

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
THURSDAY, September 20, 2012
2:00 PM

(Oceanside Place, Multipurpose Room)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-5 Minutes of the regular District 69 Recreation Commission meeting held June 21, 2012.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

6 **D.Banman, RDN to City of Parksville**, RE: Permissive Taxation Exemption Application

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

RAC survey Update

BC Senior Games Bid Update

Sports Complex Update

Blue Communities Update

REPORTS

7-9 Monthly Update – Oceanside Place – June-August 2012

10-11 Monthly Update – Ravensong Aquatic Centre – June-August 2012

12-16 Monthly Update – Northern Recreation Program Services – June-August 2012

17-24 Monthly Update of Community and Regional Parks and Trails Projects –
June-August 2012

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Planning Session

2013 Budget Timeline

ALG guides handed out

COMMISSIONER ROUND TABLE

COMMISSION INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

Thursday, October 18, 2012, 2:00pm
Oceanside Place Multipurpose Room 1

Distribution: R. Nosworthy, Chair, J. Stanhope, B. Veenhof, G. Wiebe, R. Leontowich, P. Morrison, R. Milligan, S. Tanner, J. Fell, P.Thorkelsson, T. Osborne, D. Palidwor, D. Banman, J. Marcellus, S. Pearson, M. Chestnut

For Information Only: D. Brennan, A. McPherson, H. Houle, M. Young, G. Holme, M. Lefebvre, D. Willie, B. Dempsey, J. Ruttan, B. Bestwick, D. Johnstone, J. Kipp, G. Anderson, T. Greves, L. Salter, B. Luchtmeijer, A. Kenning, T. Graff, F. Manson, M. Brown

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION REGULAR
MEETING HELD ON THURSDAY, JUNE 21, 2012
AT OCEANSIDE PLACE**

Attendance: Reg Nosworthy, Chair, Electoral Area 'F'
Scott Tanner, Deputy Chair, Councillor, Town of Qualicum Beach
Ross Milligan, District #69 School Board
Bill Veenhof, Director, RDN Board, Electoral Area 'H'
Peter Morrison, Councillor, City of Parksville
Gordon Wiebe, Electoral Area 'E'
Richard Leontowich, Electoral Area 'H'

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Sandra Pearson, Superintendent of Recreation Program Services
Chrissie Finnie, Area H Recreation Programmer
Kelly Valade, Youth Recreation Programmer
Ann-Marie Harvey, Recording Secretary

Regrets: Joe Stanhope, Director, RDN Board, Electoral Area 'G'

CALL TO ORDER

Chair Nosworthy called the meeting to order at 2:02pm.

PRESENTATION

Electoral Area H Recreation Services

Ms. Finnie gave an overview of the recreation services that have been provided since 2007, reporting successes as well as the challenges in the area.

Youth Recreation Services Plan 2011 Implementation May 2012

Ms. Valade gave an overview to the commission about the Youth Strategic Plan and its goals and accomplishments since its implementation in 2010.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Minutes of the regular District 69 Recreation Commission meeting held May 17, 2012 be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that following correspondence be received:

C. Baird, Errington Therapeutic Riding Association to the Regional District of Nanaimo, Re:
Thank you for funding support.

CARRIED

UNFINISHED BUSINESS

Sports Complex

MOVED Commissioner Tanner, SECONDED Commissioner Veenhof, that the Commission asks staff to report back to the District 69 Recreation Commission on the next steps on the funding, development and construction of an outdoor track and field Sportplex within District 69.

CARRIED

BC Senior Games Bid

Mr. Banman reported that he has a meeting with the City of Parksville on June 28 and will prepare a report for the September District 69 Commission meeting.

Aquatic Survey Assessment

The draft of the aquatic survey was discussed. Through discussion the commission made some editorial changes and Mr. Banman said the survey would be distributed electronically and manually before the end of June.

FUNCTION REPORTS

Monthly Update – Oceanside Place – May 2012

Mr. Banman gave a brief summary of the May Oceanside Place Report.

Monthly Update – Ravensong Aquatic Centre – May 2012

Mr. Banman gave a brief summary of the May Ravensong Aquatic Centre Report.

Monthly Update – Northern Recreation Program Services – May 2012

Ms. Pearson gave a brief summary of the May Northern Recreation Services Report.

Monthly Update of Community and Regional Parks and Trails Projects – April 2012

Monthly Update of Community and Regional Parks and Trails Projects – May 2012

Mr. Osborne gave a brief summary of the April and May Community and Regional Parks and Trails Projects.

MOVED Commissioner Veenhof, SECONDED Commissioner Tanner, that the Function Reports be received.

CARRIED

NEW BUSINESS

Bylaw 1512

Mr. Banman advised the Commission that the handout they received at the start of the meeting was the correct Bylaw to be placed in their Commission Binder for reference.

Blue Communities

Mr. Banman reported to the Commission that the RDN board had been approached to endorse a "Blue Community" strategy which would involve things such as a ban of selling bottled water in facilities, new water fountains and promoting water. Staff will be submitting a report to the board in July.

COMMISSIONER ROUNDTABLE

Commissioner Milligan asked about the possibility of receiving the agenda packages to the commission via email. Mr. Osborne told the commission that discussions are taking place to determine the best way to distribute agenda packages amongst all the committee and that should be determined in the near future.

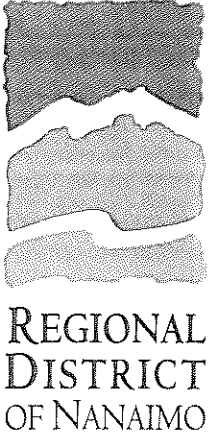
Commissioner Morrison said he would be sending an email to the commission members about his experience at the BCRPA Symposium.

ADJOURNMENT

MOVED Commissioner Morrison, that the meeting be adjourned at 4:15pm.

CARRIED

Reg Nosworhty, Chair



July 12, 2012

City of Parksville
100 Jensen Avenue East
PO Box 1390
Parksville, BC V9P 2H3

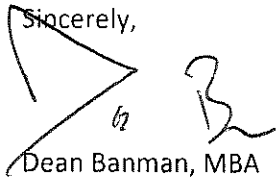
Attention: Director of Administrative Services

Dear Director of Administrative Services:

RE: Permissive Taxation Exemption Application for 2013

Please find enclosed the completed Permissive Taxation Exemption Application for 2013 from your July 9 correspondence regarding the above application.

Should you have any further questions, please feel free to contact me.

Sincerely,


Dean Banman, MBA
Acting General Manager of Recreation and Parks

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cc: T. Osborne, General Manager of Recreation and Parks
Parksville Curling Club Society
District 69 Recreation 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

TO: Dean Banman
Manager of Recreation Services **DATE:** Sept. 5, 2012

FROM: John Marcellus
Superintendent of Arena Services **FILE:**

SUBJECT: District 69 Recreation Commission - September 2012 Report Oceanside Place

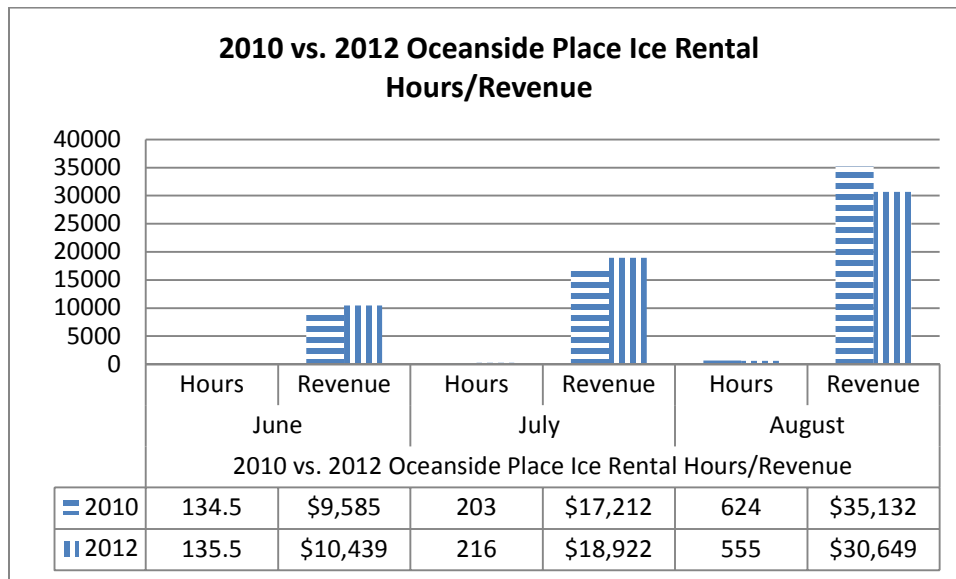
PROGRAMS/EVENTS/ICE RENTALS:

Programs:

- Drop in hockey for 55+ and 70+ was popular and well attended during the spring and was extended for the month of July. An average of 21 players attended each session.
- Scrub Hockey for Girls for ages 9-13 year and Youth ages 12-15 years was set up and implemented upon a request from parents. Registrations were 26 players and 24 players respectively. In addition there were drop in players for each session.
- A "Try Girls Hockey" program was jointly conducted by the RDN and Minor Hockey for ages 6-14 years and 23 players registered. Minor Hockey provided registration for 3 players while the RDN promoted the Fall Hockey Rascals and Power Skate courses. Minor Hockey purchased equipment to supplement the Gear/Loan Program with funds received from an RDN grant.
- Public Skate Sessions ran from July 11 to August 22 and averaged 50 participants per session. The attendance at the "Beat the Heat" Skate was down from the past year from 191 in 2011 to 141 this year for the 3 sessions.
- Programs for the Fall have been planned and information prepared for the Leisure Guide. Co-ed Hockey is running again and currently has 22 registered players.
- Oceanside Minor Hockey Association has commenced with conditioning and tryout camps. The Oceanside Generals have a new President, Sylvain Giroux, and new General Manager and Coach, Brent Desmarais and are eagerly anticipating their home opener at Oceanside Place on September 8.
- The Girls Only Hockey camp exceeded past years with 48 girls registered. Carly Haggard, head coach for the University of Guelph Ontario's female hockey program, was the instructor and many parents expressed their desire to return again next year.

- A Seniors Hockey Skills Refresher was conducted and sessions were full with 23 registered. This event was expanded to include off-ice sessions focusing on health, fitness, warm up essentials as well as knowing your body's limits.
- Arena Programs experienced a great summer with 148 registrants with revenues totalling \$13,550. Compared to 2011: (99 registrations and revenues of \$6,605); and 2010: (44 registrations and revenues of \$2,373).

Ice rentals:



- Dry floor rentals were down from 2011 by 39 hours with total floor bookings of 109 hours. Revenues were down by \$736 with total revenue of \$4,873. Lacrosse usage was down considerably, due in part to the 2 weeks that Meeker Rink was unavailable for shutdown, and the Ballenas Commencement was held in the afternoon rather than their typical evening ceremonies.

FACILITY OPERATIONS:

- Oceanside Place held a training course in June and July for Refrigeration Operators and the 3 week course was full with 12 registrants from across the region and 4 RDN arena staff in attendance. All RDN staff were successful in their completion of the course and provincial examination for certification as Refrigeration Operators.
- Annual maintenance projects have been mostly completed and maintenance staff will be into their winter season schedule effective September 9.
- Orientation and training for Skate staff was conducted on September 4th with most staff being returnees from last year.

Facility Admissions:

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	106	87	48	16	0	0	1	6					264
Child	700	565	686	126	0	0	159	67					2303
Student	118	88	92	16	0	0	3	3					320
Adult	525	477	396	213	113	14	33	41					1812
Senior	718	738	743	336	176	1	161	73					2946
Family	750	714	494	19	0	0	60	84					2121
Golden	32	31	27	2	4	0	0	0					96
Totals	2949	2700	2486	728	293	15	417	274					9862

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	81	72	64	15	0	0	1	4					237
Child	599	552	624	113	1	0	48	59					1996
Student	181	171	119	8	0	0	25	24					528
Adult	533	430	446	180	182	143	37	23					1974
Senior	828	765	617	449	277	214	187	98					3435
Family	985	634	478	12	0	0	40	32					2181
Golden	24	31	25	23	4	0	6	3					116
Totals	3231	2655	2373	800	464	357	344	243					10467

Recommendation:

That the Oceanside Place report for September 2012 be received.

Original copy signed by J. Marcellus

Original copy signed by D. Banman

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: September 11, 2012

FROM: Mike Chestnut
Superintendent of Aquatics Services

FILE:

SUBJECT: District 69 Commission – September 2012 Report Ravensong Aquatic Centre

PROGRAMS/EVENTS/ RENTALS:

June 15 th Rotary park rental	July 11 Needs assessment released to the public
June 17 th Father's Day Swim	July 25 th CPR C recertification
June 20 th Lifeguard Seminar	July 20 th Wacky Wednesday special event swim
June 22 nd Spider lake rental	July 17 th Aqua Smorg Water Camp
June 24 th QB Triathlon	July 30-Aug 3 Summer Aqua Camps
June 26 th Rath Trevor Waterfront rental Qualicum Bay First Nations canoe rental	August 10 th Last Day of Summer lessons 2011 Registrations 346 (\$20,390) 2012 Registrations 358 (\$22,880)
June 28 Last day of Spring lessons 2011 Registrations 791 (\$40,050) 2012 Registrations 837 (\$51,738)	August 19 th Qualicum Ocean Mile Swim 55 participants from as far away as Alberta, California and Australia .
July 2 nd Start of Summer lessons	There were five outdoor year end swim sessions for the local schools that the RDN provided Lifeguards for. This is above the annual average of 3-4.
July 30-Aug 3 rd saw two successful Aquatic summer camps offered at Ravensong Aquatic Centre .Feedback from the public is to continue these camps next year and offer them during Spring Break.	

SWIM ADMISSIONS

2012

Swim Sessions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tot	296	353	390	255	213	258	149	44					1958
Child	443	478	973	477	481	408	786	173					4219
Student	402	494	595	395	377	359	231	51					2904
Adult	2781	2782	2779	2210	2080	2145	1825	504					17,106
Senior	3298	3234	3500	3069	3014	2959	2428	750					22,252
Family	1418	1103	1813	881	585	766	1044	448					8058
Golden	472	534	542	524	516	477	416	140					3621
Totals	9110	8978	10592	7811	7266	7372	6879	2110					60,118

2011

Swim Sessions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tot	373	301	338	286	214	202	188	109					2011
Child	577	527	912	330	442	395	971	482					4636
Student	378	557	717	580	448	284	211	166					3341
Adult	2790	2443	2789	2075	2069	1858	1698	1012					16,734
Senior	3114	3092	3412	2723	2715	2712	2120	1491					21,379
Family	1769	1484	2594	1105	1054	669	1989	724					11,388
Golden	357	415	583	452	486	661	410	321					3685
Totals	9358	8819	11345	7551	7428	6781	7587	4305					63,174

FACILITY OPERATIONS

Summer months at Ravensong focused on the planning and implementation of the annual shut down. The 2012 shut down was four weeks (Aug. 11 – Sep. 10) in duration as opposed to the regular three weeks in order to accommodate the removal and replacement of the entire deck tile. Other large projects completed were replacement of the expansion joints and re-grouting of the floors and end walls of both tanks. In addition to these major projects regular annual maintenance tasks were carried out by staff; preventive maintenance on all air handling units, recirculating pumps, plant room sump pump, deep cleaning of all public areas, servicing coin lockers, preventive maintenance on the chlorine and water treatment systems, general touch up of interior walls and cleaning of the pool gutters.

Recommendation

That the Ravensong Aquatic Centre report for September 2012 be received.

Original copy signed by M. Chestnut

Report Writer

Original copy signed by D. Banman

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: September 7, 2012

FROM: Sandra Pearson
Superintendent of Recreation Program Services

FILE:

**SUBJECT: District 69 Recreation Commission –September 2012
Northern Community Recreation Services Report**

INCLUSION:

- Inclusion clients served June - August:
 - 2010 - 19
 - 2011 - 25
 - 2012 - 25 (of this total, 12 were new clients to the program)
- Inclusion weeks provided (total):
 - 2010 - 30 FT weeks and 5 PT weeks
 - 2011 – 1062 hours paid inclusion support = 30 FT weeks and 3 PT weeks.
 - 2012 - 970 hours paid inclusion support =21 FT weeks and 11 PT. Lower than 2011 due to shortage (176hrs.) of skilled staff.
- The demand for inclusion was steady this summer. This program saw significant changes in the delivery of the program: revised philosophy and parameters on what the RDN can provide inclusion staff attending summer staff training, allocating time for staff to contact families prior to summer to ensure necessary information was collected, more time to on site for transition between parents and staff. These changes reallocated more staff hours to the preparation and initial set-up of inclusion services and away from the actual amount of direct inclusion service. These changes increased the quality of care and resulted in successful inclusion services.
- 15 participants with Anaphylaxis reactions carrying Epi-pens attended summer programs this year. Each of these families must complete a number of forms and requires considerable communication with the Inclusion Programmer, and program staff are trained in the administration of epi-pens.
- 17 children brought 'other medication' to camp, mostly inhalers for children with asthma. The Inclusion Programmer ensures proper forms were completed and all staff aware of any concerns.

PRESCHOOL PROGRAMS:

- **Spring:**
 - **Baby Backpacking;** this was a small program with 6 registrants.
 - **Sports for Shorts (3-6yrs)** - Our most popular preschool program this season with 3 classes and 36 registrants.
 - **Creative Dance (18months-6yrs)** - this parent and tot program had 15 registrants (average)
- **Summer:**
 - Camp Littlefoot (3-5yrs) operated for 6 continuous weeks from July 3-August 23 and had 64 registrants (76% full). For the second year in a row, the RDN shared resources with Building Learning Together/School District 69 for use of QB Munchkinland and leader support at Storybook Village.

Camp Littlefoot	2011	2012
Registrations	51 (18 sessions)	68 (18 sessions)
Revenue	\$2,346	\$3,232

CHILDRENS' PROGRAMS:

Summer:

- Program staff will be attend the October regular commission meeting and make a presentation summarizing summer programming.
- **Camp Suntastic** had another slow summer showing approximately with daily registration down 31% but weekly registration up 8%.
- **Camp Bigfoot** had a very successful summer with weekly registration up 11% and daily registration up 20%.
- **Adventure Camp** was successful, but had some spaces available throughout. Weekly registration was down 10% while daily registration was up 25%.
- **Camp Notch** had another great summer with a 3% increase over last year.
- **Qualicum Beach Playground** didn't see the mid-summer increase that was experienced in 2011, but did see consistent numbers all season and only about 5 days where participants had to be turned away because the program was full. There was a total of 487 visits this season, down 7% from 2011.
- Overall, the summer was excellent with positive feedback from families, and only 2 minor complaints from parents. The Summer Staff team were well-trained, with great teamwork and interaction and leadership with the children. Program and reception staff worked very well together to make sure that everyone was supported.

Sports and Specialty Camps

- **Tennis Camp:** was extremely busy this summer with Instructor Murray Hough, with 167 registrations over 7 weeks (the last week was cancelled due to instructor injury). 2012 saw a 10% increase from 2011 numbers (152 over 9 weeks in 2011).
- **CVI Basketball Camp:** First summer with new contractor (Central Vancouver Island Basketball). Due to low registration, the children and youth camps were combined into one program comprising of Gr 3-9. The half-day camp ran with 23 registered (max. 30) due to size of gym. Parent evaluations showed high levels of satisfaction and a desire for two weeks of camp in 2013.
- **Soccertron:** This year saw consistent registration numbers (90, 3 more than 2011). The full day camp at Qualicum swam at Ravensong in the afternoon. This is the last year of agreement, and soccer camps will go out as a Request for Proposals this Fall.
- **Byte Camp:** *Claymation Movie Production* ran in July at new location in Parksville at the Family Resource Association space with 6 registrants (same as 2011) The RDN appreciated the use of FRA space for this specialized camp. *3-D Animation (11-14 yrs)* ran in July with 11 youth registered (2011 had 6) at the Family Resource Association in Qualicum Beach. The FRA provided us with free space for the camp. It is a challenging space to use for this type of camp (cramped space with a pool table, couches and a foosball table) and I would not recommend using it again next year. The camp put plywood over the pool table and used it as a table top for the lap tops. *Flash Video Game Design* ran Aug 13-17 with 7 registered, 5 registered with us and 2 on Byte scholarships. It was located again at the Family Resource Association in Parksville.
- **Thrifty Foods Young Chef** camp ran in Parksville at the Society of Organized Services in July with 20 participants in the morning and 20 in the afternoon. The August camp was held at the Family Resources Association building in Parksville, with 10 in the morning and 14 in the afternoon.
- **Golf Camp:** four weeks of camp had 42 children and youth participants at Pheasant Glen. Good attendance and excellent support and instruction. Next year, only one age group will be offered, combining 7-14 yrs of age.
- **Active Star and XploreSportz** (Pacific Sport) were both cancelled due to low registration. This is the second year that XploreSportz has been offered in the summer and cancelled.

YOUTH PROGRAMS:

- **Express Camp:** This camp experienced many changes this summer with new leaders and programmer. Express Camp had 288 participants (down by 20% from 2011) over 9 weeks of camp; four days were cancelled due to low registration. Up to 11 children and two staff went on a number of exciting daily out trips around the mid-island area. For 2013, the program will be decreased by two weeks which will assist with registration, and reflects the changes in school enrollment bubbles.
- **Leaders In Training (LITs):** 2012 registration numbers more than doubled from 2011 (17), seeing 37 LITs trained for summer leadership volunteer opportunities; 7 LITs returned from 2011.
- Youth completed 13.5 hours of training July 3, 4 and 5 for a total of 499.5 training hours.
- The required volunteer hours were reduced from 45 to 40 to accommodate placing the 37 LITs.
- RDN Summer Leaders Jennifer Logan (Camp Suntastic) and Breanna Thompson (QB Playground) assisted with LIT training in order to form relationships with LITs who would be placed in these two programs.
- The youth volunteered at 6 RDN summer camps as well as at Storybook Village and a few community special events.
- In total, the LITs completed an amazing 2027 hours of volunteering between July 9 and August 24.
- **LIT Feedback**
 - "The LIT's have adapted quickly ...we were pleased to see how quickly they helped out...their level of maturity was to be commended...and they have most certainly been an asset to our base team." *Deborah Davenport. Building Learning Together*
 - "[I] wanted to let you know that the LIT's are doing a fabulous job at the camps! Feedback from RDN summer leaders has been fantastic about this year's LITs." *Currin Windecker, RDN Summer supervisor*
 - "...Right from the start, she enjoyed the three days of training and felt very much included. Every day she comes home to us with stories of her adventures; she feels accepted by the children, the program leaders and fellow volunteers, as well as by the parents...her confidence has grown considerably in the past three weeks...[The LITs] appear to be well prepared and well supervised and never left to deal with challenges on their own. Obviously, you have built a program that makes it easy for the participants to feel they are a success." *Local host parent of German exchange student, Katharina Rout*

LITs assisted at the following Community Special Events with support from RDN staff:

- **KiteFest:** LITs placed Saturday (4) and Sunday (5) July 21/22 to assist children and Lions Club members with kite building, an intensive hands-on process
- **Qualicum Beach Day:** Saturday July 21, 6 LITs for the first annual Qualicum Beach Day, assisting with parachute games, and balloon animals.
- **Kidfest:** Saturday August 19, 6 LITs at Kidfest at Parksville Beach Community Park. The LITs were involved in face painting, field and circle games, parachute games and helping to organize a circuit obstacle course.

ADULT PROGRAMS:

- Straightforward short game golf clinic – Cancelled, 0 registered.
- Twilight Golf – 4 registered. Low.
- Success off the Tee Clinic – 2 registered, cancelled.
- Mt. Benson Hike – Cancelled, 2 registered.
- Mistaken Island Kayak tour – 5 registered, 6 is maximum. New tour.
- Straightforward short game golf clinic – Cancelled, 2 registered.
- Wesley Ridge Hike – 5 registered. Low/minimum registration.
- Success off the Tee Clinic – 3 registered, minimum/low registration.
- Arrowsmith CPR Regional Trail Hike - Cancelled, 3 registered
- Canada Day Fireworks paddle – 2 registered, low. New tour.
- Co-ed 6 on 6 Soccer program – 101 registered and 28 on the sub list. Full (Average)

- Mt. Cokely Hike – 7 registered, low registration.
- Success off the Tee Golf Clinic – Cancelled, 0 registered.
- Twilight Golf – Cancelled, 1 registered.
- Straightforward short Game Golf Clinic – Cancelled, 0 registered.
- Success off the Tee Golf Clinic – Cancelled, 0 registered.
- Mt. Moriarty Hike – 9 registered, low registration.
- Straightforward short Game Golf Clinic – Cancelled, 1 registered.
- Twilight Golf – Cancelled, 1 registered.
- Mt. Arrowsmith Hike – 7 registered, low registration.
- **Golf Lessons** – only one Ladies Golf program ran this year. Next year fewer classes will be offered and in the Spring only.
- **Alpine/Guided Alpine Hikes** – 2nd year of signing a non-exclusive license with Island Timberlands which came with additional expenses: \$500 fee which went to the Marmot Recovery Foundation (paid by Parks). This summer saw the hiring of a second leader for safety purposes. Thus costs have increased which is reflected in the fees, and lower registrations. New instructor Michael Addiscott was excellent. Staff will be examining new methods to keep costs as low as possible in order to lower the registration fees.

AREA H PROGRAMS:

- **Adult Programs:** Summer Yoga (June/ July) put into place, with 6 registrants. Doing this as a trial to determine whether to run summer yoga programs. Participants appreciative but no new registrants.
- **Children's Programs:** Bowser Breeze Camp – July 16-20. 18 registered participants. Excellent feedback from parents and children. Will continue camp in this format next year.
- Fall/Winter Active Living Guide completed, with new and returning programs. Lots of enthusiasm regarding new Zumba and children's programs.

SPECIAL PROJECTS/EVENTS:

- The 20th annual **Kidfest** event took place on Sunday, August 19. RDN Recreation and Parks hosted a community booth manned by a Recreation Programmer, one Recreation Leader, four Junior Leaders and 6 Leaders in Training. This presented an excellent opportunity for our junior staff and volunteers to practice their leadership skills by providing activities for the children as well as face painting throughout the day. The department is a sponsor of Kidfest and provides additional support by providing postage for sponsorship letters, printing and folding 500 copies of the Kidfest flyer, and answering phone/email inquiries. Kidfest 2012 attendance figures are not currently available, but are estimated at approximately 4,000 people.
- The 32st annual **Terry Fox Run** is scheduled for Sunday, September 16 at Rath Trevor Beach Provincial Park.

PROMOTIONS/ADVERTISING:

- Met with RDN Communications Coordinator regarding adding Active Living Guide photo and registration button to main RDN website
- Programmer attended 30th Anniversary PQB News Open House in June
- Programmer met with Anthony Veselin (formerly PQB News), regarding new monthly publication
- The fall/winter issue of the Active Living Guide was delivered in August 15 to August to 13,800 local homes via unaddressed ad mail. An additional 4,000 copies are available at Oceanside Place, Ravensong Aquatic Centre local libraries, community centres, municipal and tourism offices.

COMMUNITY DEVELOPMENT:

- Adult Programmer met with VIHA Integrated Health Network (IHN) regarding contract, and establishing a new seated fitness program with previous VIHA instructor, Joan Shaver. The VIHA Integrated Health Network agreement allows VIHA staff to approve funding for IHN clients to access RDN recreation programs and services. Several spots are reserved for IHN clients in the 'Seated Fitness' program (Parksville and Qualicum Beach locations) as well as being open to the public. This is an exciting new partnership, which also supports IHN clients with two or more chronic health conditions to access use of the pool (and arena). IHN clients are referred through a number of participating doctors and the IHN team.
- Spring Recreation grants were approved by the RDN Board on June 26; grant cheques were mailed to groups at the end of June.
- The next deadline for Recreation Grants is Friday, September 28, 2012.
- Field booking information was sent to the 20 leagues operating during the fall/winter seasons. Bookings will continue over the next several weeks.
- Mother Goose at Foster Park- summer leaders provided preschool games and promotes the summer camps at the final session of Mother Goose at Foster Park on June 20.
- Storybook Village, a partnership program operated through Building Learning Together operated for 6 weeks this summer, July 9-August 16. Volunteers and staff from a variety of agencies, including RDN Recreation and Parks, provided leadership at the Qualicum Beach Elementary School site. Attendance fluctuated, but received between 15 and 60 children daily (Monday-Thursday). There is no revenue for this program as Building Learning Together provides all of their programs for free to families.
- Meeting with Vancouver Island Sport Tourism Council.

- Area H Programmer worked with residents and parks team on the Grand Opening for the Lighthouse Country Regional Trail (June 23). Organized a bike parade, in conjunction with BES bike safety event in June.
- Area H Programmer attended the AGM for the Lighthouse Recreation Commission. The Commission will continue this year, with regular commissioners from past years as well as one new commissioner. The main focus will be on the Halloween Event in October, and the regular Floor Hockey and Badminton programs.
- Area H Programmer spoke with local after-school program/ preschool owner/operator regarding RDN afterschool programs and the licensed daycare. Programmer changed some of the fall programming to ensure RDN programs are not drawing away numbers. Programmer will meet with operator in Fall to discuss Spring/Summer programming.
- Eight Canada Summer Jobs students (on grant) worked for the department this summer. Several other summer leaders were hired in positions of inclusion, preschool, junior leaders, and specialty camp positions.

That the Northern Community Recreation Services September report be received.

Original copy signed by S. Pearson

Original copy signed by D. Banman

Report Writer

Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 12, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects

During June, July and August staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

Staff completed maintenance planning for the Nelson Road boat ramp. Construction is expected to commence in September.

Staff prepared the Electoral Area 'A' 2012 Budget Highlights Report, prepared and distributed the June 20th PRCC meeting agenda package and attended the meeting.

Staff prepared and submitted the April-June Periodic Progress Report for the Cedar Skateboard Bike Park Community Recreation Grant.

Staff attended site meetings with Provincial Fisheries representatives and the neighbour to discuss development plans at the Quennell Lake Boat Launch. Staff also prepared and submitted a MoTI Permission to construct works application, a MoF Licence to Cut Application and contacted TimberWest, the owner of the bottom of Quennell Lake, to ask permission to install the proposed dock.

Area B

At Rollo McClay Community Park staff inspected the water system along with Water Services staff. Pressure washing and clean-up work was also conducted. The engineered plan for the replacement of the irrigation pond liner was also received. Staff also received a cost estimate for parking lot improvements.

With a great deal of help from community volunteers and members of GaLTT, sign installation began at 707 Community Park. Two large hazard trees were removed from the park near the north boundary. Following a permit application to Ministry of Transportation and Infrastructure, a damaged footbridge was replaced with a steel culvert along the trail on Tin Can Alley which leads into 707 Community Park.

A plan for a set of replacement beach access stairs was received for South Road Community Park. Contractor selection and development work is expected to take place this fall.

Mowing and irrigation system maintenance work continued both at Rollo McClay Community Park and at several waterfront parks in the Whalebone area.

Removal notices were posted for abandoned boat trailers at the El Verano boat launch parking area.

Area C - Extension

Staff acquired a site survey of the Extension Miners Community Park in preparation for the construction of a covered bridge over the creek. Staff followed up with Harold Engineering regarding the design of the bridge.

GPS mapping data was collected at a newly acquired park on Nanaimo River Road.

Area C - East Wellington/Pleasant Valley

Mowing and grounds maintenance work continued at Anders and Dorrit's Community Park. A site assessment was conducted and submitted to Ministry of Environment, with the goal of removing a number of structures, fencing and a bridge at the site. Replacement of the bridge with a culvert is expected to be approved by the Ministry, and carried out in early fall. Haying of the field was also completed. Safety signage was posted and GPS work was also conducted at the park.

Staff prepared the Electoral Area EW/PV 2012 Budget Highlights Report, prepared and distributed the June 11th POSAC meeting agenda package and attended the meeting.

Staff responded to a memorial bench request for a site near Maxey Road, and liaised with Ministry of Transportation and Infrastructure and Canada Post.

Playground maintenance work and tree watering was completed at Meadow Drive Community Park.

Area E

Planning and partner consultation was carried out in preparation for a vehicle barrier installation at Schooner Ridge Path in Fairwinds.

Staff prepared the Electoral Area E 2012 Budget Highlights Report, prepared and distributed the June 4th POSAC meeting agenda package and attended the meeting.

Staff met with Planning to discuss the recently submitted Fairwinds Lakes District and Schooner Cove rezoning applications.

Staff planted Garry Oak seedlings at Park Place Community Park following a request from a park steward. Ongoing watering of the new seedlings will be primarily conducted by the steward.

Staff provided site assessment feedback for community garden development work planned for Nanoose Place.

Area F

Staff continued with LQRRP/MCP stakeholder meetings including BC Hydro, Dashwood Fire Department, Mr. Ozero (gravel pit operator), students from Qualicum Middle School and Kwalkium Secondary School.

Staff attended a LQRRP/MCP Advisory Committee meeting to discuss the Phase 1 Engagement Summary and to review the draft concept plans, vision, principles and design goals and draft agenda for workshop #2. Staff attended the workshop on June 16th and prepared and distributed the Summary Notes for the

attendees. Staff prepared and distributed Workshop #2 Summary Notes to the attendees of the second LQRRP/MCP workshop held on June 16th.

Staff prepared and submitted the April-June Periodic Progress Report for the Meadowood Community Park Community Recreation Grant.

Staff liaised with the Farmer's Market Association and Veteran's Hall Board members, seeking completion of a community driven washroom construction project at the park.

Hazard tree inspection and tree removal work was carried out at the Malcolm Trail.

Area G

The erosion control and habitat enhancement project on French Creek was successfully completed the first week of September. Approximately sixty meters of eroding riverbank was reinforced with boulders and cedar rootwads that provide cover for salmon and trout. Local stream keepers will assist with riparian planting this fall and a monitoring program over the next 2 years. The project was managed by the BC Conservation Foundation, a local non-profit group that has successfully completed numerous habitat improvement projects in RDN watersheds.

Staff conducted a hazard tree assessment and arborist report for two newly dedicated park properties in the Wembley Road area. On one site staff worked with the developer to prepare applications to MoTI for a development permit and to MFLNRO for a Licence to Cut for tree removal along the future path. Staff prepared Trail Development Standards for the proposed multi-use trail between Wembley Road and Ackerman Road.

Staff prepared the Electoral Area G 2012 Budget Highlights Report, prepared and distributed the June 25th POSAC meeting agenda package and attended the meeting.

Staff met with RDN Planning, the developer and their agent in regards to a proposed rezoning application for 691 Wembley Rd (on the corner of Wembley Rd and Yellowbrick Rd) and discussed their proposed subdivision parkland dedication. Once a rezoning proposal including an amenity contribution of \$32,000 towards the development of the Stanhope Trail and subdivision plan with 5% parkland dedication was submitted by the developer, Parks staff attended a site visit with Planning, the developer and their agent and submitted parks comments to Planning. Staff attended the Public Information Meeting that was held by Planning on August 13th at Oceanside Place at which the public was informed of the proposal and were invited to ask questions and provide feedback on the proposal.

Hazard tree removal and pruning work was carried out at Boulton Community Park. Staff are also in the process of assessing several Cottonwood trees. A board report will be prepared this fall discussing the trees and the issues they cause to neighbours.

Following a vandalism and theft incident, two new memorial plaques were ordered and installed on a donated bench at the Johnstone Road beach access site.

Staff liaised with Ministry of Transportation and Infrastructure regarding a resident complaint about herbicide use on a beach access site.

Area H

Further to a proposal by Ministry of Forests Coastal Fire Centre, staff continued planning and public notification for urban forest fire interface work scheduled for Oakdowne Community Park. This work is currently scheduled for this fall.

Staff conducted brushing work at several area beach access and community park sites. A beach access site bench was relocated due to bank erosion.

Staff contacted BC Hydro regarding a request for a gate installation in the Corcan Road area, following numerous dumping incidents. Trails from the dump site connect to Oakdowne Community Park.

A gathering at Wildwood Community Park was organized to commemorate Alice Antonelli, who led the community's effort to regain park tenure at Wildwood. "Alice's Trail" signage was erected along the main park trail. An interpretive signage fund was initiated in Alice's memory with \$225 raised and tax receipts issued.

Staff is working with the consultant team to complete tender drawings and documentation to secure permits for Phase 1 construction works for the Henry Morgan Park Project. Staff anticipate going out to tender construction in early November. Staff coordinated with BC Hydro to have a utility pole removed from Henry Morgan Community Park and relocated on the neighbour's property.

Staff prepared the Electoral Area H 2012 Budget Highlights Report, prepared and distributed the June 27th POSAC meeting agenda package and attended the meeting.

Community Parks and Greenways Strategy

Staff is preparing to move forward with the Community Parks Greenways Strategy for Electoral Areas 'E', 'F', 'G', and 'H'. The goal of this project is to position the EA's to proactively respond to opportunities for expanding community parks and trails through development, capital works, and partnerships. The objectives include developing a community-based parks and trails classification system including standards and criteria; identifying significant local natural, cultural and historical features that contribute to community character and enjoyment; and to develop trail design guidelines and construction standards to be used in all seven Electoral Areas. Inventory and analysis work has begun and the public engagement process is scheduled to begin in January 2013.

Regional Parks

Arboretum

Volunteers continue to source out donations to refurbish and update the historical Arboretum. Signs have been made to replace all of the old species identification signs. Staff met at the Arboretum property to review the installation location of a new park entry sign that is being prepared by community volunteers. The site currently lacks formal parking; therefore staff prepared a concept plan to locate a small (7 car) parking lot off Phoenix Way. Because this RDN owned property is within the City of Nanaimo limits, staff is confirming whether any limitations to the installation of the parking area exist. The parking and sign could be installed in the next month or two if there are no limitations.

Arrowsmith CPR Regional Trail

Received notice from Island Timberlands about start of 2012 road building season and need to reactivate week-day closure of Trail above McBey Creek. The company was advised that staff would repost notices at trail and on RDN web site. Staff reviewed the company's revised roading and harvesting plan for trail area: no road across any upper loop trail, and no harvesting across oldest section of trail.

Staff responded to Island Timberland's call about a doused campfire at top of trail in ACRD's park. Staff liaised with the Alberni Clayoquot Regional District CAO on their getting involved with a Fire Control Cost Sharing Agreement and perhaps closing their gates during times of high fire risk.

Benson Creek Falls Regional Park

Park staff installed more directional signs on the Jameson Rd entrance through the VIU woodlot and cleaned off the three bridges off of Weigles Road.

Coats Marsh Regional Park

Park staff continued to monitor beaver debris, pond leveler and water level of the marsh. Staff are undertaking some minor improvements to the caretaker's cabin to improve safety and livability.

Descanso Bay Regional Park

Park staff helped the park operator by painting the four washroom buildings. New signs were installed and all buildings painted.

Staff worked with Utilities staff on the inclusion of water testing results for the park drinking water system on web site. Park Operator reports that more and more campers are referencing RDN web site.

Staff investigated the DFO sewage contamination notice that affected the park and briefed the park operator.

Staff assisted the Communications Coordinator with videoing of park for HelloBC website.

Englishman River Regional Park

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Trailhead barriers were placed at the Middlegate entrance to prevent ATV's from accessing the park. The project required several visits back to the site to fix the barriers due to retaliation and vandalism from the ATV users.

Staff liaised with The Nature Trust regarding the erosion of the Clay Banks. TNT's new Executive Director was toured through the park and examined the Clay Banks. River drinking water quality is being affected.

Horne Lake Regional Park

Staff worked with the Park Operator on identifying and paying for a candidate to take the Province's small water systems operations course and provide required daily maintenance for the new park

drinking water system. Staff assisted Utilities staff with obtaining historical information about wells at park.

Park staff along with RDN Water & Utility Services repaired the North Park road entrance and campsites. Water treatment improvements were also conducted during the site visit.

Received 2012 inspection report from Tourism BC: both campground and staff given good reviews.

Lighthouse Country Regional Trail

Bids for work on drainage and accessible surfacing at the Lioness Blvd trailhead and trail were received, mandatory site visit held and the work tendered. Staff obtained a Ministry of Transportation and Infrastructure development permit for works, prepared the contract for the successful bidder and dealt with insurance, bid bonds, security and interest payment. Staff organized a meeting of local mediscouter users and the contractor in order to confirm the re-alignment of baffles at rail. Prior to the opening, during construction, staff attended several field reviews with the contractor to check installation and note areas of deficiency for adjustment to match the drawings that were prepared. The official trail opening occurred on the 23rd of June, following the completion of the trail surfacing works by Kivela Contracting. Interpretive signage along the trail informed visitors about local ecology.

Staff met with the Nile Creek Enhancement Society board members to review the initial planning of a Nile Creek crossing and general approaches to bridging. Visited the aluminum bridge over Nash Creek to examine the various ways of reducing the recreational footprint in sensitive riparian areas.

Little Qualicum River Estuary Regional Conservation Area

Parks staff installed a portion of the new fence. The remaining fence is slated to be installed September – October.

Further to the Regional Board's approval of a 99-year lease and revised covenant, staff worked on the execution of the documents by Ducks Unlimited Canada and RDN, and registration with Land Titles.

Staff also worked with the BC Conservation Foundation on advancing their proposal to restore the fish channel. Staff participated in a site meeting with the Ministry of Forests, Lands and Natural Resource Operations and worked with BCCF to ensure that Ministry concerns were met. Initial restoration work involving raising the invert and water level within the channel has been completed, and so far water is holding. Installation of large woody debris via helicopter will follow in the coming months.

QB Streamkeepers completed work at the spit on invasive species and they are interested in continuing to be involved with at the spit.

Little Qualicum River Regional Park

Staff met with representatives from the Dashwood Fire Dept. in mid-June, to complete the stakeholder consultation aspect of the LQR management plan. Further edits to the plan, goals and objectives, an online survey, website updates and mapping material was prepared by staff for the second Workshop, held June 16. Focus was on the draft concept plan for the regional park, the draft vision, goals and objectives. Over July and August, following the workshop, staff drafted the complete LQRRP management plan and coordinated with mapping to produce the final concept map, based on input received throughout the overall process. The draft will be presented to the Advisory Committee and at a final open house for the project in October.

Moorecroft Regional Park

Staff and consultants prepared for the final open house for the project, held June 16th in the park. Attendees were providing input on the draft management plan and concept plan. A final Advisory Committee meeting was held in July to review the final draft plan and implementation strategy. The committee reviewed input from the last Open House and provided input on dog management in the park, as well as the many other park management topics and new capital projects proposed for the park. Following this meeting, staff met to review the full plan in detail, focusing on the implementation section of the plan, and provided feedback to the consultants for preparation of the final draft management plan by the end of August. The plan will be presented to the RPTSC and Board in October.

Park Staff carried out the following works at Moorecroft Regional Park:

- Redesigned the parking area and access
- Removed an old wood shed
- Caretaker house improvements
- Ongoing trail improvements
- New signs were installed in the parking area
- Park staff informed about an old open hole. Hole was secured and filled immediately.
- Trail brushing maintenance
- Park staff liaised with FLNRO water stewardship branch regarding a pond leveler for Skipsey Lake
- Power poles were maintained

Morden Colliery Regional Trail

Received notice from BC Parks that a large landowner is offering to eco-gift two parcels at the southeast corner of Hemer Provincial Park for park expansion. One parcel provides opportunity to extend the Regional Trail closer to Boat Harbour. A site visit is planned in September to find the old rail route through the new parcel.

Mount Benson Regional Park

Staff completed signage for the kiosk to be located at the Witchcraft Lake trail head to MBRP. A meeting with the City of Nanaimo confirmed the location of the kiosk and trail surfacing to be used around the kiosk. Installation will happen this fall, or early spring.

Using a draft agreement provided by the City of Nanaimo, staff began the paperwork on authorization of Regional Trail on City lands around and over Witchcraft Lake, the official trailhead for Mount Benson Regional Park. A site meeting was held and the draft agreement edited and returned to the City for consideration.

Staff obtained confirmation from the Recreation Sites Branch of MFLNRO that the Minister has approved the regional trail route official status under s.56 of the Forest Act. Work has now begun on the trail operating agreement with the Ministry.

Park staff cleaned off the Witchcraft floating boardwalk and brushed the MOTI row.

Nanaimo River Regional Park

Park staff conducted trail maintenance as well as installed more new directional signage at the Douglas fir growth and yield study site. Staff liaised with the Coastal Fire Centre and Forestry researchers in preparation for fuel abatement work within research plots.

Park Staff investigated a neighbour's concern regarding the possibility of invasive Giant Hogweed growing in the park. As it turned out the plant was the native species Cow Parsnip which is very similar in nature.

San Pareil Boardwalk

An application to construct a new boardwalk was forwarded to the Provincial and Federal governments. A letter was received from the Ministry of Forests, Lands, and Natural Resource Operations denying the application. The boardwalk is considered to be inconsistent with the conservation priorities established in the Wildlife Management Plan.

Parksville - Qualicum Links

Held second 2012 quarterly meeting with local cyclists and staff from the City of Parksville and Town of Qualicum Beach to continue discussion on how to waymark the PQB Links route. Both municipalities are interested in seeing route marked through their jurisdictions as well, and not just within French Creek (Area G).

Danger trees were removed from the Barclay Bridge Site.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public.

Staff continued to work with the Oceanside Cycling Coalition in their efforts to get the Ministry of Transportation and Infrastructure to upgrade non-vehicular passage across the Hwy 19A bridge over French Creek. Following a site meeting with MoTI regional staff, and the press, the Ministry ordered an in-house engineering assessment of potential bridge fixes, including cost figures, to be completed by the end of October. Concrete no-stops at the bridge approaches have now been painted, and further signage will be installed to help communicate the difficult passage for non-vehicular and medi-scooter users at this bridge.

Recreation and Parks staff met with Information Services mapping staff to vet previously collected GPS field data and to prioritize/schedule future collection sites.

Staff worked to follow up on a number of park sites that had been affected by recent falling operations completed at the direction of BC Hydro.

Improvements were made to the operations shop, including items stemming from a health and safety inspection. Safety equipment was organized and a Work Safe BC facility inspection was conducted.

Provided Tourism BC fact checker with information on regional parks and trails for the Oceanside Vacation Planner.

Joined representatives of the Downtown Nanaimo Business Improvement Area and the City of Nanaimo Director of Parks, Recreation and Culture in a first meeting on coordinated trail planning for the City.

Assisted consultants for the Nanaimo Economic Development Commission who are working on a Tourism Strategic Plan for the Nanaimo area (including Areas A, B, C, Lantzville and Nanaimo).

Staff posted no smoking extreme fire hazard signs at Regional Trails and Parks.

Park Use Permits and Events

Concluded park use permit application for wedding at Brickyard CP.

Researched Natural Resources Canada's fireworks certification programs as regards the Meadowood Way/Corcan Rd Residents' Association park use permit application for a Halloween fireworks show and the long standing displays at Errington CP. Liaised with Dashwood and Errington fire chiefs along with the Finance Manager about fire department roles and issues.

A second annual Lighthouse Country Bluegrass Festival was held at Lions CP over the Canada Day long weekend under park use permit. Event went well despite poor weather and organizers expect to continue the event in future.

Worked with Park Operator at Descanso Bay on two park use permit applications (memorial pot luck and a wedding). Both applications approved. Another successful Oceans Day event was also held at the Park.

Approved the Silver Spur Riding Club's park use permit for their annual Bob Preuss Memorial Cancer Ride held early August. Event went well.

Worked with the Invasive Species Council of BC and their contractor Coastal Invasive Plant Committee on a park use permit application concerning Eurasian Milfoil at Horne Lake Regional Park. Permanent information signage erected at the park boat ramp; researchers provided with free boat launches to undertake monitoring at Horne Lake. Permit approved.

Assisted Arrowsmith Naturalists with park use permit application for two field trips to park as part of Naturalists' Island Conference late September. Park Caretaker, Guy Monty, to act as guide for the field trips. Also provided Naturalists with maps and management plans for handouts at the conference.

Completed a park use permit approval process for Learn to Fish Program, a free program for children to be delivered at Horne Lake Regional Park over course of summer. Assisted with program promotion and SHAW website information.

Approved park use permit for fall environmental monitoring of the fish channel in Englishman River Regional Park by VIU students in partnership with DFO.

Initiated a park use permit application for one-day shoot at Englishman River regional Park in late September for a Discovery Channel film segment on beavers, as part of a show on Vancouver Island wildlife, part of a series of shows on the wildlife of large islands around the world.

Worked with Bike for Your Life organizers on use of PQB Links route. Key for Barclay Crescent Bridge bollards provided to organizers.

Recommendations

That the Parks Update Report for June, July and August 2012 be received as information.

Original copy signed by W. Marshall

Original copy signed by T. Osborne

Manager of Parks Services

General Manager Concurrence