

**AGENDA FOR THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
TO BE HELD IN THE  
BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2011-FEB-23, 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-JAN-26, at 6:57 p.m., in the Bowen Park Complex Conference Room.

Pgs.  
140-149

*(Motion required to adopt minutes of 2011-JAN-26 as circulated.)*

5. **PRESENTATIONS:**

- (a) Ms. Debbie Trueman, General Manager, Nanaimo Museum, 100 Museum Way, Nanaimo, BC, V9R 5J8, providing a slide show and presentation of Nanaimo Museum year in review to the Commission.

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

**LATE DELEGATIONS: (5 MINUTES)**

7. **CHAIRMAN'S REPORT:**

*(Motion required to receive the Report.)*

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** No meeting held.

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

- (c) **Cultural Committee.** Commissioner Pattje to report on the meeting held 2011-FEB-02.

Pgs.  
150-155

- (i) 2011 Temporary Public Art.

(Pgs. 153  
& 156-166)

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

*(Motion required to adopt recommendation.)*

- (d) **Grants Advisory Committee.** Commissioner Burnett to report on the meetings held since 2011-JAN-26.
- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance to report on the meetings held since 2011-JAN-26.
- (f) **Social Planning Advisory Committee.** Commissioner Cowling to report on the meetings held since 2011-JAN-26.
- (g) **Port Theatre.** Monthly report for January, 2011. Pgs. 168-170
- (h) **Nanaimo Art Gallery.** Monthly report for January, 2011. Pgs. 172
- (i) **Nanaimo Museum.** *[Presentation under Item 5.(a) in lieu of Monthly Report.]*

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

9. **STAFF REPORTS:**

- (a) **DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT 2011-2015.**

Pgs.  
174-191

*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.*

*(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.  
192-197  
Pgs.  
198-203

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

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.

Pgs.  
204-205

- (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.

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206-208

**CORRESPONDENCE:** (Information Only.)

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

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210-212

*(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: 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-MAR-23; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-MAR-02; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-MAR-09; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-MAR-10; 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-FEB-23  
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.

CANCELLED DUE TO WEATHER

**MINUTES OF THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
ON WEDNESDAY, 2011-JAN-26, COMMENCING AT 7:00 P.M.**

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

**Members:** Commissioner F. Pattje  
Commissioner J. Kipp  
Commissioner L. Avis  
Commissioner S. Lance  
Commissioner D. Burnett  
Commissioner M. Young  
Commissioner G. Rudischer  
Commissioner J. Cowling  
Commissioner B. Sparkes  
Commissioner B. Dempsey

**Regrets:** Commissioner B. Meunier

**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 6:57 p.m. Chair Johnstone welcomed Commissioner Jim Kipp to the Parks, Recreation and Culture Commission as its newest appointee.

**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 MINUTES:**

(a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2010-NOV-24, at 7:07 p.m., in Rooms 1 & 2, Beban Park Social Centre.

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

5. PRESENTATIONS:

Mr. Ian Niamath, President, and Mr. Paul Fudge, Vice President, Nanaimo Art Gallery Board, and Mr. Ed Poli, Manager, Nanaimo Art Gallery, seeking approval to proceed with a detailed feasibility assessment of a future Art Gallery at the old Nanaimo Museum site.

A powerpoint of the conceptual building design and layout was provided along with a verbal presentation.

Staff provided information on the "Dedicated Park" status and PRG-3 zoning. Commission members were directed to the "Guidelines for City Assisted Community Capital Projects" document.

It was moved and seconded that the discussion regarding the Nanaimo Art Gallery be brought forward in the Agenda. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission provide approval to the Nanaimo Art Gallery to proceed with a detailed feasibility study to move the Nanaimo Art Gallery to the old museum building.

A friendly amendment to the motion was made, to read, *that Staff and the Nanaimo Art Gallery work together to determine the cost of having a feasibility study undertaken and return to Commission with that information.* The motion carried unanimously.

6. DELEGATIONS:

- (a) Ms. Karen Streever, Co-Vice President & Director of Sponsorship, Vancouver Island Exhibition (VIE), #4-2300 Bowen Road, Nanaimo, BC V9T 3K7, requesting that the Parks, Recreation and Culture Commission approve funding under the Volunteer in Parks (VIP) program for the VIE - Beban Urban Garden.

Ms. Streever advised that Dara Worledge, and other two members of the Beban Urban Garden Society (BUGS) were present in support of the request to Commission. They provided a verbal presentation in support of their written submission, and advised that Phase I of the garden is complete. BUGS does not use any chemicals or toxic pesticides, and that predator insects are used as part of the integrated pest management program. There are 40 allotments plots rented out at \$30/year – all are being utilized. The communal plots are for everyone else that wishes to garden but may be of limited resources. BUGS is requesting that the City of Nanaimo endorse in the amount of \$20,000 in VIP funding to continue to enhance the Beban Urban Garden.

It was moved and seconded that Commission support the name of Beban Urban Garden Society as BUGS. The motion carried unanimously.

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

- (b) Mr. Jerry Hannah, Director, Just for Kicks – Nanaimo Youth Soccer Club (a program for players with Intellectual or Developmental Disabilities), 6036 Carlton Road, Nanaimo, BC, V9T 5N6, regarding his letter of 2010-NOV-10 to Councillor Diana Johnstone about rental of Oliver Wood Community Centre.

Mr. Hannah advised that he runs the Just for Kicks program with the goal being to give all players with intellectual or developmental disabilities an opportunity to develop some skills. Merle Logan was the only appropriate outdoor facility. When the Program was extended through spring and fall they required indoor facilities. They are currently using the John Barsby gym as OWCC is not available; however, would like the Commission to review the allocations process to allow them the periods of time that they would like to utilize the OWCC. The Program has a maximum number of 25 children at a cost of \$50 for an eight-week session and they would require both sides of the OWCC gymnasium.

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

7. CHAIR'S REPORT:

On 2011-JAN-10, Council appointed Councillor Diana Johnstone as Chair of the Parks, Recreation and Culture Commission, and Councillor Jim Kipp as the 3<sup>rd</sup> Council representative for the remainder of the term.

- (a) Review PRC Committee Membership

Chair Johnstone advised that she has asked Commissioner Kipp to sit on the Recreation Committee for the remainder of her term to that Committee; however, that she will remain on the Cultural Committee for the remainder of her term on that Committee.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.

- (b) **Cultural Committee.** Commissioner Johnstone to report on the meetings held 2010-DEC-07, 2010-DEC-08, 2010-DEC-15, and 2011-JAN-05.

From the meeting notes of 2010-DEC-15:

**GRANT ALLOCATIONS**

- (i) **Arts, Cultural and Festival Events Grants:**

GROUP	REQUESTED	RECOMMENDED
Nanaimo African Heritage Society	2,000	1,650
Art Gallery Festival of Banners	6,000	4,650
Nanaimo Arts Council	3,000	1,900
Nanaimo Ballroom Dance Society (Island Fantasy Ball)	5,000	2,450
The Beat of the Street	3,000	600
Blues Festival Society	1,500	1,125
City of Nanaimo - Canada Day Organizing Committee	2,000	2,000
Celtic Performing Arts (Celtfest)	10,000	1,850
Central Vancouver Island Botanical Garden Society	1,500	850
Crimson Coast Dance Society	3,800	2,675
FRINGETASTIC! (Nanaimo's Fringe Festival)	7,500	2,482
Nanaimo Musicians Association Society (Pygmy Ballroom)	5,000	3,150
Nanaimo Sings! Choral Festival Society	2,500	1,775
Vancouver Island Children's Book Festival	1,000	1,000
Vancouver Island Exhibition	4,263	2,650
Vancouver Island Symphony (Symphony in the Harbour)	10,000	7,000
Nanaimo Highland Dancing Association	2,500	1,025
L'Association des francophone de Nanaimo	3,595	2,525
<b>TOTALS:</b>	<b>\$80,658</b>	<b>\$37,507</b>

The 2011 Arts, Cultural and Festival Events Grant Funds available were \$34,582, plus funds carried over from 2010 in the amount of \$2,925, for a total of \$37,507. Requests for Arts, Cultural and Festival Events Grant Funds were \$80,658.

**Cultural Committee's Recommendation:** That the Parks, Recreation and Culture Commission recommend that Council approve the Arts, Cultural and Festival Events Grants recommendations in the total amount of \$37,507.

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

(ii) **Cultural Operating Grants.**

GROUP	REQUESTED	RECOMMENDED
A Cappella Plus Choral Society	3,000	2,050
The Nanaimo Arts Alive Summer School	2,900	2,300
Nanaimo Arts Council	15,000	10,550
Nanaimo Blues Society	10,000	7,000
British Columbia Boys Choir	2,000	1,956
C.V.I. Centre for the Arts - Nanaimo Society	8,000	3,000
Nanaimo Chamber Orchestra	4,500	3,000
Nanaimo Concert Band Society	7,000	2,000
Nanaimo Conservatory of Music	10,000	4,400
Crimson Coast Dance Society	18,000	14,400
FRINGETASTIC!	2,000	1,300
Malaspina Choir	2,600	2,200
Pacific Institute of Bagpiping and Celtic Music Society	6,000	2,200
Nanaimo Theatre Group	10,000	5,400
TheatreOne	28,000	28,000
Nanaimo (BC) Chapter of SPEBSQSA (Tidesmen Barbershop Chorus)	2,000	1,400
Tozan Cultural Society	7,500	6,300
Vancouver Island Symphony	59,300	59,300
L'Association des francophones de Nanaimo	10,000	5,800
<b>TOTALS:</b>	<b>207,800</b>	<b>\$171,656</b>

The 2011 Cultural Operating Grant Funds available were \$171,656, including \$101,700 in approved, three-year funding amounts to the Crimson Coast Dance Society, Theatre One and the Vancouver Island Symphony. Requests for Cultural Operating Grants were \$207,800.

*Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the Cultural Operating Grant recommendations in the total amount of \$171,656.*

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

(c) **Recreation Committee.** Commissioner Johnstone to report on the meeting held 2010-DEC-08 (no meeting held January 2011).

i) **Community Program Development Grant Application**  
**Cedar 4-H Sr. Advisory Council for Beban Park 4-H Barnyard.**

*Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the Community Program Development Grant Application submitted by the Cedar 4-H Sr. Advisory Council in the amount of \$5,000 for the 2011 year.*

It was moved and seconded that the Recommendation be adopted. The motion carried. **Opposed: Commissioner Cowling.**

Commission requested that Staff draft a letter to go to the Cedar 4-H Sr. Advisory Council urging them to seek other sources of funding for the Cedar 4-H Barnyard.

- (d) Grants Advisory Committee. Commissioners Burnett reported on the meetings held since 2010-NOV-24. The Committee is meeting each Wednesday until the Permissive Tax Exemption Grants are complete, dates have been extended to 2011-FEB-01. A Report to Council will be developed to improve the Criteria.
- (e) Plan Nanaimo Advisory Committee. Commissioner Lance reported on the meetings held since 2010-NOV-24. Newcastle Brechin Plan has been in the forefront, and it is expected that the next meeting will also involve this Plan.
- (f) Social Planning Advisory Committee. Commissioner Cowling reported on the meeting held since 2010-OCT-27. Letters of intent were received by the Committee in November and decided upon in December. These have already been to Council. They did not have a quorum in January, due to snow; however, there was a presentation on landscaping that went ahead.
- (g) Port Theatre. Monthly reports for November and December, 2010.
- (h) Nanaimo Art Gallery. Monthly report for 2010-NOV-01 to 2010-DEC-31.
- (i) Nanaimo District Museum. Monthly report for 2010-NOV-15 to 2011-JAN-14.

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

#### 9. STAFF REPORTS:

- (a) Nanaimo Youth Soccer Club – Just for Kicks Soccer Clinic.

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that staff maintain the general principal as outlined in the Parks, Recreation & Culture Bylaw 7073, Schedule B, Fees and Rental Policy, that Department programs take precedence over rental allocations.

Community based programs are offered for the general public by Parks, Recreation and Culture. Nanaimo Youth Soccer does have six hours of prime time during the week and initially "Just for Kicks" submitted their request for time under the Nanaimo Youth Soccer bookings. Three other days of the week were offered, but not deemed suitable by Mr. Hannah.

It was moved and seconded that the recommendation be adopted. The motion carried. **Opposed: Commissioner Lance, Commissioner Rudischer, and Commissioner Kipp.**

Staff will send a letter to Mr. Hannah regarding the outcome of the Commission discussion and decision.

Discussion was held with regard to the next three Agenda items, specifically the length of the terms for the License of Occupations for both the Nanaimo Canoe and Kayak Club and the Nanaimo Marine Rescue Society, as well as the Management and Operating Agreement for the Nanaimo Museum. It was confirmed by Staff that the License of Occupations should both be for a ten (10) year term ending on 2020-NOV-30, and that the Management and Operating Agreement should be for a five (5) year term with the option to renew for an additional five (5) years.

(b) **License of Occupation - Nanaimo Canoe and Kayak Club at 1844A Stewart Avenue.**

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council approves a License of Occupation for a portion of City property located at 1844A Stewart Avenue to the Nanaimo Canoe and Kayak Club (NCKC) for a term of ten (10) years, ending on 2020-NOV-30.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approves a License of Occupation for a portion of City property located at 1844A Stewart Avenue to the Nanaimo Canoe and Kayak Club (NCKC) for a term of ten (10) years, ending on 2020-NOV-30. The motion carried unanimously.

(c) **License of Occupation - Nanaimo Marine Rescue Society for the Canadian Coast Guard Auxiliary Boathouse at 1844B Stewart Avenue**

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council approves a License of Occupation for a portion of City property located at 1844B Stewart Avenue to the Nanaimo Marine Rescue Society (NMRS) for a term of ten (10) years, ending on 2020-AUG-31.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approves a License of Occupation for a portion of City property located at 1844B Stewart Avenue to the Nanaimo Marine Rescue Society (NMRS) for a term of ten (10) years, ending on 2020-NOV-30. The motion carried unanimously.

(d) **Management and Operating Agreement – Nanaimo Museum.**

*Staff's Recommendation:* That the Parks, Recreation and Culture Commission recommend that Council approve the Nanaimo Museum Management and Operating Agreement for a five (5) year term with an option to renew for another five (5) year term.

Commissioner Lance vacated the meeting at 8:32 p.m.

It was moved and seconded that the Parks, Recreation and Culture Commission recommend that Council approve the Nanaimo Museum Management and Operating Agreement for a five (5) year term with an option to renew for another five (5) year term.. The motion carried unanimously.

Commissioner Lance returned to the meeting at 8:33 p.m.

10. INFORMATION ONLY ITEMS (staff reports):

- (a) Senior Manager of Parks & Civic Facilities. Monthly report for November and December, 2011.
- (b) Senior Manager of Recreation and Culture Services. Monthly report for November and December, 2011.
  - Key dates coming up:  
Sunday, 2011-Feb-05 – 2<sup>nd</sup> annual Art Show at OWCC  
Saturday, 2011-Feb-26 - 2<sup>nd</sup> annual "Picnic in the Park" a snowboarding event.
  - Initial feasibility study of multi-plex at Beban is underway – hope to return to Commission and Council in the spring after speaking with all Stakeholders.

Commission extended "kudos" on the very successful Lifeguard Mardi Gras at Nanaimo Aquatic Centre.

- (c) Hammond Bay – Place Road Watermain

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

11. CORRESPONDENCE: (Action Required.)

- (a) Letter dated 2010-NOV-10 to Councillor Diana Johnstone, Parks Recreation and Culture Commission from Mr. Jerry Hannah, Director, Nanaimo Youth Soccer Club, regarding facility booking and use by and for the "Just for Kicks" soccer clinic for players with intellectual or developmental disabilities.

*[Note: This matter was dealt with under Item 9(a).]*

CORRESPONDENCE: (Information)

- (b) Letter dated 2010-NOV-18 to Ms. Liz Williams from Ms. June Montgomery, President, Nanaimo Islanders Female Hockey Association, thanking the City of Nanaimo and the Parks, Recreation and Culture Commission for the \$1,400 grant supporting their first women's recreational hockey tournament, the "Harbour City Hockey Classic".
- (c) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meetings, held 2010-DEC-03 and 2011-JAN-07.
- (d) Letter dated 2010-NOV-30 to Mr. Richard Harding, Director, Parks, Recreation and Culture, from Mr. Ed Poli, Manager, Nanaimo Art Gallery, 900 Fifth Street, Nanaimo, BC, V9R 5S5, regarding the feasibility of a future Art Gallery at the old Nanaimo Museum site.

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

12. NOTICE OF MOTION:

13. CONSIDERATION OF OTHER BUSINESS:

14. BUSINESS ARISING FROM DELEGATIONS:

(a) Ms. Karen Streeter, VIEEx – VIP funding - VIEEx – Beban Urban Garden.

It was moved and seconded that the Parks, Recreation and Culture Commission allocate \$20,000 from the VIP funding for the Phase II enhancement of the Beban Urban Gardens at the VIEEX.

A friendly amendment was made to the motion to reduce the amount from \$20,000 to \$10,000, with the motion to read, *that the Parks, Recreation and Culture Commission allocate \$10,000 from the V.I.P. Funds for the Phase II enhancement of the Beban Urban Gardens at the VIEEX.* The motion carried unanimously.

As it is so early in the year, and other groups may yet come forward requesting V.I.P. funds, Commission felt that the full amount requested could not be considered at this time.

(b) Mr. Jerry Hannah – Just For Kicks – Nanaimo Youth Soccer Club.

*[Note: This matter was dealt with under Item 9(a).]*

15. UNFINISHED BUSINESS:

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

16. QUESTION PERIOD: (No questions.)

17. ADJOURNMENT:

It was moved and seconded at 8:54 p.m. that the regular meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2011-FEB-23; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2011-FEB-02; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2011-FEB-09; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2011-FEB-10; 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-FEB-08  
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**UNADOPTED**

**NOTES  
REGULAR CULTURAL COMMITTEE MEETING  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2011-FEB-02, COMMENCING AT 4:15 P.M.**

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PRESENT: Eveline O'Rourke, Chair

Members: Commissioner Lynda Avis  
Commissioner Diana Johnstone  
Commissioner Shirley Lance  
Commissioner Fred Pattje  
Ms. Julie Bevan  
Ms. Gerda Hofman  
Ms. Joanne Husband  
Ms. George McGladrey  
Mr. Simon Schachner

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

1. CALL THE OPEN MEETING TO ORDER.

The Regular Meeting of the Cultural Committee was called to order at 4:16 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add item 9.(a) - Feedback and Recommendations from the 2010 Cultural Forum.
- Add item 5.(a) - Proposed Temporary Public Art Piece Donation.

It was moved and seconded that the late items be added to the Agenda. The motion carried unanimously.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

- (a) Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2011-JAN-05, at 4:15 p.m., in the Bowen Park Complex Conference Room.

It was moved and seconded that the Meeting Notes of 2011-JAN-05 be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS:

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

- (a) Ms. Daurel Neve, General Manager, Theatre One, 150 Commercial Street, Nanaimo, BC, V9R 5G6 – Ms. Wendy Smitka, President, and Mr. Garry Davey, Artistic Director, to provide an update on the activities and future plans of Theatre One – as per the request of the Cultural Committee.

Ms. Daurel Neve, General Manager, Mr. Gary Davey, Artistic Director, Ms. Wendy Smitka, President, Theatre One, provided an outline on Theatre One activities and future plans. In 2010 they offered three plays to the community. Theatre One will be retiring their \$40,000 debt this June. They have worked at strengthening ties with other community partners and VIU. Will be looking at using the Nanaimo Theatre Group venue for summer. Are continuing with their "Emerging Voices" series to workshop play scripts. Minnoz restaurant is a new sponsor and Coast Bastion Hotel will be providing a venue. Continuing to provide plays to community. In spring they are partnering with the Port Theatre for a children's ballet. Fringe Flicks on are track. Avalon will be renewing next year's lease at the current rates. Also have a new sponsor for Fringe Flicks. Utilizing church facilities as well and would like to continue as an annual event. Provided a performance in Parksville which will increase their visibility in a new community. Bite of Nanaimo will go forward in October. Theatre BC has had a play-writing competition in the past; however are not able to continue, so Theatre One will be working on having a BC play writing competition. Submission to BC Arts Council being reviewed for possible funding from them and Vancouver Foundation funding. Gaming Grant loss is catastrophic and in the past have received \$75K. It is hoped that the cuts will be reconsidered. The board is determined that they will sustain the organization despite these cuts. Unfortunately Daurel Neve has been given working notice due to the loss of revenue. Hopefully the funding will return in the future and they will look at bringing Daurel or someone like her to work on a project-by-project basis. Mr. Davey has been part of the group since 1997, Artistic Director for the first time in 2004. Over the years the company has done over 70 main stage productions, 65 Just Kidding productions, Fringe Flicks has also been very popular. It's been a really difficult climate financially; however, they are going to apply to the BC Arts Council for "Tamarac" production funding again. There has been a really good response from attendees of the reading. Mr. Davey provided an overview of the play Tamarac and its characters. The playwright has living relatives in the local area who have offered some financial support. Emerging Voices has grown into a professional development opportunity for playwrights. When Theatre One is not working on productions they are nurturing connections and emerging artists within the community and on the Island. Most plays tend to involve more costs than revenue – Jake's gift was unusual in that it brought in about \$1200 in profit. All communities are different and every community has their own goals and difficulties; however, some communities are able to support more for their community and Theatre

One would like to be able to provide more in the way of plays to Nanaimo and ask for the City's continuing support.

6. **CHAIR REPORT:**

- (a) Cultural Committee – Membership. Congratulations to Commissioner Diana Johnstone on her appointment as Chair of the Parks, Recreation and Culture Commission. Diana has graciously agreed to remain on the Cultural Committee for the remainder of her term to the Committee.
- (b) Congratulations to Julie Bevan on the birth of her daughter, Imogene.
- (c) Art in Public Places Project Committee – Temporary Public Art 2011 – Membership. As a housekeeping item, there had not been a motion to formalize Commissioner Shirley Lance, Joanne Husband, and Simon Schachner as members on the Committee. Also, Gerda Hofman had expressed an interest in sitting on the Committee. As a result, Chair O'Rourke is willing to have her attend in her spot.

It was moved and seconded that Shirley Lance, Joanne Husband, Simon Schachner, and Gerda Hofman be confirmed as members on the Art in Public Places Project Committee – Temporary Public Art 2011. The motion carried unanimously.

- (d) Cultural Awards Project Committee – Membership.

It was moved and seconded that Diana Johnstone, Joanne Husband, Lynda Avis and Julie Bevan be confirmed as members of the Cultural Awards Project Committee. The motion carried unanimously.

It was moved and seconded that Lynda Avis serve as the Chair of the Committee. The motion carried unanimously.

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

7. **COMMISSION REPORT:** Commissioner Avis

The Cultural Operating Grants and the Arts, Cultural and Festival Events Grants were approved by PRCC and recommended to Council who subsequently approved them.

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

8. REPORTS OF PROJECT COMMITTEES:

- (a) Cultural Award Committee. No meeting held.
- (b) Art in Public Places Project Committee.

The Committee met on Monday, 2011-JAN-31, and reviewed twenty-two submissions. As a result of that review, the Committee chose eight pieces of varied media. There is a \$15,000 budget and three of the pieces will cost \$4,000, and five will cost \$1,000 for a total of \$17,000. Staff advised that there were proceeds from last year's auction that make up the shortfall, so all pieces can be purchased. It was suggested that there be a forum for Artists on how to make submissions. A handout was provided to the Cultural Committee membership for review and discussion purposes. Many of the pieces are in a nautical fashion. The artists will be meeting with staff at each suggested location to determine if they are the correct location for the piece. Not all artists specified sizes – the submissions were representative of the type of final work that will be provided. The artist's portfolio was a major factor in the decision-making process. The large scale piece by Derek Houston and Samuel Houston on the last page of the handout should show as being intended for placement in a Maffeo Sutton Park location rather than Pipers Lagoon Park.

It was moved and seconded that the Committee selections be approved and presented to the Parks, Recreation and Culture Commission at their next meeting, to be held on 2011-FEB-23, for their recommendation to Council for approval. The motion carried unanimously.

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

- (c) Cultural Forum Project Committee.

Discussion for selection of members for the Committee. Julie Bevan, Eveline O'Rourke, and George McGladrey indicated their interest in serving on the Committee.

It was moved and seconded that Julie Bevan, Eveline O'Rourke, and George McGladrey be confirmed as members of the Cultural Forum Project Committee for 2011. The motion carried unanimously.

9. STAFF REPORTS:

- (a) Feedback and Recommendations from the 2010 Cultural Forum.

Staff's Recommendation: That the Cultural Committee receives the summary of feedback and recommendations from the 2010 Cultural Forum.

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

10. INFORMATION ONLY ITEMS (staff reports):

- (a) 2011 Marketing Plan (draft for discussion).

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

11. CORRESPONDENCE: (Action)

CORRESPONDENCE: (Information)

- (a) Society Annual Report – Form 11 – dated 2010-JUN-04 for 2010, submitted by Mr. Wally Wells, Director, Nanaimo Blues Society, as per the request of the Cultural Committee.

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

12. NOTICE OF MOTION:

13. CONSIDERATION OF OTHER BUSINESS:

14. BUSINESS ARISING FROM DELEGATIONS:

- (a) Theatre One – brought forward as information only for the Committee. Suggestions were that a letter be drafted for the Mayor's signature, starting a campaign to ask for the reinstatement of the gaming funds, and that an e-mail be sent to both political parties that are seeking leadership requesting that the gaming funds be restored (30% of all gaming funds were to have gone to the arts). Commissioner Johnstone and Commissioner Pattje to follow up with Commissioner Kipp.

It was discussed whether the Committee should make a late submission to the UBCM to involve other communities to request that the province reinstate gaming funds.

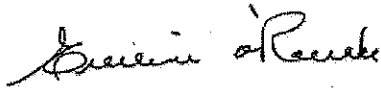
15. UNFINISHED BUSINESS:

- (a) Temporary Public Art Piece Donation. Staff provided an update as to the status of this matter – a letter has been sent to the sponsors and staff are awaiting their response.
- (b) Film on the EJ Hughes Restoration.

16. QUESTION PERIOD: (No questions.)

17. ADJOURNMENT:

It was moved and seconded at 5:37 p.m. that the meeting adjourn, with the next Meeting of the Cultural Committee to be held, if required, on Wednesday, 2011-MAR-02, commencing at 4:15 p.m. in the Bowen Park Complex Conference Room. The motion carried unanimously.



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Eveline O'Rourke, Chair  
Cultural Committee

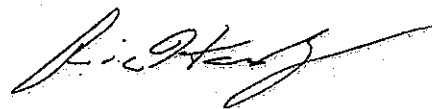
CERTIFIED CORRECT:



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S. Samborski, Senior Manager  
Recreation and Culture Services

APPROVED FOR DISTRIBUTION:



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Richard Harding, Director  
Parks, Recreation and Culture

2011-FEB-10  
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**REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION**

**FROM: EVELINE O'ROURKE, CHAIR CULTURAL COMMITTEE**

**RE: 2011 TEMPORARY PUBLIC ART**

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**CULTURAL COMMITTEE RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend that Council approve the Temporary Public Art selections for 2011.

**EXECUTIVE SUMMARY:**

At their meeting held on 2011-FEB-02, the Cultural Committee made the following motion:

It was moved and seconded that the Committee selections be approved and presented to the Parks, Recreation and Culture Commission at their next meeting, to be held on 2011-FEB-23, for their recommendation to Council for approval. The motion carried unanimously.

**BACKGROUND:**

Temporary public art displays are becoming a common method for municipalities to animate open spaces and parks. Viewing of the changing art pieces provides people a reason to attend the parks and "check out" new pieces of art. Because the art pieces are not permanent, they can also be conservative or controversial, yet advance public art programs at a low cost to the municipality. At the 2010-SEP-08 Cultural Committee meeting, it was moved and seconded that the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council continue the Public Art Partnership with the Nanaimo Art Gallery in 2011 for temporary public art with the following modifications:

- (i) Budget for temporary public art for 2011/12 to remain the same as 2010/11;
- (ii) The RFP will be issued on 2010-NOV-01 with proposals due on 2011-JAN-07 and Selection Committee decision by 2011-JAN-28. (Artists to complete work by 2011-APR-15 in time for installation in May, 2011);
- (iii) RFP to be modified to reflect standardized installation requirements developed by PR&C staff;
- (iv) Specific locations (including possible additional locations) to be determined by PR&C staff in consultation with the Gallery;
- (v) The installation period will now be for one year from May, 2011, to May, 2012;
- (vi) Next RFP issued on 2011-NOV-01 for work to be installed in May, 2012;
- (vii) Next auction to be held in May, 2012.

The motion carried unanimously.

At their meeting held on 2010-SEP-22, the Parks, Recreation and Culture Commission unanimously adopted the recommendation.

In November 2010 the City of Nanaimo Purchasing Department issued a joint request for proposals (RFP) for Large and Small temporary art work. This RFP closed in mid-January 2011 with 26 artists submitting their concepts for consideration. Both outdoor and indoor venues were available to the artists and pieces were to be installed by May 2011. A public auction for the pieces is anticipated in May 2012. The Nanaimo Art Gallery and City of Nanaimo will then share the proceeds of the auction with revenues returning to the City of Nanaimo going back into the public art program.

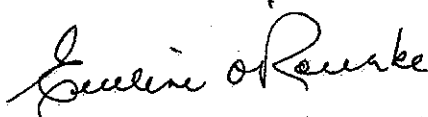
On 2011-JAN-31 the seven-member selection panel, comprised of representatives from the Parks Recreation and Culture Commission, the Cultural Committee, and, the Nanaimo Art Gallery, met. They evaluated the submissions based upon the following selection criteria:

- Quality of the proposal;
- Quality of the submitted work;
- Suitability and durability of the work;
- (i.e. its ability to withstand a year of external installation);
- Ability of the proposal to meet public safety and vandalism consideration; and,
- Addition of vitality to the public space.

A total of five small-scale pieces and three large-scale pieces were recommended to go on display in City owned venues for the one-year period. Honoraria for these eight pieces will total \$17,000. A summary of the pieces and their suggested locations is attached (Schedule A). The chosen pieces are made of many different materials and themes. All are suggested for outdoor downtown locations, except for one piece, which is suggested to be located in the newly renovated Beban Social Centre.

The temporary art pieces will be unveiled in May by the City of Nanaimo and Nanaimo Art Gallery. Plaques recognising the artists, describing their pieces, and giving auction details will be on display with each piece. A brochure with descriptions and a map showing the locations will also be made available to showcase the art work.

Respectfully submitted,



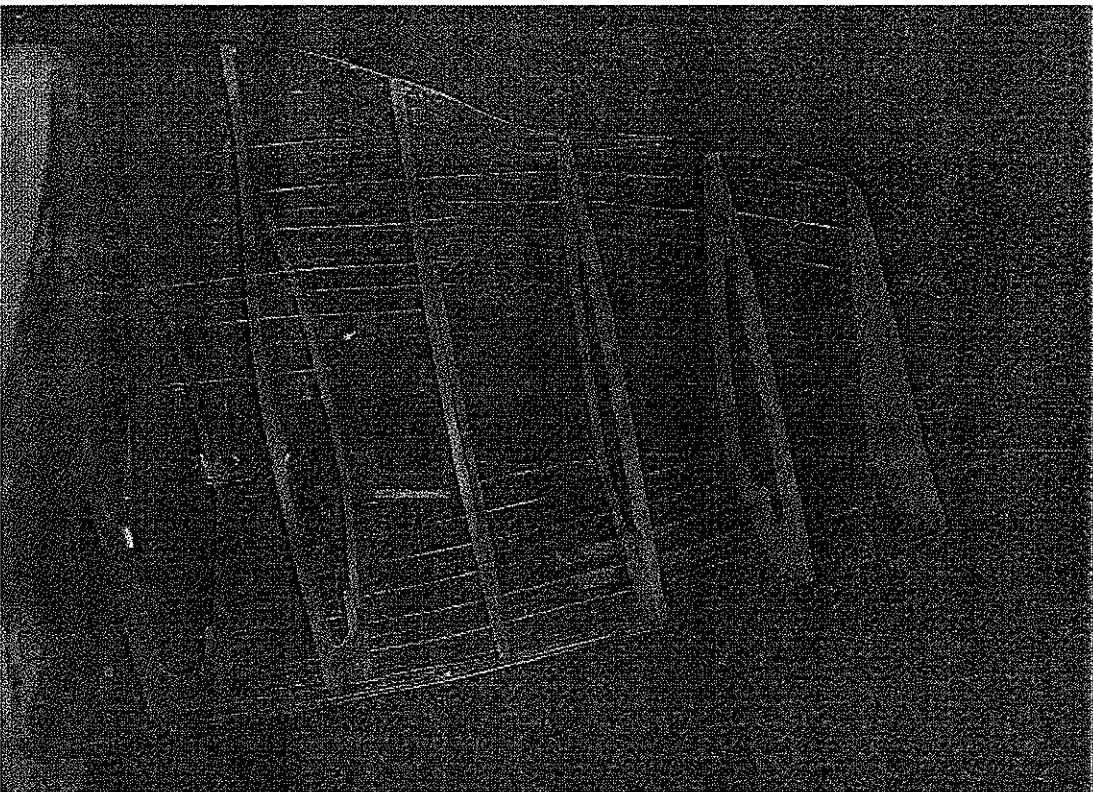
Eveline O'Rourke, Chair  
Cultural Committee


Attachment – 1

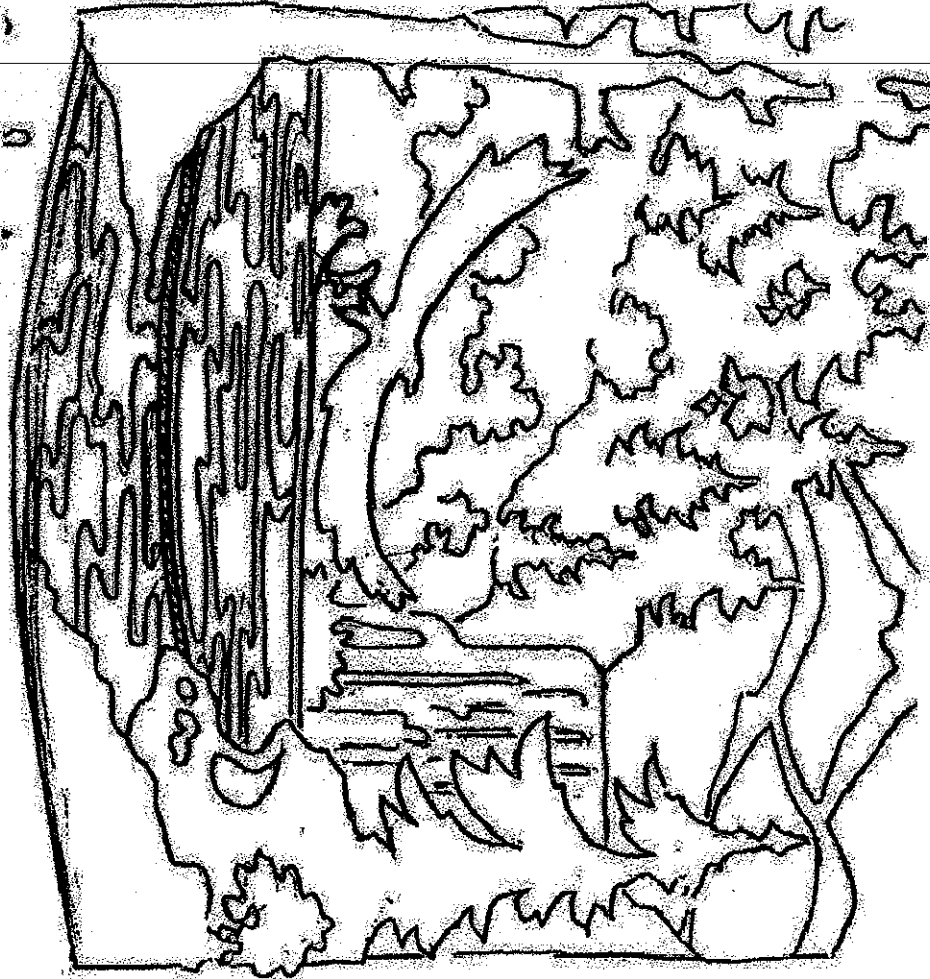
# **SCHEDULE A**

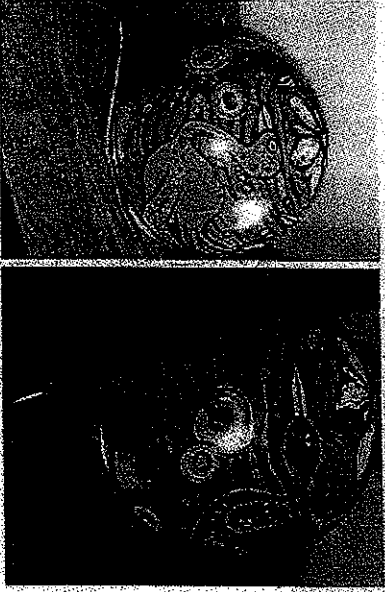
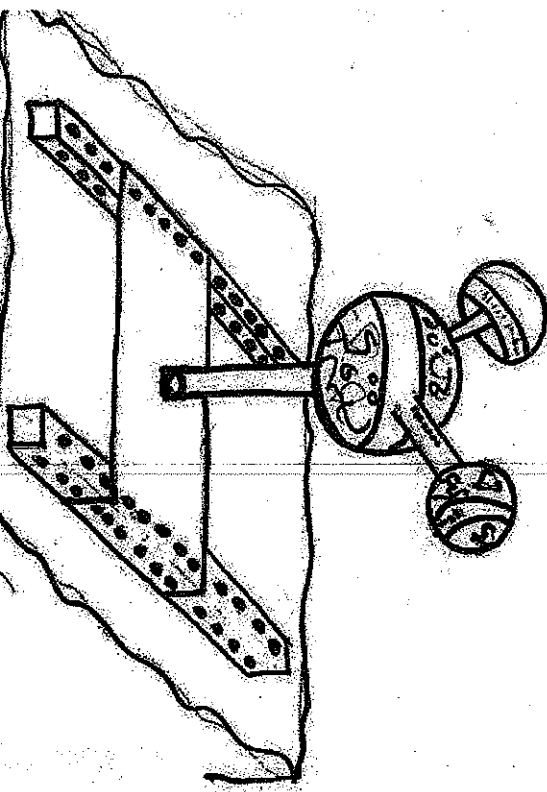
## **2011 TEMPORARY PUBLIC ART**


Successful small scale pieces (honorarium of \$1000 each):

Artist	Name of Piece	Suggested Location	Comments	Image
Timo McEliderry Northern Interactive	Dream Projector	NW corner of Maffeo Sutton Park	Ship emerging from ground made of lexan	

Artist	Name of Piece	Suggested Location	Comments	Images
Kurt Feschuk	Nanaimo Hug	Maffeo Sutton Park	Fun metal piece with "Nanaimo" characters in Japanese (7 potatoes)	 <p>Each creature will have a painted-on 'tattoo'.</p> <p>Tattoo on creature #1</p> <p>"Nana" (7)      "Imo" (potatoes)</p> <p>Tattoo on creature #2</p> <p>I      love      "Nana"      "Imo"</p> <p>In Japanese, the pronunciation of tattoo #1 is Nana-imo. The meaning of tattoo #1 is "7 potatoes".</p>

Artist	Name of Piece	Suggested Location	Comments	Images
George and Laura Ewing GEM Fabrications	Fishing eagle	Maffeo Sutton Wall	Decorative metal panel	

Artist	Name of Piece	Suggested Location	Comments	Images
Yvonne Vander Kooi	Ball H2O sculpture	Maffeo Sutton Park	Mixed media sculpture. Uses recycled materials and has scientific/fun element	 <p>Painted bowling balls — Image Ideas for H2O project Yvonne Vander Kooi — Painter &amp; Sculptor</p> <p>Diagram of Sculptural Assemblage below: All steel welding provided by Nelson Shaw of Blue Heron Steel Studio.</p> 

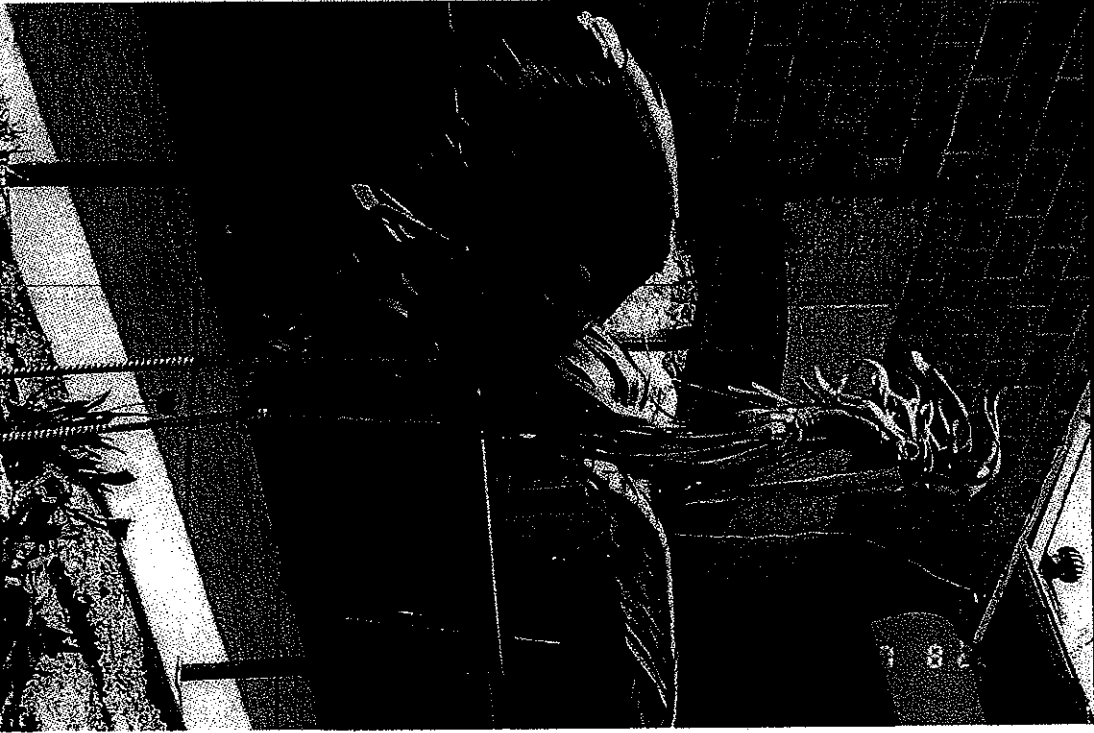
Artist	Name of Piece	Suggested Location	Comments	Images	
Yvonne Vander Kooi	Trees and Land Triptych	Beban Social Centre	Painted wood panels depicting tree suitable for newly updated centre		

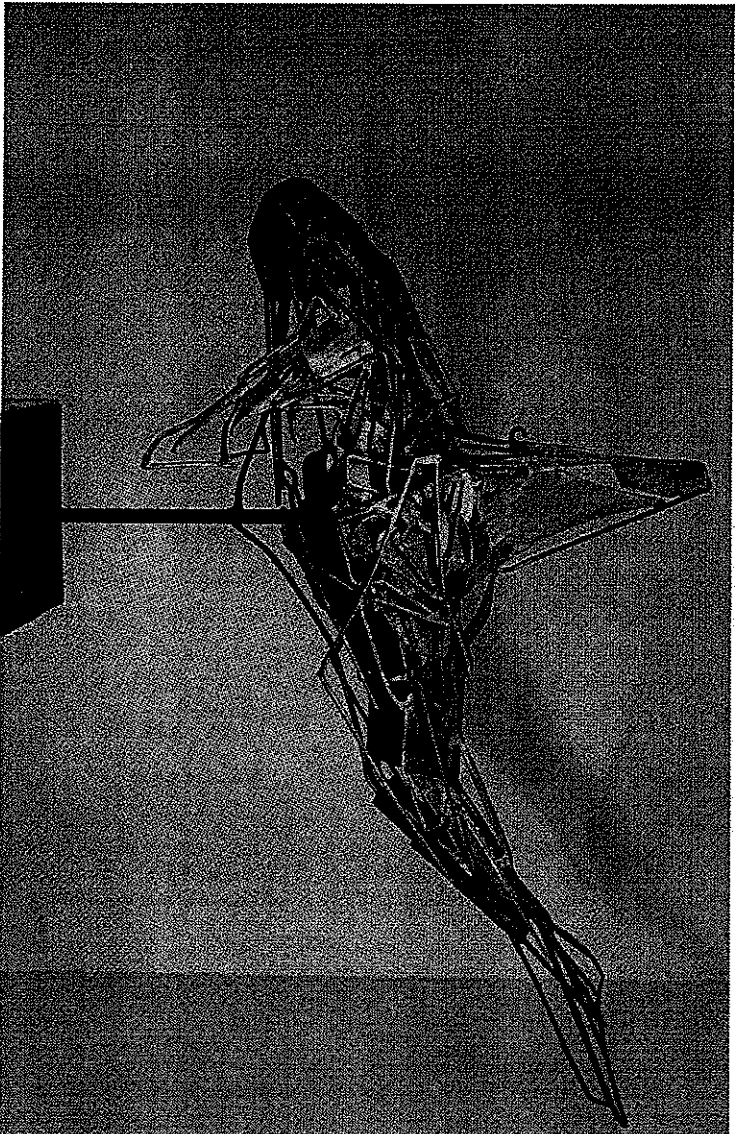
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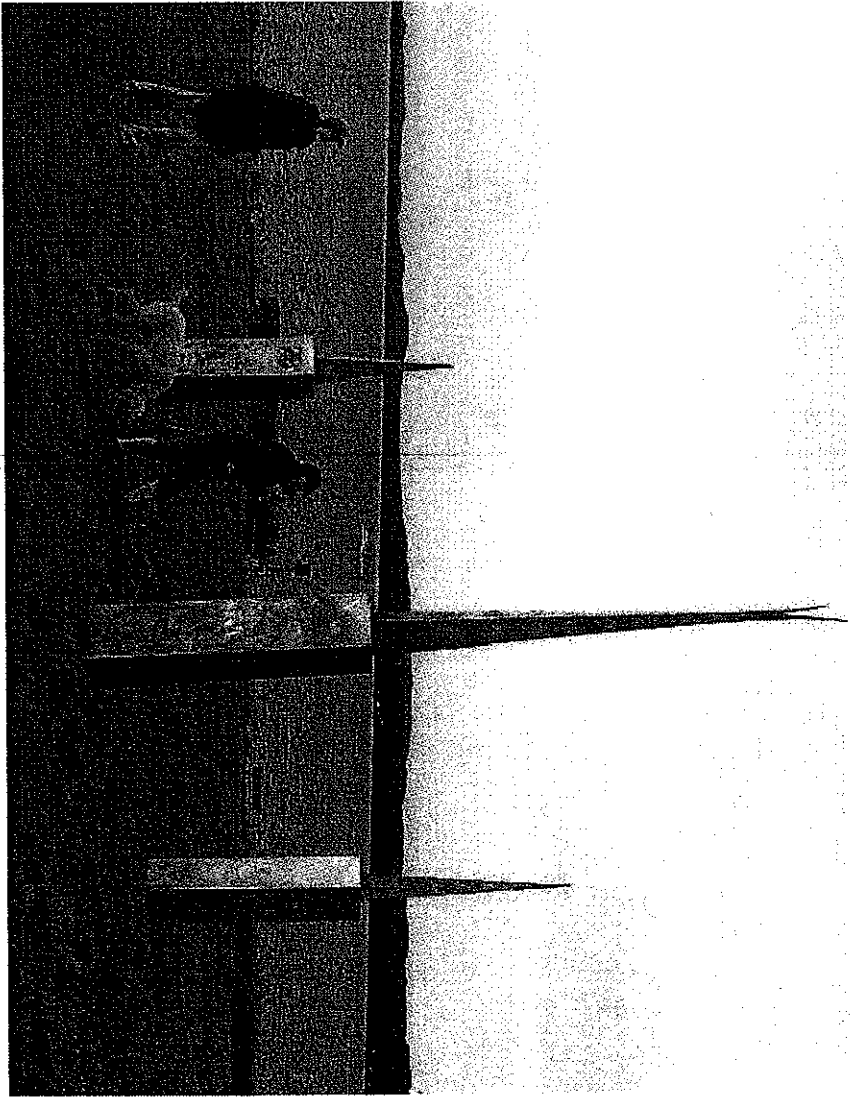
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Successful Large Scale Pieces (honorarium of \$4000 each):

Artist	Name of Piece	Suggested Location	Comments	Images
Nelson Shaw	Family of Herons	Maffeo Sutton Park or McGregor Park	Large metal piece	
Blue Heron Studio				

Artist	Name of Piece	Suggested Location	Comments	Images
Carl Sean McMahon	Breaching Orcas	McGregor Park or Maffeo Sutton Park	Large piece made of recycled metal	

Artist	Name of Piece	Suggested Location	Comments	Images
Deryk Houston and Samuel Houston	Points of Origin	Maffeo Sutton Park	Modern metal piece juxtaposed to natural setting	
				

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## MONTHLY ACTIVITY REPORT

**RECEIVED**

FEB 01 2011

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

January 2011

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	4	Gabriola Fibre Art	10:00 AM	Art Hanging	0	2
2	10	Toopy & Binoo	3:30 PM	Family	535	15
3	10	Toopy & Binoo	6:30 PM	Family	765	15
4	13	Sarah Harmer	7:30 PM	Music	400	15
5	14	Howie Miller	7:30 PM	Comedy	693	5
6	15	Celebration of Life	2:00 PM	Memorial Service	45	2
7	19	VIS	3:00 PM	Rehearsal	0	56
8	20	VIS	3:00 PM	Rehearsal	0	56
9	21	VIS	12:30 PM	Rehearsal	0	56
10	21	VIS	7:30 PM	Music	478	56
11	22	VIS	7:30 PM	Music	470	56
12	26	DNBIA	8:00 AM	Reception	90	2
13	27	VIU	10:30 AM	Rehearsal	0	25
14	28	VIU	10:00 AM	Convocation	450	190
15	28	VIU	2:30 PM	Convocation	500	190
16	30	Rich Little	2:30 PM	Comedy	689	11
17	31	Studio Series	7:30 PM	Music	40	5

### TOTALS

Number of Events:	17
Estimated Audience Attendance:	5155
Estimated Number of Artists/Crew:	757
Total people through the building:	5912



## 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		8,161	10,911	8,308	5,455	
Mar	18	16	27	23		8,305	5,078	9,604	7,808	
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>17</b>	<b>91,259</b>	<b>101,392</b>	<b>84,819</b>	<b>101,277</b>	<b>5,912</b>
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Comparison of attendance for the same month last year  
 Comparison of events for the same month last year

-43%	decrease
-19%	decrease

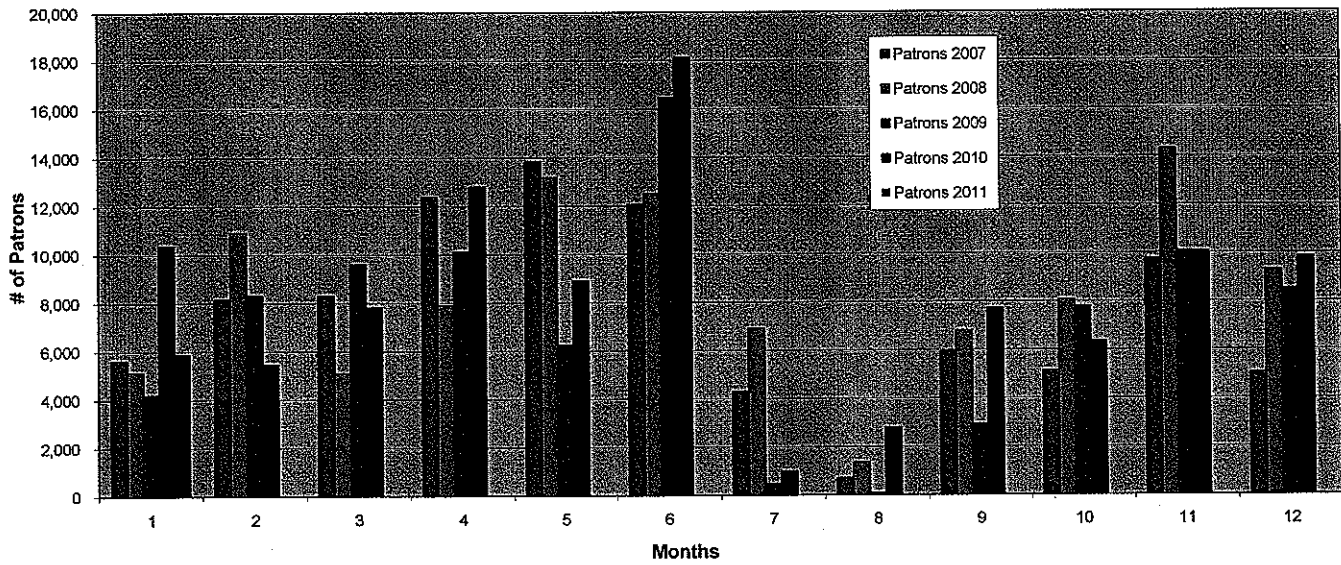
Five year average attendance for same month  
 Five year average number of events same month

6,245
17

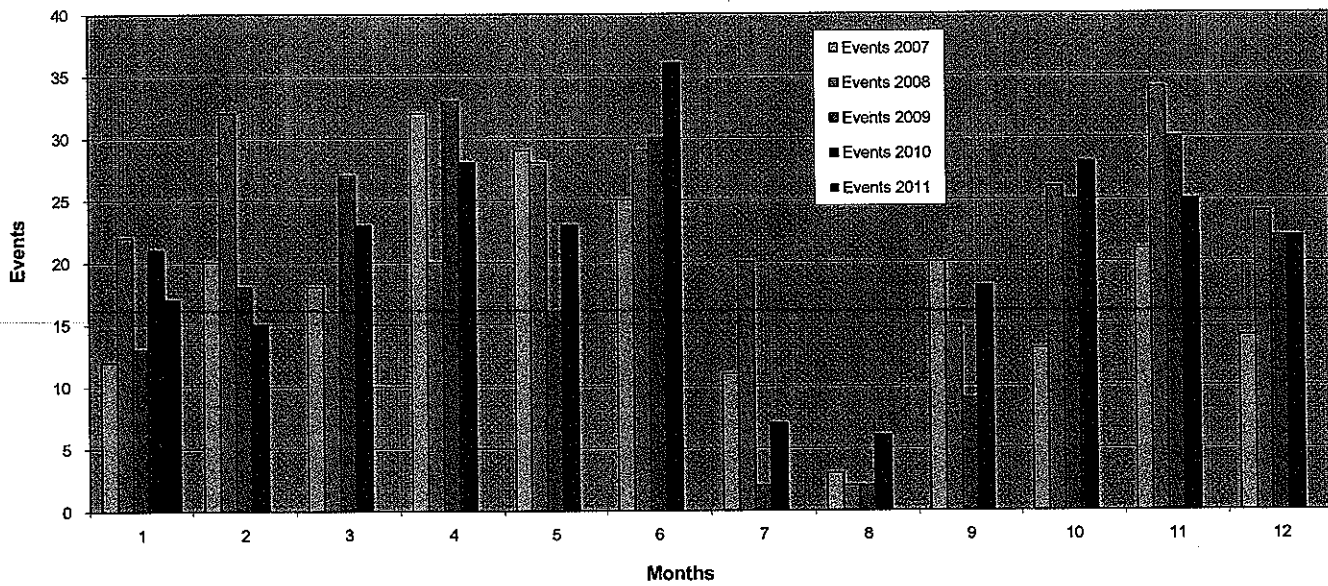


## Monthly Event Report

### Patron Attendance Comparison



### Event Comparison



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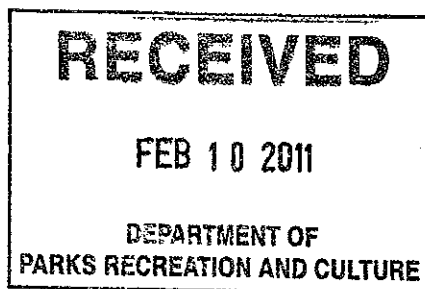
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## ACTIVITY REPORT

January 1, 2011 to January 31, 2011  
Submitted by *Ed Poli, Gallery Manager*



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

- **Mappings: Departure Points** – from November 12, 2010, to January 8, 2011 - An exhibition featuring the work of artists Bettina Matzkuhn and Robert Naish who both work within the context of the fascinating visual idiom of cartography. Each artist has charted and explored their own interior and exterior geographies and allow us to consider, perhaps even question, the constructed spaces we inhabit and often take for granted in our everyday lives. In this exhibition the map itself invariably becomes a vehicle for communication, interaction, and self reflection in its provocation of narratives and various departure points.
- **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.
- **Art Education** – The Gallery presented educational workshops, gallery tours, an Artist Talk by Gregory Ball and a performance art piece by Justin McGrail. The Gallery's *Artists in the Schools* program presented workshops in numerous classrooms in SD 68 & 69.

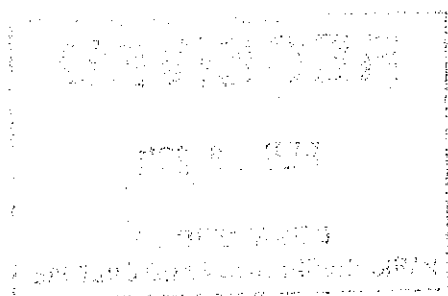
**Campus Gallery Attendance    811**

**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. Three feature artist exhibitions highlighting the work of Rob Elphinstone, Nola Russel, and John Poirer were presented in January.
- **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    381**

**Total Attendance:    1192**



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**REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION**  
**FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**  
**RE: DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT 2011-2015**

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**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.

**BACKGROUND:**

In October 2005, as part of the implementation of the Regional Services Review recommendations, the City of Nanaimo entered into an agreement with the Regional District of Nanaimo to provide Electoral Areas A, B, C and D with access to recreational facilities and sports fields within the City of Nanaimo. In addition, two sports fields within Electoral Areas B and C were included as part of the cost sharing agreement. This agreement expired on 2010-DEC-31 and in order to continue with the current cost sharing and governance arrangement, the service agreement requires renewal.

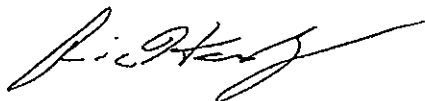
The majority of the sections under the proposed agreement are consistent with the terms and conditions of the existing agreement. The data compiled in the 2010 survey will be used for annual budget purposes for 2011 to 2015, with a new survey to be conducted in the final year of the Agreement.

The Recreation Services Agreement reflects the agreement reached between the Regional District and the City in 2005 on how recreational services are cost shared. As the recreational facilities and sports fields are owned by the City and are not part of a regional function, only the cost of operation and maintenance are shared by the parties. The City retains the decision making authority on the operation and capital investments of its recreation facilities. Under the Agreement, the Regional District, Electoral areas, and the District of Lantzville have representatives from the contributing areas participate on the City of Nanaimo, Parks, Recreation and Culture Commission.

In 2010, the RDN contribution under this Agreement was \$889,620.

The attached Agreement provides details of the recreational service delivery relationship.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

Attachment – 1 - Agreement

2011-FEB-16

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## **DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2011

**BETWEEN:**

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Rd.  
Nanaimo BC  
V9T 6N2  
("Regional District")

**OF THE FIRST PART**

**AND:**

**CITY OF NANAIMO**  
455 Wallace Street  
Nanaimo, BC  
V9R 5J6  
("Nanaimo")

**OF THE SECOND PART**

### **WHEREAS:**

- A. The Regional District established by Bylaw 1059 a service for pleasure, recreation and other community use known as the Southern Community Recreation Service which has as its participants the District of Lantzville and Electoral Areas A, B and C;
- B. By Agreement dated the 7th day of February, 1997 between Nanaimo and the Regional District, Nanaimo has provided access to Sports Fields (as defined herein) and recreational facilities and programs as a service to members of the general public residing within the District of Lantzville and Electoral Areas A, B and C;
- C. The Regional District wishes Nanaimo to continue providing access to Sports Fields and recreational services to members of the public residing outside of the boundaries of Nanaimo and within the boundaries of the District of Lantzville and Electoral Areas A, B and C;
- D. The Regional District and Nanaimo wish to continue to permit the Regional District to have an ongoing voice in recreation service provision through, among other things, participation by representatives of the Regional District on a Parks, Recreation and Culture Commission established by Nanaimo;

**NOW THEREFORE** in consideration of the premises and mutual covenants and agreements contained in this Agreement, the parties covenant and agree as follows:

## 1.0 DEFINITIONS

In this Agreement:

- 1.1 **"Non-shareable costs"** shall generally mean the development of a new Sports Field or Recreation Facility and/or an upgrade to an existing Sports Field or Recreation Facility costing more than \$10,000 including but not limited to the construction of facilities or improvements, or the addition, replacement, repair or extension of fences, roofs, seating, irrigation systems, wells, drainage, lighting, backstops, goalposts, time clocks or similar game display signage or sod replacement.
- 1.2 **"Commencement Date"** means January 1, 2011.
- 1.3 **"Cost of Operation and Maintenance"** means:
- (a) in relation to Sports Fields, the Net Costs for Sports Fields for the items set out in Schedule "A";
  - (b) in relation to Nanaimo Recreation Facilities, the Net Costs for Nanaimo Recreation Facilities for the items set out in Schedule "B";
- but does not include Non-shareable costs or debt;
- 1.4 **"Electoral Areas"** means that portion of the Regional District included within the boundaries of Electoral Areas A, B, and C.
- 1.5 **"District 68"** means that portion of the Regional District included within the boundaries of Nanaimo, Lantzville and Electoral Areas A, B, and C;
- 1.6 **"Lantzville"** means the District of Lantzville;
- 1.7 **"Nanaimo"** means the City of Nanaimo;
- 1.8 **"Nanaimo Recreation Facilities"** means:
- (a) Beban Park;
  - (b) Bowen Park;
  - (c) Civic Arena;
  - (d) Nanaimo Aquatic Centre;
  - (e) Nanaimo Ice Centre.
- 1.9 **"Net Cost"** means prior year actual expenditures for the Cost of Operation and Maintenance less cost recovery from fees and charges imposed for the use of Nanaimo Recreation Facilities and Sports Fields;
- 1.10 **"Participating Areas"** means Nanaimo, Lantzville and Electoral Areas A, B, and C of the Regional District of Nanaimo;

- 1.11 **"Recreation Services"** means recreation and community services offered at Nanaimo Recreation Facilities to residents of the Regional District Areas and Lantzville;
- 1.12 **"Regional District"** means the Regional District of Nanaimo;
- 1.13 **"Regional District Areas"** means that portion of the Regional District included within the boundaries of Lantzville, Electoral Areas A, B, and C;
- 1.14 **"Sports Field"** means land developed for the playing of baseball, softball and soccer and other sport activities which is owned and operated by either Nanaimo or the Regional District Areas and includes the following:

City of Nanaimo:

- a) Beban Park
- b) Bowen West
- c) McGirr Park
- d) Elaine Hamilton Park
- e) May Bennett Park
- f) Caledonia Park
- g) Robins Park
- h) Gyro Park
- i) Harewood Park
- j) Pleasant Valley Park; and

Regional District of Nanaimo:

- a) Rollo McClay (EA 'B')
- b) Extension Sports Field (EA 'C')

any Sports Field within Nanaimo, or the Regional District, which meets the criteria to be considered a Sports Field under Section 5.0;

- 1.15 **"Sports Field Services"** means:
- (a) operation and maintenance of Sports Fields in District 68; and
  - (b) permitting access to and use of Sports Fields by residents of the Participating Areas.
- 1.16 **"Term"** means the period of time from the Commencement Date to December 31, 2025.

## 2.0 INTERPRETATION

2.1 A reference in this Agreement to:

- (a) the singular includes the plural and the plural includes the singular, unless the context otherwise requires;
- (b) the masculine, feminine or neuter includes a reference to the masculine, feminine or neuter, unless the context otherwise requires.

2.2 The headings of paragraphs, articles and sections of this Agreement are for convenience of reference only, do not form part of this Agreement and are not to be used in the interpretation of this Agreement.

2.3 This Agreement is to be governed and construed in accordance with the laws of the Province of British Columbia.

2.4 If any paragraph, article or section of this Agreement is declared or held invalid for any reason, the paragraph, article or section may be severed from the Agreement without affecting the validity of the remainder of the Agreement.

### 3.0 SERVICES

3.1 The Parties covenant and agree with each other to provide Sports Field Services during the Term of the Agreement.

3.2 Nanaimo covenants and agrees to provide Recreation Services during the Term of the Agreement.

### 4.0 PAYMENT

4.1 Commencing with 2011, payment to Nanaimo shall be made in accordance with the following:

(a) Cost share calculation:

Each party shall share in the Cost of Operation and Maintenance of Sports Fields and/or Recreation Services based on the percentage of use established by averaging data from the three most recent usage surveys. Surveys shall be conducted once every five (5) years with the next survey to be completed on or before October 30<sup>th</sup>, 2015, as set out in Section 6.0.

(b) Payment to Nanaimo:

Total costs reported by Nanaimo for cost sharing purposes	\$ xxxx
Less: the share calculated for Nanaimo under the formula in 4.1(a) above	\$( xxx )
Net amount payable to Nanaimo	\$ xxx

### 4.2 Annual Budget

(1) For the purpose of calculating annual contribution amounts under Section 4.1(b), in each year during the Term of this Agreement, Nanaimo and the Regional District respectively, shall provide to each other, on or before January 31st a statement of actual Costs of Operation and Maintenance compared to budget for the prior year ending December 31<sup>st</sup>. The costs to be shared shall consist of prior year actual costs of Nanaimo, budgeted current year Regional District costs net of any prior year surplus or deficit as reported by the Regional District for Sports Fields in the Regional District Areas.

(2) For the purposes of preparing the Regional District's financial plan, Nanaimo shall also provide to the Regional District annually along with the budget information in 4.2(1) above an estimate of the Cost of Operation and Maintenance for Sports Fields and Recreation Facilities for the subsequent five year period.

**4.3 Payment Due Date**

The amount payable to Nanaimo under 4.1(b) shall be remitted on or before August 2<sup>nd</sup> in each year during the Term of this Agreement.

**4.4 Debt**

The cost of providing the Services under this Agreement is a debt owed to the party providing the Service.

**5.0 NEW SPORTS FIELDS/CITY RECREATION FACILITIES**

5.1 The Participating Areas shall use best efforts to agree which Sports Fields shall be included in the inventory of Sports Fields by November 30<sup>th</sup> of each year.

5.2 Where a new Sports Field or Recreation Facility within Nanaimo is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields or Recreation Facilities as the case may be, for the prior year. After the first year, the Cost of Operation and Maintenance shall be as reported by the Nanaimo under Section 4.2(1).

5.3 Where a new Sports Field within the Regional District Areas is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields in the Regional District Areas for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the Regional District accounts under Section 4.2.

5.4 Where a new Recreation Facility is constructed, it shall not form part of this Agreement until a survey conducted pursuant to Section 4.1(a) is undertaken which demonstrates that 10% or more of the population from the Regional District Areas is attending public sessions at the facility.

**6.0 SURVEY**

6.1 The usage survey of Recreation Facilities and Sportsfields shall be:

- (a) conducted by the Regional District on or before October 31<sup>st</sup> in the years 2015, 2020 and 2025.
- (b) the survey shall collect street addresses for the purposes of identifying the participating area as follows:
  - (i) for aquatic centres the survey shall be based on drop-in public attendance, program registrations and group rentals
  - (ii) for ice arenas the survey shall be based on the addresses provided from team registrations and program registrations
  - (iii) for Sports Fields the survey shall be based on the addresses provided from team registrations
- (c) the data for aquatic centres shall be weighted as 50% from drop-in attendance, 40% from program registrations and 10% from facility rentals.
- (d) the data for arenas shall be weighted as 90% from team registrations and 10% from program registrations.

## 7.0 INDEMNITY

- 7.1 A party to this Agreement (hereinafter called the "**Supplying Party**") that provides the Services to another party to this Agreement (herein after called the "**Receiving Party**"), shall indemnify, defend and save harmless the Receiving Party and its elected and appointed officers, employees, agents, successors and assigns from all manner of actions, causes of action, suits, debts, losses, liabilities, costs, expenses, claims and demands whatsoever (collectively "**Liability**") arising out of any wrongful act, omission or negligence on the part of the Supplying Party, its elected or appointed officers, employees, agents, successors and assigns arising out of the Services provided under this Agreement, except to the extent of a wrongful act, or the Liability is caused by the omission in negligence of the Receiving Party.

## 8.0 PAYMENT RATES

- 8.1 The Parties acknowledge and agree that payments under Section 4.1 represent a fair and reasonable reimbursement of the costs of the Sports Field Services and Recreation Services to be provided under this Agreement.

## 9.0 COVENANTS OF THE PARTIES

- 9.1 It is a condition precedent to the obligations of the Parties under this Agreement that:
- (a) during the Term, Nanaimo shall maintain a Parks, Recreation and Culture Commission established by bylaw, with a composition, procedures, duties and powers as outlined in Schedule "C"; and
  - (b) user or other rates shall not be charged, either directly or indirectly, for the use of Sports Fields or Recreation Services to residents of another Participating Area in excess of rates payable by or on terms other than those offered to residents of the Participating Area in which the Sports Fields are located or the Recreation Services are provided.
- 9.2 Nanaimo and the Regional District Areas shall consult with each other with respect to the planning and co-ordination of future Sports Field and Recreation Facility development.

## 10.0 MISCELLANEOUS

### 10.1 Waivers

The failure at any time of either party to enforce any of the provisions of this Agreement or to require at any time performance by the other party of any such provision shall not constitute or be construed to constitute a waiver of such provision, nor in any way to affect the validity of this Agreement or any parts thereof, or the right of either party thereafter to enforce each and every provision of this Agreement.

### 10.2 Statutory Powers

Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by Nanaimo, Lantzville or the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

10.3 Modification

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of both parties.

10.4 Assignment

No assignment of this Agreement shall be made by either party without the written consent of the other. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

10.5 Survival

The articles, sections, subsections and paragraphs providing for the limitation of, waiver of, or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.

10.6 Notice

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2  
Attention: General Manager, Recreation and Parks Services

City of Nanaimo  
455 Wallace Street  
Nanaimo, BC V9R 5J6  
Attention: City Clerk

or to such other address or addresses as may from time to time be provided in writing by the parties hereto. If there shall be, between the time of mailing and the actual receipt of a notice, a mail strike, slow down or other labour dispute which might affect the delivery of that notice by the mails, then the notice shall only be affected if actually received by the person to whom it was mailed.

10.7 Independent Contractor

Where a party to this Agreement (hereinafter called the "**Supplying Party**") provides Sports Field Services to another party to this Agreement (herein after called the "**Receiving Party**"), the Supplying Party shall be deemed to be an independent contractor and not the agent of the Receiving Party. Any and all agents, servants or employees of the Supplying Party or other persons, while engaged in the performance of any work or services required to be performed by one of the under this Agreement, shall not be considered employees of the Receiving Party and any and all claims that may or might arise on behalf of the Supplying Party, their agents, servants or employees as a consequence of any act or omission on behalf of the Supplying Party, its agents, servants, employees or other person, shall not be the obligation or responsibility of the

Receiving Party. The Receiving Party, their agents, servants or employees, respectively, shall be entitled to none of the rights, privileges or benefits of employees of the Supplying Party except as otherwise may be stated in this Agreement.

10.8 Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior written or unwritten negotiations, understandings and agreements.

10.9 Arbitration

All disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of either party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the Commercial Arbitration Act (British Columbia). The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

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

The Corporate Seal of the  
**REGIONAL DISTRICT OF NANAIMO**  
was hereto affixed in the presence

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Officer Responsible for Corporate  
Administration

The Corporate Seal of the  
**CITY OF NANAIMO**  
was hereto affixed in the presence  
of its authorized signatories:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager, Legislative Services

## **SCHEDULE "A"**

### **Costs of Sports Field Operation and Maintenance**

Labour - includes wages and benefits;

Equipment - means all equipment involved in the maintenance or operation of Sports Fields, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with standard municipal accounting practices;

Materials - means all materials required to maintain and operate Sports Fields, including grass seed and fertilizer;

Field Houses - means change room and washroom facilities at each park and includes facility costs (cleaning, supplies, lighting, heating, etc.)

Water - means costs related to the irrigation of Sports Fields;

Electricity - for the operation of field lights at Sports Fields which are illuminated;

Fleet Maintenance - means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Sports Fields, including depreciation calculated in accordance with standard municipal accounting practices;

Vandalism - means annual costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection - means collection of litter from Sports Fields;

Departmental Overhead - means the following administrative costs attributable to Sports Fields operation and maintenance:

- salaries of parks maintenance administrative staff
- staff training
- staff meetings
- costs related to operation of parks works yard
- other miscellaneous costs incidental to Sports Fields (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs attributed to Sports Field Operation and Maintenance do not include the construction of structures or improvements.

## **SCHEDULE "B"**

### **Beban Park, Bowen Park, Civic Arena, Nanaimo Aquatic Centre and Nanaimo Ice Centre Costs of Operation and Maintenance**

Facilities – means all buildings, structures, swimming pools, arenas, play fields, etc. located at Bowen Park, Beban Park or the Nanaimo Aquatic Centre.

Labour – includes wages and benefits;

Equipment – means all equipment involved in the maintenance or operation of the Facilities, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with Nanaimo's usual accounting practices;

Materials – means all materials required to maintain and operate the Facilities;

Utilities – means all utility costs required to operate the Facilities including, but not limited to: telephones, water fees, sewer fees, electricity, gas and oil.

Building Maintenance – means all costs that are required to maintain the Facilities in good operating condition, e.g. painting, flooring, HVAC, plumbing and electrical repairs, security, janitorial supplies;

Fleet Maintenance – means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Nanaimo Recreation Facilities, including depreciation calculated in accordance with Nanaimo's usual accounting practices;

Vandalism – means costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection – means collection of garbage from the Facilities;

Program Costs – means those costs incurred for the provision of recreational programs to the public at the Facilities. Costs may include contract staff and recreation supplies.

Departmental Overhead – means the following administrative costs of the Parks and Recreation Service of the City of Nanaimo attributable to the operation and maintenance of the Facilities;

- Salaries of parks and recreation administrative staff
- Staff training
- Staff meetings
- Costs related to the operation of the parks works yard
- Other miscellaneous costs incidental to the Nanaimo Recreation Facilities Service (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs of Sports Field Operation and Maintenance do not include construction of structures or improvements.

**SCHEDULE "C"**

**Composition, Procedures, Duties and Powers of  
Parks, Recreation and Culture Commission**

**"PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020"**

*Consolidated Version*

2011-FEB-15

Includes Amendments: 7020.01, 7020.02, 7020.03

CITY OF NANAIMO

BYLAW NO. 7020

A BYLAW TO ESTABLISH A PARKS, RECREATION AND CULTURE COMMISSION

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WHEREAS the Council of the City of Nanaimo may, pursuant to Section 143(1) of the *Community Charter*, establish Commissions;

WHEREAS the Council of the City of Nanaimo has deemed it appropriate to establish a Parks, Recreation and Culture Commission;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020".

PART I - GENERAL

2. Interpretation

In this Bylaw unless the context requires otherwise:

"Director of Parks, Recreation and Culture"	means the person duly appointed as such from time to time, and includes any person appointed or designated by the Director to act on their behalf.
"Member"	means a member of the Parks, Recreation and Culture Commission.
"Council"	means the City Council of the City of Nanaimo.
"Commission"	means the Parks, Recreation and Culture Commission.

3. The Role of the Commission

The role of the Commission is to provide policy advice to Council for the planning, development and the provision of City Parks, Recreation and Culture services and facilities.

4. Quorum

A quorum of the Commission shall be six (6) members; a quorum of the Parks Committee shall be three (3) members; a quorum of the Recreation Program and Facilities Committee shall be three (3) members; a quorum of the Cultural Committee shall be six (6) members.

5. Appointment of Members

The Commission shall consist of twelve (12) members, each appointed by Council as follows:

- (a) three (3) members of Council;
- (b) five (5) "at large" members who shall each be a resident of the City of Nanaimo;
- (c) one (1) member nominated from each of three (3) Electoral Areas of the Regional District of Nanaimo and one (1) member from the District of Lantzville who participate in the Nanaimo Recreation Centre function.

6. Terms of Appointment

- 6.1 All appointments to the Commission shall be for a term of three (3) years without remuneration.
- 6.2 The Mayor will appoint a member of Council as Chair. The Chair shall serve a three (3) year term, with successive terms at the pleasure of the Mayor. The other two Council representatives will serve on a rotating basis as Acting Chair in the absence of the Chair. (Bylaw 7020.01)
- 6.3 Every member shall continue to hold office until a successor is appointed.
- 6.4 Council may, by an affirmative vote of not less than two-thirds (2/3) of the Council members, remove a member of the Commission from office at any time.
- 6.5 Upon the resignation, the removal from office, or the death of any member during their term of office, Council shall appoint a successor in accordance with the provisions by which the vacating member was appointed.

7. Inaugural Meeting

7.1 The Commission shall meet for its Inaugural meeting, at 7:00 p.m. on the fourth Wednesday of April following the Municipal Election. (Bylaw 7020.03)

7.2 At the Inaugural meeting of the Commission, the members shall from amongst their number appoint, by resolution, persons to serve on the:

- (a) Parks Committee (5 Commission members)
- (b) Recreation Committee (5 Commission members)
- (c) Cultural Committee (4 Commission members)

and representatives to other Committees as deemed appropriate. (Bylaw 7020.02)

7.3 At the Inaugural meeting, or any regular meeting of the Commission, the Commission may appoint Committees as it deems necessary.

8. Notice of Regular Commission Meetings

8.1 On the Friday afternoon prior to a regular meeting of Commission, the Commission Secretary will have available for members to pick up at the Parks, Recreation and Culture administration office, a meeting agenda setting out all items for consideration.

8.2 At least 72 hours before a regular meeting of Commission, the Commission Secretary will post notice of the time, place and date of the meeting by way of posting an agenda at the Parks, Recreation and Culture administration office.

9. Location and Time of Regular Commission Meetings

9.1 Regular meetings of the Commission shall be held at least once (1) in each month excluding August and December, on the fourth Wednesday, at 7:00 p.m. in the Bowen Complex Conference Room, unless otherwise specified.

9.2 Prior to the beginning of each year, a tentative Commission meeting schedule shall be produced and posted at the Parks, Recreation and Culture administration office and on the City's website.

10. Attendance of Public at Meetings

10.1 Except where the provision of Section 90(1) or (2) of the *Community Charter* apply, all Commission meetings shall be open to the public.

10.2 Where the Commission wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 92(a) and (b) of the *Community Charter*.

## PART II – MEETINGS

### 11. The Chair

- 11.1 The Chair, when present, shall preside at all meetings of the Commission using Roberts Rules of Order to govern the meeting.
- 11.2 Where the Chair, or either Acting Chair, is not present at the time appointed for a meeting of Commission, the Commission shall by resolution appoint an Acting Chair for that meeting.
- 11.3 Every question submitted to a meeting shall be decided by a majority of the members present.

### 12. Delegations

- 12.1 All delegations requesting permission to appear before the Commission shall submit a written request, including a written synopsis clearly outlining their topic of concern.
- 12.2 Requests to appear as a delegation shall be submitted to the Commission Secretary by 1:00 p.m. on the Wednesday preceding the meeting for inclusion on the Commission agenda. These delegates will be allocated 10 minutes.
- 12.3 Requests to appear as a delegation received after 1:00 p.m. on the Wednesday, but prior to 1:00 p.m. on the Tuesday preceding the meeting, shall be included on the Late Correspondence Agenda, and allocated 10 minutes.

### 13. Correspondence

The deadline for the public to submit items to the Commission Secretary for inclusion on the Commission agenda shall be 1:00 p.m. on the Wednesday preceding the meeting. Items of correspondence received after that time will be included on the Late Correspondence Agenda.

### 14. Opening Procedures

- 14.1 Call Meeting to Order - At the hour set for a meeting to commence, and provided that a quorum is present, the Chair shall call the meeting to order.
- 14.2 Lack of Quorum - Should there be no quorum present within fifteen minutes after the time appointed for the meeting to commence, the Chair shall ask the Secretary to record the names of the members present and then adjourn the meeting.

15. Order of Business

15.1 The following headings and order of business shall be used:

- Presentations
- Adoption of Minutes
- Introduction of Late Items
- Adoption of Late Correspondence Agenda
- Receiving of Delegations
- Chairman's Report
- Receiving of Correspondence
- Reports of Standing Committees
- Director's Report
- Committee/Commission Representative Reports
- Items of General Information
- Unfinished Business
- Other Competent Business
- Media Question Period
- Public Question Period
- Establish Next Meeting Dates
- Adjournment

15.2 Notwithstanding the provisions under Section 15.1, it shall always be in order for the Commission to vary the order in which business on the Agenda shall be dealt with by a majority vote of the members present.

16. Special Meetings

16.1 A notice of the day, hour and place of a special meeting of the Commission, being a meeting other than a regular or adjourned meeting, shall be given at least 24 hours before the time of meeting by posting a copy of the notice at the regular Commission meeting place and by leaving one copy for each member of the Commission at the place to which they have directed notices to be sent. Notice may be waived by unanimous vote of all members of the Commission. Each copy of the notice shall be signed by the Chair or the Director of Parks, Recreation and Culture.

16.2 Any five (5) members of the Commission may, in writing, request the Chair to call a special meeting.

16.3 Where the Chair, within 24 hours after receiving the request, refuses or neglects to call the special meeting to be held within seven (7) days after they received the request, or where the Chair is absent, five (5) or more members of the Commission may call a special meeting and they shall sign the notice.

17. Minutes

- 17.1 Minutes of the proceedings of the Commission shall be legibly recorded in a minute book. The minutes shall be certified as correct by the Director of Parks, Recreation and Culture and signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted.
  - 17.2 The minutes shall be open for inspection by any person who may make copies and extracts at all reasonable times on payment each time of \$0.25 per page or as specifically provided for under Section 194(1)(c) of the *Community Charter*.
  - 17.3 Section 17.2 does not apply to minutes of a special meeting from which persons were excluded under Section 10.
18. Unless otherwise stated in this bylaw, "COUNCIL PROCEDURE BYLAW 2005 NO. 7007" and all amendments thereto shall apply to meetings of the Commission.

PART III – REPEAL

19. "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2002 NO. 5564" and all amendments thereto are hereby repealed.

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

**FROM: JEFF RITCHIE, SENIOR MANAGER OF PARKS**

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

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

### **PARK DEVELOPMENT AND SPECIAL PROJECTS**

- Two open houses regarding dog-off leash parks were held. Public feedback was provided for the 2010 pilot sites as well as additional locations for 2011. The findings will be reported to the Commission for evaluation. Current pilot off-leash sites were endorsed by Commission until 2011-APR-30.
- 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.
- The Harewood Centennial Park Improvement process has begun. Stakeholder meetings and open houses are planned for March 2011. Staff have also liaised with John Barsby School to solicit youth input into the project and incorporate the site into the overall school's vision.
- Temporary public art pieces for display in 2011 have been evaluated. Pieces are expected to be installed in the parks in May and remain on display for one full year.
- Staff continue 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.
- Work to improve the marketing of parks and trails through the online PARKS GO software is ongoing. Staff are meeting with IT in hopes that this program will be an easy to use online resource for the public with data about Nanaimo's parks, trails and facilities.
- Staff liaised with the Development Services Department to acquire parks and trails through new applications in the Cedar Road, Rutherford Road, and Uplands Road locations.

### **VOLUNTEERS IN PARKS**

- The playground equipment for Cariboo Park has been ordered. Fundraising is continuing and installation will happen in May/June 2011.
- Equipment for Salal Park has arrived and is in storage. It is expected that the playground will be installed in spring 2011 as weather permits.
- Residents of the Applegreen area are moving ahead on their park proposal and fundraising.
- Rockridge Park volunteers are continuing with their fundraising (beer and burger nights) for more park improvements in 2011.
- Staff are working with residents around Allison Way Park to clean up the urban forest and remove hazard trees and branches. More work will continue in spring 2011.

## **MAINTENANCE AND CONSTRUCTION**

- A new park information kiosk was installed at Neck Point Park.
- Water damage was discovered at the Beban Park Lions Pavilion. Park staff removed sections of the concrete surfacing on the balcony area and discovered major defects in the original construction methods. Repairs could include repair to the floor system, replacing siding and new membrane on the deck. Work will be completed with minimal disturbance to the building users.
- Renovations were done at the Bowen Complex which included removing the fireplace in the programmer's office to create an extra workspace and installing a door between the Directors office and the Secretary to the Director and Commission's office.
- A new overhead door was installed at the carpenter shop at the Parks Operations Yard.
- Renovations to the Cliff McNabb Arena Skate Shop are underway with Carpenter staff constructing new shelving, desks and countertops.

## **FACILITY OPERATIONS**

- Staff replaced two chlorine pump seals and impellers at Beban Park.
- A heating loop pump seal was replaced at the NAC.
- Staff fabricated two new stage carts for the Beban Social Centre.
- A new protective cage was constructed and installed for a hydraulic pump at Frank Crane Arena.
- The main air handling louvers were replaced at NAC.

## **TURF AND PARKS**

- Storage rooms 2, 4 and 5 at the Parks Operations Yard were completely cleaned out and re-organized.
- All fertilizer, lime and grass seed was moved from the Beban barn area to City Stores. This will be the permanent storage area for products of this nature.
- Maintenance of various City parking lots.

## **TRAILS**

- Staff completed trail work at Neck Point Park.
- Staff installed new trails in Beban Park large dog off-leash park.

## **HORTICULTURE**

- Staff pruned a total of 342 trees in various downtown parks, Beban Park and the Old City Quarter.
- Three new trees have been planted at Maffeo and Ardoon cul-de-sac.

## **UTILITY**

- New bases for the temporary art displays in Maffeo Sutton Park were manufactured and installed by staff.
- New wooden double doors were constructed and installed at the Parks Annex shops.
- A concrete picnic table was installed at Neck Point Park.
- Utility Staff painted the interior of their shops at the Parks Annex.
- Repairs to the water service were made at the May Bennett Park Concession.

## **URBAN FORESTRY**

- Four Tree Removal Permits were processed.
- The Tree Protection and Management Bylaw draft was sent to City Departments for review.
- Tree Inventory GIS work and mapping are complete for the time being.
- Work has been started on the information pamphlet for developers and homeowners on working in riparian zones and wetlands.
- Hazard tree removals as a consequence of snow and damage in early January complete is now complete.

## **PARKS AND OUTDOOR SPACES**

- All the particulars are ironed out for the Nanaimo Good Neighbour Dog Program.
- Improved relations with community organizations have allowed the City to Share Earth Day with NALT and open the lines of communication with the Morrell Nature Sanctuary Society.
- VIU students are helping with the planning and implementation of Earth Day.
- John Barsby School has a program called greenscapes and part of the program is combating invasive species in Colliery Dam. Staff are assisting them with training, knowledge and looking after disposal.
- The plans for Otus Knows Knowledge Quest Contest are completed.
- Staff sent the department Marketing Division a write-up on how the Program Bundling could be implemented.

**TRAIL COUNTS FOR NOVEMBER/DECEMBER 2010 & JANUARY 2011**

<b>Park Sites</b>	<b>November Daily Average</b>	<b>December Daily Average</b>	<b>January Daily Average</b>	<b>Peak Time Of Use</b>
Bowen Side Channel	116	104	112	2 pm – 3 pm
Westwood Lake Entrance (Vehicle Count)	260	239	223	3 pm – 4 pm
Oliver Woods Playground (Side Entrance)	54	49	46	3 pm – 4 pm
Oliver Woods Playground (Front Entrance)	67	64	60	3 pm – 4 pm
Pipers Spit	214	191	171	4 pm – 5 pm
Pipers Knoll	104	94	71	4 pm – 5 pm
Wellness Park	54	49	46	12 pm – 1 pm
Oliver Woods Trail	46	40	43	3 pm – 4 pm
Richards Marsh	43	38	41	10 am – 11 am
Third Street Park	168	149	153	2 pm – 3 pm
Neck Point Entrance (set for Vehicle count only)	147	138	129	1 pm – 2 pm
Neck Point (new trail)	201	193	166	11 am – 12 pm
Off-Leash Dog Park Little Dogs	64	57	52	3 pm – 4 pm
Off-Leash Dog Park Big Dogs (side)	87	75	67	3 pm – 4 pm
Off-Leash Dog Park Big Dogs (main)	104	90	75	3 pm – 4 pm

City of Nanaimo Animal Services Division-Park Report					
January 2011					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beban	2	3	1		
Bowen Park	8	22	1	2	8
Brannen Lake					
Colliery Dam	3	5	1		
Departure Bay					
Divers Lake	2	7			
Groveland Park	3	1			
Gyro # 1					
Gyro #2 (Haliburton)	1	0			
Harewood Centennial	3	2			1
Long Lake					
Maffeo Sutton	1	16			
Mansfield	2	0			
McGirr Sports Field					
May Richards Bennett	4	6	2		
Neck Point					
Pipers Lagoon					
Westwood Lake	3	18	1		
Harry Wipper Park					
Northfield Park	1	0			
Loudon Park	7	12			
Valley Oak Park	1	0			
Morning Side					
Saxter Park					
Lost Lake					
Robins					
Trofton	1	0			
Woodstream	1	0			
<b>TOTALS</b>	<b>43</b>	<b>92</b>	<b>6</b>	<b>2</b>	<b>9</b>

**VANDALISM REPORT FOR JANUARY, 2011**

**BUILDING AND ENGINEERING R&M**

- Graffiti removal and painting \$ 644.84

**COST \$ 644.84**

**MATERIALS AND SUPPLIES**

- Misc Supplies \$ 584.50

**COST \$ 584.50**

**LABOUR AND FLEET (City Vehicles)**

**COST \$2,601.03**

**TOTAL COST \$3,830.37**

Over 80 graffiti tags at Barsby Park. Other sites include; old museum, Mansfield Park, bridge at Westwood Lake, Waddington Park, Loudon Park and other locations.

2011-FEB-17  
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**REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION & CULTURE**  
**FROM: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION & CULTURE SERVICES**  
**RE: MONTHLY REPORT – JANUARY 2011 - RECREATION AND CULTURE SERVICES**

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***Program Highlights***

Nanaimo Harbour City Seniors Thursday Special Events averaged an attendance of almost 100 per event. Van trips have had a decline in registrations which prompted a decrease in trips in February and March. New advertising efforts are being made to boost numbers.

15 new programs have been added at Beban Social Centre for the spring/summer season. These programs will help fill the void that was left when Oliver Woods Community Centre (OWCC) opened. 12 new programs have been added in South Nanaimo.

Although there was been a slight decrease in attendance in 2010, pottery drop-in participants have increased steadily with 490 attending in 2007, to 829 attending in 2010. Many pottery classes are full and a new instructor has been hired to accommodate some of the overflow. School bookings continue to be popular.

There are now Weight Room Attendants working regular shifts in both the Beban Pool and NAC fitness gyms. The Attendants are gathering public feedback, with several improvements having been made as a result. The Attendants also conducted 30 hours of PR&C personal training sessions in January. The issue of independent personal trainers using City facilities is being considered to determine what controls need to be in place.

***Professional Development***

Chris Robinson took on the role of Business Services Supervisor on 2011-JAN-17.

New Recreation Coordinator Heather Bailey started 2011-JAN-17. Many of the Social Centre team spent time training her during her first week so she is now up and running and is fitting in very well. She spent a good part of January meeting with existing program instructors, doing facility tours, and making new contacts.

All staff participated in a province-wide earthquake drill on 2011-JAN-26.

***Marketing***

Marketing projects included:

- Activity Guide development,
- Dog-off Leash messaging and marketing.
- Finished and circulated 2011 Marketing Plan to department.

Communications projects included:

- Monitoring/Contributing to City Facebook page and Twitter - now at 3,136 Facebook fans and over 1,224 followers on Twitter.
- Foursquare Check-ins totalled: NAC – 5; Beban – 10; OWCC – 5; Bowen – 8; and, NIC – 8.
- Completed and distributed department wide communication calendar for 2011.

- Completed February/March e-newsletter; worked on e-newsletter submission option with Ross Collicutt in IT.
- Supplied information for the HR employee newsletter.
- Compiled and posted Aquatics Customer Satisfaction Surveys.

Media promotions and/or releases included;

- News Bulletin monthly feature article - feature instructor: Will Wegenast.
- Press releases: Dog Parks; Activity Guide Photo Contest; Lifesaving Showcase; Weight Room Attendants.

Spring/Summer Activity Guide will begin distribution 2011-MAR-03.

### ***Special Events***

- **Canada Day:** The first planning meeting was held 2010-FEB-03.
- **Picnic in the Park:** This event is scheduled for 2011-FEB-26. Posters have been completed by Rick Dawson at Three-O-Nine Graphic Design.
- **HealthAmongUs:** Staff have met with School District 68 to discuss the event and the upcoming dates. All the registration dates have been decided and confirmed. Staff will meet every two weeks to begin planning activities and are working on collecting information from schools to possibly implement a new format for 2012.
- **Terry Fox:** Staff has contacted a local running club to see if they would be interested in taking on the run as event organizers.
- **YouTube Video Production:** Staff will meet with a group of LIT's to put together a series of You Tube videos to better utilize the department's social networking capabilities. We will also be working with Cam Scott from IT on this project. The goal is to focus on South End Facilities and programs.
- **Student Art Exhibit:** This event will take place at OWCC on Sunday, 2011-MAR-06. The Buzz Coffeehouse has returned as a sponsor and promotional material will be distributed next week.
- **Lifesaving Showcase:** This was a successful event with approximately 500 people in attendance. S.O.S. Scuba was on site offering "Discovery Scuba" demonstrations for anyone interested. There were many opportunities for the public to participate in a number of lifesaving activities.

### ***Community Development***

- The department is partnering with NALT to host an Earth Day Celebration on 2011-APR-16 at Bowen Park. Among other things the event will focus on public education on pesticide alternatives.
- Staff and the Greater Nanaimo Early Years Partnership attended a "dream" meeting in early January to create a vision and goals for the group, prioritize ongoing projects and to improve collaboration between the key members of the groups.
- Staff continues to work on a Good Neighbour Dog Program, the focus of which is to combat anti-dog sentiments. Dogs will be trained and evaluated on demonstrating good manners at home and in public places. Graduate dogs will be awarded a distinctive scarf.

## January Statistics

### Front Desk:

	2011	2010	Difference
<b>Numbers</b>			
Registrations	3,483	3,210	273
FITT Passes	390	359	31
Economy Tickets	13,166	13,383	-217
<b>TOTAL:</b>	<b>17,039</b>	<b>16,952</b>	<b>87</b>
<b>Sales</b>			
Registrations	\$165,973	\$125,861	\$40,112
FITT Passes	68,795	67,773	1,022
Economy Tickets	48,802	49,373	-571
<b>TOTAL:</b>	<b>\$283,570</b>	<b>\$243,007</b>	<b>\$40,563</b>

RECEIPTS	
2011	2010
\$652,530	\$546,228

### Arenas:

	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	180.75	184.50	5,516	5,770
Lessons: Department programs and Schools:	182.00	194.85	3,805	3,102
League Rentals:	799.25	854.40	35,892	47,801
Other/Casual:	211.50	174.00	6,956	5,308
<b>TOTAL:</b>	<b>1,373.50</b>	<b>1407.75</b>	<b>52,169</b>	<b>61,981</b>

#### Hours:

FCA –	331.25
NIC 1 –	246.50
NIC 2 –	367.00
CMM –	328.75
<b>Total –</b>	<b>1,373.50</b>

#### Attendance:

FCA –	19,361
NIC 1 –	11,345
NIC 2 –	11,471
CMM –	9,917
<b>Total –</b>	<b>52,169</b>

### Aquatics:

	Attendance	
	Current Month	Last Year
Public Admissions:	50,807	51,949
Rentals, Schools:	3,942	4,040
Lessons:	645	651
Clubs:	3,524	3,438
<b>TOTAL:</b>	<b>58,918</b>	<b>60,078</b>

### Nanaimo Harbour City Seniors Program Memberships:

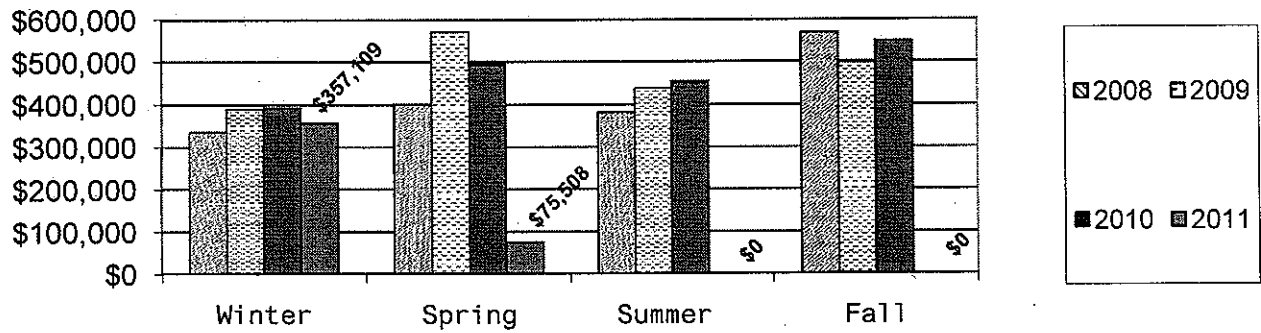
402 Memberships sold in January 2011*	402 Memberships sold since 2011-JAN-01.*
405 Memberships sold in January 2010	1,029 Memberships sold from Jan 1-Dec 31, 2010
	1,768 Memberships sold from Jan 1-Dec 31, 2009

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

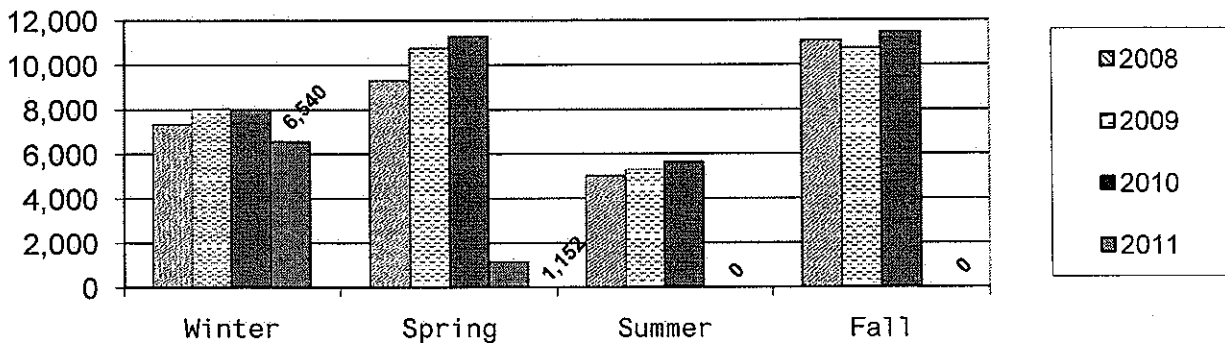
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## 2008 to 2010 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**



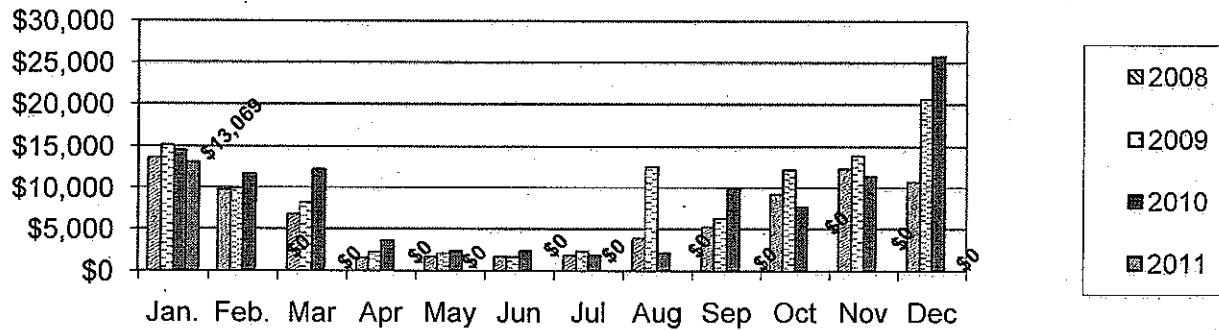
**Program Registrations\***



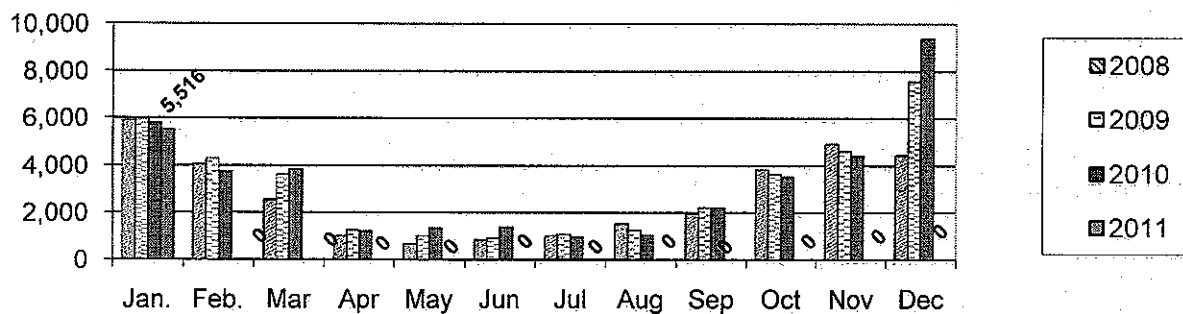
## Summary of Recreation And Culture Services - January 2011

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

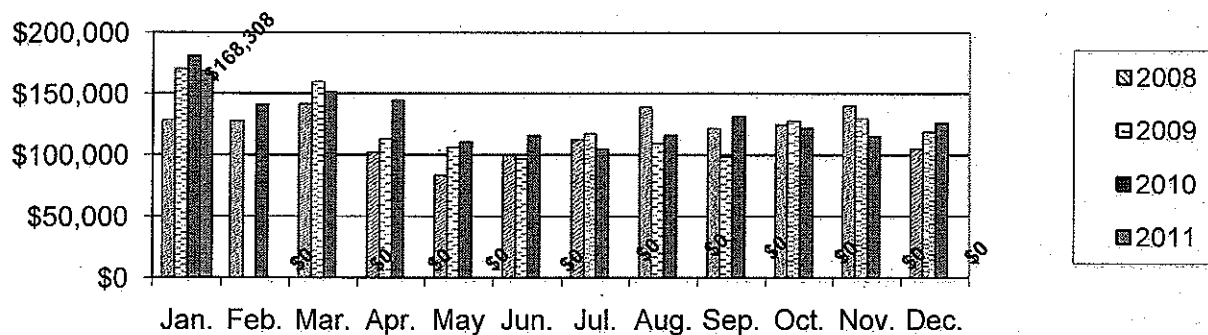
### Arena Public Skate Revenue



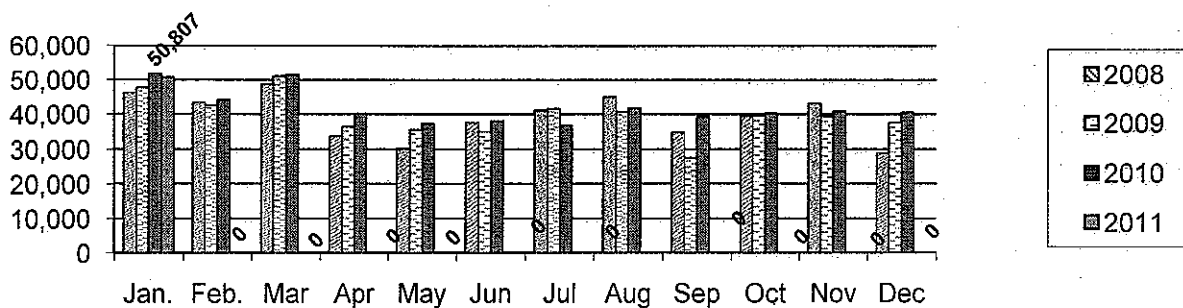
### Arena Public Skate Admissions

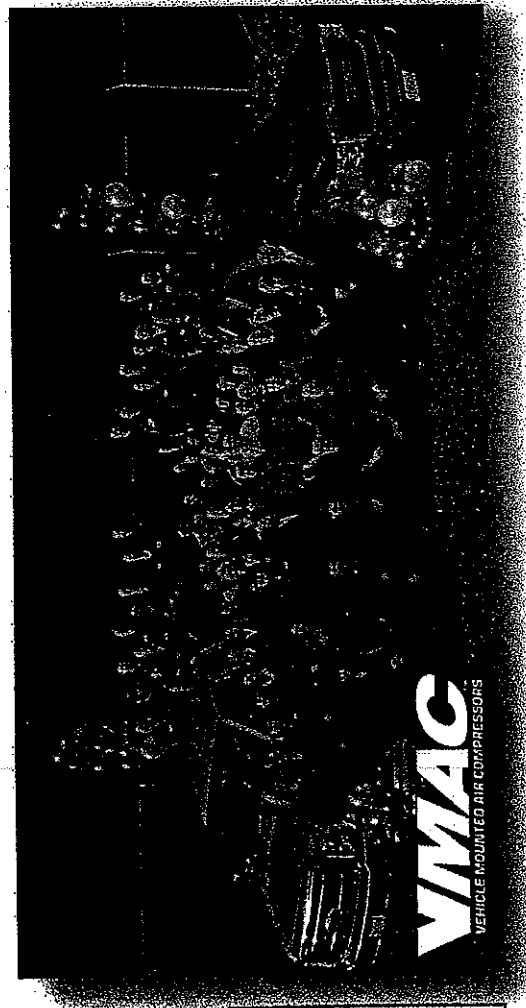


### Aquatic and Fitness Gym Revenue



### Aquatic and Fitness Gym Public Admissions



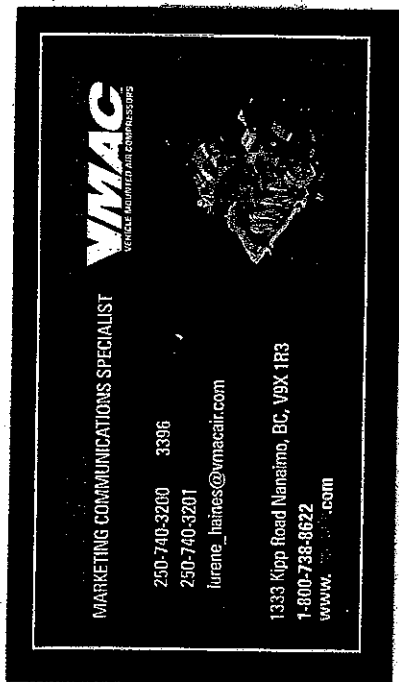


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FEB 07 2011

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

*Thank you...*



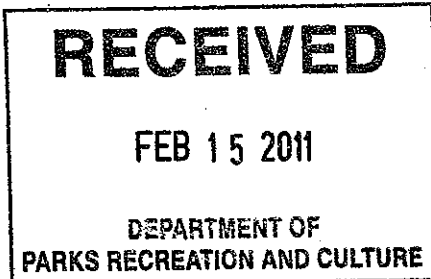
Gary-

Thanks so much for the opportunity to sponsor the Winter Wonderland Ice Rental. VMAC was very proud to be part of this terrific community program, and our coworkers were thrilled with the one-hour skate included in our Silver Sponsorship. We had quite a good turnout & heard that many of our folks came back for the regular Skates, too!

We look forward to repeating our Sponsorship again next year, so be sure to call us again as soon as you start your planning! Lurene Haines

February 14, 2011

Richard Harding, Director Parks, Recreation and Culture  
and City of Nanaimo Parks, Recreation and Culture Commission Members  
City of Nanaimo  
500 Bowen Road  
Nanaimo, BC V9R 1Z7



Dear Mr. Harding and Commission Members,

**RE: PROPOSED CELL TOWER ADJACENT TO NECK POINT PARK**

I recently learned that Telus has made an application to erect a cellular tower on the RDN property at 4600 Hammond Bay Road, which lies immediately behind Neck Point Park. The proposed tower will be a maximum of 140 feet high, in addition to the elevation of the land it is to be built upon and will be located a few hundred meters from the boundary of Neck Point Park. This has me concerned for a number of reasons.

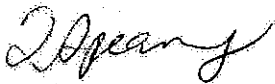
- 1) The placement of a 140+ foot cellular tower, no matter how vaguely disguised, would detract from the natural beauty of what Citizens of Nanaimo are calling Nanaimo's premier oceanfront park. Indeed, the City of Nanaimo's own literature, including the Nanaimo Community Profile published by the City of Nanaimo Economic Development Office (2009) demonstrates the value that this scenic natural park has for the City of Nanaimo. This profile states that Nanaimo has 200 parks, but only goes on to describe the attributes of one particular park: Neck Point.
- 2) In addition to having this visual blight detract from the natural scenic beauty of Neck Point Park, there are environmental, health and wildlife concerns. The proposed location for the cellular tower is atop a Rocky Outcrop. According to the Neck point Master Plan, this type of ecosystem is "Provincially designated as Environmentally Sensitive and is vulnerable to damage from expected human activities". I believe that erecting a 140+ foot cell tower on top of this sensitive habitat will cause permanent damage.
- 3) The potential impacts to human health after long-term exposure to RF Radiation are emerging in recent years. Canadian as well as international studies, peer-reviewed journal articles, radio and film documentaries are forming a picture that will serve to educate us all on the safe use of wireless technology. "Symptoms include headache, fatigue, sleeplessness, dizziness, changes in brainwave activity, and impairment of concentration and memory. Scientists report that these effects can occur with even very small levels of exposure, if it occurs on a daily basis. Children in particular are vulnerable to harm from environmental exposures." (Bioinitiative Report).
- 4) The number of citizens and tourists who enjoy Neck Point Park for daily walks, as well as weddings, picnics and family gatherings is growing each year. If this cell tower is built in such close proximity to Neck Point Park, how are people to fully enjoy their experience in this "quiet waterfront park which offers opportunities to enjoy and appreciate natural site features" while being towered over by a 140+ foot monopole tower, thinly disguised as a non-native pine tree?

Reading your report I found that it states that "a total of 128 bird species (including a number of Red/Blue/Yellow-Listed bird species) are likely to occur in the park, including roughly 75+ terrestrial species, 30+ waterfowl species, and 20+ shorebird species. This variety of species amounts to approximately 61% of the species that regularly occur in the Nanaimo area, which reflects the richness and wide diversity of habitat types present in the park. A total of 21 terrestrial mammal species are likely to occur in the Park, amounting to roughly 80% of the species that occur in the Nanaimo area." According to one German study by Hecht and Savoley "animals and plants are also very negatively influenced by this high-frequency electromagnetic radiation." In December 2010 Canada's House of Commons released a report on "potential negative health

outcomes as a result of exposure to electromagnetic radiation". This report contains expert witness testimony on health impacts to human, mammalian and insect (including bee) populations. With the rich diversity of plants, animals and birds in Neck Point Park, many of which likely use the RDN property at 4600 Hammond Bay Road as a wildlife corridor to access the park, it would be irresponsible to allow a cellular tower to be erected in this location.

As a resident living nearby who has spent many days with my children enjoying the beauty of Neck Point Park, I along with my friends and neighbours need your help. For the sake of our parks, wildlife and children, we as a community cannot allow this tower to go up in this location and need to find alternative choices. I urge you as Parks, Recreation and Commission members, who are charged with the stewardship of Neck Point Park, to take up discussions with the RDN Board of Directors to ensure that Telus application is not approved on the property at 4600 Hammond Bay Road. Thank you for your time and consideration in this very important matter. I can be reached at 250-760-0331 to discuss how we can work together on resolving this issue.

Sincerely,



Tricia Spearing

cc: Dr. James Lunney, MP Nanaimo-Alberni  
Hon. John Ruttan, Mayor, City of Nanaimo  
Regional District of Nanaimo Board of Directors

**From:** Tricia Spearing [<mailto:tricia@spearing.ca>]

**Sent:** Tuesday, February 15, 2011 4:53 PM

**To:** Merv Unger; Loyd Sherry; Jim Kipp; Diana Johnstone; Bill Bestwick; Mayor John Ruttan; [colinhaime@shaw.ca](mailto:colinhaime@shaw.ca); [mayor@qualicumbeach.com](mailto:mayor@qualicumbeach.com); [janetmarc@shaw.ca](mailto:janetmarc@shaw.ca); [dwbartram@shaw.ca](mailto:dwbartram@shaw.ca); [lwb@shaw.ca](mailto:lwb@shaw.ca); [gholme@shaw.ca](mailto:gholme@shaw.ca); [maureen\\_young@shaw.ca](mailto:maureen_young@shaw.ca); [giselerudischer@gmail.com](mailto:giselerudischer@gmail.com); [quaillanding@shaw.ca](mailto:quaillanding@shaw.ca); Bill Holdom; [stanhope@shaw.ca](mailto:stanhope@shaw.ca)

**Subject:** CC of Letter to Director and Nanaimo Parks Recreation and Culture Commission Members

Dear RDN Board Members,

I am enclosing, for your information and interest, a letter which I have written to the Parks, Recreation and Culture Commission City of Nanaimo. I would like to voice my concern over the RDN Board of Directors agreement to allow Telus to move ahead with their consultation process with the goal of erecting a cell tower at the property at 4600 Hammond Bay Road. As you know, this RDN property lies in close proximity to one of Nanaimo's premier waterfront parks and erecting a 140+ foot cell tower at this particular location would have direct impacts on parks users, neighbourhood citizens and the diverse wildlife which use this property as a migration corridor. I also see a direct conflict with the goals of the Neck Point Park Master Plan 2010, which I describe in the attached letter.

Thank you for your consideration in this matter and for working with Telus to seek out alternate locations that don't have such long term and potentially devastating consequences.

Sincerely,

Tricia Spearing

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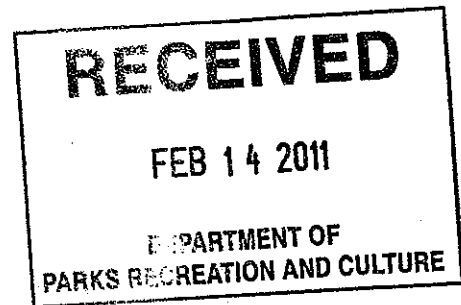
MINUTES OF BOARD OF DIRECTORS' MEETING - NANAIMO HARBOUR CITY SENIORSFebruary 4<sup>th</sup>, 2011In Attendance:

President Lynda Avis in the Chair, Jane Adkins, Ashely Hughes, Sally Monteith, Bob Davies, Colleen Evans, Pat Foley, Michele Duerksen, Ali Kerpan, Guest Members - Betty Bush, Diana Roufousse, Grace Tickson, Inez Baichu.

Regrets: Hale Yardley, Miriam Peacock.

Call to Order

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

Changes/Additions to the Agenda

- 1) Cribbage at Oliver Woods
- 2) Van Trips

Adoption of Agenda

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

Delegations

- 1) Betty Bush, on behalf of the crib players, spoke to the Board re having crib at Oliver Woods Centre. Michele said that as she is the programmer, she will look into this and get back to Betty.
- 2) Inez Baichu spoke to the Board re concerns about dwindling interest in van trips and questioned why the prices have almost doubled since 2009. As a result of this price increase, a lot of seniors can no longer afford to go on the trips. Michele spoke on the subject and expressed how disheartening it is to have to cancel trips. She said it appears to be better this month and that some trips will go ahead even if the van is only half full. Michele said she will work out some figures on what it actually costs to operate the vans and will bring this information to the next meeting. Bob asked if the City or some other organization could be asked to sponsor the van, but Michele said this is not possible as it would be in competition with private businesses. Lynda thanked the delegation for bringing their concerns to the Board.

Minutes of Last Meeting

M/S/C That the minutes of the January 7<sup>th</sup>, 2011 meeting be adopted as amended.

**Business Arising from the Minutes**

- 1) Update of New Horizons for Seniors Grant Application - Lynda said a very good meeting was held on January 27<sup>th</sup> and that another meeting will be held in the near future. Ali suggested a title for the proposed workshop to be "Senior Crime Stoppers".
- 2) NHCS Christmas Dinner Dance - After much discussion, it was decided that this event will be held this year on Friday afternoon, December 9<sup>th</sup> in the Bowen Auditorium and will comprise a traditional Christmas Dinner and entertainment. It was generally felt the change to a weekday afternoon would be beneficial as many seniors are unwilling to drive in the evenings, and in addition the Handidart would be available. Michele said the price point is an issue and so the price will be kept as low as possible.

**Correspondence**

- 1) A response was received from David Burns via email thanking the Board for their Letter of Appreciation.
- 2) Secretary also has written a letter to Inge von Stackelberg of the NHCS Crafty Workers expressing the Board's appreciation of their work in raising funds.
- 3) A letter was received from BC Registered Charities asking for the complete 2009-2010 financial statements.

**Financial Report**

Treasurer Anne Smith reported a cheque for \$789.00 was submitted to the NHCS Chorus representing one-half of the total cost of the keyboard purchased. She also stated she will be submitting an application for this year's 50/50 licence.

**COMMITTEE REPORTS:**

**Program**

Lynda advised that the venue of the Maritime Medley scheduled for March has been moved to the lounge at the Beban Social Centre in view of the large number of interested seniors. Colleen reported on her progress re caterers, entertainment, etc. It was noted that transportation could be a problem in that the event is on a Saturday.

**Publicity**

Sally said she would make up a poster for the Maritime Medley. Proofing of the newsletter is going well. Anne gave her a form to be used for 50/50 ticket sales. Bob volunteered to do the 50/50 on February 17<sup>th</sup> as Sally will be away.

City Seniors Coordinator

- NHCS memberships sold in January 2011 – 402
- 3 van trips in January, and several cancelled due to a seemingly lack of interest.
- Thursday afternoon events were reasonably well-attended, with the Rabbie Burns event having the most attendance at 120.
- There were 24 program starts in January, with Exercise and Fitness being the most popular.
- The NHCS Photography Club program has begun.

Michele distributed copies of a proposed Evaluation Form for 2011. Ashely volunteered to assist seniors who may need help in filling out the Evaluation.

Anne asked if the Evaluation Form could be included as an insert in the next newsletter. Michele said she would work on it as a one page (double-sided) form which could be included in the March newsletter.

New Business

- 1) Evaluation Form for NHCS Programs and Activities (*discussed under "City Seniors" Coordinator's report above*).
- 2) Kinsmen Heritage Seniors Dinner – event is scheduled for Saturday, February 26<sup>th</sup> at 5 p.m. at Bowen Complex and tickets are \$8.00 each. Question was asked if they could partner with the NHCS for our Christmas dinner.

Adjournment

Meeting adjourned at 10:30 a.m.

Next Meeting

Friday, March 4<sup>th</sup>, at 9 a.m. in the Board Room.

/pf

2011.02.10

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