

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION  
WEDNESDAY, SEPTEMBER 11 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 June 19, 2013.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**CORRESPONDENCE/COMMUNICATIONS**

7 **K. St.Cyr/ B. Stupich, Cedar Family of Community Schools** to Regional District of Nanaimo, RE: Grant Support

8 **D. Slater, St. Philip Cedar to S. Pearson, RDN,** RE: Grant in Aid, Area A

9 **S. Pearson, RDN to F. Garnish, Cedar School and Community Enhancement Society,** RE: Cedar Heritage Centre Lease Renewal

**REPORTS**

***PARKS***

**Cedar Skate Park Update** (verbal)

- Contract award
- Park Naming

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

10-11                    **Volunteer Mileage Policy**

**Grants in Aid Deadline**

**COMMISSIONER ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

**November 20, 2013**

**7:00pm**

**Cedar Heritage Centre**

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE ELECTORAL AREA 'A'**  
**PARKS, RECREATION AND CULTURE COMMISSION**  
**REGULAR MEETING HELD**  
**WEDNESDAY, JUNE 19, 2013 AT 7:00PM**  
**AT CEDAR HERITAGE CENTRE**

**Attendance:** Alec McPherson, RDN Director, Chair  
Eike Jordan  
Jim Fiddick  
Angela Vincent-Lewis  
Kerri-Lynne Wilson  
Carolyn Mead  
Patti Grand  
Chris Pagan

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

**Regrets:** Bernard White

---

**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:10pm.

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that the revised agenda be approved.

CARRIED

**MINUTES**

MOVED Commissioner Jordan, SECONDED Commissioner Mead that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 17, 2013 be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**CSCES Agreement**

Ms. Pearson gave an update of the Cedar Schools and Community Enhancement Society Agreement that was approved by the Board and has been sent to CSCES for signing. Upon its return, a cheque will be issued as per the agreement.

**Grant Approvals**

Ms. Pearson advised that the four grants approved by the Area 'A' Grants sub-committee were approved by the board on May 28<sup>th</sup> and payments have been sent to the organizations.

## **Cedar Skateboard Park**

Chair McPherson reported back that he had spoken to Vikki Suddaby from the Cedar Skateboard Park Association regarding the naming of the Skateboard Park. The Association recommended the name *Cedar Skateboard Park*.

The Commission discussed whether or not to involve the public in naming the park. Ms. McCulloch suggested having a naming contest incorporated to the Opening of the park. Ms. McCulloch will look into some options for involving the community in naming the park. Chair McPherson will follow up with the Cedar Skateboard Park Association.

## **REPORTS**

### ***PARKS***

#### **Monthly Update of Community and Regional Parks and Trails Projects – May 2013**

Ms. McCulloch gave a summary of the Community and Regional Parks and Trails projects report for Area 'A'.

#### **Cedar Skate Park Update**

Ms. McCulloch advised that the tender package is almost ready to be issued. The technical drawings have been submitted to SD68 for review as required by the License of Use Agreement with School District No.68. Staff have been in contact with local concrete suppliers regarding potential donations to the project.

The Commission discussed the options of having graffiti put on the Skateboard Park.

MOVED Commissioner Fiddick, SECONDED Commissioner Grand that graffiti art or tagging at the Cedar Skateboard Park not be permitted.

CARRIED

#### **5 Year Goals and Projects (handout)**

The Commission continued their discussions for their 5 year Goals and Projects with Ms. McCulloch. The overall consensus was a focus on trail development, connections and water accesses. Ms. McCulloch will compile the specific items and priorities to a spreadsheet for the Commission members.

MOVED Commissioner Jordan, SECONDED Commissioner Wilson the reports be received.

CARRIED

## **NEW BUSINESS**

### **Morden Colliery Bridge**

Chair McPherson advised the Commission that he has recommended the Community Works Funds for Area 'A' go towards design, engineering and geotechnical studies for the proposed Morden Colliery Bridge across the Nanaimo River. The studies are to be completed within a year with the intention of including the bridge construction as a capital item in future year's budget.

### **Cedar Softball Association Field**

Chair McPherson reported that staff from RDN, City of Nanaimo and School District 68 met to discuss how the Cedar Softball Association Field located at the Cedar Community Secondary School can be upgraded. He will keep the Commission informed of any updates on this item.

Ms. McCulloch noted that the annual \$12,000 Licence of Use fee the RDN pays to the School District for the Cedar Skatepark land was agreed to be allocated to fund projects for field upgrades in Electoral Area 'A' such as this one.

### **Compensation for Committee Members**

Chair McPherson told the Commission Members that the Board is reviewing compensation for volunteer Committee member's mileage to and from meetings on quarterly basis to cover the expense to attending various meetings with the RDN.

### **Grad Bench Donation**

Chair McPherson told the Commission about a gift the graduating class gives to the community of Cedar each year. This year they would like to donate a bench Morden Colliery Trail or to the new Cedar Skateboard Park. He has passed this along to Tom Osborne to follow up on details.

Ms. McCulloch advised that staff recommend the bench donation be placed at the Cedar Skateboard park. A bench at this location would be a nice complement to the youth and new facility.

### **Agenda Delivery**

MOVED P. Grand, SECONDED E. Jordan that to save on the costs of having Agenda's couriered, Commission members will receive Agenda's for meetings via a PDF email and receive a hard copy of the Agenda at the meeting for their records.

CARRIED

### **COMMISSIONER ROUND TABLE**

**Commissioner Vincent** gave a brief report about her time at the BC Recreation and Parks Association (BCRPA) Symposium, noting how the City of Pemberton presents its Cultural Mapping of Arts, Culture, facilities and events on a web portal that highlights a Google calendar system that displays community events and programs all in one place. The calendar is kept current and updated by each individual organization that contributes to it. She noted its affordability and sees a good use for it in EA 'A' for programs, community events, etc.

**Commissioner Mead** attended the Public Forum regarding the school closures and saw concerns and fears of people in the area.

**Commissioner Jordan** gave a brief report about her experience at the BCRPA Symposium emphasizing the importance of exercise in education and physical play. Trend of fitness overall is decreasing in membership numbers but play of pickle ball or hockey is increasing due to their low cost. She noted we should keep in mind about outdoor fitness equipment to keep our aging population healthy. She is looking forward to the

webinars offered by the BCRPA. She also stressed the importance of having community greenhouses and expressed concern that there is a requirement to get a building permit for such a structure. The Harvest Festival is coming up - contact Commissioner Jordan for information and volunteering.

**Commissioner Grand** advised the Commission that she was now Director McPherson's Alternate for the RDN Board.

**Commissioner Pagan** mentioned he spends a lot of time on Hornby Island where they have great trail systems and pathways all linking to Mount Geoffrey Regional Park. They are used by walkers, bike riders, and horseback riders and make the roads much safer by having them. He noted Cassidy has many pathways on roadways, private land and along creeks.

#### **IN CAMERA**

MOVED P. Grand, SECONDED E. Jordan 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.

TIME: 9:05pm

#### **ADJOURNMENT**

MOVED Commissioner Jordan, SECONDED Commissioner Mead, that this meeting be adjourned.

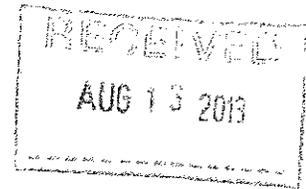
TIME: 9:08 PM

CARRIED

---

Chairperson

Cedar Family of Community Schools  
1640 Macmillan Road  
Nanaimo, BC. V9X 1L9



August 12, 2013

To Regional District of Nanaimo,

We would like to convey our sincerest thanks for your support through Grants and Aide. The grant we received to purchase a camera contributed to our ability to continue to offer a photography program for children in Area A, as well, to provide photos of the numerous recreational, educational programs which we offer during and after school through the community schools. This grant was very much appreciated. The community schools offered eight summer camps and we were eager to put the camera to use! We would like to express our heartfelt thanks. Support such as yours does make a difference in our community.

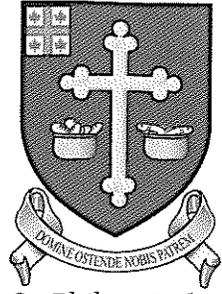
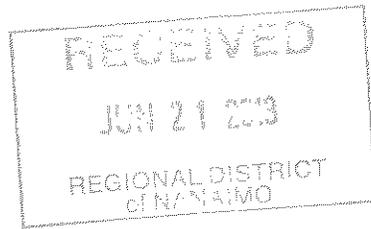
Sincerely,

A handwritten signature in black ink, appearing to read "K. St. Cyr". The signature is written in a cursive, flowing style.

Karen St. Cyr /Brenda Stupich

Cedar Community School Coordinators.

250-722-414 ext 249



St. Philip, Cedar  
Anglican Church of Canada

*June 17, 2013*

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, Tables - Grants in Aid Area A

I am please to advise you that we have purchased our 12 tables and dolly. As we discussed in email we proceeded to purchase 6 new table clothes, this used our full grant of \$1500.00. We have also repainted our hall, redid our kitchen doors , along with window frames, and doors in the hall. We had our drapes cleaned and just made the place like it was in " hall beautiful contest". All the labour for these projects was donated by the men and women in our parish.

I have attached the completed summary report and invoice for the tables and table cloths.

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 supporting us in the need for lighter tables. We get many comments from our helpers at "Loaves and Fishes", most of them are in their senior years, and this change has allowed them to continue to contribute to helping in this important program.

Our dream is to continue to open these doors to groups, especially youth to see us as a "gathering place". This summer we have hired a summer student to take the lead in Youth Leadership . Currently she is conducting a survey of teens to see what they would like offered from our hall. We already have " Happy to Be Me" a summer camp planned for 6 to 12 year olds. As our plans continue we will let you know.

We want to let the board know our hall is available to anyone. A reservation is for the nominal fee of \$60.00 and includes the use of the kitchen.. We do have to ensure the reservation is covered by insurance, and sometimes a deposit is asked for -- but it is very simple process However please note we are pet free, because we are moving a certified kitchen.

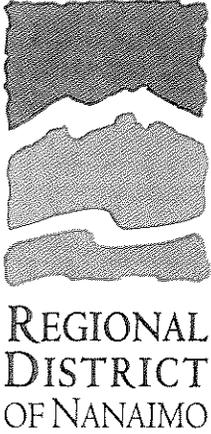
Thank you for your support.

Yours sincerely

*Diana Slater*  
Diana Slater

Rectors Warden

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



June 8, 2013

Cedar School and Community Enhancement Society  
1644 MacMillan Road  
Nanaimo, BC  
V9X 1L9

Attention: Frank Garnish, Chairperson

Dear Mr. Garnish:

**Re: Cedar Heritage Centre Lease Renewal**

At the Regional District of Nanaimo Board meeting held on May 28, 2013, the following resolution was approved:

*" That the proposed Lease and Site Licence agreement (Appendix 'A') between the Regional District of Nanaimo and the Cedar Community School and Enhancement Society for the operation and use of the Cedar Heritage Centre for a two (2) year, seven (7) month term from June 1, 2013 – December 31, 2015 be approved."*

Please find enclosed two original copies of the Lease & Site Licence Agreement for the Cedar School and Community Enhancement Society's signature. Once signed, please return both copies at your earliest convenience to:

**RDN Recreation and Parks  
830 West Island Highway  
Parksville, BC  
V9P 2X4**

**Attention: Senior Secretary**

I will in turn, obtain the authorized signature of the Regional District and provide you with a fully executed original copy.

Sincerely,

Sandra Pearson  
Superintendent of Recreation Services

ah

Encls. 2

cc A. McPherson, RDN Director Electoral Area 'A'  
T. Osborne, General Manager of Recreation and Park Services  
D. Banman, Manager of Recreation Services  
Electoral Area 'A' Parks, Recreation and Culture Commission

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:  
Oceanside Place  
830 West Island Highway  
Parksville, BC  
V9P 2X4  
(250) 248-3252  
Fax: (250) 248-3159  
Toll Free: 1-888-828-2069

Ravensong Aquatic Centre  
737 Jones Street  
Qualicum Beach, BC  
V9K 1S4  
(250) 752-5014  
Fax: (250) 752-5019

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<b><i>Volunteer Mileage Reimbursement</i></b>	POLICY NO:	A2.19
		CROSS REF.:	
APPROVAL DATE:	June 25, 2013	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 1

**PURPOSE**

To provide for reimbursement of mileage costs for members of the public appointed to RDN Committees, Commissions and Boards for attendance at meetings.

**POLICY**

The Regional District of Nanaimo (RDN) will reimburse members of the public who are members of RDN Committees, Commissions and Boards for mileage costs to attend the meetings for the Committees, Commissions or Boards to which they have been appointed.

Mileage will be reimbursed at the rate established by “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997”.

This Policy does not apply to appointees from other local governments or organizations that will be providing reimbursement of mileage costs to their representatives.

**MILEAGE CLAIMS PROCEDURE**

Claims shall be submitted on the RDN “Mileage Expense Claim” form at the end of the month in which expenses were incurred, effective April 2013.

All expense claims will be processed following regular accounts payment procedures.

Expense claims shall be deemed payable only if submitted within 90 days of the month end in which they are incurred. No claim for a previous year will be paid if submitted after January 15th of the following year.

Please note that, for some committees, staff may submit claims on behalf of the members. Members should confirm with the staff liaison that this is the case and not assume that claims are being submitted on their behalf.

