

**AGENDA FOR THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
TO BE HELD IN THE  
BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2011-APR-27, 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-MAR-23, at 7:00 p.m., in the Bowen Park Complex Conference Room.

Pgs.  
249-256

*(Motion required to adopt minutes of 2011-MAR-23 as circulated.)*

5. **PRESENTATIONS:**

- (a) Aquatic Presentation – PRC Staff.

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

**LATE DELEGATIONS: (5 MINUTES)**

*(Motion required to allow late delegations.)*

7. **CHAIRMAN'S REPORT:**

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** Commissioner Pattje to report on the meeting held 2011-APR-14 as Acting Chair of that meeting.

Pgs.  
257-263

- (i) **Outdoor Facilities Advertising Signage Guidelines.**

(Pg. 258 &  
Pgs.  
260-263)

*Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission adopt the Outdoor Facilities Advertising Signage Guidelines.*

*(Motion required to adopt recommendation.)*

- (b) **Recreation Committee.** No meeting held.

- (c) **Cultural Committee.** No meeting held.
- (d) **Grants Advisory Committee.** Commissioner Burnett to report on the meetings held since 2011-MAR-23.
- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance to report on the meetings held since 2011-MAR-23.
- (f) **Social Planning Advisory Committee.** Commissioner Cowling to report on the meetings held since 2011-JAN-26 (*report deferred at March meeting due to absence of Commissioner Cowling*).
- (g) **Port Theatre.** Monthly report for March, 2011.
- (h) **Nanaimo Art Gallery.** Monthly report for March, 2011.
- (i) **Nanaimo Museum.** Monthly report for March, 2011.

Pgs.  
264-266  
Pg. 267

Pgs.  
268-269

(*Motion to receive all Advisory Body reports.*)

9. **STAFF REPORTS:**

- (a) **Civic Merit Awards For Sports / Arts And Culture Achievement.**

Pgs.  
270-273

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council approve the updated Council Policy for "Civic Merit Awards for Sports / Arts and Culture Achievement".

(*Motion required to adopt recommendation.*)

- (d) **Travel Assistance Grant Request  
– Nanaimo Hardcourt Bike Polo Club.**

Pgs.  
274-278

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Hardcourt Bike Polo Club in the amount of \$600.00.

(*Motion required to adopt recommendation.*)

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

- (a) Monthly Report – Senior Manager of Parks & Civic Facilities.
- (b) Monthly Report – Senior Manager of Recreation and Culture Services.

Pgs.  
279-284  
Pgs.  
285-290

(*Motion to receive all Information Only Items.*)

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

**CORRESPONDENCE:** (Information Only.)

- (a) Letter dated 2011-MAR-22 to Mr. Jeff Ritchie, Senior Manager, Parks & Civic Facilities, from Mr. Don Peterson, President, Freshwater Fisheries Society of BC, 101 – 80 Regatta Landing, Victoria, BC, V9A 7S2, regarding the donation of a concrete dock to the City of Nanaimo to be installed on Diver Lake. Pg. 291
- (b) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2011-APR-01. Pgs. 292-294

*(Motion required to receive all Correspondence.)*

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

15. **UNFINISHED BUSINESS:**

- (a) Advertising Signage at May Bennett Park (*referred to Parks Committee*).

*(Note: Motion is required to remove items from "Unfinished Business".)*

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**

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

COMMISSION	Wednesday, 2011-MAY-25, 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-MAY-04, 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-MAY-11, 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-MAY-12, 5:00 p.m. – if required Bowen Park Complex Conference Room

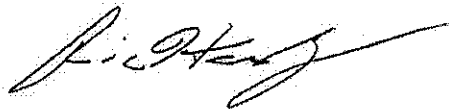
1.

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-APR-27  
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):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of 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-MAR-23, COMMENCING AT 7:00 P.M.**

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PRESENT: Commissioner D. Johnstone, Chair

Members: Commissioner F. Pattje  
Commissioner L. Avis  
Commissioner D. Burnett  
Commissioner B. Dempsey  
Commissioner S. Lance  
Commissioner B. Meunier  
Commissioner G. Rudischer (until 8:04 p.m.)  
Commissioner B. Sparkes  
Commissioner M. Young

Regrets: Commissioner J. Cowling  
Commissioner J. Kipp

Staff: S. Samborski J. Ritchie  
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 6.(a) Kathleen Darby, Nanaimo Conservatory of Music.
- Add Item 10.(d) Training Program in Weight Rooms.

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-JAN-26, at 6:57 p.m. in the Bowen Park Complex Conference Room. *[Noted that the 2011-FEB-23 meeting was cancelled due to weather.]*

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

5. PRESENTATIONS:

Ms. Debbie Trueman, General Manager, Nanaimo Museum, 100 Museum Way, Nanaimo, BC, V9R 5J8, providing a slide show and presentation of Nanaimo Museum 2010 year in review in lieu of the January monthly report to the Commission.

6. LATE DELEGATIONS:

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

- (a) Ms. Kathleen Darby, 375 Selby Street, Nanaimo, BC, V9R 2R4, on behalf of the Nanaimo Conservatory of Music, regarding their application to the Department of Canadian Heritage under the "Building Communities Through Arts and Heritage" Program, for the 2<sup>nd</sup> Vancouver Island Chamber Music Festival, the requirement by the Federal Government that there is municipal participation in the form of cash or in-kind support in order that the application be successful, and their appearance before Commission requesting that participation from the City of Nanaimo.

Ms. Darby advised that the Vancouver Island Chamber Music Festival is a new festival – received some funding from Nanaimo Arts Council through the Spirit Funds. In order to qualify for funding the Federal Government they require a contribution from the City of Nanaimo. They would like to find a way to confirm on their application that they have some financial or in-kind support from the City of Nanaimo. Part E of the application requires signature by the City, advising that the City has reviewed the application and will provide cash or in-kind support. Ms. Darby is requesting a minimal support amount of \$500.00, or contribution of a venue in-kind, applying for \$10K from the Federal Government.

The 2011 Arts, Cultural and Festival events funding has already all been allocated by the Cultural Committee. The Nanaimo Conservatory of Music received \$7,400 in Cultural Operating Grants and, additionally, the group has received a Permissive Tax Exemption (PTE) from the City of Nanaimo.

Commission asked if any of the 2011 funding that the group has received could be earmarked for the Vancouver Island Chamber Music Festival. Ms. Darby advised that she would need to discuss with the Board on whether it would be all right to designate a portion of the \$7,400 in grants already received towards a Vancouver Island Chamber Music Festival, and that it would take two to three days to receive their response. The deadline for the application is 2011-APR-01 and while she could submit the application without confirmation, if there is no seed support, Ms. Darby does not feel it would be a good use of her time to make the application. The Federal deadline is set approximately 16 months in advance of the event. If the Commission is not prepared to commit to the contribution, Ms. Darby felt that she would wait and submit for the next year's application time frame.

7. CHAIRMAN'S REPORT:

- (a) 2011 B.C.R.P.A. Local Government Membership (2 spaces available).

It was determined that the two additional members for the 2011 BCRPA Local Government membership would be Commissioner Avis and Commissioner Meunier.

- (b) Symposium Registration (Richmond, 2011-MAY-11 to 2011-MAY-13).

Commissioners were provided with the "At-A-Glance" sessions list and reminded to submit their applications and preferences for the 2011 B.C.R.P.A. Symposium prior to the "Early Bird" registration deadline of 2011-APR-11.

- (c) Pacific Sport - Status of Funding.

Chair Johnstone provided an update on the status of funding for Pacific Sport. On 2011-MAR-21 funding in the amount of \$15,000 for 2011-2012, 2013 was approved by Council, with funds to come from Council Contingency, and with a requirement that Pacific Sport provide Council with an annual report.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. Commissioner Sparkes reported on the meeting held on 2011-MAR-10, touching on the Dog Off-Leash and Signage matters.

- (b) Recreation Committee. No meeting held.

- (c) Cultural Committee. Commissioner Pattje reported on the meeting held 2011-FEB-02 on behalf of the Chair, Eveline O'Rourke, and reviewed the minutes from that meeting with Commission.

- (i) 2011 Temporary Public Art.

Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the Temporary Public Art selections for 2011.

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

- (d) Grants Advisory Committee. Commissioner Burnett reported on meetings held since 2011-JAN-26. Continued to meet in March. Will continue meetings until recommendations were finalized. Recommendations put forward to Council to date were all adopted. Commissioner Burnett was not able to attend the meeting held today, 2011-MAR-23; however, Chair Johnstone advised that the Committee worked on criteria to present to Council.

- (e) Plan Nanaimo Advisory Committee. Commissioner Lance reported on meetings held since 2010-JAN-26. Mostly the Brechin + Newcastle Plan. Last week's meeting was mostly re-zoning.

- (f) Social Planning Advisory Committee. In Commissioner Cowling's absence, the report on meetings held since 2011-JAN-26, was deferred to the next meeting of the Parks, Recreation and Culture Commission.
- (g) Port Theatre. Monthly reports for January, 2011, and February, 2011.
- (h) Nanaimo Art Gallery. Monthly reports for January, 2011, (revised), and February, 2011.
- (i) Nanaimo District Museum. Monthly report for February, 2011. *[Presentation provided under Item 5.(a) in lieu of January, 2011, monthly report.]*

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

9. STAFF REPORTS:

- (a) District 68 Sports Field & Recreation Services Agreement 2011-2015.

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council renew the "District 68 Sports Field and Recreation Services Agreement 2011 – 2015" with the Regional District of Nanaimo and the District of Lantzville, which provides access to sports fields and recreational facilities within the City of Nanaimo and sports fields within Electoral Areas B and C; and that the Mayor, and, the Manager of Legislative Services be authorized to sign the agreement on behalf of the City of Nanaimo.

It was moved and seconded that the recommendation be adopted.

Commissioner Burnett requested that a friendly amendment be made to the motion to include Electoral Area A, with motion to read:

*It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council renew the "District 68 Sports Field and Recreation Services Agreement 2011 – 2015" with the Regional District of Nanaimo and the District of Lantzville, which provides access to sports fields and recreational facilities within the City of Nanaimo and sports fields within Electoral Areas A, B and C; and that the Mayor, and, the Manager of Legislative Services be authorized to sign the agreement on behalf of the City of Nanaimo. The motion carried unanimously.*



(b) **DOG OFF LEASH PARKS.**

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend Council approve making the following pilot sites permanent and approve the implementation of new pilot sites for 2011.

2010 pilot sites (make permanent):

- Colliery Dam Park (Schedule A) (6 a.m. to 10 a.m. daily, as well as 4 p.m. to park closing)
- Beaufort Park (Schedule B)
- Diver Lake Park (Schedule C) (Seasonal: October 1 - March 31)

2011 pilot sites (2011):

- forested area adjacent to May Richards Bennett Park (Schedule E)
- Invermere Beach (Schedule F)
- St. George Ravine Park (Schedule G)

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

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

- (a) Senior Manager - Parks & Civic Facilities Monthly reports for January, 2011, and February, 2011.

In discussion with Bowen Lions Club with regard to the intention to take the barn down – the Club will be canvassing their members to determine if any of them wish to have any of the materials. PRC would like to improve accessibility and number of handicapped parking spots. The barn will be coming down in April.

Merle Logan tender for artificial turf field going ahead in April. Field will be open for use in September 2011.

Dog Off-Leash at Beban – will be closed for a brief time period in April while it is resurfaced. Other options were looked at; however, the requests have been for turf and it will be tried.

Entranceway to the Port Theatre – a partnership to improve the entranceway. There is a security issue with not having an "Administration Only" entrance. That project will start fairly soon.

Kin Hut park hedge taken out and neighbourhood association has made some complaints. PRC is looking at more appropriate plantings for the area.

Remediation on the waterline through Colliery Dam is growing making the recent construction less visible.

- (b) Senior Manager - Recreation & Culture Services. Monthly reports for January, 2011, and February, 2011.

Will be coming forward with a pilot project for a Grade 6 "Stay Active" pass for the fall.

Have had a number of requests for programs on demand for international students given the status of the VIU negotiations.

Planning team was a bit disappointed in the numbers that attended the Picnic in the Park. Will be looking for a major sponsor for the next event and if the attendance does not improve, the event may not be continued.

Ceiling repair tender for Cliff McNabb arena due to moisture issues. The intent is to have the work done in April before it gets warm outside.

Frank Crane floor is going down for the first time since the renovations – floor had been modified for Cliff McNabb, so there will be some adjustments to compensate for.

- (c) Recreation & Parks BC Magazine article "Getting Social with the City of Nanaimo: One Community's experience with Social Media" featuring PRC staff member, Megan Noakes, Recreation Coordinator.

It was moved and seconded that the Parks, Recreation and Culture Commission send a letter to the Marketing Team for their excellent work. The motion carried unanimously.

- (d) Training Program in Weight Rooms.

Over the years, there have been a number of external trainers using the weight rooms without formal agreements. There have been complaints from users that some trainers are setting up shop doing private business in the City venues while the users are working out on equipment. The Coordinator has formalized some agreements including our code of conduct and ensuring that the trainers have the certification and qualifications that the City is looking for.

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

11 CORRESPONDENCE: (Action Required.)

- (a) Thank you note received on 2011-FEB-07 addressed to Mr. Gary Paterson, Recreation Coordinator, Arenas Section, from Ms. Lurene Haines, Marketing Communications Specialist, Vehicle Mounted Air Compressors (VMAC), 1333 Kipp Road, Nanaimo, BC, V9X 1R3, regarding their sponsorship of the "Winter Wonderland Ice Rental" and their offer to sponsor this event again next year.

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

- (b) Letter dated 2011-FEB-14, to Mr. Richard Harding, and the Parks, Recreation and Culture Commission regarding the proposed cell tower adjacent to Neck Point Park, and e-mail to Mayor and Council, and RDN, requesting that the Commission take up discussions with the RDN Board of Directors to ensure that the Telus application is not approved on the property at 4600 Hammond Bay Road. *[Note: since the submission of the letter and e-mail, the proposed cell tower at 4600 Hammond Bay Road was not approved – no further action required with regard to this correspondence.]*

CORRESPONDENCE: (Information)

- (c) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2011-FEB-04 and 2011-MAR-11.

Last summer two VIU Nursing Students were appointed to the Board and have assisted the Board and group greatly over the past year, have been very valuable.

- (d) Letter dated 2011-FEB-18, to Diana Johnstone, Chair, Parks, Recreation and Culture Commission, from Mr. James A. Duthie, Treasurer, A Cappella Plus, regarding the grant received for their choir thanking the Commission for their support.
- (e) Letter dated 2011-MAR-08, to Diana Johnstone, Chair, Parks, Recreation and Culture Commission, from Ms. Sara Frisch, President, Malaspina Choir, regarding the 2011 Cultural Operating Grant received for their choir, and thanking the Commission for their continued support.

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. Kathleen Darby - Nanaimo Conservatory of Music.

Commissioner Pattje felt that they should wait until Ms. Darby advises if the Board is in agreement to using a portion of the funds allocated from the 2011 Cultural Operating Grants.

It was moved and seconded that the Parks, Recreation and Culture Commission allocate \$500 from the 2012 Arts, Cultural, and Festival Events Grants Funds to the Nanaimo Conservatory of Music for the Vancouver Island Chamber Music Festival. The motion carried unanimously.

15. UNFINISHED BUSINESS:

(a) Advertising Signage at May Bennett Park (*referred to Parks Committee*)

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

16. QUESTION PERIOD: (No questions.)

17. ADJOURNMENT:

It was moved and seconded at 8:22 p.m. that the meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2011-APR-27; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-APR-06; 4:15 p.m., if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-APR-13; 3:00 p.m., if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-APR-14; 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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Suzanne Samborski for:  
R. Harding, Director  
Parks, Recreation and Culture

2011-MAR-23  
File: A2-4  
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**NOTES OF THE REGULAR PARKS COMMITTEE MEETING  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,  
ON THURSDAY, 2011-APR-14, COMMENCING AT 5:00 P.M.**

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**PRESENT:** Commissioner Fred Pattje, Acting Chair

**Members:** Commissioner Brian Dempsey  
Commissioner Brent Meunier  
Commissioner Maureen Young (at 5:06 p.m.)

**Regrets:** Commissioner Barry Sparkes, Chair

**Staff:** Jeff Ritchie R. Tweed, Recording

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

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

Three students enrolled in the Vancouver Island University, Business/Government Regulations course, attended to observe the meeting and were welcomed by the Chair with introductions of the Committee members and Staff to the group.

**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 Parks Committee Meeting held Thursday, 2011-MAR-10, at 5:00 p.m., in the Bowen Park Complex Conference Room.

It was moved and seconded that the Meeting Notes of 2011-MAR-10 be adopted as circulated. The motion carried unanimously.

**5. DELEGATIONS:**

**6. CHAIR'S REPORT:**

**7. REPORTS OF ADVISORY BODIES:**

8. STAFF REPORTS:

(a) OUTDOOR FACILITIES ADVERTISING SIGNAGE GUIDELINES.

Staff's Recommendation: That the Parks Committee recommend that the Parks, Recreation and Culture Commission adopt the attached Outdoor Facilities Advertising Signage Guidelines as revised.

Discussion occurred with regard to the Guidelines, prior to consideration of the motion. With the following change being requested by Commissioner Meunier:

- 1.b. Rewrite to read,  
**"Temporary signage attached to fences must be easily removed."**

It was moved and seconded that the recommendation, with Guideline 1.b., as amended, be adopted.

Further discussion ensued, with the following addition to the Guidelines being requested by Commissioner Meunier:

- Under General Notes:
  - **Groups that have existing signage, which had been previously authorized by the Parks, Recreation and Culture Commission, shall be exempt from these guidelines.**

It was moved and seconded that the recommendation, with the friendly amendments to the Guidelines 1.b., and General Notes, be adopted. The motion carried unanimously.

9. INFORMATION ONLY ITEMS (staff reports):

10. CORRESPONDENCE: (Action)

CORRESPONDENCE: (Information)

11. NOTICE OF MOTION: None.

12. OTHER BUSINESS: (None.)

13. UNFINISHED BUSINESS:

- (a) Request for Advertising Signage at May Bennett Park - staff to research and return to the Parks Committee with a Report (referred from PRCC 2010-FEB-24);
- (b) Bowen Wild Edible Garden - staff to prepared a Report to the Parks Committee for review (referred from PRCC 2010-NOV-24).

It was moved and seconded that Item 13.(a) be removed from Unfinished business. The motion carried unanimously.

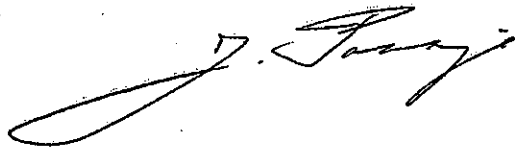
It was noted that Item 13.(b) should be removed further to the motion put forward on 2011-MAR-10.

14. QUESTION PERIOD: (No questions.)

15. ADJOURNMENT:

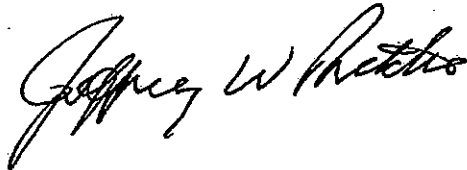
It was moved and seconded at 5:33 p.m. that the meeting adjourn, with the next regular meeting of the Parks Committee to be held, if required, Thursday, 2011-MAY-12, commencing at 5:00 p.m., in the Bowen Park Complex Conference Room.

The motion carried unanimously.



Commissioner Fred Pattie, Acting Chair  
Parks Committee

CERTIFIED CORRECT:



Jeff Ritchie  
Senior Manager, Parks & Civic Facilities

APPROVED FOR DISTRIBUTION:



R. Harding, Director  
Parks, Recreation and Culture

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

**FROM: FRED PATTJE, ACTING CHAIR, PARKS COMMITTEE**

**RE: OUTDOOR FACILITIES ADVERTISING SIGNAGE GUIDELINES.**

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**PARKS COMMITTEE RECOMMENDATION:**

That the Parks, Recreation and Culture Commission adopt the Outdoor Facilities Advertising Signage Guidelines as attached.

**EXECUTIVE SUMMARY:**

A number of sports organizations have shown interest in advertising at the City's athletic fields and facilities to increase revenue. Athletic fields are described as fields where outdoor sports and other activities are held and athletic facility refers to other active areas such as skateboard parks, tennis courts, dog parks, lacrosse boxes and parking lots adjacent to an athletic facility.

A fee would be charged to those advertising on the sign and this revenue would go to the sporting organization.

**BACKGROUND:**

On 2010-FEB-24, Mr. Grant Renton and a delegation from Football Nanaimo appeared before the Parks, Recreation and Culture Commission requesting permission to erect signage for advertisers on the equipment tower at May Bennett Park as well as put up sandwich board style signage at field level on game days. The Commission reviewed the matter and referred it to the Parks Committee for report back to Commission with a recommendation.

After reviewing many other municipalities for their policies on parks signage, it became quite clear that all had some standard regulations and policies in place to ensure a consistency in their application. It is recommended that the Outdoor Facilities Advertising Signage Guidelines be adopted.

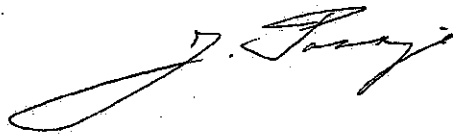
At their meeting held on 2011-MAR-10, the Parks Committee reviewed the Staff Report and draft document, "Outdoor Facilities Advertising Signage Guidelines". The Committee did not support permanent signage and agreed that a grandfather clause should be added to address those sites where they currently exist and that further review of temporary banners and sandwich board signage was required.

It was subsequently moved and seconded that the Guidelines be referred back to Staff for further review, taking into consideration the issues regarding permanent signage, grandfathering of current sites containing permanent signage, temporary banners, and sandwich board signage.



On 2011-APR-14, the Parks Committee met and reviewed the amended "Outdoor Facilities Advertising Signage Guidelines" document and made two additional changes, resulting in the finalized, attached document. It is recommended that the Parks, Recreation and Culture Commission adopt the Outdoor Facilities Advertising Signage Guidelines as attached.

Respectfully submitted,



Fred Pattje  
Acting Chair, Parks Committee

2011-APR-19  
File: A2-4 / A2-5 / D1-3-6 / K8-12  
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**City Of Nanaimo  
Parks, Recreation and Culture  
Outdoor Facilities Advertising Signage Guidelines**

**1. Temporary fencing signage on the City's outdoor facilities must adhere to the following guidelines:**

- a) All signage will be consistent with the existing City of Nanaimo "Sign Bylaw 1987 No. 2850".
- b) Temporary signage attached to fences must be easily removed.
- c) No individual sponsorship sign size may exceed 3.0 square metres [approximately thirty-two (32) square feet] in total overall size.
- d) Signage that would be affixed to fencing in or at any facility be so installed so as to not damage fencing either by undue weight of sign or by installation devices.
- e) Sponsorship signage will be placed temporarily (either for a specific event/tournament, or, for that sports organization's season) and placed to face the playing fields assigned to that league.
- f) A License Agreement must be executed between the City of Nanaimo and the organization installing any signage. The groups would understand, through the granting of such signage that this Agreement would absolve the Parks, Recreation and Culture Department or the City of Nanaimo of any liability in cases of injuries and/or property losses resulting from signage installed or placed by the particular group at their athletic field or facility.

**2. Sandwich Board Signage:**

- a) Sandwich boards are permitted but are not to exceed .55 square meters [six (6) square feet] in area.
- b) A maximum of one (1) sandwich board only per advertiser will be permitted.
- c) Sandwich boards would be in place for game day only and then removed.

**3. Banners:**

- a) Banners are to have a display surface area of three (3) square metres or less and a maximum height of nine (9) meters and banners are not permitted to be attached to any vegetation by any means.

**4. Signage prohibitions include, but are not limited to, the following:**

- a) Within a residential area due to the adverse impact on the visual amenity.
- b) If any existing signage would be obscured.
- c) Promoting any behaviour contrary to the Parks bylaw.

**5. Traffic considerations:**

- a) Signs will not be erected/permitted at sites where they are visible from the City roadways.

**6. Charges and requirements in considering application approval:**

- a) Every person/user or group/team who applies to the City for approval shall, on making application, pay to the City an application fee as determined by the City of Nanaimo.
- b) No sign shall be erected until such time as the application fee has been paid in full and approval has been granted.
- c) All applications will be submitted in writing to the Parks Operations Manager for approval.
- d) Responsibility for ensuring adherence to these standards and policies will be with the Parks Operations Manager.
- e) The approval of all signage ultimately rests with the Parks Operations Manager.

General Notes:

- Groups that have existing signage, which had been previously authorized by the Parks, Recreation and Culture Commission, shall be exempt from these guidelines.
- No third-party signage will be permitted on PRC-1 zones, and only within PRC-2 zones that have a sports facility.
- Notwithstanding the foregoing, these guidelines will be consistent with all City of Nanaimo Bylaws and should there be any discrepancy in agreement, the City of Nanaimo Bylaws will take precedence.



## MONTHLY ACTIVITY REPORT

March 2011

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	1	Emerson Drive	7:30 PM	Music	545	18
2	2	Nanaimo Arts Council	11:30 AM	Documentary Interview	0	6
3	3	VIS	7:30 PM	Rehearsal	0	38
4	4	VIS	3:00 PM	Rehearsal	0	38
5	5	VIS	7:30 PM	Music	686	38
6	6	Dreams & Arrival	7:30 PM	Music	413	10
7	10	Windows of Opportunity	9:00 AM	Tech Day/Videotaping	0	20
8	12	James Cotton	7:30 PM	Music	507	11
9	13	Spirit '20	7:30 PM	Music	250	9
10	17	Darwin the Dinosaur	7:00 PM	Family	450	8
11	20	Richard Margison	2:30 PM	Music	433	5
12	22	Cadet Honour Band	7:30 PM	Music	450	41
13	27	Bruce Cockburn	8:00 PM	Music	686	12
14	29	Royal Winnipeg Ballet	7:30 PM	Dance	652	54
15	30	Royal Winnipeg Ballet	7:30 PM	Dance	622	54

### TOTALS

Number of Events: 15

Estimated Audience Attendance: 5694

Estimated Number of Artists/Crew: 362

Total people through the building: 6056



## 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		12,389	7,888	10,137	12,803	
May	29	28	16	23		13,851	13,173	6,254	8,917	
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>66</b>	<b>91,259</b>	<b>101,392</b>	<b>84,819</b>	<b>101,277</b>	<b>22,239</b>

Comparison of attendance for the same month last year  
Comparison of events for the same month last year

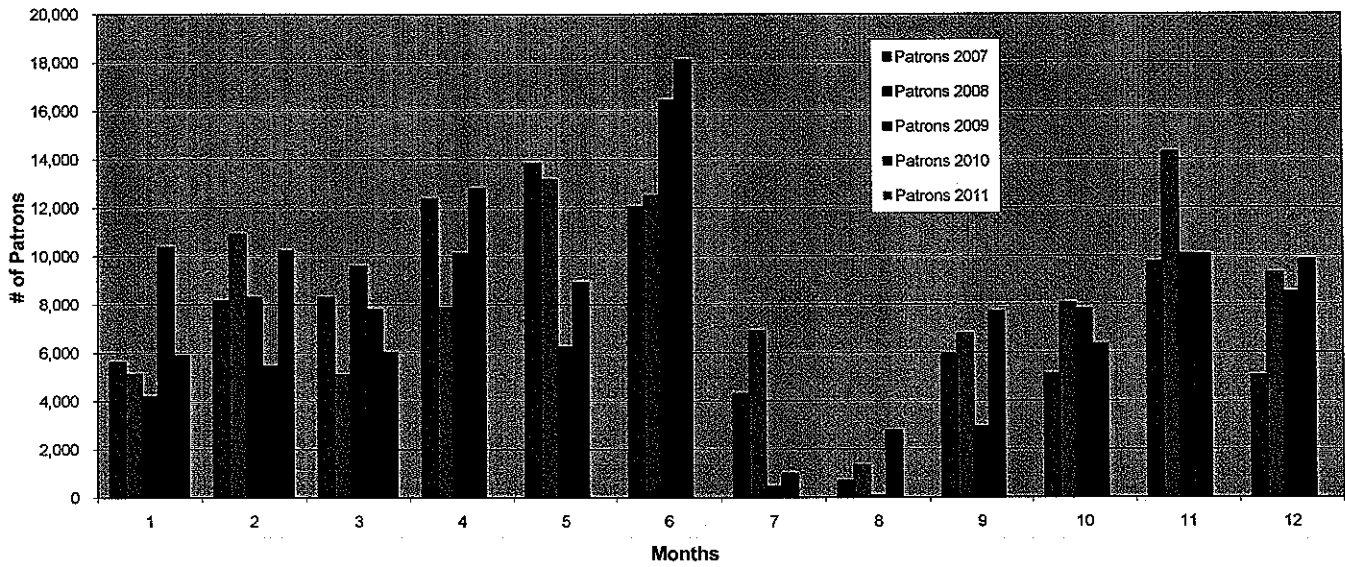
-22%	decrease
-35%	decrease

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

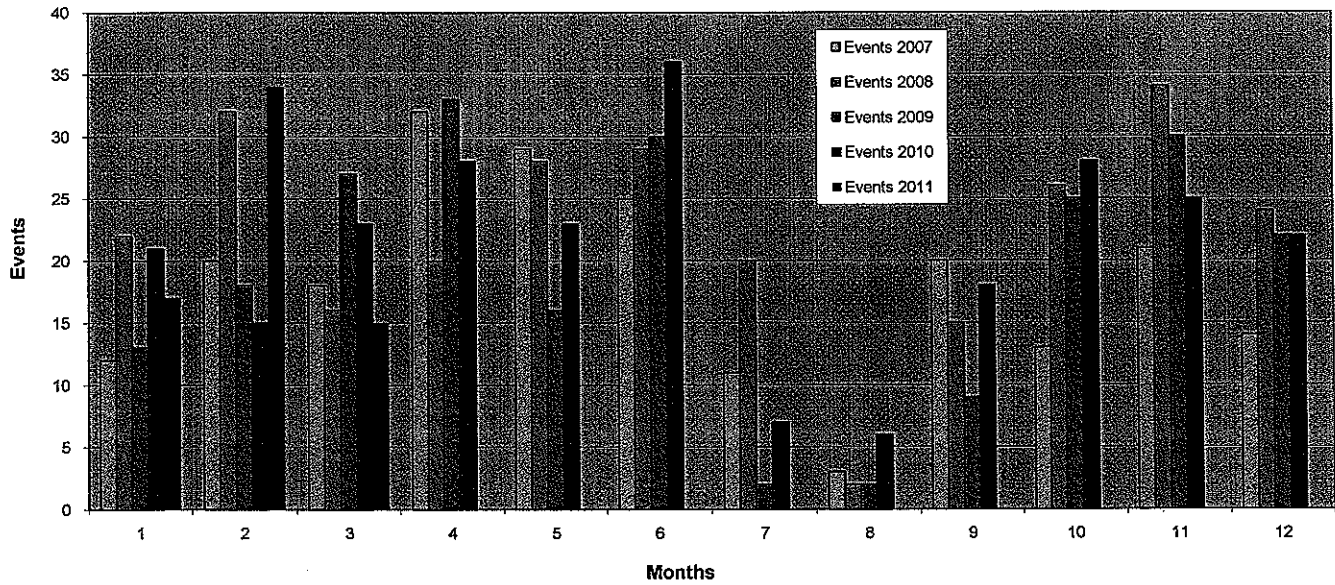
7,370
20

## Monthly Event Report

### Patron Attendance Comparison



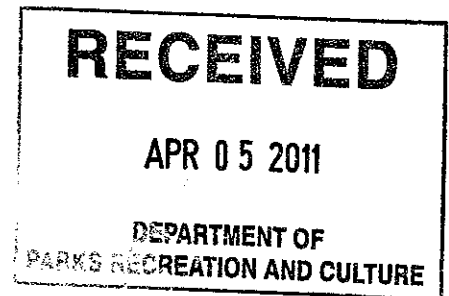
### Event Comparison





## ACTIVITY REPORT

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



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

- **Process: The Faculty Exhibition** - from January 14, 2011, to March 5, 2011. This exhibition showcases the diversity and talent found within the Art and Design department at Vancouver Island University and explores the creative impulses and fascinating bodies of work that faculty have been creating over the last two years.
- **Swan Song** – from March 11, 2011, to April 9, 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.
- **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: 245**

**Note:** The Nanaimo Art Gallery Campus location was closed  
 March 11<sup>th</sup> through March 31<sup>st</sup> due to the VIU Labour Dispute.

### 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. Feature artist exhibitions highlighting the work of various artists were presented in March.
- **Art for Wildlife** - from March 3, 2011, to March 26, 2011. An exhibition and silent auction of wildlife or wildlife habitat themed art donated by a number of local artists. Auction proceeds were shared between the Nanaimo Art Gallery and the North Island Wildlife Recovery Association.
- **Artrageous Saturdays** – The Gallery presented two *Artrageous Saturday* art workshops for children.
- The Gallery space was used by a number of organizations and community groups and for various community events.

**Downtown Gallery Attendance: 1125**

**Total Attendance: 1370**



# NANAIMO MUSEUM

Report to Parks Recreation and Culture Commission

March 2011

Submitted April 8, 2011 by Debbie Trueman

**RECEIVED**

APR 08 2011

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

## Administration/Strategic Planning:

- Earned Revenue 1<sup>st</sup> Quarter – All revenue up compared to last year! Shop 34%, Admission 17%, venue rental 14%, Program income 62% (partially a booking timing difference and improved Spring Break attendance).
- Summer Staffing – we have started interviewing students pending funding confirmation of four requested positions.
- BC Achievement award Pamela Mar – will be awarded April 20<sup>th</sup>. Bobbi and I have been invited. Will be featured at our volunteer lunch following day.

## Exhibit Programming:

- South Wellington exhibit end of the month - opening had 120 people!
- Japanese National Museum Ansel Adams/Leonard Frank exhibit – opens May 19<sup>th</sup> right after Bastion opening (we will give you and other invitees lunch in-between!). Please book May 19<sup>th</sup>, 11:30 a.m. to 2:00 p.m. for this joint event.
- Ivan Sayers Textile exhibit – opens in September and will feature some of our textiles as well and will include a couple public events with Ivan.
- Permanent Exhibit Development – Planning continues for last section and will begin in earnest upon completion of Bastion exhibit.
- Museum People – I am talking with Key Mayer about us travelling his exhibit and sharing profits. I will be gathering expressions of interest at CMA next week.

## Programs and Events:

- Bastion – The “real” reopening with the updated exhibit will be May 19<sup>th</sup> where we will thank everyone again and tour people through the updated building and exhibit. Opening of “Two Views” and light lunch will follow at the museum at 12:30 p.m.
- Spring Break – programs went very well and we got some great “A” Channel coverage.
- Venue Rental – Groups using and booked for next few weeks include: DNBIA Board meetings; Arts Council board meetings and community interview project; multiple training session CCCU; reception for IODE; VIU international student session; Coaltown Festival meetings; Volunteer Nanaimo; Gyro installation/reception; COTA conference reception; angus Adventures presentation.
- Sports Hall of Fame – We still need to choose announcement timing.



- Planning for summer will gear up when students start in May. We will be offering the Seeds and Salt Theatre presentation again, this time with the five-cent chocolate bar being on of the vignettes with a special appearance afterward by Parker Williams. This will be on July 9<sup>th</sup>.

#### **Community Partnerships:**

- We have nominated City and funders and Macdonald Lawrence for a BC Heritage award for the Bastion.
- Woodgrove Mall 30<sup>th</sup> Anniversary - we are doing an exhibit for them for September. Cases developed will later be used for other outreach exhibit opportunities. We actually have the scissors used for their opening. Woodgrove will be soliciting artifacts for the display, some of which may become part of our collection.
- Yacht Club – will be doing a hallway/front wall exhibit in May and adopting a \$1000 artifact!
- Gabriola Island Museum – I met again with another new Board member to offer advice and a tour.
- MISTIC – has borrowed two cases for the next six months or so - ones not in use which also saves us space!
- Storage Crates – are on list serve - anyone know someone who may take off our hands?

***Favourite Comment - from a visitor under 12 years old from Australia, "one of the best museum"***

**REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION**  
**FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**  
**RE: CIVIC MERIT AWARDS FOR SPORTS / ARTS AND CULTURE ACHIEVEMENT.**

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**RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend that Council approve the updated Council Policy for "Civic Merit Awards for Sports / Arts and Culture Achievement".

**EXECUTIVE SUMMARY:**

The Parks, Recreation and Culture Commission and Council in the past, recognized individuals and groups for outstanding athletic endeavors in the area of sports in accordance with the 1981 Council Policy, "Merit Awards – Design and Procedures". The Council Policy was updated in 2010 to include the recognition of individuals and groups for outstanding achievements in the area of arts and culture, resulting in the Council Policy, "Civic Merit Awards for Sports / Arts and Culture Achievement."

Subsequently, individuals who participated in team sports have requested individual recognition through a ceremony of acknowledgement, certificate, and medallion. To accommodate this, the Council Policy, "Civic Sport Merit Awards and Arts/Culture Merit Awards", needs to be updated.

**BACKGROUND:**

The purpose of the Civic Merit Award is to recognize individuals or groups who bring honour to the City for outstanding achievements in the area of sports or arts and culture. Awards are given to individuals or groups who receive International, National, Western Canadian or Provincial honours.

**Existing award criteria:**

1. Winners (gold medal or 1<sup>st</sup> place) of a Provincial, Western Canadian, National or International Championship in sport, or,
2. Outstanding achievement (winner or "Gold" / highest standing) in visual or performing art in Provincial, Western Canadian, National or International festival / competition.
3. All individual recipients must reside in the City of Nanaimo and teams or groups must be based in Nanaimo with the majority of members residing in the City.
4. Achievements must be in an amateur activity unrelated to his or her livelihood (must not have been paid for their achievement). Special consideration may be given at the discretion of the Parks, Recreation and Culture Commission or City Council.

Recipients are recognized at a regular meeting of Council (National or International achievement) or a special meeting of the Parks, Recreation and Culture Commission (Provincial or Western Canadian achievement). All individual recipients are given a certificate of recognition and a medallion. Only one medallion has been given to a team or group.

Nominations are made in writing providing the details of the achievement and the recipients.

In order to accommodate individual team members' request to receive medallions, the current "Civic Sport Merit Awards and Arts/Culture Merit Awards" would need to be updated. Staff have drafted an updated Council Policy (please see Attachment A).

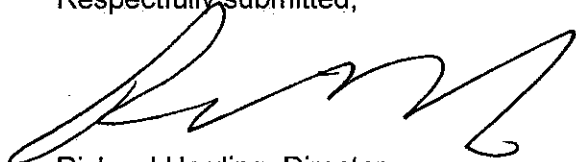
Proposed award criteria:

1. Winners (gold medal or 1<sup>st</sup> place) of a Provincial, Western Canadian, National or International Championship in sport; or,
2. Outstanding achievement (winner or "Gold" / highest standing) in visual or performing art in Provincial, Western Canadian, National or International festival / competition;
3. ***All individual recipients must reside in the City of Nanaimo;***
4. ***All individual recipients of teams or groups must reside in the City of Nanaimo - regardless of the location of where the team is based;***
5. Achievements must be in an amateur activity unrelated to his or her livelihood (must not have been paid for their achievement). Special consideration may be given at the discretion of the Parks, Recreation and Culture Commission or City Council.

Proposed Presentation:

Recipients will be recognized at a special meeting of Council (National or International achievement) or Parks, Recreation and Culture Commission (Provincial or Western Canadian achievement). All recipients will receive a certificate of recognition and a medallion.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

Attachment A – Revised Policy

2010-APR-19

File: A2-4 / H3-1 / H3-2 / H3-3

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## **Attachment A**



Pages: 1 of 2  
Approval Date:

<b>SECTION:</b>	<b>GENERAL ADMINISTRATION</b>
<b>SUBJECT:</b>	<b>CIVIC SPORT MERIT AWARDS AND ARTS / CULTURE MERIT AWARDS</b>

### **Purpose:**

The purpose of these awards is to recognize individuals or groups for outstanding achievements in the area of sports or arts and culture. Awards are given to individuals or groups who receive International, National, Western Canadian or Provincial honours.

### **Selection criteria:**

1. Winners (gold medal or 1<sup>st</sup> place) of a Provincial, Western Canadian, National or International Championship in sport; or,
2. Outstanding achievement (winner or "Gold" / highest standing) in visual or performing art in Provincial, Western Canadian, National or International festival / competition;
3. All individual recipients must reside in the City of Nanaimo;
4. All individual recipients of teams or groups must reside in the City of Nanaimo - regardless of the location of where the team is based;
5. Achievements must be in an amateur activity unrelated to his or her livelihood (must not have been paid for their achievement). Special consideration may be given at the discretion of the Parks, Recreation and Culture Commission or City Council.

### **Presentation:**

Recipients will be recognized at a special meeting of Council (National or International achievement) or Parks, Recreation and Culture Commission (Provincial or Western Canadian achievement). All recipients will receive a certificate of recognition and a medallion.

### **Medallion Design:**

The design of medallions for winners of International, National, Western Canadian and Provincial Championships shall be as follows:

1. Pewter finish 2" round medallions with neck ribbons, boxed, one side to include a world globe and space for engraving, and the other side the words "City of Nanaimo", the City crest, and the words "International Award".
2. Gold-plated 2" square medallions with neck ribbons, one side to include a maple leaf (engraving area), a place for engraving the year, the words "Canadian Championship", and the other side the words "City of Nanaimo", the City crest, and the words "National Award".
3. Silver-plated 2" round medallions with neck ribbons, boxed, one side to include a maple leaf (engraving area), the words "Western Canadian Championship", and the other side the words "City of Nanaimo", the City crest, and the words "Award".
4. Gold-plated 1 1/2" round medallions with neck ribbons, one side to include the words "Provincial Championship", the City of Nanaimo Logo, an area for engraving, the word "Award", and the other side the words "City of Nanaimo" and the City crest.

### **Nominations:**

Nominations must be made in writing using the appropriate form, providing the details of the event and the recipients.

Previous Revisions: 1981-JAN-15, 2010-MAY-03

**REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION**  
**FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**  
**AUTHORED BY: LIZ WILLIAMS, MANAGER, TOURISM SERVICES**  
**RE: TRAVEL ASSISTANCE GRANT REQUEST – NANAIMO HARDCOURT BIKE POLO CLUB**

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**STAFF'S RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Hardcourt Bike Polo Club in the amount of \$600.00. The application meets all of the travel grant criteria.

**EXECUTIVE SUMMARY:**

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

On 2011-APR-18, Staff reviewed a Travel Assistance Grant application from the Nanaimo Hardcourt Bike Polo Club, determined that the application meets all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application.

**BACKGROUND:**

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, Recreation and Culture Commission for approval. Staff determined that the application did meet all of the grant criteria and recommend that the Parks, Recreation and Culture Commission approve the application in the amount of \$600.00. Nanaimo Hardcourt Bike Polo Club will be travelling to Portland, Oregon, on 2011-MAY-20 to represent Nanaimo at the Cascadia Regional Championships to be held on 2011-MAY-21 and 2011-MAY-22.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

Attachments – Evaluation and Application

2011-APR-20  
File: A2-4 / A2-6 / B3-5-12  
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City of Nanaimo  
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Hardcourt Bike Polo Club DATE: Apr. 19, 2011

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

RECOMMENDED FOR FUNDING (✓): yes AMOUNT: \$ \$600.00

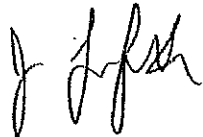
OR  
NO GRANT RECOMMENDED (✓): \_\_\_\_\_ DOES NOT MEET CRITERIA: \_\_\_\_\_

EVALUATOR: WZ Williams POSITION: Manager, Parks Recreation & Culture



**CITY OF NANAIMO**  
**APPLICATION FOR TRAVEL ASSISTANCE**

Office Use

ORGANIZATION: Nanaimo Hardcourt Bike Polo Club		DATE: April 18, 2011	
ADDRESS: 1-695 Franklyn St		PRESIDENT: John Lafratta	
Nanaimo, BC V9R 2Y1		SENIOR STAFF MEMBER: Eric Anderson	
		POSITION: Vice President	
		CONTACT:	
TELEPHONE: 250-716-8769		TELEPHONE: 250-816-0217	
TOTAL NUMBER OF PERSONS TRAVELLING: 6	TOTAL NUMBER OF COMPETITORS TRAVELLING: 6	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 6	TOTAL AMOUNT REQUESTED: \$600
DESTINATION: Portland, Oregon, USA		DATE OF DEPARTURE: Friday, May 20, 2011	
EVENT TO BE ATTENDED: Cascadia Regional Championship (Qualifier for North American Championship) Saturday May 21st-Sunday May 22nd			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: Mid Island Champions			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP:  Profits from the sale of Nanaimo Bike Polo t-shirts at the event in Portland will be contributed to travel costs to the tournament. Hub City Cycles is prepared to donate \$100. All remaining expenses will be paid of of pocket by the competitors.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING?  See attached sheet			
SIGNATURE: 		TITLE/POSITION: President	DATE: April 18, 2011
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * <b>NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.</b>			



Nanaimo Hardcourt Bike Polo Club  
Monday, April 18, 2011

**BUDGET FOR TRIP TO PORTLAND BIKE POLO TOURNAMENT**

**EXPENDITURES**

tournament entrance fee (6 x \$15)	\$90
van rental and insurance (for 4 days)	\$320
gasoline for van	\$400
ferry fare for van (round trip)	\$100
ferry fare for passengers (round trip - 6 x \$30)	\$180
one hotel room for three nights (\$100 per night)	\$300
food (\$10 per person per day x 4 days)	\$240
<b>TOTAL EXPENDITURES</b>	<b>\$1,630</b>

**REVENUE**

hub city cycles donation	\$100
t-shirt sales (10 shirts x \$10 profit per shirt)	\$100
<b>TOTAL REVENUE</b>	<b>\$200</b>
<b>BALANCE</b>	<b>-\$1,430</b>

## WHY SHOULD THIS TRIP RECEIVE CITY FUNDING?

Bicycle polo is a growing international sport similar to horse polo and hockey, except done while riding a bicycle. While the history of polo on bikes goes back 118 years, the idea of playing in cities, and on hard surfaces is barely ten years old. According to the official bike polo website, there are currently 287 known polo playing cities internationally, and within each city are often dozens of players. Nearly every major urban center in North America can boast of having a bike polo community, and now Nanaimo can say the same.

This game was introduced to Nanaimo in September of 2009 and since then its been attracting new members regularly to the point where we have over 20 active players. This is quite a large number (which we are very proud of) especially compared to other cities and the short amount of time we have been playing. The people who play bike polo vary widely; unbounded by age, gender, occupation, income, interests, competitiveness, and ability. We are a very inclusive, open-minded and fun-loving community group that encourages anyone to come watch and play our game.

This past summer we borrowed and donated over \$700 to the school board and put in many hours to fix up an underused tennis court at a local school where we usually play so that we and the rest of the community could enjoy the facility more thoroughly. As a result of our hard work and dedication we were then able to host a tournament which brought bike polo players from such places as Seattle, Vancouver, Portland, Victoria, and even Winnipeg! We will be hosting our second annual tournament this July and it will be even bigger and better. In the tournaments we have attended in various other cities, we have our players on the podium more often than not.

The two Mid-Island Championship teams which reside in Nanaimo are now practicing for the Cascadia, North American and World Championship tournaments in Portland, Calgary and Seattle respectively, which are coming up this summer and we have high hopes of representing Nanaimo well.

It costs a lot of money to move 6 people and 6 bikes over 1000km, by van and ferry, for a weekend of fun and competition, but it is worth it. As a relatively unknown group not only in our own city but also in the bike polo community, we hope to make an impression and maybe more.

Bike polo sure has changed the lives of the people who play it. The game has created a positive and welcoming space for people to gather, meet new people, exercise, and as a result has built a more cohesive community. We hope that the City recognizes this and would like to support our effort and allow us to bring this same energy to competitions in other cities, as ambassadors of Nanaimo.

Sincerely,

John Lafratta  
Eric Anderson  
Adam Mcguire  
Clayton McBride  
Luke Clarke  
Dan Meutzner

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

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

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

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

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

- The Harewood Centennial Park Improvement process is underway with open houses planned. Staff will be meeting with students of John Barsby in mid-April to get youth input into the park vision.
- Marketing information for the new dog off-leash parks and etiquette is being developed. Brochures and media campaigns are being designed to complement the new parks and raise awareness about how owners and dogs should behave when enjoying parks.
- Improvements are underway at the existing fenced Beban dog off-leash park. A perimeter trail has been established and shade trees and irrigation will soon be installed. Surfacing, universal access, and lighting levels will also be improved. Modifications are being carried out as a result of user input. Work will be completed by the end of April.
- Staff are liaising with the Nanaimo Science and Sustainability Society to plan for potential science education facilities in parks.
- An improvement plan has been established for Pawson Park. Phase 1 will be implemented over spring 2011 and will be complete for summer day camps in the park. The Park will be designed as an inter-generational space for kids and seniors. Staff are liaising with the neighbourhood and neighbourhood association on this work.
- Temporary public art pieces for display in 2011 are being created and will be on display in the downtown parks early in May. Staff are working with the art gallery on marketing and media information for the unveiling.
- Staff are continuing to work with consultants on further improvements in Maffeo Sutton Park, including design of the amenity building and modifications to the Spirit tent. Staff applied for a Federal grant under the *Enabling Access Fund* to potentially assist in construction costs for the amenity building project.
- Updated wall maps and "Explore Our Parks" brochures are being developed for spring printing.
- Staff held public walking tours of downtown parks that have been improved in the last two years. About 15 people turned up for the walks and learned about the background and future plans for Maffeo Sutton Park and the Diana Krall Plaza area.

#### **VOLUNTEERS IN PARKS**

- Start-up meetings to initiate VIPs are planned for Forest Drive Park and MacKinnon Place Park.
- The playground equipment for Cariboo Park has been ordered. Fundraising is continuing and installation will happen in May/June of this year.
- Equipment will be installed in Salal Park April 2011.
- Residents of the Applegreen area are moving ahead on their proposal and fundraising.
- Rockridge Park volunteers are continuing with their fundraising (beer and burger nights) for more park improvements in 2011.
- Staff worked with residents around Allison Way Park to clean up the urban forest and remove hazard trees and branches.

## **MAINTENANCE AND CONSTRUCTION**

- Carpenters have completed the renovations necessary to make the Westwood Lake caretaker's house accessible. This included creating a ramp into the house, a new deck and ramp at the back of the house, a ramp into the sunken living room and installing a wider door into the bathroom.
- Repairs were done to one of the dugouts at Serauxman Sports Fields. Vandals had pried the main support beams out of place, loosened the roofing and damaged several of the cinder blocks.
- The roof of the Pipers Lagoon Park Washroom building was replaced as well as several of the small sign/map kiosks located on the trail ways and in the parks.
- The sword on the Frank Ney Statue has been recast in bronze and re-attached. The new sword is shiny but will fade to match the colour of the rest of the statue. The casting and attachment was done by the Wellington Foundry.

## **FACILITY OPERATIONS**

- Two large commercial fridges were removed from the Beban Social Centre.
- The dry floor was installed at the Frank Crane Arena for the boxing event. Some alterations were required as this was the first time it has been put in place since the arena upgrades.
- Staff are preparing the Kin Pool for the opening at the beginning of May. The pumps, boiler and other equipment have been serviced with the pool tank to be painted (weather permitting) as well as touch-up painting in the change rooms.
- The main pool ozone pump seal was replaced at Beban Park.

## **TURF AND PARKS**

- Ball diamond maintenance continues.
- All sports fields have been top dressed and aerating has started.
- The first round of crumb rubber has been applied to field high traffic areas and goals mouths. This protects the crowns of the plants in high wear areas in natural grass.
- Grass seed and fertilizer has been applied to some of the outlying parks filling in bare spots and rejuvenating renovated areas.

## **TRAILS**

- Beach Estates infrastructure repairs and/or replacement is complete.
- Tree planting and removal of gardens for horticulture section completed by staff.
- Clean-up of wind blow-downs in Bowen and invasive species removals completed.

## **HORTICULTURE**

- Staff spent two days upgrading first aid certifications; this is mandatory under WorkSafe BC as a crew cannot go to a worksite without a first aid attendant.
- Trees on Cliff Street were removed and replaced due to continued vandalism. The columnar copper Beech trees were replaced with an upright green Beech.
- Hailey's Rhododendron garden had a two-day work party and is now ready for spring customers.
- The Parks Operations Department hosted a one-day workshop with the Garry Oak Ecosystem Recovery Team. Approximately 30 attendees listened to Matt Fairbarns presentation on plant species at risk.

- The Parks Operations Department is hosting a work experience placement employee through the Nanaimo Foodshare Home Grown program.
- Staff have been involved with public presentations and media events to help launch the pesticide bylaw.

### **UTILITY**

- New irrigation upgrades in the dog off-leash park at Beban Park completed.
- The winter rain screen has been taken down from the Nanaimo Bastion and all the items have been put back in place, including the large cannon to the second floor.
- The two large cannons were moved back to Pioneer Plaza for the upcoming summer season.
- All park washrooms and irrigation systems have been started up for the season.

### **URBAN FORESTRY**

- Seven Planning and Subdivision referrals were received and reviewed including ones for two Industrial parks; one on Bowen Road (Country Grocer), and one on the west side of the Parkway south of the Northfield intersection. Both applications have implications for the Parkway Character Protection Zone. Staff have been working closely with both developers on these issues. Other referrals include: Dufferin Crescent; Stirling Avenue; Hillside Avenue; Extension Road; and, Old Victoria Road.
- The latest draft of the Tree Management and Protection Bylaw will be completed 2011-APR-12 and will be sent back to staff for review.
- The City of Nanaimo booth at the Home and Garden Show was very successful. Staff had displays and information regarding the Pesticide Bylaw and the Urban Forest Plan. The Urban Forestry Coordinator also had a workshop on the value of trees and reason why not to top trees.
- Fifty-five calls were received. The calls included general questions about the City's Tree Bylaw, concerns about possible illegal tree removals, and requests for information about trees in general.

### **PARKS AND OUTDOOR SPACES**

- Earth Day planning for 2011-APR-16 is in progress.
- All performers have been selected for the "Concert in the Parks" series.
- Bike to Work Week (2011-May-30 to 2011-JUN-05).
- Nature Knowledge Quest Program implemented.
- The free "Learn to Fish" program run by the Habitat Conservation Trust Foundation is now being waitlisted as it is so popular.
- The Millstone Channel Group has a new name – The Harbour City River Stewards.
- Registrations for spring/summer programs are steady and slowly increasing.
- Spring Break Camps saw good numbers.
- Ezra Soccer School sessions on 2011-MAR-14 had 38/50 registrants and 2011-MAR-21 had 25/50 registrants.
- Beban Golf ran the week of 2011-MAR-21 with only 6/8 registrants.

CITY OF NANAIMO ANIMAL SERVICES DIVISION - PARK REPORT 2011-MAR-01 to 2011-MAR-31					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beaufort					
Beban	1	6			
Biggs					
Bowen Park	7	32	1		2
Brookwood	2	0			
Cathedral Grove					
Colliery Dam	18	52	4		6
Departure Bay					
Divers Lake					
Groveland Park	8	31	1	1	2
Gyro # 1	1	0			
Gyro #2 (Haliburton)	2	0			
Jack Point					
Long Lake					
Maffeo Sutton	2	16	1		
May Richards Bennett	7	7	1		1
McGregor					
Neck Point	3	27		2	2
Pipers Lagoon	2	11			2
Westwood Lake	3	27			
Harry Wipper	4	5			1
<b>Totals</b>	<b>60</b>	<b>214</b>	<b>8</b>	<b>3</b>	<b>16</b>

**TRAIL COUNTS FOR MARCH 2011:**

PARK SITES	JANUARY DAILY AVERAGE	FEBRUARY DAILY AVERAGE	MARCH DAILY AVERAGE	PEAK TIME OF USE
<b>BEBAN</b>				
Off-Leash Dog Park Little Dogs	52	61	64	2 pm – 3 pm
Off-Leash Dog Park Big Dogs (side)	67	76	84	2 pm – 3 pm
Off-Leash Dog Park Big Dogs (main)	75	89	95	2 pm – 3 pm
<b>BOWEN</b>				
Side Channel	112	125	129	2 pm – 3 pm
<b>NECK POINT</b>				
Entrance (set for Vehicle count only)	129	145	152	1 pm – 2 pm
New Trail	166	190	208	1 pm – 2 pm
<b>OLIVER WOODS</b>				
Playground - Side Entrance	46	54	69	3 pm – 4 pm
Playground - Front Entrance	60	68	91	3 pm – 4 pm
Trail	43	52	55	3 pm – 4 pm
Wellness Park	46	51	52	11 am-12 pm
<b>PIPERS LAGOON</b>				
Knoll	71	83	94	4 pm – 5 pm
Spit	171	197	216	4 pm – 5 pm
<b>RICHARDS MARSH</b>				
Entrance	41	47	49	10 am -11 am
<b>THIRD STREET PARK</b>				
Trail	153	180	190	3 pm – 4 pm
<b>WESTWOOD LAKE</b>				
Entrance - Vehicle Count	223	253	258	4 pm – 5 pm

## **VANDALISM REPORT FOR MARCH, 2011**

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

- Graffiti removal and painting \$2,597.17

**COST \$2,597.17**

### **MATERIALS AND SUPPLIES**

- Misc Supplies \$ 137.38

**COST \$ 137.38**

**LABOUR AND FLEET (City Vehicles) \$1,422.06**

**COST \$1,422.06**

**TOTAL COST \$4,156.61**

Graffiti in many locations including:

- Parkway Trail;
- Cathedral Grove;
- Maffeo Sutton Park;
- Bowen Park;
- E&N Trail;
- Caledonia Park;
- Colliery Dam Park;
- Kin Park;
- Barsby Park;
- Buttertubs Marsh; and, many more.

Signage, benches and lights were broken in Bowen Park and the Complex but have not been invoiced yet.



**REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION & CULTURE**  
**FROM: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION & CULTURE SERVICES**  
**RE: MONTHLY REPORT – MARCH 2011 - RECREATION AND CULTURE SERVICES**

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### ***PROGRAM HIGHLIGHTS***

Nanaimo Harbour City Seniors Thursday Special Events averaged approximately 85 attending per event. Income tax processing began 2011-MAR-01, with four volunteers helping out three days a week in March and April. Six new seniors programs began in February.

For the January to March 2011 season 53/66 programs in South Nanaimo ran with a 19% cancellation rate. Pottery continues to be a very strong program, both for department programs, and school bookings.

Spring break sports camp at Oliver Woods Community Centre (OWCC), 2011-MAR-14 to 2011-MAR-25 was very well attended with 291 of 300 spaces filled (97% registration rate). Two spring break "Tree Frog" camps had 39 participants and the "Junior Leaders in Training" camp had 21 enrolled.

South Nanaimo monthly Preschool continues to show very strong registration with 103/108 possible spaces filled for Spring Season. There is still a waitlist of 17 people which shows the strength of these programs.

Other program areas showing strong registration are the Preschool and Children Dance Programs with 46/58 registrations and the Preschool Sports such as Soccer Tots and Preschool Golf which are both Full with registrations for April.

Arenas public admissions are up 1,824 visits over 2010 for the same period.

Spring break was very busy at the Nanaimo Ice Centre. The City's computer system crashed during the break and there was no access to Class or Point-of-Sale during that time. Front end staff did an excellent job of dealing with all the customers.

The free "Learn to Fish" program, being run in partnership with the Habitat Conservation Trust Foundation, is very popular and is full with a large waitlist.

Summer hiring interviews are in process.

### ***PROFESSIONAL DEVELOPMENT***

The Lifeguard Rodeo took place at NAC in March with 30 people participating and roughly 60 people watching. Next year's goal is to have a larger portion of City departments involved in a Safety Jamboree/Lifeguard Rodeo combo.

In March the Aquatic Staff meeting was held away from the swimming pools, with future meetings taking place at various locations throughout the year to work on team building. Future meetings are being planned for at Oliver Woods and the Disc Golf course at Bowen Park.

## **MARKETING**

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

- Continued "Nanaimo...It's a Lifestyle" campaign.
- Activity Guide arrived and was distributed. A debriefing meeting was held.
- Otis the Owl - Parks contest was launched and is being promoted on Facebook and Twitter.
- Began redesign of PRC section of website. Working on updating content, new 'buttons' now in place.
- Drafted RFP for advertising sales for the Activity Guide and the Nanaimo Harbour City Seniors monthly newsletter.
- Earth Day event promotions/planning.

### **Communications:**

- Maintained regular Facebook/Twitter communications. There are currently 3,247 fans on Facebook with 1920 active users this month. Twitter has 1,507 followers. Foursquare check-ins: Beban (11); Bowen (4); NAC (12); NIC (6); and, OWCC (2).
- Wrote and submitted BCRPA Program Excellence Award application.
- Updated PRC department highlights/trends/issues piece for municipal report.
- Worked on Social Media presentation with IT staff.
- Drafted PRC sponsorship policy, department plan for Bike/Transit map, and wrote April/May newsletter.

### **Media:**

- News Bulletin monthly feature article - feature program: Preschool South programs with the editorial about the Activity Guide.
- Press releases: Otis the Owl; Activity Guide drop; Harewood Centennial Park Open House; and, Departure Bay Surveys.

## **SPECIAL EVENTS**

**Picnic in the Park:** A debriefing and event evaluation meeting was held where it was decided that some changes need to be made to the timing and event structure for it to be successful and sustainable. Next year's event may be held in the spring making it more of a novelty. A major factor to the success of this event will be to try and partner with Mt. Washington Ski Resort to help with promotion and draw for riders. Staff will be meeting again in April to see if the event can be further developed with the necessary changes.

**HealthAmongUs:** Registration is now complete. Numbers are slightly down from previous years due to transportation costs and over lap of activities in the schools. Staff have been discussing and planning the concept of having a roving event that would target South, Central and North locations that would be more accessible to all. The event would be targeting Grades 3 and 4 as students in Grade 5 now receive a "Grade 5 Active Pass" which will be promoted through the HealthAmongUs Event.

**Terry Fox:** Staff is waiting to hear back from the Bastion Running Club and is trying to connect with a local service club to have a discussion around the Terry Fox Run and its future.

**Mothers' Unite Garage Sale:** Staff is organizing possibly the last Mothers Unite Garage Sale, to take place in the Social Centre in June. There are several community groups organizing similar events.

**Canada Day:** Staff will review application packages for entertainers for Canada Day and confirm entertainment in early April.

### **COMMUNITY DEVELOPMENT**

**Handicapped Van Parking:** Staff continues to work with Access Nanaimo to create handicapped van parking at NAC in memory of Norm Hemstreet, who was a regular at NAC who recently passed away. Mr. Hemstreet was a huge advocate of gaining access to buildings for disabled people, especially van parking, so Access Nanaimo would like to create extra handicapped van parking in his memory.

**Long Lake Physiotherapy Program at NAC:** Aquatic staff met with Kyla Hartnell, a physiotherapist from Long Lake Physiotherapy, to discuss use of the Aquatic Centre for her swimming program. She currently has five to seven clients that she treats at NAC.

**Greater Nanaimo Early Years Partnership (GNEYP):** Staff provided a 20 minute presentation to this group that highlighted the changes our department has undergone in recent months, as well as some program highlights.

**Arts Alive:** Their meeting was held 2011-MAR-08. 45 programs are being offered through CLASS and a Bursary Fund has been set up for LEAP participants for up to \$50 towards any one program. Registration begins 2011-MAY-02.

**Social Centre Community Events:** two-day West Coast Women's Show; three-day Garden Show; two Blood Donor Clinics; Kirkwood Dance Academy Gala; two-day Green Solutions Trade Show; Volunteer Nanaimo Think Tank Enterprise Conference; Model Railroad Show; two-week Upper Island Music Festival (2011-MAR-28 to 2011-APR-09).

**The Millstone Channel Group:** has been renamed to the Harbour City River Stewards.

**Departure Bay Residents' Survey:** 171 responses were received to the online survey for the Departure Bay area to determine what recreation services residents would like to see in the facilities in that neighborhood. Respondents will now be invited to one of three focus group meetings.

**VIEX Multipurpose Building Feasibility Study:** This study is underway. Community groups have been contacted to gauge interest in the project. A preliminary floor plan has been created and the Committee had a site visit to a facility in Coombs.

**Student Art Exhibit:** This event took place at Oliver Woods on Sunday, 2011-MAR-06. The Buzz Coffee House and Thrifty Foods returned as food and beverage sponsors. 23 students exhibited their work (18 in 2010) but the move from a Saturday to a Sunday exhibition possibly was the reason for a decrease in attendance. An evaluation of the event will be held to make improvements for next year's event.

**Grade 5 Active Pass:** 464 students have taken advantage of the Grade 5 Active Pass, which is 51% of the 907 School District 68 students eligible for the program.

**LEAP:** 2010 LEAP participants were up 26% for children and 25% for adults from 2009.

### March Statistics

Front Desk:	2011	2010	Difference
<b>Numbers</b>			
Registrations	9,270	8,296	974
FITT Passes	301	244	57
Economy Tickets	12,042	11,341	701
<b>TOTAL:</b>	<b>21,613</b>	<b>19,881</b>	<b>1,732</b>
<b>Sales</b>			
Registrations	\$496,296	\$426,022	\$70,274
FITT Passes	52,781	45,043	7,738
Economy Tickets	42,623	40,688	1,935
<b>TOTAL:</b>	<b>\$591,700</b>	<b>\$511,753</b>	<b>\$79,947</b>

RECEIPTS	
2011	2010
\$956,633	\$876,840

Arenas:	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	183.00	186.50	4,443	3,828
Lessons: Department programs and Schools:	165.25	174.75	3,138	2,429
League Rentals:	491.00	370.50	18,327	21,724
Other/Casual:	306.00	326.50	10,967	14,407
<b>TOTAL:</b>	<b>1145.25</b>	<b>1058.25</b>	<b>36,875</b>	<b>42,388</b>

<b>Hours:</b>		<b>Attendance:</b>	
FCA -	282.00	FCA -	9,556
NIC 1 -	283.25	NIC 1 -	11,022
NIC 2 -	303.75	NIC 2 -	9,019
CMM -	276.25	CMM -	7,278
<b>Total -</b>	<b>1,145.25</b>	<b>Total -</b>	<b>36,875</b>

Aquatics:	Attendance	
	Current Month	Last Year
Public Admissions:	55,606	51,596
Lessons, Rentals, Schools:	3,672	5,551
Clubs:	2,876	3,604
<b>TOTAL:</b>	<b>62,154</b>	<b>60,751</b>

Swimming Lesson Registrants	
Current Month	Last Year
679	723

### Nanaimo Harbour City Seniors Program Memberships:

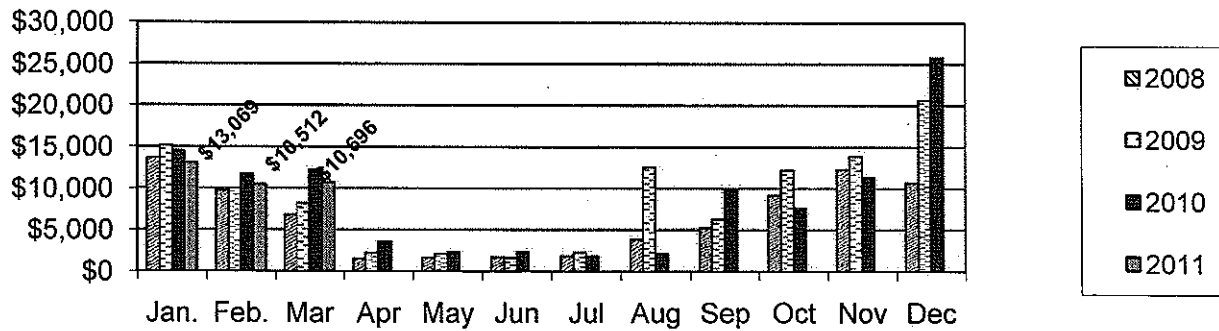
Memberships sold in March 2011* - 131	Memberships sold since 2011-JAN-01* - 632.
Memberships sold in March 2010 - 120	

- NHCS Memberships are now being sold annually from the date purchased, rather than January 01 to December 31 of each year.

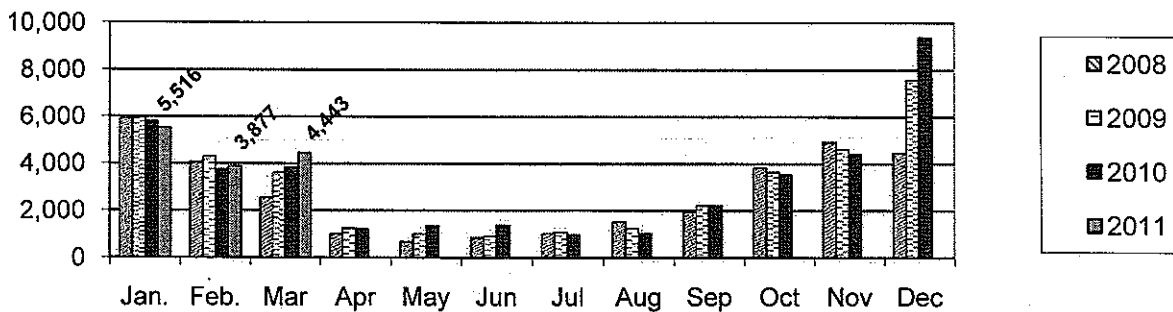
## Summary of Recreation And Culture Services - March 2011

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

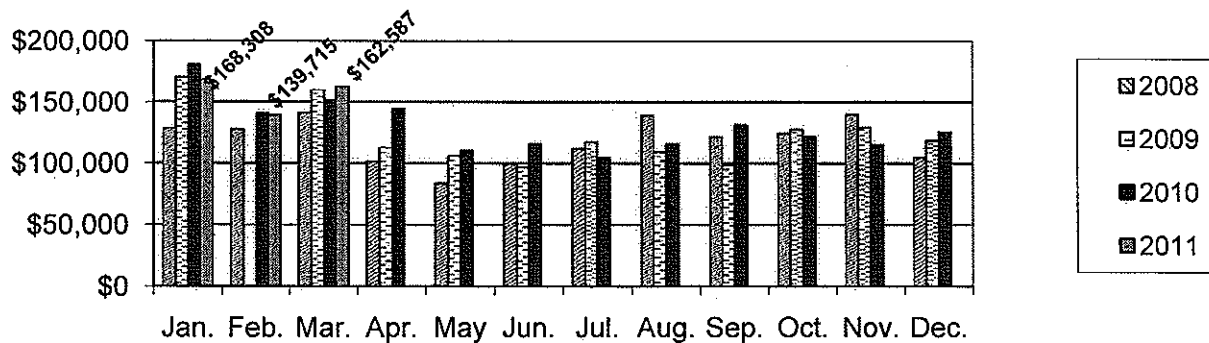
### Arena Public Skate Revenue



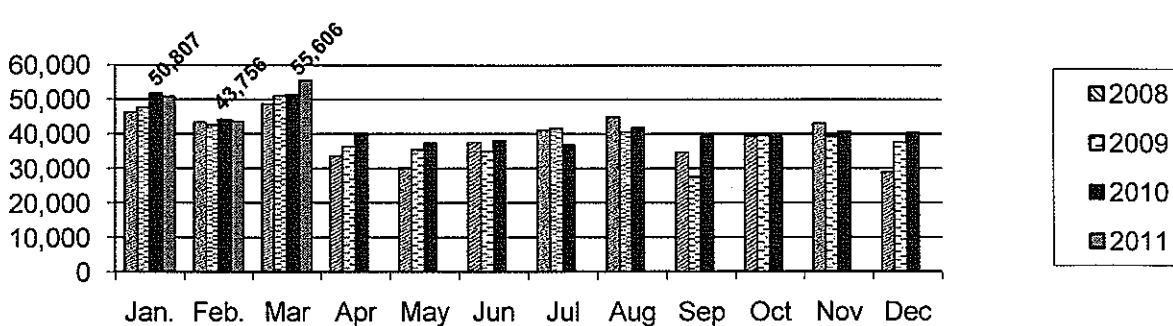
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue

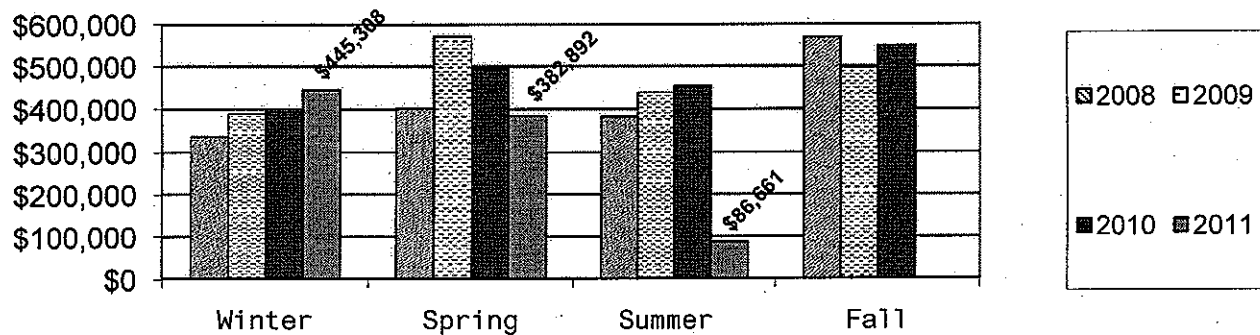


### Aquatic and Fitness Gym Public Admissions

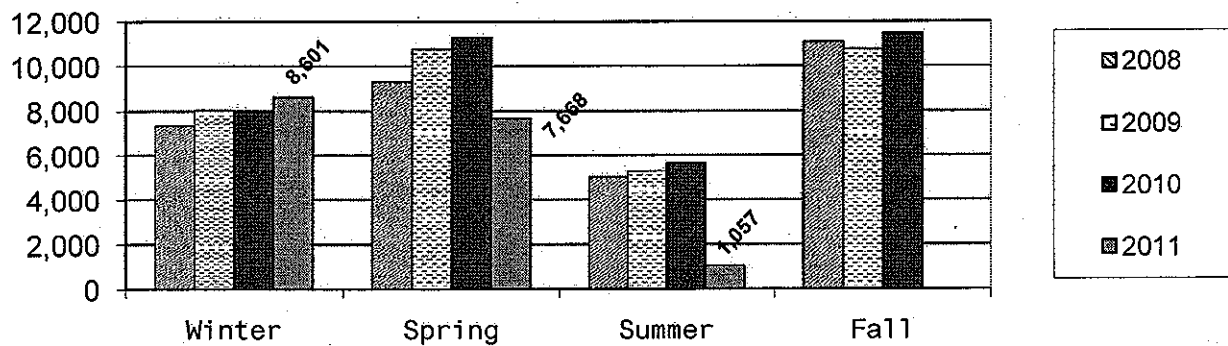


## 2008 to 2010 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**



**Program Registrations\***





**Freshwater Fisheries  
Society of BC**

D1-4-27

**Corporate Office**  
101 - 80 Regatta Landing  
Victoria BC V9A 7S2  
tel: 250.414.4200  
fax: 250.414.4211  
toll free: 1.888.601.4200  
fish@gofishbc.com

**gofishbc.com**

March 22, 2011

Jeff Ritchie  
Senior Manager, Parks & Civic Facilities  
Department of Parks, Recreation and Culture  
500 Bowen Road  
Nanaimo, BC V9R 1Z7

Dear Jeff:

The Freshwater Fisheries Society of BC in partnership with the Ministry of Forest, Lands and Natural Resource Operations and our funding partner, the Habitat Conservation Trust Foundation are proud to donate a 10'-0" x 20'-0" concrete dock to the City of Nanaimo to be installed on Diver Lake.

By accepting this donation, the City of Nanaimo accepts ownership of the dock and agrees to be responsible for the installation, maintenance and all liability of the dock.

Please sign your acceptance below where indicated, keep one copy for your files and return the other signed copy to:

Pam Fox, Financial Officer  
Freshwater Fisheries Society of BC  
101-80 Regatta Landing  
Victoria BC V9A 7S1

**SIGNATURES:**

Don Peterson, President  
Freshwater Fisheries Society of BC

Jeff Ritchie, Sr. Manager, Parks & Civic Facilities  
City of Nanaimo

cc: Brian Springinotic, HCTF  
Scott Silvestri, MNRO  
Stacy Webb, FFSBC  
Tony Massy, FFSBC

**Our Vision: The Best Freshwater Fisheries in North America**

MINUTES OF BOARD OF DIRECTORS' MEETING - NANAIMO HARBOUR CITY SENIORSApril 1<sup>st</sup>, 2011In Attendance:

President Lynda Avis in the Chair, Anne Smith, Jane Adkins, Miriam Peacock, Ashely Hughes, Sally Monteith, Hale Yardley, Colleen Evans, Pat Foley.

Regrets: Bob Davies, Michele Duerksen.

Call to Order

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

Changes/Additions to the Agenda

Nil.

Adoption of Agenda

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

Minutes of Last Meeting

M/S/C That the minutes of the March 11<sup>th</sup>, 2011 meeting be adopted as read.

Business Arising from the Minutes

- 1) Nominations for 2011-2012 NHCS Board of Directors - most of the current Board have advised whether or not they will be running for re-election, and there is a possibility that two or three new persons will also make a decision to run. When the list of nominees has been established, the Secretary will post a list at Bowen Park three weeks prior to the AGM.
- 2) Web Co-ordinator's Request for Photos - David Burns reports that more photos have come in and the website continues to be very popular. As our webmaster, he has paid the \$99. fee for another year on the website, for which he will be reimbursed.

Correspondence

- 1) Lynda reported that a suggestion was put in the suggestion box for a bicycle lock-up metal grill - this will be referred to Michele.
- 2) Another request in the suggestion box was for a cooking class - this too will be referred to Michele.
- 3) Lynda said she has written a letter to the three women who attended a recent Board meeting with concerns about van trips. She has also written a letter to Gary Brownhill of the Snooker Club who also attended a recent meeting.
- 4) Lynda said the New Horizons grant application is proceeding well. She has received a letter of support from the Mayor of Nanaimo and also from the Superintendent of the local RCMP.
- 5) Letter has been received from Coastal Community Credit Union including a ballot for election of Directors. Treasurer was given permission to vote on our behalf.



**Financial Report**

Treasurer reported that \$2,000 has been transferred from our savings account to our chequing account to cover the costs of the Maritime Medley.

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

**COMMITTEE REPORTS:**

**Program**

- Miriam thanked the Board members who helped with the recent Maritime Medley. The event was a big success. Lynda, in turn, thanked Miriam for all her hard work.
- It was felt the event was too long for some participants so the hours will likely change next year to a 9:30 a.m. start, ending with the lunch at 1:00 p.m.
- Lynda said she has already booked the Bowen Park Auditorium, stage and kitchen for next year's event to be held on March 10<sup>th</sup>, 2012.

**Publicity**

- Sally reported on the 50/50 draws and the proof-reading of the newsletters.
- It was felt our reception area needs to be more welcoming to the public. Ashely commented that the glass wall at the reception desk tends to separate the public from staff. Lynda will discuss this issue with Michele and see how a more personal touch could be instituted.

**City Seniors Coordinator**

- 1) Good attendance at recent Thursday Special Events: Ave the Piano Man – 90; Judy and Friends – 100; Andy Andreychuk – 80; the Rubber Band – 70; and the Coombs Fiddlers – 120.
- 2) There were 131 NHCS memberships sold in March, for a total to date of 632 for 2011.
- 3) Income tax started on March 1<sup>st</sup>. We have four volunteers completing income tax over three days each week for March and April.
- 4) The New Members' Tea was very well attended and some of the Board members were present to meet and welcome the new members.

**New Business:**

- 1) Special Project/Update – New Horizons for Seniors Grant Application – Lynda has met with Kathy Boland and will meet again on April 14<sup>th</sup>. Grant application will be submitted shortly.
- 2) BC Law Association Pro Bono Seminar for Non-Profits – Lynda said this was a very good seminar.
- 3) Long Lake Chateau Presentation – Lynda and Sally volunteered to do a presentation giving an overview of what our organization does. ....cont'd.

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

- 4) NHCS Card Lady – Lynda said that Anita Jones has been experiencing difficulty obtaining addresses from the Bowen Park office so that she can send cards to members. Hopefully a solution can be found wherein the City's Freedom of Information officer could override this office practice.
- 5) Evaluation Forms – Lynda said she will get the completed forms from Michele's office and the committee (Ashely, Ali, Nora Nixon and Lynda) will enter the results on an Excel spreadsheet.
- 6) Quilters' Request – this group has requested another cupboard for storing their materials and unfinished projects. Michele will be asked to try to find them an area. Miriam asked if perhaps the woodworkers' group could build them a cupboard, but the problem would still be to find a location.
- 7) New Members' Tea – Bob Davies' idea to have representatives attend from various Bowen groups and give an overview of their activity was very well-received. It was felt that next time new members should be asked during the tea/coffee break where they have come from.
- 8) NHCS Sponsored Trip to Maritimes – Lynda reported that 30 people at the recent Maritimes Medley completed the form and she will go through these with Marcia Pike at Around the World Travel.
- 9) NHCS Volunteer Luncheon – Michele will give us a date for this event, likely for the end of May.
- 10) Sally reported that, sadly, she will not be running again for the 2011–2012 NHCS Board.

**Adjournment**

Meeting adjourned at 10:00 a.m.

**Next Meeting**

Friday, May 6<sup>th</sup>, at 9 a.m. in the Board Room.

/pf

2011.03.02