

AGENDA FOR THE REGULAR PARKS, RECREATION AND CULTURE COMMISSION
MEETING TO BE HELD IN THE CONFERENCE ROOM OF THE BOWEN PARK COMPLEX,
ON WEDNESDAY, 2008-MAY-28 COMMENCING AT 7:00 P.M.

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-APR-23 at 7:00 p.m. in the Hemlock Room of the Oliver Woods Community Centre.

Motion to adopt minutes of 2008-APR-23.

5. **PRESENTATIONS:**

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

Motion to receive the following delegations:

- (a) Mr. Greg Entwhistle, Nanaimo Minor Baseball Association (NMBA), P.O. Box 327, Nanaimo BC V9R 5L3, requesting that the Parks, Recreation and Culture Commission permit NMBA to install "Nevco" scoreboards at Serauxmen Sports Fields. Pg. 139-142

Staff's Recommendation: That the Parks, Recreation and Culture Commission support the NMBA scoreboard request.

- (b) Dr. William Weller, President, and Mr. Pal Virag, Member, Nanaimo Astronomy Society, c/o 3322 Smugglers Hill Drive, Nanaimo BC V9T 3V3, requesting that the Parks, Recreation and Culture Commission recommends that Council donate the former Nanaimo District Museum building to the yet to be formed Science Centre Society for use as a Science Centre. Pg. 143-145

Staff's Recommendation: That the Parks, Recreation and Culture Commission direct staff to include the request by Dr. W. Weller and Mr. P. Virag to have the City donate the Nanaimo District Museum building for use as a Science Centre as information in the upcoming Piper Park Planning Process.

- (c) Mr. Mel Sheng, Biologist, Fisheries and Oceans Canada, 4166B Departure Bay Road, Nanaimo BC V9T 4B7 requesting that the Parks, Recreation and Culture Commission approve the Staff Report entitled, "Westwood Lake Water License Amendment", Item 9 (a), on this agenda.

Staff's Recommendation: That the Parks, Recreation and Culture Commission include the information provided by Mr. M. Sheng regarding the relationship of the Westwood Lake Water License and summer water flow through the Millstone River Side Channel when considering the Staff Report entitled, "Westwood Lake Water License Amendment", Item 9 (a), on this agenda.

LATE DELEGATIONS: (5 MINUTES)

7. CHAIRMAN'S REPORT:

8. REPORTS OF ADVISORY BODIES:

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

- (b) **Recreation Committee.** Meeting held 2008-MAY-14.

Pg. 146-149

2008 Tournament and Festival Grant Applications and Funding Recommendations.

1. Nanaimo School Financial Awards Society.

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council not approve the \$2,000 tournament and festival fund request from the Nanaimo School Financial Awards Society.

2. Nanaimo Art Gallery – Festival of Banners.

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve \$1,700 from the tournament and festival fund for the Nanaimo Art Gallery – Festival of Banners, on one-time basis, to offset costs associated with the development of street banners. (Note that this recommendation is included in the chart below).

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the following 2008 Tournament and Festival Grant requests:

		2007 Approved	2008 Requested	2008 Recommended
(a)	CVI Botanical Garden Society	\$1,050	\$1,500	\$1,200
(b)	Canadian Body Painting Championships	n/a	\$6,250	\$1,800
(c)	Nanaimo Art Gallery - Artsfest	\$1,000	\$1,000	\$1,000
(d)	Nanaimo Art Gallery - Festival of Banners	n/a	\$4,758	\$1,700
(e)	Nanaimo Blues Festival	\$1,500	\$1,500	\$1,500
(f)	Nanaimo Breakers	n/a	\$2,500	\$900
(g)	Nanaimo Ice 2008 - Minor Hockey	n/a	\$2,000	\$1,400
(h)	Nanaimo School Financial Awards Society	n/a	\$2,000	0
(i)	Nanaimo Figure Skating Club	n/a	\$2,500	\$2,500
(j)	Vancouver Island Exhibition Association	\$1,200	\$2,000	\$1,700
(k)	White Rapids Invitational Meet	\$1,000	\$1,500	\$1,500
TOTAL:		\$5,750	\$27,508	\$15,200

- (c) **Cultural Committee.** Meeting held 2008-MAY-07.

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Cultural Strategy Review Project Committee.

Cultural Committee's Recommendation: It was moved and seconded that the Parks, Recreation and Culture Commission direct Staff to submit a Higher Service Level request for the 2009 Budget for an Arts and Cultural Manager.

- (d) **Grants Advisory Committee.** Commissioners Burnett and Fraser - Monthly report.
- (e) **Plan Nanaimo Advisory Committee.** Commissioner Lance - Monthly report.
- (f) **Social Planning Advisory Committee.** Commissioner Johnstone - Monthly report.
- (g) **Port Theatre.** Monthly report – April 2008.
- (h) **Nanaimo Art Gallery.** Monthly report – February to May 2008.
- (i) **Nanaimo District Museum.** Monthly report – May 2008.

Pg. 153-154

Pg. 155

Pg. 156

Motion to receive all Advisory Body reports.

9. **STAFF REPORTS:**

(a) **Westwood Lake Water License Amendment.**

Pg. 157-160

Staff's recommendation: That the Parks, Recreation and Culture Commission recommends that Council:

1. endorse Department of Fisheries and Oceans request to amend the City of Nanaimo's Water License at Westwood Lake from recreational use to recreational and conservation use and to apply for a new license to raise the lake level by 15 cm.
2. authorize staff to enter into a Letter of Agreement with Department of Fisheries and Oceans governing the operation and use of additional water storage.
3. authorize the Department of Fisheries and Ocean to provide additional flows to the Millstone River side channel in 2008 using the existing storage in Westwood Lake.

(b) **Maffeo Sutton Park Improvement Plan.**

Pg. 161-162

Archadia Landscape Architecture Ltd. and Gemella Designs will update the Commission on the public planning process and present the preferred draft Maffeo Sutton Park Improvement Plan.

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

1. approve the draft Maffeo Sutton Park Improvement Plan for public review; and,
2. request that staff provide an updated Maffeo Sutton Park Improvement Plan, including information from the public review, at the June Commission meeting for Commission's consideration and recommendation to Council.

(c) **Parks, Recreation and Culture Regulation Bylaw 2008 – 7073.**

Pg. 163-200

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommends that Council give first three readings to the Parks, Recreation and Culture Regulation Bylaw 2008 – No. 7073 as attached.

- (d) **Travel Assistance Application from the Quick Silver Dragon Boat Team.** Pg. 201-205

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommends that Council deny the application for a Travel Assistance Grant for the Quick Silver Dragon Boat Team because it does not meet two of the grant criteria - the team did not win a regional, provincial or national competition to qualify and they are not travelling out of province.

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

- (a) Oliver Woods Community Centre Programs Staff Presentation – E. Bossons.
- (b) Youth Swims at the Nanaimo Aquatic Centre. Pg. 206-208
- (c) Role of the Westwood Lake Building Caretaker. Pg. 209-210
- (d) Monthly Report – Senior Manager of Parks. Pg. 211-214
- (e) Monthly Report – Senior Manager of Recreation and Culture Services. Pg. 215-218

Motion to receive all Information Items.

11. **CORRESPONDENCE:** (Information)

- (a) Email dated 2008-MAY-01 to Ms. Darcie Osborne, Manager of Arenas, from Mr. Don Cornish, expressing appreciation to arena staff for their assistance when he fell and hurt his head while skating with his grandson. Pg. 219
- (b) Minutes of the Bowen Park Seniors Board of Directors Meeting held 2008-APR-04 and 2008-MAY-02. Pg. 220-225
- (c) Letter dated 2008-MAY-12 to Mr. Larry McNabb, Chair, Parks, Recreation and Culture Commission, from Ms. Linda Dier, Island Bel Canto Singers, expressing appreciation for the Cultural Operating Grant in the amount of \$500. Pg. 226

Motion to receive all Correspondence.

12. **NOTICE OF MOTION:**

13. **CONSIDERATION OF OTHER BUSINESS:**

14. **BUSINESS ARISING FROM DELEGATIONS:**

15. **UNFINISHED BUSINESS:**

- (a) Nanaimo Christian School Request for Joint Use of Holland Road Park – referred to Parks Committee for consideration in Spring 2008.
- (b) Host a Public Open House re Loudon Park Building Locations - Commission.
- (c) Role of the Westwood Lake Building Caretaker – staff report.
- (d) Process Of Advisory Bodies Reporting to Commission – staff report.
- (e) “Atlantis” Theme for Beban Pool – referred to Recreation Committee.

Motion to remove Item (c) Role of the Westwood lake Building Caretaker.

16. **QUESTION PERIOD:**

17. **MEETING DATES:**

Cultural Committee	Wednesday, 2008-JUN-04; 4:00 p.m.
Recreation Committee	Wednesday, 2008-JUN-11; 4:00 p.m. – if required
Parks Committee	Thursday, 2008-JUN-12; 4:00 p.m. – if required
COMMISSION	Wednesday, 2008-JUN-25; 7:00 p.m. Bowen Park Conference Room

18. **ADJOURNMENT:**

Motion to adjourn.



Nanaimo Minor Baseball Association
PO Box 327
Nanaimo, B.C.
V9R 5L3

May 16, 2008

City of Nanaimo
Parks Recreation & Culture Committee

Re: Serauxmen Sports Fields, Scoreboard Installation

Dear Sirs

Nanaimo Minor Baseball has recently acquired a sponsor to donate four (4) scoreboards to the Baseball fields at Serauxmen Sports Fields on 3rd Street. Installation is scheduled for one (1) "Nevco" baseball/soccer scoreboard to be installed on "Mariner" field in 2008, two (2) "Nevco" 1510 boards on the 70' "Rotary" diamonds in 2009, and one (1) "Nevco" 1510 board on the 60' "Gyro" diamond in 2010.

Approximate value of the donation is \$25,000.

The sponsor has requested, and we have agreed to exclusive advertising on these signs for a period of ten (10) years from date of installation. Advertising will consist of a panel mounted below each score board, not to exceed 2' in height.

We request your permission to proceed with the ordering of these boards with installation locations as per the attached map.

Thank you for your consideration of this matter.

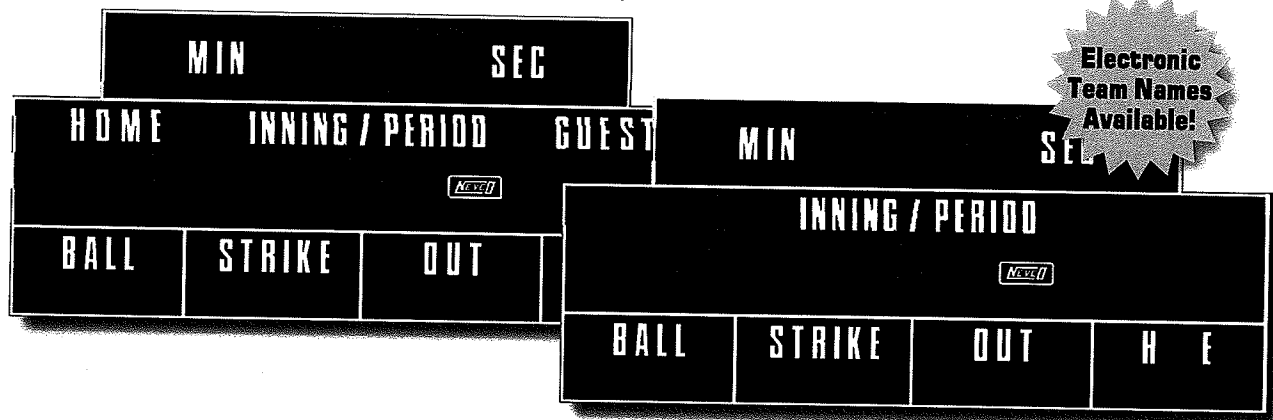
Yours Truly

Greg Entwistle
Treasurer

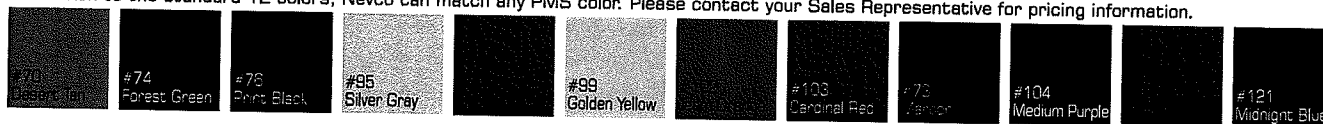
NEVCO®**COUNT ON US**

MODEL 1515

Size: 16' x 7' x 8" (4.88 x 2.13 x .20 m)
 Approximate hanging weight: 265 lbs. (120 kg)
 Digit Size: 18" Digit Color: High Intensity Red



In addition to the standard 12 colors, Nevco can match any PMS color. Please contact your Sales Representative for pricing information.



Advanced timing features ideal for Baseball/Softball/Soccer facilities.

- Lighted time colon and decimal; automatically adjusts to 1/10th of a second.
- Large digits easily seen from long distances.
- White outline striping separates features for greatest readability.
- Bright, long lasting, energy efficient LEDs.
- Operate wired or wireless.
- Includes timer.
- Built-in horn.
- Electronic Team Names (ETNs) available in place of Home and Guest caption plates.



Combine your scoreboard with a Nevco monochrome or full-color message center to create a complete scoring and display system. Team/Sponsor signs also available.

www.nevco.com

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Model 1515 (Outdoor) Baseball/Softball/Soccer Scoreboard

SCOREBOARD/CONTROL OPERATING FEATURES

MODEL 1515	MPC WIRED	MPCW WIRELESS	MPCHA WIRELESS Not available with ETNs
TIMING 18" High Intensity Red LED Digits	Bi-directional UP or DOWN count. Any number can be set between 0:00-99:59. 1/10th seconds display during final minute.	Bi-directional UP or DOWN count. Any number can be set between 0:00-99:59. 1/10th seconds display during final minute.	Any number can be set between 0:00-99:59. 1/10th seconds display during final minute.
TEAM SCORES 18" High Intensity Red LED Digits	Displays 0-99	Displays 0-99	Displays 0-99
INNING 18" High Intensity Red LED Digits	Displays 0-9	Displays 0-9	Displays 0-9
INDICATORS	THREE FOR BALL TWO FOR STRIKE TWO FOR OUT ONE FOR HIT ONE FOR ERROR	THREE FOR BALL TWO FOR STRIKE TWO FOR OUT ONE FOR HIT ONE FOR ERROR	THREE FOR BALL TWO FOR STRIKE TWO FOR OUT ONE FOR HIT ONE FOR ERROR
TIME OF DAY	In place of displaying game time on the scoreboard, the "time out" time may be displayed or the "time of day".	In place of displaying game time on the scoreboard, the "time out" time may be displayed or the "time of day".	N/A
HORN	Sounds automatically at 0:00 for a minimum of two (2) seconds. May omit automatic horn. Can sound manually at any time.	Sounds automatically at 0:00 for a minimum of two (2) seconds. May omit automatic horn. Can sound manually at any time.	Sounds automatically at 0:00 for a minimum of two (2) seconds. Can sound manually at any time.
JUNCTION BOX	One (1) 4" x 2 1/8" x 2 1/8" with cover, to be installed in dry location (press box), furnished.	N/A	N/A
CONTROL CABLE	One (1) length required of 2-WIRE (coaxial type) 1/4" diameter. Order length required.	N/A	N/A

AGENCY APPROVAL: UL/CUL listed, FCC, CE, INDUSTRY CANADA.

SCOREBOARD: Size 16"L x 7"H x 8"D (4.88 x 2.13 x .20 meters), constructed of aluminum. Scoreboard has 1" white outline striping. Four (4) brackets provided for mounting. Hanging weight approximately 265 lbs. (120 kg).

CAPTIONS: HOME, GUESTS, MIN, SEC, INNING/PERIOD, BALL, STRIKE, OUT, H, E, white 10" high.
(HOME and GUESTS are omitted when ordered with ETNs.)

LED UNITS: Seven-bar segmented digits with protective aluminum cover.

POWER WITHOUT ETNS: 120 VAC, 1.3 Amps, 50/60 Hz. / 240 VAC, 0.6 Amps, 50/60 Hz. Requires earth ground.

POWER WITH ETNS: 120 VAC, 1.8 Amps, 50/60 Hz. / 240 VAC, 0.9 Amps, 50/60 Hz. Requires earth ground.

BUILT-IN LIGHTNING PROTECTION: All models feature fiber-optic isolation circuitry providing additional protection against lightning strikes.

GUARANTEE: Nevco scoreboards, marquees and message centers are guaranteed for a period of (5) years * from the date of invoice against defects in workmanship or material and will be replaced or repaired without cost to the owner provided the equipment or parts (which includes LED segments) are returned postage-paid to the Nevco factory. Shipping back to the owner will be surface postage prepaid except if air or special method of return is specified, then shipping will be freight collect. Incandescent lamp bulbs are excluded from this guarantee. Nevco Scoreboard Company will pay no charges for time or materials used by others in making repairs or corrections. Guarantee shall be void if: any alteration or service, other than unplugging modules or controls, is performed without Nevco factory authorization; or if the equipment has been connected to incorrect power; or is improperly grounded or improperly installed. Equipment which is subjected to accident, neglect, abuse, misuse or other natural disasters, including but not limited to: fire, wind, lightning, flood is not covered by this guarantee.

U.S. SERVICE: 1-800-851-4040. INTERNATIONAL SERVICE: 1-618-664-0360. CANADA SERVICE: 1-800-461-8550.

*Wireless components and the UltraScore portable scoreboard carry a two year guarantee.



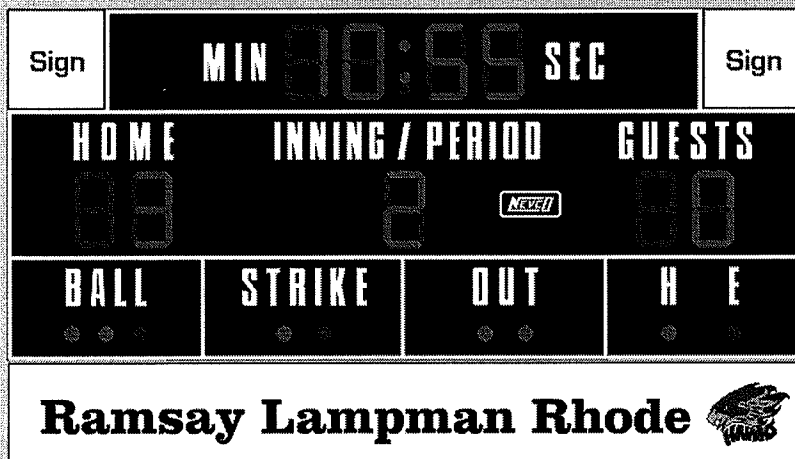
©2007 Nevco Scoreboard Company

REV 06/07

NEVCO

301 East Harris Avenue
Greenville, IL 62246-2151 USA
U.S. and Canada: 1-800-851-4040
International: 1-618-664-0360
Fax: 1-618-664-0398
E-mail: info@nevco.com
www.nevco.com

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Summary Model number 1515 Sport Baseball/Softball Base Dimensions 16' x 7' x 8" Accessories Bottom: Sponsor Sign 16' x 2'

PROPOSAL FOR A NANAIMO SCIENCE CENTRE FACILITY

The Concept:

- Saving the Nanaimo District Museum's old building from being demolished, and
- Converting [retrofitting] the building into a unique Science Centre

Possible Programs of the Proposed Science Centre:

MULTIMEDIA PRESENTATIONS - EXHIBITS - HANDS-ON ACTIVITIES etc.

- Unique 3-D presentation of the planets and moons of the Solar System
- the Earth, the Moon, Mars, etc.
- Novel 'Live' 3-D demonstration of our daytime star: the Sun
- Presentation of Earth, as a living - beautiful yet fragile - planet; a spaceship carrying a crew of seven billions [environmental issues]
- atmospheric and ocean sciences, geology, biology, etc.
- Promotion of Space Exploration - Canada's Space Program in particular
- Canadarms, Satellites, International Space Station, the Astronaut Program
- Raising awareness in [Canada's] Science and Technology
- Astronomy presentations [Canada's professional and amateur astronomy]
- Hands-on/minds-on activities; Extracurricular programs
- Exhibits: Earth & Space Sciences; Art in Science [i.e., Space Art paintings]
- Space Art 'Murals' [building exterior/interior] - linking Science to Art

Target audience:

- The youth - e.g., school students
- Local residents [Nanaimo, and the entire Vancouver Island]
- Visitors of the Region [Nanaimo - Vancouver Island - British Columbia]

Who Will Benefit:

- The School Districts of the Vancouver Island [and the local Community] for the Facility's strong *educational* content
- The Community [Nanaimo, and the whole Vancouver Island] because of the Facility's *entertainment* aspect
- The Tourists of Nanaimo [and the Vancouver Island] - such as passengers of visiting cruise-ships -, as the one-of-a-kind Facility's will act as a *tourist magnet*, providing programs consisting of entertainment, education, science and art
- The City [and the Community], since the unique Facility will promote Nanaimo locally and abroad alike, giving a boost to the local tourism - hence benefiting the *economy* of the Region
- Canada's High Tech Companies [promotion, recruitment, inspiration, etc.]
- The Region's Scientific, Cultural, and Artistic Community

Prepared by Pal Virag

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PROPOSAL FOR A SPACE/SCIENCE CENTRE

The Main Goal:

The proposed space/science centre - featuring a unique space theatre -, will show the visitors an unparalleled view of the Solar System. By providing a unique, three-dimensional look at the Sun, as well as the planets and their natural satellites, this Science Centre will bring our cosmic neighbourhood to the audience closer than any other facility is capable of. The Facility will also raise awareness in allied sciences - such as biology, geology, atmospheric and ocean sciences - and environmental (i.e., 'green energy', pollution, global warming) issues.

By utilizing innovative ideas and posing a peerless flexibility, the Facility will be able to attract, entertain and educate the public and the youth with its ever changing and continuously improving programs. The Facility will also promote Canada's space program, high-tech Canadian companies. It will act as a science and cultural tourist magnet for the economic benefit and world-wide recognition of the region as well.

MAJOR FEATURES:

• **Solar System Theatre:**

With the aid of unique multimedia programs [incorporating multi-screen projections and laser effects, as well as sound effects in full surround sound], the main concept is to entertain and educate the audience by unparalleled 3-D views of celestial bodies. The viewers will feel as if they were cruising through the Solar System aboard a spaceship.

• **Solar Viewer**

This facility will fill a gap in the public presentation of astronomy by bringing a unique - 'live', 3-D - view of our ever-changing daytime star right to the visitors.

• **Exhibits/Workshops:**

- Earth and Space Sciences; Cosmic Environment; Environmental issues on Earth
- Space Exploration [spacecraft models, flown in space hardware, spacesuit]
- Replica of the ISS' Robotic Work Station [interactive computer/audio-visual system]
- Art and Culture in Sciences

ADDITIONAL (ANEX) FEATURES:

- Rocket Garden
- Educational Walkways
 - Model of the Solar System
 - Timeline of Earth
- 'Environmental Tower' [Unique sculpture: Combination of Art and Science (Environment)]

Prepared by Pal Virag

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Proposal for Science Centre

- PRELIMINARY [ESTIMATED] BUDGET OUTLINES -

- PHASE 1: 1: Building Retrofit, Upgrade:

A/ Expenses: \$550 000

B/ Revenue: (In-kind support: Building donated by City)

\$200 000 expected from City [earmarked for demolition]

\$100 000 funding from Vancouver Foundation

\$250 000 from Provincial Government ['green energy' sources incorporated
in to the Facility]

2. Science Centre Conversion (Audio-Visual Equipment, Exhibit Materials, Computers, etc.):

A/ Expenses: \$520 000

B/ Revenue: \$250 000 funding from Vancouver Foundation

\$120 000 from BC Government [education, tourism, environment]

\$150 000 from Federal Government [promotion of Canada's science &
technology]

in-kind support [CSA, MDA, Bristol Airspace Ltd., RADARSAT Int., etc.]

- PHASE 2 [OPERATION, Per Year]:

A/ EXPENSES:

Wages: Full-Time: (Executive Director, Receptionist, Cashier, Other): \$160 000
Part-Time (+ Volunteers) \$75 000

Utilities, Maintenance (incl. Taxes): \$170 000

Programs, Exhibits, Professional and Travel expenses\$75 000

Total: \$480 000

B/ REVENUE:

Admission - General Public (\$10 x 100 visitors x 300 days): \$300 000

- Students (\$4 x 30 students x 150 days):\$18 000

Funding: - Vancouver Foundation:\$50 000

- CSA (Youth Grants and Contribution Program):\$20 000

- NSERC (PromoScience):\$40 000

Other: Support from Canadian Hi-Tech Companies:\$30 000

Advertising, Giftshop.....\$10 000

Local [e.g., community, corporate] support:\$12 000

Total: \$480 000

Prepared by Pal Virag

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NOTES OF THE REGULAR RECREATION COMMITTEE MEETING
HELD IN THE CONFERENCE ROOM, OF THE BOWEN PARK COMPLEX,
ON WEDNESDAY, 2008-MAY-14, COMMENCING AT 4:00 P.M.

PRESENT: Commissioner S. Lance, Chair

Members:

Commissioner D. Burnett
Commissioner J. Cameron
Commissioner P. Field

Absent: Commissioner L. Avis

Staff: S. Samborski E. Williams

1. CALL THE OPEN MEETING TO ORDER:

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

2. INTRODUCTION OF LATE ITEMS:

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

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

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

5. DELEGATIONS:

6. CHAIR'S REPORT:

- (a) The Parks, Recreation and Culture Commission referred the suggestion by Commissioner Avis that an "Atlantis" theme be introduced at the Beban Park Pool, to increase usage by creating a sense of freshness to the facility, to the Recreation Committee for review and recommendation. Because Commissioner Avis was not in attendance this item was referred to the next meeting.

7. REPORTS OF ADVISORY BODIES:

8. STAFF REPORTS:

Ms. Elizabeth Williams, Manager of Sports Tourism and Outdoor Events, informed the Recreation Committee that an additional \$8,000 was available for the Tournament and Festival Fund, resulting from dollars provided by Economic Development.

9. INFORMATION ONLY ITEMS:

10. CORRESPONDENCE:

11. NOTICE OF MOTION:

12. OTHER BUSINESS:

(a) Review of 2008 Tournament and Festival Grant Applications and Funding Recommendations.

The Committee members reviewed 11 submissions requesting funds from the Tournament and Festival Grant program. Members discussed each application individually and determined that, with the exception of the Nanaimo School Financial Awards Society and the Nanaimo Art Gallery – Festival of Banners, the remaining nine groups met the grant qualifications and application criteria.

1. Nanaimo School Financial Awards Society.

The Committee reviewed a request from the Nanaimo School Financial Awards Society for \$2,000 to assist with a work experience program to plant vegetation along the Millstone River. Committee members discussed this tournament and festival request and determined that the Society did not meet the grant criteria as the event is not open to the community or attracts a local or regional market.

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council not approve the \$2,000 tournament and festival fund request from the Nanaimo School Financial Awards Society.

2. Nanaimo Art Gallery – Festival of Banners.

The Committee reviewed a request from the Nanaimo Art Gallery – Festival of Banners for \$4,758, to assist with costs associated with the development of street banners. Committee members discussed this tournament and festival request and determined that while the event was termed a festival, the activities did not align with the intent of the tournament and festival funding criteria and were a better fit with the cultural event funding criteria. However, based on higher funding levels, the committee moved to support the festival on a one-time basis with direction that staff let the group know that in future they should be applying for cultural event funding.

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve \$1,700 from the tournament and festival fund for the Nanaimo Art Gallery – Festival of Banners, on one-time basis, to offset costs associated with the development of street banners. *(Note that this recommendation is included in the chart below).*

Recreation Committee's Recommendation: That the Parks, Recreation and Culture Commission recommend that Council approve the following 2008 Tournament and Festival Grant requests:

		2007 Approved	2008 Requested	2008 Recommended
(a)	CVI Botanical Garden Society	\$1,050	\$1,500	\$1,200
(b)	Canadian Body Painting Championships	n/a	\$6,250	\$1,800
(c)	Nanaimo Art Gallery - Artsfest	\$1,000	\$1,000	\$1,000
(d)	Nanaimo Art Gallery - Festival of Banners	n/a	\$4,758	\$1,700
(e)	Nanaimo Blues Festival	\$1,500	\$1,500	\$1,500
(f)	Nanaimo Breakers	n/a	\$2,500	\$900
(g)	Nanaimo Ice 2008 - Minor Hockey	n/a	\$2,000	\$1,400
(h)	Nanaimo School Financial Awards Society	n/a	\$2,000	0
(i)	Nanaimo Figure Skating Club	n/a	\$2,500	\$2,500
(j)	Vancouver Island Exhibition Association	\$1,200	\$2,000	\$1,700
(k)	White Rapids Invitational Meet	\$1,000	\$1,500	\$1,500
TOTAL:		\$5,750	\$27,508	\$15,200

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

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2008 Tournament and Festival Grant Funds Summary

Funds Carried Forward from 2007:	\$ 150
Funds provided by Economic Development	8,000
Budgeted Funds in 2008:	<u>20,000</u>
Total Funds Available in 2008:	28,150
Grants Approved November 2007 for January - May 2008:	8,000
Grants Recommended May 2008:	<u>15,200</u>
Total Funds Allocated:	23,200
Balance – Unused Funds:	<u>\$4,950</u>

13. UNFINISHED BUSINESS:

- (a) "Atlantis" theme at Beban Park Pool.

14. ADJOURNMENT:

It was moved and seconded at 5:15 p.m. that the meeting terminate, with the next Meeting of the Recreation Committee to be held on 2008-JUNE-11 commencing at 4:00 p.m. in the Conference Room of the Bowen Park Complex. The motion carried unanimously.



S. Lance Chair
Recreation Committee

CERTIFIED CORRECT:



R. Harding, Director
Parks, Recreation and Culture

File: A2-6
G:\Admin\PRCC\RecreationCommittee\2008MAY14Notes.doc

NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING HELD IN
BOWEN PARK CONFERENCE ROOM ON WEDNESDAY, 2008-MAY-07
COMMENCING AT 4:00 P.M.

PRESENT: Commissioner S. Lance, Chair

Members:

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

Staff:

B. Kuhn
H. Richardson (recording)

S. Samborski

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

(a) Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2008-APR-02 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. CHAIR'S REPORT

At their meeting of 2008-APR-23, the Parks, Recreation and Culture Commission was invited to attend the Cultural Committee meeting to review the Cultural Strategy document with the Cultural Committee.

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

4. REPORTS ON ADVISORY BODIES

(a) Art In Public Places Project Committee.

- (i) Harbourfront Plaza. The name of the Harbourfront Plaza has officially been changed to "Diana Krall Plaza".
- (ii) Port Theatre Marquee. Bruce Halliday will be invited to the June Cultural Committee Meeting for an update.

- (b) Cultural Strategy Review Project Committee – B. Kuhn. Commissioner Phil Field attended the meeting to offer feedback on the Cultural Strategy document. Suggestions for change included not having any dates or amounts in the document, but rather including specifics as implementation plans and addendums to the Cultural Strategy. It was suggested that the use of broad terminology allows for greater flexibility. The definition of public art should be consistent throughout the document and reflect the language from both the Public Art Process and future Community Plan for Public Art. The Community Plan for Public Art should be referenced as an implementation strategy. The request for \$100,000 for an Arts and Cultural Manager should not be in the document, but be included in the 2009 budget as a Higher Service Level request. There is no rush to have the document completed but there is a rush for the Arts and Cultural Manager.

Committee's Recommendation: It was moved and seconded that the Parks, Recreation and Culture Commission direct Staff to submit a Higher Service Level request for the 2009 Budget for an Arts and Cultural Manager. The motion carried unanimously.

Staff will work on re-structuring the Cultural Strategy and follow up with the Project Team. The Strategy identifies and drives various priorities and should give tangible benchmarks to reach. Many arts and cultural organizations draw from the Strategy, and if too many things are cut out, the stakeholders will lose out. The Cultural Strategy reorganization will capture all the information in the current draft while creating a more simplified flow and implementation plans.

The Cultural Committee is relatively young in comparison to other committees of the Parks, Recreation and Culture Commission. The Commission has asked staff to review the roles and responsibilities of all Commission Committees.

- (c) Cultural Awards Presentations Project Committee – E. O'Rourke. Applications will be available in the spring for the 2008 Cultural Awards.

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

5. STAFF REPORTS:

- (a) Cultural Capitals of Canada (CCC) – B. Kuhn. The Vancouver Ensemble of Jazz Improvisation held a Student Workshop on 2008-APR-22, with music students from Nanaimo, Ladysmith and Malaspina invited to attend. The Ensemble

mentored the students, and chose a rep band to play at the Port Theatre that evening in a concert. 400 were in attendance at the Port.

The next CCC program being held is Alive with the Arts of Many Cultures from 2008-JUN-21 to JUL-01.

Street banners are now being displayed on Mostar Road and Third Street. Nanaimo News Bulletin is providing a supplement for CCC free of charge.

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

6. OTHER BUSINESS:

- (a) Public Art Discussion. The Nanaimo Arts Council was featured in an article in the Nanaimo News Bulletin, criticizing the Cultural Committee for not choosing local artists for public art projects in Nanaimo. The Arts Council and the Bulletin should have done more research before publishing this article. The Cultural Committee has the option to advertise in locations of their choosing and artists have the freedom to apply for jobs where available.

Staff will draft a letter to the Arts Council asking for clarification around the Arts Council's mandate and to provide the Arts Council with information regarding the Public Arts Process.

7. UNFINISHED BUSINESS:

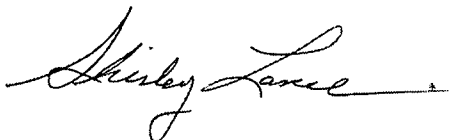
- (a) Cultural Workshops/Forum 2008. The Cultural Forum will be held the morning of Wednesday, 2008-OCT-01 at Beban Park.
- (b) Cultural Grant Criteria Review for 2008 Cultural Fund Grants and Arts and Cultural Events Grants. A meeting will be held the week of 2008-MAY-12.

8. ADJOURNMENT

It was moved and seconded at 5:20 p.m. that the meeting terminate, with the next Meeting of the Cultural Committee to be held on Wednesday, 2008-JUN-04 at 4:00 p.m., if required, or at the discretion of the Cultural Committee Chair.

The motion carried unanimously.

CERTIFIED CORRECT:



S. Lance, Chair
Cultural Committee



R. Harding, Director

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

DATE	EVENT	TIME	CATEGORY	AUD/Artists
2	The Port Theatre AGM	7 pm	Annual General Meeting	50/9
4	Port Authority Press conf.	9:15 am	Press Conf. – In Lobby	100/12
4	Uzume Taiko	7:30 pm	Japanese Drumming	798/8
8	Wild Water Wild Earth	7:30 pm	Speaker Event	688/4
10	Voices of Nature	7 pm	Fundraiser – Brant Wildlife	487/65
11	Johnny Bagpipes	7:30 pm	Comedy w/bagpipes	231/10
12	Dance Gala 08	7 pm	Dance Recital	720/33
16	Schools on stage	10:15 am	Nanaimo Youth Choir	340/63
16	Schools on stage	1 pm	Nanaimo Youth Choir	255/63
17	VIS – Rehearsal	3pm – 9:30pm	Rehearsal	0/53
18	VIS – Rehearsal	3pm – 9:30pm	Rehearsal	0/53
19	VIS - Enigma	7:30 pm	Symphony Concert	646/48
20	Nanaimo Concert Band	2:30 pm	Annual Concert	804/52
22	Capturing the Music	7:30 pm	Multi artist concert	311/30
23	Phantom- Rehearsal	2pm - 7pm	Atlantic Ballet	0/6
24	Phantom of the Opera	7:30 pm	Atlantic Ballet	661/24
25	Phantom of the Opera	7:30 pm	Atlantic Ballet	766/24
25	Harmac Rm– funeral reception	2pm	Funeral reception	65/1
26	Celtic Tenors	7:30 pm	Irish classical singers	566/6
30	Reaching Beyond Leadership seminar	9am – 2pm	Leadership mentoring for high school students	400/8

TOTALS

Number of Events = 20

Estimated Audience Attendance = 7888

Estimate Number of Artists: = 572

Total people through the building= 8460

153

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		11,901	14,170	15,615	13,851	
Jun	23	36	25	25		13,059	15,262	14,408	12,055	
Jul	3	26	4	11		704	6,317	2,191	4,304	
Aug	3	3	3	3		672	643	865	701	
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	90	95,921	99,428	112,475	91,259	29,003

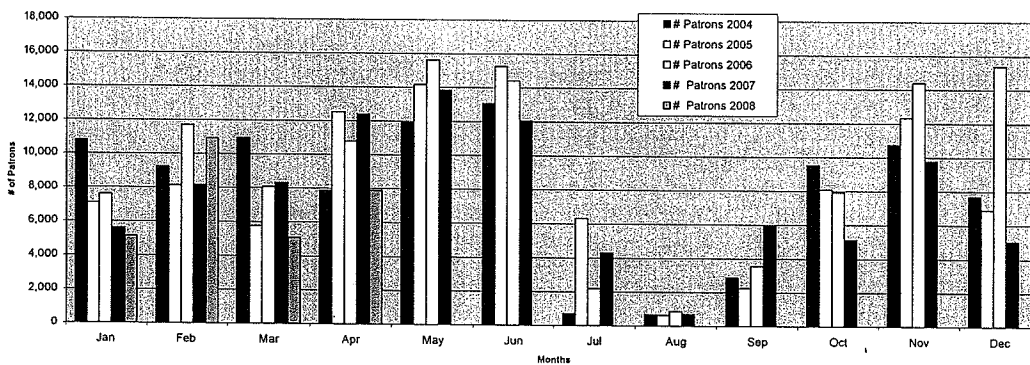
comparison of attendance for the same month last year
comparison of events for the same month last year

-54% increase
-67% increase

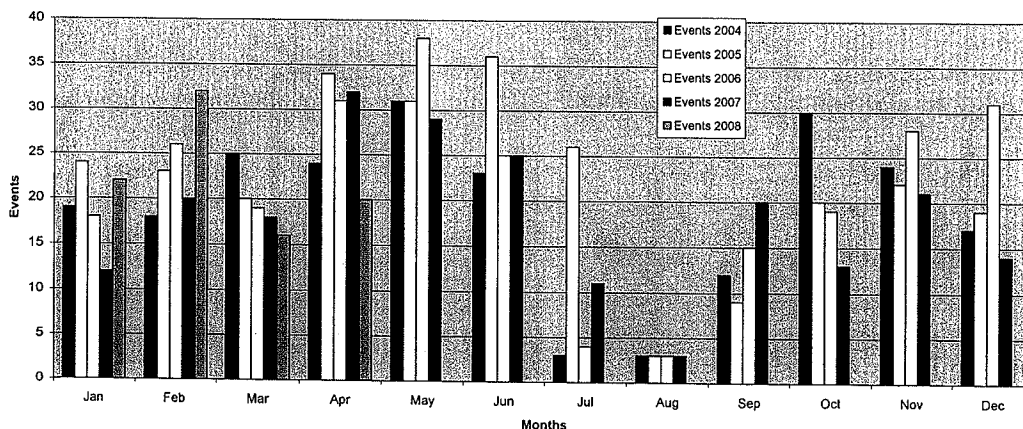
five yr. average attendance for same month
five yr. average number of events same month

10,288
28

Patron Attendance Comparison



Event Comparison



154

City of Nanaimo-Parks, Recreation and Culture Commission
Nanaimo Art Gallery: Activity Report
February 15, 2007 to May 15, 2008

May 16, 2008

Submitted by Ed Poli, Gallery Manager

Following the departure of the Executive Director in November, the Nanaimo Art Gallery changed its structure eliminating the Position of Executive Director and creating a Gallery Manager position to be responsible for the two Galleries. A selection process was conducted and Ed Poli was appointed as Gallery Manager on April 1, 2008.

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

- *Elusive Containment*, a major exhibition of ceramic-based work by artist Samantha Dickie from February 22 to March 22
- *Art 486 Explorations* featuring the work of Malaspina University College's senior graduating class in Visual Arts from March 28 to April 12
- *Progressions*, presenting the best work of MUC's Graphic design, interior design and visual art students from April 18 to May 3
- *Show Me Everything*, showcasing the encaustic paintings of Vancouver –based artist Randall Steeves from May 9 to June 14.

Campus Gallery Attendance 672

The Downtown Gallery (150 Commercial Street) presented

- the *Red Show* an exhibition and sale of the work of local Artists from Feb 1 to 21
- A display of High School Student work from Mar 12 to 26
- A Federation of Canadian Artists show and sale from May 2 to 28
- Ongoing display and sale of the work of the artists in the Gallery's Art Sales and rental program

Downtown Gallery Attendance 1875

Total Attendance: 2547

Nanaimo Museum Monthly Report to the Parks, Recreation & Culture Commission

Submitted May 15, 2008 by Debbie Trueman

Financial

- ITC Contract – all progressing but we still only have only partial access to the gallery (rather than February as planned)-occupancy in June we hope.
- Endowment Planning – Jan Peterson's donated book (will be announced and featured at the opening) sales will go into this as will Adopt an Artifact contributions as soon as we have met our goal. Museums in other areas of the country have asked to use this idea!
- Cultural Spaces – second claim has been made.
- Cultural Capitals – I will be making first claim end of May.
- Summer Students – we got the 3 we requested for the full 16 weeks and they have all started.

New Space Planning

- Capital Campaign – 4 Rotary clubs (all but Oceanside) on Board as our 3rd Major Sponsor.
- Cultural Capital project – Interpretive Plan and programming being developed by Liz Crocker will satisfy most of our commitment. Steve Lane from Malaspina has informed me that unfortunately no students have been found to assist with the project. I am waiting to hear about an internship program to hire someone to do the general tour as well as other exhibit interactive. The First Nation Gallery will open late this year.
- Exhibit Design – only Phase I of the exhibit (approx 30% of the gallery) will be ready for the opening due to delay in gallery access (we had hoped for about 60% complete).
- Artifact Shelving – floor is done, lino this week and shelves come first week in June (waiting for functioning freight elevator). Artifacts for opening will move but others not until much later as we concentrate on exhibit installation.
- Andreas Kunert cases – for the Port of Nanaimo Centre lobby are progressing (free for tax receipt).
- New Exhibit Case Construction – is progressing very well- 7 truck loads have been moved into the gallery.
- The Sports Hall of Fame first induction event is being planned for September 20th in the Conference Centre.

Programs and Events

- Opening date (end of July) to be announced next month.
- Bastion opens May long weekend (this Saturday).
- Only summer event is Chowder Fest August 9.
- Program numbers – outreach is very popular and continues to surpass last year numbers and will be offered in new space at higher cost.

Other Activity

- I have been asked to offer advice to a delegation from Qualicum Beach and Brenda Orr from the Munciton museum for their expansion planning.
- I received an invitation from Canadian Heritage to come to Quebec City for a roundtable discussion on the future of the Cultural Spaces Program.
- Other committee representation continues.

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: TOM HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS
RE: WESTWOOD LAKE WATER LICENSE AMENDMENT

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommends that Council:

1. endorse Department of Fisheries and Oceans request to amend the City of Nanaimo's Water License at Westwood Lake from recreational use to recreational and conservation use and to apply for a new license to raise the lake level by 15 cm.
2. authorize staff to enter into a Letter of Agreement with Department of Fisheries and Oceans governing the operation and use of additional water storage.
3. authorize the Department of Fisheries and Ocean to provide additional flows to the Millstone River side channel in 2008 using the existing storage in Westwood Lake.

EXECUTIVE SUMMARY

The Millstone River side channel in Bowen Park was opened in the fall of 2007. The long-term goal of this side channel is to develop a self-sustaining Coho run of up to 3,000 adults. Coho salmon are now able to migrate into the upper watershed using the side channel which also provides rearing for the young salmon.

In March 2006, the Parks, Recreation and Culture Commission was informed by the Department of Fisheries and Oceans (DFO) that as part of the side channel project, they were considering methods to maintain water flows. After evaluation, the best location to secure additional water storage is at Westwood Lake. When the Millstone River is in periods of low flow (July through October), water from Westwood Lake can be released into Darough Creek which flows into the Millstone River. This water can then be diverted into the side-channel for salmon rearing.

Approval from the Dam Safety Branch and a new water license will be required to raise the height of the lake by six inches (15 cm). This will have minimal impact to the foreshore; will improve recreational use of the lake in the summer, and most importantly, will provide for additional flows to the Millstone River side channel.

Council's endorsement is needed for staff to apply to the Provincial Government for a new water license.

BACKGROUND

The additional 15 cm of water storage at Westwood Lake will be accomplished by DFO upgrading the outflow weir at the west end of the lake. The water will then be released as needed by DFO to augment the low flow in the Millstone River. Results from a biological impact assessment on Westwood Lake concluded that raising the lake level 15 centimetres will have minimal impact on fish, amphibians, birds and foreshore habitat at the lake. The increase in lake levels will have no impact on recreational trail use or on residents around the lake. Flow

releases from Westwood Lake will have a very positive benefit on the Millstone River and the Bowen Park side channel.

If Council endorses the application for a new water license for Westwood Lake, the process takes several months to complete. Subsequently, DFO has requested that for 2008, they be authorized to use two centimetres of water a month for August, September and October. Staff believe this will have minimal impact on recreational use of the lake because most of the water drawn from existing storage will be used after the summer season.

Attached is a draft Letter of Agreement between the City and DFO that governs the use and maintenance of the additional storage. This is subject to further engineering study to refine the final outflow volumes, but will be limited to 15 cm of additional lake level. The intent is not to have the lake level drop below existing low summer levels.

Water release will be through a siphon that DFO will have installed at Westwood Dam. DFO will cover all costs for amending the existing water license in 2008, applying for a new license for 15 centimetres of additional storage and for the construction, maintenance, and operation of the weir and the siphon. DFO will provide the City with monthly reports of lake levels and outflows through the siphon.

Respectfully submitted,



Richard Harding
Director, Parks, Recreation & Culture



Tom Hickey
Director Engineering & Public Works

attachment

TH/fg

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2008-MAY-21

Letter of Agreement

Between: City of Nanaimo and Fisheries and Oceans Canada

Re: Westwood Lake Release (Siphon) Facility

Background

The Department of Fisheries and Oceans Canada (DFO) has the goal of supplying the Millstone River Side Channel in Bowen Park (constructed in 2007) with sufficient flows of water during low flow periods. To accomplish this, a siphon is proposed to be constructed through the top section of the Westwood Lake Dam drawing water from the lake and discharging into Darough Creek which is tributary to the Millstone River. Details of the siphon design and operation will be an addendum to this agreement.

The process of acquiring changes to the City's existing Water License for Westwood Lake is envisioned to occur in two stages; a water license amendment to allow DFO access to some existing stored water in 2008, followed by a future new water license and construction of a new control structure to raise the lake to a new top storage elevation.

Terms of Agreement

1. The existing Conditional Water License #24896 held by the City of Nanaimo is to be amended from its' existing status of Land Improvement (Recreational) which allows the diversion and storage of water to maintain the level of Westwood Lake, to Recreation and Conservation. This amendment will allow water to be stored and released into Darough Creek. The amended license and any future water license changes to Westwood Lake shall be held by the City of Nanaimo.

DFO shall prepare all necessary water license amendment / application documentation and required work, and provide to the City for submission to the Ministry of Environment.

2. Pending water licensing amendment approval in 2008, DFO shall have access to a volume equivalent of 2 cm of lake level per month from August 1 to October 31. Extraction of water can only start after the existing lake outflow to McNeil Creek is reduced to zero.
3. DFO shall proceed with preparing for a new water license to raise the lake elevation by 15 cm above the existing outlet sill elevation.

4. DFO will be required to obtain all necessary Ministry of Environment (Water Stewardship Branch, Dam Safety Branch) approvals and address any dam engineering issues like Inflow Design Flood (IDF) analysis, Peak Maximum Flood (PMF) analysis, and free-board reduction required for increased storage requirements.
5. The flow rate release into Darough Creek shall in no case exceed 20 litres per second unless mutually agreed upon by both parties.
6. DFO assumes all responsibility for the design, approvals, construction, operation, cleaning, maintenance and required upgrades of the siphon, and the structure to increase storage at the existing outlet.
7. DFO assumes all responsibility and will repair any downstream damages or consequences resulting from the water discharged through the siphon.
8. If the flow release is seen as contributing to undesirable scour of the creek channel, the release rate shall be curtailed or stopped.
9. DFO shall provide the City with monthly reporting of volume drawn from the lake and corresponding lake elevation changes.

Annually, DFO is to request a meeting with City staff (Parks, Waterworks Operations and Water Resources) and discuss available water storage and anticipated timing and flow release quantities into Darough Creek.

10. This "Letter of Agreement" shall be reviewed and modified by consensus as required.

Prepared by:

Scott Pamminger, Water Resources Technologist
City of Nanaimo

APPROVALS:

Tom Hickey, Director of Engineering and
Public Works
City of Nanaimo

Mel Sheng, Biologist
Fisheries and Oceans Canada

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR OF PARKS RECREATION AND CULTURE
AUTHORED BY: KIRSTY MACDONALD, PARKS AND OPEN SPACE PLANNER
RE: MAFFEO SUTTON PARK IMPROVEMENT PLAN

RECOMMENDATION:

That the Parks, Recreation and Culture Commission:

1. approve the draft Maffeo Sutton Park Improvement Plan for public review; and,
2. request that staff provide an updated Maffeo Sutton Park Improvement Plan, including information from the public review, at the June Commission meeting for Commission's consideration and recommendation to Council.

EXECUTIVE SUMMARY:

Maffeo Sutton Park has developed over the last thirty years from an industrial site into a destination urban waterfront park. The site was recently awarded a \$500,000 Spirit Square Grant from the Provincial Government. Planning for the Spirit Square and overall Park redevelopment provides an opportunity to enhance this premier waterfront park.

The Spirit Square must be under construction by the Fall of 2008. When the concept plan and Spirit Square location is approved, detailed design and construction drawing preparation will begin. It is expected that the detailed design process will continue throughout the summer and that tendering for the Spirit Square portion of the park improvement plan will occur in September.

Archadia Landscape Architecture Ltd. and Gemella Designs will update the Commission on the public planning process and present a draft preferred Maffeo Sutton Park Improvement Plan at the May Commission meeting.

BACKGROUND:

The concept for Maffeo Sutton Park improvements began in 2004 during the New Nanaimo Centre Referendum process. The following goals for the park improvements were developed at that time:

Goals:

- Enhance key park features such as performance spaces, play spaces and waterfront access.
- Maintain parking and enhance access to the park.
- Improve pedestrian and multi-use circulation routes.
- Improve public amenities in the park (including washrooms and concessions).
- Enhance the park for special events and public use.
- Increase public open space along the waterfront.
- Add historical and industrial interpretation within the park.
- Include a phasing plan to maintain access through development.

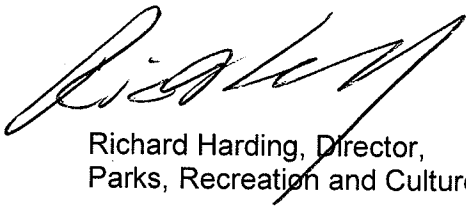
The February 2008 Provincial announcement that Nanaimo was awarded a grant under the Spirit Square program accelerated the park planning process and required that construction of the Spirit Square portion must begin in 2008. In early 2008, Archadia Landscape Architecture Ltd. was hired to assist staff in park improvement design development. Staff also liaised with a number of stakeholders including Special Event Groups, Nanaimo Port Authority, Snuneymuxw First Nations, Service Clubs and City Staff.

A public open house was held on 2008-MAY-15 in the park to review two park improvement concepts. Each concept highlighted the spectacular park setting, enhanced park access and circulation, improved public amenities, reviewed annual park functionality including special events, and incorporated a Spirit Square as a central community gathering place. About 200 people attended the open house with over 80 survey respondents. Overall, the stakeholders and public appreciated many elements in the concept plans including the covered performance space, increased physical and visual access to the park, the incorporation of rest stops along the promenade and the development of a hard surface Spirit Square.

As a result a refined concept plan will be developed that blends the public and stakeholder input, preferred site character, and optimal site organization. This draft plan will feature a central Spirit Square that can be realistically implemented in the Fall of 2008 to meet the grant requirements. The plan will be presented to Commission at their May meeting requesting approval of the draft Maffeo Sutton Park Improvement Plan for public review and requesting that staff provide an updated Maffeo Sutton Park Improvement Plan, including information from the public review, at the June Commission meeting for Commission's consideration and recommendation to Council.

Detailed design and construction drawing preparation will begin once the improvement plan and Spirit Square location is approved by Council. The detailed design process will continue throughout the summer and tendering for the construction of the Spirit Square will occur this Fall. Further development of Maffeo Sutton Park will occur in multiple phases as allocated through the Capital Budget process.

Respectfully submitted,



Richard Harding, Director,
Parks, Recreation and Culture.

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: JEFF RITCHIE, SENIOR MANAGER OF PARKS, AND
SUZANNE SAMBORSKI, SENIOR MANAGER RECREATION AND CULTURE
RE: PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 – NO. 7073

RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommends that Council give first three readings to the Parks, Recreation and Culture Regulation Bylaw 2008 – No. 7073 as attached.

EXECUTIVE SUMMARY:

The Department of Parks, Recreation and Culture Regulation Bylaw was last updated in 2004. The changes proposed in the new bylaw reflect an updating of definitions, additions of new regulations as recommended by the City Solicitor and City Staff, changes to Hours of Operation Schedule "A", changes and/or amendments to the Fees and Rental Policy Schedule "B" to reflect the addition of new facilities and programs, and changes to the Fines Schedule "C". The Bylaw and all schedules are provided for Commission's review and recommendation to Council.

BACKGROUND:

The existing Department of Parks, Recreation and Culture Regulation Bylaw was last updated in 2004. Since that time there have been numerous changes to provincial legislation as well as changes in practices, enforcement issues and user trends in City Parks. In addition, through continued program and facility development, a number of new opportunities for Parks, Recreation and Culture have developed that fall within the Fees and Rental Policy Schedule "B" that need to be added to the document. With the assistance of City Bylaw Staff, and the City Solicitor, Schedule "C" – Fines has also been amended to reflect updated penalty amounts.

1. Parks, Recreation and Culture Regulation Bylaw 2008 – No. 7073.

A number of changes, as recommended by the City Solicitor and City staff, have been made to the Parks, Recreation and Culture Regulation Bylaw 2008 – No. 7073 to reflect changes to provincial legislation, policy and procedures; and to enable easier enforcement. An outline of changes are:

Part 1 – Interpretation includes new definitions as follows:

- Activity Centres to include the Nanaimo Ice Centre, Port Theatre, Performing Arts Centre, Centre for the Arts; and to separately identify the Nanaimo Aquatic Centre and the Oliver Woods Community Centre.
- Agent to include volunteers and contractors
- Cooking Fire
- Litter
- Lodging

- Off Road Vehicle
- Overnight Abode
- Park License Agreement
- Public Beach
- Sign
- Smoke or Smoking
- Special Use
- Temporary Abode
- Trail

These new definitions, and updates to existing definitions, will enable easier enforcement of the bylaw and better reflect current provincial legislation.

Part II – Park Regulations includes some wording changes and additional clauses to permit easier enforcement. Notable additions or changes are:

- 3.21 Undertake any activity or action that is contrary to any sign or traffic control device erected in a park.
- 3.22 Use any change house, dressing room, structure or building for any other purpose than that of which the building or structure is intended.
- 3.23 Leave, discard, store or abandon personal belongings or chattels of any kind.
- 3.24 Drive, operate or park any vehicle, except a currently licensed vehicle, in any area of a park, except on a highway or a designated area provided for the parking of vehicles.
- 3.25 Drive, operate or park any off road vehicle.
- 3.26 Operate any motorboat on Westwood Lake unless authorized to do so by the Director.
- 3.27 No person shall smoke anywhere on the property of the Nanaimo Aquatic Centre.
- 3.28 No person shall smoke within 3 meters of any Activity Centre Building(s).
- 3.29 No person shall smoke within 7.5 meters of any Oliver Woods Community Centre Building(s).
- 3.30 Smoke contrary to any posted signs.

2. Schedule “A” Hours of Operation.

Schedule “A” Hours of Operation has been revised as follows:

Parks	Hours of Operation
Maffeo Sutton, Diana Krall Plaza MacGregor Park, Georgia Park Queen Elizabeth Promenade E&N Trail, Parkway Trail	24 hrs/day
All other parks	6:00 a.m. – 6:00 p.m. Nov 1 – March 31 6:00 a.m. – 11:00 a.m. Apr 1 – Oct 31 (In the previous bylaw, park hours of operation were 6:00 a.m. – 11:00 p.m. all year.)
Arenas and Activity Centres	5:00 a.m. – 11:00 p.m.

3. **Schedule “B” Fees and Rental Policy.**

FITT Passes (Schedule B – Page 5):

In the Fall of 2007, the name of the Freedom pass was changed to FITT pass. This change is reflected in the attached Schedule “B”. The current fee structure offers drop in rates for all user types (children, youth, adult, senior and family).

However, the schedule does not reflect a Family FITT pass option. This pass supports the philosophy of Parks, Recreation and Culture that families who play together, stay together. The pass also provides for affordable long-term family recreation opportunities through the available monthly automatic payment plan.

Family FITT passes were offered as a promotion for the 2007 Christmas season as a way to gauge interest and need. In the few weeks the passes were offered 26 one-year and 9 three-month Family FITT passes were sold for a total of \$22,176. The Family FITT pass prices were based on current drop-in rates using the current fees and charges FITT pass calculations. The 2008-2010 prices would be as outlined below.

FITT Pass - Family	2007/08	2008/09	2009/10
3 month	\$280/00	\$300.00	\$310.00
6 month	\$510.00	\$530.00	\$550.00
12 month	\$756.00	\$792.00	\$828.00

Off Season Ice Rental Dates (Schedule B – Page 6):

Staff recommends changing the off season rate effective dates from April 15 - August 15 to April 1 - August 31, which is more congruent with current ice-in and ice-out practices.

Adult/Seniors Daytime Non-Prime Ice Rental Rate (Schedule B – Page 6):

The facilities are not used near to capacity during the day. There is ice available during these non-prime time hours and with the ability to offer a lower rate, the hope is, these users will choose to return.

165

The rate below is comparable to rates in the region for this timeframe and fits within existing fees and rentals. The new rate would be in effect Monday to Friday from 7:30 a.m. to 3:00 p.m.

Arena Rates	2007/08	2008/09	2009/10
Adult/Seniors Daytime Non-Prime (7:30 a.m.–3:00 p.m.)	-	109.00	113.00

Ice Facility School Rates (Schedule B – Page 4 & 6):

Staff recommend adjusting the current lesson rate to \$4.00 per child (*Page 4*) which includes instruction and equipment; and the facility rental rate to \$40 per hour (in line with the youth dry floor rental, *Page 6*) to keep skating lessons in line with swim lesson prices.

4. Schedule “C” Fine Schedule.

Schedule “C”, Fines, changes include:

- Fines in general have increased to \$150.00 from \$100.00.
- The fine for cutting down a tree in a park is \$500.00.
- The fine for discharging/igniting fireworks or other explosive material has increased to \$250.00 from \$150.00.
- The fine for discarding any lighted match, cigar, cigarette or other substance has increased to \$250.00 from \$150.00.

Respectfully submitted,



Richard Harding
Director, Parks, Recreation and Culture

attachment

JR/SMS
2008-MAY-22
File: B6-1
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CITY OF NANAIMO

BYLAW 2008 - NO.7073

**A BYLAW TO REGULATE PARKS, RECREATION AND CULTURE SERVICES AND
FACILITIES IN THE MUNICIPALITY**

WHEREAS the Council may acquire, accept and hold any property in the municipality for pleasure, recreation or community uses of the public, and may make rules and regulations governing the management, maintenance, improvement, operation, control and use of such property;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "PARKS, RECREATION AND CULTURE REGULATION BYLAW 2008 No. 7073.

PART I - INTERPRETATION

2. Interpretation

In this Bylaw unless the context requires otherwise:

"Activity Centre"	<p>means:</p> <ul style="list-style-type: none">(1) Beban Park Recreation Centre and Beban Pool located at 2300 Bowen Road, Nanaimo, BC(2) Frank Crane Arena located at 2300 Bowen Road, Nanaimo, BC(3) Cliff McNabb Arenas located at 2300 Bowen Road, Nanaimo, BC(4) Bowen Park Recreation Complex located at 500 Bowen Road, Nanaimo, BC(5) Kin Pool located at 500 Bowen Road, Nanaimo, BC(6) Community Services Facility located at 285 Prideaux Street, Nanaimo, BC
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	<p>(7) Departure Bay Activity Centre located at 1415 Wingrove Street, Nanaimo, BC</p> <p>(8) Harewood Activity Centre located at 195 Fourth Street, Nanaimo, BC</p> <p>(9) Kin Hut Activity Centre located at 2730 Departure Bay Road, Nanaimo, BC</p> <p>(10) Nanaimo Ice Centre located at 750 Third Street, Nanaimo, BC</p> <p>(11) Port Theatre located at 125 Front Street, Nanaimo, BC</p> <p>(12) Performing Arts Centre located at 25 Victoria Road, Nanaimo, BC</p> <p>(13) Centre for the Arts Nanaimo located at 150 Commercial Street, Nanaimo, BC</p>
"Agent"	means a person who is a volunteer or contractor of the City authorized by the City to perform services on behalf of the City.
"City"	means the City of Nanaimo.
"Commission"	means the Board of Parks, Recreation and Culture Commissioners appointed by Council pursuant to a Bylaw adopted under the <i>Community Charter</i> .
"Cooking Fire"	means a fire ignited in a barbeque device fuelled only by gas or propane.
"Cycle"	means a device having any number of wheels, which is propelled by human power and upon which a person may ride.
"Director"	means the person duly appointed as the Director of Parks, Recreation and Culture, from time to time by Council and includes any person appointed or designated by the Director of Parks, Recreation and Culture to act on his behalf.

"Highway"	<p>(a) includes every highway within the meaning of the <i>Highway Act</i>, and every road, street, lane or right-of-way designed or intended for, or used by the general public for the passage of vehicles within a park; and,</p> <p>(b) for the purposes of this Bylaw, <i>highway</i> does not include sidewalks or other places or passages owned, possessed or operated by the City of Nanaimo for the exclusive use of pedestrians, cycles, skateboards, roller blades and scooters.</p>
"Liquor"	<p>(a) fermented, spirituous and malt liquors; and,</p> <p>(b) combinations of liquors; and,</p> <p>(c) drinks and drinkable liquids that are intoxicating, including beer, or a substance that, by being dissolved or diluted is capable of being made a drinkable liquid that is intoxicating and that is declared by order of the Lieutenant Governor in Council to be liquor.</p>
"Litter"	means any filth, garbage, rubbish, offensive matter or discarded material of any kind.
"Lodging"	means erecting a structure, improvement or shelter of some kind and includes a tent, lean-to or other shelter made of cardboard or tarpaulin.
"Nanaimo Aquatic Centre"	means the land and recreation centre facility improvements located at 741 Third Street, Nanaimo, BC and having a legal description of Lot A, Section1, Nanaimo District, Plan VIP71878.
"Off Road Vehicle"	means any off road motorcycle, all terrain vehicle, snowmobile, tracked vehicle, dune buggy, go cart, golf cart or any similar vehicles, but excludes a motorized wheelchair or medic chair.
"Oliver Woods Community Centre"	means the land and recreation centre facility improvements located at 6000 Oliver Road, Nanaimo, BC and having a legal description of Lot 1, DL 14, LD 58, Plan VIP 82682.

"Overnight Abode"	means taking up overnight lodging for the purposes of sleeping, staying, dwelling or residing.
"Park"	means play areas, play lots, playgrounds, play fields, trails, public squares, open spaces and other places including recreation or cultural facilities which are owned, possessed or operated by the City of Nanaimo and which are used, reserved or dedicated for public Parks, Recreation and Culture purposes.
"Park License Agreement"	means a written agreement between the City and a person establishing the terms and conditions of use of a Park which is issued by the Director.
"Public Beach"	means any beach area located within a Park.
"Sign"	means any structure, painting, or device that identifies, describes, promotes, advertises or directs.
"Smoke or Smoking"	means the inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe or other lighted smoking equipment, burning tobacco.
"Special Use"	means any commercial or non-commercial service, activity or event which attracts or requires participants or spectators, and includes, but is not restricted to, a festival, sport competition, tournament, wedding, group picnic, group celebration, group training or group lesson, trade or any other shows, processions, performances, exhibitions, ceremonies, concerts, political or other demonstrations, gatherings, meetings, festivals, rowing regalia, horse shows, dog shows, fishing derbies, orienteering, television or motion picture filming, special event, seminars, workshops, programs, organized socials, recreational events, conventions, sales, display or information kiosks, concessions, use of a horse drawn vehicle.
"Temporary Abode"	means taking up transitory, short-term or interim lodging for the purposes of sleeping, staying, dwelling or residing.

"Traffic Control Device"	means a sign, signal, line, parking meter, spitter machine, marking, space, barrier, or device placed or erected by the Director of Engineering and Public Works pursuant to the City of Nanaimo Traffic and Highways Bylaw.
"Trail"	means any passage way where the public has access or is invited for the purpose of providing for pedestrian traffic, cycling, electric bicycles, wheelchairs or medic chairs.
"Vehicle"	means a device in, upon, or by which, a person or thing is, or may be, transported or drawn upon a highway or other land surface, except a device designed to be moved by human power, and excludes Off Road Vehicles.

PART II - PARK REGULATIONS

3. Prohibited Acts

No person shall do any of the following things in a park:

3.1 Conduct themselves in any disorderly manner including:

- (a) using or operating any device or behaving in a manner as to disturb, interfere with, intimidate or obstruct the free use and enjoyment of the park by other persons.
- (b) interfering with or disturbing the conduct of any game, sport or activity.
- (c) interfering with any City employee or agent in the performance of their duties.
- (d) participating in any activity in an area of a park where prohibited by signs.

3.2 Jeopardize the personal safety of any person by:

- (a) violating the direction of any person in charge of any organized activity that is authorized by a Park License Agreement.
- (b) using any equipment, materials or items in any pool or bathing beach which are dangerous, hazardous or likely to injure a person using the pool or bathing beach.

- 3.3 Permit any animal under their ownership or custody to:
- (a) run at large unless in a designated off leash area that is designated by signage.
 - (b) feed upon any vegetation.
 - (c) be on a public beach during the months of May through September inclusive.
 - (d) be on the deck of a wading pool or a spray pool.
- 3.4 Enter, occupy or remain in a park:
- (a) contrary to Schedule A of this bylaw.
 - (b) for the purposes of taking up temporary abode or overnight abode.
 - (c) by crossing any area where signs have been erected pursuant to this Bylaw forbidding such entering or crossing.
 - (d) when directed to leave a park by a Peace Officer or any City employee or its agents.
- 3.5 Operate or ride a cycle without wearing an approved bicycle helmet that meets the standards and specifications prescribed pursuant to the *Motor Vehicle Act*. This applies to a parent or guardian of a person under the age of sixteen (16) who knowingly permits or authorizes the person to operate or ride as a passenger on a cycle within a park without wearing an approved bicycle safety helmet.
- 3.6 Cycle, skateboard, roller blade or use any similar means of conveyance on any portion of a highway, trail or passageway owned or operated by the City of Nanaimo Parks, Recreation and Culture where prohibited by traffic control devices.
- 3.7 Destroy, damage, break, or injure any shrub, plant, turf or flower.
- 3.8 Destroy, damage, cut down, top or remove any tree.
- 3.9 Plant any tree, sapling, shrub or flower.
- 3.10 Destroy, damage, deface or remove any building, fence, bench, sign, ornament, structure, other material or thing.
- 3.11 Build, place or erect any building or structure of any kind.
- 3.12 Foul, pollute, or deposit any injurious, noxious or offensive substance, object, or matter in any fountain, lake, pool, pond, stream or other body of water.
- 3.13 Litter.

- 3.14 Place, erect, deliver, distribute, post, paint or affix by any means any sign, advertisement, handbill, poster, advertising card or device of any kind whatsoever except as provided for under the City's Traffic and Highways Bylaw or in locations designated and authorized by the Director.
- 3.15 Set fire to or discharge any fireworks or other explosive material of any kind unless authorized to do so, in writing, by the Director and the City of Nanaimo Fireworks Bylaw permits such use or discharge.
- 3.16 Ignite any fire, or cause, or permit, any fire to be ignited or to burn in the open air or in any device, except a cooking fire that is permitted in locations identified by traffic control devices and is permitted by the City of Nanaimo Fire Protection and Emergency Services Bylaw.
- 3.17 Discard or place on the ground any lighted match, cigar, cigarette or other burning substance.
- 3.18 Consume or possess any alcohol or liquor at any time, except where the said liquor is possessed pursuant to, and in compliance with, a license under the *Liquor Control and Licensing Act* and is authorized, in writing, by the Director.
- 3.19 Have a procession, performance, show, exhibition, organized sports or other event, ceremony, concert, political or other demonstration, gathering, or meeting, in or on, any park without Park License Agreement or authorization, in writing, by the Director.
- 3.20 Sell, barter, offer or advertise for sale any refreshments, service, article, commodity, product without a Park License Agreement.
- 3.21 Undertake any activity or action that is contrary to any sign or traffic control device erected in a park.
- 3.22 Use any change house, dressing room, structure or building for any other purpose than that of which the building or structure is intended.
- 3.23 Leave, discard, store or abandon personal belongings or chattels of any kind.
- 3.24 Drive, operate or park any vehicle, except a currently licensed vehicle, in any area of a park, except on a highway or a designated area provided for the parking of vehicles.
- 3.25 Drive, operate or park any off road vehicle.
- 3.26 Operate any motorboat on Westwood Lake unless authorized to do so by the Director.
- 3.27 Smoke anywhere on the property at the Nanaimo Aquatic Centre.
- 3.28 Smoke within 3 metres of any Activity Centre building(s).
- 3.29 Smoke within 7.5 metres of any Oliver Woods Recreation Centre Building(s).

3.30 Smoke contrary to any posted signs.

4. Removed, Detained or Impounded

- 4.1 Any personal belongings, chattels, or structures that are removed, detained or impounded, shall be stored for a period of thirty (30) days.
- 4.2 If the person entitled to possession of them has failed to pay the fees set out in this section, in the time allowed, and it appears to the Director that the items have a market value, the materials may then be sold, by public auction, to the highest bidder. Otherwise, if the Director is of the opinion that the items have no market value, they may be discarded as garbage.
- 4.3 Any personal belongings, chattels, or structures that have been detained, removed or impounded and stored may be recovered by the owner upon full payment of the following fees:
- (a) impound fee \$25.00.
 - (b) storage fee \$ 7.00 per day.

5. Administration

The Director is the official charged with administration of this Bylaw.

6. Application

This Bylaw does not apply to those who are performing their duties as the City's employees or agents.

7. Signage

The Director is hereby authorized to order the placing or erection of any applicable signage in parks at such places as he may designate in order to regulate the use of a park or any portion of a park and in order to give effect to the provisions of this Bylaw, or any other applicable Bylaw of the City.

PART III - ENFORCEMENT

8. Offence

Except as otherwise provided in this Bylaw, any person who violates any of the provisions of this Bylaw, or who permits or allows any act or thing to be done in contravention of this Bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this Bylaw shall be liable on

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summary conviction to a fine not exceeding Ten Thousand Dollars (\$10,000.00); or, if an information is laid by means of a ticket, in accordance with the procedure set out in the *Offence Act*, a fine as stipulated in Schedule "C" of this Bylaw. Each contravention of this bylaw shall be considered to be a separate offence.

PART IV - AGREEMENTS

9. Park License Agreement

- 9.1 A Park License Agreement shall be required where any portion of a park is used by members of the public for a special use.
- 9.2 The Director is hereby delegated authority to grant or refuse any request for a Park License Agreement, or to stipulate conditions or limitations in any Park License Agreement as he or she may see fit.
- 9.3 Any appeal regarding the issuance or refusal of a Park License Agreement shall be made to the Parks, Recreation and Culture Commission and the Commission shall make recommendations to the Council regarding the License.
- 9.4 Upon receiving the report of the Parks, Recreation and Culture Commission, the Council shall either confirm the decision of the Director with respect to the granting of the Park License Agreement or vary their decision in any way that it sees fit.
- 9.5 The decision of Council regarding the granting of a Park License Agreement shall be final and there shall be no appeal from the decision whatsoever.

10. Fees and Charges

The fees for the use of Parks shall be as set out in Schedule "B" attached hereto and forming a part of this Bylaw.

PART V - GENERAL

11. Remainder of Bylaw to be Maintained Intact

In the event that any portion of this Bylaw is declared ultra vires by a Court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect.

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12. Repeal

"PARKS, RECREATION AND CULTURE REGULATION BYLAW 2007 NO. 7053 and all amendments and schedules thereto are hereby repealed.

PASSED FIRST, SECOND AND THIRD READINGS.
ADOPTED.

G. R. KORPAN
MAYOR

D. HOLMES
GENERAL MANAGER,
ADMINISTRATIVE SERVICES

BYLAW 2008 – NO. 7073 SCHEDULE “A”

HOURS OF OPERATION

Unless there is a declared Fire Hazard, the hours of operation shall be the following:

LOCATION	HOURS OF OPERATION
<u>PARKS</u> Maffeo Sutton Diana Krall Plaza McGregor Park Georgia Park Queen Elizabeth Park E&N Trail Parkway Trail	24/hrs./day
<u>All Others</u>	6:00 a.m. – 6:00 p.m. from November 01 to March 31 6:00 a.m. to 11:00 p.m. from April 01 - October 31
AQUATIC CENTRES / SWIMMING POOLS	5:00 a.m. - 11:00 p.m.
ARENAS	24 hours per day
ACTIVITY CENTRES	6:00 a.m. to 2:00 a.m.
NIGHT LIGHTED PLAY AREAS	6:00 a.m. - 11:00 p.m.

BYLAW 2008 – NO. 7073 SCHEDULE “B”

FEES AND RENTAL POLICY 2007-SEP-01 to 2010-AUG-31

SUMMARY

General Principles for Fees, Charges and Rentals

Facility Booking Cancellation Policy

Admission Fees – Arenas and Pools

Arenas – Ice and Dry Floor Rental Rates

Aquatic Facilities Rental Rates

Community Centres/Halls - Categories of Use

Facilities Listing – Community Meeting Spaces

Community Meeting Space Rental Discounts

Facility Rental Rates

Equipment Rentals

Oliver Woods Community Centre Gymnasium

Department Programs

Long-term Storage Space Rental Rates

Bowen Lawn Bowling Clubhouse

Brechin Boat Ramp Annual Pass

Recreation Vehicle Camping in City Parks

Sports Field Rental Rates

Sports Fields/Lacrosse Boxes – Lighting Charges

Picnic Shelters

Sand Volleyball Courts

Tennis Facilities and Rental Fees

Lacrosse Boxes

Miscellaneous Services

City Parks and Plazas

GENERAL PRINCIPLES FOR FEES, CHARGES AND RENTALS

1. Fees, charges and rentals should supplement tax appropriations as a source of revenue for Parks, Recreation and Culture Department services and facilities and should not be the primary source of funds for their operation. The objective is to subsidize admission fees and rentals for children up to 50% of the adult rate for the equivalent service. Students and seniors are subsidized up to 25% of the adult rate.
2. Cost of administering and collecting revenues should not be disproportionate to the actual revenue gained.
3. The extension of Parks, Recreation and Culture services should be based on the need and not on the income value of the services.
4. Special services or exclusive privileges should entail a charge.

Examples:
 - a) expendable materials - arts & crafts supplies.
 - b) consumable materials - food, skate shop.
 - c) specialized instruction - pottery, dance, gymnastics.
 - d) high cost facility - arena, pool, complex, field.
 - e) use of equipment - chairs, tables, kitchen, sport.
 - f) protection of property - personal, parking, police.
 - g) exclusive occupancy - ice, floor, field parking, building.
 - h) admissions - skate, swimming, dances, shows.
5. Department programs to take precedence over rental allocations. Consideration for exceptions will be given to major special events.
6. Concession operations in their many forms (food, skates, boats, lockers, vending products, alcoholic products, boat ramps, novelties and sale items) are to be profit-making services or licensed out to the private sector according to City Council policy.
7. Financial assistance will be provided to individuals in accordance with the Leisure Economic Access Program (Leap) policy.
8. Fee revisions and adjustments will normally occur commencing September 01 of each year. Fees will be reviewed on a regular basis by the Parks, Recreation and Culture Commission and approved by Council.
9. All fees subject to G.S.T. unless otherwise specified.

FEES AND CHARGES CATEGORIES

Child	12 years and under
Youth/Student	13 to 18 years / or valid student card
Adult	19 to 59 years
Senior	60 years and over
Family	maximum 2 Adults & 3 Children under 19 years of age and an adult must accompany children into family sessions

FACILITY BOOKING CANCELLATION POLICY

The Facility Booking Cancellation Policy applies to all Department facilities.

1. For bookings up to four (4) hours in duration including preparation, cancellations in writing must be received a minimum of four (4) working days in advance, otherwise, the Licensee will be required to pay the full rental fee for the following bookings:
 - a) at Community Centres and Activity Centres for meetings, programs, workshops, courses and seminars. (Functions A and B in the Fees and Rentals Policy).
 - b) at the aquatic facilities for regular hourly rental bookings.
 - c) at arenas for regular floor or ice rental bookings.
2. For bookings greater than four (4) hours in duration including preparation, cancellation in writing for non-regular functions must be received at least ninety (90) days in advance. A deposit as determined by the facility supervisor will be paid at the time of the booking. Cancellation notice of less than ninety (90) days will result in a charge of one-half of the rental fees plus any cost incurred for the following bookings:
 - a) at Community Centres and Activity Centres for major functions such as dances, concerts, shows, dinner meetings, showers, and teas. (Functions C, D, E, and F in the Fees and Rentals Policy).
 - b) at the aquatic facilities for major events or swim meets.
 - c) at arenas for major bookings including concerts, trade shows, and circus events.
3. Cancellation verbally or in writing must be received a minimum of four working days prior to scheduled use for all playfields. Charges for field use after the date of use will be reversed only in the event of a rain out and only if notification is given within seven days of the date of originally scheduled use.
4. Bookings made where there is less than the minimum cancellation time period will require payment by cash or credit card at the time of the booking.

ADMISSION FEES – ARENAS AND POOLS			
General Admissions (includes GST)	2007/08	2008/09	2009/10
Child - to 12 years	\$ 2.75	\$ 2.75	\$ 3.00
Student - 13 to 18 years	\$ 4.00	\$ 4.25	\$ 4.25
Adult	\$ 5.25	\$ 5.50	\$ 5.75
Senior - 60 years and over	\$ 4.00	\$ 4.25	\$ 4.25
Family - Maximum 2 adults and 3 children	\$10.50	\$11.00	\$11.50
Special Session Admissions (includes GST)			
Loonie Twoonie Special:			
Child - to 12 years	\$1.00	\$1.00	\$1.00
Student - 13 to 18 years	\$2.00	\$2.00	\$2.00
Adult	\$2.00	\$2.00	\$2.00
Senior - 60 years and over	\$2.00	\$2.00	\$2.00
School Skate Lessons (includes equipment and instruction)	\$4.00	\$4.00	\$4.25
Arena Skate Rentals (includes G.S.T. and P.S.T.)			
Child, Student, Senior	\$2.00	\$2.25	\$2.25
Adult	\$3.00	\$3.25	\$3.50
Family Skate Rental	\$6.00	\$6.50	\$7.00
Helmets	\$.50	\$.50	\$.50
Skate Sharpening	\$5.00	\$5.00	\$5.00
Economy Tickets (10 / book) (includes GST)			
Child - to 12 years	\$22.00	\$22.00	\$24.00
Student - 13 to 18 years	\$32.00	\$34.00	\$34.00
Adult / Scrub	\$42.00	\$44.00	\$46.00
Senior / Scrub - 60 years and over	\$32.00	\$34.00	\$34.00
FITT Pass- all ages (includes GST)			
1 month	\$69.00	\$72.00	\$75.00
FITT Pass – Child - to 12 years (includes GST)			
3 month	\$ 70.00	\$ 75.00	\$ 80.00
6 month	\$130.00	\$135.00	\$145.00
12 month	\$198.00	\$198.00	\$216.00
FITT Pass - Senior/Youth (includes GST)			
3 month	\$110.00	\$115.00	\$115.00
6 month	\$190.00	\$205.00	\$205.00
12 month	\$288.00	\$306.00	\$306.00
FITT Pass – Adult (includes GST)			
3 month	\$140.00	\$150.00	\$155.00
6 month	\$255.00	\$265.00	\$275.00
12 month	\$378.00	\$396.00	\$414.00

FITT Pass – Family (includes GST)	2007/08	2008/09	2009/10
3 month	\$280.00	\$300.00	\$310.00
6 month	\$510.00	\$530.00	\$550.00
12 month	\$756.00	\$792.00	\$828.00

NOTES:

Based on general admission rates of 3 times per week or 12 times per month, the following average savings would be achieved for purchasing a FITT Pass:

3 months	25% savings against single admission
6 months	33% savings against single admission
12 months	50% savings against single admission

NANAIMO ARENAS RENTAL RATES

ICE RENTAL HOURLY		2007/08	2008/09	2009/10
1.	Youth	\$ 65.00	\$ 68.00	\$ 70.00
2.	Daytime School Usage	-	\$ 40.00	\$ 42.00
3.	Adult	\$135.00	\$138.00	\$141.00
4.	Adult (off-season) (April 1 to August 31)	\$106.00	\$109.00	\$113.00
5.	Adult/Senior daytime non-prime (7:30 a.m. – 3:00 p.m.)	-	\$109.00	\$113.00
6.	Commercial and Major Events	\$320.00	\$330.00	\$340.00

DRY FLOOR HOURLY		2007/08	2008/09	2009/10
1.	Youth	\$ 40.00	\$ 40.00	\$ 40.00
2.	Adult	\$ 76.00	\$ 78.00	\$ 80.00
3.	Adult League (Practice) (No Admission Charged)	\$ 55.00	\$ 60.00	\$ 65.00
4.	Commercial and Major Events	\$320.00	\$330.00	\$340.00

NOTES:

1. Security Deposit may be requested for any rentals.
2. If Licensee requires more tables and chairs than normally allocated to the specific facility, the charge will be at cost for rental, labour and transportation.
3. Dead Ice Time / Dead Dry Floor Time – drop-in charge \$15.00 / person / hour. Times cannot be reserved in advance. Must be booked on day of use basis. Availability as determined by Manager.

AQUATIC FACILITIES RENTAL RATES

LANES:	Private			Community Groups 10% Discount			Youth 50% Discount		
	2007 / 2008	2008 / 2009	2009 / 2010	2007 / 2008	2008 / 2009	2009 / 2010	2007 / 2008	2008 / 2009	2009 / 2010
1 lane	17.00	17.50	18.00	15.30	15.75	16.20	8.50	8.75	9.00
2 lanes	34.00	35.00	36.00	30.60	31.50	32.40	17.00	17.50	18.00
3 lanes	51.00	52.50	54.00	45.90	47.25	48.60	25.50	26.25	27.00
4 lanes	68.00	70.00	72.00	61.20	63.00	64.80	34.00	35.00	36.00
5 lanes	85.00	87.50	90.00	76.50	78.75	81.00	42.50	43.75	45.00
6 lanes	102.00	105.00	108.00	91.80	94.50	97.20	51.00	52.50	54.00
7 lanes	119.00	122.50	126.00	107.10	110.25	113.40	59.50	61.25	63.00
8 lanes	136.00	140.00	144.00	122.40	126.00	129.60	68.00	70.00	72.00
16 lanes	272.00	280.00	288.00	244.80	252.00	259.20	136.00	140.00	144.00
BEBAN:	2007 / 2008	2008 / 2009	2009 / 2010	2007 / 2008	2008 / 2009	2009 / 2010	2007 / 2008	2008 / 2009	2009 / 2010
Slide Only	105.00	108.00	111.00	94.50	97.20	99.90	52.50	54.00	55.50
Leisure Only	134.00	138.00	142.00	120.60	124.20	127.80	67.00	69.00	71.00
Leisure & Slide	195.00	200.00	205.00	175.50	180.00	184.50	97.50	100.00	102.50
37 Metre Pool	134.00	138.00	142.00	120.60	124.20	127.80	67.00	69.00	71.00
Complete	329.00	338.00	347.00	296.10	304.20	312.30	153.00	157.50	162.00
Shallow End	71.00	73.00	75.00	63.90	65.70	67.50	35.50	36.50	37.50
NAC:	2007 / 2008	2008 / 2009	2009 / 2010	2007 / 2008	2008 / 2009	2009 / 2010	2007 / 2008	2008 / 2009	2009 / 2010
Slides Only	210.00	216.00	222.00	189.00	194.40	199.80	105.00	108.00	111.00
Leisure Only	268.00	275.00	283.00	241.20	247.50	254.70	134.00	137.50	141.50
Leisure Slides	390.00	400.00	412.00	351.00	360.00	370.80	195.00	200.00	206.00
Complete	662.00	680.00	695.00	595.80	612.00	625.50	331.00	340.00	347.50

NOTES:

1. Swim Club rentals do not include staffing.
2. Private and 10% discount rental rates are for a maximum of 50 people and include 1 lifeguard.
3. For each additional staff required (ratio 1-50) there will be an additional charge to cover staff costs.

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COMMUNITY CENTRES / HALLS

CATEGORIES OF USE

Classification		Function	
1.	Local registered child and youth leisure groups and societies that use facilities for provision of leisure-oriented activities that is open to community.	A.	Meetings to carry out the "business" of an organization or group. Excludes dinner or "bar" meetings.
2.	Local government and educational bodies along with their respective department function, social services and fraternal groups, and local registered adult leisure groups and societies.	B.	Programs, Workshops, and Seminars.
3.	Local private, religious, labour, business and political groups and/or individuals.	C.	Dinner Meetings, Showers and Teas (excluding Dances, Concerts) and Shows without admission.
4.	Commercial and "outside" groups and/or individuals.	D.	Adult dances and/or Socials, Banquets.
5.	Special status groups that have been approved and are subsidized by City Council due to economic or historical reasons.	E.	Youth Dances and/or Socials.
		F.	Concerts, Trade Shows, Conventions and Shows with admission fees and/or sales of merchandise.

NOTES:

1. For Function "F" in each rental category - "Concerts and Shows ..." - Rentals may be based on a percentage of revenue instead of flat rate rental.
2. Liquor Permits - Events must be covered by an approved Liquor Primary Permit, unless utilizing the Department's bar services; location of bar must be agreed to by Department Management prior to event.
3. Events (approved to) utilize the Department's bar services may be charged at the reduced rental rate of Function C.
4. Set-ups for functions at Community Centres - charges based on \$25.00 for every 50 chairs and corresponding number of tables for social functions.
5. Rental rates for bookings involving Retail Sales by Commercial Organizations will be based on 10% of gross sales by resident merchants and 20% of gross sales for non-resident merchants, against a minimum flat rate.
6. "Outside" group is any group with a mailing address outside Nanaimo or Electoral Areas: A-Cedar, South Wellington, B-Gabriola, C-Extension and D-Lantzville, East Wellington. "Outside" groups will be charged at the Classification Rate 4. Groups or individuals from any area that does not currently contribute to the Department operating budget.

7. Non-Prime Rental Rate applies at community centre and hall for events that commence and finish on Sunday. Applicable to all renters except commercial and outside groups (Classification 4). Rental charge for dinner meetings, socials, events with admission fees (Function C, D, E and F) would be at the program/workshop rate (Function B) against a percentage of the gate receipts when an admission is charged.
8. Tenants of the Community Services Building are allowed use of the Maffeo Auditorium 9:00 a.m. to 5:00 p.m. Monday to Friday at no charge provided that the tenant reserves the auditorium through the allocations clerk and on availability.

FACILITIES – COMMUNITY MEETING SPACES

	Name	Dimensions	Meeting Capacity	Rental Group
1.	Beban Social Centre Auditorium A	48 x 80	315	5
2.	Beban Social Centre Auditorium B	48 x 80	315	5
3.	Beban Social Centre Full Auditorium	80 x 96	785	6
4.	Beban Social Centre Lounge	46 x 63	230	4
5.	Beban Social Centre Single Meeting Room	24 x 35	50	2
6.	Beban Social Centre Double Meeting Room	35 x 48	100	3
7.	Beban Social Centre Triple Meeting Room	35 x 72	150	4
8.	Bowen Complex Activity Room #1	44 x 28	97	3
9.	Bowen Complex Activity Room #2	35 x 25	71	2
10.	Bowen Complex Activity Room #3	36 x 25	71	2
11.	Bowen Complex Auditorium	74 x 52	306	5
12.	Bowen Complex Clubhouse	50 x 24	80	3
13.	Bowen Complex Games Room #1	21 x 13	18	1
14.	Bowen Complex Games Room #2	21 x 13	18	1
15.	Bowen Complex Games Room #3	21 x 13	18	1
16.	Bowen Complex Conference Room	34 x 13	18	1
17.	Centennial Building	60 x 146	725	3
18.	Cliff McNabb Conference Room	22 x 18	33	1
19.	Departure Bay Activity Centre	64 x 54	276	4
20.	Harewood Activity Centre	41 x 26	85	2
21.	Kin Hut Activity Centre	35 x 29	85	2
22.	Maffeo Auditorium	44 x 25	103	2
23.	Frank Crane VIP Room	16 x 24	20	1
24.	Nanaimo Aquatic Centre Jack Little Room A	30 x 35	80	2
25.	Nanaimo Aquatic Centre Jack Little Room B	35 x 35	100	2
26.	Nanaimo Ice Centre – Lounge	50 x 26	100	3
27.	Oliver Woods Community Centre – Single Room	37 x 22	60	2
28.	Oliver Woods Community Centre – Double Room	37 x 44	120	3
29.	Oliver Woods Community Centre – Triple Room	43 x 70	180	4
30.	Oliver Woods Community Centre – Conference Room	20 x 25	36	1

COMMUNITY MEETING SPACE RENTAL DISCOUNTS

Rental rates as shown previously, minus appropriate discount based on specific classification and function.

1.	Approved Registered Youth Leisure Groups:	Discount
A.	Meetings (4 hours maximum)	50%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	50%
C.	Dinner Meetings, Showers, Teas, Shows w/o admission	20%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	20%
E.	Youth Dances, Socials	20%
F.	Concerts, Shows and Sales	40%

2.	Approved Government, Education, Social Service, Fraternal and Adult Leisure Groups:	Discount
A.	Meetings (4 hours maximum)	30%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	30%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	20%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	20%
E.	Youth Dances, Socials	20%
F.	Concerts, Shows and Sales	20%

3.	Private, Religious, Labour, Business, Political Groups And Individuals:	Discount
A.	Meetings (4 hours maximum)	10%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	10%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	10%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	10%
E.	Youth Dances, Socials	10%
F.	Concerts, Shows and Sales	10%

4.	Commercial And Outside Groups:	Discount
A.	Meetings (4 hours maximum)	0%
B.	Programs, Workshops, Courses & Seminars (8 hours maximum)	0%
C.	Dinner Meetings, Showers, Teas, Shows with no admission	0%
D.	Adult Dances, Weddings, Socials, Receptions, Banquets	0%
E.	Youth Dances, Socials	0%
F.	Concerts, Shows and Sales	0%

2007 - 2010 FACILITY RENTAL RATES

	Group 1 0 - 500 sq.ft.	Group 2 500 - 1200 sq.ft.	Group 3 1200 - 2000 sq.ft.	Group 4 2000 - 3000 sq.ft.	Group 5 3000 - 6000 sq.ft.	Group 6 6000+ sq.ft.	Kitchens	HOURLY RATES			
	2007 / 2008	2007 / 2008	2007 / 2008	2007 / 2008	2007 / 2008	2007 / 2008	2007 / 2008	Group 1 - 3	Group 4	Group 5	Group 6
3% 2007/2008											
1. APPROVED REGISTERED YOUTH LEISURE GROUPS											
A. Meetings: 4 hours maximum	21.07	26.35	37.42	50.31	128.66	212.87		12.84	17.79	45.50	73.08
Programs, Workshops, Courses											
B. Seminars (8 hours max.)	29.24	43.89	55.59	78.98	171.36	257.32		19.08	27.93	60.60	88.35
Dinner Meetings, Showers, Teas,											
C. Shows w/o Admission	61.78	91.66	141.26	215.22	344.31	524.00	34.62	37.46	57.08	91.32	138.98
Adult Dances, Weddings, Socials,											
D. Receptions, Banquets		147.81	218.94	321.87	467.86	655.00	34.62	46.45	68.29	99.27	138.98
E. Youth Dances, Socials		91.66	141.26	215.22	344.31	524.00	34.62	37.46	57.08	91.32	138.98
F. Concerts, Shows and Sales		110.86	164.20	241.40	350.89	579.01	25.96	34.84	51.22	64.02	122.85
2. APPROVED GOVERNMENT, EDUCATION, SOCIAL SERVICE, FRATERNAL AND ADULT LEISURE GROUPS											
A. Meetings: 4 hours maximum	29.49	36.88	52.38	70.43	180.12	298.01		18.52	24.90	63.70	105.39
Programs, Workshops, Courses											
B. Seminars (8 hours max.)	40.94	61.45	77.82	110.57	239.90	360.25		27.52	39.10	84.84	127.40
Dinner Meetings, Showers, Teas,											
C. Shows w/o Admission	61.78	91.66	141.26	215.22	344.31	524.00	34.62	37.47	57.08	91.32	138.98
Adult Dances, Weddings, Socials,											
D. Receptions, Banquets		147.81	218.94	321.87	467.86	655.00	34.62	46.45	68.29	99.27	138.98
E. Youth Dances, Socials		91.66	141.26	215.22	344.31	524.00	34.62	37.47	57.08	91.32	138.98
F. Concerts, Shows and Sales		147.81	218.94	321.87	467.86	772.01	34.62	46.45	68.29	99.27	163.80
3. PRIVATE, RELIGIOUS, LABOUR, BUSINESS, POLITICAL GROUPS AND INDIVIDUALS											
A. Meetings: 4 hours maximum	37.92	47.42	67.35	90.55	231.59	383.16		26.43	32.02	81.90	135.50
Programs, Workshops, Courses											
B. Seminars (8 hours max.)	52.63	79.00	100.05	142.16	308.44	463.18		35.38	50.27	109.07	163.79
Dinner Meetings, Showers, Teas,											
C. Shows w/o Admission	69.50	103.12	158.92	242.12	387.35	589.50	38.94	42.15	64.22	102.74	156.35
Adult Dances, Weddings, Socials,											
D. Receptions, Banquets		166.28	246.30	362.11	526.34	736.88	38.94	52.26	76.83	111.67	166.35
E. Youth Dances, Socials		103.12	158.92	242.12	387.35	589.50	38.94	42.15	64.22	102.74	156.35
F. Concerts, Shows and Sales		166.28	246.30	362.11	526.34	868.51	38.94	52.26	76.83	111.68	184.28
4. COMMERCIAL AND OUTSIDE GROUPS											
A. Meetings: 4 hours maximum	42.13	52.69	74.83	100.61	257.32	425.73		26.46	35.58	91.00	150.15
Programs, Workshops, Courses											
B. Seminars (8 hours max.)	58.48	87.78	111.17	157.96	342.71	514.64		39.31	55.86	121.19	181.99
Dinner Meetings, Showers, Teas,											
C. Shows w/o Admission	77.22	114.58	176.58	269.02	430.39	655.00	43.27	46.83	71.35	114.15	173.72
Adult Dances, Weddings, Socials,											
D. Receptions, Banquets		184.76	273.67	402.34	584.82	818.75	43.27	58.07	85.37	124.09	173.72
E. Youth Dances, Socials		114.58	176.58	269.02	430.39	655.00	43.27	46.83	71.35	114.15	173.72
F. Concerts, Shows and Sales		184.76	273.67	402.34	584.82	965.01	43.27	58.07	85.37	124.09	204.76

2007 - 2010 FACILITY RENTAL RATES

	3% 2008/2009																		
	Group 1 0 - 500 sq.ft.		Group 2 500 - 1200 sq.ft.		Group 3 1200 - 2000 sq.ft.		Group 4 2000 - 3000 sq.ft.		Group 5 3000 - 6000 sq.ft.		Group 6 6000+ sq.ft.		Kitchens		HOURLY RATES				
	DRCC Conference Room Bowen Meeting Rooms Beban Dressing Rooms Cliff McNabb Conference Room Beban Stage Miner's Cottage	DRCC Single Mafree Auditorium ORCC Single Kin Hut Harewood Activity Centre Bowen Activity #2 OR #3 NAC Single	DRCC Double Room Bowen Activity Room #1 ORCC Double Bowen Clubhouse Central Building MTC Lounge Bowen Activity #2 AND #3 NAC Double	Beban Lounge Departure Activity Centre ORCC Triple	Bowen Auditorium Beban 1/2 Auditorium	2008 / 2009	2008 / 2009	2008 / 2009	2008 / 2009	2008 / 2009	2008 / 2009	2008 / 2009	2008 / 2009	2008 / 2009	2007 - 2010	Group 1 - 3	Group 4	Group 5	Group 6
1. APPROVED REGISTERED YOUTH LEISURE GROUPS																			
A. Meetings: 4 hours maximum	21.70	27.14	38.54	51.82	132.52	219.25		12.84	17.79	45.50	73.08								
Programs, Workshops, Courses Seminars (8 hours max.)	30.12	45.21	57.26	81.35	176.50	265.04		19.08	27.93	60.60	88.35								
Dinner Meetings, Showers, Teas, Shows w/o Admission	63.63	94.42	145.50	221.67	354.64	539.72		37.46	57.08	91.32	138.98								
Adult Dances, Weddings, Socials, Receptions, Banquets		152.24	225.50	331.53	481.89	674.65		46.45	68.29	99.27	138.98								
Youth Dances, Socials		94.42	145.50	221.67	354.64	539.72		37.46	57.08	91.32	138.98								
Concerts, Shows and Sales		114.18	169.13	248.65	361.42	596.38		34.84	51.22	64.02	122.85								
2. APPROVED GOVERNMENT, EDUCATION, SOCIAL SERVICE, FRATERNAL AND ADULT LEISURE GROUPS																			
A. Meetings: 4 hours maximum	30.37	37.99	53.95	72.54	185.53	306.95		18.52	24.90	63.70	105.39								
Programs, Workshops, Courses Seminars (8 hours max.)	42.16	63.29	80.16	113.89	247.09	371.06		27.52	39.10	84.84	127.40								
Dinner Meetings, Showers, Teas, Shows w/o Admission	63.63	94.42	145.50	221.67	354.64	539.72		37.47	57.08	91.32	138.98								
Adult Dances, Weddings, Socials, Receptions, Banquets		152.24	225.50	331.53	481.89	674.65		46.45	68.29	99.27	138.98								
Youth Dances, Socials		94.42	145.50	221.67	354.64	539.72		37.47	57.08	91.32	138.98								
Concerts, Shows and Sales		152.24	225.50	331.53	481.89	795.17		46.45	68.29	99.27	163.80								
3. PRIVATE, RELIGIOUS, LABOUR, BUSINESS, POLITICAL GROUPS AND INDIVIDUALS																			
A. Meetings: 4 hours maximum	39.05	48.84	69.36	93.27	238.54	394.65		26.43	32.02	81.90	135.50								
Programs, Workshops, Courses Seminars (8 hours max.)	54.21	81.37	103.06	146.43	317.69	477.07		35.38	50.27	109.07	163.79								
Dinner Meetings, Showers, Teas, Shows w/o Admission	71.59	106.22	163.69	249.38	398.97	607.19		42.15	64.22	102.74	156.35								
Adult Dances, Weddings, Socials, Receptions, Banquets		171.27	253.69	372.97	542.12	758.98		52.26	76.83	111.67	156.35								
Youth Dances, Socials		106.22	163.69	249.38	398.97	607.19		42.15	64.22	102.74	156.35								
Concerts, Shows and Sales		171.27	253.69	372.97	542.12	894.56		52.26	76.83	111.68	184.28								
4. COMMERCIAL AND OUTSIDE GROUPS																			
A. Meetings: 4 hours maximum	43.39	54.27	77.07	103.63	265.04	438.50		26.46	35.58	91.00	150.15								
Programs, Workshops, Courses Seminars (8 hours max.)	60.23	90.41	114.51	162.70	352.99	530.08		39.31	55.86	121.19	181.99								
Dinner Meetings, Showers, Teas, Shows w/o Admission	79.54	118.02	181.88	277.09	443.30	674.65		46.83	71.35	114.15	173.72								
Adult Dances, Weddings, Socials, Receptions, Banquets		190.30	281.88	414.41	602.36	843.31		58.07	85.37	124.09	173.72								
Youth Dances, Socials		118.02	181.88	277.09	443.30	674.65		46.83	71.35	114.15	173.72								
Concerts, Shows and Sales		190.30	281.88	414.41	602.36	993.96		58.07	85.37	124.09	204.76								

2007 - 2010 FACILITY RENTAL RATES

3% 2009/2010	Group 1 0 - 500 sq. ft.		Group 2 500 - 1200 sq. ft.		Group 3 1200 - 2000 sq. ft.		Group 4 2000 - 3000 sq. ft.		Group 5 3000 - 6000 sq. ft.		Group 6 6000+ sq. ft.		Kitchens				HOURLY RATES			
	2009 / 2010		2009 / 2010		2009 / 2010		2009 / 2010		2009 / 2010		2009 / 2010		2009 / 2010		2009 / 2010		2007 - 2010		2007 - 2010	
	ORCC Conference Room	ORCC Conference Room	ORCC Single	ORCC Single	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double	ORCC Double
A. Meetings: 4 hours maximum	22.35	22.35	27.95	27.95	39.70	39.70	53.37	53.37	136.50	136.50	225.83	225.83	12.84	17.79	17.79	45.50	45.50	73.08	73.08	73.08
B. Seminars (8 hours max.)	31.02	31.02	46.57	46.57	58.97	58.97	83.79	83.79	181.79	181.79	272.99	272.99	19.08	27.93	27.93	60.60	60.60	88.35	88.35	88.35
C. Shows w/o Admission	65.54	65.54	97.25	97.25	149.86	149.86	228.32	228.32	365.28	365.28	555.91	555.91	37.46	57.08	57.08	91.32	91.32	138.98	138.98	138.98
D. Receptions, Banquets			156.81	156.81	232.27	232.27	341.47	341.47	496.35	496.35	694.89	694.89	46.45	68.29	68.29	99.27	99.27	138.98	138.98	138.98
E. Youth Dances, Socials			97.25	97.25	149.86	149.86	228.32	228.32	365.28	365.28	555.91	555.91	37.46	57.08	57.08	91.32	91.32	138.98	138.98	138.98
F. Concerts, Shows and Sales			117.61	117.61	174.20	174.20	256.10	256.10	372.26	372.26	514.27	514.27	34.84	51.22	51.22	64.02	64.02	122.85	122.85	122.85
2. APPROVED GOVERNMENT, EDUCATION, SOCIAL SERVICE, FRATERNAL AND ADULT LEISURE GROUPS																				
A. Meetings: 4 hours maximum	31.29	31.29	39.13	39.13	55.57	55.57	74.72	74.72	191.09	191.09	316.16	316.16	18.52	24.90	24.90	63.70	63.70	105.39	105.39	105.39
B. Seminars (8 hours max.)	43.43	43.43	65.19	65.19	82.56	82.56	117.31	117.31	254.51	254.51	382.19	382.19	27.52	39.10	39.10	84.84	84.84	127.40	127.40	127.40
C. Shows w/o Admission	65.54	65.54	97.25	97.25	149.86	149.86	228.32	228.32	365.28	365.28	555.91	555.91	37.47	57.08	57.08	91.32	91.32	138.98	138.98	138.98
D. Receptions, Banquets			156.81	156.81	232.27	232.27	341.47	341.47	496.35	496.35	694.89	694.89	46.45	68.29	68.29	99.27	99.27	138.98	138.98	138.98
E. Youth Dances, Socials			97.25	97.25	149.86	149.86	228.32	228.32	365.28	365.28	555.91	555.91	37.47	57.08	57.08	91.32	91.32	138.98	138.98	138.98
F. Concerts, Shows and Sales			156.81	156.81	232.27	232.27	341.47	341.47	496.35	496.35	694.89	694.89	46.45	68.29	68.29	99.27	99.27	138.98	138.98	138.98
3. PRIVATE, RELIGIOUS, LABOUR, BUSINESS, POLITICAL GROUPS AND INDIVIDUALS																				
A. Meetings: 4 hours maximum	40.23	40.23	50.31	50.31	71.45	71.45	96.07	96.07	245.69	245.69	406.49	406.49	26.43	32.02	32.02	81.90	81.90	135.50	135.50	135.50
B. Seminars (8 hours max.)	55.84	55.84	83.82	83.82	106.15	106.15	150.82	150.82	327.22	327.22	491.38	491.38	35.38	50.27	50.27	109.07	109.07	163.79	163.79	163.79
C. Shows w/o Admission	73.73	73.73	109.40	109.40	168.60	168.60	256.86	256.86	410.94	410.94	625.40	625.40	42.15	54.22	54.22	102.74	102.74	156.35	156.35	156.35
D. Receptions, Banquets			176.41	176.41	261.31	261.31	384.16	384.16	558.40	558.40	811.75	811.75	52.26	76.83	76.83	111.67	111.67	156.35	156.35	156.35
E. Youth Dances, Socials			109.40	109.40	168.60	168.60	256.86	256.86	410.94	410.94	625.40	625.40	42.15	54.22	54.22	102.74	102.74	156.35	156.35	156.35
F. Concerts, Shows and Sales			176.41	176.41	261.31	261.31	384.16	384.16	558.40	558.40	811.75	811.75	52.26	76.83	76.83	111.67	111.67	156.35	156.35	156.35
4. COMMERCIAL AND OUTSIDE GROUPS																				
A. Meetings: 4 hours maximum	44.70	44.70	55.90	55.90	79.39	79.39	106.74	106.74	272.99	272.99	451.66	451.66	26.46	35.58	35.58	91.00	91.00	150.15	150.15	150.15
B. Seminars (8 hours max.)	62.04	62.04	93.13	93.13	117.94	117.94	167.58	167.58	363.58	363.58	545.98	545.98	39.31	55.86	55.86	121.19	121.19	181.99	181.99	181.99
C. Shows w/o Admission	81.92	81.92	121.56	121.56	187.33	187.33	285.40	285.40	456.60	456.60	694.89	694.89	46.83	71.35	71.35	114.15	114.15	173.72	173.72	173.72
D. Receptions, Banquets			196.01	196.01	290.34	290.34	426.84	426.84	620.44	620.44	868.61	868.61	58.07	85.37	85.37	124.09	124.09	173.72	173.72	173.72
E. Youth Dances, Socials			121.56	121.56	187.33	187.33	285.40	285.40	456.60	456.60	694.89	694.89	46.83	71.35	71.35	114.15	114.15	173.72	173.72	173.72
F. Concerts, Shows and Sales			196.01	196.01	290.34	290.34	426.84	426.84	620.44	620.44	868.61	868.61	58.07	85.37	85.37	124.09	124.09	173.72	173.72	173.72

EQUIPMENT RENTALS

	Equipment Description	Commercial Private	Non-Profit Community Groups	In-House With Facility Rental
1.	Slide, Overhead	n/a	\$ 25.00	\$ 5.00
2.	VCR and/or TV unit	n/a	\$ 25.00	\$ 5.00
3.	Sound System - Large Portable Outdoor Yorkville or EON	\$200.00	\$135.00	\$ 60.00
4.	Sound System - Bowen Auditorium	n/a	n/a	\$ 10.00
5.	Chairs - per day	\$ 2.00	\$ 1.00	Set-Up Cost
6.	Tables - per day	\$ 10.00	\$ 5.00	Set-Up Cost
7.	Stage	\$200.00	\$100.00	Set-Up Cost
8.	Arena Floor (per rental)	n/a	n/a	At Cost
9.	Microphone (cordless)	n/a	n/a	\$ 20.00 each
10.	Spotlights - Lycian	\$200.00	\$150.00	\$100.00
11.	Spotlights - Trooperette	\$100.00	\$ 50.00	\$ 25.00

NOTES:

1. For all items Licensee must accept responsibility for any repair costs. Security deposit may be requested for any rental. Costs are per day unless otherwise specified.
2. Items 1, 2, 3, Licensee must have a knowledgeable operator for equipment.
4, 10, 11
3. Items 5, 6 If "in-house" Licensee requires more tables or chairs than normally allocated to the specific facility, these will be charged at cost for labour and transportation.
4. Items 5, 6 Fee is per rental. For "in-house" rental, Licensee will be charged at cost for set-up and take down.
5. Items 7, 8 Fee is per rental. For "in-house" rental, Licensee will be charged at cost for set-up and take down.

OLIVER WOODS COMMUNITY CENTRE GYMNASIUM

HOURLY RATES	2007 / 2008	2008 / 2009	2009 / 2010
Commercial	\$100.00	\$103.00	\$106.00
Non-Profit / Private Adult	\$ 25.00	\$ 26.00	\$ 27.00
Non-Profit / Private Youth	\$ 12.50	\$ 13.00	\$ 13.50

DEPARTMENT PROGRAMS

Seasonal Programs – As advertised.

LONG-TERM STORAGE RENTAL SPACE

Parks, Recreation Complex, Activity Centres:
\$6.00 / sq. ft. / yr. Minimum \$40.00 / yr.

Field Houses:
\$4.00 / sq. ft. / yr. Minimum \$40.00 / yr.

BOWEN PARK LAWNBOWLING CLUBHOUSE

April 1 to September 30 – Lawn Bowling Club Exclusive Use:

2007 - \$550.00 plus utility costs
2008 - \$570.00 plus utility costs
2009 - \$600.00 plus utility costs

NOTES:

1. Club to maintain upkeep of clubhouse and grounds within fenced lawn bowling green area.

BRECHIN BOAT RAMP ANNUAL PARKING PASS

	2007	2008	2009	2010
Boat Trailer and Vehicle	\$ 56.25	\$ 60.00	\$ 60.00	\$ 65.00
Car Top Boat	\$ 30.00	\$ 35.00	\$ 35.00	\$ 40.00

NOTES:

1. Purchase of single use passes are available on-site.
2. Annual Brechin Boat Ramp passes are valid January 01 to December 31.
3. Parking passes must be displayed on the dash of the vehicle while parked at the Brechin Boat Ramp Parking Lot.
4. Purchase of a pass does not guarantee parking space availability.

SELF-CONTAINED RECREATION VEHICLE CAMPING IN CITY PARKS

Overnight camping in City Parks is prohibited under the provisions of this Bylaw. Authorization to provide exemptions from the Bylaw is granted by the Director of Parks, Recreation and Culture through the issuance of a Park License Agreement pursuant to the Bylaw. Park License Agreements for overnight camping in parks are infrequent and on exceptional occasions. Approved camping will be charged at \$15.00 per unit per day.

SPORTS FIELD RATES

Category	Field Classification	2007/08 (per field or ball diamond)	2008/09 (per field or ball diamond)	2009/10 (per field or ball diamond)
Adult (18 years & over) Practice/Game	Synthetic Turf	\$ 19.00 / hour	\$ 19.50 / hour	\$ 20.00 / hour
	"A" Field	\$ 19.00 / hour	\$ 19.50 / hour	\$ 20.00 / hour
	"B" Field	\$ 9.50 / hour	\$ 9.75 / hour	\$ 10.00 / hour
	"C" Field	\$ 6.50 / hour	\$ 6.75 / hour	\$ 7.00 / hour
Adult (18 years & over) Tournament	Synthetic Turf	\$120.00 / day	\$123.00 / day	\$125.00 / day
	"A" Field	\$120.00 / day	\$123.00 / day	\$125.00 / day
	"B" Field	\$ 60.00 / day	\$ 62.00 / day	\$ 64.00 / day
	"C" Field	\$ 40.00 / day	\$ 41.00 / day	\$ 42.00 / day
Youth (under 18 years) Practice/Game	Synthetic Turf	\$ 2.50 / hour	\$ 2.75 / hour	\$ 3.00 / hour
	"A" Field	\$ 2.50 / hour	\$ 2.75 / hour	\$ 3.00 / hour
	"B" Field	\$ 1.25 / hour	\$ 1.50 / hour	\$ 1.50 / hour
	"C" Field	\$.85 / hour	\$ 1.00 / hour	\$ 1.00 / hour
Youth (under 18 years) Tournament	Synthetic Turf	\$ 19.00 / day	\$ 20.00 / hour	\$ 21.00 / hour
	"A" Field	\$ 19.00 / day	\$ 20.00 / hour	\$ 21.00 / hour
	"B" Field	\$ 9.50 / day	\$ 10.00 / hour	\$ 10.50 / hour
	"C" Field	\$ 6.50 / day	\$ 7.00 / hour	\$ 7.00 / hour

SPORTS FIELD CLASSIFICATIONS

SYNTHETIC TURF FIELD	Merle Logan Field – Beban Park
"A" FIELDS Full size turf fields with field house	Elaine Hamilton Field (formerly Trofton) May Richards Bennett Pioneer Park Beban Park Gyro Playfields Harewood Centennial Park Big Field Robins Park Caledonia Park (includes one field house only)
"B" FIELDS (50% discount) Full size turf field with no field house OR Small turf field with field house	Harry Whipper Park Pleasant Valley Park Departure Bay Centennial Park Bowen Park West Playfield Gyro Youth Park (Wentworth Street) Beban Park Gyro Playfields Mansfield Park Harewood Centennial Park Small Field Serauxmen Sports Fields Robins Park Practice Area Rotary Field Practice Area
"C" FIELDS (66% discount) Small turf field with no field house OR Non turf field with or without field house	Diver Lake Park Deverill Park (formerly Haliburton Street Park) Barney Moriez Park Groveland Park Comox Park

NOTES:

1. Commercial and Special Events: each field is \$300.00 per day or 15% of gross revenues, plus cost of other services as required.
2. Staff call-out resulting from lights being left on or facilities not being properly secured after rental: \$120.00.
3. Field rental rates do not include lighting charges.

SPORTS FIELD / LACROSSE BOX LIGHTING CHARGES

1. \$9.00 per hour for a single use of lights on sports fields or lacrosse boxes. Minimum rental charge \$15.00 per contract.
2. 50% winter block booking discount applicable between September 15 and April 15 when booking the same hour(s) of use each week for a minimum period of 8 consecutive weeks.

25% summer block booking discount applicable between April 16 and September 14 when booking the same hour(s) of use each week for a minimum period of 8 consecutive weeks.
 - a) Light rental costs are to be paid within 30 days of contract being issued; otherwise discount is not applicable.
 - b) Block booking discounts are applied to accommodate unscheduled cancellations due to weather conditions, field conditions or field maintenance. Refunds for cancellations against a block booking will not be made.
3. Lighting charges to be applied:

September 15	to October 31	after 7:00 p.m.
November 1	to April 15	after 5:00 p.m.
April 16	to September 14	after 9:00 p.m.
4. Pleasant Valley Sports Field lighting to be charged at extra cost to exclusive user.
5. Lighting charges apply to:
 - Harewood Centennial Park Lions Lacrosse Box
 - Bowen Park Lions Lacrosse Box
 - Robins Park Field
 - Robins Park Practice Field
 - Departure Bay Centennial Park Field
 - Mansfield Park Field
 - Comox Park Field
 - Harewood Centennial Park Big Field
 - Harewood Centennial Park Small Field
 - Merle Logan Field

PICNIC SHELTERS

Bowen Park Upper and Bowen Park Lower:

	2007/08	2008/09	2009/10
Up to 4 hours	\$ 45.00	\$ 47.50	\$ 50.00
4-8 hours	\$ 75.00	\$ 79.00	\$ 83.00
Over 8 hours	\$100.00	\$105.00	\$110.00

- Access to power and water included.

SAND VOLLEYBALL COURTS

Bowen Park – 4 courts total:

	2007/08	2008/09	2009/10
4 courts	\$ 7.50 / hour	\$ 8.00 / hour	\$ 8.00 / hour
1 court	\$ 2.50 / hour	\$ 2.75 hour	\$ 2.75 hour
Tournament	\$ 54.50 / day	\$ 56.00 / day	\$ 56.00 / day

TENNIS COURTS

	2007/08	2008/09	2009/10
Bowen Park – 3 courts	\$18.00 / hour	\$18.00 / hour	\$19.00 / hour
Beban Park – 3 courts	\$18.00 / hour	\$18.00 / hour	\$19.00 / hour
Departure Bay Centennial – 3 courts	\$11.50 / hour	\$12.00 / hour	\$12.00 / hour

- Includes lights where available.
- Public use for general play at no charge during daylight hours.
- Bowen tennis court light timer tokens: first come first served use, \$9.00/hour 2007-2010.
- Department lessons will have preference if court availability is limited.

LACROSSE BOXES

Bowen Lions, Harewood Centennial:

	2007/08	2008/09	2009/10
Lacrosse Boxes	\$5.00/hour	\$5.00/hour	\$5.50/hour

- Extra charge for lights, where available.

DISCOUNTS FOR PICNIC SHELTERS / SAND VOLLEYBALL COURTS TENNIS COURTS / LACROSSE BOXES

Adult groups: 0%
Youth groups: 50%

- Permits for these facilities guarantee priority use.
- Drop-in use is allowed at no charge when facilities are not booked.

CITY PARKS – PLAZAS - GROUNDS

Local not-for-profit groups and societies providing events/activities open <u>free of charge</u> to the general public.	No Charge
Local not-for-profit groups and societies providing events/activities <u>at a charge</u> to the general public.	\$50.00 - \$150.00 per day
Commercial or outside organizations hosting events/activities open <u>free of charge</u> to the general public.	\$50.00 - \$250.00 per day
Commercial or outside organizations hosting events/activities open <u>at a charge</u> to the general public.	\$200.00 - \$800.00 per day or 15% of gate
Concession Unit/Food Vending Unit.	\$1,100.00 per year
Hydro Use (if required).	\$40.00 per month

NOTES:

1. This fee category includes the various uses that may occur in open spaces including parks, plazas and grounds provided by the City. The objective is to facilitate the use of open spaces for the benefit of the community.
2. No sales of any kind are permitted without prior authorization from the Department of Parks, Recreation and Culture.
3. All services and equipment requested by event organizer would be provided as per fees and charges policy including clean-up of the location if required.
4. Fees may be based on a percentage of revenue, as determined by the Department Management.

BYLAW 2008 – NO. 7073 SCHEDULE "C"**FINE SCHEDULE**

Fines for tickets issued pursuant to this Bylaw, shall be as follows:

DESCRIPTION OF OFFENCE	SECTION	FINE
Obstruct free use and enjoyment of park.	3.1 (a)	\$150.00
Disturb game, sport or activity.	3.1 (b)	\$150.00
Interfere with City employee	3.1 (c)	\$150.00
Activity in area not designated for that purpose	3.1 (d)	\$150.00
Fail to obey person in charge of activity	3.2 (a)	\$150.00
Use hazardous device in pool/beach	3.2 (b)	\$150.00
Permit animal to run at large	3.3 (a)	\$150.00
Permit animal to feed on vegetation	3.3 (b)	\$150.00
Permit animal on public beach	3.3 (c)	\$150.00
Permit animal on pool deck	3.3 (d)	\$150.00
Enter/Remain in park during restricted hours	3.4 (a)	\$150.00
Occupy for Lodging	3.4 (b)	\$150.00
Cross area where sign prohibits.	3.4 (c)	\$150.00
Remain when directed to leave	3.4 (d)	\$150.00
Ride or permit riding of a cycle without approved helmet.	3.5	\$150.00
Cycling/skating/skateboarding in prohibited area	3.6	\$150.00
Damage park plants	3.7	\$150.00
Cut down tree	3.8	\$500.00
Plant any tree, sapling, shrub, flower	3.9	\$150.00
Damage park property	3.10	\$150.00
Build any structure	3.11	\$150.00
Pollute fountain, lake, pool, pond or stream	3.12	\$150.00
Littering	3.13	\$150.00
Distribute/affix signs/posters/device	3.14	\$150.00
Discharge/ignite fireworks or other explosive material	3.15	\$250.00
Cause fire to be ignited	3.16	\$150.00
Discard any lighted match, cigar, cigarette, or other substance	3.17	\$250.00
Consume or possess liquor in park	3.18	\$150.00
Show or performance without license	3.19	\$150.00
Sell service or commodity	3.20	\$150.00
Activity contrary to Sign or Traffic Control Device	3.21	\$150.00
Use building/structure for contrary to purpose	3.22	\$150.00
Leave personal belongings	3.23	\$150.00
Drive/park vehicle where prohibited	3.24	\$150.00
Drive/park off road/all terrain vehicle	3.25	\$150.00
Operate any motorboat	3.26	\$150.00
Smoke in or around NAC Centre	3.27	\$150.00
Smoke within 3 m or any Activity Centre	3.28	\$150.00
Smoke within 7.5 metres of Oliver Woods	3.29	\$150.00
Smoke contrary to signs	3.30	\$150.00
Fail to obtain a park License agreement	9.1	\$150.00

REPORT TO: PARKS, RECREATION AND CULTURE COMMISSION

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

AUTHORED BY: MARY SMITH, MANAGER, RECREATION AND CULTURE SERVICES

RE: TRAVEL ASSISTANCE APPLICATION FROM THE QUICK SILVER DRAGON BOAT TEAM

STAFF'S RECOMMENDATION:

That the Parks, Recreation and Culture Commission recommend that Council deny the application for a Travel Assistance Grant for the Quick Silver Dragon Boat Team because it does not meet two of the grant criteria - the team did not win a regional, provincial or national competition to qualify and they are not travelling out of province.

EXECUTIVE SUMMARY:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$100 per person to a maximum of \$2,000 per application. Requests are considered on a first-come, first-served basis as funds remain available.

At their meeting of 2008-MAY-05, City Council passed a motion recommending that Recreation and Culture staff be given the authority to evaluate Travel Assistance Grant Applications and make recommendations directly to the Parks, Recreation and Culture Commission based on strict adherence to the grant criteria.

On 2008-MAY-13, Ms. M. Smith, Manager of Recreation and Culture Services, reviewed a Travel Assistance Grant application from the Quick Silver Dragon Boat Team. Ms. Smith recommends that the Parks, Recreation and Culture Commission deny the application because it does not meet two of the grant criteria - the team did not win a regional, provincial or national competition to qualify and they are not travelling out of province. Shirley Lance, Chair of the Recreation Committee, has been advised and concurs with the recommendation.

BACKGROUND:

On 2008-MAY-13, Ms. M. Smith, Manager of Recreation and Culture Services, reviewed a Travel Assistance Grant application from the Quick Silver Dragon Boat Team. Ms. Smith recommends that the Parks, Recreation and Culture Commission deny the application because it does not meet two of the grant criteria - the team did not win a regional, provincial or national competition to qualify and they are not travelling out of province. Shirley Lance, Chair of the Recreation Committee, has been advised and concurs with the recommendation.

Respectfully submitted,



Richard Harding, Director
Parks, Recreation and Culture

City of Nanaimo
Department of Parks, Recreation & Culture

Travel Assistance Grant Evaluation

APPLICANT: Quick Silver Dragon Boat Team DATE: May 13/08

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)		✓	no requirement to qualify in this sport for SENIORS GAMES
B. Attending a Regional, National, or International Championship	✓		
C. Traveling out of Province		✓	Prince George, BC
D. Maximum \$100 per person up to \$2,000 per group	✓		
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & Financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): — AMOUNT: \$ —

OR

NO GRANT RECOMMENDED (✓): ✓ DOES NOT MEET CRITERIA: Doc C

EVALUATOR: Mary Smith POSITION: Rec & Culture Services Manager

Quick Silver Dragon Boat Team
100 – 567 Townsite Rd
Nanaimo, BC V9S 1K9

May 8, 2008

City of Nanaimo
2300 Bowen Road
Nanaimo, BC V9T 3K7

Attention: Application for Travel Assistance, Parks, Recreation and Culture

To Whom It May Concern:

Please find attached our Application for Travel Assistance as completed for our dragon boat team to represent Nanaimo in the BC Seniors Games in Prince George this September.

Our team will have a *minimum* of 20 paddlers and 2 spares traveling to the Games. We are a mixture of paddlers from other dragon boat teams here in Nanaimo. As Senior Citizens we are mostly on limited funds and greatly appreciate your consideration and assistance.

We have fund raising efforts of our own in progress and anticipate raising approximately \$3,000 - \$5,000 in addition to your Grant.

Thank you for your time in considering our application. All of us are excited to represent the City of Nanaimo at the Games. We will be great Ambassadors for the City.

Sincerely,

Bonnie Dalglish
Coach / Paddler for Quick Silver

CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: Quick Silver Dragon Boat Team		DATE: MAY 8, 2008	
ADDRESS: 100 – 567 TOWNSITE RD		PRESIDENT: BONNIE DALGLEISH - COACH	
NANAIMO, BC V9S 1K9		SENIOR STAFF MEMBER: N/A	
		POSITION: N/A	
		CONTACT: BONNIE DALGLEISH	
TELEPHONE: 754-5811		TELEPHONE: 754-5811	
TOTAL NUMBER OF PERSONS TRAVELLING: 26	TOTAL NUMBER OF COMPETITORS TRAVELLING: 24	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 24	TOTAL AMOUNT REQUESTED: \$2,000.00
DESTINATION: PRINCE GEORGE		DATE OF DEPARTURE: SEPTEMBER 9, 2008	
EVENT TO BE ATTENDED: BC SENIORS GAMES (SEPTEMBER 10-13,2008)			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: THE ORGANIZERS FOR LAST YEARS GAMES HELD HERE IN NANAIMO WERE SO IMPRESSED WITH OUT DEMONSTRATION OF COMARADERIE AND SPROTSMAN LIKE BEHAVIOUR OUR SPORT HAS WON THE RIGHT TO PARTICIPATE AGAIN THIS YEAR.			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: WE ARE CURRENTLY PERSUING CORPORATE SPONSORS AND ARE IN THE MIDST OF ORGANIZING A BEER & BURGER NIGHT AND A SILENT AUCTION.			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? WE WILL BE THE ONLY DRAGON BOAT AMBASSADORS GOING TO THE GAMES (FROM DUNCAN TO PORT HARDY AND ADJOINING ISLANDS). DRAGON BOAT RACING IS VERY WELL THOUGHT OF & WELCOMED SPORT & OUR PARTICIPATION WILL BE RECOGNIZED BY THE OTHER PARTICIPANTS & SPECTATORS ALIKE. WE DRAW LARGE NUMBERS TO OUR VENUE. ALSO OUR TEAM IS COMPRISED OF SENIOR CITIZENS MOST OF WHICH COULD NOT AFFORD TO TRAVEL TO THE GAMES WITHOUT FINANCIAL BACKING. WE ARE EXTREMELY EXCITED TO BE ACTIVELY INVOLVED NOT ONLY IN THE PHYSICALITY OF THE GAMES BUT ALSO TO PROMOTE THE CITY OF NANAIMO. WE PLAN TO SPREAD GOODWILL BY HANDING OUT BROCHURES, EXCHANGING CITY PINS AND GIVING OUT BATHTUB SOUVENIERS. WITH HOMETOWN PRIDE WE WILL DO OUT BEST TO HAVE NANAIMO BE REMEMBERED AS A FUN AND EXCITING PLACE TO COME TO.			
SIGNATURE: BONNIE DALGLEISH		TITLE/POSITION: COACH	DATE: MAY 8, 2008
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

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Quick Silver Dragon Boat Team
Travel & Participation Budget for BC Seniors Games in Prince George
September 10-13, 2008

Proposed Income:

Corporate sponsorship	\$	1,500.00
Beer & Burger night		574.00
Silent Auction		2,000.00
City of Nanaimo Travel Assistance		2,000.00
Our own contribution		4,176.00
Total Income	\$	<u>10,250.00</u>

Expected Costs:

Transportation (Bus) incl Drivers costs	\$	6,593.00
Accommodation		1,017.00
Race Fees - per person is \$110		2,640.00
Total Expenses	\$	<u>10,250.00</u>

NB - there is no inclusion in this Budget for meals. We have to eat no matter where we are and some of our rooms have Kitchenettes so we can do our own meal preparation and save the higher costs of going out to restaurants.

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FOR INFORMATION ONLY

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

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

AUTHORED BY: SANDY RADDYSH, MANAGER OF AQUATICS, AND,

SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION & CULTURE

RE: YOUTH SWIMS AT THE NANAIMO AQUATIC CENTRE

RECOMMENDATION:

That Commission receives the report.

EXECUTIVE SUMMARY:

The Nanaimo Aquatic Centre was constructed in 2001 and is a very popular location for Nanaimo youth (ages 13-18). The creation of a "Youth Only" event at the Aquatic Centre on Friday nights, encompassing the entire facility, would not only make the facility more inviting to the youth by giving them a safe and enjoyable place to go but also reinforce the relationship the department and community continues to build with Nanaimo youth.

The department is excited to share with the Parks, Recreation and Culture Commission the development of a "Youth Only" night at the Nanaimo Aquatic Centre from 8:00 - 11:00 p.m. on Friday nights during the school year.

BACKGROUND:

In the spring of 2008, department staff met to plan the finale for Youth Week (2008-MAY-04 to 10) to be hosted at the Nanaimo Aquatic Centre. This "Youth Only" event will encompass the entire facility and include the fitness area, multi-purpose rooms and the pool area.

The department is pursuing a "Youth Only" dedicated facility time that would operate from September to June on an ongoing basis. Different events would take place each week focusing on what is relevant to Nanaimo youth. Some examples include bringing in a DJ to play music, showing movies in the rooms or on pool deck, offering healthy snacks, staffing the fitness area with a personal trainer, offering fitness classes in the rooms or the pool, and having games and contests in the pools.

Parks, Recreation and Culture staff met with the Nanaimo Youth Council to discuss ideas for "Youth Only" Friday events to obtain their input. The Council suggested that the event be distributed throughout the entire facility and the activities should incorporate music, fitness and fun to attract the greatest number of participants.

While the department has offered teen swims at both the Nanaimo Aquatic Centre and Beban Pool, and will continue to offer specific population-based opportunities, the dedication of one of our facilities for a Friday night underscores the City's commitment to youth and youth development.

The *Search Institute*, an independent nonprofit organization whose mission is to provide leadership, knowledge, and resources to promote healthy children, youth, and communities, has endorsed 40 Developmental Assets which are positive experiences and personal qualities that young people need to grow up healthy, caring and responsible (attached). By providing facility-based opportunities at the Aquatic Centre we are able to focus on a number of external and internal assets.

A "Youth Only" night at the Nanaimo Aquatic Centre would attract the youth of Nanaimo to participate in fun and diverse activities in a safe and supervised location. At the same time, the need for family and open swim times will be addressed through offering extended hours at Beban Pool on Friday nights.

Other communities, such as the Township of Esquimalt and Langley, who have offered this type of program have been encouraged by numbers in the hundreds as the program grew.

The plan is that the Youth Only Friday night be user/revenue neutral. Admission costs for this event would be the regular admission rate of \$4.00 and would cover all expenses incurred from the various activities.

Respectfully submitted,



Richard Harding, Director,
Parks, Recreation and Culture.

Attachment (1)

2008-MAY-15

File: J3-11

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40 Developmental Assets® for Adolescents (ages 12-18)

Search Institute® has identified the following building blocks of healthy development—known as Developmental Assets®—that help young people grow up healthy, caring, and responsible.

External Assets	Support	<ul style="list-style-type: none"> 1. Family support—Family life provides high levels of love and support. 2. Positive family communication—Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents. 3. Other adult relationships—Young person receives support from three or more nonparent adults. 4. Caring neighborhood—Young person experiences caring neighbors. 5. Caring school climate—School provides a caring, encouraging environment. 6. Parent involvement in schooling—Parent(s) are actively involved in helping young person succeed in school.
	Empowerment	<ul style="list-style-type: none"> 7. Community values youth—Young person perceives that adults in the community value youth. 8. Youth as resources—Young people are given useful roles in the community. 9. Service to others—Young person serves in the community one hour or more per week. 10. Safety—Young person feels safe at home, school, and in the neighborhood.
	Boundaries & Expectations	<ul style="list-style-type: none"> 11. Family boundaries—Family has clear rules and consequences and monitors the young person's whereabouts. 12. School boundaries—School provides clear rules and consequences. 13. Neighborhood boundaries—Neighbors take responsibility for monitoring young people's behavior. 14. Adult role models—Parent(s) and other adults model positive, responsible behavior. 15. Positive peer influence—Young person's best friends model responsible behavior. 16. High expectations—Both parent(s) and teachers encourage the young person to do well.
	Constructive Use of Time	<ul style="list-style-type: none"> 17. Creative activities—Young person spends three or more hours per week in lessons or practice in music, theater, or other arts. 18. Youth programs—Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community. 19. Religious community—Young person spends one or more hours per week in activities in a religious institution. 20. Time at home—Young person is out with friends "with nothing special to do" two or fewer nights per week.
Internal Assets	Commitment to Learning	<ul style="list-style-type: none"> 21. Achievement Motivation—Young person is motivated to do well in school. 22. School Engagement—Young person is actively engaged in learning. 23. Homework—Young person reports doing at least one hour of homework every school day. 24. Bonding to school—Young person cares about her or his school. 25. Reading for Pleasure—Young person reads for pleasure three or more hours per week.
	Positive Values	<ul style="list-style-type: none"> 26. Caring—Young person places high value on helping other people. 27. Equality and social justice—Young person places high value on promoting equality and reducing hunger and poverty. 28. Integrity—Young person acts on convictions and stands up for her or his beliefs. 29. Honesty—Young person "tells the truth even when it is not easy." 30. Responsibility—Young person accepts and takes personal responsibility. 31. Restraint—Young person believes it is important not to be sexually active or to use alcohol or other drugs.
	Social Competencies	<ul style="list-style-type: none"> 32. Planning and decision making—Young person knows how to plan ahead and make choices. 33. Interpersonal Competence—Young person has empathy, sensitivity, and friendship skills. 34. Cultural Competence—Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds. 35. Resistance skills—Young person can resist negative peer pressure and dangerous situations. 36. Peaceful conflict resolution—Young person seeks to resolve conflict nonviolently.
	Positive Identity	<ul style="list-style-type: none"> 37. Personal power—Young person feels he or she has control over "things that happen to me." 38. Self-esteem—Young person reports having a high self-esteem. 39. Sense of purpose—Young person reports that "my life has a purpose." 40. Positive view of personal future—Young person is optimistic about her or his personal future.

FOR INFORMATION ONLY

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: JIM PLASTERAS, MANAGER OF PARKS OPERATIONS,
RE: ROLE OF THE WESTWOOD LAKE PARK RESIDENT CARETAKER

RECOMMENDATION:

That Commission receives the report.

EXECUTIVE SUMMARY:

The City of Nanaimo has recently purchased a residence and property at Westwood Lake Park and will be contracting the services a permanent caretaker to reside in the premises and provide various duties related to customer service and park security. The resident caretaker contract has been advertised in the local media with a closing date of 2008-MAY-23 (attached).

BACKGROUND:

Public use of Westwood Lake has increased in recent years as confirmed by electronic trail counters installed to monitor pedestrian traffic. The counters also confirm that use is not limited to summer only but is consistent throughout the year. A permanent caretaker living in the Westwood Lake residence will provide enhanced customer service.

The role of the caretaker will be to:

- serve as a "City Ambassador" reflecting a helpful and positive attitude at all times.
- open and close the park gates in the morning and at night.
- report by-law infractions including after hour use, excessive noise, drinking, motor vehicles on the trails and dogs off-leash.
- remove/report graffiti.
- report vandalism.
- maintain a tidy residence.
- walk the beaches and report any concerns.
- check and clean the washrooms daily.

Respectfully submitted,



Richard Harding, Director,
Parks, Recreation and Culture.

Attachment (1)

Daily News

D1-4-3

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Legals and Tenders

CITY OF NANAIMO
THE HARBOUR CITY



**WESTWOOD LAKE PARK
Caretaking Service Contract**
2008 MAY 12 D.N.

The City of Nanaimo Parks, Recreation and Culture Department invite submissions from persons interested in providing resident caretaker services at Westwood Lake Park. The building is approximately 1200 sq.ft in size and includes 3 bedrooms, kitchen, full bathroom, spacious living room and 4 appliances.

This is a "Contract for Service" situation in that for exchange for certain site security services by the contractor, a dwelling unit is provided by the City. This is NOT AN offer of employment but rather a situation that might be attractive to an active retired couple or to a couple who have regular employment in another area. The City will charge a monthly fee for basic utility costs (hydro, water, and sewer). Persons interested in this contract must indicate your employment history and any experience and knowledge in custodial and security areas. You must also provide three references in your submission. Submissions should be marked "Westwood Lake Park Caretaking Service Contract" and must be submitted to the City of Nanaimo, Parks Recreation and Culture Department Attn: Manager of Parks Operations at 89 Prideaux Street, by 4:30 pm on Friday, May 23, 2008 for occupancy June 1, 2008.

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

FROM: JEFF RITCHIE, SENIOR MANAGER OF PARKS

RE: MONTHLY REPORT FOR APRIL 2008 – PARKS OPERATIONS

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

PARK DEVELOPMENT AND SPECIAL PROJECTS

- The Maffeo Sutton Park Redesign is moving forward. Staff, stakeholders and the Archadia design team have developed two park ideas. An open house to obtain public input into these two ideas is scheduled for 2008-MAY-15 in the Lion's Pavilion.
- Landscaping and trail work at the Oliver Woods playground is being completed in anticipation of the playground opening.
- Interpretive trail planning for the Lower Millstone trail is in full swing. Upgraded trails, access, gateway and interpretive signage is anticipated for July.
- Staff are liaising with contractors for the Insight Project at 10 Front Street. Some site work for the residential tower will impact Georgia Park and the waterfront walkway. The partnership is working to minimize park impacts and maximize resources.
- Many development applications have been reviewed for park and trail acquisition.

VOLUNTEER IN PARKS (VIP)

- A grand opening of the Robin's Den playground was held on 2008-APR-25.
- The grand opening of the DIGS Community Garden is 2008-MAY-25. Commissioners are invited to attend.
- A VIP newsletter is being circulated to all volunteers in the various facets of the program to celebrate accomplishments and communicate VIP activities. The newsletter will also be posted on the City website.

SPORTS TOURISM AND OUTDOOR EVENTS

Recreation Coordinator Highlights

- Run Fit – Learn to Run program has 30 people registered. Each week this program visits a new park in the community. This is a community partnership with the Nanaimo Running Room Store.
- Community Hoops basketball program (16 years and over) has 55 people registered. This is a community partnership with Vancouver Island University.
- Canada Day is normally managed by Parks, Recreation & Culture; however, this year's event is tied into the Culture Capital of Canada project. Cultural Capitals has provided \$12,000 in funding to support the Canada Day celebrations. Recreation Coordinator is representing Parks, Recreation and Culture at the Culture Capitals monthly meetings.
- On 2008-APR-30, 200 children from School District #68 released 800 Coho fry into the Millstone River Side Channel in Bowen Park.
- Planning for Parks Day is underway with letters going out to community agencies to invite them to participate in the Parks Day event on 2008-JUL-19.
- The Recreation Management Program at Vancouver Island University was contacted discuss future opportunities for students with interpretive projects in Bowen Park.

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Manager of Sports Tourism and Outdoor Events Highlights

- Sport & Cultural Tourism contacts this month include: VI Honda Motorcycle Camp; Nanaimo and Area Land Trust; Empire Days; Marine Festival; Ebttides Masters Swim National Bid.
- Folk Festival flags are flying and staff will continue to work with the Folk Festival organization to ensure a variety of countries are recognized each year.
- Staff attended the Canadian Sport Tourism Congress from April 26-29 which was a great networking opportunity. The main focus of the conference was on national and international events.
- Major special event organizers have been asked to provide input into the Maffeo Sutton Park re-design process.
- Special Event insurance is now in place for events that involve alcohol, animals, fireworks or large public events. The insurance is intended to give the City better coverage and to give the event organizers coverage.

Upcoming Events:

2008-MAY-04	Nan. Community Hospice	Maffeo Sutton
2008-MAY-11 to13	Children's Festival	Harbourfront Plaza
2008-MAY-11	John Barsby Concert	Maffeo Sutton
2008-MAY-18	Empire Days – fireworks	Maffeo Sutton
2008-MAY-23	Commuter Challenge	Harbourfront Plaza
2008-MAY-25	Cystic Fibrosis Walk/Run	Westwood Lake
2008-MAY-31	Wellington School Fundraiser	Maffeo Sutton

TRAIL DEVELOPMENT

- The trail on the North Side of Westwood Lake was rebuilt and widened.
- Parkway Trail signage has been updated.
- Crack sealing was completed in two water parks and lacrosse boxes.
- Because of the one day snow storm a lot of trail and park clean up has been done. Many trees and branches were broken.

MAINTENANCE AND CONSTRUCTION

- Work at the Rotary Field House is progressing. The concrete slab has been poured in the lower floor, the sewer connection has been completed, the roofing and insulation package is on site and will be installed by the end of the week and the doors and windows have been ordered.
- Knowles Park upgrades have been completed and consist of new play equipment, benches, tables and gateway into the park.
- Robin's Den VIP park amenities were installed, including: signs, tables, benches and garbage receptacles.
- Benches at Maffeo Sutton Park have been refinished to the new mahogany colour.
- The kitchenette at Nanaimo Aquatic Centre was rebuilt during shutdown.

UTILITY

- New irrigation system was installed on Victoria Crescent as part of the Nob Hill neighbourhood improvements.

- All the concrete panels that were broken and vandalized around the lagoon at Maffeo Sutton Park have been replaced.
- The water parks have been started up and are ready for the upcoming season.

HORTICULTURE AND SPORTS FIELDS

- The Loudon Park redevelopment project is going well and on target to be completed by May long weekend.
- Wildflower seeding of naturalized areas in Beban Park is complete.
- Because of cool weather the gardeners held off planting the 100 downtown street planter inserts, they are now completed.
- Lions Square Park has been redesigned and planted by Turley's in partnership with City of Nanaimo and the Vancouver Island Symphony.
- The Gardeners hosted two workshops for City staff on creating hanging baskets.
- Earth Day celebrations in Bowen Park drew many participants for the festivities.
- The large flower bed in Bowen Park, off Wall Street, was cleaned up by volunteers from the Rotary Club as an Earth Day project.
- Work has started on the update to the 2005 Horticulture Strategy.

TURF AND PARKS

- Ball diamonds were finished up and all the outfield fencing was erected to complete the transition from soccer to baseball.

URBAN FORESTRY

- Four Tree Removal Permits processed.
- Ninety-four phone calls were received regarding tree issues. The Arborist attended seventy-two sites to deal with related issues.
- A major snow storm on 2008-APR-19 caused severe damage to trees throughout the City of Nanaimo. City crews and contracted tree services spent two weeks cleaning up the damage to trees in parks and on boulevards. Total costs have not yet been determined.
- Work is ongoing on the draft Urban Forest Plan.

TRAIL COUNTS FOR APRIL 2008

Park Sites	January Daily Average	February Daily Average	March Daily Average	April Daily Average	April Peak Times
Walley Creek	133	169	178	237	9 am-10 am
Linley Valley	30	33	34	54	10 am – 12 pm
Buttertubs Marsh	163	217	246	244	5 pm – 6 pm
Colliery Dam (lower)	133	163	175	165	4 pm – 5 pm
Loudon Park	36	47	54	102	3 pm – 4 pm
Third Street Trail	194	235	246	239	2 pm – 3 pm
Beaufort Park	54	62	64	87	1 pm – 2 pm
Wardropper Park	64	78	116	98	2 pm – 3 pm
Bowen Side Channel	54	68	78	82	3 pm – 4 pm

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VANDALISM REPORT FOR APRIL 15 - MAY 12, 2008

BUILDING AND ENGINEERING R&M

• Graffiti removal	\$3,764.20
• Replace planter at Dallas Square	\$ 789.71
• Lock repairs and replacement padlocks	\$ 205.37
• Replace vandalized trees on Victoria Cres.	\$ 498.00
COST	\$5,257.28

MATERIALS AND SUPPLIES

• Replacement padlocks	\$ 559.31
• Miscellaneous materials	\$ 266.10
COST	\$ 825.41

LABOUR AND FLEET (City Vehicles)

COST	\$ 854.96
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TOTAL COST	<u>\$6,937.65</u>
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Graffiti removed from all of the Parkway Trail, Nob Hill, Beban Field House, Pearson Bridge, Bowen Skate Park (three occasions) and many other locations. Padlocks on gates and washrooms had been cut off and were replaced. The lights at Dallas Square were broken and were replaced with new fixtures.

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

FROM: SUZANNE SAMBORSKI, SENIOR MANAGER, RECREATION AND CULTURE

RE: MONTHLY REPORT APRIL 2008 RECREATION AND CULTURE SERVICES

PROGRAMS

Youth drop in programs increased by 30 participants from March to April for a total of 76 registered youth.

As a result of the Nanaimo Aquatic Centre (NAC) shutdown, swimming lesson registration was down 45 participants from last year. However, prior to shutdown, the Aquatic Centre hosted Bronze Star, NLS and a Lifesaving Instructor's Re-certification.

Staff is in the process of making NAC a "Youth Only" facility on Friday nights during the school year to attract more teens and make them feel more comfortable in the facility.

The ice came out of both rinks at the Nanaimo Ice Centre 2008-APR-01, and out of Frank Crane Arena 2008-APR-21. The season opener for the Timbermen Junior 'A' Lacrosse team was held 2008-APR-27 at the Nanaimo Ice Centre.

Arts Alive registration began 2008-MAY-01 with 124 registrations in two days. All programs will run as scheduled thanks to a \$2,500 grant from the Keg Spirit Fund.

PROJECTS

The department successfully coordinated Healthamongus 2008, which took place at Beban Gyro Fields from 2008-MAY-05 to 09. April's registration in the program resulted in Healthamongus being filled to capacity (1000 participants per day) with a wait list.

Bowen Seniors volunteers continue to maintain the demonstration garden planted on the upper deck at Oliver Woods Community Centre during spring break. A variety of plants are growing well. There is also an organic waste composter located on this deck.

Maintenance shutdown at the Nanaimo Aquatic Centre commenced 2008-APR-28. Most of the work was behind the scenes and included installation of expansion joints in the leisure pool and waterproofing of an on-deck storage area.

The White Rapids Swim Club assumed responsibility for the Kin Pool on 2008-APR-23. The summer club has been enjoying the facility but looking forward to some warmer weather.

Plans for the Under-17 International Hockey Tournament continue to progress. The City of Nanaimo has sold 104 four-game ticket packages for games hosted in Nanaimo.

The City of Nanaimo applied to be the Best Walking City in Canada with the Canadian Federation of Podiatrists. It has since been announced that Nanaimo ranked third!

COMMUNITY SERVICES BUILDING

The Community Services Building is fully occupied with several organizations on the waiting list for office space. Tenants who require additional office space are given priority access over new tenants when a vacancy comes available.

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The Community Services Building custodial contract is out to tender. A major change with this contract is that it will no longer include the first floor. The Multi Cultural Society, who now occupies the entire first floor, has requested that they manage their own custodial maintenance.

The Maffeo Auditorium kitchen was renovated in March. Work included new cabinets, counter top, paint and window coverings. The range was removed for safety reasons and replaced with a microwave oven and electric kettle.

The 7-10 Club continue to utilize the Maffeo Auditorium for their breakfast program five mornings a week as they have since November 2007. The last extension granted by City Council gave them an ongoing commitment for month to month access. To date they have not found a permanent location for the program.

FACTS & FIGURES

Front Desk

APRIL	2007	2008	Difference
Numbers			
Registrations	3,207	3,956	749
Memberships	71	138	67
Economy Tickets	600	893	293
Total	3,878	4,987	1,109
Sales			
Registrations	\$127,103	\$171,092	\$43,989
Memberships	8,666	22,260	13,594
Economy Tickets	18,613	31,442	12,829
Total	\$154,382	\$224,794	\$70,412

Arenas

ARENA HOURS AND ATTENDANCE				
Month: April	Hours of Use		Attendance	
	Current Month	Last Year	Current Month	Last Year
Public Admissions:	60.25	54.75	993	1,199
Lessons: Department programs and Schools:	87	101.75	1,857	2,174
League Rentals:	285.25	281.25	11,186	6,082
Other/Casual:	224.25	240.50	6,506	5,298
TOTAL:	656.75	678.25	20,542	14,753
<u>Hours:</u>		<u>Attendance:</u>		
NIC1 –	134.00	NIC 1 –	4,416	
NIC 2 –	94.00	NIC 2 –	2,325	
Cliff McNabb –	307.50	Cliff McNabb –	6,648	
Frank Crane –	121.25	Frank Crane –	7,157	
Total:	656.75	Total:	20,542	

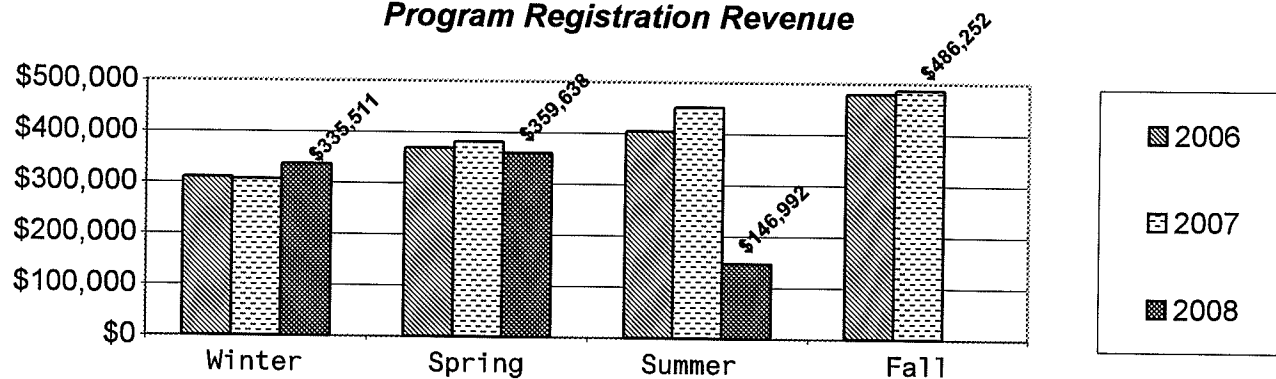
LEAP

- 2007-APR: 111 applications
- 2008-APR: 137 applications

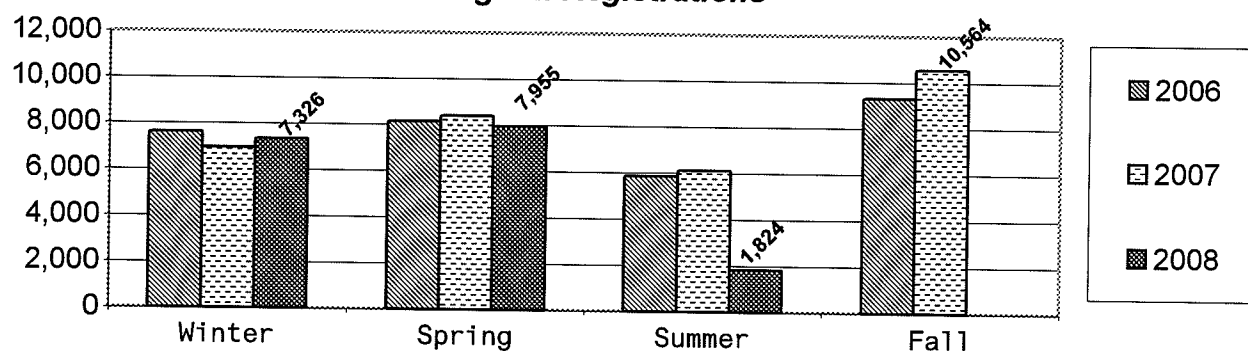
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2006 to 2008 Recreation and Culture Programs Registrations and Revenues

Program Registration Revenue

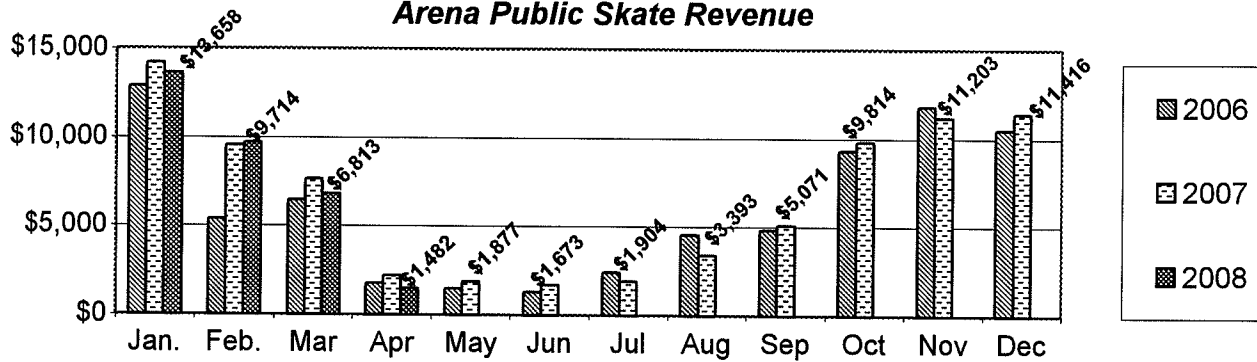


Program Registrations*

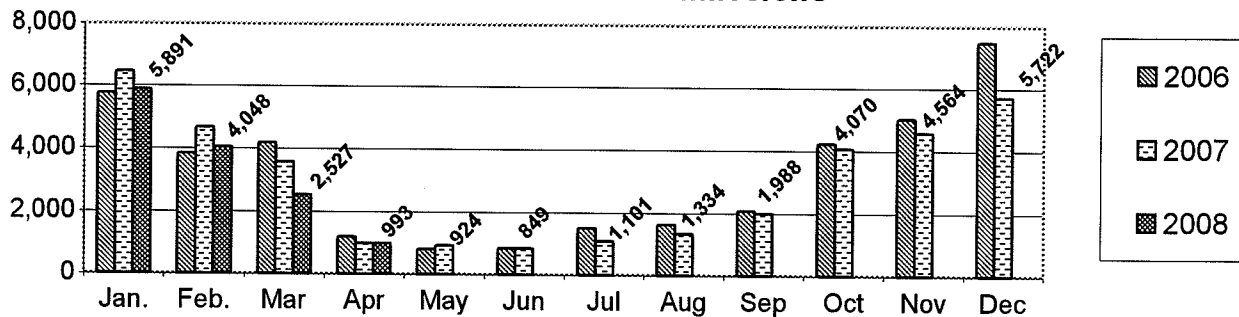


Summary of Recreation And Culture Services - MAY 2008

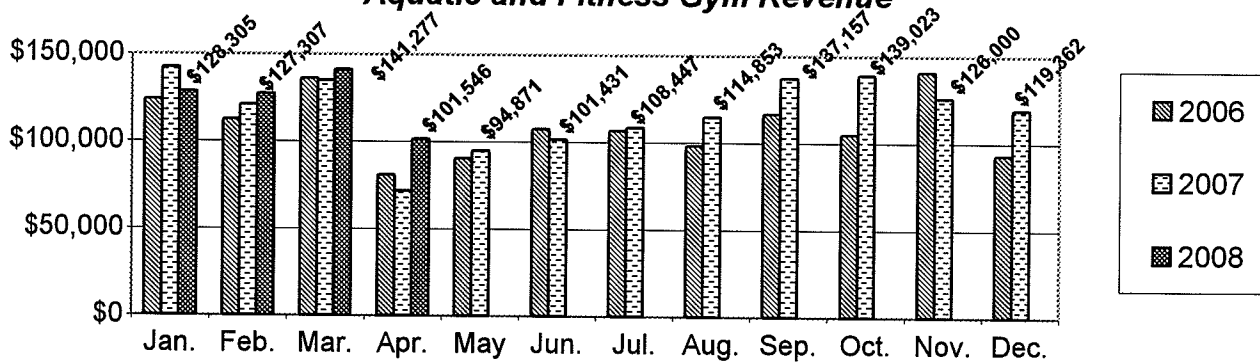
Arena Public Skate Revenue



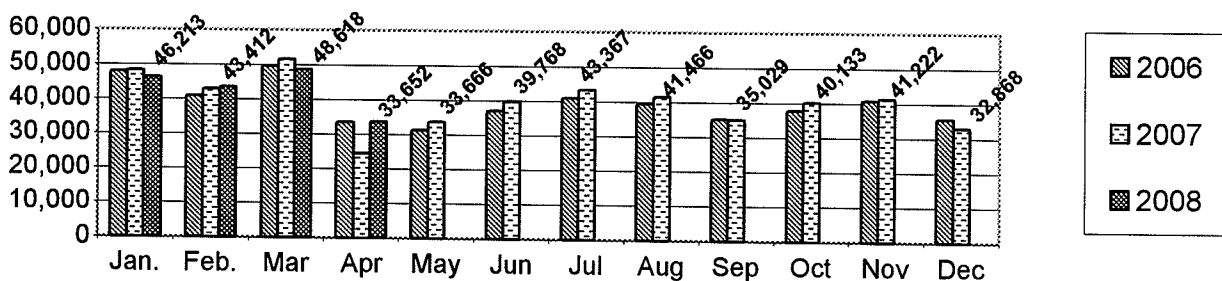
Arena Public Skate Admissions



Aquatic and Fitness Gym Revenue



Aquatic and Fitness Gym Public Admissions



---Original Message-----

From: Don Cornish [mailto:doncornish@shaw.ca]

Sent: 01 May 2008 10:42

To: 'darcie.osborne@nanaimo.ca'

Subject: Appreciation of staff

Dear Darcie

Last evening I took my nine year old grandson Tristan skating at the Cliff McNabb arena in Beban Park. Tristan is visiting from Ontario.

I undertook to skate with him, but neglected to wear a helmet (which was offered to me but not quite big enough to fit my big head). I am 69 and have not skated since a teenager so was a bit rusty and managed to fall and crack my skull on the ice.

Your staff were most helpful in giving first aid to my wound and making sure that I was ok, called my wife, etc. Jenny, a nurse in training was highly competent in giving first aid and the others most considerate. They were also very considerate of my grandson who was naturally upset. Hailey took charge of Tristan and gave him some skating lessons while I was waiting for a ride home (since I was properly advised to not drive and it was recommended that I go to emergency at the hospital. As it happened my friend who is a doctor accompanied my wife to pick us up and drive one vehicle home. He felt it unnecessary to go at that moment and cared for me at home. All is well this a.m. and the wound is healing).

My compliments to all (except my skating abilities which I think I will leave for the next life and stick to skiing and other less adventurous activities.)

Don Cornish

MINUTES OF BOARD OF DIRECTORS MEETING - April 4, 2008

In Attendance

President Lynda Avis in the Chair, Colleen Evans, Pat Foley, Pat Parkin, Arvo Paivarinta, Bob Nixon, Miriam Peacock, Jane Adkins, Bob Davies, Brian Sugiyama.

Regrets: Anne Smith

Call to Order

Meeting was called to order at 9:05 a.m.

Changes to Agenda

The agenda was accepted as circulated.

Minutes of Last Meeting

M/S/C That the minutes of the March 7, 2008 meeting be adopted as read.

Business Arising from the Minutes

1. Soup and Sandwich Lunch - original date of April 17 has to be changed to May 1. Menu will be potato salad, sandwiches and coffee. Event will be held in the lobby at Bowen Park Complex.
2. Volunteer Appreciation Plaque - has been hung by the display case in the lobby. Bob suggested another form of appreciation could be a coffee cup, glass, or a stainless steel mug with our logo engraved. Brian will get a price list for next meeting.
3. Lobby Furniture Plaque - is ready to be picked up today and will be put on the wall in the furniture area.
4. Name Change for Bowen Seniors - Lynda reported that the City is not actively advocating a name change at this time so this matter could be discussed at next year's A.G.M. or an Extraordinary Meeting in October. A questionnaire could be made available for members to make suggestions for a name change. Richard Harding, Director of Parks, Recreation and Culture, cautions that we should either become a non-profit society or the City could operate our finances to protect ourselves against any lawsuits as individuals. The City would then be able to do the auditing of the accounts. President Lynda will ask Richard to come to our next meeting to further discuss this matter.
5. Evaluation Forms from the Oliver Woods Open House - Brian says these have been assembled and a summary will be ready for the next meeting.

Correspondence

1. Letter received from the Chair of Parks, Recreation and Culture Commission in appreciation of our donation of \$1,000 towards the lighting in the lobby at Oliver Woods Community Centre.
2. Letter received from the Card Lady, Anita Jones, with a bill of \$63.15 for expenses. Secretary will write a thank you to Anita for her efforts over the years.

.....see page 2

Financial Report

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

Treasurer noted that we made a profit of \$63.15 on the last Soup & Sandwich lunch.

COMMITTEE REPORTS

Lobby Committee

Miriam reported on a meeting with Mary Smith. A new bulletin board will be put up, and a few artificial plants bought. Pamphlet holders will be re-installed sideways, instead of up and down. Changes to the bulletin board should be under \$200 and the changes will be in place before the A.G.M. in May.

Brian said a lot of the notices on the bulletin board need to be removed and only items of general interest to seniors will be included in future.

Nominating Committee

In the absence of the Chairperson, Lynda polled everyone to see who is willing to let their name stand in the next election.

Miriam Peacock - yes

Bob Nixon - non-committal at the moment

Bob Davies - yes

Pat Parkin - yes

Lynda Avis - yes

Jane Adkins - yes

Arvo Paivarinta - no

Colleen Evans - yes

Pat Foley - yes

Anne Smith - not in attendance

Program Committee

No report

Seniors Coordinator

1. Current 2008 membership is 1554 with 104 sold in the past month.
2. Thursday Special Events continue to be well-attended, as do the van and lunch trips.
3. Programs/activities that moved to Oliver Woods Community Centre are thriving, resulting in continued membership sales.
4. The tour & tea on March 11 at Oliver Woods Community Centre had 140 seniors in attendance.
5. Brian has been active at several community groups' meetings: Nanaimo Newcomers, Tillicum Lelum Elders, and Dufferin Place Geriatric Outpatients.

New Business

1. New Members Tea - invitations have been sent out for this event scheduled for Thursday, April 24th, at 9:45 a.m. at Bowen Complex. Directors were asked to attend if at all possible.
2. Wellness Park visit - will be in late April or early May.
3. A.G.M. - will be held on Wednesday, May 21st, at 10:30 a.m. Reminder letter will be sent to the coordinator of each group, or Lynda and Miriam will visit the groups to remind them.

.....page 3

Minutes of Directors' Meeting - April 4, 2008

New Business (cont'd.)

4. Member Biography for Newsletter - Lynda volunteered to do small profiles of Bowen Seniors members, including a picture, for inclusion in the newsletters.

Adjournment

Meeting adjourned at 10:20 a.m.

Next Meeting

May 2nd, at 9 a.m.

/pf

08.04.08

MINUTES OF BOARD OF DIRECTORS MEETING - May 2, 2008

In Attendance

President Lynda Avis in the Chair, Anne Smith, Jane Adkins, Miriam Peacock, Arvo Paivarinta, Colleen Evans, Pat Parkin, Pat Foley, Bob Davies, Brian Sugiyama.

Regrets: Bob Nixon

Guest: Richard Harding, Director of Parks, Recreation and Culture - City of Nanaimo.

Call to Order

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

Changes to Agenda

The agenda was accepted as circulated.

Informal Meeting with Richard Harding

Lynda welcomed Richard and introduced him to the Board of Directors. Discussion followed on financial aspects of the operation of Bowen Park Seniors. Richard said there are three ways we could go:

- 1) Leave the financial situation as is.
- 2) Bowen Park Seniors could become a non-profit society.
- 3) Turn the finances over to the City of Nanaimo who would be responsible for paying all our bills, auditing the books, etc. The Board would retain an operating account of approximately \$1500 and also a small petty cash fund. The interest from our invested monies would go directly into the City's account and would be difficult to extract, although the Directors noted it could be done with some special effort. The Board saw this as a real negative as we received some substantial amounts in interest this year.

Question period followed. Some of the items Richard addressed:

- If we spearhead money for a Seniors Wellness Park, we will be soliciting funds from various local community groups. If the City takes over our finances, they would write tax receipts for any donations received.
- The Directors offered kudos to the parks workers on the well-kept parks and grounds in Nanaimo. It was noted that there were many favourable comments during the recent B.C. Seniors Games held here in Nanaimo. Richard explained that 50% of the horticulture duties are contracted out.
- Seniors Wellness Park would be a great addition to our City and could be located at Oliver Woods and/or Bowen Park.
- Lynda thanked Richard for attending our meeting and indicated the Board would further discuss the financial situation later in the meeting.

Adoption of Minutes

M/S/C That the minutes of the April 4th, 2008 meeting be adopted as amended.

.....see page 2

Business Arising from the Minutes

- 1) New Members Tea held on April 24th was a huge success, with 84 new members in attendance. It was agreed that sending out invitations definitely helped.
- 2) Visit to Wellness Park (to be discussed later in meeting)
- 3) AGM is scheduled for May 21st at 10:30 a.m. A reminder will be put in the next newsletter. Possible name change for Bowen Park Seniors will be brought up at the AGM. A contest will be initiated, with the prize awarded a one year membership.
- 4) Member Biography - Lynda is working on this.
- 5) May 1st lunch in the lobby - 26 people attended and we made a profit of \$92.79.
- 6) Further discussion of the financial situation, following our discussion with Richard Harding earlier in the meeting. The cost incurred to become a non-profit society is \$75.00 and there is not a lot of paperwork involved. Donations would be easily made to a non-profit society as opposed to making them directly to the City. As a non-profit society, we would be eligible for B.C. government grants, especially for the 150 yr. anniversary of the Province of British Columbia.

M/S/C That the Board of Directors recommend to the membership that we become a registered non-profit society.

Correspondence

- 1) Letter of resignation from the Board of Directors was received from Arvo Paivarinta.
- 2) Letter to B.C. Summer Games Legacy Fund - re our application for funds from the Legacy Fund for the proposed Wellness Park.
- 3) Email from New Horizons - we can apply to them also for funds.

Financial Report

Treasurer indicated our GIC's have realized interest in the amount of \$1,478.96. One GIC in the amount of \$7,863.77, has been re-invested as of March 14th for another year term.

Books will be audited by Anne Smith. A year-end report will be presented to the AGM in May.

M/S/C That the financial report be accepted as presented.

COMMITTEE REPORTS:

Program Committee

Lynda will bring forward a couple of ideas to the June meeting: i.e. a workshop on "Navigating Waters of Finding Seniors Affordable Housing", and a workshop on "Stress Management and Wellness through Voice and Movement", given by a registered massage therapist, performer and vocal coach.
....see page 3

Lobby Committee

Miriam reported that the bulletin board has been taken down and dismantled. Two plaques have been installed on the wall. Pat P. and Miriam will approach School District staff with a view to making new bulletin boards for the Complex.

Seniors Coordinator

- Current membership is 1666, with 102 joining in the last month alone.
- John Barsby Band was well received at yesterday's entertainment.
- Programs at Oliver Woods Community Centre are going well.
- Whale watching trip scheduled for July 12th is getting much interest.
- Brian is looking into having a movie night on a huge outdoor screen at the end of August at Caledonia Park. We could sell popcorn and use this as a fund-raiser.
- Visit to Wellness Park - Board members will be travelling to Delta on Monday to view the newly constructed Wellness Park and also the seniors' facility in the Minaru Recreation Complex in Richmond. The City's van will be taken (with Brian as the driver) and it was noted the group will be travelling on a Coast Saver Special rate!

M/S/C That the charges for ferry transportation plus meals as required for the Directors be covered by the Bowen Seniors budget.

New Business

- 1) Summer Barbecue/Dance - Lynda suggested this as a fun evening for our members. Could include live music for dancing, barbecued salmon, chicken and steak, with salads & desserts supplied by a local catering firm. Tickets would be pre-sold, with members paying a lower fee. Some dates mentioned: first week of July on a Friday evening, or a Friday evening on August 8 or 15. Will be discussed at next month's meeting.
- 2) Glasses/mugs for volunteers - Lynda will bring a price list to next meeting.

Next Meeting

June 6th at 9 a.m.

Adjournment

Meeting adjourned at 10:35 a.m.

/pf

08.05.13



Island Bel Canto Singers



May 12, 2008

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

Dear Mr. McNabb:

The Island Bel Canto Singers are appreciative of support in the amount of \$500 which was provided for our 2007-2008 season through the City of Nanaimo Cultural Operating Grant Fund. This support greatly facilitated our operating capacity through helping to offset the costs associated with such things as professional fees for our director and accompanist, rehearsal venue expenses, insurance and the acquisition of new music.

This year's concerts were very successful with both being sold out. Our Christmas concert featured guest artists Josh Layne, harpist and the Littlemore Jazz Trio. At the spring concert, we featured Trish Claire-Peck on Fiddle and Phill Albert on Upright Bass. In addition to our traditional two concerts, we also did five community performances this season as follows:

- participated in the annual Christmas Community Carol Festival at St. Andrew's United Church
- sang at the BC Hydro Christmas breakfast for staff
- appeared as guest artists in "Harmony on the High C's", a concert presented by The Tidesmen Barbershop Chorus
- entertained residents of Berwick on the Lake
- provided entertainment at the banquet held by a local women's sorority group.

When we consider our combined concert audiences of approximately 600 plus the audiences at our community sing-outs, it is reasonable to suggest that we have entertained in excess of 2000 people this season. It has been a busy and productive season for us.

The Island Bel Canto Singers are serious about performing at a high standard of artistic quality to enhance the cultural and artistic climate of our community. We strive to achieve and maintain a performance standard that is respected and sought after. As well, we actively seek opportunities to liaise with other choirs and young musicians whenever possible.

Sponsorship from the City of Nanaimo is greatly appreciated. Our budget is always tight and grant monies allow us to function more effectively. We are pleased to acknowledge the contribution from the City of Nanaimo in our brochures, programs and pamphlets as well as on our posters.

Our choir is growing in size and artistic capacity. We look forward to continuing to play a vibrant role in the musical landscape of this community.

Yours truly,