

**MINUTES OF THE SECOND REGULAR MEETING OF THE CITY OF NANAIMO
PARKS, RECREATION AND CULTURE COMMISSION, HELD IN THE
CONFERENCE ROOM OF THE BOWEN PARK COMPLEX,
ON WEDNESDAY, 2004-FEB-25, AT 7:00 P.M.**

PRESENT:

Members: Commissioner G. Baltzer, Acting Chair
Commissioner B. Holdom Commissioner D. Johnstone
Commissioner D. Tyndall Commissioner B. Lane
Commissioner P. Field Commissioner B. Sperling
Commissioner S. Lance Commissioner A. Young
Commissioner L. McNabb, Chair (8:05 p.m.)

Absent: Commissioner C. Tang Commissioner J. Whiteaker

Staff: T. Hickey R. Harding C. Connett, Recording
B. Meunier

ADOPTION OF MINUTES:

Motion 2004-25

Moved by Commissioner Field, seconded by Commissioner Johnstone, that the minutes of the First Regular Meeting of the Parks, Recreation and Culture Commission held 2004-JAN-28 be adopted as circulated.

Carried.

INTRODUCTION OF LATE ITEMS: Nil.

RECEIVING OF LATE CORRESPONDENCE AGENDA:

Motion 2004-26

Moved by Commissioner Tyndall, seconded by Commissioner Lance, that the Late Correspondence Agenda be received.

Carried.

CHAIRMAN'S REPORT:

Commissioner Baltzer, Acting Chair, advised that Council appointed Commissioner Tyndall to the City's Busker Committee.

Commissioner Baltzer asked members to forward Seminar Agenda topics to Chair McNabb.

RECEIVING OF DELEGATIONS:

- (1) **Ms. D. Trueman, General Manager, Nanaimo District Museum Society, 100 Cameron Road, Nanaimo BC V9R 2X1**, advised that the Museum Society wants to actively collect artefacts related to Nanaimo's history, to host travelling displays and to house the Nanaimo Sports Hall of Fame but there is insufficient display space. This lack of space has necessitated Summer programs being held outdoors and the relocation of the Antiques Road Show and Chinese New Year to other venues.

The existing Museum has 10,000 square feet of floor space and the Planning Study recommends that 20,000 square feet is needed. The Nanaimo District Museum Society is anxious to solicit additional artefacts related to Nanaimo's history, host travelling displays and special events; however, a lack of space prohibits this.

The Nanaimo District Museum Society indicated to the Commission that the least costly solution is to utilize an existing building, in close proximity to the Museum and Bastion, within the "Downtown Cultural District". The Bank of Montreal Building meets this criteria and because the building has large open spaces it would require minimal renovations to create additional display space.

Commissioner Tyndall asked if the Museum would consider sharing space with the Military Museum? Ms. Trueman replied that they would be pleased to share with the Military Museum; however, the Military Museum believes they would need the entire space.

Commissioner Johnstone commented that the Bank of Montreal building would be a wonderful space for the Museum because of the vaults located in the lower level.

Motion 2004-27

Moved by Commissioner Tyndall, seconded by Commissioner Holdom, that the presentation from Ms. D. Trueman, General Manager, Nanaimo District Museum Society, be received.

Carried.

Motion 2004-28

Moved by Commissioner Lance, seconded by Commissioner Johnstone, that a letter be sent to the Economic Development Standing Committee requesting that should the Bank of Montreal Building be purchased by the City, that the Nanaimo District Museum be considered as a tenant.

Carried.

CORRESPONDENCE:

1. (1) Letter from Ms. Lynda Avis, President, Bowen Park Seniors, requesting that the room in Bowen Complex that was at one time a Senior's lounge be returned to the Bowen Seniors for their use.

Recommendation: Refer to Director's Report 3 (1).

Motion 2004-29

Moved by Commissioner Tyndall, seconded by Commissioner Johnstone, that the request from Ms. Lynda Avis, President, Bowen Park Seniors, be discussed under the Director's Report Item 3 (1).

Carried.

REPORTS OF STANDING COMMITTEES:

2. (1) **Parks Committee.** No meeting held.
2. (2) **Recreation Committee.** Commissioner Lance reported on the meeting held 2004-FEB-11.
- 2.(2.1) **Leisure Economic Access Policy (LEAP).** Mr. and Mrs. Peter Hendricks attended the meeting and advised that they have seven children between 1 and 11 years of age, resulting in a total of nine family members. Their income is slightly above the income for a family of six, which is the maximum level for the current LEAP policy. Therefore, they do not qualify for LEAP; however, they also cannot afford to participate in recreation activities due to the cost.

The Commission revised the LEAP Policy in early 2003 and the income levels for family sizes were increased based on the federal 1999 poverty line cut-off rate. Commissioner Lance stated that in 2003, almost 3,000 LEAP cards were issued and that the activities of LEAP registrants had been additionally subsidized by \$87,000. Commissioner Lane suggested that the LEAP Program be considered from two aspects: 1. Fairness of the program for all families; 2. Amount of money available to subsidize the program. Commissioner Johnstone added that the increased demand in the program may not be significant based on the small number of families with seven or more family members.

Motion 2004-30

Moved by Commissioner Lance, seconded by Commissioner Young, that the Commission recommend to Council that the LEAP criteria be amended to accommodate families, regardless of size, as follows:

1 person family - \$13,781 Annually	5 person family - \$29,868 Annually
2 person family - \$18,680 Annually	6 person family - \$32,420 Annually
3 person family - \$23,744 Annually	7 person family - \$35,000 Annually
4 person family - \$27,338 Annually	

Further increments of \$3,000 per additional family members

Carried.

Commissioner Lane asked how quickly this change would take effect. Mr. T. Hickey, Director, replied that a report would go to Council on 2004-MAR-08, and if adopted, the change would be implemented immediately.

- 2.(2.2) **Tournament and Festival Fund.** Several options of collecting information leading to the establishment of criteria for the distribution of funds include:

- Collect information from other communities to identify the types of assistance they provide and criteria used.
- Contact selected local organizations to obtain their input in the development of criteria.
- Set up a workshop with a wider cross-section of groups to seek their input for the development of criteria.

Commissioners discussed the need to consider what other communities were doing.

Motion 2004-31

Moved by Commissioner Lance, seconded by Commissioner Young, that staff check with other communities that have similar funds to identify what criteria they have in place.

Carried.

Motion 2004-32

Moved by Commissioner Tyndall, seconded by Commissioner Johnstone, that the Recreation Committee report be received.

Carried.

2. (3) **Cultural Committee.** Commissioner Field reported on the meeting held 2004-FEB-04 and noted that the Cultural Awards Presentations were well attended on Friday, 2004-FEB-20.

2. (3.1) **Parks, Recreation and Culture Master Plan.** The Commission confirmed that Mr. Harmes is welcome to attend the Parks, Recreation and Culture Master Plan Consultant interviews as an observer.

2. **Art in Public Places.** The Committee requested that the Commission determine what the Public Art Project priorities are and a project for discussion is included under the Director's Report Item 3 (2).
2. **2004 Cultural Fund Grant.** The Cultural Committee reviewed the Canada Day application and determined that it qualified for a Cultural Fund Grant. Commissioner Field noted that Chair McNabb presented this recommendation to Council at their meeting of 2004-FEB-09 and it was adopted.

Motion 2004-33

Moved by Commissioner Field, seconded by Commissioner Johnstone, that Commission recommend to Council that \$1,000 from the Cultural Fund Grant be allocated for Canada Day Committee.

Carried.

Motion 2004-34

Moved by Commissioner Field, seconded by Commissioner Lane, that the Cultural Committee report be adopted.

Carried.

2. (4) **Athletic Commission.** Mr. B. Meunier, Manager of Recreation and Culture, reported on the meeting held 2004-FEB-17 regarding Mr. Shane Sutcliffe's participation in the upcoming Martial Arts Event scheduled for 2004-MAR-06 at the Frank Crane Arena.

Motion 2004-35

Moved by Commissioner Lance, seconded by Commissioner Tyndall, that the Athletic Commission report be received.

Carried.

DIRECTOR'S REPORT:

3. (1) **Request by the Bowen Park Seniors for Exclusive Use of the Bowen Programmer's Office.** Mr. T. Hickey, Director, advised that a letter was received from Ms. Lynda Avis, President, Bowen Park Seniors, requesting that the Bowen Park Seniors be given exclusive use of the programmer's office in the Bowen Park Complex that was formerly used as a 'lounge'.

When the Bowen Park Complex was opened in 1967, the lounge was intended to be used as a social gathering place by the Bowen Seniors, in a similar way that today's lobby is used. However, because the room did not have a kitchen and was located in a remote part of the facility, it was not well used. Ten years later the Bowen Complex expansion resulted in the addition of the Bowen Auditorium, basement activity rooms and a lobby area. The new lobby became the place where the Bowen Seniors gathered to visit, chat and meet; and after that time, the lounge did not get much use. In the early to mid-1980's the lounge was converted to an office for two programmers and, from time to time, a third programmer or a seasonal staff person also shares the space.

In 2001, the City completed the \$150,000 Bowen Lobby Expansion to develop a lunch room/sitting area near the kitchen as requested by the Bowen Seniors. The lobby area is now well used as a meeting and visiting spot.

Ms. Avis states in the letter that the Bowen Seniors would use this area for reading, having coffee, quiet conversation, holding meetings regarding personal business and small committee meetings. These activities are all currently being accommodated within existing space.

The Commission suggested that the Bowen Seniors Board may wish to fundraise and work with staff to redecorate the lobby area to create a cozier atmosphere by the use of plants, arbors, furnishings, etc.

Motion 2004-36

Moved by Commissioner Lance, seconded by Commissioner Tyndall, that the Bowen Programmer's Office be maintained.

Carried.

3. (2) **Harbourfront Plaza - Public Art Project.** Mr. T. Hickey, Director, advised that there is \$100,000 allocated from the Facility Development Fund in the 2004 Parks, Recreation and Culture Capital Budget for Public Art. Additionally, the Downtown Nanaimo Partnership has \$40,000 in funding for a public art project in the downtown. Consideration needs to be given to a project so that planning, design and commissioning can be initiated.

A public art project should meet the criteria of being in the downtown and in a park (a criteria of the Facility Development Fund Bylaw). Staff are currently working with downtown stakeholders on design improvements for the Harbourfront Plaza and public art is considered to be integral to the plaza's future development. A common theme from input on plaza design is the development of a water feature. Design plans will be prepared, and the Cultural Committee tasked with the commission process as per Art in Public Places – Guidelines and Procedures, following endorsement by Commission and Council.

Mr. R. Harding, Manager of Parks, advised that staff have been working with Brenda Grice, Archadia Landscaping, in developing a welcoming, animated area in the Harbourfront Plaza. He reviewed the concept drawings with Commission advising that the general idea is to make the area more pedestrian friendly and soften the busy concrete area.

Commissioner Tyndall noted that there are four Rotary Clubs in Nanaimo looking to work on a centennial project and perhaps one, or all of them, might like to participate in this project.

Motion 2004-37

Moved by Commissioner Lance, seconded by Commissioner Field, that the Parks, Recreation and Culture Commission recommend that Council endorse the concept of a Harbourfront Plaza Water Feature as a Public Art Project.

Carried.

3. (3) **Vancouver Island Exhibition Association Lease.** Mr. T. Hickey, Director, advised that the five year license agreement with the Nanaimo and District Equestrian Association (NDEA) and the Vancouver Island Exhibition Association (VIEX) expired at the end of 2003.

Over the past few months, significant discussion has taken place regarding the northeast portion of the license area being a potential site for the synthetic turf field to be constructed in 2005/2006. Based on an evaluation of site size, construction and servicing costs and the impact on existing facilities, the Grandview Bowl site was determined to be the best location for a synthetic turf field at Beban Park.

The 2004 – 2008 license agreement maintains the current license area and includes the same general terms and conditions that permit NDEA and VIEX to use the license area for the purposes of equestrian activities, the annual VI Exhibition and related activities; and for no other purposes unless otherwise approved by the City.

A new agreement has been prepared, signed by the two Associations and will be forwarded for City Council authorization through the City's Land Division.

Motion 2004-38

Moved by Commissioner Tyndall, seconded by Commissioner Lane, that Commission receive this report.

Carried.

3. (4) **Master Plan Consultant Interview Format and Questions.** Mr. T. Hickey, Director, distributed the bid packages and reviewed the interview process to be used on Monday, 2004-MAR-01. Each candidate will be asked the same questions to ensure an equitable interview process. Following the interviews, staff will complete reference checks.

Commissioner Lane expressed that there has been no report evaluating the success of the previous Master Plan. He also noted that the 'Nanaimo Social Development Strategy' now being worked on includes some of the same topics as the Parks, Recreation and Culture Master Plan update and this appears to be a duplication of service at taxpayer expense. Commissioner Lane requested that staff prepare a report evaluating action taken on the 1993 Master Plan recommendations.

Commissioner Tyndall agreed that there appears to have been some overlap and this will be brought to Council's attention to ensure a more co-ordinated effort is put forth in the future. She stated that the Social Planning Advisory Committee are looking at these topics specifically related to social development and planning.

Commissioner Holdom said that Commissioner Lane brought forward good points in that there should be a results report from any plan developed. Council needs to make sure the studies undertaken by various City Committees interface with each other to create an overall plan for the City.

Commissioner Lance suggested public consultation from time to time is very important to ensure we hear from the silent majority because normally we hear only from isolated special interest groups.

Mr. Hickey advised that staff have been evaluating action taken on the 1993 Master Plan and can provide a report to Commission. Part of the process for updating the Master Plan will include evaluating community attitudes toward current services and facilities, which will help evaluate action taken on the 1993 Master Plan.

The process to prepare the Social Development Strategy is underway and will cover many social issues. The Master Plan consultants and Parks, Recreation and Culture staff will receive all the community input and reports related to the Social Development Strategy so that issues relevant to Parks, Recreation and Culture can be considered in the Master Plan update process.

Mr. R. Harding, noted that the 1993 Parks, Recreation and Culture Master Plan was used extensively in developing Nanaimo's Official Community Plan.

Motion 2004-39

Moved by Commissioner Lance, seconded by Commissioner Johnstone, that the Master Plan Consultant Interview Format and Questions report be received.

Carried.

3. (5) **Manager of Parks Monthly Report.** Mr. R. Harding, Manager of Parks, reviewed his report noting that Harewood Small Field, May Bennett Soccer Field and Pleasant Valley Field have been closed for soccer because of overuse. School fields have been closed since December so the Soccer Clubs have been significantly impacted.

Commissioner Baltzer asked what action will be taken regarding the moss on the Civic Arena roof. Mr. Harding advised that the Civic Arena roof will be cleaned this spring and moss control measures implemented.

Commissioner Johnstone asked if the City has authority over tree removal on private property, specifically regarding private developers. Mr. Harding replied that yes the City has authority and that developers are required to have an approved tree management plan.

Motion 2004-40

Moved by Commissioner Tyndall, seconded by Commissioner Lane, that the Manager of Parks report be received.

Carried.

3. (6) **Manager of Recreation and Culture Services Monthly Report.** Mr. B. Meunier, Manager of Recreation and Culture Services, reviewed his report noting that the Spring and Summer Leisure Guide will be distributed starting 2004-MAR-06 and the theme is "Dive into . . ."

He advised that the Friday night Glow in the Dark Skate Program has been a very successful family event with 390 people in attendance 2004-JAN-16.

Motion 2004-41

Moved by Commissioner Tyndall, seconded by Commissioner Lance, that the Manager of Recreation and Culture Services report be received.

Carried.

COMMITTEE/COMMISSION REPRESENTATIVE REPORTS:

4. (1) **Port Theatre** – Monthly activity report reviewed.

Motion 2004-42

Moved by Commissioner Tyndall, seconded by Commissioner Holdom, that the Port Theatre report be received.

Carried.

ITEMS OF GENERAL INFORMATION:

- 5. (1) Copy of correspondence to Mayor Korpan and Larry McNabb, Chair, Parks, Recreation and Culture Commission from Mr. R.T. (Rich) Coleman, Solicitor General, advising that a review of the McGirr Sport Society's access to gaming funds is underway.
- 5. (2) Copy of correspondence to Mr. G. Turner, from Ms. M. Smith, Supervisor, Recreation and Culture Services, regarding handicapped parking.
- 5. (3) Copy of correspondence to Mayor Korpan from Mr. John Bishop, President, BC Seniors Games Society, advising that the 2006 BC Seniors Games have been awarded to the City of Abbotsford.
- 5. (4) Copy of Minutes from the Board Meeting of the Bowen Park Seniors held 2004-FEB-06.
- 5. (5) Copy of City Notes Newsletter from the Downtown Nanaimo Partnership dated 2004-JAN-29.
- 5. (6) Copy of correspondence from McGirr Sports Society Board Meeting 2003-NOV-18.
- 5. (7) Copy of correspondence from McGirr Sports Fields Manager's Report dated 2004-FEB-10.
- 5. (8) Copy of correspondence sent to Mayor Korpan, from Ms. Mary Milne, requesting an elevator and more wheelchair space at the Frank Crane Arena.

Regarding Item 5 (8), Mr. T. Hickey advised that more wheelchair space is being addressed and staff are investigating the costs and engineering aspects of installing an elevator in the Frank Crane Arena.

Motion 2004-43

Moved by Commissioner Lance, seconded by Commissioner Tyndall, that the Items of General Information be received.

Carried.

BUSINESS ARISING FROM DELEGATIONS: Nil.

UNFINISHED BUSINESS:

Mr. T. Hickey advised that he has met with the Cricket Club on two occasions and reconfirmed that Beban field is given youth priority. In discussion it was suggested that the North Island League games could possibly be played over two days; however, the South Island League is not flexible.

Motion 2004-44

Moved by Commissioner Johnstone, seconded by Commissioner Tyndall, that Item #1 - Chair McNabb and Staff to meet with the Cricket Club regarding Beban field use and Item #3 - Leap request from Mr. & Mrs. P. Hendricks, be removed from Unfinished Business.

Carried.

CURRENT UNFINISHED BUSINESS:

- (1) Develop Criteria for the Allocation of the Tournament and Festival Fund - Staff and Recreation Committee Report.
- (2) Evaluation Report on the 1993 Master Plan - Staff Report.

ANY OTHER COMPETENT BUSINESS:

Commissioners are invited to attend the Fairview Community School Parent Advisory Playground Day on 2004-MAR-18.

General information regarding the BCRPA Annual Symposium, April 29 to May 02, in Penticton was circulated. Commissioners McNabb, Johnstone and Tyndall expressed interest in attending. Others interested were asked to submit their names to the Secretary prior to 2004-MAR-17.

Commissioner Field advised that he attended an interview with Shaw Cable regarding Public Art.

Motion 2004-45

Moved by Commissioner Johnstone, seconded by Commissioner Lane, that a letter of congratulations be sent to Mr. John Furlong, C.E.O. of the 2010 Olympic Organizing Committee.

Carried.

MEDIA QUESTION PERIOD. Nil.

PUBLIC QUESTION PERIOD. Nil.

NEXT MEETING DATES:

**COMMISSION – Master Plan Consultant
Interviews**

Monday, 2004-MAR-01; 1:00 p.m.
Bowen Complex Conference Room

Cultural Committee

Wednesday, 2004-MAR-03, 4:15 p.m.

Recreation Committee

T.B.A.

Parks Committee

No meeting scheduled

COMMISSIONER’S SEMINAR

Monday, 2004-MAR-15; 3:00 p.m.
Brewer’s Dining Room, Longwood Pub.

COMMISSION

**Wednesday, 2004-MAR-24; 7:00 p.m.
Bowen Complex Conference Room**

Motion 2004-46

Moved by Commissioner Tyndall, seconded by Commissioner McNabb, that the meeting be adjourned.

Carried.

ADJOURNED: 8:55 p.m.