

AGENDA
REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
TO BE HELD IN THE
BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2011-SEP-21, COMMENCING AT 7:00 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, 2011-JUL-27, at 7:01 p.m., in the Bowen Park Complex Conference Room.

Pgs.
473-478

(Motion required to adopt minutes of 2011-JUL-27 as circulated.)

5. **PRESENTATIONS:**

- (a) Changing Face of Events & Festivals - Elizabeth Williams, Manager, Recreation & Culture Services.

6. **DELEGATIONS: (10 MINUTES)**

(Motion required to receive the delegations.)

- (a) Mr. Michael Sloan, 2031 Forest Drive, Nanaimo, BC, V9S 2R6, representing the Forest Park VIP group, requesting that the Parks, Recreation and Culture Commission approve and provide funding for the upgrade of the existing Forest Drive Tot-Lot to accommodate the entire community neighbourhood.

Pgs.
479-489

LATE DELEGATIONS: (5 MINUTES)

(Motion required to allow late delegations.)

7. **CHAIR'S REPORT:**

- (a) Blues Festival - follow-up

(Motion required to receive the Report.)

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** No meeting held.
- (b) **Recreation Committee.** No meeting held.
- (c) **Cultural Committee.** Commissioner Avis to report on the meeting held 2011-SEP-07.
- (i) **Poet Laureate for Nanaimo.**

Pgs.
490-495

(Pgs.
494-495)

Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the establishment of a Poet Laureate program for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012.

(Motion required to adopt recommendation.)

- (d) **Grants Advisory Committee.** Commissioner Avis to report on the meetings held since 2011-JUL-27.
- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance to report on the meetings held since 2011-JUN-22.
- (f) **Social Planning Advisory Committee.** Commissioner Cowling to report on the meetings held since 2011-JUN-22.
- (g) **Port Theatre.** Monthly reports for July and August, 2011.
- (h) **Nanaimo Art Gallery.** Monthly reports for July and August, 2011.
- (i) **Nanaimo Museum.** Monthly reports for July and August, 2011.

Pgs.
496-501

Pgs.
502-503

Pgs.
504-505

(Motion to receive all Advisory Body reports.)

9. **STAFF REPORTS:**

- (a) **Smoke Free Parks, Beaches and Facilities.**

Pgs.
506-508

Staff Recommendation: That the Parks, Recreation and Culture Commission recommend that Council direct Staff to draft an amendment to the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 which expands the City of Nanaimo smoke-free zones to include all City managed recreation properties including: trails, plazas, parks, beaches, and recreation facilities; except in designated smoking areas as required.

(Motion required to adopt recommendation.)

(b) **Maffeo Sutton Planning Update.**

Pgs.
509-512

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

1. an updated Maffeo Sutton Park Improvement Plan be developed in 2012;
2. that a planning process to guide the updated plan be presented at the October regular meeting of Commission for review and consideration; and,
3. that the amenity building capital project currently being planned for the park be put on-hold until an updated plan is developed and adopted.

(Motion required to adopt recommendations.)

(c) **Travel Assistance Grant - Nanaimo Blind Bowls.**

Pgs.
513-516

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Blind Bowls in the amount of \$200.00.

(Motion required to adopt recommendation.)

(d) **Travel Assistance Grant – Nanaimo Diamonds Fastball.**

Pgs.
517-520

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Diamonds Fastball in the amount of \$800.00.

(Motion required to adopt recommendation.)

(e) **Travel Assistance Grant – Nanaimo Diamonds Fastball – Bantam.**

Pgs.
521-524

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Diamonds Fastball – Bantam in the amount of \$1,000.00.

(Motion required to adopt recommendation.)

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

- (a) Monthly Reports for July and August, 2011, – Senior Manager of Parks & Civic Facilities. Pgs.
525-530
- (b) Monthly Reports for July and August, 2011, – Senior Manager of Recreation & Culture Services. Pgs.
531-536

(Motion to receive all Information Only Items.)

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

CORRESPONDENCE: (Information Only.)

- (a) Correspondence dated 2011-JUN-08 from Ms. Ellen Wakelam, Nanaimo Conservatory of Music, thanking the Commission and Committee for their support of music education in Nanaimo. Pg. 537
- (b) E-mail correspondence from Ms. Kim Maybee regarding Pene Kellett, Program Leader I – Recreation, LIT/Quest Program. Pg. 538

(Motion required to receive all Correspondence.)

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

- (a) Mr. Michael Sloan - Forest Park VIP group.

15. **UNFINISHED BUSINESS:**

- (a) Smoke Free Parks, Beaches and Facilities *(referred to Staff and PRCC from Council 2011-JUN-27).*
- (b) Feasibility Study for the Beban Park Barn Replacement *(referred to the Recreation Committee by PRCC 2011-JUL-27).*

(Motion is required if items are to be removed from "Unfinished Business".)

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**

Motion to adjourn with next regular meetings as follows:

COMMISSION	Wednesday, 2011-OCT-26; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-OCT-05; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-OCT-12; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-OCT-13; 5:00 p.m. – if required Bowen Park Complex Conference Room

1.

NOTICE IS HEREBY GIVEN pursuant to "COUNCIL PROCEDURE BYLAW 2007 NO. 7060", OF AN "In Camera" Meeting of the Parks, Recreation and Culture Commission to be held:

DATE:	Wednesday, 2011-SEP-21
LOCATION:	Bowen Park Complex Conference Room
TIME:	Immediately following the regular Commission meeting

The purpose of the "In Camera" Meeting is to discuss matters pertaining to items that may be closed to the public as per *Community Charter* Section 90(1):

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;



Richard Harding, Director,
Parks, Recreation and Culture.

**MINUTES OF THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
HELD IN ACTIVITY ROOM #1, BOWEN PARK COMPLEX
ON WEDNESDAY, 2011-JUL-27, COMMENCING AT 7:00 P.M.**

PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner F. Pattje
Commissioner L. Avis
Commissioner J. Burnett
Commissioner B. Dempsey
Commissioner G. Rudischer
Commissioner B. Sparkes
Commissioner M. Young

Regrets: Commissioner J. Cowling
Commissioner J. Kipp
Commissioner S. Lance
Commissioner B. Meunier

Staff: R. Harding J. Ritchie
M. Smith R. Tweed, recording

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

(a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2011-JUN-22, at 7:00 p.m., in Activity Room #1, of the Bowen Park Complex.

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

5. PRESENTATIONS:

Ms. Lynn Haley and Mr. Stephen Kass, Vancouver Island Exhibition, #4 – 2300 Bowen Road, Nanaimo, BC, V9T 3K7, regarding the replacement of the existing VIEEx barns with one new barn structure.

Ms. Haley provided an overview of the building footprint, planned revenue generating activities, and the project timeline. She advised that the VIEEx is requesting the endorsement by the Commission to move ahead so that they can seek federal grants, a

commitment by the City for a lease in order to ensure their stability, financial contribution from the City, and site and ground testing.

Staff advised that there is the possibility for Alternative Approval Process for a License. If endorsed, capital funds would need to be moved forward through the Budget Review process.

Commissioner Pattie felt that there was a large spread between \$1.86M and \$300K and requested some clarification of the grants set up and efforts in the plans. Ms. Haley advised that they have not yet requested grants, and are hoping for approval in principal in order to do so.

Commissioners expressed some concerns about viability of exhibitions as they do not appear to be as successful as they once were. Mr. Kass advised that they have seen stats and agree that in the Eastern side of Canada this appears to be the case; however, the VIEx has only had one bad year in the last six to seven years. In the last few years they have been in the black, with attendance growing slightly in the past few years. The VIEx has been ensuring a balance of entertainment and agriculture to provide something for everyone in the community.

Staff reviewed the "Guidelines for City Assisted Community Capital Projects" document with regard to the process that has been followed to date for a new facility.

6. DELEGATIONS:

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

- (a) Ms. Julie Baldock and Ms. Sylvia Jenneson, Steering Committee, MSers Helping MSers, c/o 6265 Waterbury Road, Nanaimo, BC, V9V 1M3, requesting that the Parks, Recreation and Culture Commission institute a special rate for people with disabilities attending fitness programs at Nanaimo Parks, Recreation and Culture facilities.

Ms. Baldock and Ms. Jenneson requested that the City of Nanaimo provide a reduced rate for persons with disabilities for use of all PRC Facilities. Physical exercise reduces some of the symptoms of MS, improves quality of life, and minimizes the risk of complications down the road. Water exercise provides optimal conditions. Exercise is a major positive factor for all manner of disabilities. The group is proposing a fee category for people with all disabilities and/or eligibility for a LEAP card – regardless of income. The MS Society has had a special rate that was put in place many years ago before the LEAP program came into effect and has continued until present day, falling outside the Fees and Charges Bylaw. The MS Society was bringing in an instructor specific for MS sufferers. The MS Society has changed the structure on how they provide services to their members. The MS Society no longer provides an instructor. There is now a program being offered by PRC to the community at large, targeting persons with special needs. The registration fee for the six-week program of 12 classes would be \$3.91/class. The times/days are structured and what Ms. Baldock and Ms. Jenneson would like, is to have it offered as a drop-in class. They are requesting a designated rate for disabled persons. Rate was \$2.25, rate they are asking for is less than the full adult rate. They are not seeking additional staff for this.

7. CHAIR'S REPORT:

- (a) Selection of Commissioner for recommendation to Council to serve on the Grants Advisory Committee for the remainder of Commissioner Dawn Burnett's term.

Chair Johnstone advised that it is her understanding that Commissioner Brent Meunier is willing to serve on the Grants Advisory Committee. Should he be unable to serve, Commissioner Barry Sparkes would be willing to fill the vacancy.

It was moved and seconded that the Chair report be accepted.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No July meeting held.
- (b) Recreation Committee. No July meeting held.
- (c) Cultural Committee. No July meeting held.
- (d) Grants Advisory Committee. Commissioner Avis reported on the meetings held since 2011-JUN-22. There will be a session with Council in early September. Royal Canadian Legion 256 and Multicultural association have requested to be on PTE list for next year.
- (e) Plan Nanaimo Advisory Committee. Commissioner Lance absent - report deferred to September meeting.
- (f) Social Planning Advisory Committee. Commissioner Cowling absent - report on deferred to the September meeting.
- (g) Port Theatre. Monthly report for June, 2011.
- (h) Nanaimo Art Gallery. Monthly report for June, 2011.
- (i) Nanaimo District Museum. Monthly report for June, 2011, and July, 2011, newsletter.

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

9. STAFF REPORTS:

- (a) **Feasibility Study for the Beban Park Barn Replacement.**

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council endorse Option 1: replacing the existing barns on the VIEX grounds with one new consolidated barn structure as outlined in this report.

It was moved and seconded that the matter be referred to the Recreation Committee for review of Option 1, with heating, in accordance with the six key points in the "Guidelines for City Assisted Community Capital Projects" document and return to Commission with recommendations. The motion carried unanimously.

10. INFORMATION ONLY ITEMS (staff reports):

(a) Senior Manager of Parks & Civic Facilities. Monthly report for June, 2011.

A lot of work has taken place in Pawson Park – it is now complete and is a very popular park. Salal and Cariboo also recently completed.

Second artificial turf field will be ready the end of August for play in September. Same company being used for repairs to first Artificial turf field. Possible official opening Friday, 2011-SEP-09. One field will be free of any obligations to any user groups so it can be utilized widely by all groups. 2,000 hrs of use per field per year – providing significantly more use opportunities over the natural grass fields.

Vandalism is up – wiring removed along Queen Elizabeth promenade for the copper content.

Smoking in the parks survey went out 2011-JUL-02 – 400 have been returned to date.

Dog bag dispensers are now in place. Well covered by the media. Good comments from public.

(b) Senior Manager of Recreation and Culture Services. Monthly report for June, 2011.

Weather has been having a major impact on the summer programs both positive and negative.

Final proof of the Fall and Winter Activity Guide is being reviewed.

Staff did a great job on Canada Day. Marine Festival went well.

NAC will be shut down for major maintenance in September which will put in place some of the major sustainability initiatives.

Banan will be closed mid-August for maintenance.

Kin Foot is open.

Kid Sport is holding a fundraiser and promotion – assisting families with cost of fees and programs. PRC does not work directly with them. Their fund raising is managed quite independently of PRC.

(c) Oliver Woods Landscaping.

Bullet #4 – 2012 capital plan – will look at traffic flow and playground / handicapped parking access. Parking and turnaround area has been previously identified and remediated and will still be reviewed under improvements.

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

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

CORRESPONDENCE: (Information)

- (a) Letter dated 2011-JUL-05 from Ms. Maureen Pearse, Senior Manager Corporate Administration, advising of the appointment of Director Joe Burnett to the Nanaimo Parks, Recreation and Culture Commission.
- (b) Letter dated 2011-JUL-11 from Mr. Steve Jones, thanking the City of Nanaimo, Mayor Ruttan, the Parks, Recreation and Culture Commission and the Cultural Committee for honoring him with the Excellence in Culture Award.
- (c) Thank you card received from Commissioner Young to the members of the Commission and Parks, Recreation and Culture Staff on behalf of herself and her family for the gift of the palm tree in memory of Al Young.

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

12. NOTICE OF MOTION:

13. CONSIDERATION OF OTHER BUSINESS:

(a) Skate Board Park in Cedar.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council send a letter of support to Minister Ida Chong with regard to the Cedar Skate Board Park. The motion carried unanimously.

(b) Nanaimo Aquatic Centre.

Compliment from visitors on the NAC.

(c) PRC Staff Dress Code.

Complaints from public regarding the dress standard of PRC Staff. This will be raised at the PRC Management Meeting 2011-JUL-28 for review and discussion.

(d) Code Brown in the Pools.

To be reviewed by staff to determine the number of incidents in a year. There are diapers available for children and special needs users.

14. BUSINESS ARISING FROM DELEGATIONS:

(a) MSers Helping MSers - Special Rates for Persons with Disabilities.

It was moved and seconded that the matter be referred to Staff to determine the approximate number of disabled persons within the MS Society that this would impact.
The motion was defeated.

It was moved and seconded that the Staff be directed to determine if there is any funding available from VIHA for recreation passes for persons with disabilities and to contact BCRPA to determine if there are any special rates for disabled persons in any other municipalities. The motion carried unanimously.

15. UNFINISHED BUSINESS: (None.)

16. QUESTION PERIOD: (No questions.)

17. ADJOURNMENT:

It was moved and seconded at 8:56 p.m. that the meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2011-SEP-21; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-SEP-07; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-SEP-14; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-SEP-08; 5:00 p.m. – if required Bowen Park Complex Conference Room

The motion carried unanimously.

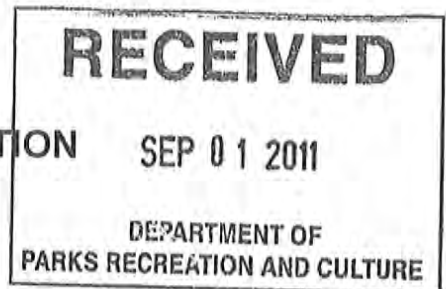
CERTIFIED CORRECT:

D. Johnstone, Chair
Parks, Recreation and Culture Commission

R. Harding, Director
Parks, Recreation and Culture

2011-AUG-18
File: A2-4
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**REQUEST TO APPEAR AS A DELEGATION
ON 2011-SEP-21**



NAME OF PERSON MAKING PRESENTATION: _____			
			Michael Sloan <small>Print</small>
ADDRESS: _____	_____	_____	_____
<small>street address</small>	<small>City</small>	<small>Province</small>	<small>Postal Code</small>
PHONE: _____	_____	FAX: _____	
<small>home</small>	<small>business</small>		
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
DETAILS OF PRESENTATION:			
The neighbourhood around the Forest Drive Tot-Lot wishes to upgrade the existing park to accommodate the			
community, everyone from age 2-92. Our objective is that the park improvements will be able to meet the			
neighbourhoods growing needs. We wish to accomplish this goal through the Volunteer In Parks (VIP) Program and			
by gathering community support both residential and commercial. Our presentation will include the current park's			
amenities, the neighbourhood interest, the project proposal, scope and budget as well as our fundraising plan.			
This is a park improvement proposal but it also is a great opportunity to bring the neighbourhood together.			
Thank you for your time.			

PLEASE NOTE

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

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

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

Forest Drive Park

VIP Program Grant Request and Park Rejuvenation Proposal

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

September 13th, 2011

Dear Commission Members:

Our neighbourhood would like to participate in your Volunteer In Parks (VIP) Program by rejuvenating and improving the existing Forest Drive Park.

PARK LOCATION

Forest Drive Park is located at 2035 Forest Drive. It is a 0.2 ha City owned park within the Hospital Area between Merideth Road and Dufferin Crescent just east of Bowen Road. There is access to the park from The Willows Condominiums and a pathway from Forest Drive. The park is surrounded by multi-family and single family residences and there are more developments happening in the area that will bring additional neighbours into the community.

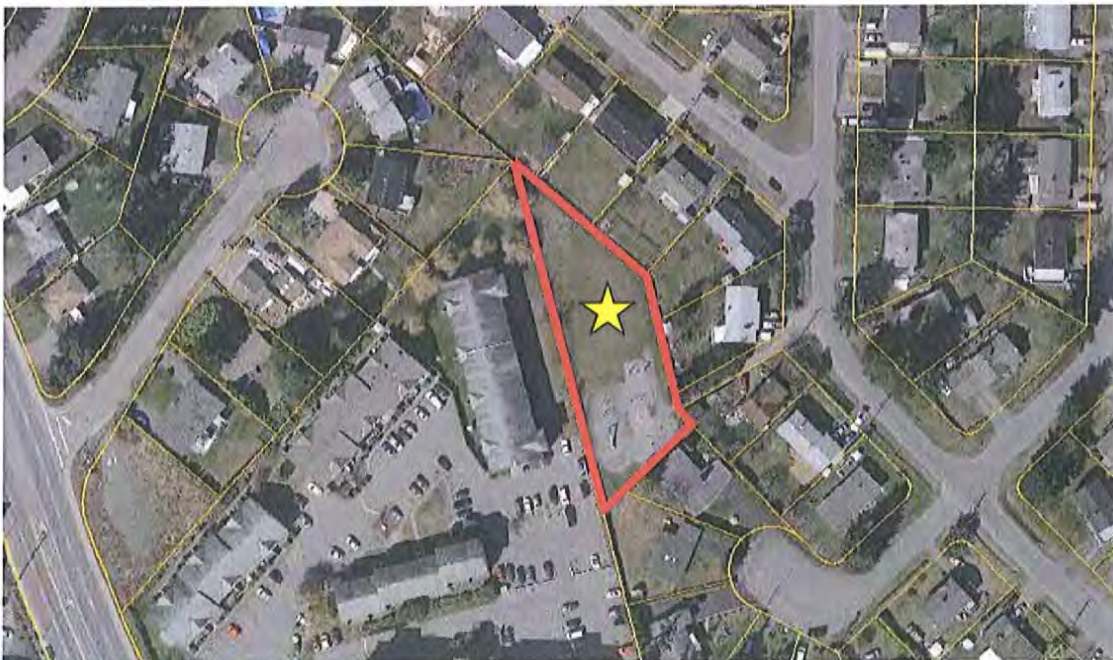


Figure 1: Aerial Photo of Forest Drive Park

The neighbourhood is a very diverse and unique area of the city. With the recent, current and proposed developments within the community area it quickly is becoming its very own self contained 'village' and Forest Drive Park has the potential to be a great community green space and the 'hub' of the neighbourhood. A wonderful gathering place for neighbours to share, visit and meet each other.



Figure 2: Looking northeast with the Bluebell Terrace and Forest Drive residents in the background

PARK BACKGROUND

The existing park was acquired through a subdivision development in 1959. The playground is surfaced with pea gravel and there is an open field with a small backstop at the north end of the lot. There is one park bench and no shade trees to provide cover.



Figure 3: Entrance to the Park from Forest Drive



Figure 4: Park Playground, the Willows Condos in the background

Most of the playground equipment is currently under code, outdated and un-safe consisting of a:

- Metal Merry-go-round
- Tall Metal Slide
- Teeter Totter
- Tire Swing
- Toddler Swing and Child Swing
- Toddler Riding Frog and Horse

Some of these pieces of equipment are the last ones in the City parks which makes Forest Drive Park a great candidate for the VIP Program and the proposed improvements.



Figure 5: Looking northwest at the playground equipment and the Willows Condos in the background

NEIGHBOURHOOD INTEREST

An initial neighbourhood meeting was held in June 2011 with both Kirsty MacDonald and Fred Pattje. There was lots of interest from the residents and potential ideas and action plans started forming. From there a VIP Program Park Committee was created and the neighbours have begun planning for the Forest Drive Park improvements. We would love to fundraise and plan for construction to occur in Spring 2012.

PROJECT PROPOSAL

Since the initial meeting Kirsty MacDonald, the City of Nanaimo Parks and Open Space Planner has continued to work with the community neighbourhood to create the four phase project that meets the needs and desires of the surrounding residents.

The objective is to have Forest Drive Park be rejuvenated into a versatile green space for all community neighbours to use and enjoy. The diversity of the plan would utilize the full potential of this park property.

The proposed plan includes:

- New park signage to improve the park awareness and site grading to improve the drainage.
- A Walkway / Trail complete with one solid paved surface for stroller, bike and wheelchair accessibility between Forest Drive and the Willows Condominiums. This trail system would be extended to go around the different park areas as well for increased accessibility and play.
- An open play space area that is grass for informal play and neighbourhood gatherings.

- A new 3-5 year old playground equipment zone with safety surfacing and age appropriate equipment.
- A new 5-12 year old playground equipment zone safety surfacing. (There is a special request to incorporate monkey bars and a zip-line for this zone)
- A paved ½ court for sport games, chalk art and to provide an additional hard surface area for safe play.
- A space for a community garden with a water source, a shed and raised vegetable garden beds.
- Shade trees and park benches and tables for a picnic area.
- Public art and/or fence painting to improve the appearance.



Figure 6: Standing on the eastern fence looking west with the Willows Condos in the background. This Picture shows there is lots of space for proposed improvements

Attached are the three proposed park improvement options. Also below is a detailed project scope that includes the budget costs for the park improvements. Each phase includes a total cost and a description of the primary funding source for the items listed.

Forest Drive Park VIP Program Project Scope

Phase	Item	Cost	Primary Funding Source
1	Removal of existing equipment, pea gravel, and drainage improvements	\$3000	
1	Installation 2-5 year old playground and safety surfacing	\$15,000	
1	Installation 5-12 year old playground and safety surfacing	\$20,000	
1	Seeding to re-establish grass with resident sprinkling if needed	\$500	
1	Build trail network with road base (2m trails with 3m linking forest drive and Willows)	\$5500	
1	Install picnic tables and benches	\$5000	
1	Insert neighbourhood kiosk/notice board	\$1000	
	PHASE 1 TOTAL	\$50,000	City grant with cash fundraising, donation of machinery and equipment operators, playground installation labour, and some material donations.

2	Public art projects	\$2000	
	PHASE 2 TOTAL	\$2000	Donated paint and materials. Possibly with assistance from a professional artist.
3	Install water service	\$2000	
3	Install hose bibs and drinking fountain	\$1000	
3	Install drip irrigation and plant shade trees	\$2000	
3	Install community garden beds	\$1000	
3	Install garden shed	\$1000	
	PHASE 3 TOTAL	\$6000	Some material and cash donations with City of Nanaimo assistance and funding.
4	Pave trails for tricycles and wheelchair (2m wide and approx. 150m length)	\$15,000	
4	Install base and pave multi-purpose court (if desired) 15 by 15m	\$5000	
4	Install gazebo or shelter for events and informal use	\$5000-\$20,000	
	PHASE 4 TOTAL	varies	If donations allow.
	PROJECT TOTAL	\$83,000	

GRANT REQUEST AND NEIGHBOURHOOD CONTRIBUTIONS

To help install the proposed playground equipment and implement Phase 1 of our park vision our neighbourhood would like to request a grant from the VIP program for \$35,000. This grant will be essential to get the project moving and to rejuvenate the park into a versatile green space for all community neighbours to use and enjoy.

The committee recognizes that donations of labour, materials and services are crucial to the success of the proposed plan. Our neighbourhood is very excited to work on this project and to improve the park. Neighbours have volunteered to install the playground equipment and to help with the other improvements like the fence painting. To date the committee has already gathered support from commercial groups willing to donate supplies including all the paint required for the project!

With the endorsement of the Commission we plan to reach out further to more commercial groups for contributions. We also are planning to hold a BBQ fundraiser this September and have thought of additional creative ideas to raise funds which include a Park Name Raffle/Auction. For this fundraiser we are aware of the City of Nanaimo Park Naming Policy and that the Parks Commission has the final decision on the name change. In addition to the businesses we also plan to do door-to-door fundraising and other group activities to raise the funds required. Below is our fundraising plan:

Forest Drive Park VIP Program Fundraising Plan

Business	Assigned to	Specific Requests / Fundraising
Westhill developement	Shawna D	Money donation, construction help
Rona		Perimeter wood, concrete
Home Hardware		Perimeter wood, concrete
Slegg Lumber		Perimeter wood, concrete
Windsor plywood		Perimeter wood, concrete
Thrifty Foods		Gift cards or food
Locar Industries	Glen D	Bobcat, jackhammer, mini-excavator, trucking
United Rentals	Glen D	Tool rentals, augers
Home Depot		Tool rental, gift cards
Robinson Rentals		Tool rentals
Sharecost		Tool rentals
General Paint	Mike S	Paint for fences
Canadian Tire		Money donation
Rexall		Money donation
Pharmasave		Money donation
A&W Restaurant		Money donation
Quality Foods		Food for work parties or money
Tim Hortons		Food for work parties or money
Thrifty Foods		Gift cards or food
Country Grocer		Gift cards or food or fundraiser BBQ
Steve Marshall Ford?	Michelle S	Fundraiser BBQ
McDonald Children's Charities	Colin Bartlett	Money donation
Toyota Foundation?		Money donation
Shaw Cable?	Michelle S	Money donation
Kia Drive for Change?	Shawna D	Money donation
Okanagan Springs?	Michelle S	Money donation
Fundraising Event	Assigned to	Date/Comments
Fundraiser BBQ	Michelle S	Saturday Sept 24 th 2011
Fundraiser Garage Sale		
Fundraiser Bottle Drive		
Fundraiser Park Name Raffle/Auction	Glen, Shawna, Michelle, Mike	Raise money during the fundraiser events, new park name to be announced just before construction

Street—Door to Door	Assigned to	Amount pledged or received
Forest Drive		
Honeysuckle		
Bluebell Terrace		
Payton Place		
James Way		
Beverly Drive		
Meredith Road		
Crescent View Drive		
Eagle Crescent		

The committee is very excited about fundraising for the additional funds required for the rejuvenation.

In conclusion the neighbours of Forest Drive Park hope you accept our request to participate in the VIP Program and our request for a grant to help fund this project.

If you have any questions or would like to visit the park to discuss the potential changes please feel free to call Shawna Drinnan at 802-1022 or by email at gsdrinnan@shaw.ca . Thank you very much for your consideration to our park proposal.

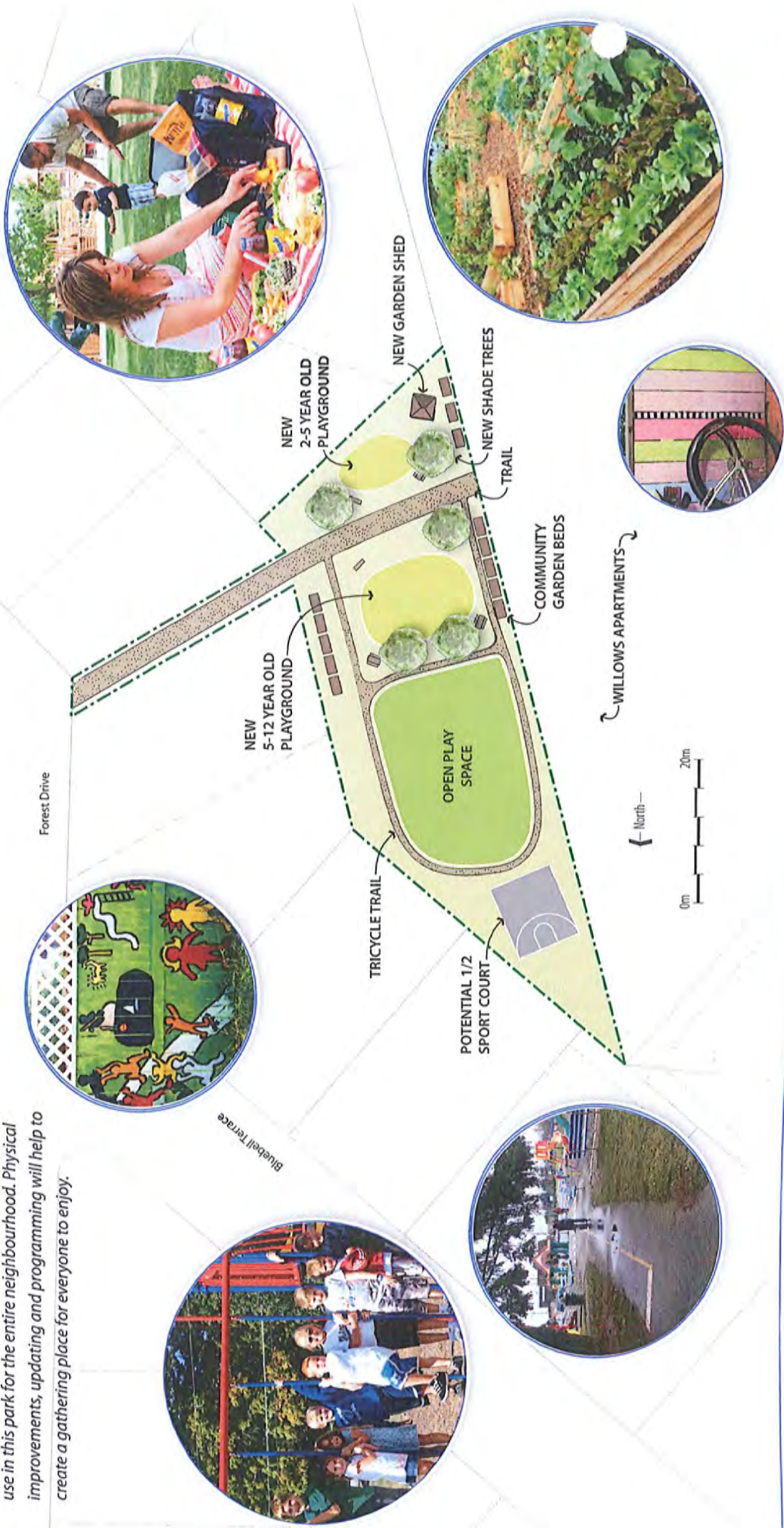
Sincerely,



Shawna Drinnan
Forest Drive VIP Program Co-Chair
Communications Liaison

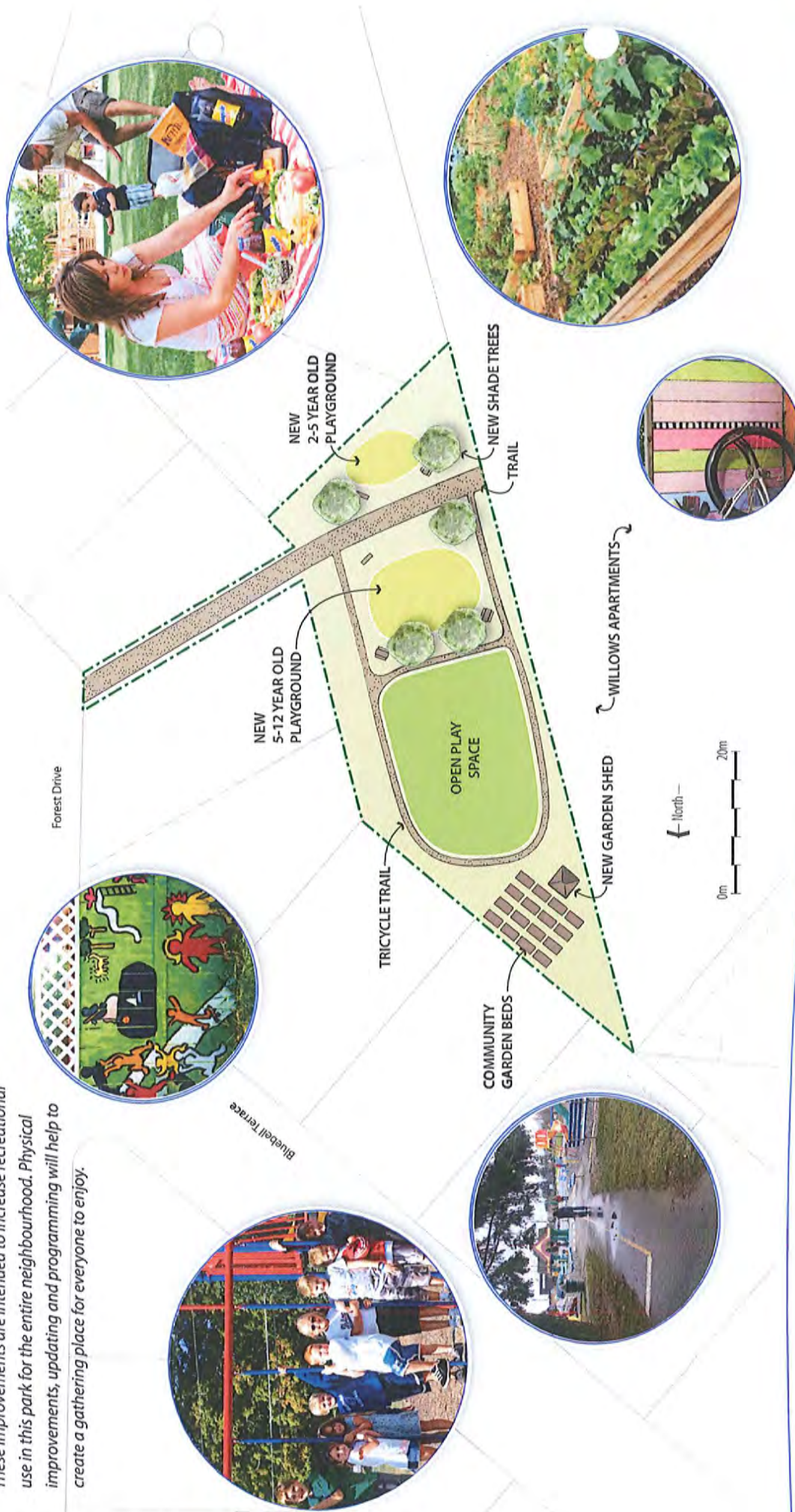
Forest Drive Park Improvement Option 1

These improvements are intended to increase recreational use in this park for the entire neighbourhood. Physical improvements, updating and programming will help to create a gathering place for everyone to enjoy.



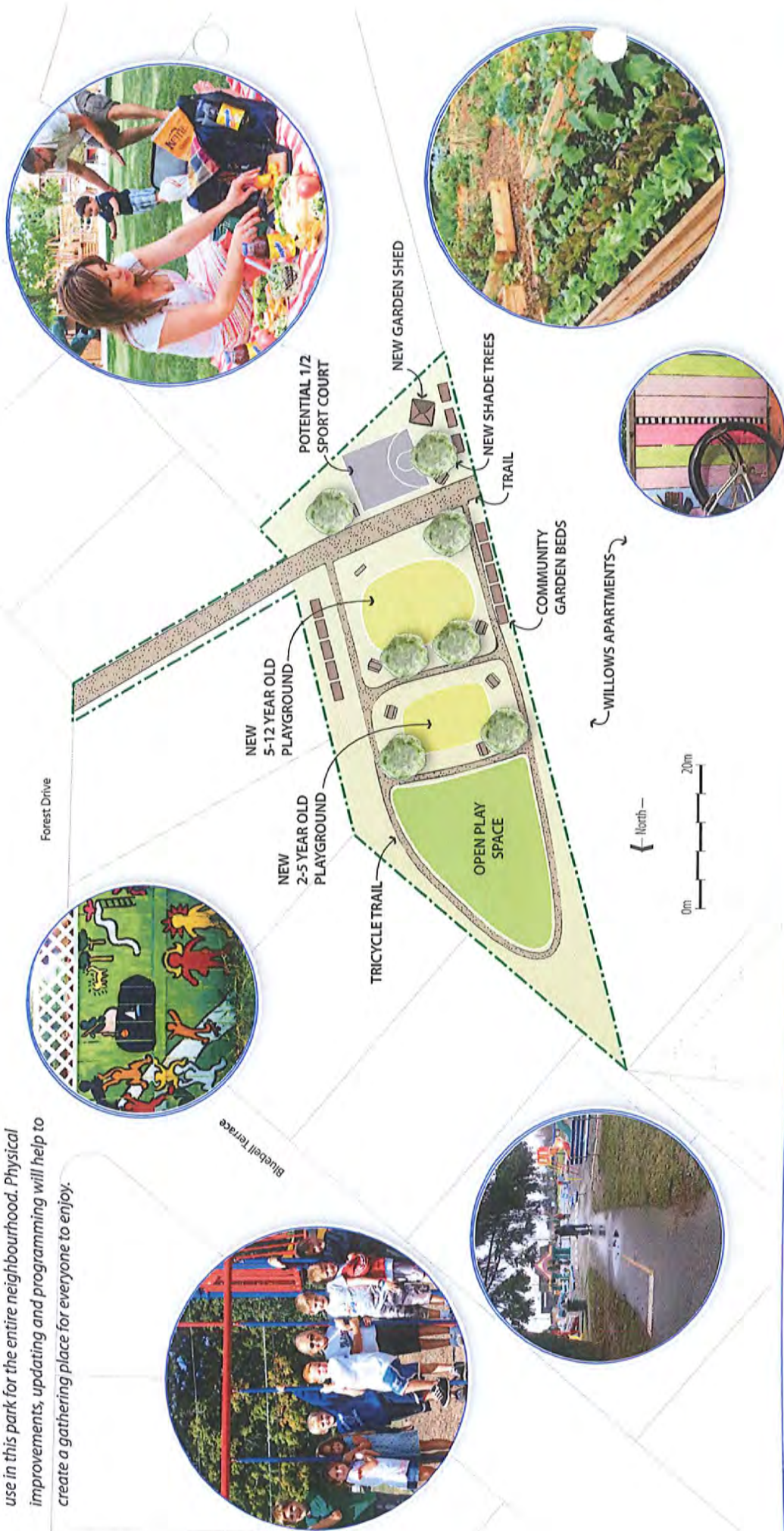
Forest Drive Park Improvement Option 1

These improvements are intended to increase recreational use in this park for the entire neighbourhood. Physical improvements, updating and programming will help to create a gathering place for everyone to enjoy.



Forest Drive Park Improvement Option 3

These improvements are intended to increase recreational use in this park for the entire neighbourhood. Physical improvements, updating and programming will help to create a gathering place for everyone to enjoy.



**NOTES
REGULAR CULTURAL COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2011-SEP-07, COMMENCING AT 4:15 P.M.**

PRESENT: Eveline O'Rourke, Chair

Members: Commissioner Diana Johnstone
Commissioner Fred Pattje
Commissioner Shirley Lance
Ms. Julie Bevan
Ms. Joanne Husband
Ms. George McGladrey
Ms. Kamal Parmar

Regrets: Commissioner Lynda Avis
Ms. Gerda Hofman

Staff: S. Samborski R. Tweed, recording
B. Kuhn

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting of the Cultural Committee was called to order at 4:17 p.m.

Introduction and welcome of Kamal Parmar as the newest member of the Cultural Committee. Ms. Parmar has relocated to Nanaimo from Saskatoon, Saskatchewan, is a writer and poet, and has served on various arts boards.

2. INTRODUCTION OF LATE ITEMS: No late items.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

- (a) Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2011-JUN-01 at 4:10 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: No delegations.

6. COMMISSION REPORT:

Commissioner Lance provided a verbal report on the Parks, Recreation and Culture Commission meeting held on Wednesday, 2011-JUL-27.

It was moved and seconded that the Commission Report presented by Commissioner Lance be received. The motion carried unanimously.

7. REPORTS OF PROJECT COMMITTEES:

No specific reports of the Committees; however, the membership was reviewed.

- (a) Art in Public Places Project Committee: current members are Shirley Lance, Joanne Husband, and Gerda Hofman.
- (b) Cultural Awards Project Committee: current members are Diana Johnstone, Joanne Husband, Lynda Avis and Julie Bevan. Lynda Avis is the Chair.
- (c) Cultural Forum Project Committee: current members are Julie Bevan, Eveline O'Rourke, and George McGladrey.

It was decided that if the Art in Public Places Project Committee or the Cultural forum Project Committee feel it necessary to have a Chair, they will select one from their Committee themselves.

8. STAFF REPORTS:

a) POET LAUREATE FOR NANAIMO.

Staff's Recommendation: That the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council approve the establishment of a Poet Laureate program for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012.

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

9. INFORMATION ONLY ITEMS (staff reports):

(a) Summer Public Art Projects.

(b) Canada Revenue Agency, Charities Directorate, Information Session.

- Staff to research if CRA would be available to present to Cultural organizations regarding Income Tax matters.

(c) Gord Hume Seminar.

(d) **2011 Cultural Forum.**

- Allyson McGrane will present on Fundraising / Grant Writing.
- Toni O'Keefe will present on Collaborative Marketing.

(e) **Cultural Awards Presentation Evening Survey Results.**

- Possibility of advertising in Bulletin to increase attendance.
- Discussion held as to whether the event would have increased attendance if local talent (a group) had an opportunity to perform at the event with an honorarium for the performers.
- This could also be a way to honor the recipients of the awards.
- It was suggested that the City have a budget line item for this event. Staff indicated that this will be in place for 2012.
- Proposal to obtain sponsors for the event.

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

10. **CORRESPONDENCE:** (Action)

CORRESPONDENCE: (Information)

- (a) Correspondence dated 2011-JUN-08 from Ms. Ellen Wakelam, Nanaimo Conservatory of Music, thanking the Commission and Committee for their support of music education in Nanaimo.
- (b) Correspondence dated 2011-JUL-11 from Mr. Steve Jones thanking the Commission and Committee for honouring him with the 2011 Excellence in Culture Award.

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

11. **NOTICE OF MOTION:** (None.)

12. **CONSIDERATION OF OTHER BUSINESS:** (No other business.)

13. **BUSINESS ARISING FROM DELEGATIONS:** (None.)

14. **UNFINISHED BUSINESS:**

- (a) Temporary Public Art Piece Donation – Mrs. Lee-Anne Stark, President, and, Mr. Warren Jaques, Secretary, Newcastle Neighbourhood Association (NNA), would still like to attend a future Committee meeting and speak to this matter. They are still interested in appearing before the Committee. The requirements have been forwarded to them to ensure that the piece meets safety standards and the site location may no longer be suitable.

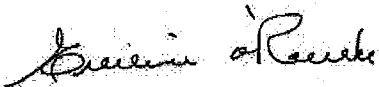
- (b) Film on the EJ Hughes Restoration – Will be available for sale in about one months' time in DVD format for approximately \$20.00. DVD is now available and is 58 minutes long. Committee would like to view it at a future Committee meeting. Accessibility to the mural – still cannot view it on the weekend.
- (c) Gaming Funds – Councillor Pattje will look into having the City write an official letter expressing concern over the reduction of gaming funds. Council decided at UBCM to meet with the Ministry responsible and have been turned down on all requests to talk to the Minister. In July, Skip Triplett was appointed by premier Christy Clark to lead a review to look into the way that revenues from gambling grants are allocated in the province. The meetings held as part of the review were well attended by the arts communities.

15. QUESTION PERIOD: (No questions.)

16. ADJOURNMENT:

It was moved and seconded at 5:11 p.m. that the meeting adjourn, with the next Meeting of the Cultural Committee to be held Wednesday, 2011-OCT-05, commencing at 4:15 p.m., in the Bowen Park Complex Conference Room.

The motion carried unanimously.



Eveline O'Rourke, Chair
Cultural Committee

CERTIFIED CORRECT



S. Samborski, Senior Manager
Recreation and Culture Services

APPROVED FOR DISTRIBUTION:



Richard Harding, Director
Parks, Recreation and Culture

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

FROM: EVELINE O'ROURKE, CHAIR, CULTURAL COMMITTEE

RE: POET LAUREATE FOR NANAIMO.

RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the establishment of a Poet Laureate program for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012.

EXECUTIVE SUMMARY:

At their meeting held on 2011-SEP-07, the Cultural Committee passed a motion supporting the recommendation that the Parks, Recreation and Culture Commission recommend that Council approve the establishment of a Poet Laureate program for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012.

The purpose of a Poet Laureate for Nanaimo would be to serve as a "people's" poet and to raise awareness of poetry and the literary arts and the positive impact literature and poetry can have on community life. A Poet Laureate would be selected based on a set of criteria and an established process for a three-year term. It would be an honorary position.

BACKGROUND:

Nanaimo resident Terry Jestin appeared as a delegation at the Cultural Committee meeting held 2011-JUN-01. Mr. Jestin suggested that a Poet Laureate program be established for Nanaimo. The Committee requested that staff research this matter and gather information on Poet Laureates. Staff was asked to report findings at the next Cultural Committee meeting.

Information was gathered from Kingston, Edmonton, Vancouver, and Victoria. Our newest Cultural Committee member, Ms. Kamal Parmar, also assisted with some research of her own as she has expertise and interest in poetry and the literary arts.

The purpose of a Poet Laureate for Nanaimo would be to serve as a "people's" poet and to raise awareness of poetry and the literary arts and the positive impact literature and poetry can have on community life. A Poet Laureate would be selected based on the following criteria and an established process for a three-year term. It would be an honorary position with an annual allocation of \$1,000 for expenses.

Selection Criteria:

1. Excellence of the poet's work demonstrated by peer and/or public recognition.
2. Publication of at least one book of poetry and other publications that display literary excellence.
3. Live and/or work in the City of Nanaimo and has made a significant contribution towards enriching the literary life of Nanaimo.
4. Possess the personal qualities and stature to fulfill the duties and responsibilities of a Poet Laureate.
5. Possess a good knowledge and understanding of the history and cultural life of the city.

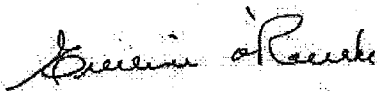
The duties of the Poet Laureate position:

The Poet Laureate will be expected to:

1. Participate in the literary life of the city and serve as a literary ambassador for Nanaimo.
2. Participate in important city events (civic special events, City Council meetings, or special functions) by presenting works that are of special significance to Nanaimo (works of their own or others).
3. Produce at least one original work (per each year of their term) that is of significance to the history and cultural life of Nanaimo.
4. Initiate events related to poetry including one legacy event during their term.

The City would invite the literary community to submit nominations or expressions of interest for this position. The selection and appointment process would involve a special, five member, Selection Committee made up of two members of the Cultural Committee, two peer representatives from literary community (poets, writers from the Vancouver Island Regional Library), and one representative from the Vancouver Island University Creative Writing Faculty. Once a candidate is identified they will be recommended to the Parks, Recreation and Culture Commission and City Council for appointment.

Respectfully submitted,



Eveline O'Rourke, Chair
Cultural Committee



MONTHLY ACTIVITY REPORT

RECEIVED

AUG 02 2011

DEPARTMENT OF
PARKS RECREATION AND CULTURE

July 2011

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	12	Good Timber*	7:30 PM	Musical	182	9
2	13	Gabriola Fibre Arts	10:00 AM	Gallery art takedown	0	3
3	13	Good Timber*	7:30 PM	Musical	76	9
4	14	Good Timber*	7:30 PM	Musical	82	9
5	15	Good Timber*	7:30 PM	Musical	78	9
6	16	Good Timber*	4:00 PM	Musical	43	9
7	16	Good Timber*	7:30 PM	Musical	72	9
8	17	Good Timber*	2:30 PM	Musical	56	9
9	19	Gabriola Palette People	10:00 AM	Gallery art hanging	0	3
10	19	Good Timber*	7:30 PM	Musical	129	9
11	20	Good Timber*	7:30 PM	Musical	113	9
12	21	Good Timber*	7:30 PM	Musical	126	9
13	21	Celtfest 2011	7:30 PM	Music & dance	577	48
14	22	Good Timber*	7:30 PM	Musical	86	9
15	23	Good Timber*	4:00 PM	Musical	71	9
16	23	Good Timber*	7:30 PM	Musical	127	9
17	24	Good Timber*	2:30 PM	Musical	134	9

TOTALS

Number of Events: 17

Estimated Audience Attendance: 1952

Estimated Number of Artists/Crew: 180

Total people through the building: 2132

Through The Port Theatre: 631

Through Good Timber: 1501

*Although Good Timber was presented by The Port Theatre, the events were held at the Conference Centre



Monthly Event Report

	# Events 2007	# Events 2008	# Events 2009	# Events 2010	# Events 2011	# Patrons 2007	# Patrons 2008	# Patrons 2009	# Patrons 2010	# Patrons 2011
Jan	12	22	13	21	17	5,626	5,126	4,191	10,368	5,912
Feb	20	32	18	15	34	8,161	10,911	8,308	5,455	10,271
Mar	18	16	27	23	15	8,305	5,078	9,604	7,808	6,056
Apr	32	20	33	28	25	12,389	7,888	10,137	12,803	11,333
May	29	28	16	23	26	13,851	13,173	6,254	8,917	10,709
Jun	25	29	30	36	28	12,055	12,507	16,465	18,127	17,535
Jul	11	20	2	7	17	4,304	6,908	457	994	2,132
Aug	3	2	2	6		701	1,339	85	2,793	
Sep	20	15	9	18		5,934	6,787	2,925	7,726	
Oct	13	26	25	28		5,119	8,067	7,794	6,359	
Nov	21	34	30	25		9,765	14,306	10,083	10,070	
Dec	14	24	22	22		5,049	9,302	8,516	9,857	

TOTALS	218	268	227	252	162	91,259	101,392	84,819	101,277	63,948
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Comparison of attendance for the same month last year
Comparison of events for the same month last year

114%	increase
143%	increase

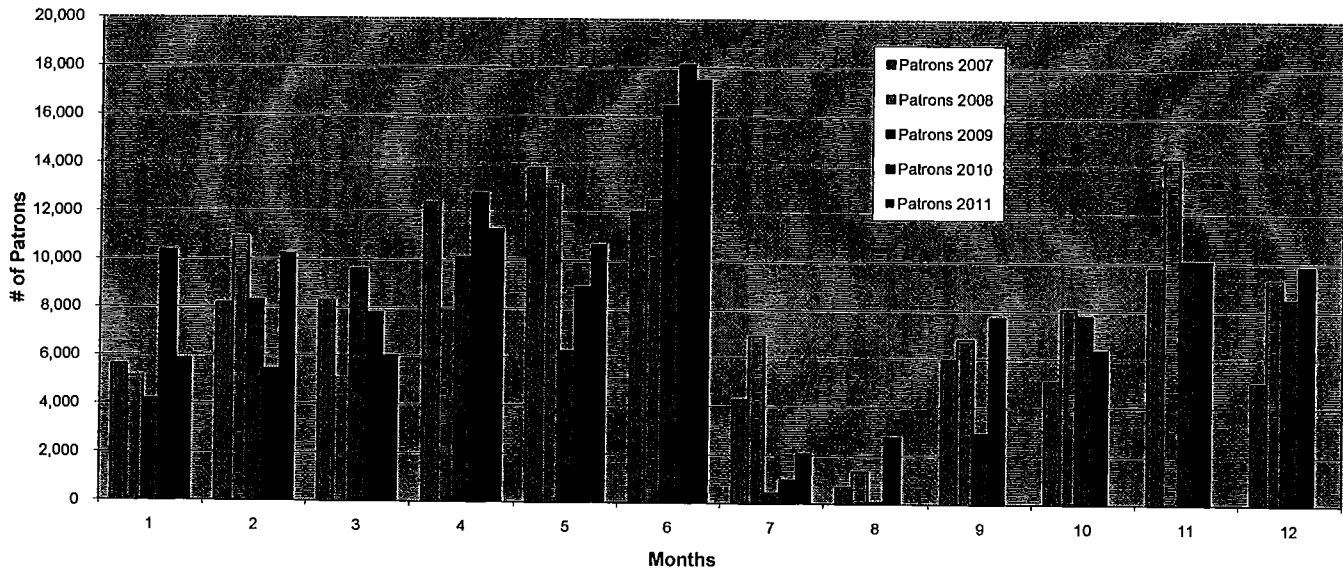
Five year average attendance for same month
Five year average number of events same month

2,959
11

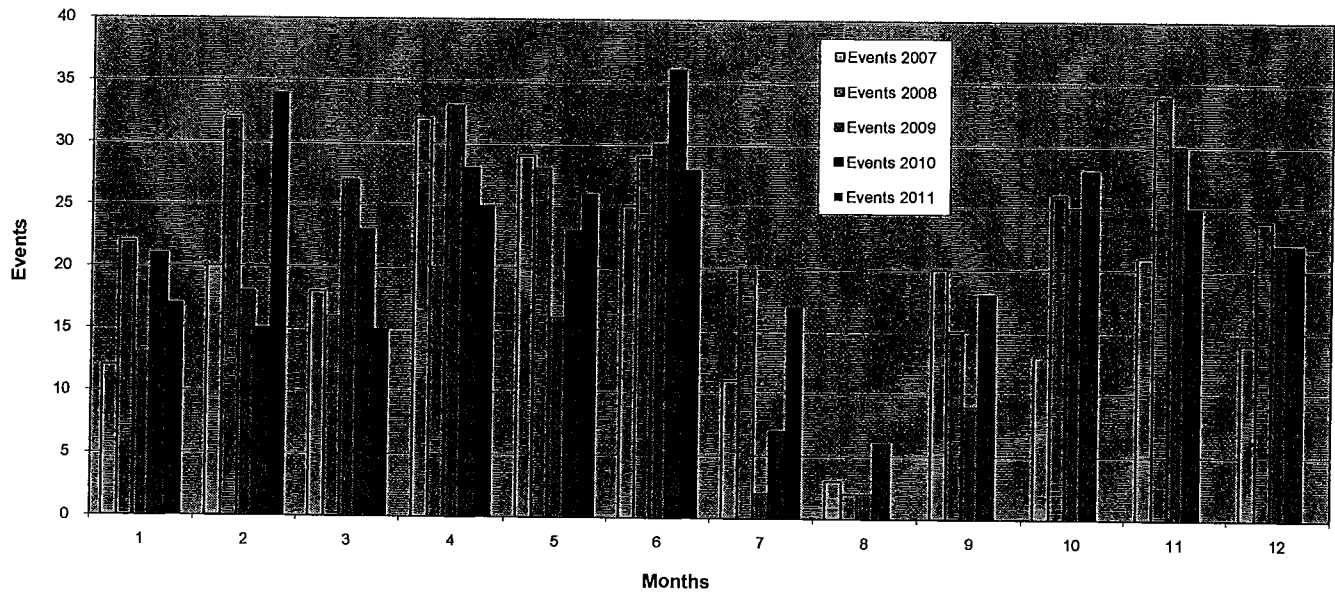


Monthly Event Report

Patron Attendance Comparison



Event Comparison





MONTHLY ACTIVITY REPORT

August 2011

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	7	All-American Boys Chorus	7:00 PM	Music	273	40
2	15	Forest Park Boys & Girls Club	11:00 AM	Building tour	20	1

TOTALS

Number of Events:	2
Estimated Audience Attendance:	293
Estimated Number of Artists/Crew:	41
Total people through the building:	334



Monthly Event Report

	# Events 2007	# Events 2008	# Events 2009	# Events 2010	# Events 2011	# Patrons 2007	# Patrons 2008	# Patrons 2009	# Patrons 2010	# Patrons 2011
Jan	12	22	13	21	17	5,626	5,126	4,191	10,368	5,912
Feb	20	32	18	15	34	8,161	10,911	8,308	5,455	10,271
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Jun	25	29	30	36	28	12,055	12,507	16,465	18,127	17,535
Jul	11	20	2	7	17	4,304	6,908	457	994	2,132
Aug	3	2	2	6	2	701	1,339	85	2,793	334
Sep	20	15	9	18		5,934	6,787	2,925	7,726	
Oct	13	26	25	28		5,119	8,067	7,794	6,359	
Nov	21	34	30	25		9,765	14,306	10,083	10,070	
Dec	14	24	22	22		5,049	9,302	8,516	9,857	
TOTALS	218	268	227	252	164	91,259	101,392	84,819	101,277	64,282

Comparison of attendance for the same month last year

Comparison of events for the same month last year

Five year average attendance for same month

Five year average number of events same month

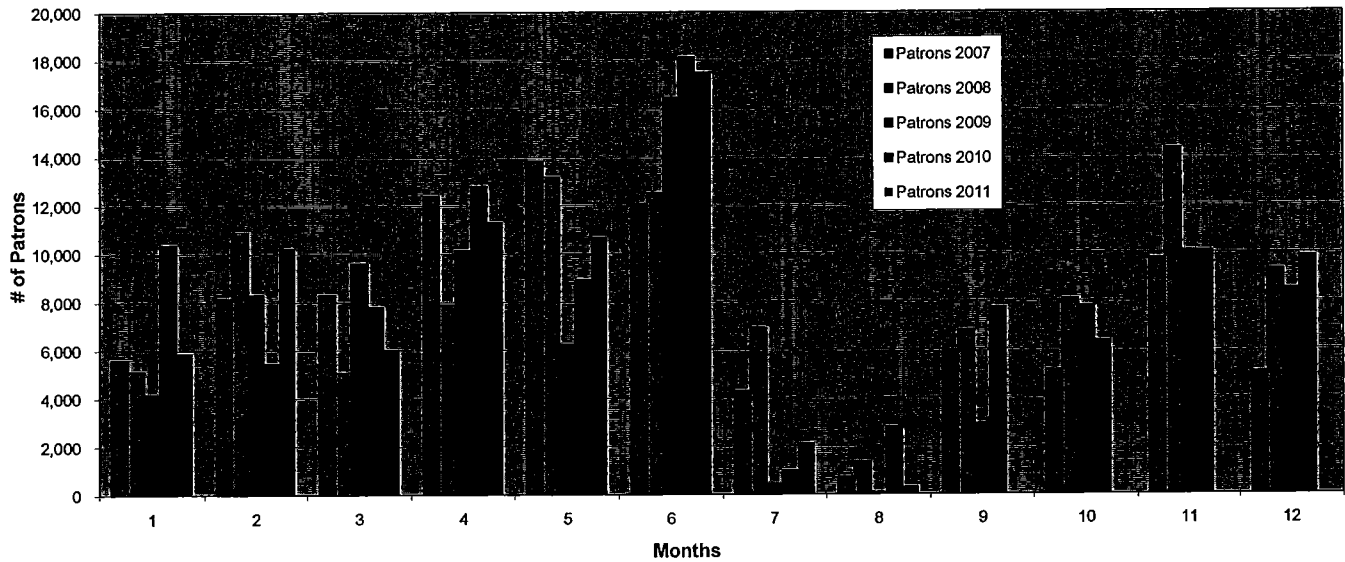
-88%	decrease
-67%	decrease

1,050
3

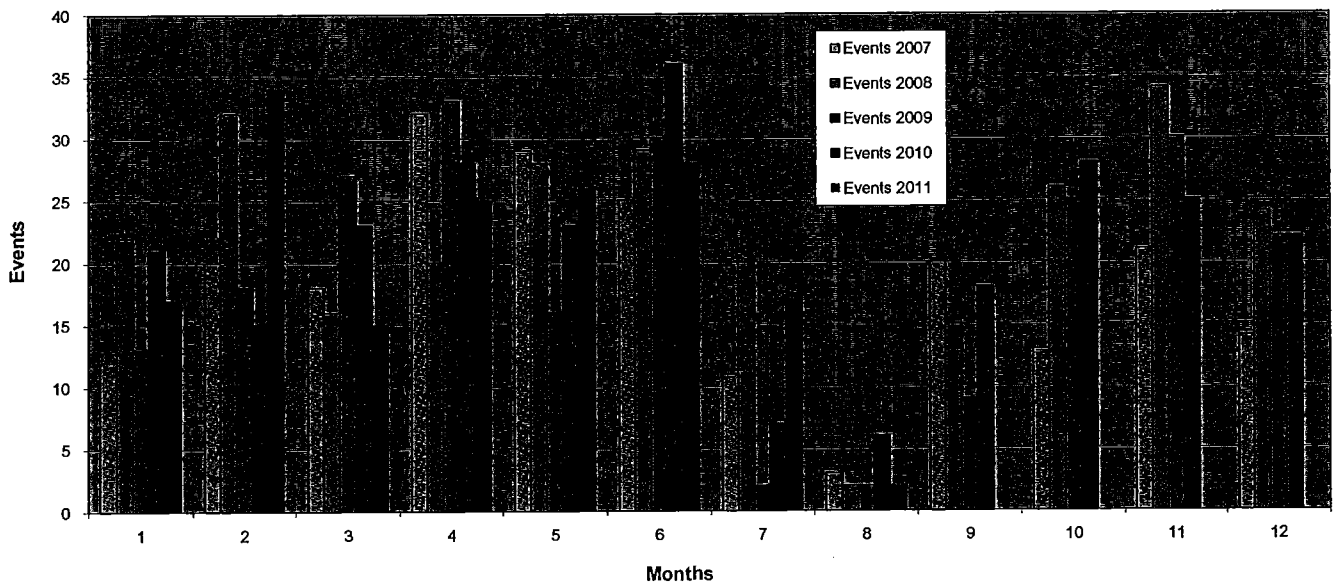


Monthly Event Report

Patron Attendance Comparison



Event Comparison

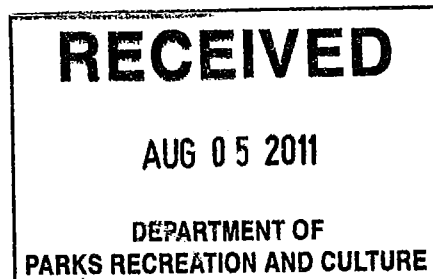




ACTIVITY REPORT

July 1, 2011 to July 31, 2011

Submitted by Ed Poli, Gallery Manager



The Campus Gallery (900 Fifth Street) presented:

- **Body of Evidence** – from May 13, 2011 to August 20, 2011 - This exhibition features figurative sculptures created over the last three years by Saltspring Island artist Charles Breth. The ceramic sculptures are created by hand using age old techniques such as coil, slab and pinch pot processes and are fired with a terra sigillata solution of very fine clay particles most prominently used by the Greeks and Romans of antiquity.
- **Art Education** – The Gallery presented educational workshops and gallery tours.

Campus Gallery Attendance: 300

The Downtown Gallery (150 Commercial Street) presented:

- **Sturgeon Festival Show** – from July 7, 2011 to July 30, 2011 - This exhibit featured artwork by renowned ceramic artist, Margaret Kenway Haydon, artist GR Fitch, and showcased the Sturgeon Art Collection of Gordon Edmondson. The exhibit was held to coincide with the 4th Annual Sturgeon and Paddlefishes Conference hosted by the North American Chapter of the World Sturgeon Conservation Society from July 11 to 14, 2011 and the Vancouver Island Conference Centre.
- **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 - a large range of works and media are on display and for sale.
- **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: 2224

Total Attendance: 2524



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SEP 02 2011

DEPARTMENT OF
PARKS RECREATION AND CULTURE

ACTIVITY REPORT

August 1, 2011 to August 31, 2011
Submitted by Ed Poli, Gallery Manager

The Campus Gallery (900 Fifth Street) presented:

- **Body of Evidence** – from May 13, 2011 - August 20, 2011 - This exhibition features figurative sculptures by Salt Spring Island artist Charles Breth. The ceramic sculptures were created by hand using age old techniques such as coil, slab and pinch pot processes and are fired with a terra sigillata solution of very fine clay particles most prominently used by the Greeks and Romans of antiquity.
- **Huxian Collection** - from August 25, 2011 - November 5, 2011 - This exhibition of work from the Gallery's permanent collection features gouache watercolours on paper by various Chinese artists. In 1984 the Nanaimo Art Gallery, in cooperation with the Huxian Cultural Bureau, organized a traveling exhibition of 76 paintings from the Huxian region of China titled "Visions of Rural China". Fourteen of the paintings from the exhibition are now part of the Gallery's permanent collection.
- **Waterscapes Installation** – During the week of August 22nd 2011 a team of volunteers worked with Gallery staff and artist Gu Xiong to install his exhibition *Waterscapes Migration along the Vancouver Island, Fraser and Yangzi Rivers*. The exhibit opens on September 9, 2011, and runs until January 7, 2012 (more detail will be included in the September, 2011, report).
- **Art Education** – The Gallery presented educational workshops and gallery tours,

Campus Gallery Attendance: 228

The Downtown Gallery (150 Commercial Street) presented:

- **Step Up** – from August 3, 2011 - August 26, 2011 – An exhibition celebrating youth culture and street art and featuring the work of a number of young artists from Nanaimo and Victoria.
- **Art Mart** – from August 5, 2011 - August 21, 2011 - Art Mart is an art sale fundraiser for the Gallery which provides the public with an opportunity to support the Gallery by donating art to the sale as well as the chance to while finding art at bargain prices.
- **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 - a large range of works and media are on display and for sale.
- **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: 2373

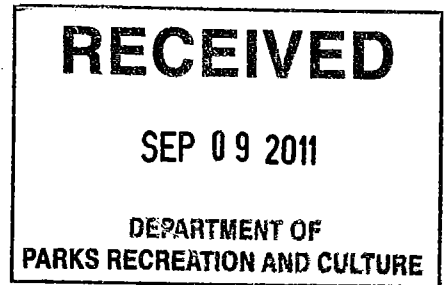
Total Attendance: 2601



NANAIMO MUSEUM

Report to Parks Recreation and Culture Commission
July/August 2011

Submitted Sept. 12, 2011 by Debbie Trueman



Administration/Revenue:

- **Numbers** – museum visitor numbers are up 23% July/August this year over last year and program numbers up almost the same amount. The Bathtub days street fair activities saw over 2,000 people visit museum table and activities.
- **Staffing Developments** – Aimee Greenaway (former summer student/volunteer now with teaching degree) will be replacing retiring Bobbi Williamson as our Program/Volunteer Coordinator.
- **Succession Planning** – As part of our strategic plan renewal, we are looking at succession planning for several staff leaving in the next few years.
- **BC Arts Council** – This application is in the works and requires at least 1.5 weeks total staff time to prepare.
- **Gaming Revenue Projections** – We will be applying through the new process next year, one year at a time and have been warned to expect 50% reduction in funding - lets hope the provincial community consultation process changes those figures.
- **Gift Shop Product Development** – The Fred Peters image continues to be very popular and now includes t-shirts, bags, paper weights, bottle stoppers and note books and will soon include playing cards and magnets. We now also have First Nation logo temporary tattoos. I am awaiting delivery of some wonderful Bastion pens - I have several wholesale sales waiting to be filled! We also published one of Lynne Bowen's books and one of Jan Peterson's books.

Exhibit Programming:

- **Japanese National Museum Ansel Adams/Leonard Frank exhibit** – is now gone but got good reviews and brought another new audience to the Museum.
- **Ivan Sayers/Museum Collection Textile exhibit** – Opened September 1st with some spectacular fashions from the "belle epoch" era, 1890-1914. This exhibit is sponsored by Damsels Fashions.
- **Permanent Exhibit Development** – Planning continues for last section and will begin in earnest this fall.
- **Bastion exhibit** – The new exhibit got great reviews this summer with Bastion numbers being up 16% over same period open in 2009.

Programs and Events:

- **Venue Rental** – Summer is a much quieter time but bookings for the fall are looking busy and include (for September) Heritage Paint out, Routes to Learning, Client Appreciation event, VIHA meetings, Arbutus Travel event, VIU conference reception, DNBA meetings, VI Tourism conference visits, and MS Society meeting.
- **Cemetery Strolls/Pub Tours and Sundaes on Sunday/time Machine Mania** – these adult and children/family program events were very well received again with the two family events being new programs.
- **Bathtub Streetfair** – wonderful weather meant our boat/water with pool activities were very popular!
- **Other programming** – included a presentation to Nanaimo Executive Association and Nanaimo Yacht club.
- **Sports Hall of Fame** – Announcement was September 1st in conjunction with the opening of the Textile exhibit. Induction ceremony will be Saturday, September 17th in the afternoon at the Museum.
- **Lynne Bowen book launch** – over 250 people welcomed Lynne back to her first public event since her car accident early this year. It was a great event with more than 50 books sold!
- **Cruise Ships** – we have 2 ships coming in September.

Community Partnerships:

- **Cavalotti Lodge** – we partnered with them again for Lynne's book launch. The Lodge made sausages and pastry on site that was enjoyed by all!
- **Snuneymuxw First Nation** – dioramas from old museum will become part of the Newcastle exhibit.
- **Military Museum** – working closely with Roger and Brian planning for the future!!
- **Gathering Place VIU** – planning continues on this committee.

Favourite Comment – "This is a really cool experience to see Nanaimo." Also stated in German!

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: SMOKE FREE PARKS, BEACHES AND FACILITIES.

STAFF RECOMMENDATION:

That the Parks, Recreation and Culture Commission: recommend that Council direct Staff to draft an amendment to the Parks, Recreation and Culture Regulation Bylaw 2008 No. 7073 which expands the City of Nanaimo smoke-free zones to include all City managed recreation properties including: trails, plazas, parks, beaches, and recreation facilities; except in designated smoking areas as required.

EXECUTIVE SUMMARY:

At the regular meeting of City Council of 2011-JUN-27, a motion was passed that Staff undertake a public input process to gauge support for a smoking ban at all City of Nanaimo parks and recreation properties. This process was carried out over the months of July and August.

Nanaimo's parks system includes over 130 km of trails, 400 parcels of park land, and several facilities. These open spaces and recreational amenities offer residents and visitors of all age's valuable opportunities for recreation and relaxation. Each year, Nanaimo's parks and beaches are used by tens of thousands of people.

This report summarizes the risks associated with smoking in public spaces and summarizes the results from a public input survey which was completed in a two-month window by 684 respondents. The responses support amendments to Nanaimo's bylaws to expand smoke free zones.

BACKGROUND:

According to the Canadian Cancer Society, tobacco use remains the largest single preventable cause of death and disease in British Columbia. The medical evidence linking smoking to health issues is well-documented and smoking bans in public places are considered the most effective means of reducing exposure to second-hand smoke. With acceptance that no level of exposure to second-hand smoke can be considered safe (U.S. Surgeon General, 2006), reducing such exposure remains a key component of health promotion by the World Health Organization, Health Canada, the Province of British Columbia, the Canadian Cancer Society and VIHA.

In British Columbia, regulations for smoke-free spaces began in the early 1980s. The City of Nanaimo and others subsequently introduced bylaws that provided for smoking bans in workplaces and public spaces based on recommendations from Medical Health Officers with community support. In recent years, restrictions on smoking in outdoor public spaces have occurred throughout North America. In the majority of instances these jurisdictions cited medical and environmental rationale as the foundation for these actions.

Local examples of municipalities that have already taken this approach include: Vancouver; White Rock, Richmond, Whistler, West Vancouver, and Kelowna. Each has enacted bylaws which prohibit smoking in one or more of the following areas: public parks, beaches, playgrounds, and playing fields. In addition many jurisdictions in the United States have taken similar actions in an attempt to promote healthier lifestyles and increase the quality of the local environment.

Smoke-free parks and playgrounds protect people from exposure to second hand smoke. In 2007, the Parks, Recreation and Culture Commission, in conjunction with the Canadian Cancer Society, endorsed smoke-free zones in specific outdoor areas where the public (particularly children and youth) were likely to frequent such as playgrounds with defined boundaries. All playgrounds have been signed with this suggestion as well as two swimming beaches (First Beach at Westwood Lake and Loudon Park Beach at Long Lake). These “smoke free zones” and signage are not within any bylaw.

In addition to the “smoke free zones” created in 2007, the City of Nanaimo Parks Bylaw (2008 - No. 7073) was updated in 2008. The following amendments referred to smoking in Part II – Park Regulations:

3.0 Prohibited Acts (*in part*)

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

- 3.27 Smoke anywhere on the property of the Nanaimo Aquatic Centre.
- 3.28 Smoke within 3 meters of any Activity Centre Building(s).
- 3.29 Smoke within 7.5 meters of any Oliver Woods Community Centre Building(s).
- 3.30 Smoke contrary to any posted signs.

Although these amendments are currently enforceable, smoking is still permitted in most of the City's parks and on recreation facility properties.

The recreation facilities and community centres service a wide range of activities. Rentals and spectator events attract a variety of participants. Some of the mixed martial arts and ticketed events held in our parks and facilities include the creation of a secure smoking area. To accommodate the diversity of our clientele, designated smoking areas will be provided for as required.

Public Input to the Banning of Smoking in City of Nanaimo's Parks, Beaches and Facilities:

The City of Nanaimo launched a twelve question survey during the summer of 2011. The survey was available online and at recreation facility front counters. The survey was publicised in newspapers, on face book, on twitter and within the City's website. Over a two month period, a total of 608 responses were received.

Summary of Nanaimo's responses:

- 87% of respondents indicated that they visit Nanaimo's parks, plazas, trails, playgrounds, recreation facilities, fields and beaches daily or weekly.
- 40% suggested that they would use the park system more if a ban were in place.
- 43% of respondents indicated that a ban would not change their use patterns.

- 14.5% indicated that they would use the system less if a ban was established.
- 75% of respondents support the establishment of a smoking ban bylaw within city parks and recreation properties.
- 74% of respondents support the proposed bylaw being established in city managed parks.
- 75% of respondents support the proposed bylaw being established along city managed trails.
- 77% of respondents support the proposed bylaw being established within city managed plazas.
- 93% of respondents support the proposed bylaw being established within city managed playgrounds.
- 82% of respondents support the proposed bylaw being established within city managed sports fields.
- 81% of respondents support the proposed bylaw being established at city managed recreation facilities.
- 61% of respondents support the designation of outdoor smoking areas at city operated recreation facilities such as: Beban Park Social Centre, Frank Crane Arena, Bowen Park Complex.
- 76% of respondents support the proposed bylaw being established at city managed beaches.

The Vancouver Parks Board undertook a similar process in 2009 with similar results. Similarly, a Canadian Cancer Society Public Opinion Research Survey, Ipsos Reid, 2008, found that 75% of Nanaimo residents would support regulations prohibiting smoking at parks and playgrounds. The ratio of respondents to the Nanaimo and Vancouver surveys reflect a similar breakdown to the number of smokers in BC; 90% "non-smokers", 10% "smokers".

Implementation:

Implementation of the bylaw will consist of an initial public education/awareness phase. By way of local media, internet sources and signage with information about the new policy the public will be made aware of the reason for the changes and the scope of the bylaw and consequences. During this initial period staff, including Bylaw Enforcement, the RCMP, Park Wardens, Park Caretakers, Lifeguards, and others would advise visitors about this change. This initial phase will commence once the Bylaw has been adopted and will have some initial costs associated with the implementation of this policy relating to park signage and communications materials.

Ultimately enforcement of the bylaw is expected to occur in the same manner as other bylaws.

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: MAFFEO SUTTON PARK IMPROVEMENT PLAN UPDATE

RECOMMENDATION:

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

1. an updated Maffeo Sutton Park Improvement Plan be developed in 2012;
2. that a planning process to guide the updated plan be presented at the October regular meeting of Commission for review and consideration; and,
3. that the amenity building capital project currently being planned for the park be put on-hold until an updated plan is developed and adopted.

BACKGROUND:

Maffeo Sutton Park has developed over the years from an industrial site into a destination urban waterfront park. The site was awarded a \$500,000 Spirit Square Grant from the Provincial Government in 2008. Planning for the Spirit Square, and overall park redevelopment, provided an opportunity to enhance this premier waterfront park.

At the Regular meeting of Council on 2008-JUL-14 the following recommendations were approved:

1. receive the Concept Plan for Maffeo Sutton Park as a long term guide for park improvements as identified in Park Plan Vision Schedule "A";
2. approve the Spirit Square development area, as identified in Schedule "B", as Phase 1 for improvements; and,
3. Direct staff to proceed with detailed design of the Spirit Square with the goal to start construction by this year.

The concept for Maffeo Sutton Park improvements began in 2004 during the New Nanaimo Centre Referendum process. The following goals for the park improvements were developed at that time:

- Enhance key park features such as performance spaces, play spaces and waterfront access.
- Maintain existing amount of parking stalls and enhance access to the park.
- Improve pedestrian and multi-use circulation routes.
- Improve public amenities in the park.
- Enhance the park for special events and public use.

- Increase public open space along the waterfront.
- Add historical and industrial interpretation within the park.
- Include a phasing plan to maintain access through development.

Improvements to the park have now been completed as outlined in the Spirit Square phase of the plan and have been very successful. Many of the distinctive features of the park are unique to Nanaimo and are not found in other urban parks in North America such as tent tie downs and potable water at the street trees. The power options, potable water, and hard surface provide a space that meets the requirements of the many event permitting bodies (such as VIHA, LQB, and safety authorities).

Since opening, the Spirit Square has been a venue for about 140 annual special events (big and small) such as Marine Festival, Dragon, Blues Festival, Silly Boat Regatta, fund raisers, and the Olympic Torch Relay. Feedback from the users has primarily been positive and many people have asked what improvements are coming next.

With the pending addition of the 2.3 acres of property at 150 Comox Road to Maffeo Sutton Park plus a desire from Commission and Council to review the future phases of the plan, it is an opportune time to step back and conduct an update to the overall park plan.

It is recommended that Commission recommend to Council that an updated plan be conducted in 2012 and that the amenity building project be put on hold until this update has been completed.

An updated planning process will be developed in the fall and brought back for Commission and Council for consideration. The planning process will include public input and review as per the first plan.

Respectfully submitted,



Richard Harding
Director
Parks, Recreation and Culture

File: A2-4 / D1-4-9
2011-SEP-15
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SCHEDULE A

Park Vision

Maffeo Sutton Park Master Plan Concept
Scale 1:500

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 BLIND BOWLS

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Blind Bowls in the amount of \$200.00. The application meets all of the grant criteria.

EXECUTIVE SUMMARY:

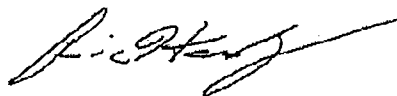
The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current 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 2011-AUG-15, staff reviewed a Travel Assistance Grant application from the Nanaimo Blind Bowls and determined that the application meets all of the grant criteria and recommends that the Parks, Recreation and Culture Commission approve the application in the amount of \$200.00.

BACKGROUND:

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. It was determined that the application meets all of the grant criteria and it is recommended that the Parks, Recreation and Culture Commission approve the application in the amount of \$200.00. Two members of the Nanaimo Blind Bowls, Shirley Cole and Randy Fred, represented Nanaimo at the Canadian Blind Bowls National Lawn Championships.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

Attachments – Application & Evaluation

2011-AUG-17
File: A2-4 / A2-6 / B3-5-12
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Travel Assistance Grant Evaluation

APPLICANT: Nanairo Blind Bowlers DATE: Aug 10, 2011

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		
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 (✓): ✓ AMOUNT: \$ \$ 200.00

OR

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

EVALUATOR: Liz Williams POSITION: _____



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: <i>Nanaimo Blind Bowlers</i>		DATE: <i>August 10, 2011</i>	
ADDRESS: <i>6254 Forest Cres.</i>		PRESIDENT: <i>Stan Dalzell</i>	
<i>Nanaimo, B.C. V9V1E3</i>		SENIOR STAFF MEMBER: <i>Donn Sherry</i>	
		POSITION: <i>Coach</i>	
		CONTACT: <i>Donn Sherry</i>	
TELEPHONE: <i>250-758-5639</i>		TELEPHONE: <i>250-758-5639</i>	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>4</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>2</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>2</i>	TOTAL AMOUNT REQUESTED: <i>\$200</i>
DESTINATION: <i>Kitchener, Ontario</i>		DATE OF DEPARTURE: <i>July 25, 2011</i>	
EVENT TO BE ATTENDED: <i>Blind Bowlers Association of Canada National Championships</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>Randy Fred won Gold medal in B1 category at Provincials July 2010.</i> <i>Shirley Cole won Gold medal in B2 category at Provincials July 2010</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>B.C. Blind Sports + Recreation Association</i> <i>Nanaimo Lawn Bowling Club</i> <i>Nanaimo Blind Bowlers</i> <i>Competitors if necessary</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>1. While at this competition these 4 advertise the City, promote visits and stress how supportive the City is towards persons with disabilities.</i> <i>2. Both bowlers receive Disability allowances and appreciate any help they can get. They must pay the shortfall in our fund raising efforts</i>			
SIGNATURE: <i>D. Sherry</i>		TITLE/POSITION: <i>Coach</i>	DATE: <i>Aug. 10, 2011</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.			

BBAC NATIONAL CHAMPIONSHIPS
KITCHENER, ONTARIO JULY 26 - 03, 2011

BUDGET

EXPENSES:

1. Registration	4 @ \$355 =	\$1420
2. Air Fare	4 @ \$572.85 =	\$2291.40
3. Baggage Charges (Bowls Cases)	2 @ \$40.32 =	\$80.64
4. TOTAL		\$3792.04

INCOME:

1. BC Blind Sports & Recreation Assoc.	\$1600
2. Nanaimo Blind Bowlers	\$1420
3. Nanaimo Lawn Bowling Club	\$200
4. City of Nanaimo	\$200
5. TOTAL	\$3420

Any shortfall of income will be paid by the 2 blind bowlers.

RESULTS: At these Championships Randy Fred bowled 8 games winning them all and won the Gold Medal in the B1 (total blind) men's section.
Shirley Cole bowled 7 games, winning 5 and losing 2 to win the Silver Medal in the B2 (partially sighted) women's section.
Marcia Williams assisted Ms Cole and Tom Williams worked with Mr. Fred.

REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: LIZ WILLIAMS, MANAGER OF RECREATION & CULTURE SERVICES
RE: TRAVEL ASSISTANCE GRANT – NANAIMO DIAMONDS FASTBALL.

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Diamonds Fastball in the amount of \$800.00. The application meets all of the travel grant criteria.

EXECUTIVE SUMMARY:

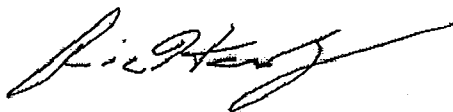
The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current 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 2011-JUL-26, Staff reviewed a Travel Assistance Grant application from the Nanaimo Diamonds Fastball, 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 \$800.00. Nanaimo Diamonds Fastball will be travelling to Medicine Hat, Alberta, to represent Nanaimo at the Western Canadian Fastball Championships.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

Attachments – Application & Evaluation

2011-AUG-15

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

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City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Parents Football DATE: July 26, 2011

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		
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 (✓): ✓ AMOUNT: \$ 800.00

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Recreation & Culture Services

ORGANIZATION: Nanaimo Diamonds Football		DATE: July 26, 2011	
ADDRESS: 2141 Michigan Way, Nanaimo		PRESIDENT: manager: Kathleen Sugiyama	
		SENIOR STAFF MEMBER: head coach: Julie Roberge	
		POSITION:	
		CONTACT: Kathleen Sugiyama	
TELEPHONE:		TELEPHONE: 250-668-8779	
TOTAL NUMBER OF PERSONS TRAVELLING: 25	TOTAL NUMBER OF COMPETITORS TRAVELLING: 13	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 8	TOTAL AMOUNT REQUESTED: \$800
DESTINATION: Medicine Hat, Alberta		DATE OF DEPARTURE: August 2, 2011	
EVENT TO BE ATTENDED: Western Canadian Football Championships			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Provincial Championships - BC #2			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: We have approx. \$1,200 left in our account from fundraising earlier this year. Our players are attempting to get further sponsorship monies from local businesses.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? We are representing Nanaimo (and the province of BC) as one of only two teams at the Western. Our provincial championships were just this weekend (July 22-24, 2011) so we have little time to fundraise. The Western run August 4-7, 2011.			
SIGNATURE: K Sugiyama		TITLE/POSITION: Manager of team	DATE: July 26, 2011
* 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 for the Nanaimo Diamonds Fastball (Midget B)

Attending: Western Canadian Championships
August 4-7, 2011

Note: we have 13 players on our team. Several parents are traveling with the team. We also have 3 coaches.

Expenses

Driving expenses/gas: \$400 per vehicle x 6 vehicles = **\$2,400**

Flights: \$400 per person x 2 players = **\$800**

Hotel: \$130 per night x 4 nights x 7 rooms = **\$3,640**

Food: \$40 per day x 7 days (this includes travel days) x 13 players = **\$3,640**

Banquet: \$25 per person x 13 players = **\$325**

TOTAL EXPENSE: \$10,805

Revenues

We currently have approximately \$1,200 left in our team bank account. These funds will be distributed equally amongst the players and coaches, who have all worked to fundraise this money.

Players will continue trying to obtain sponsorship monies before we leave on August 2, 2011

Diamonds girls win at Westerns

That's how the West was won. The Nanaimo Diamonds midget B girls' fastball team won Softball Canada's Western Canadian championship on Sunday in Medicine Hat, Alta., after going through the four-day tournament undefeated. The Diamonds defeated Saskatchewan's Pilot Butte Storm in the gold-medal game, 7-4. Nanaimo finished out of the medals at provincial championships last month at Beban Park, but were clearly undaunted going into Westerns. The Diamonds started this past weekend's tournament with an 11-2 blowout over the Medicine Hat Thrunder and 15-0 shut-out against the Calgary Triple Threats on the first day of the tournament and kept rolling from there.

Diamonds coaches and players could not be reached by press time. Please look for more on the team in an upcoming issue.

REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION

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

**AUTHORED BY: ELIZABETH WILLIAMS, MANAGER
RECREATION & CULTURE SERVICES**

RE: TRAVEL ASSISTANCE GRANT – NANAIMO DIAMONDS FASTBALL - BANTAM

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Diamonds Fastball - Bantam in the amount of \$1,000.00. The application meets all of the travel grant criteria.

EXECUTIVE SUMMARY:

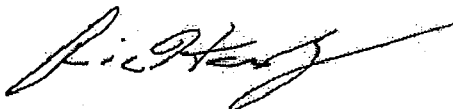
The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current 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 2011-Aug-24, Staff reviewed a Travel Assistance Grant application from the Nanaimo Diamonds Fastball - Bantam, 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. Nanaimo Diamonds Fastball - Bantam will be travelling to Saskatoon, Saskatchewan, to represent Nanaimo at the Western Canadian Fastball Bantam Championships.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

2011-SEP-07

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

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City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo & District Football Association DATE: Aug. 24, 2011

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		
B. Attending a Regional, National, or International Championship, <u>Western</u>	✓		
C. Traveling out of Province	✓		<u>Saskatoon.</u>
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 (✓): ✓ AMOUNT: \$ 1,000.

OR

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

EVALUATOR: Liz Williams POSITION: Manager, Recreation & Culture

Attention Mary Smith
758-8761

2003



CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: NANAIMO DISTRICT MINOR SOFTBALL ASSN.		DATE: JULY 25, 2011	
ADDRESS: Box 264, Station A		PRESIDENT: DOUG CAWTHORNE	
NANAIMO, BC V9R 5K9		SENIOR STAFF MEMBER: JENNIFER CAWTHORNE	
Team: NANAIMO DIAMONDS 95 BANTAM 2		POSITION: SECRETARY	
TELEPHONE: (250) 245-4041		CONTACT: Doug Cawthorne	
TOTAL NUMBER OF PERSONS TRAVELLING: 30		TOTAL NUMBER OF COMPETITORS TRAVELLING: 13	
TOTAL NUMBER OF PERSONS TRAVELLING: 30		TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 10	
TOTAL AMOUNT REQUESTED: \$1,000.00		DATE OF DEPARTURE: JULY 28, 2011	
DESTINATION: SASKATOON, SK			
EVENT TO BE ATTENDED: 2011 WESTERN CANADIAN <u>BANTAM</u> CHAMPIONSHIPS			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: ✓ 2011 PROVINCIAL SILVER MEDALLIST			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: SOFTBALL BC TRAVEL ASSISTANCE			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? Team will be representing Nanaimo & British Columbia at the Western Canadian Championships.			
SIGNATURE: 		TITLE/POSITION: President	
DATE: Aug 5/11			
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.			

01:07/2010 06:58 FAX

0004

Western Canadian Championship

Association: Nanaimo & District Minor Fastball Association
Team: Nanaimo Diamonds 95 Bantam Fastball Team

Budget for Travel

of Players: 13

Destination: 2011 Bantam Western Canadian Softball Championship
Saskatoon, SK

Dates: Departing July 28th, returning August 2nd, 2011

Revenues:

Softball BC Travel Assistance

\$ 1,755.00

Total Revenue:

\$ 1,755.00

Expenses:

Flights: 13 X \$400 each

\$ 5,200.00

Hotels: 4 team rooms @ \$109 / night * 5 nights:

\$ 2,180.00

Total Expenses:

\$ 7,380.00

Difference:

\$ (5,625.00)

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

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

RE: MONTHLY REPORT – JULY/AUGUST 2011 – PARKS OPERATIONS

The following highlights are the park initiatives for July and August. Regular maintenance tasks are not listed.

PARK PLANNING & DEVELOPMENT:

- Implementation of the Phase 1 improvements to Pawson Park are complete and are being well received by the neighbourhood. The park has been busy all summer with day camps, community barbecues, park paint-out week, and use of the park by the Malaspina Gardens residence.
- Staff are reviewing options for the Maffeo Sutton Amenity building and will be sharing them with Commission.
- Design for an 18 car accessible parking lot has been developed for Bowen Park (former barnyard location). It will be built in October.
- Survey results from the Harewood Centennial Park improvement input sessions have been analyzed. Based on the input, staff are moving forward with options and stakeholder meetings and will be presenting them to Commission this fall.
- Staff have continued to liaise with Tillicum Lelum on recreation facility and programming discussions.
- New brochures about dog off-leash parks in Nanaimo are available. New Explore our Parks and Trails brochures have also been printed.
- The Parks and Trails database has been updated with new inventory information. This will link to a new "Parks GO" application which has been crafted by City of Nanaimo IT staff. The new database will be easier to update and maintain long term. It is similar to an online Explore Our Parks brochure and will be available to the public online this fall.
- Staff have liaised with artists to complete two mural projects. The first at Pawson Park and the second on tunnels under Highway 19 and the Parkway.
- Staff are prepping the Diver Lake dog off-leash area for its opening on 2011-OCT-01. New signage and a new fence line along the parking lot have been installed as per Commission's direction.
- In order to plan for potential science education facilities in parks, staff are liaising with the Nanaimo Science and Sustainability Society and assisting with background surveys and information.
- Staff have been refurbishing trail counters in August and setting them up for new locations and counts in October.

VOLUNTEERS IN PARKS

- Residents near May Richards Bennett Park held another work party on 2011-SEP-03 to thin trees and clean the forest floor.
- Residents of the Applegreen area have chosen playground equipment and expect to install in October.
- Forest Drive neighbourhood is preparing a VIP proposal to submit to Commission in September.
- Meetings for residents of Norasea Park and the Stephenson point area have been scheduled to initiate VIP playground projects in September.
- Site grading and seeding is being completed at Cariboo Park. The VIP group installed a playground in May.

MAINTENANCE AND CONSTRUCTION:

- The Port Theatre Entrance renovation project is nearing completion.
- Staff assisted with the Beban Pool shutdown in August and will assist the Facility Techs with the shutdown at NAC in September.

TURF AND PARKS:

- Cariboo Park was finished with the cooperation of the VIP group and City staff. Soil was brought in to fill around the playground and rocks were removed. The VIP group still need Mid Island Fencing to install the perimeter fence. Once complete, City staff will bring in additional soil to finish the project, then seed and fertilizer will be applied.
- The Western Canadian Peewee Championships were held the week of 2011-AUG-25 to 2011-AUG-28. The City of Nanaimo and Nanaimo Minor Baseball Association worked together to host an excellent tournament with a lot of positive feedback.
- Various parks were cleaned up and work orders complete.
- Aeration continued on various playfields.
- Staff did a fourth application of fertilizer to playfields and parks.
- The second artificial turf field is now open for business with an official opening, which will involve high school football, planned for Friday, 2011-SEP-09.

HORTICULTURE:

- A major turf job was completed around the new field at Merle Logan, as well as opening up the entrance and adding flower planters.
- Staff did some group work in Chinese Memorial and the Hawthorne Estates.
- Staff completed most of the yearly rose garden maintenance during this period.
- Staff prepared and helped with some events down in Maffeo Sutton and Bowen Parks.
- Six dying trees were removed from Maffeo Sutton Park.

UTILITY:

- Two post and sleeves were installed at Westwood Lake for the kayak rentals.
- One new garbage can with concrete pad was installed at Hawthorne Park.
- Two new garbage cans with concrete pads were installed at Rockridge Park.
- Staff installed four new pipe leg benches at the Beban dog off-leash park.
- 150 feet of new 4 inch drain pipe was installed along the sidewalk by the Beban Social Center.
- Budget glass installed four mirrors at the Departure Bay Activity Hall.
- Staff removed outfield fences to get ready for soccer season.
- Shaw Electric repaired the duck pond fountains and rewired them to the lower kiosk by the old barn in Bowen Park.
- Staff installed a new Sentinel irrigation controller at the N.A.C.
- Staff installed, for Public Works, twenty-one ornamental garbage cans downtown.

URBAN FORESTRY:

- One Tree Removal Permit was processed for the multi-family residential project at 755 Terminal Avenue.
- Three Tree Removal Permits were processed for a single-family residential home construction.
- Three Tree Management Plans were reviewed for upcoming developments.
- Final comments returned regarding the new draft Tree Management and Protection Bylaw, which will be presented to the Parks, Recreation and Culture Commission in September or October depending on comments from our lawyers, Staples, McDannold and Stewart.
- Working with the Fire Department on applications for funding of Fuel Management Programs for Parks and City land in general.
- 94 phone calls received regarding various tree issues, resulting in 68 site visits.

PARKS AND OUTDOOR RECREATION PROGRAMMING:

- **Park Warden Program:** Processing two new applications since the release of the activity guide.
- **Concert in Parks:** There were no cancelled concerts in August. Average attendance was 50 – 80 people. Lots of positive feedback was received from the audience. All media sources were used this year as used in the past. After the 2011-AUG-31 concert, there is one more concert to be held on 2011-SEP-10 at Diana Krall Plaza from 12:30 p.m. to 2:00 p.m.
- **Summer Playground Program:** The Playground Program was an interesting assignment. It was both a pleasure and an eye opener to recognize how important this program is to the community. The numbers were down from previous years and the Nanaimo Food Share gave out 600 less lunches from 2011. Lower number of lunches could be positive in nature or we may be witnessing a demographic swing. This could also be due to the slow start to summer's good weather.
- **Nanaimo Good Neighbour Dog Program:** Nanaimo's first official "Canine Good Neighbour", Nesta, is a Labrador/Pitbull cross. Nesta was presented with a scarf and certificate on 2011-AUG-30.

- **Special Events:** The next special event, Rivers Day, is scheduled for 2011-SEP-25 at Maffeo Sutton Park. NALT and the City are partnering on planning and implementing the event. Invitation letters for booths have been sent out to community groups and are now in place. NALT is also hosting a concert at Beban Park Auditorium that same evening. The event will have education booths, four entertainers, salmon barbecue, and kayaking opportunities, along with tours of the Millstone River.

TRAIL COUNTS FOR JULY/AUGUST 2011:

No trail counts recorded.

OLIVER WOODS WELLNESS PARK STATS JULY/AUGUST 2011:

JULY	6TH	7TH	8TH	9TH	10TH	11TH	12TH
6:00 a.m.	8						
9:30 a.m.						2	
10:00 a.m.	6						
12:00 noon				1 (adult) 1 (child)			1
2:30 p.m.					3		
3:00 p.m.						1	8
6:00 p.m.							4
6:30 p.m.		5					
7:00 p.m.	5						
AUGUST	1ST	2ND	3RD	4TH	5TH	6TH	7TH
7:30 a.m.		2					
9:00 a.m.				2			
12:00 noon			2	1	2		3
3:00 p.m.					2		3

ANIMAL SERVICES DIVISION – PARK REPORT:

City of Nanaimo Animal Services Division - Park Report July 1 - 31, 2011					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beban	5	91	2		1
Bowen Park	8	26	3		1
Caledonia Park	1				
Colliery Dam	18	92	3	3	1
Departure Bay Beach	4	9		1	1
Divers Lake	3				
Groveland Park	6				
Gyro Youth Park	1				
Harry Wipper	3	1			
Invermere Beach	2	11			
Linley Valley	2	3		1	
Long Lake/Loudon	4	7	1		
Maffeo Sutton Park	2	30	2		
Mansfield Park	1	2			
May Richards Bennett	6	2	1		
Neck Point	13	64	2	1	2
Pipers Lagoon	13	34	1	1	3
Westdale/West Haven Park	2				
Westwood Lake	13	86	5	4	4
TOTALS	107	458	20	11	13

City of Nanaimo Animal Services Division - Park Report August 1 - 31, 2011					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beban	1	8			
Bowen Park	7	12			
Caledonia Park	1				
Colliery Dam	25	130	3	3	2
Departure Bay Beach	5	130	3	3	2
Divers Lake	3	7			1
Groveland Park	3	4			
Harewood Centennial	1	1			1
Harry Wipper	2	1			
Invermere Beach					
Linley Valley	1	2	1		
Long Lake/Loudon	4	11	1		1
Maffeo Sutton Park	2	31			
Mansfield Park					
May Richards Bennett	5	1			
Neck Point	10	64			
Pipers Lagoon	13	72	6		
Tamara	3	5	1	1	
Westdale/West Haven Park	6				
Westwood Lake	14	132	4	3	
TOTALS	106	611	19	10	7

VANDALISM REPORT FOR JULY/AUGUST, 2011

BUILDING AND ENGINEERING R&M

• Graffiti removal and painting	\$ 7,883.07
• Wire replacement	<u>\$ 3,399.31</u>
COST	<u>\$11,281.38</u>

MATERIALS AND SUPPLIES

• Misc Supplies	\$ 1,700.33
COST	<u>\$ 1,700.33</u>

LABOUR AND FLEET (City Vehicles)

COST	<u>\$ 2,220.76</u>
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TOTAL COST	<u>\$15,202.47</u>
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2011-SEP-15
File: A2-4 / A10-3
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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION & CULTURE

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

**RE: MONTHLY REPORT – JULY AND AUGUST 2011
RECREATION AND CULTURE SERVICES**

PROGRAM HIGHLIGHTS

Nanaimo Harbour City Seniors memberships sold to date are 924. Seven bus trips have registrations to date of 130 Harbour City Seniors. The special event BBQ had 20 patrons. Four Thursday Special Events had an average attendance of 82.

Nanaimo South program highlights included the Bowen Explorers Day Camp which was over 90% full this summer with 159 full week registrations and 50 daily registrations. Girls Get Active had 193 registered (186 in 2010). Registration was down slightly in pottery camps; however, attendance by outside summer camps filled any empty spaces. Staff have programmed three sessions of Baby Ballet out of the Chase River location of the Boys and Girls Club for the Fall and Winter Guide. These will be evaluated closely and, if successful, will be developed further for the spring of 2012.

LIT/Quest had 118 registrants (a record number).

In general, summer day camps, including contract camps, had lower attendance than in previous years. The single day registration implemented early in the summer helped boost numbers for camps that allowed it. A thorough review of summer programs will be conducted in the fall.

Overall summer Playground Program attendance was down from 2010, possibly due to the poor weather, but also due to changing demographics in some neighbourhoods. These lower numbers also contributed to Foodshare handing out 600 less lunches at this program. Staff will evaluate program locations and adjust for 2012.

Staff are focusing on many new programs for the Departure Bay area this fall and winter following the community survey done earlier this year, and are also working to make facility improvements to Kin Hut and Departure Bay Activity Centre to improve the level of service for these programs.

Perimeter boards (similar to arena dasher boards) were built in the Centennial Building this summer to improve the safety of some sports taking place. Another safety upgrade was the installation of emergency lighting.

359 attended drop-in sessions at Oliver Woods Community Centre (OWCC).

MARKETING

Marketing Projects (initiated/completed):

- Fall/Winter Activity Guide – produced and delivered on time, 2011-AUG-17.
- New feature added to the online version of guide, it now links straight to IREG.
- New version of the Parks & Trails Brochure has been printed and distributed.

- YouTube Videos: Staff produced Summer Camp Videos have had enormous successes for the Bowen Explorer Camp. The videos were posted on Facebook and YouTube.

Communications:

- Currently fans on Facebook - 3,905 fans with 2,710 monthly active users +6.9%.
- Twitter – 2,128 followers.
- Key communication Social Media topics were: wrapping up Otis Owl Contest; Aquatics question regarding one day a week lessons; green bin program; NAC upgrades; posted September events; camps; playground program; LIT/Quest program success; Smoking Ban Survey; Google Trail work; and, Pawson Park Community Celebration.
- Worked closely with the Google Team that was taking images of City parks and trails.
- Created communications plan for Student Rec Pass Promotions and NAC shut down.

Media:

- News Bulletin monthly feature article – Sara Raymond. Editorial on Smoking Ban Survey.
- Press releases issued: Admission Rate Increases; Youth Leadership Program Success; NAC Energy Upgrades; NMBA Tournament; Military Museum Moving; and, Google Maps in Town.
- Media Invites: Google Street View; and, Second Artificial Turf Opening.

Graphics Design:

- Created Neck Point Special Occasions Map.
- Posters include: mail banners and Facebook ads for Rivers Day; Kids Korner; Cycling Programs; South End Programs; Beban Pool Customer Appreciation Day; Spare Blox; The Zone; Oliver Woods Open Gym; Student RecPass Promotion; NAC Closure; New Admission Rates; Beban Interim Schedule; Glow in the Dark Skates; RecSkate Programs; and, "Green" improvements during NAC Shutdown.
- Creation of Certificates of Completion for LIT/Quest and various ads.
- Worked on new signage for Beban Dog Off-Leash Area, APEX signage for weight rooms, "not feeding the wildlife", invite for opening of the second artificial turf field and Commission Christmas Social.
- Created handout for Nanaimo dog off-leash areas with maps of the parks on one side and guidelines for usage on the other side and "Beginner Fitness Classes" brochure to be distributed via PRC and VIHA.
- Updated Corporate Pass brochure to reflect new prices and LEAP brochure.

The program team is working with the CLASS Committee to implement on-line monthly preschool payments.

Staff have been learning how to use the Mac and video cameras and created a YouTube advertising video for Girls Get Active summer camp. Staff have also been learning Survey Monkey and have created a Program Evaluation Survey to be sent out and posted on the City website in early fall. This will provide feedback on summer camp programs and special events.

A new interactive video for Beban Park highlighting all facilities and amenities is being done by Enviroscopics and will replace the outdated video presently on the web site.

SPECIAL EVENTS

Terry Fox: The Nanaimo Day Break Rotarians have made the decision not to take on the Terry Fox Run. They feel that the event did not fall into their mission and objectives. After the run on 2011-SEP-18, staff regroup and continue to look for partners to take on the run. Staff will also offer assistance to ensure the transfer of the event goes as smooth and efficiently as possible.

Summer Concerts in the Park Series: Attendance averaged 50 to 80 people per concert. One event was cancelled due to poor weather. The last concert in the series will be held 2011-SEP-10 at Diana Krall Plaza.

COMMUNITY DEVELOPMENT

Arena: Cliff McNabb Arena closed for maintenance during all of August.

MS Society: Staff continue to work with the MS Society to implement changes to MS client's use of department facilities. Effective 2011-JUL-01 the MS Society stopped providing direct program instruction in PR&C facilities. The MS Society will give clients a fitness allowance that they can use based on individual need. MS clients will not receive special admission rates as of 2011-SEP-01.

Grade 5 Active Pass: In the 2010/11 school year 429 Grade 5 Active Passes were issued – 53% of those eligible. Students with the pass averaged 10 visits each over the year. The program is ready to roll out for the new Grade 5 students heading back to school.

Arts Alive: Staff will attend their next monthly meeting on 2011-SEP-13. Arts Alive wrapped up their three week summer school on 2011-JUL-29. Overall they cancelled 15 classes (17 in 2010) and ran 31 classes (40 in 2010) this summer. For the first time since being offered, their Senior Musical Theatre program that is 3 weeks long was cancelled due to lack of registration.

Salmon Derby: Staff worked on 2011-AUG-20 Salmon Derby in conjunction with the Pink Salmon Program that runs mid-July through mid-October. This was a partnership with the Millstone River Group and Alberni Outpost. Unfortunately no fish were caught but everyone had fun.

Harewood Inter-Agency Meeting: Staff attended the HIAT meeting at John Barsby School on 2011-AUG-30 and handed out the new Activity Guides. The free Playground programs in the South End this summer were highlighted as well as free Mother Goose parent/child classes at NAC, Home Alone programs on Pro-D days at NAC and NIC, and partnership programs offered at the Community Schools in Harewood.

Significant community events taking place in the Social Centre/ Centennial Building/Beban grounds in July & August included four Blood Donor Clinics, the British Heritage Festival, BC-Yukon Area 79 AA Conference, Nanaimo Toy Run, Just for Fun Dog Agility and the Vancouver Island Exhibition.

Sport/Event Tourism: Assisting Men's Fastball with a 2012 Western Canadian bid package. Continued to meet with White Rapids regarding 2012 BCSSA Swim Championships. Very busy festival season at Maffeo Sutton with over 30 special events booked into the park from June through August. The park is handling the events very well. Worked extensively with the Blues Festival on their new venue and format.

July/August Statistics:

August Front Desk:	2011	2010	DIFFERENCE
Numbers			
Registrations	7,907	7,425	482
FITT Passes	180	152	28
Economy Tickets	6294	6,041	253
TOTAL:	14,381	13,618	763
Sales			
Registrations	\$407,392	\$350,253	\$57,139
FITT Passes	33,883	27,684	6,199
Economy Tickets	22,092	21,643	449
Gift Card Sales	1,380	210	1,170
TOTAL:	\$464,747	\$399,790	\$64,957

RECEIPTS	
2011	2010
\$608,326	\$557,748

Aquatics:	ATTENDANCE	
	August 2011	August 2010
Public Admissions:	37,308	41,746
Lessons, Rentals, Schools:	2,981	3,096
Clubs:	1,540	240
TOTAL:	41,829	45,082

August Arenas:	HOURS OF USE		ATTENDANCE	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	62.25	64.50	1,199	1,359
Lessons: Department programs and Schools:	120.75	72.00	1,658	2,487
League Rentals:	173.50	202.50	6,140	2,356
Other/Casual:	245.00	189.25	12,007	17,100
TOTAL:	601.50	582.25	21,004	23,302

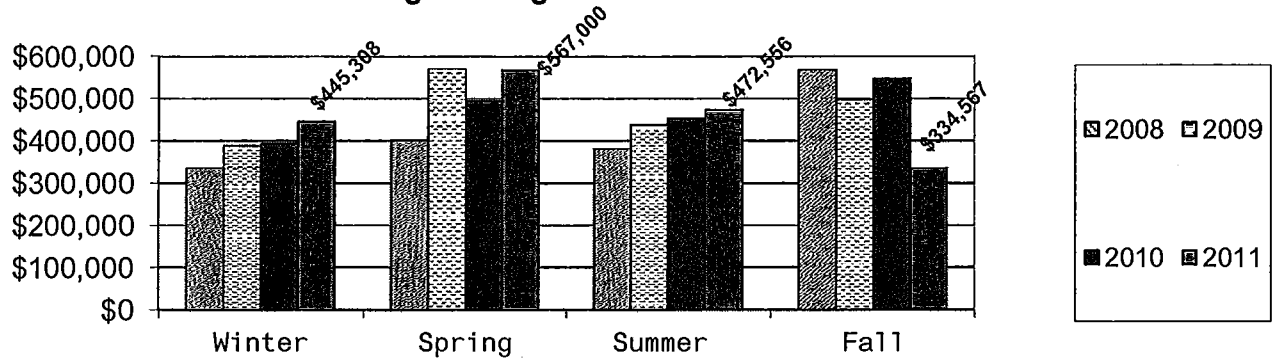
Hours:	Attendance:
FCA – 66.50	FCA – 7,439
NIC 1 – 123.00	NIC 1 – 4,592
NIC 2 – 155.00	NIC 2 – 2,505
CMM – 257.00	CMM – 7,478
Total – 601.50	Total – 21,004

Nanaimo Harbour City Seniors - Memberships sold in July / August 2011

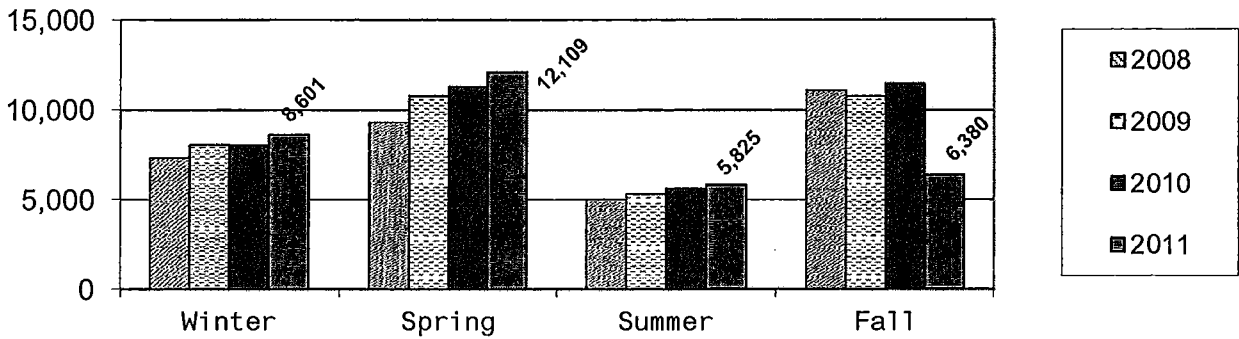
Total NHCS Memberships – 924 sold from 2011-JAN-01 to 2011-DEC-31.
 Total NHCS Memberships – 49 sold from 2011-JUL-01 to 2011-AUG-31.

2008 to 2011 Recreation and Culture Programs Registrations and Revenues

Program Registration Revenue



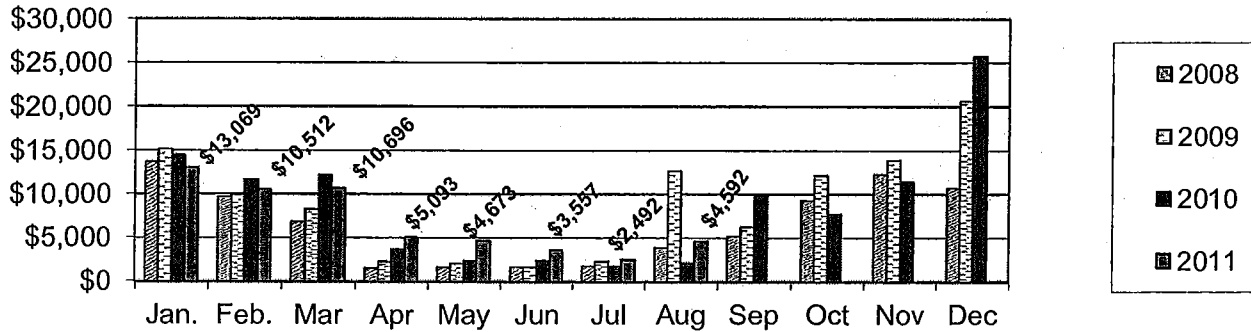
Program Registrations*



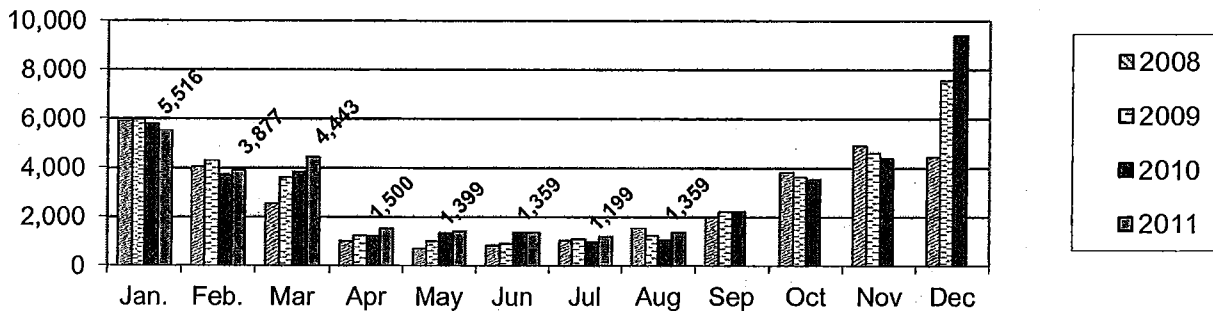
Summary of Recreation And Culture Services - July/August 2011

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

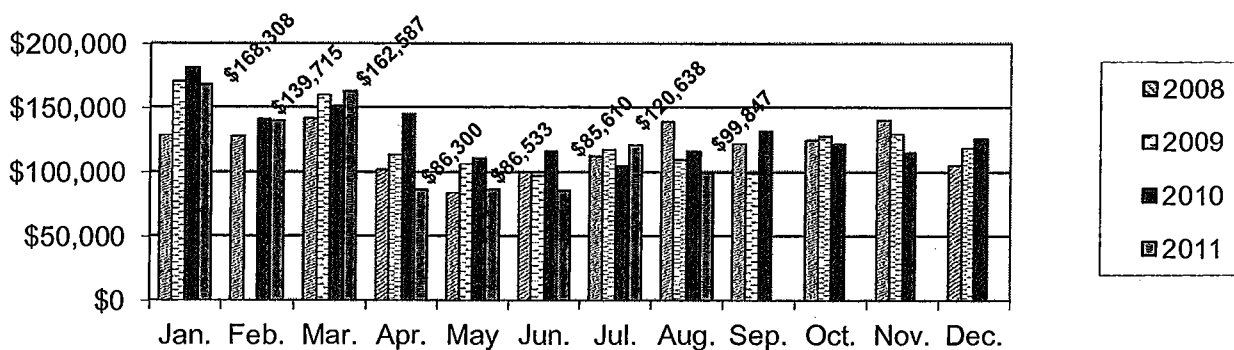
Arena Public Skate Revenue



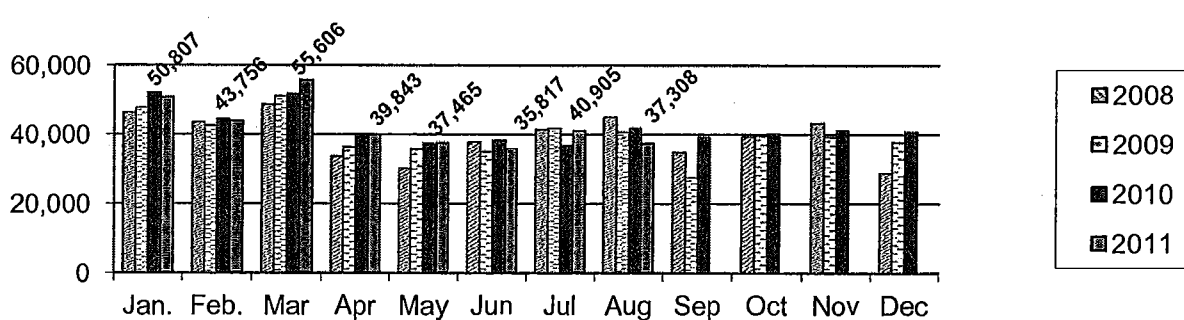
Arena Public Skate Admissions



Aquatic and Fitness Gym Revenue



Aquatic and Fitness Gym Public Admissions





Nanaimo Conservatory of Music

375 Selby Street, Nanaimo, BC V9R 2R4
T: 250 754 4611 F: 250 716 7274 E: ncmusic@island.net W: www.ncmusic.ca

June 8, 2011

Honoured Friend,

Re: Nanaimo Conservatory of Music – Silent Auction May 15, 2011

Your support of music education is so very important to our community! A BIG THANK YOU from the Nanaimo Conservatory of Music. The Showcase Concert and Silent Auction at the Port Theatre were a great success. The final figures for Showcase 2011 are in and we raised close to \$3,000 at the Auction – we couldn't have done it without you!

As a non-profit educational organization we count on support such as yours. These funds will help us to continue to bring high quality programs to our community and go towards the purchase of a used grand piano for our Ensemble Room. It would be nice to think that we could count on you next year and we welcome any suggestions you might have for future fundraising events.

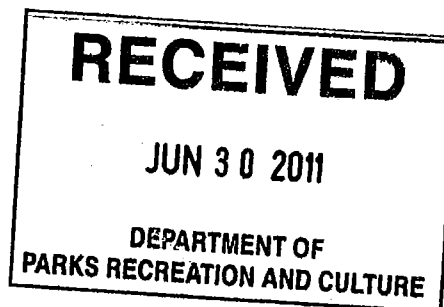
We will be recognizing your participation in our first newsletter of the new academic year, and if you have not already done so, we invite you to come by the Conservatory for a tour. Who knows, You might join one of our many group classes or even decide to dust off an instrument from long ago and sign up for private lessons.

Again many thanks!!

Sincerely,

Ellen Wakelam

Silent Auction Committee



From: KIM MAYBEE
Sent: Monday, August 22, 2011 1:41 PM
To: Suzanne Samborski
Cc: Diana Johnstone
Subject: Pene Kellett

Hi Suzanne,

Thanks for returning my phone call the other day. I appreciate you taking the time to do so. I will try to condense the conversation we had about Pene so that you may relay it to your superiors.

I am the Mom of a 13yr old girl named Molly O'Brien. Molly is currently finishing her LIT summer camp with Pene as her coordinator. As a family, we have taken virtually every single camp, class, activity that Parks and Rec has had to offer from the age of 6 mos onward. I have had plenty of time to make observations of leaders and instructors during that time. As well, I have been in a professional capacity to work with social workers, teachers, mental health workers, correctional staff, child care workers and police. Every now and then you come across a Superstar. When you spot them you will never forget them. In this case I am speaking of Pene Kellett.

I have not known her for long. It has been long enough though, to form a strong and lasting opinion of her. An opinion, I'm sure, will be shared by all parents and children who have the good fortune to have found themselves in her LIT course. She is a sheer delight. She has energy and enthusiasm that knows no bounds. She is a dedicated professional. I have received countless e-mails showing late night and weekend responses on her own time. She has an incredible case load which requires a juggling of personal/social skills beyond her years. The diplomacy she must exercise with parents, supervisors, service providers has to be daunting yet you would never know it. She has a natural charisma, and energy that the kids find contagious. They leave workshop, activity, placements energized and motivated. That is a hard thing to do with teens yet she manages to do it. They find her relatable. My daughter always says, "The material was kind of boring but Pene manages to make it fun." This is the kind of role model you want your children to emulate. This is the person who will stand out in their memories in their later years. The impact she has on their young lives will not end when summer ends. She is helping to produce young ambassadors and doing a fabulous job of it.

The LIT/Quest program is a great program for youth. With Pene at the helm it is an exceptional program for youth. She represents the City of Nanaimo, Parks and Rec very well. Should she ever apply for or show interest in another position within your organization I urge you to consider her for that position. I couldn't be more impressed with her. Please place this note on her personnel file.

Please do not hesitate to contact me for further information at 250-751-8972 (home), 250-616-3652 (cell).

Sincerely,

Kim Maybee
B.A, Med

RECEIVED

AUG 22 2011

**DEPARTMENT OF
PARKS RECREATION AND CULTURE**