

AMENDED
AGENDA FOR THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
TO BE HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2009-NOV-25, COMMENCING AT 7:00 P.M.

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

2. **INTRODUCTION OF LATE ITEMS:**

- Delete Item 6(a) - Mr. Drew Cooper, General Manager, Pacific Sport. Due to family illness, Mr. Cooper has requested that his presentation be deferred until 2010-JAN-27. Pg. 755
- Add Item (6)(d) – Mr. Bill Eves, Victorian Ice Cream, 2646 Beaver Creek Crescent, Nanaimo, BC V9T 3K2, requesting to address the Parks, Recreation and Culture Commission on a number of points of concern regarding Concessionaire Services in Maffeo Sutton Park; Pg. 770.1
- Add to Item 8(b)(i) – Draft "Community Program Development Grant Guidelines and Application for Funding" document. Pgs. 779.1-779.9

3. **ADOPTION OF AGENDA:**

Motion to adopt the agenda as amended.

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2009-OCT-28, at 7:00 p.m. in the Bowen Park Complex Conference Room. Pgs. 749-754

Motion to adopt minutes of 2009-OCT-28.

5. **PRESENTATIONS:**

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

Motion to receive the following delegations:

- (a) ~~Mr. Drew Cooper, General Manager, Pacific Sport, 900 5th Street, Nanaimo, BC V9R 5S5, providing an update of recent activities over the past year and an overview of community based initiatives.~~ Pg. 755
- (b) Mr. Terry Ryan, representing the Nanaimo Ebttides Masters Swim Club, requesting that the Parks, Recreation and Culture Commission approve a Sport Tournament Fund Application Grant in the amount of \$5,000.00. Pgs. 756-762

- (c) Mr. Gary Lamoureux and Mr. Allen Johnston, representing the Nanaimo & District Track & Field Club, requesting that the Parks, Recreation and Culture Commission approve a commitment of funds in support of their grant application to the Western Economic Diversification Canada Recreational Infrastructure Fund. Pgs. 763-765
- (d) Mr. Jai Brookes, Dogzilla Vending, presenting to the Parks, Recreation and Culture Commission the long history of concession service provided by Dogzilla Vending and their desire to continue to provide services at Maffeo Sutton Park. Pgs. 766-770

LATE DELEGATIONS: (5 MINUTES)

- (e) Mr. Bill Eves, Victorian Ice Cream, 2646 Beaver Creek Crescent, Nanaimo, BC V9T 3K2, requesting to address the Parks, Recreation and Culture Commission on a number of points of concern regarding Concessionaire Services in Maffeo Sutton Park. Pg. 770.1

7. CHAIRMAN'S REPORT:

- (a) **2010 PRC Commission / Committee Meeting Dates/Times** Pg. 771

Staff's Recommendation: That the Parks, Recreation and Culture Commission adopt the 2010 PRC Commission / Committee Meeting Dates/Times.

Motion to adopt the recommendation.

8. REPORTS OF ADVISORY BODIES:

- (a) **Parks Committee.** In Commissioner Sparkes' absence, Commissioner Pattie will report on the meeting held 2009-NOV-12. Pgs. 772-775

WPVL Request for VIP Grant.

At its regular meeting held 2009-OCT-28, the Parks, Recreation and Culture Commission received a delegation from Mr. Chris Bassett, 849 Athena Place, Nanaimo, BC V9V 1B9, providing a review of the WPVL request for a VIP program grant of \$20,000 for the construction of a batting cage at May Bennett Pioneer Park. Following receipt of the delegation, the Commission referred the WPVL request to the Parks Committee.

The Parks Committee reviewed the request at their meeting held 2009-NOV-12 and the following motions were made:

It was moved and seconded that the Parks Committee recommend that the Parks, Recreation and Culture Commission approve a VIP Grant of 50 percent of the construction costs, up to \$20,000, to the WPVL for the construction of a batting cage at May Bennett Pioneer Park. The motion carried unanimously.

It was moved and seconded that the Parks Committee recommend that the Parks, Recreation and Culture Commission approve the VIP Grant conditional upon the WPVL making the facility available to other organizations when not required for WPVL use. The motion carried unanimously.

- (b) **Recreation Committee.** Commissioner Lance, as Acting Chair of the 2009-NOV-10 meeting, to report on that meeting.

Pgs.
776-779.9

- (i) **Community Program Development Grant and Beban Barnyard.**

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission:

1. *approve the draft "Community Program Development Grant Guidelines and Application for Funding" document;*
2. *direct the Recreation Committee to review all applications under this grant program and make recommendations to the Parks, Recreation and Culture Commission; and,*
3. *direct staff to implement the document and work with the Cedar & District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of this grant.*

The motion carried unanimously.

- (ii) **Sport Tournament Fund – Review of Applications and Allocation of Funds for the Second Intake of 2009 Applications.**

Nanaimo Ebbitides

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission fund the Nanaimo Ebbitides request from the Volunteer in the Park 2009 budget to the amount of \$5,000.00.

It was moved and seconded that the recommendation be referred to the Parks, Recreation and Culture Commission. The motion carried unanimously.

(iii) Sport Tournament Fund Grant Allocations.

Vancouver Island Exhibition – Skateboard “SkateJam” Competition

It was moved and seconded that the request from the Vancouver Island Exhibition for the skateboard “SkateJam” Competition be tabled for consideration at the second intake. The motion carried unanimously.

Recreation Committee’s Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the following 2009 Sport Tournament Grant requests:

ORGANIZATION	2010 Requested	2010 Recommended
Nanaimo Riptides Swim Team	\$1,500	\$1,000
Nanaimo Canoe and Kayak Club	\$1,073.25	\$500
Wellington Pleasant Valley Softball	\$1,500	\$750
Nanaimo PeeWee Hockey Tournament	\$1,000	\$1,000
Nanaimo Atom A Clippers	\$950	\$500
Nanaimo Atom B Clippers	\$950	\$500
Nanaimo Curling Club	\$4,000	\$2,000
Nanaimo Judo Club	\$1,200	\$850
Nanaimo Kennel Club	\$5,895	\$1,500
Nanaimo Ebttide Masters Swim Club	\$5,000	PRCC
VIEX – Skateboard “SkateJam” Competition	\$4,950	Tabled to 2 nd Intake
Nanaimo & District Lacrosse Association	\$1,050	\$950
TOTAL	\$29068.25	\$9,550

The motion carried unanimously.

- (c) Cultural Committee. Commissioner Avis to report on the meeting held 2009-NOV-04.
- (d) Grants Advisory Committee. No meeting held.
- (e) Plan Nanaimo Advisory Committee. Commissioner Lance to report on the meeting held 2009-NOV-17.
- (f) Social Planning Advisory Committee. Commissioner Cowling to report on the meetings held since 2009-OCT-06.
- (g) Port Theatre. Monthly report for October, 2009.
- (h) Nanaimo Art Gallery. Monthly report for October, 2009.
- (i) Nanaimo Museum. Monthly report for October, 2009.

Pgs.
780-784

Pgs.
785-787
Pg. 788

Pgs.
789-794

Motion to receive all Advisory Body reports.

9. **STAFF REPORTS:**

(a) **Bayshore Drive Park Tree Removal Request**

Pgs.
795-796

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

1. *approve the request to remove the plum trees as noted and replace them with new ornamental trees in Bayshore Park, subject to the agreement that these trees would be planted and cared for by the Bayshore Drive residents; and,*
2. *do not approve the removal of the two conifers.*

Motion to adopt the Recommendations.

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

(a) Monthly Report – Senior Manager of Parks.

Pgs.
797-799

(b) **Concessionaire Services at Maffeo Sutton Park.**

Pgs.
800-801

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

Motion to receive the Report.

(c) Harewood Centennial Park – Youth Park & Covered Sport Space Concept (verbal).

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

Pgs.
802-806

(e) **Beban Park Redevelopment.**

Pg. 807

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

Motion to receive the Report.

Motion to receive all Information Items.

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

CORRESPONDENCE: (Information)

- (a) Letter dated 2009-NOV-12, from Ms. Delvina Beaulac, President, Nanaimo Kennel Club, to Mr. Jeff Ritchie, Senior Manager of Parks, and copied to Mr. Larry McNabb, Chairman, Parks, Recreation and Culture Commission, commending staff for the Dog Off-Leash Park Development Strategy, thanking Commission for their approval of additional off-leash parks, and, acknowledging Kirsty MacDonald's contributions to the project.

Pg. 808

- (b) Minutes of the Nanaimo Harbour City Seniors, Board of Directors, meeting held 2009-NOV-06.

Pgs.
809-811

Motion to receive all Correspondence.

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

- (a) Mr. Terry Ryan, Nanaimo Ebbitides Masters Swim Club.
- (c) Mr. Gary Lamoureux / Mr. Allen Johnston,
Nanaimo & District Track & Field Club.
- (d) Mr. Jai Brookes, Dogzilla Vending.
- (e) Mr. Bill Eves, Victorian Ice Cream.

15. **UNFINISHED BUSINESS:** (None.)

16. **QUESTION PERIOD:**

17. **ADJOURNMENT:**

Motion to adjourn with next regular meetings as follows:

COMMISSION	Wednesday, 2010-JAN-27; 7:00 p.m. Bowen Park Complex Conference Room
Cultural Committee	Wednesday, 2010-JAN-06; 4:15 p.m., if required Bowen Park Complex Conference Room
Recreation Committee	Wednesday, 2010-JAN-13; 3:00 p.m., if required Bowen Park Complex Conference Room
Parks Committee	Thursday, 2010-JAN-14; 5:30 p.m., if required Bowen Park Complex Conference Room

**MINUTES OF THE REGULAR MEETING OF THE
PARKS, RECREATION AND CULTURE COMMISSION
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
ON WEDNESDAY, 2009-OCT-28, 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 G. Rudischer
Commissioner J. Cowling
Commissioner B. Sparkes
Commissioner B. Dempsey
Commissioner B. Meunier

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

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, 2009-SEP-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: (None.)

6. DELEGATIONS:

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

- (a) Mr. Drew Cooper, General Manager, Pacific Sport, 900 – 5th Street, Nanaimo, BC V9R 5S5, providing an update of recent activities over the past year and an overview of community based initiatives.

Mr. Drew Cooper was not in attendance.

- (b) Mr. Chris Bassett, 849 Athena Place, Nanaimo, BC V9V 1B9, providing a review of the WPVL request for a VIP program grant of \$20,000 for the construction of a batting cage at May Bennett Pioneer Park.

Mr. Chris Bassett advised that provided a Powerpoint presentation and advised that WPVL (Wellington, Pleasant Valley, Lantzville) is a non-profit fastpitch softball association representing 475 Nanaimo youths. For over 25 years WPVL has been providing opportunities to children 5-18 to remain physically active while learning the values of teamwork, commitment and responsibility. To continue their efforts to develop the softball skills of youth, their goal is to install a batting cage at the May Richards Bennett Pioneer Park. To reach that goal, they are requesting a grant of \$20,000 through the volunteer in Parks (VIP) program. The advantages of having a batting cage at the park include a safe environment to develop hitting skills; a longer training season (March to October), increasing usage of the park; allows training during games; and allows hitting practice during rainy periods. The proposed batting cage would have a solid roof and lights, be constructed alongside the existing tennis courts and be approximately 14'W c 12'H x 65'L.

7. CHAIRMAN'S REPORT

- (a) Olympic Torch Event on 2009-OCT-31 - verbal.

Councillor Diana Johnstone advised that the event runs at 5:30 p.m. until 9:00 p.m. with finale being a 15 minute firework display. This is a family event featuring entertainment and treats for children. There will be one food vendor, the Salvation Army, and there will be security. The Chairman approached the RDN who is providing courtesy Park and Ride transportation from various places in Nanaimo. As City representative on the Committee, she expressed gratitude to all Parks, Recreation and Culture and in particular the staff liaison people, who have done a fantastic job will be volunteering their time on Saturday.

- (b) Medallion and Certificate Presentations are scheduled for Wednesday, 2009-NOV-18.
- (c) PRCC members to bring their Commission binders to the 2009-NOV-25 meeting for updating in December for 2010 – verbal reminder.

- (d) PRCC Christmas Social scheduled for Wednesday, 2009-DEC-02 – verbal reminder.

It was moved and seconded that the Chairman's Report be received. The motion carried unanimously.

8. REPORTS OF ADVISORY BODIES:

- (a) Parks Committee. Commissioner Sparkes reported on the meeting held 2009-OCT-15.

- (i) Amendment to Schedule "A" of Bylaw 2008 No. 7073 – Hours of Operation - Parks

Parks Committee's Recommendation: That the Parks, Recreation and Culture Commission approve the proposed amendment to Schedule "A" of Bylaw 2008 No. 7073 – Hours of Operation – Parks; and recommend that Council amend Schedule "A" of Bylaw 2008 No. 7073 as follows:

PARK	HOURS OF OPERATION	
	Current Hours	Proposed Amendment to Hours
Diana Krall Plaza E&N Trail Georgia Park McGregor Park Maffeo Sutton Park Parkway Trail Queen Elizabeth Promenade Loudon Park	24 hours/day	No change
	6:00 am – 6:00 pm October 1 - March 1	No change
	6:00 am – 10:00 pm March 1 – September 30	
All other Parks	6:00 am – 6:00 pm November 1 – March 31	6:00 am – 9:00 pm November 1 – March 1
	6:00 am – 11:00 pm April 1 – October 31	6:00 am – 11:00 pm March 1 – October 31

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

- (b) Recreation Committee. No meeting held.
- (c) Cultural Committee. No report.
- (d) Grants Advisory Committee. Commissioner Burnett reported on the meetings held since 2009-JUL-22.

- (e) Plan Nanaimo Advisory Committee. Commissioner Lance reported on the meetings held since 2009-JUNE-16.
- (f) Social Planning Advisory Committee. No report.
- (g) Port Theatre. Monthly report for September, 2009.
- (h) Nanaimo Art Gallery. Monthly report for September, 2009.
- (i) Nanaimo District Museum. Monthly report for September, 2009.

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

9. STAFF REPORTS:

- (a) Fees And Rental Policy Schedule 'C' Update.

Staff provided an information report outlining the process to review the Fees and Charges Bylaw.

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.

10. INFORMATION ONLY ITEMS (staff reports):

- (a) Senior Manager of Parks. Monthly report for September, 2009.

Staff provided a verbal update highlighting that graffiti continues to be a large monthly expense and volunteers in parks and other options to deter such as better lighting were discussed. The graffiti will continue to be removed. Neighbourhood organizations have been helpful in this regard. The community plots have been successful and were well received. It would be good to expand them.

- (a) Update on Christmas Tree Sales Issue – Verbal – Suzanne Samborski.

Staff provided a verbal update advising VIEX and Mr. Gogo have met, but there was some misunderstanding. Staff have clarified with Mr. Gogo that he is welcome to use Beban Park for Christmas tree sales, but as an alternative location, he cannot sell at both. He is going to go forward to Council.

- (b) Senior Manager of Recreation and Culture Services - Monthly Report for September 2009.

Staff advised of the partnership with VIHA, where they pay us a lump sum of funding and then nurses and clients can access our facilities and programs until that funding

has been used. This is a successful program which has doubled in the last six months. There is an opportunity for the program to continue to grow.

With the Frank Crane Arena closing in 2010 for slab floor removal, Nanaimo Lacrosse is the group most affected. All activities that season will fit; the ice will come out earlier and be put in later. Revenue will be affected, but the floor does have to be replaced.

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

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

CORRESPONDENCE: (Information)

- (a) Narrative and Financial Reports received 2009-SEP-22 from the Nanaimo Arts Council.
- (b) Letter dated 2009-SEP-17, received 2009-SEP-29, from Premier Gordon Campbell, Board Member, British Columbia Achievement Foundation, regarding the British Columbia Community Achievement Awards.
- (c) Minutes of the Nanaimo Harbour City Seniors, Board of Directors, meeting held 2009-OCT-02.

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) Mr. Chris Bassett, WPVL.

WPVL request for a VIP program grant of \$20,000 for the construction of a batting cage at May Bennett Pioneer Park.

Staff's Recommendation: That the Parks, Recreation and Culture Commission refer the WPVL request for a VIP program grant of \$20,000 for the construction of a batting cage at May Bennett Pioneer Park to the Parks Committee for review under the VIP Program.

It was moved and seconded that Staff's recommendation be adopted. The motion carried unanimously.

15. UNFINISHED BUSINESS: (None.)

16. QUESTION PERIOD:

17. ADJOURNMENT:

It was moved and seconded at 7:30 p.m. that the meeting adjourn, with the next Meeting of the Parks, Recreation and Culture Commission to be held Wednesday, 2009-NOV-25, commencing at 7:00 p.m. in the Bowen Park Complex Conference Room; and,

With the next meeting of the Cultural Committee to be held Wednesday, 2009-NOV-04, commencing at 4:15 p.m. in the Bowen Park Complex Conference Room; and,

With the next meeting of the Recreation Committee to be held Tuesday, 2009-NOV-10, commencing at 3:00 p.m. in the Bowen Park Complex Conference Room; and,

With the next meeting of the Parks Committee to be held, Thursday, 2009-NOV-12, commencing at 5:00 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.

L. McNabb, Chair
Parks, Recreation and Culture Commission

CERTIFIED CORRECT:

R. Harding, Director
Parks, Recreation and Culture

2009-NOV-20
File: A2-4
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REQUEST TO APPEAR AS A DELEGATION

ON ~~2009-OCT-28~~
 year month day
 2009-NOV-25

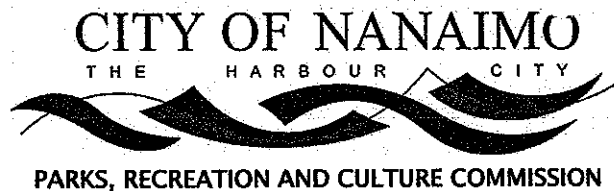
NAME OF PERSON MAKING PRESENTATION: <u>Drew Cooper</u>			
ADDRESS: <u>900 Fifth ST.</u>		Nanaimo	BC
<small>street address</small>		<small>City</small>	<small>Province</small>
PHONE: <u>753-0987</u> (H) <u>740-6572</u> (W) FAX: <u>740-6170</u>			
<small>home</small>		<small>business</small>	
NAME OF APPLICANT IF OTHER THAN ABOVE: <u>PacificSport</u>			
DETAILS OF PRESENTATION:			
Update of recent activities over the past year and overview of community based initiatives.			
<input checked="" type="checkbox"/> Physical Literacy & the Long Term Athlete Development (LTAD) model			
<input checked="" type="checkbox"/> City and School District resource sharing initiative			
<input checked="" type="checkbox"/> Community leadership program			
<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> RECEIVED OCT 20 2009 DEPARTMENT OF PARKS RECREATION AND CULTURE </div>			

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

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



REQUEST TO APPEAR AS A DELEGATION

ON 2009 - November 25

year

month

day

NAME OF PERSON MAKING PRESENTATION: Terry Ryan, chair, Nanaimo 2010 MSC Nationals Committee

ADDRESS: 182 Cross Bow Drive Nanaimo BC V9T 1L3
street address City Province Postal Code

PHONE: (250) 756-7853 FAX:
home business

NAME OF APPLICANT IF OTHER THAN ABOVE: Nanaimo Ebbtides Masters Swim Club

DETAILS OF PRESENTATION:

This presentation will address the information contained in the Application For Tournament Funding presented to Parks Recreation and Culture in November, 2010. The presentation will focus on the Nanaimo 2010 Masters Swimming Canada Championships which will be held in Nanaimo from May 21 – 24, 2010.

Additional information about the Nanaimo Ebbtides Masters Swim Club and the 2010 Nanaimo MSC Championships can be found on our website: www.cmsc2010.ca

Updated information about the Championships will be provided.

Questions from the Commission about the Championships will be addressed.

RECEIVED

NOV 18 2009

DEPARTMENT OF
PARKS RECREATION AND CULTURE

PLEASE NOTE

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- **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.



SPORT TOURNAMENT GRANT APPLICATION FORM

Legal Name of Organization: Nanaimo Ebbitides Masters Swim Club

Mailing Address: 90 182 Cross Bow Dr. Nanaimo, BC

Postal Code: V9T 1L3 Phone: 250 756-7853 Fax: _____

Email: tm-ryan@shaw.ca

Contact Person: Terry Ryan Position: Chair Nanaimo 2010
Canadian Masters National Swimming Championships

Society Registration Number: _____ (If not registered, please leave blank)

Total Budget: \$89,435.50 Grant Total Requested: \$5,000.00 Platinum Sponsor

Date Submitted: Nov. 2, 2009

Has your organization applied for other City of Nanaimo funding related to this event?

Yes ____ No ✓? If so, please list the type and amount of funds requested.

Name of Grant	Amount	Approved

What events in the past have your organization produced/sponsored?

	Year	Event and Location	# Attending
1.	1980-2009	Annual Ebbitides Swim Meet - NAC Beban	120 - 160
2.	2005	MSABC Provincial Championships - NAC.	235
3.			

757

Please provide information requested:

1. Name of Event: 2010 Canadian Masters National Swimming Championships
2. Type of Tournament (please circle): Local Regional Provincial National
3. Times & Dates of Event: Friday, May 21 - Monday May 24, 2010
4. Location (s): Nanaimo Aquatic Centre
5. Age range of participants (please circle): 0-18 / 19-44 / 45+ All Ages
6. From where will participants/spectators come? (Please provide a projected estimate of numbers attending your event. If your event was held previously, please include actual numbers for the previous year).

PARTICIPANT INFORMATION	Estimated # Attending	Previous Year's Attendance
From Mid Vancouver Island (from Duncan to Courtenay)	35	
From other areas of Van. Is. (north of Courtenay, south of Duncan)	50	
From BC Mainland	100	
From other provinces	350	
From US or other international destinations	65	
TOTAL PARTICIPANTS FROM ALL AREAS:	600	
SPECTATOR INFORMATION	Estimated # Attending	Previous Year's Attendance
From Mid Vancouver Island (from Duncan to Courtenay)	150	
From other areas of Van. Is. (north of Courtenay, south of Duncan)	50	
From BC Mainland	100	
From rest of Canada	350	
From US or other International destination	50	
TOTAL SPECTATORS FROM ALL AREAS:	700	

6. Is this a new event? Yes / No First time in Nanaimo, last held in BC - 1995
 7. How long has your organization existed in Nanaimo? 30 Years
 8. Please provide a summary of your event in one or two typed pages (minimum size 10 font), including:
 - Purpose of the event
 - Scheduled activity
 - How your event will be marketed.
 - How you will provide public recognition of municipal contribution
 - How you will evaluate the success of the event
 - Has your event created any new components from previous year?
 9. The information in this application is a true and accurate representation of our event.
- Signature: T.M. Ryan, Print Name: Terry Ryan
- Phone #: 250 756-7853 Date: Nov 2, 2009

Note: Your submission should only include two-page application form, two-page budget form, and one or two-page summary of your event.

2010 MSC National Championships

Date: 1/12/2009

Draft Budget

ESTIMATED INCOME		
Registration:	\$ 62,400.00	Average Entry Fee: \$ 104.00
Banquet Tickets:	\$ 6,000.00	300 @ \$20 each
Wine/Cheese Tickets:	\$ 3,000.00	300 @ \$10 each
T-Shirts:	\$ 4,000.00	200 @ \$20 each
Sponsorships:	\$ 20,900.00	Includes Tournament and Festival Grant

Total Revenue: \$ 96,300.00

ESTIMATED EXPENSES		
Pool Rental:	\$ 12,000.00	estimate for 4 day rental
NIC Rental:	\$ 1,000.00	4 days @ \$250/day
MSC Splash Fee	\$ 3,000.00	\$5/swimmer
Banquet:	\$ 12,000.00	Room rental, catering, decorations, dishes, etc)
Wine and Cheese	\$ 3,000.00	appetizers, wine during registration
Awards:	\$ 8,000.00	medals, ribbons, championship patches
Officials Food:	\$ 1,200.00	food and refreshments during the meet.
Swimmers Snacks:	\$ 1,000.00	food and refreshments during the meet.
Merchandise	\$ 3,000.00	t-shirts, hats, printing, graphic artist and set up (200 @ \$15/shirt, \$15/cap)
Printing:	\$ 2,250.00	promotional flyers, meet package, results
Website :	\$ 2,500.00	domain name, programming fees
Registration Fees	\$ 3,855.00	cost for on-line registration
Office Expenses	\$ 200.00	
Graphic Artist:	\$ 300.00	design of logo and branding
Meet Packages:	\$ 17,150.00	see below
Banners:	\$ 250.00	Championship banner
Security	\$ 500.00	parking lot patrol
Door Prizes:	\$ 1,400.00	Door prizes for swimmers and volunteers
Misc Equip:	\$ 7,750.00	see below
Guest Accom.	\$ 1,000.00	hotel rooms for key officials

Subtotal: \$ 81,355.00
Contingency (10%) \$ 8,135.50

Total Expenses: \$ 89,490.50

Profit/(Loss):

\$ 6,810

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2010 MSC National Championships

Date: 11/2/2009

Draft Budget

of Swimmers: **600**

Misc Equip

Golf Shirts:	\$ 1,600.00	for officials (40 @ \$40/ea)
Plaques:	\$ 500.00	recognition for platinum, gold and silver sponsors
Certificates:	\$ 300.00	recognition for bronze sponsors
Translation:	\$ 100.00	
Tent rentals:	\$ 625.00	outdoor tents, Tourism event package
Announcer:	\$ 500.00	token of appreciation
Piper	\$ 125.00	
Computer Tech:	\$ 1,500.00	
Wireless Mic Rental:	\$ 150.00	
Massage Therapy	\$ 350.00	
Volunteer Recgn:	\$ 1,200.00	t-shirts (80 @ \$15/ea)
Committee Recgn:	\$ 500.00	
Karlyn Pipes- Neilson	\$ 300.00	Motivational Speaker
Other:		
Total:	\$ 7,750.00	

Meal Package

Swim Caps:	\$ 4,500.00	600 caps @ \$7.50/ea
Water Bottles	\$ 3,000.00	600 bottles @ \$5/ea
Power Bars	\$ 3,000.00	600 Bars @ \$5/ea
Swimmer tags:	\$ 450.00	(600 @ \$0.75/ea)
Misc.	\$ 6,000.00	budget 600 @ \$10/ea
Expenses	\$ 200.00	costs to assemble packages
Other:		
Total:	\$ 17,150.00	\$ 28.58 per swimmer



Sport Tournament Grant Application City of Nanaimo

November 1, 2009

Purpose of the Activity - The Nanaimo Ebbtides Masters Swim Club and the City of Nanaimo are proud to host the 2010 Canadian Masters Swimming Championships. These Championships will see 600+ swimmers (aged 18-101 yrs.) coming together in a friendly and spirited competition. This annual competition was last held in BC in 1995 and, to be held in Nanaimo, is a major coup for our City. Traditionally, these Championships are held in major urban centres.

These 2010 Championships will allow us to showcase our community and our excellent swim facility, the Nanaimo Aquatic Centre.

Scheduled Activity - The 2010 Championships will be held over four days, from Friday, May 21 through Monday, May 24, 2010. This will be a major long-course national swim competition and we expect to attract high calibre swimmers, including former Olympians and world record holders, from all across Canada and from the United States.

How Will The Event Be Marketed - In May, 2009, representatives from Nanaimo travelled to the Championships in Etobicoke, Ontario. Armed with quality materials from the City of Nanaimo and Tourism Nanaimo we were able to set up an information booth, distribute meet brochures, and actively promote Nanaimo and the 2010 Championships. Interest was high in the prospect of coming to Nanaimo. An e-mail bulletin will be distributed to all registered Masters swimmers across Canada. The Nanaimo Ebbtides have set up a website: www.cmsc2010.ca which advertises the event and contains links to the City of Nanaimo, Tourism Nanaimo, accommodations in the Nanaimo area and much more. As the event nears we will involve local media in promoting the event.

How Will You Provide Public Recognition of Municipal Contribution - We are hoping that the City of Nanaimo will be our lead Platinum sponsor - \$5000 contribution. As Platinum sponsor the City will receive extensive media advertisement before, during and after the event in local and regional newspapers. The Platinum sponsor logo will be featured on the event programs, awards and swim caps that every swimmer receives. The Platinum sponsor logo will also be featured prominently on the Nanaimo Ebbtides and MSABC websites, via banners at the meet and on the championship clothing and legacy championship banner that will remain at the NAC.

How Will You Evaluate The Success of the Event - The number of participants we can attract, and how much they enjoy our event and our community will measure the success of our meet. The opportunity and potential to showcase our Nanaimo community to a national and international audience cannot be overstated. Nanaimo hotels and businesses will benefit significantly from a large influx of visitors to our city. Already, the VIU student residences (220 rooms) are fully booked and local hoteliers report advance bookings, six months in advance of the competition. The 2010 Championships are a great chance to showcase our fine aquatic facility and to highlight Nanaimo as a premier sports tourism destination. We are fortunate to have received excellent cooperation from Nanaimo Parks Recreation and Culture, the Nanaimo Riptides Swim Team, the Nanaimo White Rapids Swim club and regional swim clubs for this event. In this spirit of cooperation the entire Nanaimo swimming community will work together to ensure a quality and successful 2010 National Championships.

Has Your Event Created Any New Components From Previous Year? - This is the first time a National Masters Swimming Championships has been held in Nanaimo. Previously the Nanaimo Ebbtides hosted a very successful 2005 Provincial Championships and much of what we learned can be applied to this event.

Who Are We?

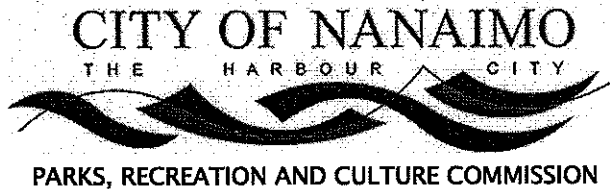
- The Nanaimo Ebbtides Masters Swim Club has been in existence for the past 30 years. Our 60 member club is a not-for-profit group and is a member of the Masters Swimming Association of BC (MSABC) whose purposes are:

- To promote fun, fitness, health, fellowship, and participation among adult swimmers.
- To give guidance and leadership in the direction, development and execution of programs for non-competitive and competitive adult swimmers in British Columbia.
- To encourage the development and use of facilities for swimming, in general, and for Masters swimming in particular.

In the Nanaimo community the Ebbtides have been active in hosting an annual Masters swimming competition for the past 29 years. Our club has also supported youth and age-group swim clubs and, for the past two years, has provided financial support for swim lessons for inner city elementary school students.

A major impetus behind our decision to host the 2010 National Masters Championships was to commit a major portion of any profits towards the acquisition of an electronic scoreboard for the NAC and to assist in upgrading equipment at the NAC. Modern equipment is a necessary component of staging large swimming competitions.





REQUEST TO APPEAR AS A DELEGATION

ON 2009 - NOV - 25
year month day

NAME OF PERSON MAKING PRESENTATION: Gary Lamoureux/Allen Johnston _____
Print

ADDRESS: 2112 Michigan Way Nanaimo BC V9R 6S2
street address City Province Postal Code

PHONE: 250 753 6580 250 245 3043 Ext.232 FAX: 250 245 4333
home business

NAME OF APPLICANT IF OTHER THAN ABOVE: _____

DETAILS OF PRESENTATION:

The Nanaimo & District Track & Field Club (NTFC) will be requesting a commitment of funds from the Parks, Recreation and Culture Commission of the City of Nanaimo in support of our grant application to the Western Economic Diversification Canada Recreational Infrastructure Fund. Explanation and rationale are outlined in the accompanying attachment.

RECEIVED

NOV 19 2009

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.

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

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

November 19, 2009

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

Dear Sirs/Ms:

The Nanaimo & District Track & Field Club (NTFC) is requesting a commitment of funds from the Parks, Recreation and Culture Commission of the City of Nanaimo in aid of our grant proposal to the Western Economic Diversification Canada Recreational Infrastructure Fund. The following explanation and rationale will hopefully have a bearing on the outcome of your decision.

School District 68 has agreed to again offer the NTFC a minimum five year contract or lease agreement for the use of Rotary Bowl Stadium. Once finalized by the end of December this agreement will once again make the NTFC the principal tenant of Rotary Bowl Stadium. The facility will continue to be used by other sports clubs and for other community events as in the past. Rotary Bowl is used by approximately 16,000 people yearly. Discussion of the use of Rotary Bowl with the City of Nanaimo, VIU, and School District 68 continues. This agreement, however, brings to an end the political uncertainty that has affected the NTFC, Rotary Bowl Stadium and our efforts to accumulate the necessary funds to re-surface the facility's tracks and jump surface areas.

In June, 2009, the NTFC submitted a proposal to the Western Economic Diversification Canada Recreational Infrastructure Fund. This Fund is part of the Federal Government's economic stimulus package. Our proposal requested \$66,000, or one third of the quoted cost of re-surfacing Rotary Bowl, the maximum amount we could apply for. We received word last week that our proposal was deemed ineligible for grant money due to the lack of funds committed to our project from other sources. However, our proposal will still be considered if within the next month another third (\$66,000) can be committed by the community to our re-surfacing project.

The current attractive price of oil and value of the Canadian dollar provides a most favourable financial opportunity to complete the project. The materials used to re-surface the facility are oil based and imported from the United States.

With the introduction of the Harmonized Sales Tax (HST) into BC July 1 2010 the cost of the project will increase by 7%. Accumulation of the necessary funds and a signed contract with the re-surfacing company before this date will avoid this added cost even if the actual work is done in July or August.

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Lastly, the City of Nanaimo was awarded the 2014 BC Summer Games which will bring considerable economic benefit to the city. Rotary Bowl will be used for the Opening and Closing ceremonies and for all track & field events of the games. It is imperative for the pride and reputation of the city to offer the young athletes of BC, their coaches, families and spectators a re-furbished first class facility for athletics and other sporting events.

In summation, we urge the Parks, Recreation and Culture Commission to give utmost consideration to our request of providing a commitment of funds within the next couple of weeks. Such support would demonstrate a solid commitment to a facility offering multiple athletic events, leisure athletic pursuits and fitness to Nanaimo residents of all ages.

Sincerely,

Gary Lamoureux
Director, Re-Surfacing Project
NTFC

Al Johnston
President
NTFC

REQUEST TO APPEAR AS A DELEGATION

ON 2009 - 11 - 25

year

month

day

RECEIVED

NOV 19 2009

DEPARTMENT OF
PARKS RECREATION AND CULTURE

NAME OF PERSON MAKING PRESENTATION:

Jai Brookes

ADDRESS:

1980 Estevan Rd. Nanaimo BC

V9S 3Z2

street address

City

Province

Postal Code

PHONE:

250-741-1602

250-797-2897

FAX:

home

business

NAME OF APPLICANT IF OTHER THAN ABOVE:

DETAILS OF PRESENTATION:

Topic of Discussion: New Proposal to Maffeo Sutton Park

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.
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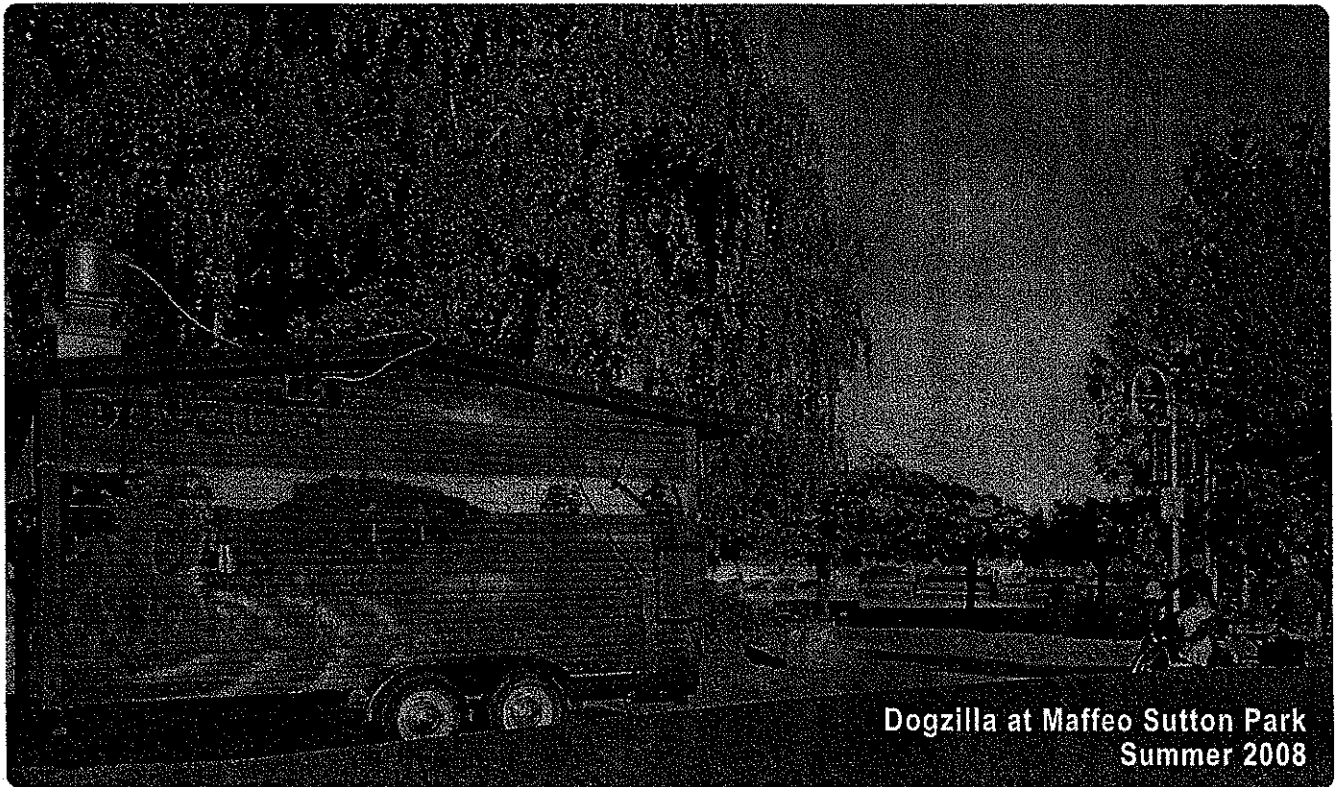
Parks, Recreation and Culture Commission

500 Bowen Road, Nanaimo BC V9R 1Z7

Phone: (250) 755-7511

Fax: (250) 753-7277

parks@nanaimo.ca



Dogzilla at Maffeo Sutton Park
Summer 2008

Topic for Discussion:

CONCESSION IN THE PARK

CONTACT	DOGZILLA VENDING	
	Jai Brookes + Family	
	1980 Estevan Rd, Nanaimo BC V9S 3Z2	
Nov 19 2009	250.741.1602	dog-zilla@hotmail.com

767

Greetings to the members of the Parks and Recreation Board,

I would like to take this opportunity to introduce myself, my family, and our business - **Dogzilla Vending**. We have been operating our family business in Nanaimo, primarily at Maffeo Sutton Park, for over a decade. Our goal has been to provide desirable food and refreshments while catering to the mass population of park visitors. We have been successful meeting these goals and sustained a viable business each year.

Like most businesses we have evolved over the time. Fifteen years ago we purchased an old push cart from Frank O'Neil who had been previously operating in the park for 19 years. This was a dream both Frankie and I shared - to supply a service in the park for special event occasions. Our menu was simple which was exactly what people wanted at that time.



Frank O'Neil in the Park

As my children got older and became more involved in the business, we upgraded to a trailer and cart. With our new set-up we could ensure customers the same level of service they had become accustom to while keeping up with the increasing demands of park traffic. Although this upgrade did not ensure us a permanent location in the park, without out it, we had little or no chance. Fortunately, we were awarded a location and now more than ever, it became a full-time family business!



My three children - Angus, Bryce and Clover

After several more years of providing service in the park, an opportunity arose to upgrade yet again. This time we needed to expand the menu. We were asked by the City to fill the absence of a vendor who was leaving, and provide fries. Not long after researching possible options, we purchased a brand new trailer which would meet all of our needs and fulfill the expectations the City had for the park. This trailer we currently use today.

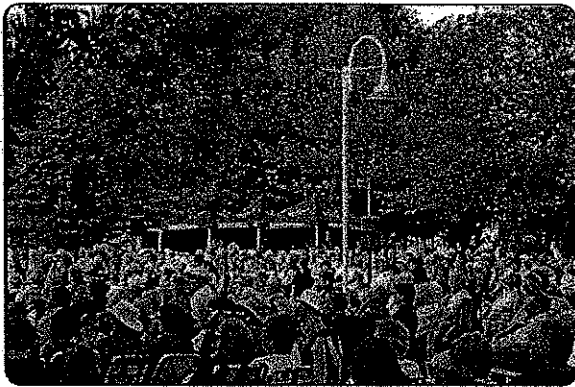
768



Another upgrade!

The more sophisticated unit has allowed us to service customers quickly and efficiently, keeping up with the demands at such events as Canada, Bathtub Races, etc. The larger trailer has also given us the opportunity to expand our menu with more options for cooking and storage. We can now meet a variety of dietary needs for our wide range of clientele - from small children to seniors.

At such high volume events as The Symphony in the Park, Silly Boat Races and Dragon Boat Races, we have made it apart of our business practice to either donate food or sponsor organizations such as St. John's Ambulance and several of the volunteer workers. We feel this is a contribution that strengthens our commitment to the park community and culture.



Symphony in the Park



Canada Day

Over the years we have seen many vendors come and go from the park. The summer months seem to appeal to most, where as the spring and fall can be more challenging. Because **Dogzilla Vending** has been our sole livelihood for over a decade now, we have treated it seriously and weathered the more difficult times. Our commitment to park visitors has been the same year after year, beginning in May and ending in October - with 2 wks off during that time. This commitment has served us well and proved to be a successful family venture! All of my children continue to work in the business, while recently expanding to two other locations within the city.

My intention for sharing with you our story and history with Maffeo Sutton Park is simply to show you how we have proven ourselves over the years with keeping up with the demands of urban growth, and maintaining a loyal service to the residents and visitors of Nanaimo. There have been ongoing discussion about the future for vendors in the park, and although I don't believe any firm decisions have been made yet, if the opportunity exists for our family to continue on with **Dogzilla Vending**, this of course would be our preference. We would consider upgrading our services and/or menu if the City felt this was necessary.

With our long-term experience of growing a food services business in Nanaimo, it would seem like a natural progression to move to a full concession style operation. Our services are consistent with other local communities such as Parksville Beach and the Ladysmith Waterfront.

In your discussions around future development for Maffeo Sutton Park, I ask that the Board consider **Dogzilla Vending** to be apart of those plans. As a family, we truly do enjoy working down at the park. Nanaimo has given us many opportunities over the years that we appreciate and are grateful for.

Sincerely,

Jai Brookes and Family



*Our involvement goes beyond
cooking in the park!*

*This was an event we organized
for the Boys & Girls club that
raised \$5000.*

RECEIVED

ON 25 - 2009 - NOV.
year month

WED NOV 23 2009
day

DEPARTMENT OF
PARKS RECREATION AND CULTURE

NAME OF PERSON MAKING PRESENTATION: BILL EVES
ADDRESS: 2646 BEAVER CREEK CRES. NANAIMO B.C. V9T 3K2
PHONE: 250-756-2485 250-755-5138 FAX: 250-756-2485
home business
NAME OF APPLICANT IF OTHER THAN ABOVE: _____

DETAILS OF PRESENTATION:

- ① PERSONAL & BACKGROUND INFO.
- ② FUTURE OF MOBILE CONCESSIONS @ MAPLE
SUTTON PARK & THE ADVANTAGES.
- ③ PROVIDING FUTURE SERVICE TO THE PARK.
- ④ QUESTION- WHY, AT THIS TIME, BEFORE A CONCESSION
BUILDING IS EVEN IN PLACE, ARE THESE CHARGES
TO ADVERTISE FOR A SINGLE OPERATOR.
- ⑤ REQUEST TO HAVE CONTRACT RENEWED FOR ADDITIONAL
YEAR OR UNTIL BUILDING IS IN PLACE
PLEASE NOTE

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- 3 Multiple speakers on a single issue or topic shall be given 5 minutes each to make the 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) 755-75
Fax: (250) 753-72
parks@nanaimo.

PROCESSING OF DELEGATION REQUESTS

770.1

2010 PRC COMMISSION / COMMITTEE MEETING DATES/TIMES

All City of Nanaimo, Parks, Recreation and Culture Commission and Committee meetings are held in the Bowen Complex Conference Room, located at 500 Bowen Road – Lower Level, Nanaimo, unless otherwise noted in the published Agendas.

Wed., 2010-JAN-06; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-JAN-13; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-JAN-14; 5:30 p.m.	Parks Committee (if required)
Wed., 2010-JAN-27; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-FEB-03; 7:00 p.m.	Cultural Committee (if required)
Wed., 2010-FEB-10; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-FEB-04; 5:30 p.m.	Parks Committee (if required)
Wed., 2010-FEB-24; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-MAR-03; 4:00 p.m.	Cultural Committee (if required)
Wed., 2010-MAR-10; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-MAR-11; 5:30 p.m.	Parks Committee (if required)
Wed., 2010-MAR-24; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-APR-07; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-APR-14; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-APR-15; 5:00 p.m.	Parks Committee (if required)
Wed., 2010-APR-28; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-MAY-05; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-MAY-12; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-MAY-13; 5:00 p.m.	Parks Committee (if required)
Wed., 2010-MAY-26; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-JUN-02; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-JUN-09; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-JUN-11; 5:00 p.m.	Parks Committee (if required)
Wed., 2010-JUN-23; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-JUL-07; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-JUL-14; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-JUL-08; 5:00 p.m.	Parks Committee (if required)
Wed., 2010-JUL-28; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-SEP-01; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-SEP-08; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-SEP-09; 5:00 p.m.	Parks Committee (if required)
Wed., 2010-SEP-22; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-OCT-06; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-OCT-13; 3:00 p.m.	Recreation Committee (if required)
Thu., 2010-OCT-14; 5:00 p.m.	Parks Committee (if required)
Wed., 2010-OCT-27; 7:00 p.m.	COMMISSION MEETING

Wed., 2010-NOV-03; 4:15 p.m.	Cultural Committee (if required)
Wed., 2010-NOV-10; 3:00 p.m.	Recreation Committee (if required)
Tue., 2010-NOV-04; 5:00 p.m.	Parks Committee (if required) (REMEMBRANCE DAY DATE EXCEPTION)
Wed., 2010-NOV-24; 7:00 p.m.	COMMISSION MEETING

**NOTES OF THE REGULAR PARKS COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,
ON THURSDAY, 2009-NOV-12, COMMENCING AT 5:00 P.M.**

PRESENT: Commissioner Barry Sparkes, Chair
Commissioner Fred Pattje
Commissioner Brian Dempsey
Commissioner Brent Meunier

REGRETS: Commissioner Maureen Young

Staff: Jeff Ritchie

R. Tweed, Recording

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

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, 2009-OCT-15 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:

6. CHAIR'S REPORT:

- (a) Changes to Parks opening and closing dates and times were approved by PRCC at their 2009-OCT-28 meeting, and these changes were subsequently approved by Council on 2009-NOV-09 and the Bylaw given the first three readings.

7. REPORTS OF ADVISORY BODIES: None.

8. STAFF REPORTS:

(a) WPVL Request for VIP Grant.

At its regular meeting held 2009-OCT-28, the Parks, Recreation and Culture Commission received a delegation from Mr. Chris Bassett, 849 Athena Place, Nanaimo, BC V9V 1B9, providing a review of the WPVL request for a VIP program grant of \$20,000 for the construction of a batting cage at May Bennett Pioneer Park. Following receipt of the delegation, the Commission referred the WPVL request to the Parks Committee.

Staff's Recommendation: That the Parks Committee recommend that the Parks, Recreation and Culture Commission approve a VIP Grant of \$20,000 to WPVL for the construction of a batting cage at May Bennett Pioneer Park.

Staff confirmed that the request does comply with the VIP program guidelines and that there are funds this year to accommodate this request. The project would be managed by Staff in cooperation with the WPVL.

Mr. Chris Bassett attended the meeting in order to respond to any questions the Parks Committee members might have and provided information on the following issues:

1. Noise - the batting machine is electric, but balls are sponge, not hard and don't impact the bats the same;
2. Lighting - goal is for a solid roof and it is not anticipated that the lights would be projected outward;
3. Hours of Use - generally would not be used later in the evening. Used most heavily in the spring before the season - probably most all day on weekends, and at most practices during the week. Later in the season may not be used full-time on weekends.
4. Usage by Other Organizations - anticipated that other organizations, specifically the men's league, would help in the construction and would use; however, the unit and associated storage would remain locked and therefore would be available by key access only. WPVL would be open to the use of the batting cage by other associations.
5. Construction Manager - MJ Chahley Construction Group.
6. Percentage of Volunteer Time - WPVL is hoping to get a good percentage of time or contribution sponsored or donated.
7. Who makes up the WPVL - 80% of the players come from old association (Quarterway North). There are a few players from Cedar and Cinnabar. Third street batting cage is Minor Baseball's. The area was graded by PRC, but they constructed the cage.

It was moved and seconded that the Parks Committee recommend that the Parks, Recreation and Culture Commission approve a VIP Grant of 50 percent of the construction costs, up to \$20,000, to the WPVL for the construction of a batting cage at May Bennett Pioneer Park. The motion carried unanimously.

It was moved and seconded that the Parks Committee recommend that the Parks, Recreation and Culture Commission approve the VIP Grant conditional upon the WPVL making the facility available to other organizations when not required for WPVL use. The motion carried unanimously.

9. INFORMATION ONLY ITEMS (staff reports):

- a) Dog Off-Leash Parks – verbal report - still gathering information from the last open house. Staff should be able to present a potential plan at the January Parks Committee meeting for review at the following Parks, Recreation and Culture Commission meeting. Parks Committee members requested that the scale be shown so that all areas are comparable. Staff confirmed that a description of the actual area and size of same will be provided.

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

10. CORRESPONDENCE: (Action) None.

CORRESPONDENCE: (Information) None.

11. NOTICE OF MOTION: None.

12. OTHER BUSINESS: None.

13. UNFINISHED BUSINESS:

- (a) Bowen Park Improvement Plan – update on the improvement plan to be brought to the Parks Committee. Ongoing – will be tendering shortly. Staff provided some information regarding the “disconnection” process, the timeline for the “reconnection” process is still to be determined. Parks Committee members felt that some signage would be helpful to explain the totems and locations.
- (b) Steps at Pipers Lagoon – staff to meet with Mr. Dean and return to the Parks Committee with recommendations. Ongoing – some residents are in favour of the steps; however, it is split. The information kiosk provided a 50/50 split on the issue of steps.

14. QUESTION PERIOD: No questions.

15. ADJOURNMENT:


It was moved and seconded at 5:43 p.m. that the meeting adjourn, with the next meeting of the Parks Committee to be held, if required, Thursday, 2010-JAN-14, commencing at 5:00 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.



Commissioner Barry Sparkes, Chair
Parks Committee

CERTIFIED CORRECT:



Jeff Ritchie
Senior Manager, Parks Operations

APPROVED FOR DISTRIBUTION:



Richard Harding, Director
Parks, Recreation and Culture

2009-NOV-17
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**NOTES OF THE REGULAR RECREATION COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2009-NOV-10, COMMENCING AT 3:00 P.M.**

PRESENT: Commissioner Shirley Lance, Acting Chair
Commissioner Dawn Burnett
Commissioner Janet Cowling
Commissioner Gisele Rudischer

REGRETS: Commissioner Diana Johnstone, Chair

Staff: S. Samborski
E. Williams

Melanie Goddard, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:00 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) Notes of the Regular Recreation Committee Meeting held Wednesday, 2009-SEP-09 at 3:00 p.m. in the Bowen Park Complex Conference Room.

It was noted that Item 7(a)(ii) should be amended to read: "the Recreation Committee will only review Sport Tournament grant applications and be renamed to "Sport Tournament Grant";" and Item 8(a) last sentence should be amended to read "The document timeline is May, 2010, for Parks, Recreation and Culture Commission, for presentation to Council in June, 2010, with the intention that the pricing will be reflected in the new Leisure Guide in July, 2010."

It was moved and seconded that the meeting notes of 2009-SEP-09 be adopted, as amended. The motion carried unanimously.

5. DELEGATIONS: (None.)

6. CHAIR'S REPORT: (None.)

7. REPORTS OF ADVISORY BODIES: (None.)

8. STAFF REPORTS:

(a) Community Program Development Grant and Beban Barnyard.

Staff's Recommendation: That the Recreation Committee recommends that the Parks, Recreation and Culture Commission:

1. approve the attached draft "Community Program Development Grant Guidelines and Application for Funding" document; and,
2. direct staff to implement the document and work with the Cedar & District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of this grant.

Staff provided an overview of the report and the history of the requested funding for the Cedar & District 4-H Club.

It was moved and seconded that the recommendation be adopted. Following discussion, a friendly amendment to the motion was made to read as follows:

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission:

1. approve the draft "Community Program Development Grant Guidelines and Application for Funding" document;
2. direct the Recreation Committee to review all applications under this grant program and make recommendations to the Parks, Recreation and Culture Commission; and,
3. direct staff to implement the document and work with the Cedar & District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of this grant.

The motion carried unanimously.

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

10. CORRESPONDENCE: (Action) (None.)

CORRESPONDENCE: (Information) (None.)

11. NOTICE OF MOTION: (None.)

12. OTHER BUSINESS:

- (a) Sport Tournament Fund – Review of Applications and Allocation of Funds for the Second Intake of 2009 Applications.

Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission fund the Nanaimo Ebttides request from the Volunteer in the Park 2009 budget to the amount of \$5,000.00.

The Committee discussed the merits of funding for the Nanaimo Ebttides Master Swim Club's upcoming National swim meet.

Following discussion, the Committee felt this request should be referred to the Parks, Recreation and Culture Commission November meeting to request funding for their National Swim Meet.

It was moved and seconded that the recommendation be referred to the Parks, Recreation and Culture Commission. The motion carried unanimously.

- (b) Sport Tournament Fund Grant Allocations: Review of applications and allocation of funds for the 2010 Sport Tournament Fund. Staff provided an overview of how the funds are distributed. There will be a second grant intake in May, 2010, so approximately \$9,500.00 is available for this first intake. Staff handed out a spreadsheet showing historical funding. This year is different as typically there are 8 or 9 requests, whereas this year there are 12. Commissioner Dawn Burnett requested that staff provide a spreadsheet advising the Committee how much has been allocated for each of the two intakes rather than just showing the annual distribution.

It was moved and seconded that the request from the Vancouver Island Exhibition for the skateboard "SkateJam" Competition be tabled for consideration at the second intake. The motion carried unanimously.

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the following 2009 Sport Tournament Grant requests:

ORGANIZATION	2010 Requested	2010 Recommended
Nanaimo Riptides Swim Team	\$1,500	\$1,000
Nanaimo Canoe and Kayak Club	\$1,073.25	\$500
Wellington Pleasant Valley Softball	\$1,500	\$750
Nanaimo PeeWee Hockey Tournament	\$1,000	\$1,000
Nanaimo Atom A Clippers	\$950	\$500
Nanaimo Atom B Clippers	\$950	\$500
Nanaimo Curling Club	\$4,000	\$2,000
Nanaimo Judo Club	\$1,200	\$850
Nanaimo Kennel Club	\$5,895	\$1,500
Nanaimo Ebttide Masters Swim Club	\$5,000	PRCC
VIEX – Skateboard "SkateJam" Competition	\$4,950	Tabled to 2 nd Intake
Nanaimo & District Lacrosse Association	\$1,050	\$950
TOTAL	\$29068.25	\$9,550

The motion carried unanimously.

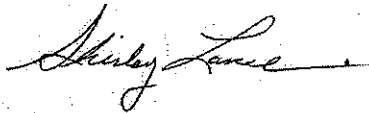
Staff advised that the STEAM software shows the impact on the community of these tournaments - showing the economic value generated for the community. In 2008, with just 8 tournaments and small funding, \$903,000.00 in economic spin-off was generated.

13. UNFINISHED BUSINESS:

14. QUESTION PERIOD:

15. ADJOURNMENT:

It was moved and seconded at 4:25 p.m. that the meeting adjourn, with the next Meeting of the Recreation Committee to be held, if required, Wednesday, 2009-DEC-09, commencing at 3:00 p.m. in the Bowen Park Complex Conference Room. The motion carried unanimously.



Shirley Lance, Acting Chair
Recreation Committee

CERTIFIED CORRECT:



S. Samborski, Senior Manager
Recreation and Culture Services

APPROVED FOR DISTRIBUTION:



Richard Harding, Director
Parks, Recreation and Culture



**COMMUNITY PROGRAM DEVELOPMENT
GRANT
GUIDELINES
AND
APPLICATION FOR FUNDING**



COMMUNITY PROGRAMS DEVELOPMENT GRANT APPLICATION

General Information

The City of Nanaimo wants to work with community groups and partners to seed new or expanded programs that provide increased opportunities for residents to participate and connect in the community.

The City encourages community groups to build on their success and expertise in developing programs that enhance residents' exposure to a variety of experiences.

It is anticipated that groups will become self-sustaining. The purpose of this grant program is not for long-term funding.

To qualify, groups must identify:

- the goals and objectives of the project or program,
- target audience
- clear success measures,
- how the project or program benefits the community,
- how the group will sustain the program or event in the long-term,
- marketing or promotion plan if applicable,
- funding sources and partners, and;
- evaluation criteria and tools.

Nanaimo Parks, Recreation and Culture had a budget of \$XXXX for Community Programs Development grants to assist groups hosting community educational or experiential opportunities. When making your application, please remember that our objective is to assist as many groups as possible.

Any amateur non-profit organization is eligible for funding. Charitable status is not necessary.

Private or commercial organizations are not eligible.

All applications for funding should be clearly marked "Community Programs Development Grant Applications" and submitted c/o Nanaimo Parks, Recreation and Culture, 500 Bowen Road, Nanaimo BC V9R 1Z7.

Application Timeline

Applications for the following year must be received by November 1st of the current year.

Applicants will receive written notification of Council's decision within 90 days of the application deadline date. Applications received following the submission deadline will be considered in the next evaluation review. In exceptional or unforeseen circumstances, the Recreation Committee will determine if late requests warrant special consideration.

Applications after this date will only be considered if there are unused funds.

Application Criteria

- The program fills a void in the community and/or provides experiential opportunities for participants.
- The program targets specific community benefit and measures the success of the endeavor by using submitted evaluation criteria and tools.
- Preference will be given to programs that will be ongoing and have potential as a good long-term investment for the City and are able to demonstrate a plan to sustain the program in the long-term through fees, alternative funding and/or partners. This grant is designed specifically to assist community groups to enhance the lives and experiences of fellow residents.
- Preference will be given to those opportunities that have potential to offer short-term employment for student youth.
- Organizations currently receiving ongoing funding or exemptions from the City of Nanaimo may not qualify for Community Program seed funding.
- Preference will be given to new applications. Applications for the same project or program funding in consecutive years will be considered where there is clearly identified change or expansion of the project or program.
- The applicant must adhere to sound standards of corporate governance where applicable.
- Groups receiving funding must report to the Parks, Recreation and Culture Commission through the Recreation Committee outlining the success of the program and how the funds were spent.

Organizations will not be eligible for funding if they have received other funding assistance through the City of Nanaimo.

Who Can Apply?

1. Generally, organizations requesting funding will be established non-profit organizations, neighborhood groups or other bodies with proven experience in organizing programs and managing funds. Groups or individuals that do not fit these criteria have an opportunity to receive funding at the discretion of the Recreation Committee.
2. Applicants must be able to demonstrate a broad community participation or significant potential audience.
3. Applications will be considered on the following criteria:
 - Evidence of benefit to the community.
 - Evidence of financial need by the sponsoring organization.
 - Secured commitment from other funding sources.
 - Evidence of long term viability and financial sustainability.
 - Demonstration of community support for the project or program as measured by volunteer participation, membership, and/or audience participation.
 - Evidence of competent management and fiscal responsibility (i.e. proven track record, business and marketing plan, sound financial controls and performance).
 - Potential community and/or financial impact (i.e. life experience, jobs created, spending, number of visitor days created and how this information will be tracked).
 - Public recognition of the municipal contribution.
 - Level of program profile and media exposure.

Funding for capital expenditures will not be considered.

How Funds are Distributed

Any unallocated grants in a given year will be carried over to the next budget year.

Review Process

The Selection Committee screens applications and makes recommendations to the Parks, Recreation and Culture Commission, which then makes recommendations to City Council for the distribution of funds.

What Does Your Organization Need to do to Apply for Funds?

- Your organization needs to complete the attached application form.
- For an application to be considered, it cannot be longer than 10 pages in length, including the application form.
- All pages must be single sided with a font size of at least 10.
- No staples, please - your application will be photocopied for the committee members.

Appeals

Statement of Purpose The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. **The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted.**

Criteria for Allowing an Appeal

- Was the original advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation and Culture Commission), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?

Further Information?

Contact: Senior Manager; Recreation and Culture Services at 250-756-5200

Send completed applications by May 1st, clearly marked:

"Community Programs Development Grant"
c/o Nanaimo Parks, Recreation and Culture
500 Bowen Road
Nanaimo BC V9T 1Z7



**COMMUNITY PROGRAMS DEVELOPMENT GRANT
APPLICATION FORM**

DEADLINE FOR APPLICATIONS – MAY 1ST.

Legal Name of Organization: _____

Mailing Address: _____

Postal Code: _____

Phone: _____ **Fax:** _____

Email: _____

Contact Person: _____

Position: _____

Society Registration Number: _____ **(If not registered, please leave blank)**

Is your society in good standing with the Registrar? Yes ☐ No ☐

Fiscal year for grant: _____

Total grant requested for fiscal year: _____

Total budget for fiscal year: _____

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

<u>Name of Grant</u>	<u>Amount</u>	<u>Approved</u>

779.5

In your application, please answer the following questions and include the information requested:

1. Name of Project or Program: _____
2. Times and Dates: _____
3. Location: _____
4. Target Market and Age of Participants: _____
5. From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)

<u>Program Highlights</u>	<u>Age Groups</u>	<u>Attendance</u>
Expected attendance		

6. Is any other organization providing a similar service? Yes _____ No _____
(if so, outline how your program will be different and able to succeed)
7. Is this a new program? Yes _____ No _____
8. How long has your organization existed in Nanaimo? _____ Years
9. Briefly outline the purpose or mission of your organization:

10. What programs in the past has your organization produced/sponsored?

	Year	Program and Location	# Attending
1.			
2.			
3.			
4.			

Please also include the following information:

11. One to two typed pages outlining a summary of your idea.
12. For what purpose do you plan to use this City fund? (Please be specific and note that capital expenditures are not permitted.)
13. How will your idea benefit Nanaimo?
14. How will your program be marketed?
15. How will you evaluate the success of the program?
16. Include a detailed budget of the proposed idea, outlining all revenues including sources and expenditures.
17. Include a financial statement for your organization for the previous calendar year. (Sample statement attached.)
18. Include a list of the organizers identifying the roles and names of the people in those roles/functions.
19. A final report and financial statement must be submitted within 60 days of the conclusion of the project or program. Failure to do so may result in rejection of any new application (1 – 3 pages maximum).

Where to send your application?

Send completed applications by May 1st, clearly marked:

Community Programs Development Fund
c/o Nanaimo Parks, Recreation and Culture
500 Bowen Road
Nanaimo, BC V9R 1Z7

Program Revenue Budget

Name of Activity: _____

Sponsored by: _____

- Please provide your best estimate of the revenues and costs of the project or program for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.
- Definitions: Earned revenues are usually generated directly by a project or program and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.
- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

YEAR Actual 20____ (Previous Year if applicable)	Revenue Item	YEAR Projected 20____ To be completed for application
	<i>Earned Revenue</i>	
	Admissions/Ticket Sales	
	Concession/Merchandise Sales (net)	
	On-site cash donations	
	Advertising income	
	Rentals	
	Other	
	Total Earned Revenue	
	<i>Fundraising Revenue</i>	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
	Total Fundraising Revenue	
	<i>Government Revenue</i>	
	Municipal Grants	
	Provincial Grants	
	Federal Grants	
	Other	
	Total Government Revenue	
	Total Revenues	Line A

If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value:

Source

\$ Value

779.8

Program Expenses

YEAR Actual 20____ (Previous Year if applicable)	Expense Item	YEAR Projected 20____ To be completed for application
	Administration and Communication Costs	
	Project or Program Coordinator: including estimated hrs. worked	
	Office Staff: including estimated hrs. worked	
	Insurance Costs	
	Fundraising expenses (please specify)	
	Volunteer expenses (please specify)	
	Marketing and publicity (please specify)	
	Other (please give details)	
	Total Administration and Communications Cost	
	Project or Program Costs	
	Facility / Venue Rental	
	Equipment rental (tents, stage, lights, sound, etc)	
	Artists, performers, cultural program contributors: fees or honoraria	
	Technical Staff	
	Materials and Supplies	
	Permits	
	Municipal Services	
	Police Costs	
	On Site costs -- signs, garbage cans, toilets, power, etc.	
	Performer and on-site volunteer services; travel, food, t-shirts etc.	
	Other (please give details)	
	Total Production and Events Costs	
	Total Expenses Line B	
	Net (Line A minus Line B)	

779.9

**NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2009-NOV-04, COMMENCING AT 4:15 P.M.**

PRESENT: Eveline O'Rourke, Chair

Members:

Commissioner Fred Pattje
Commissioner Lynda Avis
Ms. Joanne Husband
Ms. George McGladrey
Ms. Gerda Hofman
Mr. Simon Schachner

Absent: Commissioner Diana Johnstone
Ms. Lynne Fraser

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

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting of the Cultural Committee was called to order at 4:15 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 9 (a) – Information Only Items [Staff Reports] - Vancouver Island Arts Summit Program and Schedule held in Nanaimo 2009-OCT-26 and 2009-OCT-27.

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 Cultural Committee Meeting held Wednesday, 2009-OCT-07, at 4:15 p.m., in the Bowen Park Complex Conference Room.

It was moved and seconded that the Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2009-OCT-07 at 4:15 p.m. be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS:

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

- (a) Ms. Kathleen Darby, Executive Director, Nanaimo Conservatory of Music, 1627 Northfield Road, Nanaimo, BC, V9S 3A8, regarding the potential of arts and culture related training ideas in the central Island area.

Ms. Darby advised that she is wearing both her consulting and her personal "hats", as she would like to see Cultural Management training brought to Nanaimo. She believes the Conservatory could possibly host valuable courses for the community, or they could be held in conjunction with VIU. Kathleen passed around, for the Committee's review, a number of related reference literature. Ms. Darby advised she teaches Sponsorship Marketing at the University of Winnipeg, designed to help people who are buying and selling sponsorships. She designed and implemented the Arts & Culture Management Program at the University of Winnipeg, and will be teaching this again in April. She is unaware of anything similar to this on the Island, and would like to see an Arts Management Certificate program here. She is actively trying to increase awareness of cultural management. Ms. Darby then responded to Committee members questions.

6. COMMISSION REPORT:

- (a) Commissioner Pattje advised there was nothing applicable to the Culture Committee at the Parks, Recreation and Culture Commission meeting.

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

7. REPORTS OF PROJECT COMMITTEES:

- (a) Cultural Award Committee. [None]
(b) Art in Public Places Project Committee. (None.)
(c) Cultural Forum Project Committee. [No report]

- (i) Draft 2010 Nanaimo Cultural Forum Feedback Survey

The Committee reviewed the Draft 2010 Nanaimo Cultural Forum Feedback Survey. They liked the draft survey and it will be sent out in a Press Release; placed on the City website and the City's Facebook; and forwarded to the interest groups and to staff and other Board members, with a request to expand the circulation by forwarding it on to their contacts. A six week deadline for response was suggested, with return as soon as possible, but no later than 2010-JAN-15.

It was moved and seconded that the Draft 2010 Nanaimo Cultural Forum Feedback Survey be widely distributed with a return deadline no later than 2010-JAN-15. The motion carried unanimously.

8. STAFF REPORTS:

(a) Review Grant Meeting Dates / Times / Locations.

Staff advised that the Cultural Operating Grant binders will be ready for pick-up by noon on 2009-NOV-12. If they are available earlier staff will advise by email. The review meetings have been scheduled:

- Thursday, 2009-NOV-19, 4:00 p.m. to 6:00 p.m., at the Oliver Woods Community Centre;
- Monday, 2009-NOV-23, 4:00 p.m. to 7:00 p.m., in the Bowen Complex Conference Room to hold the interviews; and,
- Thursday, 2009-NOV-26, 4:00 p.m. to 7:00 p.m., in the Bowen Complex Conference Room to make recommendations and conduct any additional interviews.

Staff's Recommendation: That the meeting dates to review the Cultural Operating Grants be set for Thursday, 2009-NOV-19, 4:00 p.m. to 6:00 p.m., at the Oliver Woods Community Centre; Monday, 2009-NOV-23, 4:00 p.m. to 7:00 p.m., in the Bowen Complex Conference Room; and, Thursday, 2009-NOV-26, 4:00 p.m. to 7:00 p.m., in the Bowen Complex Conference Room.

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

(b) Cultural Strategy

Staff are looking for volunteers to update the Cultural Resources Inventory. The Cultural Resources Inventory has not been updated for a couple of years, a local volunteer with the background and knowledge of the cultural community is preferred to contact and correct existing information in the Inventory.

9. INFORMATION ONLY ITEMS (staff reports):

(a) Vancouver Island Arts Summit Program and Schedule
Held in Nanaimo 2009-OCT-26 and 2009-OCT-29.

Discussion was had that the Summit Program would have been a worthwhile program for City Staff and members of the Culture Committee to attend. Staff will contact program organizers to ensure invitations are received for the next event.

Staff advised that due to funding cuts, the Vancouver Island Children's Festival will no longer operate.

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

10. CORRESPONDENCE: (Action) (None)

CORRESPONDENCE: (Information)

- (a) Letter from Daurel Neve, General Manager, TheatreOne, dated 2009-OCT-06 providing a copy of TheatreOne's Final Report re Nanaimo Cultural Operating Grant for their 2008/09 season funding.

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

11. NOTICE OF MOTION: (None)

12. CONSIDERATION OF OTHER BUSINESS:

- (a) Cultural Tourism.

Staff and Commissioner Pattje brought forward the issue of Cultural Tourism, as a possible focus for the Committee for the coming year, which would fit nicely with the Committee's mandate as it is an area included in the Cultural Strategy.

Committee members discussed the possibility of Cultural Tourism opportunities. It was noted that some work was completed approximately ten years ago, which was then picked up by other organizations. Commissioner Pattje would like more information and a better sense of the other Committee members' feelings about taking ownership. It was felt this would give the Committee a good focus for the coming year.

Staff will investigate what other local governments have been doing, and invite a guest speaker from one of those communities to attend a meeting to highlight their experiences and community outcomes, followed by a session as to where and how the Cultural Committee might get involved.

It was moved and seconded that Staff pursue Cultural Tourism options and report back to the Committee. The motion carried unanimously.

13. BUSINESS ARISING FROM DELEGATIONS:

- (a) Arts and Culture Related Training Ideas.

Staff suggested that we see what we get back from the 2010 Nanaimo Cultural Forum Feedback Survey, as the feedback may fit with what Ms. Darby can offer.

Following discussion, the Committee agreed that Arts and Culture related training is an area that is necessary and needs credibility in our city.

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

14. UNFINISHED BUSINESS:

- (a) EJ HUGHES - Copyright and Image Production.
- (b) Cultural Strategy.

Staff further reviewed the Cultural Strategy priorities with the Committee:

- Cultural Resources Inventory – needs to be updated.
- Media Guide – is on-line and up-to-date. This is a good resource for anyone wanting to do marketing.
- Community Events Resource Manual – is online and needs some updating.
- Cultural Tourism – this may be a Committee focus in 2010.
- Economic Impact Study – not going to be able to do this in the near future as it is expensive. It can be put forward as a budget item. Staff advised of a computer program [STEAM] for culture which would measure the economic impact of our existing events, which we already have for sports.

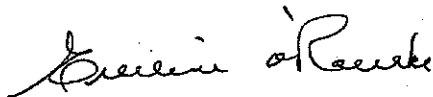
It was moved and seconded that the verbal Cultural Strategy priority update be received. The motion carried unanimously.

15. QUESTION PERIOD:

16. ADJOURNMENT:

It was moved and seconded at 5:08 p.m. that the meeting adjourn, with the next Meeting of the Cultural Committee to be held Thursday, 2009-NOV-19, commencing at 4:00 p.m. at the Oliver Woods Community Centre.

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

THE PORT THEATRE
MONTHLY ACTIVITY REPORT

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NOV 05 2009

DEPARTMENT OF
PARKS RECREATION AND CULTURE

October, 2009

#	DATE	EVENT	TIME	CATEGORY	AUD	ARTIST
1	1	Naden Band	7:30pm	Music	277	63
2	2	Gerry Dee	8:00pm	Comedian	495	5
3	10	Downchild Blues Band	7:30pm	Music	718	14
4	11	Puppetry of the Penis	8:00pm	Comedian	364	8
5	13	Random Act	7:30pm	Drama / Music	32	8
6	14	Random Act	12:15pm	Drama / Music	48	3
7	14	Random Act	7:30pm	Drama / Music	21	9
8	15	Random Act	12:15pm	Drama / Music	81	4
9	15	Random Act	7:30pm	Music	38	6
10	16	Marc Atkinson trio	7:30pm	Music	359	6
11	17	John Denver Tribute	7:30pm	Music	435	7
12	18	Vancouver Welsh Men's Choir	2:30pm	Music	588	69
13	19	Nanaimo Arts Council	9:00am	Art Gallery	0	8
14	20	Decidedly Jazz Dance		Tech	0	22
15	21	Decidedly Jazz Dance	7:30pm	Dance	370	22
16	22	VISymphony	11:00am	Auditions	0	15
17	22	VISymphony	7:30pm	Tech	0	59
18	23	VISymphony			0	59
19	24	VISymphony	7:30pm	Music	548	59
20	25	Juan Martin	7:30pm	Music	266	7
21	26	Ed Sullivan Caravan of Stars	7:30pm	Drama / Music	804	12
22	27	Reception	6:30pm	Reception	50	40
23	27	Investors Group	8:00pm	Reception	804	8
24	30	Susan Aglukark	7:30pm	Music	464	9
25	31	Ian Tyson	7:30pm	Music	504	6
26						
27						

TOTALS

7266 528

Number of Events:

25

Estimated Audience Attendance:

7266

Estimated Number of Artists/Crew:

528

Total people through the building:

7794

785

THE PORT THEATRE

	# Events 2005	# Events 2006	# Events 2007	# Events 2008	# Events 2009	# Patrons 2005	# Patrons 2006	# Patrons 2007	# Patrons 2008	# Patrons 2009
Jan	24	18	12	22	13	7,082	7,609	5,626	5,126	4,191
Feb	23	26	20	32	18	8,141	11,692	8,161	10,911	8,308
Mar	20	19	18	16	27	5,758	8,075	8,305	5,078	9,604
Apr	34	31	32	20	33	12,520	10,784	12,389	7,888	10,137
May	31	38	29	28	16	14,170	15,615	13,851	13,173	6,254
Jun	36	25	25	29	30	15,262	14,408	12,055	12,507	16,465
Jul	26	4	11	20	2	6,317	2,191	4,304	6,908	457
Aug	3	3	3	2	2	643	865	701	1,339	85
Sep	9	15	20	15	9	2,245	3,551	5,934	6,787	2,925
Oct	20	19	13	26	25	8,069	7,915	5,119	8,067	7,794
Nov	22	28	21	34		12,326	14,392	9,765	14,306	
Dec	19	31	14	24		6,895	15,378	5,049	9,302	
TTL	267	257	218	268	175	99,428	112,475	91,259	101,392	66,220

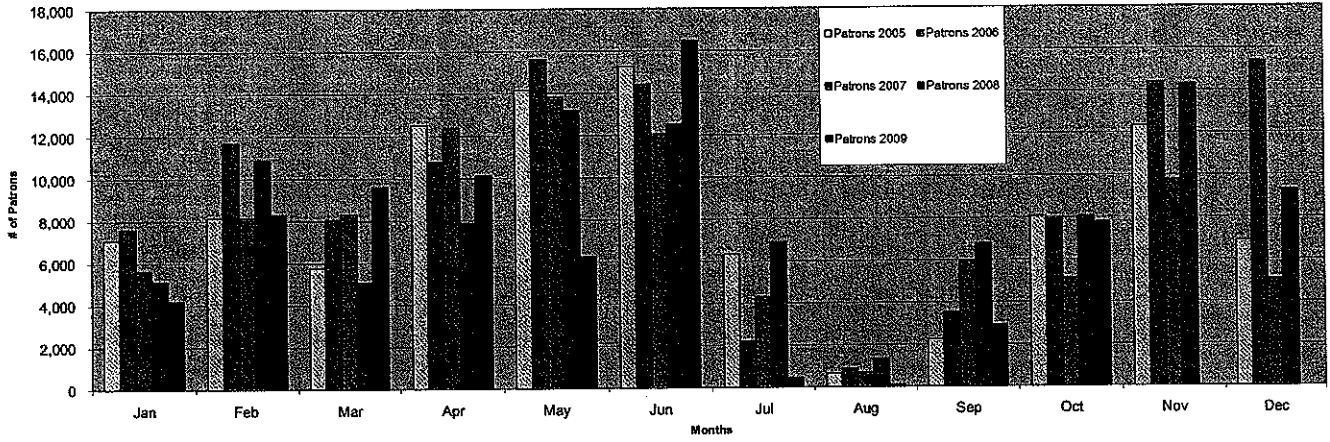
comparison of attendance for the same month last year
comparison of events for the same month last year

-3% increase
-4% increase

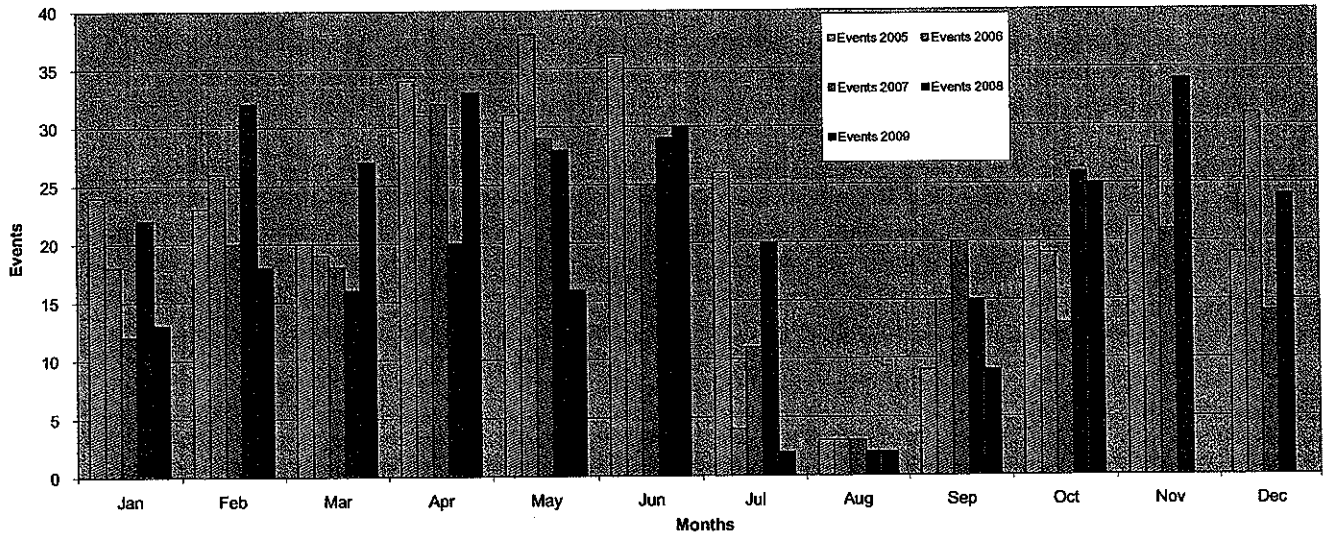
five yr. average attendance for same month
five yr. average number of events same month

7,393
21

Patron Attendance Comparison



Event Comparison



City of Nanaimo-Parks, Recreation and Culture Commission
Nanaimo Art Gallery: Activity Report
October 1, 2009 to October 31, 2009

Submitted by Ed Poli, Gallery Manager

The Campus Gallery (900 Fifth Street) presented:

- **Speaking Volumes** – From August 28 to October 3 - New work from Scott Leaf'. A raw earthenware clay installation consisting of several large rectangular configurations of clay created on site and intended to slowly transform over the duration of the exhibit.
- **100 Monkeys** – From August 28 to October 3 - Tracey Nelson has created a humorous and curious world of sock monkeys. 100 Monkeys is an installation of sock monkeys, film loops, drawings, and texts describing the monkeys' psycho-social situations and stories.
- **TYPEface** – From October 9 to November 14, -An exciting exhibit of powerful new work by Grant Leier and Nixie Barton that makes use of letters, words, and text as integral components of the paintings.

Campus Gallery Attendance 960

The Downtown Gallery (150 Commercial Street) presented:

- **Federation of Canadian Artists-Nanaimo Chapter Fall Juried Show** – From September 22 to October 10 – An exhibition of new works from artists from the Central Island area.
- **Royal Architecture Institute of Canada (RAIC) Design Awards** – From October 15 - November 15, 2009 – Display of presentation panels showcasing the winners of the RAIC's annual awards. These awards recognize excellence in the architectural profession. This exhibit features award-winning projects from three programs: 2009 RAIC Awards of Excellence, 2008 Governor General's Medal's in Architecture, and 2008 National Urban Design Awards.
- Ongoing display of the work of the artists in the Gallery's Art Sales and Rental program
- The Downtown Gallery space was used by a number of organizations and community groups and for various community events.

Downtown Gallery Attendance 1058

Total Attendance: 2018

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DEPARTMENT OF
PARKS RECREATION AND CULTURE

788

Report to Parks, Recreation & Culture Commission
Nanaimo Museum – October/November 2009
Submitted November 10, 2009 by Debbie Trueman

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DEPARTMENT OF
PARKS RECREATION AND CULTURE

Financial:

- Expenses for new exhibits are on track with available reserves.
- Still no word on Gaming revenues for next year or if we will have to reapply. As I thought it can't hurt-I have already re-applied for years 2 and 3 with an updated application sent registered mail. I have been keeping Richard Harding up to date on this issue.
- HST – will affect us somewhat but it should result in input credits balancing out payments.
- Bastion project-I will be applying for a grant from BC Heritage Legacy fund as soon as I receive word officially that this project qualifies.
- Sports Hall of Fame event was well received. It is time to renew the Parks, Recreation and Culture Commission appointee to the Selection Panel. Current appointee is Brian Dempsey. Thank you again to the Commission for their involvement in this process.
- Jan Peterson's new local history book continues to sell well with her share of the profits (the Museum published the book) going towards our endowment fund.

New Space:

- Deficiencies are numerous but mainly fairly minor other than the ongoing problems of the gallery door and air flow problems. They are slowly being addressed. We will be getting a major upgrade to fix air flow problems after the greening project is complete.
- Signage outside is still a big problem but thanks to Richard Harding-we are looking into design of a sign to go in the flower bed outside our Commercial St. door.
- We continue to get rave reviews from visitors on the entire space, not just the gallery.

Programs and Events (see attached October newsletter):

- *Timber* opens Saturday, Nov. 21st (1pm-3pm free admission) with a presentation and book signing by Richard Mackie and his new book *Mountain Timber*. *Timber* is the newest addition to the permanent gallery and looks at our logging and related industries.
- *Closet Collector* is our latest Feature Exhibit and it opens Sat. Nov. 14 (1pm-3pm free admission) with a book signing by Doug Steele of his local history book *Early Recollections...Nanaimo the Forties and Fifties a Memoir*.
- Coal mine tunnel is next (opening early 2010) with Retail/downtown development next year to complete "round 1" of the permanent gallery. We will then go back to the beginning to add elements not completed first round and add some interactive elements that have been developed.
- Venue Rental-Mark Corbett event, Coastal Community Credit Union 2 day workshop, VI Health Authority 1 day workshop, 2 Rotary meetings and a wedding reception.
- Rowed Trip event was very successful with over 130 people enjoying a video presentation in the lobby.
- We have developed a Visitor Survey to accompany the gallery companion that has been well received. We will update a reprint when round 1 of the permanent gallery is complete next year.
- We are now into a very busy time for school programs with 28 classes booked from now till Christmas break with only 10 spaces left for the K/1 program (Nov 23-Dec 18 will be fully booked with 2 programs at least per day).

In the Community:

- I was part of an employer presentation to Tourism Students at VIU.
- We have had 8 VIU Anthropology and 1 Tourism intern positions this year volunteering at various projects at the Musuem.
- Ted Little's First Nations collection valued at more than \$50,000 has been donated to the Museum.
- The Nanaimo Art Gallery visioning Committee continues.
- I continue to sit on the Destination Nanaimo committee and we have Board representation on the Heritage and Cultural committees.

Attachments:

- **October Newsletter**

Favourite comments of the month:

- *Fabulous locale for our city. I will definitely be promoting the museum as a "must go to" destination. LK*
- *Very impressive and well laid out. I enjoyed the native displays and histories, congratulations on a good job. Don Ford, Port Hardy*

timelines

MAKE A DISCOVERY at Your Museum in the VANCOUVER ISLAND CONFERENCE CENTRE

NANAIMO MUSEUM

October 2009

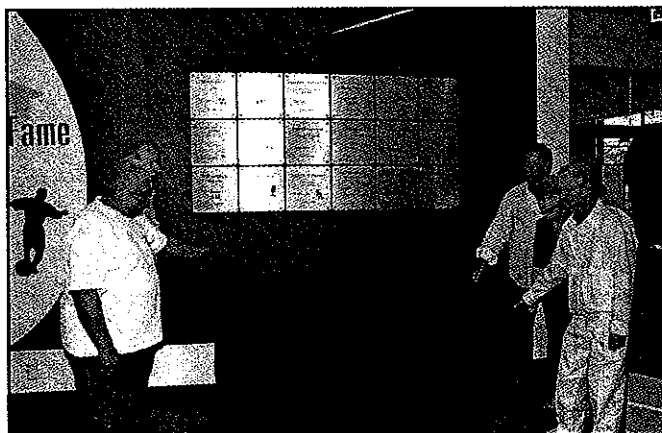
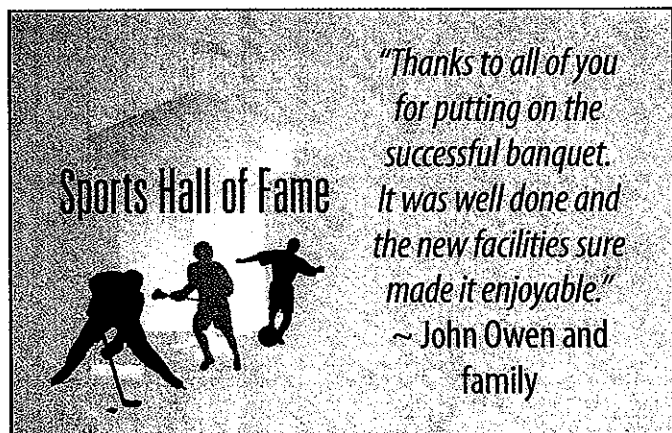
Sports Hall of Fame Honours Eight New Inductees



In the front row, from left to right, are the newest Sports Hall of Fame inductees or their representatives: Angie Dobie, Trudy Gilmour – Lloyd Gilmour's wife, Michael Edgson, Ray Telford, Doug White, Craig MacRae – Don MacRae's son, Jimmy Koster – Gene Koster's son, Bob Smiley – Bev Smiley's son, Shawn Owen – John Sandland's great grandson, Allen Johnston – President of the Nanaimo Track and Field Association accepting for Bill English. Below: 2008 Sports Hall of Fame alumni unveil the newest inductee's plaques on the Sports Hall of Fame Wall in the lobby of the museum.

More than 300 people attended the 2009 Nanaimo Sports Hall of Fame Induction Ceremony and Banquet at the Vancouver Island Conference Centre on Saturday, Sept. 19. The event was organized by staff and board members from the Nanaimo Museum as well as the Sports Hall of Fame Committee. This prestigious event was hosted by A-Channel sports reporters Mira Lawrence and Jordan Cunningham. Dr. Bob Hindmarch,

director of all things athletic at UBC for an amazing 50 years, delivered an entertaining keynote speech. A special video presentation highlighted each of the inductees' accomplishments and their place in sports history. Special thanks to our Induction Banquet sponsors: Nanaimo Clippers, A-Channel, Vancouver Island Conference Centre, Atlas Truss, RBC Dominion Securities, Turley's Florist, Nanaimo Daily News and Nanaimo Bulletin.



Nanaimo Bastion

The Bastion Season Winds Down as Autumn Takes Over

The 2009 Summer Bastion Season is once again wrapping up after another great year as the number one tourist attraction on Nanaimo's beautiful waterfront. Visitors from all over the world explored the building and its 156 year history, and thousands of people throughout the summer witnessed the exciting daily noon cannon firing ceremony. Our sincere thanks once again to the Brigadoon Dancers for providing another season of great highland dancing.

The Bastion officially closed on Sept. 30, but will open for cruiseship passengers on Oct. 4, 6, 7, 11 and 13.

"So glad you are keeping the tradition. I sailed here 60 yrs ago!"
Thomas Tufen, St. V. Cavale, Florida
"A dream of a lifetime"
Rita De Pape, Nanaimo



Piper Bill Poppy plugs his ears before visitor Tyler Frueh fires the noon cannon!

Bastion Gratitude

We are grateful to the following organizations and individuals for their support:

Bastion Partners:

City of Nanaimo & Nanaimo Port Authority

2009 Season Sponsors: Bastion Society, The Buccaneer Inn, The Coast Bastion Inn, Signage, Senini Graphics, Regional District of Nanaimo and Hub International

Museum summer students Alexis Meservia, Julie Hewitt, and Ali Mowbray; Piper Bill Poppy; Co-op student Lyle Martin; Bastion Cannon Assistants Dave Hobson, Gary Tuyls, Kevin Storey, Marty Jones, Nicole Ning, Graham Lindsay, Brian Roberts, and Madeline Crane.

A New Exhibit: Timber!

Timber! the newest exhibit at the Nanaimo Museum, is an examination of Nanaimo's long connection to its surrounding forests. While we think of coal mining as the first industry, HBC men were cutting down trees to build homes and provide timbers to the infant mining industry.

The exhibit will reflect on the evolution from this humble beginning to the development of industrial logging in the 1930s, the construction of Harmac in the 1940s. There will also be a focus on the expansion of sawmilling at the Assembly Wharf and Duke Point. It will also reflect on the men and women who worked in the industry.



The exhibit will also look at Nanaimo's Madill Manufacturing, a significant player in the forestry industry. From boom-boats to mobile spars, the company's products were found in all the big logging shows around the world.

The exhibit was made possible by the artifact and information contributions of Harmac Pacific, Western Forest Products, the late George Gall and the family of the late Art Lovick.

Visitor Numbers Are Up!

Visitors to the Nanaimo Museum were up by 15% in July and August thanks in large part to the local community since tourist numbers are down. This was evident by the number of people who visited the Bastion, which was down 10%, the largest drop in several years.

Open until OCTOBER 11

**"ROCKET"
Richard**

THE LEGEND - THE LEGACY

CANADIAN MUSEUM OF CIVILIZATION  MUSÉE CANADIEN DES CIVILISATIONS

Canada

Programming & Coming Events

Rust in Peace

October 6 - December 24, 2009



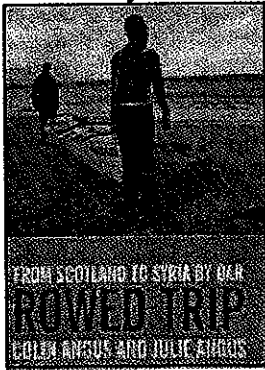
The Gorosh Pile, Nanaimo, BC

R*ust in Peace* is a b&w photographic essay that captures the bleak scrap piles of discarded technology on Vancouver Island in the 1970s. Rick James is an archaeologist and photographer living in Courtenay, BC.

ROWED TRIP

Live Show and Film Screening

Saturday, October 17 from 7:30-9:30 pm



Join best-selling authors Colin and Julie Angus for the launch of their film and multimedia presentation detailing their most recent expedition. In two rowboats they travelled 7,200 km from the northern tip of Scotland to Aleppo, Syria. Advance Tickets available at the museum: Adult: \$14 Student/Senior: \$12

Mark Corbett's

Wild 4 Life Photo Safari 2: "BC to Belize & Back Again"

Thursday, October 29 from 7-11 pm

You are invited on a photographic adventure documenting Mark Corbett's 10-day road trip from Vancouver Island to Belize in Central America, the seven months he spent living in Belize and his journey back.

The event will open a week long exhibition in the museum's Feature Gallery that will also showcase Mark's photography work here on the Island

This event is also a fundraiser for the North Island Wildlife Recovery Centre. Tickets are \$25 ea. includes gourmet appies and great door prizes including accomodations in Belize. Come see the Wild 4 Life animal ambassadors! Wear an animal costume and you could win!

The Closet Collector - November 14

Many of the world's great museums have relied on the passion of collectors to build their collections. Through diligent research, collectors build a great knowledge and collections that can be remarkable. Rarely, however, do we have an opportunity to see and enjoy their collections. The Closet Collector is an opportunity to learn about a small group of Nanaimo collectors. Paintings, bottles, tools, textiles are among some of the collections will be exhibited along with stories about the collectors and why they collect.

Featuring

Doug Steel Book Signing: 1pm - 3pm

**Early Recollections:
Nanaimo The Forties and Fifties a Memoir.**



Richard Mackie Book Signing

Saturday, November 21
from 1-3 pm

To be held in celebration of the new *Timber!* exhibit at the museum, Richard will be signing his newest book *Mountain Timber*.

Princess Royal Day at the Bastion

Friday, November 27 at 11 am

Join the descendants of the original 24 miners and their families who arrived in Nanaimo from England aboard the Princess Royal barque on November 27, 1854.

Yesteryear Family Christmas

Saturday, December 12 from 1-3 pm

Join museum staff as we celebrate the Christmas season with songs, crafts, story telling and refreshments. Admission is by donation to the Nanaimo Toy Drive.

Volunteer Appreciation Social

Friday, December 18 from 1-3 pm

Come for the food, stay for the gifts, enjoy the company of fellow volunteers and museum staff at this annual social to thank our many dedicated volunteers.



Many Thanks to Our Donors!

SPECIAL THANKS

City of Nanaimo
Cultural Spaces Canada

Major Sponsors

Nanaimo Port Authority
Coastal Community Credit Union
Rotary Club of Lantzville
Rotary Club of Nanaimo
Rotary Club of Nanaimo Daybreak,
and Rotary Club of Nanaimo North
Ed Yewchin

Other Sponsors

Andreas Kunert
Flying Fish
Nanaimo Community Foundation
in memory of Nels & Clea Horth
Nanaimo 2002 BC Summer Games
Shaw TV for the
Nanaimo Memory Segments
Great Canadian Casino
Thrifty Foods
RBC Foundation
Rob Borelli, Acid Staining by Rob

\$5,000 Adopt an Artifact

Drew Benda (2)
Gerald George Berry
Descendents of Robert McArthur
Rob Fletcher
HUB International / Barton Insurance
Chuck & Ellie Madill
Northwest Properties
Woodgrove Centre
Ed Yewchin

\$2,500 Adopt an Artifact

A Channel & Bruce Williams
Ron & Jamie Jackson / A1 Septic Tank Service
Buccaneer Inn
Pat Bugera
Island Radio
Dr. Jacques Mar
Pamela Mar
Nanaimo Daily News / Harbour City Star
Nanaimo Historical Society
Publications Committee
Marjorie & John O'Callaghan
Shaw TV
Dr. Lawrence and Camela Tang
Frank & Grace Turley (Jim Turley)
Zorkin Family

\$1,000 Adopt an Artifact

Altrusa International Club of Nanaimo
Dick & Lynne Bowen
Robert Calderwood
Columbia Bakery
Barbara Cowling
Delicious Bites Catering
George and Gina Gall
Geraldine A. Hemphill
Tom Hickey
Mary Holmes
Shirley Lance
L'Association des francophone de Nanaimo
Richard & Barbara Little
Pamela Mar
Pamela Mar, in honour of the
Nanaimo Hospital Auxiliary
Municipal Information Systems Association
Nanaimo, Duncan & District Labour Council
Nanaimo New Bulletin
Eveline and Dick O'Rourke
Jack Pagani
Retired Teachers Association
John Ruttan
Sandra Thomson

Museum Hours

Victoria Day to Labour Day

OPEN Tuesday to Saturday 10 am - 5 pm

Staff available on Mondays by phone and by appointment

100 Museum Way, Nanaimo, BC, V9R 5J8

Phone 250-753-1821

Email info@nanaimomuseum.ca

Bastion Hours

Closed for the winter

Exception: Open 10am - 2pm when cruise ships are in the harbour: Oct. 4, 6, 7, 11 & 13.

Board of Directors

President John Manning
VicePresident Bruno Dragani
Treasurer Douglas Peterson
Secretary Eveline O'Rourke
Directors Rob Fletcher
Moir Jenkins
Shirley Lance
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Dr. Ralph Nilson
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Assistant Curator Richard Slingerland
Program/Volunteer Coordinator Bobbi Williamson
Admin Assistant Arvon Brunt
Maintenance Darrell Bell
Display Technician Alex Brennan
Museum Assistant Jordan Johns
Communications Mark Corbett

Nanaimo Museum is
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BRITISH COLUMBIA
ARTS COUNCIL



BRITISH
COLUMBIA

Find us on the web at www.nanaimomuseum.ca



REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: ALAN KEMP, URBAN FORESTRY COORDINATOR
RE: BAYSHORE DRIVE PARK TREE REMOVAL REQUEST

RECOMMENDATION:

That the Parks, Recreation and Culture Commission:

1. approve the request to remove the plum trees as noted and replace them with new ornamental trees in Bayshore Park, subject to the agreement that these trees would be planted and cared for by the Bayshore Drive residents; and,
2. do not approve the removal of the two conifers.

EXECUTIVE SUMMARY:

Residents of Bayshore Drive have requested the removal of one fir tree and one cedar tree from the eastern edge of Bayshore Drive Park as well as the replacement of the six ornamental plums in the Park.

On 2009-MAY-06, staff met with the owners of the nine homes situated in the cul-de-sac of Bayshore Drive. The purpose of the meeting was to discuss the proposal as set out in their petition to Richard Harding dated 2007-SEP-20.

All nine home owners attended the meeting at 2:00 p.m. Seven of the owners signed the petition and two do not agree with the potential removals.

Mr. Wayne Reis was the unofficial spokesperson for the group and gave a brief history of the development of the area, concern about trees in general and viewsapes in particular. It was the groups' contention that retired Director Harry Wipper had promised "that the trees would never become a view issue". Two home owners in the group contended that the trees that Mr. Wipper was talking about were the ornamental trees in the park.

The existing ornamental plums in the park are not in good condition and it would be appropriate to consider replacing these. The cost of replacement trees (six existing and four new ones) would be approximately \$1200.00. Discussion ensued over the re-planting of trees and who would be willing to maintain the trees. Mr. Reis and others confirmed that they would be willing to plant and maintain the trees.

The two conifers at the bottom of the park are both in good condition and are not hazards. Staff believe that it would set a bad precedent to remove these trees for view purposes and as such cannot support their petition. The cost to remove the two conifers would be approximately \$1,600.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard Harding", with a stylized flourish at the end.

Richard Harding, Director
Parks, Recreation and Culture

2009-NOV-17 / File: A2-3 / D1-2-6 / F2-2
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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

FROM: JEFF RITCHIE, SENIOR MANAGER OF PARKS

RE: MONTHLY REPORT FOR OCTOBER 2009 – PARKS OPERATIONS

The following highlights are the park initiatives for October 2009. Regular maintenance tasks are not listed.

PARK DEVELOPMENT AND SPECIAL PROJECTS

- From the 15 RFP applicants, Bruce Carscadden Architect Inc. was hired to design the Maffeo Sutton Amenity building. Concept designs will be generated over the fall of 2009.
- A dog off-leash park open house was held on 2009-OCT-22 and was attended by about 100 people. Staff presented nine options for future dog off-leash park development. Comments from the open house about the short and long term options are being reviewed.
- Staff are beginning stakeholder discussions about improvements to Harewood Centennial Park. It is anticipated that this process will take about two months.
- Neighbourhood meetings will be held 2009-NOV-15 to discuss park improvements at Groveland and McKinnon Park.
- Staff are working with three artists to complete mural projects this Fall including: the Deverill Square washroom building, the tunnel from Brooks Landing to the E&N Trail, the tunnel from L'ecole Ocean to the E&N Trail, and the Parks Operations Yard.
- The Bowen Outdoor Classroom construction project has been tendered. The tender will close in November and the successful contractor will be chosen shortly after.
- Presentation materials are being put together regarding the Sports Field Strategy for user group meetings and website publication.
- Staff are aiming to have an open house regarding the Neck Point Master Plan early in 2010.

VOLUNTEERS IN PARK

- The Rockridge Park neighborhood is keenly fundraising and writing a proposal for improvements to Rockridge Park.
- The South End Neighbourhood Association is working on a proposal for improvements on Irwin Street adjacent to Deverill Square Park.
- Staff are liaising with NOCA (Nanaimo Old City Association) and the residents around Pawson Park about potential improvements to the park next Spring.
- Staff are liaising with residents around Bob-o-link Park to discuss graffiti removal and park stewardship in conjunction with the recently completed playground.

TRAIL DEVELOPMENT

- Crews have been busy with fall maintenance on all of the park trails.
- New trail construction is under way at Neck Point Park. This will create a loop trail from the existing parking lot, through the newly acquired area, connecting with the trail at Sunset Beach.
- Repairs are underway at Beach Estates Park to replace some boardwalk sections.
- The wooden boardwalk on Protection Island has been replaced.

MAINTENANCE AND CONSTRUCTION

- The play equipment at Bob-o-Link Park has been installed, including an asphalt trike trail and sports court area.
- The removal of buildings and debris at Neck Point Park is completed. Site grading has been done and work is starting on installing trails, railings, stairs and other amenities to make the site safe. An archaeological assessment of the newly acquired area has been completed by Millennia Research. The goal is to make the property open to the public by the end of December.

HORTICULTURE

- Staff have removed the summer annual displays and planted the fall/winter displays for 2009. The colour scheme for the 16,000 annuals planted in the community is inspired by the 2010 Olympics.
- A grant of \$4,000 was received to purchase some of the display material that was planted along the torch relay route.
- Staff have been busy planting 65,000 spring bulbs throughout the city.
- Downtown planters have had the summer inserts removed and the display materials for fall/winter spring are now beautifying the downtown.
- Halloween displays were put up at Beban Park, Bowen Park, NIC, NAC and Oliver Woods Recreation Centre.
- Staff are continuing with removing leaf material from our downtown parks and adding it to our compost pile.
- Six native baskets have been hung at Oliver Woods Recreation Centre.
- Compostable material created from the 2008 gardens and leaf debris has now been screened and approximately 60 cubic yards of compost is available for City Horticulturists.
- Horticulture staff completed their design work for the 2010 summer annual displays.

TURF AND PARKS

- Duggan Park was cleaned up and site lines were improved.
- Merle Logan field was top-dressed with crumb rubber.
- Leaf clean-up continues in City parks.
- Allison Way Park was cleaned of blackberry bushes and the slope into the park was re-graded.

UTILITY

- All irrigation and plumbing systems have been winterized.
- Staff are installing new bike racks at Diana Krall Plaza and Maffeo Sutton Park.

URBAN FORESTRY

- Two Tree Removal Permits were processed including the Pryde Avenue housing project.
- Tree Management Plans are under review for the subdivision project on Rock City Road/Barrington Road.
- Three donation trees were planted in Bowen Park.
- Seventy-three phone calls were received regarding concerns about illegal tree removals, hazard trees and general Tree Protection Bylaw information.

- The Urban Forest Strategy final review is taking place after receiving valuable comments back from the Development Services Department.

TRAIL COUNTS FOR OCTOBER 2009

Park Sites	August Daily Average	September Daily Average	October Daily Average	October Peak Time Of Use
Bowen Side Channel	152	139	114	3 PM – 4 PM
Diana Krall Plaza (Conference Centre stairs) *(Final Month)	351	271		
Diana Krall Plaza (Commercial Street)	852	649	N/A	N/A
Diana Krall Plaza (Port Theatre Stairs)	586	533	N/A	N/A
Westwood Lake Entrance	356	473	296	4 PM – 5 PM
Oliver Woods Playground (Side Entrance)	126	141	84	3 PM – 4 PM
Oliver Woods Playground (Front Entrance)	172	200	131	3 PM – 4 PM
Pipers Spit	397	382	245	4 PM – 5 PM
Pipers Knoll	193	166	141	4 PM – 5 PM
Wellness Park	199	169	149	12 PM – 1 PM
Oliver Woods Trail	192	160	110	1 PM – 2 PM
Off-Leash Dog Park @ Beban	166	159	107	2 PM – 3 PM

VANDALISM REPORT FOR OCTOBER, 2009

BUILDING AND ENGINEERING R&M

- Graffiti removal and painting \$3,951.40
- Re-stake tree on Nicol Street \$ 60.00

COST \$4,011.40

MATERIALS AND SUPPLIES

- Materials for Graffiti removal \$ 377.69
- Misc Supplies \$ 511.78

COST \$ 889.47

LABOUR AND FLEET (City Vehicles)

COST \$1,863.96

TOTAL COST \$6,764.83

Graffiti at Brooks Landing Tunnel, Bowen Lacrosse Box, Biggs Park Tunnel, E&N Trail, Bowen Skate Bowl, Lancashire Park, Maffeo Sutton, Seabold Trailway and many other locations. Signs throughout Bowen Park were damaged. Locks were cut off at Comox Park and Elaine Hamilton.

FOR INFORMATION ONLY

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

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

RE: CONCESSIONAIRE SERVICES AT MAFFEO SUTTON & WESTWOOD LAKE PARKS

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

The current concessionaire licenses at Maffeo Sutton Park and Westwood Lake Park expire on 2009-DEC-31. As per the Maffeo Sutton Master Plan, a public call for proposals (RFP) for a permanent concession will go out in December, to provide food and beverage services for this Park. A separate RFP for Westwood Lake Park will also be sent out.

BACKGROUND:

The Concessionaire Services at Maffeo Sutton Park RFP will consist of and seek the following:

- It is the objective of the City that the food concessionaire adds to the park charm and aesthetics as our Ambassadors for the City – in addition to providing a quality consistent service.
- The term of the concession service agreement will be five [5] years, with an option to renew.
- The successful applicant will be expected to provide a variety of food products including hot dogs, hamburgers, French fries, ice cream, healthy choices, etc.
- As part of the RFP process, experience, proven success, product type, food quality, hours and days of operation, and fees will form the basis for selection criteria.
- The expectation is that the successful applicant would operate out of and manage the new concession area. Prior to completion of the new building, the successful proponent will be permitted to operate a mobile unit.
- The successful applicant will participate in the design process of the new amenity building, assisting in identifying concession needs.
- There will be a variety of vendors during special events, for example the Silly Boat Regatta, Dragon Boat and Marine Festival; etc. The concessionaire would operate alongside these special events.
- A permanent concessionaire on site will provide services to the small and medium sized events that do not tend to offer this service,

- be open longer, better meet health requirements, and provide a variety of products and services.
- Additional services the concessionaire will provide will be cleaning up garbage in the concession area, putting out tables and chairs and storing them in the evening, and distribution of department brochures.

The Westwood Lake Park RFP will be the same as before.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

2009-NOV-18
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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION & CULTURE
FROM: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION & CULTURE SERVICES
RE: MONTHLY REPORT – OCTOBER 2009 RECREATION AND CULTURE SERVICES

Recreation and Culture

Harbour City Seniors' programs and special events continue to be popular with residents. Over 1,993 (1,776 in 2008) memberships have been sold since 2008-NOV-01. Eighty-two participated in van trips in October, including lunch at Cedarbrook, Chemainus Theatre, dinner in Parksville, and two trips to Victoria. Five "Thursday Special Events" took place with an average of 110 attending at each one. Fifty-five seniors took part in wellness programs at Oliver Woods Community Centre, and a Ukulele program had 18 registered in two classes. There were 30 guests at the new members' tea on 2009-OCT-22.

Arts and Culture registration has been going well. There are 113 participants on a waitlist for pottery wheel, cooking and belly dance classes. Staff is adding additional sessions when and where instructors and rooms are available.

Sixteen preschool programs were cancelled due to low registration, mainly in children's language and sports areas. The program team is looking to revamp the programs at Beban and Bowen to model the program format used at Oliver Woods Community Centre as it provides greater flexibility.

Only one of 14 fitness classes beginning this past fall was cancelled. There were 19 registered for the fitness instructor training. Two new classes were created at Beban in partnership with VIHA. Adult sport program numbers are increasing including table tennis, badminton, snow shoeing and winter walkers.

Vancouver Island University Resource Management Officer Technology students are studying the Millstone Side Channel and will be collecting data from the fish way camera as part of their studies.

Grant applications have been submitted to Walk BC (\$5,000) to start a free walking program for adults aged 35 to 54, and True Sport (\$5,000) to provide swimming lessons to 270 grades three and four children in south end schools.

Aquatics

In October, the Riptides hosted a short course invitation swim meet and had 250 swimmers attend. The meet went very well.

Rick Rollins from VIU approached staff to complete a customer survey at the Nanaimo Aquatic Centre. Rick teaches a research methods class at VIU and has done surveys for our department in the past. The survey focuses on customer satisfaction at NAC.

Other highlights from October include switching the in-house pre-school swimming lessons to the Red Cross program and working with a noon-hour swim group to purchase a new pace clock at NAC.

In October, there were 1,066 participants enrolled in lessons at Beban and NAC compared to 1,097 participants at Beban and NAC in 2008. Numerous upper level aquatic courses took place including a Red Cross Instructors Re-cert, a Bronze Medallion, original, a Red Cross Assistant Water Safety Instructors and a Lifesaving Instructors Re-Certification.

Susan Peach ran an Aquadance workshop at NAC, which was attended by staff and the public. Specialized water fitness classes are becoming very popular with our special populations.

Arenas

League rentals were up in October as a result of Casual Hockey League becoming an independent renter. Staff met with lacrosse representatives to discuss the 2010 season and the impacts associated with the closure of Frank Crane Arena to complete the slab work. NIC hosted the Female Extreme Hockey Cup Tournament 2009-OCT-09 to 2009-OCT-11 and the Regional Figure Skating Competition 2009-OCT-23 to 2009-OCT-25.

Marketing

Marketing projects include:

- The 'This year I will...' campaign;
- Promoted - Torch Relay Event, Fall/Winter programs, submitted final draft version of 2010 Marketing Plan, released Leisure Guide (LG) survey for distribution online and at front counters, researched distribution rates and options for LG and Christmas Craft Fair;
- Monitoring/Contributing to City Facebook page and Twitter. The City now has 1,485 Facebook fans;
- Media promotions and/or releases included:
 - News Bulletin Monthly Feature Articles – Torch Relay Celebration Event and Lynne Fraser as the feature volunteer with the Cultural Committee;
 - Press Releases: Dog Park Open House; multiple releases about Torch Relay Celebration; drafted release for Pacific Salmon Foundation; Community Gardens meeting; and, Richard's Marsh; and,
 - Media Invite: OTR VANOC briefing session.

Special Events

- **Olympic Torch Relay and Community Celebration:** The 2010 Olympic Torch Relay and Community Celebration occurred on 2009-OCT-31 at Maffeo-Sutton Park. Overall, the event was a success. Estimated attendance was 6,000 to 8,000 people. Maffeo-Sutton Park was a beautiful backdrop for this larger event and the park handled the crowds effectively and efficiently. Legacies from the event include event tents, festive lighting in the park and plantings in the downtown area from VICC to Maffeo-Sutton. Recreation staff (Elizabeth Williams, Hannah King, Megan Noakes and Michele Duerksen), city crews and 47 volunteers all contributed to make this another successful Nanaimo event.
- **Picnic in the Park:** This is an outdoor event targeting children and youth for February 2010. It will be similar to the snowboard rail jam that occurred at Diver Lake Park in the spring. The event will be for both snowboarders and skiers and will consist of a small roll up ramp and the riders will perform tricks on two picnic tables, hence the name, "Picnic in the Park". Staff will be working with Alternative Groove on this event.

- **Hockey Game at the Live Site:** Staff is working on an event around the Live Site and the Olympics. The event will focus on the Hockey Game between Team Canada and Team USA scheduled for 2010-FEB-21. There will be hot chocolate and popcorn as well as some fun activities planned.

Community Development

- **Nanaimo Senior Services Network** met 2009-OCT-10 and a very successful Wellness Fair for Older Adults was hosted at Bowen on 2009-OCT-23 (45+ exhibitors and over 200 participants). Harbour City Seniors Board meeting was held 2009-OCT-02.
- **Arts Alive AGM** 2009-OCT-14. Expressions of interest were received from individuals offering services as directors for Arts Alive. Arts Alive has applied for a City Cultural Operating Fund Grant.
- **The Cultural Operating Grant and the Arts and Cultural Events and Festivals Grant** applications were received and will be reviewed by the Cultural Committee in November with recommendations for funding forwarded to the Parks, Recreation and Culture Commission, and then to Council for approval in January.
- The Sport Tournament grant applications were reviewed by the Recreation Committee on 2009-NOV-10.

Statistics

Front Desk:

	2008	2009	Difference
<u>Numbers</u>			
Registrations	2,850	2,647	-203
FITT Passes	289	234	-55
Economy Tickets	9,816	10,917	1,101
TOTAL:	12,955	13,798	843
<u>Sales</u>			
Registrations	128,905	124,216	-4,689
FITT Passes	51,017	45,569	-5,448
Economy Tickets	34,697	39,711	5,014
TOTAL:	214,619	209,496	-5,123

Arenas:

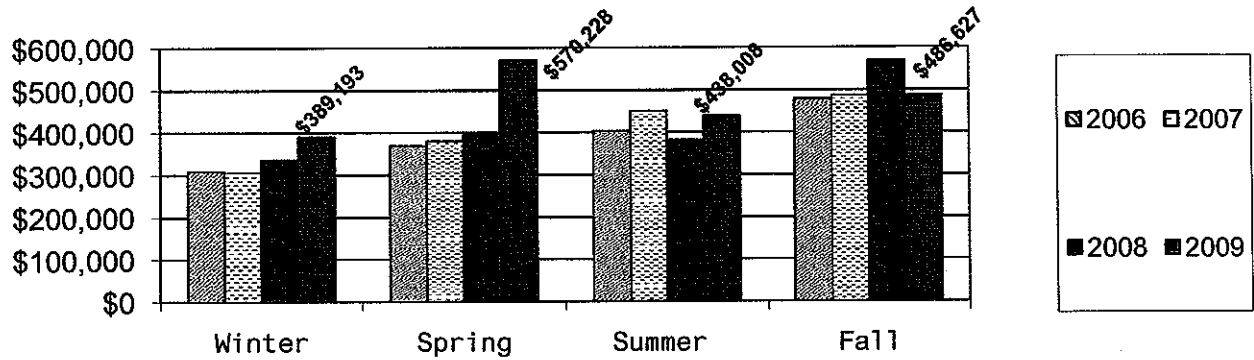
<u>Hours:</u>		<u>Attendance:</u>	
FCA –	432.25	FCA –	23,990
NIC 1 –	334.00	NIC 1 –	11,908
NIC 2 –	359.00	NIC 2 –	9,645
CMM –	322.00	CMM –	10,738
Total –	1447.25	Total –	56,281

Receipts:

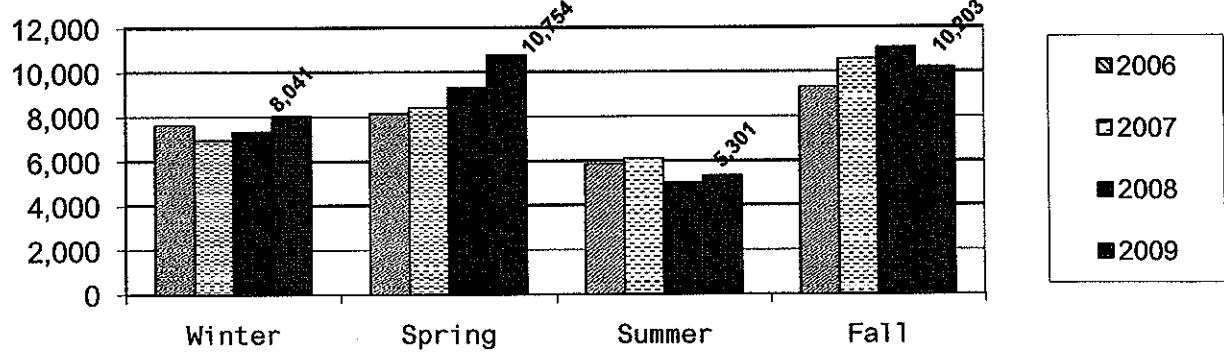
October 2008: \$489,280
 October 2009: \$528,457

2006 to 2009 Recreation and Culture Programs Registrations and Revenues

Program Registration Revenue



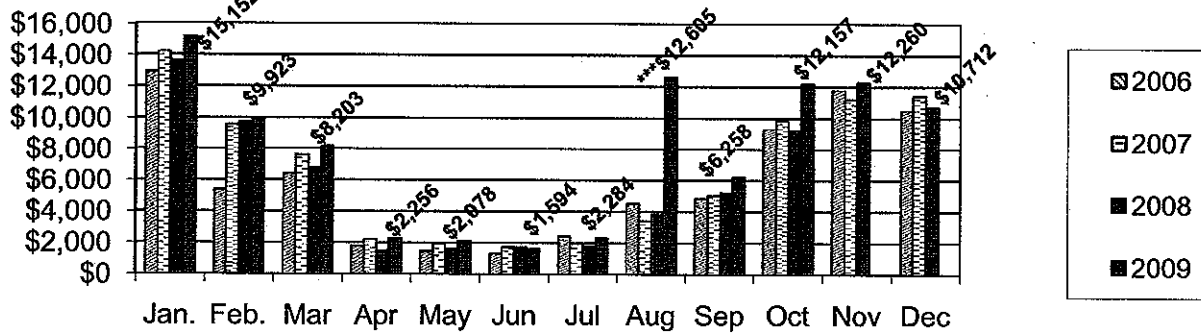
Program Registrations*



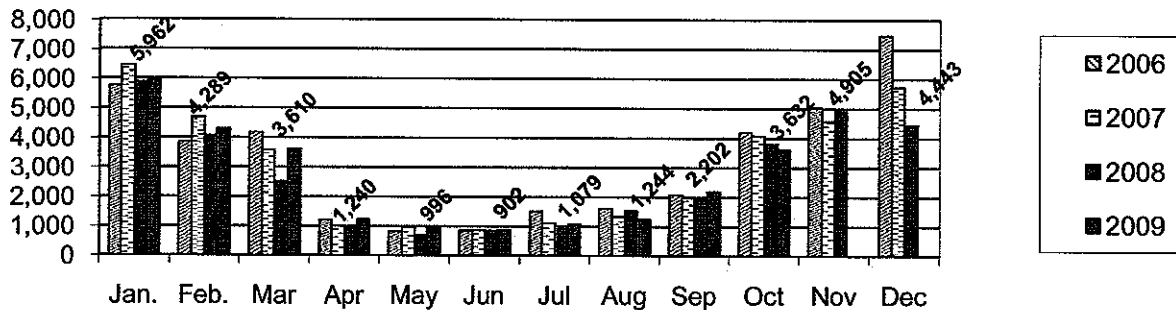
Summary of Recreation And Culture Services - October 2009

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

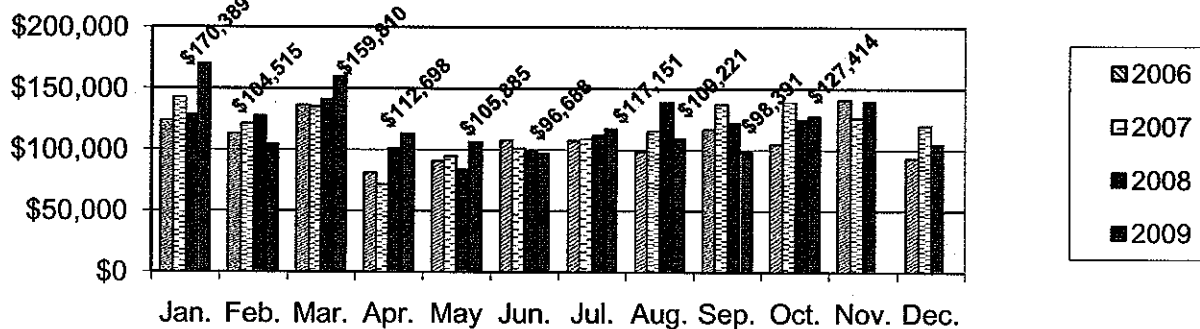
Arena Public Skate Revenue



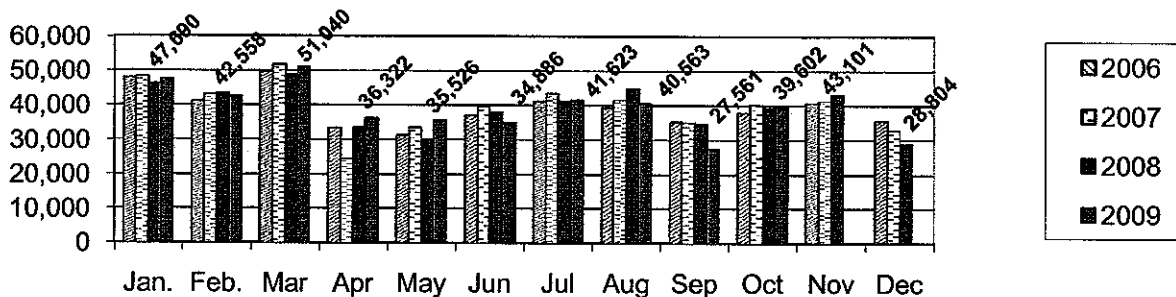
Arena Public Skate Admissions



Aquatic and Fitness Gym Revenue



Aquatic and Fitness Gym Public Admissions



FOR INFORMATION ONLY

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

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

PREPARED BY: SUZANNE SAMBORSKI, SENIOR MANAGER RECREATION & CULTURE

RE: BEBAN PARK REDEVELOPMENT

RECOMMENDATION:

That Commission receives the report.

EXECUTIVE SUMMARY

The Beban Park Redevelopment Planning Project draft concept drawings and recommendations will be completed in December. A draft final report from the consulting team of Asbell Management Consulting and CEI Architecture will be received at this time.

Part of the planning process was to provide users and residents opportunity to provide feedback and to share their ideas for the redevelopment of the Beban Park facilities. The final step of this public process involves an open house to share the concept designs with the users and residents to get their feedback. The tentative dates for this open house will be mid-January.

Upon completion of the open house staff will present the draft report and findings, incorporating public feedback, at the January commission meeting.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

2009-NOV-13
File: A2-3 / K8-2
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RECEIVED

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**DEPARTMENT OF
PARKS RECREATION AND CULTURE**

Mr. Jeff Ritchie
Senior Manager of Parks
Nanaimo Parks Department
89 Prideaux St.
Nanaimo, BC
V9R 2M6

November 12, 2009

Dear Mr. Ritchie,

The Nanaimo Kennel Club would like to commend you and your staff for your excellent Dog Off-Leash Park Development Strategy. We believe establishing more community based dog off-leash parks will be a tremendous asset to Nanaimo.

We are grateful to Mr. McNabb, Chairman of the Parks, Recreation and Culture Committee and the rest of the committee members for their approving additional off-leash parks.

We would also like to acknowledge Kirsty MacDonald's diligent work on this project including her skillfully organized open house in July requesting public input. It was gratifying to have a follow-up open house in October where the off-leash park development strategy, based heavily on the tabulated results of the previous open house, was presented for distribution and discussion. .

Through our ongoing dog training classes and trials and our participation in such public events as the VIEX, the Nanaimo Kennel Club is committed to encourage responsible dog ownership.

We look forward to using the new parks.

Sincerely,

Ms Delvina Beaulac
President
Nanaimo Kennel Club

cc Mr. Larry McNabb, Chairman, Parks, Culture and Recreation Committee
~~cc M. Richard Harding, Director Parks, Culture and Recreation~~
cc Ms Kirsty MacDonald, Parks and Open Space Planner

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MINUTES OF BOARD OF DIRECTORS' MEETING -
NANAIMO HARBOUR CITY SENIORS - November 6th, 2009

In Attendance

President Lynda Avis in the Chair, Anne Smith, Jane Adkins, Miriam Peacock, Sally Monteith, Bob Davies, Colleen Evans, Pat Foley, Clive Jones, Damon Johnston (filling in for Brian Sugiyama).

Guests: Doug Vanatter of the Bowen Carpet Bowlers; Carmen Orantes of the Multi-Cultural Society.

Call to Order

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

New Director

M/S/C That Clive Jones be accepted as a new member of the Nanaimo Harbour City Seniors Board of Directors.

Delegations

Doug Vanatter addressed the Board on behalf of the Carpet Bowlers Club, requesting assistance from the Board in purchasing three new chalkboards to replace the old ones.

M/S/C That the Nanaimo Harbour City Seniors donate \$140 towards the purchase of chalkboards.

Carmen Orantes addressed the Board on behalf of the Multi-Cultural Society. She outlined a new program they have instituted for immigrant seniors in the community. Carmen is working with Brian Sugiyama on preparing an afternoon program to celebrate the Lunar New Year. This would be held at the February 11th Thursday event and information will be posted on our website when it becomes available.

Changes/Additions to Agenda

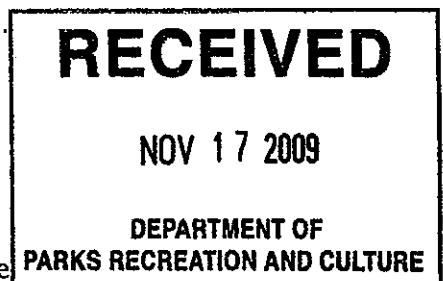
"Business Cards" was added to New Business.

Minutes of Last Meeting

M/S/C That the minutes of the October 2nd, 2009 meeting be adopted as read.

Business Arising from the Minutes

1. Poinsettia Sale - Lynda will organize a list of members willing to help with the sale. Several of the Directors (Pat/Miriam/Colleen/Anne) also volunteered to help. Cheques will be accepted, and should be payable to "Nanaimo Harbour City Seniors".
.....see page 2



Business Arising from the Minutes (.....cont'd.)

2. Terms of Reference for Nanaimo Harbour City Seniors Society, the Program Committee, and Grant Funding Policy Documents – all documents have been altered by the Secretary as required and Board members have been provided with amended copies.
3. Food Safe – a program will be arranged in the New Year.
4. 50/50 Ticket Sales – will be discussed at a future meeting.
5. Dance – scheduled for October 30th was cancelled due to low ticket sales. Hopefully a new date in the spring will be arranged.
6. Community Kitchens – Wendy Smiley advised that the facilitator of the group has resigned, leaving their program in limbo.

Correspondence

Letter of resignation from Bob Nixon was received and filed.

Financial Report

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

COMMITTEE REPORTS:

Program

Miriam reported that the Committee is planning a Mediterranean Medley to be held next year. Suggested date is Saturday, March 6th, to be held in the Lawn Bowlers Clubhouse and will be limited to 50 participants, including the general public. Brochure will be prepared when speakers have been arranged.

Committee has several suggestions for future classes for seniors: Calligraphy, Graphoanalysis, and Card Making. These will be investigated by the Committee.

City Seniors Coordinator's Report (Damon Johnston)

- A total of 1993 memberships for 2009 have been sold to date.
- Attendance at the Thursday Special Events has improved noticeably.
- Problems with availability of Van 263 has resulted in re-scheduling of seniors' van trips in October and November.
- Successful New Members Tea was held on October 22nd – over 30 participants attended.

.....see page 3

Sally Monteith has taken over as liaison with David Burns in the seniors' website. Sally was given permission to have Clive serve on the committee with her as this is a very time-consuming job.

1. Van 263 – will be discussed at a future meeting. This is a very important issue and if we were no longer able to have the use of the vans, chartering vehicles would become a very expensive proposition and would impact all programs, not just the seniors’.
2. Host Committee – Jane Adkins volunteered to act as the liaison between the City Seniors Coordinator and the Host Committee.
3. Christmas Bazaar at Bowen Park – scheduled for next Thursday. Damon will check on the advertising to be done on the large sign outside Beban Park.
4. Christmas Dance – scheduled for Friday, December 3rd. Jane Adkins will check with Bob Nixon and see if he would help out again in the bar. All Directors are asked to help to decorate the tables at Beban Park immediately following the Board meeting. Clive Jones and Bob Davies will look after picking up the alcohol.
5. Business Cards – Sally Monteith requested business cards for herself in her capacity as Publicity Chair.

- Letter from Nanaimo Bowen Snooker Players - requesting "User Fees" be collected for the use of the Snooker Room. Brian Sugiyama will meet with Doug Peterson to come up with a solution.

Meeting adjourned at 10:15 a.m.

Friday, December 4th, at 9 a.m.

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