

**AGENDA**  
OPEN PARKS, RECREATION, AND WELLNESS COMMITTEE MEETING  
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2016-OCT-26, AT 5:30 P.M.

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1. **CALL THE OPEN 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 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. *Pg. 3-5*
5. **TERMS OF REFERENCE:**
  - (a) **Approval of the edited Draft Terms of Reference:** *Pg. 7-8*  
  
Recommendation: That the Committee recommend that the Terms of Reference for the Parks, Recreation, and Wellness Committee be forwarded to Council for adoption.
6. **ADMINISTRATION:**
  - (a) **Information Update:**  
  
Mr. Richard Harding, Director of Parks and Recreation, to provide a verbal update on the following topics:
    - a. Harewood covered building
    - b. Bike Park Beban Park
    - c. Central Beban Park proposed improvements
    - d. Harewood Skateboard Park
    - e. Introduction to Home Town Hockey
7. **QUESTION PERIOD:**
8. **ADJOURNMENT:**



## MINUTES

SPECIAL OPEN PARKS, RECREATION AND WELLNESS COMMITTEE MEETING  
SERVICE AND RESOURCE CENTRE BOARDROOM, 411 DUNSMUIR STREET, NANAIMO, BC  
WEDNESDAY, 2016-SEP-21, AT 5:30 P.M.

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PRESENT: Councillor I. W. Thorpe, Chair

Members: Councillor W. L. Pratt  
A. McPherson  
H. Houle  
C. Tant  
S. Beaudouin-Lobb  
M. Horn

Absent: Councillor W. L. Bestwick  
M. Young  
M. Down  
B. Sparkes  
K. Alden  
M. Swain

Staff: R. Harding, Director, Parks and Recreation  
S. Gurrie, City Clerk  
M. Brown, Recording Secretary

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

The Special Open Parks, Recreation, and Wellness Meeting was called to order at 5:33 p.m.

2. INTRODUCTION OF LATE ITEMS

- (a) S. Gurrie, City Clerk advised of the handout for the operating guidelines and Terms of Reference created by L. Zwarn that was given out at the meeting to all members and Staff.
- (b) Remove Agenda Item 4 (a) Appointment of Chair.
- (c) Remove Agenda Item 4 (b) Appointment of Vice-Chair.
- (d) Remove Agenda Item 10 (a) Director's Report-Verbal-Richard Harding.
- (e) Remove Agenda Item 10 (b) Nob Hill Dog Off-Leash Park Request –and remove delegation Jason Warren.
- (f) Remove Agenda Item 10 (c) Pilot Project – Beban Park Pickleball Courts –and remove delegation Dave Eaton, Nanaimo Pickleball Club.
- (g) Remove Agenda Item 10 (d) PIP Request – Bourbon Park – and remove delegation Genesta Vandekamp.
- (h) Remove Agenda Item 10 (e) Travel Assistance Grant – Nanaimo Lawn Bowling Club.

- (i) Remove Agenda Item 11 (a) Letter dated 2016-FEB-03 from Carmella Luvisotto, Band Teacher, Wellington Secondary School, thanking the Committee for the Travel Assistance Grant funding.
- (j) Remove Agenda Item 12 Notice of Motion.
- (k) Remove Agenda Item 14 Delegations.
- (l) Remove Agenda Item 16 Business Arising from Presentations and Delegations.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Parks and Recreation Commission Meeting held in the Bowen Complex Conference Room, Nanaimo, BC, on Wednesday, 2016-JAN-27 at 5:30 p.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Inaugural Open Parks, Recreation and Wellness Meeting held in the Bowen Complex Conference Room, Nanaimo, BC, on Wednesday, 2016-SEP-08 at 5:00 p.m. be adopted as circulated. The motion carried unanimously.

5. TERMS OF REFERENCE DISCUSSION:

R. Harding, Manager of Parks and Recreation, led a committee member discussion regarding terms of reference.

S. Gurrie, City Clerk, advised the deadline to submit a recommendation regarding changes to the Terms of Reference for the Committee is the end of October.

The Committee discussed the draft of the Terms of Reference and provided the following recommendations:

- Under Purpose:
  - add an “s” to park
  - after “wellness” add “programs, services, and facilities”
  - after “needs of all” add “of the”
  - after “applications for funding” add a coma
  - after “Director” add “of Parks and Recreation”
- Under Membership:
  - after “The membership of the Committee” change the rest of the phrase to “will have up to 15 members and will consist of the following:”
  - add “a maximum of eight (8) members at-large”

- add “three (3) RDN (Electoral Area representatives); and one (1) District of Lantzville representative”
  - add “Note: Membership is dictated by existing bylaw; any changes require an amendment.”
- Under Eligibility:
  - add “(Applies to members-at large)”
  - add “5. Promotion of health”
- Under Term:
  - add “(Applies to members-at-large)”
  - change “term of up to two years” to “term of up to three years”
  - change “cumulative” to “consecutive”
- Under meeting frequency:
  - add “Meetings will not be held in August or December”

It was moved and seconded that the changes to the Terms of References discussed at the 2016-SEP-21 Parks, Recreation, and Wellness Committee be approved. The motion carried unanimously.

6. KEY DATE CALENDAR DISCUSSION – MEETING DATES / TIMES:

It was moved and seconded that on the fourth Wednesday of every month there will be a Committee meeting commence at 5:30 p.m. in the Service and Resource Centre Boardroom 411 Dunsmuir Street with the exception of August and December in which no meetings will be held. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 6:37 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER



**City of Nanaimo**  
**PARKS, RECREATION, & WELLNESS COMMITTEE**  
(the “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:

1. parks and park stewardship;
2. recreation;
3. active lifestyle and wellness;
4. environmental stewardship; and,
5. promotion of health

**TERM:**

(Applies to members-at-large) Each member of the Committee may be appointed for a term of up to three years. Membership may be staggered to support continuity and effective operations. Members may serve a maximum of two consecutive terms on this Committee.

**ACCOUNTABILITY:**

On a regular basis Council will provide direction on Council's priorities to Committee. The Committee will submit a quarterly summary report on their activities to Council. The Committee will submit a report with its minutes in a timely manner to Council. The Committee will comply with the City of Nanaimo Committee Operating Guidelines.

**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 & Recreation
- Engineering and Public Works
- Community Development
- City Clerk