

**MINUTES OF THE FIFTH REGULAR MEETING OF THE CITY OF NANAIMO  
PARKS, RECREATION AND CULTURE COMMISSION, HELD IN THE  
CONFERENCE ROOM OF THE BOWEN PARK COMPLEX,  
ON WEDNESDAY, 2003-JUN-25, AT 7:00 P.M.**

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**PRESENT:**

<b><u>Members:</u></b>	Commissioner L. McNabb, Chair	
	Commissioner B. Holdom	Commissioner D. Johnstone
	Commissioner P. Field	Commissioner A. Young
	Commissioner S. Lance	Commissioner J. Whiteaker

<b><u>Absent:</u></b>	Commissioner D. Rispin	Commissioner G. Baltzer
	Commissioner C. Tang	Commissioner B. Sperling
	Commissioner D. Tyndall	

<b><u>Staff:</u></b>	T. Hickey	R. Harding
	B. Meunier	C. Connett, Recording

**ADOPTION OF MINUTES:**

**Motion 2003-089**

Moved by Commissioner Lance, seconded by Commissioner Holdom, that the minutes of the Fourth Regular Meeting of the Parks, Recreation and Culture Commission held 2003-MAY-28 be adopted as circulated.

**Carried.**

**INTRODUCTION OF LATE ITEMS:**

Information from Mr. Fred Taylor regarding revision of the Canada Shipping Act for boat exhaust was circulated.

**RECEIVING OF LATE CORRESPONDENCE AGENDA:**

**Motion 2003-090**

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

**Carried.**

**CHAIRMAN'S REPORT:** (nil)

**RECEIVING OF DELEGATIONS:**

- (1) **Mr. Ian Niamath, Director, and Mr. Alex Marriott, President, Nanaimo Dragon Boat Festival Society**, advised Commission of the Dragon Boat Festival being held at Maffeo-Sutton Park 2003-JUL-11 to 13 and its purpose of raising money for breast cancer research. The Society is anticipating approximately 1,000 competitors, with 15 local teams, and it is hoped that the event will become an annual one. Mr. Niamath noted that Kelowna has been involved with Dragon Boat Racing since 1999 and now has 3,000 competitors annually. He believes this event is a significant economic generator for Kelowna.

Mr. Niamath noted that the Dragon Boat Festival fosters health, good will, team building and multiculturalism; and all funds raised are used for breast cancer projects within our community.

Mr. Marriott stated that Save On Foods (\$30,000), RBC Royal Bank, Coca-Cola (\$10,000), Port of Nanaimo, Nanaimo Daily News, CH, Quality Foods (\$10,000) and V3 Mediaworks are all sponsors of the event. He advised that first year start up costs are high and the Society needs some support and/or concessions from the City. Mr. Marriott advised that they have a \$75,000 budget of which \$20,000 is for Foundation 2000 to provide the dragon boats, help with publicity, safety, etc.

Mr. Niamath said that the Dragon Boat Festival Society is hosting 2 Beer Gardens in the parking lot at the Civic Arena as part of their fund raising and is requesting that the 5-10% Class E User Fee be waived to enable a larger donation to breast cancer. He stated that the Rotary Club is operating the beer garden and have been involved with these types of events for many years and that a paid city staff member is unnecessary. Mr. Marriott asked if the tables, chairs and other equipment could be provided at no charge instead of the quoted \$650 because he understands that the Summer Games received concessions of this type.

Commissioner Whiteaker asked for a copy of the event budget. Mr. Marriott replied that he would forward a copy of the budget to Commission.

Commissioner Holdom asked if other communities hosting the Dragon Boat Festival provide City funds. Mr. Marriott said he did not know. He added that they do not want to charge admission for this event because they are promoting it as a free family event.

Commissioner Holdom asked for clarification on the beer garden Class E User Fees. Mr. B. Meunier, Recreation Manager, advised that a 10% charge on gross sales is made for draft beer and a 5% fee is charged for bottled beer/wine.

Commissioner Holdom asked what these funds are used for and if all other organizations pay this fee? Mr. Meunier responded that Class E User Fees are directed to the Facility Development Fund, all groups using the Class E licence pay these fees, and that it is a licence requirement for the City to have a staff person present.

Mr. Marriott said the fee concessions being requested were for this year only because this is their first year of operation and there are one time expenses involved.

Commissioner Field suggested that it might be best for Commission to consider this request after the event.

Commissioner Young asked if any other groups have had Class E User Fees waived in the past. Mr. Meunier replied that the fee has not been waived since the Class E Liquor Licence's operation began in the early 1980's.

Commissioner Young asked if the Summer Games received a Class E Licence waiver. Commissioner Johnston advised that she believes that the 5% administration fee was part of the in-kind donation from the City. Mr. Meunier to confirm.

**Motion 2003-091**

Moved by Commissioner Whiteaker, seconded by Commissioner Holdom, that the presentation from Mr. Ian Niamath, Director, Nanaimo Dragon Boat Festival Society, be received.

**Carried.**

- (2) **Mr. Chuck Blamaru, President, and Mr. Robin Edwards, Scheduler, Nanaimo Minor Hockey Association, P.O. Box 562, Nanaimo BC V9R 5L9** presented a cheque to Commission in the amount of \$2,000 for the acquisition of additional netting in conjunction with raising the glass at the Frank Crane Arena.

**Motion 2003-092**

Moved by Commissioner Lance, seconded by Commissioner Johnstone, that the presentation from Mr. Chuck Blamaru, President, and Mr. Robin Edwards, Scheduler, Nanaimo Minor Hockey Association, be received.

**Carried.**

- (3) **Mr. Fred Taylor, 204 Emery Way, Nanaimo BC V9R 5Z8** stated that Parks, Recreation and Culture provided a report regarding parking regulations for Brechin Boat Ramp to City Council on 1986-APR-14 which Council rejected. The City Administrator and staff reviewed regulatory issues associated with boat launch sites and parking lots and classified Brechin Boat Ramp parking lot as an off-street parking facility.

Mr. Taylor believes that Parks, Recreation and Culture Department owes the City Parking Commission all off-street parking monies collected to date for the Brechin Boat Ramp. He stated that Parks, Recreation and Culture's charging of parking fees for the Brechin Boat ramp might jeopardize the renewing of the lease agreement for the adjoining water lot.

Mr. Taylor also stated that commercial users of the ramp should have to purchase day use or annual permits similar to commercial vehicles parking downtown who pay \$25.00 per year. Mr. Taylor stated that Seniors using the Brechin Boat Ramp occasionally throughout the year should not have to pay any increase.

**Motion 2003-093**

Moved by Commissioner Holdom, seconded by Commissioner Lance, that the presentation from Mr. Fred Taylor be received.

**Carried.**

**CORRESPONDENCE:**

1. (1) Correspondence from Mr. Gil Martin, Executive Director, BC Disability Sports, 322-1367 West Broadway, Vancouver BC V6H 4A9 advising that Nanaimo has been awarded the hosting of the 2005 BC Disability Games; and inviting 2 – 3 representatives to attend the 2003 Disability Games in Kelowna, July 9 - 13.

Chair McNabb advised that he is unable to attend but he would like a Council member and a Commission Member to attend on July 10 – 11. Commissioner Johnstone has been asked because of her work on the 2002 BC Summer Games and the 1987 Disability Games.

**Motion 2003-094**

Moved by Commissioner Johnstone, seconded by Commissioner Holdom, that the correspondence from Mr. Gil Martin, Executive Director, BC Disability Sports, be received.

**Carried.**

- 1.(2-3) Correspondence from various members of the public expressing their opinions regarding raising the seniors annual fee for use of the Brechin Boat Ramp, increasing facility rental rates and public admission fees.

Commissioner Lance asked if we are in contravention of a City Bylaw by imposing parking fees at Brechin?

Mr. T. Hickey, Director, said he is not aware that we are in contravention of any City Bylaw by charging fees to park at Brechin Boat Ramp.

Commissioner Holdom asked that foreshore lease costs be clarified. Mr. Hickey stated that he would investigate and advise Commission.

Commissioner Whiteaker suggested a staff report be requested prior to Commission making a decision. Mr. Hickey advised a thorough review of parking fees took place in 1997 and reviewed portions of the Brechin Boat Ramp report to Commission that was subsequently adopted by Council.

**Motion 2003-095**

Moved by Commissioner Holdom, seconded by Commissioner Young, that the various correspondence regarding the Brechin Boat Ramp, public admission fees and facility rental fees, be received.

**Carried.**

**REPORTS OF STANDING COMMITTEES:**

2. (1) **Parks Committee.** No meeting held.

2. (2) **Recreation Program and Facilities Committee.** 2003 – 2006 Fees and Rental Policy was discussed.

**Motion 2003-096**

Moved by Commissioner Lance, seconded by Commissioner Johnstone, that Commission recommend the proposed fee and rental increases of approximately 10% in total over the next 4 years.

**Carried.**

**Motion 2003-097**

Moved by Commissioner Young, seconded by Commissioner Lance, that fees for the Brechin Ramp remain status quo until a staff report regarding water lease information is presented to Commission.

**Carried.**

**Motion 2003-098**

Moved by Commissioner Johnston, seconded by Commissioner Lance, that the Recreation, Program and Facilities Committee report be received.

**Carried.**

2. (3) **Cultural Committee.** Commissioner Field reported on the meetings held 2003-JUN-04 and 2003-JUN-11. He advised that a Sub-Committee has been formed to investigate Art Sales in the Parks and requested that all members of the Cultural Committee receive a copy of the Parks, Recreation and Culture Commission Minutes.

**Motion 2003-099**

Moved by Commissioner Field, seconded by Commissioner Whiteaker, that the Cultural Committee develop a "Community Cultural Development Plan" and seek support for this project from all other planning groups in Nanaimo.

**Carried.**

**Motion 2003-100**

Moved by Commissioner Field, seconded by Commissioner Johnstone, that a meeting be held with all other City planning groups such as the Economic Development Group, Nanaimo Now, Downtown Nanaimo Partnership, Tourism, Chamber of Commerce, First Nations Band Council, Social Planning Committee and senior City Planning Staff to provide information and receive feedback about the intention of developing a "Community Cultural Development Plan".

**Carried.**

Mr. Hickey noted that the City's Parks, Recreation and Culture Master Plan is now ten years old and needs to be updated. The initiative to develop a "Community Cultural Development Plan" may best be incorporated into the update of the Parks, Recreation and Culture Master Plan. A Higher Service Level request for the update of the Master Plan will be submitted for the Commission's budget review.

Commissioner Field reviewed the history of the Vancouver Island Symphony's request for \$60,000 core funding. The Cultural Committee has reviewed the Symphony's financial statement and is recommending funding. Mr. Hickey advised that Commission may consider this as a Higher Service Level Request during Commission's 2004 Budget deliberations which is how requests of this nature have often been reviewed.

**Motion 2003-101**

Moved by Commissioner Field, seconded by Commissioner Johnstone, that the request from the Symphony for annual core funding of \$60,000 be recommended to the Parks, Recreation and Culture Commission.

**Amendment:**

Moved by Commissioner Holdom, seconded by Commissioner Lance, that "for consideration during Commission's 2004 budget process" be added.

**Carried.**

**Motion 2003-101 carried.**

- 2.(3) 1. **2003 Cultural Grants.** Commissioner Field advised that because Council passed a motion to provide \$60,000 core funding to the Nanaimo Art Gallery, \$15,500 remained unallocated in the Cultural Fund. In May 2003, City Council adopted the recommendations of the Parks, Recreation and Culture Commission to allocate from the Cultural Fund of \$3,200 to the Symphony in the Harbour Event, \$3,000 to the Vancouver Island Festival for Young Audiences and \$1,000 for the Cultural Forum.

As established in the Cultural Strategy, 5% of the Cultural Fund (\$3,750) is set aside for the Public Art Reserve Fund. This leaves an unallocated balance in the Cultural Fund of \$5,375.

**Motion 2003-102**

Moved by Commissioner Field, seconded by Commissioner Lance, that the remaining Cultural Funds (\$5,375) be allocated to the three groups that had their funding reduced last year, as follows:

Conservatory of Music	\$ 400
TheatreOne	\$3,370
V.I. Symphony	\$1,605

**Carried.**

- 2.(3) 2. **Art in Public Places Guidelines.** Commissioner Field advised that a Sub-Committee comprised of George McGladrey (Chair), Jan Smart (professional arts community-visual), Sandra Thomson (professional arts community-performing), Ian Niamath (architectural community-installation), Debra Bodner (member at large) and he developed a commissioning process and an adjudication procedure for Art in Public Places. He stated that Art in Public Places has been a priority of the Cultural Committee for some time and the implementation of these guidelines and procedures will direct the process of properly managing art in public places initiatives, art selection processes, installation and collection management.

The guidelines and procedures have been developed by reviewing documents from many other cities across Canada and adapting them for Nanaimo. The draft was reviewed several times by the Cultural Committee as a whole and by the City's Planning Department. The Art in Public Places Guidelines and Procedures is an accompanying document to the Cultural Strategy.

The Chair recognized Ms. McGladrey and advised that she would respond to any questions Commission had regarding the Art in Public Places Guidelines and Procedures.

Commission discussed Art in Public Places related to Private Developers and Ms. McGladrey confirmed that it is a recommendation, not a requirement; and that the Planning Department supports Section 3.

Commissioner Whiteaker asked about benchmarks regarding the size of the art, the dollar value, etc. Ms. McGladrey responded that it is dependent upon the money available. Commissioner Field noted that private developers will be encouraged to donate to art, and if there is something that the City can negotiate, they will. Mr. Harding noted that this would be applicable during a rezoning.

Commissioner Holdom inquired about how public input would be received during the Adjudication Procedure and the selection of Panel Membership. Mr. Hickey referred to Part 1, Section C, Protocol whereby the recommendations of this Committee are forwarded to the Parks, Recreation and Culture Commission and Council for their consideration and these are both public meetings.

**Motion 2003-103**

Moved by Commissioner Field, seconded by Commissioner Johnstone, that the Art in Public Places Guidelines and Procedures document be approved and forwarded to Council for adoption.

**Carried.**

**Motion 2003-104**

Moved by Commissioner Field, seconded by Commissioner Whiteaker, that the Cultural Committee meeting notes be received.

**Carried.**

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

**DIRECTOR'S REPORT:**

3. (1) **2003 – 2006 Fees and Rental Policy.** At the 2003-MAY-28 Commission meeting, a motion was passed that Commission approve the proposed fee and rental schedule including the seniors Brechin Boat Ramp pass being increased by \$10.00 per year until it is 75% of the adult rate.

**Motion 2003-105**

Moved by Commissioner Lance, seconded by Commissioner Whiteaker, that the second part of Motion 2003-077 stating that the Senior's Brechin Boat Ramp Pass be increased by \$10 per year until it is 75% of the adult rate, be rescinded.

**Carried.**

3. (2) **Manager of Parks Monthly Report.** Mr. Richard Harding, Manager of Parks, reviewed his report. He noted that the dog off leash park at Beban has been operating for one month and is very popular. Opening day saw over 50 dogs in attendance and dog owners have provided benches, water, etc. Mr. Harding reported that the HRDC grant team has completed building trails and boardwalks in Chase River Park, the E&N trail expansion is progressing; some work on the Third Street property has included constructing a boardwalk over the Cat Stream and decommissioning an area that went through the wetland as per the land use plan adopted by Council

Commissioner Johnstone commented about the letters to the editor regarding the poor condition of the parkway and asked if the City was going to provide any grass cutting. Chair McNabb advised that Council is corresponding with the Provincial Government and that visibility issues will be dealt with by the Province, but not beautification issues.

3. (3) **Manager of Recreation Services Report.** Mr. Brent Meunier, Manager of Recreation Services, reviewed his report and circulated copies of the Best of the City results. He also circulated flyers promoting summer activities for children, youth and Canada Day celebrations. Harewood Mining Centennial Water Park reopening celebrations are scheduled for Saturday, 2003-JUL-05 from 2 - 4 p.m. The Harewood Neighbourhood Association has worked very hard to see the completion of the Phase 2 expansion and invite Commission to attend the celebrations.

**Motion 2003-106**

Moved by Commissioner Field, seconded by Commissioner Whiteaker, that the Director's report be received.

**Carried.**

**COMMITTEE/COMMISSION REPRESENTATIVE REPORTS:**

4. (1) **Port Theatre** – Monthly activity report reviewed. Commissioner Whiteaker advised that in 2002 volunteers provided over 15,000 hours bringing the total volunteer hours to 65,908 since opening day. Volunteers provide directions and safety for the public in the theatre and are fully trained to evacuate the facility.

**Motion 2003-107**

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

**Carried.**

**ITEMS OF GENERAL INFORMATION:**

5. (1) Copy of correspondence from Mr. Neil Goldsmith, President, Protection Island Ratepayers Association, expressing appreciation for the construction of the public access stairway between Lot 240 and 241 Pirate's Lane.
5. (2) Copy of correspondence from Ms. Kathy Reilly, Nanaimo Dog Owners Association, 1612 Cormorant Avenue, Nanaimo BC V9S 2V1 to Mr. Richard Harding, Parks Manager, expressing appreciation for the new Dog Park at Beban Park.
5. (3) Copy of Minutes from the Board Meeting of the Bowen Park Seniors held 2003-JUN-03.

**Motion 2003-108**

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

**Carried.**

**BUSINESS ARISING FROM DELEGATIONS:**

- (1) **Mr. Ian Niamath, Director, Nanaimo Dragon Boat Festival.** Commission discussed the request to waive user fees for the Class E Licence and rental of City equipment. Consideration included to review this request after the event.

Mr. Hickey advised that the Class E Liquor Licence was established to provide groups with flexibility for liquor pricing and hours of operation. The RCMP supports the "E" licence use, especially for major events because City staff are on site to monitor the licence area. RCMP feel there are less problems associated with this type of licence that they need to attend to. He stated that the equipment rental fees listed in the Fees and Rental Policy are priced to make them affordable to most community groups.

Commissioner Whiteaker stated that Commission has never waived beer garden user fees in the past, and there are other costs covered by the taxpayers when special events are hosted.

Mr. Hickey suggested that the Dragon Boat Festival Society apply next year for funding through the Arts and Culture Event Fund. The 2003 fund has been fully allocated.

**Motion 2003-109**

Moved by Commissioner Whiteaker, seconded by Commissioner Lance that no waiver of Class E User Fees be provided to the Dragon Boat Festival Society.

**Carried.**

**UNFINISHED BUSINESS:**

**Motion 2003-110**

Moved by Commissioner Holdom, seconded by Commissioner Johnstone, that Unfinished Business Item #1 – VIS financial situation and request for annual funding from the City, and Item #3 2003-2006 Fees and Rental Policy, be removed.

**Carried.**



**CURRENT UNFINISHED BUSINESS:**

- (1) Commission's reconsideration of park concession vendor guidelines.
- (2) Brechin Boat Ramp Fees – staff report requested.

**ANY OTHER COMPETENT BUSINESS:**

Mr. Hickey advised that Council approved that a maximum of \$100,000 be spent for erosion control at Gallows Point Park to protect the Museum's foundation. Council asked staff to request funding from the Federal and Provincial Governments for this project.

Chair McNabb circulated a copy of the news release from Nanaimo Area Land Trust regarding the purchase of Linley Valley that will appear in the newspaper tomorrow.

**MEDIA QUESTION PERIOD.** Nil.

**PUBLIC QUESTION PERIOD.**

Mr. F. Taylor asked that the Director look into having licence plate checks take place at Brechin Boat Ramp to confirm if the senior purchasing the pass is actually using it. He believes this takes place at the hospital parking lot.

Mr. F. Taylor asked if property owners adjacent to all City parks will receive letters requesting removal of fences and debris within 25 feet of their property.

Mr. H. Remple expressed disappointment that his suggestion regarding adjusting the fees at Brechin Boat Ramp was not given consideration. The Chair advised that Commission is giving further consideration to this item and his suggestion will be discussed.

**NEXT MEETING DATES:**

Cultural Committee	Wednesday, 2003-JUL-02; 4:15 p.m.
Recreation Program & Facilities ( <i>if required</i> )	Wednesday, 2003-JUL-09; 5:00 p.m.
Parks Committee ( <i>if required</i> )	Thursday, 2003-JUL-10; 5:00 p.m.
<b>COMMISSION</b>	<b>Wednesday, 2003-JUL-23; 7:00 p.m.</b>

**Motion 2003-111**

Moved by Commissioner Field, seconded by Commissioner Whiteaker, that the meeting be adjourned.

**Carried.**

**ADJOURNED:** 9:07 p.m.