

**REGIONAL DISTRICT OF NANAIMO**  
**DISTRICT 69 RECREATION COMMISSION**  
**REGULAR MEETING**  
**THURSDAY, FEBRUARY 20, 2014**  
**2:00 PM**

*(Oceanside Place Multi-Purpose Room)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

Election of Chair and Deputy Chair

**DELEGATIONS**

- 2                    W. Rehill, President, Parksville Curling Club, **Re: Curling Club Permissive Tax Exemption**  
  
*Motion to receive Late Delegations*

**MINUTES**

- 4-6                Minutes of the Regular District 69 Recreation Commission meeting held November 28, 2013.
- 7-8                Minutes of the D69 Grants in Aid Committee held February 11, 2014  
  
*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

Grant Approvals

**COMMUNICATIONS/CORRESPONDENCE**

- 9                    H. King, RDN to R. Nosworthy, ACES, **Re: Society Name Change**
- 10                  A. Weeks, City of Parksville to Regional District of Nanaimo, **Re: 2014 Council Appointments to D69 Recreation Commission**
- 11-12              G. Clayton, to RDN Staff, **Re: Ravensong Aquatic Centre**
- 13-14              W. Rehill, Parksville Curling Club to D. Banman, RDN, **Re: Parksville Curling Club Permissive Tax Exemption**
- 15-16              D. Banman, RDN, to D. Rivard, Quality Foods, **Re: Quality Foods Family Day Swim and Skate**  
  
*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

## **REPORTS**

- 17-19 Monthly Update – Oceanside Place –December 2013
- 20-22 Monthly Update – Oceanside Place –January 2014
- 23-24 Monthly Update – Ravensong Aquatic Centre December – 2013
- 25-26 Monthly Update – Ravensong Aquatic Centre January - 2014
- 27-31 Monthly Update – Northern Recreation Program Services December 2013/ January 2014
- 32-43 Monthly Update of Community and Regional Parks and Trails Projects –June-December 2013
- 44-47 Rubberized Track at Ballenas Secondary

*Motion to receive the reports*

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **NEW BUSINESS**

2014 Budget Update (presentation and handout)

Appointment of Fees and Charges Sub-committee

Appointment of D69 Grant in Aid Sub-Committee

BCRPA Symposium 2014

### **COMMISSIONER ROUNDTABLE**

### **ADJOURNMENT**

*Motion to adjourn.*

## **NEXT MEETING**

**TBD**

Letter re: attending as delegation  
District 69 Recreation Meeting,  
February 20, 2014

Winnifred Rehill  
President  
Parksville Curling Club  
193 Island Hwy E.  
Parksville  
[Winn.rehill@telus.net](mailto:Winn.rehill@telus.net)  
250-248-9275

Title of Presentation; Impact of Reduced Tax Exemption by the City of Parksville on the  
Parksville Curling Club  
Spokespersons: Winnifred Rehill and Terry Miller

Parksville Curling club has over the 10 years of its existence, through extensive  
Volunteer contribution, grants and hard work managed to successfully maintain the arena  
and provided an affordable recreational activity to the community. The added expense to  
the club of an increasing tax bill, will in all likelihood eventually cause the closure of the  
Curling Club.

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING  
HELD ON THURSDAY, NOVEMBER 28, 2013 AT 1:30pm  
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'  
Ross Milligan, Trustee, District #69 School Board  
Peter Morrison, Councillor, City of Parksville  
Richard Leontowich, Electoral Area 'H'  
Joe Stanhope, Director, RDN Board, Electoral Area 'G'

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

Regrets: David Edgeley, Electoral Area 'F'

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**CALL TO ORDER**

Chair Tanner called the meeting to order at 1:31pm.

Mr. Banman introduced Hannah King, the new Superintendent of Recreation Program Services.

**MINUTES**

MOVED Commissioner Morrison, SECONDED Commissioner Milligan that the Minutes of the Regular District 69 Recreation Commission meeting October 17, 2013 be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

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

A. Weeks, City of Parksville to D. Banman, RDN, **Re: 2014 Permissive Taxation Exemption for 193 Island Highway East (Curling Rink)**

D. Banman, RDN to R. Nosworthy, ACES, **Re: Recreation Services Delivery Agreement with the Regional District of Nanaimo**

CARRIED

**REPORTS**

**Monthly Update – Oceanside Place – October 2013**

Mr. Banman updated the Commission with a summary of the Oceanside Place report. He highlighted the successful 10 Year Oceanside Place Celebration on Oct 19<sup>th</sup>.

He noted the reduced ice rental times from user groups and opportunity to resell the ice times has filled some of that lost booking time. Mr. Banman updated the Commission on the Oceanside Place lighting project, that it is on schedule and on budget.

#### **Monthly Update – Ravensong Aquatic Centre – October 2013**

Mr. Banman updated the Commission with a summary of the Ravensong report. He noted there is still a need for certified Lifeguards and Instructors to fill the staffing shortage at Ravensong.

#### **Monthly Update – Northern Recreation Program Services – October 2013**

Mr. Banman updated the Commission with a summary of the Northern Recreation Program Services report. He informed the Commission of the Youth Advisors who, as part of the Youth Strategic Plan, were given grant money to disperse to schools who apply for the funding and met the criteria for recreation or culture programs at the school.

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

Mr. Osborne gave a verbal update of the Regional and Community Parks and Trails project for District 69. He highlighted the progress of the Community Parks and Trails Strategy that is in its final draft and going on to the POSAC committees for the areas for review.

He also updated the Fairwinds development project whose zoning bylaw amendments have reached second reading and work continues on the Phased Development Agreement that will be presented to the Board in the coming weeks.

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that the Function reports be received.

CARRIED

#### **Ravensong Aquatic Centre 2013 Update on Expansion Costs Report**

Mr. Banman gave a summary of the report.

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich that the recommendations in the report be amended to two separate motions.

CARRIED

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that the Ravensong Aquatic Centre 2013 Update on Expansion Costs staff report and HCMA 2013 Cost Estimate Update be received for information.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Five Year Financial Plan for the Ravensong Aquatic Centre be amended to include the potential expansion of the facility in 2018.

CARRIED

#### **2015 Women's U18 National Ice Hockey Championship Report**

Mr. Banman gave a summary of the report.

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison that the Regional District of Nanaimo support the bid to host the 2015 National Women's U18 Hockey Championship with a \$5,000 grant, and if

required, an additional grant of \$3,000 (\$8,000 total) on the condition that two tournament games be held at Oceanside Place and the Parksville / Qualicum Beach area be utilized as a main accommodation area for the staging of the tournament.

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich that in the event that not all six VISTC communities are able to participate in the bid, the Regional District of Nanaimo will commit up to an additional two games with the related financial support of \$2,500 and \$1,500 (\$4,000 total) per game.

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the \$2,500 per game funding to support the Regional District of Nanaimo's application for 2015 National Women's U18 Hockey Championship be allocated to the 2014 Oceanside Place operating budget and Northern Economic Development Program be approached to contribute if required \$1,500 per game to a maximum of \$6,000.

## **NEW BUSINESS**

### **2014 Budget Update**

Mr. Banman gave an outline of the budget highlights presented to the Board on November 26<sup>th</sup>, 2013 for the 2014 budget process. The 2014 Key Actions to achieve for Oceanside Place, Ravensong Aquatic Centre and Northern Community Recreation Services were summarized as well as the 2014 Performance Objectives for the three services areas.

MOVED Commissioner Stanhope, SECONDED Commissioner Milligan that the Budget Update be received.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **Parksville Curling Club Permissive Tax Exemption**

Mr. Banman explained that the increased tax costs the Parksville Curling Club will be approximately \$16,500 under the new City of Parksville eligibility criteria. The assessment value is \$33,000 but the organization is eligible for a 50% reduction. This will be unplanned expense for the club as in years prior they had qualified for 100% permissive tax exemption.

## **ADJOURNMENT**

MOVED Commissioner Veenhof that the meeting adjourn at 3:27pm.

CARRIED

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Chair



**REGIONAL DISTRICT OF NANAIMO**

**DISTRICT 69 RECREATION COMMISSION  
RECREATION GRANTS COMMITTEE MEETING MINUTES**

**HELD AT 2:00 P.M. ON TUESDAY, FEBRUARY 11, 2014  
OCEANSIDE PLACE, PARKSVILLE**

**Present:** S. Tanner District 69 Recreation Commission  
 B. Veenhof District 69 Recreation Commission  
 R. Milligan District 69 Recreation Commission  
 C. MacKenzie Recreation Programmer  
 H. King Superintendent of Recreation Program Services

**BUDGET**

Annual Budget 2014	\$62,500
Surplus from 2013	\$ 0
Total Grants available for 2014	\$62,500

**REVIEW OF WINTER 2014 APPLICATIONS**

The Recreation Grants Committee reviewed applications for Youth and Community Grants. Priority was given to new applicants and/or projects that benefited large numbers of people or programs in more remote/rural areas.

Eight applications were received for Youth Grants, requesting \$19,062. Seven applications met the grant criteria and are recommended for funding for a total of \$7,150. One application from the District 69 Family Resource Association did not provide details regarding expenditures for the Youth Week event and is not recommended for funding.

Six applications were received for Community Grants, requesting \$17,028. Five applications met the grant criteria and are recommended for funding for a total of \$6,242. One application from Errington Therapeutic Riding Association indicated an adequate balance for this year’s program and is not recommended for funding.

**RECOMMENDATIONS**

1. That the following District 69 Youth Recreation Grant applications be approved:

<b>Community Group</b>	<b>Approved in 2013</b>	<b>Current Request 2014</b>	<b>2014 Recommended</b>
Arrowsmith Community Recreation Association (formerly ACES)- youth programs	3,590	1,638	1,000
Ballenas Secondary School - Dry Grad	1,250	300	1,200

<b>Community Group</b>	<b>Approved in 2013</b>	<b>Current Request 2014</b>	<b>2014 Recommended</b>
Ballenas Secondary School - BC High School Curling Championships	0	1,000	500
Kwalikum Secondary School- Dry Grad	1,250	1,200	1,200
Parksville Volleyball Club- uniforms and equipment	0	2,500	1,250
Oceanside Minor Baseball- portable fencing	1,859	3,792	1,000
Ravensong Waterdancers- pool rental	0	8,032	1,000
<b>Total</b>			<b>7,150</b>

2. That the following District 69 Community Recreation Grant applications be approved:

<b>Community Group</b>	<b>Approved in 2013</b>	<b>Current Request 2014</b>	<b>2014 Recommended</b>
Bowser Elementary School- subsidy for low-income families for outdoor camp	700	2,500	1,000
Errington Coop Preschool - equipment	905	1,950	1,000
Oceanside Kidfest Society- event costs	0	8,836	2,500
Oceanside Building Learning Together Society- arena admissions	295	242	242
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,500	1,500	1,500
<b>Total</b>			<b>6,242</b>

3. That the following District 69 Recreation Grant applications not be approved:

<b>Community Group</b>	<b>Current Request 2014</b>
District 69 Family Resource Association- Youth Week event	600
Errington Therapeutic Riding Association- program expenses	2,000

**ADJOURNMENT**

The meeting adjourned at 3:10 pm.





December 5, 2013

Arrowsmith Community Enhancement Society  
Box 94  
Coombs, BC  
V0R 1M0

Attention: Mr. R. Nosworthy, Chair

RE: Update to Recreation Services Agreement (2014-2016)

Please receive this letter as confirmation of the Regional District of Nanaimo Parks and Recreation Department's acknowledgement of the official change of name of the Arrowsmith Community Enhancement Society (ACES) to Arrowsmith Community Recreation Association (ACRA) effective September 17, 2013.

The letter sent by ARCA to the RDN on November 30, 2013 and the Certificate of Change of Name (Number S-0046830) and a copy of this letter has been attached as an addendum to the current Recreation Services Agreement (2014-2016) on file in both hard and digital format.

As of January 1, 2014 the department will refer to Arrowsmith Community Recreation Association and/or ARCA in all correspondence and agreements.

The Recreation and Parks Department looks forward to a continued relationship with Arrowsmith Community Recreation Association.

Yours in recreation,

Hannah King  
Superintendent Recreation Program Services

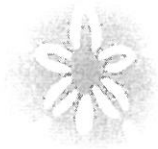
CC: D69 Recreation Commission

RECREATION AND PARKS DEPARTMENT

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

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

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



December 3, 2013

Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo BC V9T 6N2

Dear Sir/Madam:

**2014 Council Appointments to the District #69 Recreation Commission  
File No: 0400-60**

At the regular meeting of Council held December 2, 2013, Councillor Peter Morrison was appointed Council voting representative to the District #69 Receptions Commission for the year 2014.

**Councillor Peter Morrison**  
589 Hirst Avenue West  
Parksville, BC V9P 1H8

250 240-4050 (cell)  
E-mail: [peter.morrison@shaw.ca](mailto:peter.morrison@shaw.ca)

On behalf of Council and the City, we wish your Commission much success in 2014.

Sincerely,

AMANDA WEEKS  
Deputy Corporate Officer

cc: Councillor Morrison

December 14, 2013

Attention: Ravensong Administrative Staff

I am writing in support of the new Ravensong Pool expansion plans.

The past few years a group, who attend the Water Aerobic fitness classes, have campaigned diligently on our behalf for improvements to Ravensong Pool. As a participant of these water fitness classes I reiterate theirs and my concerns. First, I would like to state how successful the classes have become. More importantly, I'm concerned and would point out how terribly over-crowded it has been in both the pool and the change rooms. In an attempt to actively enjoy exercises that suit many of us it is extremely frustrating due to the over-crowded conditions. Many of the exercises are unable to execute with out injury to oneself or others. This occurs more prevalently when required to extend our arms to wing span length in an effort to complete the exercise shown. Towards the last part of the class we are also instructed to use the water float dumbbells and/or the noodles to strengthen other areas of our bodies. This part of the class is almost an impossibility. There is never enough room for everyone to extend their limbs to even try what is presented by your instructors.

That being said, the size of the hot tub is another issue. Many waiting to use it sit around the edges

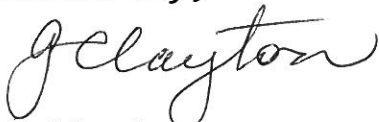
until a spot is available.

The dressing rooms are far, far to small. This is where the over-crowding is even more noticable. I'm sure the men's dressing rooms are not as crowded due to the fact that fewer men attend the Water Aerobics classes. We, women wait to shower and then struggle through a sea of bodies to a locker in which we have stored our clothing. There is absolutely no room to change, dry off and finish grooming in the present conditions in the dressing rooms.

Lastly, is it not posible to pump a little more heat into the change room area? Some of us do not move as fast as we used to and find ourselves very chilled by the time we do get changed.

The best and most valuable thing Ravensong Pool has, in my opinion, are their staff. From the front desk, to the custodians and especially the instructors are all exceptional in completion of their duties. Everyone is personable, efficient, extremely friendly and most welcoming. Kudoes to your Human Resources Department in hiring the correct type of staff to operate this well used, although over-crowded, facility.

Sincerely,



Gail Clayton

716 Sutton Place

Qualicum Beach



RECEIVED  
DEC 30 2013

Parksville Curling Club  
Box 1624  
Parksville, B.C.  
V9P 2H5  
December 30, 2013

City of Parksville  
100 Jensen Avenue East  
PO Box 1390  
Parksville, B. C.  
V9P 2H3

Regional District of Nanaimo  
Recreation and Parks  
830 Island Highway, West  
Parksville, B. C.  
V9P 2X4

Attention: Amanda Weeks  
Deputy Corporate Officer

Attention: Dean Banman  
Manager of Recreation Services

Dear Ms. Weeks and Mr. Banman

It has just come to our attention on December 24, 2013 that we have only received a 50% exemption on property taxes for 2014 for the arena at 193 Island Highway East (Parksville Curling Club). We should have been made aware of this sooner but unfortunately the contact board member that Dean Banman had correspondence with previously in regards to this taxation has been very ill and he was unaware of the situation. We were not aware that Dean was trying to contact our club about this issue.

Having just received a copy of your letter of October 24<sup>th</sup>, advising the RDN of the 50% permissive taxation exemption, we are very concerned and wish to have this decision reviewed. If we are required to pay property taxes, it will jeopardize the future of our club. Being forced to close would be a severe loss to this community.

Parksville Curling Club is a non-profit organization, registered as such under the Societies Act of British Columbia. We have been leasing the arena from the Regional District of Nanaimo since September 2003 for a nominal fee. This recreational facility provides opportunities for a healthy lifestyle for all age groups – youth, adults, seniors and Special Olympians. Our club is run mainly by volunteers who have put in many hours over the life of this organization which started in 1991. We have only one full time employee during the curling season and one part-time manager.

Parksville Curling Club has hosted many Zone and Provincial competitions over our 10 years of operation, plus many annual bonspiels, bringing many visitors to this area for several days to a week at a time and often during the off-season. All the work of hosting these events is done by our members who volunteer their time. As we are the only curling facility in the province with "arena ice", our club has an outstanding reputation as having some of the best ice, if not the best ice in the province for major events. We have been commended for our excellent hosting of major events as well, which speaks to the dedication and hard work of our volunteers.

During our ten years of operation we have had many years where our club has made no profit and in fact were in a loss position. The last two years we hosted the Men's Provincials which helped keep our club afloat. These annual statements are all available should you require them.

Our members pay an annual fee for each league they join. We are required to keep our fees in line with other local clubs, such as Nanaimo and Qualicum. To raise our fees to pay for this enormous taxation that has befallen us, would likely result in a loss of membership and closure of the club.

Having a curling facility in our community enhances the area for new people looking to move to the Island, especially those coming from eastern provinces who are used to enjoying the sport throughout the winter.

We are requesting to be a delegation at an upcoming council meeting to present our case for relief from taxation in 2014 and 100% taxation exemption for 2015 and onward. Also, if there is any further documentation you require, please let us know.

Yours truly,



Winn Rehill  
President  
[winn.rehill@telus.net](mailto:winn.rehill@telus.net)

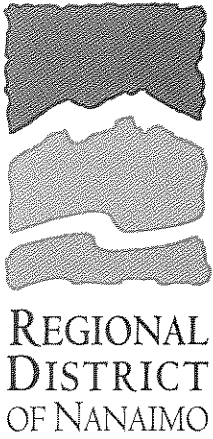


Terry Miller  
Vice President  
[tbmiller@shaw.ca](mailto:tbmiller@shaw.ca)



Nancy Douglas  
Treasurer  
[nando8@shaw.ca](mailto:nando8@shaw.ca)

cc: Mayor Chris Burger  
Councillors Greir, LeFebvre, Morrison, Neufeld, Powell, Powell-Davidson  
Tom Osborne, RDN



January 9, 2014

Quality Foods  
PO Box 1120  
Qualicum Beach, BC  
V9K 1T3

Attention: Dianna Rivard

Dear Ms. Rivard,

**Re: QUALITY FOODS FAMILY DAY SWIM AND SKATE**

Thank you once again for sponsorship of the Family Day swim and skate sessions at Oceanside Place and Ravensong Aquatic Centre. Please accept this letter as the agreement between Quality Foods and the Regional District of Nanaimo on details for this three year agreement. This event will be held on the BC statutory family holiday and comprise of two separate 3 to 4 hour everyone welcome free admission swim and skate sessions.

**QUALITY FOODS TO PROVIDE:**

1. Annual sponsorship of \$1,200 payable to the Regional District of Nanaimo on February 28 2014, 2015 and 2016.

**REGIONAL DISTRICT OF NANAIMO TO PROVIDE:**

Event and Sponsor advertising space including but not limited to:

1. Advertising in the Fall/Winter Active Living Guide in each year of the agreement (2014-2016) which will include the Quality Foods logo
2. Facility space at Ravensong Aquatic Centre and Oceanside Place for on - site event day promotions by Quality Foods
3. Advertising via event posters within the facility and other community locations which will include the Quality Foods logo
4. Listing in monthly community event advertising completed by the RDN Recreation and Parks Department
5. Inclusion in RDN Recreation and Parks newsletter publication distributed to local schools
6. Advertising through RDN Recreation and Parks Twitter and Facebook social media

Please sign below where indicated your acceptance of this agreement and return one copy to the undersigned. One copy is for your records.

\_\_\_\_\_  
Quality Foods

\_\_\_\_\_  
Date

RECREATION AND PARKS DEPARTMENT

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

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

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

On behalf of the Regional District of Nanaimo, I would like to extend my appreciation of the commitment and support Quality Foods will be providing through sponsorship of this event.

Sincerely,



Dean Banman  
Manager of Recreation Services

cc. District 69 Recreation Commission  
T. Osborne, General Manager Recreation and Parks  
J. Marcellus, Superintendent Arena Services  
M. Chestnut, Superintendent Aquatic Services  
H. King, Superintendent Recreation Program Services



**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** January 6, 2014

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

**FILE:**

**SUBJECT:** District 69 Recreation Commission –December 2013 Report Oceanside Place

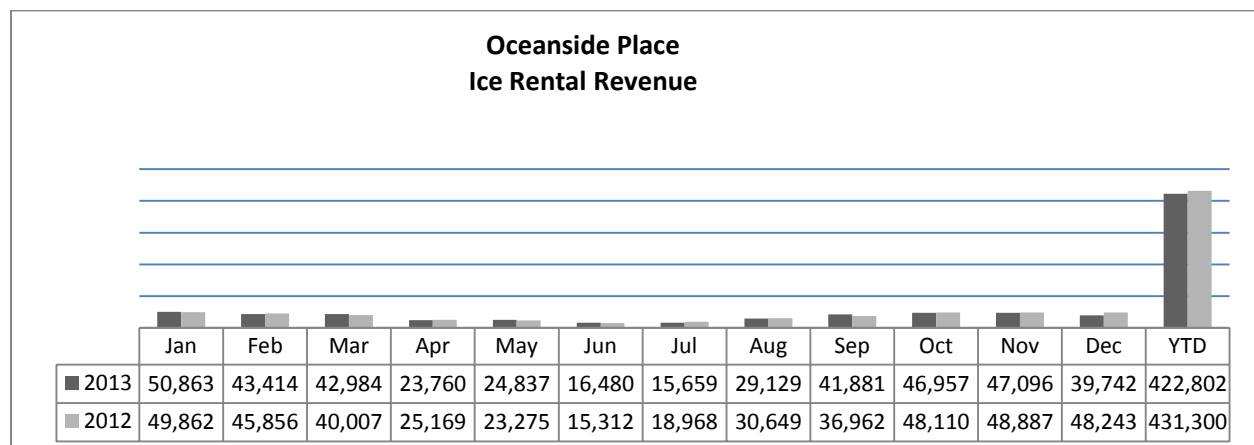
**PROGRAMS/EVENTS/ICE RENTALS:**

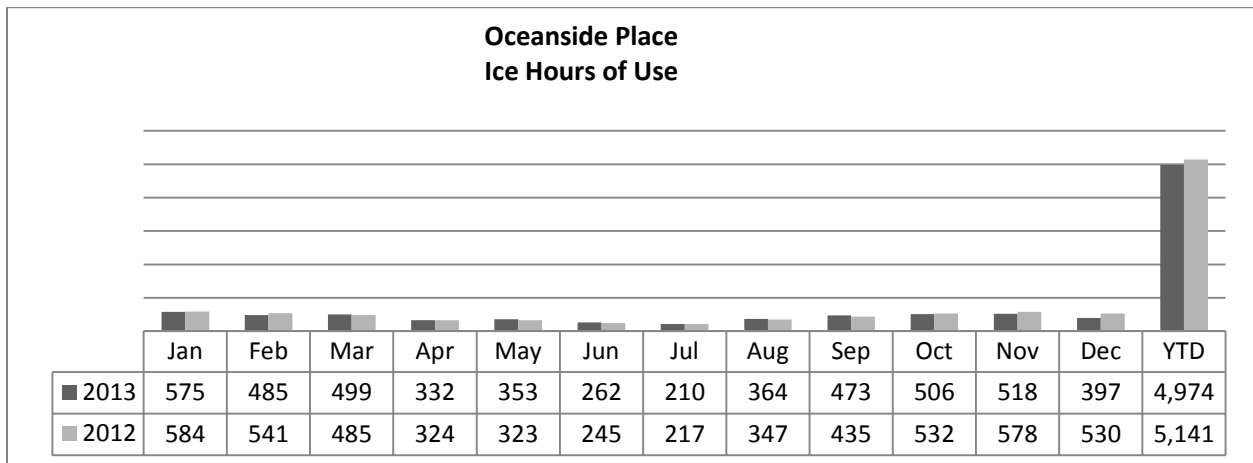
**Programs:**

- Winter Wonderland was a success again this year. Typically the event ends with the Everyone Welcome Skate on Dec. 26<sup>th</sup> each year, however due to some late scheduling cancellations, it was decided to extend it through Dec. 31<sup>st</sup> and this was met with many favorable comments from the public. The highlights of the event are as follows:
  - There were 7 schools that attended Winter Wonderland between Dec. 16 and Dec. 20
  - Free skate sessions sponsored by Parksville Lions Club and Tim Horton’s were well attended. Sunday, Dec. 15, the Lions skate had 167 in attendance and Tim Horton’s 147. The big day was Sunday, Dec. 22 when the Lions Skate attracted 297 skaters and Tim Horton’s had 233. Sunday, Dec. 22 had the largest attendance on Winter Wonderland with over 700 skaters that day.
  - Christmas Eve, Dec. 24, 371 skaters were in attendance.
  - The extra 5 days of skating on Winter Wonderland brought out over 1100 extra skaters between public skate sessions and private rentals.
  - Total attendance on Winter Wonderland was over 6,300 skaters. This includes both public skate sessions and private rentals.

**Facility Rentals:**

- Spring and summer program planning has begun.
- December rentals were down due to the extension of Winter Wonderland public skating times and also the rescheduling of a Minor Hockey Tournament to January.





**FACILITY OPERATIONS:**

- Dec. 20<sup>th</sup> saw all of the overhead LED lights installed in the three rinks and lobby. The contractor will be back in the first week of January to install the remaining programming and controls. Completion of the project is scheduled for the end of January.
- The Boiler Replacement Project began in late December and the replacement units will be on site on January 7. Scheduled completion will be the end of January.

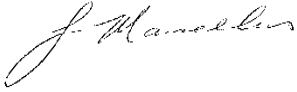
**FACILITY ADMISSIONS:**

<b>2013</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>YTD</b>
Tot	77	50	11	0	0	0	2	3	5	49	77	106	<b>380</b>
Child	674	560	254	28	10	0	185	49	76	525	756	974	<b>4091</b>
Youth	163	148	35	7	17	8	21	10	23	92	221	290	<b>1035</b>
Adult	451	395	161	118	145	133	56	35	173	342	509	859	<b>3377</b>
Senior	792	638	539	468	343	254	192	180	430	629	743	668	<b>5876</b>
Golden	52	37	26	20	10	3	5	2	17	34	51	33	<b>290</b>
Family	1,235	908	365	0	0	0	88	21	170	670	976	2180	<b>6613</b>
<b>Totals</b>	<b>3,444</b>	<b>2,736</b>	<b>1,391</b>	<b>641</b>	<b>525</b>	<b>398</b>	<b>549</b>	<b>300</b>	<b>894</b>	<b>2341</b>	<b>3333</b>	<b>5110</b>	<b>21662</b>

<b>2012</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	<b>YTD</b>
Tot	81	72	64	15	0	0	1	4	4	52	58	84	<b>435</b>
Child	599	552	624	113	1	0	48	59	97	631	683	1000	<b>4407</b>
Youth	181	171	119	8	0	0	25	24	18	190	213	178	<b>1127</b>
Adult	533	430	446	180	182	143	37	23	140	370	482	695	<b>3661</b>
Senior	828	765	617	449	277	214	187	98	453	637	703	520	<b>5748</b>
Golden	24	31	25	12	4	0	6	3	21	38	54	36	<b>265</b>
Family	985	634	478	23	0	0	40	32	99	708	735	1941	<b>5664</b>
<b>Totals</b>	<b>3,231</b>	<b>2,655</b>	<b>2,373</b>	<b>800</b>	<b>464</b>	<b>357</b>	<b>344</b>	<b>243</b>	<b>832</b>	<b>2626</b>	<b>2928</b>	<b>4454</b>	<b>21307</b>

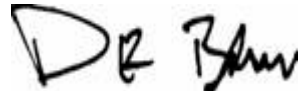
**RECOMMENDATION:**

That the Oceanside Place report for December 2013 be received.



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Report Writer



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Manager Concurrence

## MEMORANDUM

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**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** February 4, 2014

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

**FILE:**

**SUBJECT:** District 69 Recreation Commission –January 2014 Report Oceanside Place

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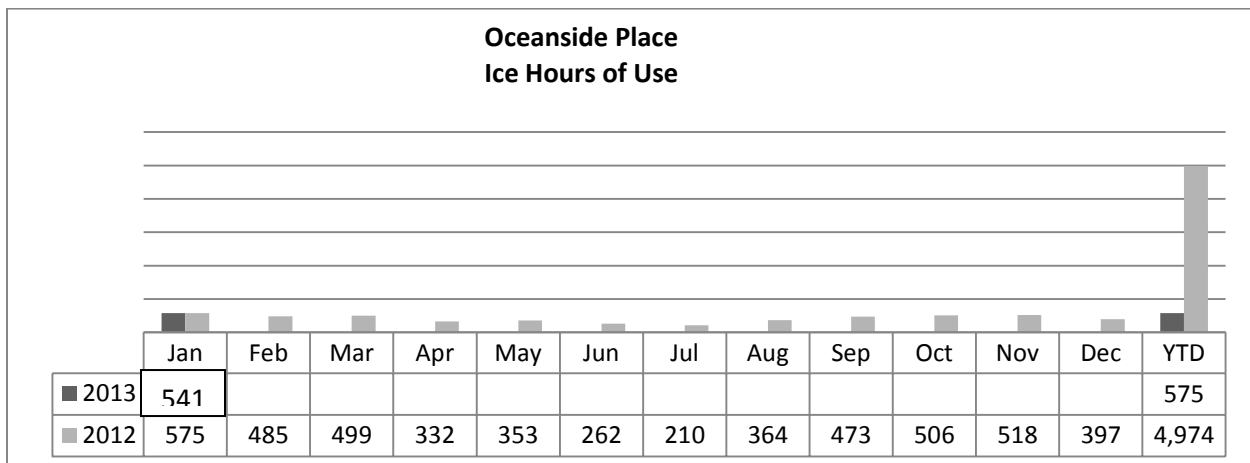
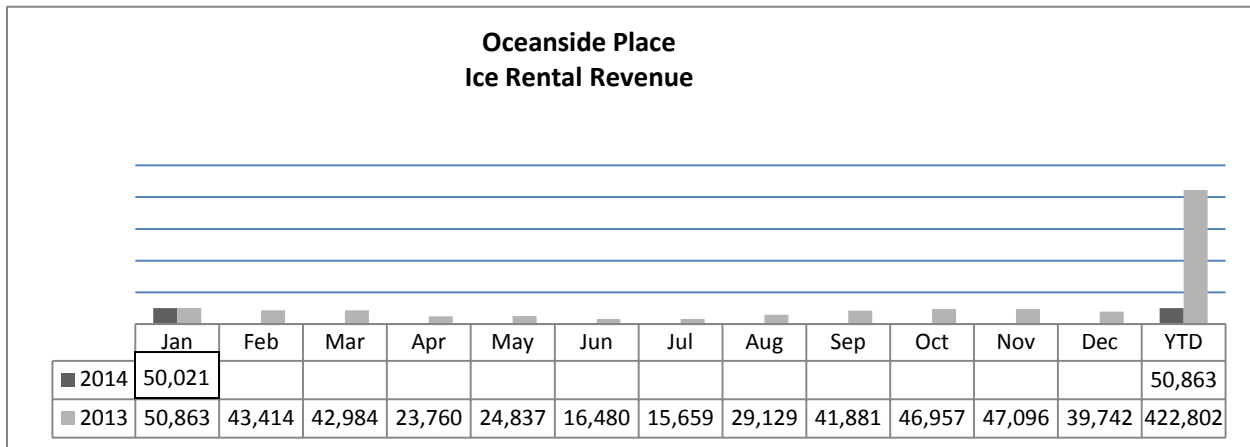
### PROGRAMS/EVENTS/ICE RENTALS:

#### Programs:

- Attendance was down considerably in January over 2013. Although there was a drop in attendance in the child, youth and senior categories, there was an increase in adult. The most significant impact is in the family category, which is mainly serviced by the Lions Family Skate. Lions Family Skate sessions averaged 103 skaters per session down from 260 skaters per session in 2013.
- The Teen Glow Skate on January 18 attracted 40 youth. Admission was free as part of the Youth Strategic Plan.
- A number of program schedule changes were made at the beginning of the season which have been positive. Adult Stick and Puck on Tuesdays and Thursdays replaced the underutilized Drop-In Hockey. In a sampling of two days in January, there was an increase in attendance and while there is still some progression to be made, this increase has been consistent and has not impacted on our Monday, Wednesday, Friday Drop-in Hockey sessions.
- The attendance at Adult Skate on Tuesday and Thursday mornings is increasing. The addition of this skating session has reduced the number of concerns expressed by some of our older, more established skaters at the 55+ Skate session. The skaters at the 55+ Skate have been coming for years and are very set in the way they want to see the session take place. The Adult Skate appeals to those that want a different, less structured skating session.
- Arena programs received average registration for the month with 175 registered in the first set of classes which is slightly less than last year at this time.
- Power skating registrations have dropped slightly while preschool programs are doing well. Parent and Tot First Ice Steps are doing very well with 15 children registered. Learn to Skate Lessons (Pond Rascals), beginner 4 – 6 years, has 41 skaters registered which means this level is full and we are already filling up the next set starting at the end of February.
- MOHL – My Own Hockey League, which is an introductory program to hockey, has been very well attended with 13 registered. This is only the second time we have offered this activity and we are very pleased with the response.
- Hockey Rascals is full with 14 hockey players ages 4-6 years.
- Adult and Teen Learn to Skate lessons were recently moved to Tuesday evenings from Saturday mornings. This was a successful move and more teens are showing an interest by registering for the program.
- Home School Learn to Skate lessons are full with 14 participants and a waitlist.

**Facility Rentals:**

- Ice use for January 2014 was the same as 2013 at 575 hours. Revenue was up by \$1,182 at \$50,863.
- OMHA hosted a Bantam tournament over the weekend of, Jan. 3-5. Teams were mostly from Vancouver Island and the Lower Mainland. There were several teams with a mix of female and male players, which created a challenge for dressing room allocation.
- The Panthers hosted a January “Junket” January 7 and 8 with several teams from the Island in attendance. A social was held in the Multi-Purpose Room and the event was a success.



**FACILITY OPERATIONS:**

- The changeover to LED Lighting in the rinks and lobby is completed and though it is still early, there are some indications of the efficiency and effect. The lamps emit less heat and so staff are observing a lower ambient temperature in the rink areas which has a positive effect on ice conditions and ice plant operation. Comments from public and staff have been very positive. The monthly meeting of the Island Zone of the Recreation Facilities Association of BC was held at Oceanside Place on January 30<sup>th</sup> and a presentation by the Contractor and staff was conducted with a large amount of interest in the lighting from the attendees.

- The Water Heater Replacement Project will be completed with the installation of the water filtration occurring on Feb. 6<sup>th</sup>. The heaters have been operational for both the Zamboni ice making process and facility domestic use for approximately 10 days.

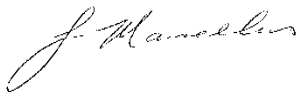
**FACILITY ADMISSIONS:**

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	84												<b>84</b>
Child	635												<b>635</b>
Youth	94												<b>94</b>
Adult	499												<b>499</b>
Senior	725												<b>725</b>
Golden	36												<b>36</b>
Family	651												<b>651</b>
<b>Totals</b>	<b>2724</b>												<b>2724</b>

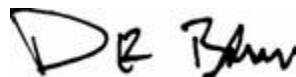
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	81	72	64	15	0	0	1	4	4	52	58	84	<b>435</b>
Child	599	552	624	113	1	0	48	59	97	631	683	1000	<b>4407</b>
Youth	181	171	119	8	0	0	25	24	18	190	213	178	<b>1127</b>
Adult	533	430	446	180	182	143	37	23	140	370	482	695	<b>3661</b>
Senior	828	765	617	449	277	214	187	98	453	637	703	520	<b>5748</b>
Golden	24	31	25	23	4	0	6	3	21	38	54	36	<b>265</b>
Family	985	634	478	12	0	0	40	32	99	708	735	1941	<b>5664</b>
<b>Totals</b>	<b>3231</b>	<b>2655</b>	<b>2373</b>	<b>800</b>	<b>464</b>	<b>357</b>	<b>344</b>	<b>243</b>	<b>832</b>	<b>2626</b>	<b>2928</b>	<b>4454</b>	<b>21307</b>

**RECOMMENDATION:**

That the Oceanside Place report for January 2014 be received.



Report Writer



Manager Concurrence

**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** January 6, 2014

**FROM:** Mike Chestnut  
Superintendent of Aquatics Services

**FILE:**

**SUBJECT: District 69 Recreation Commission – December 2013 Report Ravensong Aquatic Centre**

**PROGRAMS/EVENTS/ RENTALS:**

**Significant Issues and/or Programs:**

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

- Dec 7-28 Extra Saturday Family swims
- Dec 8 Water Dancers water show
- Dec 13 Around the Island swim completed
- Dec 16 Homeschool lessons complete
- Dec 18-20 School rentals 218 participants
- Dec 19 Last day of Fall lessons for 2013
- Dec 23 Free holiday swim
- December 8<sup>th</sup> the local Synchro team hosted a Christmas water show at Ravensong.
- December 7-January 4<sup>th</sup> Ravensong added five family swim sessions on Saturday mornings, they were well attended with an average of 40 participants per session.
- December 13<sup>th</sup> the island swim challenge was completed with 52 participants, which is our highest registration for this event. There were several prizes donated from local businesses.
- Fall Homeschool lessons finished December 16<sup>th</sup> with 28 participants and \$2675 in revenue, which is a slight increase from 2012.
- Ravensong had three schools rent the pool for fun swims prior to winter vacation there was a combined total of 218 children from the three schools.
- December 18<sup>th</sup> Sara Marshall was hired as a permanent part time lifeguard. Sara has been with the Regional District as a casual Lifeguard since April 2013. Sara is a student at VIU working on her degree in social work, specializing in child and youth care.
- December 23<sup>rd</sup> there was a free Holiday Swim at Ravensong Aquatic Centre sponsored by the Vancouver Island Real Estate Board during the Everyone Welcome Swim. There were 170 participants that enjoyed the amenities that Ravensong offers.

**Registration for Fall Aquatic Programs**

Year	Participants	Revenue
2011	821	\$48,750
2012	867	\$55,003
2013	818	\$53,947

Overall the budget shows a very good year for lessons and public sessions;

Year	Revenue: all public swim sessions	Revenue: all swim lessons
2011	\$255,927	\$156,871
2012	\$256,972	\$174,176
2013	\$281,295	\$178,862

### 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	258	267	295	279	2944
Child	532	497	648	348	314	331	598	406	324	388	327	479	5192
Student	426	464	524	378	398	311	179	146	250	320	417	278	4091
Adult	2837	2644	2391	2107	1971	1797	1359	838	1489	2071	2185	1914	23603
Senior	3774	3295	3342	3269	3426	3161	2691	1350	2337	3342	3371	2890	36248
Family	1308	1106	1485	787	709	556	801	909	625	685	944	1090	11005
Golden	588	523	562	492	515	592	485	218	258	583	500	404	5720
<b>Totals</b>	<b>9747</b>	<b>8869</b>	<b>9278</b>	<b>7604</b>	<b>7566</b>	<b>6951</b>	<b>6220</b>	<b>3998</b>	<b>5541</b>	<b>7656</b>	<b>8039</b>	<b>7334</b>	<b>88803</b>

### 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	153	189	269	241	2810
Child	443	478	973	477	481	408	786	173	283	378	348	428	5656
Student	402	494	595	395	377	359	231	51	176	331	398	293	4102
Adult	2781	2782	2779	2210	2080	2145	1825	504	1354	2403	2317	2176	25356
Senior	3298	3234	3500	3069	3014	2959	2428	750	2033	3539	3757	2840	34421
Family	1418	1103	1813	881	585	766	1044	448	535	1032	958	1240	11823
Golden	472	534	542	524	516	477	416	140	342	584	559	439	5545
<b>Totals</b>	<b>9110</b>	<b>8978</b>	<b>10592</b>	<b>7811</b>	<b>7266</b>	<b>7372</b>	<b>6879</b>	<b>2110</b>	<b>4876</b>	<b>8456</b>	<b>8606</b>	<b>7657</b>	<b>89713</b>

### FACILITY OPERATIONS

Operations in December were routine.

### Recommendation

That the Ravensong Aquatic Centre report for December 2013 be received.

*M. Chet*

*DR Blair*



**MEMORANDUM**

**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** February 11, 2014

**FROM:** Mike Chestnut  
Superintendent of Aquatics Services

**FILE:**

**SUBJECT:** District 69 Recreation Commission – January 2014 Report Ravensong Aquatic Centre

**PROGRAMS/EVENTS/ RENTALS:**

**Significant Issues and/or Programs:**

The following special events and programs were held in January 2014:

- Jan 1 Polar Bear Swim
  - Jan 6 Afterschool lessons start
  - Jan 7 School lessons (QBES and Winchelsea) start
  - Jan 13 Island Challenge starts
  - Jan 17 Breakers attend VIR championships
  - Jan 22 Special Event
  - Jan 22 CPR recertification
  - Jan 31 Pro D Day Special Event
- The first event of the year, the 24<sup>th</sup> annual polar bear splash at Parksville Beach, was very successful, 280 participated including five Ravensong staff.
  - January 17-19 Ravensong Breakers attended the VIR championships. With more than 300 swimmers in attendance on 12 teams, the team placed fourth behind Pacific Coast Swimming, Island Swimming and Campbell River Killer Whales. The Breakers beat out the second largest team in B.C., the Nanaimo Riptides, who have almost 400 swimmers registered compared to the 40 Ravensong Breaker swimmers. The Breakers sent 22 swimmers to the meet and all swam extremely well.
  - Marlee Kanigan was hired as a Lifeguard/Instructor at Ravensong. Marlee has over five years of experience as a Lifeguard/Instructor at a number of aquatic facilities throughout BC. Marlee was hired and trained to be deck ready as of January 31<sup>st</sup>.
  - January 31<sup>st</sup> there was a Special Event swim for the district wide professional development day. The swim had a maximum capacity of 120 people; the maximum capacity was met in the first 20 minutes of the swim.

**Registration for the first session of aquatic winter programs:**

Year	Participants	Revenue
2012	354	\$19,505
2013	328	\$22,140
2014	360	\$21,250

**2014**

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	384												384
Child	522												522
Student	358												358
Adult	2652												2652
Senior	3786												3786
Family	1289												1289
Golden	489												489
<b>Totals</b>	<b>9480</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9480</b>

**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	258	267	295	279	2944
Child	532	497	648	348	314	331	598	406	324	388	327	479	5192
Student	426	464	524	378	398	311	179	146	250	320	417	278	4091
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Senior	3774	3295	3342	3269	3426	3161	2691	1350	2337	3342	3371	2890	36248
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**FACILITY OPERATIONS**

Operations in December were routine.

**RECOMMENDATION**

That the Ravensong Aquatic Centre report for November 2013 be received.

*M. Chet*

*DR Bhu*



### **Youth Programming:**

- Acro Gym – 9 (excellent)
- Babysitters Course – 15 (full)
- DJ Teen Glow Skate at Oceanside Pace Arena - 40 youth (low). Not the youth we usually get in the arena. This event is supported by funding from the YRSP budget. After consultation with the Arena Programmer and the Youth Recreation Advisors (YRAs) we will not be offering another free DJ Glow Skate in 2014 as it is a costly event for only 40 youth. The YRAs have suggested offering DJ workshops at the arena on dry floor.

### **Youth Recreation Strategic Plan:**

- Programmer co-chaired Youth Link meeting. Representatives from School District 69, Society of Organized Services, Family Resource Association, Ministry of Children and Family Development, Island Health, Vancouver Island Library, Arrowsmith Community Recreation Association, Vancouver Island University, City of Parksville, and First Nations present. Guest speaker: Sarah Poole from Oceanside Youth Homelessness Taskforce.
- Programmer chaired Youth Recreation Advisor (YRA) meeting - 14 youth attended. Guest speaker, Patricia Huntsman, Coordinator for Cultural Development and Communications for the Town of Qualicum Beach presented to the youth on the Town of Qualicum Beach's cultural plan. Goal 6 of the plan is *to increase opportunities for youth to lead and participate in arts and culture*. YRAs reviewed and provided feedback for summer Express Camp planning.
- Programmer met with the Society of Organized Services (SOS), the Parksville Curling Club and St. Edmunds Church to assess options for a space for the Young Chef program.
- Programmer met with Kwalicum Secondary School art students to promote the Youth Art in RDN Facilities project.
- Artists Gallery on *rdnyouth.ca* was unveiled. Youth art is being digitally displayed on *rdnyouth.ca* as well as on the television screens at Oceanside Place Arena and Ravensong Aquatic Centre.
- Programmer attended meeting with Adult Programmer and VIU faculty member and student to discuss intergenerational programming in Oceanside.
- Programmer attended Youth Outreach Worker meeting. Representatives from School District 69, Society of Organized Services, and Family Resource Association present. Topics for discussion included the recent youth vandalism and article in the PQB News, the recent youth death, Youth Week, and school closures.
- Programmer met with new administrators for the MacMillan Arts Centre (MAC) to discuss future youth arts programming as well as a Youth Art Exhibition for Youth Week.
- Programmer continues to receive posters and program/event information from community organizations to post on *rdnyouth.ca* as well as on Facebook. *Rdnyouth.ca* continues to develop into the desired hub of information for what is happening for youth in Oceanside.
- 

### **Area H Programming:**

- Planning for spring and summer Programs, and completing CLASS and word doc inputting

Analysis of programs in Bowser:

- More programs over-all in Bowser and area in fall 2013 compared to fall 2011 (~45 compared to ~38 in 2011)\*.
- Children's Floor Hockey: was to start Jan 27th; cancelled as the school will have gymnastics equipment set up in the gym during the time that the program was supposed to run.

- Intro to Circuit Training: was to start Jan 22; cancelled as instructor is currently running 11 similar classes in Bowser each week (instructor not available, but also would be program saturation).
- Gentle Yoga: to start Feb 11; no registration at this time (not unusual). Currently doing promotions for this class. There is another business doing yoga in area, and other classes within 10 minutes driving distance (in Fanny Bay).

#### **Community Development:**

- Mom's Group – Met with group of moms over coffee, to discuss what could/should be offered in Bowser for families with babies/ preschoolers. Feedback was mixed, most don't want to commit to anything or aren't sure what they'd like to do. One suggestion was to see if VIHA would offer the Healthy Beginnings program in Bowser area. I will be talking with VIHA to see options.
- Have been trying to get in touch with anyone who works with youth in the area. So far very little success.
- Did give-a-way of youth swim/skate passes before Christmas; most passes went to BES and BES PAC who were working with different families.
- Have been in contact with local parent of youth, but meeting keeps getting put off due to her work schedule.
- Discussions with Bowser Seniors Housing Society re: whether their mandate fits with workshop we are offering in April. Still undecided, as they need to be focused on raising money at this time.

#### **Promotions:**

- Continued regular promotions in the 'Eyes on BC Publication' –community events section for winter programs. No ad in December.
- Posters around Bowser area to promote winter programs.
- Continued regular promotions in the Eyes on BC Publication –community events section for winter programs.
- Posters around Bowser area to promote winter programs.

#### **Special Events & Projects**

- Community Capacity Building Grant – workshop date set for **Friday, April 10, 2014**, planning now in process for workshop and promotion/ registration for invitees.

### Adult Programming:

- Gentle Fit – 9 registered. Low. – Direct promotion on Facebook (*try for free in January*) and current participants were given coupons to *bring a friend for free*. There have been approximately 5 who have come to try.
- Hatha Yoga – 2 registered. Low. – this is a contract with Hot N Cool Yoga studio. The participants are joining in on regular scheduled classes.
- Minds in Motion (Alzheimer Society program) – 14 registered. Average.
- Nia – 8 on Thursdays (the class advertised in the guide), 9 on Tuesdays (added by request). Good. The instructor was a guest at the Area F Soul Sisters program and seemed to generate some interest that may show in registrations in the spring.
- Seated Fitness (IHN program) – 20 (3 are community clients) in Qualicum Beach – Full. 14 (3 are community clients) in Parksville. There have been significant changes in the IHN team and therefore their capacity to refer clients has stalled.
- Zumba – 16 registered. Low.
- Zumba Gold – 19 registered. Good.

\*Classes taking drop-in: Gentle Fit, Nia, Zumba. This is not publicized because if too many people choose that option, the classes will not have a base to run. Drop-ins are accommodated if there is space in the class and they pay cash at the door.

### Community Development

- Met with Karen with IHN to discuss the current group and the 2014/2015 contract. Numbers have been submitted with the intent that the program continue as is until March 2015.
- Met with Lynn MacFadgen at VIU Centre for Healthy Aging to discuss Active Aging Week.
- Connected with individuals who were interested in forming a committee for Active Aging Week. Meeting set for February 12.
- Met with Margaret at Parksville Community and Conference Centre to discuss continuing the rental contract for Minds in Motion and other rental opportunities.
- Met with Eve at Nanoose Place to get an update on the programs, discuss rental possibility for Camp Notch.

### Marketing/Promotions

- Focused on spring/summer Active Living Guide & Family Day Event
- Winter Wonderland on Ice, Polar Bear Splash, Holiday swim, Photo Draw
- 5 complimentary products requests
- Poster run – January 8 & 28
- Display ads – Winter Wonderland thank you, What's on digest (x2)
- Radio – promotion: Winter Wonderland and Give the Gift of Recreation, 5 day giveaway, Active Living promotion
- Renewed radio contract to include Lounge for 2014
- Spring Summer 2014 Active Living Guide advertisers booking space
- Photo draw – received 27 photos in December, mostly of parks
- Set up meetings with Adrienne Mercer for 2014 to meet on a monthly basis to connect and share information on recreation events and programs marketing.

- Submitted article and photos to Parkville Chamber for the Homes and Living Magazine that is produced in January 2014.
- Stainless steel water bottles ordered and received. These water bottles will be dispensed from the vending machines at both RAC and OP in the promotion of community water systems.
- Adrienne Mercer – working on draft list of Recreation and Parks events for year to plan New Release schedule with head office.

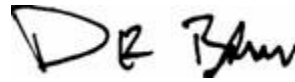
**RECOMMENDATIONS**

That the Northern Community Recreation Program Services December 2013/ January 2014 report be received.



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Report Writer



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Manager Concurrency

## Parks Functions Report

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**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** January 8, 2014

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

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

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During June to December, 2013 staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

#### ***Area A***

##### Skateboard Park

Staff continued to work towards the completion of the Cedar Skateboard Park construction project. This involved working with van der Zalm and Associates (VDZ), the design consultant, to finalize construction drawings, specifications and a construction contract to be included in the final tender package. The tender package was provided to the School District No. 68 for review and comment prior to tender issue. Staff coordinated the tendering process, between July 10, 2013 and July 31, 2013. Staff and the consultant reviewed the three compliant bids and recommended awarding the contract to New Line Skate Parks Ltd. This recommendation was put forward in a staff report and the Board awarded the construction contract to New Line Skate Parks Ltd. at their August 27<sup>th</sup>, 2013 meeting. Staff issued the contract and attended a start-up site meeting on September 4<sup>th</sup>.

During the course of construction staff have attended five construction inspection / progress site meetings with New Line, VDZ and School District 68 staff representatives as well as a number of additional meetings with New Line and VDZ to coordinate minor changes to the project. One of these changes was the addition of a seventeen-car gravel parking lot on the adjacent leased area. As this leased area is within the Agricultural Land Reserve, staff requested and received permission from the Agricultural Land Commission to construct the gravel parking lot. As per the lease agreement for the land, staff requested and received permission for the parking lot and outhouse from School District 68. Staff designed a park rules sign and coordinated sign construction for the rules sign as well as for the park entrance sign.

Staff worked with local concrete suppliers to determine if and how to proceed with their previously stated interest in contributing a financial or in kind donation to the project. As a result of these discussions, Bedrock Read-Mix Ltd. made a cash contribution of \$2,500 towards to project.

Staff attended a meeting with recreation staff to discuss the official opening of the park.

Staff completed and submitted three periodic progress reports to the Province as per the requirements of the Skate Park construction grant funding.



## Other

Staff met twice with a landowner interested in potentially donating a portion of his land to the community as a park. These talks concluded with the landowner deciding they would need to think about the donation further.

Staff met with another landowner interested in potentially donating land to the community as park. These talks concluded upon the determination that the land was not suitable for community park use.

Staff prepared and distributed the June 19<sup>th</sup>, September 11<sup>th</sup> and the November 20<sup>th</sup> Area A PRCC meeting agenda packages, attended the meetings and reviewed the meeting minutes.

Following a call from a park neighbour, and subsequent arborist assessment, several hazard trees were removed at Janes Road Community.

Several site inspections along with blackberry removal and log removal were carried out at Nelson Road boat launch. New signage was installed and park maintenance work was also carried out at Pylades Drive Beach Access.

## **Area B**

In an initial questionnaire distributed in late 2012, Mudge Island residents were asked to provide feedback on issues and concerns regarding the existing Ministry of Transportation and Infrastructure water accesses. Respondents were asked to prioritize potential water access development opportunities they wish for the RDN to address. In May 2013, staff developed a second questionnaire focused on clarifying these development priorities. This second survey was distributed at an open house held on May 25<sup>th</sup>, 2013 at a water access site on Mudge Island. The online questionnaire was open from May 25<sup>th</sup> to June 16<sup>th</sup>, 2013. Staff involvement in the open house included arranging for the venue & the site set-up, coordinating boat transportation to the event for the POSAC members, developing and printing display material and the questionnaire, developing and distributing event advertising, as well as attending the event. Once the online questionnaire #2 was closed, staff compiled the input and produced a questionnaire #2 summary as well as a list of recommendations for the POSAC to consider – this information was presented to the POSAC at their November 5<sup>th</sup>, 2013 meeting.

Through direction from the Area B POSAC, the RDN has embarked upon a public process to ask Gabriolans how they would like Huxley Community Park to be improved and managed over the next 10 years. A stakeholder meeting between RDN staff, the Area Director and POSAC members and local skateboarders was held on May 16<sup>th</sup>, 2013. The Gabriola Island community was asked to share its vision and concerns about the park at an open house event on July 13<sup>th</sup>, 2013 as well as through an on-line questionnaire which ran from July 15<sup>th</sup> to September 7<sup>th</sup>, 2013. Staff involvement in the skateboarder meeting, open house & questionnaire included the following: developing & distributing event advertising, arranging for the venues and the site set-up, preparing and developing event display boards and supplies, attending the events and summarizing the feedback received.

In November, a local landscape architecture firm, Topographics, was hired under contract to complete the additional stakeholder interviews and to develop concept designs for Huxley Community Park that will be presented to the community for further feedback in the spring of 2014. The preferred option will be developed into a final master plan which will be presented to the RDN Board for consideration later in 2014.

Following a BC Online request, a qualified contractor was selected for bank stabilization work at the top of Christine Close, in 707 Community Park. Staff liaised with the contractor and a project schedule was

established. The work was carried out between October 30 to November 8, 2013. Rock scaling took place and fencing was installed to intercept any rock fall towards the house.

Water quality testing continued at Rollo McClay Community Park. Water well maintenance work to overcome the turbidity and high iron counts was successful, with favourable readings being reported to VIHA. Several light bulbs were replaced following a vandalism incident. Park mowing and maintenance work went well over the summer, as we benefited from the newly re-lined irrigation pond. Park driveway visibility pruning was also conducted. Hazard tree removal work was carried out, and an arborist report was received for a significant veteran tree in the park.

Some pruning work was carried out along sections the Whalebone Area Parks, and a signage assessment took place, as a result of numerous aging and missing signs throughout that area. Several park clean-ups were conducted at Huxley Community Park. Seeding work was completed at South Road Community Park in order to slow the erosion of soils adjacent to newly replaced beach access stairs.

New signage was installed at Malaspina Galleries Community Park.

Staff responded to a referral from the Islands Trust regarding their proposal to rezone a number of parks on the island.

Staff prepared and distributed the July 2<sup>nd</sup> and the November 5<sup>th</sup> Area B POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

#### ***Area C - Extension***

Several meetings were held with the Area Director and local community members to discuss the Bridge for Extension Miners Community Park. The design was discussed with the engineer and modifications made. Discussions with the RDN Building Inspection department also took place. A section 9 notification was submitted and approved.

A Section 9 Notification was submitted to Ministry of Environment for the pending installation of a footbridge at Extension Miner's Community Park.

Staff attended a site meeting and a follow up meeting to review a possible access to the river as part of a lot line adjustment on a property.

#### ***Area C - East Wellington/Pleasant Valley***

Staff received a request from a resident for an additional bike rack at Meadow Dr. Community Park. The POSAC reviewed the request and upon staff recommendation, decided to purchase and install the bike rack in 2014. The bike rack was ordered in December for install in early 2014.

Through direction from the Area EW/PV POSAC, the RDN has embarked upon a public process to ask local residents how they would like Anders Dorrit Community Park to be improved and managed over the next 10 years. The community was asked to share its vision and concerns about the park at an open house event on September 5<sup>th</sup> as well as through an on-line questionnaire which ran from September 5<sup>th</sup> 2013 to January 10<sup>th</sup>, 2014. Staff involvement in the open house & questionnaire included the following: developing & distributing event advertising, arranging for the park to be cleaned up and safe for the public to view, and to have the field mowed to create a temporary parking lot, meeting set-up, preparing and developing event display boards and supplies and attending the event.

Mowing and trail clearing was completed at Anders Dorrit Community Park. A tree was removed and brushing and canopy height raising work was conducted to improve park visitor safety and park security. Residence windows were boarded up, additional signage was posted, and the patio area was closed off for safety reasons.

Staff prepared and distributed the June 17<sup>th</sup> EW/PV POSAC meeting agenda, attended the meeting and reviewed the meeting minutes.

Staff cleared and graded the parking lot at Creekside Community Park.

### ***Area E***

Staff attended three meetings with planning staff and the applicant to review a development proposal and to look at the site. The applicant has decided not to proceed with the application at this time.

Staff prepared and distributed the May 13<sup>th</sup> and the December 16<sup>th</sup> Area E POSAC meeting agendas, attended the meetings and reviewed the meeting minutes. Staff prepared and distributed the October 28<sup>th</sup> Area E POSAC Fairwinds rezoning information seminar, attended the meetings and reviewed the meeting minutes.

A new park identification sign was installed at Brickyard Community Park. Trail brushing and clean-up work was completed at Stone Lake Drive Community Park.

### ***Area F***

Monthly meetings were held with members of the Corcan Meadowood Residents Association (CMRA) to inform them of Meadowood Park development progress. The CMRA park sub-committee meetings will be held monthly leading up to and during construction. A Meadowood Park development website was set up. Staff worked on a volunteer agreement for rough grading set and the contract sent out for signature. A tender preparation agreement was set up with Gemella Design. Staff attended a CMRA meeting on May 29<sup>th</sup> to discuss the construction timeline and potential donations for the park. Staff completed and submitted three periodic progress reports to the Province as per the requirements of the Skate Park construction grant funding.

With some funding assistance from the Regional District of Nanaimo, park stewards organized and paid for the installation of an underground electrical line to supply farmer's market vendors at Errington Community Park. This will allow for refrigeration to take place on site, and broaden the availability of meats on market days.

Staff prepared and distributed the May 6<sup>th</sup> and the December 2<sup>nd</sup> Area F POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

Staff met with an area resident after receiving a request to stem ATV access at a Ministry of Transportation and Infrastructure site at Price Road. Following an arborist assessment, numerous hazard trees were removed at Malcolm Property.

Staff conducted GPS data collection work along the Carrothers Trail, to be developed this fall; part of the RDN's Alberni Community Trail System. Staff worked on private land agreements with owners for trail purposes.

### **Area G**

Local volunteers painted portions of the Women's Institute Hall at Dashwood Community Park, and resurfaced the trail with wood chips. Further to its being ordered in June, a building assessment of the Women's Institute Hall from an engineering company was finally received. This information will allow for accurate replacement and repair budgeting for the hall and its services/utilities. Pruning and trail brushing work was also completed at the park.

### Development Applications

Staff continued to work with planning staff to secure parkland dedication and park development at a Wembley Road rezoning and subdivision. Rezoning negotiations resulted in a \$32,000 community amenity contribution for future trail development within the Stanhope Road undeveloped road right-of-way connecting Wembley Road to Ackerman Road. In addition, a covenant was placed on the development property which requires the developer to construct a gravel trail through the new park, thereby linking the internal road network.

Staff attended three meetings with planning staff and the applicant to review a proposal on Drew Road and to look at the site. In consultation with planning staff, staff reviewed and provided recommendation on the proposed cash-in-lieu of park land dedication proposal. Staff organized and attended a POSAC site visit, a special POSAC, and a Public Information meeting on June 12<sup>th</sup>.

Additional hazard tree work was completed at River's Edge Community Park, reported by horse trail users in the area. Staff responded to a hazard tree request and also installed vehicle barricades at Miller Road Community Park. A hazard tree was also removed at Centre Road Community Park as well as at River's Edge Community Park, following reports from neighbours.

Staff prepared and distributed the May 22<sup>nd</sup> and the December 9<sup>th</sup> Area G POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

### **Area H**

The majority of the park development work at Henry Morgan Community Park is now completed. A new park entrance sign was installed. Additional hazard tree work took place in October. The basketball backboard was repaired, and the interior of the playhouse was completed. A fence was installed at the basketball court. Staff also planted eleven additional trees at the park. Department staff organized and participated in the ribbon cutting ceremony to open Henry Morgan Community Park. Additional parking lot drainage works were installed underground.

Tree thinning and burning operations continued at Oakdowne Community Park in order to improve this urban wildfire interface zone. Tree thinning operations at Oakdowne Community Park were shut down once 'forest fire season' descended on the province, requiring the use of firefighting staff that were conducting the thinning work at the park. Staff met on site again in early September, once the project had started back up. This project is a continuation of work begun last year by Ministry of Forests Coastal Fire Base, for the purpose of improving safety along this urban wildfire interface zone. GPS data collection work and an assessment for signage needs was also carried out.

A pedestrian footbridge was constructed over a creek at Leon Road Community Park, under a Section 9 Notification process via Ministry of Environment.

Site clean-up and brushing and other maintenance work was carried out on several occasions at all MOTI beach accesses developed by the RDN under permit from MOTI.

A new bollard was installed at Dunsmuir Community Park, and the portapotty and privacy surround was removed. Both items were in direct response to increasing vandalism at the

Park clean-up work was carried out at Wildwood Community Park and the surrounding trails.

Staff followed up with Bylaw Enforcement regarding a trespassing fence issue at Isle Wood Drive Community Park. A BCLS survey was ordered and received by staff, the fence is now removed, and the relocation of three sheds all partially sited on the park property is expected in the near future.

Stair and trail maintenance work was carried out at Thompson Clarke Connector Trail.

Staff prepared and distributed the June 5<sup>th</sup> and the December 4<sup>th</sup> Area H POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

### **Community Parks and Greenways Strategy**

During the summer the second series of open house were held in each electoral area and on line surveys were created and posted to the website. The comments were gathered and compiled for the draft document. During the fall, meetings were held with staff and the consultant to review the information gathered over the summer and then to assess for missing or incomplete information. Both staff and the consultant researched and also interviewed other local governments to provide more complete information. The draft document was then reviewed and presented to both the advisory committee and the POSACS for electoral areas E, F, G, and H. Staff also met with the archeology consultant. The maps were updated to reflect the comments received. The final edit was done to incorporate comments and the document will be presented at the January 2014 Board meeting.

### **Community Works Projects**

Jingle Pot Roadside Trail: Staff met with Area Director to discuss the idea of a roadside pedestrian route along Jingle Pot Road. A meeting will be coordinated in January to discuss the idea with community representatives and seek a clear understanding of community needs along this corridor.

North Road Trail: Staff met with the Area Director to walk the potential trail location along North Road on Gabriola Island. A terms of reference for the design of the off-road trail was developed and Consultants have been retained to coordinate the required survey, arborist study and design work for the trail. Preliminary meetings with the Ministry of Transportation and Infrastructure indicated support for the trail as it will be located within the MoTI right-of-way. Trail design work will begin in early 2014. Staff will be working to contact stakeholders early in 2014 and a public Open House about the proposed trail project will be held mid-late spring.

Morden Colliery Bridge: Staff are drafting a Request for Proposals for the design of a bridge crossing over the Nanaimo River. The project will include studies, survey, design and if feasible, construction of bridge and trail connection to downtown Cedar. Staff have contacted the Province about upgrading the existing license over the crown land corridor to a lease.

## **Regional Parks**

### ***Arboretum***

Park staff reinstalled chain link fence which was reported by the RCMP. The fence was rolled and ready for transport by the thieves. Several parks inspections were carried out.

### ***Arrowsmith CPR Regional Trail***

Park staff installed trail closure notices for the CPR trail that travels through Island Timberlands private property. Notice states that the trail is closed during the work week and opens on weekends.

### ***Beachcomber Regional Park***

Park staff conducted park inspections and maintained trails. A new water proof garbage can lid was installed on the existing base.

### ***Benson Creek Falls Regional Park***

Work continued on the Benson Creek Falls Management Plan. Plans were made and advertisements created and distributed for the open houses. The first open house was held on June 22 at Creekside Place Community Park and was well attended. Throughout the summer, staff held ongoing meetings with key stakeholders (i.e. Province, aggregate private property owners, Emergency Services, Woodlot managers, recreation groups). Staff also did on the ground assessment of issues including alternate entry routes and parking locations. Several parking options developed and presented to stakeholders. Second open house for review of the draft Management Plan was held at Mountain View School, East Wellington on October 23. Draft plan was reviewed by Advisory Committee and then recommended for approval at the Dec 3 RPTSC meeting. Minor modifications are being prepared for the January Board meeting

Park staff conducted park inspections, maintained trails and re-decked two of the bridges on the Weigles Road entrance. Data was collected from the trail counters. Park staff installed warning signs and open house notices for the new management plan. A new fence was installed at the top bank overlooking the waterfall.

### ***Big Qualicum River Regional Trail***

An engineer bridge inspection on the Hunts Creek Bridge was conducted.

### ***Coats Marsh Regional Park***

A berm was constructed in the park to control water flooding onto an adjacent land owner's property. Staff worked with an engineering firm for the design of the berm. A tender was released and a contractor selected. Construction took place during August and then a follow up planting of live willow stakes took place in the fall. The live willow stakes were removed from a donor site and prepped before they were planted in the berm. A new bridge was installed at the pond leveler site in order the access the berm location.

Park staff removed the old pond leveler and assembled and installed a new pond leveler. Park staff and The Nature Trust of BC assessed for the location of a potential new trail. Park staff and the Vancouver Island Conservation Land Management Program crew removed broom at the North end of the Marsh. Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler. The park was GPS'd by park staff and the GIS department.

### ***Descanso Bay Regional Park***

Park staff completed a hazard tree assessment in the regional campground. The park was also GPS'd by the GIS department and Park Staff

### ***Englishman River Regional Park***

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees. Park staff brushed trails and maintained bridges. The deep garbage cans were emptied and the Allsbrook Road parking lot was graded. During the summer month's graffiti was removed from posts and signs. Park staff completed minor maintenance to Top Bridge due to small findings found during an Engineer bridge inspection. Trails, bridges and stairs were cleared of fall debris.

Park staff installed seasonal no skating signs due to thin ice forming during a cold snap and installed new directional signs on the new trail connecting Top Bridge Community Park with Englishman River Regional Park. Park staff posted extreme fire warning signs during the extreme fire hazard period. A new post and regulation sign was installed at the clay banks due to this place being a highly used campfire area. Park staff cleaned and updated the regional kiosks and maps.

A new park entrance was built at the Allsbrook Kiosk to provide easy access to ERRP around the gate on the road. At that time more boulders found on site were placed to prevent ATV access. Over the summer very few if any ATV's gained access.

The gate at the end of Allsbrook leading to Top Bridge Community Park has been closed for the season. Old signs were replaced with new signs.

Parks Staff and Water Stewardship Staff met to walk the Englishman River Regional Park and discuss logistics for school field trips to the park in 2014. The field trips will focus on activities for elementary school children to learn about the water cycle, where our drinking water comes from, and how we share this valuable resource amongst various human user-groups and the fish, wildlife and plants that depend on it as well.

### ***Horne Lake Regional Park***

Staff toured the park with the new Park/Campground Operator RLC to assess priorities for improvement in the park, working towards the Concept Plan for park development. Park trails were walked to identify the connection with BC Parks Caves Parking lot and areas were flagged for campground upgrades. Plans were then made for capital improvement to start in January. Early in 2014, RDN staff will be looking to further design and develop aspects of the plan in a phased approach.

A trail linking the BC Parks parking lot and the Regional parking lot was brushed out. No lifeguard on duties signs were moved above the high water mark.

Park staff and RLC park operators installed new campsite posts with a new numbering system and staff worked with RLC to create current park maps and information panels for 3 kiosks. RLC erected a split rail fence at the Gazebo point conservation area and removed trip hazards around out houses. RLC continue to make positive improvements to the campground.

Park staff joined Ministry of Forests to see if mountain pine beetle was discovered in the park. As it turned out it was actually a less serious agent a Sequoia Pitch Moth.

Park staff installed new directional signs on Highway 19. Park staff painted the Highway 19 signs white to maintain continuity as well as placed permit stickers on the back of the signs themselves. The park operators' deck has been renovated.

Staff renewed and updated advertising for Horne Lake Regional Park on HelloBC.

#### ***Lighthouse Country Regional Trail***

Staff have been working with a consultant in the development and design of interpretive sign layouts for installation in 2014.

Staff worked with Emcon to have a directional sign installed on the Lions Way ROW.

Park staff resurfaced portions of the trail and conducted a fall clean-up of the trail. Data was collected from the trail counters. Park staff conducted trail maintenance and inspections. The newly replaced fence at the railway crossing was stained.

#### ***Little Qualicum River Estuary Regional Conservation Area***

Staff reviewed the Central Vancouver Island Estuary Rehabilitation and Resident Canada Goose Management Project Report by Guardians of Mid-Island Estuaries Society and the second payment installation of \$10,000 was provided to the group. Staff assisted BCCF in the review of the draft and 'next steps' section of the Little Qualicum Estuary Restoration Project Report by Polster Environmental Services Ltd.

#### ***Little Qualicum River Regional Park***

Park staff made stair improvements to a swimming area at the river. A directional sign was installed to lead the public to the parking area off of Meadowood Way. Barriers were installed with reflectors to prevent ATV's getting access to the river. Two posts with regulatory signage were stolen a day after the install at that site. Park staff repaired bottom step of stairs at the swimming area. Park staff conducted park inspections and maintained trails.

The Coastal Invasive Plant Committee crew removed the brush and deciduous from under the power line prepping the site for a plant. Park staff planted 1050 native plant species restoring low-growing native species that are compatible with the overhead electrical wires. Staff coordinated with BC Hydro to obtain a \$2000 contribution towards the purchase of the native shrubs for the hydro corridor.

#### ***Moorecroft Regional Park***

The caretaker agreement with current park caretakers, Guy and Donna Monty, was renewed for 2013-2014.

Park staff conducted park inspections and maintained trails. Park staff installed new directional signage in the park and installed seasonal no skating signs at Skipsey Lake due to thin ice forming during a cold snap. A new operations shed was built by the caretakers house. Hazard trees were removed from the park.

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

- Grass seeded some restoration areas with coastal native grass species. These areas were signed.
- Staff removed garbage from the park.



- Park staff water the newly planted shrubs and trees weekly.
- Park staff applied deer repellent on the newly planted stock weekly.
- An old fort was removed from the park.
- Extreme fire hazard signs were posted at the park during the extreme fire hazard period.
- An Energy Audit Report was done on Kennedy Lodge.
- An old trail is continuously blocked off with woody debris to stop public from entering private property.
- The NCC annual report was prepared, outlining projects over the year in the park.
- Development of conservation awareness signs for Vesper Point.
- Development of draft dog strategy for the park.
- Ongoing communication with Moorecrofters and public inquiries.

### ***Morden Colliery Regional Trail***

Park staff conducted park inspections and maintained trails. Park staff removed old, “deemed a potential hazard” benches. An engineer bridge inspection was conducted on both of the Thatcher Bridges. Park staff and GIS staff collected GPS information on the regional trail.

### ***Mount Benson Regional Park***

Park staff installed new orange trail markers on the sanctioned Witchcraft Lake Regional Trail and Cougar loop. Staff also installed posts and directional signage along the Witchcraft Regional Trail. Over 200 wind thrown trees were cleared from the trails after a major wind storm event. Park staff cleaned paintball marks and graffiti off the Witchcraft Lake Bridge.

Park staff installed trail closure signs at the beginning and end of the Old Logging Road Loop. Park staff and NALT staff have begun to construct the Old Logging Road Loop.

### ***Nanaimo River Regional Park***

Siting of portable toilet location, fencing, steps, stairs, trail improvements. Three sets of box stairs were installed along the trail. New directional signage was installed at these locations. A cedar toilet surround was also installed at the Frey Road entrance. MOTI permit for Frey Rd works (stairs, split rail fencing, signs). The Fry Road entrance trail counter data was collected over the summer. Trail vegetation maintenance was conducted to accommodate equestrian park users. Park staff installed split rail fence along two steep bank areas along the trail. A new trail location was approved by TLC, park staff cleared the trail and installed directional signage. The deep garbage can was emptied on the Frey Road trailhead. Park staff conducted park inspections and maintained trails. Park staff cleaned and updated the regional kiosks and maps.

Parks Staff and Water Stewardship Staff met to walk the Nanaimo River Regional Park and discuss logistics for school field trips to the park in 2014. The field trips will focus on activities for elementary school children to learn about the water cycle, where our drinking water comes from, and how we share this valuable resource amongst various human user-groups and the fish, wildlife and plants that depend on it as well.

### ***Top Bridge Regional Trail***

Park staff conducted park inspections and maintained trails. The kiosk on Resort Way was cleaned and updated.

### ***Trans Canada Trail***

Arrangements were made with Scott Signs to repair vandalism to Spruston Road kiosk sign. The sign was damaged beyond repair, and will need replacement estimated at \$1000.

Park staff conducted park inspections and maintained trails. A new Extension Ridge trail sign was installed. An engineer bridge inspection was conducted on the Haslam suspension bridge and a new Extension Ridge trail sign was installed.

### ***Parksville - Qualicum Links***

Signage to mark the route was created in partnership with the City of Parksville and the Town of Qualicum Beach and installed along the route.

### ***Regional Significant Gas Tax Project***

E&N Rail with Trail: Work to prepare the Request for Proposals (RFP) for the design of the RDN's first piece of E&N Rail with Trail (from Coombs to Parksville to French Creek) has been on-going. Staff met with the City of Parksville to discuss a trailhead at Springwood Park. Staff met with the Ministry of Transportation to discuss options around roadside connections if segments of the trail are not feasible within the rail right-of-way. Staff also met and discussed with other jurisdictions who have completed sections of E&N trail (City of Nanaimo, District of Lantzville, and Cowichan Valley Regional District) and collected information on their experience planning and designing the trail. The RFP is intended to go out at the end of January and will seek a project management firm to coordinate the site survey, preliminary studies and complete the design work for the first 10km section of trail in the RDN.

### ***Fairwinds***

Staff continued to review of the Phased Development Agreement, parks standards and the Terms of Reference for the Management plan. Several regular meetings were held to reviewing the phasing of park dedication and other issues. Staff also attended the Public Meeting in September.

### ***Miscellaneous***

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Contract administration work for annual park maintenance contracts was continued throughout the summer. Parks Operations building safety inspections were completed and submitted to the Joint Health and Safety. Seasonal 'thin ice' safety signage was posted in affected parks. CSA Park playground inspections were completed across the district, and new park maintenance signage was installed at eight affected parks.

Parks Guidelines: The new RDN Parks and Trails Guidelines was completed. Staff meetings were held to review standards and work on the draft document, including collecting facility images and specifications. The draft guidelines were recommended for approval at the December 3 Regional Parks and Trails Select Committee meeting, and minor modifications are being prepared for the January Board meeting.

Breathe Guide: The Regional Parks Breathe Guide 2014 update has been completed and 8,000 copies of the guide will be printed in early 2014.

Trails: Staff attended an inter-jurisdictional meeting to examine the overall trail network on Vancouver Island, looking at gaps in the system and where priorities for filling some of the gaps are falling.

Representatives from the RDN, CVRD, CRD, TransCanada Trail, Vancouver Island Spine Trail and Island Corridor Foundation attended the meeting.

Parks Building: Staff have been involved in seeking a new building for all parks planning and operations staff, who are currently split between two facilities. To date the process has involved reviewing existing building lease opportunities and looking at a build-to-suit lease option.

Staff assisted with Winter Wonderland set up at Oceanside Place.

2014 Budget: Staff compiled the projects costs in preparation for the creation of the 2014 budget. The 2013 budget was reviewed and any uncompleted project costs carried forward to 2014. The projections for 2013 were inputted to the system as were the costs for both operations and capital for Regional and Community Parks. The work plan for 2014 was then created.

Staff continue to follow the Off-Road Vehicle legislation currently under development by the Province of BC.

Staff participated in a Green Medicine: Building bridges between health care and the great outdoors Webinar.

**Park Use Permits and Events**

- Park Use Permit set up for Meadowood Community Halloween event.
- BC Hydro took out a PUP to replace anchors for two hydro poles on the ROW which border Cox Community Park and Descanso Bay Regional Park on Gabriola Island.
- Staff met with a representative from the Mid-Vancouver Island Habitat Enhancement Society regarding the planning of the 2014 River Run that will be held in Englishman River Regional Park in the summer.

**Recommendations**

That the Parks Update Report for June-December 2013 be received as information.



\_\_\_\_\_  
Manager of Parks Services



\_\_\_\_\_  
General Manager Concurrence



RDN REPORT		D/H
CAO APPROVAL		
EAP		
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FEB 12 2014		
RHD		
BOARD		
D69 Rec Comm		

## MEMORANDUM

**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** February 12, 2014

**FROM:** Dean Banman  
Manager of Recreation Services

**FILE:**

**SUBJECT:** Rubberized Track at Ballenas Secondary School

### PURPOSE

To provide the Regional Board and District 69 Recreation Commission an update and report on the feasibility, cost and possible RDN involvement in the installation and upkeep of a rubberized track at Ballenas Secondary School in Parksville.

### BACKGROUND

At the invitation of the District 69 Recreation Commission, the Oceanside Track and Field (OTF) Club was in attendance at the June 2013 Regular Meeting of the Commission to discuss their current and future needs of a suitable track surface in District 69. Although recognized that a suitable surface and location of a track would be used by many members of the community, in addition to the track club, OTF representative Ms. Kim Longmuir spoke to the needs and wishes of the Club and answered questions from the Commission on the subject of track surfaces and location. **Table I** is a summary of the discussion points taken from the minutes of the meeting.

**Table I - Oceanside Track and Field / District 69 Recreation Commission June 2013**

- 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
- Club would be satisfied with 2-3 lanes, 6 ideal for them. 8 needed for events.
- No space at Ballenas Secondary School for 8 lanes.
- May be possible to get 2-3 lanes in now, consideration for 6 lanes for 100 metre.
- In other communities that have a facility suitable for meets, they host meets as a fundraiser.
- 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 washed and blew away. Rubber offers an increase accessibility which may make it eligible for grant funding.
- 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 of which there is no room at KSS.

- Changing the existing configuration of the track likely would not be welcomed by BSS as more lanes means losing space on the north field.
- Good relationship with BSS. Lack of maintenance a concern but club realizes SD69 has no money or limited funds for work. Have to work around other field uses.
- 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.

Based on information from the June Commission Meeting, the basic premise developed was the viability for a three lane rubberized track surface, with a six lane 100 metre sprint zone, to replace the existing track within the same foot print.

At the June 2013 Commission Meeting the following resolution was carried:

*“That the topic of Multiplex and Ballenas Track be separated and have staff report back about the options and costs for Ballenas track resurfacing.”*

After the June 2013 Commission Meeting, RDN staff met with School District 69 staff on two occasions. One meeting included a consultant from Marathon Surfaces who specialize in the installation of sport surfaces. The meetings were to discuss the interest the School Board may have in an upgrade to the Ballenas Track, the viability of some features to be incorporated and the costs and revenue sources of the potential project.

## **ALTERNATIVES**

1. That School District #69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design, funded from Northern Community Recreation Service Reserve Fund, of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary school.
2. That School District #69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design, funded 1/3 from Northern Community Recreation Service Reserve Fund, of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary school.
3. That alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

The relevant costs associated with a rubberized three lane, 100 metre six lane sprint zone track surface at Ballenas is projected to be between \$200,000 and \$240,000. Included in this estimate is; grade and levelling of the site, purchase/installation of asphalt base, purchase/installation of rubber subsurface, purchase / installation of track surface and finally line marking. Other costs not required with the Ballenas site is land acquisition and the purchase and installation of a 400 metre metal track curbing

which is already in place and can be utilized by a rubberized track. Reconditioning of the track surface is anticipated to be required, but will be determined by actual usage and the implementation of a maintenance program, at the ten year mark for a cost of \$70,000. Track surface maintenance should include a monthly collection of garbage off of the surface, a monthly industrial sweep or blow of the surface and a power wash in year five. A capital plan for the future reconditioning of the track as well as the annual maintenance program should be established with School District 69 and the Oceanside Track and Field Club prior to installation.

The Northern Community Recreation Service Reserve Fund Establishment Bylaw No. 1588 provides the ability to acquire, construct, manage or otherwise provide property for pleasure, recreation and similar public uses, including recreation and cultural facilities of all types. Through this existing bylaw is the ability to purchase and provide property for, and manage, a facility like a track and field sportsplex. The current amount in this reserve fund is \$57,218.

No bylaw currently exists that gives the RDN the authority to borrow for the purpose of acquiring land, structures or the construction of recreation/sport facilities within District 69. In short, a loan authorization bylaw must be established if funding for more than the existing reserve fund of \$57,218 is desired.

A project of this type would be a candidate for grant funding in the form of matching funds to a maximum amount of \$30,000 through the Tire Stewardship BC Community Grant Program. It is also possible that future grant funding may become available that a project of this kind would be eligible for. Typically this type of funding is only provided to projects that are passed the concept and design phase and mainly just requiring financing. Design work in the amount of \$3,800 would be required to be completed in order for the project to be considered "shovel ready" and eligible for future possible grant funding. As owners of the land School District 69 would likely be required as lead on any grant funding or at the minimum, endorse formally the project.

## **STRATEGIC PLAN IMPLICATIONS**

The improvement of the existing track at BSS or the development of a larger similar type project is specifically mentioned in the 2013-2015 RDN Board Strategic Plan. The fitness and social benefits derived from investments into programs and facilities such as athletics are well known and recognized within the strategic goals for RDN Recreation and Parks. An improvement to the track at Ballenas Secondary School would increase the development of existing users as well as offer more opportunities for all ages of the community.

## **CONCLUSION**

Since being identified in the 2006 District 69 Recreation Services Master Plan consideration has been given to the possible construction of a track and field facility. Activity on this possible project since 2006 has varied. In 2008 a Track and Field Facility Feasibility Study was approved in the form of a joint venture between School District # 69 and the Regional District of Nanaimo. The costs associated with the options presented within the study range from \$709,000 to \$2.47 million (2008 dollars and do not include land acquisition). It was decided at that time to receive the report as a resource document and for staff to continue to work with the community to further explore options identified in the study.

In June of 2011 the District 69 Recreation Commission discussed the idea of re-focusing attention on the feasibility of a track and field complex. In February of 2012 after being provided with historic information related to the track and field sportsplex project, D69 Recreation Commission requested staff to report on the next steps requiring consideration for such a project to move forward which was completed. In June on 2013 the Board and Commission focused efforts on the cost and possibility of resurfacing the existing track and Ballenas Secondary School.

**RECOMMENDATIONS**

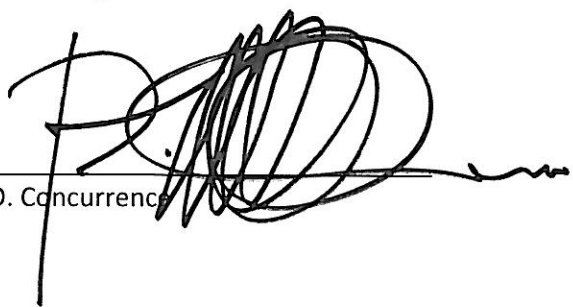
1. That School District #69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary school.
2. That cost of the design be funded from Northern Community Recreation Service Reserve Fund.
3. That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School.
4. That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary school.



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