

**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.

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

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

support the Vancouver Island Exhibition (VIE) organization starting in 2011, for a three-year term, and that the VIE 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.

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.

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 (VIE) 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.

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)

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