

## AMENDED

AGENDA FOR THE REGULAR MEETING OF THE  
PARKS, RECREATION AND CULTURE COMMISSION  
TO BE HELD IN THE CONFERENCE ROOM, OF THE BOWEN PARK COMPLEX,  
ON WEDNESDAY, 2008-OCT-29 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-Jul-23 at 7:00 p.m. in the Conference Room of the Bowen Park Complex.

*Motion to adopt minutes of 2008-Jul-23.*

5. **PRESENTATIONS:**
6. **DELEGATIONS: (10 minutes)**

*Motion to receive the following delegations:*

- (a) Ms. Tanya Lebans, Friends of Nanaimo Jazz Society – presentation of plaque of thanks to the Parks, Recreation and Culture Commission for their support. Pg. 339-346
  - (b) Mr. Jim Whiteaker, President, Board of Directors, and Mr. Bruce Halliday, General Manager, Port Theatre Society, - Mr. Halliday to provide presentation on the "Studio Theatre". Pg. 347-364
  - (c) Ms. Camela Tang and Mr. Chris Sholberg, on behalf of the Downtown Nanaimo Partnership, to outline a proposal to provide the City of Nanaimo with a piece of community art. Pg. 364.1

7. **CHAIRMAN'S REPORT:**

- (a) **Shining Blue Light in Recognition of Diabetes Awareness** - Council, at its 2008-Sep-29 meeting, proclaimed November as "Diabetes Month" and 2008-Nov-14 as "Diabetes Day". Council also referred the issue of shining a blue light on a Nanaimo landmark to the Parks, Recreation and Culture Commission. Parks, Recreation and Culture staff, in consultation with the delegation, will shine a blue light on the Bastion as well as erect a blue light in Maffeo Sutton Park. The lights in both locations will shine for the entire month of November, 2008, in recognition of "Diabetes Month".

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** No meeting held.
- (b) **Recreation Committee.** No meeting held.
- (c) **Cultural Committee.** Meetings held 2008-Sep-03 and 2008-Sep-24. Pg. 365-372
- (e) **Grants Advisory Committee.** Commissioners Burnett and Fraser - Monthly report.
- (f) **Plan Nanaimo Advisory Committee.** Commissioner Lance - Monthly report.
- (g) **Social Planning Advisory Committee.** Commissioner Johnstone - Monthly report.
- (h) **Port Theatre.** Monthly reports for August and September, 2008. Pg. 373-378
- (i) **Nanaimo Art Gallery.** Monthly reports for 2008-Jul-15 to 2008-Sep-10, and 2008-Sep-11 to 2008-Oct-09. Pg. 379-380
- (j) **Nanaimo District Museum.** Monthly report for August, 2008. (Due to staff absences, there will be no report for September 2008.) Pg. 381

*Motion to receive all Advisory Body reports.*

9. **STAFF REPORTS:**

- (a) **Nanaimo Bridge Club Tournament and Festival Fund Application.** Pg. 382

*Staff's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve a Tournament and Festival Fund grant application for the Nanaimo Bridge Club in the amount of \$3,000 to assist with funding the Nanaimo Regional Bridge Tournament.*

- (b) **2012 and 2014 BC Summer and Winter Games.** Pg. 383

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

1. the City apply to host the 2014 BC Summer Games and resolve that an expenditure of \$45,000 cash and \$50,000 in-kind services and facilities be committed if the Games are awarded; and, further, that
2. the City request that District 68 School Board resolve to support the Games application as per the bid package requirements.

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

- (a) Monthly Reports (July/August 2008, and September 2008) - Sr. Manager of Parks. Pg. 384-392
- (b) Monthly Reports (July/August 2008, and September 2008) - Sr. Manager of Recreation and Culture Services. Pg. 334-398

*Motion to receive all Information Items.*

11. **CORRESPONDENCE:** (Action Required)

- (a) Letter dated 2008-Aug-21, to the Parks, Recreation and Culture Commission from Gennifer Tooke, Wellington Action Committee, thanking Commission for funding the beautification of the Canada Centennial Building at Loudon Park and offering to restore the Centennial Plaque to its original state before it is remounted on the building. Pg. 399

*Staff's Recommendation: That Staff respond to the Wellington Action Committee, on behalf of the Chairman, Parks, Recreation and Culture Commission, thanking them for their restoration offer and providing them an update of the action that has been taken to date with regard to the restoration of the Centennial Plaque.*

- (b) Letter dated 2008-Oct-20, to Jeff Ritchie, Senior Manager, Parks, Recreation and Culture, from Heather Lemieux, External Awards Coordinator, BC Wildlife Federation, requesting a letter of endorsement for the nomination of Nanaimo's Millstone River Bypass in Bowen Park Project for the Canadian Wildlife Federation's Doug Clarke Memorial Award for 2009. Pg. 399.1

*Staff's Recommendation: That the Parks, Recreation and Culture Commission direct Staff to prepare a letter of endorsement, for signature by the Commission Chair, for the nomination of Nanaimo's Millstone River Bypass in Bowen Park Project for the Canadian Wildlife Federation's Doug Clarke Memorial Award for 2009.*

**CORRESPONDENCE:** (Information)

- (c) Letter dated 2008-Jul-28, to the Parks, Recreation and Culture Commission from Odette Laramee, Manager, Nanaimo Arts Council, providing the Quarterly Status Report (for the 2<sup>nd</sup> quarter) with regard to the 2008 Cultural Operating Grant Funding. Pg. 400-404
- (d) Letter dated 2008-Aug-01, to the Parks, Recreation and Culture Commission from W.M. (Bill) McGuire, Commodore, Loyal Nanaimo Bathtub Society, expressing thanks on behalf of the Society to the Commission and to the Parks, Recreation and Culture Department for their involvement and cooperation for the staging of the 2008 "Great" International World Championship Bathtub Race and the Nanaimo Marine Festival. Pg. 405

**CORRESPONDENCE:** (Information – Cont'd)

- (e) Minutes of the Bowen Park Seniors Board of Directors Meeting held 2008-Sep-12. *Pg. 406-408*
- (f) Letter dated 2008-Oct-01, to Mr. Larry McNabb, Chairman, Parks, Recreation and Culture Commission from Lynda Avis, President, Nanaimo Harbour City Seniors, advising of their name change from Bowen Park Seniors at an Extraordinary General Meeting held on 2008-Sep-25. *Pg. 409*
- (g) Letter dated 2008-Oct-03, to the Parks, Recreation and Culture Commission from Mindi Pettitt, Member at Large, Cultural Committee, advising of her resignation from the Cultural Committee. (*Note: member will complete her term to 2008-Dec-31, but will not be seeking re-appointment.*) *Pg. 410*
- (h) Letter dated 2008-Oct-14, to the Parks, Recreation and Culture Commission from Odette Laramée, Manager, Nanaimo Arts Council, providing the Quarterly Status Report (for the 3<sup>rd</sup> quarter) with regard to the 2008 Cultural Operating Grant Funding. *Pg. 411-416*

*Motion to receive all correspondence.*

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 Nov 2008.
- (c) Beban Park Complex Feasibility Study Report – staff report.

16. **QUESTION PERIOD:**

17. **MEETING DATES:**

Cultural Committee	Wednesday, 2008-NOV-05; 4:00 p.m. – if required
Recreation Committee	Wednesday, 2008-NOV-12; 4:00 p.m. – if required
Parks Committee	Thursday, 2008-NOV-13; 4:00 p.m. – if required
COMMISSION	Wednesday, 2008-NOV-26; 7:00 p.m. Bowen Park Conference Room

18. **ADJOURNMENT:**

*Motion to adjourn.*

NOTICE IS HEREBY GIVEN pursuant to "COUNCIL PROCEDURE BYLAW 2005 NO. 7007", OF AN "In Camera" Meeting of the Parks, Recreation and Culture Commission to be held:

DATE: Wednesday, 2008-OCT-29  
LOCATION: Bowen Complex Conference Room  
TIME: Immediately following the regular Commission meeting

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

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.



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Richard Harding, Director,  
Parks, Recreation and Culture.



## REQUEST TO APPEAR AS A DELEGATION

ON 2008 - Oct - 29  
year month day

NAME OF PERSON MAKING PRESENTATION: <u>Friends of Nanaimo Jazz Society</u> <u>Tanya Lebars, Cynthia</u>			
ADDRESS: <u>3135 Mexicana Rd. Nan V9T 8W9</u> <small>street address City Province Postal Code</small>			
PHONE: <u>250-751-3696</u> <small>home</small>	<u>250-754-7523</u> <small>business</small>	FAX: <u>250-754-8314</u>	
NAME OF APPLICANT IF OTHER THAN ABOVE: <u>Friends of Nanaimo Jazz Society</u>			
<b>DETAILS OF PRESENTATION:</b>			
<p><u>This presentation will allow us to detail the</u>  <u>successes of the Society's Annual Jazz Affair</u>  <u>event and honour the Board for their continued</u>  <u>support of Jazz education in Nanaimo. The</u>  <u>presentation will take no longer than 15</u>  <u>minutes.</u></p>			

### 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

TOTAL P.04



## Friends of Nanaimo Jazz Society

c/o Band Room, Wellington Secondary School  
3135 Mexicana Road, Nanaimo B.C. V9T 2W8

Friendsofjazz06@hotmail.com

Attention:

City of Nanaimo, Cultural Committee  
Arts and Cultural Events Grant Application  
c/o Nanaimo Parks, Recreation and Culture  
2300 Bowen Road  
Nanaimo, B.C. V9T 3K7

Dear Sirs and Madams:

Please accept this Plaque of Appreciation as a token of our deep appreciation for your continued support to the Friends of Nanaimo Jazz Society. The following documentation is our final report for the Arts and Cultural Events Grant.

1. Name of the Event - the event is called "A Jazz Affair".
2. Times and dates of the Event - The 2-day event was held Thursday May 29<sup>th</sup> (all day clinics) and Friday May 30<sup>th</sup>, 2008 (all days clinics and practices, evening performance).
3. Location - The clinics and master classes took place at Vancouver Island University. The evening performance, dining and fun activities were held at the Beban Park Auditorium..
4. Ages of Participants - The performers and students ranged in age from 13 to 17, college students, local professional musicians and the guest musicians. The audience for "A Jazz Affair" ranged in age from early 20s to early 80s.

1. The Event - The grant of \$2520 generously donated by the Commission helped support the Friends of Nanaimo's third annual "A Jazz Affair". The feature portion of the "Jazz Affair" was an evening performance headlined by Gerald Clayton, Phil Dwyer, Ken Lister and Adam Cormier. Their attendance was made possible through the City of Nanaimo grant. Each musician held multiple student clinics and master classes on Thursday May 29<sup>th</sup> and Friday May 30<sup>th</sup>, 2008. At the evening performance, the four musicians played a 45-minute set and later joined the Grade 11 and 12 students during their respective sets and combo performances, adding another dimension to the learning experience. A combo from Nanaimo District Secondary School opened the event and the students stayed for the evening. Decadence, a 10-piece local band, also participated.

A local catering company, Masters Touch Catering, owned and operated by Lisa Garvie, supplied a selection of meals and appetizers. Pacific Produce donated desserts and condiments which were served by the Wellington Secondary Home Economics Class for community service hours and work experience. Pepsi Bottling Co. provided various beverages and The Galley at Frank Crane provided free coffee and tea to guests. The different products were well received by our attendees and all donors indicated that they enjoyed the event and the profile it offered their businesses.

We received increased support from the community in the form of silent and public auction items, advertising and gifts in kind.

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3. Location - The clinics were held at Vancouver Island University Music Department Building. This allowed the musicians to break out into small rooms for master classes on their respective instruments. In addition, university music students were able to join the clinics more easily than in

the previous year. We rented two sections and a leisure room at the Beban Social Centre for the evening performances, food sales, and silent auction. Leisure Room 8 was used as a warm-up room and storage area for instruments and equipment.

4. Where were the participants from and how many attended? The audience was largely from the Nanaimo Regional District – Nanaimo, Lantzville, Nanoose, Ladysmith, Qualicum and Parksville - as well as Campbell River, Vancouver, Richmond and as far west as Langley BC. Close to 280 people attended the “Jazz Affair”. In addition, students from one elementary and three secondary schools participated in the clinics: 120 from Wellington Secondary, with a delegation of 15 students from Kwalikum Secondary. Invitations to attend the clinics were forwarded to all local high schools with a band program. A total of 30 university students also joined the clinics.

We received broad community support from over 100 businesses, large and small, who contributed silent auction items, advertisement dollars, gifts in kind or scholarship funding. Appendix “A” includes a copy of the thank you list submitted to the local papers. Donors received a Certificate of Appreciation and/or plaques depending on the extent of their support.

5. What did the Arts and Culture Commission funds do for our organization? The grant was used to bring in the musicians for the “Jazz Affair.” This year, we were able to include Gerald Clayton (up and coming 24-year old New York jazz pianist and member of the Roy Hargrove Quintet), Phil Dwyer (2008 Juno Saxophonist of the Year), Ken Lister (Canadian award winning bass player and member of the acclaimed Vancouver Ensemble for Jazz Improvisation), and Adam Cormier (alumni of the Wellington Jazz Academy and currently attending the McGill University Schulich School of Music on a 4-year scholarship). The stellar performance by these professional musicians was but a small part of their contribution to the two-day event. They conducted a number of clinics and master classes before a group of elementary, high school and college students. They also jammed with students as they performed during the “Jazz Affair,” slipping in without fanfare and building the students confidence as musicians capable of playing beside a professional.

The student enjoyed working with the professionals both in the clinics and on the stage. Some were inspired to extend their musical studies into the summer in the form of Jazz Camps and for graduating students, music at the university level. Four junior students received awards to attend the Vancouver Island University “Malaspina Summer Jazz Academy” while two senior students received bursaries to attend the “by invitation only” Phil Dwyer Academy of Music and Culinary Arts. We used some of our net proceeds to fund scholarships for students in the 2007-2008 school year and have set aside addition scholarship funds for the 2008 -2009 year. Finally, the organization earmarked funds to organize more clinics and workshops for Nanaimo young musicians.

This year, the Society played a big role in organizing the successful “Capturing the Music – School Jazz Programs,” a component of the Cultural Capital project of the City of Nanaimo. Selected students from the Nanaimo/Ladysmith School District #68 and Vancouver Island University worked closely with Carmella Luvisotto, Steve Jones, Bryan Stovell to prepare for their performance as the 2008 Cultural Capital Rep Band. They were an integral part of the finale Concert with Hugh Fraser and the Vancouver Ensemble for Jazz Improvisation (VEJI) held April 22 at the Port Theatre to a large audience. Students in the district and at the University also benefitted from a clinic with Fraser and members of his big band.

Funding from the Commission also enabled us to provide the community with affordable entertainment by well-known and internationally acclaimed professional artists without the need to travel to Vancouver or Victoria to watch a great show. Bringing in musicians with international calibre allows our students to come face-to-face with their role models. Learning from the real ‘pros’ is, for many students, a once in a life-time experience that has influenced them in a positive way.

This event reflects the continued growth of the Friends of Nanaimo Jazz and their endeavours to extend the jazz training of young musicians in the Nanaimo area. Our organization hopes to continue to increase such opportunities and to look for meaningful partnerships to expand the “Jazz



Affair" experience into a local jazz festival with students as a key focus and benefactor of the community-based event.

6. How did we acknowledge your contribution? Throughout the event, the City of Nanaimo and Cultural Capital logos were prominently placed on advertisements and posters. In any media coverage we received, we indicated the amount of money you provided us and how it would pay to bring in high profile jazz musicians to work with the students. Because of your early commitment, we were able to secure our musicians quickly and profile them with the community and community businesses. This helped us secure support and sponsorship from other organizations. Please see copies of an advertisement, article and poster in the appendix.
7. What are the future plans for the Friends of Nanaimo Jazz Society? Some money will be reserved to seed the 4<sup>th</sup> Annual Jazz Affair on May 28-29, 2009 and the balance will fund our Music Enrichment Programs. Clinics contribute to the high level of performance our local students are capable of delivering locally, nationally and internationally. We work closely with VIU, the Port Theatre and other community arts organizations to bring in musicians to Nanaimo. Where there is a fit with local music programs, we attempt to bring in musicians already travelling to Nanaimo to conduct clinics. This enables our Society to leverage the art dollars spent in the community.

We will continue to support the 'after school' Musicians-in-Training Summer Waterfront Jazz program. Students will be playing at various community events throughout the year as they have in the past. The sole purpose of our organization is to enhance jazz music and musicianship in Nanaimo, building a musical legacy, and advancing Nanaimo as a jazz destination in the Pacific Northwest. We will begin planning our fourth Jazz Affair this fall. The location will remain the same and we plan to hold it on May 28<sup>th</sup> and 29<sup>th</sup>, 2009.

Finally, we envision the Jazz Affair growing. We hope to build it into a multi-day event, an annual Nanaimo event geared to young musicians. Our goal is a young people's festival with clinics and performances taking place over several days and at several venues. We picture the musicians we bring for clinics and the alumni of Nanaimo music programs participating in Jazz-Only Evenings at Nanaimo's pubs and lounges, and students playing at public venues. We want the Jazz Affair to celebrate Nanaimo's wealth of talent, exposing even more Nanaimoites and our tourist visitors to the talent of the young musicians in town.

Prepared on behalf of the Friends of Nanaimo Jazz Society by  
 Cynthia Cormier, Friends of Nanaimo Jazz Society Chair;  
 Tanya Lebars, Vice Chair;  
 Randy Cormier, Treasurer  
 Carmella Luvisotto, Music Director

Attachment:

Treasurers Report  
 Media Coverage and Advertising  
 Community Sponsorship list

# **FRIENDS OF NANAIMO JAZZ** **SOCIETY -- 2008 EVENT**

## **Treasurer's Report**

Revenue Item		
2007 Actual	Revenue	2008 Actual
4,223.00	Admission ticket sales	4,875.00
2,240.60	Concessions	2,905.00
4,580.80	Silent auction/casino	5,142.83
1,175.00	Program advertising sales	1,100.00
1,700.00	Donations	2,373.00
18.00	Membership dues	ongoing
2,600.00	City of Nanaimo Grant	2,530.00
16,537.40	Total Revenues	18,925.83

Expense Item		
1,254.37	Concession supplies	1,673.09
1,095.30	Facility rental	863.10
3,802.52	Performers/artists	3,500.00
105.26	Permits	147.17
176.10	Performer food	156.43
166.42	Decorations	266.69
6,599.97	Total Expenses	6,606.48

9,937.43	Net	12,319.35
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Hours worked		
182.00	Event co coordinator	196.00
1,200.00	Volunteers	1,357.00

# A Jazz Affair 2008

## Old Havana

### Media Report – June 2008

The Media for 'A Jazz Affair 2008 – Old Havana', built on the work done in 2007. Once again we were pleased to have the Nanaimo News Bulletin as our Media Sponsor and they were able to support us in both editorials and advertising. We had three quarter-page and two (including our list of thanks at the end of June) half-page ads. Editorials and small column notes were done throughout April and May including an interview with our Principal Guest Clinician, Gerald Clayton.

Information on the evening was also featured on Nanaimo Radio: The Wave and Malaspina Radio, as well as Shaw TV and on the Web through Harbourliving.ca. Information was also sent to Paul Grant, CBC as well as A Channel, the Daily News, Harbour City News and Downtown Nanaimo.

A general invitation to the evening was sent to all School Trustees and the Senior Administration at Wellington Secondary School.

Samples of some of our advertisements follow:

**Old Havana Jazz Affair**  
A FUND-RAISING EVENT  
PRESENTED BY THE FRIENDS OF NANAIMO JAZZ SOCIETY  
6:00 PM May 30, 2008

**Gerald Clayton, Phil Dwyer,  
Ken Lister, Adam Cormier**  
with special guests:  
**Steve Jones & Decadence  
Robyn Jesson**

2008 Lionel Hampton  
International Jazz  
Festival award-winning  
ensembles & soloists led  
by  
**Carmella Luvisotto,  
Steve Jones &  
Ken Brewer**

Don't miss this superb evening  
of jazz entertainment, comfort  
food with an exotic flair,  
refreshments, silent auction,  
50-50 draws, play-for-fun  
casino and more!

**FRIDAY MAY 30, 2008 (doors open at 6:00 p.m.)**  
Beban Social Center, 2300 Bowen Road, Nanaimo  
475 tickets sold at Music Maxx (620A Comox Rd), Falconer Books (Port Place  
451 Commercial St), Dr. Paul Geneau Optometrist (451 Aulds Rd)

**THE FRIENDS OF NANAIMO JAZZ SOCIETY WELCOME...**

**Gerald Clayton**  
award winning  
New York  
Jazz pianist

"At a time when jazz piano prodigies are moving into the spotlight around the world, Clayton is showing all the signs of becoming one of the most significant young jazz artists to emerge in the Southland in recent years."  
- Don Fleckman, Los Angeles Times

"And Gerald Clayton from California, also 22 and the son of the bassist John Clayton, came to destroy: his playing had huge, authoritative presence, an Oscar Peterson-like style, highly controlled touch and dynamics and rhapsodic, episodic soloing. (The audience broke into applause during his solo.)"  
- Ben Ratliff, The New York Times

"That's Gerald Clayton on piano on the title track - he's an amazing piano player and I think he played the hell out of that tune."  
- Diana Krall

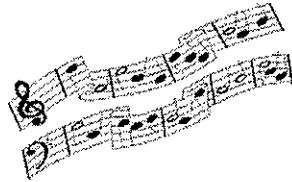
Vancouver Island Symphony  
 Vancouver Island University (Music Department)  
 Turley's Florist & Potting Shed  
 Vancouver Island Symphony  
 Vancouver Island University (Music Department)  
 Wellington Home Economics Class  
 Wellington Jazz Academy  
 West Marine Canada Corp.  
 Wolfgang Carolsfed  
 Woodgrove Chrysler Dodge Jeep  
 Woodgrove Shopping Center

(We apologise for any unintended omission.)

### Some of Our Volunteers

Adriano Sandri	Kris Bowering
Alan Davidson	Lisa Rickwood
Asia Cormier	Liz Littlemore
Bill Smith	Maeve O'Byrne
Brenton Howay	Maureen Cowin
Byron Krastel	Michael Haynes
Christine Morrison	Naomi Ciesek
Cynthia Cormier	Nettley Mark
Darlene Gillespie	Onie Chisholm
Donna Howay	Paul Webb
Doris Luvisotto	Randy Cormier
Doug Blackmore	Randy Spensley
Fred Luvisotto	Rex Bowering
Iain Praltis	Richard Littlemore
Ingrid Perry	Shaorong Li
Janet Krastel	Shelly Longford
Jenn Davidson	Sherry Bowering
Jenny Webb	Steve Miller
Jim Chisholm	Tanya Lebans
Julie Miller	Teddy Smith
Kayleigh Gillespie	Victoria Bowering
Keri Bowering	Warren Paugh
Kirsty Jane	

**And to our specials guests and patrons, this night was made even more memorable with your presence. We are glad you could join us and hope to see you again next year.**



**A TIME TO SAY,  
 "Thanks!"**

**A Jazz Affair 2009  
 Organizing Committee  
 will be meeting in early October 2008**

If you are interested in volunteering or have suggestions and comments about this event, please drop us a line at [friendsofjazz06@hotmail.com](mailto:friendsofjazz06@hotmail.com)

Net proceeds from this event will benefit young jazz musicians through clinics and workshops, scholarships and merit awards and other music enrichment programs.

**to our many friends  
 and supporters whose  
 generosity has made  
 this evening possible.**

## OUR DONORS

Acme Foods Co.  
 AGS Business Systems  
 Alseco Uniform and Linen - Robb Mann  
 Around the World Travel Ltd. (Marcia Pike)  
 Arrowsmith Bikes @ Rock City Center  
 Asia Cormier  
 Backyard Wildbird & Nature Store  
 Bastion Trophies Engravers  
 BC Hydro  
 Bernard Callebaut  
 Bev Bravender  
 Blake McGuffie (Esplanade Tax)  
 Blaine Jazz Festival  
 Bobbi Kurtz  
 Brad & Tracy Bradley  
 Brechin Lanes on East Wellington Road  
 Calais Spa  
 Canadian Western Bank  
 Cavalotti Lodge  
 Christensen Mazda on Bowen Road  
 Citruso Carpet Care Inc.  
 City of Nanaimo Parks (\$2530 Grant)  
 Cloverdale Paints  
 Coast Bastion Inn  
 Cormier Ventures Inc.  
 Costco  
 Country Club Mall  
 Curtz 2 Dye 4  
 Cyber City  
 Dairy Queen @ Country Club  
 Damsel's Fashions @ The Old City Quarter  
 Darlene Gillespie  
 Decadence - Steve Jones  
 Dr. Denny Essig, Dover View Dental  
 Dr. Norm Derillieux, The Lifthouse  
 Chiropractic Studio

Dr. Paul Geneau, Optometrist, Eye Care Center  
 Ed & Donna Sandland  
 Emily White  
 E-Zone Embroidery  
 Falconer Books @ Port Place Mall  
 Fascinating Rhythm on Commercial Street  
 Flying Fish  
 Foreign Flair  
 Gerard's Hair Salon  
 Harbour Air Seaplanes  
 Harlan Fairbanks  
 HMV Woodgrove  
 Home Hardware @ Brook's Landing  
 Hong Kong Shanghai Bank of Canada  
 Hub International Barton's Insurance  
 In-Print  
 Island Savings Credit Union  
 Jenny Webb  
 Jim & Linda Jesson  
 Karina Cooke  
 Kelsey Webb  
 Lesley Carter  
 Lifestyle Health & Fitness Center  
 Linens & Things (Victoria)  
 Mad About Ewe  
 Madman McKay  
 Maffeo Salon  
 McLean's Specialty Food  
 Manhattan Home & Gift  
 Manning & Kirkhope  
 Masters Touch Catering  
 Matt Carter  
 Morningstar Golf Club, Parksville  
 Mrs. Riches  
 Music Maxx  
 Nanaimo Arts Council  
 Nanaimo Canoe & Kayak Club  
 Nanaimo News Bulletin

Nanaimo North Town Center  
 Nellie's Dutch Deli  
 New York Style Pizza & Pasta  
 Oliver's Pet Supplies  
 Onic Chilsholm  
 Ono Trading  
 Oughtred Coffee & Tea Ltd.  
 Orange Julius - Nettley & Terry Mark  
 Owen Business Systems Ltd, Randy Spensley  
 Pacific Produce Co.  
 Pacific Ridge Landscaping  
 Pepsi Bottling Group  
 Pharmasave, Bowen Road  
 Quality Foods  
 Radio Malaspina CHLY 101.7  
 Randy Spensley  
 Rickwood's Menswear - Linda & Derek Rickwood  
 Royal Bank @ Woodgrove  
 Royal Bank Financial Group, Commercial St.  
 Salsaman Salsa Co. - Kevin White  
 Sandpiper Images  
 Sands Funeral Homes (get names of owner)  
 Save-On Foods Country Club  
 Scott & Dawn Valliere  
 Serious Coffee  
 Shopper's Drug Mart, Harewood Mall  
 Snip & Stitch Sewing Centre on Norwell Drive  
 Spenser Mayser Designs  
 St. Jean's Cannery & Smokehouse - Gerard St. Jean  
 Starbucks Coffee Co @ Country Club  
 Swiss Chaler  
 The Bay  
 The Galley @ Frank Crane Arena (Randy Cormier)  
 The Port Theatre  
 The Wine Works  
 Thrifty Foods, Turner Road  
 Tiah Workman, Notary Public  
 Tigh-na-mara - Grotto Spa  
 Tom Delamere  
 Turley's Florist & Potting Shed

## REQUEST TO APPEAR AS A DELEGATION

ON 2008 - OCT - 29  
year month day

NAME OF PERSON MAKING PRESENTATION: Bruce Halliday, General Manager, Port Theatre Society  
Print

ADDRESS: 125 Front Street, Nanaimo, BC V9R 6Z4  
street address City Province Postal Code

PHONE: 250-816-6325 250-754-4555 FAX: 250-754-4595  
cell business

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

### DETAILS OF PRESENTATION:

I would like to request that the Port Theatre be included in the agenda for the PRCC meeting on Oct 29th.

When The Port Theatre presented to the commission last January, it was requested that we provide more information on the proposed " Studio Theatre".

I would like to share the completed Schematic design for the facility, the complete schematic estimate ( as provided by our quantity surveyor ) and a draft operating budget for this studio theatre.

The time is right to take the next step in completing this Arts Centre.

Thank you in Advance,

Bruce Halliday  
bhalliday@porttheatre.com

### 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

347



# THE PORT THEATRE “STUDIO THEATRE”

Completing the Vision  
Serving the Region



# Completing the Original Vision

349

The Original Design of the Port Theatre included a Studio Theatre / Rehearsal Hall.

The 2008 design incorporates this and much more.

- └ 165-200 seat flat floor, “Black Box” Studio Theatre
- └ Public washrooms on the South Side
- └ Much needed technical storage for efficiency and growth
- └ Appropriate audience services for both theatres
- └ Additional dressing rooms for large community groups
- └ Board / meeting room
- └ Rentable rehearsal space



# A Partnership for a Healthy Community

350

The Port Theatre is uniquely positioned to offer social and economic diversity by providing a wide range of social, cultural and artistic amenities and services.

Our “Studio Theatre” will allow and, in fact, encourage this diversity. We have designed this space to be affordable and sized appropriately for many Nanaimo theatre, dance, and music groups.

This project is a community based initiative aimed at providing a service that is not presently available.

# NEW SPACE = NEW OPPORTUNITIES

351

**Professionally equipped, yet affordable performance venue for:**

Theatre B.C.

Vancouver Island Symphony

Nanaimo Conservatory of Music

Western Edge Theatre

Blues Festival

Crimson Coast

Vancouver Island Childrens' Festival

And many more

# Studio Theatre Project

## Proposed Funding Table

City of Nanaimo = value of Land	\$1,000,000
Port Theatre = Campaign Goal	\$ 2,000,000
Government Contribution	<u>\$7,850,000</u>
Total Project Estimate	\$9,800,000

# Port Theatre Campaign Goals

■ Name for Studio Theatre	\$1,000,000
■ Name for Rehearsal hall	\$ 100,000
■ Name for Meeting room	\$ 50,000
■ Name for Lobby / Gallery	\$ 100,000
■ Corporate campaign	\$ 150,000
■ Foundations campaign	\$ 150,000
■ Service Clubs	\$ 50,000
■ Special Gifts	\$ 200,000
■ Individual / members	<u>\$ 200,000</u>
	\$2,000,000



# Pro forma Operating budget

## Projected Rental Revenue ..1st year

▪ 95 Community Performances	@	\$ 350
▪ 12 Commercial Performances	@	\$ 600
▪ 96 Reh. and Tech. periods	@	\$ 150
▮ 45 meeting rooms rentals	@	\$ 150
▮ 150 rehearsal hall rentals	@	\$ 75
▮ Catering and Bar revenue	@	<u>\$ 36,000</u>
Total		\$125,000

# Pro forma Operating budget

355

## ● Projected Operating Expenses:

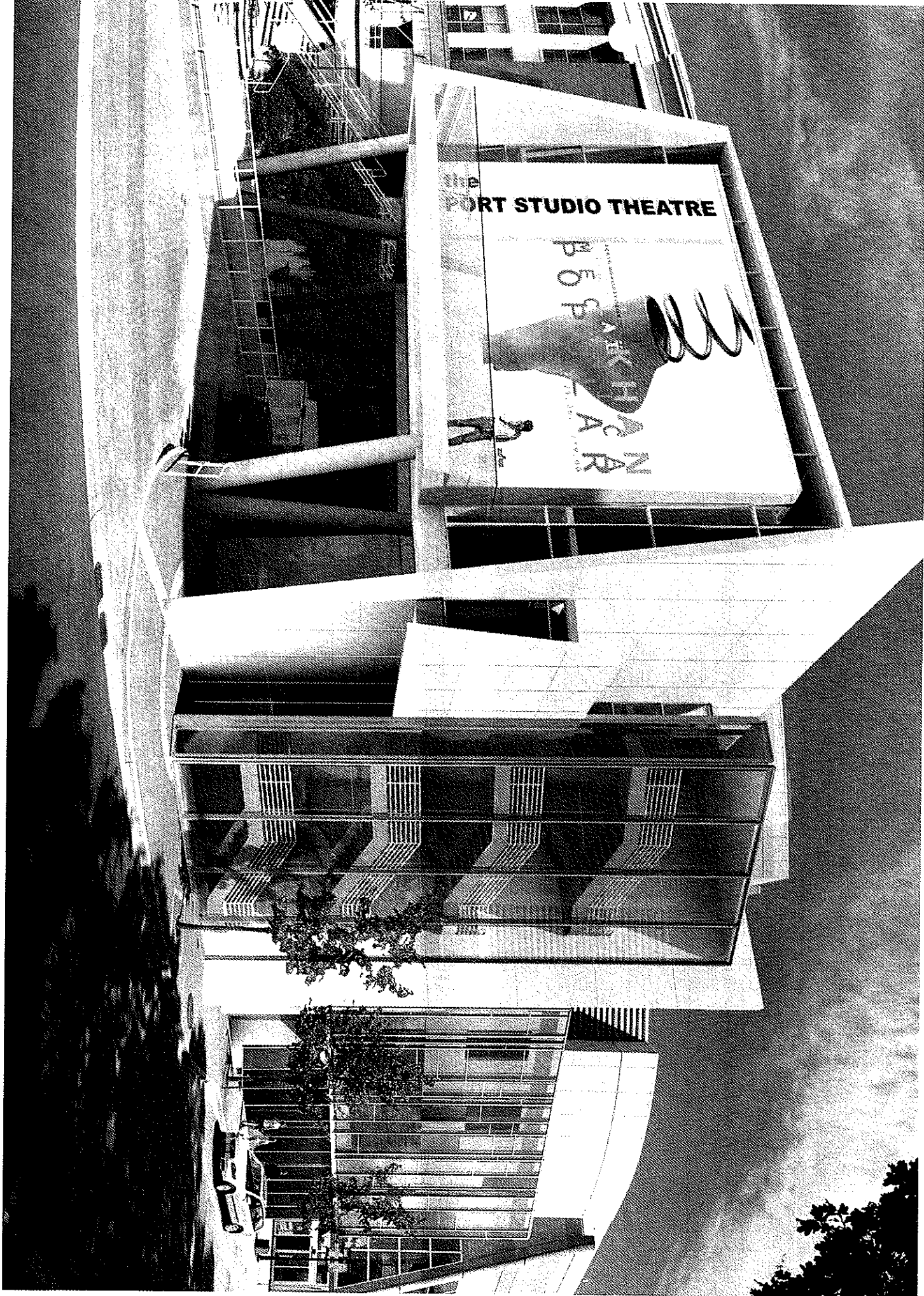
■ Utilities ( Gas and Hydro )	\$ 20,000
■ Technical staff	\$ 45,000
└ Administration staff	\$ 46,000
└ Front of House & Audience Services	\$ 44,000
└ Janitorial & maintenance	<u>\$ 16,500</u>
Total	\$171,500

# Studio Theatre Project

## Construction Costs

- 19,000 sq ft @ \$450 sq ft \$8,400,000
- └ Furniture, Fittings and Equipment \$ 200,000
- └ Consultants, project management @ 15% of construction cost \$1,200,000







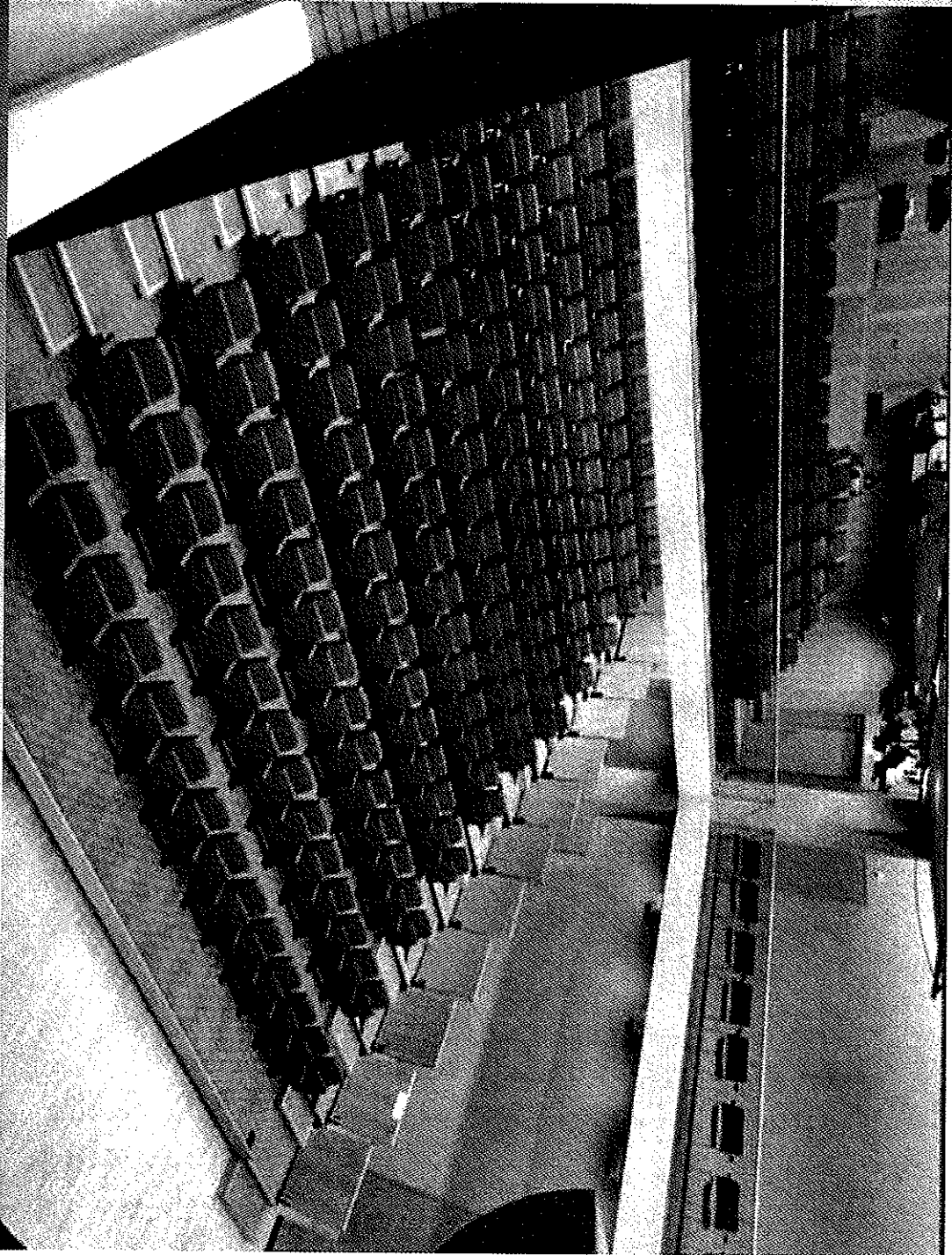
# Mondavi Studio Theatre



# Williams Studio Theatre



Retractable Seating.... Deployed for use





Retractable Seating .....In Stored position



# What is the next Step?

362

Today, The Port Theatre is asking for:

## Support in Principle for this Community project

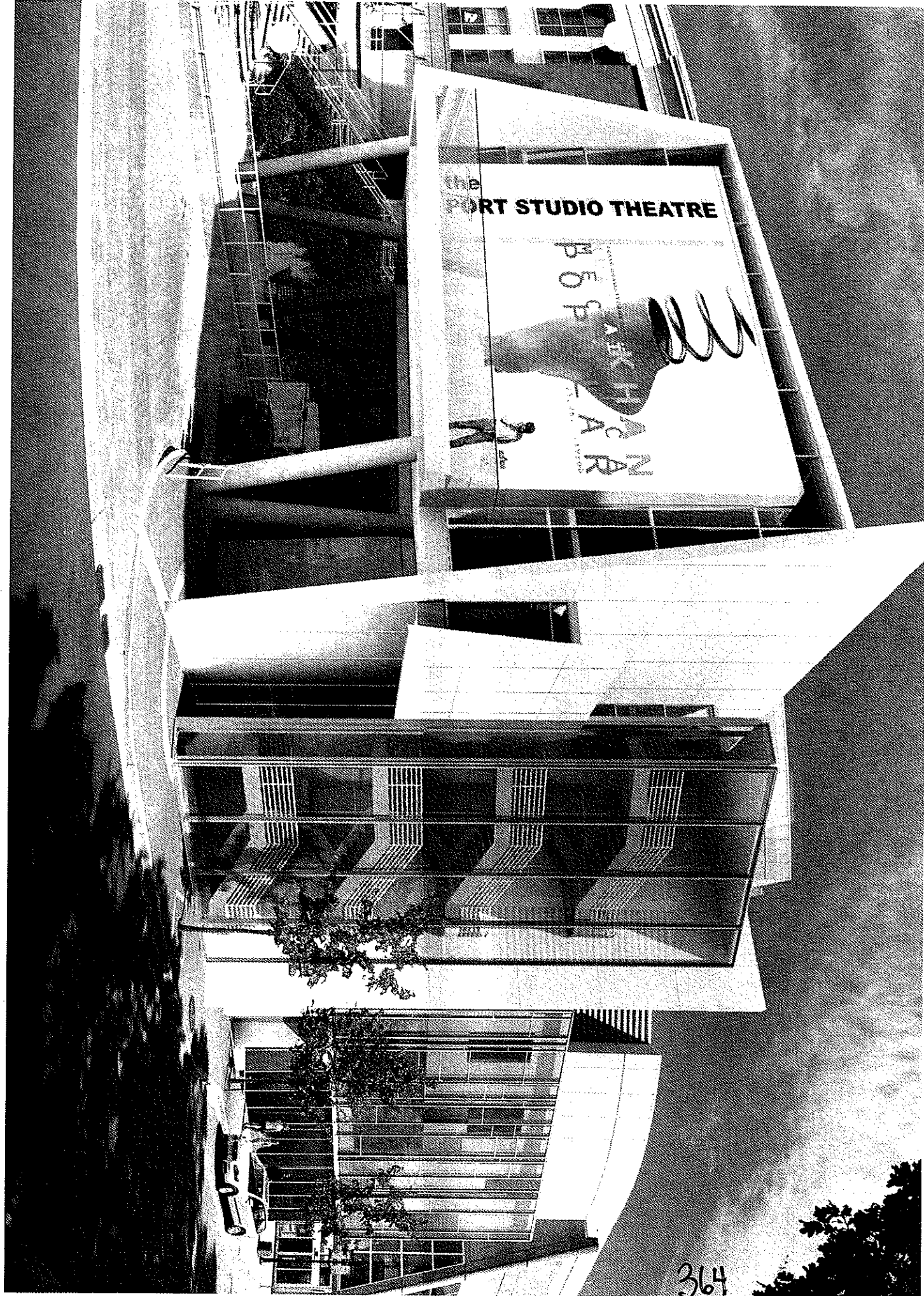
- Approval in principle for the proposed use of City property
- Approval in principle to proceed with fundraising campaign
- Approval in principle for discussion with City staff regarding increase to annual service level
- Approval and Support for application to senior levels of Government for funding
- Approval in principle for discussion with City staff regarding project management services

# The Port Theatre will:

363

- ☐ Proceed with this project only as funds are available
- ☐ Complete the vision of a Performing Arts Centre in Downtown Nanaimo that will be a great source of pride for the Community.
- ☐ Continue to put the City of Nanaimo on the Cultural map of Canada and the Region.
- ☐ Continue to offer responsible development and management of this Community Arts Centre





## REQUEST TO APPEAR AS A DELEGATION

ON 2008 - OCT - 29  
year month day

**NAME OF PERSON MAKING PRESENTATION:** Camela Tang and Chris Sholberg

ADDRESS: 3266 Shearwater Nanaimo BC

street address City Province Postal Code

**PHONE:**     250-758-6860                      **FAX:** \_\_\_\_\_  
home                                  business

NAME OF APPLICANT IF OTHER THAN ABOVE: **DOWNTOWN NANAIMO PARTNERSHIP**

## DETAILS OF PRESENTATION:

We would like to outline a proposal to provide the City of Nanaimo with a piece of community art – a mosaic placed on the side of the Gazola Building a heritage building in the downtown core. This location is adjacent to the Diana Krall Plaza and the theme of the mosaic would be musically oriented.

**Creation and installation of this artwork will be funded through contributions from the artist and other interested businesses and organizations. The objective would be to further enshrine Nanaimo's musical history through community art in the downtown of Nanaimo creating one additional point of interest for tourists and residents.**

**PLEASE NOTE**

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

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

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

364.1



NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING HELD IN  
BOWEN PARK CONFERENCE ROOM ON WEDNESDAY, 2008-SEP-03  
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. M. Pettitt

Staff:

B. Kuhn  
S. Samborski

H. Richardson (recording)

ABSENT: Ms. E. O'Rourke

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

- (a) Cultural Operating and Arts and Cultural Events Grants Review.
- (b) Community Plan for Public Art.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES

- (a) Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2008-Jul-07, 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.

5. DELEGATIONS:

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

- (a) Ed Poli, Executive Director, and Ian Niameth, President, Nanaimo Art Gallery, addressed the Cultural Committee regarding proposed events around the unveiling of the E.J. Hughes Mural in the Vancouver Island Conference Centre.

The Art Gallery is proposing a 10-day to two week exhibit of E.J. Hughes works after the unveiling of the mural in late March of 2009. Events would include educational workshops on the subject of E.J. Hughes. A 45 – 55 minute documentary of the restoration of the mural and E. J. Hughes' life is being created and will be released during the event. The final frame of the video will include the unveiling.

Heffels Fine Art has expressed an interest in holding an auction in conjunction with the unveiling.

This is a destination event for Nanaimo. It will be a public celebration, with a ticketed reception for sponsors/donors, etc.

6. REPORTS ON ADVISORY BODIES

- (a) Art In Public Places Project Committee.

(i) Port Theatre Marquee. This project is no longer going forward.

(ii) Diana Krall Plaza. The entry way public art piece will be installed in the fall of 2008. Staff will invite Kirsty MacDonald to the next Cultural Committee meeting for an update.

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

Some formatting changes have been made to the document. E. O'Rourke is away this week, and a meeting will be planned for when she returns.

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

Cultural Awards nomination form has been e-mailed to local cultural organizations. The deadline for the return of these applications is 2008-OCT-03.

- (d) Community Plan for Public Art. This is a Cultural Capital of Canada project. Brent Meunier, is the project leader. Consultants have been hired to create a Community Plan for Public Art, which will be presented to the Cultural Committee for approval and recommendation to the Commission. Stakeholders meetings will be held throughout September for input. The Community Plan for Public Art will include the Art in Public Places Guidelines and Procedures document. Michael Harmes volunteered act as the Cultural Committee representative on the project committee for the Public Art Plan.

It was moved and seconded that Michael Harmes be appointed to the Public Art Plan Project Committee. The motion carried unanimously.

Staff and/or B. Meunier will inform M. Harnes of meeting dates.

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

7. STAFF REPORTS:

- (a) Cultural Capital of Canada (CCC) – B. Kuhn. Banners and plaques were presented to sponsors and partners of CCC at a breakfast held at the Coast Bastion Hotel. A slide show depicting CCC projects to date was shown.

10<sup>th</sup> anniversary celebrations of the Port Theatre will be held during September. An Open House will be held 2008-Sep-14, Evening of the Next Generation of Performers 2008-Sep-17, and the 10<sup>th</sup> Anniversary Gala, 2008-Sep-20.

The next two Snuneymuxw First Nation's portals to be unveiled will be at Jacks Point and on Newcastle Island.

The Arts of Momentum, a collaborative exhibition of professional artists from Nanaimo and the Chinese Artists Association, will be held 2008-Oct-30 to 2008-Nov-02 at the Vancouver Island Conference Centre (VICC), and from 2008-Nov-04 to 2008-Nov-16 at the Nanaimo Art Gallery (downtown).

The Living Our Culture Cabaret will be held 2009-Jan-31 at Beban Park. This event has been re-scheduled from its October, 2008, date.

- (b) E.J. Hughes Mural – B. Kuhn. The Cultural Committee is very excited about the unveiling of the E.J. Hughes Mural at VICC. The collaboration with the Nanaimo Art Gallery on the events surrounding the unveiling will be very beneficial to both groups, as well as the City.
- (c) Art In The Park – B. Kuhn. The Arts Council will be invited to the next Cultural Committee Meeting for a review of Art In The Park 2008.

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

8. OTHER BUSINESS:

- (a) Calendar of Events. Log on to [www.harbourliving.ca](http://www.harbourliving.ca) for an up-to-date calendar of all Vancouver Island events.

9. UNFINISHED BUSINESS:

- (a) Cultural Workshops/Forum 2008. The Cultural Forum will be held Wednesday, 2008-Oct-01 at Beban Park from 9:00 a.m. to 12:00 noon. The theme will be "Networking Towards a Culturally Vibrant City". The sessions will be in round table and panel discussion formats.

- (e) Cultural Grant Criteria Review for 2008 Cultural Fund Grants and Arts and Cultural Events Grants – L. Fraser. The process for approvals and notification to groups who have had their applications turned down needs to be expedited to ensure the group has sufficient time to appeal the decision. When Groups are turned down the Cultural Committee will outline why the grant was denied.

The "Appeals" section of both grant application forms needs to be reformatted so that the last sentence of the first paragraph "The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted." is in bold type.

It was moved and seconded that the Cultural Operating Grant and Arts and Cultural Events Grant applications be approved with changes as noted. The motion carried unanimously.

#### 10. 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 on Wednesday, 2008-Sep-24, at 4:00 p.m., if required, or 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

NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING HELD IN  
BOWEN PARK CONFERENCE ROOM ON WEDNESDAY, 2008-SEP-24  
COMMENCING AT 4:00 P.M.

---

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. M. Pettitt  
Ms. E. O'Rourke

Staff:

B. Kuhn  
S. Samborski

H. Richardson (recording)

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-03, at 4:00 p.m. in the Conference Room of the Bowen Park Complex. Two motions were omitted from item 7(b) of Staff Reports, and should be added as follows:

It was moved and seconded that the City of Nanaimo investigate having a copyright on the E.J. Hughes Mural. The motion carried unanimously.

It was moved and seconded that images of the E.J. Hughes Mural be made and used on promotional material, to be sold by the City of Nanaimo, with proceeds going to Art in Public Places.

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

4. DELEGATIONS:

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

- (a) Kirsty MacDonald, Parks and Open Space Planner, addressed the Cultural Committee regarding the draft Public Art Inventory, the proposal by the Lion's Society for Spirit Eagles, and Diana Krall Plaza upgrade.

Ms. MacDonald distributed a draft of Nanaimo's Public Art Inventory. This is a Cultural Capital of Canada ("CCC") project. Focus group discussions and a public open house will be held in November. All notes from these sessions will be posted on the CCC website at <http://www.nanaimoculturalcapital.ca>.

Ms. MacDonald presented a proposal from the Lion's Society for Spirit Eagles in the City. These are similar to the Orca and Spirit Bears. The Eagles are 7 ½ feet in height and are made of white, formed fibreglass. Artists bid on completing the artwork for the eagle. The cost per eagle is \$5,000, with \$1,000 going to the artist, and the remaining \$4,000 covering construction, transportation and the footings for the statue. The Eagle would be on display from May, 2009 until the Olympics in 2010. At that time the Eagle would be auctioned off. McGregor Park or the Port Authority at the cruise ship entrance were suggested locations. Ms. MacDonald will contact the Port Authority to see if they have considered a Spirit Eagle at their location.

The entrance art for Diana Krall Plaza is constructed and being fabricated. The grand opening of the Plaza will be held early in the new year or the spring of 2009. Improvements will be made to the entire plaza.

Questions were raised as to the signage for Diana Krall Plaza and the size of the lettering on that sign.

Ms. MacDonald will e-mail information and pictures regarding Diana Krall Plaza and the Spirit Eagles to the Cultural Committee, for discussion at their next meeting.

- (b) Representatives from the Nanaimo Arts Council reported on Art in the Park 2008 and projects they are involved in.

Art in the Park was held on weekends from May to September in 2008. Artwork, jewellery, glasswork, etc. was sold. Live artists performed on four weekends. The Arts Council was in contact with the Songwriters' Guild, and received a good response to a request for artists. The Arts Council wishes to continue managing Art in the Park in the future.

The Arts Council has been involved with the Heritage Building Photography and Painting event.

The Vancouver Island Film Festival had 60 applicants, with 20 films being shown. 500 spectators were in attendance.

Nine local professional artists will be on stage at the Port Theatre. There is limited seating for this performance.

The Arts Council thanked the Cultural Committee and the City for their operational funding. They would like to move their business to a downtown location for better exposure.

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

5. REPORTS ON ADVISORY BODIES

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

The Cultural Committee is concerned that the lettering on the Diana Krall Plaza sign is so large that it will become the focal point of the plaza instead of the Art In Public Places statue.

Recommendation: That the Cultural Committee recommend that the Parks, Recreation and Culture Commission direct staff to erect a plaque instead of the Diana Krall Plaza lettering at Diana Krall Plaza.

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

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

The Committee will meet 2009-SEP-29 to discuss changes to the document.

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

One nomination has been received to date.

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

6. 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, will be held 2008-Oct-30 to 2008-Nov-02 at the Vancouver Island Conference Centre (VICC), and from 2008-Nov-04 to 2008-Nov-16 at the Nanaimo Art Gallery (downtown). A private opening will be held 2008-Oct-30 at 6:00 p.m., with the public being welcome to attend at 7:00 p.m.

The next Snuneymuxw First Nation's portals to be unveiled will be at Jacks Point and on Newcastle Island. A Salmon Petroglyph will be transported from the old Museum site to Jack Point. There will be a private salmon ceremony at the site, with a dinner planned at a later date for all involved. The Newcastle Island portal will include a small stage theatre, which will hold 15 seats, for story telling.

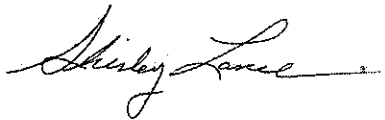
- (b) Art in the Park – B. Kuhn. This was relatively successful. More of a variety of artists and artwork would have enhanced the project.

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

7. 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 on Wednesday, 2008-Nov-05, at 4:00 p.m., if required, or 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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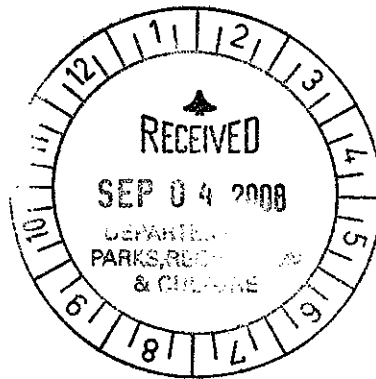
R. Harding, Director  
Parks, Recreation and Culture

2008-OCT-15  
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**THE PORT THEATRE  
MONTHLY ACTIVITY REPORT  
August 2008**

DATE	EVENT	TIME	CATEGORY	AUD/Artists
15	The Neville Brothers	7:30pm	New Orleans Funk	794/11
29	The Trews	7:30pm	Rock Concert	526/8



**TOTALS**

**Number of Events = 2**

**Estimated Audience Attendance = 1320**

**Estimate Number of Artists: = 19**

**Total people through the building= 1339**

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		2,862	2,245	3,551	5,934	
Oct	30	20	19	13		9,504	8,069	7,915	5,119	
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	169	95,921	99,428	112,475	91,259	62,930

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

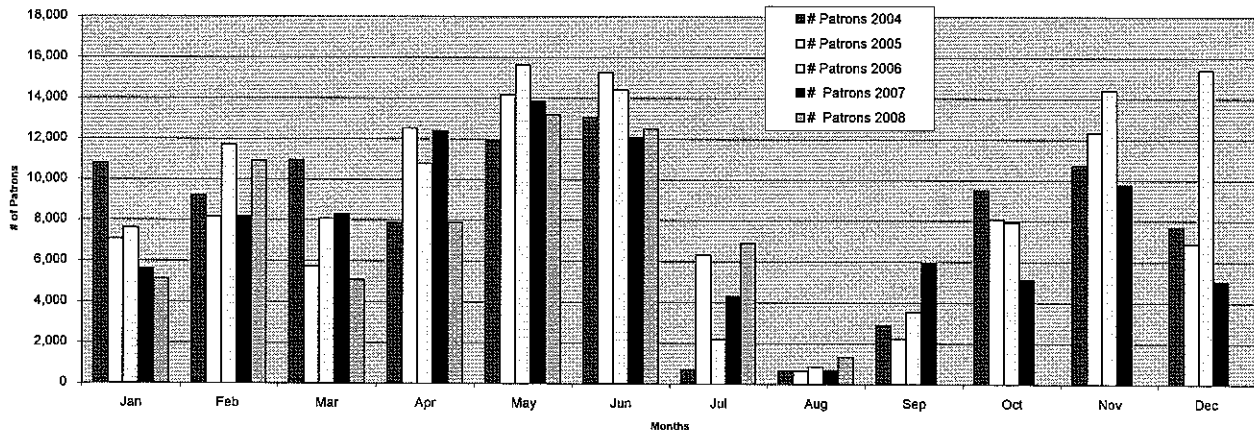
91% increase  
-33% increase

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

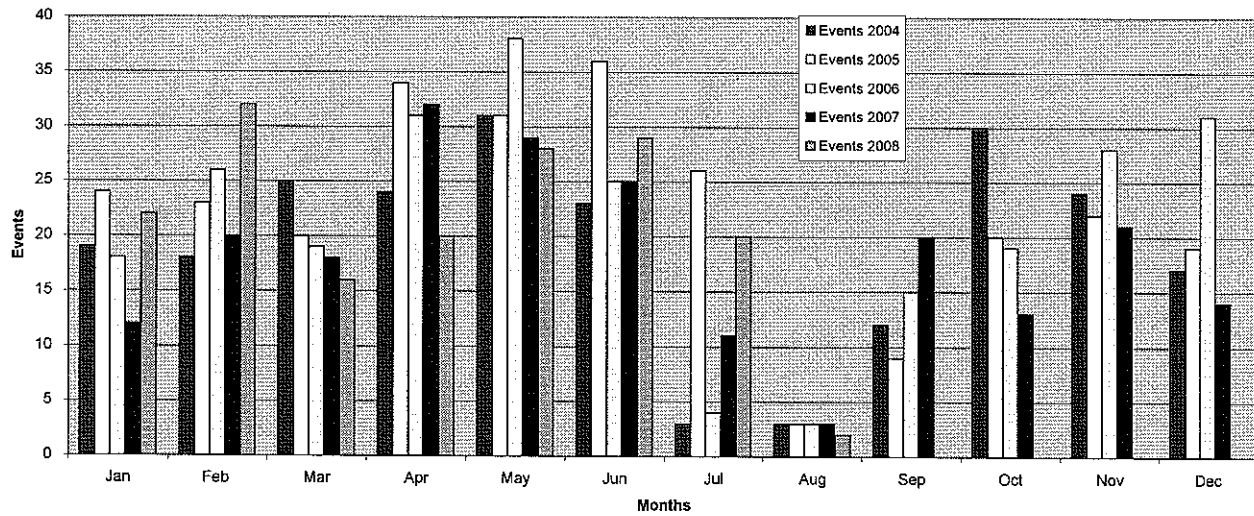
844  
3



Patron Attendance Comparison



Event Comparison



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

DATE	EVENT	TIME	CATEGORY	AUD/Artists
14	10 <sup>th</sup> Anniversary Port Theatre – Open House	1-4 pm	Open House	300/8
17	10 <sup>th</sup> Anniversary Emerging Artists - Concert	7:30 pm	All local young performers	804/24
18	10 <sup>th</sup> Anniversary Tech day	2-9 pm	Tech	0/9
19	10 <sup>th</sup> Anniversary Rehearsal	1 – 9pm	Dress Rehearsal	0/9
20	10 <sup>th</sup> Anniversary Gala Performance	7:30pm	All local established artists	600/23
21	10 <sup>th</sup> Anniversary Family Reunion	1 -4 pm	Invitation only event for Donors, Volunteers and staff	200/3
23	Ray Troll – Pacific Biological Museum	12:30 pm	Public Speaker – school show	533/4
23	Ray Troll – Pacific Biological Museum	7:30 pm	Public Speaker	225/4
24	David Suzuki	1:30pm	Public Speaker	804/4
24	Doctors Without Borders	6:30pm	Public Speaker	425/4
25	Chancellor Installment Ceremony	2pm	VIU Event	804/154
26	National Ambassador Program - Rehearsal	2 – 9pm	Rehearsal	0/17
27	National Ambassador Program Crowning	6 pm	Beauty Pageant	175/17
28	The Vinyl Cafe	2:30pm	Stuart Mclean – Radio Host	804/9
30	Johnny Reid	7:30pm	Country music concert	804/12



**TOTALS**

**Number of Events = 15**  
**Estimated Audience Attendance: = 6486**  
**Estimate Number of Artists: = 301**  
**Total people through the building = 6787**

376

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		9,504	8,069	7,915	5,119	
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	184	95,921	99,428	112,475	91,259	69,717

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

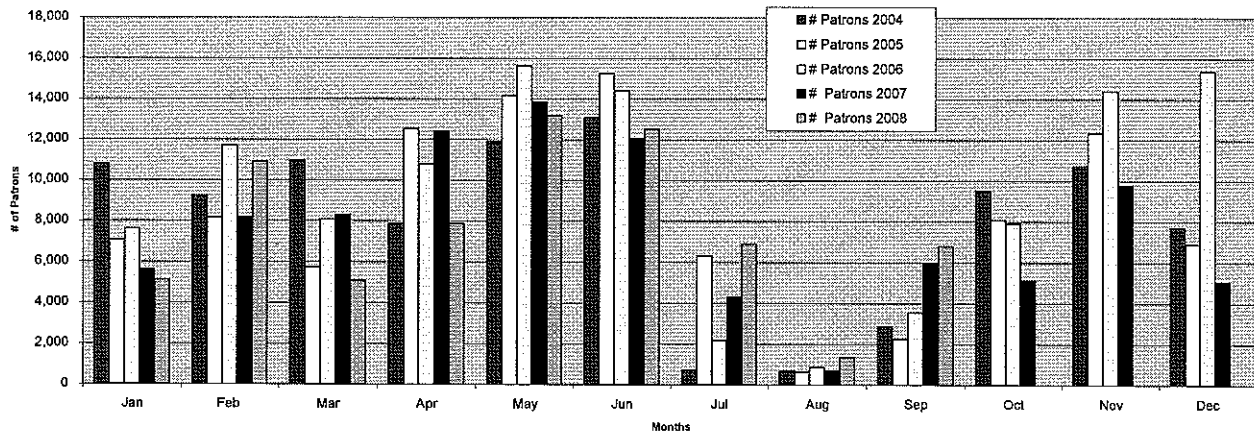
14% increase  
-25% increase

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

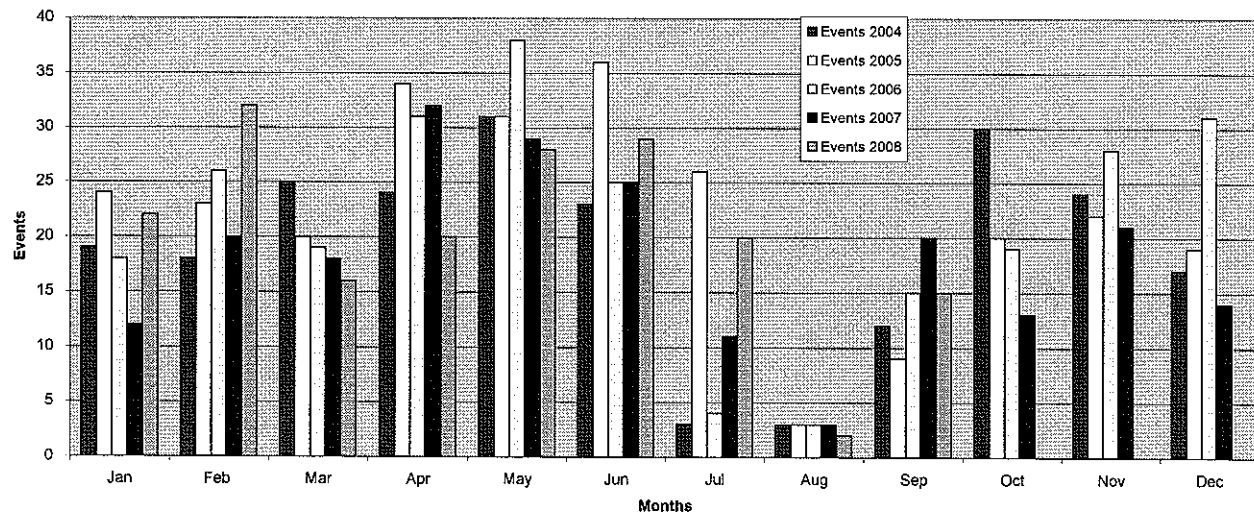
4,276  
14



Patron Attendance Comparison



Event Comparison



City of Nanaimo-Parks, Recreation and Culture Commission  
Nanaimo Art Gallery: Activity Report  
July 15, 2008 to September 10, 2008

September 11, 2008

Submitted by Ed Poli, Gallery Manager

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

- *Field Notes* – from July 18 to August 24 -An exhibition displaying the work of three exceptional women artists whose work examines the complex relationships and dialogues that develop between humans and the natural world..
- *Faculty Show* – from August 29 to October 4 – An exhibition by faculty members of the Vancouver Island University's Visual and Applied Arts Department focusing on the many techniques and processes that artists use to create their work.

Campus Gallery Attendance                      412

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

- *Artrageous Saturdays*– Creative Art Workshops for children every Saturday in July and August from 12 to 3
- *Island Stories* - from August 1 to 13 - A show featuring the work of Brent Lynch.
- *Suitcase Full of Blues* – from August 15 - September 4 – A show of small works on a musical theme presented to coincide with the *Summertime Blues!* Festival
- *Chantiers* – from September 8 to October 3 – A travelling exhibit featuring the work of ten accomplished Canadian artist who were commissioned to create a work representative of his or her province. A Cultural Capitals project of Baie-Saint-Paul, Quebec.
- *Planting Seeds of Hope* – from September 10 to 14 - A show of quilting by the North Island Quilters for Community Awareness (NIQFCA) organized by the Merville Grand Mothers and the Nan Go Grannies in support of the Stephen Lewis Foundation's Grandmothers to Grandmothers Campaign..
- 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 provided to a number of community groups free of charge for various community events.

Downtown Gallery Attendance                      1411

Total Attendance:                                      1376



379

City of Nanaimo-Parks, Recreation and Culture Commission  
Nanaimo Art Gallery: Activity Report  
September 11, 2008 to October 9, 2008

October 9, 2008

Submitted by Ed Poli, Gallery Manager

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

- *Faculty Show* – from August 29 to October 4 – An exhibition by faculty members of the Vancouver Island University's Visual and Applied Arts Department focusing on the many techniques and processes that artists use to create their work.
- *Desire and Domination* – 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..

Campus Gallery Attendance      290

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

- *Chantiers* – from September 8 to October 3 – A travelling exhibit featuring the work of ten accomplished Canadian artist who were commissioned to create a work representative of his or her province. A Cultural Capitals project of Baie-Saint-Paul, Quebec.
- *Planting Seeds of Hope* – from September 10 to 14 - A show of quilting by the North Island Quilters for Community Awareness (NIQFCA) organized by the Merville Grand Mothers and the Nan Go Grannies in support of the Stephen Lewis Foundation's Grandmothers to Grandmothers Campaign..
- FCA Fall Juried Show – from October 8 to October 28 - An exhibition of the work the Nanaimo chapter of the Federation of Canadian Artists.
- Ongoing display, sale and rental of the work of the artists in the Gallery's Art Sales and Rental program

Downtown Gallery Attendance      1,345

Total Attendance:      1635



380



**Nanaimo Museum Monthly Report to the Parks, Recreation & Culture Commission**  
Submitted August 15, 2008 by Debbie Trueman

**Financial**

- ITC – We are down to a few deficiencies and did receive occupancy 21 hours before our opening!
- New Space Budget – we are still on budget for the new space with most of the expense, other than the remainder of the exhibit, in hand. Fundraising will continue however to make the exhibit the best possible and to grow the endowment fund.

**New Space**

- Opening events – both the Thursday invited and Saturday public events were a resounding success-we were very pleased. We had about 350 Thursday and just over 1300 between noon and 4 on Saturday with the lobby packed for the ribbon cutting!
- Cultural Capital – First Nation Gallery will open this winter.
- Exhibit Installation – was ready for the opening July 26<sup>th</sup> and got rave reviews.
- Andreas Kunert cases – for the lobby are not ready yet.
- SHOF – Our inaugural induction banquet will be Saturday September 20, please let me know who needs tickets.
- Gift Shop – sales in our first 2 weeks represent two good months in our old space!
- New Marketing Image and Website – in progress with money from CHASP grant and CC grant.
- The building – still a few glitches that are being resolved
- Signage – we have a problem with signage however, this will need some work.

**Programs and Events**

- Only summer event is Chowder Fest August 9 which was quieter than last year but we did miss some of our advertising due to conflict with the opening and the forecast was for rain so we are still happy with results.
- School programs will gear up again next month.
- The First Nations gallery will be Phase II and will open late this year.

**Other Activity**

- Everything has revolved around the opening and the building and getting up and running!!



REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION  
FROM: RICHARD HARDING, DIRECTOR PARKS, RECREATION AND CULTURE  
AUTHORED BY: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION  
AND CULTURE

**RE: NANAIMO BRIDGE CLUB TOURNAMENT AND FESTIVAL FUND APPLICATION**

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RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council approve a Tournament and Festival Fund grant application for the Nanaimo Bridge Club in the amount of \$3,000 to assist with funding the Nanaimo Regional Bridge Tournament.

EXECUTIVE SUMMARY:

The Recreation Committee unanimously agreed that the Parks, Recreation and Culture Commission approve and recommend to Council funding the Nanaimo Bridge Club \$3,000 for their Regional Bridge Tournament through the Tourism and Festival Fund.

BACKGROUND:

Tournament and Festival Grant applications are awarded November 01 and May 01 of each calendar year. In 2008, there was \$20,150 of available funding. Unallocated 2008 funds of \$4,950 are still available for community group funding.

On 2008-Sep-05 the Nanaimo Bridge Club submitted a late funding application for \$3,000 in support of their Regional Bridge Tournament, to be held in Nanaimo from 2008-Oct-13 to 2008-Oct-19.

The late application was e-mailed to all members of the Recreation Committee, who unanimously agreed to support the Nanaimo Bridge Club's request with funding to come from the remaining 2008 allotment still available in the Tournament and Festival Fund.

Respectfully submitted,



Richard Harding,  
Director, Parks, Recreation and Culture

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**REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION**  
**FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**  
**AUTHORED BY: ELIZABETH WILLIAMS, MANAGER OF SPORT TOURISM AND MARKETING**  
**RE: 2012 AND 2014 BC SUMMER AND WINTER GAMES**

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**RECOMMENDATION:**

That the Parks, Recreation and Culture Commission recommend to Council that:

1. the City apply to host the 2014 BC Summer Games and resolve that an expenditure of \$45,000 cash and \$50,000 in-kind services and facilities be committed if the Games are awarded; and, further, that
2. the City request that District 68 School Board resolve to support the Games application as per the bid package requirements.

**EXECUTIVE SUMMARY:**

The Government of BC and the BC Games Society has invited communities to host the 2012 or 2014 BC Summer or Winter Games. The Games encompass four days and celebrate community and sport. The Games not only provide athletes an opportunity to compete in a multi-sport event that promotes personal excellence, physical fitness and community pride but also a stepping-stone for higher levels of competition. Nanaimo hosted the BC Summer Games in 1985 and 2002.

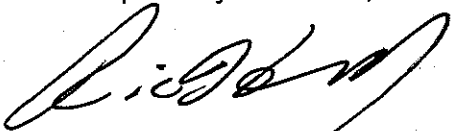
**BACKGROUND:**

Nanaimo has effectively hosted BC Games over the years. The Summer Games involve 3,600 participants and officials and will require that same number of volunteers. The Games have an estimated direct economic impact of \$1.79 to \$2.2 million dollars in the host community. The Ministry of Healthy Living and Sport, through the BC Games Society will provide approximately \$600,000 for the administration and operation of the Games.

A bid to host these games will require a formal application to be submitted prior to 2008-DEC-15. Two significant items to be included in the application are outlined below.

1. A resolution from City Council indicating support of the bid application. This resolution should include support for a financial contribution of at least \$45,000, and a minimum of \$50,000 in additional in-kind services and facilities.
2. A resolution from the District 68 School Board stating support for the Games and a willingness to provide free of charge, the necessary school facilities that are required for competition and accommodation purposes, and the necessary school buses for transportation of participants during the Games.

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 JULY/AUGUST 2008 – PARKS OPERATIONS

---

The following highlights are the park initiatives for July/August 2008. Regular maintenance tasks are not listed.

#### PARK DEVELOPMENT AND SPECIAL PROJECTS

- Detailed design work is almost complete for the Maffeo Sutton Park Spirit Square (95%). These plans will be shared with key stakeholders and finalized in October. The tender package will go out to contractors this fall. The City has received an extension until June 2009 to complete the Spirit Square Project.
- Eight focus groups were held for the Community Public Art Plan. The focus groups were intended to open up discussions about public art among City Council, Staff and committees, artists, art administrators, neighbourhood associations, design professionals, and the development community. An open house will be organized in November as the next step in the process.
- The installation of the Diana Krall Plaza improvements and Songbird public art piece will be tendered to contractors in October.
- Equipment removal and site preparation has begun at Deverill Square Park. Phase 2 of the Park Improvement Plan includes development of an accessible new playground and the equipment should be installed by mid October. This project was partially funded with a grant from the Rick Hansen Society.
- Phase 1 improvements to Loudon Park are complete. A grand opening for the Loudon Park Fishing Float will be planned for October.
- The Interpretive and Wellness Trail at Oliver Woods is under construction. Fundraising for the wellness components is underway.

#### VOLUNTEER IN PARKS (VIP)

- The Nob Hill neighbourhood installed their playground on 2008-Sep-20 and are enjoying both the playground and the new lights in their park (Phase 1 improvements as identified in the Park Improvements Plan). Over 25 volunteers showed up for the installation day and six downtown restaurants donated food to sustain the volunteers.
- The Cosgrove Crescent neighbourhood has taken over the maintenance of a local traffic circle and had a block party in the traffic circle in early September.
- The Carmanah Park neighbours are reviewing playground designs for equipment installation at their park
- Improvements to Kinette Evergreen Park are complete and the neighbourhood is very thankful for the assistance in installing their new benches and improving their kiosk and equipment.
- New playground equipment has been installed in a number of parks that required non-CSA compliant equipment to be removed including: Parkway, Staffordshire, Theresa Terrace, Bob-O-Link, and Country Club #2 Parks.

## SPORTS, TOURISM AND OUTDOOR EVENTS

### Recreation Coordinator Highlights

- Sports Camps have generated \$49,000 in revenue to date. 1,025 spots were available in sports camps this summer. Of this, 790 spots were filled. This was a 77% registration rate.
- To date the Block Party kit has been booked 6 times.
- The 2008-Jul-19 Parks Day event was overall a great event. Changes will be made to next year's event to encourage higher attendance.
- 8 interpretive signs were installed on the Millstone Side Channel for Parks Day. They featured information about the salmon lifecycle. The final 10 interpretive signs will be installed in Bowen Park September 2008.
- On 2008-Jul-24, a BBQ, hockey skills stations and inter-squad game event was held during the BC Hockey Best Ever Camp.
- Planning and organization is well underway for the 2008 Terry Fox Run that will be held at Beban Park on 2008-Sep-14.
- Staff are planning a small open house for the new boat house at Brechin in early fall.

### Manager of Sports Tourism and Outdoor Events Highlights

- 24 major special events were held in Maffeo Sutton Park this past summer (June to September). There were no major concerns this year from event organizers. All events saw an increase in attendance as a result of the fabulous weather.
- Serauxman Field on Third Street will be upgraded to a Class 'A' field with the opening of the Rotary Field House in early October.
- The Fall/Winter User Group meeting was held on 2008-Jul-30 with all groups' needs being met.
- An e-mail was forwarded to all sports groups notifying them of the upcoming deadline (2008-Nov-01) for Tournament and Festival Grants.
- Work is starting with community groups on the possibility of Nanaimo putting in bids to host a major Lacrosse Tournament and a World Old Timers Hockey Tournament in 2010.
- Community contacts include High School Football Provincials, EJ Hughes Celebration, Bridge Tournament, Nanaimo Half Marathon, Under 17 Hockey & Destination Nanaimo.

### Marketing

- The Parks, Recreation & Culture Marketing Strategy being prepared by the Howe Group is nearing completion. Department presentations are being scheduled for October.
- Hiring of the Marketing and Communications Specialist is in progress, testing is complete and interviews will commence shortly.
- The Parks, Recreation and Culture jingle used for radio promotions will be revised for the upcoming year.
- Contacts include: the Nanaimo News Bulletin; Harbour Living.ca; the Daily News; Howe Group; and, several sales people.

### TRAIL DEVELOPMENT

- Stairs at Stephenson Point completed.
- Concrete stairs at Serauxmen Sports Field installed.
- New sign posts for interpretive signs in Bowen installed.
- The Third Street Trail project was awarded to Fournier Excavating and construction begins the week of 2008-Sep-08.

## MAINTENANCE AND CONSTRUCTION

- Port Theatre window replacement Phase One now completed including sealing of concrete.
- Nob Hill Playground removal complete. New playground will be installed by end of September.
- Frank Crane gondola remodelling is now complete.
- Frank Crane Clipper divider wall installed as per Minor Hockey requirements.
- Progress continues on the Rotary Field House at Serauxman Fields with opening scheduled for November. Kitchen cabinets, flooring, painting are nearing completion.

## UTILITY

- Pump motor for water troughs at Swy-A-Lana Lagoon has been rebuilt.
- Pump at Italian Fountain has been replaced.
- New electrical building for Pleasant Valley Sports Field has been completed.
- New raft was installed at Colliery Dam.
- New perimeter drainage was installed at Harry Wipper Sports Field.
- New posts and sleeves were installed at Harry Wipper Sports Field entrance.
- Installation of new kitchen at Departure Bay Activity Hall continues.
- New floating aerator fountains have been ordered for the Bowen Park Duck Pond.
- New water line and sink have been installed at the new barnyard at Beban.
- Tree irrigation has been installed at Sierra Way Park.
- Irrigation extensions were installed at Cliff Street and at Bowen East.

## HORTICULTURE AND SPORTS FIELDS

- Major reorganization of the Harewood Yard took place during this period.
- Blackberries removed along the bank at Georgia Park behind Tom Brown's Auto Repair building.
- Replanting of native species along the Third Street Marsh is complete.
- Page fencing has been installed between the Serauxmen baseball fields and the wildlife area.
- Re-landscaping of Lions Square Park is complete.
- Marathon Athletic has repaired the seam at Merle Logan.
- 13 loads of beach sand were brought into Westwood Lake to top up the first beach.
- Work is ongoing in Beaufort Park removing blackberries and reclaiming the park.
- The transition from baseball to soccer has been complete, all the outfield fencing is down and soccer goals are up.
- Work has commenced to realign Robins baseball field from a 90 foot diamond to an 80 foot diamond. This is essentially a complete rebuild.
- Gardeners have completed plans for fall 2008 annuals and the spring 2009 bulb display.

## URBAN FORESTRY

- Seven dying and diseased trees were removed from Westwood Lake Park.
- Urban Forest Coordinator attended a two-day Hazard Tree Assessment Course at Royal Roads University.
- Work is substantially complete on the seven modules for the Urban Forest Management Plan. This work was completed by Kimberly Beerman, a UBC summer student. A completed draft of the Plan is to be presented to Commission in October.
- Seven Tree Removal Permits were processed during July and August.

**TRAIL COUNTS FOR JUNE/JULY/AUGUST 2008**

<b>Park Sites</b>	<b>June Daily Average</b>	<b>July Daily Average</b>	<b>August Daily Average</b>	<b>August Peak Times</b>
Walley Creek	256	206	213	9 am-10 am
Linley Valley	66	67	63	1 pm – 2 pm
Buttertubs Marsh	285	288	247	5 pm – 6 pm
Colliery Dam (lower)	306	275	285	4 pm – 5 pm
Loudon Park	139	171	179	3 pm – 4 pm
Beaufort Park	122	136	126	1 pm – 2 pm
Wardropper Park	131	95	111	10 am – 11 am
Bowen Side Channel	109	212	191	3 pm – 4 pm
Diana Krall Plaza (Conference Centre stairs)	490	481	355	12 pm -1 pm
Diana Krall Plaza (Commercial Street)	872	1070	1088	12 pm-1 pm
Diana Krall Plaza (Port Theatre Stairs)	687	928	955	12 pm-1 pm
Third Street Park	254	274	258	3 pm-4 pm

**VANDALISM REPORT FOR 2008-JUL-12 to 2008-AUG-31**

BUILDING AND ENGINEERING R&M	\$ 9,696
MATERIALS AND SUPPLIES	\$ 1,722
LABOUR AND FLEET (City Vehicles)	<u>\$ 1,920</u>
<b>TOTAL:</b>	<b>\$13,338</b>

2008-OCT-16  
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**REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE**

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

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

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

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

- The installation of the Diana Krall Plaza improvements and Songbird public art piece will be sent out for contractor bids in October. Planning for the opening event in spring 2009 is also underway.
- Drafting of the Public Art Plan is continuing with public input scheduled for an open house in November as the next step in the process.
- Phase 1 improvements to Loudon Park are complete. A grand opening for the Loudon Park Fishing Float is planned for the morning of 2008-OCT-16. All donors to the project are invited.
- The Interpretive and Wellness trail at Oliver Woods is under construction. Fundraising for the wellness components is underway and staff are meeting with the three wellness equipment suppliers.
- Improvements to the Millstone Nature Trail in Bowen Park are being planned for this fall. In addition, designs for the outdoor classroom are underway.
- Rotary Field House completion underway – Open House scheduled for 2008-Nov-06.

#### **VOLUNTEER IN PARKS (VIP)**

- The Carmanah Park neighbours are aiming for a fall playground install date.
- Neighborhoods are expressing interest in public art projects under VIP (including the South End Community Association, Protection Island Ratepayers Association, and Nob Hill Neighbourhood).

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

##### **Recreation Coordinator Highlights**

- 2008-SEP-14 was the annual Terry Fox Run. 200 people participated with over \$4000 raised for cancer research.
- 2008-SEP-27 was the open house for the Nanaimo Rescue Station and Community Paddling Dock. Approximately 60 people attended.
- 18 sign frames have been installed in Bowen Park and are waiting for interpretive signage to be complete.
- A presentation was made to VIU Recreation Tourism students about the Millstone Side Channel and Bowen Park. Staff are planning to host a special event for schools on Friday, 2008-NOV-14 in partnership with VIU in Bowen Park and Millstone Side Channel.



### Manager of Sports Tourism and Outdoor Events Highlights

- Serauxman Field on Third Street will be upgraded to a Class 'A' field with the opening of the Rotary Field House in late October. The Rotary Field House meeting room is expected to open in early November.
- Work is starting with community groups on the possibility of Nanaimo putting in bids to host the Minto Lacrosse Tournament (2010).
- Staff worked with Old Timers Hockey on the possibility of putting in a bid on the CARHA World Hockey Challenge; the organization decided not to pursue the bid.

### Marketing

- The Parks, Recreation & Culture Marketing Strategy being prepared by the Howe Group is nearing completion. Department presentations have been scheduled for 2008-NOV-04.
- Hiring of the Marketing and Communications Specialist is complete. Hannah King will start on 2008-NOV-03.
- Staff assisted with the following openings; Brechin Boat House, Loudon Park Fishing Float and Rotary Field House.
- A media event is planned for AED's in public recreation facilities.
- Promotions for the Under 17 World Hockey Tournament have started and will continue until late December.
- A time sensitive 2 for 1 coupons for out of town sport and cultural events has been developed.

### TRAIL DEVELOPMENT

- The Trails staff have completed the fall trail cutting and clearing and will be repeating the process as the leaves collect on the pathways.

### MAINTENANCE AND CONSTRUCTION

- The Salmon Petroglyph from the old Museum site has been returned to its original location at Jack Point. The 10 ton Petroglyph was loaded onto a barge then lifted to the site. This is the second of the three "Portals To Our Heritage" in partnership between Nanaimo Cultural Capitals and the Snuneymuxw First Nation.
- The play equipment at Parkway Park has been relocated and new equipment installed.
- Nob Hill Phase 1 has been completed. All old play equipment has been removed, new equipment installed and new lamps installed on the trail way.
- Deverill Square Park Phase 1 has started. All equipment including the water park has been removed with new play equipment being installed before the end of October.
- The kitchen in Departure Bay Activity Hall has been totally remodelled. The old cabinets were removed, new flooring installed and staff built and installed new cabinets.

## UTILITY

- New sinks were installed in the Departure Bay Activity Centre.
- New irrigation was installed at Robins Park.
- A lockable water and electrical connection was installed on the new Community Paddling Dock. This is for the Canoe and Kayak Club to use for washing off boats and providing temporary power.
- Two replacement aeration pumps are being replaced at Bowen Park. The old ones had been in place for 2 years but were recently stolen.
- Winterizing of all irrigation systems is underway. The process will take 4 – 6 weeks to complete.

## HORTICULTURE AND SPORTS FIELDS

### TURF AND PARKS:

- Robins baseball diamond was realigned and built to new league specifications. This included moving home plate back 20 ft. and then reconstructing the infield, installing baselines and a skinned infield.
- Shoreline and Parkway Parks were cleaned.

### HORTICULTURE:

- Horticulture staff has been scheduling work around the cruise ship season.
- Jingle Pot Marsh work continues with volunteers to continue tree planting in the marsh.
- Crews spent one day at Beban Participark and removed broom from two-thirds of the parks perimeter.
- Hanging baskets are slowly being removed with the full removal slated for 2008-October-13.
- Gardeners are beginning to remove their summer displays and replace some areas with fall/winter displays.
- Training for staff this past month: traffic safety and excavating around gas lines.

## URBAN FORESTRY

- The Urban Forestry Coordinator attended the 8<sup>th</sup> Canadian Urban Forestry Conference in Sherwood Park Alberta during the week of 2008-SEP-22 to 2008-SEP-26. Information regarding Urban Forest Plans and Strategies was gathered at the conference.
- The Urban Forestry Coordinator is now a Certified Tree Risk Assessor. This course is organized and recognized by the International Society of Arboriculture and Work Safe BC.
- The draft Urban Forest Plan is in final stages of editing and will be presented to the Parks, Recreation and Culture Commission for their review at their regular meeting on 2008-November 26.
- Four Tree Removal Permits were processed.
- Five Tree Management Plans are presently under review.
- Seventy-four phone calls were received resulting in site visits to thirty-seven sites to deal with concerns or complaints.

### **TRAIL COUNTS FOR SEPTEMBER 2008**

<b>Park Sites</b>	<b>July Daily Average</b>	<b>August Daily Average</b>	<b>September Daily Average</b>	<b>September Peak Times</b>
Walley Creek	206	213	291	8am-9am
Linley Valley	67	63	53	12pm-1pm
Buttertubs Marsh	288	247	242	4pm-5pm
Colliery Dam (lower)	275	285	227	3pm-4pm
Loudon Park	171	179	156	3pm-4pm
Beaufort Park	136	126	134	11am-12pm
Wardropper Park	95	111	55	9am-10am
Bowen Side Channel	212	191	147	4pm-5pm
Diana Krall Plaza (Conference Centre stairs)	481	355	268	12pm-1pm
Diana Krall Plaza (Commercial Street)	1070	1088	830	12pm-1pm
Diana Krall Plaza (Port Theatre Stairs)	928	955	696	12pm-1pm
Third Street Park	274	258	258	3pm-4pm

### **VANDALISM REPORT FOR 2008-SEP-15 to 2008-OCT-10**

#### **BUILDING AND ENGINEERING R&M**

- Graffiti removal \$ 2,649.10
- Repair wiring at Merle Logan \$12,384.14
- Replace light fixture at Deverill \$ 232.50
- Repair to plastic slide \$ 267.50
- Replace broken windows \$ 424.77

**COST \$15,958.01**

#### **MATERIALS AND SUPPLIES**

- Miscellaneous materials \$ 45.00
- Replacement locks \$ 425.30
- Replace aeration pumps \$ 1,741.00
- Replacement signage \$ 280.00

**COST \$ 2,491.30**

#### **LABOUR AND FLEET (City Vehicles)**

**COST \$ 1,289.46**

**TOTAL COST \$19,738.77**

**VANDALISM REPORT FOR 2008-SEP-15 to 2008-OCT-10 (Cont'd)**

Graffiti removed from Colliery Dam washroom, May Bennett, Maffeo Electrical building, Latimer Park, Pipers Lagoon, Caledonia Park, Biggs Park, Harry Wipper, Bowen picnic shelters, and many other locations. Wire theft from Merle Logan was a huge expense. Locking covers on junction boxes have been installed and the metal cover plates on lamp standards have been welded to prevent future theft. More wire theft has occurred but invoices have not been received. The floating aeration pumps that were in the pond at Bowen Park were stolen. They had been on site for over two years. A plastic slide was set on fire but it was able to be repaired by plastic welding.

2008-OCT-20

A10-3

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

FROM: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION AND CULTURE

RE: MONTHLY REPORT JULY/AUGUST, 2008 - RECREATION AND CULTURE SERVICES

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## PROGRAMS

The Parks, Recreation and Culture Fall/Winter Leisure Guide was distributed on 2008-Aug-20. In the first 30 days over 9100 registrations were processed, an increase of over 2000 from 2007! Use of IREG (our online registration system) accounted for over 33 percent of registrations.

Throughout the summer, summer camp registration was strong. Each camp ran at over 95 percent full, with an average of 26 campers per week per program.

Six Concerts in the Park were held at Swy-A-Lana during July and August and averaged 188 spectators at each concert. The call for performers went out earlier in the year, and applicants provided a resume and sample of music. The program strives to present a myriad of music styles for a range of listeners.

Beban Barnyard (formerly known as Bowen Barnyard) opened 2008-Jun-30 at the Beban VIEX Barns, and operated with a 50% increase in attendance over 2007.

Aquatics at the Nanaimo Aquatic Centre, Beban Park Pool, and Westwood Lake were very busy during the summer. Nanaimo Aquatic Centre (NAC) and Beban Pool were busy on rainy days, and Westwood Lake was hopping on those hot, sunny days. 34 residents participated in a Junior Lifeguard camp and 108 swimmers enjoyed Camp S, which is an aquatics-based camp, run by the Riptides.

Beginning 2008-Sep-12, the Friday night swim from 8:30 p.m. to 11:00 p.m. will be for teens only. Beban Pool hours on these nights will be extended to 10:00 p.m. to accommodate non-teens wishing to swim.

Swimming lesson registration was up for the summer season with 955 swimmers enrolled for the summer months (compared to 778 in 2007).

1,855 Bowen Seniors Memberships have been sold to date. In mid-August the registration rate was reduced by 50%. Throughout July and August, an average of 110 members attended the weekly Thursday Special Event at Bowen Park. Bowen Seniors are fundraising toward the development of a seniors' wellness park to be located at Oliver Woods Community Centre.

BC Best Ever U17 Hockey Camp was held at Nanaimo Ice Centre 2008-Jul-20 to 2008-Jul-26, with a U17 promotional inter-squad game on 2008-Jul-24. Due to high demand, a summer hockey school held in partnership with Nanaimo Minor Hockey had a second session added. Summer skating lesson attendance was excellent and client evaluations were very positive.

450 were in attendance on 2008-Jul-17 at Departure Bay Spray Park for a Free Family Fun Night, held with a carnival theme. 250 residents attended the second Free Family Fun Night at Deverill Park. The theme for that event was "Let the Games Begin".

Playgrounds closed 2008-Aug-22. Attendance was up in July, with August on par with last year.

The Mother's Unite Garage Sale sold out with 72 tables booked.

The City of Nanaimo and Alternative Groove partnered in hosting a *Lord of the Lines* Skateboarding Event on 2008-Jul-18 at the Centennial Building. 50 youth participated. A Youth Information Resource Guide is being displayed at City facilities, identifying youth agencies and organizations in the City, and includes a 2 for 1 pass for recreation facilities.

## PROJECTS

185 ticket packages have been sold to date for the U17 World Hockey Challenge.

During the regular maintenance shutdown in August for Beban Pool, the office received an ergonomic reconfiguration of the side wickets, installation of a customer information board, moving a display cabinet in the lobby and repainting of Beban Pool lobby.

Maintenance shutdowns were completed in Nanaimo Ice Centre, Beban Park Pool and Frank Crane Arena/Cliff McNabb Arena. Gondola renovations in Frank Crane were completed. Safety inspections were done in all department facilities. Chlorine evacuation procedures were finalized.

Departure Bay Hall will have a kitchen renovation completed by the second week in September.

## FACTS & FIGURES

### Front Desk

<b>August 2008</b>	<b>2007</b>	<b>2008</b>	<b>Difference</b>
<b>Numbers</b>			
Registrations	3,885	4,509	624
Memberships	106	152	46
Economy Tickets	910	771	-139
Total	4,901	5,432	531
<b>Sales</b>			
Registrations	252,277	\$353,705	\$101,428.00
Memberships	14,072	27,722	13,650
Economy Tickets	26,359	27,059	700
Total	292,708	\$408,486	\$115,778.00

394



Arenas

ARENA HOURS AND ATTENDANCE				
Month: AUGUST	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	50.5	53.5	1,534	1,334
Lessons: Department programs and Schools:	160.5	180	2,186	2556
League Rentals:	107.75	65.75	2,326	3,357
Other/Casual:	393.5	461.25	25,591	31,553
TOTAL:	712.25	760.50	31,637	38,800
<u>Hours:</u>		<u>Attendance:</u>		
NIC1 –	229.75	NIC 1 –	5,620	
NIC 2 –	242.00	NIC 2 –	4,501	
Cliff McNabb –	104.50	Cliff McNabb –	10,634	
Frank Crane –	136.00	Frank Crane –	10,882	
Total:	712.25	Total:	31,637	

Rental Revenue Summary

**Social Centre:**

2007-JUL	\$11,526.80	2008-JUL	\$9,749.98
2007-AUG	\$ 5,949.11	2008-AUG	\$8,750.67

**Centennial Building**

2007-JUL	\$1,026.55	2008-JUL	\$2,614.88
2007-AUG	\$2,008.15	2008-AUG	\$2,263.96

LEAP

August 2007: 122 applications  
 August 2008: 220 applications

2008-OCT-16

A10-1

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

FROM: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION AND CULTURE

RE: MONTHLY REPORT SEPTEMBER, 2008 - RECREATION AND CULTURE SERVICES

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## PROGRAMS

Swimming lesson registration continues to hold its own with 745 swimmers enrolled for the month of September (compared to 670 in September 2007). 2007 numbers did not include lifesaving courses or private lessons. Beginning 2008-SEP-12, the Friday night swim began from 8:30 p.m. to 11:00 p.m. for teens only. Beban Pool hours on these nights will be extended to 10:00 p.m. to accommodate non-teens wishing to swim. The White Rapids did an excellent job of managing Kin Pool over the summer. Westwood Lake had an extension added to the wheelchair ramp that went deeper in the water, allowing better access for patrons.

1,173 people registered in Arena programs between 2008-AUG-20 and SEP-30. Staff met with lacrosse organizations to plan for seasonal floor space.

1,955 Bowen Seniors Memberships have been sold to date, this is the most memberships sold in a single year in 15 years. Bowen Seniors and staff are working together to give the Bowen Billiards Room a facelift with new light, paint, furniture and scoreboards. The Seniors Board held a general meeting on 2008-SEP-10, at which time they voted to change the name from Bowen Park Seniors to Nanaimo Harbour City Seniors.

45 preschool programs started in September with 403 participants.

A new kiln has been purchased for the Pottery Room at Bowen Park.

Over 200 attended a "Meeting the Guidelines" workshop on 2008-SEP-10 at Bowen Complex. This included school administrators, Parent Advisory Committee members, teachers and department staff. The focus was for concession and vending operators to demonstrate how they will meet the new nutritional guidelines imposed by the School District and the City.

School District 68 has offered to pay \$1,450 for the printing of the Youth Information Resource Guide. The Ministry of Child and Family Development – Child and mental Health have shown interest in supporting the third printing of the Guide.

Canadian Tire has increased funding for the Jumpstart program by \$2,000, which will make total contribution for 2008 of \$7,500.

The Mother's Unite Garage Sale sold out with 72 tables booked.

Staff are working with Community School Co-ordinators at Georgia Avenue and Fairview to offer Baby Ballet, Dance Sampler, Soccer Tots and Basketball in those schools.

Department staff, British Columbia Recreation and Parks Association, the Heart & Stroke Foundation and Sport Med BC are working together to host a full day walking seminar at Beban Park on 2008-OCT-30.

Arts' Alive has had their contract re-written with the City of Nanaimo to bring it into alignment with all non-profit organizations.

## PROJECTS

Cultural Capital of Canada Projects include 10<sup>th</sup> anniversary celebrations of the Port Theatre were held during September. An Open House was held 2008-Sep-14, Evening of the Next Generation of Performers 2008-Sep-17, and the 10<sup>th</sup> Anniversary Gala, 2008-SEP-20. The next two Snuneymuxw First Nation's portals to be unveiled will be at Jacks Point and on Newcastle Island. The Arts of Momentum, a collaborative exhibition of professional artists from Nanaimo and the Chinese Artists Association, will be held 2008-Oct-30 to 2008-NOV-02 at the Vancouver Island Conference Centre (VICC), and from 2008-Nov-04 to 2008-NOV-16 at the Nanaimo Art Gallery (downtown). The Sports Hall of Fame opened 2008-SEP-20 at the VICC.

Automatic Emergency Defibrillator (AED) training has been completed by a large majority of department staff, with the AED's being available at Bowen Complex and Oliver Woods Community Centre ("OWCC") for staff and the public.

Hannah King has been hired as the department Marketing and Communications Specialist. Ms. King will start 2008-NOV-03. The Howe Group has been preparing the Parks, Recreation and Culture Marketing Strategy and it is schedule for presentation on 2008-NOV-04. Grand opening in the immediate future are for Brechin Boat House, Loudon Park Fishing Float and Rotary Field House.

Elizabeth Williams will now manage the LiveSite screen, with Tammy Toor creating slides and programs for the screen. The Information Technology department will continue to care for the technical aspects and maintenance of the LiveSite.

Final purchases for Oliver Woods Community Centre ("OWCC") are being made, which include front office signage, protective covers for score clocks, window coverings in the gym, and some additional equipment.

The U17 World Hockey Challenge was promoted at the 2008-SEP-26 Nanaimo Clipper game. 205 ticket packages have been sold to date for the U17 World Hockey Challenge. Two games take place each day on 08-DEC-29 and 2009-JAN-03. A wide range of activities is planned between games on each day.

The new Serauxmen Fieldhouse meeting room, which will be allocated in the same manner as department activity centres, will be ready for use in late October.

## FACTS & FIGURES

### Front Desk

<b>September 2008</b>	<b>2007</b>	<b>2008</b>	<b>Difference</b>
<b>Numbers</b>			
Registrations	-5,684	5,623	-61
Memberships	-253	265	12
Economy Tickets	-1,019	901	-118
<b>Total</b>	<b>-6,956</b>	<b>6,789</b>	<b>-167</b>
<b>Sales</b>			
Registrations	-186,919	209,632	22,713
Memberships	-53,297	49,711	-3,586
Economy Tickets	-32,859	32,700	-159
<b>Total</b>	<b>-273,075</b>	<b>292,043</b>	<b>18,968</b>

### Arenas

ARENA HOURS AND ATTENDANCE				
Month: September 2008	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	120.25	90.75	1,967	1,988
Lessons: Department programs and Schools:	129.25	122.75	2,435	1,750
League Rentals:	951	565.75	36,434	26,189
Other/Casual:	138.2	226.50	3,037	10,290
TOTAL:	1338.7	1005.75	43,873	40,217
<u>Hours:</u>		<u>Attendance:</u>		
NIC1 –	546.50	NIC 1 –	9,693	
NIC 2 –	272.95	NIC 2 –	10,461	
Cliff McNabb –	246.50	Cliff McNabb –	6,234	
Frank Crane –	272.75	Frank Crane –	17,485	
Total:	1,338.70	Total:	43,87	

### Rental Revenue Summary

#### **Social Centre:**

2007-SEP      \$17,211.69                      2008-SEP      \$14,852.20

#### **Centennial Building**

2007-SEP      \$ 2,404.49                      2008-SEP      \$ 3,496.22

### LEAP

August 2007:    134 applications

August 2008:    205 applications

2008-OCT-16

A10-1

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**Wellington Action Con**

4285 Jingle Pot Road  
Nanaimo BC V9T 5P5

August 21, 2008

Nanaimo Parks, Recreation and Culture Commission  
C/O Commission Secretary  
500 Bowen Road  
Nanaimo BC V9R 1Z7



**Re: Loudon Park – Centennial Building – Centennial Plaque**

Dear Commission Secretary,

We would be most appreciative if this letter could be added to the correspondence of the next regular Parks, Recreation and Culture Commission Meeting.


We would like to thank the Commission for funding the beautification of the Canada Centennial Building at Loudon Park. Specifically the Mural which now graces the South-West portion of the building is a pleasure to look at.

The Canada Centennial building was built by the neighbourhood after the Loudon's donated the land for Wellington families to use for swimming. The Centennial building is special to Wellington as it was built by the people of Wellington exclusively with neighbourhood volunteers for their families and children to use, with many of the families who participated in its construction still living in the Wellington neighbourhood. Like most projects funded and built during the Canada Centennial celebrations, a small bronze plaque was mounted on the building to help future generations remember the event and efforts of their communities.

In order to facilitate painting, all signs were removed including the heritage plaque identifying and honouring the building as a Canada Centennial project.

In keeping with the Parks Commission's recent efforts to brighten the building and grace it with a mural, we would like to help in a small way by offering to restore the Centennial Plaque to its original state before it is remounted on the building. We anticipate this would involve a good polishing and protective coating to ensure the plaque stays bright for many years to come. As we know very little about restoration we do have some questions about how we could assist with this. If we could meet or communicate through email or letters we would greatly appreciate the opportunity to help. Thank you for your time.

Sincerely,

  
Gennifer Tooke

Wellington Action Committee - History Committee Member  
[action@wellingtonbc.ca](mailto:action@wellingtonbc.ca)

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**Jeff Ritchie**

---

**From:** George and Heather Calver [hcalver@shaw.ca]  
**Sent:** Monday, October 20, 2008 4:57 PM  
**To:** Jeff Ritchie  
**Subject:** BCWF nomination for CWF Award for Millstone River Bypass project



October 20, 2008

Jeff Ritchie,  
City of Nanaimo

As the recipient of the Dr Louis Lemieux Conservation Award for 2008, Nanaimo's Millstone River Bypass in Bowen Park Project will be one of the BC Wildlife Federation's nominees for the Canadian Wildlife Federation's Doug Clarke Memorial Award for 2009. This award recognizes a CWF affiliate for most outstanding conservation projects completed during the previous year by the affiliate, its clubs or its members.

I understand that you are familiar with the project and I am hopeful that you would agree to prepare a letter of endorsement for this nomination. It would be useful if you could comment on the significance of the project in the work of the City of Nanaimo and refer specifically to the Doug Clarke Memorial Award.

The letter should be on letterhead, if appropriate, and although it should be addressed to Mel Arnold, President of the BCWF, Unit 101 – 3060 Norland Avenue, Burnaby, BC V5B 3A6, I would appreciate it if you would send it to me at [hcalver@shaw.ca](mailto:hcalver@shaw.ca) or to my home address as indicated below. The whole package will eventually be submitted to the CWF under Mel's signature.

While the deadline for submission is not until early in the new year, experience has shown that time flies by more quickly than we all anticipate so I would appreciate it if you agree to write a letter of support that you do so by **November 30, 2008**.

Yours in conservation,

Heather M Lemieux  
External Awards Coordinator, BCWF  
2301-699 Cardero Street,  
Vancouver, BC V6G 3H7  
[hcalver@shaw.ca](mailto:hcalver@shaw.ca)  
604-687-6280

10/22/2008

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# Nanaimo

## Arts Council

July 28, 2008

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



Dear Arts and Culture committee members,

Please receive the attached Quarterly Status Report as requested re: 2008 Cultural Operating Grant Funding.

Sincerely,

Odette Laramee  
(Manager)

**Quarterly Status Report to the City of Nanaimo Cultural Committee - Re: Cultural Operating Grant 2008**

**Submitted by the Nanaimo Arts Council [NAC] for the 2<sup>st</sup> Quarter 2008**

**A. Narrative:**

In addition to established programs, the NAC has began to implement the strategic plan developed in March 2008. Over the past months the NAC has:

- 1) confirmed that the Downtown Nanaimo Partnership will work with us to foster the Associate Members project in order to ensure that artists experiencing financial hardship have the opportunity to show/promote their work;
- 2) negotiated long term engagements with the Port Theatre and two other venues (Lighthouse Bistro and meeting grounds café) to host rotating exhibitions of the painting and photography of local artists;
- 3) scaled up outreach by airing a radio program on our community radio station, recorded during our annual Short Fiction Contest awards event and Arts and Culture week celebration;
- 4) begun a speaker/workshop series, entitled Creative Currents (June: Judith Millar - Attaining the Creative Edge / July - Johnny Blakeborough: Digital Film Making);
- 5) confirmed plans for our 40<sup>th</sup> anniversary celebrations including insert in our community newspaper, the Nanaimo News Bulletin, that will focus on NAC history and contributions;
- 6) made plans to host an intercultural literary and performance event in numerous languages in culmination to our newly launched invitation to submit to Poem on a Page;
- 7) received seed money from BC150 through the Assembly of BC Arts Councils to launch Key of Three Integrating Arts: Legacies of our past portals to the future. Working with our organizational partners and local artists, we will engage in the new branch of the arts presently being fostered through the Canada Council for the Arts entitled Integrated Arts. This is defined as artistic works, practices, programming and events that combine art forms, or integrate existing art forms into a new form including interdisciplinary content, multidisciplinary content and multidisciplinary structure. We will work with three groups of three artists who practice in three different disciplines in order to develop three pieces that juxtapose their traditional disciplines in a new way and create an innovative dialogue about the potential for Integrated Arts. Performances have been booked with the Port Theatre for their Random Acts series;
- 8) Art in the Park launched June 28<sup>th</sup> with vendors Saturdays/Sundays and holidays and entertainment opening/closing days and holidays;
- 9) entered into preliminary discussions re: renting office space downtown.

**B. Financial: (summary attached)**

Should you require more information please contact Odette Laramée (Manager) Telephone: 250-729-3947 or email [admin@nanaimoartscouncil.ca](mailto:admin@nanaimoartscouncil.ca)

# NANAIMO ARTS COUNCIL MONTHLY FINANCIAL REPORT

	A	F
1	<b>REVENUE</b>	
2		
3	<b>Grants</b>	
4	Bingo	15,000.00
5	Direct Access	14,000.00
6	BCAC (Prov)	19,306.00
7	City - Cultural (1)	8,350.00
8	- Events (2)	7,138.00
9	Assembly of BC Arts Council	5,250.00
10	<b>Earned</b>	
11	Gallery Sales	15,290.70
12	Events	
13	- Entry fees	6,656.00
14	-Click 08	240.00
15	-Jean Davis Heritage	70.00
16	-Summer Showcase	32.00
17	-Feature Show	50.00
18	- Ticket sales	5,355.00
19	-VIEX	720.54
20	Sponsorships	3,446.00
21	<b>Fundraising</b>	
22	Adventure Books	45.00
23	<b>Other</b>	
24	Membership/Donations	4,041.10
25	Sweetheart Lunch (Organization Members)	540.00
26	In-Kind Rent (Nanaimo North - Shape)	53,000.00
27	<b>TOTAL</b>	<b>158,530.34</b>
28		
29	(1) 2007 \$6262.00, 2008 \$2088.00	
30	(2) Art Park 2007 \$3500, VISFF \$1550	
31	*Rec'd \$5000 from City of Nanaimo for 08/09	
32		
33		

Prepared by Treasurer, Arlene Blundell, May 26, 2008

# NANAIMO ARTS COUNCIL MONTHLY FINANCIAL REPORT

	A	F
34	<b>EXPENSES</b>	
35		
36	Payout on sales	10,888.02
37	Visual Arts	15,373.00
38	Literary Arts	294.71
39	Art in the Mall	
40	Art in the Park	
41	Children's Shows	140.00
42	- Feature Showcases	
43	- Literary Contest	
44	- Season Showcases	83.03
45	- VIEX	
46	- VISFF	6,354.38
47	- Xmas Market	53.00
48	Awards	5,550.00
49	Judges	530.00
50	Wages	33,456.60
51	Late filing charge	
52	WCB	
53	Benefits/Deductions	853.76
54	Mileage	
55	Conferences, etc.	253.46
56	Bookkeeping	3,611.86
57	Bookkeeping Deductions	60.24
58	Rent 10% + 'strata' fee	2,740.68
59	Other Rent (Short Fiction Event)	81.71
60	Office Supplies	3,196.44
61	Photocopier	2,772.94
62	Renovating/Cleaning (PCO)	585.50
63	Tel/fax/internet/Moneris	4,377.92
64	Advertising	4,700.00
65	PR/Vol (Sweetheart Lunch, Associate Members Lunch, Newsletter)	673
66	Accounting fees	

Prepared by Treasurer, Arlene Blundell, May 26, 2008

# NANAIMO ARTS COUNCIL MONTHLY FINANCIAL REPORT

	A	F
67	Insurance	471
68	Bank chgs & other	697.35
69	AGM	136
70	Merchant supplies	178
71	NAC Membership dues	262
72	Filing fees (Min of Fin)	120.00
73	Board Workshop	89
74	Storage	908
75	Adventure Books	220
76	In-Kind Rent (Nanaimo North - Shape)	53,000.00
77	Bursaries	4,000.00
78	Totals	156,711.97

Prepared by Treasurer, Arlene Blundell, May 26, 2008



The **"Great"** INTERNATIONAL WORLD  
**CHAMPIONSHIP BATHTUB "RACE"**  
&  
**NANAIMO MARINE FESTIVAL**

**LOYAL NANAIMO BATHTUB SOCIETY**

373 Franklyn Street, Nanaimo, BC V9R 2X5  
Tel: 250-753-7223 Fax: 250-753-7244  
[www.bathtubbing.com](http://www.bathtubbing.com) email: [mail@bathtubbing.com](mailto:mail@bathtubbing.com)

August 1, 2008

Nanaimo Parks, Recreation & Culture  
500 Bowen Road  
Nanaimo, BC V9R 3B5

Attention: Mr. Richard Harding, Director of Parks, Recreation & Culture

Dear Mr. Harding

On behalf of the Loyal Nanaimo Bathtub Society (LNBS) I would like to take this opportunity to thank you and the staff from the Parks Department for your involvement and cooperation for the staging of the **2008 "Great" INTERNATIONAL WORLD CHAMPIONSHIP BATHTUB RACE** and the **Nanaimo Marine Festival**.

This year the weather did cooperate for the most part and the LNBS were pleased with all of the facilities and even though some issues did come up with they were discussed them with the appropriate people and resolved. Please pass on our thanks to Jeff Ritchie, Brent Meunier, Liz William, Linda Murray and Jannelle as well as all the grounds staff who had the parks looking great.

With support such as yours it allows the LNBS to stage a world class event and promote our beautiful harbour, city and now with the *Nanaimo to Nanaimo* format, also Vancouver Island as it is an exclusive island event.

We look forward to your continuing support in the year 2009 with the Marine Festival dates being Thursday, July 23<sup>rd</sup> to Sunday July 26<sup>th</sup> the **"Great" RACE** day.

Yours sincerely

  
W.M.(Bill) McGuire  
COMMODORE

WMM/lg



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## **MINUTES OF BOARD OF DIRECTORS' MEETING - September 12, 2008**

### **In Attendance**

President Lynda Avis in the Chair, Anne Smith, Miriam Peacock, Bob Nixon, Bob Davies, Joanne Husband, Colleen Evans, Pat Foley, Brian Sugiyama.

Regrets: Pat Parkin, Jane Adkins

### **Delegation**

Doug Peterson, on behalf of the Bowen Park Pool Players, addressed the meeting re some requested changes to the pool room. Items requested: score board, 4 bar stools, 2 bulletin boards, cloth wall hangings, cue storage cabinet, for a total of approx. \$1,000. The City will also be helping in some of the renovations - i.e. walls painted and lighting redone.

**M/S/C That the Pool Players themselves be requested to donate \$10 each (for a total of \$200) and the Board provide the remaining \$800.**

### **Call to Order**

President Lynda called the meeting to order at 9:15 a.m.

### **Changes to Agenda**

The agenda was accepted as circulated.

### **Minutes of Last Meeting**

**M/S/C That the minutes of the June 6<sup>th</sup>, 2008 meeting be adopted as read.**

### **Business Arising from the Minutes**

1. Name Change for Bowen Seniors - will be discussed and voted on at the September 25<sup>th</sup> meeting.
2. Application for Non-Profit Status for Bowen Seniors - will be started after the September 25<sup>th</sup> meeting.
3. Seniors Wellness Park Update - Lynda advised that she has sent out many letters to local groups requesting funding. Anne is helping Lynda with the application which will be sent to BC Hydro. City of Nanaimo has approved in principle the construction of the Wellness Park. The Provincial Government announced during the summer that Nanaimo was one of 18 cities receiving money towards an ACTNOW BC Seniors Exercise Park. The amount of money being donated to the City should be known within a month. The BC Seniors Games 2007 Legacy Fund contribution to the Seniors Wellness Park is now \$12,000. and has been deposited in a separate account.
4. Cookbook Update - Colleen advised that cookbooks will be sold at the Wellness event at Country Club Mall on September 19-20, at the Christmas Fair at Country Club Mall in November, and at St. Andrews United Church during the cruise ship visits.
5. Strawberry Tea - Lynda attended the tea held at ORIGIN and reported a very successful event.

...../see page 2



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

6. Annual Meeting with Mayor - annual summer meeting with the Mayor and the Board was cancelled due to the Mayor's illness. This meeting will be re-scheduled following the civic election in November.
7. Summer Barbecue/Dance - was a big success. Financial breakdown will be available at the next meeting. It was generally agreed another barbecue/dance will be held in the future, in spite of the fact that Lynda's centrepieces got eaten!! The next time the event will be entirely professionally catered.

**Unfinished Business**

1. Recognition Glasses for Bowen Seniors Volunteers - it was agreed this idea will be scrapped as the volunteers are already recognized by the plaque and the volunteer luncheon held annually.
2. Biographies of Bowen Seniors - life story of a member of one of the various groups could be incorporated into Bob's Corner.

**Correspondence**

1. Letters to and from Mr. Neil Dillabaugh, Administrator of BC Seniors Games 2007, re contribution to the Wellness Park.
2. Letters of request from the President to various community groups for financial support re the Wellness Park.

**Financial Report**

No report.

**COMMITTEE REPORTS**

**Lobby**

Miriam reported that the bulletin board and a large plant have been installed in the lobby. End tables and a new volunteer table have not yet been purchased.

**City Seniors Coordinator**

- Current 2008 membership is 1855 with 134 sold in the past two months.
- Attendance at the Thursday Special Events continues to be good, as is the attendance at the various van trips.
- An automatic external defibrillator will be installed by the end of the month in a prominent place in the lobby outside Brian's office.
- Two propane tanks and an outside telephone were stolen over the summer so some changes need to be made in security.

..../see page 3

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**New Business**

1. Goals of Bowen Seniors Board of Directors for 2008-09:
  - a) Continue efforts to involve more of the Bowen membership in volunteer positions at Bowen.
  - b) Continue with Lobby re-design.
  - c) Continue efforts to create a more active Program Committee.
  - d) Continue to raise funds for the Seniors Wellness Park.

**M/S/C That the goals be accepted as presented.**

2. A \$50 gift in memory of a Bowen Seniors member will be placed in the Wellness Park Fund.
3. Donation to Seniors Wellness Park  
**M/S/C That Bowen Park Seniors donate \$5000 to the Seniors Wellness Park.**
4. Christmas Bazaar - Lynda will meet with the various participating groups to plan for advertising and general publicity. It is hoped that all groups will be represented at the event.
5. Hand Sanitizers - are being used regularly.
6. Program Chairperson - Anne Smith volunteered for the position. Bob Davies and Joanne Husband volunteered to be on the committee as well. Some programs to be considered: photography, voice works, and affordable seniors housing.
7. Cleanliness at Thursday Special Events - Brian will remind all workers that this is an important issue. A Food Safe training session will be held in the near future.

**Adjournment**

Meeting adjourned at 10:40 a.m.

**Next Meeting**

Friday, October 3<sup>rd</sup>, at 9 a.m. at Bowen Complex.

/pf

08.09.16

# Bowen Park Seniors

Mr. Larry McNabb,  
Chairman,  
Parks, Recreation and Culture Commission,  
500 Bowen Road,  
Nanaimo, B.C. V9R 1Z7

Wednesday, October 1<sup>st</sup>, 2008


Dear Sir,

I am writing this letter on behalf of Bowen Park Seniors, and at the suggestion of Mr. Richard Harding, to inform you that at an Extraordinary General Meeting, held on Thursday, September 25<sup>th</sup>, 2008, Bowen Park Seniors voted in favour of a name change, to Nanaimo Harbour City Seniors.

This name is more indicative of the over 17 locations at which seniors programs actually take place in our community. The new name also allows for easier accessibility to information concerning Nanaimo's seniors programs, particularly for new residents.

For the information of commission members, the possibility of a name change was widely advertised among the membership in order that all members could have input. The matter was on the agenda of our Annual General Meeting in May, 2008 and during the last few months, members were invited to submit suggestions for a new name. Many members took advantage of this opportunity. The September 25<sup>th</sup> Extraordinary General Meeting was advertised in several of Bowen Seniors Newsletters, mentioned in my President's Message, and posters stating the date and time of the meeting were placed at Bowen and Oliver Woods Centers to further advertise the meeting.

Bowen Park Seniors, now Nanaimo Harbour City Seniors, gratefully acknowledges the many fine seniors programs, and the excellent facilities in which to enjoy them, that are provided by the City of Nanaimo's Parks, Recreation and Culture Department.

Yours sincerely,  
  
Lynda Avis, President



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October 3, 2008

Nanaimo Parks and Recreation Commission

Please accept this letter as my resignation from the Parks and Recreation Culture Committee.

I just won't be able to put the time required in over the next couple of years and thought this would be a good time to find someone new to fill my place.

Thank you for the opportunity to have been apart of this committee.

I learned a lot and met many great people.

Best regards,

A handwritten signature in black ink, appearing to read 'M. Pettitt'.

Mindi Pettitt



# Nanaimo Arts Council

October 14, 2008



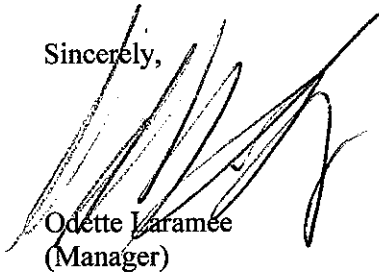
City of Nanaimo  
455 Wallace St.  
Nanaimo BC  
V9R 5J6

Attentions: Parks, Recreation and Culture Commission - Arts and Culture Committee

Dear Park, Recreation and Culture Commission and committee members,

Please receive the attached Quarterly Status Report as requested re: 2008 Cultural Operating Grant Funding.

Sincerely,



Odette Laramée  
(Manager)

**Quarterly Status Report to the City of Nanaimo Cultural Committee - Re: Cultural Operating Grant 2008**

**Submitted by the Nanaimo Arts Council [NAC] for the 3rd Quarter 2008**

**A. Narrative:**

In addition to established programs, the NAC has began to implement the strategic plan developed in March 2008. Over the past months the NAC has:

- 1) Begun to exhibit work of Associate Members re: Downtown Nanaimo Partnership co project to ensure that artists experiencing financial hardship have the opportunity to show/promote their work;
- 2) continued our speaker/workshop series, entitled Creative Currents (September – Drift Through Short Fiction – Mel Dagg, October – Rainbow Medicine Dance – Angela Thurston)
- 3) celebrated our 40<sup>th</sup> anniversary celebrations including insert in our community newspaper, the Nanaimo News Bulletin, that will focus on NAC history and contributions, an afternoon of arts presentations and a dinner at the Firehouse Grill attended by Mayor Korpín etc. (see attached newsletter and Bulletin insert)
- 4) opened for the Port Theatre ‘Random Acts’ series with BC150 project funds received through the Assembly of BC Arts Councils - Key of Three Integrating Arts: Legacies of our past portals to the future. Working with our organizational partners and local artists, we will engage in the new branch of the arts presently being fostered through the Canada Council for the Arts entitled Integrated Arts. This is defined as artistic works, practices, programming and events that combine art forms, or integrate existing art forms into a new form including interdisciplinary content, multidisciplinary content and multidisciplinary structure. We will work with three groups of three artists who practice in three different disciplines in order to develop three pieces that juxtapose their traditional disciplines in a new way and create an innovative dialogue about the potential for Integrated Arts. Performances have been booked with the Port Theatre for their Random Acts series (see program attached);
- 5) completed Art in the Park with vendors Saturdays/Sundays and holidays and entertainment opening/closing days and holidays, and reported to the Culture Committee re this and other initiatives;
- 6) launched 4<sup>th</sup> annual Vancouver Island Short Film Festival;
- 7) maintained and expanded popular seasonal and feature shows at the NAC gallery and completed season change over of art at the Port Theatre and Lighthouse Bistro;
- 8) held a successful Heritage Building painting/photography event in partnership with the Nanaimo Heritage Commission;
- 9) continued discussions re: renting office space downtown and establishing gallery / arts centre downtown.

**B. Financial: (summary attached)**

Should you require more information please contact Odette Laramée (Manager) Telephone: 250-729-3947 or email [admin@nanaimoartscouncil.ca](mailto:admin@nanaimoartscouncil.ca)

**Nanaimo Arts Council**

Fiscal period June 1, 2008 to May 31, 2009

**Monthly Financial Report 2008/2009**

Prepared For City of Nanaimo Operating 3rd Quarter- June to August 2008 - Financial Report

	Budgeted 08-09	General	Gaming	June	July	Aug	Actuals
<b>REVENUE</b>							
<b>Grants</b>							
Gaming (Bingo Affiliation) *	15,000.00		3,750.00	1,250.00	1,250.00	1,250.00	3,750.00
Gaming (Direct Access) *	15,400.00		15,400.00			15,400.00	15,400.00
BC Arts Council - operating *	18,357.00	18,357.00		18,357.00			18,357.00
City of Nanaimo Cultural 2007/2008 *	8,357.00	2,088.00		2,088.00			2,088.00
City of Nanaimo Events (V/SFF2009)	2,000.00	1,550.00		1,550.00			1,550.00
City of Nanaimo Art in the Park	3,500.00	3,500.00			3,500.00		3,500.00
City of Nanaimo - Heritage Paint/Shoot Out	500.00						
Assembly of BC Arts Councils - Art & Culture We	250.00						
BC 150 Assembly of BC Arts Councils *	5,000.00	5,000.00		5,000.00			5,000.00
Canada Council / Foundations	10,000.00						
<b>Gallery Sales</b>							
Gallery/Port/Bistro	19,000.00	3,927.15		1,145.25	1,166.65	1,615.25	3,927.15
<b>Programs and Events</b>							
Visual Arts	15,000.00						2,506.00
Winter Showcase 2009							
Spring Showcase 2009							
Summer Showcase 2008		540.00		462.00	78.00		
Autumn Showcase 2008							
Feature Show August 2008							
Feature Show September 2008							
Feature Show November 2008							
Feature Show May 2009		25.00		25.00			
Feature Show August 2009		25.00			25.00		
Feature Show September 2009							



	Feature Show November 2009								
	Click '09								
	Jean Davis Award 2009								
	Young People's Showcase 2009								
	Literary Arts								
	Short Fiction Competition								
	Poem on a Page								
	Film								
	VISFF 2009								
	Bursary								
	Speaker/Workshop (Creative Currents)								
	June (Creativity)								
	July (Digital Film Making)								
	Key of Three - Port Theatre	600.00							
	Art in the Park 2008		1,340.00		1,020.00	200.00	120.00		
	40th Anniversary Dinner		540.00			360.00	180.00		
	Heritage Paint Out 2008		36.00				36.00		
	NAC Memberships	6,700.00	1,445.00		165.00	140.00	1,140.00	1,445.00	
	Fund Raising	2,000.00							
	Sponsorship	VISFF	4,000.00						
	Donations	In kind (receiptable)	102.06	33.00	1.00	11.00	11.00	101.06	102.06
		Ministry Of Finance - PST - NAC Share							33.00
	Revenue		125,664.00	38,508.21	19,150.00	31,074.25	6,730.65	19,853.31	57,658.21
	as of August 26, 2008		Budgeted 08/09	General	Gaming June	July	Aug	Actuals	
	In-Kind	Music Maxx					89.60		
		Gallery Rent Annual NNTC	53,000.00			4,417.00	4,417.00	4,417.00	13,251.00
		Services donated		100.00				100.00	
	TOTAL:		178,664.00						

# Nanaimo Arts Council

Fiscal period June 1, 2008 to May 31, 2009

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	Budgeted 08/09	General	Gaming	June	July	Aug	Actuals
<b>EXPENSES</b>							
Artist Payouts	6,000.00	1,460.65		363.29	699.80	397.56	1,460.65
Programs/Projects/Events	21,450.00						
Visual Arts							
Winter Showcase							
Spring Showcase - Winners							
- Judging							
Summer Showcase - Winners		320.00			320.00		320.00
- Judging		150.00			150.00		150.00
Autumn Showcase							
Feature Show August 2008							
Feature Show September 2008							
Feature Show November 2008							
Click '08 - Winners		170.00		170.00			170.00
- Judging		70.00		70.00			70.00
Jean Davis Award - Winners		40.00		40.00			40.00
- Judging		30.00		30.00			30.00
Young People's Showcase							
Literary Arts							
Short Fiction Competition							
Poem on a Page							
Film							
VISFF							
Bursary/Awards	10,000.00	2,800.00		500.00	1,700.00	600.00	2,800.00
Speaker/Workshop (Creative Currents)		200.00		100.00	100.00		200.00
Key of Three - Production Supplies		1,096.88			1,096.88		1,096.88
Art in the Park 2008							1,206.80
Technicians		750.00		625.00			125.00
Performers		200.00					200.00
Equipment Rental		156.80					156.80
Booking Fee		100.00					100.00
40th Anniversary		1,181.73		42.33		1,139.40	1,181.73
Staff Costs							
Total	50,000.00	6,102.00		2,034.00	2,034.00	2,034.00	9,238.51
Salary (Manager)		322.20		107.40	107.40	107.40	
CPP		127.74		42.58	42.58	42.58	
EI		830.70		276.90	276.90	276.90	
Income Tax							

	Wages (Book Keeper)		1,764.30		656.00	626.52	481.78	
	CPP		56.58		20.78	18.62	17.18	
	EI		34.99		15.30	11.36	8.33	
	Income Tax							
	Workers Compensation							
	CRA-Employer Share/Source Deductions							
	CPP		378.78		128.18	126.02	124.58	378.78
	EI - *1.4		227.82		81.03	75.52	71.27	227.82
AGM	Room Rental		39.89				39.89	39.89
	Conference and Training (Assembly of BC Arts Councils)	2,400.00						
Volunteer Support	Associate Members Lunch	1,000.00						
Facilities	Facility Costs (Gallery Rent)	4,000.00	363.80		0.00	180.21	183.59	363.80
	Facility Costs (Downtown Rent Proposed)	4,800.00						
	Storage Unit - Budget	1,000.00	504.63		504.63			504.63
Operations	Office Supplies	4,000.00	1,430.47		510.56	128.67	791.24	1,430.47
	Operational Costs (Phone, Internet, Etc.)	6,000.00						1,413.74
	IKON (photocopier use)		264.00		264.00			
	IOS Financial (photocopier lease)		589.17		196.39	196.39	196.39	
	Bell Mobility		56.00		28.00	28.00		
	Rogers			198.69	65.46	65.46	67.77	
	Shaw Cable			307.88	101.23	103.96	102.69	
	Advertising	6,000.00	1,098.74		712.62	278.75	107.37	1,098.74
	Miscellaneous							
Public Relations	Public Relations	4,500.00						
Administration	Insurance	1,000.00						
	Bank Charges (Includes Credit/Debit Charges)	1,600.00	210.05		71.77	132.28	6.00	210.05
	Accounting Fees	1,200.00						
	Filing Fee (Ministry of Finance)	30.00	15.00		15.00			15.00
	PST - (Ministry of Finance)		156.31		22.77	71.38	62.16	156.31
	PCO - Pest Control (Cancelled Monthly Service)		63.00		63.00	0.00	0.00	63.00
Misc.		507.00						
<b>Expenses:</b>		125,487.00	23,362.23	506.57	7,856.22	8,570.70	7,439.88	23,868.80
	Budgeted		General	Gaming	June	July	Aug	Actuals
In-Kind	Music Maxx					89.60		
	Gallery Rent Annual NNTC	53,000.00			4,417.00	4,417.00	4,417.00	13,251.00
	Services donated	200.00						100.00
<b>TOTAL:</b>		178,687.00						