

AGENDA
PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2017-MAR-22, AT 5:30 P.M.

1. **CALL THE MEETING OF THE PARKS, RECREATION, AND WELLNESS COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
 - (a) Minutes of the Meeting of the Parks, Recreation, and Wellness Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-NOV-23 at 5:30 p.m. *Pg. 2-4*
5. **ADMINISTRATION:**
 - (a) Introductions
 - (b) Overview of Parks and Recreation Department
 - (c) Terms of Reference *Pg. 5-6*
 - (d) Key Date Calendar *Pg. 7*
6. **OTHER BUSINESS:**
7. **QUESTION PERIOD:**
8. **ADJOURNMENT:**

MINUTES
PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2016-NOV-23, AT 5:30 P.M.

PRESENT: Councillor I. W. Thorpe, Chair

Members: A. McPherson
H. Houle (vacated at 6:59 p.m.)
C. Tant
S. Beaudouin-Lobb
M. Young
M. Down
B. Sparkes
K. Alden
M. Swain
M. Horn

Absent: Councillor W. L. Pratt
Councillor W. L. Bestwick

Staff: R. Harding, Director of Parks and Recreation
S. Pamminger, Manager of Infrastructure Planning and Energy
(vacated at 7:14 p.m.)
L. Masse, Special Events Coordinator for Hometown Hockey
M. Brown, Recording Secretary

1. CALL THE PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING TO ORDER:

The Parks, Recreation, and Wellness Committee Meeting was called to order at 5:34 p.m.

2. ADOPTION OF AGENDA:

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

Parks, Recreation, and Wellness
Committee Meeting
2017-MAR-22

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Open Parks, Recreation, and Wellness Committee Meeting held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-SEP-21 at 5:30 p.m. be adopted as circulated. The motion carried. Opposed: A. McPherson

4. ADMINISTRATION:

(a) 2017 Key Date Calendar:

It was moved and seconded that the Key Date Calendar for the Parks, Recreation and Wellness Committee be adopted. The motion carried unanimously.

(b) Energy Manager's Presentation:

Presentation:

1. Mr. S. Pamminger, Manager of Infrastructure and Energy, presented the City of Nanaimo's Energy Management Program.

(c) Harewood Covered Building Update:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation, presented an update on the Harewood Covered Building.

(d) Stevie Smith Community Bike Park at Beban Park:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation, presented an update on the Stevie Smith Community Bike Park at Beban Park.

(e) Central Beban Park Proposed Improvements:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation presented an update on the Central Beban Park Proposed Improvements.

(f) Harewood Skatepark Update:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation, presented an update on Harewood Skatepark.

(g) Introduction to Hometown Hockey:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation, introduced Hometown Hockey to the Committee.

(h) Colliery Dam Improvement Plan – Approved by Council:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation, presented the Colliery Dam Improvement Plan that has been approved by Council.

(i) Maffeo-Sutton Plan Update:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation, presented an update on the Maffeo-Sutton Plan.

(j) Greater Nanaimo Water District Plan Update:

Presentation:

1. Mr. R Harding, Director of Parks and Recreation, presented an update on the Greater Nanaimo Water District Plan.

5. ADJOURNMENT:

It was moved and seconded at 7:28 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



TERMS OF REFERENCE

PARKS, RECREATION, AND WELLNESS COMMITTEE

PURPOSE:

The purpose of the Committee is to provide a forum for the community to provide Council and staff input on creating and operating parks, recreation and wellness programs, services, and facilities that meet the needs of all of the community in a sustainable and dynamic way.

The Committee's purpose is to provide Council advice and recommendations on the following:

- planning, development, and provisions of parks, recreation, and wellness services;
- coordination of parks, recreation, and wellness programming with partners;
- environmental stewardship of parks and sustainable operations in the context of parks and recreation;
- equitable access to parks, recreation and wellness services and facilities by all citizens;
- recommendations on applications for funding, and subsidies for recreation facilities; and,
- other issues referred to the Committee by the Director of Parks and Recreation, CAO or Council.

MEMBERSHIP:

The membership of the Committee will have up to 15 members and will consist of the following:

- a maximum of eight (8) members at-large
- three (3) members of Council
- three (3) RDN (Electoral Area representatives); and,
- One (1) District of Lantzville representative

Note: Membership is dictated by existing bylaw; any changes require an amendment.

ELIGIBILITY:

(Applies to members-at large) An individual with the following skills and expertise may be given preference for membership on this Committee:

- parks and park stewardship;
- recreation;
- active lifestyle and wellness;
- environmental stewardship; and,

- promotion of health

GRANTS:

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff and sent to the Grants Advisory Sub-Committee.
4. The Grants Advisory Sub-Committee recommends recipients from the list provided for the grant to the Finance and Audit Committee for approval.

MEETING FREQUENCY:

In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

Meetings will not be held in August or December.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Parks and Recreation
- Engineering and Public Works
- Community Development
- City Clerk
- Other Staff as required

City of Nanaimo

PARKS, RECREATION, AND WELLNESS COMMITTEE

KEY DATE CALENDAR – 2017

Committee meetings are held in the boardroom on the first floor of the Service and Resource Centre Building at 411 Dunsmuir Street unless otherwise stated.

Committee	Start Time	Day of the Month
Parks, Recreation, and Wellness Committee	5:30 p.m.	4 th Wednesday

January 1.....New Year's Day

~~**January 25.....Parks, Recreation and Wellness Committee**~~ **Cancelled**

February 13.....Family Day

~~**February 22.....Parks, Recreation and Wellness Committee**~~ **Cancelled**

March 22..... Parks, Recreation and Wellness Committee

April 7-9..... AVICC-Convention – Campbell River

April 14.....Good Friday

April 17.....Easter Monday

April 26..... Parks, Recreation and Wellness Committee

May 22.....Victoria Day

May 24..... Parks, Recreation and Wellness Committee

June 1 to 4..... FCM Convention - Ottawa

June 28..... Parks, Recreation and Wellness Committee

July 3.....Canada Day Stat

July 26..... Parks, Recreation and Wellness Committee

August 7.....BC Day Stat

September 4.....Labour Day

September 25 to 29..... UBCM Conference - Vancouver

September 27..... Parks, Recreation and Wellness Committee

October 9.....Thanksgiving Day

October 25..... Parks, Recreation and Wellness Committee

November 13.....Remembrance Day Stat

November 22..... Parks, Recreation and Wellness Committee

December 25.....Christmas Day

December 26.....Boxing Day