AGENDA FOR THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
TO BE HELD IN THE
ACTIVITY ROOM #1, BOWEN PARK COMPLEX
WEDNESDAY, 2010-JUL-28, 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-JUN-23, at 7:00 p.m., in Activity Room #1 of the Bowen Park Complex. *Pgs. 775-782*

   (Motion required to adopt minutes of 2010-JUN-23 as circulated.)

5. **PRESENTATIONS:**

   (a) Mr. Terry Ryan, on behalf of the Nanaimo Ebbtides 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.

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

   (Motion required to receive the delegations.)

   (a) 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. *Pg. 783*

   LATE DELEGATIONS: (5 MINUTES)

   (Motion required to allow late delegations.)

7. **CHAIRMAN'S REPORT:**

8. **REPORTS OF ADVISORY BODIES:**

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

(a) **Recreation Committee.** No meeting held.

(c) **Cultural Committee.** Commissioner Lance to report on the meeting held 2010-JUL-07. *Pgs. 784-787*

(d) **Grants Advisory Committee.** Commissioner Burnett to report on the meetings held since 2010-JUN-23.

(e) **Plan Nanaimo Advisory Committee.** Commissioner Lance to report on the meetings held since 2010-JUN-23.

(f) **Social Planning Advisory Committee.** Commissioner Cowling to report on the meetings held since 2010-JUN-23.

(g) **Port Theatre.** Monthly report for June, 2010. *Pgs. 788-790*

(h) **Nanaimo Art Gallery.** Monthly report for June, 2010. *Pg. 791*

(i) **Nanaimo Museum.** Monthly report for June/July, 2010. *Pgs. 792-793*

(Motion to receive all Advisory Body reports.)

9. **STAFF REPORTS:**

(a) **Third Party Liquor Operator Contract – Nanaimo Clippers.** *Pgs. 794-797*

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.

(Motion required to adopt recommendation.)

(b) **Class E Liquor Reserve.** *Pgs. 798-799*

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

(Motion required to adopt recommendation.)

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

(a) Monthly Report – Senior Manager of Parks. *Pgs. 800-804*

(b) Monthly Report – Senior Manager of Recreation and Culture Services. *Pgs. 805-810*

(Motion to receive all Information Only Items.)

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

CORRESPONDENCE: (Information Only.)

(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. *Pg. 811*

(b) Letter dated 2010-JUL-07 to the Parks, Recreation and Culture Commission from Ms. Odette Laramee, 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. *Pgs. 812-817*

(Motion required to receive all Correspondence.)

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

(a) **Ms. Margot C. Holmes - Vancouver Island Symphony**

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:**

Motion to adjourn with 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

2010-JUL-22
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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-JUL-28
LOCATION:	Activity Room #1, Bowen Park Complex
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):

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

Richard Harding, Director,
Parks, Recreation and Culture.

2010-JUL-22
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MINUTES OF THE REGULAR MEETING OF THE PARKS, RECREATION AND CULTURE COMMISSION HELD IN ACTIVITY ROOM #1, BOWEN PARK COMPLEX ON WEDNESDAY, 2010-JUN-23, COMMENCING AT 7:00 P.M.

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 J. Cowling
Commissioner B. Sparkes
Commissioner B. Dempsey
Commissioner B. Meunier

Regrets: Commissioner G. Rudischer

Staff: R. Harding J. Ritchie M. Goddard, recording
S. Samborski I. Blackwood

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 7:03 p.m.

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

(a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2010-MAY-26, at 7:00 p.m. in Activity Room #1, Bowen Park Complex.

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

UNADOPTED

5. PRESENTATIONS: (None)

6. DELEGATIONS:

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

(a) Ms. Yamma Mack, Ms. Cora Brown, Ms. Valerie Muir, c/o 1309 Thetis Place, Nanaimo, BC V9R 7E1, presenting a proposal to the Parks, Recreation and Culture Commission requesting funding under the VIP Program for the implementation of a neighbourhood playground on Cariboo Drive / Thalia Place (Cariboo Park).

Ms. Brown advised that their neighbourhood surrounding Thalia Place and Cariboo Drive would like to develop a playground and they are requesting a grant from the Volunteer in Parks Program for $25,000 for playground equipment on the current park-allocated land on the corner of these two roads. The demographics of this area would support a playground for 5-12 year olds, together with baby swing sets. There is not much available as play space in their area, and they believe a $25,000 grant is a reasonable amount. They will continue to fund raise with community garage sales, bottle drives, neighbourhood canvassing and corporate sponsorship. They will also contact community businesses for monetary donations, food and refreshments for weekend of install, supplies, tool rentals, trees and shrubs etc. They thanked the Commission for listening to them and hope they painted a clear picture for their hopes for the park and commitment to make it happen.

It was moved and seconded that the Parks, Recreation and Culture Commission provide funding in the amount of $25,000 under the VIP Program for the implementation of a neighbourhood playground on Cariboo Drive / Thalia Place (Cariboo Park), with community garden interests protected. The motion carried unanimously.

(b) Ms. Wendy Marshall, Manager of Parks Services, Regional District of Nanaimo, 830 West Island Highway, Parksville, BC V9P 2X4 presenting the parking plan for Witchcraft Lake to the Parks, Recreation and Culture Commission.

Ms. Marshall thanked the PRCC for hearing her submission and advised that she wished to present as an introduction, the parking, trail and boardwalk plan for Witchcraft Lake at end of Bensonview Drive. This is the trail head and parking area. The RDN Park Master Management Plan identifies this as a key action. Currently, parking on the road edge in this area is interfering with traffic. This creates a safety issue with people wandering up and down and accessing the trail at the end of the cul de sac and across private property. They need to find a way to relieve traffic on the road. They have researched and walked the area with City parks staff, looked at all options, and met with the Ministry of Transportation and Infrastructure and have narrowed down the options to the plan in front of Commission tonight. This plan has as minimal impact as possible. The side of the road dips and will need to be filled. Takes up a current space there but can't park there currently because of the dip. At the most, two trees are impacted. As well, trail running through the parking space for access to

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park. This would go through parkland, trail and small bridge over lake area and accessing flat area. There will be accessible areas to view lake head. RDN have presented to Ministry of Transportation and Infrastructure, and they have agreed. They have met with residents who were very happy with proposal to get parking off the road and making it safer and organized. This plan has 30 spaces so there will be ample parking. Funds are in the budget to get started. Ms. Marshall is here to the present plan and get support of the City. Randy O'Donnell is happy with it.

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

7. CHAIRMAN'S REPORT:

(a) Comox Sports Field – reminder that the Grand Re-Opening is tomorrow, from 10:00 a.m. to 12:00 noon at 445 Comox Road.

8. REPORTS OF ADVISORY BODIES:

(a) **Parks Committee.** Commissioner Sparkes reported on the meeting held 2010-JUN-10.

(i) **RFP FOR DOG WASTE BAG DISPENSERS AND BIODEGRADABLE BAGS**

Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission approve the issuing of a RFP to provide dog waste bags and dispensers based on allowing advertising to be placed on both the bags and dispensers.

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

(b) **Recreation Committee.** Commissioner Johnstone reported on the meetings held 2010-JUN-09 and 2010-JUN-15.

(i) **VIEx Annual Operating Funding**

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve a $12,000 annual operating line item to support the Vancouver Island Exhibition (VIEx) organization starting in 2011, for a maximum three-year term, and that the VIEx provide all materials documentation and surveys as requested by Staff.

It was moved and seconded that the recommendation of the Recreation Committee be adopted. Commissioner Meunier made a friendly amendment to the motion to remove the word "maximum", to read, "That the Parks, Recreation and Culture Commission recommend that Council approve a $12,000 annual operating line item to

UNADOPTED

support the Vancouver Island Exhibition (VIEx) organization starting in 2011, for a three-year term, and that the VIEx provide all materials documentation and surveys as requested by Staff. The motion, as amended, carried unanimously.

(ii) **2010 Sport Tournament Grant Requests**

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission approve and recommend that Council approve the 2010 Sport Tournament Grant allocations as follows:

ORGANIZATION	2010 REQUESTED	2010 APPROVED
Nanaimo BMX Association	$1,375.00	$1,200.00
Wheatsheaf Fastball Club	$500.00	$400.00
Nanaimo Sr. Men's Fastball League	$2,000.00	$1,200.00
Nanaimo Islanders Female Hockey Association	$1,500.00	$1,400.00
Vancouver Island Exhibition	$4,950.00	$2,600.00
Nanaimo White Rapids Swim Club	$1,500.00	$1,000.00
Nanaimo Dragon Boat Festival Society	$5,000.00	$3,400.00
Nanaimo Riptides Swim Club	$1,500.00	$900.00
Nanaimo United Football Club	$1,000.00	$1,000.00
TOTALS:	$19,325.00	$13,100.00

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

(c) **Cultural Committee.** Commissioner Avis reported on the meeting held 2010-JUN-02.

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

(d) **Grants Advisory Committee.** Commissioner Burnett reported that no meetings have been held since 2010-MAY-26, the next meeting is in July.

(e) **Plan Nanaimo Advisory Committee.** Commissioner Lance reported on the meetings held since 2010-MAY-26.

It was moved and seconded that the report of the Plan Nanaimo Advisory Committee be received. The motion carried unanimously.

(f) **Social Planning Advisory Committee.** Commissioner Cowling reported that no meetings have been held since 2010-MAY-26.

(g) **Port Theatre.** Monthly report for May, 2010.

(h) **Nanaimo Art Gallery.** Monthly report for May, 2010.

(i) **Nanaimo Museum.** Monthly report for May/June, 2010.

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

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9. STAFF REPORTS:

(a) **UPDATED NECK POINT PARK MASTER PLAN.**

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

1. approve the Draft Neck Point Park Master Plan update for public review and comment; and,
2. host a public open house to present the draft plan for public review and receive comment in July.

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

(b) **FACILITIES CAPITAL IMPROVEMENTS RESERVE FUND BYLAW 1993 NO. 4628.**

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend to Council that PARKS. RECREATION AND CULTURE FACILITIES CAPITAL IMPROVEMENTS RESERVE FUND BYLAW 1993 NO. 4628, be amended to allow up to 25% of the revenues collected to be allocated for ongoing recreation and culture facility lifecycle maintenance and repair projects.

It was moved and seconded that the recommendation be adopted. The motion carried. ***Opposed:*** Commissioners Meunier, Lance, Cowling.

(c) **CULTURAL COMMITTEE MANDATE AND STRUCTURE REVIEW.**

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

UNADOPTED

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).

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

(d) **LICENSE OF USE AGREEMENTS TO NON-PROFIT SOCIETIES.**

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the following License of Use agreements for a five year (5) period at an annual rent of $1.00 given that the services provided in these licenses meet well with the stated guidelines.

Licensee	License Period	Admin Fee	Rent
Vancouver Island (VI) Raiders Football Club	2010-JUN-01 to 2015-MAY-31	$125.00	$1.00/year
Vancouver Island Exhibition (VIEx) Community Garden	2010-JUN-01 to 2015-MAY-31	$125.00	$1.00/year

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

10. INFORMATION ONLY ITEMS (staff reports):

(a) Monthly Report – Senior Manager of Parks – May 2010.

The Animal Services Contract, noting the number of dogs and warnings and tickets, has been added to the monthly report. This is good information to receive throughout the summer. There have been a lot of patrols. Several warnings, but only 12 tickets issued. Enforcement has increased, dogs must be on leash unless in off-leash parks.

(b) Monthly Report – Senior Manager, Recreation and Culture Services – May 2010.

There are now up to 90 youth in the LIT program, so have a number of volunteers helping out. At the July meeting, the Manager of Arenas will be bringing forward a report for renegotiating the Clippers contract for the next 3 years.

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

UNADOPTED

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

CORRESPONDENCE: (Information)

(a) Minutes of the Nanaimo Harbour City Seniors, Annual General Meeting, held 2010-MAY-19.

(b) Minutes of the Nanaimo Harbour City Seniors, Board of Directors meeting, held 2010-JUN-04.

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

12. NOTICE OF MOTION: (None)

13. CONSIDERATION OF OTHER BUSINESS: (None)

14. BUSINESS ARISING FROM DELEGATIONS:

(a) Ms. Yamma Mack, Ms. Cora Brown, Ms. Valerie Muir – Cariboo Park VIP Request

[Note: Dealt with under Item 6.(a).]

(b) Ms. Wendy Marshall, RDN – Parking Plan – Witchcraft Lake.)

It was moved and seconded that the Parks, Recreation and Culture Commission recommend to Council that a Reciprocal License Agreement be entered into with the Regional District of Nanaimo for the land required for the parking plan for Witchcraft Lake. The motion carried unanimously.

15. UNFINISHED BUSINESS:

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

(b) VIEx Funding Assistance Request. (referred to Recreation Committee)

(c) Cinnabar Valley Parkland Request. (referred to Parks Committee)

(d) Costs incurred for Dog Waste pick up bags. (referred to Parks Committee)

It was moved and seconded that Items 15.(b) and 15.(d) be removed from unfinished business. The motion carried unanimously.

16. QUESTION PERIOD: (None)

UNADOPTED

17. ADJOURNMENT:

It was moved and seconded at 7:58 p.m. that the meeting adjourn, with the next regular meetings as follows:

COMMISSION	Wednesday, 2010-JUL-28; 7:00 p.m. Activity Room #1, Bowen Park Complex
Cultural Committee	Wednesday, 2010-JUL-07; 4:15 p.m. – if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2010-JUL-14; 3:00 p.m. – if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2010-JUL-08; 5:00 p.m. – if required Bowen Park Complex Conference Room

The motion carried unanimously.

CERTIFIED CORRECT:

L. McNabb, Chair
Parks, Recreation and Culture Commission

R. Harding, Director
Parks, Recreation and Culture

2010-JUN-30
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CITY OF NANAIMO
THE HARBOUR CITY

PARKS, RECREATION AND CULTURE COMMISSION

REQUEST TO APPEAR AS A DELEGATION

ON 2010 – JUL – 28
year month day

NAME OF PERSON MAKING PRESENTATION: Margot Holmes, Executive Director
Print

ADDRESS: 150 Commercial Street, Nanaimo, BC V9R 5I9
street address City Province Postal Code

PHONE: 250-754-0177 home 250-754-0177 business FAX: 250-754-0165

NAME OF APPLICANT IF OTHER THAN ABOVE: Vancouver Island Symphony

DETAILS OF PRESENTATION:

Request for the Vancouver Island Symphony organization to be considered as a budget line in the 2011 City Budget.

RECEIVED
JUL 14 2010
DEPARTMENT OF
PARKS RECREATION AND CULTURE

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
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parks@nanaimo.ca

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NOTES
REGULAR CULTURAL COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2010-JUL-07, COMMENCING AT 4:15 P.M.

PRESENT: Eveline O'Rourke, Chair

Members: Commissioner Shirley Lance (at 4:18 p.m.)
Commissioner Lynda Avis
Ms. Lynne Fraser
Ms. Joanne Husband
Ms. Jeorge McGladrey
Ms. Gerda Hofman

Absent: Mr. Simon Schachner
Commissioner Fred Pattje

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

UNADOPTED

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

- Add Item 11.(a) Correspondence from Rene & Carolyn Cusson, Directors, Celtic Performing Arts Society.

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-JUN-02 at 4:15 p.m. in the Conference Room of the Bowen Park Complex.

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

5. PRESENTATIONS:

(a) Elizabeth Williams - Ms. Williams advised the Committee of her current role at Economic Development and reviewed some items of interest with the Committee.

(i) Business Tourism Inventory.

An Intern from Vancouver Island University wants to do a "Business Tourism Inventory" with Economic Development as part of her degree requirements. One of those inventories will be a Art, Heritage and Culture inventory.

(ii) Arts, Culture and Heritage Guide.

A grant through Tourism Vancouver Island has been received that will fund the business tourism inventory. In addition, the grant will also fund an "Arts, Heritage & Culture Guide". Businesses in the City that offer cultural, arts or heritage services, will be approached to contribute to this Guide. An example of what a Guide might look like was provided to the Committee. January to July will be the first focus. The Port Theatre, Art Gallery, and the Museum will be assisting with this. The Guide will be inclusive of upcoming events. It is hoped that some PRC programs will be in the Guide as well.

(ii) Cultural Tourism Strategy.

The City of Nanaimo has also applied for a Legacies 2010 Grant for a Cultural Tourism Strategy. The City needs to match the $10,000 grant. Ms. Williams had a brief conversation with Patricia Blakney Huntsman regarding this project. Ms. Williams will provide an e-mail to Committee members advising if the grant for the future Cultural Tourism Strategy is approved.

6. DELEGATIONS: (None.)

7. COMMISSION REPORT: (Commissioner Lance.)

(a) Presented the Cultural Committee Mandate and Structure Review to the Commission on 2010-JUN-23, it was passed, and then went to Council where it was approved on 2010-JUN-28.

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

8. REPORTS OF PROJECT COMMITTEES:

(a) Cultural Award Committee. Commissioner Avis advised that there was no report; however, an e-mail has gone out and one nomination has been received. Deadline for nominations is 2010-SEP-24.

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

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(b) Art in Public Places Project Committee. (None.)

(c) Cultural Forum Project Committee. (None.)

9. STAFF REPORTS: (None.)

10. INFORMATION ONLY ITEMS (staff reports):

(a) Cultural Committee Mandate and Structure (verbal) – Bob Kuhn.

Staff reviewed the Report that had gone forward and been approved by Council at their meeting of 2010-JUN-28.

There was some discussion about upcoming changes to the terms of appointments to Mayor & Council and how that might be reflected in changes to terms of appointments to Committee members.

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

11. CORRESPONDENCE: (Action)

(a) Correspondence from Rene & Carolyn Cusson, Directors, Celtic Performing Arts Society, to members of the Cultural Committee, advising of their tenth anniversary celebration of CeltFest Vancouver Island and an invitation to attend as their guests at the Sunset & Stars Gala Finale Concert at the Port Theatre on Thursday, 2010-JUL-22.

The Committee agreed that individual members could not accept free tickets and that the Chair should determine how many tickets should be received and who should receive them to attend events.

The Committee requested that the letter be given to Staff for response and a request for two tickets to the event. The Committee agreed that Joanne Husband and a guest would attend on behalf of the Committee.

CORRESPONDENCE: (Information) (None.)

12. NOTICE OF MOTION: (None.)

13. CONSIDERATION OF OTHER BUSINESS: (None.)

14. UNFINISHED BUSINESS: (None.)

15. QUESTION PERIOD:

(a) Temporary Public Art – Maffeo Sutton Park.

Joanne Husband noted that there has been some attempted vandalism on one the structures – a "seaweed" piece. Committee members were encouraged to go to Maffeo Sutton Park and view the pieces.

UNADOPTED

16. ADJOURNMENT:

It was moved and seconded at 4:41 p.m. that the meeting adjourn, with the next Meeting of the Cultural Committee to be held Wednesday, 2010-SEP-01, commencing at 4:15 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.

Eveline O'Rourke, Chair
Cultural Committee

CERTIFIED CORRECT:

S. Samborski, Senior Manager
Recreation and Culture Services

APPROVED FOR DISTRIBUTION:

Richard Harding, Director
Parks, Recreation and Culture

UNADOPTED

2010-JUL-09
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M1-23

THE PORT THEATRE
Since 1998

MONTHLY ACTIVITY REPORT

June 2010

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	1	VIU Graduation	10:00 AM	Ceremony	650	194
2	1	VIU Graduation	2:30 PM	Ceremony	650	213
3	3	Seniors' group	2:15 PM	Tour	20	1
4	4	Tempo Dance	2:00 PM	Rehearsal	0	104
5	5	Tempo Dance	1:00 PM	Dance	496	104
6	5	Tempo Dance	7:00 PM	Dance	690	104
7	6	Kirkwood Dance	1:00 PM	Dance	526	156
8	6	Kirkwood Dance	3:30 PM	Dance	449	156
9	6	Kirkwood Dance	6:30 PM	Dance	377	156
10	8	School District #68	7:00 PM	Ceremony	804	215
11	11	Harbour Dancentre	9:30 AM	Rehearsal	0	105
12	12	Harbour Dancentre	2:00 PM	Dance	440	105
13	12	Harbour Dancentre	7:00 PM	Dance	458	105
14	13	Brigadoon Dance	2:30 PM	Dance	503	149
15	15	Eagles' Experience	7:30 PM	Music	427	16
16	16	Nanaimo Arts Council	11:00 AM	Art changeover	0	5
17	17	Vibrant Dance Studio	1:00 PM	Rehearsal	0	105
18	18	Vibrant Dance Studio	9:00 AM	Dance School Show	490	105
19	18	Vibrant Dance Studio	1:30 PM	Rehearsal	0	105
20	19	Vibrant Dance Studio	2:00 PM	Dance	728	105
21	19	Vibrant Dance Studio	7:00 PM	Dance	523	105
22	20	Parksville Ballet School	2:00 PM	Dance	551	178
23	20	Parksville Ballet School	7:00 PM	Dance	453	178
24	21	Fibre Art - Gabriola	9:30 AM	Art Takedown	0	2
25	21	Individuals	3:00 PM	Building Tour	3	1
26	22	Great Big Sea	7:30 PM	Music	804	14
27	25	VIU Trades	1:30 PM	Ceremony	450	218
28	25	Bodybuilding	9:00 PM	Tech	0	53
29	26	Bodybuilding	9:00 AM	Sport	39	53
30	26	Bodybuilding	6:00 PM	Sport	422	53
31	27	Heritage Dance Academy	7:00 PM	Dance	239	69
32	28	Palette People	9:30 AM	Art hanging	0	3
33	29	School District #68	9:00 AM	Tech	0	750
34	30	School District #68	10:00 AM	Ceremony	750	250
35	30	School District #68	1:00 PM	Ceremony	750	250
36	30	School District #68	4:00 PM	Ceremony	700	250

TOTALS

Number of Events: 36

Estimated Audience Attendance: 13392

Estimated Number of Artists/Crew: 4735

Total people through the building: 18127

788

THE PORT THEATRE
Since 1998

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		2,191	4,304	6,908	457	
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	
TTL	**257**	**218**	**268**	**227**	**146**	**112,475**	**91,259**	**101,392**	**84,819**	**63,478**

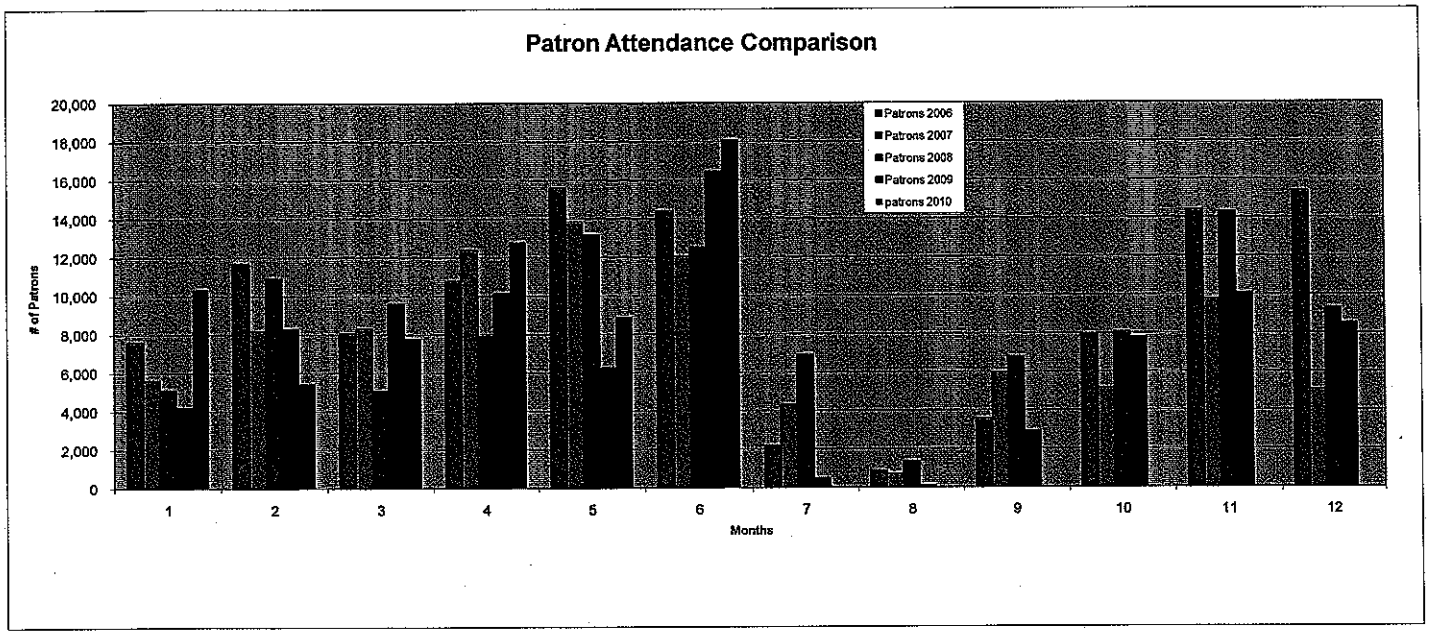
comparison of attendance for the same month last year	10% increase
comparison of events for the same month last year	20% increase

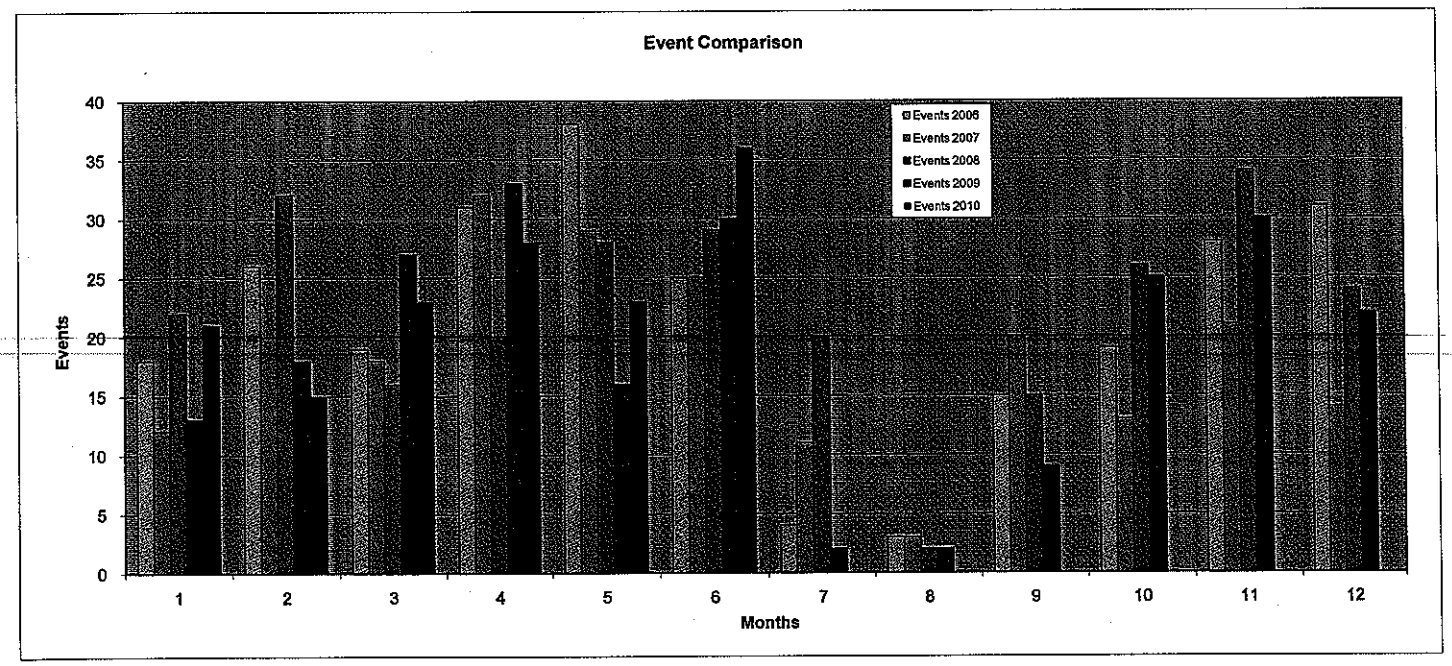
five yr. average attendance for same month	14,712
five yr. average number of events same month	29

789

THE PORT THEATRE
Since 1998

Monthly Event Report





M1-2

NANAIMO Art GALLERY

RECEIVED
JUL 07 2010
DEPARTMENT OF
PARKS RECREATION AND CULTURE

ACTIVITY REPORT

June 1, 2010 to June 30, 2010
Submitted by Ed Poli, Gallery Manager

The Campus Gallery (900 Fifth Street) presented

- **Dream Home** – from May 14, 2010, 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".

Campus Gallery Attendance **300**

The Downtown Gallery (150 Commercial Street) presented:

- **Transfigurations** – From May 13, 2010, to June 19, 2010 - An exhibit by artist Gregory Ball. These large graphite powder and charcoal drawings depict the transforming West Coast landscape and are inspired by visits to Haida Gwaii and coastal areas on Vancouver Island. This body of work hopes to create a dialogue about the relationship between our desire for pristine wilderness and our need to manipulate and control the environment.
- **Art Sales and Rental Showcase** - From June 24, 2010, to Sept. 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, 2010, to Sept. 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 **918**

Total Attendance: 1218

791

m1-18

NANAIMO MUSEUM

RECEIVED
JUL 08 2010
DEPARTMENT OF
PARKS RECREATION AND CULTURE

Report to Parks Recreation and Culture Commission
June/July 2010
Submitted July 9, 2010 by Debbie Trueman

Financial:

- Gaming – We have finally received written confirmation of 2010/11 funding and the 2010 cheques total amount is in the bank. 2011 states, "...will receive the remainder of its bingo affiliation grant and, where applicable, transition funding in the form of a Community Gaming grant". I assume this means another $63,000. When I go to the web address in the letter to find out more about 2012 process I get an error message "this page not found"!!
- 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 – It is time to concentrate on this program again now that fundraising for the building is complete as one way to deal with future reductions from Gaming funds. A committee has been created.

New Gallery:

- Coal Mine Exhibit Opening – Invitations are out, ads out to announce July 16, 2010 public opening, Bruce Williams doing weather and full news story on the July 15, 2010. SHOF announcement and birthday cake as well.
- Retail/Service/Downtown – Construction on this gallery section will begin this fall.
- Sports Hall of Fame – 2010 inductees to be announced at the Coal Mine opening event with recognition event taking place at the museum on September 18, 2010.
- Acres Cases – Looks like we will be keeping the textile cases!
- Fall Feature exhibit – Will be our in-house exhibit marking the 50th 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:

- Bastion Repair Project - Is going very well with current estimates that about 80% of the wood will remain original.
- Mark is working on Chowder fest planning (will happen down at Symphony in the Harbour).
- Summer programming – As circulated with last report all doing well.
- Art Exhibit for BCMA – We will have a photo exhibit by Vancouver photographer Ken Mayer that looks at people interacting with museum exhibits around the world.
- Venue Rental – Now quiet for summer, Astronomy Club presentation, 2 DNBIA meetings, Arts Council board meeting, and Art Gallery summer programs.

Community Partnerships:

- Tourism Nanaimo – Downstairs Kiosk will be handing out promo for museum at train station and downtown through the summer.
- 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 are the venue (free) for the Saturday kids programming by the Art Gallery.
- Nanaimo Arts Council – We are also the free venue for their board meetings.
- Multicultural Society - We continue our collaboration with some additional material from them added to the Acres of Dreams exhibit.
- Coaltown Festival – We continue to work on events with this committee (meetings at museum).

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

AUTHORED BY: SUZANNE SAMBORSKI, SENIOR MANAGER RECREATION & CULTURE

RE: THIRD PARTY LIQUOR OPERATOR CONTRACT – NANAIMO CLIPPERS

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.

EXECUTIVE SUMMARY:

Alcohol sales at sporting events have declined over the years. At Frank Crane Arena alone, revenues deposited to the City Reserve fund have decreased from $16,500 in 2004 to $1,700 in 2009.

The Primary Liquor Licence worked well in the past when alcohol sales were much higher and there were no other methods of working with our clubs and organization to provide for alcohol sales as a fundraising stream.

The Port Theatre Society operates under a City of Nanaimo Primary Liquor Licence as a Third Party Operator. Essentially, the Port Theatre oversees the sale of alcohol at the facility and ensures all Liquor Control and Licensing Branch (LCLB) rules and regulations are adhered to.

As part of the process in evaluating alcohol sales at our Parks, Recreation and Culture venues and how to best deliver the service, staff worked with the BC Liquor Control and Licensing Branch to understand what options are available and which would provide the City with the greatest assurance of license requirements.

It was suggested that the City consider a third party operator similar to the Port Theatre Society. As the Nanaimo Clippers have numerous events on a monthly basis a Special Occasion Licence is not a practical option.

The following considerations have been included in the proposed agreement (attached) to ensure the safe operation of the Primary Liquor Licence at Frank Crane Arena and to ensure all user groups are able to access the service:

1. The Nanaimo Clippers must adhere to all the rules and requirements outlined by the BC Liquor Control and Licensing Branch as required to operate a Primary Liquor Licence.
2. Failure to meet all requirements, behaviour or practices resulting in fines or suspensions of the licence, or unsafe practices will result in immediate cancellation of the Third Party Operating Agreement.
3. The Nanaimo Clippers will be expected to extend the Primary Liquor Licence to other groups and organizations at, or above, terms outlined in the current Primary Liquor Licence.
4. The Nanaimo Clippers and City of Nanaimo will meet monthly to evaluate the operation and work through any issues or concerns outlined by the City of Nanaimo.
5. The Nanaimo Clippers will incur all costs associated with the Third Party Licensing and operations pertaining.

The Nanaimo Clippers are the most consistent user of the Primary Liquor Licence at Frank Crane Arena and have the longest season. Typically, the Licence is granted one year at a time and is not offered to multiple parties. For this reason, staff recommend that the Parks, Recreation and Culture Commission recommend that Council approve 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.

Recently, the Nanaimo Clippers have requested that the City extend the licensed area of Frank Crane Arena into Sections 1 thru 8 inclusive of the stands. In 2009, the City allowed the Nanaimo Timbermen the opportunity to try sales in Section 1. Due to the greater number of spectators and need for increased security, staff would be willing to allow expanded alcohol sales into Sections 1, 2 and 3 (only), after having sufficient time to evaluate the Third Party operation. Staff is recommending that the Parks, Recreation and Culture Commission recommend that Council approve extension of liquor sales to include Sections 1, 2 and 3 (only), at the discretion of the Arena Manager.

Respectfully submitted,

Richard Harding, Director
Parks, Recreation and Culture

Attachment – Draft Liquor Primary – Third Party Operator Agreement

2010-JUL-22
File: A2-4 / C3-1-6
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CITY OF NANAIMO
THE HARBOUR CITY

Liquor Primary
Third Party Operator Agreement
DRAFT

THIS AGREEMENT made this _____ day of _____, 2010

BETWEEN:

THE CITY OF NANAIMO
455 Wallace Street,
Nanaimo, BC V9R 5J6

AND:

NANAIMO CLIPPERS JUNIOR A HOCKEY CLUB
#33 – 1925 Bowen Road
Nanaimo, BC V9S 1H1

This agreement is in reference to the Primary Liquor Licence #34396 location known as the Beban Park Recreation Centre.

The Nanaimo Clippers agree to operate the City of Nanaimo's Primary Liquor Licence 34396 as a Third Party Operator for a one (1) year term effective 2010-SEP-01 through 2011-AUG-31.

Terms and Conditions of the agreement include:

- Term of Agreement is one (1) year.
- Clippers must abide by the LCLB (Liquor Control and Licensing Branch) Third Party requirements as noted in the Licensing Policy Manual as "3.2.10. Operating the establishment for the licensee: Third party operator".
- The City may terminate the agreement at any time with regard to patron safety, violation of terms of the agreement or violation of LCLB regulations and requirements.
- Clippers may be required to purchase additional insurance if required by LCLB.
- Clippers are required to submit to LCLB for approval the following documents:
    - Third Party Operator Application (LCLB026).
    - Personal History Summary and Consent to Criminal Record Search Form (LCLB004).
    - Consent for Disclosure of Criminal Record Information (RCMP GRC3584).
- Clippers must provide security for liquor control purposes only. There must be a minimum of 5 security members monitoring the alcohol service area and liquor control. Security must be onsite 15 minutes before the liquor sales open. Security must be trained and provided with a facility overview prior to start of shift. Security must be clearly identified.
- Clippers will provide to the City of Nanaimo a full listing of the Security team member's names and contact information.
- Alcohol may not be sold after the 10 minute mark of the Third Period. Clippers must work with any group or organization who request the service at their event held in the FCA.
- Clippers may determine the cost of the product.
- Servers must have a "Serving it Right" Certificate.

- Clippers are responsible to purchase the product in accordance with the Liquor Primary guidelines and policy. (Please see Liquor Primary Policy Manual on the LCLB website.)
- Clippers must provide to the City of Nanaimo a full product line with retail pricing.
- City of Nanaimo is not responsible for maintenance or repair of taps, refrigerators or equipment purchased for Primary Liquor operations.
- Liquor may only be served and consumed in City of Nanaimo approved locations.
- Liquor may not be placed "on sale" for marketing purposes.
- Clippers will provide a quarterly accounting of operation expenses and revenues.
- Clippers will reimburse the City by December 31st for the Renewal Fee of the licence, as set by the Liquor Control Licensing Branch.
- The Clippers will pay all fees associated with the Third Party Operator application and renewal process through Liquor Control Licensing Branch.
- Clippers will operate the Primary Liquor Licence at the request of community or organization booked into the Frank Crane Arena only.
- Clippers will operate the Primary Liquor Licence for community groups and organizations with the current 5% and 10% net revenue return on product unless otherwise negotiated.
- Client request for Liquor service will be submitted to the City first for approval then forwarded to the Clippers for Operation upon approval. A minimum of 2 weeks' notice will be provided.

This agreement is subject to approval by the BC Liquor Control and Licensing Branch.

Bound by this agreement, the City and the Clippers each have executed this agreement on the respective dates written below:

by its authorized signatories)

_____
CITY OF NANAIMO) _____
DATE

_____
CITY OF NANAIMO)

by its authorized signatories)

_____
NANAIMO CLIPPERS JUNIOR A HOCKEY CLUB) _____
DATE

_____
NANAIMO CLIPPERS JUNIOR A HOCKEY CLUB)

SIGNED, SEALED AND DELIVERED in the presence of:)

_____
WITNESS (please print)) _____
WITNESS SIGNATURE

_____
ADDRESS) _____
DATE

_____
OCCUPATION)

797

INFORMATION ONLY

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

AUTHORED BY: SUZANNE SAMBORSKI, SENIOR MANAGER RECREATION & CULTURE

RE: CLASS E LIQUOR RESERVE

RECOMMENDATION:

That the Parks, Recreation and Culture Commission receive the Report.

EXECUTIVE SUMMARY:

Historically, the City of Nanaimo operated Primary Liquor Licenses at a number of indoor and outdoor venues. The licenses were first put in place to provide organizations and the City opportunity to generate revenue from the sale of alcohol at sporting events and to provide a service that spectators have come to expect at some sporting and special events. The licenses also provided the City with direct control of the alcohol sales through, more recently, the use of a resident manager (contract position).

Over the years, sales of alcoholic beverages have declined. Cultural changes in spectator and player habits over the years on drinking have had direct impact on revenue coming in for both the groups and the City of Nanaimo.

Over the past five years deposits to the Class E Reserve have diminished from $16,500 in 2004 to $1,700 in 2009. Even though clubs and organizations have found the Primary Liquor cumbersome to work with and inflexible as far as their ability to fundraise, groups still want to provide this service to their customers.

Changes to the liquor control board licensing practice and the collaborative oversight by the RCMP on Special Occasion Licenses allowed the City of Nanaimo to re-evaluate the City's role in being in the business of alcohol sales in city owned and managed venues.

Over the past two years the City of Nanaimo cancelled the Primary Liquor at May Bennett Park, Maffeo Sutton Park, and Bowen Community Centre. Groups who make use of these venues are required to apply for a Special Occasion License through the Liquor Control and Licensing Board (and approved by the RCMP) and have insurance with the City of Nanaimo named as Additional Named Insured. This allows the groups to manage their own events and keep any profits associated with the sale of alcohol at their event. A good example of this is the beer garden at Dragon Boat Festival at Maffeo Sutton Park.

Staff has been working with Liquor Control and Licensing Board to find responsible and effective ways to allow groups to have alcohol sales in our venues.

Effective 2010-OCT-31, the Primary Liquor at the Nanaimo Ice Centre (NIC) will be put on hold and groups wanting to serve alcohol in the venue will be required to apply for a Special Occasion License.

Regulations pertaining to the number of Special Occasion License requests per client prohibit this type of licensing as an option for the Frank Crane Arena. Investigation has been done to look at alternative ways to provide for alcohol sales at Frank Crane Arena that would not include the city operating the Primary Liquor.

Revenues associated with the operation of a Primary Liquor license are declining. The estimated balance of the Class E Liquor Reserve at the end of 2010 is approximately $26,000. This balance will be used to fund an appropriate project in Parks, Recreation and Culture in 2011 and then the reserve will be closed.

Staff believe that with the exception of Frank Crane Arena (NIC when required), allowing groups to engage in alcohol sales in our venues through the procurement of individual Special Occasion Licenses enhances client relations and reduces City requirements to manage alcohol sales.

Respectfully submitted,

Richard Harding, Director
Parks, Recreation and Culture

2010-JUL-22
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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

FROM: JEFF RITCHIE, SENIOR MANAGER OF PARKS

RE: MONTHLY REPORT FOR JUNE 2010 – PARKS OPERATIONS

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

PARK DEVELOPMENT AND SPECIAL PROJECTS

- Commission, at the June meeting, reviewed the draft Updated Neck Point Park Master Plan. This draft will be presented to the public for feedback in the summer.
- Temporary art installation submissions for Maffeo Sutton Park and McGregor Park have been installed and will be on display until fall 2010. Public feedback has been positive to date.
- Staff are getting ready to begin the Harewood Centennial Park Improvement process. Base information and site plans are being prepared and grant applications are being submitted for planning and implementation funding.
- Carscadden Architect Inc. is developing concepts for the Maffeo Sutton Amenity building as Phase 2 of the Maffeo Sutton Park Improvements. Construction drawings are expected to be complete this summer with quantity surveys and cost estimates.

VOLUNTEERS IN PARK

- The Rockridge VIP playground installation went ahead in June and the playground is now open for play. Landscaping is expected this fall.
- 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 2010.

MAINTENANCE AND CONSTRUCTION

- The Bastion restoration project is well underway. Bracing is in place, exterior paint has been removed and the upper sections of wall logs have been removed for repairs.
- Storage cabinets and millwork was constructed for the NIC skate shop.
- Replacement stairs and boardwalk were constructed at Jack Point Park.
- Three new offices were constructed in the Public Works meeting room.
- The repairs to the entrance structure into the Altrusa Playground have been completed.

HORTICULTURE

- Staff finished all displays and annual plantings.
- The site for the community garden at Beban Park has been prepared.
- Staff revisited the plants at the VICC and made some changes.
- Staff took over ownership of Maffeo Sutton Spirit Square plantings as the one-year warranty period expired 2010-JUL-01.

TURF AND PARKS

- Staff finished construction of Comox Field and an official re-opening ceremony was held on 2010-JUN-24.
- Invasive species removal continued at Neck Point Park as staff implemented the reclamation of the disturbed areas of the park as per the 2000 Neck Point Vegetation Management Plan.

TRAILS

- Staff finished reconstructing boardwalks and stair cases at Jack Point.

UTILITY

- A new drinking fountain has been installed at the Harewood Centennial Waterpark.
- A drainage system was installed under the new play equipment installed at Rockridge Park under the VIP Program.
- Temporary Public Art was installed at Maffeo Sutton Spirit Square and on the QE II Walkway.
- Sidewalk panels were replaced in front of the Maffeo Sutton Washroom Building.
- A new irrigation line was installed at Georgia Park to cover an area that was cut off by the Insight Development.

URBAN FORESTRY

- Six 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 ongoing.
- 97 phone calls were received regarding questions and concerns about hazard trees, tree removals and general tree health and care. These calls resulted in 61 site visits.
- Work continues on the re-drafting of the Tree Protection Bylaw.

TRAIL COUNTS FOR MAY 2010

Park Sites	April Daily Average	May Daily Average	June Daily Average	June Peak Time Of Use
Bowen Side Channel	65	72	104	3 PM – 4 PM
Westwood Lake Entrance (Vehicle Count)	212	224	287	4 PM – 5 PM
Oliver Woods Playground (Side Entrance)	53	46	67	2 PM – 3 PM
Oliver Woods Playground (Front Entrance)	72	65	77	2 PM – 3 PM
Pipers Spit	200	205	276	5 PM – 6 PM
Pipers Knoll	74	84	141	5 PM – 6 PM
Wellness Park	54	50	57	12 PM – 1 PM
Oliver Woods Trail	54	46	55	1 PM – 2 PM
Richards Marsh	52	54	57	3 PM – 4 PM
Third Street Park	126	137	167	2 PM – 3 PM
Neck Point Entrance (set for Vehicle count only)	108	135	169	1 PM – 2 PM
Neck Point (new trail)	158	177	230	1 PM – 2 PM
Off-Leash Dog Park Little Dogs	41	57	62	3 PM – 4 PM
Off-Leash Dog Park Big Dogs (side)	57	61	67	3 PM – 4 PM
Off-Leash Dog Park Big Dogs (main)	72	74	85	3 PM – 4 PM

City of Nanaimo Animal Services Division-Park Report

June 1 -30, 2010

Park/Beach	# of Patrols	Dogs Encountered	Verbal Warnings	Written Warnings	Tickets Issued
Beaufort	8	4	0	0	0
Beban	6	0	0	0	0
Bowen Park	23	39	1	0	2
Brookwood	10	4	0	0	0
Colliery Dam	25	57	0	0	2
Departure Bay	22	50	1	0	1
Divers Lake	17	15	0	0	0
Groveland Park	11	2	1	0	0
Gyro # 1	18	0	0	0	0
Gyro #2 (Haliburton)	4	1	0	0	1
Harry Wipper	3	2	0	0	0
Long Lake	1	0	0	0	0
Maffeo Sutton	22	147	1	0	0
May Richards Bennett	14	17	0	0	0
Neck Point	22	134	0	0	4
Pipers Lagoon	22	70	1	2	3
Westwood Lake	24	281	2	2	5
Linley Valley	0	0	0	0	0
Harewood Centennial	3	0	0	0	0
Cathedral Grove	7	5	1	0	0
Chase River Estuary	3	0	0	0	0
Planta Park	5	1	0	1	0
Totals	**270**	**829**	**8**	**5**	**18**

VANDALISM REPORT FOR JUNE, 2010

BUILDING AND ENGINEERING R&M

• Graffiti removal and painting	$1,990.50
• Graffiti removal materials	$ 77.69
• Fence repair at Loudon Park	$ 286.00
• Electrical repairs at Harry Wipper	$ 150.24
COST	**$2,504.43**

MATERIALS AND SUPPLIES

• Misc Supplies	$ 312.25
COST	**$ 312.25**

LABOUR AND FLEET (City Vehicles)

COST	**$1,892.64**
TOTAL COST	**$4,709.32**

Emergency exit switch at Harry Wipper Park was burnt. Fencing at Loudon Park was cut. Many benches throughout Bowen Park were smashed with an axe. The washroom building at Bowen East was trashed; graffiti and broken fixtures. Graffiti in many locations; Bowen Park, Maffeo Sutton Park, Parkway Trailway, Departure Bay Park, Country Hills Park, Piper Park, Pawson Park, etc.

2010-JUL-13
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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION & CULTURE

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

RE: MONTHLY REPORT – JUNE 2010 – RECREATION AND CULTURE SERVICES

Recreation and Culture

Over 1,642 Harbour City Seniors' memberships have been sold since 2009-NOV-01, with 18 sold in June. Four "Thursday Special Events" took place with an average of 100 participants attending each. Five van trips were held in June with 65 seniors participating. Michele Duerksen has taken on the role of Seniors Programs Coordinator ~ welcome to your new role Michele.

75 of 98 Arts and Culture programs are running. A popular "Local Cuisine" cooking class ran in June with 11 in attendance. "Japanese for Kids" had seven registered and one last "Jewelry Making" class was held before summer. The Pottery Room is nearly fully booked with both department and external summer camps coming in for two hour sessions of "hand building" this summer. 11 students are registered in two sessions of "Mandarin Camp".

Forty-seven (47) summer leaders attended a summer camp and playground orientation/training session on 2010-JUN-09.

The summer pre-school windup was held 2010-JUN-25 at Nanaimo Aquatic Centre (NAC). Participants swam, watched a magic performance, and participated with LIT's in face painting and making balloon animals.

Sixty-eight (68) youth are registered in the Spring/Summer LIT program, and 25 in QUEST. 75 parents attended an information session on 2010-JUN-07.

With the exception of "Adventure in Eco Arts Camp", which is full with nine on a waitlist, summer camp registration is a bit low this year. "Survivor Kids", an outdoor survival program at Bowen Park, was full with five on a waitlist. Skimboarding at Departure Bay was full. This program is low-tide dependent, but one-day sessions should work well.

Several summer fitness and yoga classes have been added to the Oliver Woods Community Centre (OWCC) schedule to meet the demand, with each class averaging 26 registrants. OWCC Gymnasium drop-in attendance has not slowed down for the season. A demand for more adult floor hockey has resulted in a new registered summer program.

Arenas

Only Cliff McNabb Arena has ice at this time, with both Nanaimo Ice Centres (NIC) 1 and 2 being dry floor. Frank Crane Arena is closed for renovations. The Watchtower Convention, which is usually held in Frank Crane and has attendance of approximately 10,000 was cancelled.

The BC Bike race stopped overnight in Nanaimo and hosted their dinner and breakfast in the NIC 2 arena.

Dry Grad successfully relocated several of the activities from FCA into the Cliff McNabb and Beban Pool Parking lot.

Aquatics

In June, there were 820 participants enrolled in lessons at Beban and NAC compared to 439 in 2009. In 2009 there wasn't a Saturday set of lessons at NAC and the Saturday lessons at Beban were finished before June.

Special events in June included "Wateropoly" Family Fun, which was based on Monopoly but with a water safety theme. It took place at NAC and roughly 50 children participated. The Red Cross "Swim Spectacular" took place at Beban Park Pool and featured Red Cross lessons, a stand-up paddleboard demonstration as part of the teen/adult program, swim assessments and games with instructors. Father's Day Fun utilized the dunk tank during this event and it was a big hit with the 30 children that attended.

Westwood Lake was available for school groups to rent for year-end events. Eight school groups took advantage of this program with over 700 students visiting the beach. This program will be offered next year and advertised to out of district schools.

Westwood Lake staff training took place in May and June this year to get ready for the school rentals and the summer season. More than 30 staff members were trained and are prepared for summer at the Lake.

Five (5) Permanent Part-Time Lifeguard/instructors were hired in June. The applicants were required to complete a written test as well as attend an interview. The written test was a new component to the application process, but will be standard in the future. Staff also hired six new casual Lifeguard/instructors in June.

A Junior Lifeguard Club information display took place at Country Club Mall in June. Two aquatic staff members presented first aid demonstrations and answered questions about the club and other aquatic programs.

Maintenance

Beban improvements are underway. Construction on the exterior is progressing and work will begin in the Social Centre 2010-JUL-05. Staff have been relocated for the next ten weeks.

The PRC Department has assumed responsibilities for the maintenance of the City Hall building, Franklyn Street Annex and the Community Services Building.

Marketing

Marketing projects included:

- *Nanaimo...It's a Lifestyle* messaging.
- Tracking summer camp registration numbers before and after the school flyer was delivered. (Result: 42% increase in registration numbers in the three weeks following the flyer launch.)
- Implementation of Summer Camp Marketing Plan and the Canada Day Marketing Plan.
- Adding two events to HarbourLiving.ca website and updating monthly banner ad with Canada Day feature.
- Attending the Tourism Trade Show 2010-JUN-01.

- Launch of the Fall/Winter Activity Guide cover photo contest 2010-JUN-07.
- Ordering branded items for the City of Nanaimo including blankets, yo-yos, pens, flashlights and notebooks.

Communications projects included:

- Continued communication with Facebook fans and followers on Twitter. Currently the City has 2,300 fans on Facebook and 615 followers on Twitter.
- Forming of a Social Media Committee, including members from Emergency Preparedness, Finance, Economic Development and IT.
- Working with IT to initiate venue claims via Foursquare for future implementation.
- First YouTube video uploaded to City of Nanaimo YouTube site on 2010-JUN-04.
- Writing speaking notes for Mayor Ruttan and Councillor McNabb for the grand re-opening of the Comox Field on 2010-JUN-24.
- Discussions around adding more specific Cultural components to the main City of Nanaimo website and reorganizing the Parks and Recreation content.
- Coordinating invitations with staff for Comox Field Grand Re-Opening.

Media promotions and/or releases included:

- News Bulletin Monthly Feature Article – "Summer Rec Program Offers Host of Options" appeared on 2010-JUN-19. Coordinated staff profile with reporter.
- Press Releases: Water Parks Open; Hanging Baskets Installed; Cover Photo Contest Launched; Learn to Swim Spectacular; Mother's Unite Garage Sale; Comox Field Upgrades Complete; and, Temporary Public Art Installed.
- Issued three informal media invitations: Rockridge Park Playground Installation; Comox Field Grand Re-Opening; and, Cement Pouring in Frank Crane Arena.
- Coordination and participation in interviews with: Kirsty MacDonald and A-Channel regarding Deverill Square Park on 2010-JUN-04; A-Channel about the Activity Guide cover photo contest on 2010-JUN-09; Shaw regarding Westwood Lake; and, Deb Beck and Shaw regarding Oliver Woods Wellness Park and Beban Participark on 2010-JUN-22.
- Coordination of media invitations and communications for Comox Field Grand Re-Opening.

Special Events

- **Canada Day**: 2010-JUL-01 at Maffeo Sutton Park. Lots of entertainment, interactive booths, food vendors, and, Downtown Farmers' Market.
- **Bike to Work Week**: 2010-MAY-31 to 2010-JUN-06.
- **Terry Fox Run**: The Terry Fox Run is scheduled for Sunday, 2010-SEP-19. This year will be the 30th Anniversary of the run and will utilize the same course as in 2009. The race will start at NAC and go through Colliery Dam and back to NAC.
- **Summer Concert Series**: Bowen Park Amphitheatre and Maffeo Sutton Park will host a Summer Concert Series during July and August.

Community Development

Significant community events in June in the Social Centre included the Vancouver Island Baby Show, Medichair Trade Show, Nanaimo Quilters Guild Quilt Show, and Dry Grad.

The Mothers Unite Garage Sale was held in the Social Centre on 2010-JUN-26. It was enjoyed by 73 vendors and 600 shoppers. The next Mothers Unite is 2010-OCT-02 and is expected to be sold out as well.

Staff met with representatives of the Mother Goose program to clarify the partnership between them and the City. This preschool program is offered free of charge in several facilities around town including two PR&C facilities. The Mother Goose organization plans and coordinates leader for the program. PRC provides two facilities and does registration for the program.

Staff attended an "Arts Live" meeting 2010-JUN-09. 355 participants have registered in Arts Alive programs compared to 373 in 2009.

June Statistics

Front Desk:

	2009	2010	Difference
Numbers			
Registrations	2,941	2,716	-225
REC Passes	171	165	-6
Economy Tickets	7,868	10,436	2,568
TOTAL:	**10,980**	**13,317**	**2,337**
Sales			
Registrations	$205,664	$195,386	-$10,278.00
REC Passes	23,727	29,045	5,318
Economy Tickets	28,082	35,076	6,994
TOTAL:	**$257,473.00**	**$259,507.00**	**$2,034.00**

Arenas:

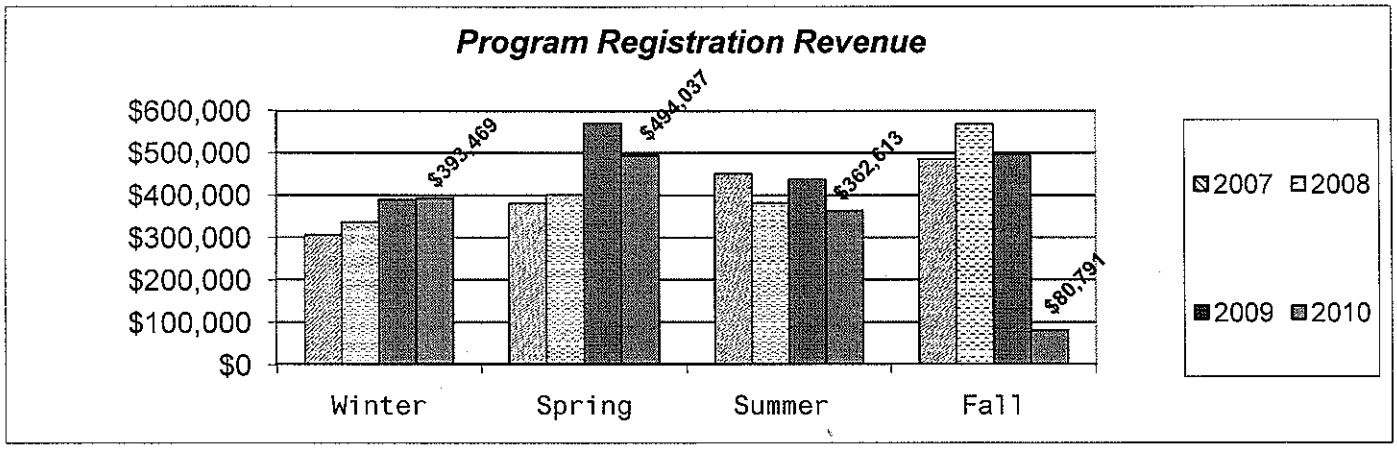
	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	82.25	66.50	1,357	902
Lessons: Department programs and Schools:	89.75	103.50	1,751	1,728
League Rentals:	354.50	314.00	14,714	14,792
Other/Casual:	176.75	347.00	7,968	29,150
TOTAL:	703.25	831.00	25,790	46,572

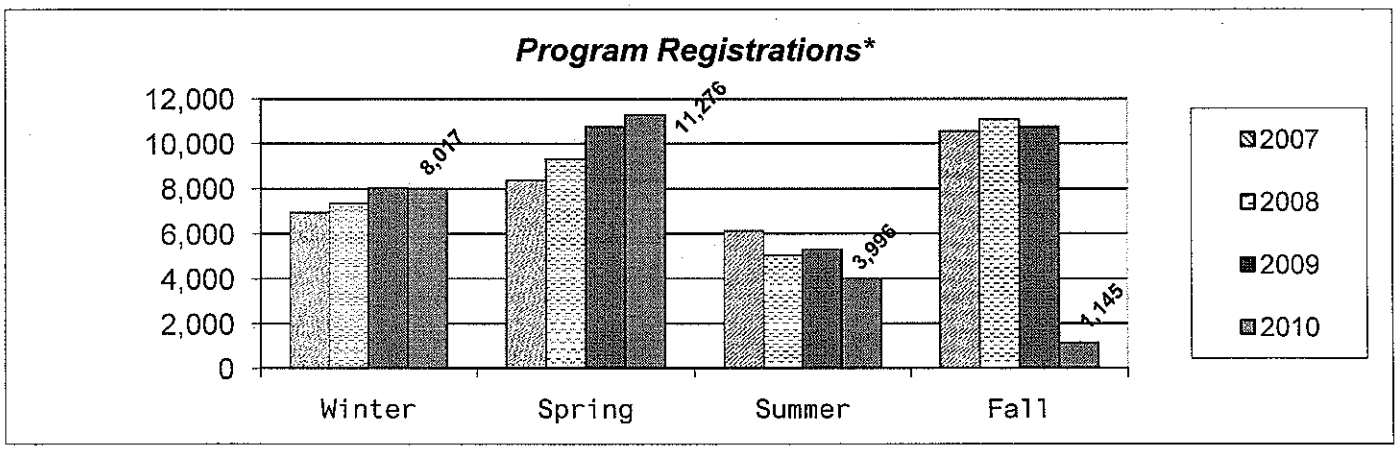
Hours:		**Attendance:**	
FCA –	*0*	*FCA –*	*0*
NIC 1 –	178.75	*NIC 1 –*	*8,960*
NIC 2 –	182.00	*NIC 2 –*	*7,397*
CMM –	*342.50*	*CMM –*	*9,431*
Total –	***703.25***	***Total –***	***25,790***

Receipts:

June 2009: $477,454
June 2010: $565,407

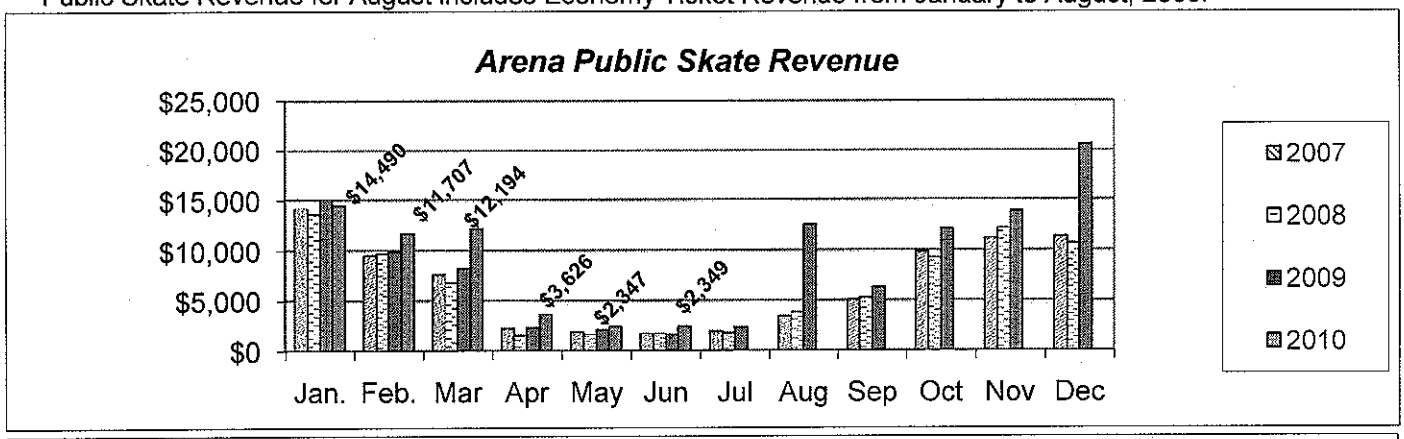
2007 to 2010 Recreation and Culture Programs Registrations and Revenues

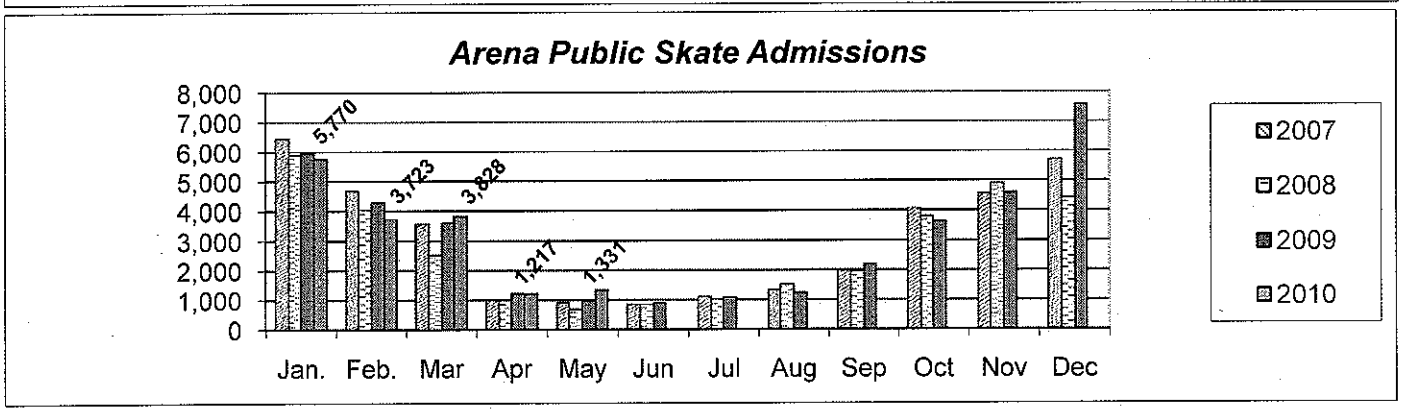


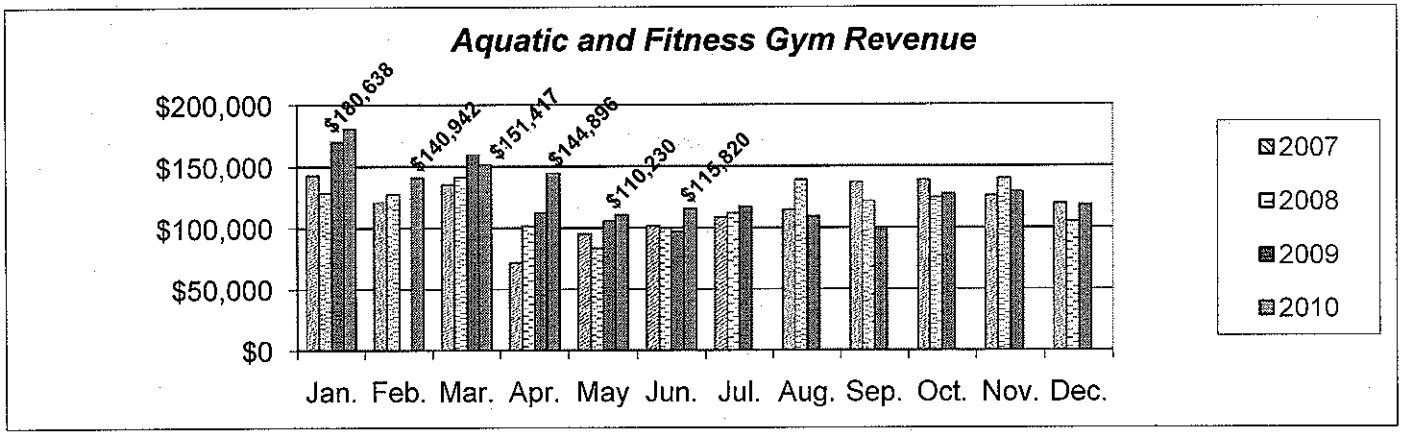


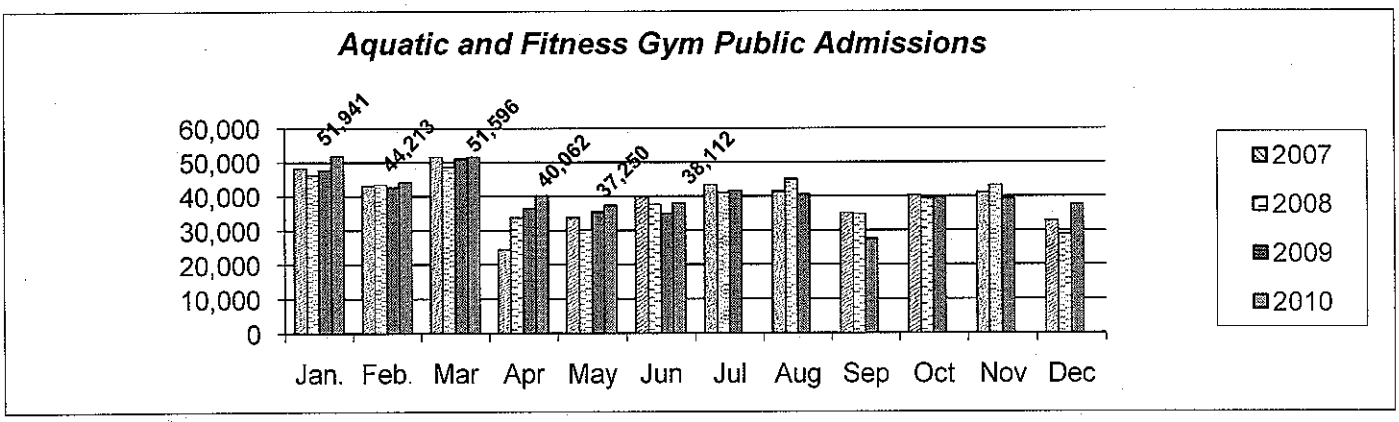
Summary of Recreation And Culture Services - June 2010

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









WELLINGTON
SECONDARY SCHOOL

3135 Mexicana Road, Nanaimo, B.C. V9T 2W8
Telephone (250) 758-9191 Fax (250) 758-3352

June 28, 2010

RECEIVED
JUN 30 2010
DEPARTMENT OF
PARKS RECREATION AND CULTURE

Mr. Larry McNabb, Chair
Parks, Recreation and Culture Commission
City of Nanaimo
500 Bowen Road
Nanaimo, BC V9R 3K7

Dear Mr. McNabb:

On behalf of the Wellington Secondary Band, I wish to thank you, and the Parks, Recreation and Culture Commission for the Travel Assistance Grant funding which was of great assistance towards covering the band's expenses to the 2010 MusicFest Canada Competition in Ottawa. The students were very proud to represent the City of Nanaimo at such a competition and to bring back to Nanaimo nine gold awards. Nine of the Wellington Secondary student jazz musicians were also awarded close to $10000.00 in scholarships to attend universities.

Thank you for helping to provide students with the opportunity to develop their skills and experience enrichment through music festivals.

Sincerely,

Carmella Luvisotto
Band Teacher

cc: R. Harding, Director
Parks, Recreation and Culture

S. Samborski, Senior Manager
Recreation and Culture Services

Elizabeth Williams
Manager of Sport Tourism and Marketing

811

A3-35-1

Nanaimo Arts Council

July 7, 2010

City of Nanaimo
Parks, Recreation and Culture Commission
Arts and Culture Committee

Dear Culture Committee members,

Please receive the attached Arts and Culture - Events Grant 2010 report (A2-4A3-35-1) from the Nanaimo Arts Council for the Vancouver Island Short Film Festival 2010.

Your ongoing support is most appreciated!!

Sincerely,

Odette Laramee
Manager

RECEIVED
JUL 12 2010
DEPARTMENT OF
PARKS RECREATION AND CULTURE

Nanaimo Arts Council
#259, 4750 Rutherford Road, Nanaimo, BC, V9T 4K6
Phone: 250-729-3947, Fax: 250-729-3957
Email: admin@nanaimoartscouncil.ca
Web site: www.nanaimoartscouncil.ca

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Nanaimo Arts Council

City of Nanaimo - Arts and Culture Events Grant 2010

Narrative Report: Vancouver Island Short Film Festival 2010

(Financial Report, event poster and image of filmmakers - attached)

Sponsored by the Nanaimo Arts Council, the Vancouver Island Short Film Festival (VISFF) debuted in 2006 and held a sold out screening of short films by local filmmakers. In 2010, the Festival entered its fifth year of serving Naniamo's community of film makers, film goers, sponsors, etc. The Festival celebrated the best works by Vancouver Island Filmmakers, encouraged participation in arts and culture events in our city, and fostered the development of the local film community. The 2010 Vancouver Island Short Film Festival screenings were held on February 12th and 13th at the Vancouver Island University theatre in Nanaimo. There were two screenings of 13 selected films. Over 500 persons attended this two day event. The awards ceremony was held after the second screening. Cash prizes and locally produced awards/trophies for winning filmmakers were distributed by local business and media sponsors.

Grant money provided by the City of Nanaimo was used to help offset the many operational costs of the festival including fees for the event coordinators and festival promotion such as advertising focused on increasing filmmaker submissions and audience attendance. The City of Nanaimo is joined in sponsoring this event by the British Columbia Arts Council, BC Gaming, Firehouse Grill, Coastal Community Credit Union, Boutique Mac, Impact Visual Communications, and the Nanaimo News Bulletin.

There are many feature film festivals in Nanaimo and on Vancouver Island, but none that specifically serve filmmakers from our community. VISFF entries featured local actors, writers, directors, musicians and film technicians. The Vancouver Island Short Film Festival creates opportunities for local filmmakers, not only to screen their films, but to network with other film professionals and inspire growth in our film community. In 2010, we also opened the perimeters for submission to include films from other parts of Canada and international entries. We hope to grow the festival while maintaining a focus on local initiatives. The festival continues to create a venue for short films where there wasn't one and recognition where it is deserved.

Selection committee members de Villiers Van Zyl and Shirley Goldberg as well as judges Ron Bonham, Paul Whittington and Marshal Soules are prominent citizens in the Film community of Nanaimo. Films shown at the festival are chosen on the basis of originality, acting, script, technical excellence and creativity. In 2010 we provided an added incentive to our film community through the payment of an artists fee for films selected to be in the festival. Also, we inaugurated a Q & A with local filmmakers.

The VISFF helps facilitate the growth of Nanaimo's burgeoning film production industry. By encouraging local filmmakers to showcase their work, the festival draws attention to the area's beautiful locations, services and talents. The festival also provides financial incentive for filmmakers to produce films in our community with its cash awards. For those outside of the film industry, the festival helps to draw attention to the city's supporting amenities by inviting interested arts patrons from all over Vancouver Island to spend a day, an evening or even a weekend in our city.

Advertisement has been the key to getting local filmmakers involved with the festival and giving them an audience; both of which are integral to the Festival's success. The Film Festival was marketed as a celebration of local artists and a showcase for their vision and technical abilities. Marketing was done

through traditional media outlets: The WAVE and CHLY Radio, The Daily News, Star, Bulletin newspapers, SHAW and A Channel television. Media coverage included interviews, press releases and paid advertising. There were call for entry and event posters placed in high traffic areas frequented by people who are supporters of the arts and film. We also marketed the event through local community web blogs, the VISFF website www.visff.com, NAC website nanaimoartscouncil.ca and the new VISFF Facebook site.

Nanaimo Arts Council Board lead, Rosina Solylo, and NAC Manager, Odette Laramee, gratefully acknowledge festival Directors, Johnny Blakeborough and Matt Lettington, for their dedication throughout the year to ensure filmmaking is a vibrant practice in our community.

This year's Awards were presented after the second screening of the films on February 13th. The films ranged from a minute and a half to 10 minutes and ran the gamut from whimsical comedy set in a Laundromat to the death defying choice to 'push the red button'. The Award for Best Music, sponsored by Coastal Community Credit Union – Spirit Fund, was presented for memorable music that compliments the film. The Victoria band, The Laundromauts, took this award for "*Come Clean*". Best Technical, sponsored by Boutique Mac, was presented to a filmmaker who showed exceptional technical aptitude in sound, camera, and editing. This year's winner of the best Technical Award went to Kristina Durst for her stop-motion film "*The Nastiworths*". Best Performance, sponsored by Impact Communications, was awarded to Frederic Robinson for his excellent work in "*The Victim's Vixen*". Best Writing, sponsored by the Nanaimo News Bulletin, was presented to Graham Stark, "*The Secret of the Sauce*", for a smart, funny and well told story. People's Choice, sponsored by The City of Nanaimo, was awarded to the film that the evenings' audiences voted as their favorite. Congratulations to Nanaimo filmmakers Tash Baycroft and John Gardiner for "*The Piano Player's Sister*". The Best Film award, sponsored By Firehouse Grill, was chosen based on strong storytelling, exceptional technical execution, and compelling message. The winner was Michael Grand for "*The Mechanic*".

The Vancouver Island Short Film Festival 2010 marks the shared success of a community of filmmakers, sponsors, media supporters, and audiences that have continued to grow over the past five years. The festival for 2010 had its highest audience turn out yet.

Financial Report: Vancouver Island Short Film Festival 2010

	2008 Actual	2009 Actual	Projected 2010	Actual 2010
Revenue				
Gaming (Direct Access Grant)	$1,320.00	$1,360.00		
City of Nanaimo Event Grant	$1,550.00	$2,000.00	$3,000.00	$ 1,650.00
British Columbia Arts Council		$1,000.00	$1,000.00	$ 1,000.00
BC Gaming - Bingo Affiliation			$1,000.00	$ 1,000.00
Award Sponsorships	$2,446.00	$2,452.00	$2,500.00	$ 2,500.00
Ticket Sales	$5,355.00	$4,430.00	$5,000.00	$ 5,190.00
Entry Fees	$970.00	$1,160.00	$1,255.00	$ 525.00
In-kind (advertising/printing/pizza)		$2,413.00	$2,500.00	$ 2,488.00
Total:	**$11,641.00**	**$14,815.00**	$16,255.00	**$ 14,353.00**
Expenses				
Program Director	$1,000.00	$2,000.00	$2,000.00	$ 2,000.00
Program Co-Director	$1,000.00	$2,000.00	$2,000.00	$ 2,000.00
Graphic Designer Fee	$500.00	$1,000.00	$1,500.00	$ 1,500.00
Advertising	$1,798.00	$1,722.11	$1,500.00	$ 989.02
Poster Printing	$55.00	$66.36	$75.00	$ 66.36
Sponsor's DVD & letter printing	$0.00	$26.21	$30.00	$ 35.17
* Program Printing	$430.00	$546.56	$400.00	$ -
* Ticket Printing	$107.00	$95.20	$50.00	$ -
Banners, Signs (Sponsors)	$179.00	$150.08	$150.00	$ 179.20
Cash Awards	$2,000.00	$1,222.89	$1,250.00	$ 900.00
Venue Costs	$649.32	$730.46	$750.00	$ 822.53
Award Trophies/Plates	$112.18			$ 40.32
NAC Admin	$1,905.25	$1,042.13	$2,250.00	$ 2,000.00
Profit Sharing	$1,905.25	$0.00	$0.00	$ -
Artist Fees	$0.00	$1,800.00	$1,800.00	$ 1,300.00
In-kind (advertising/printing/pizza)		$2,413.00	$2,500.00	$ 2,448.00
Misc.				$ 72.40
Total:	**$11,641.00**	**$14,815.00**	$16,255.00	**$ 14,353.00**

* Donated 2010

firehouseGRILL · BRITISH COLUMBIA ARTS COUNCIL · BRITISH COLUMBIA · CITY OF NANAIMO · NANAIMO NEWS Bulletin · NANAIMO NORTH · BOUTIQUE | MAC · IMPACT VISUAL

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