosse as well as other sports. Neashino currently has 2 outdoor box lacrosse areas (one being at Harewood Centennial). The space could be used and booked by multiple sports as well as community school events.
4. Re-configuration of the field space and relocation of lights could result in the creation of **two soccer fields** and small fields with 2 ball diamonds for increased field efficiency. Long term fields could be upgraded to artificial turf.
5. A figure 8 **loop trail** system around the park and school offers opportunities for casual recreational use and fitness options for sports and gym programs. Given the lack of sidewalks and unsafe circulation on the park perimeter, it also improves circulation safety.
6. Clear trails, sidewalks and walking paths would improve **air circulation** and make the path safe for baby buggies and wheelchairs. Children learning to ride bikes could also practice on the trail network.
7. External **park equipment storage** would be relocated. Benches would remain (at least for short term) with covered storage that would be screened.
8. Other **preventative through environmental design** would be considered in all improvements to maintain sight lines, light levels, feeling of security, and reduce crime in the park.
9. Re-running through the park is salmon breeding and riparian **habitat enhancement** & interpretation could help to celebrate this.
10. Public art & murals by students & artists will help to customize the space and involve local community in place-making. Art could be on buildings, fences and other creative projects.
11. Planting of additional **shade trees** would help to make the park comfortable and beautiful.
12. Placement of **benches and picnic facilities** at key rest areas and viewpoints will help to make the park comfortable for users.
13. A **neighbourhood book** could be added to the park. One side could be for local postings and the other side could have historical information about the settlement of Harewood.
14. Parking along can be hazardous and dangerous to both drivers and pedestrians. More **organization of parking** could be built into the plan.
15. **Community gathering** spaces such as a shelter, kiosks, and places could be built into the design as a landmark and meeting area for the neighbourhood.
16. The **reed bed** off Howard Avenue was identified by the community as a landmark and will be preserved.
17. Creation of **Park Gateways** will define entrances into the park & be a welcome feature.

REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION & CULTURE

FROM: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION & CULTURE SERVICES

RE: MONTHLY REPORT – FEBRUARY 2012 – RECREATION AND CULTURE SERVICES

PROGRAM HIGHLIGHTS

762 participants enrolled in swim lessons at Beban and Nanaimo Aquatic Centre (NAC) compared to 679 participants in 2011.

MARKETING

Advertising Campaigns (initiated/completed):

- Continued with Nanaimo, It's a Lifestyle campaign elements: Harbourliving.ca, Island Radio, monthly newspaper article/ad;
- Submitted monthly on-hold message recording;
- Committed to several local publications to promote upcoming guide release; and,
- Participated in Public Banner Contest Design Review.

Communications:

- Facebook: 4,327 followers (increase from 4,264);
- Twitter 3,230 (increase from 3,000) followers with 924 tweets (posts we issued);
- SM topics: Activity Guide, Spring Break Program, Strategic Planning, Public Charging Stations, program promos; and,
- Ongoing Corporate Communications Committee projects - Water Supply, Strategic Planning, Transportation, Public Charging Stations, internal communications.

Media:

- News Bulletin monthly feature article- the editorial was about partnerships and the new year and the feature instructor was Lesley Lorenz;
- Media Invites/event: Electric Car Charging Stations; and,
- Parks videos posted- Walk Fit classes.

Graphics Design:

- Activity Guide production completed 2012-FEB-20 with distribution to our facilities happening 2012-MAR-01. Worked to implement additional LERN and staff recommendations, including putting all of the public drop-in schedules at the front of the guide (added fitness drop-in to this section), placing ads off of program pages, simplifying the registration information page, adding a culture section, adding a page on "free things to do" (back page), moving the summer section to the beginning of the guide after "Spring Break Programs", and adding section headers.
- Created/updated posters for Lifeguard Rodeo, Free Swimming Lessons, Pathway to Fitness, Spring Drop-in Fitness Classes at Oliver Woods, 2012 Art Show & Sale, Glow in the Dark Skates, Friday Teen Dance, LIT Masquerade Party, Pottery Programs, Teddy Bears, 3 vs. 3 Co-Ed Adult Recreational Soccer, Kick & Dribble, Kids Having Kicks, Tots Movie Night Out, Activity Guide Distribution.
- Created new Spring Break Flyer which was distributed to schools on 2012-MAR-01.
- Updated LEAP, Dog Off-Leash, Corporate Pass and Weddings in Parks brochures.

- Created email banners, Facebook ads and lobby screen ads for Spring Registration and Activity Guide distribution, 2012 Art Show & Sale and Pathway to Fitness.
- Created various ads, including the monthly Bulletin Ad with emphasis on “Spring and Summer Activity Guide” and “Lifeguard Rodeo”. Also did up ads for the Gabriola Sounder (Activity Guide ad) and for a Curling Brochure for an event the City of Nanaimo is helping to sponsor.
- Created new Cultural Awards invite.
- Assisted Parks and Open Space Planner on plan updates and website updates, and also with dog off-leash parks information, including the creation of a survey using Survey Monkey.
- Updated the Activity Guide advertising package that will be in effect for the next Activity Guide production.

Sport/Event Tourism:

- 2011 Sport Achievement Awards wrapped up – staff will participate in the 2012 awards;
- Transferred Events Kit to the DNBIA to manage;
- Worked continues with the VISTC preparations for CSTA conference;
- Met with MS Society and Silly Boat organizers to discuss summer events; and,
- Supplied information/give-a-ways to the Curling Club Provincials and Women’s Volleyball Nationals.

STAFF DEVELOPMENT

- Arena Staff attended CISM training, On the Move workshop, RFABC Zone meeting and Acting Locally workshop. Staff attended a Class Mini Conference – Esquimalt, CAAWS Workshop – Campbell River, and Worksite Safety Inspections – CON course.

SPECIAL EVENTS

- **Healthamongus:** Due to the teachers' labor dispute registration information for Healthamongus has not yet gone out to schools. The process of hiring and training Program Leader staff for this event is scheduled to start 2012-MAR-20. Healthamongus is scheduled for 2012-APR-16 to 2012-APR-19 at NIC.
- **Student Art Exhibit:** The show will take place Sunday, 2012-MAR-11 at Beban Park Lounge.

COMMUNITY DEVELOPMENT

Arena: Two Pro-D day hockey camps were full with waitlists. Public drop-in skate sessions were up 22% from 2011, daytime Adult Leisure up 23%, Parent and Tot up 23%, and Glow in the Dark up 104%.

Aquatics: RSL was the successful recipient for supplying new bleachers for the deck at NAC. The Nanaimo Harbour City Seniors purchased a 'Hydrorider' stationery water bike for Beban Pool, scheduled to be used when three guards are on deck as the bike is very heavy.

Fitness Gyms: Staff toured weight rooms in Vancouver (2) and Parksville (1) in February to gather information on equipment being used in their gyms. This information will help with the RFP for our new equipment purchase.

Community Events: Significant community events taking place in the Social Centre in February included: PRC Teen Dance; Maple Sugar Festival; two Blood Donor Clinics; Kirkwood Academy Gala; Bridal Fair; and, Evergreen Exhibitions Early Spring Home Show. Staff have identified a need to formalize booking outdoor Beban breezeway space due to assumptions and expectations of some regular facility renters, which has led to conflicts and confusion for others. Two electric car charging stations are now available free of charge to the public at Beban Park. Working with Dry Grad and VIE X to prepare their groups for 2012 event limitations due to Cliff McNabb Arena shut down.

February Statistics:

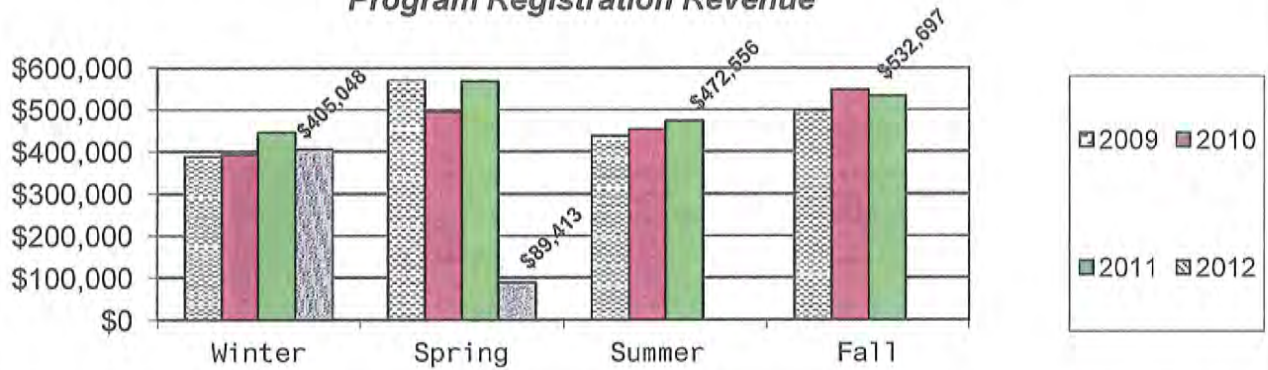
Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	48,586	50,807
Clubs:	4,031	3,524
Lessons, Rentals, Schools:	3,945	4,587

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	180.50	167.25	4,563	3,877
Lessons: Department programs and Schools:	172.45	173.50	3,338	3,347
League Rentals:	835.25	708.00	36,031	31,643
Other/Casual:	189.50	261.50	4,323	10,298
TOTAL:	1377.70	1,310.25	48,255	49,165

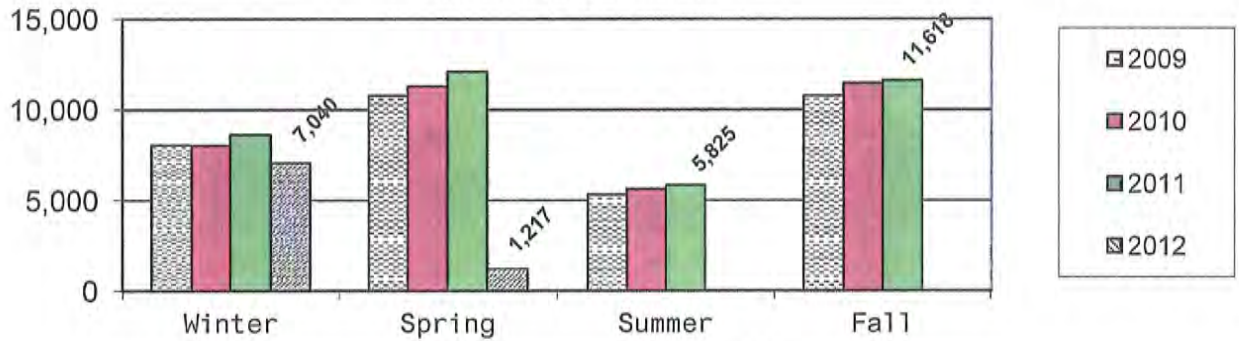
<u>Hours:</u>	<u>Attendance:</u>
FCA – 341.20	FCA – 14,911
NIC 1 – 339.25	NIC 1 – 11,905
NIC 2 – 367.00	NIC 2 – 10,908
CMM – 330.25	CMM – 10,531
Total – 1,377.70	Total – 48,255

2009 to 2012 Recreation and Culture Programs Registrations and Revenues

Program Registration Revenue



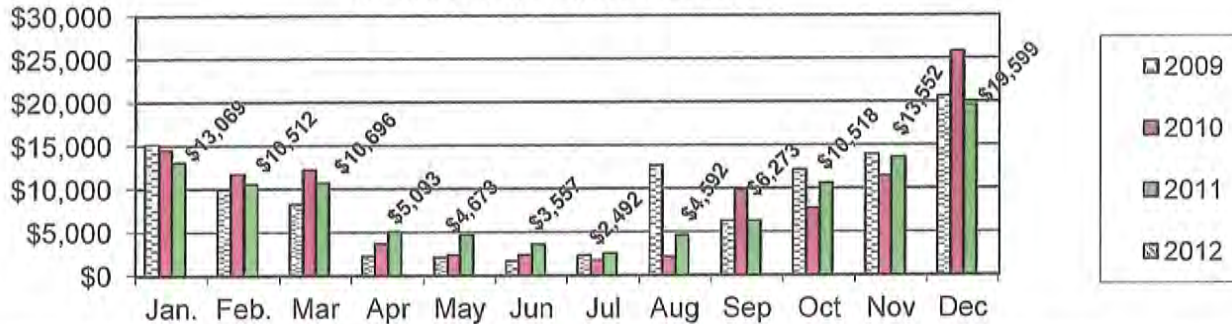
Program Registrations*



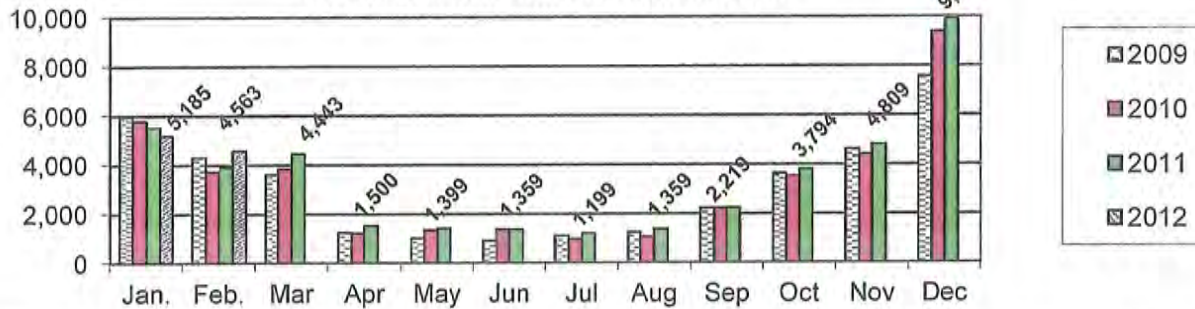
Summary of Recreation And Culture Services - February 2012

***Public Skate Revenue for August 2009 includes Economy Ticket Revenue from January to August, 2009.

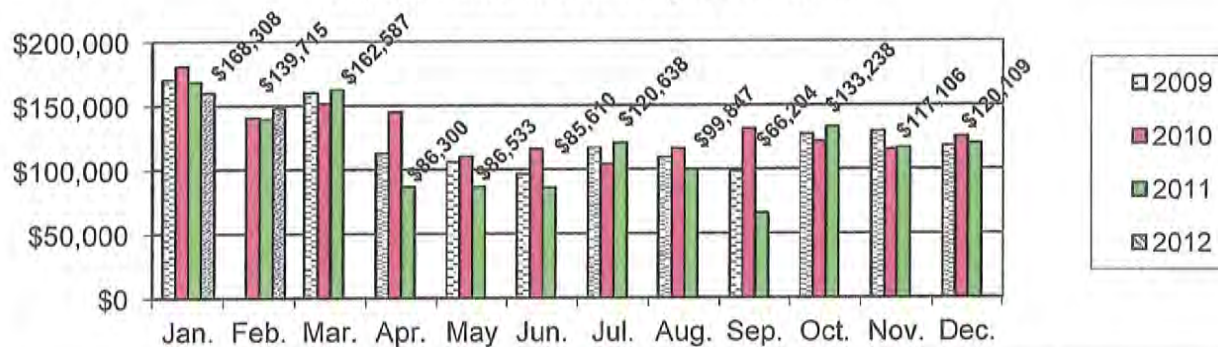
Arena Public Skate Revenue



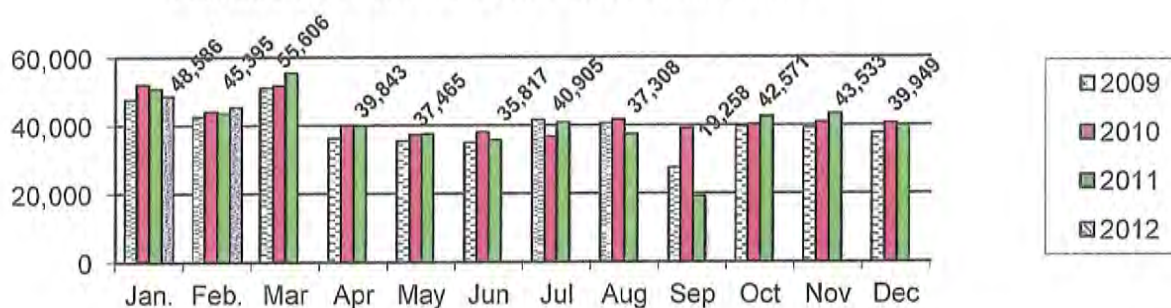
Arena Public Skate Admissions

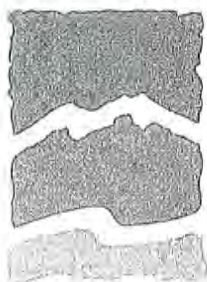


Aquatic and Fitness Gym Revenue



Aquatic and Fitness Gym Public Admissions





REGIONAL
DISTRICT
OF NANAIMO

February 29, 2012

Nanaimo Parks & Recreation
c/o Robin Tweed
robin.tweed@nanaimo.ca



Dear Robin:

Re: 2012 RDN Board Appointment – Electoral Area 'B'

At its regular meeting held February 28, 2012, the Board endorsed the appointment of its representative on the Nanaimo Parks, Recreation and Culture Commission from Electoral Area 'B'.

This will confirm the appointment of Mr. Howard Houle as the Board's representative to the Nanaimo Parks, Recreation and Culture Commission. His contact information is as follows:

Director H. Houle
1070 North Road
Gabriola Island, BC
V0R 1X3

250-247-8250
howardhoule@yahoo.ca

If you have any questions with respect to this appointment, please do not hesitate to contact me.

Sincerely,

Maureen Pearse
Senior Manager, Corporate Administration

mmp

cc: H. Houle

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca

Board Appointment – Nanaimo Parks Recreation and Culture – February 2012

MINUTES OF BOARD OF DIRECTORS' MEETING – NANAIMO HARBOUR CITY SENIORS
March 2nd, 2012

In Attendance

President Lynda Avis in the Chair, Anne Smith, Gary Brownhill, Sophie Minette-Crow, Michele Duerksen, Hale Yardley, Bob Davies, Wally Lawrence, Pat Foley, Miriam Peacock. Guests: Mayor John Ruttan; three members of the NHCS Carpet Bowling Club.

Call to Order

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

Guest

Lynda introduced His Worship Mayor John Ruttan. The next 45 minutes was spent in a question & answer session with the Mayor. Many items of concern were addressed by the Mayor in this informal meeting. Lynda thanked him for taking the time to attend our Directors' meeting.

Changes/Additions to the Agenda

None.

Delegation

President Doug Vannatter and two other members of the NHCS Carpet Bowling Club spoke to the Directors. They objected to the fact that outsiders attending qualifications/playoffs must pay \$8.00/person to take part in these tournaments. Michele explained the decision was made by Parks, Recreation & Culture that ALL outside visitors taking part in an event in our facilities would be charged \$8.00/person. Lynda thanked the gentlemen for attending and said the issue would be discussed by the Board under "New Business".

Adoption of Minutes

M/S/C That the minutes of the February 3rd, 2012 meeting be adopted as circulated.

Business Arising from the Minutes

- a) Hydorider Update – Lynda said that WCB regulations require two persons to put the Hydorider in and out of the pool. A program is currently being set up for people using the new equipment.
- b) AGM – Volunteers to speak to NHCS Groups – Lynda asked Directors to notify her if they are available to speak to any of the various NHCS groups.
- c) French Fling Ticket Sales – to be discussed under "Program".
- d) Terms of Reference – Host Committee – Lynda and Michele have met and the following changes will be made to the Terms of Reference – items #2, 7 and 8 will be eliminated; item #10 will have the words "and vest" removed. Secretary was asked to make the necessary changes and circulate copies to all Directors.
- e) February 3rd Strategy Session – referred to the April NHCS meeting.



Correspondence

- a) Thank You card received from Pat Spicer's family.
- b) Items collected from the Suggestion Box were passed on to Michele.
- c) Lynda said she is still picking up Theatre Angel tickets from the Port Theatre to be given to members.

Financial Report

Treasurer reported that \$1,500. has been transferred into our General Account to pay for the new Hydorider.

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

COMMITTEE REPORTS:

Program

Miriam reported that almost all the tickets for the French Fling have been sold and that the program is in place. Staff will be asked to set up the tables and chairs on Friday and help is required on Saturday morning to finalize the setup. Secretary was asked to help Miriam make up a program to be placed on the tables at the event.

Publicity

Wally reported that the NHCS website will be added to the City of Nanaimo website. David Burns will be contacted to do this.

Wally has made up a poster re the Table Tennis Demonstration scheduled for March 31st.

City Seniors Coordinator

Michele said ads in our NHCS newsletters are back and are being done "in house". This is working very well.

Sandy Radyssch is the new Manager of Bowen Park Complex; Bob Kuhn has moved to that position at Oliver Woods.

An article about the history of Bowen Complex will be placed in an upcoming newsletter.

Michele explained the reasons behind the decision to charge \$8.00/non-member when attending events in our facilities. She said the Carpet Bowlers were given several options, i.e. move the event to the Wellington Hall; pay for the use of the hall; or to move the event to another city where no charges are required. Lynda said a letter will be sent to the Club reiterating the options they had already been given.

Michele said unfortunately neither she nor Miriam was able to attend the recent Dialogue Exchange with the Multi-Cultural Society.

New Business

- a) Lynda said that the vacancy on the Board due to the passing of Pat Spicer will not be filled at this time, as the AGM and Election of a new Board of Directors is only two months away.
- b) New Members' Welcome Tea – will be held on Thursday, March 29th, at 10 a.m. in Activity Room I. Directors are asked to attend if possible.
- c) NHCS Maritime Trip Update – Lynda will put an item in the next newsletter. Around the World Travel requested permission to present a slide show on the proposed trip, but it was felt this was not necessary.
- d) Seniors Crime Forum Update – still no answer re our application.

...cont'd.

New Business (...cont'd.)

- (e) Strategy Session – Lynda said the Economic Planning Dept. and the City of Nanaimo are holding the session on March 31st at Oliver Woods Community Centre. This Workshop will be specifically geared to Seniors/Retirees. Lynda will circulate the details to the Directors and anyone interested can attend.
- (f) Michele said that a complaint has been received about the seniors advocate and felt that NHCS was possibly being misrepresented. Discussion was held re disbanding the advocacy position or giving specific criteria in managing this position.

M/S/C That the seniors advocacy position be disbanded.

- (g) Minutes of Meetings – suggestion was made that minutes of our Directors' meetings should also be posted at Oliver Woods Community Centre. Michele will look into this.

Adjournment

Meeting adjourned at 10:50 a.m.

Next Meeting

Friday, April 13th, at 9 a.m.

/pf

2012.03.06

NANAIMO HARBOUR CITY SENIORS
TERMS OF REFERENCE -HOST COMMITTEE

1. All hosts must have a Food Safe Certificate.
2. The duties will include taking money at the door, setting up the tables for coffee and tea, making coffee and tea, preparing food, cleaning the tables after the event, and washing the dishes.
3. Each person must know how to operate the dishwasher in the kitchen.
4. Duties may be rotated on a regular basis.
5. Hosts are expected to be able to deal appropriately with the public and must always be polite and helpful.
6. Disputes, on site, are to be referred immediately to the City Seniors Coordinator or his/her designate.
7. Hosts must wear name tags at all times. These will be supplied.

2006

Amended October 2, 2009

Amended March 2, 2012