

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-JAN-23 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-NOV-28 at 7:00 p.m. in the Conference Room of the Bowen Park Complex.

5. **PRESENTATIONS:**

- (a) BC Seniors Games Video Presentation – Commissioner Johnstone.

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

- (a) Mr. Bruce Halliday, General Manager, Port Theatre, 125 Front Street, Nanaimo BC V9R 6Z4 requesting that the Parks, Recreation and Culture Commission support in principle the proposed Port Theatre Studio Theatre development.
- (b) Mr. Mel Sheng, Biologist, Fisheries and Oceans Canada, 4166B Departure Bay Road, Nanaimo BC V9T 4B7 regarding 2008 Bowen Side Channel plans.
- (c) Nicole Langlois, 30 – 1925 Bowen Road, Nanaimo BC V9S 1H1 requesting additional support from the City of Nanaimo for the Maple Sugar Festival.

Pg. 507

LATE DELEGATIONS: (5 MINUTES)

7. **CHAIRMAN'S REPORT:**

- (a) Oliver Woods Official Opening.

8. **REPORTS OF ADVISORY BODIES:**

- (a) **Parks Committee.** Meeting held 2008-JAN-10. Pg. 508-510
- (b) **Recreation Committee.** No meeting held.
- (c) **Cultural Committee.** Meetings held 2007-NOV-21, 2007-NOV-28 and 2007-DEC-06. Pg. 511-521
- Tozan Cultural Society Report.** Pg. 522-523
Cultural Committee's Recommendation: That the Parks, Recreation and Culture Commission approve a 2008 Cultural Operating Grant of \$6,150 and a Arts and Culture Event Fund Grant of \$2,350 to the Tozan Cultural Society.
- (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. Pg. 524-525
- (h) **Nanaimo Art Gallery.** Monthly report. Please replace pages 526-529 with 525.1 Pg. 525.1
- (i) **Nanaimo District Museum.** Monthly report. Pg. 530-531

9. **STAFF REPORTS:**

- (a) **Vending Machines in City Buildings.** Pg. 532-533
Staff's Recommendation: That the Parks, Recreation and Culture Commission endorse the following:
 - 1. *changing product in all Parks, Recreation and Culture facility vending machines in 2008 to reflect the Guidelines for Food and Beverage Sales in BC Schools with the exception of ten percent (10%) of product.*
 - 2. *working with contract food service providers to enhance and adapt current menu choices to be more aligned with the guidelines over the next year.*

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

- (a) Cultural Capitals Staff Presentation (B. Kuhn/J. Zebic).
- (b) Monthly Report – Cultural Capitals of Canada. *Pg. 534-535*
- (c) Monthly Report - Manager of Parks. *Pg. 536-540*
- (d) Monthly Report - Manager of Recreation and Culture Services. *Pg. 544*
- (e) Westwood Lake Dam Seismic Remediation Project. *Pg. 544.1-544.3*

11. CORRESPONDENCE: (Information)

- (a) Copy of letter dated 2007-DEC-07 to Chair and Trustees, Conseil Scolaire Francophone School District 93, from Sue Clark, Program Officer, Local Government Program Services, advising that the Phase 2 application for funding in the amount of \$40,000 was approved. *Pg. 545*
- (b) Bowen Park Seniors Board of Director's meeting minutes of 2007-DEC-07. *Pg. 546-547*
- (c) Copy of letter dated 2008-JAN-11 to Dave and Trish Carlson in appreciation of constructing the Lacrosse Display Case at Frank Crane Arena. *Pg. 548-549*
- (d) Copy of article dated 2008-JAN-08 from Nanaimo News Bulletin regarding the Nanaimo birds making a comeback at the Buttertubs Marsh and Jingle Pot Marsh in the annual Christmas Bird Count. *Pg. 550*
- (e) Copy of letter dated 2008-JAN-15 to Chair Brennan and Trustees, School District 68, from Sue Clark, Program Officer, Local Government Program Services, advising that the Phase 2 application for funding in the amount of \$40,000 was approved. *Pg. 551*

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.

16. **QUESTION PERIOD:**

17. **MEETING DATES:**

Cultural Committee	Wednesday, 2008-FEB-06; 4:00 p.m.
Recreation Committee	Wednesday, 2008-FEB-13; 4:00 p.m. – if required
Parks Committee	Thursday, 2008-FEB-14; 4:00 p.m. – if required
COMMISSION	Wednesday, 2008-FEB-27; 7:00 p.m. Bowen Park Conference Room

18. **ADJOURNMENT:**

NOTICE IS HEREBY GIVEN pursuant to "COUNCIL PROCEDURE BYLAW 2007 NO. 7060", OF AN "In Camera" Meeting of the Parks, Recreation and Culture Commission to be held:

DATE:	Wednesday, 2008-JAN-23
LOCATION:	Bowen Complex Conference Room
TIME:	Immediately following the regular Commission meeting

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

- (f) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality;

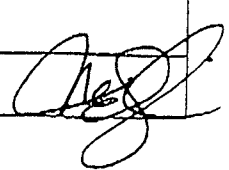


Richard Harding, Director,
Parks, Recreation and Culture.



REQUEST TO APPEAR AS A DELEGATION

ON 2007 - 01 - 23
year month day

NAME OF PERSON MAKING PRESENTATION: <u>NICOLE LANGLOIS / Joanne Hogan</u> <small>Print</small>			
ADDRESS: <u>30 - 1925 Bowen Rd</u> <small>street address</small>	<u>BC</u> <small>City</small>	<u>V9S 1H1</u> <small>Province</small>	<u>19251H1</u> <small>Postal Code</small>
PHONE: <u>250-741-0090</u> <small>home</small>	<u>250-729-2776</u> <small>business</small>	FAX: <u>250-729-2777</u>	
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
DETAILS OF PRESENTATION:			
<p>MAPLE SUGAR FESTIVAL DU SUCRE D'ÉRABLE'S Economic and cultural impact on the community will be discussed. Additional support from the City of Nanaimo will be requested in the form of an in-kind DONATION Toward The Festival</p>			
THANK - YOU! 			

PLEASE NOTE

- Electronic presentations must be provided on a CD or by e-mail no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- Multiple speakers on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18 of the Council Procedure Bylaw.

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

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

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NOTES OF THE REGULAR PARKS COMMITTEE MEETING
HELD AT BOWEN PARK COMPLEX,
ON THURSDAY, 2008-JAN-10, COMMENCING AT 3:30 P.M.

PRESENT: Commissioner P. Field, Chair

Members:

Commissioner J. Cameron
Commissioner B. Dempsey
Commissioner L. Sherry
Commissioner M. Young

Staff:

J. Ritchie
K. MacDonald

D. Johnston

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:30 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 Parks Committee Meeting held Thursday, 2007-JUL-12 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:

7. REPORTS OF ADVISORY BODIES:
8. STAFF REPORTS:
9. INFORMATION ONLY ITEMS (staff reports):
10. CORRESPONDENCE:
11. NOTICE OF MOTION:
12. OTHER BUSINESS:

(a) Bowen Side Channel Walk-Around.

Staff Recommendation: *That the Parks Committee's direction is sought.*

Staff provided an overview of the Bowen Park Improvements proposed for 2008. The focus will be on providing:

1. Accessibility to the side channel and other park amenities.
2. Education through partnering with Malaspina University-College, School District #68, Department of Fisheries and Oceans, Nanaimo Fish and Game Club. There is an opportunity to provide interpretative programs and signage along the Millstone Trail and bypass channel.
3. Lifestyle opportunities through enhanced trailway system.

Recommendation: *That the Parks Committee recommends that the Parks, Recreation and Culture Commission support the ongoing development of a Bowen Park Improvement Plan.*

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

(b) Verbal Update About Nob Hill Park Improvements.

Staff updated the Parks Committee on the Nob Hill Community Association's involvement in a park improvement plan. This group will be coming to the 2008-JAN-23 Parks, Recreation and Culture Commission meeting seeking support through VIP.

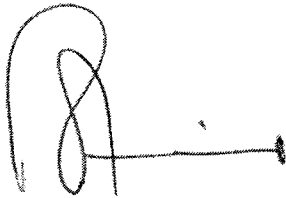
13. UNFINISHED BUSINESS:

14. QUESTION PERIOD:

15. ADJOURNMENT:

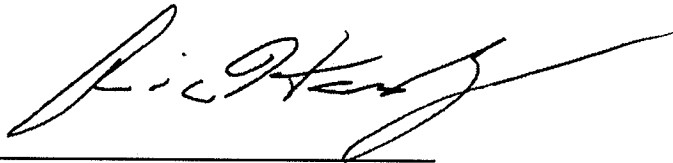
It was moved and seconded at 4:30 p.m. that the meeting terminate, with the next Meeting of the Parks Committee to be held, if required, Thursday, 2008-FEB-14, commencing at 4:00 p.m. in the Conference Room of the Bowen Park Complex.

The motion carried unanimously.



P. Field, Chair
Parks Committee

CERTIFIED CORRECT:



R. Harding, Director
Parks, Recreation and Culture

NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING HELD IN THE
BOWEN PARK COMPLEX CONFERENCE ROOM ON WEDNESDAY, 2007-NOV-21
COMMENCING AT 4:00 P.M.

PRESENT: Commissioner S. Lance, Chair

Members:

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

Staff:

B. Kuhn
S. Samborski
H. Richardson (Recording)

ABSENT: Mr. M. Harnes

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, 2007-NOV-07 at 4:00 p.m. in the Conference Room of the Bowen Park Complex.

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

4. REPORTS OF PROJECT COMMITTEES:

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

The date for the 2007 Cultural Awards Banquet has been changed to Thursday, 2008-JAN-31 at Beban Park.

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

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5. STAFF REPORTS:

- (a) Arts and Cultural Event Grant Review. 15 Arts and Cultural Event Fund applications were reviewed. Applications from Gabriola Island were also received, but were not reviewed as they are in the Regional District and therefore did not qualify.
- i) Arts Council – Short Film Festival. The film festival promotes Vancouver Island Filmmakers. Does not qualify.
 - ii) Ballroom Dance Society – Island Fantasy Ball. This event qualifies.
 - iii) Botanical Garden Society – Celebration of Island Gardening “Spring Festival” – This is a trade show and does not qualify under guidelines.
 - iv) Children’s Book Festival – This is not a cultural event. This event does not qualify.
 - v) Crimson Coast – The Wings Project - This event qualifies for funding,
 - vi) Friends of Nanaimo Jazz Society – A Jazz Affair. This event qualifies.
 - vii) Harbour City Photography – This group did a tremendous amount of work for the BC Seniors Games, but details on their application were limited. The Cultural Committee would like to find out more information about their organization. Interview required.
 - viii) Highland Dancing Association – Nanaimo Highland Dance Competition - This event qualifies.
 - ix) Malaspina Choir – Malaspina Sings - This event qualifies.
 - x) Nanaimo Sings – A Festival of Choral Music - This event qualifies.
 - xi) Nanaimo Wiccan Congregation – Pagan Pride Day - This group does not qualify under the guidelines as it is a religious group.
 - xii) Vancouver Island Symphony – Symphony in the Harbour. This event qualifies.
 - xiii) Theatre BC – Theatre BC’s Mainstage 2008 - This event qualifies.
 - xiv) Tozan Cultural Society – Grant Opening of New Tozan Kiln - They are asking for a portion of their expenses to be covered by the Arts and Cultural Events Grant. This event qualifies.
 - xv) Canada Day – Canada Day is requesting more money than last year as the event is going to be larger this year. It will be tied in with Cultural Capitals of Canada and will be more of a multi-cultural event than in previous years. This event qualifies.

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Allocation of the Arts and Cultural Event Fund will take place when interview process is complete.

- (b) Cultural Operating Grants. – 15 Cultural Operating Grant applications were reviewed. Applications from Gabriola Island were also received, but were not reviewed as they are in the Regional District and therefore do not qualify.
- i) Arts Alive – This group qualifies.
 - ii) Arts Council (Nanaimo Arts Council) – Interview required.
 - iii) Childrens' Festival (Vancouver Island Arts Festivals Society) – This event has expanded to Victoria. Interview required.
 - iv) Blues Festival (Nanaimo Blues Society) – This group qualifies.
 - v) CVI Centre for the Arts – This group qualifies.
 - vi) Chamber Orchestra (Nanaimo Chamber Orchestra) – This group qualifies.
 - vii) Conservatory of Music (Nanaimo Conservatory of Music) – This group qualifies.
 - viii) Crimson Coast (Crimson Coast Dance Society) – Applying for over \$15,000. Interview required.
 - ix) Francophone Association (L'Association des francophones de Nanaimo) – This group qualifies.
 - x) Island Bel Canto Singers – This group qualifies.
 - xi) Pacific Institute of Bagpiping and Celtic Music Society – This is the first time this group has applied for a Cultural Operating Grant. Interview required.
 - xii) TheatreOne (Nanaimo Festival Heritage Theatre Society) – Interview required.
 - xiii) Tidesmen (Nanaimo (BC) Chapter of SPEBSQSA) – This group qualifies.
 - xix) Tozan Cultural Society – Interview required.
 - xx) Western Edge Theatre – Interview required.

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

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6. ADJOURNMENT:

It was moved and seconded at 6:30 p.m. that the meeting terminate, with the next Meeting of the Cultural Committee to be held on Wednesday, 2007-NOV-28 at 3:00 p.m. at Bowen Park.

The motion carried unanimously.



S. Lance, Chair
Cultural Committee

CERTIFIED CORRECT:



R. Harding, Director
Parks, Recreation and Culture

NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING HELD IN
GAMES ROOM 2 AT BOWEN PARK COMPLEX CONFERENCE ROOM ON WEDNESDAY,
2007-NOV-28 COMMENCING AT 3:00 P.M.

PRESENT: Commissioner S. Lance, Chair

Members:

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

Staff:

B. Kuhn
S. Samborski

H. Richardson (Recording)

ABSENT: Commissioner L. Fraser

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:00 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) Draft Meeting Notes of the Regular Cultural Committee Meeting held Wednesday, 2007-NOV-21 at 4:00 p.m. in the Conference Room of the Bowen Park Complex were circulated for information only and will be adopted at the next meeting of the Cultural Committee.

4. STAFF REPORTS:

- (a) E.J. Hughes Mural – B. Meunier.

A report written in support of the City of Nanaimo backing the restoration of the E.J. Hughes Mural and placing it in the Port of Nanaimo Centre was distributed. The restoration of this mural is both financially and historically feasible.

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Every year, \$100,000 is allocated in the budget for public art projects. The funds from 2007 and 2008 are not year earmarked and could be utilized for this project. Private persons and organizations have also expressed interest in giving their support to the E.J. Hughes Mural project. Concern was expressed that if the funds from the Public Art Project fund was used, that there would be no more financial resources for public art projects until 2009. Any monies raised from the private sector will replace money used from the Public Art fund.

Dr. Pat Ross from Malaspina University-College is very interested in helping out and the College would be pleased to work with the City in fundraising efforts towards having the mural placed in the Port of Nanaimo Centre.

Brenda Grice will attend the next Parks, Recreation and Culture Commission meeting and City Council meeting as a delegation in support of the project. Ian Thom, Curator, and author of a book on E.J. Hughes, will also attend the City Council meeting as a delegation. E.J. Hughes is attached to several galleries across Canada, and a gallery from Toronto will send a letter of recommendation shortly.

There is some urgency to this matter as the mural would have to be placed in the Port of Nanaimo Centre before the doors and windows are complete.

Recommendation: That the Parks, Recreation and Culture Commission recommend City Council's approval of using up to \$200,000 from the 2007 and 2008 Art in Public Places fund, and that any donations received for the E.J. Hughes Project be used to replenish the Art in Public Places Fund. The motion carried unanimously.

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

5. UNFINISHED BUSINESS:

- (a) 2008 Arts and Cultural Event Grant Application and 2008 Cultural Operating Grant Application Interviews. The Cultural Committee conducted interviews of six arts and cultural groups, including: Harbour City Photography, Nanaimo Arts Council, Vancouver Island Arts Festival Society (Children's Festival), Crimson Coast Dance Society, Pacific Institute of Bagpiping and Celtic Music, and the Tozan Kiln Society. Further interviews will be conducted on 2007-DEC-06 after which allocation of Cultural Fund grants will take place.

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

6. ADJOURNMENT:

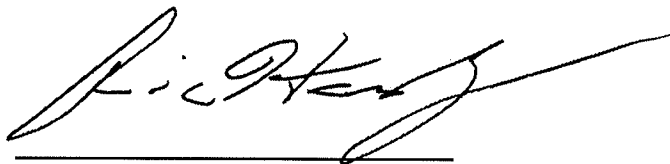
It was moved and seconded at 6:45 p.m. that the meeting terminate, with the next Meeting of the Cultural Committee to be held on Thursday, 2007-DEC-06 at 3:00 p.m. at Bowen Park Conference Room.

The motion carried unanimously.



S. Lance, Chair
Cultural Committee

CERTIFIED CORRECT:



R. Harding, Director
Parks, Recreation and Culture

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NOTES OF THE REGULAR CULTURAL COMMITTEE MEETING HELD IN
BOWEN PARK CONFERENCE ROOM ON THURSDAY, 2007-DEC-06
COMMENCING AT 3:00 P.M.

PRESENT: Commissioner S. Lance, Chair

Members:

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

Staff:

B. Kuhn
S. Samborski

H. Richardson (Recording)

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:00 p.m.

2. ADOPTION OF AGENDA:

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

3. UNFINISHED BUSINESS:

- (a) Review of Arts and Cultural Event Fund Applications and Funding Recommendations – 14 Arts and Cultural Event Fund Grant applications were received and reviewed and the following recommendations made to the Parks, Recreation and Culture Commission.

It was moved and seconded that the Gabriola Arts Council application for an Arts and Cultural Events Fund Grant not be approved for funding as they are not located and do not operate their activities within the City of Nanaimo. The motion carried unanimously.

The Tozan Cultural Society has been operating from the Malaspina University-College campus since 1995. In May of 2006 the Society was forced to move the kiln to Tamagawa University in Cedar, because Malaspina needed the space for student housing. The Society has traditionally received Arts and Cultural Event Fund Grants and Cultural Operating Grants from the City of Nanaimo, but because they were forced to move to Cedar, the kiln is no longer located within the City limits, which is one of the criteria for receiving either of these grants. The Cultural

Committee feels the Tozan Society qualifies for Cultural Funding because they are a Nanaimo based arts and cultural organization and have been for 10 years. Since 1995, their board meetings have been held in Nanaimo. Annual meetings have been held at Beban Park and Bowen Complex, as well as at the Malaspina University-College site during firings. The Tozan group continue to hold their meetings in Nanaimo. The only change to the society's operation and mandate is the location of the kiln. All other activities will remain the same. The Tozan Society has, and will continue to be, promoted as a Nanaimo organization. Staff will prepare a report for Commission.

Recommendation: That the Parks, Recreation and Culture Commission recommend the following Arts and Cultural Event Fund Grants to Council:

		2007 Approved	2008 Requested	2008 Recommended
1	Arts Council	\$ 2,000	\$ 2,000	\$ 1,550
2	Ballroom Dance Society	\$ 1,000	\$ 1,500	\$ 1,000
5	Crimson Coast	\$ 4,000	\$ 5,000	\$ 3,100
6	Friends of Nanaimo Jazz Society	\$ 2,600	\$ 5,000	\$ 2,530
7	Harbour City Photography		\$ 3,000	\$ 1,000
8	Highland Dancing Association		\$ 2,500	\$ 1,000
10	Nanaimo Sings		\$ 2,500	\$ 700
12	Symphony	\$ 6,700	\$ 6,700	\$ 6,200
13	TheatreBC		\$ 7,000	\$ 3,170
14	Tozan Cultural Society		\$ 7,119	\$ 2,350
15	Global Film Festival		\$ 4,000	\$ 1,000
16	Canada Day	\$ 2,000	\$ 4,000	\$ 1,900
TOTAL:		\$ 18,300	\$ 50,319	\$ 25,500

Funds Available:		\$ 25,500
Grants Recommended:		\$ 25,500
Grants Approved:		\$
Funds Remaining:		\$ -

- (b) Review of Cultural Operating Fund Applications and Funding Recommendations – 17 Cultural Operating Fund Grant applications were received and reviewed and the following recommendations made to the Parks, Recreation and Culture Commission.

Frank Moher from Western Edge Theatre Society informed the Cultural Committee that if the City did not purchase a small theatre space by Wednesday, 2007-DEC-12, the Society would have nowhere to practice or put on their performances and would be disbanding. Mr. Moher will inform staff of the status of Western Edge after 2007-DEC-12 and will

most likely withdraw their application for funding. Due to the uncertainty of Western Edge's future, the consensus of the Cultural Committee was that Cultural Funding would not be advisable

Recommendation: That the Parks, Recreation and Culture Commission not recommend funding for Western Edge Society for 2008. The motion carried unanimously.

(Updated as of 2007-DEC-11, Frank Moher, Artistic Producer of Western Edge Theatre, informed Staff via e-mail that Western Edge Theatre Society would be disbanding as of 2008-APR-30 and therefore were withdrawing their application for cultural funding).

It was moved and seconded that the Gabriola Arts Council application for a Cultural Operating Grant not be approved for funding as they are not located and do not operate their activities within the City of Nanaimo. The motion carried unanimously.

It was moved and seconded that the Poetry Gabriola Society application for a Cultural Operating Grant not be approved for funding as they are not located and do not operate their activities within the City of Nanaimo. The motion carried unanimously.

Recommendation: That the Parks, Recreation and Culture Commission recommend the following Cultural Operating Fund Grants to Council:

		2007 Approved	2008 Requested	2008 Recommended
A	Arts Alive	\$ 1,300	\$ 1,900	\$ 1,400
B	Arts Council	\$ 8,750	\$ 20,000	\$ 8,350
C	Arts Festival Society (Children's Festival)	\$ 11,200	\$ 14,800	\$ 11,200
D	Blues Festival Society	\$ 7,250	\$ 14,775	\$ 8,050
E	Centre for the Arts	\$ 4,300	\$ 8,000	\$ 4,800
F	Chamber Orchestra	\$ 2,400	\$ 5,000	\$ 2,300
G	Conservatory of Music	\$ 2,200	\$ 3,500	\$ 2,400
H	Crimson Coast	\$ 14,000	\$ 31,500	\$ 14,000
I	Francophone Association	\$ 7,200	\$ 14,000	\$ 7,000
J	Island Bel Canto Singers	\$ 500	\$ 1,000	\$ 500
K	Pacific Institute of Bagpiping and Celtic Music		\$ 10,000	\$ 1,250
L	TheatreOne	\$ 33,000	\$ 40,000	\$ 33,600
M	Tidesmen	\$ 650	\$ 2,000	\$ 750
N	Tozan Kiln Society	\$ 5,300	\$ 13,550	\$ 6,150
O	Western Edge Theatre	\$ 2,250	\$ 11,000	0
P	Vancouver Island Symphony	\$ 57,200	\$ 57,200	\$ 57,200
Q	Malaspina Choir	\$ 2,200	\$ 4,000	\$ 2,350
	TOTAL:	\$ 159,700	\$ 252,225	\$ 161,300

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Funds Available:		\$ 161,300	
Grants Recommended:		\$ 161,300	
Grants Approved:		\$	
Funds Remaining:		\$ -	

The motion carried unanimously.

The Cultural Committee discussed the status of the Nanaimo Arts Council. The Board of the Arts Council has been in a state of flux for sometime. Although the Committee supports funding the Nanaimo Arts Council, they would like their payments distributed on a quarterly basis. It is a condition of the funding that a status report be made to the Cultural Committee every quarter.

Recommendation: That the Parks, Recreation and Culture Commission approve funding of the Nanaimo Arts Council on a quarterly basis with the condition that a status report be made to the Culture Committee every quarter. The motion carried unanimously.

The Pacific Institute of Bagpiping and Celtic Music Society performed at 70 events during the past year. They do not charge a set fee to attend events. Because they are running at a deficit, the suggestion was made that they inform groups holding events that donations are gratefully accepted.

It was moved and seconded that the Pacific Institute of Bagpiping and Celtic Music inform groups hosting events that they are performing at, that donations are gratefully accepted. The motion carried unanimously.

ADJOURNMENT:

It was moved and seconded at 5:30 p.m. that the meeting terminate, with the next Meeting of the Cultural Committee to be held on Wednesday, 2008-JAN-02 at 4:00 p.m. in the Bowen Park Conference Room. The motion carried unanimously.



S. Lance, Chair
Cultural Committee

CERTIFIED CORRECT:



R. Harding, Director
Parks, Recreation and Culture

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REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION

FROM: SHIRLEY LANCE, CHAIR, CULTURAL COMMITTEE

RE: TOZAN CULTURAL SOCIETY

RECOMMENDATION:

That the Parks, Recreation and Culture Commission approve a 2008 Cultural Operating Grant of \$6,150 and a Arts and Culture Event Fund Grant of \$2,350 to the Tozan Cultural Society.

EXECUTIVE SUMMARY:

The Tozan Cultural Society is and will continue to be a Nanaimo organization with the only community owned and operated Tozan Kiln in the world, however, they have been required to move the kiln just outside the city limits to the Tamagawa University in Cedar as their previous space at Malaspina University College was required for student housing development. The Cultural Committee recognizes the contribution of the Tozan Cultural Society to the cultural and economic development of Nanaimo.

BACKGROUND:

The Nanaimo Cultural Committee received cultural grant applications from the Tozan Cultural Society for 2008 Cultural Operating Grant and 2008 Arts and Cultural Event Grant. The Committee has given their full support to this organization and has made recommendations for funding. The issue of eligibility was discussed due the fact that the physical kiln where the tozan ceramic art is produced will be re-located just outside the city limits beginning in 2008 at the Tamagawa University in Cedar.

The Cultural Operating Grant criteria states that:

"These grants are only open to arts and cultural organizations registered as non-profit societies in British Columbia in good standing with the registrar and based in Nanaimo."

The Arts and Cultural Events Grant criteria states that:

- The event will have a good potential for attracting both residents and visitors to participate in Nanaimo events and will promote Nanaimo as an arts and cultural centre.
- The event must showcase local arts and cultural talent.
- The event should demonstrate a good potential for an economic impact on Nanaimo.
- Preference will be given to activities or events that will be ongoing and have potential as a good long-term investment for the City (i.e.- a yearly cultural event that has good potential for growth).
- This grant is designed specifically to assist arts and cultural events that utilize services and facilities within the City of Nanaimo.

522

Over the 12 years of operation the Tozan Cultural Society has hosted an international festival, workshops, and exhibitions with attendance from all over North America, Europe and Asia. Participants have spent thousands of dollars on hotels, meals, and shopping in Nanaimo. The Tozan Kiln will continue to attract people to Nanaimo and they will be accommodated in Nanaimo.

The Cultural Committee believes that the Tozan Cultural Society meets the criteria for both Cultural Grants as they are a Nanaimo based organization. It is only the physical kiln itself that will be located outside the city limits.

BK:her

2007-DEC-17

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THE PORT THEATRE
MONTHLY ACTIVITY REPORT
NOVEMBER 2007

DATE	EVENT	TIME	CATEGORY	AUD/Artists
1	Shrine Fantasy Show	7:00 pm	Magic Show	255/6
3	Tidesmen Fall Concert	2:00 pm	Barbershop	457/58
3	Tidesmen Fall Concert	8:00 pm	Barbershop	263/58
4	Nanaimo Concert Band	2:30 pm	Fall Concert	808 / 57
6	Out on Bail	8:30 pm	Stand up Comedy	282 / 6
7	International Guitar Night	7:30 pm	Guitar Concert	487 / 7
12	Cirque Sublime	7:30 pm	Circus/acrobats	563 / 36
13	Cirque Sublime	7:30 pm	Circus/acrobats	550 / 35
14	Susan Aglukark	7:30 pm	Pop artist	533 / 7
17	Flight	7:30 pm	VI Symphony	478 / 55
18	Triple Forte	2:30 pm	Chamber Music	400 / 6
18	Colin James & Craig Northey	8:00 pm	Acoustic Concert	501 / 5
19	Mark O'Conner	7:30 pm	Hot Swing	352 / 7
21	Banff Festival of Mountain Films	7:00 pm	Nature & Ski Films	804 / 3
22	The Whirling Dervishes	7:30 pm	Turkish Whirling Dervishes	247 / 20
24	A Journey to Center of the Universe	7:00 pm	Multi-Artist Music Concert	261 / 44
25	Christmas with Von Trapp's	7:00 pm	Concert	308 / 7
26	Little Bear	7:00 pm	Kids show	578 / 8
27	Anton Kuerti	7:30 pm	Piano Recital	412 / 3
28	Aaron Pritchett	7:30 pm	Country Music Artist	779 / 10
29	Theatre Tour	1:00 pm	Boys and Girls Club	8 / 1

TOTALS

Number of Events= 21
Estimated Audience Attendance: = 9326
Estimate Number of Artists/Crew: = 439
Total people through the building:= 9765

524

THE PORT THEATRE

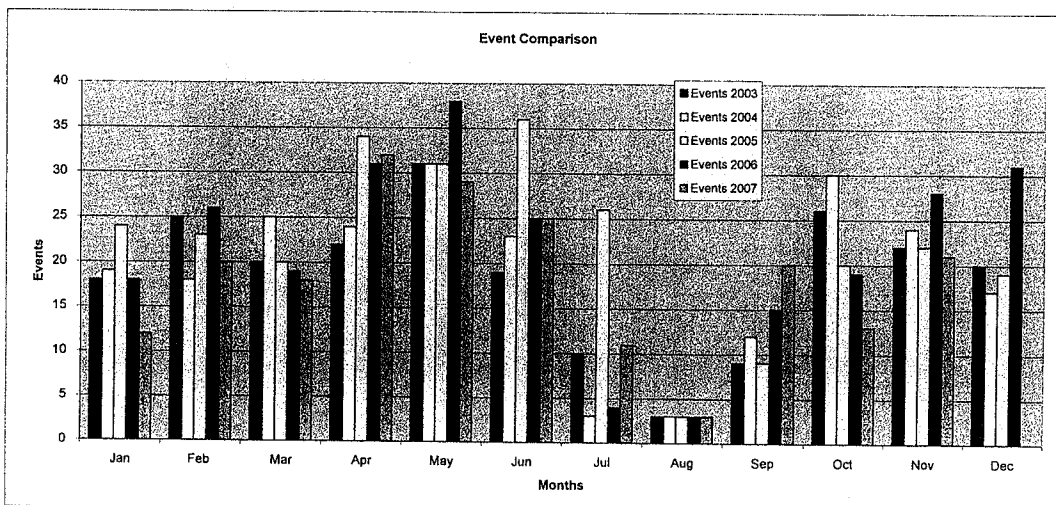
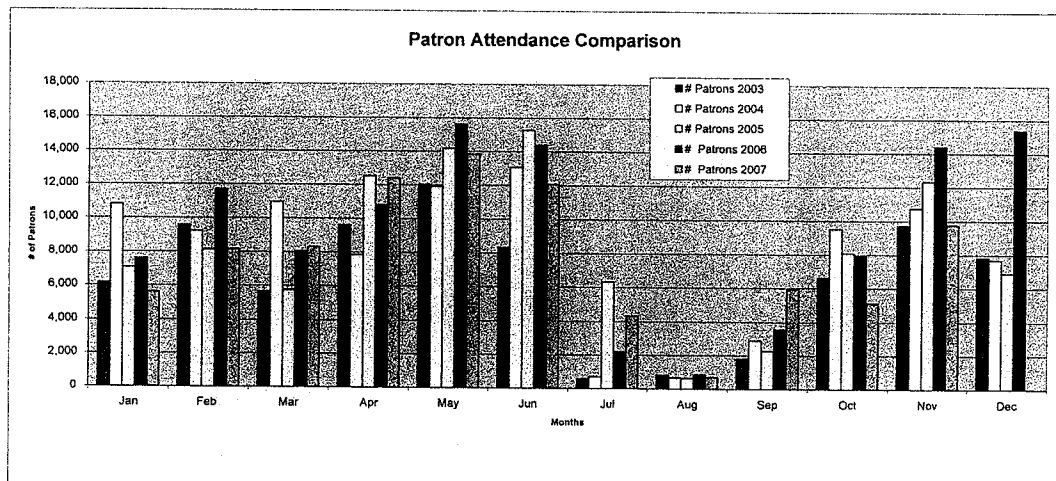
	# Events 2003	# Events 2004	# Events 2005	# Events 2006	# Events 2007	# Patrons 2003	# Patrons 2004	# Patrons 2005	# Patrons 2006	# Patrons 2007
Jan	18	19	24	18	12	6,161	10,776	7,082	7,609	5,626
Feb	25	18	23	26	20	9,591	9,223	8,141	11,692	8,161
Mar	20	25	20	19	18	5,652	10,952	5,758	8,075	8,305
Apr	22	24	34	31	32	9,598	7,859	12,520	10,784	12,389
May	31	31	31	38	29	12,029	11,901	14,170	15,615	13,851
Jun	19	23	36	25	25	8,335	13,059	15,262	14,408	12,055
Jul	10	3	26	4	11	575	704	6,317	2,191	4,304
Aug	3	3	3	3	3	810	672	643	865	701
Sep	9	12	9	15	20	1,784	2,862	2,245	3,551	5,934
Oct	26	30	20	19	13	6,627	9,504	8,069	7,915	5,119
Nov	22	24	22	28	21	9,716	10,725	12,326	14,392	9,765
Dec	20	17	19	31		7,821	7,684	6,895	15,378	
TTL	225	229	267	257	204	78,699	95,921	99,428	112,475	86,210

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

-32% increase
-25% increase

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

11,385
23



525

City of Nanaimo-Parks, Recreation and Culture Commission
Nanaimo Art Gallery: Activity Report for November 22, 2007 to
January 10, 2008

January 11, 2008

Submitted by Paul Fudge, Acting Executive Director

The Gallery has undergone some significant changes since the last report was made in November. Scott Marsden, the Executive Director, left the Gallery on November 30, 2007, and Paul Fudge has been asked to assume the position of Acting Executive Director until a new appointment is made.

The downtown location held a successful Christmas exhibition and sale of the work of local artists. The campus location opened a major traveling show on January 11 – **Burning Cold** – which will be on display until February 16.

Campus Gallery	(900 Fifth Street)
Exhibitions:	164
Total Attendance:	164

Downtown Gallery	(150 Commercial Street)
------------------	-------------------------

Exhibitions:	
Total Attendance:	811

Total:	975
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Upcoming exhibitions:

Campus:

January 11 – February 16: **Burning Cold** (traveling group exhibition)
February 22 – March 22: **Elusive containment** (the work of Samantha Dickie)

Downtown:

January 16 – January 31: **New work** by artists from the Art Rental & Sales Program.
February 1 – February 29: **Red** – a theme show involving gallery artists.

525.1

Nanaimo Museum Monthly Report to the Parks, Recreation & Culture Commission
Submitted January 7, 2008 by Debbie Trueman

General

- Cultural Services Annual Operating and Can. Arts and Heritage Sustainability Program Grants – no word yet.
- Endowment Fund/Vancouver Foundation Application – I have submitted the paperwork to complete our request for \$100,000 matching after depositing an advance of \$80,000 from Hilda Johns estate and delivering a cheque for \$100,000 (includes \$10,000 from Mary Holmes and \$10,000 from donations) to Nanaimo Community Foundation who will be the trustee for our fund. We hope to raise more money for the endowment this year and will request matching funding from Vancouver Foundation again as well. Jan Peterson has donated her next book to us-all profits from this will go to the endowment fund. The Adopt an Artifact campaign will be extended to have some donations going to the endowment.
- Yearend statements are in progress.

New Space Planning

- Capital Campaign – In negotiations with 3 potential Major Sponsors (\$50,000 each) with Rotary being one of the three that is getting close! I also am expecting official good news from our Nanaimo Community Foundation application soon.
- Sports Hall of Fame - Selection Panel chosen-Committee will meet for orientation Jan. 31st. The Call for Nominations will go out with the January newsletter. Parks, Recreation and Culture rep on the Selection Panel will be Allan Young-thanks Allan.
- Cultural Capitals – Interpretive Plan for both the First Nations Gallery and the overall Interpretive Plan are complete, the Exhibit Plan will be ready next month and I will be meeting with our contact Steve Lane again this month to coordinate student projects.
- Artifact Shelving – we have a final design for our state of the art storage area and the company is very excited about our design-they will be using it as an example of a very good system.
- We hope to be in our new gallery space next month to begin exhibit construction as the remainder of the space is completed by the contractors.

Programs and Events

- Yearend numbers show the following:
 - Through the Door down only 1% which is pretty good having been closed 2 months!
 - Programs (includes school, pre registered and all other guided programs) up 32%!!
 - Events down 26% but we had no Chinese New Year (which would have put us up overall if held) or Family Christmas and one less temporary exhibit so that is pretty good too!
 - Bastion up 22%
- Overall, 2007 total numbers are up 9.6%.
- Outreach school programs are now in place and being delivered.

Other Community Activity

- An overview of our programming partnership with the Vancouver Island Regional Library is attached. We are very excited about this new joint venture.
- We are almost ready to print Laura Ramsey's book and are now working to print in house Art Leynard's Coal Mines in Nanaimo book. I think both will be popular in the shop.
- Community outreach is now very quiet (limited to capital campaign) as we prepare for the opening this summer.
- Our ongoing committee involvement (as detailed in past reports) continues.

Nanaimo Museum – Vancouver Island Regional Library Partnership

The museum and library are forming a partnership to work together in school and public programming. This partnership will address several needs for both institutions.

1. The library is providing a place for museum public programs to continue during the move to the new museum.
2. We are working together for the summer program for children. The library will have their summer reading program and the museum will provide hands on activities and objects to support the stories.
3. With the new regulations requiring children under 70 lbs to be in booster seats in private vehicles on all school field trips, it is more difficult for teachers to bring their class to the museum or library's educational programs. We are offering programs so a teacher can take their class to the library while another teacher takes their class to the museum in the morning. After lunch they trade places so that both classes see the museum and library in one day. The teachers can then book a bus to transport both classes with a reduced cost per student and eliminate the need for booster seats
4. We are developing programs for intermediate and high school students to learn researching techniques and Nanaimo history.
5. We are presenting a Professional Development Day workshop in the spring to inform teachers of this new partnership. It will be an opportunity for teachers to discover how each institution has valuable resources to enhance their classroom instruction. We will be also asking for feedback on how to better meet their needs.

REPORT TO: THE PARKS, RECREATION AND CULTURE COMMISSION
FROM: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
AUTHORED BY: TARA FEDOSOFF, RECREATION COORDINATOR

RE: FOOD AND BEVERAGE SALES IN PARKS, RECREATION AND CULTURE FACILITIES

RECOMMENDATION:

That the Nanaimo Parks, Recreation and Culture Commission endorse the following:

1. Changing product in all Parks, Recreation and Culture facility vending machines in 2008 to reflect the *Guidelines for Food and Beverage Sales in BC Schools* with the exception of ten percent (10%) of product.
2. Working with contract food service providers to enhance and adapt current menu choices to be more aligned with the guidelines over the next year.

EXECUTIVE SUMMARY:

With childhood obesity reaching epic proportions, the British Columbia Government, in partnership with Parks and Recreation, is at the forefront of creating healthy eating environments. The sale of high carbohydrate and high sugar foods is steadily being replaced with healthy food and beverage choices in school and recreation centre vending machines, cafeteria, stores and fundraisers.

As the transition to healthier choices continues, City of Nanaimo recreation facilities must work closely, through partnership, with School District 68 to ensure healthy choices are the easiest and highest volume choices in our facilities.

BACKGROUND:

In November 2005, the Ministry of Health and the Ministry of Education published the *Guidelines for Food and Beverage Sales in BC Schools*, which were developed by provincial nutritionists and British Columbia registered Dieticians, with input from all stakeholders. Since then, new federal standards for food and beverages served to children have been developed with full implementation moved to 2008.

The Guidelines for Food and Beverage Sales in BC Schools outlines the percentage of food type that would be allowed for sale in our centres. The food choices criteria focuses on a menu based on those items that fit into either the *Choose Sometimes* or the *Choose Most* categories.

The City of Nanaimo has developed a good working relationship with School District 68 through the work of the *Move More Eat Well* in the creation of Healthamongus Days and will build on this partnership through continued changes and improvements to our food services. Healthamongus Days provides 5000 school aged children with non-competitive physical activity and healthy snacks at no cost. The event replaced two "candy grabbing" special events.

Unlike the schools, our facilities serve a broad clientele and a variety of activities. Therefore, facilities will continue offering coffee, tea, diet pop and sport drinks.

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To implement the guidelines, staff will audit the department's existing food and beverage service(s). Once completed, staff will work with our vending contractor (Ryan Vending) to initiate the changes in all department facilities. The department will also collaborate with the existing food service providers at all facilities to develop strategies for enhanced menu selection of healthy choices.

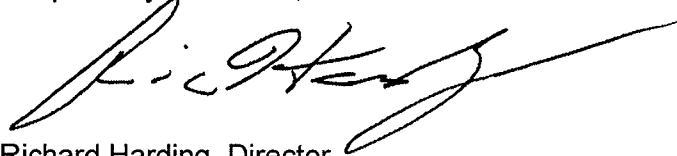
The chart below provides an example of how healthy vending choices are determined and what these changes mean in one food group (grains) and our target percentages in our vending machines for 2008.

Food Group Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
e.g. Grains – grains must be the 1 st or 2 nd ingredient	Baked goods	Most muffins, cakes, cookies etc.	Enriched breads; bagels, English muffins	Whole grain breads; buns, tortillas, bagels
School Guideline	0	0	50%	50%
Current practice	70%		30%	
2008	5%	5%	40%	50%

Financial Implications:

In consultation with other Recreation Departments and our vending contractor, we anticipate, in the short-term, revenue reduction from vending sales of up to 40%, which equates to \$21,000.00 in the 2008 proposed budget. Revenues should increase in future years which has been the case in other municipalities who have changed to healthier choices in their vending machines.

Respectfully submitted,



Richard Harding, Director,
Parks, Recreation and Culture.

SS/hr
2008-JAN-07
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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: BOB KUHN, MANAGER OF NANAIMO CULTURAL CAPITAL OF CANADA 2008

RE: CULTURAL CAPITAL OF CANADA 2008 UPDATE

RECOMMENDATION:

That Commission receives the report.

EXECUTIVE SUMMARY

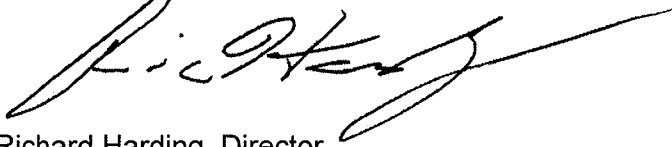
Nanaimo's Cultural Capital of Canada project is well underway. Ms. Jasmine Zebic was hired in November as the Project Coordinator. Ms. Zebic will be involved in all aspects of the project and will be working closely with the nine projects and volunteer project leaders, supporting them in the planning and implementation of all the events.

The projects currently underway are detailed below:

- Two Nanaimo Cultural Capital street entrance signs were provided by Canadian Heritage which will be placed at the north and south entrances to the City. A third sign will also be produced that will be placed at the entrance from the Departure Bay Ferry Terminal. These signs are to be installed in January, 2008.
- Kwik Kopy Design and Print Centre will produce the Nanaimo Cultural Capital Event Guide, which will be a comprehensive full color guide on glossy paper. Details of all the events will be included and the guide will be delivered to every household in Nanaimo by February of 2008. The guide will be a colourful and informative tool that residents will want to keep as a resource for the full year.
- NISA Custom Internet Solutions will construct and host the Nanaimo Cultural Capital website (www.nanaimoculturalcapitals.ca). There is some basic information about the project presently on the site, with full information about the project and all the events coming in February.
- Sponsorship packages are being produced and will be mailed out to potential sponsors in January, 2008. Cultural Capitals hopes to have three to four major sponsors with various other business and organizations contributing for the project's entirety and for many of the events.

Bob Kuhn, Manager of Cultural Capitals of Canada will be present at the Parks, Recreation and Culture Commission meeting of 2008-JAN-23 to provide further updates and answer any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard Harding", with a long horizontal flourish extending to the right.

Richard Harding, Director,
Parks, Recreation and Culture.

BK:her
2008-JAN-08
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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE

FROM: JEFF RITCHIE, SENIOR MANAGER OF PARKS

RE: MONTHLY REPORT FOR DECEMBER 2007 – PARKS OPERATIONS

The following highlights are the park initiatives for December 2007. Regular maintenance tasks are not listed.

PARK DEVELOPMENT AND SPECIAL PROJECTS

- A "Meet Here" public art piece was identified as the first step in Phase 1 of the Harbourfront Plaza Improvement Plan. A Request for Expressions of Interest has been sent out to the art community and the artists will be shortlisted in January with a final artist chosen by March.
- Oliver Woods playground equipment has been ordered and will be installed late February and into March. Site preparation work for the playground will continue throughout January.
- The Deverill Square Park Improvement Plan identified improvements to the playground, water park and basketball court. Staff are preparing grant applications to the Rick Hansen Foundation and Steve Nash Foundation to assist in budgeted funding for the project. "Let's Play" is a program through the Rick Hansen Foundation that facilitates accessible playgrounds. The Steve Nash Foundation funds sport and youth facilities in underprivileged neighbourhoods.
- Lanarc Consultants were hired to prepare design work for the east side of Georgia Park in conjunction with their work on the Insight Tower.
- Collection of background information has begun for a Westwood Lake Park Improvement Plan.
- Staff is liaising with the Development Services Department to review the updated Official Community Plan and Downtown Design Guidelines.

VOLUNTEER IN PARKS (VIP)

- Christmas cards were sent out in December to thank all Volunteers In Parks participants.
- Residents of Nob Hill are working with staff to create and implement a Nob Hill Park Improvement Plan.
- Site preparation has begun at Robin's Den Park in anticipation of an April playground installation.

EVENTS

Manager of Sports Tourism and Outdoor Events Highlights

- Parks Operation met with Raiders Football to discuss options for relocating the team practices to City fields as well as storage of team equipment.
- The Bowen Side Channel was officially opened in November. Temporary interpretive signage has been posted. An interpretive plan for the Millstone Side Channel will be presented in early 2008.

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- A 2007 Sport and Culture Tourism presentation was given to the Parks, Recreation and Culture Commission, the Recreation Committee and Parks Operations staff. The highlights included the number of events, participants and economic benefits of hosting events in Nanaimo.
- The Recreation Committee allocated the first portion of funds to the Tournament and Festival applicants.

Recreation Coordinator Highlights

- Special events were held on 2007-NOV-15 and 2007-NOV-17 to celebrate the opening of the Millstone Side Channel in Bowen Park. Very positive comments were received from the public about the Millstone Side Channel and Bowen Park.
- Team Tune-Up was held at the Bethlehem Retreat Centre on 2007-NOV-28. The theme for the day was "Active For Life." The recreation team explored new methods to program delivery with a focus on fundamental skills such as flexibility, speed, coordination, agility and balance.
- The Parks Recreation Coordinator has drafted the Implementation Plan for the interpretive programs and services to be offered at the Millstone Side Channel in Bowen Park. The plan includes interpretive maps and information for self-guided tours.
- Parks, Recreation and Culture in partnership with the Nanaimo Men's Basketball Association are offering the Steve Nash Youth Basketball League at Oliver Woods Community Centre in the spring of 2008 for boys and girls in grades 4-7. The foundation of the Steve Nash Youth Basketball League is the teaching of fundamental basketball skills in a fun, positive environment.
- Coordination, planning and partnership development of programs and services for the Oliver Woods Community Centre is well underway. In early February 2008 select programs will move to Oliver Woods and new drop-in sport and wellness programs will be offered.

TRAIL DEVELOPMENT

- The old stairs at the top of Beach Estates Park have been replaced with new concrete stairs. The handrail will be installed in January.
- Drainage and ditching has been completed at several locations at Westwood Lake and the Parkway Trail.

MAINTENANCE AND CONSTRUCTION

- Foundation walls have been poured for the Rotary Field house. The foundation coating and the perimeter drainage has been installed and the site has been partially backfilled. Malaspina University-College students will be back on site in mid-January.
- A new catch basin was installed at Serauxmen Sports Field to remove a large area of standing water. This was done at the same time as the drainage for the field house.
- Loudon Park improvements have started. The roadway at Loudon Park has been closed off, with temporary parking made available in the old tennis court. The temporary compound for the Canoe and Kayak Club will be installed in early January.
- The play equipment at Knowles Park has been removed with the new equipment being installed in January.

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- The multi-purpose court at Departure Bay Centennial Park has been completed. Lots of positive comments have been received from the users.
- Parks carpenters constructed 12 new Occupational Health and Safety suggestion boxes to be installed at various locations.
- Lexan signs for the inside of Oliver Woods Community Centre have been made up and are ready for installation.
- Parks carpenters built and installed new furniture for the daycare program at Beban Park Social Centre.

UTILITY

- The irrigation project at City Hall is complete with final clean up and planting taking place when weather permits.
- New bike racks were installed at Protection Island parking circle (near Pirates Park).
- A 12" catch basin was installed at the Chinese Cemetery to deal with the excessive water.

HORTICULTURE AND SPORTS FIELDS

- Work to level out areas of Serauxmen Sports Field has begun. This is not uncommon with new fields and particularly around sprinkler heads and will ensure the area is flush with the rest of the playing surface.
- Ball diamond clean-up for the up coming baseball season has commenced.
- Snow and ice control on parking lots, sidewalks, bridges and stairs during inclement weather was a major focus in December.
- A general cleanup of Country Club 2 Park is complete.
- A comprehensive sports field construction manual has been created which will serve as the standard by which the City of Nanaimo constructs new sports fields and uses best practices with a focus on sustainability.
- A horticultural updating of Waddington Park has begun.
- Christmas displays material was redistributed this year to include the NIC, NAC and Bowen Park as well as Beban Park.
- Annual display plans in progress.

URBAN FORESTRY

- Staff received 45 phone calls regarding tree complaints/concerns.
- The Coordinator attended 23 sites to review concerns. Minor damage to a fence at one site which was caused by branches breaking due to snow loads was repaired by Parks staff.
- Trees were removed from two parks adjacent to resident's homes to mitigate hazards.
- One donation tree was planted in Bowen Park by the family of Nora Clements, who turned 100 on 2007-DEC-23.
- Five trees were planted on the boulevard adjacent to 55 Victoria Road as part of streetscape improvements for the area.
- Work continued on the planning of the public survey questionnaire for the Urban Forest Plan. The survey is to be mailed out 2008-JAN-16.

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TRAIL COUNTS FOR DECEMBER 2007

Park Sites	October Daily Average	November Daily Average	November Peak Times	December Daily Average	December Peak Times
Neck Point	149	142	9AM-10AM	179	10AM-11AM
Walley Creek	161	159	8AM-9AM	168	8AM-9AM
Linley Valley	37	32	12-1PM	33	1PM-2PM
Buttertubs Marsh	211	140	4PM-5PM	141	4PM-5PM
Colliery Dam (lower)	180	105	2PM-3PM	124	3PM-4PM
Avonlea Connection Trail	100	89	3PM-4PM	67	10AM-11AM
Loudon Park	96	67	3PM-4PM	39	2PM-3PM
Brookwood Park (Street)	64	52	1PM-2PM	62	2PM-3PM
Brookwood Park (Lower)	56	53	2PM-3PM	60	2PM-3PM
Third Street Trail	246	220	3PM-4PM	184	12-1PM
Beaufort Park	N/A	54	12-1PM	52	12-1PM
Wardropper Park	N/A	32	3PM-4PM	33	2PM-3PM
Bowen Side Channel	N/A	N/A	N/A	61	1PM-2PM

VANDALISM REPORT FOR NOV 16 – DEC 31, 2007

BUILDING AND ENGINEERING R&M

- Glass replacement at Harewood Hall. \$ 253.04
- Graffiti removal (one invoice from Oct.) \$4,488.25
- Replace broken alarm at Maffeo \$ 198.22
- Replace light fixture at Harewood Hall \$ 264.45
- Repair broken lamp standards at Maffeo \$1,004.79
- Replace damaged trees at NIC \$1,595.61
- Replace damaged trees on Nicol Street \$ 786.50

COST **\$8,590.86**

MATERIALS AND SUPPLIES

- Replace two brass plaques \$ 812.53
- Replace signs \$ 120.00
- Miscellaneous supplies \$1,172.09

COST **\$2,104.62**

LABOUR AND FLEET (City Vehicles)

COST **\$1,329.08**

TOTAL COST **\$12,024.56**

Graffiti was rampant over the last month with graffiti removed from many areas downtown as well as north end locations. There were problems at the Harewood Community Hall with broken windows and light fixtures when homeless were trying to set up camp on the back porch. A new

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vandal resistant light fixture has been installed which has stopped the problem. Two lamp standards at Maffeo Sutton were damaged with one of the fixtures being replaced. The high water alarm on the Maffeo Sutton electrical room was taken. A new one was installed with a protective cage over top. Replacement trees at NIC and Nicol Street were installed to replace vandalized ones (some were chopped with an axe). Plaques from the Bowen Park bridge kiosk were replaced.

:sm

File: 2008-JAN-08

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REPORT TO: RICHARD HARDING, DIRECTOR, PARKS, RECREATION AND CULTURE
FROM: SUZANNE SAMBORSKI, MANAGER OF RECREATION AND CULTURE SERVICES
RE: MONTHLY REPORT NOVEMBER AND DECEMBER, 2007
RECREATION AND CULTURE SERVICES

MARKETING & COMMUNITY DEVELOPMENT

Marketing

The first Parks, Recreation and Culture Newsletter was launched successfully and positive feedback was received from staff as well as Commission members.

RECREATION PROGRAMS

Youth:

Youth programs saw an increase of 166 registrations from the 2006 fall and winter session. Teen Dances saw a significant increase in participation with ticket sales increasing from 572 in 2006 to 840 in 2007.

A one hour job skills presentation on planning special events and programming for youth was given to youth participants at Nanaimo Youth Services.

LEAP

LEAP numbers continue to decrease. Contributing factors are the economy, inclusion of Child Tax Benefits when calculating total income, and using the Notice of Assessment rather than relying on three months of paystubs to calculate income.

AQUATICS

Facility Highlights

Swimming lessons had over 1000 participants in November/December at the two facilities. A National Lifeguard Service (NLS) advanced course ran with twelve (12) registrants and an NLS Pool Option was offered with 12 registered.

School swimming lessons were up at both pools in November with a high use from the Nanaimo and District Secondary School. Local high schools rented pool space for their swim teams throughout the fall. In early November the coach of the Dover Bay team hosted a swim meet with approximately 200 participants.

In December, Dr. Fryer, a local doctor, presented a very successful Osteoarthritis Workshop at the Nanaimo Aquatic Centre and agreed to run a staff in-service session in the new year titled *The Lifeguards And The Healthy Back, Knees & Feet* to help with some of the common workplace injuries attributed to lifeguarding.

Special events that took place in November and December included "Boats Away" and "Chilly Toes & Other Fun Stuff" at the Beban Pool; and "Happy Holiday Family Fun" and "Hawaiian Holiday" at the Nanaimo Aquatic Centre.

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The Nanaimo Ebbsides hosted a Masters Swim Meet at the Nanaimo Aquatic Centre in December with approximately 100 swimmers.

ARENAS

All four arenas were very busy over the last two months. A highlight of the season was a set of Recskate programs mid-December that included 598 participants completing lessons.

Winter Wonderland was set up at the Frank Crane Arena from 2007-DEC-28 through 2008-JAN-01. Port Alberni donated the fir trees used in their event, and Regional District of Nanaimo Oceanside Place loaned props. Free admission was provided to residents four out of five days, which was made possible by sponsorship from nine local businesses and organizations. The stage was set for the Winter Skate Carnival held on 2007-DEC-29. The Carnival supported the Nanaimo Figure Skating Club and highlighted eight of their senior skaters. Parks, Recreation and Culture coordinated the event and showcased the Recskate program, Precision Skate Team and RecFigure Skating programs.

The Nanaimo Ice Centre hosted five Minor Hockey Tournaments over the last two months, including two over the Christmas Break.

SPECIAL EVENTS AND PROJECTS

Christmas Craft Bazaar

Although the 2007 Department Craft Bazaar generated a net profit of \$11,000, a brief review of this event's history indicates the need to re-assess our strategy for future Bazaars. Recreation Coordinators have done a survey of local craft sales and determined that our event was unique when it was first established over 20 years ago however, we are now one of over 25 similar craft sales hosted by a variety of local school and not for profit groups. As a result, over the past few years we have experienced a steady decrease in table sales resulting in empty tables and a significant decrease in public attendance, which creates unhappy crafters. The Department will give serious consideration as to whether or not it is feasible to operate this event

New Years Eve Finale

New Years Eve Finale was a huge success with close to 1,400 people in attendance: a slight increase from 2006. The event was promoted through posters, local newspapers and radio shows, and was included in a piece done by the CBC radio on Family Events, as well as being highlighted on CHEK 6 News, who were on-site covering part of the event.

Oliver Woods Community Centre (OWCC) Update

Construction is progressing smoothly and 2008-FEB-16 has tentatively been set for the official opening. All staff positions have been posted and interviews will take place in January. Most furniture, fixtures and equipment have been ordered and will arrive throughout January. Facility bookings are underway and a tentative gymnasium schedule has been set up. Fifteen separate community sports groups made application for use of the gyms for a total of 77 hours of gym time per week. Seventy-five percent of the hours requested were for the prime time weekday evening time slots so not all requests can be accommodated. All applicants have been offered some gym time and confirmation of the schedule is in progress. Facilities, fees and functions for Oliver Woods Community Centre are now available in CLASS software.

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Department Van Operation

2008 will bring with it some new challenges in the operation of our children's programs that use passenger vans. Effective 2008-JUL-01 new Motor Vehicle Act regulations will require the use of shoulder belts and booster seats for transportation of all children younger than nine years unless they have reached the height of 145 cm (4'9"). This will impact our preschool, after school care and daycamp programs extensively. We are exploring possible solutions to upgrading the bench seats in the vans and we have access to a grant for the purchase of some booster seats.

OPERATIONS

A program to sell Family FITT passes was extremely successful in December with 35 passes being sold: 26 one-year passes and nine three-month passes. Revenue totaled \$21,036.

FACILITY MAINTENANCE

The facilities maintenance department has been busy over the last couple of months with day to day operations, a number of special events at the arenas and an ongoing safety audit.

Four maintenance staff attended chlorine certification training in Kelowna, safety signage in Frank Crane was complete and a third-party (Worksafe BC) safety audit was completed at all Parks, Recreation and Culture Facilities.

A geothermal study for Beban Park Recreation Centre and the Nanaimo Aquatic Centre has been nearly completed.

CONCESSION – BEBAN POOL

The Beban Pool concession operator's contract ended on 2007-DEC-31, following receipt of their notice on 2007-OCT-29 not to continue. A request for proposal was advertised and a new contract awarded. The new operators will begin on 2008-FEB-01.

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STATS

LEAP

Year	2005	2006	2007-to date
Total LEAP Applicants	2,339	1,836	1,424
Applicants turned Down	15	12	4
Incoming LEAP Phone Calls Logged	N/A	800	864

Front Desk

November	2006	2007	Difference
Numbers			
Registrations	2,180	2,255	75
Memberships	121	144	23
Economy Tickets	1,136	1,121	-15
Total	3,437	3,520	83
Sales			
Registrations	\$78,431	\$90,177	\$11,746
Memberships	\$14,294	\$24,625	\$10,331
Economy Tickets	\$35,935	\$37,068	\$1,133
Total	\$128,660.00	\$151,870.00	\$23,210.00
December	2006	2007	Difference
Numbers			
Registrations	1,285	1,322	37
Memberships	122	140	18
Economy Tickets	1,219	1,108	-111
Total	2,626	2,570	-56
Sales			
Registrations	53,310	46,954	-\$6,356
Memberships	15,895	38,695	\$22,800
Economy Tickets	38,256	36,566	-\$1,690
Total	107,461	122,215	\$14,754.00

Arena

November	Hours of Use		Attendance	
	2007	2006	2007	2006
Public Admissions:	170.80	124.50	4564	5,023
Lessons: Department programs and Schools:	210.50	198	3190	5,656
League Rentals:	680.75	693.70	35,579	30,920
Other/Casual:	186	175.75	7230	5,580
TOTAL:	1248.05	1191.95	50,563	47,179

- Total Hours: FCA – 309.80, NIC 1 – 300.25, NIC 2 – 332 & CMM – 306 = Total: 1248.05
- Total Attendance: FCA – 22,681, NIC 1- 8981, NIC 2 – 10,542 & CMM – 8,359 = Total: 50,563

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Park Recreation and Culture Commission

FOR INFORMATION ONLY

REPORT TO: Richard Harding, Director, Parks, Recreation and Culture

FROM: Scott Pamminer, Water Resources Technologist

RE: Westwood Lake Dam Seismic Remediation Project

RECOMMENDATION:

That the Parks, Recreation and Culture Commission receive this report for information.

BACKGROUND:

The Westwood Lake Dam built in 1906, had a Dam Safety Review in 2003, as mandated by the BC Dam Safety Regulation. It identified that this dam's seismic stability needed review, and that flood inundation studies be completed to assess the downstream consequences should a failure occur. This dam was identified as the highest risk of all the "in City" dams.

The seismic stability review undertaken in 2005 determined the dam was in need of upgrading to meet current standards. Following these findings, a design was done to upgrade the dam by adding a rock fill buttress to the downstream side of the existing dam.

This upgrade is an economical fix that adds mass to the dam so that a sudden discharge of water would not occur during or shortly after a 7.0 magnitude event. Without the upgrade, the shake causes complete failure of the upstream slope and crest of the dam resulting in an uncontrolled discharge and risk to the downstream residents, the Parkway and environment.

DISCUSSION:

This construction of this seismic upgrade to the dam is planned for April / May 2008. The work is planned for this time of year to minimize disruptions to the park, and provides suitable construction conditions.

To inform the public, the City will advertise in the media, post signs and contact the local residents with information flyers. Every effort will be made to accommodate pedestrian traffic around the construction area to maintain access to the trail system; however, it is important to note that there may be times when access is interrupted.

An Environmental Impact Assessment and Construction Environmental Management Plan are also being completed to minimize impacts to the downstream environment.

The 2008 Capital Plan has \$530,000 budgeted for this project.

544.1

A plan attached on the next page shows the location of the proposed new rock buttress downstream of the main dam.

RECOMMENDATION:

That the Parks, Recreation and Culture Commission receive this report for information.

Respectfully submitted,

Scott Pamminger
Water Resources Technologist

G:/SCOTTP/2007 Water Resources/Westwood Lake Dam/ PRCC InfoOnly.doc

544.2



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under
Programs & Services

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Program Services

LGPS Secretariate

Municipal House
545 Superior St
Victoria BC V8V 1X4

Phone: 250 356-5134
Fax: 250 356-5119

Local Government Program Services

...programs to address provincial-local government shared priorities

December 7, 2007

Chair and Trustees
Conseil Scolaire Francophone School District 93
180 - 10200 Shellbridge Way
Richmond, BC V6X 2W7

COPY

Dear Chari Bourgeois and Trustees

**RE: SCHOOL COMMUNITY CONNECTION APPLICATION -
PHASE 2 - "DEVELOPING THE CONNECTION"**

Thank you for your application to the School Community Connections program for the (short name of project), made in partnership with the City of Nanaimo.

I am pleased to advise that we have approved your Phase 2 application for funding in the amount of \$ 40,000.00.

A cheque for \$ 30,000, representing 75% of the total approved funding, will be forwarded by the BC School Trustees Association. The balance will be forwarded on completion of a satisfactory final report.

This program is a partnership between the BC School Trustees Association and the Union of British Columbia Municipalities. Funding has been provided through the Ministry of Education, Province of British Columbia.

We wish you every success with your project. If you have any questions or concerns, please feel free to contact Sue Clark, Program Officer at 250 356-5134.

Sincerely,

Sue Clark
Program Officer

pc: City of Nanaimo
Guy Bonnefoy, SD 93
BC School Trustees Association
Paige McFarlane, ADM Partnerships and Planning MOE

C: J. Ritchie
Commission



545

MINUTES OF BOARD OF DIRECTORS MEETING
BOWEN PARK SENIORS - December 7, 2007

In Attendance

President Lynda Avis in the Chair, Anne Smith, Miriam Peacock, Jane Adkins, Arvo Paivarinta, Stu Donaldson, Bob Davies, Colleen Evans, Pat Foley

Regrets: Pat Parkin

Call to Order

The meeting was called to order at 9:05 a.m.

Changes/Additions to the Agenda

The agenda was accepted as circulated.

Minutes of Last Meeting

M/S/C that the minutes of the November 2nd, 2007 meeting be adopted as read.

Business Arising from the Minutes

1. Christmas Bazaar - There was a poor turnout for the bazaar, possibly due to the fact that it was not well publicized. Discussion re possibility of incorporating this bazaar with the woodworkers and the crafts sales.
2. Poinsettia Sale - Bob was thanked for all his help in the success of the sale. There were fewer plants available this year and they were only the 6" size. An invoice will be received from the college.
3. Oliver Woods Community Centre - a letter was sent to the Parks, Recreation and Culture Committee indicating that Bowen Park Seniors will be contributing a maximum of \$1,000 towards the lighting of the art piece to be erected on the lobby wall of the new Centre.
4. Hand Sanitizers - will be placed in various activity areas (bowling, cards, crafts, etc.) for people to use before and after their events. A free-standing one will be put on the counter by the office, with a sign indicating its proposed use. Brian will see to this and will also monitor its use.
5. Volunteers - a private meeting was held with the volunteers in question and it was felt the meeting was a positive one; however, the situation will continue to be closely monitored by Brian.
6. Enlightened Aging Forum - Kathy presented the Board with a full final written report and thank you letters were sent to all facilitators in the Forum. A small amount of money was left over which will be used by the Program Committee, possibly for a small workshop to be held in the future.

Correspondence

1. Letters were received and filed from: Parks, Recreation & Culture Commission re our contribution, and various contributors to our recent Fashion Show.
2. Miriam will request that Elder College send 80 brochures outlining their courses; Brian will look after the distribution.

....see page 2

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Financial Report

No report due to Treasurer's illness.

COMMITTEE REPORTS

Program Committee

1. The Committee met on November 28th.
2. Soup & Sandwich event is planned for February 28th - charge will be \$5.00 per person.
3. Discussion re sending letter to individual coordinators of the various activity groups to find out if any are interested in moving their activity to the new location at Oliver Woods Community Centre.

Seniors Coordinator's Report

- Current 2007 membership is 1821.
- Thursday special events continue to be well attended, and the van trips also continue to be popular.
- Ticket sales are going well for the Christmas Dinner on December 16th.
- Over 500 people received flu shots on November 8th at Bowen Park.

New Business

1. Wellness Park - Brian has been in contact with Delta which has a Wellness Park located in Tsawwassen. It is proposed that some of the Directors tour the facility in the new year and hopefully get to speak to some of the user groups. Nanaimo service clubs, Legions, BC Hydro, etc. will be approached with a view to their possible financial support for a local project.
2. Oliver Woods Community Centre is still a construction site, but it was felt the Program Committee should have a tour of the facility early in the new year. This tour would have to be after hours and it is anticipated that the Board of Directors would also attend the site visit. Date to be announced.
3. Bowen Seniors Website - Gloria Saunders has renewed the website till December 2008, for a cost of \$25.33.
4. Christmas Dinner at Beban Park - Arvo and Anne will purchase the necessary licence, liquor, cash float, etc. for the dinner.

Adjournment

Meeting adjourned at 10:30 a.m.

Next Meeting

January 4, 2008, at 9 a.m.

/pf

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2008

CULTURAL CAPITALE
CAPITAL CULTURELLE
of CANADA du CANADA

CITY OF NANAIMO
THE HARBOUR CITY
PARKS, RECREATION & CULTURE

File: J1-10-1 / J1-10-2

2008-JAN-11

Dave and Trish Carlson
3945 Rock City Road
Nanaimo BC V9T 4L6

Dear Dave and Trish:

RE: Lacrosse Display Case at Frank Crane Arena

The City of Nanaimo, Parks, Recreation and Culture Department would like to thank both of you for your time and effort in the co-ordination and construction of the fine quality display case installed on the north wall of the Frank Crane Arena to promote lacrosse in Nanaimo.

We would also like to thank Mr. Mike Gogo, along with the Senior 'B', Senior 'A' and Masters Lacrosse teams for providing the financial contribution to make this display a reality.

This display case will help make the community aware of the lacrosse history and current presence in Nanaimo, and at the Frank Crane Arena. When the lacrosse community has additional funds, an identical display case may be mounted on the wall to the left of this new display case at Frank Crane Arena. This space will be reserved for up to the next three years (2010-DEC-31), for a second lacrosse display case.

At our meeting held on-site at Frank Crane Arena during January 2007, with all of the interested lacrosse organizations, we identified the purpose of this display case. When installed, it was to represent all of the lacrosse organizations and not just any one organization. The major emphasis of the display case was to focus on pictures and images showing highlights of lacrosse in Nanaimo throughout the years. It was agreed that the display case would also include a small space recognizing the contributions of Mac Maude to the lacrosse community, including a small number of items of memorabilia for Mac. This display case was specifically **not** meant to be a storage case for trophies. The overall objective was to promote an active and vibrant lacrosse history and current presence in our community through images.

Dave and Trish, we will need to obtain keys for access to the display case should it be necessary. Would you also identify and provide us with the name and phone number of an individual within the lacrosse community that would act as the curator for maintaining

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2008

CULTURAL CAPITALE
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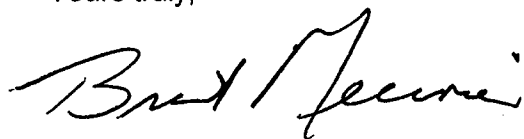
CITY OF NANAIMO
THE HARBOUR CITY
PARKS, RECREATION & CULTURE

Letter to Dave and Trish Carlson
2008-JAN-11
Page 2 of 2

and co-ordinating this display. The keys and information for the individual who will be co-ordinating the display case should be forwarded to Darcie Osborne, Manager of Arenas. Darcie can be reached at 756-5200.

Dave and Trish, thank you again for being the impetus ensuring the completion of this lacrosse display case. We will look forward to seeing it furnished with images and memorabilia which will encourage spectator and general community interest for lacrosse within Nanaimo.

Yours truly,



Brent Meunier, Manager,
Parks, Recreation and Culture.

BM:her

C: Mr. Mike Gogo
Nanaimo Senior 'A' Timbermen
Nanaimo Senior 'B' Timbermen
Nanaimo Masters Lacrosse
Nanaimo Jr. 'A' Timbermen
Nanaimo Intermediate Timbermen
Nanaimo Minor Lacrosse
Andy Laidlaw, General Manager, Community Services
Richard Harding, Director, Parks, Recreation and Culture
Suzanne Samborski, Senior Manager, Recreation and Culture Services
Darcie Osborne, Manager of Arenas
~~Nanaimo Parks, Recreation and Culture Commission~~

Richard
Harding

Tuesday, January 8, 2008 Nanaimo News Bulletin 7

Bird count marks strong comeback

Numbers back on track after last year

BY JENN MARSHALL
THE NEWS BULLETIN

Nanaimo birds made a comeback in the annual Christmas Bird Count.

Carlo Pavan, bird count organizer and compiler, said with good weather on Dec. 30, the species count climbed to 117 from 109 in 2006, with one more area left to report their findings. About 70 counters participated.

"In terms of the long-term average, I think we're right around where we should be," said Pavan.

He said it is important to keep a baseline knowledge of what birds are in Nanaimo in the winter.

"We get to monitor what's going on in the bird life in Nanaimo. Sometimes, these results can be used for conservation issues," he said.

There were 18 Virginia Rails spotted between Buttertubs Marsh and Jingle Pot Marsh, despite a new trail and ball fields in the area.

"It will probably be the highest count of that species in Canada," said Pavan.

"It looks like the ball fields haven't had a huge impact."

Last year, counters spied about 19,000 birds and Pavan is hoping more than 25,000 reared their wings this year, although final results were not yet in earlier this week.

Gabriola Island counters reported the highest number of birds ever.

Highlights included spotting a Harris's sparrow, Townsend's solitaire, Townsend's warbler, 60 ancient murrelets and two white-throated sparrows.

"They're just sort of uncommon species that we don't always get," Pavan said. "Sixty is a pretty high number of Ancient Murrelets."

Pavan said also recorded were a spotted sandpiper, evening grosbeak and American dipper.

"They are birds that we often miss so it was nice to get them," he said.

Colder weather meant some species seen last year had probably migrated south.

Pavan said birds such as the pied-billed grebe were not recorded this year.

"Lots of little ponds and stuff were frozen," he said.

Also on the missing list were: barred owl, American pipit, hermit thrush, northern harrier and any grouse species.

The results of counts from across North America will be published by the National Audubon Society at www.audubon.org.

reporter@nanaimobulletin.com

550

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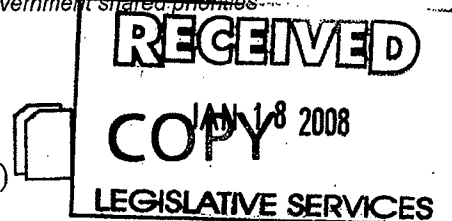
Phone: 250 356-5134
Fax: 250 356-5119

Local Government Program Services

...programs to address provincial-local government shared priorities

January 15, 2008

Chair Brennan and Trustees
School District No. 068 (Nanaimo-Ladysmith)
395 Wakesiah Ave, Nanaimo, BC, V9R 3K6



Dear Chair Brennan and Trustees:

RE: SCHOOL COMMUNITY CONNECTION APPLICATION - PHASE 2 - "DEVELOPING THE CONNECTION"

Thank you for your phase 2 application to the School Community Connections program, made in partnership with the City of Nanaimo and Town of Ladysmith. I am pleased to advise that we have approved your Phase 2 application for funding in the amount of \$ 40,000.00.

A cheque for \$30,000.00, representing 75% of the total approved funding, will be forwarded by the BC School Trustees Association. The balance will be forwarded on completion of a satisfactory final report.

This program is a partnership between the BC School Trustees Association and the Union of British Columbia Municipalities. Funding has been provided through the Ministry of Education, Province of British Columbia.

We wish you every success with your project. If you have any questions or concerns, please feel free to contact Sue Clark, Program Officer at 250 356-5134.

Sincerely,

Sue Clark
Program Officer

City Manager	<input checked="" type="checkbox"/>	Mayor & Council	<input checked="" type="checkbox"/>
Deputy City Mgr.	<input checked="" type="checkbox"/>	Directors	<input checked="" type="checkbox"/>
GM Corp Svcs	<input checked="" type="checkbox"/>	Fire	<input checked="" type="checkbox"/>
GM Comm Svcs	<input checked="" type="checkbox"/>	RCMP	<input checked="" type="checkbox"/>
GM Dev Svcs	<input checked="" type="checkbox"/>		
FOR ACTION	<input type="checkbox"/>	FOR INFO	<input checked="" type="checkbox"/>
cc Kay Kerner; Erin Anderson			

pc: City of Nanaimo
Town of Ladysmith
Stephen Hansen, Executive Director, BCSTA
Paige Macfarlane, ADM, Partnerships and Planning MOE

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