

## **AMENDED**

### AGENDA FOR THE REGULAR PARKS, RECREATION AND CULTURE COMMISSION MEETING TO BE HELD IN THE CONFERENCE ROOM OF THE BOWEN PARK COMPLEX, ON WEDNESDAY, 2008-NOV-26 COMMENCING AT 7:00 P.M.

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1. **CALL THE REGULAR PARKS, RECREATION AND CULTURE COMMISSION MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Parks, Recreation and Culture Commission Meeting held Wednesday, 2008-Oct-29 at 7:00 p.m. in the Conference Room of the Bowen Park Complex.

*Motion to adopt minutes of 2008-Oct-29.*

5. **PRESENTATIONS:**

- (a) Ms. Hannah King, Marketing and Communications Specialist, Presentation on the Parks, Recreation and Culture Marketing Plan.

*Pg. 417-425*

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

*Motion to receive the following delegations:*

- (a) Mr. Forbes Mitchell, General Manager, Nanaimo Timbermen Jr. A Lacrosse Club, requesting approval and endorsement by the Parks, Recreation and Culture Commission to put forth a bid to host the 2010 Canadian Jr. A Championship, the Minto Cup.

*Pg. 426*

*(See Staff Report and Recommendation - Item 9.(c), "2010 Bid For Minto Cup".)*

7. **CHAIRMAN'S REPORT:**

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** Commissioner Field.

- (b) **Recreation Committee.** Commissioner Lance to report on the meeting held 2008-Nov-12.

*Pg. 427-429*

Review of 2009 Tournament and Festival Grant Applications and Funding Recommendations.

The Committee members reviewed 14 submissions requesting funds from the Tournament and Festival Grant program. Members discussed each application individually and determined that, with the exception of the Nanaimo Art Gallery –

Festival of Banners, the remaining 13 groups met the grant qualifications and application criteria.

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

		2008 Approved	2009 Requested	2009 Recommended
1.	Central Vancouver Island Botanical Garden Society	1,200	1,500	1,300
2.	Dorman Timber	850	1,500	900
3.	Hockey – Atom House Challenge 2009	950	950	950
4.	Hockey – Atom AAA Clippers Spring Tournament	950	950	950
5.	Hockey – Atom B Clippers Spring Tournament	950	950	950
6.	Hockey – Bantam House Tournament	N/A	1,000	950
7.	Hockey – Pee wee “The Game Is On” Tournament	950	1,000	950
8.	Nanaimo Art Gallery Society – E.J. Hughes Celebration	N/A	2,500	2,500
9.	Nanaimo Art Gallery Society – Festival of Banners	1,700	7,500	0
10.	Nanaimo Ballroom Dance Society	N/A	5,000	2,700
11.	Nanaimo Diamonds Synchronized Swim Club	N/A	2,500	2,000
12.	Nanaimo District Lacrosse Association	950	1,350	950
13.	Nanaimo Kennel Club	N/A	6,500	2,500
14.	Nanaimo Riptides Swim Team	1,200	1,500	1,250
<b>TOTAL:</b>			<b>34,700</b>	<b>18,850</b>

- (c) **Cultural Committee.** Commissioner Lance to report on the meeting held 2008-Nov-05.

Pg. 430-433

Art In Public Places Project Committee - Diana Krall Public Art.

The Cultural Committee would like to be able to see drawings before they go to tender if they will affect Art in Public Places projects.

*Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission direct staff to present design drawings for review by the Cultural Committee on projects that have been approved in accordance with the Art In Public Places guidelines and procedures prior to installation.*

- (d) **Grants Advisory Committee.** Commissioners Burnett and Fraser – Monthly report.
- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance – Monthly report.
- (f) **Social Planning Advisory Committee.** Commissioner Johnstone – Monthly report.

- (g) **Port Theatre.** Monthly report for October 2008. Pg. 434-436
- (h) **Nanaimo Art Gallery.** Monthly report for 2008-Oct-10 to 2008-Nov-13. Pg. 437
- (i) **Nanaimo District Museum.** Monthly report September / October 2008. Pg. 438

*Motion to receive all Advisory Body reports.*

9. **STAFF REPORTS:**

- (a) Renewal of "License of Use" Agreements for non-profit organizations (Nanaimo Canoe & Kayak Club and Nanaimo Rowing Club and Protection Island Lion's Club). Pg. 439-441

*Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the five-year license renewals of the following non-profit organizations at an annual fee of \$1.00 per year in addition to an administrative fee of \$125.00 upon renewal of the License:*

1. *Nanaimo Canoe & Kayak Club and Nanaimo Rowing Club effective 2009-JAN-01 to 2013-DEC-31; and,*
2. *Protection Island Lion's Club – Gallows Point Museum and Community Centre effective 2009-JAN-01 to 2013-DEC-31.*

- (b) **Renewal of "License of Use" Agreement with the Nanaimo Judo Club.** Pg. 442

*Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the five year license renewal with the Nanaimo Judo Club for the period 2009-2013 inclusive and that proposed rents for the term of the license include a 3% increase per year as follows:*

2009	2010	2011	2012	2013
\$266 per month	\$274 per month	\$282 per month	\$290 per month	\$298 per month

- (c) **2010 Bid For Minto Cup** Pg. 443

*Staff's Recommendation: That the Parks, Recreation and Culture Commission support the Nanaimo Junior A Lacrosse Club with their bid for the 2010 Minto Cup and recommend to Council that the City support the bid to host the 2010 Minto Cup.*

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

- (a) 2009 Lacrosse Schedule Pg. 444
- (b) Monthly Report – Senior Manager of Parks. Pg. 445-449
- (c) Monthly Report – Senior Manager of Recreation and Culture Services. Pg. 450-460

*Motion to receive all Information Items.*

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

**CORRESPONDENCE:** (Information)

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors Meeting held 2008-Nov-07.

Pg. 461-463

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

15. **UNFINISHED BUSINESS:**

- (a) Process of Advisory Bodies Reporting to Commission – staff report.
- (b) Prepare DIGS License for Commission's review – staff report January 2009.
- (c) Beban Park Complex Feasibility Study Report – staff report.
- (d) Copyright on the E.J. Hughes Mural.
- (e) Images of the E.J. Hughes Mural be made, used on promotional material, and sold by the City of Nanaimo, with proceeds going to Art in Public Places.

16. **QUESTION PERIOD:**

17. **MEETING DATES:**

Cultural Committee	Wednesday, 2009-JAN-07; 4:00 p.m.
Recreation Committee	Wednesday, 2009-JAN-14; 4:00 p.m. – if required
Parks Committee	Thursday, 2009-JAN-08; 4:00 p.m. – if required
COMMISSION	Wednesday, 2009-JAN-28; 7:00 p.m. Bowen Park Conference Room

18. **ADJOURNMENT:**

*Motion to adjourn.*



# Parks, Recreation & Culture

## Marketing Plan

### Presentation to Commission

November 26, 2008

# Introduction

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- To identify the key marketing directions which the PR&C Department will pursue over the next two years.

Purpose

- To identify strategies, goals and recommendations to:
  1. promote existing and new programs and service
  2. maintain current customer interest and attract new customers

Objectives

# Assumptions

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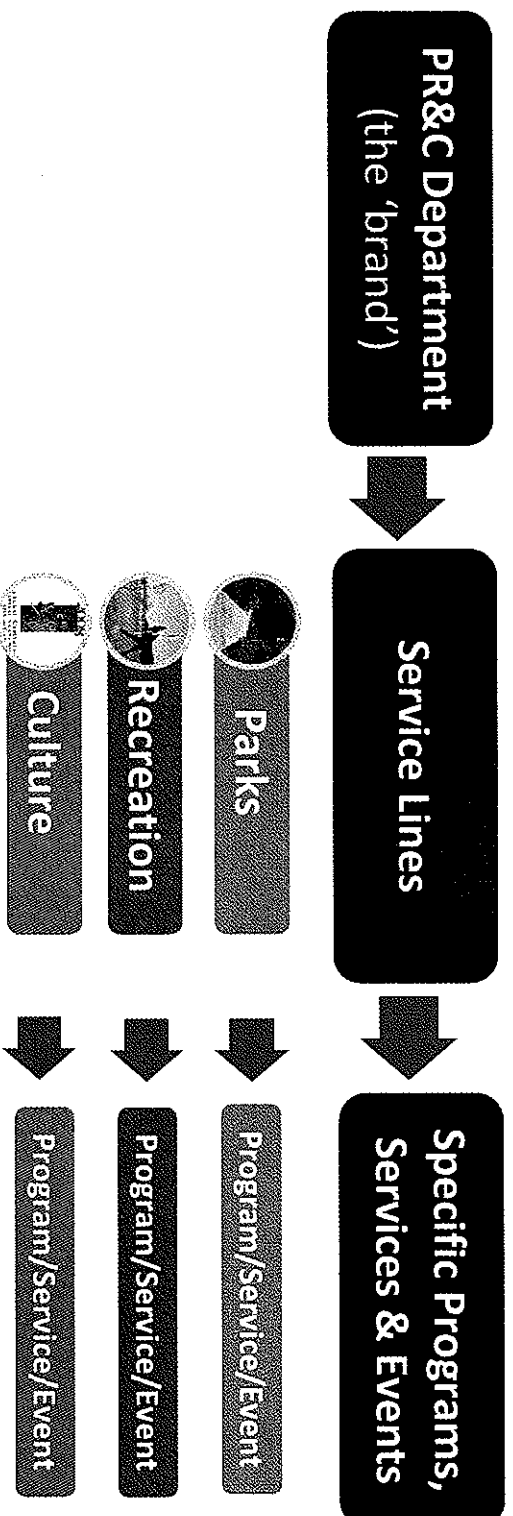
- ▣ An **entrepreneurial approach** to marketing may require a change in thinking from that of public service to customer service.
- ▣ The City will continue to offer **support** to community groups and organizations.
- ▣ There is a need to utilize recreation facilities to **capacity**. The marketing focus with respect to capacity will be to increase usage.
- ▣ The financial and human resources required to implement this marketing plan will be taken from **existing municipal resources**.

Example: mutually beneficial relationships with local businesses and organizations

Example: promote facility usage during low use times

# Marketing Goals

- ▣ PR&C's Marketing Plan is focused on:
  - ▣ Customer acquisition
  - ▣ Customer retention
- ▣ Three levels of marketing





# Target Markets & the Messaging they Value

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... “What’s in it for me?” (WIFM)

Segment A: Young singles and lone parent families



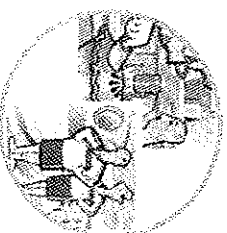
- Value
- Social interaction opportunities for all children, youth & adults

Segment B: Active, upscale dual-parent families



- Convenience and time flexibility
- High quality PR&C opportunities (e.g. clean safe)

Segment C: Mature adults living well into their leisure years



- Personal wellness
- Social interaction

# Recommendations

- ❑ Standardize 'Look and Feel' of marketing materials
- ❑ Create kids Adventure Passport
- ❑ Email 'exclusive' offers using iContact
- ❑ Bring PR&C experiential marketing booths to the community
- ❑ Explore 'social networking' applications

- ❑ Frame PR&C offerings in terms of everyday expenses
- ❑ Include free things to do web page within City site
- ❑ Implement Customer Research Questions as part of the Registration Process
- ❑ Standardize Program/Event evaluations
- ❑ Expand community partnerships (VIHA, VIU)

# Implementation Plan: the Foundation

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## ▣ Service Line Marketing



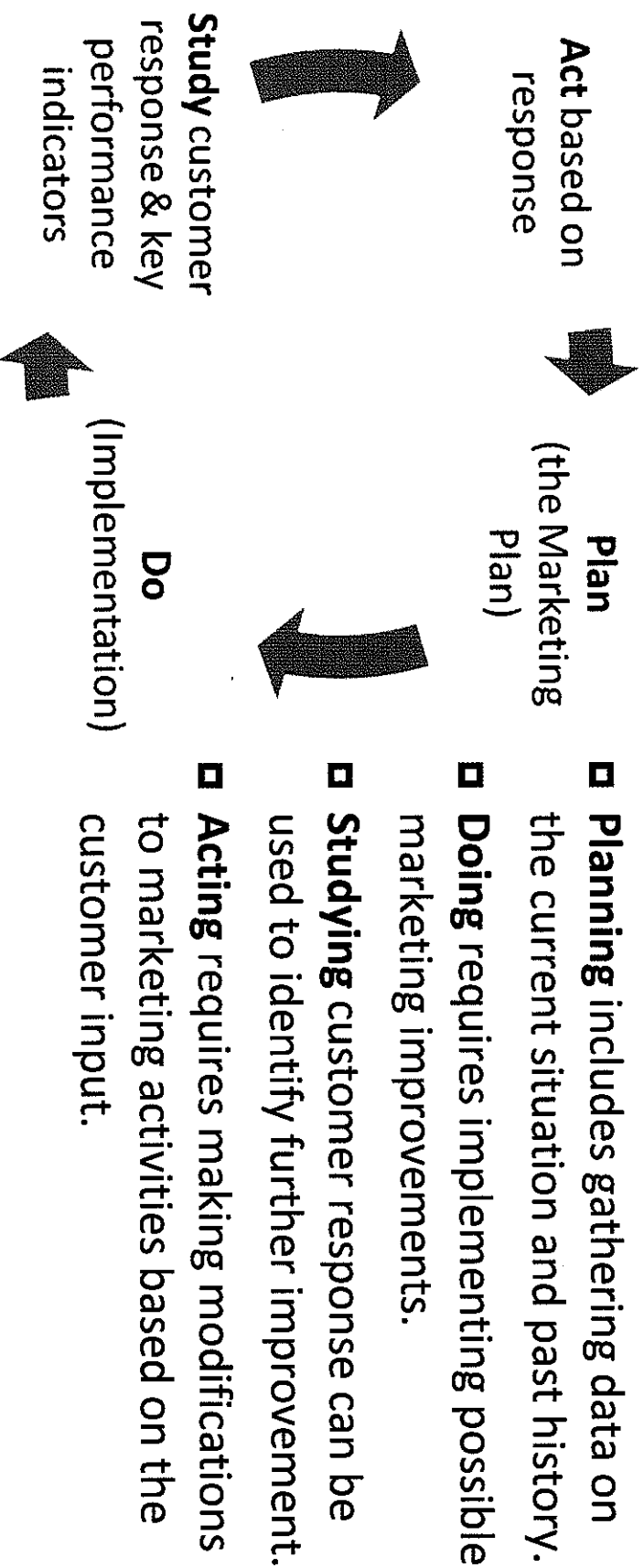
- A balance of recommendations are provided to support the revenue generating stream associated with the Recreation service-line, with the need to emphasize the Parks and Culture service-lines.

## ▣ Leadership and Teamwork

- The Department has a **strong team as a foundation** for developing and implementing new marketing ideas.
- **Strong leadership** that continues to provide a vision and maintain supportive and respectful workplace culture will provide a solid foundation for successful marketing efforts with the PR&C department.

# Continual Improvement

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# Questions

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## REQUEST TO APPEAR AS A DELEGATION

ON 2008 - November - 26

year month day

NAME OF PERSON MAKING PRESENTATION: Forbes Mitchell

Print

ADDRESS: 2878 Twin Oaks Dr, Ladysmith, B.C. V0G1C7

street address City Province Postal Code

PHONE: 250-722-3062 FAX: \_\_\_\_\_

home

NAME OF APPLICANT IF OTHER THAN ABOVE: \_\_\_\_\_

### DETAILS OF PRESENTATION:

I am the GM of the Nanaimo Timbermen Jr. A Lacrosse Club. We would like to put forth a bid to host the 2010 Canadian Jr. A Championship, the Minto Cup.

This national event includes four teams, one each from Ontario and Alberta, and two from the host province.

Minimum requirements include a 2500 seat facility which would be Frank Crane arena.

This national championship is typically held the last week of August and the final game on the Saturday of the Labour day weekend.

We hope to join the Nanaimo Clippers in hockey, and the Nanaimo Raiders in football, as national champions in Jr. A Lacrosse.

We are hopeful we may gain your approval and endorsement to go forth with our bid to host this national event for the first time in Nanaimo.

### PLEASE NOTE

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

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

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

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NOTES OF THE REGULAR RECREATION COMMITTEE MEETING  
HELD IN THE CONFERENCE ROOM, OF THE BOWEN PARK COMPLEX,  
ON WEDNESDAY, 2008-NOV-12, COMMENCING AT 4:00 P.M.

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PRESENT: Commissioner S. Lance, Chair

Members:

Commissioner J. Cameron  
Commissioner P. Field  
Commissioner L. Avis

Absent: Commissioner D. Burnett

Staff: S. Samborski                      H. Richardson (recording)  
E. Williams

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 4:00 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MEETING NOTES:

- (a) Meeting Notes of the Regular Recreation Committee Meeting held Wednesday, 2008-JUL-09 commencing at 4:00 p.m. in the Conference Room of the Bowen Park Complex.

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

4. OTHER BUSINESS:

- (a) Review of 2009 Tournament and Festival Grant Applications and Funding Recommendations.

The Committee members reviewed 14 submissions requesting funds from the Tournament and Festival Grant program. Members discussed each application individually and determined that, with the exception of the Nanaimo Art Gallery – Festival of Banners, the remaining 13 groups met the grant qualifications and application criteria.

(i) Nanaimo Art Gallery – Festival of Banners.

The Committee reviewed a request from the Nanaimo Art Gallery – Festival of Banners for \$7,500, to assist with costs associated with the development of street banners. Committee members discussed this tournament and festival request and determined that while the event was termed a festival, the activities did not align with the intent of the tournament and festival funding criteria. However, the Recreation Committee feel this is a worthwhile event and would like the Nanaimo Art Gallery to re-submit their amended application.

Recreation Committee's Recommendation: That the Parks, Recreation and Culture staff review the Nanaimo Art Gallery – Festival of Banners application and suggest other avenues for funding as it does not meet the requirements of the Tournament and Festival Fund.

Recreation Committee's Recommendation: That Staff review the Nanaimo Art Gallery – Festival of Banners application with the Nanaimo Art Gallery and suggest that it be made into more of a festival that will follow Tournament and Festival Fund guidelines, and re-apply for a Tournament and Festival Fund Grant.

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

		2008 Approved	2009 Requested	2009 Recommended
1.	Central Vancouver Island Botanical Garden Society	1,200	1,500	1,300
2.	Dorman Timber	850	1,500	900
3.	Hockey – Atom House Challenge 2009	950	950	950
4.	Hockey – Atom AAA Clippers Spring Tournament	950	950	950
5.	Hockey – Atom B Clippers Spring Tournament	950	950	950
6.	Hockey – Bantam House Tournament	N/A	1,000	950
7.	Hockey – Pee wee "The Game Is On" Tournament	950	1,000	950
8.	Nanaimo Art Gallery Society – E.J. Hughes Celebration	N/A	2,500	2,500
9.	Nanaimo Art Gallery Society – Festival of Banners	1,700	7,500	0
10.	Nanaimo Ballroom Dance Society	N/A	5,000	2,700
11.	Nanaimo Diamonds Synchronized Swim Club	N/A	2,500	2,000
12.	Nanaimo District Lacrosse Association	950	1,350	950
13.	Nanaimo Kennel Club	N/A	6,500	2,500
14.	Nanaimo Riptides Swim Team	1,200	1,500	1,250
<b>TOTAL:</b>			<b>34,700</b>	<b>18,850</b>

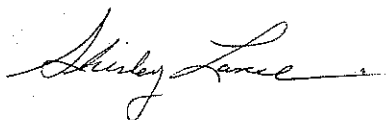


Funds available for 2009:	\$38,376
Funds recommended for January 2009 allocation:	<u>\$18,850</u>
Funds remaining for May 2009 allocation:	<u>\$19,526</u>

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

5. ADJOURNMENT:

It was moved and seconded at 5:20 p.m. that the meeting terminate, with the next Meeting of the Recreation Committee to be held at the discretion of the Chair. The motion carried unanimously.



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S. Lance Chair  
Recreation Committee

CERTIFIED CORRECT:



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R. Harding, Director  
Parks, Recreation and Culture

2008-Nov-17  
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NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING  
HELD IN BOWEN PARK CONFERENCE ROOM  
ON WEDNESDAY, 2008-NOV-05, COMMENCING AT 4:00 P.M.

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PRESENT: Commissioner S. Lance, Chair

Members:

Commissioner L. Fraser  
Commissioner L. Avis  
Commissioner D. Johnstone  
Ms. J. Husband  
Ms. J. McGladrey  
Mr. M. Harmes  
Ms. E. O'Rourke

Staff:

B. Kuhn  
S. Samborski

H. Richardson (recording)

ABSENT: Ms. M. Pettitt

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 4:00 p.m.

2. ADOPTION OF AGENDA:

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

3. ADOPTION OF MEETING NOTES

Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2008-SEP-24, at 4:00 p.m. in the Conference Room of the Bowen Park Complex.

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

4. DELEGATIONS:

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

- (a) Peter Thomas, Nanaimo Lions Society, addressed the Cultural Committee regarding Spirit Eagles. The 'Spirit' program has raised \$1,000,000 so far that is used for helping out sick children and their parents and goes towards helping out underprivileged children. The cost of an Eagle is \$5,000. \$1,000 of this goes to

the artist who is successful in their bid to paint the Eagle. The Eagles are auctioned off at the end of the year and are shipped to successful bidders all over the world.

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

5. CHAIR'S REPORT:

A recommendation was made to the Parks, Recreation and Culture Commission at their 2008-Oct-29 to support a copyright of the E.J. Hughes mural and it was unanimously approved. Archives presently own the mural. Staff is currently working out an agreement with Archives and is investigating the copyright process.

The recommendation that Commission direct staff to erect a plaque rather than the Diana Krall Plaza lettering at Diana Krall Plaza was withdrawn. Tenders had already been put out prior to the Commission meeting.

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

6. REPORTS ON ADVISORY BODIES

(a) Art In Public Places Project Committee - Diana Krall Public Art.

The Cultural Committee would like to be able to see drawings before they go to tender if they will affect Art in Public Places projects.

Recommendation: That the Cultural Committee recommend that the Parks, Recreation and Culture Commission direct staff to present design drawings for review by the Cultural Committee on projects that have been approved in accordance with the Art In Public Places guidelines and procedures prior to installation.

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

(b) Cultural Strategy Review Project Committee – E. O'Rourke.

The Cultural Strategy will be presented to the new Commission when they are appointed.

(c) Cultural Awards Presentations Project Committee – E. O'Rourke.

The Cultural Awards nominees have been reviewed and voted on in the past by the Cultural Awards Presentations Project Committee, or by the entire Cultural Committee.

It was moved and seconded that the entire Cultural Committee review nominees and vote on the recipients of the annual Cultural Awards. The motion carried unanimously.

The Cultural Awards presentation will be changed to a date in February to allow time for the new City Council to approve the awards in January.

(d) Cultural Forum/Workshops.

It was suggested that the springtime would be a better time for a Cultural Forum and workshop. Financial Statements, Revenue Canada and Grant Writing were suggested as topics for workshops. J. McGladrey will look into Revenue Canada speakers. A keynote speaker may also be a good draw. Charging a small fee may make groups more accountable to attend and will help in getting firm numbers for the Forum.

It was moved and seconded that the Reports on Advisory Bodies be received. The motion carried unanimously.

7. STAFF REPORTS:

(a) Cultural Capital of Canada – B. Kuhn.

The Arts of Momentum, a collaborative exhibition of professional artists from Nanaimo and the Chinese Artists Association, was excellent. Over 200 were in attendance at the opening. The artwork will be on display at the Art Gallery until 2008-NOV-16.

A Community Plan for Public Art open house will be held at the Art Gallery downtown in early December. A date will be confirmed soon.

A Concerto Competition for Young Musicians (age 21 and under) was held in early September. "An Evening with the NCO", a concert featuring the winners of the competition, along with a premier performance of a work by local composer, Patrick Carpenter, will be held on 2008-NOV-30 at the Port Theatre, at 7:30 PM.

A video of the entire Cultural Capitals of Canada project has been prepared. It is 15 minutes in length and showcases all projects involved. It is an excellent synopsis of cultural activity in the City and it was suggested that it be shown in the movie theatres, on the Live Site, and/or on the City website.

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

8. UNFINISHED BUSINESS:

(a) Arts and Cultural Event Fund and Cultural Operating Fund Review Schedule.

All interview/meetings will be held at Bowen Park:

- Wednesday, 2008-NOV-19 - The Conference Room
- Thursday, 2008-DEC-04 - Games Room 3 (Upstairs)
- Thursday, 2008-DEC-11 - The Clubhouse (Upstairs - entrance is outside by the Lawn Bowling Green).

The time for all three meetings is from 4:00 to 7:00 p.m.

(b) Spirit Eagles.

The Cultural Committee does not have money in its budget for purchasing a Spirit Eagle.

It was moved and seconded that Staff investigate finding a source of City funds to have a Spirit Eagle purchased and placed at Spirit Square. The motion carried unanimously.

9. ADJOURNMENT

It was moved and seconded at 5:20 p.m. that the meeting adjourn, with the next Meeting of the Cultural Committee to be held at the discretion of the Cultural Committee Chair.

The motion was carried unanimously.



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S. Lance, Chair  
Cultural Committee

CERTIFIED CORRECT:



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R. Harding, Director  
Parks, Recreation and Culture

**THE PORT THEATRE  
MONTHLY ACTIVITY REPORT  
October 2008**

DATE	EVENT	TIME	CATEGORY	AUD/Artists
1	The Tennessee Three	7-10pm	Country Music	525/9
2	Military Music Festival	7-10pm	Military Band Music	252/40
3	Lines Ballet		Tech Day	0/6
4	Lines Ballet	7-10pm	Contemporary Ballet	494/19
6	Nanaimo Arts Council	9-12am	Artwork change-over	0/8
8	Magic of Ireland	7-10pm	Irish Dance	245/19
9	Abbamania	7-10pm	Tribute Bands	518/9
14	Ladysmith Black Mombazo	7-10pm	South African choral music	575/46
15	Random Acts Key of Three	7-10pm	Multi-disciplinary show	56/6
16	Random Acts Key of Three	11am-1pm	Multi-disciplinary show	18/15
16	Random Acts Don Wilkie	7-9pm	Comedy/Guitar and folk music	25/5
17	Random Acts Conservatory of Music	11am-1pm		40/6
17	Female folk Singers	7-10pm	Folk music	253/8
18	Nanaimo Sings	7-10pm	Multi-choir event	730/400+
20	Gerry Gee	7-10pm	Stand-up comedians	265/6
22	The Wilkinsons	7-11pm	Country/Folk music	520/7
23	Vancouver Island Symphony	12-4pm	Tech Preparation	0/4
23	Vancouver Island Symphony	7-10pm	Rehearsal	0/60
24	Vancouver Island Symphony	3-6pm	Rehearsal	0/60
24	Vancouver Island Symphony	7-10pm	Rehearsal	0/190
25	Vancouver Island Symphony	12-3pm	Rehearsal	0/190
25	Vancouver Island Symphony	7-11pm	Symphonic and Choral music and reception	804/190
29	Investors Group	7-10pm	Financial Seminar	804/11
30	Great Big Boo 1	2.30-4.30pm	Children's Entertainer	249/9
30	Great Big Boo 1	5.30-7.30pm	Children's Entertainer	311/11
31	Memorial Service	2.00-4.00pm	Memorial Service	45/2

**TOTALS**      **Number of Events: = 26**

**Estimated Audience Attendance: = 6731**

**Estimated Number of Artists/Crew: = 1336**

**Total people through the building: = 8067**



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THE PORT THEATRE

	# Events 2004	# Events 2005	# Events 2006	# Events 2007	# Events 2008	# Patrons 2004	# Patrons 2005	# Patrons 2006	# Patrons 2007	# Patrons 2008
Jan	19	24	18	12	22	10,776	7,082	7,609	5,626	5,126
Feb	18	23	26	20	32	9,223	8,141	11,692	8,161	10,911
Mar	25	20	19	18	16	10,952	5,758	8,075	8,305	5,078
Apr	24	34	31	32	20	7,859	12,520	10,784	12,389	7,888
May	31	31	38	29	28	11,901	14,170	15,615	13,851	13,173
Jun	23	36	25	25	29	13,059	15,262	14,408	12,055	12,507
Jul	3	26	4	11	20	704	6,317	2,191	4,304	6,908
Aug	3	3	3	3	2	672	643	865	701	1,339
Sep	12	9	15	20	15	2,862	2,245	3,551	5,934	6,787
Oct	30	20	19	13	26	9,504	8,069	7,915	5,119	8,067
Nov	24	22	28	21		10,725	12,326	14,392	9,765	
Dec	17	19	31	14		7,684	6,895	15,378	5,049	
TTL	229	267	257	218	210	95,921	99,428	112,475	91,259	77,784

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

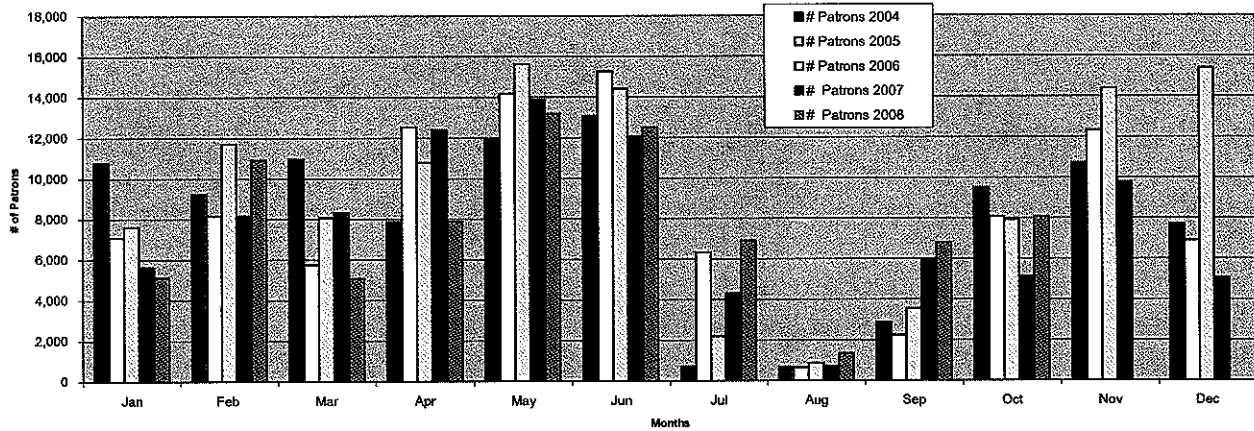
58% increase  
100% increase

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

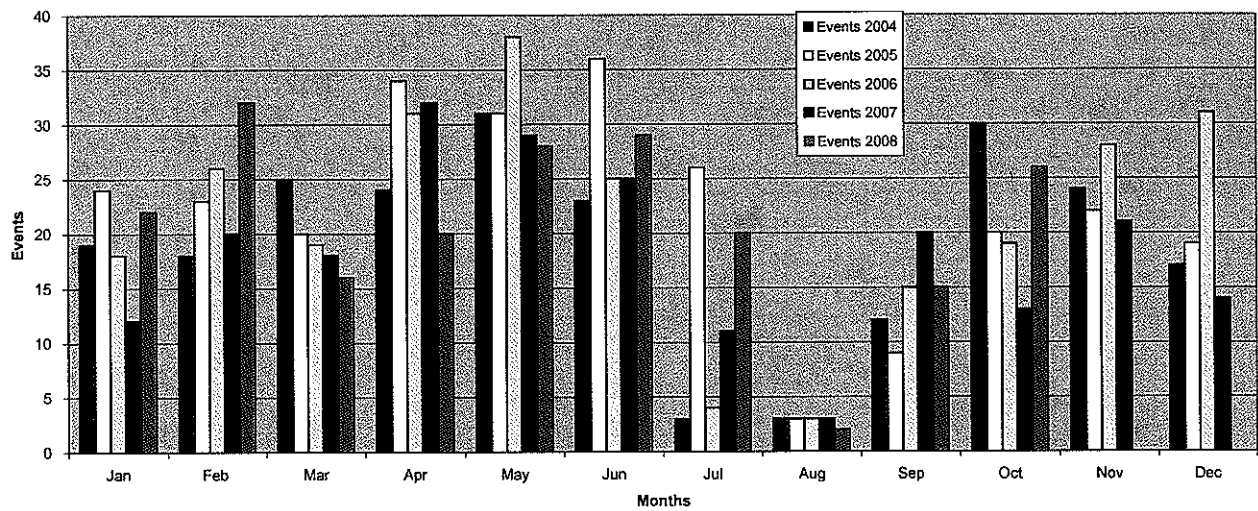
7,735  
22



Patron Attendance Comparison



Event Comparison





City of Nanaimo-Parks, Recreation and Culture Commission  
Nanaimo Art Gallery: Activity Report  
October 10, 2008 to November 13, 2008

November 13, 2008

Submitted by Ed Poli, Gallery Manager

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

- *Desire and Domination* – from October 10 to November 15 - An exhibition of the works of Davida Kidd and Diana Thorneycroft two well known contemporary Canadian artists working in photography. The works on display are very unusual in that they are digitally composed of complex backgrounds and dolls as figures. The themes in the work are dark and curious.
- *Artists talk with Davida Kidd* – October 23
- *Watercolour Course for Seniors* – Oct. 22, 29, Nov. 5, 12 - An Introduction to Watercolour Painting - How to paint what you see. Emphasis on how to use the brush and paint to create elements that can be used to create landscape/wildlife paintings
- *Drawing Essentials for Youth* - Oct. 25, Nov. 1, 8, 15 - A beginner drawing class focusing on spontaneous sketching, basics of composition, and an introduction to collage.

**Campus Gallery Attendance    297**

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

- *FCA Fall Juried Show* –October 8 to October 28 - An exhibition of the work the Nanaimo chapter of the Federation of Canadian Artists.
- *Pumpkinfest* – October 25 – A children's Halloween event featuring pumpkin carving, activities, crafts, snacks and prizes (over 75 children took part).
- *Arts of Momentum* – November 3 to 16 – An international exhibition featuring the work of Nanaimo and visiting Chinese Artists. A Cultural capitals event.
- Ongoing display, sale and rental 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 community groups and organizations for various community events.

**Downtown Gallery Attendance (not including community events) 893**

**Total Attendance:**

**1190**



437

**Report to the Parks, Recreation & Culture Commission**  
**From Nanaimo Museum - September / October 2008**  
Submitted November 5, 2008 by Debbie Trueman

**Financial**

- We have received first payment from Cultural Capitals from the City and second will be submitted after FN Gallery complete.
- SHOF – if I take out the one time expenses for wall and design and the expense of cases we fell short of breaking even by about \$1500-not bad for first year considering we did run out of time and resources to really push ticket sales and were competing with the Port Theatre event-both these thing will be less of a problem next year.
- New Space budget and actual still in line with funding to complete the basic gallery over the next year in place.

**New Space**

- Heating cooling system getting better, and fixing the gallery door, replacing work light, one Creston panel and arming security still outstanding.
- Pauline Rafferty (Director RBCM) visited our space and was wowed! We continue to get rave reviews from visitors and people coming for venue rental events that may not have otherwise ever come through the door but now will come back.
- Security System is up and running and after a few glitches-is working well now.
- New Marketing Image and Website – new website will be up soon-it looks great.
- Signage – problems with signage continue however, it is in progress.

**Programs and Events**

- SHOF-we have received thanks from many people including almost every inductee for the event which everyone thought was great-they love the wall, the event, the whole idea. Many inductees are excited about being involved in next year's event. Now that the wall, program, ticket are designed and sponsors on board and event planned out next years event will run much smoother and be a lot less work for staff. We will be moving the inductee reception to earlier in the day to solve that confusion.
- The First Nations gallery will open late this year.
- I think I can safely project beating last years total number over 10 months open and 12 months of school programs in 5 months open this year.
- Outreach school programs and in house up significantly.....same period this year is up 45% over same period last year!
- Gift Shop sales over 3mths are 60% higher than over 10 months in old space (monthly avg. increase of almost 400%)
- Admission money monthly avg. is up 90% over last year
- We have the luxury for the first time ever of having more people interested in volunteering than we can keep up with jobs!
- As I write this we have over 300 students going through the building as part of the Symphony for Kids event at the Theatre
- I have signed up the Museum for the Safe harbour program through the Multicultural Society and Bobbi will be attending the orientation to include in her volunteer training. The program encourages leadership in being welcoming and inclusive to all including a helping hand or access to phone if they have been mistreated.

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

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

AUTHORED BY: JEFF RITCHIE, SENIOR MANAGER OF PARKS

RE: RENEWAL OF "LICENSE OF USE" AGREEMENTS FOR NON-PROFIT  
ORGANIZATIONS (NANAIMO CANOE & KAYAK CLUB AND NANAIMO ROWING  
CLUB AND PROTECTION ISLAND LION'S CLUB)

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RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the five-year license renewals of the following non-profit organizations at an annual fee of \$1.00 per year in addition to an administrative fee of \$125.00 upon renewal of the license:

1. Nanaimo Canoe & Kayak Club and Nanaimo Rowing Club effective 2009-JAN-01 to 2013-DEC-31; and,
2. Protection Island Lions Club – Gallows Point Museum and Community Centre effective 2009-JAN-01 to 2013-DEC-31.

EXECUTIVE SUMMARY:

The "Guidelines Establishing the Value of Rent for Lease or License Agreements to Non-Profit Societies" as recommended by the Parks, Recreation and Culture Commission were adopted by Council at their meeting of 2007-JUL-09. The guidelines to assist with determining nominal rent for non-profit societies are as follows:

1. The primary service offered provides a demonstrable public benefit.
2. Participation or membership is available to a broad demographic in the community.
3. The Society provides the only opportunity, or one of only a few opportunities, for the service, activity or benefit in the community.
4. The Society does not compete directly with the business community in the service it provides or the Society's services compete with the business community, but are offered in very different ways, or are accessible to persons who do not normally have access to the services or facilities in the private sector.
5. Taxpayers will expect the City to provide the service if the entity declines to.
6. There is a unique distinguishing feature.

The above guidelines were used in reviewing the renewal of the license agreements for the Nanaimo Canoe & Kayak Club and Nanaimo Rowing Club and for the Protection

Island Lions Club. The conclusion was that the service provided by both organizations meet the guidelines and an annual rent of \$1.00 for each organization was appropriate.

#### BACKGROUND:

Currently, the City of Nanaimo has a license agreement with the Nanaimo Canoe & Kayak Club and Nanaimo Rowing Club for storage space in the Centennial Building at Loudon Park on Long Lake to store equipment and operate their programs. Storage also includes an outdoor fenced compound.

The City also has a license agreement with the Protection Island Lions Club for use of the Museum and Community Centre at Gallows Point on Protection Island.

Both these agreements have expired. Both licenses have an annual license fee of \$1.00 over a five-year term.

In each of these agreements:

- The City grants the "Licensee" a non-exclusive right to use lands and buildings in the license area for the benefit of the public.
- The Licensee covenant with the City to pay all taxes, rates, licenses, duties and assessments. In addition the Licensee pays, as they become due, all water, sewer, garbage, gas, oil, telephone and electric light and power used on the License area.
- The Licensee will, at all times during the term of this agreement, at its own cost and expense, repair, maintain and keep the License area in good order and repair.

The Licensee will take out, and maintain during the term, a policy of General Public Liability Insurance against claims for bodily injury, death or property damage arising out of the use and occupancy of the License area by the Licensee in an amount of not less than five (5) million dollars.

In assessing the rent applicable to these licensees under the guidelines, the following factors were considered:

- The primary service offered by each of the licensees provides a demonstrable public benefit.
- Participation or membership is available to a broad demographic in the community.
- These organizations are one of only a few who provide these services or benefits in the community.
- These organizations do not compete directly with the business community in the services they provide.

- Taxpayers will expect the City to provide these services if the organization declines to.

Given that the services provided by the Nanaimo Canoe & Kayak Club and the Nanaimo Rowing Club and the Protection Island Lions Club meet well with the stated guidelines, staff are recommending five-year license renewals at an annual fee of \$1.00 per year in addition to an administrative fee of \$125.00 for each organization.

Respectfully submitted,



Richard Harding, Director,  
Parks, Recreation and Culture.

2008-NOV-12  
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REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

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

AUTHORED BY: JEFF RITCHIE, SENIOR MANAGER OF PARKS

RE: NANAIMO JUDO CLUB LICENSE AGREEMENT

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RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve the five year license renewal with the Nanaimo Judo Club for the period 2009-2013 inclusive and that proposed rents for the term of the license include a 3% increase per year as follows:

2009	2010	2011	2012	2013
\$266 per month	\$274 per month	\$282 per month	\$290 per month	\$298 per month

EXECUTIVE SUMMARY:

The Nanaimo Judo Club has had a license agreement with the City for use of the Gyro Youth Centre at 850 Wentworth Street for approximately 25 years. They have a membership of approximately 80. The City maintains building envelope repairs (e.g. roof) but the Club pays 100% of the telephone, gas and electrical utilities for the facility and has made several interior facility improvements over the years. Proposed rents for the term of the 5-year license include a 3% increase per year.

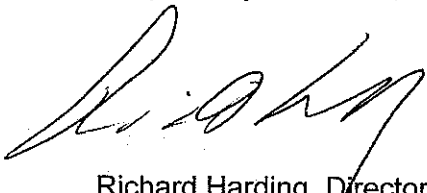
2009	2010	2011	2012	2013
\$266 per month	\$274 per month	\$282 per month	\$290 per month	\$298 per month

The Nanaimo Judo Club is a registered society offering instructional and competitive programs to the community at large. Until recently they were the only Judo Club in Nanaimo. A new Club, the Vancouver Island Judo Academy, started up in January 2007 and is operating in north Nanaimo.

BACKGROUND:

The license agreement with the Nanaimo Judo Club has expired. A new agreement has been prepared that requires Council approval.

Respectfully submitted,



Richard Harding, Director,  
Parks, Recreation and Culture

2008-NOV-18

File: C2-5

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REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION  
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE  
AUTHORED BY: DARCIE OSBORNE, ARENAS MANAGER  
RE: 2010 BID FOR MINTO CUP

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RECOMMENDATION:

That the Parks, Recreation and Culture Commission support the Nanaimo Junior A Lacrosse Club with their bid for the 2010 Minto Cup and recommend to Council that the City support the bid to host the 2010 Minto Cup.

EXECUTIVE SUMMARY:

The Nanaimo Junior A Lacrosse Club has expressed interest to host the 2010 Minto Cup. The Minto Cup trophy is representative of the Canadian Junior A Lacrosse Championship which is a silver cup donated by Governor General Lord Minto in 1901 for the competition of lacrosse teams in Canada.

The Canadian Lacrosse Association has invited BC communities to host the 2010 Minto Cup. The Canadian Junior Lacrosse League is made up of eight teams. The Minto Cup tournament is a four team round robin style tournament with teams representing Ontario, Alberta and British Columbia. It is a seven to ten day sporting event for athletics 18-21 years of age. This would be Nanaimo's first opportunity to host the Minto Cup.

BACKGROUND

The Nanaimo Junior A Timbermen Lacrosse Club would like to bid for the 2010 Minto Cup. Nanaimo has a long lacrosse history and supports several levels of play in the community including: Minor Lacrosse, Junior B Lacrosse, Senior B Lacrosse, Intermediate Lacrosse, Junior A Lacrosse and the Western Lacrosse League.

The Minto Cup will bring approximately 200 players, coaches, support staff and officials to Nanaimo, resulting in a direct economic impact as 3 of the teams will be travelling to Nanaimo from off the island and will be staying for a minimum of seven days during the tournament. The final game and possibly other games will be nationally televised, providing national exposure to the City of Nanaimo.

The Nanaimo Junior A Lacrosse Club are asking for a guarantee of exclusive use of the Frank Crane Arena for the 10-day tournament which will be held during the last two weeks of 2010-AUG.

Respectfully submitted,



Richard Harding, Director  
Parks, Recreation and Culture

**FOR INFORMATION ONLY**

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

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

AUTHORED BY: DARCIE OSBORNE, ARENAS MANAGER

RE: 2009 LACROSSE SCHEDULE

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**RECOMMENDATION:**

That Commission receives the report.

**EXECUTIVE SUMMARY**

Since 2007 the Lacrosse teams in Nanaimo have divided their floor requirements among three indoor floor surfaces (Frank Crane Arena and the two at the Nanaimo Ice Centre), in addition, to the two outdoor lacrosse boxes.

Staff monitored use of the facilities over the past two seasons to assist in identifying what space and time frames are required to meet the needs of the lacrosse community while ensuring the facilities are efficiently managed and usage is maximized.

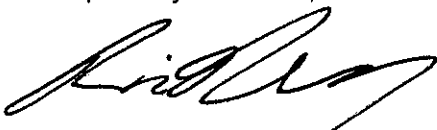
**BACKGROUND:**

In order to continue meeting the needs of Nanaimo's ice and dry floor users and maximize facility use, staff meet or have dialogue with all user groups. The following outlines the approach taken in creating the 2009 indoor lacrosse schedule:

1. over the course of the 2008 Lacrosse season staff and representatives from the Nanaimo Timbermen Lacrosse Association worked together to better define and record the dry floor demand;
2. staff evaluated actual hours used and how it was allotted throughout the three surfaces;
3. it was identified that the facilities were not being booked efficiently and that the needs of the lacrosse community could be allocated differently to maximize community usage;
4. staff drafted a consolidated allocation plan for the Nanaimo Timbermen Lacrosse Association, better using the three surfaces, taking into account all hours booked for the various leagues and teams as well as events and tournaments booked in the previous two years;
5. staff met with the Nanaimo Timbermen Lacrosse Association to review the 2008 season. The proposed allocation plan was highlighted and the lacrosse representatives were invited to provide feedback on the draft;
6. following the meeting, a draft dry floor schedule for the arenas was developed based on the feedback from the Nanaimo Timbermen Lacrosse Association. A final document was produced which allocated floor space for all teams and leagues based on the proposed schedule;
7. all lacrosse teams and league representatives were emailed the information with an overview summary and a request for final feedback; and,
8. The President of the Nanaimo Timbermen Lacrosse Association met with staff and confirmed the Nanaimo Timbermen Lacrosse Association's support for the draft dry floor schedule.

The above process allowed for input from the Lacrosse community as well as setting a foundation of statistical information on the demand and actual usage of dry floor surface during the spring and summer seasons.

Respectfully submitted,



Richard Harding, Director,  
Parks, Recreation and Culture



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

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

**RE: MONTHLY REPORT FOR OCTOBER 2008 – PARKS OPERATIONS**

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The following highlights are the park initiatives for October 2008. Regular maintenance tasks are not listed.

**PARK DEVELOPMENT AND SPECIAL PROJECTS**

- Detailed design for the Maffeo Sutton Park Spirit Square is complete. Phase 1 will be tendered in November with proposals being reviewed in December. Construction of Phase 1 is expected to begin in early 2009 and be complete in May 2009.
- The Diana Krall Plaza improvement tender has been extended until late November. This will allow contractors more time to produce accurate bids before evaluating the proposals. Construction in the plaza is expected to begin in early 2009 and be complete by the end of spring 2009.
- An open house for the Community Plan for Public Art is scheduled for 2008-DEC-01 at the Nanaimo Art Gallery (downtown branch). It will be held from 12:00 noon to 8:00 p.m. to accommodate work schedules. All the information will also be posted on the website and a public input survey will be available online and published in local newspapers.
- The accessible playground is now open at Deverill Square Park. A tricycle trail, spray park, and accessible parking on Irwin Street will be installed in early 2009. Staff are applying for a grant from Ronald MacDonald Charities for 2009 improvements.
- Design concepts for the Bowen outdoor classroom/event area are being developed. Implementation is expected in early 2009. This space (near the Duck Pond) will become a focal point for interpretive programs and events held along the Millstone River and Side Channel.
- Staff and members of the Harbour City Seniors have met with two wellness equipment vendors to choose equipment for the "Oliver Woods Wellness Park." The successful vendor will be chosen in November 2008 with expected equipment installation in early 2009.
- Staff are drafting a sports field improvement plan to outline a vision for sports field development over the next 15 years in Nanaimo. A Field User Focus Group was held on 2008-OCT-27 to obtain user group input into the plan.
- Staff are working to update parks and trails information on the new City of Nanaimo website.

**VOLUNTEER IN PARKS (VIP)**

- A VIP meeting is set up for 2008-NOV-22 at Hawthorne Park.
- Playground equipment has been ordered for the VIP at Carmanah Park.

## **SPORTS, TOURISM AND OUTDOOR EVENTS**

### **Recreation Coordinator Highlights**

- Wine tours have been well received with 12 people registered.
- Program planning for spring and summer is underway. Staff are looking at expanding the outdoor sports program area and do more direct programming in the parks.
- Staff planned the Rotary Field House opening that was held on 2008-NOV-06.
- Planning is under way for the Salmon in the City event to be held in partnership with VIU. Three grade 3 classes will be attending the event (90 students). We have 3 stations planned; scavenger hunt, tours, tree planting and fly tying. It is scheduled for 2008-NOV-14, from 10:00 a.m. to 12:00 noon at Bowen Park.
- Two VIU students are currently conducting a survey to measure the usage patterns of VIU students in City parks.

### **Manager of Sports Tourism and Outdoor Events Highlights**

- The manager participated in the Loudon Park fishing pier and Rotary Field House grand openings.
- The BC Summer Games 2014 bid has been forwarded to Commission and will go to Council for their Special Open Council meeting on 2008-Nov-24 and following that, SD #68 for approval.
- Planning has started for the Diana Krall Plaza grand opening which is scheduled for late April, 2009.
- Community contacts; High School Football Provincials, Black Heritage Month, Dragon Boat, Under 17 Hockey & Destination Nanaimo.

### **Marketing**

- The Parks, Recreation and Culture Marketing Strategy presentations occurred on 2008-NOV-04.
- Hannah King, Marketing and Communication Specialist for Parks, Recreation and Culture started on 2008-NOV-03.
- Media campaigns include the U17 Hockey and the Public Art Plan.
- Contacts include; The Bulletin, Harbour Living.ca; The Daily News, Destination Nanaimo, Howe Group, Island Radio and several sales people.

### **Trail Development**

- The Bowen Park Millstone Nature Trail from the Wall Street entrance to the duck pond is near completion. Trails have been widened and resurfaced with gravel. Wooden boardwalks have been constructed over wet and muddy areas. Interpretive signage has also been installed (18 signs).
- Crews are clearing the trails, stairs and boardwalks of leaves and debris as the fall season comes to an end.

## **MAINTENANCE AND CONSTRUCTION**

- New storage areas have been constructed on the outside of the Beban Park Centennial Building. This will provide secure storage areas and will improve the appearance of the area.
- Staff are liaising with First Nations about proper laying down and interpretive information for the decaying totem poles at the Bowen Duck Pond.

### **Utility**

- Irrigation was installed in the new garden beds in front of the Rotary Field House and around the perimeter of the building.
- There was a break in the main waterline into City Hall. Utility Crews excavated to the bottom of the buildings foundation but still could not locate the break. The break was determined to be underneath the concrete slab and could not be accessed so a new waterline will be installed at a different location. Water service to the building has been maintained during the repairs.
- The Christmas display lights have been re-lamped and checked for the upcoming season. Downtown tree lights have also been serviced and new lighting installed.

## **HORTICULTURE AND SPORTS FIELDS**

### **Turf and Parks**

- Deep tine aeration continues as staff work to improve drainage of city sports fields.
- The department has retained a stock working dog (Border Collie) to help with goose control on city sports fields.

### **Horticulture**

- Jingle Pot Marsh work continues with volunteers to continue tree planting in the marsh.
- Gardeners are beginning to remove their summer displays and replacing some areas with fall/winter displays.
- Staff have taken training this past month in traffic safety and excavating around gas lines.
- Spring bulbs have been planted.
- The new Rotary Field house has been landscaped.

### **Urban Forestry**

- Eighty-one phone calls received regarding tree safety or other tree related questions.
- Attended sixty-two sites to review and assess concerns or referrals regarding subdivision or other development requests.
- Monitoring ongoing at several development sites.
- Two tree permits processed with seven outstanding.
- Work completed on draft of Urban Forest Plan. Plan has now been referred to management for final comments prior to presentation to Commission.

# TRAIL COUNTS FOR SEPTEMBER 2008

Park Sites	August Daily Average	September Daily Average	October Daily Average	October Peak Times
Bowen Side Channel	191	147	101	3pm-4pm
Diana Krall Plaza (Conference Centre stairs)	355	268	238	12pm-1pm
Diana Krall Plaza (Commercial Street)	1088	830	648	12pm-1pm
Diana Krall Plaza (Port Theatre Stairs)	955	696	517	12pm-1pm
Third Street Park	258	258	263	4pm-5pm
*Bowen Disc Golf Hole #1	N/A	N/A	86	1pm-2pm
*E&N Trail (Terminal Park Bus Stop)	N/A	N/A	63	2pm-3pm
*Westwood Lake Entrance	N/A	N/A	348	11am-12PM
*Oliver Woods Playground (Side Entrance)	N/A	N/A	185	1PM-2PM
*Oliver Woods Playground (Front Entrance)	N/A	N/A	78	1PM-2PM

\* New locations for the month of October.

## VANDALISM REPORT FOR OCT 13, 2008 – NOV 15, 2008

### BUILDING AND ENGINEERING R&M

- Graffiti removal \$1,740.28
- Repair wiring at Biggs Park \$1,350.97
- Cleanup illegal dumping at Barsby Park \$ 179.70
- Damage to plantings at NCC \$ 498.50
- Repair damaged railings at China Steps \$ 172.27

**COST \$3,941.72**

### MATERIALS AND SUPPLIES

- Miscellaneous materials \$ 273.61
- Replacement signage \$ 505.00

**COST \$ 778.61**

### LABOUR AND FLEET (City Vehicles)

**COST \$ 686.35**

**TOTAL COST \$5,406.68**

448

Graffiti removed from various locations. Electrical wiring was stolen from Biggs Park. The wiring has been replaced and the metal cover plates welded to prevent further thefts. Metal railing was damaged at China Steps. Damage to the planted areas at the NCC.

2008-NOV-18  
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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE  
FROM: SUZANNE SAMBORSKI, SENIOR MANAGER OF RECREATION AND CULTURE SERVICES  
RE: MONTHLY REPORT - OCTOBER 2008 - RECREATION AND CULTURE SERVICES

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### ***Recreation and Culture***

The final numbers are in, and ... the Nanaimo Harbour City Senior's membership for 2008 totaled 2001. This is a record high for almost two decades! 2009 memberships went on sale 2008-NOV-01.

Oliver Woods hosted a Pickle Ball Clinic on 2008-OCT-16. This gymnasium sport is being introduced to the community and is quickly growing in popularity. In early November it will be featured on Shaw TV's 'The Locker Room'.

The Nanaimo Harbour City Seniors' Board and Senior billiards program members have donated \$1,000 toward new furniture and scoreboards for the Billiards Room in the Bowen Park Complex.

All available tables for the 2008 Christmas Craft Bazaar have been sold. The three-day event starts on the 2008-NOV-21 and ends on 2008-NOV-23.

The South-end Community Association expressed how pleased they were with how the Deverill Park playground program ran this past summer.

The Teen Dance held 2008-OCT-03 was a huge success and sold out with 500 participants purchasing tickets.

Pottery staff will complete a review of program fees and drop-in rates for the Bowen Park Pottery Studio by the end of December 2008. 12 preschool and school-aged community groups have booked a series of lessons for their children in the pottery studio this fall/winter.

Fall Recreation and Culture programs have been well attended. Of 117 courses offered between September and December, only 14 have been cancelled (12% cancellation rate), with most classes running at capacity. Extra classes have been added to accommodate waitlists in Creative Stir Fry, Belly Dance, Guitar Lessons, and Mud Pies (clay for preschoolers).

Staff continues to work on developing the pre-game activities for the Under-17 Hockey Championship being held at Frank Crane Arena on 2008-DEC-29 and 2009-JAN-03. Confirmed activities include: the Sidewalk Allstars live band; LIT/Quest balloon animals, face painting and mascots; activity stations run by VIU Mariner athletes; ice carving by a VIU culinary arts instructor and the public watching the World Junior Hockey game on the big screen in Beban Social Centre Auditorium B.

### ***Aquatics***

An Island Aquatic Development Workshop took place at the Nanaimo Aquatic Centre (NAC) in October with over 20 aquatic staff from Vancouver Island pools attending. During the meeting some valuable discussions took place regarding staff retention and motivation.

The Nanaimo Riptides successfully hosted their fall swim meet at NAC with over 200 swimmers attending. The swim meet went very well and staff received comments from staff who worked the event, as well as the swim club, regarding how well everyone interacted. The Riptides recently elected a new president, Jade Dela Rosa and hired an administration staff member, Sylvia Wilson.

There have been a large number of pool foulings taking place at NAC as of late. Staff will continue to work with pool users to identify common times and implement strategies to decrease the amount of times the Leisure Pool needs to close.

An Aquafit Workshop, *Aqua Jam*, took place at NAC in October and was delivered by Kim Magnan. Kim is a Master Trainer for CALA (Canadian Aquafitness Leaders Alliance). She focused on a number of key elements for successful teaching of water fitness programs.

"Disney Gone Wild" and "Fall Family Fun" were special events that took place at NAC and Beban Pool respectively in October. They were both well attended. Also, 9 aquatic birthday parties took place between the two facilities.

### Arenas

King of the Cage went well with attendance of 2600 spectators.

### Statistics

#### Front Desk:

September 2008	2007	2008	Difference
<b>Numbers</b>			
Registrations	3266	2850	-416
Memberships	213	289	76
Economy Tickets	1162	1221	59
Total	4641	4360	-281
<b>Sales</b>			
Registrations	114761	128905	14144
Memberships	36172	51017	14845
Economy Tickets	38247	43627	5380
Total	189180	223549	34369

#### Arenas:

Month: October	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	194.50	178.50	3,811	4,070
Lessons: Department programs and Schools:	229.25	193.75	4,522	3,561
League Rentals:	793.00	795.75	39,669	38,497
Other/Casual:	185.05	135.00	7,225	3,974
<b>TOTAL:</b>	<b>1401.80</b>	<b>1303.00</b>	<b>55,227</b>	<b>50,102</b>

<b><u>Hours:</u></b>		<b><u>Attendance:</u></b>	
FCA –	364.5	FCA –	23,231
NIC 1 –	338.5	NIC 1 –	10,148
NIC 2 –	368.25	NIC 2 –	10,948
CMM –	<u>330.5</u>	CMM –	<u>10,900</u>
<b>Total –</b>	<b>1401.8</b>	<b>Total –</b>	<b>55,227</b>

**Rental Revenue Summary:**

Social Centre

2008-OCT \$19,693.43  
 2007-OCT \$15,460.43

Centennial Building

2008-OCT \$4,287.85  
 2007-OCT \$2,649.76

▪ **Receipts:**

- ✓ Oct 2008: \$489 280
- ✓ Oct 2007: \$485 956

**L.E.A.P. - October 2008:**

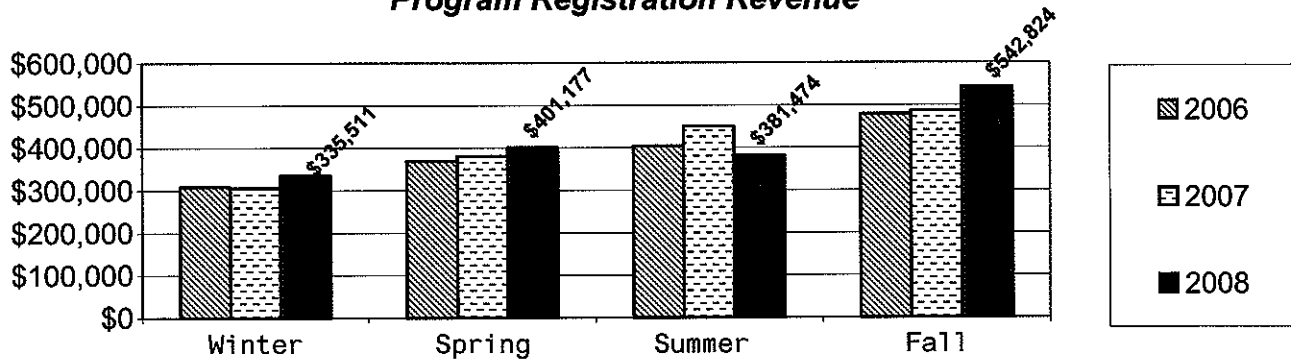
163 Applications (138 in 2007)

YTD 1,698 Applications (1,424 in 2007)

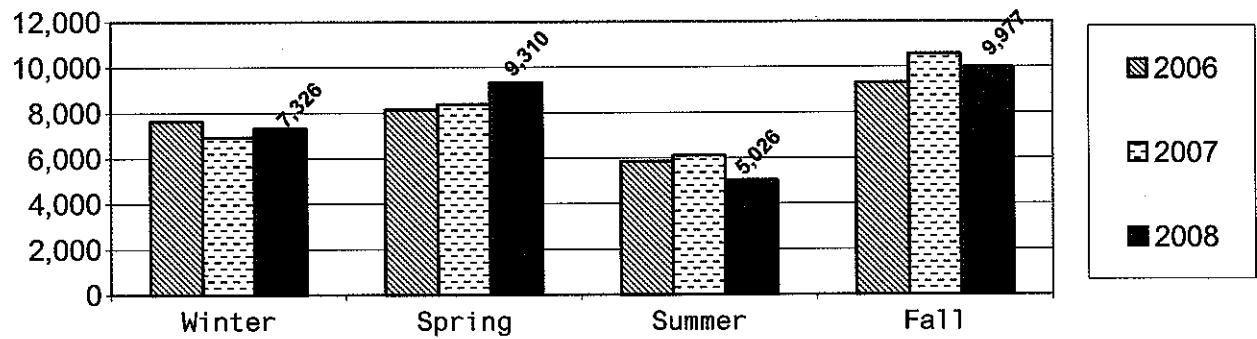


## 2006 to 2008 Recreation and Culture Programs Registrations and Revenues

**Program Registration Revenue**

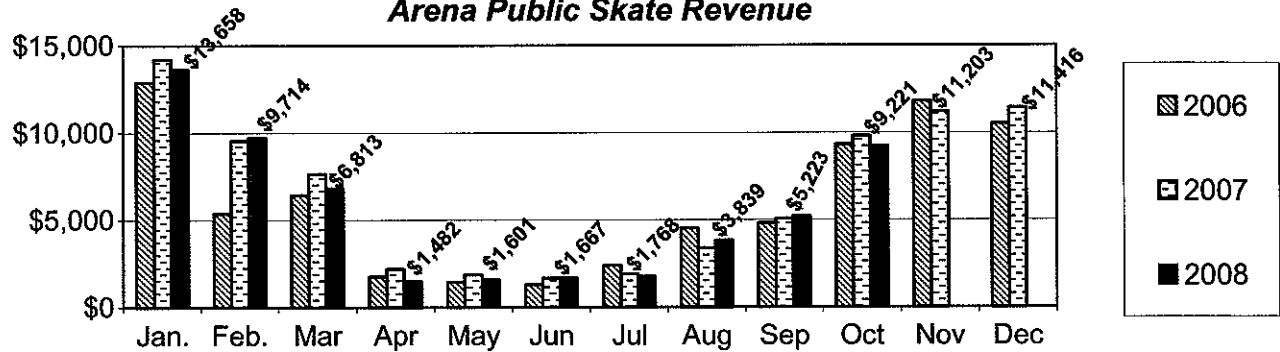


**Program Registrations\***

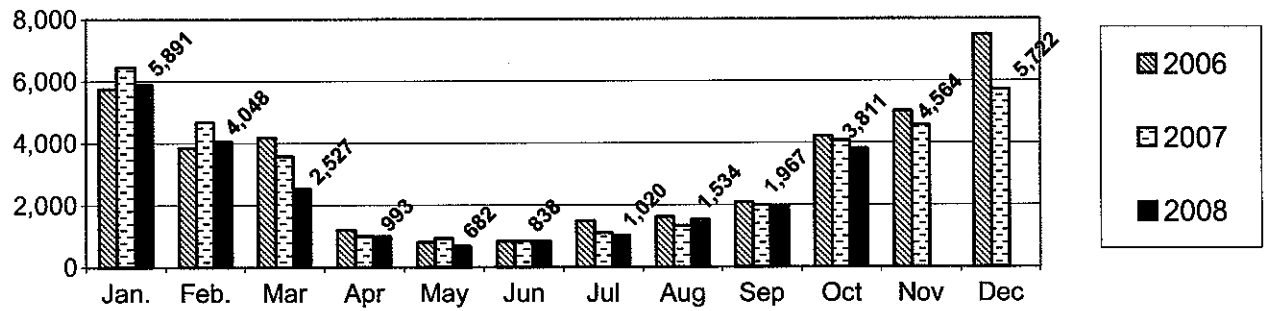


## Summary of Recreation And Culture Services - October 2008

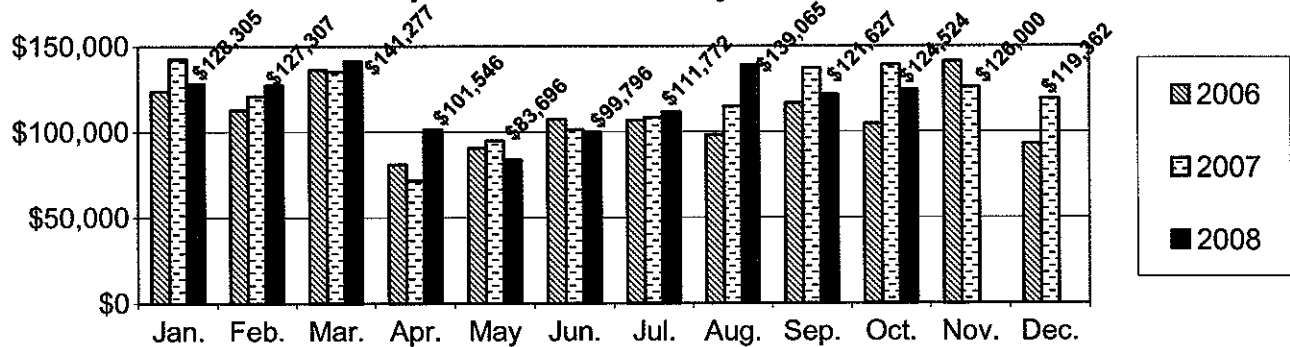
### Arena Public Skate Revenue



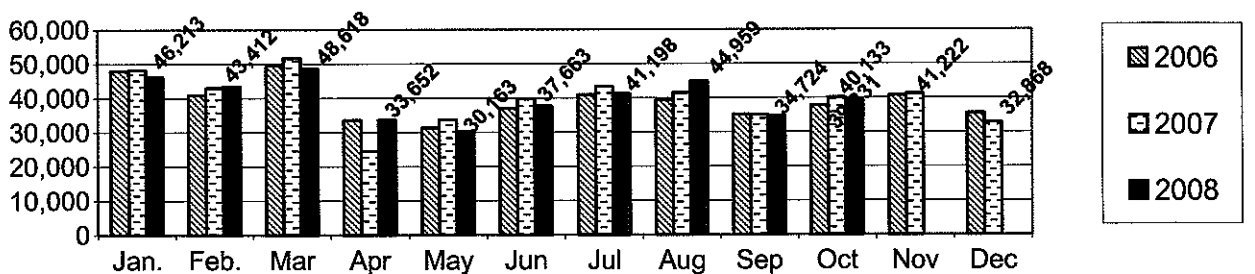
### Arena Public Skate Admissions



### Aquatic and Fitness Gym Revenue



### Aquatic and Fitness Gym Public Admissions



## CITY OF NANAIMO ARENAS

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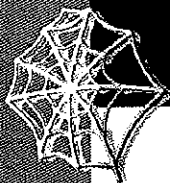
## FUN FACTS

### "ARENA EDITION"

An NHL rink has 9.8 miles of 1 inch plastic pipe entombed in the cement below the ice. An Olympic rink has 11 miles of pipe!

2500 gallons of brine flows through the pipes below the ice.

The refrigerant chemical is Ammonia (NH<sub>3</sub>). It takes approximately 700 pounds of ammonia to chill the rink - wow!



# Rink Rat Review

VOLUME 1, ISSUE 1

OCTOBER 2008

## Spook-tacular!

### Zoom!

And just like that, September and October have passed us by. It's easy to see why the time has gone so quickly - we have been crazy busy over the last two months! Luckily, we've all found some time to have fun, too. Time flies!

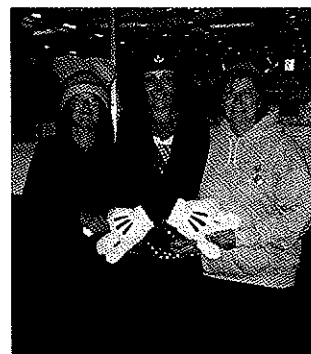
This fall, we have implemented a whole bunch of new ideas and programs. From the September Specialty Skates, to Ringette, to Hogwarts Hijinx - Quidditch, the rinks are becoming known as *the* place to have fun in Nanaimo. At the same time, we are getting the reputation of being a very

safe place to work and play. Our new ammonia evacuation procedures and the installation of AED's in each of the facilities has taken us to a new level of customer service. And it shows! Based on program evaluations, comment cards, and patron comments, it's clear that we are doing a great job. Of course, our successes can't be attributed to just one person or group of people. The team of staff assembled in the arenas is fantastic, and everyone including Skate Shop/Skate Patrol, the Zamboni operators, our

instructors, the clerks and cashiers, the facility attendants and the coordinator team deserves a huge pat on the back. Truly *spook-tacular* work, everyone!!

Happy Halloween...

-Meg



Disney Skate  
September 2008



## Safety First!

In both swimming pools and ice arenas, a number of potentially dangerous chemicals are used to maintain the water quality (frozen or not). In the arenas, the main chemical we need to be aware of is ammonia. Recently, the City of Nanaimo has implemented chlorine and ammonia evacuation procedures. A drill has occurred at NIC already, and Frank Crane and



Cliff McNabb will follow. In the event of an ammonia leak, it is imperative

that you exit the facility immediately via the front doors. Leave your skates on and move quickly. Once outside, look at the windsock on top of the building to determine the direction of the wind, and walk in the

opposite direction. The Zamboni operators act as the on site incident managers, and will provide direction to all staff and patrons. The upcoming drill on Nov. 5 will provide more information. Please attend if you are able.

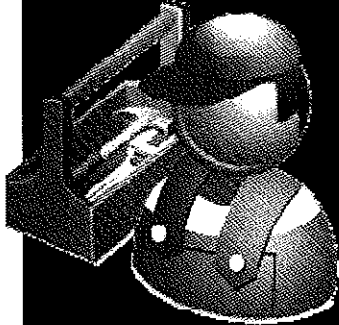
### Safety tip of the month:

Never assume an alarm is a drill. If any alarm rings (fire, ammonia, etc...) exit the building **immediately**.



## Maintenance Minute

by Mark Demecha



Keep your home safe  
with these handy tips!

Here are some tips that might come in handy at home!

**Chemicals** - Never mix any product containing bleach with any product containing ammonia! Toxic fumes are produced and can be fatal!!

**Paint Disposal** - Paint containers must have almost no residual paint in them and be dry before disposing of in your residential waste stream. If you have some left, dump in on a flat surface to dry and dispose of the dry paint in your regular waste.

**Smoke Detectors** - Think about replacing them if they

are 5 years or older. The average life span of one is about 5 years. In a dirty environment (garage) you may want to do this more often since the collector can become contaminated. If your detectors aren't hard wired (battery operated), consider doing this when you replace them. Check the batteries twice a year.

**Roof Vents** - Occasionally check these (gable, soffit, etc.) to ensure they are clean. Obstructing airflow can cause improper circulation and a buildup of moisture in your insulation.

**GFI (Ground Fault Interrupter)** - These are used in newer houses and re-models. You can extend this protection to several outlets from one GFI outlet or protect an entire circuit with a GFI circuit breaker.

**Light Sockets** - Older light sockets may begin to fail as indicated by flickering lights or new bulbs "blowing out" after a short interval. In many cases the socket alone can be replaced without replacing the entire fixture. To give sockets their most useful life use only bulbs of the proper rating.

## RecSkate Reminders

by Stacey Paterson

**We have a job because we have customers.** Fewer customers = fewer jobs. We must do an excellent job of teaching our programs and making our customers happy. Don't forget to promote all of our various programs!

**Only have appropriate conversations at work.** The arena staff is a team, and we depend on one another to succeed. One person coming in to work cranky can bring down everyone in no time. Check your 'baggage' at the door and put on a smile!

**Take the time to help out and encourage new staff.** Don't just tell them all the things that you think could be better - this is not helpful to anyone. Instead, encourage new instructors and be a great role model.

**Never discuss skaters within hearing distance of anyone on or off the ice.** Sometimes there is concern that participants have not been appropriately grouped. As instructors we should never

make the child feel bad. Sometimes, the parent has incorrectly registered the child in the level. Other times, we as instructors have passed the child into the next level when they are not really ready. When this is a concern, we must deal with the issue carefully and tactfully. Please talk to Stacey at an appropriate time and in a suitable environment.

**Moving kids down a level must be approved by Stacey.** This is a tricky situation and it needs to be handled delicately with both the child and the parent. Do not make a scene on the ice about it and most definitely not in front of the child. Remember that sometimes there are extenuating circumstances that

you may not be aware of.

**Look energetic and enthusiastic!** Yawning, chewing gum and looking frozen with your hands in your pockets and your chin in your coat doesn't impress anyone. If you don't look enthusiastic, the skaters will most definitely not be engaged in what you are trying to teach them. Remember we are living in a fishbowl...someone is always watching, and you never know who!

**Know the Leisure Guide!** Have you looked through the

Arena section? At the very least you should know about the programs you teach. Knowing a bit about everything we do will help you make suggestions to parents/skaters to augment their enjoyment of the sport!



### Jokes of the Month:

**Q:** What is Dracula's favorite kind of coffee?

**A:** Decoffinated!

**Q:** What do you call a dead chicken that likes to scare people?

**A:** A Poutrygeist!

## Upcoming Events and Training

## Events

- RunWILD Women's only 10k run and 5k walk - November 2
- Hogwarts Hijinx (Quidditch) - November 16
- Christmas Craft Bazaar - November 21, 22, 23



## Training

- BCRPA Facilities Conference - October 29
- WalkBC Training - October 30



## Other

- Halloween 2008 - Friday, October 31
- Deadline to purchase Canada Savings Bonds - October 31
- Municipal Elections - November 15
- Diabetes Lunch and Learn Seminar - November 3

## And the winner is...

The September trivia challenge was:

"How long is the "Skateway" on the Rideau Canal (in kilometers)?"

The answer is: 7.8 kilometers

**Congratulations to Elizabeth Williams, Linda Sadlemyer, and Teresa Harwood for submitting the correct answer!**



## Skate Shop and Skate Patrol Reminders

of the pack before you begin work, and restock as necessary. Extra traps are kept in the NIOU trapline area. Also, check to make sure you have a set of rubber gloves in your pack.

The metal bars in the Frank Leahy Arena music room are for students with special needs only. They are set up to prevent people from helping themselves. It's contrary to what the needs-based environment of the large boxes.

Please do not put our toys in the hands of private dealers. There is no need to let anybody know what is essential to the well-being of our child. Toys are for our children, not for private gain.

Happily none of us will have to deal with violence on the job. We must be prepared for that, though. Any patron who exhibits any kind of intimidating or abusive behavior must leave. Don't feel like you're dealing with the situation on your own. Get help from other staff members. Don't hesitate to call the Police if you need them. Go with your gut. If you



# Rock Stars!

As evaluations for our many skating programs have been trickling in over the last few days, it has become apparent that our staff have been providing exceptional service and experiences for our customers. One comment in particular was absolutely fantastic, and we would like to commend and congratulate Chris Backhouse on a job well done!

*"I really liked Chris and so did my son. My husband and I are both swim instructors with the City, and we both found that Chris was inclusive; he played "games with aims," and had lots of skill practice and skill introduction each lesson. He was funny and played games appropriate for the age level. We hope to get Chris in the future for our son's skating lessons!"*

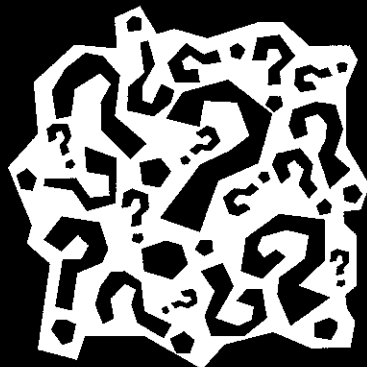
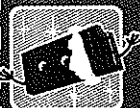
Great work!! The number of "excellent" check marks that came in on this set of evaluations was outstanding. Clearly the arena team is full of ROCK STARS!



## Halloween Fun Facts



- The word "Halloween" is thought to have originated from the Gaelic phrase "All Hallows' Eve," which means "the eve of All Saints' Day." The word "Halloween" is a combination of "All Hallows'" and "Eve."
- Halloween is one of the most commercially successful holidays in the United States, with an estimated \$10 billion in sales in 2010.
- Halloween candy sales average about \$1 billion a year in the United States.
- Orange and black are Halloween colors. Orange is associated with the fall harvest, and black is associated with darkness and death.
- Chocolate candy is one of the most popular Halloween treats, accounting for about 30% of all candy sold.
- 68% of Canadians plan to participate in Halloween activities, up from 65% in 2009.
- Residents in British Columbia lead the nation in Halloween spending, with an average of \$100 per household. Alberta is second at \$80, and Ontario is third at \$70. The 7th and 8th graders in the province spent an average of \$53 and \$52 respectively, while the 9th and 10th graders spent an average of \$40 and \$38.
- Ninety percent of parents report that their children have been trick-or-treating in the past year.



Email your guess to  
Megan.Noakes@nanaimo.ca  
For a chance to win a PRIZE!!

The mask used by Michael Myers in the movie "Halloween" was originally worn by what Star Trek actor?

First 3 correct answers win an awesome Halloween themed prize!





Janice in the shop (with Ian)

# Janice Barr

## In her own words

I was born in Nanaimo (a long time ago) and have lived here all my life.

I have two boys, Tyson, 16 and Connor, 10.

Before coming to the arena, I was a gravel truck driver for 29 years. For the last 16 years of that I owned my own business. I ran different types of heavy equipment, bulldozers, loaders, etc. I did lots of work for Parks, Recreation and Culture as my father did all the bulldozing for them for many years. I was involved in road building and paving, working for Hub City Paving which did most of the paving for the City of Nanaimo.

Currently, I live on a farm on Brannen Lake. We have beef cattle and chickens.

For fun I like to hang around arenas, watching my son play hockey. I also like to mountain bike, hike and travel.

Oh yeah, I used to like to skate! I was a figure skater for about 13 years but nowadays I like to keep both feet firmly planted on the ice!

Janice catching bad guys! →



## Survey Monkey

Survey Monkey is a free online survey creation tool that can be used from your computer or mobile phone. It's a great way to get feedback from your customers, employees, and even your friends. It's also a great way to create polls, quizzes, and more. I've used Survey Monkey for a long time and I love it. It's easy to use and it gives you a lot of options for creating surveys. I've used it for everything from simple polls to more complex surveys. I've also used it to create quizzes and more. I've found it to be a very useful tool and I recommend it to anyone who wants to get feedback from their customers or employees.

[http://www.surveymonkey.com/s.aspx?sm=1fU\\_2bzIXVhYGxXq\\_2bdIYAcQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=1fU_2bzIXVhYGxXq_2bdIYAcQ_3d_3d)

In case you are wondering what the most popular costumes were, the results said: here they are!

90.9% of respondents said that online surveys are more convenient than paper surveys.

100% of respondents said that the survey was easy to use.

77.3% of respondents said that they planned to dress up for Halloween this year. The most creative costumes were: 80's child, 80's adult, Twister, 40's flapper, and the infamous "Captain Jack".

When we asked for favorite childhood costumes, the most hilarious answers were:







## AED's - Who and When

After covering the AED information during our training sessions this month, we thought it would be a good idea to follow up with a brief reminder.

The AED's have now been installed in each of the arenas. If you are not aware of where they are, please take a moment to familiarize yourself the next time you are on site.

The AED boxes are all alarmed. When opened, the alarm will sound for three minutes. The alarm is not connected to EMS...it is simply on to alert others in the facility that the AED has been accessed. **You will still need**

**to call 911 whenever you access the AED.**

Any member of the public may access and utilize the AED in the event of a cardiac emergency. However, as staff, **you must first be trained under the City of Nanaimo's training sessions prior to using the AED on anyone, patrons or coworkers, whether you are on duty or off.** This is a WorkSafe BC guideline. Any AED training you may have received in another first aid course is not accepted as a certification in the event of a cardiac emergency, and does not relieve you of any potential liability.

If you are not certified by the City to use the AED and you are working when a cardiac emergency occurs, you may show a member of the public where the AED is and direct them to use it. You may then assist by calling 911 or by utilizing the first aid training you are certified with (ie: CPR, dealing with bleeding, treating for shock, etc...).

AED training is still ongoing, and we are doing our best to get staff trained. Stay tuned for information on future training sessions. If you have any questions, please feel free to call Gary or Meg.



### More Jokes!

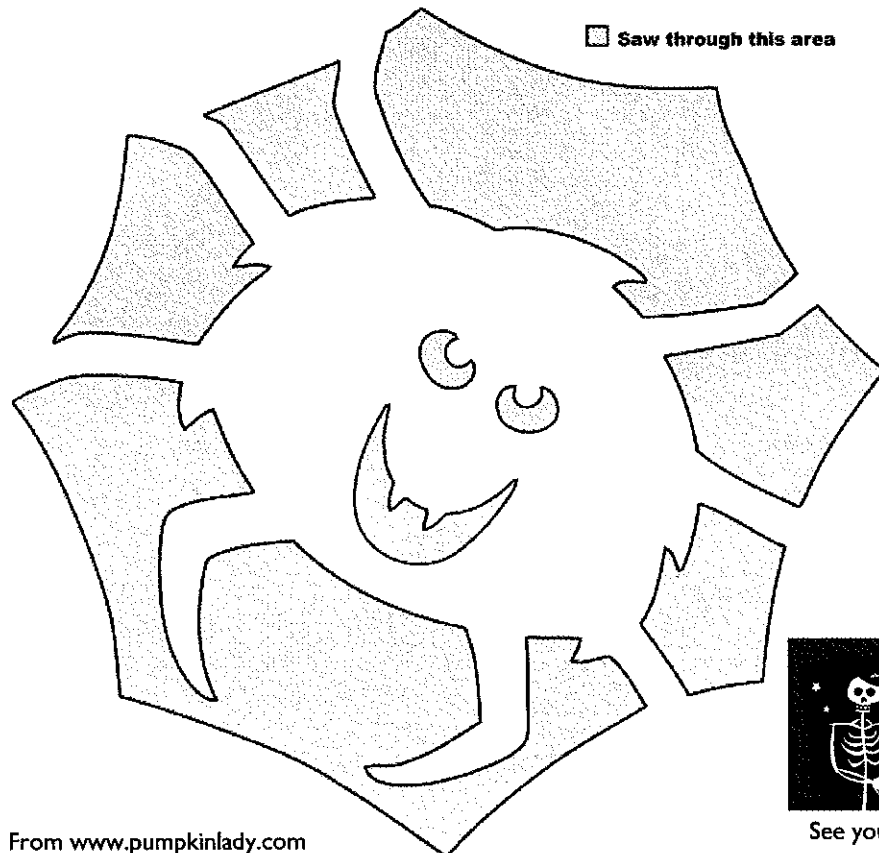
Q: What do you get when you divide the circumference of a pumpkin lantern by its diameter?

A: Pumpkin pi!

Q: What do you call a witch at the beach?

A: A sandwitch!

## Bonus - Pumpkin Carving Template!



See you next month!

From [www.pumpkinlady.com](http://www.pumpkinlady.com)



**MINUTES OF BOARD OF DIRECTORS' MEETING**  
**NANAIMO HARBOUR CITY SENIORS – November 7, 2008**

**In Attendance**

President Lynda Avis in the Chair, Anne Smith, Jane Adkins, Miriam Peacock, Bob Nixon, Bob Davies, Joanne Husband, Pat Foley.

Regrets: Pat Parkin, Colleen Evans, Brian Sugiyama.

**Call to Order**

President Lynda called the meeting to order at 9:00 a.m.

**Changes/Additions to the Agenda**

"Non Profit Society" –added to Other.

**Minutes of Last Meeting**

M/S/C That the minutes of the October 3<sup>rd</sup>, 2008 meeting be adopted as read.

**Business Arising from the Minutes**

1. New Members Tea – was a huge success. Our current membership is over 2000.
2. Cookbooks – Colleen is doing an excellent job of selling cookbooks. She is at the Crafts Sale at Country Club Mall on November 6-7-8-9 selling the books.
3. Wellness Park – Lynda said she and Bob Nixon have gone to several meetings re equipment for the Park. Two companies are currently available to make the equipment: Habitat and Play World. A final decision will be made at a special meeting on Tuesday, November 25<sup>th</sup>, 10-11 a.m. at Bowen Park. All Directors were urged to attend if at all possible. Both BC Hydro and ING Direct have declined to make financial contributions for the Wellness Park.

**Correspondence**

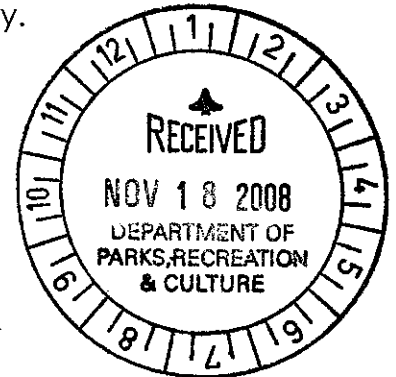
Letter from Pat Parkin, the Treasurer, was received and filed.

Letter from Doug Peterson of the Bowen Pool Players was received and filed. Bill for wood hooks, cupboards, etc. was given to the Treasurer.

**Financial Report**

Interim Treasurer Anne Smith was unable to present a closing financial report for the year 2007 due to problems with the Simply Accounting programme.

.....see page 2



**COMMITTEE REPORTS:**

**Lobby**

Miriam said she had no report but that she is still looking at end tables for the lobby.

**Programme**

No report. Bob, Anne, Lynda, Miriam and Joanne volunteered to prepare the next Soup & Sandwich luncheon on November 13<sup>th</sup>, which is being held in conjunction with the special event (Christmas Crafts Bazaar) that day.

**Seniors Coordinator**

1. Current membership is 2001, with 46 memberships sold in the past month. This is the highest membership in the past 20 years. This is mostly due to programmes at Oliver Woods Community Centre, as well as increased residents in this population segment.
2. Van trips and special events continue to be well attended.
3. A Pickle Ball Clinic was held on October 16, with 10 registrants.
4. A commitment of \$200 is required to pay the John Barsby Band for their participation in the Christmas Dinner. **M/S/C That we pay \$200 to the John Barsby Band.**

**New Business**

1. Poinsettia Sale– scheduled for Thursday, December 4<sup>th</sup> at 9 a.m.. Bob Davies reported that 100 plants have been ordered and we are being charged \$5 each by the seller. **M/S/C That we charge \$7.00 each for the poinsettias and that the proceeds go into the Wellness Park account.** Lynda will coordinate the times that volunteers will be required that day – Joanne, Pat F., Jane and Miriam are available, and Colleen will sell cookbooks.
2. Date of next Soup and Sandwich Luncheon – December 11<sup>th</sup>. Will be discussed at next month's meeting.
3. Christmas Dinner – scheduled for Friday, December 5<sup>th</sup>. We will be in charge of table decorations. Bob and Nora Nixon and Jane will look after the bar, liquor licence, purchasing liquor, etc.

.....see page 3

**Other**

1. Non-Profit Society – The name "Nanaimo Harbour City Seniors" has been accepted and the society incorporation papers are being prepared. The Director of Recreation and Culture has sent the papers to the City of Nanaimo's Legislative Services Department to be checked. If all is in order, Lynda will file the papers with the required cheque as soon as possible.

Lynda read out the paragraph regarding Membership Requirements in NHCS and our Mission Statement, which are the only additions we have made to the standard incorporation form.

**Adjournment**

Meeting adjourned at 10:10 a.m.

**Next Meeting**

Friday, December 5<sup>th</sup>, at 9 a.m.

It was noted that the first meeting of the New Year will be held on Friday, January 9<sup>th</sup>, 2009, at 9 a.m.

/pf

08.11.10