

**AGENDA FOR THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
TO BE HELD IN THE  
BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2011-JUN-22, COMMENCING AT 7:00 P.M.**

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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-MAY-25, at 7:00 p.m., in the Bowen Park Complex Conference Room. Pgs.  
354-360

*(Motion required to adopt minutes of 2011-MAY-25 as circulated.)*

5. **PRESENTATIONS:**

- (a) Chris Beaton – Tillicum Lelum Aboriginal Society – Tenth Street Development. Pg. 361
- (b) Senior's Programs Overview – Recreation and Culture Staff.
- (c) Horticultural Presentation – Parks Operations Staff.

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

**LATE DELEGATIONS:** (5 Minutes) (None.)

7. **CHAIRMAN'S REPORT:**

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** No meeting held.
- (b) **Recreation Committee.** No meeting held.
- (c) **Cultural Committee.** Commissioner Lance, Acting Chair, to report on the meeting held 2011-JUN-01. Pgs.  
362-365
- (d) **Grants Advisory Committee.** Commissioner Burnett to report on the meetings held since 2011-MAY-25.

- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance to report on the meetings held since 2011-MAY-25.
- (f) **Social Planning Advisory Committee.** Commissioner Cowling to report on the meetings held since 2011-MAY-25.
- (g) **Port Theatre.** Monthly report for May, 2011.
- (h) **Nanaimo Art Gallery.** Monthly report for May, 2011.
- (i) **Nanaimo Museum.** Monthly report for May, 2011.

Pgs.  
366-368  
Pg. 369  
Pgs.  
370-371

(Motion to receive all Advisory Body reports.)

9. **STAFF REPORTS:**

- (a) **Grade 6 Stay Active! Program.**

Pgs.  
372-373

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council endorse the Grade 6 Stay Active! Program, giving Grade 6 students from the City of Nanaimo and contributing areas, 12 free admission to drop-in swimming, skating and gymnasium-based activities for the 2011/12 school year.

(Motion required to adopt recommendation.)

- (b) **Smoke Free Parks, Beaches And Facilities.**

Pgs.  
374-377

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

1. Direct Staff to undertake a public input process to gauge support for a smoking ban at all City of Nanaimo Parks, Beaches and Facilities over the summer of 2011 and identify key exemption areas for inclusion in the bylaw; and,
2. That Staff report back to the Parks, Recreation and Culture Commission in September with a summary of the Public Input process and a draft amendment to the Parks, Recreation and Culture Regulation Bylaw 7073 for consideration of a smoking ban.

(Motion required to adopt recommendation.)

- (c) **Proposal to Operate Kayak Tours and Rentals in Nanaimo's Parks.**

Pgs.  
378-379

Staff's Recommendation: That the Parks, Recreation and Culture Commission approve a license agreement with "Yakkies Kayak Tours and Rentals" to operate a seasonal mobile kayak rental service at Westwood Lake.

(Motion required to adopt recommendation.)

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

- (a) Monthly Report – Senior Manager of Parks & Civic Facilities. Pgs.  
380-385
  - (b) Monthly Report – Senior Manager of Recreation & Culture Services. Pgs.  
386-390
- (Motion to receive all Information Only Items.)*

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

**CORRESPONDENCE:** (Information Only.)

- (a) Letter dated 2011-MAY-18 to Mr. Al Britton from Mr. Bill Merilees, Chair, Buttertubs Marsh Liaison Committee, c/o 3205 Granite Park, Nanaimo, BC, V9T 3C8, thanking Staff for their prompt repairs to an area of concern on Buttertubs Drive. Pg. 391
- (b) Letter dated 2011-MAY-28 to Chair Diana Johnstone, Parks, Recreation and Culture Commission, from Ms. Sue White, President, Nanaimo Highland Dance Association, thanking Commission for their support of the Arts in our community and the \$1,025.00 grant received by the Association. Pg. 392
- (c) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2011-JUN-03. Pgs.  
393-394
- (d) Note card from Ms. Dawn Menard, 1169 Old Victoria Road, Nanaimo, BC, V9R 6R4, thanking Mr. Richard Harding and Mr. Alan Kemp for the placement of her brother's memorial tree at Swy-A-Lana. Pg. 395

*(Motion required to receive all Correspondence.)*

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

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

15. **UNFINISHED BUSINESS:**

- (a) Atlantis Kayaks – Westwood Lake & Maffeo Sutton Park Proposals.

*(Note: If removing items from "Unfinished Business" a Motion is required.)*

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**

*Motion to adjourn with next regular meetings as follows:*

COMMISSION	Wednesday, 2011-JUL-27; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-JUL-06; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-JUL-13; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-JUL-14; 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-JUN-22  
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):

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.



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Richard Harding, Director,  
Parks, Recreation and Culture.

**MINUTES OF THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
ON WEDNESDAY, 2011-MAY-25, COMMENCING AT 7:00 P.M.**

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**PRESENT:** Commissioner D. Johnstone, Chair

**Members:** Commissioner J. Kipp  
Commissioner L. Avis  
Commissioner S. Lance  
Commissioner M. Young  
Commissioner J. Cowling

**Regrets:** Commissioner F. Pattje  
Commissioner D. Burnett  
Commissioner B. Dempsey  
Commissioner B. Meunier  
Commissioner G. Rudischer  
Commissioner B. Sparkes

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

**1. CALL THE OPEN MEETING TO ORDER.**

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

**2. INTRODUCTION OF LATE ITEMS:**

- Add Item 5.(b) Staff presentation on summer programs.
- Add Item 11.(a) E-mail correspondence from Mr. Simon Schachner.

**3. ADOPTION OF AGENDA:**

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

**4. ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2011-APR-27, at 7:00 p.m., in the Bowen Park Complex Conference Room.

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

5. PRESENTATIONS:

- (a) Presentation from Mel Sheng of DFO, Liz DeMattia of the Nanaimo Science and Sustainability Society (Ns<sup>3</sup>), and PRC staff on an update on the Bowen Park Side Channel and fish enhancement projects, Bowen Park Improvements, and the concept of a Family Science Centre at Bowen Park.

Mel Sheng, Dr. Bill Pennell, Sue Durnin, Dr. Liz DeMattia, and Pat Bugera, attended in support of the Family Science Centre at Bowen Park. Mel Sheng and Dr. Liz DeMattia spoke about the concept and the need in the mid-island for such a centre.

Staff Recommendations: That the Parks, Recreation and Culture Commission:

1. support in principle the concept of a Science Centre at Bowen Park as presented by the Nanaimo Science and Sustainability Society (Ns<sup>3</sup>); and,
2. that Staff work with the Nanaimo Science and Sustainability Society (Ns<sup>3</sup>) to work towards a feasibility plan for the Centre that would include a draft design, capital and operating requirements and sources of funding.

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

- (b) Staff presentation on summer programs.

Damon Johnson and Penny Kellett provided a "snapshot" of the summer plans and details on the LINQUEST Program. "Memories in the Making!" is the theme for this year. Staff provided a handout, "Summer Fun Camps & Activities" outlining the various activities and locations available in the City for the summer.

6. DELEGATIONS:

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

- (a) Ms. Nora Latam, 2540 Barnes Road, Nanaimo, B.C., V9X 1M7, presenting her concerns and suggestions regarding Concessionaire Services in Maffeo Sutton Park to the Parks, Recreation and Culture Commission.

Ms. Latam spoke with regard to food vendor availability and the minimal choices for food vendors in City parks. She wished to provide her perspective on being a parent with children in the park and trying to find food choices for her children. Ms. Latam spoke specifically with regard to concessions at the Empire Days Society and the confusion surrounding organizing of food vendors. Staff advised that as food vendors for events are organized by the group that books the park. The

Empire Days Society does not book the Maffeo Sutton Park for the Empire Days events. Additionally, an explanation of park booking and the process that had occurred to select a concessionaire through RFP for Maffeo Sutton Park was detailed. Ms. Latam suggested that more than one vendor is required to ensure that easy access to refreshments is available. She suggested that the current vendor have a sign up sheet to sub-tender the available time periods to other vendors who would be able to utilize the space and provide the service in the absence of the regular vendor.

- (b) Mr. Robin Thacker, Atlantis Kayaks, 2093 Cedar Road, Nanaimo, B.C. V9X 1J6, submitting proposals to operate kayak tours and rentals in Nanaimo's municipal parks to the Parks, Recreation and Culture Commission.

Mr. Thacker proposed two operations – first, a kayak tour facility to be operated out of Maffeo Sutton Park – providing kayaks and guides for organized tours, and, second, the provision of kayaks for rental out of Westwood Lake Park. No business licences have yet been obtained. Guides would belong to the Certified Kayaks Guide Alliance, have advanced wilderness first aid training, and have emergency contingency plans. They would like to work with the Harbour Commission in order to ensure that the proposed Maffeo Sutton Park tours are timed with air and sea traffic to ensure that there are no conflicts. They would like to start with between 5-10 Kayaks at Westwood Lake Park, and 15 in Maffeo Sutton Park. Kayaks would be transported to and from the second beach at Westwood and removed daily. The company is currently establishing a fee schedule. Maffeo Sutton Park has two possible sites – one land-based, and one sea-based on the Newcastle Ferry Dock. They propose to build a 10X10 floating dock and kiosk preferably on the leeward side. This is BC Parks property and permission would be required from them. This is a multi-jurisdictional property. Liability insurance requirements would be from \$2M-\$5M.

7. CHAIR'S REPORT:

- (a) Reminder for everyone to attend the opening of the Larry McNabb Sports Zone;  
(b) Reminder about having a Disc Golf and pizza get together just prior to the PRCC meeting on Wednesday, 2011-JUN-22.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.  
(b) Recreation Committee. Commissioner Lance reported on the meeting held 2011-MAY-18.

(i) 2011 Sport Tournament Grant Requests – Final Intake.

2011 Budget Total	\$28,703.00
Less: Events Kit supplies	\$1,000.00
Less: Approved Grants - first intake	\$15,450.00
Remaining 2011 Budget	\$12,253.00



**Recreation Committee Recommendation:** That the Parks, Recreation and Culture Commission approve and recommend that Council approve the expenditure of \$12,250.00 in funding for the final intake of the 2011 Sport Tournament Grants as follows:

<b>Sport Tournament Grant Funding Available: \$12,253</b>	<b>2008 Grant</b>	<b>2009 Grant</b>	<b>2010 Grant</b>	<b>2010 (NOV) for 2011 (1<sup>st</sup> intake) Grant</b>	<b>2011 (MAY) for 2011 (final intake)</b>	<b>2011 (final intake)</b>
					<b>REQUESTED</b>	<b>RECOMMENDED</b>
Nanaimo & District Fastball Midget					3,500.00	2,300.00
Dragon Boat Festival	1,500		3,400		5,000.00	2,000.00
Islander Female Hockey Association			1,400		2,000.00	1,500.00
Nanaimo Minor Baseball					2,000.00	1,750.00
Riptides Swim Team	1,200	1,250	900	1,050.00	1,500.00	1,100.00
Vancouver Island Exhibition	1,200	1,500	2,600		2,600.00	1,100.00
Wheatsheaf Fastball Club			400		550.00	500.00
White Rapids Swim Club (2 events annually)	1,500	750	1,000		1,500.00	1,000.00
White Rapids Swim Club		1,000			1,500.00	1,000.00
<b>TOTALS</b>					<b>20,150.00</b>	<b>12,250.00</b>

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

- (c) Cultural Committee. No meeting held.
- (d) Grants Advisory Committee. Commissioner Burnett absent. Chair Johnstone advised that the Committee was in the process of re-vamping the terms of reference for the Permissive Tax Exemptions.
- (e) Plan-Nanaimo Advisory Committee. Commissioner Lance reported on the meetings held since 2010-APR-27. The last meeting was completed devoted to zoning bylaws.
- (f) Social Planning Advisory Committee. Commissioner Cowling had been ill and did not attend. Commissioner Kipp reported on the meetings held since 2011-APR-27, and advised that the Committee received a presentation by Terre Flower of the Multi-Cultural Society, discussed homeless issues, the terms of reference, and some of the grant funding.
- (g) Port Theatre. Monthly report for April, 2011.
- (h) Nanaimo Art Gallery. Monthly report for April, 2011.

- (i) Nanaimo District Museum. Monthly report for April, 2011.

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

9. STAFF REPORTS:

- (a) Downtown Nanaimo Business Improvement Area Pilot Project for Programming and Operating Diana Krall Plaza and The Olympic Live Site.

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission support a pilot project having the Downtown Nanaimo Business Improvement Area program the Diana Krall Plaza and Olympic Live Site for the remainder of 2011.

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

- (b) Travel Assistance Grant Request – NDSS Skills Competition.

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the NDSS Parents Advisory Committee to the amount of \$200.00.

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 April, 2011.

- Pawson Park's new playground going in shortly, as will the playgrounds in Cariboo Park and Salal Park.
- Dog Off-Leash Park at Beban re-opened 2011-MAY-12.
- Artificial turf field is ready.
- Bower horseshoe pitches have been refurbished.

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

The City's Facebook site has a lot of public comment on the new Beban Dog Off-Leash Park and also the Larry McNabb Sports Zone figures.

- Chair Johnstone extended congratulations to Suzanne and her team of coordinators for the fantastic "Healthamongus" event – it was really well done.

- (c) Corporate Recreation Pass Program. The "Corporate Recreation Pass" brochure was provided to the Commission. There are a number of businesses and organizations within the community that would like to offer a program to their employees. Staff researched other Island and out of province programs. If

successful, the results of a two-year pilot project would be returned to Commission for their review.

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

11. CORRESPONDENCE: (Action Required.)

- (a) E-mail correspondence from Mr. Simon Schachner dated 2011-MAY-23 advising of his resignation as a member-at-large on the Cultural Committee.

Staff have started the process to fill the vacancy created on the Committee created by Mr. Schachner's resignation.

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

CORRESPONDENCE: (Information)

- (b) Letter dated 2011-MAY-04 from Mr. Peter Newman, Chair, Provincial Midget Tier 1 Championship Committee, Box 562, Nanaimo, BC, V9R 5L9, thanking Commission for the \$2,000.00 Sport Tournament Grant received towards hosting of the Provincial Midget Tier 1 Championships which were held from 2011-MAR-20 to 2011-MAR-26, and attaching the Final Report and Financial Statement.
- (c) Minutes of the Nanaimo Harbour City Seniors Board of Directors Meeting held 2011-MAY-06.

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

12. NOTICE OF MOTION: (None.)

13. CONSIDERATION OF OTHER BUSINESS: (None.)

14. BUSINESS ARISING FROM DELEGATIONS:

- (a) Ms. Nora Latam, Concessionaire Services in Maffeo Sutton Park.

Delegation received.

- (b) Mr. Robin Thacker, Atlantis Kayaks.

It was moved and seconded that the matter be referred to Staff to work with Atlantis Kayaks for return to Commission with a report if the concept is supportable. The motion carried unanimously.

15. UNFINISHED BUSINESS: (None.)
16. QUESTION PERIOD: (No questions.)
17. ADJOURNMENT:

It was moved and seconded at 8:48 p.m. that the meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2011-JUN-22, 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-JUN-01, 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-JUN-08, 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-JUN-09, 5:00 p.m. – if required Bowen Park Complex Conference Room

The motion carried unanimously.

CERTIFIED CORRECT:



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D. Johnstone, Chair  
Parks, Recreation and Culture Commission



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R. Harding, Director  
Parks, Recreation and Culture

2011-MAY-26  
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**RECEIVED**

**JUN 15 2011**

**DEPARTMENT OF  
PARKS RECREATION AND CULTURE**

**REQUEST TO APPEAR AS A PRESENTATION**

ON 2011 - June - 22  
year month day

NAME OF PERSON MAKING PRESENTATION: <u>Chris Beaton</u>			
<small>Print</small>			
ADDRESS: <u>477 Tenth Street</u>	<u>Nanaimo</u>		
<small>street address</small>	<small>City</small>	<small>Province</small>	<small>Postal Code</small>
PHONE: <u>250 619 6552</u>	<u>250 753 8291</u>	FAX: _____	
<small>home</small>	<small>business</small>		
NAME OF APPLICANT IF OTHER THAN ABOVE: <u>Tillicum Lehum Friendship Centre</u>			
<b>DETAILS OF PRESENTATION:</b>			
<p>Tillicum Lehum would like to share information in regards to its development plans on Tenth Street. Tillicum would also like to seek input from the Commission in regards to working collaboratively and in partnership. Thank you.</p>			

**PLEASE NOTE**

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

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

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

**NOTES  
REGULAR CULTURAL COMMITTEE MEETING  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2011-JUN-01, COMMENCING AT 4:15 P.M.**

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PRESENT: Commissioner Shirley Lance, Acting Chair

Members: Commissioner Lynda Avis  
Commissioner Diana Johnstone  
Commissioner Fred Pattje  
Ms. Julie Bevan  
Ms. Gerda Hofman  
Ms. Joanne Husband  
Ms. George McGladrey

Regrets: Chair Eveline O'Rourke

Staff: B. Kuhn

Brenda Moore, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting of the Cultural Committee was called to order at 4:10 p.m.

2. INTRODUCTION OF LATE ITEMS (None)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

- (a) Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2011-FEB-02, at 4:15 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:

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

- (a) Mr. Terry Jestin, 635 North Terminal Avenue, Nanaimo, BC, V9S 4K1, addressing the Cultural Committee with regard to nominations of Poet Laureates in the City of Nanaimo.

Mr. Jestin advised that he is writing about historical buildings in Canada and provided us with background information regarding the building of churches. He feels there are many Canadians who need to be recognized and honoured for their achievements, and

suggested the introduction of poet laureates to the City of Nanaimo. He mentioned that the City of Coquitlam and City of Victoria both have poet laureates and suggested we contact them to determine how they select candidates for this appointment. He suggested we appoint the individual for a two-year term. Committee members also recommended that Mr. Jestin speak with Heritage Canada and ascertain if they might be interested in supporting poet laureates.

6. CHAIR REPORT: (None.)

7. COMMISSION REPORT: (Commissioner Lance.)

February's meeting was cancelled due to weather. In March, Commission approved an allocation of \$500 from the 2012 Arts, Cultural, and Festival Events Grants Funds for the Nanaimo Conservatory of Music for the Vancouver Island Chamber Music Festival, and also recommended that Council approve the Temporary Public Art selections for 2011. In May, Commission approved support in principle for a Family Science Centre in Bowen Park, and approved a pilot project to have the Downtown Nanaimo Business Improvement Area program the Diana Krall Plaza and Olympic Live Site for the remainder of 2011.

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

8. REPORTS OF PROJECT COMMITTEES

- (a) Cultural Award Committee. The committee reported that the cultural awards were a great success. A big thank you to Bob Kuhn for his involvement in planning this event. Everyone agreed that having the event at the Port Theatre and also having them do the catering was a very good choice. The Committee would like to keep this location for next year as well. A member recommended having the awards in September or October and to speak to the photographer regarding this possibility.

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

- (b) Art in Public Places Project Committee. The Temporary Public Art looks great and we had more submissions this year than last. The installation went well. There are a lot of high quality pieces that look fantastic.

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

- (c) Cultural Forum Project Committee. Only 17 responses were received to the survey that went out. There were two main topics that received the most votes were funding and collaborative marketing. A Committee member mentioned that the government funding for the arts is gone.

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

9. STAFF REPORTS: (None.)
10. INFORMATION ONLY ITEMS (staff reports): (None.)
11. CORRESPONDENCE: (Action)

- (a) E-mail correspondence from Mr. Simon Schachner dated 2011-MAY-23 advising of his resignation as a member-at-large from the Committee. An e-mail thanking him for his service to the Committee and Community has been sent to Mr. Schachner, and, an article placed in the newspaper seeking applicants for the vacancy. The deadline for applications is 2011-JUN-10.

CORRESPONDENCE: (Information)

- (b) Letter dated 2011-FEB-18, from Mr. James A. Duthie, Treasurer, A Cappella Plus Choral Society, P.O. Box 333, Station A, Nanaimo, BC, V9R 5L3, thanking the Committee and Commission for their grant.

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

12. NOTICE OF MOTION: (None.)
13. CONSIDERATION OF OTHER BUSINESS: (None.)
14. BUSINESS ARISING FROM DELEGATIONS:

- (a) Mr. Terry Justin – Poet Laureates in Nanaimo.

The Committee requested that Staff research the matter and gather information on poet laureates. Bob Kuhn to contact Victoria or Coquitlam to obtain information on their selection process and prepare a report for the next Cultural Committee meeting.

15. UNFINISHED BUSINESS:

- (a) Temporary Public Art Piece Donation – The Newcastle Island Association would still like to attend a future Committee meeting and speak to this matter.
- (b) Film on the EJ Hughes Restoration – Will be available for sale in about one months' time in DVD format for approximately \$20.00.
- (c) Gaming Funds – Councillor Pattje will look into having the City write an official letter expressing concern over the reduction of gaming funds.

16. QUESTION PERIOD: (No questions.)



17. ADJOURNMENT:

It was moved and seconded at 4:40 p.m. that the meeting adjourn, with the next meeting of the Cultural Committee to be held, if required, on Wednesday, 2011-JUL-06, commencing at 4:15 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.



S. Lance, Acting Chair  
Cultural Committee

CERTIFIED CORRECT:



S. Samborski, Senior Manager  
Recreation and Culture Services

2011-JUN-16

File: A2-11

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APPROVED FOR DISTRIBUTION:



Richard Harding, Director  
Parks, Recreation and Culture

UNADOPTED



## MONTHLY ACTIVITY REPORT

**RECEIVED**

**JUN 02 2011**

**DEPARTMENT OF  
PARKS RECREATION AND CULTURE**

May 2011

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	1	BC Boys Choir	2:00 PM	Music	337	70
2	3	Mariachi Festival	7:00 PM	Music	283	32
3	4	PRCC Cultural Awards	7:00 PM	Ceremony	200	11
4	5	Derek Edwards	8:00 PM	Comedy	409	5
5	6	Led ZepAgain	7:30 PM	Music	598	11
6	7	Bookfest	10:00 AM	Children/Family	75	4
7	7	Bookfest	11:00 AM	Children/Family	75	4
8	8	At Nightfall	2:30 PM	Family	384	13
9	9	Windows of Opportunity	8:45 AM	Symposium	804	27
10	10	Core Dance	1:00 PM	Competition	35	125
11	11	Core Dance	9:00 AM	Competition	63	131
12	12	Core Dance	9:00 AM	Competition	80	121
13	12	Core Dance Gala	6:00 PM	Dance	75	121
14	14	Barrage	7:30 PM	Music	345	15
15	15	Conservatory of Music	2:00 PM	Music	258	90
16	16	Investors Group	8:00 PM	Private Function	804	8
17	17	Michael Kaeshammer & Jill Bart	7:30 PM	Music	400	18
18	18	Margie Gillis Workshop	7:00 PM	Workshop	0	33
19	19	Margie Gillis	8:00 AM	Tech/Rehearsal	0	13
20	20	Margie Gillis	7:30 PM	Dance	485	11
21	25	Trailer Park Boys	7:30 PM	Comedy	677	7
22	26	Shaun Majumder	8:00 PM	Comedy	338	7
23	28	Soulfire Dance Studio	4:00 PM	Dance	586	159
24	29	Kirkwood Dance Academy	1:00 PM	Dance	534	312
25	29	Kirkwood Dance Academy	3:30 PM	Dance	431	312
26	29	Kirkwood Dance Academy	6:30 PM	Dance	461	312

### TOTALS

Number of Events: 26

Estimated Audience Attendance: 8737

Estimated Number of Artists/Crew: 1972

Total people through the building: 10709



## 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		12,055	12,507	16,465	18,127	
Jul	11	20	2	7		4,304	6,908	457	994	
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	

<b>TOTALS</b>	<b>218</b>	<b>268</b>	<b>227</b>	<b>252</b>	<b>117</b>	<b>91,259</b>	<b>101,392</b>	<b>84,819</b>	<b>101,277</b>	<b>44,281</b>
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Comparison of attendance for the same month last year  
 Comparison of events for the same month last year

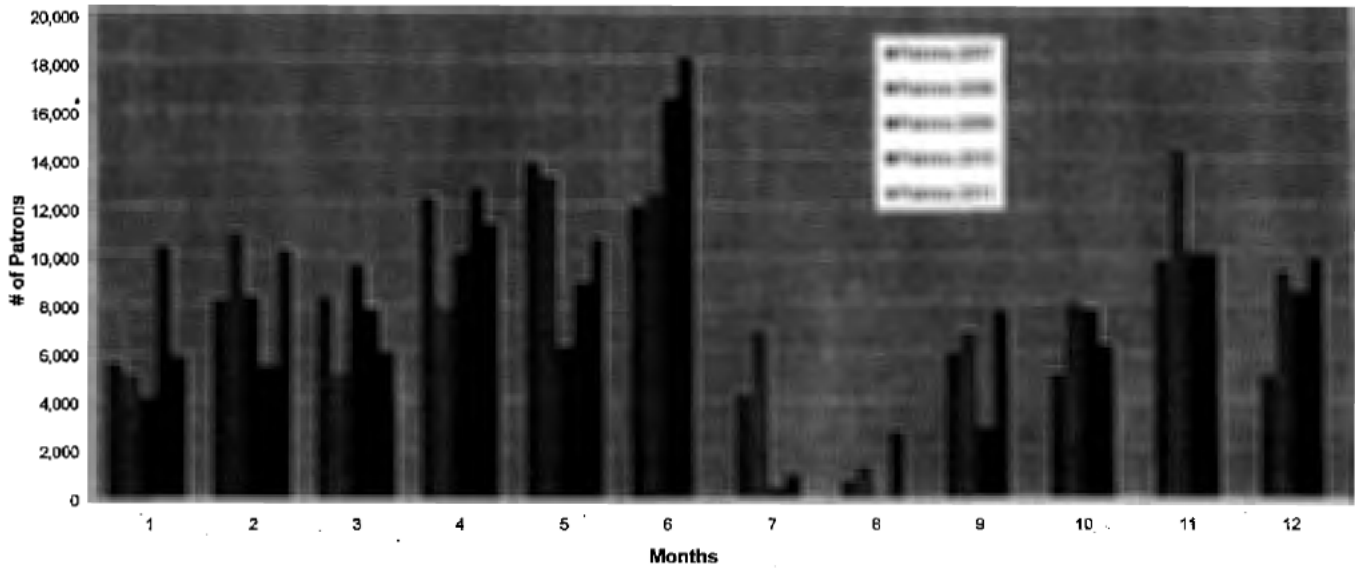
20%	increase
13%	increase

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

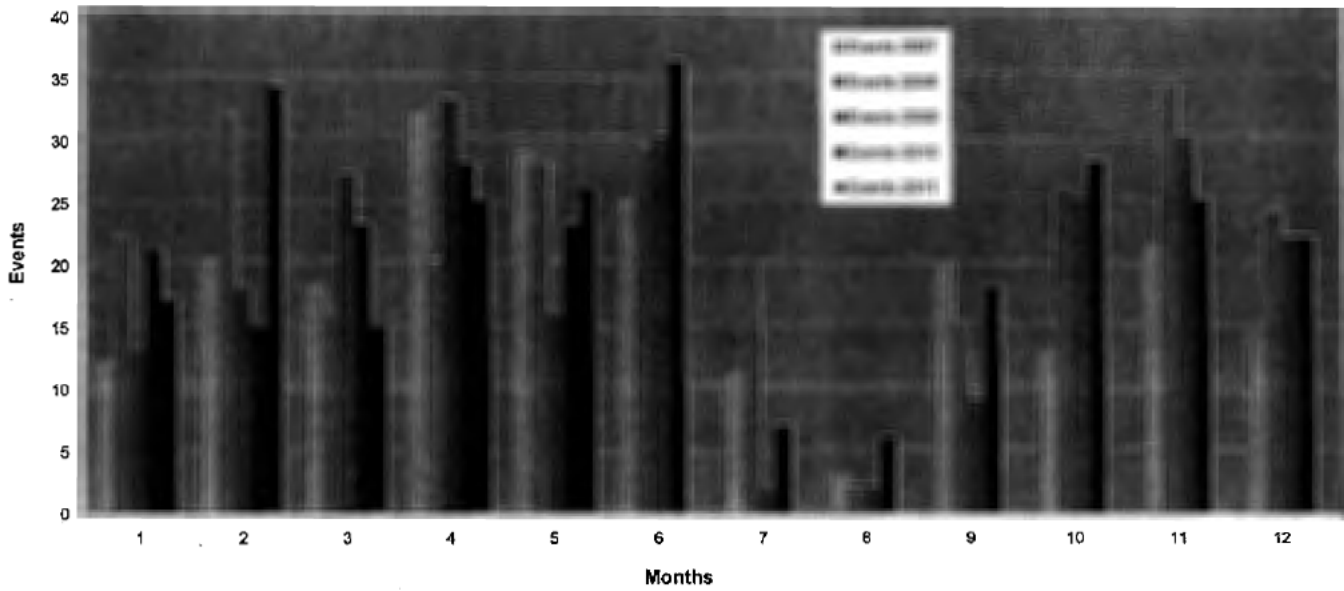
10,581
24

## Monthly Event Report

### Patron Attendance Comparison



### Event Comparison





## ACTIVITY REPORT

May 1, 2011 to May 31, 2011

Submitted by Ed Poli, Gallery Manager

**RECEIVED**

JUN 02 2011

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

### The Campus Gallery (900 Fifth Street) presented:

- **Swan Song** – from March 11, 2011 to May 7, 2011 - This retrospective exhibition celebrates the career of graphic design professor and artist Richard A Conroy. Over the past twenty-three years Conroy has created a large body of art work in various mediums this retrospective presents work from over the past two decades including twelve of his most recent pieces of art.
- **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. The Gallery's *Artists in the Schools* program presented workshops in numerous classrooms in SD 68 & 69.

**Campus Gallery Attendance 317**

### The Downtown Gallery (150 Commercial Street) presented:

- **Art Sales and Rental Showcase** - A showcase of works by local artists who are part of our Art Sales and Rental program - a large range of works and media are on display and for sale. An exhibit featuring the work of AS&R artists Helen Webster, Carmen Mongeau and Barbara Ann Scott was presented in May.
- **Spotlight** – from April 26, 2011 to May 15, 2011 - An exhibition of the work of VIU's Graduating Interior Design Class.
- **Photo Salon 2011** – from May 26, 2011 to June 18, 2011 – An exhibition of photographic work by the members of the Harbour City Photography Club.
- **Artrageous Saturdays** – The Gallery presented two *Artrageous Saturdays* art workshops for children.
- The Gallery space was used by a number of organizations and community groups and for various community events and was a host location for *Bookfest 2011*.

**Downtown Gallery Attendance 1445**

**Total Attendance: 1762**



# NANAIMO MUSEUM

## Report to Parks Recreation and Culture Commission

May 2011

Submitted June 10, 2011 by Debbie Trueman

### Administration/Strategic Planning:

- Gaming – great news - we received Year 3 of our original license, full amount. We now have to apply annually to the new Community Gaming Grant process for funding. First of these applications has to be submitted between February and May 2012, for 2012. According to the new regulations, museums still do qualify but we may get a reduction and it will always only be one-year commitments.
- Coastal Community Credit Union Sponsorship renewal – I have had the initial meeting with Joe Cristiano to discuss continued sponsorship involvement after their five-year commitment ends next year (being year 5).
- Earned Revenue 1<sup>st</sup> Quarter – Derek Spalding (Nanaimo Daily News) picked up on these numbers from the Parks, Recreation and Culture report and did a wonderful article in the paper a couple weeks ago. Thanks to two cruise ships in May, shop revenue is up 27% in the first five months vs. last year. The Bulletin will also be doing a story. Through the door numbers up every month over last year to end of May.
- Summer Staffing – we have received approval for four students (first time ever). Two returning students (Karine and Ethan) and two new students (Alex-female this time, and Daleena). All are great and will be available again next year.

### Exhibit Programming:

- Japanese National Museum Ansel Adams/Leonard Frank exhibit – is being well received both for content and for Ansel Adams work, especially by photo buffs.
- Ivan Sayers Textile exhibit – Held initial meeting with Ivan to plan which of our textiles will be included. Still looking at hosting a couple of public events with Ivan between September 1<sup>st</sup> and December 31<sup>st</sup>.
- Permanent Exhibit Development – Planning continues for last section and will begin in earnest upon completion of Bastion exhibit.
- Bastion exhibit is looking great with refreshed panels, lighting, and the first floor has a new desk that fits the décor.
- Rick is preparing for this years SHOF exhibit changes including a video kiosk in the lobby showing previous award power points and various video clips that we may be able to include.

**RECEIVED**

JUN 10 2011

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

### Programs and Events:

- We will be offering the Seeds and Salt Theatre presentation again on July 9<sup>th</sup>, this time with the five-cent chocolate bar being on of the vignettes with a special appearance afterward by Parker Williams.
- Bastion – good review so far for new exhibit and interior improvements. **Good News, our nomination of the City, the Bay and Mr Sharman and McDonald Lawrence Timber won the Outstanding Achievement (top) award from Heritage BC!**
- Brownie Sleepover –made Chek news this time!
- Venue Rental – January through May we have had **55 venue rentals**. Groups using and booked for next few weeks include: Arts Council board meetings and community interview project; CCCU training; DNBIA meetings; Symphony season announcement; Children's Bookfest; Poetry readings; Ottawa school band; United Way event; and, three receptions for VICC conferences.
- Sports Hall of Fame – We still need to choose announcement timing - July with birthday cake (no exhibit opening this time) or two weeks before the event to promote the event - thoughts??

### Community Partnerships:

- Good Timber – Port Theatre is presenting at Shaw auditorium with the matinee receptions at the museum.
- Burke Museum (Seattle-staff of 98!) – had a visit from a board member who asked me to send adopt an artifact info to the director - heard back, she loves it and has sent it to various departments!
- Gabriola Museum – still checking in for advice!
- Military Museum – now wants to share the old building-this would be much better for us.

### Favourite Comment:

Valentina Cardinalli and sons, Nanaimo, *"our children had a great time exploring the exhibits – especially the school and the mining cave. The human stories are a wonderful touch!"*

**REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION**  
**FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**  
**AUTHORED BY: SUZANNE SAMBORSKI; SENIOR MANAGER, RECREATION & CULTURE**  
**RE: GRADE 6 STAY ACTIVE! PROGRAM**

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**RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend that Council endorse the Grade 6 Stay Active! Program, giving Grade 6 students from the City of Nanaimo and contributing areas, 12 free admission to drop-in swimming, skating and gymnasium-based activities for the 2011/12 school year.

**EXECUTIVE SUMMARY:**

The objective of the Grade 6 Stay Active! Program is to encourage youth who have participated in the Grade 5 Get Active! Program to continue participating in physical activity; keeping physical recreation a part of their life. The aim of the program is to build on the foundation of creating healthy lifestyles at an age when independent choice of physical and social recreation activities is being explored. It is anticipated that the positive impacts of such engagement will stay with these kids throughout their entire life.

**BACKGROUND:**

Research has revealed that during the pre-teen ages of 11 and 12, a decline in physical activity begins. This trend can be attributed to hormonal changes, rapid growth in the body, peer pressure, self esteem and confidence, related to this age group. Two thirds of children and youth do not meet the guidelines for optimal growth and healthy development (Active Healthy Kids Canada, 2008). Children's habitual physical activity levels are low, and more importantly, these levels decline dramatically from childhood through adolescence.

A number of municipalities throughout the lower mainland and across Canada have launched similar programs for this age group. Port Coquitlam and City of Coquitlam have successfully launched a Grade 6 Stay Active! Program to augment their Grade 5 Get Active! Program thereby encouraging children to continue to use recreation facilities as part of their physical activity menu.

Parks Recreation and Culture facilities will experience minimal impact on the operating budget to implement this program because it is believed that many of the children who this pass would target are not consistently participating in drop-in recreational activities at our facilities, therefore creating minimal revenue loss.

It is possible that a revenue increase could be expected, as it is assumed the student may participate with friends, parents, and siblings who are not in Grade 6 and who are not currently participating in our facilities. It is also the end goal of this program that students would continue to participate in activities well beyond their Grade 6 year.



The Grade 6 Stay Active! Program targets Grade 6 students from the City of Nanaimo and contributing areas (students from electoral areas; Regional District of Nanaimo A, B, C, Lantzville, and Gabriola) who are registered in Grade 6 (including home schoolers). The program provides students with an incentive to be physically active while removing financial barriers of participation. The Grade 6 Get Active! Program will provide 12 free admissions to drop-in swimming, skating and gym programs.

There are many community benefits that can be realized by participating in this program:

- Getting inactive kids off the couch or the computer and into municipal facilities creating a healthier community;
- Changing lifestyle behaviours in children at an impressionable age where they may choose to invest in themselves once they have moved beyond the program by continuing to participate in future grades;
- Providing families, for which fees may be a barrier to participation, an avenue to participate in municipal facilities and activities; and,
- Encouraging families as a whole to become more active by encouraging participation in municipal facilities and programs with their Grade 6 child or sibling(s).

It is anticipated that this program will meet the objectives of the Parks, Recreation and Culture Commission to increase the quality of life and leisure in our community by fostering creativity, pride and community involvement in the provision of cost effective leisure opportunities and the management of public lands and facilities.

Staff will evaluate the success of the program throughout the year with surveys and statistical evaluation by tracking not only the actual number of times each student drops-in, but also, how many people the participants bring with them.

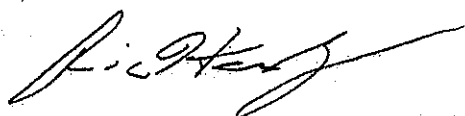
#### FINANCIAL IMPLICATIONS:

There will be no increase in direct operating costs as a result of this and it will be streamlined similar to the LEAP program. There is also an opportunity to work with the Nanaimo/Ladysmith School Foundation to assist with student processing in the future.

#### RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council endorse the Grade 6 Stay Active! Program, giving Grade 6 students from the City of Nanaimo and contributing areas, 12 free admission to drop-in swimming, skating and gymnasium-based activities for the 2011/12 school year.

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**  
**AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER**  
**RE: SMOKE FREE PARKS, BEACHES AND FACILITIES**

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**STAFF RECOMMENDATIONS:**

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

1. Direct Staff to undertake a public input process to gauge support for a smoking ban at all City of Nanaimo parks, beaches and facilities over the summer of 2011 and identify key exemption areas for inclusion in the bylaw; and,
2. That Staff report back to the Parks, Recreation and Culture Commission in September with a summary of the public input process and a draft amendment to the Parks, Recreation and Culture Regulation Bylaw No. 7073 for consideration of a smoking ban.

**EXECUTIVE SUMMARY:**

At the regular meeting of City Council of 2010-APR-26, a motion was unanimously passed that Staff prepare a report regarding expanding the City of Nanaimo smoke-free zones to include all City parks, beaches, and facilities. This has now been referred to Parks, Recreation and Culture Commission for review and a recommendation back to Council.

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. For many, a visit to the park or beach may be improved substantially if it was designated a "smoke-free" area.

This report recommends obtaining public input into the concept of designating all parks, trails, facilities and beaches "no-smoking" areas as part of a commitment to the promote a healthy environment and support for active living and wellness. If implemented, the scope of this new regulation would include all parks, plazas, trails, playgrounds, sports fields, and city beaches. Although most facility grounds are included, it is recognised that designated smoking areas maybe be required to support events at major facilities such as the Beban Park complex and arenas.

**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 will not only protect people from exposure to second hand smoke, but they also encourage people to quit smoking (in BC 70% of current smokers aim to quit in the next twelve months), they help to model healthy behaviours for children and youth, and they help to cut down on litter. 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 but used as a request.

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 open spaces.

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

The City of Nanaimo has not yet undertaken a public process regarding a smoking ban, but the City of Vancouver Park Board collected public feedback on this matter through an online survey conducted during the fall of 2009. The objective of the survey was to gauge the level of support or establishing a new policy on smoking in parks spaces. A total of 608 responses were received. It is assumed that citizens in Nanaimo would have a similar outlook on the issue but Staff recommends doing a similar survey prior to passing a bylaw.

Summary of the responses:

- 75% indicated that they visit Vancouver's parks daily or weekly.
- 74% believed the Park Board should have a policy that takes a "leadership role to provide smoke-free air" outdoors.
- 49% indicated that they would use the city's parks more often if a smoking restriction existed.
- 44% did not expect this would affect the frequency of their visits.
- 75% favoured establishing beaches as "no-smoking" areas.
- 88% favoured establishing playgrounds as "no-smoking" areas.
- 81% favoured establishing playing fields as "no-smoking" areas.
- 79% favoured establishing trails as "no-smoking" areas.
- 65% favoured establishing other undesignated parks spaces "no-smoking" areas.

Similarly, the 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 percentage of the population that is identified as "non-smoking" in British Columbia is approximately 85% (highest among all the provinces). The ratio of respondents to the Vancouver survey reflected a similar breakdown; 90% "non-smokers", 10% "smokers".

It is also recognised that smoking goes hand in hand with some special event activities that occur in City facilities. Larger facilities with PRC-3 zoning, like Beban Park and the Cliff McNabb arena may require designated smoking areas well removed from the public to support their events.

Input from the general public, user groups, and staff could help to define key exemption areas in major facilities. Public input processes could be initiated over the summer of 2011 to ensure that implementation deadlines are attained.

The Public Input Process will consist of online surveys on the City of Nanaimo website and opportunities to submit written input. These options will be promoted through press releases and other public notifications throughout the summer months.

*Implementation:*

If decided to proceed with a smoking ban, implementation will consist of an initial education/awareness phase, which would include communications through local media, internet sources and signage with information about the new policy. During this period staff, including Bylaw enforcement, the RCMP, Park Wardens, Park Caretakers, Lifeguards, and others would advise visitors about this change. This initial phase would commence this summer in advance of an effective date for the new smoking regulation in the fall of 2011.

There may be some initial costs associated with the implementation of this policy relating to signage and communications materials.

Often cited as a barrier to implementing such a policy, enforcement has been noted as an insignificant obstacle in practice. Verbal warnings from city staff generally deal with compliance issues. Enforcement is expected to occur in the same manner as other bylaws. In addition to highly visible signage and a public awareness campaign, the anticipated few non-compliant visitors would be addressed by bylaw officers, if necessary. Compliance will be achieved through continued awareness.

RECOMMENDATIONS:

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

1. Direct Staff to undertake a public input process to gauge support for a smoking ban at all City of Nanaimo parks, beaches and facilities over the summer of 2011 and identify key exemption areas for inclusion in the bylaw; and,
2. That Staff report back to the Parks, Recreation and Culture Commission in September with a summary of the public input process and a draft amendment to the Parks, Recreation and Culture Regulation Bylaw No. 7073 for consideration of a smoking ban.

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**

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

**RE: PROPOSAL TO OPERATE KAYAK TOURS AND RENTALS IN NANAIMO'S PARKS**

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**RECOMMENDATION:**

That the Parks, Recreation and Culture Commission approve a license agreement with "Yakkies Kayak Tours & Rentals" to operate a seasonal mobile kayak rental service at Westwood Lake.

**EXECUTIVE SUMMARY:**

At the 2011-MAY-25 Parks, Recreation and Culture Commission meeting, "Yakkies Kayak Tours & Rentals" presented two proposals for consideration. The Parks, Recreation and Culture Commission referred the proposals to staff for review.

Having reviewed both proposals for viability, staff are recommending the Parks, Recreation and Culture Commission approve the proposal to provide a seasonal mobile kayak rental service at Westwood Lake.

Staff would also like to consider the second proposal to establish eco-kayaking guided tours from Maffeo Sutton Park but additional research is required. Staff will bring forward a recommendation at a later date.

**BACKGROUND:**

The principals of "Yakkies Tours & Rentals", Karen and Robin Thacker, fully understand the logistics of operating a business as they have operated a successful composite kayak manufacturing company called Atlantis Kayaks, Inc. since 2003.

Over the last few years their focus has been more community involvement through paddle sport events. Some of these included the Alert Bay 360 which attracted over 450 people and last year became North America's largest organized kayak race based on prizes awarded. They also organized the first annual Newcastle Island Corn Roast last year.

On 2011-MAY-25, two proposals were presented for Parks, Recreation and Culture Commission consideration. Both proposals offer a great opportunity for the local residents as well as visitors to experience Nanaimo from its nautical perspective.

**Proposal 1 - Westwood Lake Kayak Rentals**

This would be a seasonal mobile kayak rental service from July 1 – September 30. The location selected is a 20 foot section fronting the east side of the second beach. This would be set up each morning and removed at the end of each day.

Kayak Rental Services would:

- Be operated by a certified guide with all necessary safety gear and equipment;
- Offer hourly kayak rentals providing both single and tandem kayaks;
- Provide monitoring of kayaking clients;
- Offer scheduled lessons (provided by a certified instructor);
- Offer scheduled events (ie. Paddle 'n Picnic in the park); and,
- Offer organized early evening paddle events such as ladies night, kayak races, etc.

There are no requirements for a dock, electrical service or other utilities.

The license agreement would ensure:

- All marine safety requirements are met;
- Use only quality, stable kayaks, gear and equipment;
- Have a valid business license and proper insurance coverage; and,
- Pay a license fee to the City of Nanaimo in the amount of \$750.00, plus all applicable taxes.

Proposal 2 – Eco-Kayaking Tours From The Nanaimo Harbour

Possible locations to consider:

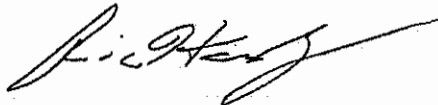
- Floating dock attached to the Newcastle Island ferry dock;
- Land option by the Swy-A-Lana Lagoon using steps leading down to the ocean to launch kayaks; and,
- Beach area by Nanaimo Yacht Club just off Mt. Benson Street.

This proposal has great potential as a tourism possibility, but staff need to consider each possible location before making a recommendation.

RECOMMENDATION:

That the Parks, Recreation and Culture Commission approve a license agreement with "Yakkies Kayak Tours & Rentals" to operate a seasonal mobile kayak rental service at Westwood Lake.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

2011-JUN-16  
File: A2-4 / C1-2-23  
G:\Admin\PRCC\RptComm\PRCCRPT110622ProposalToOperateKayakToursAndRentalsInNanaimo'sParks.docx

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

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

**RE: MONTHLY REPORT – MAY 2011 - RECREATION AND CULTURE SERVICES**

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### **PROGRAM HIGHLIGHTS**

Harbour City Seniors Thursday special events attracted an average of 70 patrons at four events in May. Seven new programs began. In May, the Annual General Meeting was held with several new officers being voted in, and the Volunteer Appreciation Lunch entertained 60 volunteers.

Arena program numbers are up from 518 registrations in 2010 to 567 in 2011 due to Monday night sessions being longer to accommodate power skating and a hockey scrimmage. Revenue has increased \$5,978 from 2010. A 67 year old ice dancer has been travelling from Vancouver every week as there are no programs available there that compare to ours.

Popular Nanaimo South programs this month include: Yoga and Core Foundations (11); Buns and Bellies (9); Thai Cooking (10); New Programs – Raw Foods full at 11; and, Herbal Cosmetics for Natural Beauty (8).

Fall/Winter program proposals have been received and staff are busy creating the fall/winter offerings and inputting the information into the computer. Cooking programs for children made a slight comeback with all three programs offered running. The new Cupcake Queens programs ran with a total registration of 16 participants. One program was offered with the Nanaimo Food Share this season and will be running with 10/10 registrations with a request that we try and accommodate the four participants waitlisted. For the 2011 Spring season, 115/128 programs ran with a 10% cancellation rate. This was a significant decrease as the 2010/2011 Fall and Winter Season had an 18% cancellation rate.

Two new organizations booked classes in the Pottery Studio: Boys & Girls Club; and, VIHA's Community Mental Health. Staff coordinated production of a flyer for elementary schools promoting school lessons for the pottery studio, along with school swim and skate lessons.

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

A free "Learn to Fish" program is being offered in partnership with the Habitat Conservation Trust Foundation, there are 15 people on the waitlist.

Two new Park Wardens were trained in May, one for Planta Park and one for Bowen Park.

### **PROFESSIONAL DEVELOPMENT**

- Staff and preschool instructors are working together to update and practice emergency procedures.
- Staff attended the BCRPA Symposium in Richmond 2011-May-11 to 13.
- Class Registration Committee meeting.
- Summer staff hiring and training is complete.



## **MARKETING**

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

- Continued "Nanaimo...It's a Lifestyle" campaign, Otis Owl Quest, Island Radio, Bulletin advertising.
- Activity Guide - contacted non-profit advertisers for the fall/winter edition, initiated management of ad sales contract with Fast Forward Consulting, reviewed sales kit materials, prepared cover contest.
- Launched online schedules.
- Kids Expo - well attended with great interactivity. It was good to have instructors / coordinators on site.
- Booked Best of City, ConnectED ad, Island Parent Summer Camp edition.
- Summer flyer distribution.
- Drafted content for Parks and Trails brochure update.
- Worked with staff on Parks, Recreation and Culture Gift Cards.

### **Communications:**

- Currently fans on Facebook - 3,455 fans with 2,200 monthly active users. Twitter - 1,830 followers.
- Distributed June/July newsletter.

### **Media:**

- News Bulletin monthly article - feature program Gentle Yoga. Editorial on Balance in Community Services
- Press releases issued: Bike & Bus Map; Bike to Work Week; Larry McNabb Dedication; Banner Design; NAC 10 Year celebration; Public Art Week; Big Screen Hockey Games; and, Bear Sighting.
- Media invites to Public Art installation and Larry McNabb Dedication.

## **SPECIAL EVENTS**

**Canada Day:** All main entertainment is confirmed, staff are working on securing an emcee, dignitaries and the parade of flags groups.

**Summer Concerts in the Park Series:** All performers have been confirmed for the 2011 Concert in the Park Series, with the first concert on 2011-MAY-07. Concerts will be held at Maffeo Sutton Park, Diana Krall Plaza, and the Bowen Amphitheatre.

**HealthAmongUs:** Registration was down from previous years, which is reflective of the registration numbers of elementary school-aged children. Some staffing issues occurred due to the job action dispute at VIU. Staff was unable to adequately connect with students in the various programs and their professors. Enough staff was secured to run the event but would have preferred a few more. A debriefing meeting will be held in June.

**Terry Fox:** Staff will attend a meeting with Nanaimo Daybreak Chapter of the Rotary Club on Wednesday 2011-JUN-08 to present and discuss the future of the Terry Fox Run and their potential role in it. To date the Nanaimo Bastion Running Club has not shown any interest in taking on the event.

## **COMMUNITY DEVELOPMENT**

**Arena Events:** Events in the arenas included Larry McNabb Third Street unveiling, Mixed Martial Arts event, the Gatti Circus, Watchtower Convention, Roller Derby, and the start of the Senior A Lacrosse season.

**Bike to Work Week:** Staff and the Bike to Work Week Committee have many events planned for the 2011-MAY-30 to JUN-05 initiative.

**Harewood Inter Agency Team (HIAT):** Staff and HIAT met on 2011-MAY-31 and distributed our Summer Fun flyer. Free Playground Programs in the Harewood and South End areas were highlighted.

**Kids Expo:** Staff attended the Kids Expo at Country Club Mall and manned a booth on Saturday, 2011-MAY-28. The Pottery Studio instructor conducted a one-hour clay craft with children, which was very popular.

**Jean Peters Synchronized BC/Yukon Swim Meet and Riptides Invitational Meet:** 200 attended the Jean Peters swimming event held at NAC from 2011-MAY-13 to 2011-MAY-15, the Riptides Invitational Meet, but these events were not a big as the Masters meet held in 2010, which accounts for some of the drop in attendance at NAC.

**Kin Pool:** Kin Pool opened on 2011-MAY-01 with Fraser Read as the White Rapids Pool Manager this year.

**Westwood Lake:** Westwood Lake is being prepared for the summer season. The City's carpenters will be modifying the guard chairs and working in the guard room. New signage is being posted and the buoy line is being modified.

**Multicultural Society:** A small "Meet and Greet" session was held at the New Multicultural Facility on Friday 2011-MAY-20 for new families to Nanaimo. Staff will be preparing a small presentation to include photos and short video clips to help with the delivery of this information for those individuals who may have a slight language barrier.

**Arts Alive 2011-APR-20:** Registration numbers are down 50% compared to the same time last year, which has prompted Arts Alive to look at different ways to increase registration.

**Social Centre Community Events:** Mental Health & Addictions Forum; Island Fantasy Ball; Blood Donor Clinic x 2; NDSS Prom; Rhythms for Resilience Fundraiser; Snuneymuxw First Nation Grad Ceremony; Jazz Affair; and, VI Raiders Club Banquet & Dance.

**Sub on the Hub Contractors:** The new owners will take possession 2011-JUN-06, under the new name, Hot Chai Express.

**Teddy Bear Picnic:** Staff attended the Pacific Cares Teddy Bear's Picnic held on Friday, 2011-MAY-27 at Mansfield Park. There was good attendance despite the poor weather.

**May Statistics:**

<b>Front Desk:</b>	<b>2011</b>	<b>2010</b>	<b>Difference</b>
<b>Numbers</b>			
Registrations	2,906	2,783	123
FITT Passes	166	146	20
Economy Tickets	8,636	9,107	-471
<b>TOTAL:</b>	<b>11,708</b>	<b>12,036</b>	<b>-328</b>
<b>Sales</b>			
Registrations	\$179,078	\$176,675	\$2,403
FITT Passes	30,799	30,834	-35
Economy Tickets	31,757	30,753	1,004
<b>TOTAL:</b>	<b>\$241,634</b>	<b>\$238,262</b>	<b>\$3,372</b>

<b>RECEIPTS</b>	
<b>2011</b>	<b>2010</b>
\$432,451	\$463,513

<b>Aquatics:</b>	<b>Attendance</b>	
	<b>Current Month</b>	<b>Last Year</b>
Public Admissions:	37,250	37,465
Lessons, Rentals, Schools:	4,736	4,955
Clubs:	5,509	4,783
<b>TOTAL:</b>	<b>47,495</b>	<b>47,203</b>

<b>Swimming Lesson Registrants</b>	
<b>Current Month</b>	<b>Last Year</b>
742	780

<b>Arenas:</b>	<b>Hours of Use</b>		<b>Attendance</b>	
	<b>Current Month</b>	<b>Last Year</b>	<b>Current Month</b>	<b>Last Year</b>
Public Admissions:	74.75	72.75	1,399	1,331
Lessons: Department programs and Schools:	96.00	87.50	1,866	1,978
League Rentals:	378.75	322.50	14,967	14,857
Other/Casual:	227.00	188.50	9,295	7,848
<b>TOTAL:</b>	<b>776.50</b>	<b>671.25</b>	<b>27,527</b>	<b>26,014</b>

<b>Hours:</b>	<b>Attendance:</b>
FCA – 150.50	FCA – 7,793
NIC 1 – 132.50	NIC 1 – 6,426
NIC 2 – 131.25	NIC 2 – 4,063
CMM – 362.25	CMM – 9,245
<b>Total – 776.50</b>	<b>Total – 27,527</b>

**Nanaimo Harbour City Seniors**

Memberships sold in May - 46

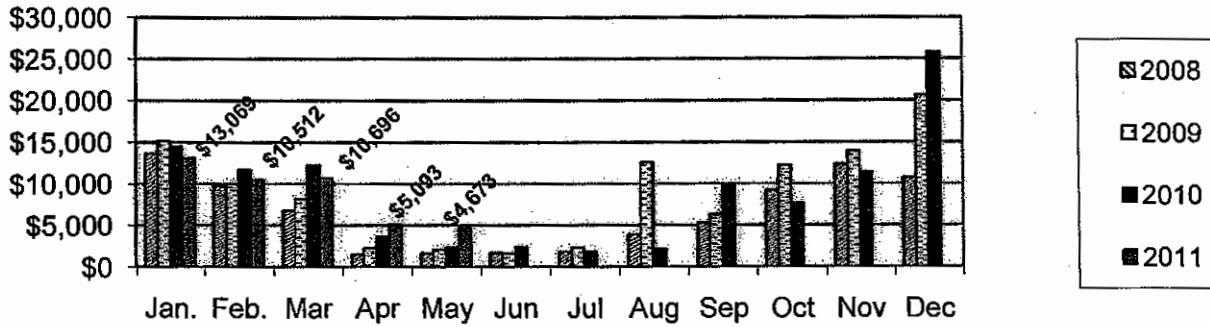
Total NHCS Memberships 1,472 sold from Jan 1-Dec 31, 2010

Total NHCS Memberships 1,518 sold from Jan 1-Dec 31, 2009

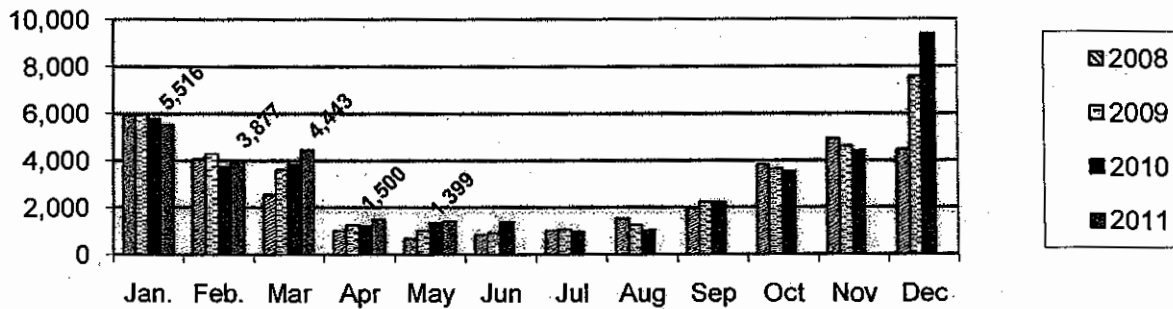
## Summary of Recreation And Culture Services - May 2011

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

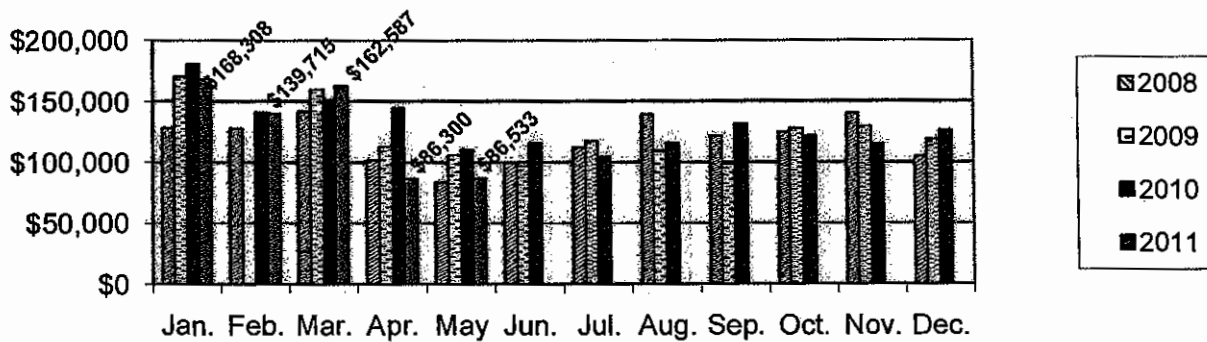
### Arena Public Skate Revenue



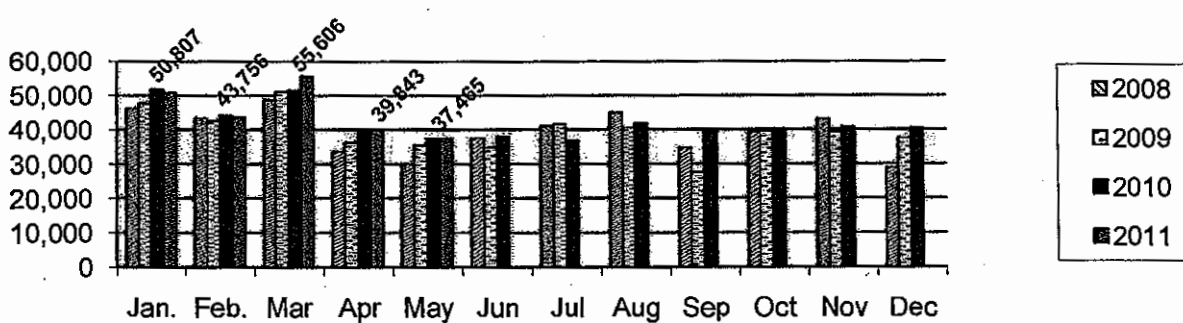
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue

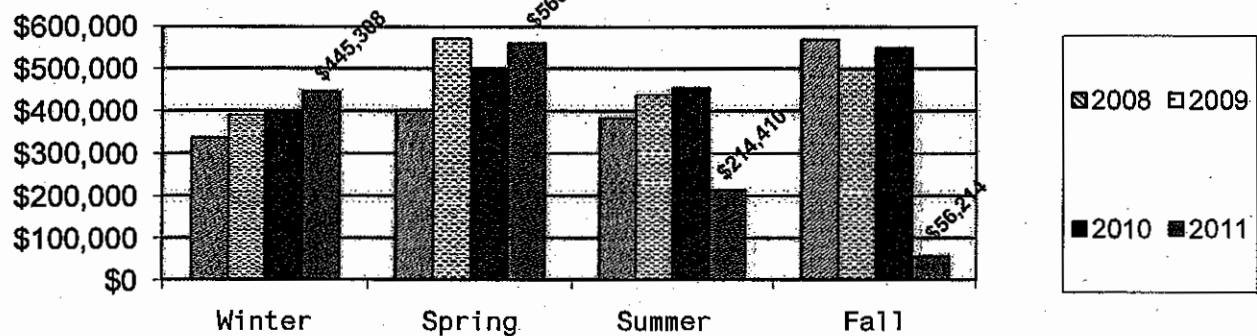


### Aquatic and Fitness Gym Public Admissions

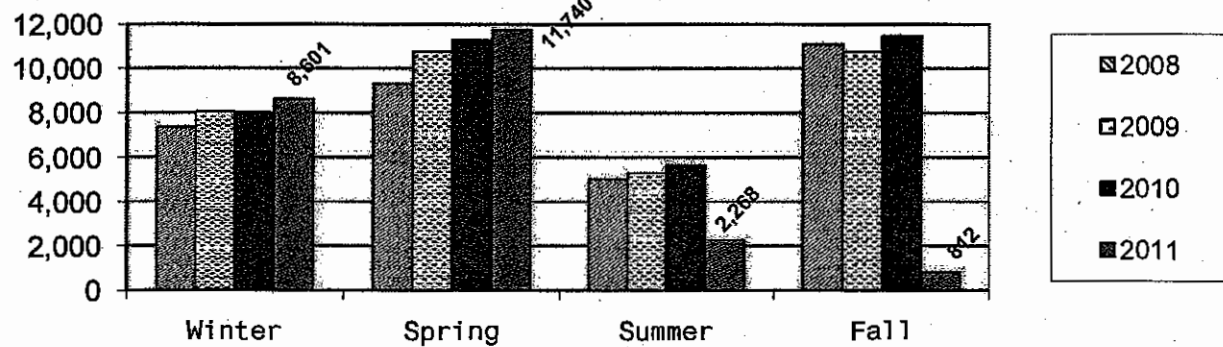


## 2008 to 2010 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**



**Program Registrations\***



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

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

**RE: MONTHLY REPORT – MAY 2011 – PARKS OPERATIONS**

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

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

- The new dog off-leash pilot and permanent sites opened on 2011-MAY-01 and a new brochure highlighting the off-leash areas is being published. In addition, the renovated dog off-leash park at Beban re-opened on 2011-MAY-12 for very grateful dog owners. Enforcement through Animal Control has been stepped-up in conjunction with the new openings and renovated parks.
- Implementation of Phase 1 improvements to Pawson Park are in full swing. The park is being re-designed as an inter-generational space for kids and seniors and will be open for play and summer day camps in July.
- Staff await the results of our application to the Enabling Accessibility Fund grant for the Maffeo Sutton Amenity building.
- Additional and accessible parking is being developed where the barnyard was removed in Bowen Park.
- In order to plan for potential science education facilities in parks, staff are liaising with the Nanaimo Science and Sustainability Society.
- In an effort to build partnerships for parks and recreation, staff have met with the Tillicum Lelum and learned more about their services.
- Staff are working on park designation and no-smoking regulations.

#### **VOLUNTEERS IN PARKS**

- Start-up meetings to initiate VIPs are planned for Forest Drive Park, Bob-O-Link Park and MacKinnon Place Park. Interest has also been expressed by residents of Norasea Park.
- The playground equipment was installed by volunteers at Cariboo Park on 2011-MAY-25 and children and parents are enjoying the new play space.
- Equipment was installed in Salal Park and is being enjoyed by residents.
- Residents of the Applegreen area are moving ahead with tendering of their play equipment. Installation is expected in the fall.
- Residents near May Richards Bennett Park are planning tree removal and park clean-up work.

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

- New countertops were constructed and installed at the Community Services Building to accommodate the new tenants.
- Six more park kiosks have been re-roofed.
- Two new swim floats were constructed to replace the old ones at Westwood Lake and Loudon Parks.
- New signage was installed at the Westwood lake beach area.

### **FACILITY OPERATIONS:**

- After an inspection report from the BC Safety Authority, staff were required to do seismic upgrades to four boilers; two at the City Hall Annex and two at the Community Services Building.
- A new net dolly was constructed for the Frank Crane Arena to allow easy transport of both hockey and lacrosse nets.
- A new water service was installed at the back of Frank Crane Arena for the Parks Gardeners use. The brick wall contained asbestos, so testing was done and all work was done in accordance to Work Safe procedures.
- A new six-inch butterfly valve was installed at the Kin Pool.
- A flange on one of the NAC hot tub sand filters developed a major crack and had to be replaced. The replacement part was only available from Spain so staff fabricated a replacement from Plastic Permalene used for play equipment.

### **TURF AND PARKS:**

- Staff have completed the overseeding on all sports fields.
- Sand was added to the beaches and fluffed for the summer season.
- Annual Departure Bay beach clean-up was done by Graf Contracting.

### **TRAILS:**

- The stairs were replaced at Stephenson Point beach access.
- Trail maintenance and brushing back of new growth is ongoing on the Parkway Trail, E & N Trail and other City locations.

### **HORTICULTURE:**

- 100 street planter inserts have been installed throughout the Downtown core. Planters went out two weeks late due to the cool temperatures.
- Staff moved and planted eight large planters for the opening of the cruise ship terminal.
- Hawthorne Parks has been redesigned and planted by city staff. The high cost annuals have been eliminated and planted with a perennial design.
- The Horticulture staff planted twenty-two trees. Twenty went into new neighbourhood plantings and two were replacements for trees that did not make the transplants.
- Annual plantings have begun throughout the city.
- Wesley Street has been updated with new shrubs and mulch. The plant material suffered damage the past few winters and the street was not up to standard.
- One staff member has just been certified as a Landscape Horticulture Journeymen and two others have been certified as Arborists.

### **UTILITY:**

- New benches and drinking fountains were installed at the Beban dog off-leash park.
- Staff installed all of the temporary art displays located at Maffeo Sutton and McGregor Park.
- A new score clock was installed at the ball field at Serauxman Sports Field.
- All irrigation systems have been set up for the season. Regular testing and maintenance is ongoing.

### **URBAN FORESTRY:**

- Five tree removal permits were processed, including one for the road construction on the Greenrock/Country Grocer site on Bowen Road.
- Replanting project was completed on Stephenson Point Road. Planting was to re-green the Tree Retention Area on Stephenson Point Road that had to be removed because of the trees that had become hazardous.
- Eleven dogwood trees were planted on Fourteenth Street and Wilson as part of a subdivision development.
- Two flowering cherry trees were planted on Norasea as part of the ongoing boulevard tree program, (Urban Forest Management Strategy – Module) to be maintained by the homeowner.
- Work was scheduled for day lighting pruning of Hailey's Rhododendron Grove.
- 89 phone calls were received regarding tree issues such as hazardous tree concerns, Tree Protection Bylaw, and general requirements for tree removal applications. These calls resulted in 55 site visits.
- The Tree Management and Protection Bylaw re-draft has been reviewed by several staff with good feedback. One last draft should be required before review by the Parks, Recreation and Culture Commission.

### **PARKS AND OUTDOOR RECREATION PROGRAMMING:**

- Weed Buster Work Parties held two successful sessions; one at Pipers Lagoon and the other at Bowen Park.
- Park Warden Program added two new Park Wardens to Bowen Park and Planta Park.
- The Millstone River Group will now be called the Nanaimo River Stewards.
- Concert in Parks series will be aligned with the cruise ships arrivals. Diana Krall Plaza has been added to the concert location list. Only fifteen people were in attendance at the 2011-MAY-07 concert due to inclement weather. The 2011-MAY-20 concert had mixed reviews from the Public on noise level and music type. Improved dialogue for future concerts at Diana Krall is needed.
- The Summer Playground Program restructuring of playground operation has been approved and staff have been hired. The Contract with the Harewood Mining Community Water Park has been re-vamped with details on what the City provides.
- The "Learn to Fish" program had 30 registrants. There was an overwhelming response from the public with half that number being waitlisted. This was a FREE program that is sponsored by the City and the Habitat Conservation Trust Foundation.
- Twelve programs were cancelled due to inclement weather and low registration.
- The number of registrants (920) in programs has increased 20% from the same time last year.



**TRAIL COUNTS FOR MAY 2011:**

<b>PARK SITES</b>	<b>APRIL DAILY AVERAGE</b>	<b>MAY DAILY AVERAGE</b>	<b>PEAK TIME OF USE</b>
<b>BEBAN</b>			
Off-Leash Dog Park Little Dogs	77	78	2PM-3PM
Off-Leash Dog Park Big Dogs (side)	99	100	2PM-3PM
Off-Leash Dog Park Big Dogs (main)	121	128	2PM-3PM
<b>BOWEN</b>			
Side Channel	143	152	2PM-3PM
<b>NECK POINT</b>			
Entrance (set for Vehicle count only)	174	192	1PM-2PM
New Trail	222	251	1PM-2PM
<b>OLIVER WOODS</b>			
Playground - Side Entrance	85	99	3PM-4PM
Playground - Front Entrance	104	112	3PM-4PM
Trail	60	64	1PM-2PM
Wellness Park	57	61	1PM-2PM
<b>PIPERS LAGOON</b>			
Knoll	106	117	4PM-5PM
Spit	246	258	4PM-5PM
<b>RICHARDS MARSH</b>			
Entrance	54	56	10AM-11AM
<b>THIRD STREET PARK</b>			
Trail	212	226	3PM-4PM
<b>WESTWOOD LAKE</b>			
Entrance - Vehicle Count	279	297	4PM-5PM

<b>City of Nanaimo            Animal Services Division-Park Report            May 1 – 31, 2011</b>					
<b>Park/Beach</b>	<b># of Patrols</b>	<b>Dogs Encountered</b>	<b>Verbal Warnings</b>	<b>Written Warnings</b>	<b>Tickets Issued</b>
Beban	5	52	3		
Bowen Park	5	6	2		
Colliery Dam	5	26	1		1
Departure Bay	3	2	1		1
Divers Lake	5	4	1		1
Groveland Park	6	11	3		
Harry Wipper	1				1
Linley Valley	1	4	1		
Long Lake	2	2			
McGirr Park	2				
Maffeo Sutton	1	6			
May Richards Bennett	4	2	1		1
Neck Point	7	28	1		
Pipers Lagoon	9	47	2		2
Planta Park	1	3			
Third Street Ballfields	1				
Westdale Park	2				
Westwood Lake	6	41	1	1	
<b>Totals</b>	<b>66</b>	<b>234</b>	<b>17</b>	<b>1</b>	<b>7</b>

### **VANDALISM REPORT FOR MAY, 2011**

#### **BUILDING AND ENGINEERING R&M**

- Graffiti removal and painting **\$2,233.92**

#### **MATERIALS AND SUPPLIES**

- Misc Supplies **\$ 135.75**

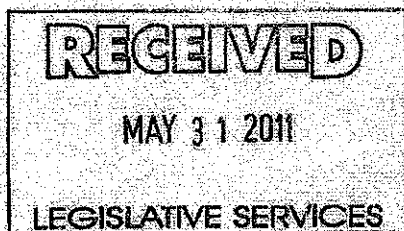
#### **LABOUR AND FLEET (City Vehicles)**

- COST **\$ 568.42**

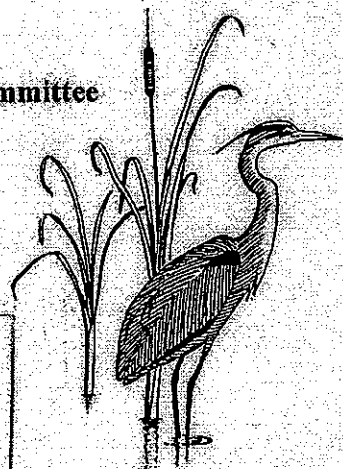
**TOTAL COST** **\$2,938.09**

Graffiti in many locations, Bowen Park, Caledonia, Maffeo Sutton, Pioneer Park, Piper Park, Highway tunnel at Brooks Landing, Skate park at May Bennett and other locations. Stairs at Beach Estates and two beach accesses off Hammond Bay Road were damaged. Fencing at Pleasant Valley was hit by a vehicle.

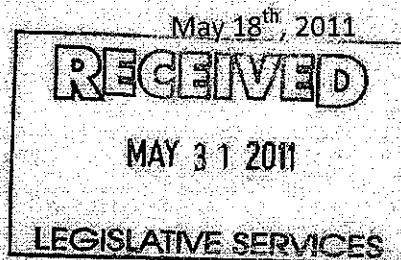
0220-01



Buttertubs Marsh Liaison Committee  
c/o 3205 Granite Park  
Nanaimo, B.C., V9T 3C8



Al Britton,  
Parks Recreation & Culture,  
City of Nanaimo.

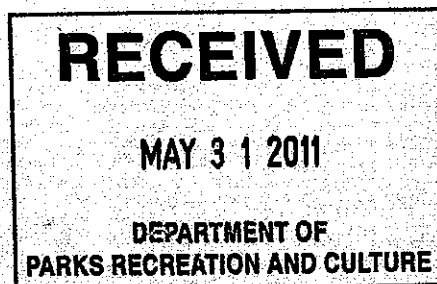


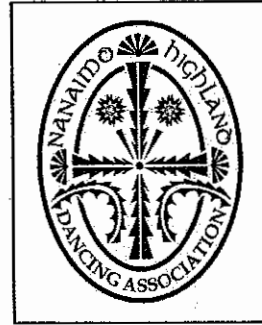
Dear Al;

Many thanks to you and your crew for your speedy attention to repairing the 'sink holes' that developed in the middle of the Buttertubs Drive to Bird Sanctuary Drive walking trail at Buttertubs. We addressed this issue on a number of occasions but the situation continued to get worse and beyond our limited capability. Your effort will be appreciated by the many users at this location. Well done!

  
Bill Merilees, chair,  
BMLC

cc Mayor & Council





May 28, 2011

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

Re: File #A2-4 / A3-35-1

**RECEIVED**

**JUN 03 2011**

**DEPARTMENT OF  
PARKS RECREATION AND CULTURE**

Dear Ms. Johnstone:

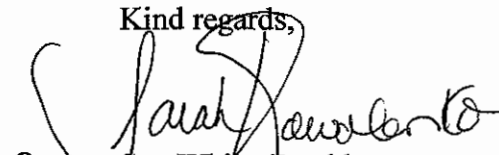
On behalf of the Nanaimo Highland Dance Association (NHDA), I wish to sincerely thank you for the generous \$1,025.00 grant for our association.

The NHDA is a volunteer committee supporting highland dancers in the Nanaimo and surrounding areas from the ages of three to adulthood.

We are a proud association with many talented dancers who represent Nanaimo, BC, and Canada in competition. The costs for costumes and competing can be quite burdensome for families so we are delighted to receive the City's grant to help offset these expenses for our members.

It is truly wonderful to see the City of Nanaimo's support for the Arts in our community, and we are most grateful for the grant.

Kind regards,

  
for: Sue White, President  
NHDA

Cc: Suzanne Samborski, Senior Manager, Recreation & Culture Services  
Bob Kuhn, Manager of Recreation & Culture, Bowen Complex

MINUTES OF BOARD OF DIRECTORS' MEETING - NANAIMO HARBOUR CITY SENIORSJune 3<sup>rd</sup>, 2011In Attendance

President Lynda Avis in the Chair, Anne Smith, Miriam Peacock, Pat Spicer, Wally Lawrence, Hale Yardley, Bob Davies, Pat Foley, Bernard Searle, Michele Duerksen, Ashely Hughes, and Jane Adkins (guest/Past Director).

Call to Order

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

Welcome to New Board Members

Lynda welcomed our three new Directors: Pat Spicer, Wally Lawrence, and Bernard Searle.

Changes/Additions to the Agenda

- 1) Seniors City Coordinator's Report - added to "New Business"
- 2) Exercise Orientation at Oliver Woods - added to "New Business"

Adoption of the Agenda

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

Adoption of Minutes

M/S/C That the minutes of the May 6<sup>th</sup>, 2011 meeting be adopted as read.

Presentation

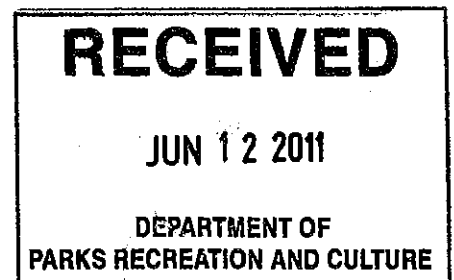
Lynda presented Ashely Hughes, of the VIU Nursing Program, with a gift and card from the Board, thanking her for her contributions over the past year.

Business Arising from the Minutes

- 1) 50/50 Draw - is working out well, and is averaging \$37/week to the winner. Bob Davies will continue to do the Draw every Thursday.
- 2) Theatre Angels Program at Port Theatre - no tickets have been received lately to distribute to our members. Lynda explained to the new Directors what this program entails.
- 3) AGM Committee Reports - Lynda thanked the Directors for their reports presented at the recent AGM.

Correspondence

- 1) The reminder for the Annual Non-Profit Society Report filing has been received, and the report detailing the recent AGM date and list of current directors will be sent in along with the required \$25.00 fee.
- 2) Lynda sent an email to Richard Harding thanking him and his staff for the Volunteer Lunch.
- 3) Letter from the Nanaimo Arts Council requesting our sponsorship was received and filed.



Financial Report

The Treasurer, Anne Smith, presented the monthly financial report.

M/S/C

That the Financial Report be accepted as presented.

New Business

- 1) Appointment of a Publicity Chair – Lynda explained the duties of this position as outlined in the Terms of Reference and will ask for a volunteer at the September meeting.
- 2) Report on New Horizons Project Application – Lynda advised that the government is not accepting applications at the moment so our October date for the Crime Forum has had to be postponed until February 2012. The budget has already been set, with the help of Kathy Boland, but unfortunately she is not available to help at the event now scheduled for either Saturday, February 4<sup>th</sup>, or February 11<sup>th</sup>, 2012. A replacement for Kathy will be required and Directors were asked to come up with suggestions.
- 3) Report re Member's concern over rising costs of membership/program fees – Lynda said that a meeting has been held with the member in question, Michele Duerksen, and Bob Kuhn, and the member seemed to be satisfied with discussion and answers provided. She also had an excellent suggestion of having a workshop or short program educating seniors of what benefits are available for them.
- 4) Discussion re possible Board Donation for Equipment – Lynda said she had recently attended a BCRPA (B.C. Recreation and Parks Association) Conference and Trade Show. She brought back information on Aqua-Bikes and Treadmills, both of which operate in water. Lynda will get a price point for these items from the distributor in Montreal. It was felt this would be a good donation to the aquatic centres. No additional insurance is required as these items would become the property of the City of Nanaimo.
- 5) Proposed Maritimes Trip – NHCS members interested in this trip in September are dealing directly with Marcia Pike at Around the World Travel.
- 6) NHCS Evaluation Forms – 279 forms were returned by members. Asheley Hughes and Nora Nixon were a big help in collating the results. Michele was given the results, and these could be published in a future newsletter.
- 7) Goals and Objectives for 2011–2012 – Lynda said our four goals for the coming year will be established at our September meeting.
- 8) Senior City Coordinators' Report – Michele reported that total NHCS memberships sold in 2010 were 1,472, as compared to 1,518 sold in 2009. Chair Yoga is becoming a very popular class. Attendance at Thursday events continues to be good. There were 7 program starts in May. The AGM was held and several new members were voted in. Sixty volunteers attended the Appreciation Luncheon. Next year Richard Harding will speak at the luncheon.
- 9) Exercise Orientation – at Oliver Woods on June 7<sup>th</sup>, 3–5 p.m. Directors are invited to attend.

Adjournment – The meeting adjourned at 10:10 a.m.

Next meeting – Friday, September 9<sup>th</sup>, at 9 a.m. in the Board Room.

/pf

2011.06.06

Dawn Menard  
1169 OLD Victoria Rd.  
Nanaimo B.C.  
V9R 6R4

MR. Richard Harding  
Director, Parks  
Nanaimo  
c/o City of Nanaimo

RECEIVED

JUN 15 2011

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

Dear Mr. Harding,

I'd like to thank you and Mr. <sup>12 JUNE</sup> Alan Kemp for granting our <sup>special</sup> request to have my brother Tony Menard's memorial tree @ Swyalama. As well - I really want to acknowledge and commend Alan for really listening to me, giving this the caring consideration he did, being our advocate & then taking action. <sup>He is a hero to our family &</sup> It was awesome and you are lucky to have such a caring person on board! Thanks again. Dawn Menard