

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, OCTOBER 16, 2014
2:30 PM

(Oceanside Place Multi-Purpose Room)
A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive Late Delegations

PRESENTATION

J. Hopewell & K. Valade – Summer Recreation Presentation

MINUTES

3-6 Minutes of the Regular District 69 Recreation Commission meeting held September 18, 2014.

Motion to approve Minutes.

7-8 Minutes of the District 69 Grants Sub-Committee held October 2, 2014

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

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

Community Group	2014 Recommended
Arrowsmith Community Recreation Association	1,100
District 69 Family Resource Association- youth drop-in food	1,085
Ravensong Waterdancers Synchronized Swimming Club	1,780
Total	3,965

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

Community Group	2014 Recommended
Arrowsmith Agricultural Association – Family Day Celebration	725
Corcan Meadowood Residents Association – Halloween event	1,345
Family Resource Association- FASD activities/camps	1,070
Forward House Community Society- recreation activities	2,230
Lighthouse Community Centre Society- stage lighting	2,500
Lighthouse Community Slo-Pitch League	1,200
Parksville Quilt House Quilter's Guild- facility and equipment rentals	2,500
Ravensong Masters Swim Club	1,250
Total	12,820

3. That the unused portion of 2014 Recreation Grant funds (\$15,728) be rolled into Reserve earmarked for the Ballenas track replacement.

COMMUNICATIONS/CORRESPONDENCE

- 9 S. Miller to D. Banman, RDN, **RE: Age for Free Swimming**
- 10 M. Pedriks DeBarros, PGOSA to J. Hopewell, RDN, **RE: PGOSA at Oceanside Arena**
- 11 D. Banman, RDN to S. Miller, **RE: Reply to District 69 Recreation Commission Delegation**
- 12-13 D. Banman, RDN to R. Boag, Parksville Curling Club, **RE: Building & Major System Review**
Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

- 14-16 Monthly Update – Oceanside Place –September 2014
- 17-18 Monthly Update – Ravensong Aquatic Centre – September 2014
- 19-22 Monthly Update – Northern Recreation Program Services – September 2014

Monthly Update of Community and Regional Parks and Trails Projects – Sept (Handout)

Motion to receive the update reports

23-32 D69(PCC) Arena Building and Systems Assessment 2014

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

U18 Women’s National Hockey Bid Update

Performance Recognition Reminder

Expiring D69 Commission Terms

COMMISSIONER ROUNDTABLE

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Committee proceeds to an In Camera Committee meeting to consider items related to land and legal issues.

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

November 20, 2014

2:00pm

Oceanside Place

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING
HELD ON THURSDAY, SEPTEMBER 18, 2014 AT 2:00PM
AT OCEANSIDE PLACE POND**

- Attendance:** Scott Tanner, Councillor, Town of Qualicum Beach
Gordon Wiebe, Electoral Area 'E'
Richard Leontowich, Electoral Area 'H'
Bill Veenhof, Director, RDN Board Appointee
David Edgeley, Electoral Area 'F'
- Staff:** Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary
- Regrets:** Joe Stanhope, Director, RDN Board, Electoral Area 'G'
Peter Morrison, Councillor, City of Parksville
Ross Milligan, Trustee, District #69 School Board
-

CALL TO ORDER

Chair Tanner called the meeting to order at 2:02pm

DELEGATION

S. Miller – RE: Admission Rates and RAC Schedule

Mr. Miller explained his concern for the admission rate increases at Ravensong Aquatic Centre and its effect on those on fixed income and families struggling to find affordable activities.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the Minutes of the Regular District 69 Recreation Commission meeting June 19, 2014 be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

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

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

T. Osborne, RDN to R. Koop, SD 69, **RE: Facility Use Partnership Opportunities with SD 69**

D. Banman, RDN to Employment and Social Development Canada, **RE: Support for PCC Funding for New Horizons for Seniors Program.**

S. Miller, Patron to D. Banman, RDN, **RE: Rate Increase at Ravensong Pool**

N. Douglas, Parksville Curling Club, to T. Osborne, RDN, **RE: Financial Report**

K. Cenerin, Patron to Recreation and Parks Department, **RE: Bigfoot Summer Feedback**

CARRIED

REPORTS

Monthly Update – Oceanside Place – June 2014

Monthly Update – Oceanside Place – July-August 2014

Mr. Banman gave a summary of the Oceanside Place June, July-August report. He noted that the Parksville Curling Club assessment had been done and a staff report and the engineering report will be on the October Commission agenda.

Monthly Update – Ravensong Aquatic Centre – June –August 2014

Mr. Banman gave a summary of the Ravensong June – August report.

Monthly Update – Northern Recreation Program Services – July 2014

Monthly Update – Northern Recreation Program Services – August 2014

Mr. Banman gave a summary of Northern Recreation Program Services reports. He noted that staff will present a review of the summer programs at the October Commission meeting.

Monthly Update of Community and Regional Parks and Trails Projects (Handout)

Mr. Osborne gave a summary of the Community and Regional Parks and Trails projects for District 69 area.

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley that the Monthly Update reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Consider reducing or rolling back the special rate fees.

MOVED Commissioner Veenhof SECONDED Commissioner Edgeley that S. Miller's correspondence is received for information and his concerns are considered at the next Fees & Charges Sub-committee meeting and review.

CARRIED

COMMISSIONER ROUND TABLE

Commissioner Veenhof offered to include department program information in the regular email he sends out to residents of Electoral Area 'H'.

Staff will add all commission members to the distribution list for programs and events. Commission members were requested to let staff know at any time if they wish to be removed from the distribution list.

Commissioner Leontowich John Sanders approached the Lions club about starting up a slow-pitch club and requested that 5 mounds of dirt to be removed and will approach people in the club to do that. He is going to check into recreation grants as well.

Commissioner Edgeley asked about a request from Bob Herbison for more road side parking where the Errington Farmers Market is located at the community park. Mr. Osborne noted that it would be a MoTI item but would check with Jonathan Lobb and Wendy Marshall for details.

Commissioner Tanner commented on the 100 years celebration of the Qualicum Train Station. It was a great celebration and gathering spot.

ADJOURNMENT

MOVED Commissioner Leontowich that the meeting be adjourned at 3:20 pm.

CARRIED

Chair

Ravensong Waterdancers Synchronized Swimming Club	1,000	1,780	1,780
Total			3,965

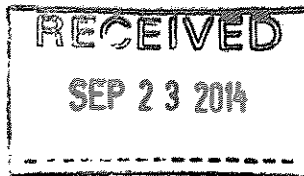
2. That the following District 69 Community Recreation Grant applications be approved:

Community Group	Approved in 2013	Current Request 2014	2014 Recommended
Arrowsmith Agricultural Association - Family Day Celebration	3,493	1,037	725
Corcan Meadowood Residents Association - Halloween event	3,000	2,445	1,345
Family Resource Association- FASD activities/camps	2,000	1,070	1,070
Forward House Community Society- recreation activities	0	2,230	2,230
Lighthouse Community Centre Society- stage lighting	0	2,500	2,500
Lighthouse Community Slo-Pitch League	0	1,200	1,200
Parksville Quilt House Quilter's Guild- facility and equipment rentals	0	2,500	2,500
Ravensong Masters Swim Club	1,200	2,000	1,250
Total			12,820

3. That the unused portion of 2014 Recreation Grant funds (\$15,728) be rolled into Reserve earmarked for the Ballenas track replacement.

ADJOURNMENT

The meeting adjourned at 2:20pm.



September 23, 2014

Mr. Dean Banman
Manager, Recreational Services
Regional District of Nanaimo

Sir:

Thank you for the opportunity to make my presentation at your meeting on Thursday the 18th.

Another issue has come to mind, and that is, the age at which one qualifies for free swimming. Currently it is 80 years old, but given the health of many at that age, it seems to me that 75 years would be more beneficial for seniors – to encourage them to continue to stay active in the golden years.

I would ask that the 80 year old benchmark be reconsidered and dropped to 75 years so a senior might get the advantage of this perk after paying for so many years.

Thank you again, and I look forward to your response.

Sincerely,

A handwritten signature in cursive script, appearing to read "Stan Miller".

Stan Miller
250-248-9271
Stanm450@telus.net

From: Hopewell, Jennifer
Sent: Thursday, September 25, 2014 9:01 AM
To: King, Hannah; Banman, Dean; McNutt, Valerie; Marcellus, John
Subject: FW: PGOSA at Oceanside Arena

FYI

From: Martin DeBarros [<mailto:martinkayaker@hotmail.com>]
Sent: Wednesday, September 24, 2014 5:54 PM
To: Lynne MacFadgen; pshantz@shaw.ca
Cc: Hopewell, Jennifer; annelink@telus.net; beball@telus.net
Subject: RE: PGOSA at Oceanside Arena

Greetings all,

A very busy day for PGOSA at the arena today. Best guess for attendance would be in the 150 range. We had over 30 new registrations for membership in PGOSA, for us an extremely gratifying number. We had coffee and goodies on hand, ran out of registration forms (thanks Jennifer for the re-supply).

The pickleball was a great hit and thanks to Val for arranging for PGOSA to use The Pond space.

When I figure out how to attach the photo's I took today I will forward them along.

Thanks to the RDN for a wonderful opportunity for PGOSA to showcase its activities.

Already hearing about what we're going to do next year!

Martin Pedriks DeBarros
250-586-5803



REGIONAL
DISTRICT
OF NANAIMO

October 8, 2014

Stan Miller
Via email: tanm450@telus.net

Dear Mr. Miller:

RE: District 69 Recreation Commission Delegation

Thank you for your delegation at the September 18, 2014 regular meeting of the District 69 Recreation Commission. *Re: Discounted Admissions Rates.* At this meeting the commission did get an understanding of your concern for the admission rate increases at Ravensong Aquatic Centre and its effect on those on fixed income and families struggling to find affordable activities. After considering your request to roll back the special discounted admission rate(s) please be advised that the following recommendation will be forwarded to the Regional District of Nanaimo Board for consideration at their regular November 2014 meeting;

'That S. Miller's correspondence is received for information and his concerns are considered at the next Fees & Charges Sub-committee meeting and review.'

In addition, please be advised that your correspondence dated September 23, 2014 requesting that the age for free admissions under the Golden category be dropped from 80 years and older to 75 years and older will also be considered at the next Fees & Charges Sub-committee meeting and review. At this time there is no scheduled meeting of this committee.

Yours sincerely,

Dean Banman, MBA
Manager of Recreation Services

cc: D69 Recreation Commission

RECREATION AND PARKS DEPARTMENT

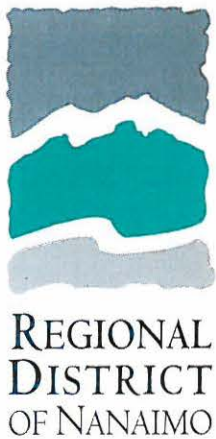
HEAD OFFICE:

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



October 9, 2014

Parksville Curling Club
Box 1624
Parksville, BC
V9P 2H5

Attention: Ron Boag, President

Dear Ron:

RE: Building and Major System Review– Parksville Curling Club (District 69 Arena)

On July 10 of this year the Regional District of Nanaimo (RDN) contracted Herold Engineering to perform a building condition assessment of the District 69 Arena. The main components of this review included building envelope, structural, electrical, mechanical and hazardous materials (HAZMAT) review.

Attached is the full report related to the audit for your records and reference. The report includes not only the results of the audit but also the acceptable management of the identified items. Please refer to Appendix B- HAZMAT Report and Appendix C- Electrical Report which both require Parksville Curling Club's (PCC) immediate attention.

The following hazardous building materials were identified in the locations noted:

- 1) Asbestos – black vinyl tile concourse, drywall taping compound lobby, exterior flat roof(s) roofing tar
- 2) Lead based paint – mechanical compressor, hallway cinderblock walls, suspected in all original paint coatings
- 3) Mercury – fluorescent light tubes
- 4) Polychlorinated Biphenyls (PCBs) – fluorescent light ballasts
- 5) Ozone Depleting Substances (ODSs) – system refrigerant
- 6) Mould – tunnel doors, black flooring and walls in tunnel storage, walls tunnel hallway, wall tape across from announcer's box.
- 7) Silica – all concrete, plaster and stucco suspected

Other than the mould, which I have addressed separately below, these hazardous materials in their current condition and state do not pose a risk to individuals working and/or using the District 69 Arena. However, if any work such as demolition, renovation or repair were to occur in the areas where the hazardous materials are present specific procedures based on WorkSafe BC guidelines need to be followed. These guidelines are also identified within the attached report.

As outlined in the Lease Agreement between Parksville Curling Club (PCC) and the Regional District of Nanaimo under the separate terms "5.16 Maintenance" and "5.17 Repairs", PCC is responsible for the maintenance and repair of the District 69 Arena during the term of the existing agreement.

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:
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V9K 1S4
Tel: (250)752-5014
Fax: (250)752-5019

RDN Website: www.rdn.bc.ca

In light of the findings in the attached report, please ensure that the ***Regional District is informed prior to the commencement of any work being considered in all the areas where the hazardous materials are located.*** In addition please ensure that all regulations outlined within the attached report, in addition to any others required by regulations/laws, are adhered to. Copies of the HAZMAT report need to be kept onsite, staff and workers carrying out work in any of the areas that may impact the current state of the hazardous materials must have an exposure control plan that meets or exceeds governing body standards.

As discussed at our September 4 meeting, I have included a number of the required notification labels to be used to identify the materials throughout the building.

Specific to the mould detected in the facility, ***please carry out the removal program listed in the report under item 4.6 prior to November 15, 2014.*** Upon completion of its removal please advise the RDN.

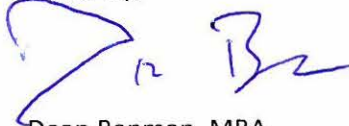
Appendix C - Electrical Report identified the following items and estimated costs that also require PCC immediate attention.

- Upgrade / replacement of the fire alarm system to ensure all required devices are in place and verified – \$7,500
- Expand / replace the emergency lighting system throughout the building to meet BCBC requirements - \$7,500
- Add additional exit signage to ensure that all Exits and Exit Paths meet BCBC requirements - \$2,500

Unless directed otherwise by local safety authorities, please carry out the items listed above prior to December 7, 2014. Upon completion, please advise the RDN.

The intention of the RDN is to continue to work with PCC in its delivery of quality recreation opportunities to the community. Please do not hesitate to contact myself or John Marcellus should you have any questions or require additional information or support.

Sincerely,



Dean Banman, MBA
Manager of Recreation Services

db/ah

Encls. 1

cc T. Osborne, General Manager of Recreation and Parks
J. Marcellus, Superintendent of Arena Services
District 69 Recreation Commission
City of Parksville

TO: Dean Banman **DATE:** October 1, 2014

FROM: John Marcellus
Superintendent of Arena Services

SUBJECT: District 69 Recreation Commission September 2014 Report Oceanside Place

PROGRAMS/EVENTS/ICE RENTALS

Programs

- The regular fall season for skating commenced on Monday Sept. 22. Due to the labor dispute, it was difficult to get the fall program information out to the schools in advance. Extra sessions for skating and programs were provided during the period.
- A new drop in hockey program targeting the ages of 13-15 years and sponsored by the RDN Youth Strategic Plan has been implemented weekly on Monday evenings. Attendances for the 1st week were 9 players and the 2nd week 11 players.
- A “Skate with the Generals” was held on Saturday Sept. 27th and was provided free to the skaters thanks to the Oceanside Generals sponsoring the event. There were 53 skaters in attendance with excellent support from Generals players and staff.
- The Parksville Lion’s Free Family Skate sessions commenced on Sunday sept. 28th with 99 skaters in attendance.
- The Women’s Hockey teams that have played at Oceanside Place over the last couple of seasons disbanded this year. However there was enough interest that the RDN has implemented a program on Tuesday evenings for women to participate and play hockey. There are currently 28 women registered which allows for the formation of two teams.
- The “My Own Hockey League” (MOHL) was cancelled due lack of registrations. The session ice is now filled by a minor female hockey group.
- The RDN power skating sessions have been revised to provide skaters the opportunity to improve and enhance their skating and hockey skills. The instructor is Heath Dennison and the sessions have 16 registrations.
- Pond Rascals registration is at 69 registered participants (compared to 36 registered for 2013) for the first lesson. This is the highest total since 2011 when 76 registered.

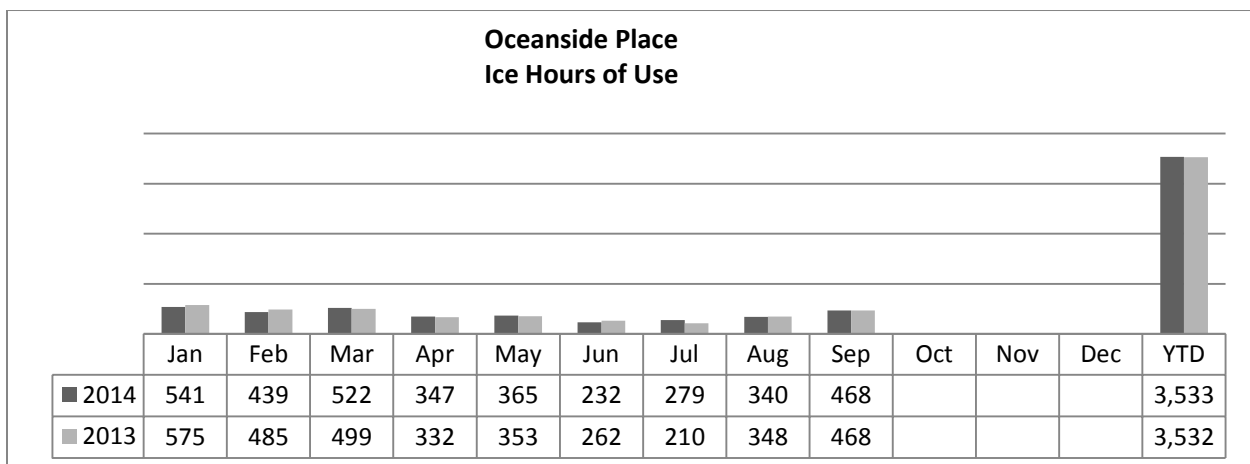
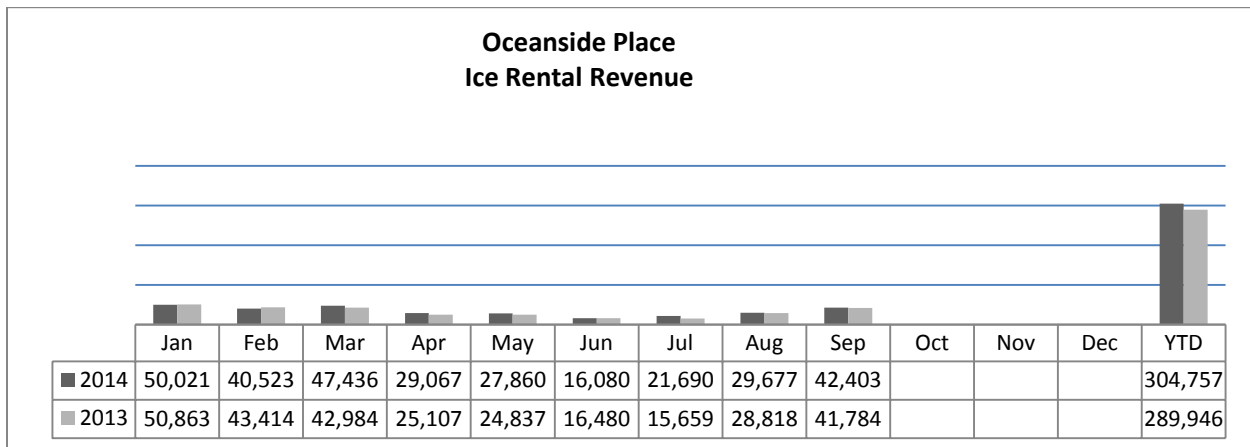
Facility Rentals

- The Parksville Panthers held their annual September Classic Hockey Tournament Sept. 9 -11 with teams participating in 4 age groups (60+; 65+; 70+ and 75+). Participating teams were from Victoria, Red Deer, Calgary, Edmonton, Flin Flon, Colorado and Massachusetts.

- The Vancouver Island Regional Figure Skating Development Camp was held Sept, 20 + 21. Over 80 skaters participated and coaches attended a seminar with International Figure Skating Coach Ravi Wallia.
- “Active Aging Week” saw a number of events take place at Oceanside Place which included the Parkville Golden Oldies Association sponsoring a “Try It” day on Wed. Sept. 24th. Participants were provided with the opportunity to “Try It” with cycling, walking, games and Pickle Ball. RDN staff created 2 Pickle Ball courts on the Pond dry floor. The interest was tremendous and there were waiting lines to access the courts. The event was a huge success and PGOSA received 30 new members that signed up.

Facility Operations

- The ventilation and fan system for the ice plant were upgraded as required for licensing requirements with BC Safety Authority.
- An accident occurred on Sept. 12th involving 2 of the arena maintenance staff. The workers were on ladders and were in the process of completing the installation of new lamps in a wall advertising sign when the top of the sign came away from the wall and knocked one of the workers off the ladder. The other worker was caught between the sign and the ladder but was able to remain on the ladder. Other staff and EMS were called and assisted and both workers sought medical attention.



FACILITY ADMISSIONS

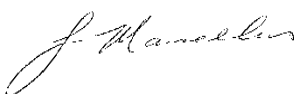
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55	0	1	11	2	4	10				200
Child	635	704	618	16	50	147	47	60	200*				2,477
Youth	94	148	118	13	23	31	20	31	65				543
Adult	499	563	340	137	123	142	31	31	193				2,059
Senior	725	613	524	559	296	268	109	134	411				3,639
Golden	36	63	41	21	15	11	0	0	20				207
Family	651	690	384	20	4	10	30	69	124				1,982
Totals	2,724	2,814	2,080	766	512	620	239	329	1,023				11,107

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	77	50	11	0	0	0	2	3	5				148
Child	674	560	254	28	10	0	185	49	76				1836
Youth	163	148	35	7	17	8	21	10	23				432
Adult	451	395	161	118	145	133	56	35	173				1667
Senior	792	638	539	468	343	254	192	180	430				3836
Golden	52	37	26	20	10	3	5	2	17				172
Family	1235	908	365	0	0	0	88	21	170				2787
Totals	3,444	2,736	1391	641	525	398	549	300	894				10898

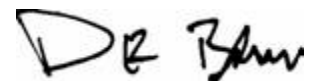
*increase due to school district labour dispute additional skates added

RECOMMENDATION

That the Oceanside Place report for September 2014 be received.



 Report Writer



 Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: Oct 2, 2014

FROM: Mike Chestnut
Superintendent of Aquatics Services

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

PROGRAMS/EVENTS/ RENTALS

The following special events and programs were held at the Aquatic Centre in September 2014:

- Sept 1-8 Annual facility maintenance closure
- Sept 4 OFA 1 for staff
- Sept 5 Team Leader meeting
- Sept 7 Aquatic Staff Inservice (Review of Safety Procedures)
- Sept 8 Learn to swim lessons start
- Sept 8-17 Extra Afternoon swim for School Children (Due to school closure)
- Sept 13 Special Event for facility re-opening after shut down
- Sept 14 Support Terry Fox Run
- Sept 17 Lifeguard Seminar
- Sept 17 Intro to Aquafit – new program
- Sept 22 High School and Middle School Swim Clubs start
- Sept 22 Island Swim Challenge starts
- Sept 27 Emergency First Aid

Registration for September Aquatic Programs (first set of Fall swim lessons)

	Participants	Revenue
2012	334	\$22,051
2013	370	\$23,000
2014	416	\$23,394

FACILITY ADMISSIONS

2014

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	384	393	453	168	238	189	221	65	176				2,287
Child	522	617	877	266	251	466	761	335	344				4,439
Student	358	369	454	300	276	275	239	104	206				2,581
Adult	2652	2519	2642	1986	1785	1669	1645	804	1509				17,211
Senior	3786	3172	3756	3401	3205	2979	2757	1259	2312				26,627
Family	1289	1042	1833	643	548	625	1162	534	659				8,335
Golden	489	493	584	559	575	570	539	249	485				4,543
Totals	9,480	8,605	10,599	7,323	6,878	6,773	7,324	3,350	5,691				66,023

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				2,103
Child	532	497	648	348	314	331	598	406	324				3,998
Student	426	464	524	378	398	311	179	146	250				3,076
Adult	2,837	2,644	2,391	2,107	1,971	1,797	1359	838	1,489				17,433
Senior	3,774	3,295	3,342	3,269	3,426	3,161	2,691	1,350	2,337				26,645
Family	1,308	1,106	1,485	787	709	556	801	909	625				8,286
Golden	588	523	562	492	515	592	485	218	258				4,233
Totals	9,747	8,869	9,278	7,604	7,566	6,951	6,220	3,998	5,541				65,774

FACILITY OPERATIONS

- Operations/maintenance staff are back into routine preventive and daily maintenance duties.
- The upgrades to the sound system and domestic hot water delivery system to the change room showers have been well received by both patrons and staff.

RECOMMENDATION

That the Ravensong Aquatic Centre report for September 2014 be received.

M. Chet

DR Blair

TO: Dean Banman
Manager of Recreation Services

DATE: October 2014

FROM: Hannah King
Superintendent Recreation Program Services

SUBJECT: District 69 Recreation Commission –September 2014
Northern Community Recreation Program Services Report

INCLUSION

- 3 inclusion participants currently enrolled in Pond Rascals program

PRESCHOOL PROGRAMMING

- Parent & Tot Gymnastics (18mo-3yrs) – 18 registrants (full with 3 on waitlist)
- Parent & Tot Gymnastics (18mo-3yrs) – 14 registrants (excellent)
- Parent & Tot Gymnastics/Tiny Tot (18mo-4yrs) – 15 registrants (excellent)
- Tiny Tot Gymnastics (3-4yrs) – 16 registrants (full)
- Tiny Tot Gymnastics (3-4yrs) – 7 registrants (good)
- Kindergym (3.5-5yrs) – 9 registrants (good)
- Mother Goose (0-6yrs) – 1 session is underway; drop-in participation numbers not yet available. Two additional sessions begin in October.

CHILDREN'S PROGRAMMING

- Junior Can-Gym (5-8yrs) – 16 registrants (full)
- Junior Can-Gym (5-8yrs) – 16 registrants (full)
- Junior Can-Gym (5-8yrs) – 8 registrants (good)
- Senior Can-Gym (5-8yrs) – 14 registrants (excellent)
- Gymnastics for Special Needs – 5 registrants (poor registration but very good feedback!)
- Celtic Scottish Country Dancers – 5 registrants (poor)
- Birthday Party at the Gym – 1 private booking in September

COMMUNITY DEVELOPMENT

- District 69 Recreation Grants- recommendations are included in the Commission package. The next deadline is **January 30, 2015**.

- Former Qualicum Beach Elementary School – discussions with School District 69, residents and local agencies to determine uses and vision for the former school site. Currently RDN is operating programs 2 days per week and potentially 5 days per week by January 2015.

PUBLIC AND AGENCY MEETINGS

- September 11 – Building Learning Together at Family Place
- September 18 - Qualicum Elementary- Future Discussions

YOUTH PROGRAMMING

- Sep 23: Youth and Seniors Mini Golf Tournament. This intergenerational FREE event is a great partnership with Paradise Adventure Mini Golf. We added it to the list of events celebrating Active Aging Week. Participants were matched up (3 seniors with 1 youth) to golf 9 holes, then came together to enjoy some healthy snacks then golf the other 9 holes. Even with the rain pouring down the hour before the event we still had great ratios this fall: **5 Youth and 14 seniors**. Brenda Gough from the PQB News covered the event and photos from the event can be found in her Scene & Heard page from The Parksville Qualicum News Tuesday October 7, 2014.
- Cancelled: Workplace Safety and WHIMIS (Fri Sep 26 was no longer a District Planning Day for SD69, thus students were in classes). This course will be rescheduled and offered later in the fall.

Delayed Start

- Floor Hockey and Open Gym for Youth (ALG date Sep 29; actual start date Oct 6)

AREA H PROGRAMS

- **Gentle Yoga:** Cancelled the class with only one registrant. Both the instructor and I blame the good weather and the early start that we tried this year. Another program to start on October 30th.
- **Explore Nature – Walk and “Shoot”:** cancelled due to low registration (3 registered – needed minimum of 5 to run). May try to run this program again in the spring (possibly with a new name).
- **Cartooning and Floor Hockey (children/ youth programs):** have been postponed due to facility issues with schools not being in session and then needing to be prepared prior to rentals. Both programs to start the week of October 6th if sufficient registration.
- **Golf Contract 2015-2017:** Signed contract with Randle Golf Academy at Morningstar for January 2015-December 2017. Randle golf came forward during the RFP process with some new ideas for golf programs and lessons for both adults and juniors, and we will start offering in the spring of 2015.

SPECIAL PROJECTS & EVENTS

- Community building webinar Sept 15. Review of community building and community development. Some old and some new ideas and a pitch to take a community builders course.
- Sept 25 – participated in RFABC Mini-workshop on social media.

COMMUNITY DEVELOPMENT

- Community Soccer program headed by parent in Bowser– had some success. Staff still talking with parent/instructor and looking to convince PAC and parent to apply for a grant for supplies and equipment. Parents are thinking about adding floor hockey to what they are doing in the fall/ winter for an indoor option. These types of drop-in casual “programs” are what seem to be working in the area at this time
- Staff have been have been approached by a community member to see if there were resources for softball in the spring as they will be doing a softball league. Provided her with the grant information as well, and she has already been in touch with the Lion’s Club (as the Lion’s Field will be used, and the club will be supporting them in part).

ADULT PROGRAMMING

- Fall program start up, numbers are strong
- New Programs include: Horne Lake Canoe Tour, Native Plant Tour (new location), Paddle Boarding, Moorecroft Bird Tour, Nanoose Geology Tour, Nature Photography, Belly Fit, Gentle Fit,
- Sep 22-27 Active Aging Week – free drop in at various programs – see flyer

SUMMER CAMP (extending season)

- Big Adventure Camp September 2-23 – total of 418 registrations, averaging 28 children per day with three leaders

COMMUNITY DEVELOPMENT/OTHER

- Sep 3, Host Active Aging Week planning meeting
- Sep 5, Met with Island Health to discuss potential agreement with OHWN
- Sep 8, attend OHWN meeting
- Sep 17, Host Active Aging Week planning meeting
- Sep 18, Radio Interview for Active Aging Week
- Sep 19, VIU Recreation Co-op Symposium
- Sep 22-26, attending Active Aging Week Events
- Sep 26, Host a RDN booth at the A-Z Active Aging Week Event

MARKETING/PROMOTIONS

ADVERTISING

- Focused on fall registration campaign, Terry Fox Event, Oceanside Women’s hockey league, Active Aging Week, afterschool and dance programs
- Working with a student designer and Nancy Page Design in creating a consistent poster layout.
- Complimentary products – 2 requests filled
- Renewed PQB Tourism Ad for 2015 Discovery Guide
- SWAG ordered – coffee mugs with logo

- Re-connecting with schools and developing relationships for RDN promotions, newsletter information, flyers and posters.

OTHER

- Terry Fox Event – Thanks to the support of the department, volunteers, and Thrifty Foods, the event had 401 participants and volunteers and raised \$8,970.
- Attended Social media workshop at RFABC September 25.

SUPERINTENDENT'S NOTES

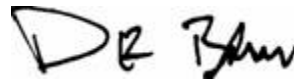
- Submitted provisional Northern Recreation Services Budget
- Reviewed 2015 programming staff work plans
- Active Aging week was a success with larger than expected turn outs to many of the sampler programs and the PGOSA open house
- The programming/reception/maintenance staff all deserve kudos for the offering the extended day camp schedule for the community during the recent job action. We received positive feedback from grateful parents and caregivers.
- Attending a series of community planning sessions in Qualicum Beach regarding future use options for the former Qualicum Beach Elementary School site. The facility will continue to be used by RDN recreation for the foreseeable future.

RECOMMENDATION

That the Northern Community Recreation Program Services September 2014 report be received.



Report Writer



Manager Concurrency



RDN REPORT		DIA
CAO APPROVAL		
EAP		
COW		
OCT 10 2014		
RHD		
BOARD		

MEMORANDUM

TO: Tom Osborne
General Manager, Recreation and Parks Services

DATE: October 7, 2014

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: RDN District 69 Arena (Parksville Curling Club) Building Assessment

PURPOSE

To provide the findings and recommendations related to the independent building assessment of the District 69 Arena to confirm the integrity and life expectancy of the structure and major operating systems to use in long term management of the asset.

BACKGROUND

Since the fall of 2013 the District 69 Arena and its use by the Parksville Curling Club (PCC) under a five year lease with the RDN has been a topic at both the District 69 Recreation Commission and RDN Board. Upon receiving notice from the City of Parksville that their tax exemption had been reduced to 50% from 100% PCC has sought help from both the City of Parksville (request for 100% tax exemption) and RDN. PCC appeared as a delegation at the February 2014 District 69 Recreation Commission and the March 2014 City of Parksville Council Meeting. The District 69 Recreation Commission passed the following resolution (#14-264) that was approved by the RDN Board at their Regular Meeting in March 2014;

1. *That staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands and to provide options that will ensure the club and the regional district facility can be sustained in the long term.*

In June of this year the D69 Recreation Commission and RDN Board considered alternatives that would help PCC via a staff report. The three recommendations listed below were considered by the D69 Recreation Commission at their regular June meeting;

1. *That the Regional District request the City of Parksville to grant 100% tax exemption status for the land and building leased by the Parksville Curling Club Society excluding the commercial area of the building (licensed lounge) in the calculation of taxation assessment.*
2. *That the Regional District commission an independent building assessment of the District 69 Arena through the Corporate Climate Action fund (CCAF) to confirm the integrity and life expectancy of the structure and major operating systems to use in long term management of the asset.*

3. *That the District 69 Arena Reserve Fund Bylaw #1504 be amended to allow funds to be allocated for the eventual removal of the District 69 Arena when required.*

Recommendation #1 and #2 were endorsed by the Commission and forwarded to the June 24th 2014 RDN Board Meeting where only recommendation #2 was passed.

Herold Engineering was commissioned in July of 2014 to oversee the assessment and carry out portions of the District 69 Arena Building and Major Systems Review. Appendix 'A' is the Executive Summary, including recommendations. Presented in Table I further condensed are the critical results of the assessment.

Two broad based categories should be considered regarding the building. Category one includes systems and structures that are required to maintain and if possible extend the life of the building and its critical systems. Category one includes safety/fire, electrical, HVAC systems along with main building envelope systems such as roof, structural walls, windows, and doors. Category two encompasses factors required to maintain the facility for the specialized purpose it currently provides along with improvements to the facility. This includes the refrigeration system (chiller, condenser, brine system, dehumidification, etc.) and their associated pumps and motors along with upgrades to the facility that would increase patron comfort or improve efficiencies of the current systems. Replacement of the dehumidification units (\$75,000 - \$100,000) and recommended work on the exterior walls related to comfort and thermal properties (\$3,000 – \$810,000) shown in Table I and Appendix 'A', at this time can be classified as category two considerations.

In 2003, when Oceanside Place was opened and PCC showed interest in leasing the District 69 Arena, Board direction was provided to staff that any lease include terms that annual maintenance and capital projects are the responsibility of the lessee. All past leases and the existing lease with PCC include terms to this affect.

Of importance is the confluence of the expiration of the current lease agreement between PCC and the RDN (March 31, 2018), expiration of the land lease between the City of Parkville and the RDN (March 31, 2018), the future purpose of the District 69 Arena and the likely review in 2016 or 2017 of the Recreation Services Master Plan for District 69. This confluence of timing allows the existing operation of the facility as a curling club under PCC operation to continue while the master plan process engages the community on the future desired use for the facility. Questions around the demand for the continuation as a curling club, a facility with ice making capabilities, repurposing the facility or its removal can be posed directly to the community and other stakeholders through the master plan process. This would provide the Board with timely information from the community on the future for the facility.

TABLE I - District 69 Arena Building and Major Systems Review

Building Envelope	Time Frame	OPC
Immediate (< 1 year) replacement of the roofing system (3 options)		
#1 Roofing – Target Repair	< 1 yr.	\$20/sq.ft
#2 Re-roofing Flat	< 1 yr.	\$140,000
#3 Re-roofing Sloped	< 1 yr.	\$280,000
Building Envelope		
Within (1-5 years) an over-clad of the current wall system for comfort, and thermal properties (3 options)		
#1 Over Clad Exterior Walls	1-5 yrs. As required	\$810,000
#2 Sealant Renewal	1-2 yrs.	\$3,000
#3 Vapour Permeable Paint	1-5 yrs. As required	\$607,500
Engineering Electrical		
Upgrade / Replacement of the fire alarm system to ensure all required devices are in place and verified	< 1 yr.	\$7,500
Expand / Replace the emergency lighting system throughout the building to meet BCBC requirements	< 1 yr.	\$7,500
Add additional signage to ensure that all exits and exit paths meet BCBC requirements	< 1 yr.	\$2,500
Thermographic scan and full servicing of the unit Substation	< 1 yr.	\$5,000
Thermographic scan of all major distribution panels and exercise all circuit breakers and disconnect switches	< 1 yr.	\$2,000
Engineering Mechanical		
Replacement of the damaged wall mounted exhaust fan.	< 1 yr.	\$3,000
Replacement of the two rooftop gas-fire air handling units.	1-5 yr.	(\$15,000 \$25,000)
System serving concourse replaced with a packaged heat pump air handling unit.	1-5 yr.	\$20,000
System serving the storage rooms replaced with a new gas-fired make-up air unit.	1-5 yr.	\$20,000
Replacement of the three arena dehumidification units	1-5 yr.	(\$75,000 100,000)
Replacement of arena louvres	1-5 yr.	(\$7,500 - \$10,000)
Replacement of the washroom plumbing fixtures	1-5 yr.	(\$4,000 - \$5,000)
Replacement of the service sinks	1-5 yr.	(\$2,000 - \$3,000)
Replacement of the existing roof and wall mounted exhaust fans	1-5 yr.	(\$15,000 – 20,000)
Anticipated replacement of the gas-fired water heater installed within the last 8 years will be required	5-10 yr.	\$5,000
Anticipated replacement of original copper domestic water piping.	10 yr.	TBA

ALTERNATIVES

- 1) That the Parksville Curling Club to continue with capital plan responsibilities as per the existing lease agreement and staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club.
- 2) That the Regional District consider alternative facility uses for the District 69 Arena and associated costs as part of the 2016 Recreation Services Master plan process for District 69.
- 3) That the Parksville Curling Club to continue with capital plan responsibilities as per the existing lease agreement and staff be directed to prepare for the removal of the facility.
- 4) That alternative direction be provided.

FINANCIAL IMPLICATIONS

The building assessment completed in July 2014 indicates that capital work in a range of \$350,000 to \$500,000 will likely be required over the next five years. Without other funding opportunities it is questionable whether PCC would have the financial ability to meet the terms of the existing agreement requiring them to maintain the larger capital projects prior to the expiration of their existing lease. The Board may decide to address this potential scenario by directing staff to look for financial avenues of support for the District 69 Arena and PCC. If the intention of the Board at this time is consistent with Board direction from 2003 in that the operation and upkeep of the District 69 Arena needs to be done without tax requisition support then the only alternative would be for financial support from grant funding. If the Board wishes to consider District 69 Arena funding via tax requisitions then staff could be directed to report back on this option as well.

Table 1 categorizes the capital work required in two broad categories. Category one capital work would be required regardless if PCC is a tenant and the Board wishes to extend the life of the District 69 Arena and consider other alternatives for the facility. If the desire for alternate use is strong it may be possible that outstanding category one capital work can be included in a new lease agreement as lessee improvements and become the responsibility of a new lessee.

In the event the Parksville Curling Club is unable to operate the District 69 Arena or decides not to renew after expiration of the existing agreement or terminate the existing agreement and the RDN Board decides to demolish the building, the cost to undertake this work would be borne by participants of the District 69 Arena function. This includes Parksville, Qualicum Beach, Electoral Area's E, F, G and H.

In 2012 the RDN commissioned a facility asset appraisal for the District 69 Arena and the demolition costs for the facility (not including any soil remediation if required) was estimated to be \$235,000. This figure may be low when considering that the City of Nanaimo's Civic Arena was demolished in 2006 for the cost of \$739,645 (not including soil remediation). As the range between the two samples is relatively large, the RDN would need to confirm the demolition costs as part of their long term financial planning process. Table II outlines the proportional share for both cost removal estimates.

Table II - Proportional Share of District 69 Arena Demolition Costs

\$235,000 Estimate		\$739,645 Estimate	
Parkville (26%) -	\$61,940	Parkville -	\$194,950
Qualicum Beach(20%) -	\$45,988	Qualicum Beach -	\$144,742
EA E (18%) -	\$41,514	EA E -	\$130,662
EA F (12%) -	\$27,187	EA F -	\$85,569
EA G (16%) -	\$37,712	EA G -	\$118,696
EA H (8%)-	\$20,659	EA H -	\$65,026

A revision to Bylaw #1504 may be necessary to expand the ability to use reserve funds for the demolition of the District 69 Arena should it be required. For illustrative purposes if \$20,000 was annually budgeted under Bylaw #1504 the impact on the tax assessment of the contributing areas is shown in Table III.

Table III - Proportional Share of District 69 Arena Annual \$20,000 Contribution to Bylaw #1504

Parkville	\$5,200	EA F	\$2,400
Qualicum Beach	\$4,000	EA G	\$3,200
EA E	\$3,600	EA H	\$1,600

An amendment to Bylaw #1504 does not mean funds will automatically be contributed annually. Any contribution to this reserve fund requires Board approval as part of the annual financial plan process. Existing and future funds under Bylaw #1504 could also be used to finance category one or category two capital projects should the Board decide. The current amount in the reserve fund is \$58,000.

Table II can also be used to show the proportional share of each contributing member if tax requisitions are to be considered as a source for the capital work outlined in Table I and in more detail within Appendix 'A'. If \$235,000 of capital work was to be completed by the RDN, Table II shows the tax requisition required from each member.

STRATEGIC PLAN IMPLICATIONS

The delivery of recreation services is carried out either through direct delivery or through support to other organizations in their delivery of recreation services to residents. A goal of the strategic plan is to ensure the provision of recreation services is delivered in the most effective and efficient way. RDN staff through direction from the Board work with other organizations and members of the community in providing recreation opportunities. The existing relationship with PCC is an example of this. The Board is now faced with determining the level of support that should be provided.

Within the common vision of the strategic plan is the desire to meet the needs of residents by providing or supporting services and amenities related to recreation in a fiscally responsible manner. The use of operational planning tools such as the recreation services master planning process aids in the Board's ability to carry out the wishes of the community.

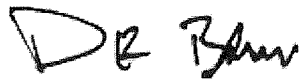
SUMMARY

Upon receiving notice from the City of Parksville that their tax exemption had been reduced to 50% from 100% PCC sought help from both the City of Parksville (request for 100% tax exemption) and the RDN. Parksville Curling Club (PCC) leases the District 69 Arena under a three year lease for operation of a curling club. The financial implications of the tax exemption reduction will significantly impact PCC's ability to operate the District 69 Arena.

Herold Engineering oversaw the completion of facility and systems assessment and determined that between \$350,000 - \$500,000 is required over the next three to five years to maintain basic functions of the facility. The Board is now faced with deciding whether or not to direct PCC to carry out the capital work as per the terms of the existing lease agreement and/or provide support with the required capital work to keep the District 69 Arena basic structure and operating systems viable either as a curling club or possible alternative use. The RDN Recreation Services Master Plan for Oceanside expires in 2016 and the creation of a new plan could take into consideration the future of the District 69 Arena.

RECOMMENDATIONS

1. That the Parksville Curling Club continue with capital plan responsibilities as per the existing lease agreement and staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club.
2. That Regional District consider alternative facility uses for the District 69 Arena and associated costs as part of the 2016 Recreation Services Master plan process for District 69.



Report Writer



(AGM) General Manager Concurrence



C.A.O. Concurrence

APPENDIX 'A'

Herold Engineering - RDN District 69 Arena (Parkville Curling Club) Building Assessment

Executive Recommendation Summary:

HEL Building Envelope Review

Based on our condition assessment, some elements of the Regional District 69 Arena are experiencing varying degrees of deterioration that, if left unaddressed, can impact the service life. Below we have broken out our recommendations into a Short Term (<1year), Mid Term (1-5years) and Long Term (5-10years).

Short Term (<1year)

- Based on our review we recommend an immediate replacement of the roofing system. Our findings on July 10 2014 yielded numerous deficiencies which all impact the remaining service life of the roofing system. Below are our recommended costs for roof replacement.

Item #	Recommendation	Time Frame	OPC
1	Roofing – Target Repair	Immediate	\$20/sq.ft
2	Re-roofing Flat	Immediate	\$140,000
3	Re-roofing Sloped	Immediate	\$280,000

Mid Term (1-5years)

- We recommend an over-clad of the current wall system, which would include cladding with separate layers of materials to perform the various functions and performance standards required of an exterior wall such as separation of environments for comfort, and thermal properties.
- An alternative and more cost effective option would be to review concrete joint condition and repair where needed and re-paint the exterior walls with an approved Vapour Permeable paint.
- The sealant around most openings is starting to fail and we recommend renewal.

Item #	Recommendation	Time Frame	OPC
1	Over Clad Exterior Walls	As Required	\$810,000
2	Sealant Renewal	1-2 years	\$3,000.00
3	Vapour Permeable Paint	Optional / Line Item 4	\$607,500

Long Term (5-10years)

- Due to the current condition and age of the Arena we recommend all items be completed within 10 years.

Block-Tech Environmental Review

Short Term (<1 year)

The mould-impacted material in the New York Storage Room and Tunnel Hallway should be removed using specific procedures outlined in the Mould Guidelines for the Canadian Construction Industry, Guide 82, Canadian Construction Association.

Remediation work should be designed and supervised by a health and safety professional with experience in performing mould assessments and remediation.

Further testing, including mould air sampling should be performed in all of the storage areas and Tunnel Hallway that have been impacted by the water leaks to determine if additional areas have been impacted with mould.

The lead-containing paint in the Tunnel Hallway that is peeling and impacted with mould requires abatement.

Mid Term (1-5 years)

All asbestos materials not removed in conjunction with the planned renovations must be managed through the development and implementation of an Asbestos Management Program.

The lead paint and asbestos-containing materials should undergo annual inspections to determine the conditions of the hazardous building materials.

If any hazardous building materials are found to have deteriorated the material should be repaired or abated.

Long Term (5-10 years)

The paint on the Mechanical Room compressor can remain until repairs will negatively impact it or the compressor is replaced.

The black vinyl flooring is in good condition and can remain as is until renovations or other types of work could negatively impact it.

The asbestos-containing insulation surrounding the domestic water tank is in good condition and can remain in place until renovations or repairs are required.

RB Engineering Electrical Review

Based on our review, there are a number of avenues available for potential energy savings (see main body of this audit), these items would need to be further explored on a case to case basis. Below are the electrical infrastructure required upgrades broken down into, Immediate (Life Safety), Short Term (<1 year), Mid Term (1-5 years) and Long Term (5-10 years).

Immediate (Life Safety) – Total Estimated Cost \$17,500

There are currently some life safety issues that reside within the building that currently do not meet BCBC (British Columbia Building Code) and should be addressed immediately. They are as follows;

- Upgrade / Replacement of the fire alarm system to ensure all required devices are in place and verified - \$7,500
- Expand / Replace the emergency lighting system throughout the building to meet BCBC requirements - \$7,500
- Add additional signage to ensure that all exits and exit paths meet BCBC requirements -\$2,500

Short Term (<1 year) – Total Estimated Cost \$7,000

In the short term, we recommend the following;

- Thermographic Scan and full servicing of the unit Substation - \$5,000
- Thermographic Scan of all major distribution panels and exercise all circuit breakers and disconnect switches - \$2,000

Mid Term (1-5 years) – Total Estimated Cost \$100,000

- Based on the estimated age of the building being around 40 years, all major electrical distribution appears to be original and is starting to show signs of rust and the panels are no longer supported by the manufacturers. With average lifespans of this equipment being around 30 years and after the results of our findings we recommend a full replacement of the equipment will be necessary.

Long Term (5-10years) – Total Estimated Cost \$124,500

- Due to the current condition and age of the Arena, we recommend all items to be completed within 10 years.

RP Engineering Mechanical Review

Rocky Point Engineering Ltd. has been engaged to review the condition of the Mechanical systems for the Regional District 69 Arena located at 220 Corfield Street North in Parkville and provide a Mechanical Systems Condition Assessment Report.

Noted below is a broad scope estimation of probable cost for capital expenditures exceeding \$5,000 in short term (<1yr), mid-term (1–5 yrs) and long term (5-10yrs).

Short Term (<1yr)

- There are a few items that should be addressed immediately but they are not expected to exceed \$5,000. This includes the following:
 - Replacement of the existing drinking fountain in the concourse area.
 - Replacement of the pressure gauge at the domestic water main prior to the pressure reducing valve in the storage room.
 - Replacement of the damaged wall mounted exhaust fan.

- As many of the mechanical systems noted are at or near the end their useful service life there is a possibility that some of these systems may fail within the year. I am considering that with regular maintenance these system would be able be functionally used for this following year.

Mid Term (1 – 5yrs) (Total estimated costs \$119,000 - \$163,000)

- Replacement of the two rooftop gas-fire air handling units. (\$15,000 - \$25,000)
 - The system serving the concourse should be replaced with a packaged heat pump air handling unit.
 - The system serving the storage rooms could be replaced with a new gas-fired make-up air unit.
- Replacement of the three arena dehumidification units (\$75,000 – 100,000)
 - Recommend units be replaced with systems allowing treatment of outdoor air for space ventilation.
- Replacement of arena louvres (\$7,500 - \$10,000)
- Replacement of the washroom plumbing fixtures (\$4,000 - \$5,000)
- Replacement of the service sinks (\$2,000 - \$3,000)
- Replacement of the existing roof and wall mounted exhaust fans (\$15,000 – 20,000)

Long Term (5 – 10yrs)

- It is expected that replacement of the gas-fired water heater installed within the last 8 years will be required but it is not expected to exceed \$5,000
- It is expected that any copper type domestic water piping installed with the original building construction would need to be replaced after 10 years' time. It may continue to function but general failure can be expected around this time which includes leaks. It was not clear which areas had been renovated and much of the piping systems where redundant so it was not possible to quantify the amount of piping that will be affected. Further investigation may be required.