

MINUTES OF THE BUDGET MEETING OF THE PARKS, RECREATION AND CULTURE  
COMMISSION HELD IN THE CONFERENCE ROOM, OF THE BOWEN PARK COMPLEX, ON  
WEDNESDAY, 2007-OCT-03, COMMENCING AT 4:00 P.M.

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PRESENT: Commissioner L. McNabb, Chair

Members:

Commissioner L. Avis  
Commissioner D. Burnett  
Commissioner J. Cameron  
Commissioner B. Dempsey  
Commissioner P. Field  
Commissioner L. Fraser  
Commissioner D. Johnstone  
Commissioner S. Lance  
Commissioner L. Sherry  
Commissioner A. Young

Absent: Commissioner B. Sperling

|        |            |                       |
|--------|------------|-----------------------|
| Staff: | R. Harding | J. Ritchie            |
|        | B. Meunier | C. Connett, recording |
|        | D. Duncan  |                       |

1. CALL THE OPEN MEETING TO ORDER:

The Budget 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. STAFF REPORTS:

(a) Parks, Recreation and Culture Financial Plan 2008 - 2012.

Mr. R. Harding, Director of Parks, Recreation and Culture, provided an overview of the City's financial planning and budgeting process.

2008 to 2012 Capital Plan (Appendix A).

Staff reviewed the 2008 – 2012 Capital Plan (Appendix A), focussing on the projects scheduled for 2008. Information was provided on Commission's questions regarding various projects including:

Off-Site Leisure Information Kiosks (Capital) – this is a 2009 project but because more people now have home computers this project has been postponed for additional review.

Bowen Park Improvements (Capital) – a concept design plan and report will be provided to Commission in the New Year outlining the planned improvements to parking, traffic flow, trails, interpretive centre, etc.

Lake Front Park Improvements (Capital) – this includes the continuing implementation of Loudon Park improvements and planning for Westwood Lake improvements.

Playground Improvements (Capital) – this will provide for Deverill Square playground upgrades and Oliver Road playground development.

Third Street Trail (Capital) – this will provide a better trail connection from Malaspina University College, Nanaimo Ice Centre and Nanaimo District Secondary School to the Serausmen Sports Fields.

Trailway Development and Rehab (Capital) – the 2008 Capital Plan follows the adopted Trail Implementation Plan and will include the development a trail around the playground at Oliver Road; Chase River Estuary Park and Hawthorne Creek. Commissioner Lance inquired about the status of the trail connection from Princess Anne School to the Parkway. Mr. Ritchie, Manager of Parks Operations, replied that property ownership has changed and preliminary discussions are underway.

Port Theatre Window Replacement (Capital) – some of the windows at the Port Theatre are failing and the City, as the owner, is responsible for replacement.

Commissioners noted that there have been complaints about the elevation of the horseshoe pitches at Bowen Park and asked if consideration is being given to relocating the pitches to a more level location with easy access to a change room/washroom. Chair McNabb advised this has been discussed over the past several years including moving the horseshoe pitch to Beban Park. Mr. Harding advised that staff have met with the local Horseshoe Club several times but the Club has not presented a proposal to Commission.

Park Development Cost Charges (Appendix B).

Mr. Harding advised that the Parks Development Cost Charges (DCC) Reserve is projected to be \$2,620,988 at year end. These funds are generated from the issuance of subdivision building permits and are to be used in park areas.

Facility Development Reserve Fund (Appendix C).

Mr. Harding advised that the Facility Development Fund is projected to be \$807,275 at year end and these funds are to be used for facilities on park property.

2008 Capital Plan Prioritization (Appendix D).

Mr. Harding reviewed the 2008 Capital Plan Prioritization list, noting that Council and Senior Staff have not requested this. Chair McNabb suggested that this is a good document for Commission to review and prioritize.

Commissioner Sherry asked if the Gallows Point Erosion Control funding should be funded from the Public Works budget because it is city property. Mr. Harding replied that it is parkland; therefore, it is appropriate to be funded from the Parks, Recreation and Culture budget.

Commissioner Lance asked if sufficient funds have been allocated for the installation of the Frank Crane Arena Elevator. Chair McNabb confirmed that the budgeted funds will be adequate.

It was moved and seconded that Public Art \$50,000 be moved to below the Lacrosse Box Upgrades. The motion carried unanimously.

It was moved and seconded that the Parks, Recreation and Culture Commission recommends that Council support the 2008 Capital Plan Prioritization List as amended. The motion carried unanimously.

2008 Operating Budget (Appendix E) & Net Operating Budget Summary (Appendix F) and the Operating Budget Variances (Appendix G).

Mr. Harding reviewed the 2008 Operating Budget (Appendix E), Net Operating Budget Summary (Appendix F) and the Operating Budget Variances (Appendix G).

Commissioner Sherry asked why funding is not shown as taxation verses program revenue on Appendix F. Mr. B. Meunier, Manager of Recreation and Culture, noted that revenues are shown in Appendix E and Facility Development Fund revenue is directed to Capital; therefore, not shown in Operating.

Commissioner Cameron asked about various program changes. Mr. B. Meunier replied that a staff restructure has taken place and new responsibilities have been assigned resulting in changes to the budget regarding some programs showing no expense and new areas showing expenses.

Commissioner Cameron asked about the Cultural Capitals project and budget. Mr. Meunier replied that the program consists of 9 major events and that Nanaimo will most likely receive the full grant amount. He noted that additional information will be provided at the 2007-OCT-24 Commission meeting.

Commissioner Sherry asked that monthly Cultural Capitals updates be provided at Commission meetings. Mr. Harding advised that Bob Kuhn will be managing the Cultural Capitals program and he will provide monthly updates to Commission.

Commissioner Sherry asked about the future of the existing Museum and noted that community groups are often looking for meeting space. Commissioner Lance reported that the building is in poor repair and it would cost significant funds to refurbish the building and bring it up to code. She also noted that the Museum would like to have access to the bottom of the building for workshops and storage. Commissioner Sherry asked that staff do due diligence before deciding that it is removed. Mr. Harding advised that there is a public process planned regarding the Museum's future included in the Piper Park Plan.

#### 2008 Operating Budget Changes (Appendix G).

Commissioner Dempsey asked for clarification regarding the Port Theatre Society expenses versus the Port Theatre Building expenses. Mr. Harding replied that 2% is the increase approved by Council and that \$100,000 of the annual grant is directed to a capital improvement plan.

#### Higher Service Level Requests (Appendix H).

Mr. Harding reviewed the Higher Service Level Requests (Appendix H):

Parks Operations – Maintenance – this will provide for 1.0 FTE Parks Maintenance Position in the amount of \$80,935 which includes labour and a vehicle. The parks system continues to grow and additional staff are required to maintain parks to the current levels.

Parks Operations – Custodial – this will provide for an additional .5 part-time custodial position for park washrooms, field houses and activity centres in the amount of \$27,694. This will be an afternoon shift throughout the spring and summer for busy beach and park locations, as well as for tournaments and festivals, to provide coverage from 6:00 a.m. to 6:00 p.m.

Parks Operations – Parks – this will provide for a .5 FTE Parks/Recreation Bylaw Officer in the amount of \$33,873. This will provide coverage from April to October and better enforcement of parks bylaws.

Facility Operations – this will provide for 1.0 FTE Facility Operator at a cost of \$67,185. All department facility major maintenance and repairs are completed by 3 staff and with the addition of the Nanaimo Aquatic Centre, Nanaimo Ice Centre and the Oliver Road Community Centre there is a need for an additional person.

Commissioner Lance asked if the recommendation from the Recreation Committee to increase the Tournament and Festival Fund Grant was included in the budget. Mr. Meunier replied that it was increased by only 2% because the overall budget was already up 7%.

Commissioner Lance stated that Tournament and Festival Grants should be funded from the Tourism or Economic Development Destination Marketing budget. She added that it would be more effective to direct funding locally rather than spending money on ads in Vancouver. Mr. Harding advised that a presentation to Al Kenning, Deputy City Manager, is taking place next month on exactly that topic. The Parks, Recreation and Culture Department want to make it easier for the groups brining in the tournaments and/or festivals to be more successful. Mr. Harding added that there is a pool of money under the auspices of Destination Marketing that can hopefully be accessed to assist the local groups.

Staff's Recommendation: That the Parks, Recreation and Culture Commission recommends that Council support the Parks, Recreation and Culture Department's 2008 – 2012 Financial Plan.

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

17. ADJOURNMENT:

It was moved and seconded at 5:09 p.m. that the meeting terminate

The motion carried unanimously.

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L. McNabb, Chair  
Parks, Recreation and Culture Commission

CERTIFIED CORRECT:

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R. Harding, Director  
Parks, Recreation and Culture