

**AGENDA FOR THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
TO BE HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2010-SEP-22, COMMENCING AT 7:00 P.M.**

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1. **CALL THE REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

*(Motion required to adopt the Agenda.)*

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2010-JUL-28, at 7:00 p.m., in the Bowen Park Complex Conference Room.

*Pgs.*  
821-826

*(Motion required to adopt minutes of 2010-JUL-28 as circulated.)*

5. **PRESENTATIONS:**

- (a) Ms. Tanya Lebans, President, Friends of Nanaimo Jazz Society, 3135 Mexicana Road, Nanaimo, BC V9T 2W8, making a formal thank you presentation to Commission.

*Pg. 827*

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

*(Motion required to receive the delegations.)*

- (a) Ms. Camela Tang, Centre for the Arts Nanaimo, 5735 Malibu Terrace, Nanaimo, BC V9T 5Y8, providing the Parks, Recreation and Culture Commission an update on Centre for the Arts Nanaimo and Nanaimo Center Stage.

*Pg. 828*

**LATE DELEGATIONS: (5 MINUTES)**

*(Motion required to allow late delegations.)*

7. **CHAIRMAN'S REPORT:**

- (a) Appointment of additional representative from the Parks, Recreation and Culture Commission to serve on the Cultural Committee for a term to end on 2011-DEC-31.

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** Commissioner Sparkes to report on the meeting held 2010-SEP-09. Pgs.  
829-831

- (i) **City-Owned "Cinnabar Valley" Land.** (Pg.830)

*Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission support the development of a Property Management Strategy for the city-owned land, Plecas Road, Electoral Area C.*

*(Motion required to adopt recommendation.)*

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

- (c) **Cultural Committee.** Commissioner Pattje to report on the meeting held 2010-SEP-08. Pgs.  
832-838

- (i) **Resignations from the Cultural Committee.** (Pgs. 835-836)

*Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission receive the correspondence from Ms. D. R. George McGladrey dated 2010-AUG-11; the correspondence from Ms. Lynne Fraser dated 2010-AUG-11; and the correspondence from Chair Eveline O'Rourke dated 2010-AUG-02.*

*(Motion required to adopt recommendation.)*

- (ii) **Public Art Partnership.** (Pgs.  
833,836-837)

*Cultural Committee's Recommendation: 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:*

- a. Budget for temporary public art for 2011/12 to remain the same as 2010/11;
- b. 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);
- c. RFP to be modified to reflect standardized installation requirements developed by PR&C staff;
- d. Specific locations (including possible additional locations) to be determined by PR&C staff in consultation with the Gallery;
- e. The installation period will now be for one year from May, 2011, to May, 2012;
- f. Next RFP issued on 2011-NOV-01 for work to be installed in May, 2012;
- g. Next auction to be held in May, 2012.

*(Motion required to adopt recommendation.)*

(iii) Vancouver Island Symphony Line Item Funding Request.

(Pgs. 834,837)

Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission request that the Vancouver Island Symphony submit their request for approval of \$25,000 as a budget line item to the City of Nanaimo 2012 Budget.

(Motion required to adopt recommendation.)

(d) Grants Advisory Committee. Commissioner Burnett to report on the meetings held since 2010-JUL-28.

(e) Plan Nanaimo Advisory Committee. Commissioner Lance to report on the meetings held since 2010-JUL-28.

(f) Social Planning Advisory Committee. Commissioner Cowling to report on the meetings held since 2010-JUL-28.

(g) Port Theatre. Monthly reports for July and August, 2010.

Pgs.  
839-844

(h) Nanaimo Art Gallery. Monthly report for July and August, 2010.

Pgs.  
845-846

(i) Nanaimo Museum. Report for the period July 10–September 10, 2010.

Pgs.  
847-848

(Motion to receive all Advisory Body reports.)

9. **STAFF REPORTS:**

(a) Travel Assistance Application from the Nanaimo Blind Bowls.

Pgs.  
849-851

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

(Motion required to adopt recommendation.)

(b) Parks, Recreation & Culture Financial Plan 2010-2014:

Pgs.  
852-868

(i) Appendix A – 2011 – 2015 Draft Provisional Capital Plan;

(ii) Appendix B – Park Development Cost Charges Reserve;

(iii) Appendix C – Facility Development Reserve Fund;

(iv) Appendix D – Net Operating Budget Summary;

(v) Appendix E – 2011 Draft Provisional Operating Budget;

(vi) Appendix F – 2011 Draft Provisional Operating Projects Summary.

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council support the Parks, Recreation and Culture Department's 2011-2015 Financial Plan.

(Motion required to adopt recommendation.)

(c) **Cultural Committee Mandate and Structure.**

Pgs.  
869-872

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

1. the current Cultural Committee appointments be extended until the end of the term (2011-DEC-31);
2. the following new criteria and process for appointments to the Cultural Committee be approved:
  - (i) New criteria for appointment to the Cultural Committee:

Consideration will be given to applicants who:

    - a. Are residents of Nanaimo;
    - b. Have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field; and,
    - c. Have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.
  - (ii) New process for appointment to the Cultural Committee:
    - a. Term of appointments will coincide with civic elections; and,
    - b. Applications will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC.

*(Motion required to adopt recommendation.)*

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

- (a) Monthly Report – July and August 2010 – Senior Manager of Parks.

Pgs.  
873-878

- (b) Monthly Report – Senior Manager of Recreation and Culture Services.

Pgs.  
879-883

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

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

**CORRESPONDENCE:** (Information Only.)

- (a) Letter dated 2010-AUG-12 to Ms. Elizabeth Williams, Manager of Tourism Services, from Mr. Jesse Honkanen, Manager, Wheatsheaf Fastball Club, 2657 Labieux Road, Nanaimo, BC V9T 3N3, thanking the City of Nanaimo for the Grant received in 2010.

Pg. 884

- (b) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2010-SEP-10.

Pgs.  
885-887

*(Motion required to receive all Correspondence.)*

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

- (a) Ms. Camela Tang, Centre for the Arts Nanaimo.

15. **UNFINISHED BUSINESS:**

- (a) Advertising Signage at May Bennett Park (referred to Parks Committee).  
(b) Cinnabar Valley Parkland Request (referred to Parks Committee).  
(c) Vancouver Island Symphony Line Item Funding Request (referred to Cultural Committee).

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

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**

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

COMMISSION	Wednesday, 2010-OCT-27; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2010-OCT-06; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2010-OCT-13; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2010-OCT-14; 5:00 p.m. – if required Bowen Park Complex Conference Room


1.

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

DATE: Wednesday, 2010-SEP-22  
LOCATION: Bowen Park Complex Conference Room  
TIME: Immediately following the regular Commission meeting

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality;



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Richard Harding, Director,  
Parks, Recreation and Culture.

**MINUTES OF THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
ON WEDNESDAY, 2010-JUL-28, COMMENCING AT 7:00 P.M.**

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**PRESENT:** Commissioner L. McNabb, Chair

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

**Regrets:** Commissioner J. Cowling

**Staff:** R. Harding  
M. Smith  
D. Osborne  
R. Ritchie  
R. Tweed, recording

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

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

**2. INTRODUCTION OF LATE ITEMS:**

- Amend Item 6(a): Ms. Holmes will be providing a powerpoint presentation.
- Add Item 9(c): Staff Report - Travel Assistance Application From Nanaimo Canoe & Kayak Club.
- Add Item 11(c): Correspondence from Friends of Nanaimo Jazz Society.

**3. ADOPTION OF AGENDA:**

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

**4. ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2010-JUN-23 at 7:00 p.m. in the Bowen Park Complex Conference Room.

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

5. PRESENTATIONS:

Mr. Terry Ryan, on behalf of the Nanaimo Ebttides Masters Swim Club, making a presentation to the Parks, Recreation and Culture Commission in appreciation for all their help with the Canadian Masters Long Course Swimming Championships which were held in 2010-MAY-21 to 2010-MAY-24.

Mr. Steve Ricketts, Treasurer, and Nancy Ryan, Meet Manager also attended.

Mr. Ryan was appreciative of the funding assistance and advised how the event went. 600 swimmers, 200 plus volunteers, 92 records – provincial and national, were set, 5 world records were set. The Swim Club wanted to thank PRCC and all staff that went above and beyond to make this event a success. They also wished to thank the City for putting the new clock in as it enabled them to have a meet of this calibre. "Nanaimo has set a new standard of excellence." Mr. Ryan, on behalf of the Nanaimo Ebttides Masters Swim Club, presented a souvenir program, a plaque and a cheque in the amount of \$10,000 to the City of Nanaimo. The cheque is as a result of the profit from the meet – the City took a leap of faith and it is only right that the Swim Club give back to the community.

Commissioner Meunier requested that staff issue a press release with regard to the success of the event and the contribution back to the City by the Swim Club.

6. DELEGATIONS:

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

- (a) Ms. Marget C. Holmes, Executive Director, Vancouver Island Symphony, 150 Commercial Street, Nanaimo, BC V9R 5L9, providing a power point presentation and requesting that the Parks, Recreation and Culture Commission consider the Vancouver Island Symphony as a budget line in the 2011 City Budget.

Ms. Holmes advised that costs of operating the Vancouver Island Symphony have risen and provided a detailed break down of all costs associated with the Symphony. On behalf of the Symphony she requested that the Parks, Recreation and Culture Commission recommend that Council approve adding an additional \$25,000 in funding as a line item to the 2011 City of Nanaimo budget to assist with providing this cultural facet in the City.

7. CHAIRMAN'S REPORT:

- (a) Sewer break at Departure Bay so beach is closed just now until repaired. There were still swimmers in the water despite the signage. Staff had also visited the



beach area at approximately 5:00 p.m., and at that time, there were no swimmers in the water.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. No meeting held.
- (a) Recreation Committee. No meeting held.
- (c) Cultural Committee. Commissioner Lance reported on the meeting held 2010-JUL-07 on behalf of the Chair, Eveline O'Rourke.
- (d) Grants Advisory Committee. Commissioner Johnstone reported on the meetings held since 2010-JUN-23. The 7-10 Club requested funding in part for their meals program – the Committee approved a portion of the request; however, this needs to be endorsed by Council.
- (e) Plan Nanaimo Advisory Committee. Commissioner Lance reported on the meetings held since 2010-JUN-23. Update of Southend Community Plan and also the bylaws to bring into line the new OCP, looking at a re-zoning by Buttertubs Marsh – one of the main problems is dogs running off-leash. Staff manage public trails; however, animal control bylaws cannot be enforced unless the Ministry of Environment and BC Parks request that the City do so. At this time, the Ministry of Environment and BC Parks are controlling.
- (f) Social Planning Advisory Committee. Commissioner Cowling absent.
- (g) Port Theatre. Monthly report for June, 2010.
- (h) Nanaimo Art Gallery. Monthly report for June, 2010.
- (i) Nanaimo Museum. Monthly report for June/July, 2010. Commissioner Lance commented on the opening of the mine and the sports hall of fame – both successful.

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

9. STAFF REPORTS:

- (a) Third Party Liquor Operator Contract – Nanaimo Clippers.

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

- a) the Nanaimo Clippers operating the City of Nanaimo's Primary Liquor Licence 34396 (at Frank Crane Arena) as a Third Party Operator for a one-year trial period effective 2010-SEP-01 through 2011-AUG-31; and,
- b) the extension of liquor sales to include the upper mezzanine and Sections 1, 2 & 3 at the discretion of the Arena Manager.

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

(b) **Class E Liquor Reserve.**

Staff's Recommendation: That the Parks, Recreation and Culture Commission receive the Report.

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

(c) **Travel Assistance Application From Nanaimo Canoe & Kayak Club.**

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the application for a Travel Assistance Grant for the Nanaimo Canoe & Kayak Club in the amount of \$900.00. The application meets all of the grant criteria.

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

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

(a) **Senior Manager of Parks.** Monthly report for June, 2010.

- Neck Point Park Open House – tentative date of 2010-SEP-18.
- Rockridge VIP playground is in – next phase is underway.
- The Bastion is coming along nicely – if Commission members wish to tour, this can be arranged through Jeff Ritchie and Ian Blackwood.

(b) **Senior Manager of Recreation and Culture Services.** Monthly report for June, 2010.

- Commissioner Johnstone commented on the temporary art artificial palm trees in MacGregor Park. Temporary art has been a real success.
- Commissioner Meunier wanted to congratulate the Recreation Staff for the large number of LIT's this year.
- You Tube video uploaded, "Picnic in the Park" (the snow boarding competition held in Bowen in March).

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

11. CORRESPONDENCE: (Action Required.)

CORRESPONDENCE: (Information)

- (a) Letter dated 2010-JUN-28 to Mr. Larry McNabb, Chair, Parks, Recreation and Culture Commission, from Ms. Carmella Luvisotto, Band Teacher, Wellington Secondary School, 3135 Mexicana Road, Nanaimo, BC V9T 2W8, thanking Commission for the Travel Assistance Grant funding for the 2010 MusicFest Canada Competition in Ottawa.
- (b) Letter dated 2010-JUL-07 to the Parks, Recreation and Culture Commission from Ms. Odette Laramée, Manager, Nanaimo Arts Council, #259-4750 Rutherford Road, Nanaimo, BC V9T 4K6, providing their Events Grant Report for the Vancouver Island Short Film Festival 2010, and expressing their appreciation for the ongoing support.
- (c) Letter dated 2010-JUL-28 from Ms. Tanya Leban, President, and Mr. Randy Cormier, Treasurer, Friends of Nanaimo Jazz Society, c/o Band Room, Wellington Secondary School, 3135 Mexicana Road, Nanaimo, BC, V9T 2W8, providing the 2010 "A Jazz Affair" - Final Report and thanking the Committee and the Parks, Recreation and Culture Commission for their continued support of "A Jazz Affair".

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. Margot C. Holmes - Vancouver Island Symphony.

It was moved and seconded that the matter be referred to the Cultural Committee for review and reporting back to the Parks, Recreation and Culture Commission. The motion carried unanimously.

15. UNFINISHED BUSINESS:

- (a) Advertising Signage at May Bennett Park. (referred to Parks Committee)
- (b) Cinnabar Valley Parkland Request. (referred to Parks Committee)

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

16. QUESTION PERIOD:

17. ADJOURNMENT:

It was moved and seconded at 7:56 p.m. that the meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2010-SEP-22; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2010-SEP-01; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2010-SEP-08; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2010-SEP-09; 5:00 p.m. – if required Bowen Park Complex Conference Room

The motion carried unanimously.

CERTIFIED CORRECT:

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L. McNabb, Chair  
Parks, Recreation and Culture Commission

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R. Harding, Director  
Parks, Recreation and Culture

2010-JUL-29  
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PARKS, RECREATION AND CULTURE COMMISSION

**REQUEST TO APPEAR AS A DELEGATION**

ON 2010 - September - 22  
year month day

**RECEIVED**

JUL 06 2010

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

**NAME OF PERSON MAKING PRESENTATION:**

Tanya Lebans, president, Friends of Nanaimo Jazz Society plus student guests

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**ADDRESS:** 3135 Mexicana Road, Nanaimo, B.C. V9T 2W8

**PHONE:** 250-751 3696

**FAX:** 250- 758- 3352 attention: Carmella Luvisotto

**NAME OF APPLICANT IF OTHER THAN ABOVE**

**DETAILS OF PRESENTATION:**

**The Society will submit a report about the event in the month of July, however we would like to make a formal thank you presentation to the Commission.**

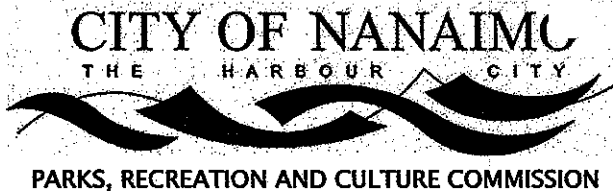
**We would like to include some of the students who benefit from the Society's efforts. To make this feasible, we were hoping to present to you in the Fall.**

**PLEASE NOTE**

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

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

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



## REQUEST TO APPEAR AS A DELEGATION

ON 2010 - SEPT. - 22  
year month day

# RECEIVED

SEP 14 2010

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

NAME OF PERSON MAKING PRESENTATION:

CAMELA TANG

Print

ADDRESS: 5735 MALIBU Tce NANAIMO B.C. V9T 5Y8  
street address City Province Postal Code

PHONE: 250 758 6860 250 753 6441 FAX: 250 753 6012  
home business

NAME OF APPLICANT IF OTHER THAN ABOVE: CVI CENTRE for THE ARTS - NANAIMO

### DETAILS OF PRESENTATION:

Update on CVI Centre for The Arts - Nanaimo and the buildings they manage, Nanaimo Arts Centre 150 Commercial St. and Nanaimo Centre Stage, 25 Victoria Rd. and the plans for the future.

(No equipment for presentation needed)

### PLEASE NOTE

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

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

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

828

**NOTES OF THE REGULAR PARKS COMMITTEE MEETING  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,  
ON THURSDAY, 2010-SEPT-09, COMMENCING AT 5:00 P.M.**

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**PRESENT:** Commissioner Barry Sparkes, Chair

**Members:** Commissioner Fred Pattje  
Commissioner Brent Meunier  
Commissioner Maureen Young

**Absent:** Commissioner Brian Dempsey

**Staff:** Jeff Ritchie Brenda Moore, Recording

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

(a) Meeting Notes of the Regular Parks Committee Meeting held Thursday, 2010-JUN-10, at 5:00 p.m. in the Bowen Park Complex Conference Room.

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

5. DELEGATIONS: (None.)

6. CHAIR'S REPORT: (None.)

7. REPORTS OF PROJECT COMMITTEES: (None.)

8. STAFF REPORTS:

(a) City-Owned "Cinnabar Valley" Land.

A discussion was held with regard to how much of the land should be used as parkland. The Committee would prefer to see some of the land preserved as a park as it is used as such by many citizens. The Committee would prefer the decision not be based solely in terms of dollars, and rather keep it as a park which is also a source of value to the City.

It was moved and seconded that the Parks Committee recommend that the Parks, Recreation and Culture Commission support the development of a Property Management Strategy for the city-owned land, Plecas Road, Electoral Area C.. The motion carried unanimously.

9. INFORMATION ONLY ITEMS (staff reports):

- (a) The Neck Point Park Open House will be held on 2010-SEP-18 from 10:00 a.m. to 2:00 p.m., on Finn Beach, rain or shine. Surveys are currently at our recreation facilities and will also be available at the open house. The purpose of the Open House will be to receive feedback regarding the trails, washrooms, vegetation, and dogs in the park.
- (b) The budget seminar for the Parks Committee will be held on 2010-SEPT-15.
- (c) Staff discussed the food service at Maffeo Sutton Park. There will be a permanent concession opening in 2012. The idea of additional food carts was discussed however there were problems in the past when there were three or four vendors.

10. CORRESPONDENCE: (Action) (None.)

11. NOTICE OF MOTION: (None.)

12. OTHER BUSINESS: (None.)

13. UNFINISHED BUSINESS:

- (a) Request for Advertising Signage at May Bennett Park. Staff to review and return to the Parks Committee with a Report.
- (b) Parkland in Cinnabar Valley. PRCC members toured the property on 2010-MAY-31. Staff to return to the Parks Committee with a Report.

It was moved and seconded that Item 13.(b) "Parkland in Cinnabar Valley", be removed from Unfinished Business. The motion carried unanimously.



14. QUESTION PERIOD: (None.)

15. ADJOURNMENT:

It was moved and seconded at 5:45 p.m. that the meeting adjourn, with the next Meeting of the Parks Committee to be held, if required, Thursday, 2010-OCT-14, commencing at 5:00 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.

*BR Sparkes.*

\_\_\_\_\_  
Commissioner Barry Sparkes, Chair  
Parks Committee

CERTIFIED CORRECT:

*Jeff Ritchie*

\_\_\_\_\_  
Jeff Ritchie  
Senior Manager, Parks Operations

APPROVED FOR DISTRIBUTION:

*R. Harding*

\_\_\_\_\_  
R. Harding, Director  
Parks, Recreation and Culture

2010-SEPT-16  
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**NOTES  
REGULAR CULTURAL COMMITTEE MEETING  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2010-SEP-08, COMMENCING AT 4:20 P.M.**

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**PRESENT:** Eveline O'Rourke, Chair

**Members:** Commissioner Shirley Lance  
Commissioner Fred Pattje  
Commissioner Lynda Avis  
Ms. Joanne Husband  
Ms. Gerda Hofman  
Mr. Simon Schachner [at 4:55 p.m.]

**Absent:** Ms. Lynne Fraser  
Ms. George McGladrey

**Staff:** S. Samborski M. Goddard, recording  
B. Kuhn

**Others:** Commissioner Diana Johnstone  
Commissioner Bren Meunier

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

The Regular Meeting of the Cultural Committee was called to order at 4:20 p.m.

**2. INTRODUCTION OF LATE ITEMS:**

- (a) Chair O'Rourke advised she would be leaving the meeting after Item 12.(a) to be "Unfinished Business – Public Art Partnership", and that Commissioner Shirley Lance would Chair the remainder of the meeting.

**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, 2010-JUL-07, at 4:15 p.m., in the Bowen Park Complex Conference Room.

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

5. DELEGATIONS:

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

- (a) Mr. Ed Poli, Manager, Nanaimo Art Gallery, 150 Commercial Street, Nanaimo, BC, V9R 5S5, providing an update and report on the Public Art Partnership that was recommended by the Cultural Committee on 2010-MAR-03 and approved by the Parks, Recreation and Culture Commission on 2010-MAR-24.

Mr. Poli thanked the Committee for recommending the Public Art Partnership between the Nanaimo Art Gallery and Parks, Recreation and Culture. An RFP was issued by the City, artists were selected, and nine temporary art works were installed in Maffeo Sutton Park and McGregor Park. The process went well and the artwork was well received, with positive community feedback. This was a mutually-beneficial process and the Nanaimo Art Gallery is proposing that the partnership be repeated with some changes learned along the way, including more lead time to allow greater participation from the artists and more coordinated installation. The art media should be suitable for outdoor display and standardized installation requirements will be included in the RFP's. There will be additional locations in the park and along the walkway. As the park is open year round, the public art could be on display all year. The budget would remain the same with the RFP issued 2010-NOV-01, proposals due 2011-JAN-07, artists to complete work by 2011-APR-15 and installation in May, 2011. The RFP should be modified to reflect Parks, Recreation and Culture staff recommended standardized installation requirements [specifications have been worked out]. The specific locations, including the possible additional locations, will be determined by staff in consultation with the Gallery. The piece of artwork "large furnace person" was vandalized. This piece was to appease aliens however the stomach compartment to hold offerings had been welded shut, this vandalism highlights the importance of the correct media for long term public art for exterior display. The cormorant, which was in three pieces – people kept trying to remove the head. Pieces will be for auction or sale, similar to Lake Oswego's model, but will see how this first auction goes.

Mr. Ed Poli responded to questions regarding honourariums and the live auction Friday, 2010-OCT-22, 4:30 p.m. to 6:00 p.m. in the park. Instructions will be provided for dismantling and shipping and purchasers will pay for installation at their site. There was discussion regarding the large palm tree which could be a nice permanent, low-cost addition to the City's public artwork. Media would like to be there for installation, but with the different days and times this year that was difficult, so next time this will be better coordinated.

Staff advised that the intent and purpose of the temporary art is to generate passion, dialogue and excitement, with buzz around the new pieces.

- (b) Ms. Margot C. Holmes, Executive Director, Vancouver Island Symphony, 150 Commercial Street, Nanaimo, BC, V9R 5L9, requesting that the Parks, Recreation and Culture Commission consider the Vancouver Island Symphony as a budget line in the 2011 City Budget.

Ms. Margot C. Holmes thanked the Committee for hearing her presentation on behalf of the Vancouver Island Symphony [VIS] and she provided an overview of information previously presented to the PRCC. For the past few months the VIS have been looking closely at their role in the community. This is their 16<sup>th</sup> season and their 11<sup>th</sup> year performing at the Port Theatre. They have a well-established, strong Board with staff, 100+ dedicated volunteers, 45 musicians and a notable Artistic Director in Pierre Simard. They have 10 concert programs, special events, and are the main supplier to the Port Theatre. They have many season supporters including 240 plus local businesses and organizations, 115 individuals who donate between \$101-\$10,000 and 260 individuals donors under \$100. The VIS undertook an economic impact study which showed that they are a success story for the region and have outperformed other orchestras across Canada in their class. They continue to be a successful fundraising and revenue-earning organization with income raised through individual donations, corporate sponsors, special events, donations, earned revenues, and support from government sources. They are a vital asset in attracting and retaining an increasingly mobile workforce to the region and are one of the biggest employers. Many attendees purchase meals at local restaurants before or after performances, for every 100 Symphony tickets sold \$1,840 is spent at local restaurants and \$517 is the average amount earned in parking revenues each night, adding up to \$1,260,000 total economic output generated. They provide outreach and education with their Noteworthy Kids Music Club, Angel Program and they have open rehearsal events where the public are invited to see what they do. They provide Education Concerts for elementary schools and secondary and post-secondary outreach. The Symphony in the Harbour attracts 5000+ people annually with pre and post concert talks throughout the year. The 2009/10 season had a break-even \$710,000 budget, with \$570,000 raised by the Symphony. Summarizing, the VIS is a proven success, a reliable organization that benefits the community – they are an important economic contributor. The support they receive demonstrates their public support. They ensure city 'liveability', particularly downtown. The VIS requires an additional \$25,000, which they are requesting as a line item in the City budget. The requested funds are not to provide additional programming, but to bolster operations and continue to provide the free Symphony in the Harbour concert.

Ms. Margot Holmes responded to questions from the Committee regarding the VIS funding, and their expenses. The requested funding from the City would allow them to continue to offer and move forward with their programs.

6. COMMISSION REPORT:

Commissioner Lynda Avis reported that at their meeting of 2010-JUL-28, the Parks, Recreation and Culture Commission reviewed the Vancouver Island Symphony request that the Parks, Recreation and Culture Commission approve and recommend that Council approve \$25,000 as a budget line item in the City of Nanaimo 2011 Budget. The

Parks, Recreation and Culture Commission moved and seconded that this matter be referred to the Cultural Committee for review and report back to Commission.

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

*[See Item 13. Consideration of Other Business for motion on this matter.]*

7. REPORTS OF PROJECT COMMITTEES:

- (a) Cultural Award Committee. (None.)
- (b) Art in Public Places Project Committee. (None.)
- (c) Cultural Forum Project Committee. (None.)

8. STAFF REPORTS: (None.)

9. INFORMATION ONLY ITEMS (staff reports): (None.)

10. CORRESPONDENCE: (Action)

- (a) Correspondence dated 2010-AUG-11, from Ms. D.R. George McGladrey to Chair Larry McNabb, Parks, Recreation and Culture Commission, tendering her resignation from the City of Nanaimo Cultural Committee.
- (b) Correspondence dated 2010-AUG-11, from Ms. Lynne Fraser to Chair Larry McNabb, Parks, Recreation and Culture Commission, submitting her resignation from the City of Nanaimo Cultural Committee.
- (c) Correspondence dated 2010-AUG-02, from Chair Eveline O'Rourke, to Chair Larry McNabb, Parks, Recreation and Culture Commission, advising of her decision to step down from her service on the City of Nanaimo Cultural Committee.

Staff's Recommendation: That the Cultural Committee recommend that the Parks, Recreation and Culture Commission receive the correspondence from Ms. D. R. George McGladrey dated 2010-AUG-11; the correspondence from Ms. Lynne Fraser dated 2010-AUG-11; and the correspondence from Chair Eveline O'Rourke dated 2010-AUG-02.

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

Ms. McGladrey, Ms. Fraser and Chair O'Rourke will not be reapplying to the Cultural Committee; the Committee recognized and thanked them for their positive input and knowledge, which will be missed.

CORRESPONDENCE: (Information)

- (d) Correspondence from Ms. Odette Laramee, Manager, Nanaimo Arts Council, #259 – 4750 Rutherford Road, Nanaimo, BC, V9T 4K6, providing the Arts and Culture – Events Grant 2010 Report from the Nanaimo Arts Council for the Vancouver Island Short Film Festival 2010 and thanking the Committee for their ongoing support.
- (e) Correspondence from Ms. Tanya Lebars, President, and Randy Cormier, Treasurer, Friends of Nanaimo Jazz Society, c/o Band Room, Wellington Secondary School, 3135 Mexicana Road, Nanaimo, BC, V9T 2W8, providing the 2010 "A Jazz Affair" – Final Report and thanking the Committee and the Parks, Recreation and Culture Commission for their continued support of "A Jazz Affair".

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

11. NOTICE OF MOTION: (None.)

12. UNFINISHED BUSINESS:

(a) Public Art Partnership

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.

Discussion ensued and the Cultural Committee agreed amongst itself that the partnership will be reviewed by the Cultural Committee every three years.

Chair Eveline O'Rourke, Commissioner Lynda Avis, and Commissioner Brent Meunier left the meeting at 5:10 p.m. Commissioner Shirley Lance assumed the Chair.

13. CONSIDERATION OF OTHER BUSINESS:

(a) Vancouver Island Symphony Request - Budget Line Item Request

It was moved and seconded that the Cultural Committee recommend that the Parks, Recreation and Cultural Commission request that the Vancouver Island Symphony submit their request for approval of \$25,000 as a budget line item to the City of Nanaimo 2012 Budget. The motion carried unanimously.

Commissioner Lynda Avis and Commissioner Brent Meunier returned to the meeting at 5:35 p.m. Commissioner Shirley Lance continued as Acting Chair for the duration of the meeting.

14. QUESTION PERIOD:

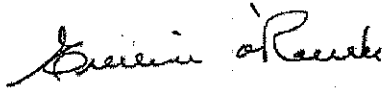
- (a) Commissioner Brent Meunier referred to Mr. Ed Poli's presentation on behalf of the Nanaimo Art Gallery regarding public art in the park, indicating that this has been a good program for Nanaimo and complimented the Culture Committee and staff for their introduction of this program. He referred to the excellent example of Lake Oswego as a public art model. Nanaimo's public art in the park program ensures public involvement in our community and provides art for all. It would be excellent to see this program continue, with the public voting for their favourite piece and the City purchasing the most popular piece. This would increase art on display in the parks at an economical cost to the City.

It was moved and seconded that the community be invited to vote for their favourite piece of temporary public art each year; and further, that the City annually purchase the piece of temporary public art selected by the community for display as public art in the park. The motion carried unanimously.

15. ADJOURNMENT:

It was moved and seconded at 5:50 p.m. that the meeting adjourn, with the next meeting of the Cultural Committee to be held Wednesday, 2010-OCT-06, 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



---

Shirley Lance, Acting Chair  
Cultural Committee

CERTIFIED CORRECT:



---

S. Samborski, Senior Manager  
Recreation and Culture Services

APPROVED FOR DISTRIBUTION:



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Richard Harding, Director  
Parks, Recreation and Culture

2010-SEP-16

File: A2-11

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SEP 13 2010

DEPARTMENT OF  
PARKS RECREATION AND CULTURE**MONTHLY ACTIVITY REPORT**  
July 2010

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	5	Lobby Bench Installation	8:00 AM	Renovation	0	2
2	6	Lobby Bench Installation	8:00 AM	Renovation	0	2
3	7	Lobby Bench Installation	8:00 AM	Renovation	0	2
4	8	Lobby Bench Installation	8:00 AM	Renovation	0	2
5	10	Crimson Coast	7:30 PM	Dance	85	7
6	11	Chippendales	7:30 PM	Women's entertainmen	416	18
7	22	Celtfest Gala	7:30 PM	Music/Dance	430	30

**TOTALS**

Number of Events: 7

Estimated Audience Attendance: 931

Estimated Number of Artists/Crew: 63

Total people through the building: 994



## Monthly Event Report

	# Events 2006	# Events 2007	# Events 2008	# Events 2009	# Events 2010	# Patrons 2006	# Patrons 2007	# Patrons 2008	# Patrons 2009	# Patrons 2010
Jan	18	12	22	13	21	7,609	5,626	5,126	4,191	10,368
Feb	26	20	32	18	15	11,692	8,161	10,911	8,308	5,455
Mar	19	18	16	27	23	8,075	8,305	5,078	9,604	7,808
Apr	31	32	20	33	28	10,784	12,389	7,888	10,137	12,803
May	38	29	28	16	23	15,615	13,851	13,173	6,254	8,917
Jun	25	25	29	30	36	14,408	12,055	12,507	16,465	18,127
Jul	4	11	20	2	7	2,191	4,304	6,908	457	994
Aug	3	3	2	2		865	701	1,339	85	
Sep	15	20	15	9		3,551	5,934	6,787	2,925	
Oct	19	13	26	25		7,915	5,119	8,067	7,794	
Nov	28	21	34	30		14,392	9,765	14,306	10,083	
Dec	31	14	24	22		15,378	5,049	9,302	8,516	
<b>TOTALS</b>	<b>257</b>	<b>218</b>	<b>268</b>	<b>227</b>	<b>153</b>	<b>112,475</b>	<b>91,259</b>	<b>101,392</b>	<b>84,819</b>	<b>64,472</b>

Comparison of attendance for the same month last year

Comparison of events for the same month last year

118%	increase
250%	increase

Five year average attendance for same month

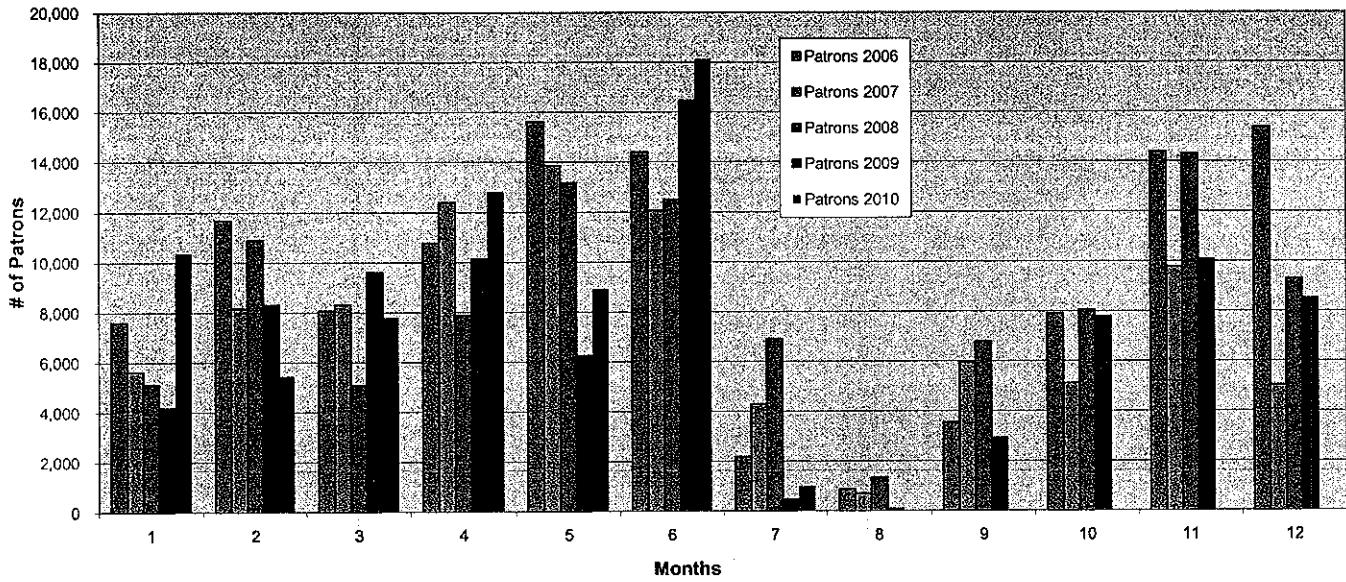
Five year average number of events same month

2,971
9

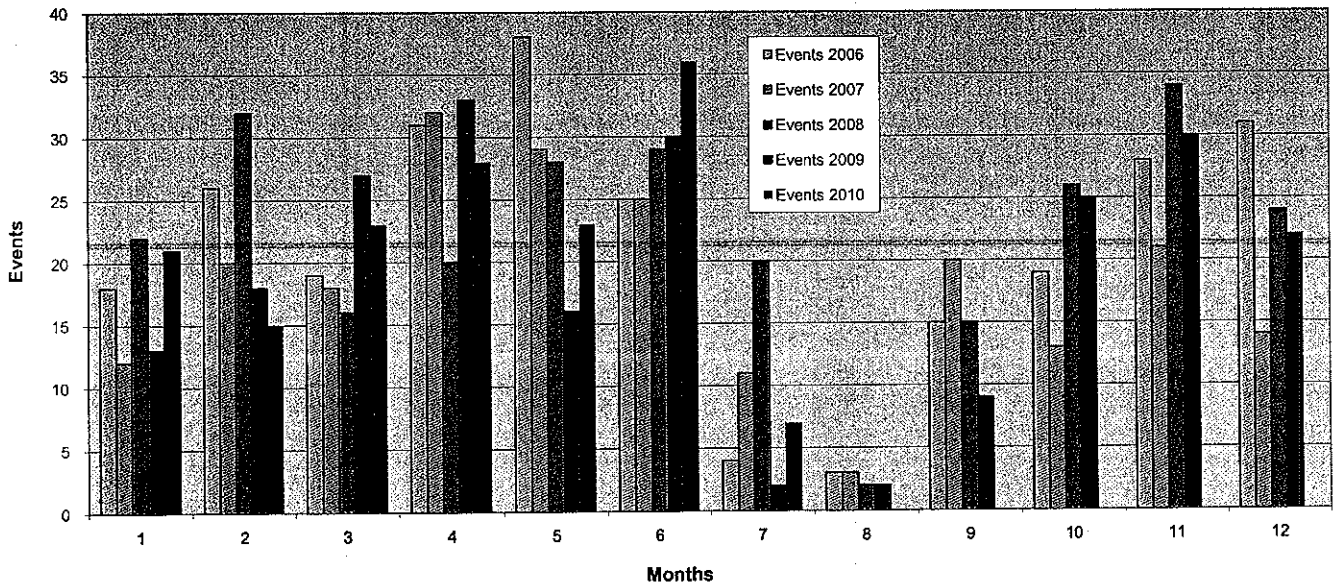


## Monthly Event Report

### Patron Attendance Comparison

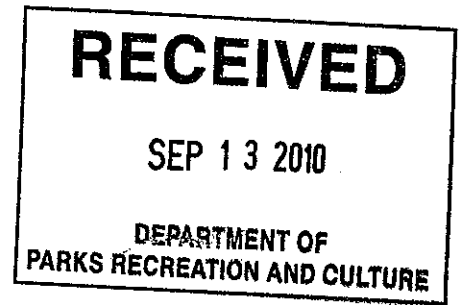


### Event Comparison





**MONTHLY ACTIVITY REPORT**  
August 2010



#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	5	National Youth Orchestra	7:30 PM	Music	508	105
2	6	Vancouver Island Symphony	7:30 PM	Rehearsal	0	55
3	8	Weird Al Yankovic	7:30 PM	Music/Comedy	652	31
4	9	Wonders' Magic Show	7:30 PM	Magic	577	12
5	10	Sunsation kids camp group	1:00 PM	Building Tour	24	1
6	30	Blue Rodeo	7:30 PM	Music	804	24

**TOTALS**

Number of Events: 6

Estimated Audience Attendance: 2565

Estimated Number of Artists/Crew: 228

Total people through the building: 2793



### Monthly Event Report

	# Events 2006	# Events 2007	# Events 2008	# Events 2009	# Events 2010	# Patrons 2006	# Patrons 2007	# Patrons 2008	# Patrons 2009	# Patrons 2010
Jan	18	12	22	13	21	7,609	5,626	5,126	4,191	10,368
Feb	26	20	32	18	15	11,692	8,161	10,911	8,308	5,455
Mar	19	18	16	27	23	8,075	8,305	5,078	9,604	7,808
Apr	31	32	20	33	28	10,784	12,389	7,888	10,137	12,803
May	38	29	28	16	23	15,615	13,851	13,173	6,254	8,917
Jun	25	25	29	30	36	14,408	12,055	12,507	16,465	18,127
Jul	4	11	20	2	7	2,191	4,304	6,908	457	994
Aug	3	3	2	2	6	865	701	1,339	85	2,793
Sep	15	20	15	9		3,551	5,934	6,787	2,925	
Oct	19	13	26	25		7,915	5,119	8,067	7,794	
Nov	28	21	34	30		14,392	9,765	14,306	10,083	
Dec	31	14	24	22		15,378	5,049	9,302	8,516	
<b>TOTALS</b>	<b>257</b>	<b>218</b>	<b>268</b>	<b>227</b>	<b>159</b>	<b>112,475</b>	<b>91,259</b>	<b>101,392</b>	<b>84,819</b>	<b>67,265</b>

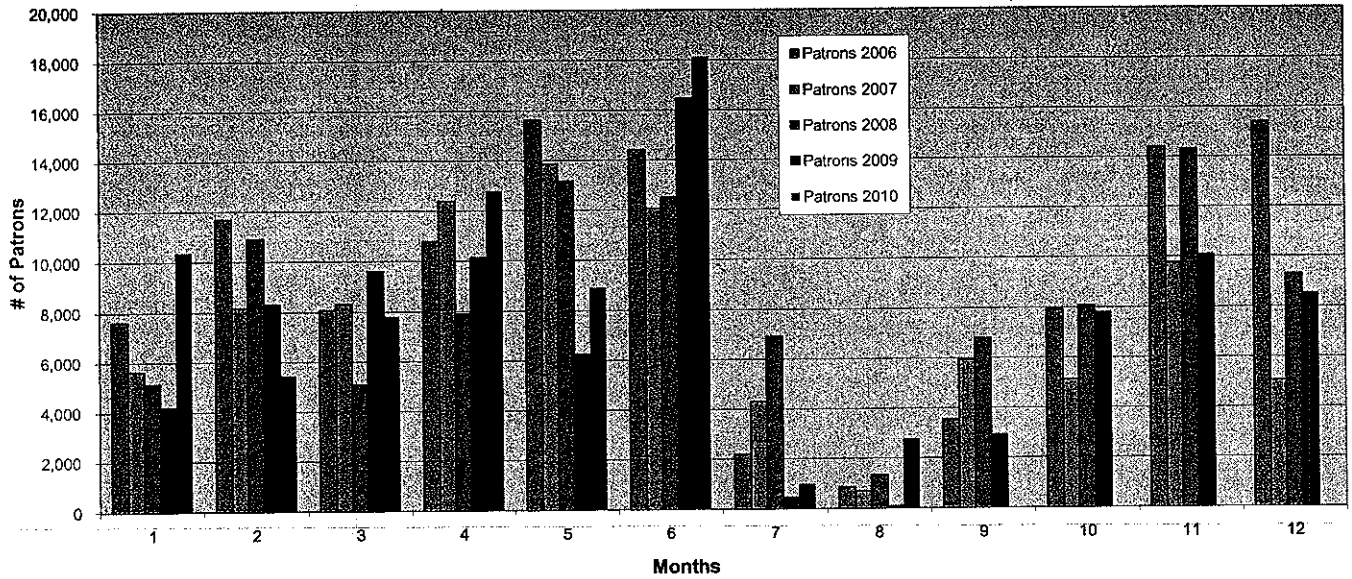
Comparison of attendance for the same month last year  
 Comparison of events for the same month last year

3186%	increase
200%	increase

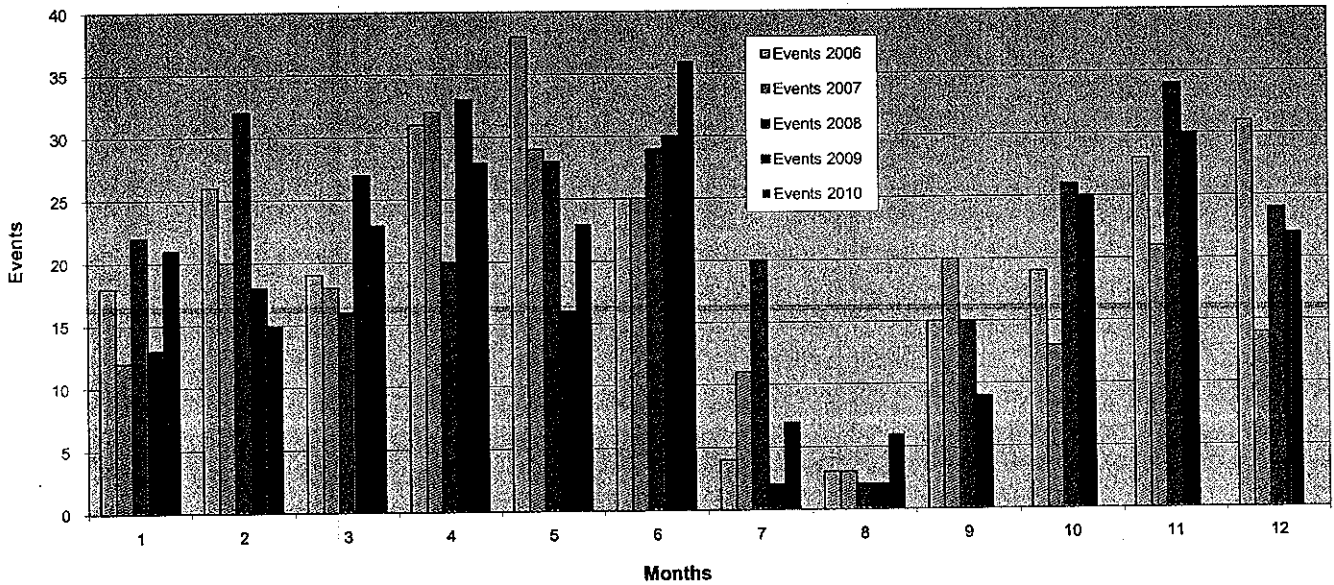
Five year average attendance for same month  
 Five year average number of events same month

1,157
3

### Patron Attendance Comparison



### Event Comparison





## ACTIVITY REPORT

July 1, 2010 to July 31, 2010

*Submitted by Ed Poli, Gallery Manager*

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SEP 13 2010

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

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

- **Dream Home** – from May 14 to July 17, 2010 – An exhibition of the digital photographic work of artist D. Bradley Muir (guest curator Nicole Stanbridge). The exhibition explores the concept of the "ideal" home as reference for identity construct in relation to the picturesque landscapes of the West Coast. Each image exploits various strategies of framing in an attempt to expose the tenuous interface between domestic space and nature created through "urban sprawl".
- **FCA Summer Showcase** – from July 23 to August 21, 2010 – A juried exhibition of the work of the members of the Federation of Canadian Artists--Nanaimo Chapter.
- **Sturgeon Exhibition** – from July 23 to August 21, 2010 – An exhibition featuring the works of ceramic artist, Margaret Haydon. Haydon who is on a four month sabbatical from teaching duties at the University of Wyoming is Vancouver Island University's first visiting artist in residence. Using the VIU's International Centre for Sturgeon Studies as inspiration Haydon is turning her interest in sturgeon into the unique ceramic art being featured during the run of this exhibit. The sturgeon art collection of Gordon Edmondson, a director of the International Sturgeon Research Centre is also part of this fascinating exhibition.

**Campus Gallery Attendance**

**457**

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

- **Art Sales and Rental Showcase** - From June 24 to September 11, 2010 - A showcase of works by local artists who are part of our art rental and sales program. A large range of works and media are on display and for sale.
- **Permanent Collection** - New Works Showcase - June 24 to September 11, 2010 - A small showcase of newly acquired works in the Nanaimo Art Gallery's Permanent Collection (Artists: Chris Woods; George Littlechild; Samantha Dickie; E.J. Hughes; etc).
- The Downtown Gallery space was used by a number of organizations and community groups and for various community events.

**Downtown Gallery Attendance**

**1082**

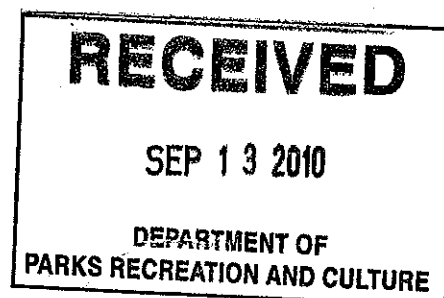
**Total Attendance:**

**1539**



## ACTIVITY REPORT

August 1, 2010 to August 30, 2010  
*Submitted by Ed Poli, Gallery Manager*



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

- **FCA Summer Showcase** - from July 23 to August 21, 2010 - A juried exhibition of the work of the members of the Federation of Canadian Artists--Nanaimo Chapter.
- **Sturgeon Exhibition** - from July 23 to August 21, 2010 - An exhibition featuring the works of ceramic artist, Margaret Haydon. Haydon who is on a four month sabbatical from teaching duties at the University of Wyoming is Vancouver Island University's first visiting artist in residence. Using the VIU's International Centre for Sturgeon Studies as inspiration Haydon is turning her interest in sturgeon into the unique ceramic art being featured during the run of this exhibit. The sturgeon art collection of Gordon Edmondson, a director of the International Sturgeon Research Centre is also part of this fascinating exhibition.

**Campus Gallery Attendance**

**519**

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

- **Art Sales and Rental Showcase** From June 24 to September 11, 2010 - A showcase of works by local artists who are part of our art rental and sales program. A large range of works and media are on display and for sale.
- **Permanent Collection - New Works Showcase** - June 24 to September 11, 2010 - A small showcase of newly acquired works in the Nanaimo Art Gallery's Permanent Collection (Artists: Chris Woods; George Littlechild; Samantha Dickie; E.J. Hughes; etc).
- **Lessons from Viet Nam: Traditional Lacquer Painting** - August 10 to August 24, 2010 - A unique exhibition of traditional lacquer painting by artist Megan Arundel. Viet Nam has transformed the Asian tradition of using natural lacquer to protect and decorate furnishings and utensils into a painting technique. It developed to include the use of other substances to embellish the paintings, such as crushed eggshells, mother-of-pearl, gold, and silver.
- The Downtown Gallery space was used by a number of organizations and community groups and for various community events.

**Downtown Gallery Attendance**

**1336**

**Total Attendance:**

**1855**



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SEP 14 2010

DEPARTMENT OF  
PARKS RECREATION AND CULTURE



# NANAIMO MUSEUM

**Report to Parks Recreation and Culture Commission**

**July 10 - September 10, 2010**

*Submitted Sept. 14, 2010 by Debbie Trueman*

## **Financial:**

- Exhibit Development - Statements and exhibit development costs are in line with budget.
- City Management Agreement – first draft has had first review with Richard Harding.
- Planned Giving/Sponsorship Development – Will begin again in earnest this fall with the support of two Board members.
- Staffing – We have lost one full time position to school. Alex Brennan worked with Rick on exhibit construction. This will change future staffing structure pending possible funding cuts. Our three summer students are now gone, we were very pleased with their performance this summer.
- Financial Position in general continues to be very stable thanks in part to the delayed gaming and provincial operating funding cuts.

## **New Gallery:**

- Coal Mine Exhibit - has been very well received with rave reviews from visitors to other similar sites, museum professionals and kids! Major Sponsor for this exhibit is Ed Yewchin.
- Retail/Service/Downtown- this gallery section will be delayed due to staffing changes with the focus for the next year shifting to additions and completions to the various areas of the current permanent exhibit. This section will now open in 2012.
- Sports Hall of Fame – recognition event taking place at the museum on September 18, 2010.
- Chinese Feature exhibit opens September 30, 2010 – this is our annual in house exhibit (developed in partnership with the Chinese community) marking the 50<sup>th</sup> anniversary of the Chinatown fire. This exhibit will be the one used for an exhibit critique session during BCMA conference which will be very helpful to the students involved and in our process of condensing to a permanent exhibit.
- Summer 2011 Feature exhibit – textile exhibit with Ivan Sayers and our collection - the Acres cases will be very handy!

## **Programs and Events:**

- Summer Stats Comparison – June, July August, 2010, up 12% - visitors and programs almost tripled over 2009.
- Bastion Repair Project - continues. The roof will be replaced this week or next and the repaired timbers will be replaced. Projections from the experts from McDonald & Lawrence are that 80%+ of the timber will still be original and the exposed metal reinforcements will be covered. The process has provided valuable information on the history of the building that will be incorporated into programming.
- Chowder Fest - Due to cancellation of Symphony on the Harbour, Chowder Fest was unfortunately also cancelled. We will go again next year with the Symphony.

- Summer programming – Routes to Canada (including museum presentations), Cruise West ships guided tours, Cemetery Strolls, Historic Pub Tours, five full day children's programs and unscheduled street programming for kids in conjunction with other downtown events, Coaltown Festival, two book readings, Children's photo contest, Build a Bastion.
- Venue Rental – Getting busier now that summer is over. Groups using and booked for next few weeks include: DNBIA Board meetings; Arts Council board meetings; Art Gallery continuing programming; Theatre in Museum presentations; Coaltown Festival; Boys and Girls Club; 90<sup>th</sup> birthday party; U Lock storage day meeting; and, Phoenix Centre.

**Community Partnerships:**

- Cultural Managers Lunch - continue and are much appreciated.
- Theatre Bag partnership – we have produced our second "Fred" bag (75% of first order gone) in partnership with the theatre with their image and logo on one side and ours on the other. These bags have been very popular.
- The BC Museum Association conference is here this fall, October 27-30, 2010. Some sessions will be in the museum and we are the local host committee.
- The Nanaimo Art Gallery - we will continue as the venue (free) for some programming by the Art Gallery.
- Nanaimo Arts Council – we are also the free venue for their board meetings.

**REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION**  
**FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**  
**AUTHORED BY: ELIZABETH WILLIAMS, MANAGER, SPORT TOURISM AND**  
**MARKETING**  
**RE: TRAVEL ASSISTANCE APPLICATION FROM THE NANAIMO BLIND BOWLS**

---

**STAFF'S RECOMMENDATION:**

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

**EXECUTIVE SUMMARY:**

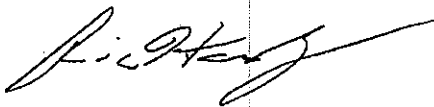
The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current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

On 2010-AUG-17, Ms. E. Williams, Manager of Tourism Services, reviewed a Travel Assistance Grant application from the Nanaimo Blind Bowls. Ms. Williams determined that the application meets all of the grant criteria and recommends that the Parks, Recreation and Culture Commission approve the application in the amount of \$200.00.

**BACKGROUND:**

Staff reviews all Travel Assistance Grant applications and forwards the recommendation to the Parks, Recreation and Culture Commission for approval. Ms. Williams determined that the application meets all of the grant criteria and recommends that the Parks, Recreation and Culture Commission approve the application in the amount of \$200.00. Four members of the Nanaimo Blind Bowls represented Nanaimo at the Canadian Blind Bowls National Lawn Championships: Shirley Cole; Randy Fred; Kendrick Wall; and, Iris Ferguson.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

Attachments - 2

2010-SEP-14

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

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849

City of Nanaimo  
Department of Parks, Recreation & Culture

**Travel Assistance Grant Evaluation**

APPLICANT: Nanaimo Blind Bowls DATE: Aug. 17 / 2010

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

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 200.00

**OR**

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

EVALUATOR: Liz Williams POSITION: Manager, Sport Tourism

ORGANIZATION: <i>Nanaimo Blind Bowls</i>		DATE: <i>August 9, 2010</i>	
ADDRESS: <i>1/1 6254 Forest Cres.</i>		PRESIDENT: <i>Stan Dalzell</i>	
<i>Nanaimo B.C. V9V1E3</i>		SENIOR STAFF MEMBER: <i>Donn Sherry</i>	
		POSITION: <i>Coach</i>	
		CONTACT: <i>Donn Sherry</i>	
TELEPHONE: <i>250-758-5639</i>		TELEPHONE: <i>250-758-5639</i>	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>4</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>2</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>2</i>	TOTAL AMOUNT REQUESTED: <i>\$200</i>
DESTINATION: <i>Winnipeg, Manitoba</i>		DATE OF DEPARTURE: <i>July 20, 2010</i>	
EVENT TO BE ATTENDED: <i>Blind Bowlers Association of Canada National Championships</i>			
PROVINCIAL/REGIONAL CHAMPIONSHIP RECEIVED: <i>Randy Fred - Gold Medal in B.C. Blind Sports Provincial Championships</i> <i>Shirley Cole - Bronze Medal in B.C. Blind Sports Provincial Championships</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>B.C. Blind Sports - \$2400</i> <i>Nanaimo Blind Bowls - \$800</i> <i>Competitors - \$200</i> <i>City of Nanaimo - \$200 (Hopefully)</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? ① While on the trip, the four participants distribute city pins and advertise the benefits of the city + area. ② The 2 bowlers are disabled and on limited budgets. The city needs to be seen as supportive of persons with disabilities.			
SIGNATURE: <i>D. Sherry</i>		TITLE/POSITION: <i>Coach</i>	DATE: <i>August 9, 2010</i>
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

**REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION**  
**FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**  
**RE: PARKS, RECREATION AND CULTURE FINANCIAL PLAN 2011-2015**

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**RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend that Council support the Parks, Recreation and Culture Department's 2011-2015 Financial Plan.

**EXECUTIVE SUMMARY:**

The Provincial Government requires that municipalities provide both a Five-Year Capital Budget and a Five-Year Operating Budget in the Financial Plan. As part of the budgeting process, the Commission is expected to review the Parks, Recreation and Culture Department component of the City's Financial Plan and make recommendations to Council for their consideration.

**BACKGROUND:**

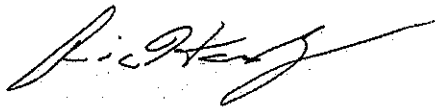
The Parks, Recreation and Culture Department's **2011 – 2015 Draft Provisional Capital Plan** is attached as "**Appendix A**". The Capital Plan matches projected revenue sources with anticipated community need for facility maintenance and development. The 2005 Parks, Recreation and Culture Master Plan is used as a guide to prioritize future capital development. The Plan is expected to be reviewed annually with a focus on the next year's Capital Budget. At the meeting, staff will provide project updates and ideas for Commission's consideration.

The funding sources available for these capital projects are indicated on the right hand side of "**Appendix A**". The funding sources can be defined as:

- **General Revenue** - money allocated from taxation.
- **Grants** – money received through provincial or federal government programs on a cost-sharing basis with the City or community organizations.
- **Statutory Funds** – reserves established under the Local Government Act for specific purposes. The funds are segregated and invested with interest accruing to the funds. Expenditures must be approved by Bylaw. Parks, Recreation and Culture Department projects may be funded through Park Development Cost Charges Reserve or the Facility Development Reserve Fund; or for land purchases only, the cash in lieu of 5% land dedications ("**Appendix B**" and "**Appendix C**").
- **General Reserves** – reserves established by the City for specific uses (i.e. Brechin Boat Ramp).
- **Borrowing** – funds borrowed by the City, most often through the Municipal Finance Authority.
- **Private Contributions** – money most usually contributed through community fundraising.

The Parks, Recreation and Culture Department **2011 Draft Provisional Operating Budget** is attached as "**Appendix E**". As noted above, this plan matches projected revenue sources with anticipated community need for services and programs. The five-year financial plan is reviewed and revised annually with a focus on the next year's operating budget. The **2011 Draft Provisional Operating Budget** maintains year 2010 service and program levels. "**Appendix F**" **2011 Draft Provisional Operating Projects Summary** provides a summary of increases by sections of the department.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

Attachments:

- Appendix A – 2011 – 2015 Draft Provisional Capital Plan;
- Appendix B – Park Development Cost Charges Reserve
- Appendix C – Facility Development Reserve Fund.
- Appendix D – Net Operating Budget Summary.
- Appendix E – 2011 Draft Provisional Operating Budget.
- Appendix F – 2011 Draft Provisional Operating Projects Summary.

**Appendix A**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 - 2015 Draft Provisional Capital Plan - for discussion purposes only**

Expenditures							Funding Sources					
	2011	2012	2013	2014	2015	Total	General Revenue	Facility Development Reserve	Parks DCC Reserve	Community Works/ Property Sales/ Brechin Boat Ramp/ Sustainability	Private Contribution/ PILTS	Total
<b>Recreation &amp; Culture Operations</b>												
<b>Community Recreation Services</b>												
<b>Furniture Fixtures &amp; Equipment:</b>												
Bucket Lift (Third St facilities)					50,000	50,000	50,000					50,000
<b>Beban Park Centre:</b>												
Genie lift	25,000					25,000	25,000					25,000
Read O Graph			100,000			100,000		100,000				100,000
Design - Fitness facilities expansion (ground floor)					300,000	300,000		300,000				300,000
<b>Beban Social Centre:</b>												
AV lighting upgrades (auditorium)	100,000					100,000		100,000				100,000
<b>Centennial Bldg:</b>												
Replace roof					50,000	50,000		50,000				50,000
<b>Bowen Complex:</b>												
HVAC - Replace condenser units		100,000				100,000		100,000				100,000
Replace boiler					100,000	100,000		100,000				100,000
	125,000	100,000	100,000	0	500,000	825,000	75,000	750,000	0	0	0	825,000
<b>Arena Services</b>												
<b>Nanaimo Ice Centre:</b>												
Replace dehumidifier unit				80,000		80,000		80,000				80,000
HVAC - Replace large AHU					100,000	100,000		100,000				100,000
Dry Floor System					100,000	100,000		100,000				100,000
<b>Frank Crane Arena:</b>												
Motor Control Centre			110,000			110,000		110,000				110,000
Replace dehumidifier					100,000	100,000		100,000				100,000



**Appendix A**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 - 2015 Draft Provisional Capital Plan - for discussion purposes only**

	Expenditures						Funding Sources					
	2011	2012	2013	2014	2015	Total	General Revenue	Facility Development Reserve	Parks DCC Reserve	Community Works/ Property Sales/ Brechin Boat Ramp/ Sustainability	Private Contribution/ PILTS	Total
<b>Cliff McNabb Arena:</b>												
Replace ammonia chiller		115,000				115,000		115,000				115,000
Replace humidifier/dehumidifier unit			50,000			50,000		50,000				50,000
Replace dasher boards				250,000		250,000		250,000				250,000
Replace humidifier/dehumidifier unit					50,000	50,000		50,000				50,000
	0	115,000	160,000	330,000	350,000	955,000	0	955,000	0	0	0	955,000
<b>Aquatic Services</b>												
<b>Nanaimo Aquatic Centre:</b>												
Relocate/modify humidifier/dehumidifier unit	110,000					110,000		110,000				110,000
Upgrade program amenities	125,000					125,000		125,000				125,000
Bulkhead retrofit		75,000				75,000		75,000				75,000
Moveable floor retrofit		50,000				50,000		50,000				50,000
Replace bleachers (stowaway type)		200,000				200,000		200,000				200,000
Bulkhead retrofit				75,000		75,000		75,000				75,000
Upgrade program amenities - boat retrofit/retheme				150,000		150,000		150,000				150,000
Replace blue slide					50,000	50,000		50,000				50,000
Replace green slide					50,000	50,000		50,000				50,000
<b>Beban Pool:</b>												
Sauna retrofit			80,000			80,000		80,000				80,000
Washrooms/change rooms retrofit				200,000		200,000		200,000				200,000
Upgrade program amenities - boat retrofit/retheme				150,000		150,000		150,000				150,000
<b>Kin Pool</b>						0						
	235,000	325,000	80,000	575,000	100,000	1,315,000	0	1,315,000	0	0	0	1,315,000
<b>Total - Recreation &amp; Culture</b>	360,000	540,000	340,000	905,000	950,000	3,095,000	75,000	3,020,000	0	0	0	3,095,000

**Appendix A**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 - 2015 Draft Provisional Capital Plan - for discussion purposes only**

		Expenditures					Funding Sources						
		2011	2012	2013	2014	2015	Total	General Revenue	Facility Development Reserve	Parks DCC Reserve	Community Works/ Property Sales/ Brechin Boat Ramp/ Sustainability	Private Contribution/ PILTS	Total
Parks Operations													
	Bowen Park Improvements			85,000			85,000	85,000					85,000
	Harewood Centennial Multi Use Facility	100,000	800,000	400,000			1,300,000	800,000				500,000	1,300,000
	Maffeo Sutton Park		1,500,000	400,000	400,000	400,000	2,700,000					2,700,000	2,700,000
	Parks Yards		50,000				50,000	50,000					50,000
	Piper Park Improvements		362,176				362,176				362,176		362,176
	Playground Equipment Program	50,000	50,000	50,000	100,000	100,000	350,000	350,000					350,000
	Sports Fields/ Playfields	1,800,000	200,000		200,000	200,000	2,400,000	1,050,000		1,350,000			2,400,000
	Trailway Development/Rehab		50,000	100,000	200,000	200,000	550,000	300,000		250,000			550,000
	VIP Program	50,000	50,000	50,000	60,000	50,000	260,000	260,000					260,000
	Waterfront Parks Improvements			900,000			900,000	100,000		200,000		600,000	900,000
	Total - Parks Operations	2,000,000	3,062,176	1,985,000	960,000	950,000	8,957,176	2,995,000	0	1,800,000	362,176	3,800,000	8,957,176
Civic Properties													
	VIEX/ Equestrian Multi Use Facility - Design Only					300,000	300,000	300,000					300,000
		0	0	0	0	300,000	300,000	300,000	0	0	0	0	300,000
Total - Parks Recreation and Culture		2,360,000	3,602,176	2,325,000	1,965,000	2,200,000	12,352,176	3,370,000	3,020,000	1,800,000	362,176	3,800,000	12,352,176
Joint PR&C Sustainability Projects													
Nanaimo Aquatic Centre:													
	Replace boiler	220,000					220,000		130,000		90,000		220,000
	Install heat recovery system - wash/change rooms	40,000					40,000		20,000		20,000		40,000
	UV Water Treatment/Disinfection System	200,000					200,000		80,000		120,000		200,000
Beban Pool:													
	Replace boiler		200,000				200,000		120,000		80,000		200,000
	UV Water Treatment/Disinfection System			200,000			200,000		120,000		80,000		200,000
Total - Joint PRC Sustainability Projects		460,000	200,000	200,000	0	0	860,000	0	470,000	0	390,000	0	860,000

**Appendix B**  
**Parks, Recreation and Culture**  
**Park Development Cost Charges (DCC) Reserve**

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**Local Government Act Section 935 states:**

- (3) *Money in the Parks Development Cost Charge Reserve Funds, together with interest on it, may be used only for the following:*
- b) to pay capital costs of:*
    - i. acquiring park land or reclaiming land as park land, or*
    - ii. providing fencing, landscaping, drainage and irrigation, trails, restrooms, changing rooms and playground and playing field equipment on park land,*
- subject to the restriction that the capital costs must relate directly or indirectly to the development in respect of which the charge was collected;*
- c) to pay principal and interest on a debt incurred by a local government as a result of expenditure under the above paragraph.*
- (4) *For the purposes of this subsection, "capital costs" includes planning, engineering and legal costs directly related to the work for which a capital cost may be incurred under this section.*
- Collected at:
    - Residential Subdivision – final approval stage
    - Building Permit stage
  - For Single Family Dwelling – Parks = '\$1,734.54 per lot'

Used to fund projects like:

**2007 Budget**

Playground Improvements	\$250,000
Trailway Development	\$100,000
VIP Program	\$50,000
Beaufort Park	\$25,000
Linley Valley Maser Plan	\$50,000
NIC Landscaping	\$25,000
Lacrosse Box Upgrades	\$75,438
Sports Field Development	\$152,396
Washroom Renovations	\$8,942
Serauxmen Field Development	\$320,000
Skate Park Development	\$20,000

**Appendix B**  
**Parks, Recreation and Culture**  
**PARK DEVELOPMENT COST CHARGES AND RESERVE**

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**2008 Budget**

Playground Improvements Skate Park Development	\$174,500
Oliver Woods Community Centre	\$720,000
Parkland Acquisition	\$370,000
Loudon Park Improvements	\$225,000
Rotary Field house	\$376,234

**2009 Budget**

Playground Improvements	\$235,000
Trailway Development	\$195,000
VIP Program	\$ 63,500
Parkland Acquisition	\$508,500
Sports Field Development	\$150,000
Bowen Park Improvements	\$100,000
Seniors Park Development	\$ 25,000
Deverill Square Park	\$250,000
Departure Bay Centennial	\$100,000

**2010 Budget**

Neck Point Park Development	\$100,000
Playground Equipment	\$ 94,887
Trailway Development	\$ 14,233
VIP Program	\$ 24,409
Sports Field Development	\$110,417
Bowen Park Improvements	\$ 37,871
Deverill Square	\$ 1,000
Departure Bay Spray Pool	\$205,753
Harewood Centennial Park	\$ 94,247

- The balance in the Parks DCC Reserve is projected to be \$929,914 at December 31, 2010.

**Appendix C**  
**Parks, Recreation and Culture**  
**Facility Development Reserve Fund**

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- Adopted by Bylaw in 2010, a replacement for original bylaw adopted in 1993.
  - Money in the reserve shall only be used to pay for or assist in paying for:
    - new Parks, Recreation & Culture facilities
    - capital improvements to existing Parks, Recreation and Culture facilities
    - operating projects for ongoing lifecycle maintenance and repair to existing Parks, Recreation & Culture facilities (to a maximum of 25 per cent of money collected per year)
- 20% of Revenue generated from recreation facilities goes into this Reserve annually.
  - Annual contribution of approximately \$1,000,000 per year.
- Used to fund projects like:
  - Beban Pool Addition
  - Nanaimo Aquatic Centre
  - Bowen Complex Lobby Seating
  - Frank Crane Arena Seating
  - Oliver Road Community Centre
  - Major rehabilitation of Beban Park Centre
- The fund balance as of December 31, 2009 was \$2,438,319 and is projected to be \$265,591 at December 31, 2010.

**Appendix D****City of Nanaimo - Parks Recreation & Culture****Net Operating Budget Summary (excludes Debt, VI Regional Library, Regional Parks Agreement)**

Department	Actuals - \$ Net of Revenues			Budget - \$ Net of Revenues			
	2007	2008	2009	2010	2011	Increase/ (Decrease) - \$	%
Administration (Note 1)	689,080	694,153	664,669	743,892	677,968	(65,924)	-9.9%
Recreation & Culture Operations (Note 1)	2,848,369	3,388,981	3,703,535	3,881,078	4,011,111	130,033	3.5%
Arena Operations	698,888	858,778	872,563	916,776	883,902	(32,874)	-3.8%
Aquatic Operations	2,122,224	2,770,421	2,943,744	2,942,985	2,919,302	(23,683)	-0.8%
Parks Operations	4,759,321	5,331,008	5,300,290	5,493,044	5,714,426	221,382	4.2%
Civic Properties	504,446	551,657	546,512	590,010	651,542	61,532	11.3%
Community Development	1,049,525	1,107,166	1,151,424	1,286,136	1,307,499	21,363	1.9%
<b>TOTAL</b>	<b>12,671,853</b>	<b>14,702,163</b>	<b>15,182,736</b>	<b>15,853,921</b>	<b>16,165,750</b>	<b>311,829</b>	<b>2.1%</b>

**Note 1: Position moved from Administration to Recreation and Culture.**

**Position moved from Parks Recreation and Culture (Recreation and Culture) to Strategic Relationships department in 2011 resulting in a budget reduction for PR&C of \$98k.**

**Appendix E**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 Draft Provisional Operating Budget - for discussion purposes only**

	2010 Annual Budget			2011 DRAFT Provisional Budget			Change			
	Expenditure	Revenue	Net	Expenditure	Revenue	Net	Expenditure	Revenue	Net	%
<b>Operating</b>										
<b>Parks, Recreation &amp; Culture Administration</b>										
Parks, Recreation & Culture Support Services										
4051 PR&C Administration	436,003		436,003	446,305		446,305	10,302	0	10,302	
10377 Newcastle Island Mgmt Agreement	9,305	9,305	0				(9,305)	(9,305)	0	
4052 PR&C Commission	11,600		11,600	14,700		14,700	3,100	0	3,100	
4058 Sports & Cultural Development	82,221		82,221			0	(82,221)	0	(82,221)	
4116 Promotion/Leisure Guide	282,068	68,000	214,068	288,463	72,000	216,463	6,395	4,000	2,395	
4325 Nanaimo Athletic Commission	3,000	3,000	0	3,000	2,500	500	0	(500)	500	
<b>Total Parks, Recreation &amp; Culture Administration</b>	<b>824,197</b>	<b>80,305</b>	<b>743,892</b>	<b>752,468</b>	<b>74,500</b>	<b>677,968</b>	<b>(71,729)</b>	<b>(5,805)</b>	<b>(66,924)</b>	<b>-8.9%</b>
<b>Recreation &amp; Culture Operations</b>										
Recreation & Culture Support Services										
4901 Support Services	921,457	27,000	894,457	1,013,442	26,000	987,442	91,985	(1,000)	92,985	
Recreation & Culture Programs										
4101 Bowen/South Program Services			0	135,080	85,000	50,080	135,080	85,000	50,080	
4102 Beban/Centennial Bldg Programs			0	137,112	65,000	72,112	137,112	65,000	72,112	
4104 Preschool Programs - South	162,493	88,000	74,493	200,088	125,230	74,858	37,595	37,230	365	
4123 Beban SC Programs (was Art and Culture Services)	160,115	112,000	48,115	162,562	95,500	67,062	2,447	(16,500)	18,947	
4124 Weight Rooms (was Fitness and Wellness Services)	139,243	87,000	52,243	152,026	91,500	60,526	12,783	4,500	8,283	
4130 Outdoor Sports & Parks Services (Note 1)	211,411	47,500	163,911	117,039	44,846	72,193	(94,372)	(2,654)	(91,718)	
10375 Sports Tourism	11,508	11,508	0			0	(11,508)	(11,508)	0	
4152 Youth Services	170,137	68,000	102,137	83,697	68,500	15,197	(86,440)	500	(86,940)	
4162 Special Populations (was Special Needs Programs)	120,136	20,500	99,636	139,082	36,000	103,082	18,946	15,500	3,446	
4234 Bowen Clay Works Program	45,700	35,000	10,700	45,722	35,000	10,722	22	0	22	
4238 Bowen Seniors Programs	244,383	182,000	62,383	250,088	182,000	68,088	5,705	0	5,705	
4923 OWCC Programs (was Preschool/Children's Programs - N)	210,746	147,000	63,746	176,662	118,000	58,662	(34,084)	(29,000)	(5,084)	
4934 Indoor Sport & Gym / OWCC	206,616	160,000	46,616	224,481	180,000	44,481	17,865	20,000	(2,135)	
Facility Rentals & Maintenance										
4122 Class "E" License Programs	60,000	60,000	0	60,000	60,000	0	0	0	0	
4202 South Area Activity Centres	20,500	13,000	7,500	15,650	15,000	650	(4,850)	2,000	(6,850)	
4216 North Area Activity Centres	41,600	25,000	16,600	38,800	25,000	13,800	(2,800)	0	(2,800)	
4232 Bowen Complex	221,404	72,950	148,454	226,332	74,400	151,932	4,928	1,450	3,478	
4236 Bowen Complex Maintenance	239,747		239,747	243,602		243,602	3,855	0	3,855	
4902 Beban Park Physical Plant Mtce	1,105,153	1,200	1,103,953	1,143,776	1,200	1,142,576	38,623	0	38,623	
4921 Beban Social Centre	280,821	22,000	258,821	284,155	22,000	262,155	3,334	0	3,334	
4922 Beban Operations	246,451	213,000	33,451	253,654	239,000	14,654	7,203	26,000	(18,797)	
4926 Beban House Maintenance	25,035	41,000	(15,965)	24,035	41,000	(16,965)	(1,000)	0	(1,000)	
4931 Centennial Building Maintenance	58,108	32,000	26,108	50,626	32,000	18,626	(7,482)	0	(7,482)	
4932 Oliver Rd Leisure Centre	127,289	84,500	42,789	136,993	90,500	46,493	9,704	6,000	3,704	
4933 Oliver Rd Maintenance	309,571		309,571	308,716		308,716	(855)	0	(855)	

**Appendix E**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 Draft Provisional Operating Budget - for discussion purposes only**

			2010 Annual Budget			2011 DRAFT Provisional Budget			Change		
			Expenditure	Revenue	Net	Expenditure	Revenue	Net	Expenditure	Revenue	Net %
<b>Summer Programs</b>											
4144	Sports Camps		54,893	70,000	(15,107)	53,887	62,937	(9,050)	(1,006)	(7,063)	6,057
4146	Adventure Sports Camp		29,060	20,000	9,060	18,840	19,000	(160)	(10,220)	(1,000)	(9,220)
4147	Day Camps		76,667	64,500	12,167	38,527	37,000	1,527	(38,140)	(27,500)	(10,640)
4148	Camp Sunation		91,751	94,600	(2,849)	91,807	92,000	(193)	56	(2,600)	2,656
4149	Camp Seaside		32,339	30,000	2,339	24,570	25,000	(430)	(7,769)	(5,000)	(2,769)
4150	Girls Get Active		33,270	35,000	(1,730)	31,649	32,800	(1,151)	(1,621)	(2,200)	579
4154	Neighbourhood Playground Programs		43,400		43,400	44,918		44,918	1,518	0	1,518
NEW	Bowen Day camps				0	20,308	26,588	(6,280)	20,308	26,588	(6,280)
<b>Community Events</b>											
4109	Concerts in the Park		2,500	2,500	0	2,500	2,500	0	0	0	0
4110	Healthamonus		11,355	8,000	3,355	13,455	9,500	3,955	2,100	1,500	600
4114	Canada Day Celebration		10,370	10,000	370	8,808	8,400	408	(1,562)	(1,600)	38
4115	Year End Finale Event		8,416	8,500	(84)	8,616	7,500	1,116	200	(1,000)	1,200
4117	Christmas Craft Fair		6,966	18,500	(11,534)	7,982	18,500	(10,518)	1,016	0	1,016
4157	Community Co-operative Program		15,725	8,500	7,225	19,725	8,500	11,225	4,000	0	4,000
<b>Subtotal - Recreation &amp; Culture Operating</b>			<b>5,756,336</b>	<b>1,920,258</b>	<b>3,836,078</b>	<b>6,009,012</b>	<b>2,102,901</b>	<b>3,906,111</b>	<b>252,676</b>	<b>182,643</b>	<b>70,033 1.8%</b>
<b>Recreation &amp; Culture Operating Projects</b>											
4244	R&C Furniture Fixtures Equipment		20,000		20,000	20,000		20,000	0	0	0
4245	Gym Fitness Equipment		7,302	7,302	0	35,000		35,000	27,698	(7,302)	35,000
4246	Facility Upgrades								0	0	0
	10417 Kin Hut Kitchen Upgrade		3,172	3,172	0				(3,172)	(3,172)	0
4247	Oliver Woods Community Centre		25,000		25,000				(25,000)	0	(25,000)
4250	Miscellaneous Projects										
	10396 Third Street Sports Figures		47,159	47,159	0				(47,159)	(47,159)	0
	10347 Facilities Security Study		54,502	54,502	0				(54,502)	(54,502)	0
4260	Bowen Complex		5,000	5,000	0	15,000		15,000	10,000	(5,000)	15,000
4261	Beban Social Centre		9,250	9,250	0	10,000		10,000	750	(9,250)	10,000
	10418 Facility Review		17,647	17,647	0				(17,647)	(17,647)	0
4248	Centennial Building				0	25,000		25,000	25,000	0	25,000
<b>Subtotal - Recreation &amp; Culture Operating Projects</b>			<b>189,032</b>	<b>144,032</b>	<b>45,000</b>	<b>105,000</b>	<b>0</b>	<b>105,000</b>	<b>(84,032)</b>	<b>(144,032)</b>	<b>60,000 133.3%</b>
<b>Total Recreation &amp; Culture Operations</b>			<b>5,945,368</b>	<b>2,064,290</b>	<b>3,881,078</b>	<b>6,114,012</b>	<b>2,102,901</b>	<b>4,011,111</b>	<b>168,644</b>	<b>38,611</b>	<b>130,033 3.4%</b>
<b>Arena Operations</b>											
<b>Beban Arenas (Frank Crane and Cliff McNabb Arenas)</b>											
NEW	Beban Arenas Allocations		501,622	454,444	47,178	542,071	473,986	68,085	40,449	19,542	20,907
NEW	Beban Arenas Programs		198,372	130,103	68,269	201,012	141,000	60,012	2,640	10,897	(8,257)
NEW	Beban Arenas Skate Shops		70,949	84,758	(13,809)	75,556	89,870	(14,314)	4,607	5,112	(505)
4911	Frank Crane Arena Mtce		89,690		89,690	92,440		92,440	2,750	0	2,750
4915	Cliff McNabb Arena Maintenance		137,750		137,750	142,250		142,250	4,500	0	4,500



**Appendix E**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 Draft Provisional Operating Budget - for discussion purposes only**

	2010 Annual Budget			2011 DRAFT Provisional Budget			Change			
	Expenditure	Revenue	Net	Expenditure	Revenue	Net	Expenditure	Revenue	Net	%
<b>Nanaimo Ice Centre</b>										
4903 NIC Arena Allocations	512,956	334,063	178,893	531,477	411,670	119,807	18,521	77,607	(59,086)	
4904 NIC Arena Maintenance	336,050		336,050	344,950		344,950	8,900	0	8,900	
4905 NIC Arena Programs	170,018	106,224	63,794	179,830	120,000	59,830	9,812	13,776	(3,964)	
4906 NIC Arena Skate Shop	23,961	30,000	(6,039)	25,842	30,000	(4,158)	1,881	0	1,881	
<b>Subtotal - Arenas Operating</b>	<b>2,041,368</b>	<b>1,139,592</b>	<b>901,776</b>	<b>2,135,428</b>	<b>1,266,526</b>	<b>868,902</b>	<b>94,060</b>	<b>126,934</b>	<b>(32,874)</b>	<b>-3.6%</b>
<b>Arena Operations Projects</b>										
4928 Arena Upgrades			0			0	0	0	0	
4940 Frank Crane Projects			0			0	0	0	0	
4941 Cliff McNabb Arena Projects	16,041	1,041	15,000	25,000	10,000	15,000	8,959	8,959	0	
4942 NIC Projects	34,000	34,000	0			0	(34,000)	(34,000)	0	
<b>Subtotal - Arenas Operating Projects</b>	<b>50,041</b>	<b>35,041</b>	<b>15,000</b>	<b>25,000</b>	<b>10,000</b>	<b>15,000</b>	<b>(25,041)</b>	<b>(25,041)</b>	<b>0</b>	<b>0.0%</b>
<b>Total Arena Operations</b>	<b>2,091,409</b>	<b>1,174,633</b>	<b>916,776</b>	<b>2,160,428</b>	<b>1,276,526</b>	<b>883,902</b>	<b>69,019</b>	<b>101,893</b>	<b>(32,874)</b>	<b>-3.6%</b>
<b>Aquatic Operations</b>										
<b>Aquatic/Beach Programs</b>										
4142 Aquatic/Beach Programs	27,499		27,499	34,995		34,995	7,496	0	7,496	
<b>Kin Pool</b>										
4254 Kin Pool Maintenance	51,690		51,690	53,853		53,853	2,163	0	2,163	
<b>Nanaimo Aquatic Centre</b>										
4908 NAC Pool Programs	2,203,683	1,578,000	625,683	2,277,206	1,573,288	703,918	73,523	(4,712)	78,235	
4909 NAC Pool Maintenance	1,323,907		1,323,907	1,377,306		1,377,306	53,399	0	53,399	
<b>Beban Pool</b>										
4917 Beban Pool Maintenance	331,227		331,227	336,569		336,569	5,342	0	5,342	
4918 Beban Pool Programs	1,065,773	659,000	406,773	1,102,680	725,019	377,661	36,907	66,019	(29,112)	
<b>Subtotal - Aquatics Operating</b>	<b>5,003,779</b>	<b>2,237,000</b>	<b>2,766,779</b>	<b>5,182,609</b>	<b>2,298,307</b>	<b>2,884,302</b>	<b>178,830</b>	<b>61,307</b>	<b>117,523</b>	<b>4.2%</b>
<b>Aquatic Operation Projects</b>										
4390 Pool Maintenance Equipment			0			0	0	0	0	
4391 Aquatic Upgrades			0			0	0	0	0	
4381 Kin Pool	57,000	7,000	50,000			0	(57,000)	(7,000)	(50,000)	
4382 Nanaimo Aquatic Centre	76,206		76,206	135,000	135,000	0	58,794	135,000	(76,206)	
4380 Beban Pool	50,000		50,000	35,000		35,000	(15,000)	0	(15,000)	
<b>Subtotal - Aquatics Operating Projects</b>	<b>183,206</b>	<b>7,000</b>	<b>176,206</b>	<b>170,000</b>	<b>135,000</b>	<b>35,000</b>	<b>(13,206)</b>	<b>128,000</b>	<b>(141,206)</b>	<b>-80.1%</b>
<b>Total Aquatic Operations</b>	<b>5,186,985</b>	<b>2,244,000</b>	<b>2,942,985</b>	<b>5,352,609</b>	<b>2,433,307</b>	<b>2,919,302</b>	<b>165,624</b>	<b>189,307</b>	<b>(23,683)</b>	<b>-0.8%</b>
<b>Parks Operations</b>										
<b>General Maintenance Services</b>										
4443 Recreation Facility Painting	15,000		15,000	15,000		15,000	0	0	0	
4444 Machinery/Equip Services/Fleet	52,500		52,500	53,500		53,500	1,000	0	1,000	
4445 Maintenance Projects	25,000		25,000			0	(25,000)	0	(25,000)	
4447 Snow Clearing Services	100,000		100,000	100,000		100,000	0	0	0	

# Appendix E

## City of Nanaimo - Parks Recreation & Culture

### 2011 Draft Provisional Operating Budget - for discussion purposes only

			2010 Annual Budget			2011 DRAFT Provisional Budget			Change			
			Expenditure	Revenue	Net	Expenditure	Revenue	Net	Expenditure	Revenue	Net	%
4448	Vandalism		76,000		76,000	76,000		76,000	0	0	0	
4449	VIP Parks Operating		25,100		25,100	25,100		25,100	0	0	0	
4450	Maintenance Admin/Yards Services		581,595	6,420	575,175	592,624	6,420	586,204	11,029	0	11,029	
Parks Planning												
4056	Parks Planning		149,032		149,032	151,473		151,473	2,441	0	2,441	
Playfields												
4531	Playfields		1,066,901	80,000	986,901	1,090,359	100,000	990,359	23,458	20,000	3,458	
Field houses												
4222	Field houses Custodial		272,125	3,000	269,125	274,907	3,000	271,907	2,782	0	2,782	
Neighbourhood Parks												
4511	Neighbourhood Parks		386,670		386,670	423,000		423,000	36,330	0	36,330	
City Parks												
4561	City Parks		346,142		346,142	338,859		338,859	(7,283)	0	(7,283)	
4562	Protection Island Parks		23,000		23,000	23,000		23,000	0	0	0	
4563	Maffeo Sutton/Swy-a-Lana Parks		269,045		269,045	260,200		260,200	(8,845)	0	(8,845)	
4564	Neck Point		35,372		35,372	35,200		35,200	(172)	0	(172)	
4566	Third Street Property		25,000		25,000	25,000		25,000	0	0	0	
4567	Northfield Rotary Shelter		15,000		15,000	15,000		15,000	0	0	0	
4568	Horticulture Strategy		57,310	32,310	25,000			0	(57,310)	(32,310)	(25,000)	
4581	Bowen Maintenance/Operations		319,989	11,000	308,989	297,200	11,000	286,200	(22,789)	0	(22,789)	
4582	Oliver Woods Community Centre Maintenance		30,000		30,000	30,000		30,000	0	0	0	
4935	Beban Grounds Maintenance		281,487	25,000	256,487	275,551	25,000	250,551	(5,936)	0	(5,936)	
Trail Maintenance												
4572	Duke Pt/Cable Bay/Parkway Trails		68,890		68,890	73,265		73,265	4,375	0	4,375	
4573	E&N Trailway		38,000		38,000	38,000		38,000	0	0	0	
4574	Trailways		336,673		336,673	331,000		331,000	(5,673)	0	(5,673)	
Downtown Parks												
4612	Parkettes/Greens/Squares		295,744		295,744	328,000		328,000	32,256	0	32,256	
4613	Street Planters, etc.		80,000		80,000	115,000		115,000	35,000	0	35,000	
4615	Harbourfront Plaza		26,900		26,900	26,900		26,900	0	0	0	
Miscellaneous Park Maintenance												
4628	Urban Forestry		181,799		181,799	250,508		250,508	68,709	0	68,709	
4630	Highway/Entrances/Gateway		145,000		145,000	180,000		180,000	35,000	0	35,000	
4631	NAC Grounds Maintenance		38,000		38,000	30,000		30,000	(8,000)	0	(8,000)	
4635	Boat Launching Ramps		47,700	200	47,500	32,200		32,200	(15,500)	(200)	(15,300)	
4636	Brechin Boat Ramp Parking		30,500	45,500	(15,000)	29,000	46,000	(17,000)	(1,500)	500	(2,000)	
4637	NIC Grounds Maintenance		30,000		30,000	30,000		30,000	0	0	0	
<b>Subtotal - Parks Operating</b>			<b>5,471,474</b>	<b>203,430</b>	<b>5,268,044</b>	<b>5,565,846</b>	<b>191,420</b>	<b>5,374,426</b>	<b>94,372</b>	<b>(12,010)</b>	<b>106,382</b>	<b>2.0%</b>
<b>Parks Operations Projects</b>												
4330	Central Control Irrigation		10,000		10,000	15,000		15,000	5,000	0	5,000	
4331	Parks & Facility Accessibility Projects		10,000		10,000	60,000		60,000	50,000	0	50,000	

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**Appendix E**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 Draft Provisional Operating Budget** - for discussion purposes only

			2010 Annual Budget			2011 DRAFT Provisional Budget			Change			
			Expenditure	Revenue	Net	Expenditure	Revenue	Net	Expenditure	Revenue	Net	%
4332	Chain Link Fence Replacement Program		25,000		25,000	30,000		30,000	5,000	0	5,000	
4333	Beach Access Upgrades		20,000		20,000	25,000		25,000	5,000	0	5,000	
4335	Bicycle Network Development				0			0	0	0	0	
4336	Reroof City Buildings		100,000		100,000	50,000		50,000	(50,000)	0	(50,000)	
4338	Playground Equipment				0			0	0	0	0	
4339	Public Art		123,554	123,554	0	100,000	50,000	50,000	(23,554)	(73,554)	50,000	
4337	VIP Projects				0			0	0	0	0	
4340	Dog Off Leash Parks		60,000		60,000	60,000		60,000			0	
4326	Miscellaneous Projects				0			0			0	
	10345 EJ Hughes Restoration		83,145	83,145	0			0	(83,145)	(83,145)	0	
	10506 Bastion Building Upgrade		319,958	319,958	0			0	(319,958)	(319,958)	0	
	NEW Bowen Park				0	50,000		50,000	50,000	0	50,000	
					0			0	0	0	0	
Subtotal - Parks Operating Projects			751,657	526,657	225,000	390,000	50,000	340,000	(361,657)	(476,657)	115,000	51.1%
Total Parks Operations			6,223,131	730,087	5,493,044	5,955,846	241,420	5,714,426	(267,285)	(488,667)	221,382	4.0%
Civic Properties												
City Hall Building Maintenance												
5544	City Hall Building		179,384		179,384	189,868		189,868	10,484	0	10,484	
5545	City Hall Annex		316,328		316,328	316,904		316,904	576	0	576	
Cultural Buildings												
4304	Museum Admin/Bldg Maint & Op		17,600		17,600	36,600		36,600	19,000	0	19,000	
4731	Heritage Building Mtce (Bastion)		5,000		5,000	11,500		11,500	6,500	0	6,500	
4773	Port Theatre Maintenance		15,000		15,000	15,000		15,000	0	0	0	
Other Civic Buildings												
4765	Miscellaneous Buildings		27,500		27,500	27,500		27,500	0	0	0	
4761	Community Services Bldg/Grounds		54,225	100,027	(45,802)	58,800	99,630	(40,830)	4,575			
4772	City Hall Grounds/Parking Lot/Flags		75,000		75,000	75,000		75,000	0	0	0	
Subtotal - Civic Properties Operating			690,037	100,027	590,010	731,172	99,630	631,542	41,135	0	36,560	6.2%
Civic Properties Projects												
4776	Miscellaneous Projects											
	10325 Port Theatre Window Replacement		4,905	4,905	0			0	(4,905)	(4,905)	0	
	NEW VIEX Concept Development				0	20,000		20,000	20,000	0	20,000	
Subtotal - Civic Properties Operating Projects			4,905	4,905	0	20,000	0	20,000	15,095	(4,905)	20,000	
Total Civic Properties			694,942	104,932	590,010	751,172	99,630	651,542	56,230	(4,905)	56,560	9.5%
Community Development												
Cultural Grants												
4020	Arts & Culture Event Fund		26,530		26,530	26,530		26,530	0	0	0	
4021	Art Gallery		60,000		60,000	60,000		60,000	0	0	0	
4025	Cultural Grants		171,049	2,309	168,740	171,656		171,656	607	(2,309)	2,916	

**Appendix E**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 Draft Provisional Operating Budget - for discussion purposes only**

	2010 Annual Budget			2011 DRAFT Provisional Budget			Change			
	Expenditure	Revenue	Net	Expenditure	Revenue	Net	Expenditure	Revenue	Net	%
4027 Port Theatre Society	545,247	3,615	541,632	550,465		550,465	5,218	(3,615)	8,833	
4038 Museum Grant	322,204		322,204	328,348		328,348	6,144	0	6,144	
Sport & Event Grants										
1328 Travel Grants	7,500		7,500	7,500		7,500	0	0	0	
4015 Tournament & Festival Fund	26,530		26,530	40,000		40,000	13,470	0	13,470	
4024 Pacific Sport	15,000		15,000			0	(15,000)	0	(15,000)	
4028 McGirr Sports Complex	110,000		110,000	110,000		110,000	0	0	0	
4022 Live Site Operation	9,000	1,000	8,000	9,000	8,000	1,000	0	7,000	(7,000)	
NEW VIEIX			0	12,000		12,000	12,000	0	12,000	
<b>Total Community Development</b>	<b>1,293,060</b>	<b>6,924</b>	<b>1,286,136</b>	<b>1,315,499</b>	<b>8,000</b>	<b>1,307,499</b>	<b>22,439</b>	<b>1,076</b>	<b>21,363</b>	<b>1.7%</b>
<b>Total - All Departments Operating</b>	<b>22,259,092</b>	<b>6,405,171</b>	<b>15,853,921</b>	<b>22,402,034</b>	<b>6,236,284</b>	<b>16,165,750</b>	<b>142,942</b>	<b>(168,490)</b>	<b>306,857</b>	<b>1.9%</b>
<b>Other:</b>										
Aquatic Operations - Debt Charges	683,964	129,054	554,910	702,553	147,690	554,863	18,589	18,636	(47)	
Parks Ops - Transfer to Facility Development Fund	6,450		6,450	6,450		6,450	0	0	0	
Parks Ops - Beban Park Property Reserve	6,667	6,667	0	6,667	6,667	0	0	0	0	
Community Development - Regional Parks Requisition		889,620	(889,620)		889,620	(889,620)	0	0	0	
Community Development - VI Regional Library	2,785,203		2,785,203	2,882,685		2,882,685	97,482	0	97,482	
	3,482,284	1,025,341	2,456,943	3,598,355	1,043,977	2,554,378	116,071	18,636	97,435	
<b>Total - All Operating</b>	<b>25,741,376</b>	<b>7,430,512</b>	<b>18,310,864</b>	<b>26,000,389</b>	<b>7,280,261</b>	<b>18,720,128</b>	<b>259,013</b>	<b>(149,854)</b>	<b>404,292</b>	<b>2.2%</b>
<b>PR&amp;C Capital Projects - Funded from General Revenues</b>	<b>6,636,322</b>	<b>5,662,778</b>	<b>973,544</b>	<b>2,690,000</b>	<b>1,616,000</b>	<b>975,000</b>			<b>1,456</b>	<b>0.1%</b>
<b>PR&amp;C - Operating and Capital Funded from General Revenues</b>	<b>32,377,698</b>	<b>13,093,290</b>	<b>19,284,408</b>	<b>28,690,389</b>	<b>8,895,261</b>	<b>19,695,128</b>	<b>259,013</b>	<b>(149,854)</b>	<b>405,748</b>	<b>2.1%</b>

Note 1: Position moved to Strategic Relationships department in 2011

**Appendix F**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 Draft Provisional Operating Projects Summary - for discussion purposes only**

			Expenditures	Funding Sources		
				General Revenues	Private Contributions	Facility Development Reserve
Recreation & Culture Projects						
4244	R&C Furniture Fixtures & Equipment	Annual replacement program	20,000	20,000		
4245	Gym Fitness Equipment	Annual replacement program	35,000	35,000		
4260	Bowen Complex	Replace fire panel, kitchen upgrades	15,000	15,000		
4261	Beban Social Centre	Pump replacement program	10,000	10,000		
4248	Centennial Building	Install perimeter protective boards	25,000	25,000		
Subtotal - Operating Projects			105,000	105,000	0	0
Arena Operations Projects						
4941	Cliff McNabb Arena Projects	HVAC - rebuild/replace ammonia compressor units	25,000	15,000		10,000
Subtotal - Operating Projects			25,000	15,000	0	10,000
Aquatic Operation Projects						
4382	Nanaimo Aquatic Centre	HVAC - replace dampers	15,000			15,000
		HVAC - replace pneumatic compressor units	20,000			20,000
		Replace heat exchangers (main pool)	20,000			20,000
		Pump replacement program	20,000			20,000
		Washrooms/change rooms - plumbing upgrades	35,000			35,000
		Resurface acid stained floor	10,000			10,000
		Programs - equipment replacement	15,000			15,000
4380	Beban Pool	Install Fisher Valve (main water shut off)	35,000	35,000		
Subtotal - Operating Projects			170,000	35,000	0	135,000

**Appendix F**  
**City of Nanaimo - Parks Recreation & Culture**  
**2011 Draft Provisional Operating Projects Summary - for discussion purposes only**

		Expenditures	Funding Sources		
			General Revenues	Private Contributions	Facility Development Reserve
Parks Operations Projects					
4330	Central Control Irrigation	15,000	15,000		
4331	Parks & Facility Accessibility Projects	60,000	60,000		
4332	Chain Link Fence Replacement Program	30,000	30,000		
4333	Beach Access Upgrades	25,000	25,000		
4336	Reroof City Buildings	50,000	50,000		
4339	Public Art	100,000	50,000	50,000	
4340	Dog Off Leash Parks	60,000	60,000		
4326	Miscellaneous Projects NEW Bowen Park	50,000	50,000		
Subtotal - Operating Projects		390,000	340,000	50,000	0
Civic Properties Projects					
4776	Miscellaneous Projects NEW VIEX Concept Development	20,000	20,000		
Subtotal - Operating Projects		20,000	20,000	0	0
Total Parks, Recreation & Culture - Operating Projects		710,000	515,000	50,000	145,000

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION  
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

AUTHORED BY: BOB KUHN

**RE: CULTURAL COMMITTEE MANDATE AND STRUCTURE**

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**STAFF'S RECOMMENDATION:** That the Parks, Recreation and Culture Commission (PRCC) recommend to Council that:

1. the current Cultural Committee appointments be extended until the end of the term (2011-DEC-31);
2. the following new criteria and process for appointments to the Cultural Committee be approved:

(i) New criteria for appointment to the Cultural Committee:

Consideration will be given to applicants who:

- a. Are residents of Nanaimo;
- b. Have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field; and,
- c. Have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.

(ii) New process for appointment to the Cultural Committee:

- a. Term of appointments will coincide with civic elections; and,
- b. Applications will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC.

**EXECUTIVE SUMMARY:**

The Parks, Recreation and Culture Commission conducted a review of the mandate and structure of the Cultural Committee resulting in recommendations for changes. The recommendations were approved by City Council and are now being implemented.

**BACKGROUND:**

At their meeting of 2010-JUN-23 the Parks, Recreation and Culture Commission approved a recommendation that the current appointments to the Cultural Committee expire on 2010-SEP-30, and that a review of the mandate and structure of the Committee be conducted. The review included a cultural forum that was held on 2010-MAR-18 to seek input from stakeholders and the public. After the review, Commission made recommendations for changes which were subsequently approved by Council.

At the Finance / Policy Committee of the Whole meeting held 2010-JUN-28, Council approved the following changes to the Terms of Reference for the Cultural Committee:

1. That Staff develop clear criteria and process for appointment to the Cultural Committee.
2. That existing Terms of Reference (Schedule "A") for the Cultural Committee be changed with the objective of making them reflect what the mandate actually is and remove those tasks that are done by staff. Proposed changes are attached as Schedule "B".
3. That a maximum term of appointment to the Cultural Committee be set at six (6) years [two terms of three (3) years each] with the provision that members can be re-appointed after an absence of three (3) years.
4. That Cultural Committee appointments be staggered to maintain continuity. Of the six (6) "At-Large" members, three (3) would be renewed and three (3) new members would be appointed each three (3) years. Interim vacancies would be appointed only for the remaining term of the vacant appointment.
5. That the Cultural Committee membership be increased by one (1) additional member from the membership of the Parks, Recreation and Culture Commission – increasing this representation from three (3) to four (4).

The following criteria and process has been developed for appointment to the Cultural Committee:

Consideration will be given to applicants who,

1. Are residents of Nanaimo
2. Have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field.
3. Have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.

New process for appointment to the Cultural Committee:

1. Term of appointments will coincide with civic elections.
2. Applications will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC.

The previous Terms of Reference (Schedule "A") and the existing Terms of Reference (Schedule "B") are attached for your information.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

Attachments - 2



## **SCHEDULE "A"**

### **PREVIOUS TERMS OF REFERENCE**

#### **Parks, Recreation and Culture Commission Cultural Committee Structure and Roles**

The Cultural Committee is a Committee of the Parks, Recreation and Culture Commission (PRCC) comprised of nine members as follows:

- Three members appointed from the PRC Commission; and,
- Six members-at-large selected and recommended from applications submitted to the PRC Commission.

The Cultural Committee is responsible for coordinating the City's Arts and Culture Initiatives by:

- Overseeing the implementation of cultural strategy and conducting regular cultural strategy reviews (every three years).
- Advising the Commission and Council on cultural issues.
- Reviewing all applications for funding and making recommendations to the PRCC, based on criteria and guidelines established regarding the distribution of cultural operating grants and arts and cultural event grants.
- Investigating all sources of funds available to the City of Nanaimo for the purpose of supporting arts and cultural organizations and cultural planning, development and infrastructure initiatives.
- Developing new cultural initiatives for Nanaimo's cultural development in close cooperation with all City Departments, Nanaimo's cultural groups, businesses, School District 68, Post Secondary Institutions and Tourism Nanaimo.
- Developing and maintaining a current awareness of artistic and economic trends, opportunities and status regarding Arts and Culture both locally and in other municipalities, and recommending initiatives which could be of value to Nanaimo economically, socially and aesthetically.
- Ensuring a close cooperation, more formal networking and sharing of resources among all Nanaimo Cultural groups in pursuing the aims and objectives of this strategy.
- Promoting public awareness of cultural organizations and cultural activities in our community, and maintaining an annual cultural awards program.
- Identifying gaps or overlaps in City support programs that relate to arts and culture.
- Maintaining an ongoing liaison with Federal, Provincial and Regional agencies relating to arts and culture including groups such as The BC Arts Council, Canadian Heritage and the Creative City Network.
- Coordinates commissioning of for works of art for display in municipal public spaces and buildings.
- Helping cultural organizations and individual artists to become strong and effective.
- Sponsoring annual educational opportunities for arts and cultural organizations.

## **SCHEDULE "B"**

### **NEW TERMS OF REFERENCE**

#### **Parks, Recreation and Culture Commission Cultural Committee Structure and Roles (Terms of Reference)**

The Cultural Committee term is for three (3) years and at-large members can re-apply for one additional three (3) year term. After serving two (2) terms, members must take three (3) years off before re-applying. Each term, three (3) members will step off the Committee and three (3) new members will be appointed.

The Cultural Committee is a Committee of the Parks, Recreation and Culture Commission (PRCC) comprised of ten members as follows:

- Four members appointed from the PRCC; and,
- Six members-at-large selected and recommended from applications submitted to the PRCC.

The Cultural Committee is responsible for coordinating the City's Arts and Culture Initiatives by:

- Advising the Commission and Council on cultural issues.
- Reviewing all applications for funding and making recommendations to the PRCC, based on criteria and guidelines established regarding the distribution of cultural operating grants and arts and cultural event grants (see Investment Section).
- Promoting public awareness of cultural organizations and cultural activities in our community, and maintaining an annual cultural awards program.
- Coordinates the selection process for works of art for display in municipal public spaces and buildings.
- Sponsoring annual educational opportunities for arts and cultural organizations.

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

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

**RE: MONTHLY REPORT FOR JULY AND AUGUST 2010 – PARKS OPERATIONS**

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

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

- A second Neck Point Park Plan open house is scheduled for Saturday, 2010-SEP-18, from 10:00 a.m. to 2:00 p.m. in the park. A public input survey will be available at this event. Staff are prepared to implement the Phase 1 Action Plan as soon as the plan is approved.
- Temporary art installation submissions for Maffeo Sutton Park and McGregor Park will be on display until 2010-OCT-22. The art gallery will be auctioning off the work on the evening of Friday, 2010-OCT-22.
- Staff are beginning an improvement plan for Pauson Park. Initial meetings with residents and Malaspina Gardens are scheduled for September and are intended to get input into the needs and wants of residents.
- Staff have begun the Harewood Centennial Park Improvement process. Base information and site plans are prepared and meetings are scheduled with school officials and the Harewood Residents Association for September. Staff are also applying for grants to assist in implementation funding for this project.
- Improvements to the Beban dog off-leash park are being planned for fall 2010.

### **VOLUNTEERS IN PARK**

- A start-up meeting for park improvement is scheduled for 2010-SEP-18 at Wexford Park.
- Staff are working to landscape Rockridge Park. A playground was installed here in the spring.
- Equipment for Salal Park has been tendered and awarded. It is expected that the playground will be installed fall 2010.
- Residents of the Applegreen area are moving ahead on their proposal and plan to appear as a delegation to Commission later in the fall of 2010.

### **MAINTENANCE AND CONSTRUCTION**

- A new concrete approach ramp was constructed at Brechin Boat Ramp for the installation of the new floats.
- The temporary public art pieces were installed at Maffeo Sutton Park.
- The deck at the Neck Point Caretakers Residence was rebuilt.
- Repairs were made to the windows at the Departure Bay Activity Hall. During repairs, it was discovered that some of the main support posts were rotted and were repaired. The overall condition of the building is deteriorating due to age, insect damage and settling of the building.
- New concrete stairs were installed into Woodstream Park off of Departure Bay Road.
- Nanaimo Estuary Interpretive signs were installed at three locations: Biggs Park; Chase River Estuary; and, Cameron Island.

- Change tables, benches and a crib were replaced in Beban Pool Change rooms.

### **TURF AND PARKS**

- Drainage was installed at Serauxmen Park to alleviate the soggy area up the middle of soccer field #1.
- Staff provided set up and takedown services for Marine Festival, Dragon Boat and Silly Boat Regatta events.
- Ball diamond maintenance continued in the summer.
- Aerating, fertilizing and over-seeding of fields was a priority in August.
- Staff performed tree maintenance in outlying parks.

### **TRAILS**

- Staff cleaned up beaver dams by the Westwood Orchard.
- Staff replaced rock in the wall at the Q. E. Promenade.
- The stairs at Sugarloaf Mountain required repairs.
- Work has begun at Witchcraft Lake to provide parking and enhance the trail system.

### **HORTICULTURE**

- Staff prepared Safe Work procedures for COR certification.
- Invasive species removal was conducted throughout the summer in all parks.
- Vinegar spraying kill was good in most areas but needs more applications.
- The community gardens at Beban Park continue to flourish with a strong volunteer support.
- Staff are working on re-landscaping of areas of Beban Park around the Social Centre as part of the Beban Park improvements project.
- Teaching of programs by Horticultural staff with the public are ongoing.

### **UTILITY**

- A new janitor's mop sink was installed in the Beban Lions Pavilion.
- Staff has started the annual Cross Connection Control Program. There are over one hundred backflow devices in the parks that must be tested annually.
- Three marker buoys were installed in Westwood Lake to mark out a 1000-meter course for swimmer training.
- The hard court on Protection Island was crack sealed and cleaned to improve the surfacing.
- A new guard rail was installed in Barney Moriez Park. This was initiated after a site safety inspection.

### **URBAN FORESTRY**

- Four Tree Removal Permits were processed.
- Eight Tree Management Plans are under review for various projects.
- Final review of tree work for Colliery Dam Water Line Project is done.
- 150 phone calls were received regarding questions and concerns about hazard trees, tree removals and general tree health and care. These calls resulted in 75 site visits.
- Worked with Development Services re tree removal for sewer line connection at Rutherford Ravine.
- Worked on landscape plan for College Heights Pump Station.

- Installed privacy hedge at Robins Den Park.
- Installed five replacement trees on boulevard in Avonlea Subdivision.
- Worked with Construction Department on tree removal for Bowen Road/Quarterway Bridge road widening project. This included saving of wood from one English oak for future park projects.
- Removed hazardous trees from Protection Island parks.

#### TRAIL COUNTS FOR JULY-AUGUST 2010

Park Sites	June Daily Average	July Daily Average	August Daily Average	Peak Time Of Use
Bowen Side Channel	104	132	139	3 PM – 4 PM
Westwood Lake Entrance (Vehicle Count)	287	362	389	4 PM – 5 PM
Oliver Woods Playground (Side Entrance)	67	69	71	1 PM – 2 PM
Oliver Woods Playground (Front Entrance)	77	83	84	1 PM – 2 PM
Pipers Spit	276	330	357	3 PM – 4 PM
Pipers Knoll	141	181	187	3 PM – 4 PM
Wellness Park	57	59	64	2 PM – 3 PM
Oliver Woods Trail	55	57	59	2 PM – 3 PM
Richards Marsh	57	59	61	3 PM – 4 PM
Third Street Park	167	181	199	2 PM – 3 PM
Neck Point Entrance (set for Vehicle count only)	169	179	188	2 PM – 3 PM
Neck Point (new trail)	230	242	270	2 PM – 3 PM
Off-Leash Dog Park Little Dogs	62	65	69	4 PM – 5 PM
Off-Leash Dog Park Big Dogs (side)	67	85	91	4 PM – 5 PM
Off-Leash Dog Park Big Dogs (main)	85	103	112	4 PM – 5 PM

City of Nanaimo Animal Services Division-Park Report					
July 1- 31, 2010					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beaufort	4	2	0	0	0
Beban	2	2	0	0	0
Bowen Park	22	37	1	0	0
Brookwood	4	1	0	0	0
Colliery Dam	17	36	0	0	0
Departure Bay	25	55	53	0	0
Divers Lake	15	6	1	0	1
Groveland Park	7	3	0	0	0
Gyro # 1	14	1	1	0	0
Gyro #2 (Haliburton)	0	0	0	0	0
Harry Wipper	2	0	0	0	0
Long Lake	1	0	0	0	0
Maffeo Sutton	34	32	2	0	0
May Richards Bennett	14	5	1	0	1
Neck Point	18	157	6	1	1
Pipers Lagoon	20	55	3	0	0
Westwood Lake	25	230	1	0	1
Linley Valley	0	0	0	0	0
Harewood Centennial	3	0	0	0	0
Cathedral Grove	3	0	0	0	0
Chase River Estuary	2	0	0	0	0
Planta Park	0	0	0	0	0
<b>Totals</b>	<b>232</b>	<b>622</b>	<b>68</b>	<b>1</b>	<b>4</b>

City of Nanaimo Animal Services Division-Park Report					
August 1- 31, 2010					
Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beaufort	7	3			
Beban	4	6			
Biggs	1				
Bowen Park	21	31	3		1
Brookwood	6	2			
Cathedral Grove	2	1			
Colliery Dam	30	62	4		
Departure Bay	22	4	4		
Divers Lake	17	6			
Groveland Park	4	1			
Gyro # 1	9	2			
Gyro #2 (Haliburton)	3	0			
Jack Point	1	0			
Long Lake	1	0			
Maffeo Sutton	24	177			
May Richards Bennett	14	3			
McGreggor	2	3	1		
Neck Point	17	69	1		
Pipers Lagoon	16	60	3		
Westwood Lake	25	290	4		
<b>Totals</b>	<b>226</b>	<b>720</b>	<b>20</b>		<b>1</b>

## VANDALISM REPORT FOR JULY AND AUGUST, 2010

### BUILDING AND ENGINEERING R&M

- Graffiti removal and painting \$7,796.59
- Graffiti supplies \$ 450.11
- Pressure washing of Graffiti \$ 405.00

**COST \$8,651.70**

### MATERIALS AND SUPPLIES

- Replacement Plaques \$ 666.79
- Locks and keys \$ 478.55
- Misc Supplies \$ 424.43

**COST \$1,569.77**

**LABOUR AND FLEET (City Vehicles) \$3,085.62**

**COST \$3,085.62**

**TOTAL COST \$13,307.09**

This report covers two months of vandalism expenses. Graffiti was found in many parks throughout the City including May Bennett, E&N Trail, Mansfield Park, Pipers Park, Bowen Park, Maffeo Sutton Park, Beach Estates (150 tags), Parkway Trail and many others. The benches in Bowen Park were also a target for vandalism. An axe or hatchet was used to destroy many of the benches, including dedicated benches and plaques. Swing seats were cut in the Beban Park playground.



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

FROM: SUZANNE SAMBORSKI, SENIOR MANAGER RECREATION & CULTURE SERVICES

RE: MONTHLY REPORT – JULY/AUGUST 2010 – RECREATION AND CULTURE SERVICES

### **Recreation and Culture**

A total of 1724 Senior's memberships have been sold since 2009-NOV-01. Attendance for the July and August Thursday Special events has been steady with an average of 100 participants attending. Eleven van trips were held in July and August with 194 seniors participating.

Popular programs include Mexican cooking (9 registered); The Simple Ravioli (7 registered); Thai cooking (2 full classes with waitlists). Health and wellness programs continue to be popular with registrations for various yoga and active classes reaching maximum enrollment.

Skate lessons continue to rock with 21 participants registered in Skate Punx and eight people on the waitlist.

Summer Camp attendance was down this year. Bowen Explorers had 103 registrations with 140 spaces offered. However, full day drop-in participation was up with thirty-three (33) drop-ins. Camp Holiday had 182 registrations with 234 spaces offered. This camp was augmented with fifty-four (54) full day drop-ins and two (2) half day drop-ins. Both Pottery Camps and Mud Pies were full for August. Ten (10) camps visited the Pottery Room for Lessons in August (131 kids in August, 103 in July).

The Terry Fox event is scheduled for 2010-SEP-19 and will be starting and finishing at the Nanaimo Aquatic Centre. Staff have fifteen (15) volunteers signed up for the event as well as four (4) LIT's from the summer program.

### **Arena**

Even with Frank Crane Arena being under construction attendance was up. Last year's totals were 24,805 with the current month totals 26,500.

### **Aquatics**

Due to the terrific weather and busy beaches, regular admissions were down in July 2010 (36,768) compared to July 2009 (41,623). Lessons and rental numbers are comparable. There was a slight increase in swim club attendance due to the Ravensong Breakers swimming at NAC because their pool is closed for maintenance.

There were 454 participants enrolled in lessons at Beban and NAC in the July set of lessons compared to 437 participants in 2009.

Staff met with the organizing committee from the Nanaimo White Rapids swim club to discuss their bid for the BCSSA provincials in 2012.

## Marketing

- Continued "Nanaimo...It's a Lifestyle" messaging.
- Continued the Summer Camp Marketing Plan.
- Coordinated feature instructor information with coordinator team and the Bulletin.
- Completed implementation of the Summer Camp Marketing Plan and continued working on the Rivers Day, Terry Fox Run, and Neck Point open house marketing campaigns.
- Developed the Christmas Craft Bazaar marketing plan.
- Marketed the Mothers Unite garage sale. The October Mother's Unite Garage Sale currently has 71 registered with 22 on the waitlist.
- Developed a marketing campaign for the Student RecPass promotions.
- Created posters to advertise south end New Health and Wellness Classes. Distributed to all our South facilities, as well as Hawthorne Village, University Center Plaza and throughout VIU.

## Communications projects:

- Issued Five (5) formal media releases for the month of July.
- Facebook/Twitter communications are regularly maintained. Fans and followers on both sites are increasing steadily. August numbers are currently at 2,476 fans on Facebook and 804 followers on Twitter.
- Assisted the Regional District of Nanaimo with their implementation of a Facebook page.

## Media promotions and/or releases:

- News Bulletin Monthly feature article – "Summer Brings Options for Free Family Activities" appeared on 2010-July-17. Coordinated staff profile with reporter.
- Press Releases (5): Summer Concert Series Begins; Lifeguards on Duty at Westwood Lake; Rotary Bowl Improvement; Open Flame Ban in Effect; and, Deane Finlayson Way Officially Dedicated.
- Interview with Shaw TV in regard to how the Activity Guide is produced 2010-July-28.
- News Bulletin Monthly Feature Articles – "Rec Guide an Ongoing Process" and "Fall Programs Available for Everyone to Enjoy" appeared on 2010-Aug-21.

## July Statistics

Front Desk:	2009	2010	Difference
<u>Numbers</u>			
Registrations	1,691	1,728	+37
REC Passes	182	213	+31
Economy Tickets	8,018	6,969	-1,049
<b>TOTAL:</b>	<b>9,891</b>	<b>8,910</b>	<b>-1,117</b>
<u>Sales</u>			
Registrations	\$121,619	\$128,076	\$+6,457
REC Passes	23,990	22,774	-1,216
Economy Tickets	27,574	24,676	-2898
<b>TOTAL:</b>	<b>\$173,183.00</b>	<b>\$175,526.00</b>	<b>\$2,343.00</b>

## August Statistics

Front Desk:	2009	2010	Difference
<u>Numbers</u>			
Registrations	7,369	7,425	+56
REC Passes	166	152	-14
Economy Tickets	7,238	6,041	-1,197
<b>TOTAL:</b>	<b>14,773</b>	<b>13,618</b>	<b>-1,239</b>
<u>Sales</u>			
Registrations	\$360,218	\$350,253	\$-9,965
REC Passes	31,855	27,684	-1,216
Economy Tickets	25,500	21,643	-2898
<b>TOTAL:</b>	<b>\$417,673.00</b>	<b>\$399,580.00</b>	<b>\$-14,079.00</b>

	Hours of Use		Attendance	
August 2010	Current Month	Last Year	Current Month	Last Year
Public Admissions:	55.50	56.25	1,037	1,244
Lessons: Department programs and Schools:	176.75	56.25	2,827	2,731
League Rentals:	81.75	55.25	3,487	2,977
Other/Casual:	361.25	346	19,149	17,853
<b>TOTAL:</b>	<b>675.25</b>	<b>887.75</b>	<b>26,500</b>	<b>24,805</b>

<u>Hours:</u>		<u>Attendance:</u>	
FCA –	0	FCA –	0
NIC 1 –	142.75	NIC 1 –	3,175
NIC 2 –	250.00	NIC 2 –	6,721
CMM –	282.50	CMM –	16,604
<b>Total –</b>	<b>675.25</b>	<b>Total –</b>	<b>26,500</b>

## Receipts:

July 2009: \$480,641

August 2009: \$540,906

July 2010: \$375,896

August 2010: \$557,748

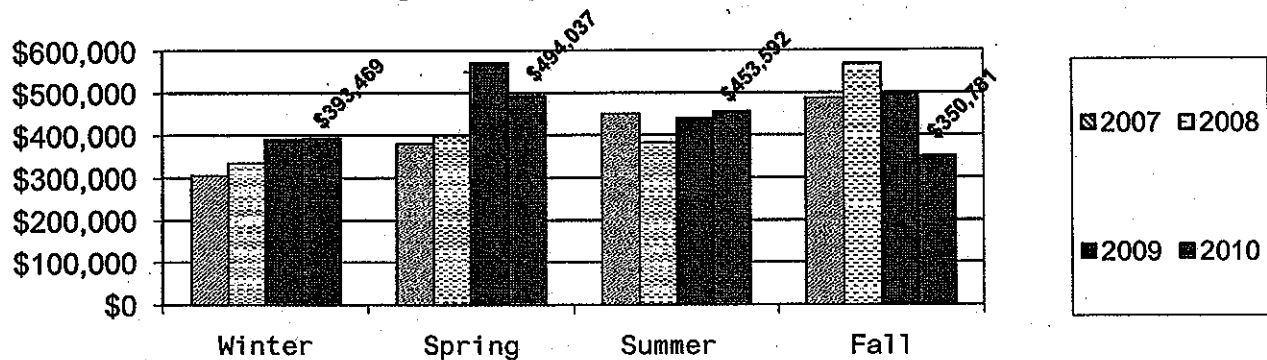
2010-Sep-15

File: A2-4 / A10-1

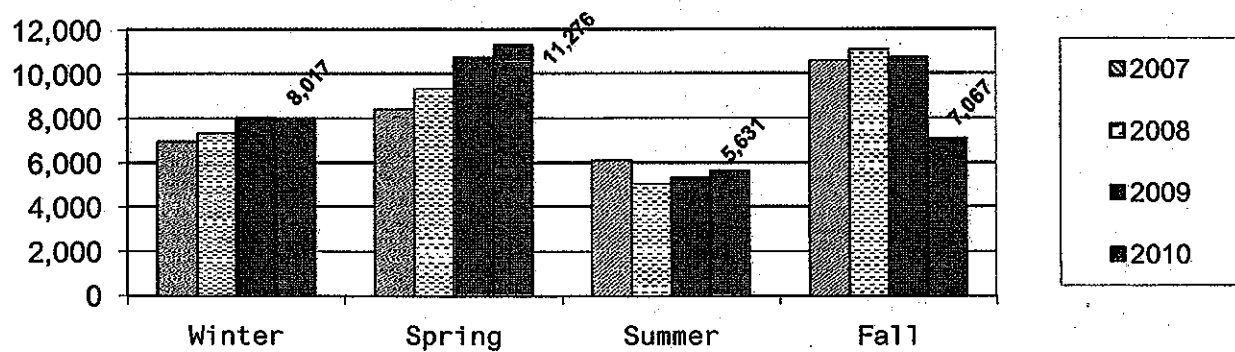
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## 2007 to 2010 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**



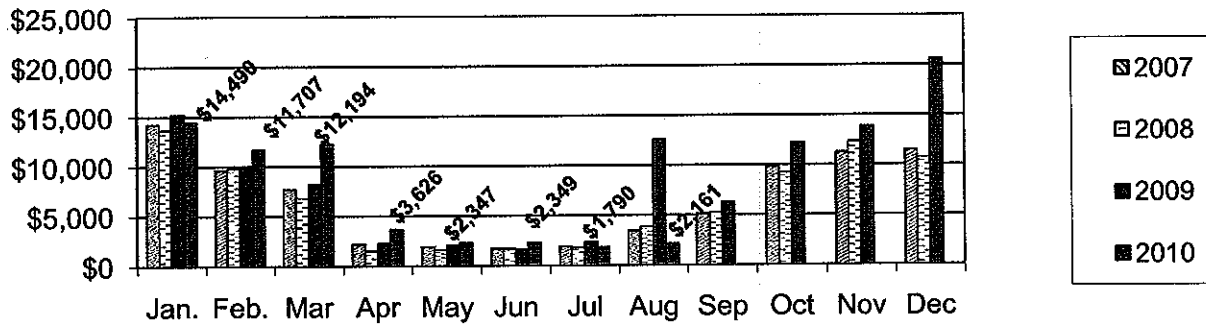
**Program Registrations\***



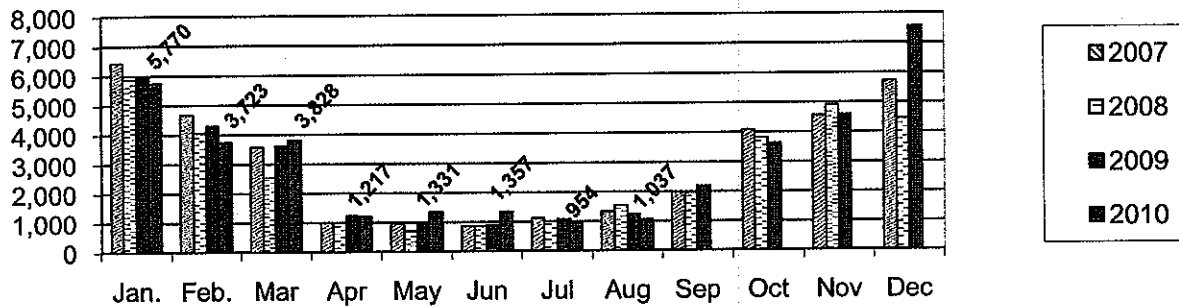
## Summary of Recreation And Culture Services - July/August 2010

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

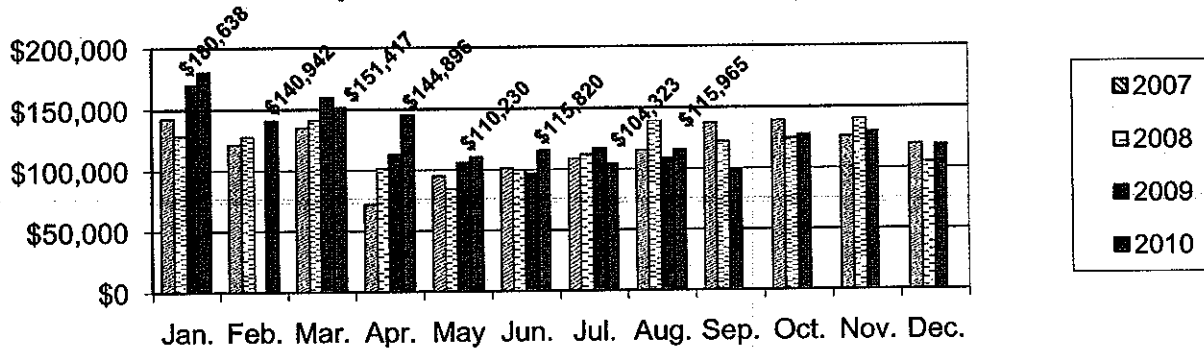
### Arena Public Skate Revenue



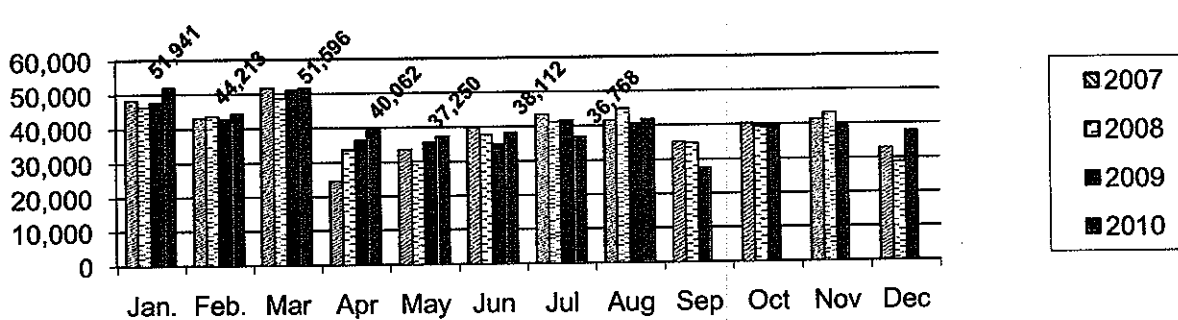
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue



### Aquatic and Fitness Gym Public Admissions





2657 Lableux Rd.  
Nanaimo BC  
V9T 3N3  
250 686 5830

Aug/12/2010

Elizabeth Williams  
500 Bowen Rd  
Nanaimo BC  
V9R 1Z7

Dear Elizabeth,

I am writing on behalf on the Wheatsheaf Fastball Club and would like to thank the City of Nanaimo for the Grant we received in 2010. Our tournament was a huge success for all participants. We had ten teams attend this year and all left happy that we were able to put on a first class event. This would not have been possible with out the funding we received from you. We are looking forward to the event next year.

Many thanks,

A handwritten signature in black ink, appearing to be "JH" followed by a long horizontal stroke.

Jesse Honkanen  
Manager  
Wheatsheaf Fastball Club

**RECEIVED**

SEP 13 2010

DEPARTMENT OF  
PARKS RECREATION AND CULTURE

884

**MINUTES OF BOARD OF DIRECTORS' MEETING - NANAIMO HARBOUR CITY SENIORS**

**September 10, 2010**

**In Attendance**

President Lynda Avis in the Chair, Anne Smith, Colleen Evans, Hale Yardley, Pat Foley, Jane Adkins, Michele Duerksen. Guest: Bob Kuhn

**Regrets:** Bob Davies, Sally Monteith, Miriam Peacock

**Call to Order**

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

**Changes/Additions to the Agenda**

- 1) Handicap Parking at Bowen Complex - was added to the Agenda.

**Adoption of Minutes**

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

**Handicap Parking at Bowen Complex**

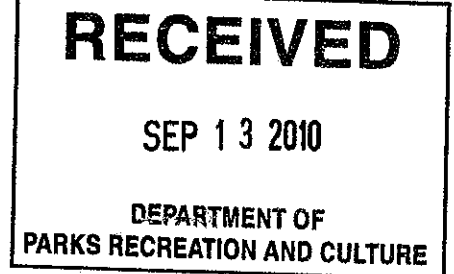
Bob Kuhn, Manager of Recreation & Culture was in attendance. He told the Board that the amount of \$40,000 has been received from the Municipal Insurance Association of B.C. which is to be used to improve the handicap parking at Bowen Complex. This will entail a much-needed additional nine parking spots near the building. Feedback from the Board is needed as it is anticipated that this work will be done immediately.

**Minutes of Last Meeting**

M/S/C That the minutes of the June 4<sup>th</sup>, 2010 meeting be adopted as read.

**Business Arising from the Minutes**

- 1) Summer Meeting with Mayor Ruttan - Lynda said she had sent a thank you note to the Mayor following a very successful meeting of the Board with him in August.
- 2) AGM Discussion re Van/Bus Trips - nothing further to report on this item.
- 3) Goals and Objectives for 2010-2011 - this item was referred to the October meeting and the Directors were asked to give it some thought before the meeting.
- 4) Overseas Trip/Surveys - Lynda said she has received 50 responses to the survey and hopefully more will be received before the cut-off date of September 15<sup>th</sup>. Miriam will organize the responses, with the help of Nora Nixon.
- 5) Lockers for NHCS Volunteers - Michele is investigating this and will report to the next meeting.
- 6) Disposal of OAP Property - Hale said the Society's next meeting is next Tuesday. He will attend the meeting and report to our next Directors' meeting.



**Correspondence**

- 1) Item in Daily News Forecast 2010 – Lynda read an article by Darrell Bellaart that appeared in the August 26<sup>th</sup> edition of this publication. She then read the response that she sent to Darrell taking issue with his comments that contained confusing information re “Bowen Park Seniors” and “Nanaimo Harbour City Seniors. Her email noted that we have worked very hard to raise the visibility of NHCS, and further to educate the general public re our various programs which challenge both the body and the mind of all our members, including the younger senior, which does not mean “just carpet bowling and senior dances”!
- 2) Lynda received an email from the Director of Nursing at VIU indicating the student joining our Board meetings will likely not be available until Oct. or Nov.
- 3) Our Publicity Chair Sally wrote a letter to the Port Theatre thanking them for the tickets they provided for our members under their Angels Program.
- 4) Lynda received a letter from Doug Petersen of the Bowen Snooker Club, enclosing bills for purchases in the amount of \$31.86. Michele will contact Brian re the policy currently in place.

**Financial Report**

Treasurer Anne reported as there was no activity over the summer except for the 50/50 draws, an official report would not be given this month.

**COMMITTEE REPORTS:**

**Program**

No report.

**Publicity**

No report.

**Seniors Coordinator**

- A total of 1724 memberships have been sold since November 1<sup>st</sup>, 2009. A total of 50 memberships were sold in the summer (July and August).
- Attendance at the Thursday Special Events is steady and the van trips have also been well-attended.



**New Business**

- 1) Date for Christmas Bazaar – suggested date is Thursday, November 18<sup>th</sup>, 9:30 a.m. to 2:30 p.m. Event will be for our members only. Michele and Lynda will look after sending invitations to our member groups asking for their participation.
- 2) Date for Poinsettia Sale – Thursday, December 2<sup>nd</sup>. Sale will be held in the lobby and the supervised sorting and storage of plants will be in Activity Room 1. Bob will be in charge of ordering plants and Lynda has two volunteers who will pick them up from VIU and deliver to Bowen Complex.
- 3) Date for Christmas Dinner – has been booked for Sunday, December 19<sup>th</sup>. It was suggested we should make transportation available where required as Handi-dart does not operate on Sundays.
- 4) Date for New Members Tea – Thursday, October 21<sup>st</sup>, in Activity Room 1.
- 5) AED Workshop – Lynda suggested that the Board may wish to sponsor a workshop for interested NHCS members to demonstrate CPR and to learn how to use the Defibrillator. Practical skill in these matters can literally make the difference between life and death. The Board concurred and Lynda will follow up with the City staff member responsible for education in emergency procedures.

**Adjournment**

The meeting adjourned at 10:00 a.m.

**Next Meeting**

Friday, October 8<sup>th</sup>, 9 a.m. in the Board Room.

/pf

2010.09.10