

**MINUTES OF THE FIRST REGULAR MEETING OF THE CITY OF NANAIMO
PARKS, RECREATION AND CULTURE COMMISSION, HELD IN THE
HARMAC-PACIFIC ROOM OF THE PORT THEATRE, ON WEDNESDAY, 2004-JAN-28 AT 7:00 P.M.**

PRESENT:

Members: Commissioner L. McNabb, Chair
Commissioner B. Holdom
Commissioner D. Tyndall
Commissioner P. Field
Commissioner S. Lance
Commissioner D. Johnstone
Commissioner B. Lane
Commissioner C. Tang
Commissioner B. Sperling
Commissioner A. Young
Commissioner J. Whiteaker

Absent: Commissioner G. Baltzer

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

ADOPTION OF MINUTES:

Motion 2004-01

Moved by Commissioner Young, seconded by Commissioner Field, that the minutes of the tenth Regular Meeting of the Parks, Recreation and Culture Commission held 2003-NOV-26 be adopted as circulated.

Carried.

INTRODUCTION OF LATE ITEMS: Nil.

RECEIVING OF LATE CORRESPONDENCE AGENDA:

Motion 2004-02

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

Carried.

CHAIRMAN'S REPORT:

Cultural Capitals of Canada Grant Application. Chair McNabb advised that Council supported this initiative and it will be up to Commission, especially the Cultural Committee, to bring it to fruition.

Commissioner Tang confirmed that many cultural groups in Nanaimo, as well as School District 68 and Malaspina University-College, have been contacted and the Cultural Committee is very confident that Nanaimo will be the successful applicant.

Nanaimo Minor Hockey Association – New Arena Forum. Chair McNabb advised that he and staff attended a meeting of arena users called by the Nanaimo Minor Hockey Association on 2004-JAN-20. There was good discussion and it was apparent that the groups want 2 more basic ice surfaces and are willing to work with Commission to make them a reality. Chair McNabb noted that additional ice surfaces are not a Council priority at this time.

Commissioner Tyndall stated that a needs analysis is part of the process to update the Parks, Recreation and Culture Master Plan and the necessity for an additional arena will be considered in that context.

Nanaimo Clippers – Chair McNabb advised that he has met the new owners and asked them to speak directly to him rather than the newspapers if they encounter any problems with ice allocation.

Commission Seminar. Commission determined that Monday, 2004-MAR-15 at 3 p.m. would be suitable and a location is to be confirmed. Some topic ideas have been submitted and additional topics are to be forwarded to Chair McNabb at the earliest.

Motion 2004-03

Moved by Commissioner Johnstone, seconded by Commissioner Lance, that the Chairman's Report be received.

Carried.

RECEIVING OF DELEGATIONS:

- (1) **Ian Niamath, President, Nanaimo Cricket Club, #143 McKinnon Place, Nanaimo BC V9T 1L8**, thanked the Commission for the opportunity to speak to the issue of cricket use of the Beban field. He stated that during 2003, the Nanaimo Cricket Club was unable to secure sufficient access to Beban field, which is the only field in Nanaimo large enough to accommodate Cricket. As a result, they had to play "home" games in Victoria, Shawnigan Lake, Courtenay and Qualicum Beach.

Mr. Niamath advised that between April 15 and September 01, Cricket requires 13 to 15 weekend days, from 12 noon to 6:00 or 7:00 p.m. He advised that one additional weekend booking for a tournament would also be appreciated. Mr. Niamath advised that other Cricket Clubs on the Island believe the Nanaimo facility at Beban Park is the best on the island.

Mr. Niamath requested Commission to broaden the scope of the Beban field policy to read as follows, "That the field be allocated for use by the Youth of Nanaimo and the Nanaimo Cricket Club, a participant in the overall development of the Beban Sportsfield Facility" and that the Nanaimo Cricket Club be included as a legitimate user of the field.

Commissioner Holdom stated that there is significant pressure for the use of this field and asked why Cricket required such a long length of time for each game. Mr. Niamath responded that the opposing teams travel from other island towns and cities.

Commissioner Holdom asked how many youth are involved in the Club. Mr. Niamath responded that 5 or 6.

Commissioner Whiteaker confirmed that Cricket wanted dates between mid-April and the first of September; and asked if weekdays would be suitable starting at 4 p.m. Mr. Niamath responded mid-April to Labour Day is correct and confirmed that it is not necessary to have consecutive days; but that weekdays would not be suitable as the teams travel from out of town.

Motion 2004-04

Moved by Commissioner Johnstone, seconded by Commissioner Lance, that the presentation from Mr. Ian Niamath, President, Nanaimo Cricket Club, be received.

Carried.

- (2) **Mr. Steve Cook, Nanaimo Minor Softball Association, 5868 Broadway Road Nanaimo V9V 1E5**, spoke to field allocation issues at Beban Park and distributed a tentative 2004 softball schedule. He noted that 5 different softball organizations, with a total of over 1,800 players, are in the umbrella organization of Nanaimo Minor Softball Association.

Mr. Cook stated that there are 14 competitive teams who already have a very limited playing season because of the Nanaimo and District Youth Soccer Associates field needs. Nanaimo Minor Softball Association uses numerous fields in and around Nanaimo; however, Pleasant Valley and Beban Park fields are the only tournament fields and Pleasant Valley is not in very good condition. During the softball season, Beban fields are used every weekday for league games and weekend use is focussed on tournament and regional play with each game allocated 2 hours. Tournaments with 16 teams require 4 fields for 2 days play; and an 8 team tournament requires 2 fields for 2 days. Beban field is the only field with a skinned infield suitable for tournament and competitive play.

Mr. Cook advised that Nanaimo Minor Softball continues to develop and improve fields by ongoing fundraising. He advised that this year, Nanaimo will be hosting two 16 team Provincial tournaments where all but 1 team are from out of town. This is an economic generator and will also generate more funds for field improvements.

Mr. Cook noted that in the past, Minor Softball has tried to share the field with Cricket but believes the softball players are put at risk because Cricket uses the entire area. They are currently awaiting advice from the Minor Softball Provincial office regarding this shared use. Mr. Cook stated that the softball season ends in mid-July.

Commissioner Young asked Mr. Cook if softball uses the field on the May long weekend. Mr. Cook responded that the May long weekend is allocated to Cricket.

Commissioner Tyndall asked if softball could use the McGirr Sports Field Complex. Mr. Cook responded that McGirr is booked almost every weekend for adult tournaments.

Commissioner Tang noted that softball appears to have every weekend booked, and asked if all the weekends are for tournaments. Mr. Cook confirmed that there are no league games on the weekend, all weekend play is either regional games or tournaments.

Motion 2004-05

Moved by Commissioner Young, seconded by Commissioner Lance, that the presentation from Mr. Steve Cook, Minor Softball Association, be received.

Carried.

Commissioner Field noted that the softball season ends on Sunday, July 11, which would leave Cricket 7 weekends of play (14 dates) through to August 29. This is in addition to the May long weekend.

Mr. T. Hickey, Director, stated that Cricket came to Commission last spring with this same concern and Commission directed staff to find 6 available days for cricket to be played at Beban field. Staff sent a letter advising of several dates available, after the youth dates were booked; but Cricket only used 3 of the 19 potential dates. In addition, Cricket booked the May long weekend, but did not use the field.

Commissioner Lane asked if youth first on Beban fields is a policy, or is it a staff decision. Chair McNabb responded that it is Commission policy. Mr. Hickey confirmed that a 1995 letter from the Gyro Club confirms that Beban Fields would be allocated first to youth and then to adults. Commissioner Lane suggested this would be valuable information to have in a policy manual.

Commissioner Lane asked that when the Cricket Club put up money for building the field house, were they warned explicitly that this was a youth priority field and not to count on any change. Mr. Hickey responded that yes, Cricket was advised of this several times.

Commissioner Young suggested that fields should be allocated to youth first and 1,800 youth should receive priority over two dozen cricket players.

Commissioner Tang said that she does not agree. Cricket will be having more and more youth and adults in the Club in the years to come. She noted that Cricket is well established in Nanaimo and sited a map of Nanaimo dated 1891 that shows a cricket field. She believes we must co-operatively use all the fields until more field are built and we do need to give some consideration to Cricket who participate in an Island League.

Commissioner Whiteaker acknowledged that youth need fields but that adults need to be included as well. He noted that the Beban fields are available after July 11 and he does not understand why the Cricket Club cannot use dates after that; or possibly Cricket could use 2 weekends earlier in the season and Softball could extend their season by 2 weekends. Commissioner Whiteaker also wondered why Cricket games could not start at 4 p.m.

Commissioner Lance noted that when the City commenced management of Beban Park, the fields were under construction and it was youth groups raising the money to build them. Commissioner Whiteaker added that the Beban fields were constructed in conjunction with students participating in a Malaspina University-College training program and then youth sports groups raised more funds to finish the fields. Chair McNabb noted that the Northfield Softball Association put many thousands of dollars into the Beban field development.

Commission Holdom stated that this is clearly a scheduling problem and there are not sufficient fields to accommodate every group. He believes prioritizing youth on Beban fields is a good policy.

Motion 2004-06

Moved by Commissioner Holdom, seconded by Commissioner Lane, that the Parks, Recreation and Culture Commission Chair and staff meet with the Cricket Club.

Carried.

CORRESPONDENCE:

1. (1) Correspondence from Mr. Gordon Turner, 5665 Malibu Terrace, Nanaimo BC V9T 5W7, requesting more handicapped parking spots at Bowen Park and in shopping malls.

Motion 2004-07

Moved by Commissioner Lane, seconded by Commissioner Sperling, that staff be directed to respond to Mr. G. Turner's request.

Carried.

1. (2) Correspondence from Mr. and Mrs. Peter Hendricks, 947 Spring Place, Nanaimo BC V9R 6C3, stating that the LEAP program is not fair and equitable when applied to large families and a change is required.

Chair McNabb noted that he has spoken with Mrs. Hendricks on several occasions during the past few months, as have Mr. Hickey and Mr. Meunier. Commissioner Holdom said a letter came to Council and was referred to the Social Planning Committee for review. He noted that this is a social problem even though it is a Parks, Recreation and Culture Commission policy.

Motion 2004-08

Moved by Commissioner Lance, seconded by Commissioner Tyndall, that the request from Mr. and Mrs. P. Hendricks to change the Leisure Economic Access Program be referred to the Recreation Committee for review and recommendation

Carried.

REPORTS OF STANDING COMMITTEES:

2. (1) Parks Committee. Commissioner Holdom reported on the meeting held 2004-JAN-13.

2.(1.1) **Concessionaire Selection.** Fifteen applications were picked up and six were returned by the closing date of 2004-JAN-09. Three of the applicants were in attendance at the meeting. Commissioner Holdom noted that Just Fries did not submit an application. Chair McNabb noted that Dogzilla (Jai Brookes) has a different trailer that he would like to use for selling fries at Maffeo-Sutton Park. The trailer fits within our size limits.

Motion 2004-09

Moved by Commissioner Holdom, seconded by Commissioner Tyndall, that for the three year period 2004 – 2006 Commission approve:

1. J. Brooke's (Dogzilla), including fries, for the Maffeo Sutton Park location;
2. R. Smith's (G.R.'s Grill) application for the Westwood Lake Park location;
3. D. Wager's (D.W. Vending) application for the Maffeo Sutton Park location;
4. C. Hanson's (Island Sno Bizz) application for the Maffeo Sutton Park location;
5. P. Neil's (Cedar Sweets) application for the Long Lake Park location, for a three-year licence to be reviewed after one year;
6. C. Starke's (Kepi's) application for the Maffeo Sutton Park location, subject to finding a site that will suit her unit somewhere between the Nanaimo Yacht Club and the Bistro, on or near the Queen Elizabeth promenade, or between the Newcastle Island Ferry Terminal and the park picnic area.

Carried.

Motion 2004-10

Moved by Commissioner Johnstone, seconded by Commissioner Lance, that the Parks Committee report be received.

Carried.

2. (2) Recreation Committee. Commissioner Lance reported on the meeting held 2004-JAN-14.

2.(2.1) **Brechin Boat Ramp User Fee Options.** Mr. Robert Douglas attended the November Parks, Recreation and Culture Commission meeting and requested that an alternative to the Brechin Boat Ramp annual parking pass (January – December) be considered to accommodate people purchasing the pass throughout the year. In 2003, annual parking passes generated revenue of \$8,670 from 62 regular passes and 134 seniors passes. The Recreation Committee reviewed this request and considered user fee options.

Motion 2004-11

Moved by Commissioner Lance, seconded by Commissioner Young, that the annual Brechin Boat Ramp Parking Pass be valid for one year from the date of purchase by the client.

Carried.

Motion 2004-12

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

Carried.

2. (3) Cultural Committee. Commissioner Field reported on the Grant Review meeting held 2003-DEC-03 and the regular meeting held 2004-JAN-14. He thanked Council for approving an increase to the Cultural Fund to \$2 per capita. The Cultural Awards presentation is scheduled for 7:30 p.m. on 2004-FEB-20 at Beban Park.

2. (3).1 **Cultural Fund Deadline.** In order for the Cultural Fund Grant recommendations to be approved in December for the following year, the Cultural Committee is recommending that the application deadline be advanced by one month to enable a report to Commission for their November meeting.

Motion 2004-13

Moved by Commissioner Field, seconded by Commissioner Tang, that the deadline for Cultural Fund applications be moved from November 1 to October 1.

Carried.

2. (3).2 **2004 Cultural Fund Grant Recommendations.** Commissioner Field reviewed the report.

Commissioner Holdom expressed concern that all the additional Cultural fund monies are being allocated immediately with the exception of \$6,800. Commissioner Field responded that the groups being recommended all applied prior to the deadline and need to know in advance what funding they will receive.

Commissioner Holdom noted that the established groups received large sums of money and asked why the new applicants did not receive more. Commissioner Field advised that the guidelines stipulate that emerging groups can receive a maximum of \$2,000. He also stated that the Cultural Committee reviewed each application very carefully and before developing and funding a new cultural group the Committee considers if there is already an established group filling that specific need.

Commissioner Tang noted that groups need to prove themselves before being provided significant funds, and that no applicant received full funding.

Motion 2004-14

Moved by Commissioner Field, seconded by Commissioner Tang, that the Parks, Recreation and Culture Commission recommend the following Cultural Fund Grants to Council and that the \$6,800 remaining be held for emerging needs:

	2003 Approved	2004 Requested	2004 Recommended
Arts Alive	\$500	\$1,000	\$900
Arts Council	\$8,000	\$15,000	\$8,000
Bel Canto Singers		\$1,000	\$600
Camerata Singers	\$300	0	0
Centre for the Arts	\$3,300	\$6,000	\$5,300
Children's Festival	\$7,800	\$10,000	\$8,000
Conservatory of Music	\$1,300	\$2,000	\$1,800
Crimson Coast Dance	\$5,800	\$17,500	\$15,000
Francophone Association	\$1,200	\$6,000	\$4,200
InFEST inCUBATOR	\$700	0	0
Music Festival	\$1,900	\$3,500	\$2,400
Symphony	\$21,105	\$60,000	\$57,000
TheatreOne	\$17,870	\$40,000	\$36,000
Tozan Society		\$2,000	\$1,300
Western Edge Theatre (New)		\$4,000	\$1,300
TOTAL RECOMMENDED		\$168,000	142,200
FUNDS REMAINING (for emerging needs):			\$6,800

Carried.

Motion 2004-15

Moved by Commissioner Lance, seconded by Commissioner Johnstone, that the Children's Festival, Crimson Coast Dance, TheatreOne and the Symphony be awarded the same funding in 2005 as in 2004.

Commissioner Tang expressed concerned that this would impact all the cultural groups and that the Cultural Committee should be determining funding levels on an annual basis.

Commissioner Holdom was concerned that encumbering the Cultural Committee by allocating 75% of the funds one year in advance was premature and that funding should be on an annual basis.

MOTION WITHDRAWN.

2. (3).3 **2004 Arts and Cultural Events Downtown Grant Recommendations.**

Moved by Commissioner Field, seconded by Commissioner Tang, that the Parks, Recreation and Culture Commission approve the following Arts and Culture Events Downtown Funding Grants:

	2003 Approved	2004 Requested	2004 Recommended
Adventure Games		\$5,000	\$2,000
Arts Council Applause 2003	\$1,300	\$2,000	\$1,100
Art Gallery Arts Fest 2003	\$5,550	\$6,000	\$3,600
Canada Day	\$700	\$2,000	0
Children's Festival		\$5,000	\$3,200
Crimson Coast Dance Fest	\$2,500	\$2,500	\$2,000
Francophone Maple Sugar Festival	1,300	\$6,255	\$2,500
Harbour City Jazz Fest		\$2,000	\$600
InFEST Film Festival	\$1,500	\$2,000	0
Malaspina Choir	\$1,350	\$3,000	\$1,000
Music Festival	\$2,000	0	0
Speaking in Chalks	\$500	0	0
Theatre BC Western Canada Mainstage	\$4,000	0	0
Symphony on the Harbour	\$5,500	\$15,000	\$8,000
TOTAL RECOMMENDED:	\$24,900	\$50,755	\$24,000

Carried.

Commissioner Holdom asked why there was duplication of some groups receiving money from the Arts and Culture Events Downtown Funding Grants as well as from the Cultural Fund. Commissioner Field explained that the events are held in the downtown area and therefore qualify for the Downtown Fund Grants.

Commissioner Tyndall asked why Canada Day had not received any funding. Commission Field said that the Committee did not feel that the event met the criteria.

2. (3).4 **Cultural Fund Allocation for Art in Public Places.** Commissioner Field advised that the purpose of the Cultural Fund is to provide operating grants to arts and cultural organizations and for special projects. The Cultural Committee now feels that using this fund for art in public places is a misuse of these funds and that this practice takes away much needed funding from arts and cultural organizations. It has also become clear that the amounts are so small as to not be useful for commissioning and installing public art. For 2004 the Parks, Recreation and Culture Department Capital Budget includes \$100,000 from the Facility Development Fund for Public Art._

Moved by Commissioner Field, seconded by Commissioner Sperling, that the guideline for allocating 5% of the Cultural Fund to the Art in Public Places Reserve Fund be discontinued; and further,

That the Cultural Strategy be amended to reflect this change (Guidelines for Municipal Cultural Fund Grants).

Carried.

Motion 2004-16

Moved by Commissioner Johnstone, seconded by Commissioner Sperling, that the Cultural Committee report be adopted.

Carried.

2. (4) Athletic Commission. No meeting held.

DIRECTOR'S REPORT:

- 3. (1) Master Plan Update – Request for Proposals.** Mr. T. Hickey, Director, advised that the City's Parks, Recreation and Culture Master Plan was last updated in 1993 for a ten year planning horizon ending in 2004. As part of the budgeting process the Parks, Recreation and Culture Commission recommended that Council undertake a Master Plan update for 2004 – 2014.

The Request for Proposal outlines project objectives, the Consultant's primary role, and the expected outcome and deliverables.

The recommended process for selecting a Consultant(s) is:

1. The Parks, Recreation and Culture Commission endorse the Request for Proposal.
2. The Request for Proposal will be advertised, as well as distributed to consulting firms experienced in this work.
3. Proposals will be accepted until 2004-FEB-20.
4. The Parks, Recreation and Culture Commission will interview qualifying Consultants at the 2004-FEB-25 Commission meeting, or at a special meeting of the Commission.
5. The project be initiated in March 2004.

Commissioner Tang and Commissioner Holdom requested that a separate meeting be held.

Motion 2004-17

Moved by Commissioner Tyndall, seconded by Commissioner Holdom, that the Parks, Recreation and Culture Commission endorse the Request for Proposal Guidelines, and the Consultant Selection process, for the Parks, Recreation and Culture Master Plan Update.

Carried.

- 3. (2) Tournament and Festival Fund.** Mr. T. Hickey, Director, advised that as part of the City budgeting process a Higher Service Level request was submitted by the Economic Development office for event and festival planning. Based on this request, and after further discussion, City Council approved \$25,000 for this initiative in the Parks, Recreation and Culture Department budget. The thrust of this initiative is to provide a tournament and festival fund to encourage new, or expand existing, tournaments and festivals.

Currently, many tournament and festival organizers request City support but do not fit the criteria of the City's Grant-in-Aid program. Community sport and recreation organizations will be encouraged to develop new or expand existing events through this fund. This fund parallels the Arts and Culture Event Downtown Fund of \$24,000 that has been successful in encouraging new arts and culture events.

Three effective strategies for City facilitation are:

1. Providing support in the development of applications, proposals or operational plans for hosting tournaments and festivals.
2. Co-ordinating City facilities, permits, equipment and labour resources. There is also a regulatory role to ensure tournaments and festivals meet with City operational and safety needs (\$5,000).
3. Providing funding support to encourage organizations and volunteers to invest their time and effort into organizing tournaments and festivals. The funding also reduces the financial risks of hosting these events (\$20,000).

Commissioner Johnstone noted that it will be critical to have a very specific definition of what constitutes an event.

Motion 2004-18

Moved by Commissioner Lance, seconded by Commissioner Lane, that the Parks, Recreation and Culture Commission direct the Recreation Committee and staff to develop criteria for the allocation of the Tournament and Festival Fund (\$20,000).

Carried.

- 3. (3) Cultural Committee Educational Requests.** Mr. T. Hickey, Director, advised that during Commission's meeting of 2003-OCT-22 the Cultural Committee requested that monies be set aside for the educational needs of the Cultural Committee. The Cultural Committee members stated that they do not believe that Cultural Funding dollars should be used to cover these costs.

The Parks, Recreation and Culture Commission has a budget in 2004 of \$3,500 for courses and conferences and this money can be used by Commission and Committee members. When the Commission determines how many delegates will attend the BCRPA conference April 29 – May 1 in Penticton (\$750/delegate), the remaining funds can be allocated as needed.

Parks, Recreation and Culture public meetings, open houses and forums have been generally undertaken as part of the Department budget as expenses are usually limited to refreshments and snacks plus presentation and hand-out materials. The Cultural Committee has hosted a couple of forums in the last few years with expenses that included speakers/facilitators charged to the Cultural Fund.

In 2004, community meetings, open houses and forums should be focussed on the update of the master plan and this is a budgeted project. For the 2005 budget, the Commission may recommend to Council funding to host forums based on Commission or Committee requests.

Motion 2004-19

Moved by Commissioner Tang, seconded by Commissioner Lance, that Commission receive the report.

Carried.

3. (4) **McGirr Sports Field Funding.** Mr. T. Hickey noted that in response to Commission's letter, Ms. J. Reid, MLA, has replied requesting more information. Chair McNabb responded with additional details and has again requested her support in lobbying for reinstatement of the McGirr Sports Society gaming licence.

The McGirr Sports Society is finalizing budget figures and anticipate their funding will be exhausted by May 2004. Mr. Hickey noted that Commission will need to consider operating or funding options if the gaming funds are not reinstated.

3. (5) **VIEX / Equestrian Association Licence Agreement.** Mr. T. Hickey advised that he and Chair McNabb have met several times with the Vancouver Island Exhibition Association and the Nanaimo and District Equestrian Association. A new licence agreement has been negotiated which is very similar to the last agreement. It will be forwarded to Council for authorization.
3. (6) **Synthetic Turf Field.** The Department has \$800,000 allocated in the budget and Nanaimo & District Youth Soccer Association (NDYSA) has committed \$150,000; however, Malaspina University-College has declined to participate. Staff and NDYSA are investigating other means of funding the shortfall resulting from the lack of participation by the College. A location for the artificial turf field has not yet been determined but the most favoured site is Grandview Bowl (environmental studies show no environmental concerns).
3. (7) **Manager of Parks Monthly Report.** Mr. R. Harding, Manager of Parks reviewed his report. He invited Commissioners to attend the Rotary Club cheque presentation ceremony this Friday, 2004-JAN-30, at 9:00 a.m., at the Skateboard Park.
3. (8) **Manager of Recreation and Culture Services Monthly Report.** Mr. B. Meunier, Manager of Recreation and Culture Services reviewed his report. He highlighted events being undertaken by the HRDC youth program. Mr. Meunier also advised that healthy choices are now being offered, and promoted with a lower price, in City recreation facility vending machines. This is an initiative involving the Vancouver Island Health Authority, Ryan Vending and Department staff. Nanaimo will be one of the first leisure departments on the island to participate in this program and a press conference will be held in approximately 2 weeks.

Mr. Meunier stated that another new initiative is "Healthamungus". This is another program in conjunction with the Vancouver Island Health Authority and also School District 68 which will encourage approximately 4,000 children in 20 local elementary schools to become involved in a physical activity culminating in a one day festival planned for April. A press conference will be held in about 3 weeks.

Motion 2004-20

Moved by Commissioner Lane, seconded by Commissioner Lance, that the Director's report be received.

Carried.

COMMITTEE/COMMISSION REPRESENTATIVE REPORTS:

4. (1) **Port Theatre** – Monthly activity report reviewed. Commission Whiteaker thanked Ms. S. Thomson, General Manager, Port Theatre, for an interesting and informative tour.

Ms. S. Thomson thanked Commission for the increase to the Port Theatre Management Fee and advised that they are using some of that funding to look into more cost-effective lighting.

Motion 2004-21

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

Carried.

ITEMS OF GENERAL INFORMATION:

5. (1) Copy of correspondence to Mayor Gary Korpan, from Ms. J. Gregory, Chair, Board of Governors, Malaspina University-College advising that while they support the synthetic field project, that they have decided to investigate the feasibility of developing a field for Malaspina University-College.
5. (2) Copy of Nanaimo Area Land Trust Newsletter - December 2003; Item on Page 4 entitled Linley Valley Park Planning Process – A “Heads up”!
5. (3) Copy of Minutes from the Board Meeting of the Bowen Park Seniors held 2003-DEC-05 and 2004-JAN-09.
5. (4) Copy of City Notes Newsletter from the Downtown Nanaimo Partnership dated 2003-DEC-04; 2003-DEC-18 and 2004-JAN-15.

Motion 2004-22

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

Carried.

BUSINESS ARISING FROM DELEGATIONS:

- (1) **Beban Park Field Allocation.** Dealt with previously.

UNFINISHED BUSINESS:

Motion 2004-23

Moved by Commissioner Lance, seconded by Commissioner Lane, that Unfinished Business Item #1 regarding Brechin Boat Ramp Fees, and Item #2 regarding 2004 Concession Licences, be removed.

Carried.

CURRENT UNFINISHED BUSINESS:

- (1) Chair McNabb and Staff to meet with the Cricket Club regarding Beban field use.
- (2) Develop Criteria for the Allocation of the Tournament and Festival Fund – referred to Recreation Committee and Staff.
- (3) Leap request from Mr. & Mrs. P. Hendricks – referred to Recreation Committee.

ANY OTHER COMPETENT BUSINESS:

Commissioner Lane asked for clarification regarding the Linley Valley Park Planning Process as discussed in the NALT newsletter included under General Correspondence Item 5. (2). Chair McNabb confirmed that NALT was made aware of the road plans prior to the purchase of the property.

Commissioner Holdom suggested that perhaps a road is no longer required. Mr. T. Hickey noted that Commission approved a process for developing a park plan in September and when the draft plan is presented to Commission, that would be the appropriate time to review the road plan.

Commissioner Whiteaker stated that the School Board is making changes to the content of their vending machines and he is pleased that Parks, Recreation and Culture are taking a leadership role in this area.

Commissioner Johnstone stated she was dismayed to hear a private advertisement promoting Nanaimo as the Used Car Capital of the World. Commissioner Tyndall advised that Tourism will be sending a letter to the advertiser involved.

MEDIA QUESTION PERIOD. Nil.

PUBLIC QUESTION PERIOD. Nil.

NEXT MEETING DATES:

Cultural Committee	Wednesday, 2004-FEB-04, 4:15 p.m.
Recreation Committee	Wednesday, 2004-FEB-11, 4:45 p.m.
Parks Committee (if required)	Thursday, 2004-FEB-12, 5:00 p.m.
Cultural Awards Ceremony	Friday, 2004-FEB-20; 7:30 p.m. Beban Park Lounge

COMMISSION	Wednesday, 2004-FEB-25; 7:00 p.m. Bowen Complex Conference Room
-------------------	--

COMMISSION – Master Plan Consultant Interviews	Monday, 2004-MAR-01; 1:00 p.m. Bowen Complex Conference Room
---	---

COMMISSIONER'S SEMINAR	Monday, 2004-MAR-15; 3:00 p.m. Location to be announced.
-------------------------------	---

Motion 2004-24

Moved by Commissioner Lane, seconded by Commissioner Lance, that the meeting be adjourned.

Carried.

ADJOURNED: 9:13 p.m.