

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
THURSDAY, SEPTEMBER 26, 2013
2:00 PM
(Oceanside Place Multi-Purpose Room)
A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 3 **Arrowsmith Community Enhancement Society**, RE: ACES Contract Budget for 2014 and proposed changes to the ACES non-profit organization.

Motion to receive Late Delegations

PRESENTATION

J. Koeleman - Summer Programs 2013 Presentation

MINUTES

- 3-7 Minutes of the Regular District 69 Recreation Commission meeting held June 20, 2013.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 8-9 **J. Stanhope, RDN Chair to M. Stillwell, MLA**, Re: Opportunity to Become Familiar with Local Sport and Health Initiatives Taking Place within District 69
- 10-11 **J. Stanhope, RDN Chair to Minister N. Yamamoto**, Re: Opportunity to Become Familiar with Local Sport and Health Initiatives Taking Place within District 69
- 12-13 **J. Stanhope, RDN Chair to Minister C. Oakes**, Re: Opportunity to Become Familiar with Local Sport and Health Initiatives Taking Place within District 69
- 14-15 **J. Stanhope, RDN Chair to Minister T. Lakes**, Re: Opportunity to Become Familiar with Local Sport and Health Initiatives Taking Place within District 69
- 16 **R. Passarello, Family Resource Association to RDN**, Re: Thank you for Grant
- 17 **R. Yates, Jugmentals Jug Band to RDN**, Re: Appreciation for Grant Funding
- 18-19 **D. Dunwoody, PGOSA to J. Marcellus, RDN**, Re: September Classic Tournament
- 20-22 **T. Osborne to RDN Board**, Re: Family Day Report

Motion to receive Communicdtions/Correspondence.

UNFINISHED BUSINESS

REPORTS

Function Reports

- 23-25 Monthly Update – Oceanside Place –July/August 2013
- 26-28 Monthly Update – Ravensong Aquatic Centre July/August – 2013
- 29-33 Monthly Update – Northern Recreation Program Services July/August – 2013

Motion to receive Function Reports.

- 34-35 Oceanside Place Lighting Upgrade Report
- 38-52 ACES Agreement Report

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

- 53 2014 Budget Timeline
- OP/RAC Funding Bylaw Amendment Update (verbal)
- 54 Oceanside Place 10 Year Anniversary Schedule of Events
- 55-57 Volunteer Mileage Reimbursement

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

October 17, 2013
2:00pm
(Oceanside Place – Multi-Purpose Room)



Arrowsmith Community Enhancement Society

Box 94, Coombs, BC, V0R 1M0

September 12, 2013

Regional District of Nanaimo - Parks and Recreation
Oceanside Place - Parksville, BC

Attention: Ann-Marie Harvey - Senior Secretary

RE: Delegation Request

Please accept this request from the Arrowsmith Community Enhancement Society (ACES) to be a Delegation to speak at the RDN District 69 Recreation Commission meeting scheduled for September 26, 2013 at 2:00 pm.

Steve Stahley - Vice Chair
1040 Virginia Road
Coombs, BC
V0R 1M0
1-250-951-9187
ssahley@sd69.bc.ca

Bill Preston - Founding Member
3243 Melon Road
Hilliers, BC
V9K 2J5
1- 250-752-8486
bpreston@telus.net

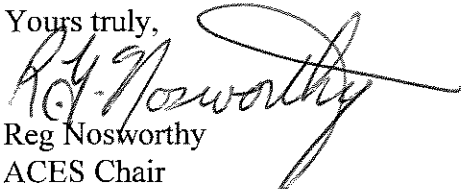
Reg Nosworthy - Chair
1105 Corcan Road
Meadowood, BC
V9K 2R6
1-250-752-4608
noz@telus.net

TOPIC: RDN/ACES Recreation Services Agreement Renewal 2014 - 2016

We wish to address the D69 Recreation Commission regarding the Arrowsmith Recreation Services Contract budget to deliver recreation services into Electoral Area F for 2014. We will also outline proposed changes to the ACES non-profit organization in anticipation of signing our third, three year contract to expand deliverables for recreation, culture and community development into the Arrowsmith Community.

Thank you for this opportunity to address the D69 Recreation Commission.

Yours truly,


Reg Nosworthy
ACES Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING
HELD ON THURSDAY, JUNE 20, 2013 AT 2:00pm
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM**

Attendance: Scott Tanner, Councillor, Town of Qualicum Beach
Bill Veenhof, Director, RDN Board Appointee
Gordon Wiebe, Electoral Area 'E'
David Edgeley, Electoral Area 'F'
Joe Stanhope, Director, RDN Board, Electoral Area 'G'
Richard Leontowich, Electoral Area 'H'
Ross Milligan, Trustee, District #69 School Board
Peter Morrison, Councillor, City of Parksville

Staff: Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary

CALL TO ORDER

Chair Tanner called the meeting to order at 2:01pm.

PRESENTATION

K. Valade – Youth Strategic Plan Year 2 (2012) Review & Future Workplan.

Ms. Valade gave a review of the Youth Strategic Plan Year 2 and the accomplishments of the youth, partnerships and the community. As well, she explained next steps in Year 3 of the Youth Strategic plan.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the Minutes of the Regular District 69 Recreation Commission meeting May 16, 2013 be received.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the following correspondence be received:

J. Hill, RDN to D. Edgeley, RE: Appointment to the District 69 Recreation Commission

CARRIED

UNFINISHED BUSINESS

Track and Field Sports Complex Update – Information exchange with invited guest - Oceanside Track and Field Club Representative .

The Commission discussed with K. Longmuir, the Oceanside Track and Field Club Representative, the track size and surface preferences for the club and the uses for the community and schools.

- Track would be used by all levels of the community
- Current safety issues with the condition of the existing track due to uneven wear, weeds, ruts, etc.
- Club currently takes athletes to Nanaimo track when required, especially for sprint training
- Changing the existing configuration of the track likely would not be welcomed by school as more lanes means losing space on north field
- Good relationship with school. Lack of maintenance a concern but club realizes SD69 has no money or limited funds for work. Have to work around other field uses
- Peter Morrison mentioned a tire stewardship grant program that might be relevant for access to recycled tires as surface. Suitability would need to be confirmed
- Facility on school property scheduling a problem, other events plus promoting day use of a new or improved facility on school property would run into scheduling problems while school in session
- Club not interested in moving to KSS or an asphalt track of any kind. All their throwing and field events established with space at BSS along with storage. These items would need to be moved. No room at KSS.
- Rubber track the best, proper cinder would be ok. Proper cinder very hard/expensive to get. Alberta may be closest source for proper cinder. Last time cinder was used after a few rains and wind, new cinder eroded and blew away. Rubber offers accessibility which may make it eligible for grant funding.
- No space at BSS for 8 lanes
- Club would be happy with 2-3 lanes, 6 ideal for them. 8 needed for events.
- In other communities that have a facility suitable for meets, they host meets as a fundraiser.
- May be possible to get 2-3 lanes in now, consideration for 6 lanes for 100 metre

REPORTS

Monthly Update – Oceanside Place – May 2013

Mr. Banman updated the Commission with a summary of the Oceanside Place report.

Monthly Update – Ravensong Aquatic Centre – May 2013

Mr. Banman updated the Commission with a summary of the Ravensong report.

Monthly Update – Northern Recreation Program Services – May 2013

Mr. Banman updated the Commission with a summary of the Northern Recreation Program Services report.

Monthly Update of Community and Regional Parks and Trails Projects May 013.

Mr. Osborne updated the Commission with a summary of the Community and Regional Parks and Trails Projects in District 69.

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that the functions reports be received.

CARRIED

Family Day Services OP/RAC Report

MOVED Commissioner Morrison, SECONDED Commissioner Wiebe That Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rates of \$1.50 child/student, \$3.00 Adult/Senior and free admission for families and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.

CARRIED

D69 Sport Field and Facility Agency Agreements Report

The Commission discussed the report information. Mr. Osborne clarified and explained the changes made at the Board and questions from the Commissioners.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley, that the topic of Multiplex and Ballenas track be separated and have staff report back about the options and costs for Ballenas track resurfacing.

CARRIED

NEW BUSINESS

BC Government Executive Council – Potential Correspondence

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that a letter be written on behalf of the Board to MLA Stillwell and provincial Minister Offices relevant to sport and health extending the opportunity to become familiar with the local sport and health initiatives taking place within District 69.

CARRIED

Electronic Agenda Distribution

The Commission agreed to start receiving agenda's via a PDF email and receive a hard copy of the agenda upon arrival at the meetings to save on courier costs.

COMMISSIONER ROUNDTABLE

Commissioner Milligan – Invited Commissioners to the School Board meeting where they would be discussing the D69 Sport Field and Facility Agency Agreement.

Commissioner Leontowich – Blue Grass Festival in Qualicum Bay - Friday, Saturday and Sunday of next week 28-30th.

Commissioner Wiebe – New Nanoose Fire Dept Open House this weekend. Fish Bake on Sunday at the library for donations to the Food Bank. Water treatment plant Open house across from the firehall the same day.

Commissioner Edgeley – A message from M. Sims that 200 people attended Arrowsmith Annual Potluck. A Box Social at the Coombs Fairground Sunday July 7th. The 2nd Annual Sp-Arts summer camp, July 15th-19th

at the Coombs Fairgrounds.

Commissioner Tanner - Impressed at the usage of the Parksville Links bicycle path on Lee Rd.

ADJOURNMENT

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison to adjourn the meeting at 3:50pm.

CARRIED

Chair



August 9, 2013

MLA Michelle Stilwell
East Annex
Parliament Buildings
Victoria, BC
V8V 1X4

Dear Michelle,

Congratulations on your recent election as MLA for the Parksville-Qualicum area and on your appointment as Parliamentary Secretary to the Minister of Community, Sport and Cultural Development for Communities. We would like to take this opportunity to update you on the work we are doing in the Regional District of Nanaimo that relates to your portfolio, and to extend an open offer of support for any of your future initiatives.

The Regional District of Nanaimo Board of Directors is interested in creating more synergies with our provincial government in the area of active living. We are strongly committed to providing opportunities and encouragement for residents of all ages and abilities as they strive to improve their overall wellness. It is clear to us that wellness benefits much more than individual physical health. Improved community wellness also reduces stress on the health care system and results in greater interconnectedness within communities.

Our recreation programs support the RDN Recreation and Parks department mission statement:

- To bring fun, enjoyment and vitality to our community.
- To enhance health and fitness.
- To enrich human development.
- To increase positive social behavior.
- To provide direct economic benefits.
- To improve the quality of life.

Our programs offer a variety of social and recreational opportunities for citizens, including physical literacy programming for children, life skills development such as first aid, swimming lessons, lifesaving instructor and water safety instructor training and community defibrillator training. We also offer leadership opportunities such as Leaders in Training, babysitter certification, and School District 69 work experience opportunities.

The District 69 Recreation Commission is currently considering a broad spectrum of future initiatives, including collaborating with other communities to explore sport tourism opportunities, increasing pool space, developing an outdoor multi use- track and field sports complex, revitalizing of an existing high school track, and enhancing our programming to meet the needs of our shifting demographics and growing population.

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

We are available to meet with you at any time to discuss recreation and cultural development, and ways in which we can partner with you or otherwise assist you in carrying out your work in our Region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Stanhope', with a long horizontal line extending to the left.

Joe Stanhope
Chairperson
Regional District of Nanaimo

cc RDN Board
D69 Recreation Commission



August 9, 2013

The Honorable Naomi Yamamoto
Minister of State for Tourism and Small Business
Room 227
Parliament Buildings
Victoria, BC
V8V 1X4

Dear Honorable Minister Yamamoto,

Congratulations on your recent re-election and continued appointment to the Provincial Cabinet. We would like to take this opportunity to inform you about some of the work being done in the Regional District of Nanaimo that relates to your portfolio, and to extend an open offer of support for any future Provincial initiatives. We are particularly interested in creating more synergies with the provincial government in the areas of sport tourism.

Our recreation programs support the RDN Recreation and Parks department mission statement:

- To bring fun, enjoyment and vitality to our community.
- To enhance health and fitness.
- To enrich human development.
- To increase positive social behavior.
- To provide direct economic benefits.
- To improve the quality of life.

The Regional District of Nanaimo is an active member of the Vancouver Island Sport Tourism Council (VISTC). This council is made up of representatives of several mid-Vancouver Island communities working in partnership to establish Vancouver Island as a preferred sport tourism destination and sport tourism-hosting leader. We are already known as a premier destination due to events such as the 2008-2009 World Under-17 Hockey Challenge coordinated with Hockey Canada. The Regional District of Nanaimo co-hosted this prestigious international sporting event in partnership with five other mid-island communities and is a preferred venue for Skate Canada.

In addition to our role with VISTC, we work closely with the Parksville Qualicum Beach Tourism Association on promotions and local initiatives, and we partner with the Vancouver Island University Department of Recreation and Tourism management to provide placement opportunities for cooperative education students, to collaborate on student projects, and training and projects with faculty and recreation professionals.

The RDN works regularly with local small businesses and non-profit sport organizations to deliver tourism and recreation-related activities. These include major sporting events as well as kayak and hiking trips, gymnastic camps, soccer programs and other similar small business ventures.

RECREATION AND PARKS DEPARTMENT

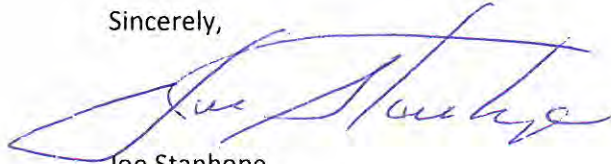
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737 Jones Street
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V9K 1S4
(250) 752-5014
Fax: (250) 752-5019

RDN Website: www.rdn.bc.ca

We are pleased to support any initiatives the government of British Columbia undertakes to promote tourism and small business, and we would like to invite you to our community at your convenience to discuss ways in which we can work together.

Sincerely,



Joe Stanhope
Chairperson
Regional District of Nanaimo

cc *Hon. Shirley Bond, Minister of Jobs, Tourism and Skills Training*
Michelle Stilwell, MLA Parksville - Qualicum
RDN Board
D69 Recreation Commission
K. Doerksen, Parksville - Qualicum Tourism Association



August 9, 2013

The Honorable Coralee Oakes
Minister of Community, Sport and Cultural Development
Room 124
Parliament Buildings
Victoria, BC
V8V 1X4

Dear Honorable Minister Oakes,

The Regional District of Nanaimo (RDN) Board of Directors congratulates you on your recent election and appointment to the Provincial Cabinet. We would like to take this opportunity to provide you with information about several of our initiatives that relate to your portfolio.

We offer a wide variety of recreation programs to a broad spectrum of our community and visitors ranging from preschool to adult. Examples of our core recreation programs include Red Cross Swimming lessons for all levels, leadership development opportunities for youth, and summer recreation camp programs for children such as Camp Littlefoot, Camp Bigfoot, Adventure Camp and Youth Express.

The programs we provide along with the facilities operated support the RDN Recreation and Parks department mission statement:

- To bring fun, enjoyment and vitality to our community.
- To enhance health and fitness.
- To enrich human development.
- To increase positive social behavior.
- To provide direct economic benefits.
- To improve the quality of life.

In the area of community development, the RDN Recreation and Parks Department supports and assists the community in identifying and responding to residents' active living needs. Through our programming we strive to empower individuals and groups of people by providing them with the skills and assets they need to make positive change in their own communities. The RDN provides grant funding to enable community groups in their efforts to support community and individual development, promotes performance recognition in sport and the arts, and engages in community capacity building through transfers to the Arrowsmith Community Enhancement Society, the Gabriola Recreation Society and the Cedar School and Community Enhancement Society for recreation services, and to local recreation commissions and parks and open space advisory committees.

In the areas of volunteer and leadership development, we provide resources and opportunities for community members to develop and share their skills as leaders in recreation and parks service provision. Examples include our leaders in training and youth recreation advisors programs, home alone and first aid courses, participation in School District 69 work experience programs.

RECREATION AND PARKS DEPARTMENT

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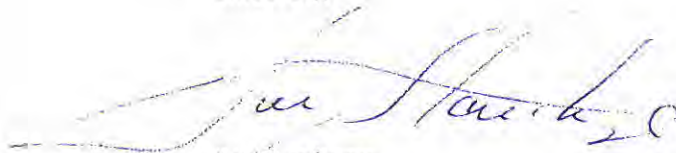
The Regional District provides regionally-significant recreation facilities and manages all aspects of their efficient operation and maintenance, customer service, and programs/public access. This includes the operation and ownership of a two-arena Multiplex in the City of Parksville and a fully-accessible Aquatic Centre in the Town of Qualicum Beach. Our balance of centralized facilities and decentralized programs allows us to maintain sustainable operations with consideration for social, environmental and economic factors.

Community education is a key aspect of our programming. Through our recreation and parks programs we work to promote physical literacy and to inform the public about the benefits of our recreation and parks services to individual, family, and community well-being. We encourage healthy eating through the RDN Healthy Choices Philosophy implemented in 2010, and we promote physical literacy for life, which develops the fundamental movement skills that all children need. We advocate for individuals with disabilities and support active involvement in recreation for all citizens. We also contribute to community safety by providing lifesaving instructor and water safety instructor training as well as community defibrillator training.

Our Board is committed to providing the opportunities, encouragement and financial assistance required for RDN residents of all ages and abilities to be able to access our recreation programs and facilities. We know that this commitment will have the added long-term benefits of increasing the overall wellness of community members, encouraging participation in sport and the arts, building stronger community connections and reducing stress on our health care system.

We are pleased to support any initiatives the government of British Columbia undertakes in the areas of community, sport and cultural development. We would also like to invite you to our community at your convenience to allow us the opportunity to share with you the initiatives underway within the Regional District of Nanaimo.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joe Stanhope", with a long horizontal flourish extending to the left.

Joe Stanhope
Chairperson
Regional District of Nanaimo

cc *Linda Reimer, Parliamentary Secretary to Minister of Community, Sport and Cultural Development*
Michelle Stilwell, MLA Parksville - Qualicum
RDN Board
D69 Recreation Commission



REGIONAL
DISTRICT
OF NANAIMO

August 9, 2013

The Honorable Dr. Terry Lake
Minister of Health
Room 337
Parliament Buildings
Victoria, BC
V8V 1X4

Dear Terry,

The Regional District of Nanaimo (RDN) Board of Directors congratulates you on your recent re-election and re-appointment in the Provincial Cabinet. We look forward to working with you, and would like to take this opportunity to familiarize you with our recent and ongoing work related to your portfolio.

The Regional District of Nanaimo is committed to creating more synergies with our provincial government in the area of active living. Our recreation programs support the RDN Recreation and Parks department mission statement:

- To bring fun, enjoyment and vitality to our community.
- To enhance health and fitness.
- To enrich human development.
- To increase positive social behavior.
- To provide direct economic benefits.
- To improve the quality of life.

We promote integrated health and active living for all ages, including improved fitness and access to recreation opportunities for children of all ages, abilities and economic backgrounds. We offer no-cost access to our recreation facilities for tots and golden-aged participants (80 years and older) as well as reduced admission rates for seniors and youth. We have also established community partnerships with the Oceanside Integrated Health Network and the Alzheimer Society of BC for Minds in Motion. Our children's camps all provide a minimum of 60 minutes of daily physical activity which supports the Canadian Physical Activity Guidelines (www.csep.ca/guidelines). The RDN provides financial assistance programs to allow our less fortunate individuals and families to access recreation programs and facilities.

The RDN takes a proactive approach to include all members of the community in recreation programs and services in a non-discriminatory manner. Our inclusive approach involves working with individuals and their families, planning ahead for participation, promoting our programs to all members of the community, and providing support and adaptations whenever possible. The department focuses on including people with disabilities in the general recreation services provided, with swimming, skating, and children's summer camps being the most often requested. The Regional District of Nanaimo is proud to offer recreation programs and facilities that follow national and international best practices, guidelines and

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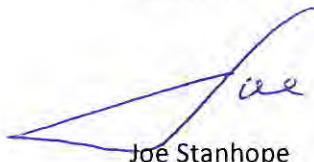
RDN Website: www.rdn.bc.ca

principles in the delivery of active living. It is a priority for our Board to ensure that these programs and facilities are accessible to all members of the community regardless of age or level of physical ability. Inclusion assists individuals in achieving a better level of health and well-being, and provides opportunities to make connections and build relationships within their communities. In addition to the benefits to those with disabilities, inclusive programs help everyone to become more understanding of individual differences leading to attitudes of acceptance.

Our philosophy is that active living is a major part of overall wellness, and our Board is committed to providing the opportunities, encouragement and financial assistance required for RDN residents of all ages and abilities to stay active and healthy. We know that this commitment will have the added benefits of building stronger connections within our community and reducing stress on our health care system now and into the future. In addition to the work we do in our own communities, we are keen to work with neighbouring municipalities and regional districts to explore opportunities for wellness-related events and activities.

On behalf of our Board I am pleased to extend an open offer of support for any of your future initiatives. We are available to meet with you at any time to provide you with more detail about our many health and wellness-related initiatives, and to discuss ways in which we can partner with you or otherwise assist you in carrying out your work in our Region.

Sincerely,



Joe Stanhope
Chairperson
Regional District of Nanaimo

cc Linda Reimer, Parliamentary Secretary to Minister of Community, Sport and Cultural Development
Michelle Stilwell, MLA Parksville - Qualicum
RDN Board
D69 Recreation Commission



Family Resource Association



181 Sunningdale Road West, Qualicum Beach, BC V9K 1K7
Phone 250-752-6766 Fax 250-752-6730
www.d69fra.org

July 17, 2013

District 69 Recreation Commission
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4

Dear RDN Staff and Board Personnel,

On behalf of the Child and Youth with Special Needs Services with the Family Resource Association, and the families in the communities it serves, I'd like to extend a heartfelt thank you for approving the grant for our music extension program that you recently approved.

I am confident the children and youth and their families that utilize those services will be thrilled with the addition. I have had ongoing requests to create this program and I'm confident the benefits to the families will be numerous.

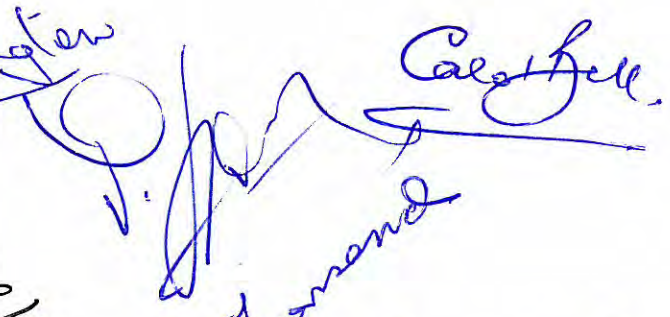
Best regards,

Ramona Passarello, B.A.
CYSN Program Coordinator
Family Resource Association
250-752-6766, Ext. 118
Ramona@d69fra.org
www.d69fra.org

Murdoch Cowan

Pete Worthington

Vera Worthington



Caerdydd

Walter Begusko

Walter Hoogland

Pat Leonard

Kid DeBeno

Gene May

Anaera Jameson

Luette

Louise

With Appreciation

From the Jugmentals Jug Band for the approval of our Grant.

Richard Yates
Band Manager.

From: [Marcellus, John](#)
To: "[Daniel Dunwoody](#)"
Cc: [Bannatyne, Clayton](#); [Awram, Dave](#); [Barr, Randy](#); [Brownlee, Rob](#); [Bull, Dean](#); [mtnarena](#); [Stockand, Charles](#); [Whyte, Randy](#); [Moody, Bonnie](#); [Burton, Melinda](#); [Couturier, Debbie](#); [Gibson, Jenny](#); [Harvey, Ann-Marie](#); [Carter, Janice](#); [Jennings, Julia](#); [Keltie, Laura-Lee](#); [Murray, Wendi](#); [Ney, Sharon](#); [Regarena](#); [Wale, Shayleen](#); [Verbicky, Lisa](#); [Banman, Dean](#); [Chestnut, Mike](#); [Marshall, Wendy](#); [Osborne, Tom](#); [Cramer, Kelsey](#); [Lobb, Jonathan](#); [McCulloch, Elaine](#); [Michel, Joan](#); [Oman, Travis](#); [Palidwor, David](#); [Paridaen, Margaret](#); [van Ossenbruggen, Chris](#); [Wheldon, Dave](#); [Finnie, Christina](#); [Hopewell, Jennifer](#); [Jordan, Colleen](#); [Koeleman, Judith](#); [MacKenzie, Cathy](#); [McNutt, Valerie](#); [Porteous, Anne](#); [Valade, Kelly](#)
Subject: RE: 2013 September Classic
Date: Friday, September 13, 2013 9:41:11 AM

Hi Dan:

Thank you for the kind comments and message for which I will indeed forward on to the RDN staff. It is always a pleasure having the Panthers, their spouses and families at Oceanside Place and it was especially gratifying to see the effort put forward from yourself, and of course others, to bring the "CLASSIC" back for 2013. We received numerous positive comments about your volunteers, the games, social atmosphere with the Pond, breakfast supplied by the Shriners, the community, and the facility and our staff. It is a positive experience for all and we will continue to offer our support and assistance in future endeavors.

Please feel free to pass on my remarks to your group and volunteers and we look forward to not only next years' CLASSIC but also to the various activities that the Panthers conduct at OP throughout the year. Kudos to all!

John

John Marcellus - Superintendent of Arena Services
Regional District of Nanaimo - Recreation and Parks
Oceanside Place,
830 West Island Highway, Parksville, B.C. V9P 2X4
Ph.: 250-248-3252 Cell: 250-927-2783
Toll free: 1-888-828-2069 Fax: 250-248-3159
E-mail: jmarcellus@rdn.bc.ca Website: www.rdn.bc.ca



Please consider the environment before printing this e-mail.

The contents of this electronic mail transmission are **privileged**, intended to be **confidential** and for

the sole use of the designated recipient. If this message has been misdirected, or if a resend is desired, please contact the sender as soon as possible.

From: Daniel Dunwoody [mailto:parksville.panthers@gmail.com]
Sent: Friday, September 13, 2013 8:42 AM
To: Marcellus, John
Subject: 2013 September Classic

John:

I wanted to send a personal note of thanks to you and through you to all of the RDN arena staff for the assistance and patience shown to the players, spouses and guests during our recent Classic.

The staff were wonderful and accommodating as usual and while we sometimes take it for granted we do appreciate it and don't say thank you often enough.

It continues to be a positive experience working with the arena folks and hopefully we will do so for many more years.

Thanks and take care,

Daniel

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: August 2, 2013

FROM: Tom Osborne
General Manager, Recreation and Parks

FILE:

SUBJECT: Family Day Sponsorship – Oceanside Place & Ravensong Aquatic Centre

PURPOSE

To provide the Board information on confirmation of sponsor that will allow for free admissions to the Ravensong Aquatic Centre and Oceanside Place on Family Day.

BACKGROUND

In October of 2011 the provincial government announced that a new statutory provincial holiday would be observed beginning in February of 2013. It was announced in May of 2012 that Family Day would be observed on the second Monday in February each year, starting February 11, 2013.

Due to additional staffing expenses associated with opening on statutory holidays, the practice in place since 2003 was to close Oceanside Place and Ravensong Aquatic Centre on statutory holidays. This practice was followed for the 2013 Family Day. After concerns from the public and elected officials that neither facility was open, the Regional Board then considered options to open the two facilities on Family Day.

At the July 23, 2013 Regional Board Meeting, a staff report and recommendations from the District 69 Recreation Commission were received and the following two resolutions were approved:

- 1. That Ravensong Aquatic Centre and Oceanside Place charge a uniform admission rate for everyone on Family Day holidays.*
- 2. That Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rate of \$2.00/person, and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.*

Leading up to and following the adoption of the two resolutions, there was discussion on providing free admissions to all patrons and it was suggested that if a sponsor could be secured to cover off the approximately \$1,200 dollars in additional staffing costs that is incurred by opening on Family Day, the \$2.00 per person admission fee could be eliminated.

Connections were then made with Quality Foods which had expressed an interest in sponsoring Family Day at the two recreation facilities. Quality Foods then confirmed that they would like to be the sponsor of Family Day events and will contribute \$1,200 in 2014 and requested they be a long term sponsor for the annual event.

Quality Foods and the RDN already have a long-standing community recreation partnership through the Rec Bucks program, where Quality Foods shoppers can redeem their Quality Foods points for Rec Bucks. Rec Bucks can then be used to purchase swim and skate passes, program registration, RDN camping fees and facility rentals.

This latest sponsorship will provide for free admissions to Oceanside Place and Ravensong Aquatic Centre on Family Day and the two facilities will be open for four hours on February 10, 2014. The facilities will also be open at offsetting times so residents can make use of both if they wish to.

As the Active Living Guide was going to print at the end of July, staff were required to make changes to the guide to reflect the above changes and a media release will be issued in early August. Now that a sponsor has been secured that will provide free admissions to the two facilities, the Board is requested to formally approve the changes.

ALTERNATIVES

1. That Oceanside Place and Ravensong Aquatic Centre be opened for four hours each on Family Day holidays with free admissions and for Quality Foods to be the sponsor for these Family Day events.
2. Provide staff with alternative direction.

FINANCIAL IMPLICATIONS

Opening the Ravensong Aquatic Centre for four hours on Family Day will cost approximately \$720 more than the same hours of operation on a non-statutory day. The additional costs for Oceanside Place under the same premises would be \$435. The \$1,200 provided through the sponsorship with Quality Foods will offset these increased costs.

Providing free admissions to the RDN's recreation facilities is consistent with other sponsorships already taking place with the RDN Recreation and Parks Department as provided further in this report.

SUSTAINABILITY / CITIZEN IMPLICATIONS

Offering opportunities for families to participate as a unit in events that promote healthy living and connections with their community are critical to a healthy and productive family unit and community. Efforts are continually made by the department to reduce the financial barriers that may prohibit residents from participating in community events and activities.

This sponsorship with Quality Foods is in addition to existing sponsorship events that provide free access to recreation facilities throughout the year. Current sponsorships include the Parksville Lions Club and

Save On Foods Free Family Skates, Coastal Community Credit Union Free Skate, Generals Hockey Team Free Skate Sessions and Tim Horton’s Winter Wonderland Skate Sessions.

SUMMARY

At the July 23, 2013 Regional Board Meeting, two resolutions were approved that provided for opening of the Ravensong Aquatic Centre and Oceanside Place on Family Day. During the voting on the matter there was discussion that the admissions should be free to all patrons attending the public skate and swim sessions and staff were encouraged to secure a sponsor that could cover the additional costs of opening the recreation facilities on Family Day.

Connections were then made with Quality Foods which had expressed an interest in sponsoring Family Day at the two recreation facilities. Quality Foods then confirmed that they would like to be the sponsor of Family Day events and will contribute \$1,200 in 2014 and requested they be a long term sponsor for the annual event.

This latest sponsorship will provide for free admissions to Oceanside Place and Ravensong Aquatic Centre on Family Day and the two facilities will be open for four hours on February 10, 2014. The facilities will also be open at offsetting times so residents can make use of both if they wish to.

As the Active Living Guide was going to print at the end of July, staff were required to make changes to the guide to reflect the above changes and a media release was issued. Now that a sponsor has been secured that will provide free admissions to the two facilities, the Board is requested to formally approve the changes.

RECOMMENDATION

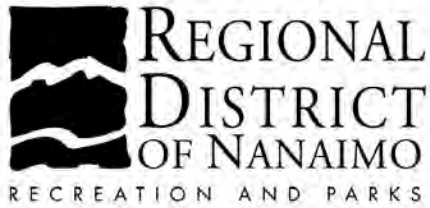
That Oceanside Place and Ravensong Aquatic Centre be opened for four hours each on Family Day holidays with free admissions and for Quality Foods to be the sponsor for these Family Day events.



Report Writer



A/ C.A.O. Concurrence



MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: September 4, 2013

FROM: John Marcellus
Superintendent of Arena Services

FILE:

SUBJECT: District 69 Recreation Commission –July + August 2013 Report Oceanside Place

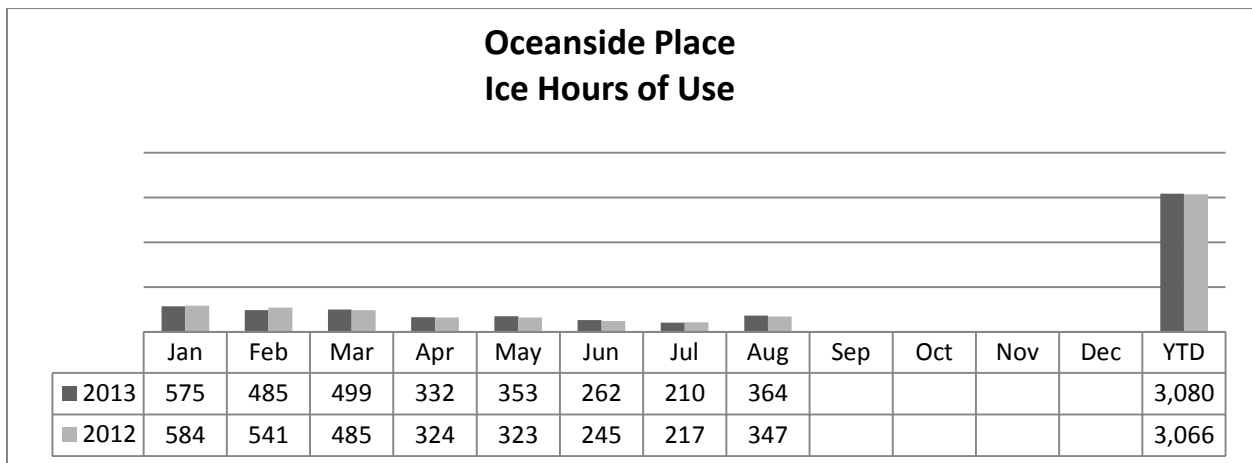
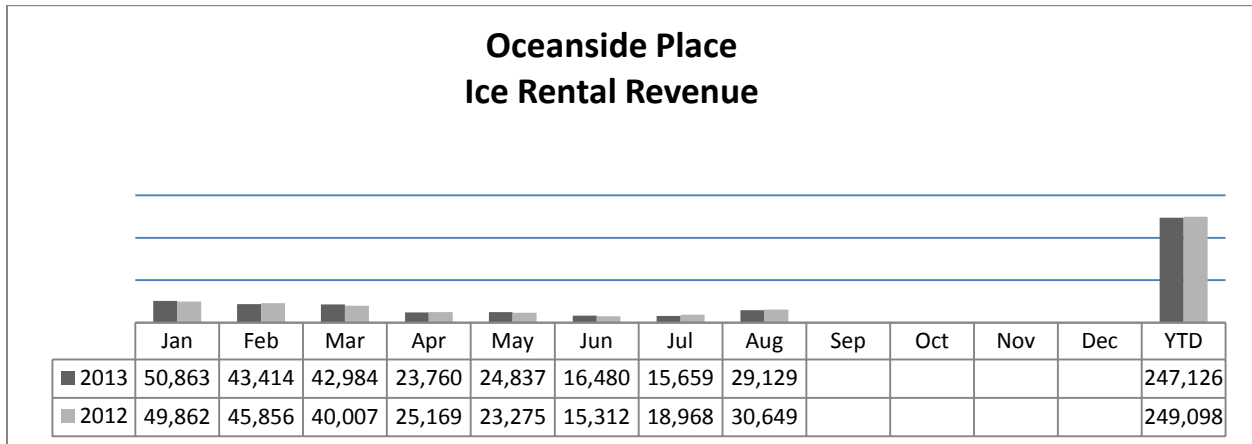
PROGRAMS/EVENTS/ICE RENTALS:

Programs:

- The Girls Only Hockey Camp, Aug. 6-9, attracted 44 player's ages 8-15 years with revenue of over \$8,500. Only 2 registrants were from within the RDN, the rest from all over the island and the lower mainland. Most families included this camp as part of their holidays and enjoyed the time spent in the area.
- The "Senior Hockey Skills Refresher" course, Aug. 26-30 was once again well attended with 21 registrants.
- Drop-in Hockey continues for 55+ and 70+ age groups. Attendance is good for both age groups
- The "Beat the Heat" skate sessions on Wednesday evenings were well attended with, with over 50 in attendance for the last session on August 22.

Facility Rentals:

- The Turcotte Stick Handling School ran from July 2 to 5 and again Aug. 15 to 19.
- Gold in the Net returned for another successful goaltending summer camp, August 12-23.
- Heath Dennison Power Skating School also took place August 12-23.
- The Oceanside Generals Main Camp was held August 17-18
- Rock Hockey Female Training Camp held weekend camps on July 27 and 28 and again August 17 and 18.
- Oceanside Minor Hockey Association conducted Female Bantam tryouts for the Vancouver Island team on Aug. 24 + 25 and Rep tryouts took place August 26-29
- On Sat. Aug. 31 a "Celebration of Life" was held in the Pond honoring a long standing member Bernie Diakow of the PGOSA and Panthers Associations and over 250 people were in attendance.
- The Generals held exhibition games on August 30, 31 with the game on Aug. 31st being a benefit for a young member of the community that passed away during the summer.



FACILITY OPERATIONS:

- Maintenance staff installed the ice in the Howie Meeker Rink July 8-14.
- The vacant PPT and a Casual Arena Maintenance Worker positions were filled with Dean Bull and Paul Jackson being welcomed to Oceanside Place.
- The Advertising Services Agreement expired in August and a Request for Proposals was sent out and closed on July 31. An agreement is being executed with Matt Woods Advertising, as the successful proponent.
- The Concession Services Agreement expired in July and a Request for Proposals was sent out and closed on July 26. An agreement is being executed with the successful proponent, Pat Solway.

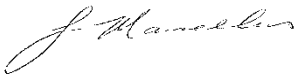
FACILITY ADMISSIONS:

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tot	77	50	11	0	0	0	2	3					143
Child	674	560	254	28	10	0	185	49					1760
Youth	163	148	35	7	17	8	21	10					409
Adult	451	395	161	118	145	133	56	35					1494
Senior	792	638	539	468	343	254	192	180					3406
Golden	52	37	26	20	10	3	5	2					155
Family	1,235	908	365	0	0	0	88	21					2617
Totals	3,444	2,736	1,391	641	525	398	549	300					9984

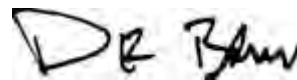
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tot	81	72	64	15	0	0	1	4					237
Child	599	552	624	113	1	0	48	59					1996
Youth	181	171	119	8	0	0	25	24					528
Adult	533	430	446	180	182	143	37	23					1974
Senior	828	765	617	449	277	214	187	98					3435
Golden	24	31	25	12	4	0	6	3					116
Family	985	634	478	23	0	0	40	32					2181
Totals	3,231	2,655	2,373	800	464	357	344	243					10467

Recommendation:

That the Oceanside Place report for July and August 2013 be received.



Report Writer



Manager Concurrence



MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: September 5, 2013

FROM: Mike Chestnut
Superintendent of Aquatics Services

FILE:

SUBJECT: District 69 Recreation Commission – July/August 2013 Report Ravensong Aquatic Centre

PROGRAMS/EVENTS/ RENTALS:

The following special events and programs were held at the Aquatic Centre in July and August 2013:

- July 2nd Start of Summer lessons
- July 3rd Lifesaving Camp with 10 registrants
- July 4th Standard First Aid with 7 registrants
- July 6 and 7th Dive Instructor Course
- July 15-19 Summer Aqua Camp with 6 registrants
- July 19th Last Day of Breakers swim club before attending Nationals
- Aug 12-16th Water Camps with 15 registrants
- August 11th Qualicum Ocean Mile Swim ¹

¹ The 56th Anniversary of the Ocean Mile swim was celebrated this year with a total of 52 participants. Participants came from Vancouver Island, BC, and Alberta.

2013 summer aquatic program registration comparison is as follows:

	2011 (4 sessions)	2012 (3 sessions)	2013 (3 sessions)
Registration numbers	346	358	391
Registration revenue	\$20,390	\$22,880	\$26,124

SWIM ADMISSIONS

2013

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	282	340	326	223	233	203	107	131					1845
Child	532	497	648	348	314	331	598	406					3674
Student	426	464	524	378	398	311	179	146					2826
Adult	2837	2644	2391	2107	1971	1797	1359	838					15944
Senior	3774	3295	3342	3269	3426	3161	2691	1350					24308
Family	1308	1106	1485	787	709	556	801	909					7661
Golden	588	523	562	492	515	592	485	218					3975
Totals	9747	8869	9278	7604	7566	6951	6220	3998					60233

2012

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	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					17106
Senior	3298	3234	3500	3069	3014	2959	2428	750					22252
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					60118

FACILITY OPERATIONS

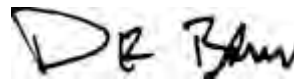
Annual Ravensong Aquatic Centre shutdown (August 17 – Sept. 8) review:

- Lobby, Administration, office, staff room flooring was replaced
- Boilers were replaced
- Water treatment Chlorinators were rebuilt
- All interior exterior glazing was cleaned
- Complete air handler system received maintenance and filter changes
- All interior stainless was cleaned and treated
- Painting touch ups throughout facility
- All areas received deep cleaning
- Solar system was flushed and recharged
- Water tank anodes replaced
- Additional electrical receptacles were added in female change room
- Non functioning Natatorium light fixtures were replaced
- Exterior walkways were power washed

Recommendation

That the Ravensong Aquatic Centre report for July/August 2013 be received.





TO: Dean Banman
Manager of Recreation Services

DATE: August 29, 2013

FROM: Sandra Pearson
Superintendent Recreation Program Services

FILE:

**SUBJECT: District 69 Recreation Commission – July-August 2013
Northern Community Recreation Program Services Report**

For the months of July-August 2013, the following occurred:

INCLUSION: Summer year-to-date numbers as follows;

- Inclusion clients served:
 - 2011 – 25
 - 2012 – 25 (12 new clients)
 - 2013 – 19 (7 new clients)
- Inclusion weeks provided (total):
 - 2011 – 1062 hours paid inclusion support = 30 FT weeks and 3 PT weeks.
 - 2012 - 1075 hours paid inclusion support = 24 FT weeks and 6 PT weeks
 - 2013 – 1087 hours paid inclusion support = 22 FT weeks and 14 PT weeks (reflects the increased need at Littlefoot, with 3 children per day requiring individual attention)
- The demand for inclusion was steady this summer. Staff were highly trained and of great benefit to the participants and leaders. This inclusion service is for a short period of time (maximum 9 wks) and requires intensive attention particularly for the first month of summer.
- Three Inclusion Workers were hired full time, one part time (due to new clients attending the pre-school Camp Littlefoot) plus additional staff to support occasional needs.
- There were 12 participants with anaphylaxis reactions carrying epi-pens who attended summer programs this year. Each family completes special forms and requires considerable communication with the Inclusion Programmer; camp staff are trained in the administration of epi-pens. Prior to summer, the Medication and Anaphylaxis forms and procedures were revised which resulted in an improved process and fewer forms required.
- 10 children brought ‘other medication’ to camp, mostly inhalers for children with asthma. The Inclusion Programmer ensures procedures and forms are completed and all staff aware of any concerns.

PRESCHOOL PROGRAMS (3-5 years):

- **Camp Littlefoot:** 77 registrants in 6 weekly programs (excellent / 91% full)
- **Tiny Tot Gymnastics:** 15 registrants (excellent); new in 2013
- **Kindergym:** 20 registrants (full); new in 2013

Camp Littlefoot	2012	2013
Registrations	68 (18 sessions)	77 (18 sessions)
Revenue	\$3,232	\$3,740

CHILDRENS' PROGRAMS:

- **Junior Can-Gym (5-8yrs)** – 20 registrants (full with 9 on waitlist); new in 2013
- **Senior Can-Gym (9yrs+)** – 19 registrants (excellent); new in 2013

Day Camps and Playground Program:

- Five Canada Summer Jobs students (on federal grant) worked for the department this summer. Several other summer leaders were hired in positions of inclusion, preschool, junior leaders, and specialty camp positions.
- Camp Suntastic was cancelled in 2013; however, there were no concerns from the public as other existing programs accommodated extra participants.
- Camp Bigfoot had a very successful summer with weekly and daily registration at 94%.
- Adventure Camp was successful, but had some spaces available throughout. Weekly registration and daily registration at 75%.
- Camp Notch had another great summer at 92%. Only 6 spots available all summer!
- Qualicum Beach Playground saw consistent numbers all summer, and higher than 2012. It was not oversubscribed with Camp Suntastic's closure. Staff are estimating 422 visits this season over the seven weeks. Leaders stated that there was a new participant coming to camp each day.
- Overall, the summer was excellent with positive feedback from families. The Summer Staff team was well-trained, with great teamwork and leadership, and interaction with the children. Program and reception staff worked well together to make sure that everyone was supported and received quality customer service.
- The Summer Recreation Assistant, Joseph Negrin, demonstrated positive leadership and maintained a calm presence while dealing with everyday challenges at day camps, bus, van and out trips, and supporting the staff team.

Sports and Specialty Camps:

Total Registration	2012	2013	% increase/decrease
CVI Basketball	23	38	65%
Soccer	176	218	24%
Tennis	159	167	5%
Golf	33	24	-27%
Sports Total	391	447	14%
Byte	24	24	0%
Young Chef	64	45	-30%
Specialty Total	88	69	-22%

- **Tennis Camp (6-12 & 11-18 years):** Extremely busy this summer with returning Instructor Murray Hough, running at 99.4% capacity with 167 registrations out of a possible 168 over 7 weeks.
- **CVI Basketball Camp:** Second summer with Central Vancouver Island Basketball. The first week we offered two camps, Gr. 7-9 in the morning and Gr. 3-6 in the afternoon. Due to low registration in the second week, the children and youth camps were combined into one program comprising of 7-14 year olds. Parent evaluations showed high levels of satisfaction with this program. Recommend offering two weeks again in 2014 with both camps offering combined age groups of 7-14 years for just the mornings.

- **British Soccer (3-5 & 6-12 years):** RDN experienced an excellent first year of operation with the new soccer contractor 'Challenger Sports' whose staff are from the United Kingdom. A third week of camp was offered at end of summer when most day camps were completed. Staff were impressed with British Soccer coaching, lesson planning, organization and professionalism. Registration numbers were very good and staff look forward to building on this success in future years.
- **Golf Camp (7-14 years):** Three (out of 4) weeks of camp had 24 registrants. Third week was cancelled after a change in ownership at Pheasant Glen. Contractor Brent Morrison re-located for fourth week to Arrowsmith Golf with good results.
- **Byte Camp (9-12 & 11-14 years):**
 - **3-D Animation:** cancelled due to low registration
 - **Music and Video Production:** 9 registrants at Oceanside Place Arena (good)
 - **Flash Video Game Design (11-14 yrs)** 15 registrants including 1 on Byte scholarship. The Town of Qualicum Beach provided free space at QBCC in support of *Making Culture Count*.
- **Thrifty Foods Young Chef (9-12 years):** In 2012, a half day camp was offered for \$5. In 2013, the fee increased to \$25 and appropriate space was secured for the first week at the Society of Organized Services with 18 participants in the morning and 14 in the afternoon. The second week of camp was held in Bowser for a full day with 13 registrants at a fee of \$55.

YOUTH PROGRAMS:

- **Express Camp (11-14 years):** This camp experienced changes this summer with new leaders and an improved balance of scheduled activities. Express Camp had 241 participants over 7 weeks of camp. The program was successfully decreased by two weeks (9 weeks in 2012) which assisted with registration, and reflects the changes in school enrollment.

	2012	2013	%
Express Weekly	21	28	33%
Express Daily	190	213	12%
Express Total	211	241	14%

- **Summer Leaders In Training (LITs), (13-16 years):** 2013 registration was full again with a maximum of 25 youth. The program was limited to 25 due to a decrease in placement options with the cancellation of Suntastic and the increase in maximum capacity for the other camps. Of the 37 LITs from 2012, 7 were hired by the RDN in 2013 as Junior Leaders and 7 returned to participate in the LIT program again in 2013.
 - Youth completed 13.5 hours of training in first week of July for a total of **337.5 training hours**.
 - LITs were required to complete 40 hrs (45 hr in 2012) due to the decrease in placement options. Therefore, LITs who volunteered for one week at Notch, Bigfoot or Adventure completed the required hours in one week. It was difficult to find LITs to volunteer at community events. For 2014, the required hours will be increased to 45 hours with LITs volunteering at one event.
 - Two RDN Summer Leaders, one from Qualicum Beach Playground, and one from Express Camp, assisted with LIT training. Having the Express Camp Leader assist with the training assisted in building relationships with LITs and several also registered for Youth Express Camps as a result.
 - The LITs volunteered at 7 RDN summer camps as well as at Storybook Village and three community special events.

- **LIT Feedback**

- “The LITs did an excellent job, they all had good communication skills with the children while making the kites which is half the kite building experience.” – Don Gamble, Kite Fest
- “Everyone that has come out [to Storybook Village] has been very eager and helpful. The LITs are coming out of their shells and are even coming up with their own ideas. They are full of many great ideas! It has been a pleasure working with all the LITs this summer.” – Odette Herr, BLT Program Coordinator
- “I just wanted to express my thanks to the two LITs that volunteered at the Ocean Mile Swim. They were on time (early!) ready to work and eager to learn. They had a wonderful attitude and were both extremely flexible... were engaging and always had a smile on their face (even in the pouring rain!!).” – Anne Porteous, Aquatics Programmer

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

- **KiteFest:** 3 LITs assisted children and Lions Club members with kite building, an intensive hands-on process
- **Ocean Mile Swim:** 2 LITs timed swimmers
- **Kidfest:** 5 LITs were involved in field and circle games, parachute games and helping to organize a circuit obstacle course

ADULT PROGRAMS:

- **Mt. Arrowsmith Hike:** 12 registrants (excellent)
- **Coed 6 on 6 Soccer:** 101 registrants and 10 on sub-list (excellent)
- Planning for National **Active Aging Week** (September): Very good response from community groups and Vancouver Island University Centre for Healthy Aging and Greater Victoria Elder Care Foundation which are supporting initiatives with volunteers, students and funding for a special speaker to host “The Best You Can Be” and activities at Parksville Community Park, “Going for Gold not Old,” which are fitness and health stations at the Lions Outdoor Gym.

AREA H PROGRAMS:

- **Bowser Breeze Camp:** *cancelled* (only 5 registrants)
- **Bowser Circus Camp:** 6 registrants (low) while Parksville had 9 registered (minimum registration). Unsure if this camp will be run again.
- **Bowser Young Chef Camp:** 14 registrants (good)

PROMOTIONS:

- The Spring Summer 2013 Active Living Guide was sent to 15,400 homes by Canada Post unaddressed ad mail. An additional 2,600 copies are now available at Oceanside Place, Ravensong Aquatic Centre, local libraries, tourism offices and other community locations and online. (Colleen to update)
- The 2013 Fall Winter Guide was released August 19 with high registration volume immediately. Thirty-seven community ads were placed (93% sold, 7.5 of 8 pages filled). The Programmer launched the new Fall marketing campaign of ‘Renew, Rejuvenate’.
- Programmers filming summer programs with one video clip nearly ready for YouTube launch; planning to have footage for at least three YouTube video clips for RDN promotions for summer 2014.
- Programmer did two photo shoots of Adventure Camp and Skating session for Summer 2014 promotions.

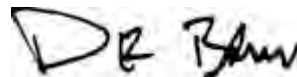
COMMUNITY DEVELOPMENT:

- Storybook Village is a partnership program operated through Building Learning Together which operated for 6 weeks this summer in July-August. Volunteers and staff from a variety of agencies, including RDN Recreation and Parks, provided leadership at the Qualicum Beach Elementary School site. Since 2011, the RDN has agreed to provide Building Learning Together/School District 69 leader support at Storybook Village in lieu of free use of Qualicum Beach Munchkinland. Attendance fluctuated, but received between 20-70 children daily (Monday-Thursday). There is no revenue for this program as Building Learning Together provides all of their programs for free to families.
- Financial Assistance Program: demand remains high with over \$23,000 in subsidies to families YTD.
- District 69 Recreation Grants: the next deadline is Friday, September 27, 2013.
- Field booking information was sent to the 20 leagues operating during the fall/winter seasons. Bookings will continue over the next several weeks.
- Staff met with the Oceanside Healthy Aging Initiative (OHAI) to discuss the coordination and promotion of Active Aging Week.
- Area H Programmer attended and face-painted for Qualicum First Nations Family Day on August 14.
- The 21st annual Kidfest event took place on August 18. The RDN hosted a community booth staffed by a Recreation Programmer, 6 Junior Leaders and 5 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. For the first time in 21 years, the RDN was not a sponsor of Kidfest 2013. The newly formed board was very well organized, revamped their website and created a new email contact. Attendance figures are not currently available, but are estimated at approximately 3,500 people.
- The 33rd annual **Terry Fox Run** is scheduled for Sunday, September 15 at Rath Trevor Beach Provincial Park.

That the Northern Community Recreation Program Services July-August 2013 report be received.



Report Writer



Manager Concurrency

TO: Dean Banman
Manager of Recreation Services

DATE: September 16, 2013

FROM: John Marcellus
Superintendent of Arena Services

FILE:

SUBJECT: Oceanside Place Lighting Upgrade-2013

PURPOSE:

To award the tender for the removal and replacement of the high bay light fixtures at Oceanside Place.

BACKGROUND

In 2003 Oceanside Place was constructed and opened to the public in October. Construction included the installation of 180 high bay metal halide fixtures to provide the illumination required for the Howie Meeker Rink # 1 and the Victor Kraatz Rink # 2, the Pond-Leisure Skating Rink # 3 and the Lobby. Metal Halide lamps have been the normal type of lighting in rinks for many years but have had many disadvantages in regards to energy costs, heat generation, short life expectancy and higher operation and maintenance costs.

As a component of a continuing and developing a sustainability plan and changing lighting technologies, it was determined prior to 2013 that alternatives to the existing lighting should be explored. Subsequently, a project for upgrading the lighting was identified and approved for the 2013 Oceanside Place Capital Plan. Originally, the concept was to replace the metal halide (high illuminating electric arc through a gas medium), fixtures with induction (similar to fluorescent but with longer life) lighting, as there were concerns about the application of LED (Light Emitting Diode) lighting in an arena environment. However, during the research that occurred, which included discussions with other arena operators who have installed LED lighting, it was determined that LED was a more favorable alternative due to lower operating costs and higher annual energy efficiency than induction. In July an "Invitation to Tender" was sent out requesting bids on removal and disposal of the existing (180) light fixtures plus the installation for LED light fixtures. The tender closed August 9, 2013 with a total of nine bids submitted. Of the submissions, the following three were the lowest: (excluding tax)

- Den Mar Electric \$241,924.00
- Pacific Audio Works/ CNJ Lighting Solutions (PAW/CNJ) \$251,748.27
- Houle Electric \$260,495.00

The bids submitted were reviewed by staff and the lowest bid was subsequently removed due to the shorter life expectancy of the fixtures proposed (5 years less), longer ROI (just under 6 years longer), and lower annual energy savings (\$13,000 est.). The bid also specified installing a zone control option for the rinks where the tender specifications specified individual fixture programming control. The deliverables proposed in the Houle Electric bid are comparable to the one recommended by staff. However the additional cost between the two is not warranted in staff's opinion due to the insignificant extra annual

cost savings (\$490) this bid has over the recommended bid. The PAW/CNJ bid was deemed the most favorable based on the criteria of energy savings (\$25,000 over Metal Halide), fixture life (15 years) and ROI (just under 2.5 years).

ALTERNATIVES

1. Award a contract for the Oceanside Place Lighting Upgrade-2013 to Pacific Audio Works/CNJ Lighting Solutions for the tendered price of \$251,748.27 excluding tax.
2. That the contract for the Oceanside Place Lighting Upgrade -2013 not be awarded to Pacific Audio Works/CNJ Lighting Solutions and alternative direction be provided.

FINANCIAL IMPLICATIONS

The project cost of \$ 251,748.27 (excluding tax) would be funded by a Western Economic Diversification Program (CIIF) grant which was received in the spring of 2013, BC Hydro incentive/rebate funds (approved September 2013), Corporate Climate Action funds (CARIP) and Oceanside Place 2013 approved Capital Plan. Due to the successful approval of grant applications and the RDN Board's approval of CARIP funds for this project, this project is expected to require less of the 2013 Oceanside Place capital funds that were originally allocated to the project.

- CIIF: \$61,950.00
- BC Hydro: \$68,399.00
- CARIP: \$60,500.00
- RDN: \$60,899.87
- Total: \$251,748.87

SUMMARY

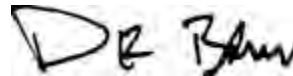
All funding sources have now been secured for the lighting replacement capital project at Oceanside Place. Staff have reviewed the nine submissions that were supplied under the 'Call for Tender' criteria and shortlisted the submissions to three. Final review was based on return on investment, lamp life expectancy, annual energy savings and compatibility of the fixtures in an arena setting. Staff are now forwarding a recommendation to the Board for final approval to award the project.

RECOMMENDATION

That the Oceanside Place Lighting Upgrade-2013 Project be awarded to Pacific Audio Works/CNJ Lighting Solutions for the tendered price of \$ 251,748.87 excluding tax.



Report Writer



Manager Concurrence



General Manager Concurrence



A/CAO Concurrence

TO: Tom Osborne
General Manager, Recreation and Parks Services

DATE: September 17, 2013

FROM: Dean Banman
Manager of Recreation Services

SUBJECT: **Arrowsmith Community Recreation Services Agreement 2014-2016
(Electoral Area 'F')**

PURPOSE

To consider renewal of an agreement with the Arrowsmith Community Enhancement Society (ACES) for the provision of local recreation services to Electoral Area 'F'. This would be the third 3-year agreement with the Society.

BACKGROUND

Since January 2008, supplemental recreation programming services have been provided within Electoral Area 'F' under an agreement with the Arrowsmith Community Enhancement Society (ACES). These localized recreation services are in addition to the regional recreation services provided through the Northern Community Recreation Service (NCRS) function and funded by all of the members of District 69 under Bylaw #861. The current agreement expires on December 31, 2013.

In the fall of 2010, ACES submitted a request for additional funding in order to expand their services and address the needs of a growing diverse community of five neighbourhoods (Coombs, Errington, Hilliers, Whiskey Creek and Meadowood). Additional rationale for the amount of funding was to seek relative parity with the financial resources applied to Electoral Area 'H' which has a dedicated RDN part time programmer located in the area and Gabriola Island which forms part of Electoral Area 'B'. As part of the 2011 Annual Budget, the Regional Board approved a \$16,000 increase to the contract funding to \$44,000. In 2013 after another request from ACES for a contract increase mid-term of the agreement, the RDN Board approved additional funding of \$10,668. In the last few months staff met with ACES executive and in conjunction have revised the proposed renewed Agreement attached as 'Appendix A'.

The salient changes to the proposed agreement (Appendix 'A') and the expiring current agreement are as follows:

- Increase flexibility for ACES to work with businesses for recreation, arts and cultural purposes
- Increase in funding of \$11,212 in Year 1, an additional of approx. \$2,000 in Year two over the Year one amount (\$11,212) and an additional \$2,000 in the final year of the agreement.

ALTERNATIVES

1. Approve the Recreation Services Agreement as attached in *Appendix 'A'* between the Regional District of Nanaimo and the Arrowsmith Community Enhancement Society.
2. Not approve the attached agreement and provide staff with alternative direction.

FINANCIAL IMPLICATIONS

The new agreement would provide three years of funding in the amount of \$65,880 for 2014, \$67,856 for 2015, and \$69,892 for 2016, with an additional Consumer Price index (CPI) adjustment for years two and three. The increase to the contract from 2012 to 2014 is \$11,212 and would be added to the annual Northern Community Recreation Services budgets for the applicable year.

The approximate increase to assessment of the contributing members to fund the contract increase is \$.10 per \$100,000 assessment bringing the total assessment cost for the ACES contract to \$.70 per \$100,000. It is important to note that this change in assessment deals only with the changes to the ACES contract and does not factor in any other possible future changes to the Northern Community Recreation Services function. The assessment is relevant to all (City of Parksville, Town of Qualicum Beach and Electoral areas; E,F,G, and H) in District 69 who contribute via Bylaw 861 to the Northern Community Recreation Service function.

Funding under this agreement is distinct from the models applied in Electoral Area 'B' for Gabriola and Electoral Area 'A'. Funding for recreation services, both within these communities and with the City of Nanaimo through agreements relating to the use by City pools, sportfields and arenas are funded directly from residents within each of the areas of Gabriola and Electoral Area 'A'. Funding for the supplemental recreation programs services in Electoral Area 'F' and 'H' are funded by all the contributors listed above under Bylaw #861.

SUSTAINABILITY IMPLICATIONS

Population and development in Electoral Area 'F' continues to be strong with projections trending in an upwards direction as it offers one of the more affordable living areas within the RDN. The mix of some decentralized recreation programming within the area combined with the continued overall regional service of the Northern Community Recreation function offers a blend of local and regional recreation services.

Overall use by Electoral Area 'F' residents of regional recreation provided directly by the RDN services in the areas of grant funding, registration in a variety of program for all ages that occur through the year and access to sportfields through formal agreements remain strong. EA 'F' residents make up 15% of NCRS use and close to 20% of sportfields usage in the area.

CONCLUSION

The Arrowsmith Community Enhancement Society (ACES) has been providing supplemental recreation services to the residents of Electoral Area 'F' since 2008. The contract service model has proven to be effective and efficient in meeting this community's needs.

The attached agreement reflects an increase in funding to support a continuation and improvements to local recreation offerings. The agreement covers a three year term from January 1, 2014, to December 31, 2016. Annual funding in the amount of \$65,880 is requested for the 2014 Annual Budget and

\$67,856 for 2015, and \$69,892 for 2016 for the Five Year Financial Plan, with additional CPI adjustments in the remaining two years of the Agreement.

RECOMMENDATION

That the Agreement with the Arrowsmith Community Enhancement Society, as provided in Appendix A, covering the term from January 1, 2014, to December 31, 2016, be approved.



Report Writer



General Manager Concurrence



A/CAO Concurrence

APPENDIX 'A'

AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2013

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(herein after the "Regional District")

OF THE FIRST PART

AND:

ARROWSMITH COMMUNITY ENHANCEMENT SOCIETY
PO Box 94
Coombs, BC
VOR 1MO

(herein after the "Society")

OF THE SECOND PART

1. WHEREAS the Regional District did, by Bylaw No. 861 and subsequent amendments, establish a service known as the Northern Community Recreation Service for the provision of recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.
2. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
3. AND WHEREAS the Arrowsmith Community Enhancement Society was incorporated on November 3, 2003, and one of the objects of the Society is to enhance recreational services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

INTERPRETATION

In this Agreement the following terms have the following meanings:

“Board” means the Board of the Regional District of Nanaimo.

“Regional District” means the Regional District of Nanaimo.

“Service Area” means all or a portion of Electoral Area ‘F’.

“Recreation Services” means offering a wide variety of structured and unstructured recreation programs and/or special events and other related recreation, community development and cultural services deemed appropriate by the Regional District Electoral Area ‘F’.

“Recreation Services Plan” means the service plan and budget outlined on Schedule ‘A’ to this Agreement.

“Year End” means the calendar year ending December 31st.

TERM

1. The term (the “Term”) of this Agreement will commence on January 1, 2014, and end on December 31, 2016, unless otherwise terminated as provided herein. The Agreement may be renewed for further Terms at the sole option of the Board.

RECREATION SERVICES

2. The Society shall provide Recreation Services in accordance with the Society’s Recreation Services Plan attached as Schedule ‘A’ and forming part of this Agreement.
3. The Society shall maintain an evaluation program to include the number of residents being served as well as a qualitative and quantitative evaluation of all of the offered recreation programs and services.

SERVICE AREA

4. The Society will, under the terms hereof and subject to any applicable bylaw of the Regional District and any Federal or Provincial enactment, provide Recreation Services to primarily benefit the residents of Electoral Area ‘F’.

FUNDING AND PAYMENT

5. In consideration of the Society providing the services outlined on Schedule ‘A’, the Regional District will provide funds to support the Society as outlined herein.
6. The funding described herein is subject to the Regional District being satisfied in each year of the Term that the Society has performed in accordance with the plan outlined on Schedule ‘A’ and has satisfied all other terms of this Agreement.
7. The Society shall annually by September 15 of each year provide for the upcoming year of the Term:
 - a) a detailed proposed budget showing the revenues and expenses projected for the Recreation Services Plan,

- b) a statement of the goals and objectives for the upcoming year including program content,
 - c) a brief written narrative highlighting significant program changes, deletions and additions in relation to specific line items in the budget and,
 - d) any other significant issues that may pertain to the Recreation Services being provided.
8. On or before February 15 of each year of the Term, the Society shall present to the Regional District an annual report. The annual report shall include at a minimum:
- a) a summary of operating results showing revenues and expenditures to December 31 of the preceding year,
 - b) a summary by program showing registration statistics and number of sessions held,
 - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; including the challenges, program cancellations, and significant issues addressed.
9. The Regional District shall provide the following funding with respect to this agreement:
- 2014** in two installments equal to the sum of \$65,880:
- a) On or before January 10th, \$32,940 (50% of the funding for the year)
 - b) On or before July 1st, \$32,940 (50% of the funding for the year)
- 2015 and 2016**
- c) Funding for 2015 shall be \$67,856 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2014.
 - d) Funding for 2016 shall be \$69,892 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2015.
 - e) In each year, on or before January 10 – 50% of the funding for the year.
 - f) In each year, on or before July 1st – 50% of the funding for the year.
10. In addition to the annual funding provided under this Agreement, the Regional District agrees to pay the annual fees associated with the preparation of the Society's review engagement statement as described in paragraph 19. The Society shall inform the Regional District, upon submission of the annual Recreation Services Plan and budget, of a quote for completing a review engagement statement.
11. The Society shall administer the funds in accordance with the budget approved by the Regional District and in accordance with any other term in this Agreement.
12. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be

payable by the Society. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

SEPARATE ACCOUNTS AND FINANCIAL REPORTING

13. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Regional District's Director of Finance.
14. The funds provided under this Agreement shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
15. The Regional District may in its sole discretion require that the Society maintain a separate bank/trust account for Regional District funds and revenues from the Recreation Services and to keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
16. The Society will have prepared by a Certified General Accountant or Chartered Accountant qualified to practice publicly in British Columbia, a review engagement statement of its accounts at each year end with respect to this Agreement, except that the statements shall follow accounting rules established for Regional Districts in BC with respect to the accounting for accumulated surpluses or deficits from operations.
17. Any accumulated surplus or deficit from the prior year as recorded in the Society's records shall be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
18. A deficit incurred in a prior year may or may not be funded by the Regional District and is subject to the Regional District's approval of the Society's budget which forms part of the Regional District's overall financial plan for the relevant year.
19. The statements shall be submitted to the Manager, Recreation Services on or before February 15 following the year end.
20. The Society will not expend or contract for or otherwise commit the Society to any expenditure with respect to its Recreation Services Plan in any calendar year except one that has first been approved in a budget by the Regional District and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the Regional District, as provided in the budget adopted for that year by the Regional District.

OPERATIONS

21. The Society will provide and carry out its Recreation Services Plan without negligence, and in accordance with any operational guidelines as may be established from time to time by the Regional District.
22. The Regional District may consult the Society with respect to operational guidelines but shall retain the sole right to determine whether a guideline shall apply to the Society.
23. The Society may establish the methods and means for providing the Recreation Services, subject to any operational guidelines established from time to time by the Regional District.

24. The Regional District retains the right to review the method and means of providing the Recreation Services and may at its sole discretion request a review of the Society's operations should it determine that the Recreation Services are not being provided in accordance with the plans and budgets submitted by the Society.

ASSIGNMENT OF AGREEMENT

25. Should the Society determine that it is unable or unwilling to provide the Recreation Services under this Agreement, the Society may, recommend to the Regional District a transfer of the Agreement to a suitable non-profit society operating within Electoral Area 'F'. The Regional District retains the sole right to determine whether the recommendation will be approved.

CAPITAL ASSETS

26. The parties to this Agreement acknowledge that all furniture and equipment purchased by the Society with public funds received through this agreement for the purpose of providing Recreation Services will remain the property of the Regional District free and clear of any claim by the Society. Purchases of furniture and equipment will be added to Schedule 'B' of this Agreement, which shall be updated for additions replacements annually and shall be submitted at the same time that the annual report under Paragraph 8 is submitted. Subsequent amendments to Schedule 'B' shall automatically replace previous schedules and shall become a part of this Agreement.
27. During the Term of this Agreement the Society shall have care and control at all times of the items listed on Schedule 'B' and shall take all reasonable steps to secure the assets from damage or theft.
28. The Society will, to the satisfaction of the Regional District, maintain all furniture and equipment, and any chattels from this agreement paid for out of funds obtained through this agreement with the Regional District and/or provided by the Regional District to the Society for the purpose of providing the Recreation Services, in good working condition so that the chattels are available at all times for the purpose of providing the Recreation Services.
29. The Society agrees to return Regional District owned chattels to the Regional District upon request.

RIGHT OF AUDIT

30. At any time, the Regional District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the Regional District Board on the financial position of the Society.

INDEMNITY

31. The Society shall indemnify and save harmless the Regional District from and against all actions, causes of action, claims, damages, losses, costs, fees, fines, charges or expenses which the Regional District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation Services by the Society, the Society's use of any facility where Recreation Services are provided, the breach by the Society of any term of this Agreement, or by

the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.

32. This indemnity shall survive the expiry or sooner termination of this Agreement.

INSURANCE

33. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, directors and officers of the Society.
34. The Society shall purchase property insurance on a replacement cost basis for all furniture, equipment or other chattels which may be purchased and/or provided to the Society for the purpose of providing the Recreation Services through this Agreement.
35. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance in an amount of not less than \$3,000,000 dollars per occurrence or such amount as the Regional District may require from time to time, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, bodily injury, death or property damage arising out of the Recreation Services provided by the Society. The policy of insurance shall name the Regional District as an additional named insured with respect to the service provided under this Agreement. The Society shall provide a copy of the current policy for each year to the Manager of Recreation Services.
36. In the event of any injury to person(s) partaking of the Recreation Services, the Society shall forthwith notify the Regional District's Manager of Recreation Services. Failure to notify the Regional District within one week of knowledge of an injury or loss may result in the termination of this Agreement.

COMPLIANCE WITH LAWS

37. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of Worksafe BC or any similar replacement agency.
38. The Society shall file a copy of its annual Society Act filing with the Regional District's Manager of Recreation Services.

DIRECTORS

39. At all times, while this Agreement is in force, a representative of the Regional District nominated by the Regional District, shall be entitled to attend all meetings of the Board of Directors of the Society.

TERMINATION

40. The Regional District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the Regional District or any successor to the Regional District determine it will provide alternate Recreation Services within the Service Area.
41. The Regional District may terminate this agreement immediately without notice to the Society or other party should:

- a) the Society, in the opinion of the Regional District, fail to perform any of its obligations or covenants hereunder and such failure shall continue beyond thirty (30) days from delivery by the Regional District to the Society of written notice specifying the failure and requiring remedy thereof;
 - b) the Society makes an assignment in bankruptcy or is declared bankrupt;
 - c) the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.
42. The Society may terminate this Agreement upon giving ninety (90) days written notice to the Regional District should the Society, for any reason, be unable to meet its obligations with respect to the provision of the Recreation Services as set forth in this Agreement.
43. The Society may in the event of breach by the Regional District of a material term of this Agreement, terminate this Agreement upon giving not less than ninety (90) days written notice to the Regional District of its intention to so terminate.
44. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
- a) if delivered at the time of delivery; and
 - b) if mailed from any government post in the Province of British Columbia by prepaid registered mail addressed as follows:

To the Regional District:

General Manager of Recreation and Parks
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4

To the Society:

Arrowsmith Community Enhancement Society
PO Box 94
Coombs, BC
VOR 1M0

45. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party set forth above or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing and if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

- 46. Time is to be the essence of this Agreement.
- 47. This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
- 48. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 49. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 50. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 51. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

For the ARROWSMITH COMMUNITY ENHANCEMENT SOCIETY

Authorized Signatory

Authorized Signatory

SCHEDULE 'A'

Arrowsmith Community Enhancement Society (ACES)
Recreation Services Plan for 2014
Arrowsmith Recreation Team (ART)
GOALS, OBJECTIVES and PROGRAM CONTENT for 2014

1. Preamble

Arrowsmith Recreation Team (ART) is the name used by ACES to identify the part-time, contract Arrowsmith Recreation Coordinators that deliver recreation services into the Arrowsmith Community of Area F. The name is used as a unique "team" identity to reflect the intent to coordinate, promote and deliver recreation opportunities within all five of the Arrowsmith neighbourhoods of Errington, Coombs, Hilliers, Whiskey Creek and Meadowood.

2. Goal for 2014

In 2014, ART will begin to run new and innovative programs directly into the Arrowsmith Community. The goal for 2014 for the Arrowsmith Recreation Team (ART) is to continue to expand recreation activities and programs including sports, arts, cultural initiatives and community development in Electoral Area F. This will be accomplished by working directly with non-profit organizations, businesses, groups and individuals in Area F.

3. ACES Revitalization Project

In anticipation of the proposed RDN financial contract support requirement for ART and the local delivery of recreation services into Area F for the RDN starting in 2014, ACES is now in the process of making significant changes to the name and purpose of the non-profit organization. These changes have been initiated to better support the Arrowsmith Recreation Team in Area F and to align the goals and objectives of the non-profit organization with those outlined in the ACES/RDN recreation services contract for Area F.

ACES has submitted three proposed name changes to the BC Registry Services and has received confirmation to apply to use the new name Arrowsmith Community Recreation Association (ACRA).

A new slate of five Directors was approved at the ACES April 2013 Annual General Meeting and those Directors have approved a resolution to move forward and apply for the new name change and the modified constitution. Once approval is received for both proposed changes, the RDN will be notified.

Once ACRA is official, a revised marketing, sales and membership campaign will be launched with a target start date of January 1, 2014. It is anticipated that this will dovetail nicely into the signing of a new three year recreation services agreement with the RDN starting in 2014.

4. Community Objectives

The ART Arrowsmith Community objectives for 2014 are:

- 4.1. To support the ACES contract renewal process for another three year term with RDN Recreation in order to extend the existing Coordinator contracts and expand new recreation programs into Area F.

- 4.2. To work with ACES to create a realistic and functional budget for the RDN Recreation Services Contract (RSC) for 2014 to achieve the defined ART community goals and objectives defined in this report.
- 4.3. To work closely with the new ACES Board of Directors in the transition process to build a stronger non-profit organization to support ART and the RDN RSC for the future.
- 4.4. To increase hours to the Arrowsmith Recreation Assistant (ARA) position to work on social media including the Arrowsmith Community Calendar, assist with advertising and promotion activities, assist in developing programs and perform program facilitator duties as required.
- 4.5. To continue to develop, plan, promote and implement various sport, music, art, special event and community development activities and to run programs directly into Area F.
- 4.6. To continue to support, develop and expand the delivery of community based programs by building and strengthening relationships with Arrowsmith non-profit organizations including:
 - Errington War Memorial Hall Association
 - Mid Island Pensioners & Hobbyists Association (Bradley Centre)
 - Arrowsmith Agricultural Association (AAA - Coombs Fairgrounds)
 - Coombs Hilliers Recreation Community Association (CHRCO - Coombs Rodeo Grounds)
 - Arrowsmith Community Enhancement Society (ACES)
 - Corcan Meadowood Residents Association (CMRA)
 - Coombs Museum
 - Grace United Church
 - Coombs Farmers Institute
 - E & N Division, East End Track Gang (EETG)
- 4.7. To continue to develop and expand relationships for the delivery of community programs, events and projects with other organizations including:
 - RDN Recreation and Parks
 - School District 69 (SD69)
 - Arrowsmith Public and Private Schools
 - Oceanside Track and Field Club (High jump)
 - Oceanside Tourism Association (OTA)
 - Building Learning Together (BLT)
 - Oceanside Community Arts Council (OCAC)
 - Society of Organized Services (SOS)
 - Pacific Care
 - Youth Link
 - St. Stephens Church (Young Life)
 - Vancouver Island University
 - Vancouver Island Regional Libraries (VIRL)
- 4.8. To develop and expand relationships with recreation oriented businesses in Arrowsmith for the delivery of joint community programs, events and projects, which may include:
 - The Soundgarden
 - Wakoda Wellness Centre

- Tiger Lily Farms
- Butterfly World
- Parrot World
- Coombs Petting Farm
- Tranquility Woods Campground

5. Program Content for 2014

The goal for ART is to continue to network, develop and support relationships with local community groups, including all the organizations identified in section 4 above and to expand and promote existing recreation programs, cultural projects and explore new community development opportunities for delivery of recreation services in Area F.

5.1. Ongoing Recreation Programs and Projects

- a. coordinate “After School Programs” including music, arts and sports activities
- b. support and work with the Soundgarden to increase existing programs
- c. promote and offer a youth “Sports and Games Drop-in” program
- d. support the annual “Youth Week” program.
- e. continue “Indoor High Jump” program for youth
- f. coordinate the BLT “Dads Night Out” activity program in Arrowsmith at FCCS
- g. coordinate the BLT “Mother Goose” preschool literacy program at the Arrowsmith Hall
- h. collaborate with BLT for “Band-in-a-Box” and “Guitar” programs for kids, youth and seniors
- i. support the Coombs jug band by arranging facility practice space and assisting with grants.
- j. continue to offer the seniors “Marimba Music Program”
- k. continue “Food Skills for Families” nutrition programs
- l. continue facilitation of the French Creek Discovery Centre Munchkinland
- m. support and work with the Arrowsmith Agricultural Association for fundraisers
- n. support and promote the Coombs Museum operations
- o. continue to coordinate lending of community equipment, including instruments and sound systems.
- p. support and work with the Arrowsmith Agricultural Association’s second annual “BC Family Day”
- q. assist with gate control and food booth at annual Blast from the Past car show
- r. find a new sponsor for the annual Halloween Coombs Candy walk
- s. find a new sponsor for the annual Arrowsmith Community picnic
- t. determine plan for annual Canada Day program at Meadowood
- u. assist with the annual Errington Hall “World Music Camp”
- v. expand the annual summer “Sp-Arts Camp” with more hours and sessions

5.2. New Recreation Programs and Projects

- a. introduce a new adult fitness program
- b. offer a mom and baby program
- c. develop a new “Arts Summer Camp” in partnership with the Soundgarden
- d. work with the Soundgarden to develop new music programs
- e. work towards a regular schedule for WOW bus in Meadowood
- f. introduce free lunch time activities at the two elementary schools
- g. introduce free after school programs at Arrowsmith schools
- h. explore need and opportunity for a local Outdoor Camping experience
- i. offer and promote floor hockey program for older youth
- j. offer “Drop-in Family Night” activity programs during the year.

5.3 Ongoing Community Development Programs and Projects

- a. continue to respond to ad hoc community requests for program planning, grant writing assistance, etc.
- b. collaborate with the PQ News on special Arrowsmith inserts
- c. continue strong relationships with the local media
- d. continue to interface with Arrowsmith Community Trail (ACT) group
- e. expand the data input process for the “Arrowsmith Community Calendar” program
- f. expand the Arrowsmith Community Calendar to include “Facebook” capability
- g. continue to develop and coordinate a “Community Equipment Cupboard” for lending purposes
- h. promote bookings for program activities and events at local Arrowsmith facilities
- i. add to the roster of community resources for the two Arrowsmith schools
- j. continue to collaborate with the two school PACs
- k. support VIU by mentoring university students in Arrowsmith
- l. continue the loaning out of community equipment, including instruments and sound systems.

5.4 New Community Development Programs and Projects

- a. re-visit the “community recreation survey” project
- b. locate a new rental facility for a community equipment storage cupboard and meeting room
- c. offer a “Grant Writing” program
- d. organize support workshops for Arrowsmith families, i.e. home budgeting, vehicle oil changes, etc.
- e. collaborate with St. Stephens Church “Young Life” coordinator for programs
- f. review the Lost Lodge facility rebuild project to offer programs in Meadowood
- g. explore collaboration ideas with local recreation oriented businesses for new recreation opportunities

Appendix I
ACES - RDN Recreation Services Contract Renewal Budget Projections 2014-2016

<u>INCOME</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Recreation Services Contract</u>	<u>Proposed Renewal</u>	<u>Proposed</u>	<u>Proposed</u>
Carry Forward	0	0	0
Base Contract Funding	55,163	65,880	67,856
Service Level Increase	<u>10,717</u>	<u>1,976</u>	<u>2,036</u>
Total RSC	<u>65,880</u>	<u>67,856</u>	<u>69,892</u>
<u>Other Revenue</u>			
Program Revenue	1,500	2,000	2,500
ART Fund Raisers	0	550	550
Credit Union Interest	<u>1</u>	<u>1</u>	<u>1</u>
Total Other Income	<u>1501</u>	<u>2551</u>	<u>3051</u>
Total Income	<u>67,381</u>	<u>70,407</u>	<u>72,943</u>
<u>EXPENSES</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<u>Operating Expenses</u>	<u>Revised Renewal</u>	<u>Renewal</u>	<u>Renewal</u>
ACC Contract (\$30/hr @ 350 hrs)	10,500	18,200	18,900
ACC Car Allowance (\$50/mos)	600	1,500	1,500
AAC Contract (\$25/hr @ 1000 hrs)	25,000	19,500	19,950
AAC Car Allowance (\$125/mos)	1,500	1,500	1,500
ARA Contract (\$18@750 hrs)	13,500	14,250	15,000
ARA Car Allowance (\$75/mos)	900	900	900
WorkSafeBC Premiums (3 x \$150)	450	450	450
Liability Insurance	1,500	1,500	1,600
Credit Union Charges	15	15	15
Community Cupboard Rent (\$635/mos)	7,620	7,620	7,620
Supplies	750	750	750
Advertising & Promotions	1,000	1,000	1,000
Program Facilitators	1,000	1,000	1,000
Program Costs	1,500	2,000	2,500
Seminars & Meetings	200	200	200
Miscellaneous	46	22	58
Total Operating Expense	<u>66,081</u>	<u>70,407</u>	<u>72,943</u>
<u>Capital Costs</u>			
Storage Shelves	600	0	0
Used Office Furniture	700		
Total Capital Costs	<u>1,300</u>	<u>0</u>	<u>0</u>
Total Expenses	<u>67,381</u>	<u>70,407</u>	<u>72,943</u>
Net Surplus/Loss	<u>0</u>	<u>0</u>	<u>0</u>

SCHEDULE 'B'

SCHEDULE OF CAPITAL ASSETS (as of August 15, 2013)

ACES - RDN Recreation Services Contract Renewal 2014-2016

Based on Original Purchase Cost

<u>Asset</u>	<u>Value</u>
Laptop Computer	\$950.00
Printer	\$250.00
TV Monitor	\$555.00
Wireless Router	\$65.00
Custom Cable	\$35.00
Oak Table	\$40.00
4 Meeting Room Chairs	\$80.00
1 Meeting Room Arm Chair	\$25.00
Total Assets	\$2,000.00

PROPOSED 2014 BUDGET TIMELINE

RECOMMENDATIONS:

That the following schedule for the review and adoption of the 2014 to 2018 financial plan be approved:

November 19, 2013	Information seminar to Board for 2014 preliminary budget
November 26, 2013	Presentation of 2014 preliminary budget at Board Meeting
January 30, 2014	Presentation of 2014 to 2018 financial plan at Special Committee of the Whole Meeting
February 11, 2014	Presentation of financial plan at Committee of the Whole Meeting
February 17, 2014	Publication of budget edition of Regional Perspectives
March 11, 2014	Introduce bylaw to adopt the 2014 to 2018 financial plan
March 25, 2013	Adopt financial plan bylaw

Oceanside Place Arena Celebrating 10 Years October 2003-2013



Join the celebration!

October 15-25—each time you skate, enter the draw for skate passes

Saturday, October 19

9:00am—3:30pm Free skating on the Pond (skate rentals extra)

2:00-3:30pm—Free Everyone Welcome Skate (skate rentals extra)

Anniversary cake will be served at 3:00pm

For more information, call 250 248-3252



REGIONAL DISTRICT OF NANAIMO

P O L I C Y

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

PURPOSE

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

POLICY

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

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

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

MILEAGE CLAIMS PROCEDURE

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

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

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

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



MILEAGE EXPENSE CLAIM

NAME: _____

MAILING ADDRESS (or c/o your department):

FOR MONTH / YEAR:

Postal Code

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DATE	DETAIL	MILEAGE		
		OPENING	CLOSING	TRAVEL
GL DESC:				

TOTAL KM or Miles
(circle one)

Km/M	Rate	Total Amount Claimed	Account Code	Amount Before GST Total amt / 1.05	GST A / N	PST A / N	CC	For Finance Use Only (OBO)
			1		A	N		
			1		A	N		
			1		A	N		
			1		A	N		
			1		A	N		
			1		A	N		

CLAIM TOTAL

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Claimed by: _____

Approved by: _____