1. **APPROVAL OF THE AGENDA**

   1.1 Approval/modification of the agenda

   *THAT the agenda be approved;*

   *AND THAT Items 6.1, 6.2, 6.3, 6.4 and 6.5 be adopted by consent.*

2. **SUB-COMMITTEE REPORTS**

   2.1 Chair, Public Art Sub-Committee's August 30, 2016 report regarding Public Art Committee youth member.

   *THAT the Community Services, Recreation and Culture Commission undergo the selection process for a new youth member for the Public Art Sub-Committee.*

3. **NEW BUSINESS**

   3.1 September 20, 2016 correspondence from Jim Creighton, Manager, Spirit Square regarding Spirit Square 2017 Program and Budget.

   *THAT Council consider increasing the Spirit Square budget by $12,000 in the 2017 financial plan deliberations.*

   3.2 Congratulatory Messages.

   Background:
   Referred by a member of the Advisory Planning and Environment Commission (see item 6.1)

   3.3 2017 Work Plan - bring ideas for projects or initiatives for November meeting.
4. **UNFINISHED BUSINESS**

4.1 Frank James Park/Nunns Creek Park master planning update - R. Milnthorp

4.2 Nomination process for Community Builder & Freeman of the City Awards - update from the Nomination Sub-Committee.

4.3 Downtown Small Initiatives update

4.4 Downtown Façade Improvement Program update.

5. **ADDENDA ITEMS**

15 - 23  
5.1 September 7, 2016 correspondence from the Children's Charter Action Committee.

24  
5.2 July 22, 2016 correspondence from CR and District Association for Community Living.

25 - 41  
5.3 September 30, 2016 correspondence from Campbell River Athletic Association.

6. **CONSENT AGENDA**

42 - 44  
6.1 May 9, 2016 email correspondence from Steve Woods, Advisory Planning and Environment Commission.  
\[\text{THAT the May 9, 2016 email correspondence from Steve Woods, Advisory Planning and Environment Commission, be received.}\]

45 - 47  
6.2 April 20, 2016 Age Friendly Steering Committee Minutes.  
\[\text{THAT the April 20, 2016 Age Friendly Steering Committee Minutes be received.}\]

48 - 50  
6.3 June 21, 2016 Public Safety Sub-Committee minutes.  
\[\text{THAT the June 21, 2016 Public Safety Sub-Committee minutes be received.}\]

51 - 53  
6.4 July 19, 2016 Public Safety Sub-Committee minutes.  
\[\text{THAT the July 19, 2016 Public Safety Sub-Committee minutes be received.}\]

54 - 63  
6.5 Community Services, Recreation and Culture Commission's meeting item status report.  
\[\text{THAT the Community Services, Recreation and Culture Commission's meeting item status report be received.}\]
7.  FUTURE MEETINGS

7.1  Future Meetings

- November 9, 2016
- December 14, 2016

8.  IN-CAMERA MEETING

8.1  Resolution to move In-Camera

THAT the Commission move In-Camera under the authority of the following sections of the Community Charter:

90(1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

8.2  NOTE: Issues discussed In-Camera are not open to the public.
Recommendation:

THAT the Community Services, Recreation and Culture Commission undergo the selection processes for a new youth member for the Public Art Committee.

Purpose:

To proceed with the annual selection of members for the Public Art Committee.

Background:

At the March 18, 2015 Community Services, Recreation and Culture Commission meeting the following recommendation was made by consensus.

"THAT the Community Services, Recreation and Culture Commission adopt the proposed Terms of Reference for the Public Art Committee."

The Terms of Reference state that the Community Services Recreation and Culture Commission are responsible for appointing members to the Public Art Committee. The current Youth Member has graduated from High School, will be attending University in Nanaimo and will no longer be able to serve on the Public Art Committee. Therefore, this position on the Committee needs to be replaced.

Respectfully submitted,

Michele Strett
Recreation and Culture Supervisor

Report reviewed by,

Ken Blackburn
Public Art Committee Chair


1 Purpose

1.1 The Public Art Subcommittee (PAS) advises the Community Services, Recreation and Culture Commission on the effective implementation of the Public Art Policy.

1.2 The PAS is established by the Commission to advise on Public Art Planning and the allocation of Municipal funds for Public Art Projects.

1.3 The PAS is responsible for the selection and placement of all Public Art Works projects that are driven by Public Development and the development of a Public Art Selection Process, Program and Collection.

1.4 PAS will establish a public art program for the City and develop and maintain an inventory of Public Art.

2 Membership

2.1 The Public Art Subcommittee is composed of 5-7 members who serve on a voluntary basis.

2.2 A diverse collection of individuals will be chosen for the subcommittee in order to reflect the diversity of community interests. The following composition should be considered:

   1 City Councillor (liaison – non-voting)

   2 Artists (recognized as Artists by their peers and be active in the community)

   3 – 4 Members from Community groups, businesses or Committees that can represent the following:  Arts, Culture, Recreation, Business, Heritage, People with disabilities, First Nations, education, Community Advocate and/or Youth
Terms of Reference  
Public Art Subcommittee

3 Appointment of Members

3.1 The Community Services, Recreation and Culture Commission will appoint members to the Public Art Subcommittee.

3.2 In the event of a vacancy, the Commission may appoint a person for the unexpired term.

4 Term of Appointment

4.1 All appointments will be for a 3 year term commencing the second week of September.

4.2 The inaugural appointments will have staggered term lengths to insure that there are always experienced Subcommittee Members sitting on the Committee.

4.3 A member of the Subcommittee may not serve more than 2 consecutive terms. The Community Services, Recreation and Culture Commission may, however, by 2/3 majority reappoint a person who has served 2 consecutive terms.

4.4 Any appointee to the Public Art Subcommittee may be removed by an affirmative vote of 2/3 majority of the Community Services, Recreation and Culture Commission.

5 Chair

5.1 The Chair of the Public Art Subcommittee will be voted in by the Subcommittee at their first meeting of the year in September.

6 Meeting Procedures

6.1 The Subcommittee meets a minimum of 4 times a year and as needed when new Public Art Projects are in the proposal process. PAS administers the Public Art Program and follows basic conflict of interest guidelines.

6.2 Absence from more than two subcommittee meetings may lead to dismissal.

6.3 A Quorum is required to vote. A quorum for a meeting shall be a majority of the members currently serving on the Committee.
7 Remuneration

7.1 There will be no remuneration for participation on the Public Art Subcommittee. However, members are entitled to reimbursement for any reasonable out-of-pocket expenses incurred on behalf of the Subcommittee that were previously approved by the Community Services, Recreation and Culture Commission.

8 Reporting

8.1 The Committee reports to Council through the Community Services, Recreation and Culture Commission. PAS is required to review the Public Art Policy yearly and create a report on the success of the Public Art Policy and Program and will make recommendations for improvements to the policy and/or program.

9 Expectations

9.1 The Public Art Subcommittee may choose to select a jury for the purpose of Public Art selection.

9.2 Members are encouraged to promote Public Art and be an advocacy group for Art and Artists.

9.3 PAS will work with City Staff to engage Artists for Capital Project Design Teams.

9.4 PAS is responsible for management, documentation and promotion of Campbell River’s Public Art Collection.

9.5 PAS is responsible for the education of both Public and Private sectors in relation to the Public Art Program.

9.6 PAS is responsible for developing and following guidelines for the selection of Public Art.

9.7 The goal of the selection process is to ensure that a fair and democratic choice is made and that the guidelines of Public Art Policy are followed.

9.8 PAS is responsible for selection and hiring of the Project Coordinator. The terms of the contract are the responsibility of PAS.
9.9 PAS will create guidelines for the acceptance of gifts, donations and bequests of artwork.

9.10 Not all donations will be accepted.

9.11 PAS will create guidelines to follow when donated works of art are accepted.

9.12 PAS will review each and every donation proposal and submit its recommendations, including proposed site placement, to Council through the Community Services, Recreation and Culture Commission.

9.13 When a proposal is accepted, a formal agreement will be drawn up outlining the responsibilities of each party: municipality, sponsor, and artist.

9.14 If Council chooses to waive any or all expenditures, it must assign an appropriate budget to the municipal department responsible for the work to cover such items as it agrees to undertake.

9.15 PAS will create guidelines for de-accessioning and/or removal of public art.

9.16 PAS will periodically review the City’s public art inventory to determine whether specific pieces should be de-accessioned or removed from the collection.

10 Technical and Administrative Support

10.1 The City will provide the PAS with clerical support and staff assistance through the Parks and Recreation division.

10.2 City Representatives and Staff support will assist PAS with site selection, installation, insurance, design specifications, technical consultation and information concerning bylaws and Civic processes.

10.3 The City will insure that Artist(s) are selected to sit on the City’s design teams as defined in the Public Art Policy.
TO: COMMUNITY SERVICE, RECREATION & CULTURE COMMISSION

SEPTEMBER 20, 2016

RE: SPIRIT SQUARE FUNCTION

Campbell River Spirit Square is completing its 6th full season. Through the work of many people, have become the principal meeting place and outdoor cultural centre for our community. Our mandate is to provide an environment that is safe, comfortable, accessible, and engaging.

PROGRAMS

As well as our three very popular music concert series, and our perennial ArtsFest, Volunteer Fair, and Pumpkinfest, we partner with many community groups to produce events that reflect their aims.

This year we were happy to work with the the Kwakiutl District Council, the Laichwiltach Family Society, the CR Transition Society, the CR Head Injury Society, the Heart & Stroke Foundation, the CR Daybreak Rotary Club, the Canadian Cancer Society, North Island Cruisers, the Converge Church, the Vancouver Island Regional Library, and many others.

Our sponsors included the Downtown BIA, Strathcona Toyota, TD Bank, the Campbell River Mirror, 2DAY-FM, and many local small businesses.

BUDGET

The 2017 budget has been increased to include rising costs. These include:
- entertainers, both local and touring
- advertising
- local services
- management:
Our event hours are increasing. The Spirit Square manager is requesting that his number of payable hours be increased.
OUR NEWEST PROJECT

The development and staging of an historically based musical theatre production, in cooperation with professionals Heather Gordon Murphy and Christine Murphy. We expect to showcase their production in July and August, during Canada's 150th birthday celebrations.

ISSUES

Last season we requested the influence of the Commission to address the homeless situation in Campbell River, and its negative influence on our programs.

The City has helped alleviate the situation through communicating directly with the RCMP and the security contractor, which resulted in increased street patrols. We were also given permission to declare the Spirit Square stage as a restricted zone, with visible barricades.

The City's decision to fund the all-weather shelter until the end of June was another positive factor. We applaud this, and their intentions to support a local sober assessment centre.

FUTURE

We hope to expand our programs, including our entertainment series, which has been very well received by the community.

We suggest that the City look seriously at the redevelopment of Spirit Square. Specifically the needs are:

- an enclosed and properly sheltered stage area
- a custom-designed seasonal shelter (tenting) for our growing audiences and event participants

Our present seasonal tenting is a temporary fix to a permanent challenge. We were forced to cancel three events this season due to weather conditions that were only marginal.

A major investment should be considered.

Thank you for your advice and support.

[Signature]

Manager, Spirit Square
SPIRIT SQUARE – 2017 BUDGET

A) COSTS

1) **TUESDAY NOON CONCERTS** $3,705.00
   * An original Spirit Square initiative
   Tuesdays, June through August - 13 daytime events
   - use of Spirit Square PA
   - musicians’ fees $3,250.00
   - SOCAN fees $455.00
   - advertising

2) **RIVER CONCERT SERIES** $16,030.00
   (2016 = $14,655.00 - 7 concerts)
   * An original Spirit Square initiative
   Thursdays, July through August
   8 evening events
   - musicians’ fees $11,000.00
   - SOCAN fees $330.00
   - sound tech & light rentals $3,200.00
   - hotel accommodations, riders $1,500.00
   - advertising

3) **CR MIRROR CHARITY JAZZ & BLUES WEEKEND** $10,425.00
   (2016 = $8,095.00)
   * An original Spirit Square initiative
   Thursday, Friday, Saturday evenings
   July 6, 7, 8
   3 evening events
   - musicians’ fees $7,500.00
   - SOCAN fees $225.00
   - sound tech, lights $1,200.00
   - hotel accommodations, riders $1,500.00
   - advertising
4) **CR MUSICAL THEATRE**
   * An original Spirit Square initiative
   2 performances per week in August
   - chair rentals $1,000.00
   - use of Spirit square PA
   - hired labour
   - advertising

5) **ABORIGINAL DAY**
   Wednesday, June 21\textsuperscript{st}
   - use of Spirit Square PA
   - hired labour

6) **JULY 1\textsuperscript{st} CELEBRATIONS**
   a) **NIGHTB4** (Friday, June 30\textsuperscript{th})
      - use of Spirit Square PA
      - newspaper advertising
      - hired labour
   b) **CANADA DAY** (Saturday, July 1\textsuperscript{st})
      - use of Spirit Square PA
      - newspaper advertising
      - hired labour

7) **ARTSFEST**
   * An original Spirit Square initiative
   (Saturday, July 22\textsuperscript{nd})
   - fence rentals $300.00
   - hired labour
   - newspaper advertising

8) **VOLUNTEER FAIR**
   * An original Spirit Square initiative
   - radio advertising
   - hired labour
9) **PUMPKINFEST** $1,450.00
* An original Spirit Square initiative
  - staging services $500.00
  - supplies $500.00
  - live music $450.00
  - radio advertising
  - use of Spirit Square PA
  - hired labour

**HIRED LABOUR** $2,500.00

**SERVICES** $2,500.00
(2016 = $2,000.00)
  - tent erection, repair, storage
  - PA maintenance, additions

**ADVERTISING** $6,000.00
(2016= $5,280.00)
  - newspaper, radio, posters

**HARDWARE** $2,000.00

**MANAGEMENT** $25,750.00
(2016 = $21,120.00)
  1) January through April +
  October through December – 5 hr./wk
  = 150 hr. @ $25.00/hr. $3,750.00
  2) May, June, July, August, September
  40 hr./wk = 880 hr. @ $25.00/hr. $22,000.00

**PROJECTED COSTS** $71,660.00
**CONTINGENCY FUND @ 10%** $7,166.00
**TOTAL** $78,826.00
B) INCOME

1) FACILITY RENTALS $ 1,215.00
2) SPONSORSHIPS $ 4,300.00
   Sponsorship advertising
   in kind (approx.) $ 3,500.00

PROJECTED INCOME $ 5,515.00

PROJECTED TOTAL COSTS $73,311.00
(2016 = $61,160.00
- included $5000.00 for wireless microphones
  and production costs for new musical theatre)
Recommendation:

THAT the Campbell River Children’s Charter is endorsed by the Community Service, Recreation and Culture Commission as a framework for informing and guiding decisions related to children and families by the City of Campbell River.

THAT the Community Service, Recreation and Culture Commission (CSRCC) recommend to council that the attached Children’s charter is endorsed.

Purpose:

The purpose of the report is to inform the CSRCC about the Campbell River Children’s Charter and to seek Council’s endorsement of the Charter.

To build awareness and understanding that a strong, vibrant community is dependent on the well-being of children and their families.

To build commitment and momentum in recognizing a community responsibility to provide the services and resources that ensures the best possible circumstances for children to thrive.

To influence community leaders and citizens in considering the needs of children in all decisions that affect their lives.

Background:

The Campbell River Children’s Charter Action Committee (CRCCAC), led by Success by 6, is comprised Municipal, School District and Agency representatives along with community members, including children.

The CRCCAC has arisen out of extensive work carried forward by the Early Learning Council of Partners, which has been dedicated to the goals around providing opportunities for young children and their families to thrive.

See Appendix A for CRCCAC Collaborative Partnerships and Initiatives.

The development of the charter was inspired after a 2014 letter to the editor in the Campbell River Mirror newspaper asked “What about children and their families?” in response to Campbell River having adopted both a youth and seniors charter.

This community-driven project engaged children from ages three to thirteen who shared their ideas on what they need to be safe, happy and to grow in our community. The 315 voices of children were collected through community early learning programs, a children’s conference and a children’s leadership team (a group of middle school children).
On May 31, 2016, business, City and organizational leaders came together to hear what the children had to say about their experiences in Campbell River and what they identified as their basic needs. Participants reflected on what is already happening in the community to help our children feel safe and happy, and provided their suggestions for new initiatives.

**Discussion:**

The State of the Child Report, produced in 2014, revealed that 22.8 per cent of Campbell River children under the age of six live in poverty, compared to the provincial average of 18.5 per cent and the national average of 13 per cent. In addition, approximately 500 Campbell River children, under the age of 17, use the food bank monthly and 154 children up to age 16 were living in care.

The Children’s Charter will help create a foundation for the community to develop and offer access to high quality programs and services that are culturally appropriate, accessible and informed by research recognizing the children and their families that are a vital part of the community.

**Financial / Operational Considerations:**

There will be no requests for financial consideration

**Conclusion**

The Campbell River Children’s Charter provides a children’s lens to building a child and family friendly City. Council’s endorsement of the Charter is further evidence of the City’s leadership in this area and will be instrumental in having other bodies and organizations endorse it.

“There is no greater insight into the future than recognizing…
when we save our children we save ourselves”

- Margaret Mead

Respectfully submitted,

Campbell River Children’s Charter Action Committee

Attachments: Campbell River Children’s Charter
CRCCAC Collaborative Partnerships and Initiatives
Campbell River Children's Charter

Our community has the responsibility to...

- Provide experiences for children to learn and grow.
- Allow abundant opportunities to play.
- Provide ample access to nature.
- Honour each child as being unique.
- Support diversity to allow children to grow into who they are.
- Allow children to be heard, to question, and to make mistakes.
- Meet the essential needs of children and their families for a healthy life.
- Support families to create loving homes.
- Protect children and their families from harm.

Across Campbell River, 315 children from the ages of 3 to 12 years old shared, through words and drawings, their opinions on children’s rights in Campbell River.

This poster is Children Approved.
Campbell River Early Years Council of Partners (MCFD, City of Campbell River - City Councillor, Recreation and Culture, SD72, Laichwiltach, Health, PacificCare, Literacy, Immigrant Welcome, Faith, Family Services, CRADACL, Childcare, Success by 6)

- Research and Data
- Awareness and Advocacy
- Waitlists - Childcare needs
- Charter team
- Services collected
- Children's Charter
- State of the Child Report
- s e.g. provide
- It's a stark community, but to action for children.” - vena
- Annual Events - Language and Culture is an integral part of all events, projects, campaigns
- EDI - HELP, UBC
- Annual Events - Language and Culture is an integral part of all events, projects, campaigns
- Annual Events - Language and Culture is an integral part of all events, projects, campaigns
- Children's Health Fair
- National Child Day
- Professional Development
- Parent Education
- Community collaboration at partnerships to host event workshops and presentation
- Partnerships are built across the community to collaborate, integrate, support and advocate for a healthier community for families and young children
- Website for families and service providers to find resources, services and programs in the community and area
- Gathering Place - moving service neighbourho
Campbell River Children’s Charter
"There is no greater insight into the future than recognizing when we save our children, we save ourselves." - Margaret Mead

**Children's Charter**

- **Fall 2014**: Early Years Council
  - What about children and their families?
  - Campbell River City Hall
  - Please consider adopting a children's charter

- **February 2015**: Preschoolers Early Learning Programs
  - Children's Conference
  - What do children need to be safe, happy and grow?

- **October 2015**: 315 voices documented

- **May 2016**: 8 meetings with students
  - Draft
  - Back to students
  - Did we get it right?

- **January 2016**: Update to City Council
  - Here is where we are now
  - 100% children

- **For adults**: Loop design in progress

- **We save ourselves**: We save ourselves. Margaret Mead
What Campbell River children said:

- "Dancing" "Going to the library"
- "Learning new stuff" "Being in nature"
- "Swimming"...

- "People to care" "Belonging"
- "Love" "School"

- "Family" "School"
- "My pets" "Friends"

- "Mum and Dad"
- "Lifeguards" "Police and fire fighters" "A flashlight and stuffies" "Holding an adult's hand" "Insurance" "First aid kit"...

- "Money to buy food and stuff" "A cozy bed" "Fresh air" "Home"

What Maslow said:

- being creative, having fun, being content, being genuine and having real meaning to your life
- a strong, positive self image and self esteem, believing that you can make it
- feeling love and compassion, feeling belongingness and welcoming others into your life
- feeling secure and safe, being in a safe environment and protected from harm
- like food, water, shelter, sleep, air, ...

Self-Actualization

Esteem Needs

Social Needs

Safety Needs

Basic Needs
Endorsers

- Board of Education, School District 72
- Campbell River and District Association for Community Living
- Campbell River Child Care Society
- Campbell River Literacy Association
- Downtown BIA
- Early Childhood Educators of BC, Campbell River Branch
- Immigrant Welcome Centre
- Laichwiltach Family Life Society
- Pacific Care Family Enrichment Society
- We Wai Kai Nation
Campbell River Children's Charter

Our community has the responsibility to:

- Provide experiences for children to learn and grow.
- Allow abundant opportunities to play.
- Provide ample access to nature.
- Honour each child as being unique.
- Support diversity to allow children to grow into who they are.
- Allow children to be heard, to question, and to make mistakes.
- Meet the essential needs of children and their families for a healthy life.
- Support families to create loving homes.
- Protect children and their families from harm.

Across Campbell River, 315 children from the ages of 3 to 12 years old shared, through words and drawings, their opinions on children’s rights in Campbell River.

This poster is Children Approved.

Partnership between City of Campbell River, Campbell River Family Network, School District 72 and Success By 6
July 22, 2016

City of Campbell River
Community Services Recreation and Culture Commission
301 St. Ann's Road, Campbell River, B.C. V9W 4C7

Dear Commission,

I am writing you today to voice our support of Campbell River Children's Charter.

The Campbell River and District Association for Community Living provides services to adults and to children birth to 19 years of age. Our children’s services include early intervention therapies, infant development program, supported child development program, family resource program, community access for youth, youth out of school program, and the fetal alcohol syndrome disorder keyworker. These services are located in the Dogwood Place Child and Youth Development Centre. Dogwood Place staff work in partnership with children, youth and their families to foster their optimal development and participation in our community.

Children within our community have come together to express their thoughts and needs which forms the basis of the Children’s Charter. Meeting the needs of our children and supporting them to reach their potential benefits the children and the future of our community. The Campbell River and District Association for Community Living endorses the Children’s Charter, and will acknowledge it in the work we do in providing services to children and their families.

Sincerely,

[Signature]

Greg Hill,
Executive Director,
Campbell River and District Association for Community Living
City of Campbell River  
301 St. Ann's Road  
Campbell River, BC  
V9W 4C7

September 30, 2016

Dear Mayor Adams and Council,

Re: Upgrades and Use of Fieldhouse and Field 2 at Willow Point Park

Over the last few months, the Campbell River Athletic Association (CRAA) has been in discussion with City Staff over facility use for the sport of Rugby at Willow Point Park. We are requesting the following for consideration during the 2017 budget deliberation process:

1) Lease and priority use agreement between CRAA and the City of Campbell River for the Fieldhouse located at Willow Point Park (see attached map) including a partnership to repair exterior and interior. This would be used as equipment storage, changerooms, and concession when hosting rugby practices or competitions.

2) The establishment of a sod field on the adjacent Field #2 (currently gravel) for the priority use as a practice rugby field, though it could be booked by all user groups by request.

It is the intent of the CRAA to compile detailed quotes for both requests as soon as possible. Under the advice of a structural engineer, the building is safe to use but will need some cosmetic upgrades. Preliminary advice from staff indicate approximately $60,000 could be needed to put a sod playing surface on Field #2.
At this time the CRAA can commit $10,000 in cash immediately plus in-kind hours for repair and maintenance work on the Fieldhouse. Further, CRAA wishes to work with the City to research other grants and funding opportunities for upgrades to both projects.

Please see attached Letters of Support for these endeavours as well as a Club history for your reference. We look forward to working with the City to achieve our goal of establishing Campbell River as a center of Rugby on North Vancouver Island.

Sincerely yours,

Erin Young

campbellriverrugby@gmail.com/250-202-7642
President
Campbell River Athletic Association

c/o 201 - 990 Cedar Street, Campbell River, BC, V9W 7Z8
Map 1: Field 2 and Field House
June 13, 2016

City of Campbell River
301 St. Ann’s Road,
Campbell River, BC, V9W 4C7

Dear City of Campbell River,

I am writing to offer my support to the Campbell River Athletic Association in their mission to turn the facility at Willow Point Park into a Rugby Clubhouse. As the Rugby Development Officer for Vancouver Island I believe that if the Campbell River Athletic Association is able to secure a lease on a facility the Club will gain an ability to recruit and retain rugby players and positively impact the community.

Erin Young the Campbell River Athletic Association President has been committed to coach education within the club and helping to grow the game in community schools. She has been proactive in working to bring rugby opportunities into elementary schools within the district. The lease of a fixed facility would allow the Association to build an identity and home within the community and increase the amount of players and coaches involved in rugby. The work Erin has done and continues to do in providing an excellent sporting experience will not only grow the game or rugby but will result in a more active community.

A new rugby clubhouse would also give the Campbell River Athletic Association the ability to host more events and bring people into the community. A facility with washrooms, change rooms and a concession will allow the Association to better host other clubs and events. When making your decision please take the positive benefits that a rugby clubhouse will have on the community and to the Campbell River Athletic Association.

Sincerely,

Anthony La Carte
Rugby Development Officer
Lance Stewardson
348 Serenity Drive
Campbell River, BC., V9W 4A7
June 15, 2016

City of Campbell River
301 St. Ann’s Road
Campbell River, BC., V9W 4C7

Re: Campbell River Athletics Association field and field house facility

To whom it may concern:

I am a former president of the Campbell River Athletics Association (CRAA) and a former president of the North Vancouver Island Rugby Union and I fully support the efforts of the CRAA to find a location for a field and field house complex. As a former rugby player, coach and executive I have seen first hand the benefits rugby has on both youth and senior players alike. Providing not only athletic competition but a social support network unlike any other sport.

I have through rugby formed many life long friendships and have seen first hand how clubs with “homes” (club houses, field complexes etc) are able to grow the sport. These clubs are best able to build a rugby club that offers a place for all ages of players and their families as well as supporters and fans to experience all that rugby has to offer a community.

It is my hope that the CRAA is successful in their efforts to utilize the existing building and upper gravel field at the Sportsplex so that rugby players and supporters in our community can continue to benefit from rugby in Campbell River.

Sincerely,

[Signature]
Lance Stewardson
I am writing in support of Campbell River Athletic Association’s efforts to secure a lease on an outdoor structure at Willow Point Park.

As the President of the North Vancouver Island Rugby Union we would welcome the availability of another venue in the region to be used for youth sports activity.

Burnaby are hosting the Provincial Regional Rugby Championships this weekend which brings together nine provincial regions, each region having up to seven teams (U14 to U18 teams, boys and girls). Each team has about 20 players plus supporting family. It’s a weekend event requiring a two night stay. Adding up the numbers it can be seen that this would be a great economic boost to any region. We would like to bid to host the event next year. It’s just an example of how adding sports facilities can enhance the hosting capabilities of a region which in turn can be a bonus to local businesses.

We see many junior athletes from the North Island go on to greater things in rugby, some use rugby to get scholarships at UVic and UBC, some even go on to professional careers in Europe but it all starts with a youth program and proper facilities.

Kind regards,

Mark Bryant
President
North Vancouver Island Rugby Union
(250) 418-5072
mcbryant@gmail.com
June 28, 2016
City of Campbell River
301 St. Ann’s Road
Campbell River, BC
V9W 4C7
Attention: Mr. Ross Milnthorp, General Manager, Parks, Recreation & Culture

Dear Sir:

Re: Support for Rugby Dedicated Facilities

Rugby has always been an important part of my life. I have played the sport at every level, junior, senior high school, university, club rugby and more recently senior men’s rugby. Now my son is continuing the journey. He started with mini-rugby here in Campbell River, played the sport throughout his youth and is now playing club rugby in Toronto. I can even boast to my friends that my son went to Harvard; to play rugby of course.

I firmly believe in the power of sport to make people’s lives better and strongly support any initiative to develop facilities that will promote the growth of rugby at all levels in Campbell River.

Rugby and the facilities for sports have come a long way since the time when the only lighted field in town was at the back end of the Campbellton School field lit by the yard lights of the Finning dealership. More still needs to be done.

If you have any questions or concerns regarding the above, please do not hesitate to contact the undersigned.

Sincerely,

HIGHLAND ENGINEERING
AND SURVEYING

Richard K Stephens, PEng
RKS/ae

cc George Cossenas, Campbell River Athletics Association

K:\OFFICE\Miscellaneous\2016 06 28 ltr to CCR - Support for Rugby Dedicated Facilities.docx
Late 1970 a group of teachers from Southgate (Doug Richardson Brian Smith) Carihi (Brett Lawarson) along with some expats Malcolm Pester and some students formed Campbell River Rugby a group of about 25 players
At the time the uniforms were Lime Green.

The club was part of a fledgling league called the North Vancouver Island Rugby Union that included Port Alberni, Comox, Nanaimo, and Port Alberni.(Later Cowichan joined).

At that time the club played on many community fields that included Carihi, Southgate, Elm Park and Campbellton.

In the early 80's the Club found sponsorship with the Coachman Pub and renamed Campbell River Coachmen Rugby Club

Along that time President Dr. Stan Leete, Peter Bayne, and CARIHI alumni student and artist Norm Hilsden came up with a crest (the Coachman fly along with saying Ad Mare (English: From Sea to Sea); and gave the club an identity that included new colours - red and black.

Rugby in the early 80's was growing and Ex Canada Player Glen Stover began coaching Carihi, at that time Robron school was just built and the town now had teacher rugby coaches in all high schools including Phoenix high school. The club had coaches in all schools. At Phoenix sponsor teacher Dick Knowles along with club players Ron Simper and Kyle MacDonald took a young Phoenix team on a tour to Scotland many of those players caught the rugby bug and became a very strong junior team that narrowly lost to the powerful multi team Club of Meralomas out of Vancouver in its second season. Campbell River began to get noticed for its a ability to produce quality Rugby players.

The Club embarked on it first major tour in 1986 to the Bahamas and Grand Cayman

Mid 80's Influx of young players from all the schools along with a bustling economy helped form the beginning of Campbell River Junior Rugby and began the club began hosting touring sides both Junior and Senior from places that included England, Wales Scotland, and New Zealand, Montana, Washington.
Campbell River Rugby in the mid 80's and early 90's became well known for its hosting and rugby abilities. Campbell River began to see its junior players getting selected for Representative Rugby including Canada. Juniors players like Ryan Ayre, Clayton Hall, Adam Mcannel, Steven Hall.

As the player base grew in the late 80's to mid 90's many of the players also played other sports in the off season and the executive of the day led by Richard Stephens thought it would be in the best interest of the Club to expand into an Athletic Association so the Club created a constitution renamed itself Campbell River Athletic Association and registered as Not for Profit Athletic Association.

It leased several buildings in Willow Point to have a meeting place for its members that included 2 senior men's Rugby teams a women's team and a Junior team, as well as supporting Soccer, Volleyball, Slo-pitch and Basketball. In its hey day Campbell River Athletic Assn. boasted over 100 members and it's own bus the C.R.A.A.B (Campbell River Athletic Assn. Bus) which was also used by the local schools.

1998 saw Campbell River bring home the BC Provincial Championship beating Gibson's Rugby Club under the coaching of John Carey, the majority of the team was the High school players of the 80's.

1998 was also the introduction of Mini Rugby to Campbell River as it was seen as away to rebuild for junior teams and eventually senior teams.

2000 as an older demographics and the economy changed in Campbell River membership in the senior levels waned and the club just stayed focused on Mini Rugby promoting the sport on weekends and running clinics in elementary schools getting sponsor teachers and supplying schools with balls. This continues to this day.

To this end the Association has sponsored, promoted and hosted numerous events over the past several years.

On the weekend of June 24-26,2016, CRAA were proudly represented by 6 Junior Boys and 4 Junior Girls as they compete under the North Vancouver Island Tsunami Rugby Academy at BC Rugby's Provincial Regional Championships in Burnaby. This is an important step in Rugby Canada's Pathway from Club to Country.

The CRAA was also recently chosen as a pilot in Rugby Canada's Rookie Rugby program with an aim to reach out to elementary teachers and students - 24 children and 3 teachers from Cedar Elementary and Ecole des Deux Mondes participated in 4 weeks of Flag
Rugby in the fall of 2015 and Rugby Canada is committed to training 6 more local teachers to teach in 2 more schools in the fall of 2016.

Our recent Alumni include Jackson Locker who has represented Team BC and is currently playing on the University of British Columbia's Mens Varsity team, and Kristine Osachuk, past member of Team BC Elite Girls' 7s at the USA Sevens in Las Vegas, NV and who was also one of this year's top freshmen at NCAA Division 1 Lindenwood University in St. Charles, Missouri. Also included in this group is 16-year old Nolan Young who represented Young Canada in 2013 and 2014 on 2 goodwill tours to Bermuda. He is currently attending Shawinigan Lake School and was a starter on the Inaugural BC Secondary Schools Junior Boys Provincial Championship Team.

Our commitment to coaching excellence and player welfare is demonstrated by our hosting of Rugby Canada National Coaching Certification Level 1 this past January which was attended by both our club's Mini and Junior Coaches as well as our counterparts from Comox and Nanaimo. All of our 12 coaches are also certified in World Rugby's Rugby Ready and Concussion Awareness and we have 3 local doctors certified as World Rugby Match Day Medical Staff.

Amazingly, we have done this without a home facility. When we do host, we set up portable tents and rely on various City and School facilities. All equipment is stored off-site and volunteers move it around as needed. We strongly believe having our own fieldhouse will allow us to train and host competition at one location and set of fields, increasing our exposure and identity in the community. Our long-term goal is to return to Senior and "Over 40" teams as the sport of rugby can be played at all ages, genders and abilities.
Campbell River Athletic Association

Fieldhouse and Field Proposal
Willow Point Park
Campbell River Athletic Association

- Actively playing and promoting rugby since 1978
- Currently 4 youth age groups, 13 coaches supporting rugby in community and schools, free teen & adult summer touch league
- Aiming to build youth and adult numbers and be a Center of Rugby on North Vancouver Island by having own fieldhouse lease for changerooms, storage, concession and adjacent practice field use
Fieldhouse Concept

Current Condition

Our Plan

- CRAA will repair & replace soffit, fascia, roof capping, as well as clean and paint interior and exterior as part of Phase 1. Phase 2 (goal from 2018 onwards) would be to add to the existing structure.
Willow Point Field #2

- currently only 1 of 3 fields with overhead lights (others being Robron Turf and WP #3 aka "Homerdome" Ball Field)

- No user groups like its current gravel surface - we are asking it to be turned from gravel to either grass or artificial turf, if funding can be found
Benefits

- Fieldhouse will get immediate upgrades and be in use 2-3 times weekly year round by CRAA.

- Facility will support hosting events like rugby tournaments and ball tournaments. Will aid in the bidding process for BC Summer Games, BC Seniors Games, etc.

- Grass/turf field can be used for multi-sport practices for all ages, as well as youth rugby games.
CRAA Contributions

- Immediate in-kind repairs, cleaning and painting of fieldhouse
- Immediate $10,000 contribution towards either or both Fieldhouse and Field costs
- commitment to work with the City of Campbell River on further funding initiatives and opportunities
CRAA is asking Mayor and Council to direct staff to work with us in forming a Lease Agreement of Fieldhouse and to research funding the redevelopment of Field #2 from 2017 Parks Budget and/or other sources.
Hi Ross/Hope, I spoke with Councillor Wright and she agreed that it would be best if Steve Woods following item be added to your next CSRCC agenda.
Please let me know if you would be able to do that. Thanks, Pete

---

From: Marlene Wright [mailto:al.marlene.wright@gmail.com]
Sent: Monday, May 09, 2016 9:46 AM
To: Peter Wipper
Subject: Fwd: Congratulatory Messages

-------- Forwarded message --------
From: Steve Woods <Steve.Woods@sd72.bc.ca>
Date: Mon, May 9, 2016 at 8:27 AM
Subject: Congratulatory Messages
To: "al.marlene.wright@gmail.com" <al.marlene.wright@gmail.com>

Hi Marlene

The Provincial and Federal Government have a program to recognize milestone Birthdays and Anniversaries, which I’ve used for both my parents (they live in Victoria).

I think it might be nice for the City to have a comparable program….

Here’s the link to Province’s Office of Protocol

https://extranet.gov.bc.ca/forms/congratulatorymessages/

Steve Woods, M.Eng, MBA, P.Eng
Manager of Operations
School District 72
T: 250-830-2334
F: 250-830-2329
Congratulatory Message Request for B.C. Residents

The Congratulatory Messages Program is pleased to coordinate congratulatory messages for significant birthdays and wedding anniversaries on behalf of residents of British Columbia. While we are pleased to accept requests which arrive late, we cannot guarantee that the messages will be sent by the celebration date. Requests will be accepted 6 months in advance of the occasion date or no more than 6 months after occasion date. B.C. residents are eligible to receive messages from the officials listed below. Please note that only requests for messages from The Queen require proof of eligibility.

<table>
<thead>
<tr>
<th>Request message from:</th>
<th>Birthday</th>
<th>Anniversary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Her Majesty Queen Elizabeth II (Ensure proof is attached)</td>
<td>100th (minimum) Interval: Every year</td>
<td>60th (minimum) Interval: Every year</td>
</tr>
<tr>
<td>Governor General of Canada</td>
<td>90th (minimum) Interval: 5 years</td>
<td>50th (minimum) Interval: 5 years</td>
</tr>
<tr>
<td>Prime Minister of Canada</td>
<td>75th Interval: 5 years</td>
<td>25th Interval: 5 years</td>
</tr>
<tr>
<td>Lieutenant Governor of British Columbia</td>
<td>90 +</td>
<td>50 +</td>
</tr>
<tr>
<td>Premier of British Columbia</td>
<td>75 +</td>
<td>25 +</td>
</tr>
<tr>
<td>Leader of the Official Opposition of British Columbia</td>
<td>75 +</td>
<td>25 +</td>
</tr>
<tr>
<td>Member of the Legislative Assembly (M.L.A.)</td>
<td>75 +</td>
<td>25 +</td>
</tr>
</tbody>
</table>

Please read carefully to ensure your request is processed.

- In the celebrant information section, please write the celebrant’s name as you would like it to appear on the congratulatory message (Prefix is mandatory for Governor General message). Space is limited to 36 characters (including spaces).
- Celebrant’s home address (this is required even if you would like the message sent to an alternate address).
- Requestor name, phone and email address. We may contact you to clarify message details.
- Proof of birth or marriage is required to receive a message sent by Her Majesty Queen Elizabeth II for residents of Canada celebrating a 100th birthday or more, and to couples
celebrating a 60th wedding anniversary or more. Please include a copy (not the original) with your completed form.

- Acceptable proof of birth: Birth certificate, Canadian citizenship card, passport (current or expired), driver’s licence (current or expired), B.C. Health/Care Card, Old Age Security number or a sworn affidavit as to the proof of birth by a notary public.
- Acceptable proof of marriage: Marriage certificate, certification of the date of marriage by: a priest, minister or rabbi or by the provincial Registrar’s Office, a dated newspaper clipping or a sworn affidavit as to the proof of marriage by a notary public.

- Please check our Frequently Asked Questions (PDF) if you have further questions.
- Please contact us to have a copy mailed or faxed to you. The form is also available electronically:
  - PDF (91 KB - Adobe Acrobat required) format that can be printed, filled-in manually, and then mailed or faxed.
AGE FRIENDLY STEERING COMMITTEE MINUTES

AGE FRIENDLY STEERING COMMITTEE MEETING, Wednesday, April 20, 2016 at 2:10 p.m. in the Campbell River City Hall Committee Room, 301 St. Ann's Road, Campbell River, BC.

Present: Marlowe Lindberg, Co-Chair
Danny Brown
Brian Kieran
Jorgina Little
Brenda Wagman
Audrey Wilson
Helen Whitaker, APEC Representative
Lawrence Dashwood-Jones, CSRCC Representative
Michele Sirett, Recreation and Culture Supervisor
Lynne Macara, Recording Secretary

Regrets: Linda Kubinec, Co-Chair
Councillor Larry Samson

2. AGENDA

2.1 The Agenda was adopted by consensus, with the addition of Volunteer Appreciation Event under New Business.

3. MINUTES

3.1 The minutes of the March 30, 2016 Age Friendly Steering Committee were adopted with typos corrected.

4. OLD BUSINESS

4.1 Committee Action Plan

4.1.1 M. Sirett will update the action plan and circulate to the Committee

4.2 Request for Proposals

4.2.1 The draft Request for Proposals was circulated and reviewed. The revised RFP will be posted on May 11th at the earliest, with a proposed closing date of June 2nd. When finalized, the RFP will be circulated to the Committee to be forwarded to interested parties. A. Wilson will replace B. Kieran on the Hiring Committee. The applications will be shortlisted to four, and then interviewed if necessary.
After the closing date, M. Sirett will circulate the proposals with an evaluation sheet, and arrange for a meeting with the Hiring Committee.

4.3 Focus Groups

4.3.1 The makeup of the focus groups was discussed, and it was noted that it could be directed at locations, or at elements of the community (i.e. age spectrum, socioeconomic). Some suggested target groups could be: caregivers, aboriginal, Over 50 Active Living group, seniors centres, seniors residences, Immigrant Welcome Centre. The Contractor could be given a list of suggested target groups. It was suggested meetings with seniors be held where they live and/or gather. The need to reach those at home was discussed. This may be done through surveys, perhaps with their caregivers. H. Whitaker is meeting with representatives of the Care for the Caregiver program and will ask for their suggestions. J. Little will prepare an online program for Committee members to submit their suggestions for the target groups. It will include: program, host company, executive director, coordinator and contact information, one on one or group program, description/comment. The results can be prioritized before going to the Contractor. It was noted that the interviews need to include professionals and caregivers who work with seniors. There could be an on-line survey which could be advertised in the paper, and be available to the general public. The Contractor should be able to research previous surveys from other like communities, and it was suggested resource based communities would be most comparable.

4.4 Pay Periods for Consultant

4.4.1 The pay periods will be outlined in the contract.

5. NEW BUSINESS

5.1 Dates to Interview Consultant

5.1.1 The Hiring Committee will set up interview dates after the closing date.

5.2 Volunteer Appreciation Event

5.2.1 The Committee members were invited to attend the City's Volunteer Appreciation Event on May 12.

6. ROUND TABLE

6.1 B. Wagman will get input on focus groups and key questions from the Better at Home Advisory Committee, and suggested others could do the same with any group meetings they attend.

7. NEXT MEETING

7.1 The next meeting will be set when the Hiring Committee is ready to report to the Committee.
8. ADJOURNMENT

8.1 The meeting adjourned at 3:50 p.m.

Marlowe Lindberg
Chair

Page 47 of 63
PUBLIC SAFETY SUB-COMMITTEE MEETING, June 21, 2016 at 9:04 a.m. in the City of Campbell River Committee Room, 301 St. Ann’s Road, Campbell River, BC.

Present: Chair – Councillor L. Samson; Councillor R. Kerr (arrived at 9:07 a.m.), Inspector J. Preston, Fire Chief I. Baikie, S. Shook, C. Grunerud, H. Ross – Recording Secretary.

Regrets: Staff Sergeant T. Beauregard

1. **UNFINISHED BUSINESS**

1.1 Downtown security concerns/Homelessness

Councillor Samson distributed a summary of downtown security patrols and reported that after the Downtown BIA’s delegation to Council regarding vagrancy problems in the downtown core, Council increased the security budget by $10,000, doubly the security for the months of July and August. Inspector Preston reported that the liquor stores have been warned about selling to anyone intoxicated and that several tickets have been issued as well. Committee members discussed priorities for the downtown and that security guards must be given clear direction on their mandate. It was agreed that a meeting between the City, RCMP, Bylaw and Security company would be beneficial, the City can pass on their expectations and the RCMP can advise when they should be called in. Councillor Samson offered to follow up and arrange for the meeting.

Fire Chief Baikie provided an overview of his observations of the dinner program that occurs adjacent to the fire hall:

- Due to the configuration of the area allocated for the meal program, fights are breaking out from the forced close proximity of the patrons.
- Lack of washroom facilities are resulting in the patrons urinating on the Fire Hall and staff’s vehicles.
- Used needles are being found on Fire Hall property
- Vagrants are sitting in the shade of the Fire Hall, smoking next to the fuel pumps

Committee members discussed the problems and Inspector Preston encouraged Fire Department staff to contact the RCMP when any fights break out.

Councillor Kerr reminded the committee that the temporary shelter will be closing at the end of the month and advised that the June 25th closing date for Island Health’s RFP has been given a two-week extension. Choices of location for the sobering assessment/detox centre are limited as Council has set boundaries where these types of facilities can be located. Members discussed the fact that disturbances could increase once the shelter closes, but the opening of the centre will help alleviate that
and plans are to have the centre up and running by November, that will have a kitchen that could feed up to fifty people.

1.2 Red zone

In answer to Councillor Samson’s inquiry about initiating red zones in the downtown core, Inspector Preston replied that the RCMP already do this, but the end result is up to the courts. He stated that it is all considered case by case and only when an offense has been committed and that Crown usually turns it down before it gets to a Judge. He also stated that the courts don't like to impose conditions wherein a person cannot go to the area where all the resources for their food and medicine are.

1.3 Medical Marijuana

Councillor Samson stated that until the Federal Government changes legislation, it is illegal in Campbell River to sell medical marijuana. Inspector Preston advised that both businesses that had set up operations to sell medical marijuana have been charged.

2. NEW BUSINESS

2.1 Meals by donation

The committee discussed the problems occurring when non-profit events provide meals on donation, as the homeless are attending, eating for free and change the atmosphere of the event. Chief Baikie advised he will be speaking with Linda Nagle, Program Coordinator for the City about Canada Day. The pancake breakfast that is put on by donation has made money in the past, but they are going to discuss whether it will stay by donation or not.

2.2 Washroom Facilities

Councillor Kerr requested feedback from the committee regarding the problem of washroom facilities for the homeless. The committee discussed the spiral design that the City of Victoria is using which creates privacy without the need for a door and no room for a person to lay down. Members discussed the logistics of locating the washrooms and that they should be in close proximity to where the dinner program is located.

3. UNFINISHED BUSINESS cont.

3.1 Major Construction Projects

The committee discussed how the anticipated problems with transient workers for the new dam and hospital projects did not occur. The majority of workers seem to have purchased homes and moved their families to Campbell River, which is quite different to what happens with the large construction projects in the North. Inspector Preston advised the RCMP has not received any increase in calls from that demographic.
3.2 New #1 Fire Hall

Chief Baikie advised that Council will not be considering the relocation of the #1 Fire Hall until after the Fire Services Review has been completed. He also advised that they are waiting to get a study done on the Telus site to evaluate the Telus tower, but Telus is stating that they have to receive the report first and if they are not happy with the results, they will not release it to the City. Steps are being made to get this study approved by Telus. Chief Baikie also advised that the safety code standards are clear for the radio waves that come off the tower and the ground site is clean. Once the Telus tower study is done, they will provide Council with a presentation on the full site work.

3.3 #3 Fire Hall relocation

The Committee discussed the relocation of the #3 Fire Hall from its current site at Pengelly Road and the possibility of utilizing the Norm Woods site. Chief Baikie stated that north of Orange Point Road would be a more effective site for the Duncan Bay Road residents and that an ideal location would be the entrance to the old mill site if it is ever developed and that he will follow up with more information.

3.4 RCMP staffing

Inspector Preston provided an update on staffing at the detachment and stated his concerns are for the municipal staffing, as there is currently not enough support staff to allow the municipal employees to take their holidays.

4. CORRESPONDENCE

5. MINUTES

5.1 May 17, 2016 Public Safety Sub-Committee minutes received.

6. FUTURE MEETINGS

6.1 Future Meetings

- July 19, 2016
- September 13, 2016
- October 19, 2016
- November 15, 2016

7. ADJOURNMENT

7.1 The meeting adjourned at 10:10 a.m.

Councillor L. Samson, CHAIR
PUBLIC SAFETY SUB-COMMITTEE MEETING MEETING, July 19, 2016 at 9:06 a.m. in the City of Campbell River Committee Room, 301 St. Ann’s Road, Campbell River, BC.

Present: Chair – Councillor L. Samson; Councillor R. Kerr (arrived at 9:07 a.m.), Inspector J. Preston, Staff Sergeant T. Beauregard, Fire Chief I. Baikie (arrived at 9:30 a.m.), C. Grunerud, H. Ross – Recording Secretary.

Regrets: S. Shook

1. **UNFINISHED BUSINESS**

1.1 Downtown security concerns

In answer to Councillor Samson, Inspector Preston advised that since the RCMP has started their foot and bike patrols the call volume in the downtown area has decreased. He also advised he had spoken with the City Clerk regarding setting up a meeting with Safety Net but hasn’t heard back as yet. He is confident that the City Clerk has passed on the expectations for the extra patrols.

1.2 Homelessness

Councillor Kerr stated that Family Services has put forward a proposal for VIHA’s RFP and there has not been any negative comments regarding the proposed designated area of Dogwood/Ironwood St.

1.3 Medical Marijuana

Inspector Preston advised that a medical marijuana rally has been scheduled for 5 pm tomorrow at Spirit Square. He also advised that they have spoken with the owner of the building that rents to WeeMedical and have found he is not concerned about what type of business is renting his facility. Inspector Preston stated he will talk to bylaw and inquire whether a ticket could be issued to the owner of the property, not just the business owner.

2. **NEW BUSINESS**

2.1 Cold Weather Shelter

Councillor Samson inquired with the committee if they wanted to look at making a recommendation to Council regarding the cold weather shelter. The committee discussed the need for the shelter and agreed that it should be in place for November 1st.
2.2 Odour

Councillor Kerr advised that the City Clerk is looking into an odour bylaw, as a result of the recent complaints about the fish and chips restaurant. The Committee agreed an odour bylaw would also be beneficial dealing with marijuana grow operations as well, but determining what constitutes an odour could be difficult.

3. UNFINISHED BUSINESS cont.

3.1 Red Zone

Inspector Preston advised that red zones have been implemented in a limited fashion to 4 individuals, however some contain so many conditions it makes it hard to enforce. He stated not all the boundaries are the same, which also makes it difficult for members and he would like to see a tighter boundary applied. He advised Crown Counsel is on board, but the judiciary can change it depending on the defense lawyer.

The committee discussed the fact that Bylaw Office Pat Patterson has taken Crime Prevention through Environmental Design (CPTED) and agreed it would be beneficial if Jason Decksheimer from Facilities and Karl Read from Bylaw were to take it as well.

3.2 New #1 Fire Hall

In answer to Councillor Samson’s inquiry, Fire Chief Baikie advised that they are still waiting to get a seismic assessment done at the Telus site on Dogwood.

3.3 #3 Fire Hall relocation

In answer to Councillor Samson’s inquiry, Fire Chief Baikie advised it will be sometime in the fall before he has time in his work schedule to investigate a possible northern location for the #3 Fire Hall.

4. CORRESPONDENCE

5. MINUTES

5.1 June 21, 2016 Public Safety Sub-Committee minutes received.

6. FUTURE MEETINGS

6.1 Future Meetings

- September 13, 2016
- October 19, 2016
- November 15, 2016
7. **ADJOURNMENT**

7.1 The meeting adjourned at 10:09 a.m.

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Councillor L. Samson, CHAIR
### Community Services, Recreation and Culture Commission  
#### 2016 Meeting Items Status Report  
**Updated September 29, 2016**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Item</th>
<th>Description of item or resolution</th>
<th>Action Required</th>
<th>Staff Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frank James Park/Nunns Creek Park master planning</td>
<td>FJ Park referred to CSRCC from Jan 15-13 Regular C.O.W. meeting, final draft conceptual plan to be sent to Commission for review. Nunns Creek Park new initiative of Parks Dept in 2016</td>
<td>For the Commission’s comment and consideration</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>In progress</td>
</tr>
<tr>
<td>2</td>
<td>Naming of Parks &amp; Facilities Policy</td>
<td>Item created by Commission May 2014. Draft policy revised by Council (Mar 21-16) and forwarded to APEC for comment</td>
<td>Waiting for APEC’s review</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>3</td>
<td>Underdeveloped &amp; undeveloped park site (McIvor Lake)</td>
<td>Item created by Commission at April 8, 2015 meeting. Staff to bring back a report on underdeveloped &amp; undeveloped park sites</td>
<td>Review report when submitted by staff</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>In progress</td>
</tr>
<tr>
<td>4</td>
<td>Garbage cans at bus stops</td>
<td>Item created by Commission at Oct 7, 2015 regular meeting. Update provided by Transportation manager, who will inquire with other communities.</td>
<td>Review other practices of other communities re: partnership of receptacles</td>
<td>Transportation Manager</td>
<td>In progress</td>
</tr>
<tr>
<td>5</td>
<td>Nomination process for Community Builder &amp; Freedom of the City Awards</td>
<td>New Sub-Committee created by Commission at June 15, 2016 meeting</td>
<td>Provide Council recommendations for nomination by Nov 30th</td>
<td></td>
<td>Ongoing annually</td>
</tr>
<tr>
<td>7</td>
<td>Downtown Small Initiatives</td>
<td>Presentation reviewed and request received for representatives for Downtown Streetscape Design Process</td>
<td>2 representatives volunteered and will update the Commission throughout process</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>Priority</td>
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<tr>
<td>8</td>
<td>Downtown Façade Improvement Program</td>
<td>Correspondence received requesting member to judge entries</td>
<td>Commission member volunteered and will update Commission</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>9</td>
<td>Age Friendly Steering Committee.</td>
<td>Steering Committee members selected Feb 18/16.</td>
<td>Receive updates from Committee</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>10</td>
<td>Program to recognize milestone birthdays and anniversaries</td>
<td>Suggested to the Commission by a member of the Advisory, Planning &amp; Environment Commission via Councillor Wright</td>
<td>Discuss</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>11</td>
<td>Spirit Square 2016</td>
<td>Spirit Square 2017 program and budget for the Commission’s consideration</td>
<td>Review and provide recommendation to Council</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Letter of commendation</td>
<td>Review and provide recommendation to Council</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>14</td>
<td>Place to view local art</td>
<td>Referred to CSRCC at Nov 2-15 Council meeting, review correspondence from 5 downtown business owners &amp; comment</td>
<td>Waiting for report from Public Art Sub-Committee</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td>Borrow a Bike program</td>
<td>Referred to CSRCC from May 9, 2016 Regular meeting delegation.</td>
<td>Report to Council’s July 25th Council meeting. Reconsidering in 2017, approved by Council</td>
<td></td>
<td>Removed - Sept 2016, delegate not proceeding</td>
</tr>
<tr>
<td></td>
<td>Chamber of Commerce Community Spirit Award</td>
<td>Commission member volunteered to review 18 nominations and help decide on the winning recipient</td>
<td></td>
<td></td>
<td>Concluded 2016</td>
</tr>
<tr>
<td>Priority</td>
<td>Item</td>
<td>Description of item or resolution</td>
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<tr>
<td></td>
<td>Public Art Inventory</td>
<td>Delegation by PASC regarding release of budget funds for developing a Public Art Inventory.</td>
<td>Report sent for Council’s March 21st meeting.</td>
<td></td>
<td>Concluded 2016</td>
</tr>
<tr>
<td></td>
<td>Spirit Square</td>
<td>Delegation from Jim Creighton regarding the 2016 budget for the Spirit Square program, at March 9, 2016 meeting.</td>
<td>Update received</td>
<td></td>
<td>Concluded 2016</td>
</tr>
<tr>
<td></td>
<td>Elk Falls Cemetery Master Plan</td>
<td>Overview provided Feb 10/16. Recommendation made to Council</td>
<td>Report to Council’s Feb 22/16 meeting. Phase 1 proceeding, should be completed in 2016</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Concluded 2016</td>
</tr>
<tr>
<td></td>
<td>Donations to Non-profit organizations participating in events</td>
<td>Referred to CSRCC from Oct 5-15 Regular meeting. Re policy for donations to non-profit organizations participating in National/International events</td>
<td>See current Finance Policy already in place</td>
<td></td>
<td>No need to proceed</td>
</tr>
<tr>
<td></td>
<td>Public Art Sub-Committee Strategic Planning/Visioning Session</td>
<td>Invitation for Commission members to attend received at Jan 13/16 meeting</td>
<td>N/A</td>
<td></td>
<td>Completed 2016</td>
</tr>
<tr>
<td></td>
<td>Spirit Square 2015</td>
<td>Jim Creighton provided information on the 2015 season for the Spirit Square, including request for budget increase - Nov 4, 2015</td>
<td>Report sent for Council’s November 23rd meeting.</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Robron Park Synthetic Turf Field</td>
<td>Review Proposed Interim Fees</td>
<td>Report sent for Council’s November 23rd meeting.</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Chainsaw Carvings</td>
<td>Item created by Commission at April 8, 2015 Meeting – policy reviewed at Oct 7th meeting</td>
<td>Report sent for Council’s November 2nd meeting</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2015</td>
</tr>
<tr>
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<td></td>
<td>Dick Murphy Viewing Platform design</td>
<td>Oct 1-14 Provide directions on options to repair, remove or rebuild. Oct 7-15 Comment and recommend design option. Nov 5-15 reviewed costs</td>
<td>Report sent for Council’s November 23rd meeting</td>
<td></td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Willow Point Hall</td>
<td>Lions Club moving ahead with renovations, leaving hall in current location. Letter sent advising item concluded by Commission</td>
<td>Review options for the Willow Point Hall</td>
<td></td>
<td>Concluded Sept 9, 2015</td>
</tr>
<tr>
<td></td>
<td>Heritage Program</td>
<td>Referred by Staff – Mar 6-13 CSRCC agenda. PowerPoint overview supplied by M. Sirett May 13/15</td>
<td>Review and discuss</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Removed Sept 2/15 as per R. Milnthorp</td>
</tr>
<tr>
<td></td>
<td>Public Art Sub-Committee</td>
<td>Review applications to form Public Art Sub-Committee.</td>
<td>Populated Sub-Committee at Aug 5, 2015 meeting</td>
<td></td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Letter of Commendation</td>
<td>After implementation of policy for public recognition, a letter of commendation request was reviewed &amp; recommended</td>
<td>Report sent to Council’s July 20, 2015 IC meeting</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Draft Fire Services Plan</td>
<td>Presentation to Commission by Chief I. Baikie at July 8, 2015 meeting</td>
<td>Review and comment</td>
<td>Fire Chief</td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Downtown Façade Improvement Program</td>
<td>CSRCC member requested to sit on the Downtown Façade Program application jury.</td>
<td>Attended, July 2015</td>
<td></td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Parks Finder App</td>
<td>Demonstration of Parks Finder App</td>
<td>Reviewed at July 8, 2015 meeting</td>
<td></td>
<td>Completed 2015</td>
</tr>
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<td></td>
<td>Canada 150 Funding Initiative</td>
<td>Forwarded to CSRCC from May 25, 2015 Regular Council meeting for information.</td>
<td>Reviewed</td>
<td></td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Public Art Sub-Committee Terms of Reference</td>
<td>Approved terms of reference at May 13, 2015 meeting. Recommended appointment of staff liaison and recording secretary</td>
<td>Report sent to Council's June 9, 2015 meeting</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Community Event Planning Sub-Committee</td>
<td>Sub-Committee formed by Commission at July 2, 2014 meeting.</td>
<td>Review and discuss Event Calendar on City’s website</td>
<td></td>
<td>Removed at Apr 8/15 meeting</td>
</tr>
<tr>
<td></td>
<td>Tidemark Theatre fee structure</td>
<td>Referred by Councillor Samson – Dec 4-13 CSRCC meeting – Concluded Apr 2-14. Brought back by Councillor Samson Jan 7-15</td>
<td>For the Commission's comment and consideration</td>
<td></td>
<td>Removed at Apr 8/15 meeting</td>
</tr>
<tr>
<td></td>
<td>Future of Ostler Park</td>
<td>Review options for rehabilitation</td>
<td>Provided feedback and support of the softshore rehabilitation option for Ostler Park</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2015</td>
</tr>
<tr>
<td></td>
<td>Graffiti/Tagging</td>
<td>Referred by Public Safety Sub-Committee New graffiti bylaw going to 2015 financial budget for implementation</td>
<td>Recommendations for graffiti/tagging policy.</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2015</td>
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<td>Sidewalk snow removal</td>
<td>Referred by Public Safety Sub-Committee – that the City undertake snow removal of sidewalks on primary routes</td>
<td>Report sent to Council's November 4, 2014 meeting.</td>
<td></td>
<td>Completed 2014</td>
</tr>
<tr>
<td></td>
<td>Wheelchair accessible beach mats</td>
<td>That Council direct staff to report on potential locations &amp; costs for accessible beach mats as proposed by CR Access Awareness Committee</td>
<td>Report sent to Council's November 4, 2014 meeting.</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2014</td>
</tr>
<tr>
<td></td>
<td>Dog off leash areas</td>
<td>Staff to identify 3-4 potential sites for Commission’s review</td>
<td>Report sent to Council's Sept 16, 2014 meeting</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2014</td>
</tr>
<tr>
<td></td>
<td>Hospital Art Initiative</td>
<td>Commission endorsed the initiative to install community art in the existing hospital with recommendation for referral to Public Art Committee</td>
<td>Report sent to Council's June 24-14 meeting</td>
<td></td>
<td>Completed 2014</td>
</tr>
<tr>
<td></td>
<td>Sobering Assessment Centre</td>
<td>THAT Council supports the establishment of a Sobering Assessment Centre on Dogwood Street.</td>
<td>Report sent to Council's June 24-14 meeting</td>
<td></td>
<td>Completed 2014</td>
</tr>
<tr>
<td></td>
<td>Public Nuisance Bylaw</td>
<td>Referred to CSRCC from March 4, 2014 Regular Council meeting, for the Commission’s input.</td>
<td>Council received report at May 27, 2014 meeting</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2014</td>
</tr>
<tr>
<td></td>
<td>Indoor Play Structure</td>
<td>Referred to CSRCC from Mar 5-13 Regular Council meeting.</td>
<td></td>
<td></td>
<td>Removed June 4/14 meeting</td>
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<td></td>
<td>CR Seniors’ Centre Facility</td>
<td>Seniors’ Centre Society delegates spoke to Commission on May 7, 2014</td>
<td>City staff dealing with the issue</td>
<td></td>
<td>Completed 2014</td>
</tr>
<tr>
<td></td>
<td>Tidemark Theatre fee structure</td>
<td>Referred by Councillor Samson – Dec 4-13 CSRCC meeting</td>
<td>For the Commission’s comment and consideration</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Concluded see Apr 2/14 minutes</td>
</tr>
<tr>
<td></td>
<td>Public Art Policy</td>
<td>Review of Public Art Policy. Adopted on Dec 17-13 excluding the funding formula in section 2.2</td>
<td>Council approved the policy in principle &amp; directed staff to bring back a range of finance options for the 2015 budget.</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2014</td>
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<td>Public Art Policy</td>
<td>Review of Public Art Policy. Adopted on Dec 17-13 excluding the funding formula in section 2.2</td>
<td>Council approved the policy in principle &amp; directed staff to bring back a range of finance options for the 2015 budget.</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2014</td>
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<td></td>
<td>Mountain Bike Skills Facility</td>
<td>Presentation from Wendy Ravai, River City Cycle Club regarding development of mountain bike park. CSRCC recommends staff provide support in finding a location.</td>
<td>Report sent to Council’s Jan 21-14 meeting</td>
<td></td>
<td>Completed 2013</td>
</tr>
<tr>
<td></td>
<td>Shipping Container Zoning Amendment Bylaw No. 3517, 2013</td>
<td>Referred to CSRCC from Aug 13-13 Regular Council meeting. Shipping Container Zoning Amendment Bylaw No. 3517, 2013 to restrict the use of shipping containers, To define and regulate the use of shipping containers</td>
<td>Report for Council</td>
<td>General Manager, Parks, Recreation and Culture</td>
<td>Completed 2013</td>
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<td>Youth Action Committee</td>
<td>YAC memo and report requesting the CSRCC recommend that Council allocate staff resources to develop a business case for the development of a youth Centre.</td>
<td>Report sent to Council’s Dec 17-13 meeting</td>
<td>General Manager Parks, Recreation and Culture</td>
<td>Completed 2013</td>
</tr>
<tr>
<td></td>
<td>Community Garden Policy</td>
<td>Review policy adopted by Council on March 5-13</td>
<td>Report sent to Council’s Dec 3-13 meeting</td>
<td>General Manager Parks, Recreation and Culture</td>
<td>Completed 2013</td>
</tr>
<tr>
<td></td>
<td>Legacy Landmarks Policy</td>
<td>Letter being drafted to current bench holders to state the problems and the commission’s proposed solution.</td>
<td>Letter to be drafted and sent to current policy holders</td>
<td>Recreation and Culture Manager</td>
<td>Completed 2013</td>
</tr>
<tr>
<td></td>
<td>Street Entertainer Bylaw</td>
<td>Bylaw wording changed by several separate resolutions.</td>
<td>Bylaw Adopted June 11-13</td>
<td>Legislative Services/Bylaw Enforcement</td>
<td>Completed 2013</td>
</tr>
<tr>
<td></td>
<td>Campbell River Addictions Dialogue and Action Network (CADAC) Request for City help with Grant Funding application</td>
<td>THAT the CSCRCC supports an application, by the City for the BC Healthy Communities Municipal Alcohol Policy (MAP) Program grant to create a MAP for the City of Campbell River.</td>
<td>Report sent to Council's June 11-13 meeting</td>
<td>General Manager Parks, Recreation and Culture</td>
<td>Completed 2013</td>
</tr>
<tr>
<td></td>
<td>CIB request to revert back to former Committee &amp; develop volunteer program</td>
<td>THAT the CSCRCC recommend the CIB revert back to the former Community Beautification Committee. AND THAT the CSRCC recommend staff develop a formal Community Beautification Volunteer Program</td>
<td>Report sent to Council's Oct 8-13 meeting</td>
<td>General Manager Parks, Recreation and Culture</td>
<td>Completed 2013</td>
</tr>
<tr>
<td></td>
<td>Public Safety Sub-committee</td>
<td>CSRCC recommendations to Council regarding staff support, recording secretary &amp; CAO’s recommendations.</td>
<td>Report sent to Council's Oct 22-13 meeting</td>
<td>General Manager Parks, Recreation and Culture</td>
<td>Completed 2013</td>
</tr>
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<td></td>
<td>Elk Falls Cemetery Clean Up Plan</td>
<td>Referred to CSRCC from Sept 23-13 Regular Council meeting.</td>
<td>Report sent to Council's Oct 22-13 meeting</td>
<td>General Manager Parks, Recreation and Culture</td>
<td>Completed 2013</td>
</tr>
</tbody>
</table>
COUNCIL'S STRATEGIC PRIORITIES
2012-2014

- Identify options, alternatives and policies to expand the assessment tax base
- Identify incentives for growth and sustainability
- Review boundary restructure options
- Plan for continued downtown revitalization
- Plan for replacement of aging infrastructure
- Improve and develop parks and trails and assess recreational amenity requirements
- Review Council policies and procedures
- Develop a staff recruitment, retention and succession planning strategy