

**MINUTES OF THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
ON WEDNESDAY, 2011-SEP-21, COMMENCING AT 7:00 P.M.**

PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner J. Kipp
Commissioner F. Pattje
Commissioner L. Avis
Commissioner J. Burnett
Commissioner J. Cowling
Commissioner B. Dempsey
Commissioner S. Lance
Commissioner B. Meunier
Commissioner B. Sparkes
Commissioner M. Young

Regrets: Commissioner G. Rudischer

Staff:	R. Harding	Elizabeth Williams
	S. Samborski	R. Tweed, recording
	J. Ritchie	

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

It was moved and seconded that the Staff presentation, Item 5.(a), be moved to later in the Agenda to allow Commission to hear from the Forest Drive Park delegation and then go "In Camera" to deal with "In Camera" matters before proceeding with the remainder of the regular and "In Camera" agendas. The motion carried unanimously.

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

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.

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

5. PRESENTATIONS: (deferred to later in Agenda)

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

6. DELEGATIONS:

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

- (a) Ms. Shawna Drinnan, presenting on behalf of Mr. Michael Sloan, 2031 Forest Drive, Nanaimo, BC, V9S 2R6, representing the Forest Drive 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.

Ms. Drinnan provided a powerpoint presentation on Forest Drive Park where it is located, and what their hopes are to upgrade it from its current state to present day standards. The playground equipment is outdated and the delegation would like to upgrade it. Consultation with neighbours has taken place. There was a meeting held in July and there was a lot of interest in both a community garden and in the playground. They would like the playground layout to be purpose driven to include different age areas as well as a pathway to accommodate through pedestrian traffic. They would also like to have a paved trail around the perimeters of the areas to accommodate pedestrian wheeled traffic, such as tricycles, wheelchairs, and baby strollers.

There has historically been an issue with water run off and Phase I would improve drainage. The group has reviewed a few different layout plans to accommodate increasing community garden plots as interest increases. Much of the information and interest has been by word of mouth; however, recently a Facebook page has been created. There are a number of teenagers in the area, and to provide something for their interest and activity a half-court is shown in the plans.

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

It was moved and seconded that the Parks, Recreation and Culture Commission meeting move "In-Camera". The motion carried unanimously.

Commission moved "In Camera" at 7:15 p.m. and returned to their regular open meeting at 7:29 p.m.

7. CHAIR'S REPORT:

- (a) Blues Festival Society - follow-up on a very successful event.

It was moved and seconded that the Parks, Recreation and Culture Commission send a letter of congratulations to the Blues Festival Society. The motion carried unanimously.

- (b) Opening of the 2nd Artificial Turf Field.

It was a very well done event and staff are to be congratulated.

It was moved and seconded that the Parks, Recreation and Culture Commission send a letter of thanks and congratulations to Staff for the highly successful 2nd Artificial Turf Field opening. The motion carried unanimously.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.
- (b) Recreation Committee. No meeting held.
- (c) Cultural Committee. Commissioner Pattje reported on the meeting held 2011-SEP-07 on behalf of the Chair, Eveline O'Rourke.
 - (i) Poet Laureate for Nanaimo.

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.

Commission wished to make a friendly amendment to the motion to add "for a trial period of three years", with the motion now reading as:

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the establishment of a Poet Laureate program, for a trial period of three years, for Nanaimo, and that \$1,000 be budgeted for annual expenses for the Poet Laureate beginning in 2012. The motion carried unanimously.

- (d) Grants Advisory Committee. Commissioner Avis reported on the meetings held since 2011-JUL-27. Attended a meeting of the Committee of the Whole in early September and for the most part Council agreed with the recommendations. Also attended a meeting today for review a small number of applications.
- (e) Plan Nanaimo Advisory Committee. Deferred to October meeting.
- (f) Social Planning Advisory Committee. Deferred to October PRCC meeting.
- (g) Port Theatre. Monthly report for July and August, 2011.
- (h) Nanaimo Art Gallery. Monthly report for July and August, 2011.
- (i) Nanaimo District Museum. Monthly report for July and August, 2011. Commissioner Lance that on Saturday there was a very successful Sports Hall of Fame induction.

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

9. STAFF REPORTS:

(a) **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.

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

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

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.

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

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

Ms. Williams provided an overview of the booking process, the type of events that are being held in our parks, and also specifically Maffeo Sutton Park, and the changes that are impacting the events from the traditional events of celebrating holidays and festivals to more cause-related events

It was noted by Commissioner Kipp that the City building department has an agent sign off form which may be suitable for use for paid event organizers.

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

(d) **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.

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

(e) **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.

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

(f) **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.

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

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

(a) **Senior Manager of Parks & Civic Facilities.** Monthly report for July and August, 2011.

- Pawson park opening
- Second artificial turf opening.
- Hosted successful Western Championship Baseball Tournament.
- Port Theatre entranceway now completed.
- Will be erecting signage for sightings of cougar and/or bear in area for public awareness.
- Invermere beach – have added a new receptacle for dog waste bags to deter disposal of same in bushes.

(b) **Senior Manager of Recreation & Culture Services.** Monthly report for July and August, 2011.

- Foulings at pools – smaller closure times for infants, larger closure times for adults. Diapers are now distributed at cost and are recommended by staff for infants when they are being brought to the facilities. Statistics of fouling by year are 22 in 2009, 19 in 2010. The 2011 numbers are not known yet. Signage is being considered as well.
- MS'ers helping MS'ers will be coming forward to the Recreation Committee in October.

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

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.
- (b) E-mail correspondence from Ms. Kim Maybee regarding Pene Kellett, Program Leader I – Recreation, LIT/Quest Program.

It was moved and seconded that the Parks, Recreation and Culture Commission send a letter of thanks and congratulations to Pene Kellett. The motion carried unanimously.

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

12. NOTICE OF MOTION:

13. CONSIDERATION OF OTHER BUSINESS:

(a) **Nanaimo Harbour City Seniors – Nursing Students Collaborative Report.**

Commissioner Avis provided a handout to the Commissioners for their review. The NHCS Board has asked Lynda Avis in her position as President of the Nanaimo Harbour City Seniors to arrange for two more students to assist the Seniors for this coming year.

(b) **Communication from Mr. Rutledge - Washroom in Loudon Park.**

Commissioner Pattje raised the issue of the washroom at Loudon Park. Staff provided an overview of review to date and will return to Commission with an update at a later meeting.

14. BUSINESS ARISING FROM DELEGATIONS:

- (a) Ms. Shawna Drinnan and Michael Sloan - Forest Drive Park VIP group. – Staff advised that VIP funds for 2010 are utilized and the 2011 VIP funds are being sought by a number of groups. Staff suggested that the funding come from the Capital Plan funds for the first three phases and the fourth phase would be from their fund raising.

It was moved and seconded that the Parks, Recreation and Culture Commission support Staff when they seek approval to utilize the 2012 Parks, Recreation and Culture playground capital for the Forest Drive Park improvements. The motion carried unanimously.

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*).

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

16. QUESTION PERIOD:

17. ADJOURNMENT:

It was moved and seconded at 8:43 p.m. that the Parks, Recreation and Culture Commission move "In Camera", with adjournment of the regular meeting and with the next regular meetings as follows:

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
COMMISSION	Wednesday, 2011-OCT-26; 7:00 p.m. 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