

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION

WEDNESDAY, APRIL 17, 2013

7:00 PM

(Cedar Heritage Centre, 1644 MacMillan Road)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-6 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 20, 2013.

7-8 Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Grant Sub-Committee meeting held March 6, 2013.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

That the Commission endorses the following Electoral Area 'A' Grant-In-Aid applications be approved for a total of \$4,383.84.

Community Group	Current Request 2013	Recommended 2013
Cedar 4H Club Portable Toilet, hand washing supplies, Animal feed, Cellphone Rental, Animal lease or Purchase, shavings, A.G Info Handouts, info signage.	\$1500.00	\$1500.00
1st Cedar Scouts Camping gear – Wheeler coolers, Propane tanks, Bows, Arrows, Coleman Stoves, Lanterns, Lightweight Backpack stoves.	\$1489.84	\$1489.84
Cedar Family of Community Schools Digital Camera for Photography program (Fall 2012 application resubmitted in January 2013)	\$450.00	\$450.00
Cedar Family of Community Schools Equipment for Gymnastics – Foam learning beam, low-training beam, Trestle climbing frame/Horizontal bar.	\$944.00	\$944.00

CORRESPONDENCE/COMMUNICATIONS

- 9-11 **M. Ryn, VP – Cedar Community Association to D. Banman, RDN, RE:** Cedar Community Hall – Funding Utilized
- 12-13 **D. Slater, St. Phillip Cedar Anglican Church, to S. Pearson, RDN, RE:** Floor Painting with Grant in Aid.

REPORTS

PARKS

Monthly Update of Community and Regional Parks and Trails Projects – Feb/Mar – 2013 (*handout*)

Cedar Skate and Bike Park Project Timeline(*handout*) and Design Plan(attached)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Cedar Heritage Centre - Capital improvements Update

Cedar School and Community Enhancement Society Agreement (*hand-out*)

- 14 Electoral Area 'A' Recreation and Culture Budget 2013 Revision (March 26/13)

5 Year Goals and Projects

COMMISSIONER ROUND TABLE

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Commission proceed to an In Camera Commission meeting to consider items related to land issues

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

June 19, 2013

Cedar Heritage Centre

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD
WEDNESDAY, FEBRUARY 20, 2013 AT 7:00PM
AT CEDAR HERITAGE CENTRE**

Attendance: Alec McPherson, RDN Director, Chair
Eike Jordan
Bernard White
Jim Fiddick
Angela Vincent-Lewis
Carolyn Mead
Patti Grand

Staff: Sandra Pearson, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Chris Pagan
Kerri-Lynne Wilson

CALL TO ORDER

Chair McPherson called the meeting to order at 7:12pm.

APPOINTMENTS

Chair McPherson welcomed the Commission back and introduced Patti Grand to the Commission.

Appointment of Deputy Chair

MOVED Commissioner White, SECONDED Commissioner Fiddick, that Commissioner Grand be appointed as Deputy Chair of the Commission.

CARRIED

Grant in Aid Sub-Committee (3 members, 1 alternate)

Commissioner Jordan, Commissioner Vincent-Lewis and Commissioner Pagan (via email) will sit on the Grant in Aid Sub-Committee, with Commissioner White as alternate.

MINUTES

MOVED Commissioner White, SECONDED Commissioner Jordan that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 21, 2012 be received.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

Moved Commissioner Vincent-Lewis, SECONDED Commissioner Mead that the following Correspondence be received:

J. Honkanen, Wheatsheaf Fastball Club to EA 'A' Recreation Commission, RE: Thank you for RDN Grant.

L. Barnett, Cedar 4-H District Council to EA 'A' Recreation Commission, RE: Thank You for RDN Grant.

D. Smith, 1st Cedar Scout Group to A. McPherson, RDN Director Area A, RE: Thank you for RDN Grant.

CARRIED

REPORTS

PARKS

Monthly Update of Community & Regional Parks and Trails Projects – Nov/Dec 2012

Monthly Update of Community and Regional Parks and Trails Projects – Jan 2013

Ms. McCulloch presented a summary of the Community and Regional Parks and Trails Projects for Electoral Area 'A'.

Commissioner Fiddick requested an update on the Nelson Boat Ramp Stairs. Ms. McCulloch explained that an attempt was made to repair the bottom stair landing with advice from the Department of Fisheries and Oceans. However, the stairs remain unsafe and as such have been closed until a safe repair can be made.

Moved Commissioner Jordan, SECONDED Commissioner Mead that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Recreation Update - Planning Session

Ms. Pearson recommended that Commisison set a date for the Recreation Planning session for late Fall. This item will be placed on the September 2013 agenda, to set a date for November.

Ms. Pearson reported that the Cedar Community School Enhancement Society lease agreement is in development stage and will be presented at the April meeting for Commission's review.

Grant-in-Aid Sub-Committee meeting – Set date

Committee members suggested a day/time of the week for a meeting. Staff will follow up by email to confirm the date to review the four applications that were submitted.

BCRPA Symposium (May 1-3, 2013)

MOVED Commissioner Grand, SECONDED Commissioner Mead that Commissioner Jordan and Commissioner Vincent-Lewis attend the BCRPA Symposium to represent the Electoral Area A Parks, Recreation and Culture Commission.

CARRIED

Review of Existing Parks Projects/Plans

Ms. McCulloch reviewed the Community Parks Projects sheet for Area 'A' which amalgamated projects from the Electoral Area 'A' Active Transportation Plan (2009), the Electoral Area 'A' Community Trails Study(2005) and the Electoral Area 'A' Community Parks 5 year work Plan (2012).

Ms. McCulloch recommended the Commission members review the Active Transportation Plan and Community Trail Study as background information. At the next meeting the Commission will discuss their 5-Year goals and identify specific projects to be included in the 5-Year Project Plan. She noted that the 2013 projects are finalized into the 2013 EA A Community Parks budget.

MOVED Commissioner Jordan, SECONDED Commissioner Vincent-Lewis to receive parks projects/plan.

CARRIED

5 Year Financial Plan/Business Plan (Addendum)

Ms. Pearson handed out the 5 Year Financial Plan/Business Plan for Recreation and Community Parks for discussion and gave a broad explanation of the proposed 2013 budget.

MOVED Commissioner Grand, SECONDED Commissioner Jordan that the 2013 Annual Budget and Five Year Financial Plan for Electoral Area 'A' Recreation and Culture Services and Parks services be received.

CARRIED

COMMISSIONER ROUND TABLE

Commissioner Mead is glad to be back on Commission to be involved with projects and excited about the parks plan. She raised her concern for the Woobank Rd. to Cedar School route having no stopping along the way. She suggested it needs more signage.

Commissioner Vincent-Lewis is excited about Island Corridor Foundation funding by RDN. She noted she would like to see a cross walk where the Morden Collery Regional Trail crosses Woobank Rd.

Commissioner Jordan asked if there was an alternate at the School District 68 to contact as she has had no response from Operations. She was referred to the Superintendent.

Commissioner Grand thanked the Commission for an intriguing and informative evening.

ADJOURNMENT

MOVED, Commissioner White, SECONDED Commissioner Mead to adjourn and move In Camera at 9:15pm.

CARRIED

IN CAMERA

MOVED Commissioner White, SECONDED Commissioner Mead, that pursuant to Section 90(1) (e) of the Community Charter the Board proceed to an In Camera Commission meeting to consider items related to land issues.

CARRIED

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'A' PARKS, RECREATION & CULTURE COMMISSION
GRANTS COMMITTEE MEETING MINUTES**

**HELD AT 6:00 P.M. ON WEDNESDAY, MARCH 6, 2013
CEDAR HERITAGE CENTRE, CEDAR**

Present:

A. Vincent	EA A Parks Recreation & Culture Commission
C. Pagan	EA A Parks Recreation & Culture Commission
E. Jordan	EA A Parks Recreation & Culture Commissioner
S. Pearson	Superintendent of Recreation Program Services
A. Harvey	Recording Secretary

CALL TO ORDER

Ms. Pearson called the meeting to order at 6:05pm.

UPDATE

On November 21, 2012 the Commission made a recommendation to the Regional Board for approval of an Electoral Area A Commission Grant-in-Aid of \$1,500 to St. Philip Anglican Church for the purchase of lightweight tables. Staff projected this grant would be expended from the 2012 budget. The Regional Board approved this grant at the Regional Board meeting on January 22, 2013 and consequently the funding was disbursed from the 2013 budget. As a result, the additional \$1,500 has been carried forward to the 2013 budget for approval.

BUDGET

Grant funds disbursed in 2012	\$ 5565.30
Grant funds disbursed to date in 2013	\$ 1,500.00
Annual (Proposed) Budget 2013	\$ 8,000.00
Carried Forward from 2012	\$ 1,500.00
Total Grants available for 2013 (approved Mar 26)	\$ 9,500.00 (updated)

REVIEW OF WINTER 2013 APPLICATIONS

The Grants Committee reviewed the four applications received. Applications came from Cedar 4H Club, 1st. Cedar Scouts and two from Cedar Family of Community Schools (CFCS). One application from CFCS was submitted by the group for the Fall application deadline but was not received by the RDN. Therefore, CFCS was asked to resubmit it for consideration in Winter 2013 round of applications. All applications met the grant criteria and are recommended for funding for a total of \$ 4,383.84.

RECOMMENDATIONS

That the following Electoral Area 'A' Grant-In-Aid applications to be approved for a total of **\$4,383.84**:

Community Group	Current Request 2013	2013 Recommended
Cedar 4H Club Portable Toilet, hand washing supplies, Animal feed, Cellphone Rental, Animal lease or Purchase, shavings, A.G Info Handouts, info signage.	\$1500.00	\$1500.00
1st Cedar Scouts Camping gear – Wheeler coolers, Propane tanks, Bows, Arrows, Coleman Stoves, Lanterns, Lightweight Backpack stoves.	\$1489.84	\$1489.84
Cedar Family of Community Schools Digital Camera for Photography program (Fall 2012 application resubmitted in January 2013)	\$450.00	\$450.00
Cedar Family of Community Schools Equipment for Gymnastics – Foam learning beam, low- training beam, Trestle climbing frame/Horizontal bar.	\$944.00	\$944.00

ADJOURNMENT

The meeting adjourned at 6:55pm.

March 11, 2013

Mr. Dean Banman
Manager of Recreation Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

Gentlemen

The Board of Directors of the Cedar Community Association that owns and operates the Cedar Community Hall would like to express their sincere appreciation to the Regional District of Nanaimo for its financial support over the last two years. With the grant money that we received in 2012, we were able to paint the outside of the Hall and install Accordion Doors between the main hall and the annex. The accordion doors will make the Hall more useful as a multipurpose venue and painting will greatly improve its appearance and extend its life expectancy.

We would like to make sure that the Regional District of Nanaimo gets the recognition that it deserves for the financial support that it has given to the Cedar Community Association and the Cedar Community Hall. Both the Take 5 and the Nanaimo Daily News are willing to do an article and take photos. Perhaps you would like to arrange a date with them that is convenient for you and we will make sure that one of the Directors is in attendance. We are also in the process of making up a plaque for the inside of the Hall recognizing the Regional District of Nanaimo's support. Do you have a logo that I could give to the engraver to go along with the name? Please let me know what you think of these plans.

Thank you for your invaluable support!

Yours sincerely



Mayta Ryn, Vice President
Cedar Community Association
13769 Hill Road
Ladysmith, B.C.
V9G 1G7

C Sandra Pearson, Superintendent of Recreation Program Services

Enclosures: Report to the Regional District of Nanaimo
Cedar Community Association's Board of Directors

**Cedar Community Association
REPORT TO THE REGIONAL DISTRICT OF NANAIMO**

A. How the Grant Provided in 2012 Has Been Utilized

<u>Project</u>	<u>Contractor</u>	<u>Amount</u>	
Cost of Painting the Cedar Community Hall			
Preparation for Painting	MAXX Contracting	\$ 4,500.00	
Materials to Replace Skirting	Mike Gogo	154.90	
Paint and Application	Impact Painting	<u>6,468.00</u>	
		\$11,122.90	
Annex Accordion Doors	Almar International	<u>\$11,575.20</u>	
Total Amount Paid to Outside Suppliers and Contractors			\$22,698.10
HST Recoverable			<u>\$ 1,329.04</u>
Net Cost of Project			\$21,369.06

<u>Preparation for Painting Exterior</u>	<u>Volunteer Hours</u>	<u>Rate</u>		
Remove Ticket Window at Entrance	13	\$30	\$	390.00
Removal of Signage on Building Exterior	2	\$20		40.00
Downspouts - Removal and Rehangng	4	\$30		120.00
Supervision of MAXX Contracting	21	\$30		630.00
Repair/Replace End to Storage Shed	22	\$50		1,100.00
Working out Costs for Replacement Siding And Back Steps	15	\$50		750.00
Preparing and Cleaning for Painters	26	\$30		780.00
Skirting - Removing and Replacing	21	\$35		735.00
Replacing Back Steps	16	\$50		800.00
Removing and Replacing Trim around Windows and Doors	58	\$35		2,030.00
Supervising Painters	8	\$30		240.00
Accordion Doors - Supervising and Supporting Installation	4	\$50		200.00
Total Volunteer Hours devoted to the Project = 210				
Value of Volunteer Hours Contributed to Project				<u>\$ 7,815.00</u>

**Total Value of the Project for Painting the Cedar Community Hall
And Installing Accordion Doors Between the Hall and the Annex** **\$29,184.06**

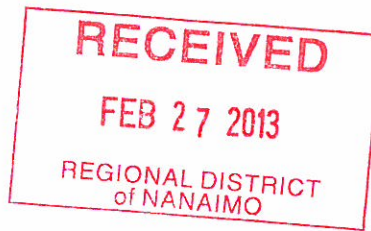
Contributions from:	Regional District of Nanaimo	\$21,000.00	
	Lion's Club Old Timer's Dance	369.06	
	Volunteer Labour on Project (In-Kind)	<u>7,815.00</u>	\$29,184.06

CEDAR COMMUNITY ASSOCIATION

BOARD OF DIRECTORS

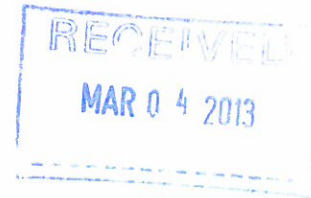
2012-2013

Jim Fiddick	President	1431 Ivor Road, Nanaimo, B.C. V9X 1P7	250-751-5963
Mayta Ryn	Vice President	13769 Hill Road, Ladysmith, B.C. V9G 1G7	250-245-3295
Ted Girard	Secretary	3015 Norman Road, Ladysmith, B.C. V9X 1K5	250-245-7516
Wanda Zink	Treasurer	2198 Cedar Road, Nanaimo, B.C. V9X 1J6	250-722-2112
Barrie Baker	Director	12835 ivey Road, ladysmith, B.C. V9G 1M3	250-245-7342
Armando DosSantos	Director	3228 Hewstone Road, Nanaimo, B.C. V9X 1W8	250-722-2459
Don Grinnell	Director	13780 Hill Road, Ladysmith, B.C. V9G 1G7	250-245-4016
Dave Mack	Director	2985 Norman Road, Ladysmith, B.C. V9X 1K5	250-245-5326
Miyo Stevens	Director	3000 Giovando Road, Ladysmith, B.C. V9X 1K5	250-245-2467
Bob Wulff	Director	2330 Morland Road, Nanaimo, B.C. V9X 1J1	250-722-3686



St. Philip, Cedar
Anglican Church of Canada

Sandra Pearson,
Superintendent of Recreation Program Service
Regional District Area A
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2



Dear Sandra

Re. St Philip Cedar, Floor Painting - Grants in Aid Area A

I am pleased to advise the floor at St. Philip Cedar Hall is painted and it looks amazing. We did much preparation of the floor ahead of time to ensure a long life to this work.

I have attached the completed summary report and invoice for the paint, and the equipment to operate this type of floor paint. We are so pleased with the outcome. Pictures are enclosed.

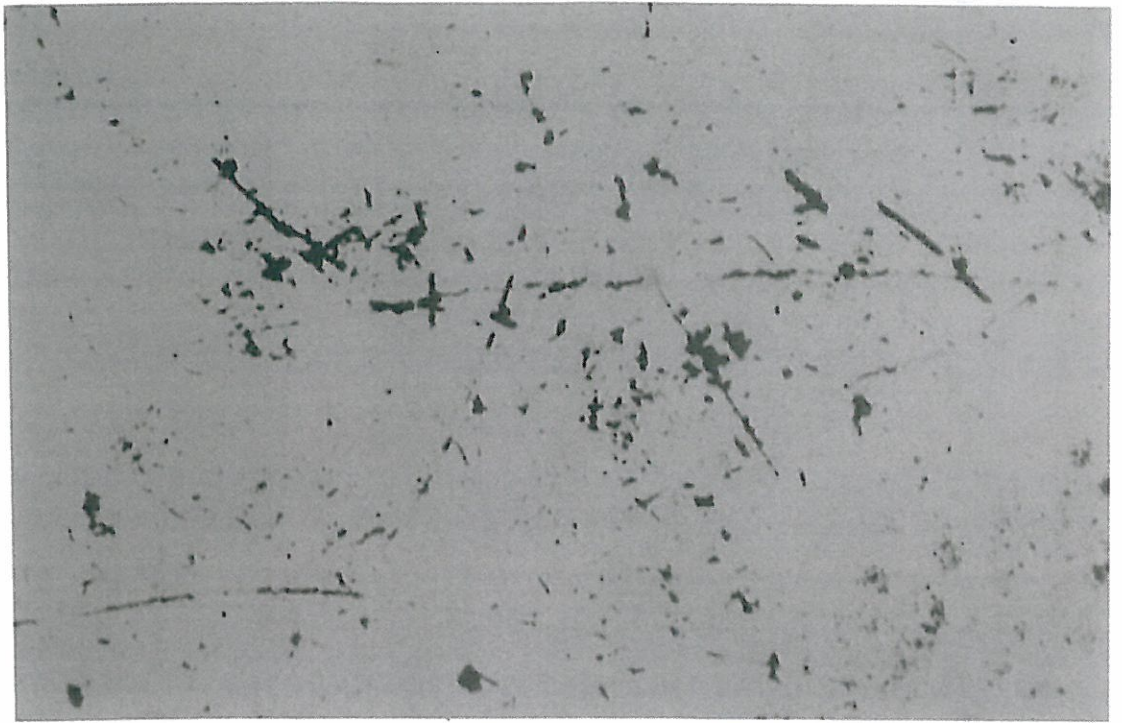
Sandra, I would appreciate it if you would take this letter to the next board meeting of the Regional District Grant in Aid. We want to thank them for seeing the possibilities a little help with large expenses helped to move us closer to our mandate of "a welcoming centre" in Cedar, a large hall that is in the centre of "Cedar Main Street" project. Our dream is to continue to open these doors to groups, especially youth to see us as a "gathering place". This along with many other little steps is moving us closer and closer to that dream. Our Loaves and Fishes Satellite continues to operate on Wednesday, we have many other ideas "cooking". As we move forward with our plans we will keep you in the loop.

Thank you for your support.

Yours sincerely

Diana Slater
Rectors Warden

St. Philip, Cedar
1797 Cedar Road, Nanaimo, BC, V9X 1L6 (250) 722 3455 churchoffice@stphilipcedar.ca
www.stphilipcedar.ca



**REGIONAL DISTRICT OF NANAIMO
FINANCIAL PLAN
2013 to 2017**

Area A Recreation	2012 Budget	2013 Proposed Budget	2014	2015	2016	2017	Subtotal
Operating Revenues							
Property taxes	19.3% (125,390)	21.8% (152,785)	3.0% (157,369)	3.0% (162,090)	3.0% (166,953)	3.0% (171,962)	(811,159)
Recreation fees	(1,420)	0	0	0	0	0	0
Total Operating Revenues	(126,810)	(152,785)	(157,369)	(162,090)	(166,953)	(171,962)	(811,159)
Operating Expenditures							
Administration	15,455	8,475	8,475	8,475	8,475	8,475	42,375
Professional fees	1,000	1,000	1,000	1,000	1,000	1,000	5,000
Building Ops	16,465	13,000	13,000	13,000	13,000	13,000	65,000
Veh & Equip ops	25	525	525	525	525	525	2,625
Operating Costs	13,495	39,115	39,115	39,506	39,506	39,901	197,143
Program Costs	27,720	8,000	8,000	8,000	8,000	8,000	40,000
Wages & Benefits	41,335	23,891	24,369	24,856	25,353	25,860	124,329
Contributions to reserve funds	91,195	33,221	53,221	63,221	67,183	67,183	284,029
Total Operating Expenditures	206,690	127,227	147,705	158,583	163,042	163,944	760,501
Operating (surplus)/deficit	79,880	(25,558)	(9,664)	(3,507)	(3,911)	(8,018)	(50,658)
Capital Asset Expenditures							
Capital Expenditures	20,000	36,300	2,625	300	0	0	39,225
Transfer from Reserves	(20,000)	0	0	0	0	0	0
Grants and Other	0	0	0	0	0	0	0
New Borrowing	0	0	0	0	0	0	0
Net Capital Assets funded from Operations	0	36,300	2,625	300	0	0	39,225
Capital Financing Charges							
Existing Debt (principal)	0	0	0	0	0	0	0
New Debt (principal + interest)	0	0	0	0	0	0	0
Total Capital Financing Charges	0	0	0	0	0	0	0
Net (surplus)/deficit for the year	79,880	10,742	(7,039)	(3,207)	(3,911)	(8,018)	(11,433)
Add: Prior year (surplus)/deficit	(79,880)	(37,910)	(27,168)	(34,207)	(37,414)	(41,325)	(37,910)
(Surplus) applied to future years	0	(27,168)	(34,207)	(37,414)	(41,325)	(49,343)	(49,343)