

**REGIONAL DISTRICT OF NANAIMO**  
**DISTRICT 69 RECREATION COMMISSION**  
**REGULAR MEETING**  
**THURSDAY, FEBRUARY 19, 2015**  
**2:00PM**  
  
*(Oceanside Place Multi-Purpose Room)*  
**A G E N D A**

**PAGES**

**CALL TO ORDER**

**WELCOME NEW MEMBERS/INTRODUCTION**

**ELECTION OF CHAIR/DEPUTY CHAIR**

**ELECTION OF GRANT SUB-COMMITTEE**

**BINDER OVERVIEW**

**DELEGATIONS**

*Motion to receive Late Delegations*

**MINUTES**

3-5

Minutes of the Regular District 69 Recreation Commission meeting held October 16, 2014.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

**REPORTS**

- |       |  |
|-------|--|
| 6-8   | Monthly Update – Oceanside Place –October 2014           |
| 9-11  | Monthly Update – Oceanside Place –November 2014          |
| 12-14 | Monthly Update – Oceanside Place –December 2014          |
| 15-17 | Monthly Update – Oceanside Place –January 2015           |
| 18-19 | Monthly Update – Ravensong Aquatic Centre –October 2014  |
| 20-21 | Monthly Update – Ravensong Aquatic Centre –November 2014 |

- 22-23 Monthly Update – Ravensong Aquatic Centre –December 2014
- 24-25 Monthly Update – Ravensong Aquatic Centre –January 2015
- 26-28 Monthly Update – Northern Recreation Program Services – October 2014
- 29-31 Monthly Update – Northern Recreation Program Services – November 2014
- 32-34 Monthly Update – Northern Recreation Program Services – December 2014
- 35-38 Monthly Update – Northern Recreation Program Services – January 2015
- 39-46 Monthly Update of Community and Regional Parks and Trails Projects – October 2014
- 47-54 Monthly Update of Community and Regional Parks and Trails Projects – Nov-Dec 2014

*Motion to receive the update reports*

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

##### **NEW BUSINESS**

- 55-59 2014 Recreation and Parks Accomplishments
- 60-73 2015 Recreation and Parks Workplan
- 2015 Budget Update
- BCRPA 2015 Symposium

##### **COMMISSIONER ROUNDTABLE**

##### **ADJOURNMENT**

*Motion to adjourn.*

##### **NEXT MEETING**

*March 12, 2015*

*2:00pm*

*Oceanside Place*

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE  
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING  
HELD ON THURSDAY, OCTOBER 16, 2014 AT 2:30PM  
AT OCEANSIDE PLACE MULTIPURPOSE ROOM**

**Attendance:** Bill Veenhof, Director, RDN Board Appointee  
Gordon Wiebe, Electoral Area 'E'  
Richard Leontowich, Electoral Area 'H'  
Joe Stanhope, Director, RDN Board, Electoral Area 'G'  
Peter Morrison, Councillor, City of Parksville

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

**Regrets:** Scott Tanner, Councillor, Town of Qualicum Beach  
Ross Milligan, Trustee, District #69 School Board  
David Edgeley, Electoral Area 'F'

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**CALL TO ORDER**

Deputy Chair Veenhof called the meeting to order at 2:32pm

**PRESENTATION**

**J. Hopewell & K. Valade – Summer Recreation Presentation**

Ms. Valade and Ms. Hopewell, RDN Recreation Programmers, gave a presentation about 2014 Summer Recreation and highlighted some of the trends and experiences in the summer recreation programs.

**MINUTES**

MOVED Commissioner Wiebe SECONDED Commissioner Morrison that the Minutes of the Regular District 69 Recreation Commission meeting September 18, 2014 be approved.

CARRIED

MOVED Commissioner Wiebe, SECONDED Commissioner Leontowich that the Minutes of the District 69 Grants Sub-Committee held October 2, 2014 be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

MOVED Commissioner Stanhope, SECONDED Commissioner Wiebe that the following District 69 Youth Recreation Grant applications be approved:

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

MOVED Commissioner Wiebe, SECONDED Commissioner Leontowich that the following District 69 Community Recreation Grant applications be approved:

<b>Community Group</b>	
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
<b>Total</b>	<b>12,820</b>

CARRIED

MOVED Commissioner Morrison, SECONDED Commissioner Wiebe that the unused portion of 2014 District 69 Recreation Grant funds (\$15,728) be placed into a reserve earmarked for the Ballenas track replacement.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner Morrison, SECONDED Commissioner Stanhope that the following correspondence be received:

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

CARRIED

**REPORTS**

**Monthly Update – Oceanside Place – September 2014**

Mr. Banman gave summary of the Oceanside Place September report. He passed around a copy of the 2016 U18 Women’s National Hockey Bid for the Commission members to review.

**Monthly Update – Ravensong Aquatic Centre – September 2014**

Mr. Banman gave a summary of the Ravensong September report, noting the Island Swim Challenge has started at the pool and a Lifesaving Society Audit will be happening in the near future.

**Monthly Update – Northern Recreation Program Services – September 2014**

Mr. Banman gave a summary of Northern Recreation Program Services report, noting that staff have issued an RFP for Outdoor Programming in Park that will close today.

**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 Wiebe, SECONDED Commissioner Leontowich that the Monthly Update reports be received.

CARRIED

**District 69 Arena (Parkville Curling Club) Building and Systems Assessment 2014**

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that the Parkville 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.

MOVED Commissioner Morrison, SECONDED Commissioner Stanhope 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.

CARRIED

**COMMISSIONER ROUND TABLE**

**Commissioner Stanhope** comment on the great turn out of the E & N Rail Trail (Coombs-Parkville) Open House, noting it was the highest attended public open house he has seen. He said there was a lot of positive interest in the project.

**IN CAMERA**

MOVED Commissioner Stanhope, SECONDED Commissioner Wiebe 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.

CARRIED

**Time: 3:44**

**ADJOURNMENT**

MOVED Commissioner Wiebe that the meeting be adjourned at 3:55 pm.

CARRIED

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Chair

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**TO:** Dean Banman **DATE:** November 3, 2014

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

**SUBJECT:** District 69 Recreation Commission October 2014 Report Oceanside Place

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**PROGRAMS/EVENTS/ICE RENTALS**

Programs

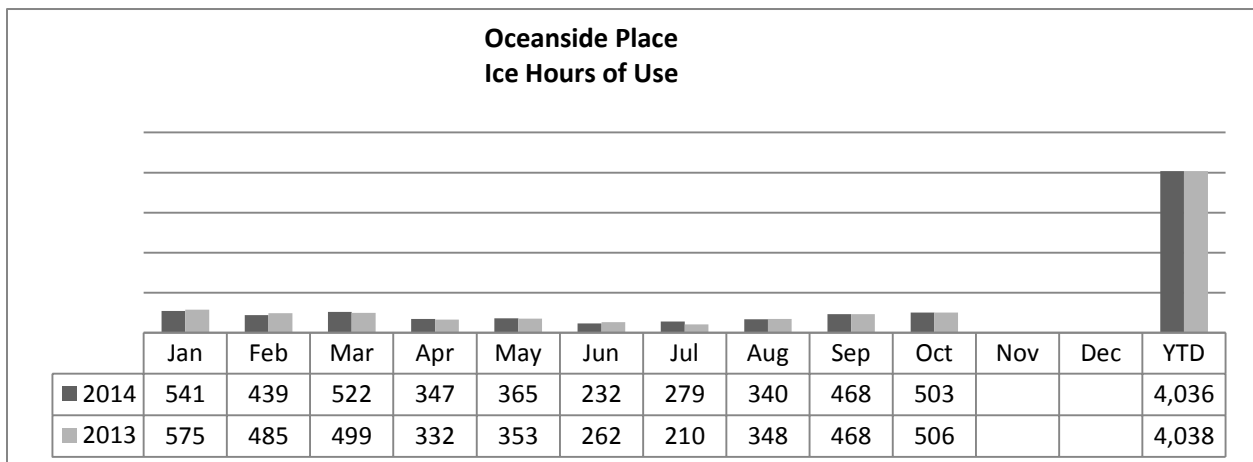
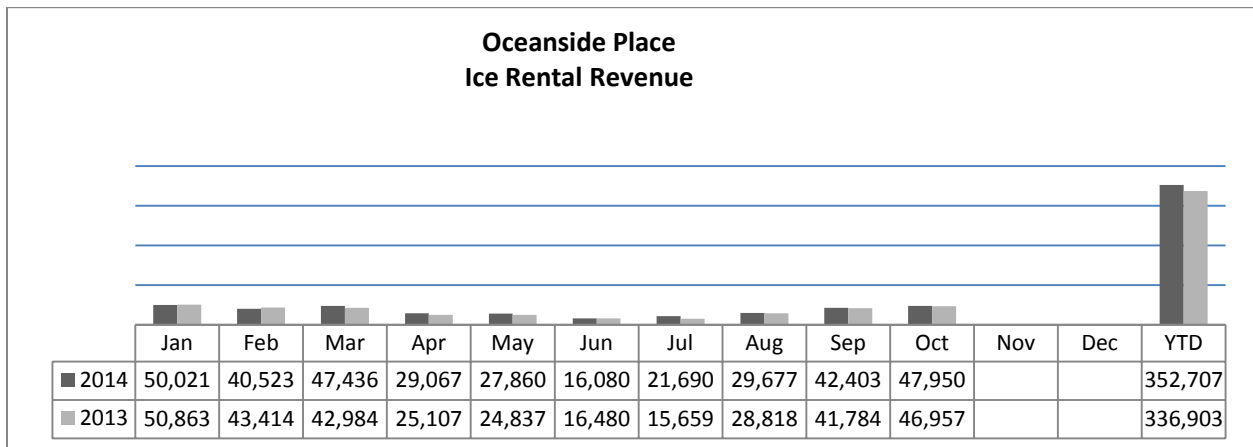
- The RDN Youth Strategic Plan sponsored youth hockey continues to do well averaging 17 participants per week. The sessions are for 13-15 years of age and run on Monday evenings from 7:45pm – 8:45pm.
- “Story time” sessions are off to a slow start with 3 children and 2 adults each week.
- The Parksville Lions Sponsored Family Skate sessions are down from last year. Oct. 2014 saw an average of 99 skaters per week and Oct. 2013 averaged 132 skaters per week. This may be due to the warm weather that was experienced at the beginning of the month.
- The Halloween Skate held on Wed. Oct. 30 saw 67 skaters participate with the majority in costume. The Oceanside Generals Hockey team were in attendance to assist with the events and were a great addition.
- The Oceanside Women’s League is going well with two full teams participating. Registrations are being taken for January and it is hoped that a 3<sup>rd</sup> team may be added.
- The first set of Pond Rascals has ended and the next set will commence during the first week of November. Registration has been slow for this season

Facility Rentals

- The VIAHA Midget Impact Female Hockey team held an exhibition games on Oct. 11 and 12. Teams visiting were from Kamloops and the South island team with players from Cowichan south.
- The Bald Eagles 55+ hockey team is folding which leave s ice time available on Sunday evenings. However, OMHA is picking up most of the sessions.
- Bookings are currently being taken for Winter Wonderland, from Dec. 13-31 is occurring and staff are working on Spring/Summer requests.

### Facility Operations

- The Oceanside Pond dehumidifier experienced a burner motor failure that contributed to humidity concerns for a few days in the Pond. This motor has since been replaced and the unit is operating properly.
- A power failure occurred at Oceanside Place on the evening of October 31. This was due to a vehicle colliding with a power pole on Wembley Road which affected the facility for approximately 7 hours. Fortunately it occurred at a time which did not affect any users of the facility.



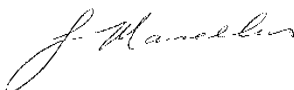
**FACILITY ADMISSIONS**

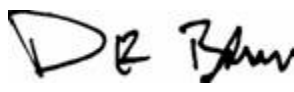
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	84	33	55	0	1	11	2	4	10	53			<b>253</b>
Child	635	704	618	16	50	147	47	60	200	421			<b>2898</b>
Youth	94	148	118	13	23	31	20	31	65	150			<b>693</b>
Adult	499	563	340	137	123	142	31	31	193	373			<b>2432</b>
Senior	725	613	524	559	296	268	109	134	411	695			<b>4334</b>
Golden	36	63	41	21	15	11	0	0	20	32			<b>239</b>
Family	651	690	384	20	4	10	30	69	124	827			<b>2809</b>
<b>Totals</b>	<b>2,724</b>	<b>2,814</b>	<b>2080</b>	<b>766</b>	<b>512</b>	<b>620</b>	<b>239</b>	<b>329</b>	<b>1023</b>	<b>2551</b>			<b>13658</b>

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	77	50	11	0	0	0	2	3	5	49			<b>197</b>
Child	674	560	254	28	10	0	185	49	76	525			<b>2361</b>
Youth	163	148	35	7	17	8	21	10	23	92			<b>524</b>
Adult	451	395	161	118	145	133	56	35	173	342			<b>2009</b>
Senior	792	638	539	468	343	254	192	180	430	629			<b>4465</b>
Golden	52	37	26	20	10	3	5	2	17	34			<b>206</b>
Family	1235	908	365	0	0	0	88	21	170	670			<b>3457</b>
<b>Totals</b>	<b>3,444</b>	<b>2,736</b>	<b>1391</b>	<b>641</b>	<b>525</b>	<b>398</b>	<b>549</b>	<b>300</b>	<b>894</b>	<b>2341</b>			<b>13219</b>

**RECOMMENDATION**

That the Oceanside Place report for October 2014 be received.

  
 \_\_\_\_\_  
 Report Writer

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



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**TO:** Dean Banman **DATE:** December 3, 2014

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

**SUBJECT:** District 69 Recreation Commission November 2014 Report Oceanside Place

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**PROGRAMS/EVENTS/ICE RENTALS**

Programs

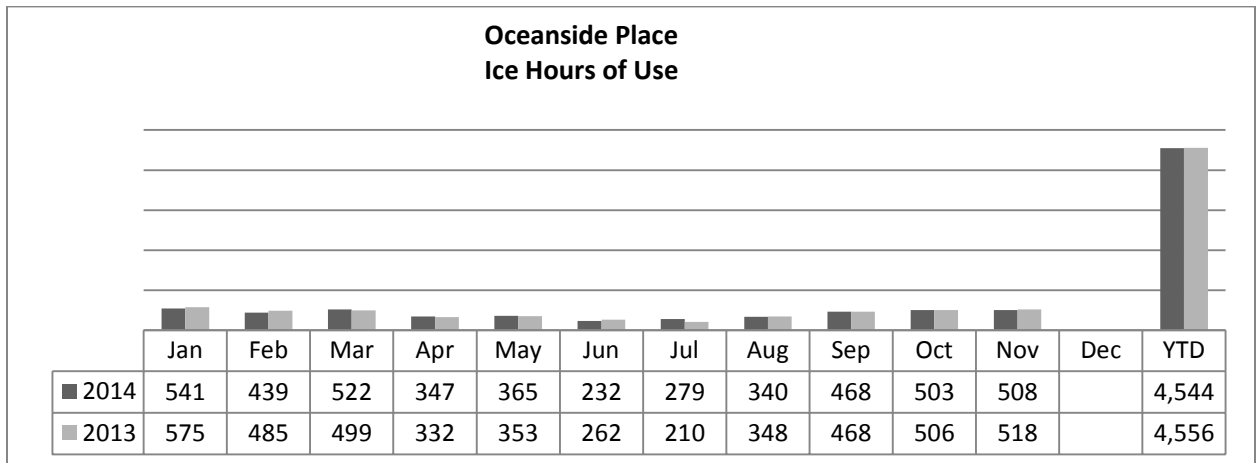
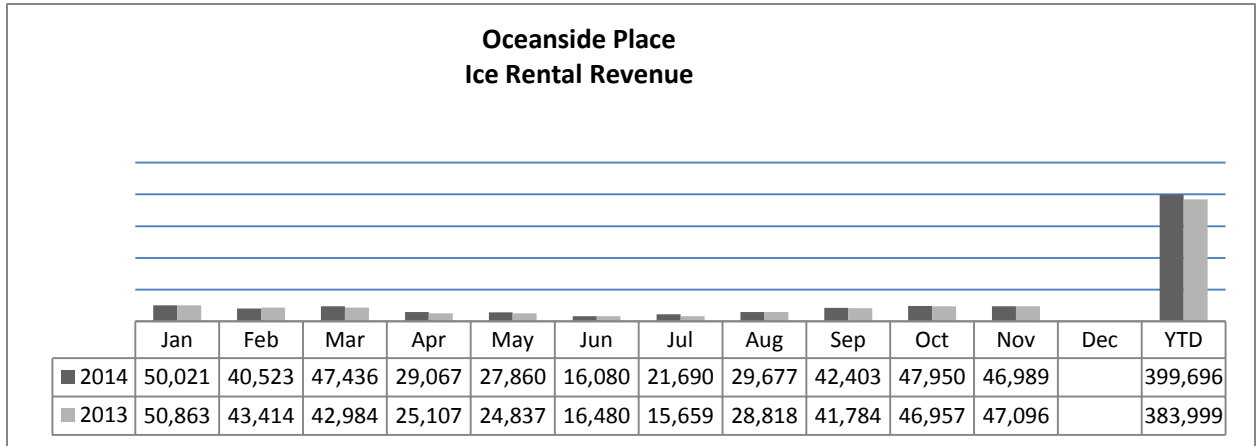
- The RDN Youth Strategic Plan sponsored program for youth hockey has seen an increase in attendances with sessions averaging 25-28 skaters.
- The Disco Glow Skate on Sat. Nov. 15<sup>th</sup> had over 50 skaters in attendance with the majority being families participating. This was the first time that an evening skate was scheduled for everyone rather than targeting a specific age group and it was considered very successful.
- The Coastal Community Credit Union sponsored a Free Skate for the community on Sat. Nov. 22<sup>nd</sup> which had over 80 skaters attend.
- The Parksville Lion's Free Family Skate sessions have seen an increase in attendance for November with the Nov. 23<sup>rd</sup> session involving over 200 skaters.
- A Sports Day in Canada skate on Nov. 29<sup>th</sup> involved 67 skaters participating in Olympic style activities such as curling, cross country skiing, speed and figure skating, hockey and luge.
- The Women's Hockey League has expanded outside their regular Tuesday evening sessions and have played 2 games against Nanaimo teams on Saturday evenings at Oceanside Place.

Facility Rentals

- The Pond Rascals program's 2<sup>nd</sup> set of lessons received good registration with an increase of 7 from the previous set. Despite having one less time slot for sessions, registrations are only down by two compared to last year.
- Ice usage for the month was down by 10 hours at 508 hours and revenue was down by \$107 at \$46,989.
- OMHA hosted a Midget House tournament Nov. 8<sup>th</sup> to 9<sup>th</sup> with teams participating from Coquitlam, Ridge Meadows, Mission and Vancouver Island.
- The Winter Wonderland schedule has been finalized and is posted on the website with a flurry of activity from the schools at the last minute. There is still space available for private bookings, however school times are almost full, Monday, Dec. 15 – Friday, Dec. 19.
- A "First Night" event has been scheduled for New Year's Eve from 5pm – 8pm which will involve various activities and skating on Winter Wonderland. Admission and skate rentals are free with a ticket, and tickets were available November 24 at Oceanside Place Arena and Ravensong Aquatic Centre. Food will be available to purchase at the event. Admission tickets and skate rentals are free courtesy of Tim Horton's, Parksville.

Facility Operations

- Staff have been busy with preparations for Winter Wonderland and the First Night event.



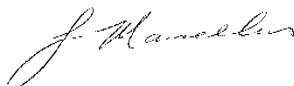
**FACILITY ADMISSIONS**

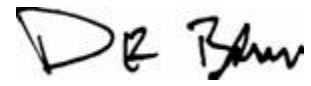
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	84	33	55	0	1	11	2	4	10	53	80		<b>33</b>
Child	635	704	618	16	50	147	47	60	200	421	597		<b>3,495</b>
Youth	94	148	118	13	23	31	20	31	65	150	238		<b>931</b>
Adult	499	563	340	137	123	142	31	31	193	373	473		<b>2,905</b>
Senior	725	613	524	559	296	268	109	134	411	695	698		<b>5,032</b>
Golden	36	63	41	21	15	11	0	0	20	32	32		<b>271</b>
Family	651	690	384	20	4	10	30	69	124	827	1164		<b>3,973</b>
<b>Totals</b>	<b>2,724</b>	<b>2,814</b>	<b>2,080</b>	<b>766</b>	<b>512</b>	<b>620</b>	<b>239</b>	<b>329</b>	<b>1,023</b>	<b>2,551</b>	<b>3,282</b>		<b>16,940</b>

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	77	50	11	0	0	0	2	3	5	49	77		<b>274</b>
Child	674	560	254	28	10	0	185	49	76	525	756		<b>3,117</b>
Youth	163	148	35	7	17	8	21	10	23	92	221		<b>745</b>
Adult	451	395	161	118	145	133	56	35	173	342	509		<b>2,518</b>
Senior	792	638	539	468	343	254	192	180	430	629	743		<b>5,208</b>
Golden	52	37	26	20	10	3	5	2	17	34	51		<b>257</b>
Family	1,235	908	365	0	0	0	88	21	170	670	976		<b>4,433</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>2,341</b>	<b>3,333</b>		<b>16,552</b>

**RECOMMENDATION**

That the Oceanside Place report for November 2014 be received.

  
 \_\_\_\_\_  
 Report Writer

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

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**TO:** Dean Banman **DATE:** January 6, 2015

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

**SUBJECT:** District 69 Recreation Commission December 2014 Report Oceanside Place

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**PROGRAMS/EVENTS/ICE RENTALS**

Programs

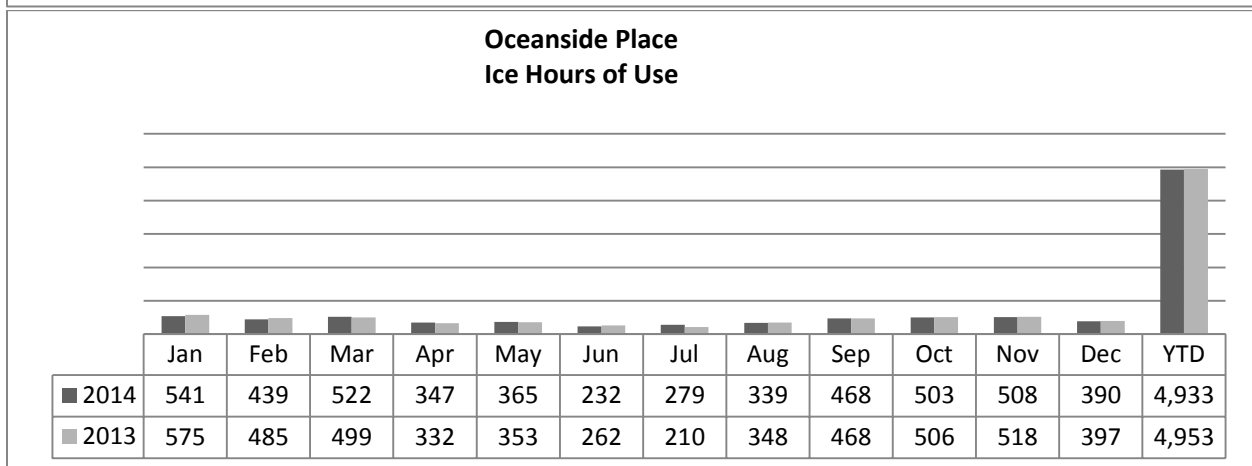
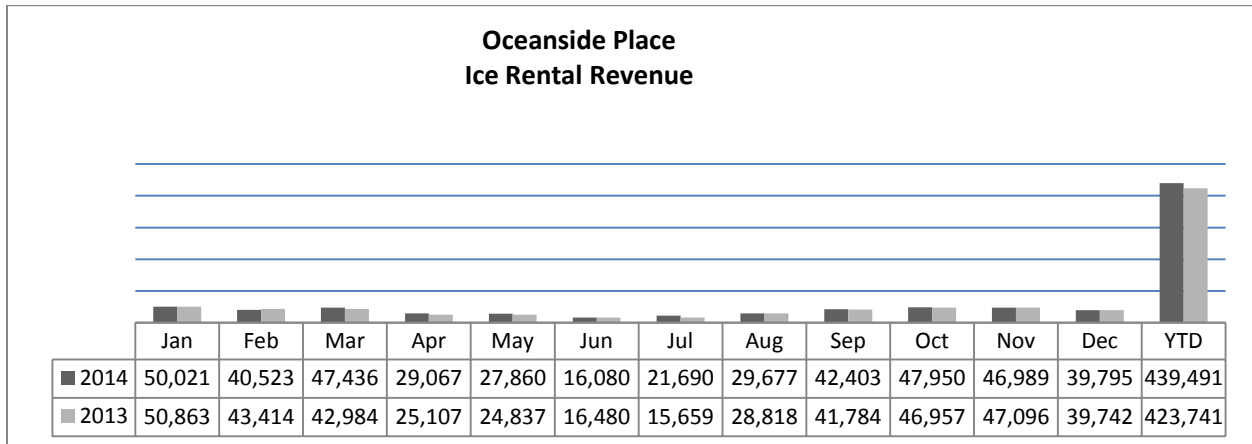
- Oceanside Place was busy with Winter Wonderland running from Dec. 13<sup>th</sup> to 31<sup>st</sup>. Attendances were up from 2013 by over 800 skaters for a total of 7,132 attending the event. This included school bookings between Dec. 15<sup>th</sup> -19<sup>th</sup> and there were approximately 1800 youth that attended.
- A new event was held on Dec. 31<sup>st</sup> which was designed for families to celebrate the ringing in of the New Year. Due to sponsorship from Tim Horton's, the event was free to the public. The event involved skating on the Winter Wonderland and Pond, Pond hockey in the Howie Meeker Rink, craft making and youth activities, a jazz band, stilt walkers, and food provided from the concession. A balloon drop was held to mark the New Year. Comments from the public and staff were very positive and the sponsors in attendance offered support for the event in 2015. There were 350 tickets made available for the event and they were gone by mid- December.
- Tim Horton's also sponsored a free skate for the public on Dec. 28<sup>th</sup> with 193 skaters in attendance.
- The Parksville Lion's Free Family Skates were well attended with 184 skaters on Dec. 14<sup>th</sup> and 272 skaters on Dec. 21<sup>st</sup>.

Facility Rentals

- Ice usage for the month was down by 7 hours from 2013 at 383 hours and revenue was up by \$53 at \$39,795.
- Private Rentals were similar to 2013 with 18 rentals booked.

Facility Operations

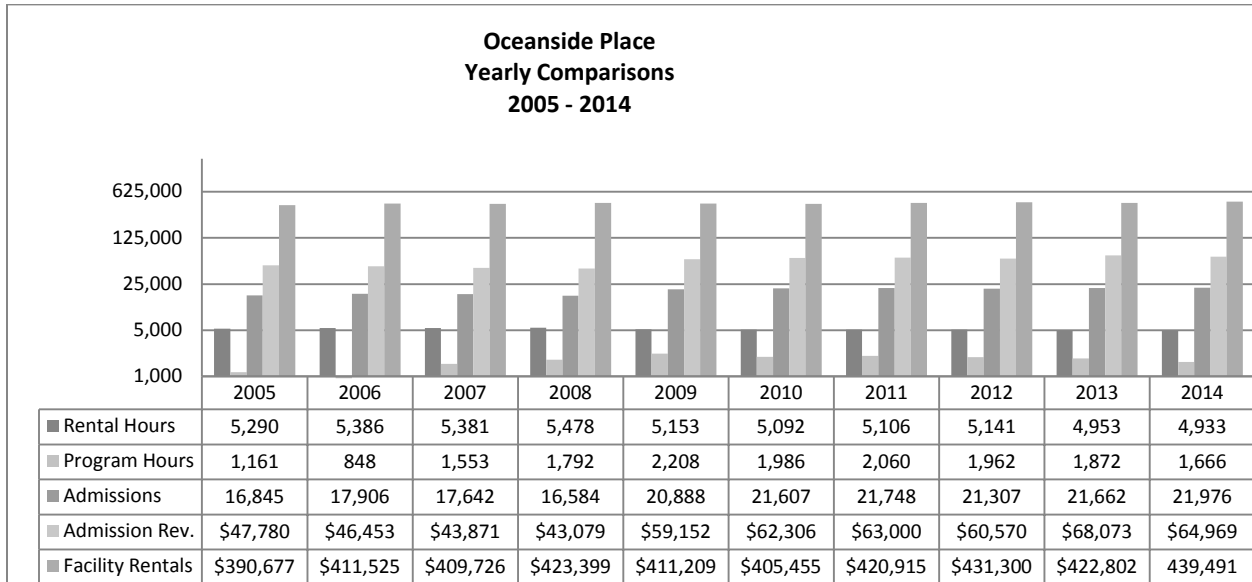
- Staff were busy with preparations for Winter Wonderland and the New Year's Eve event. Setup for Winter Wonderland occurred on Dec. 12<sup>th</sup> on the Victor Kraatz Rink and decorations were set up in the Pond and Lobby during the first 2 weeks of the month.
- Oceanside Place welcomed Joe Negrin, Jessica Thorne, and Shayla Deleau to the skate staff.



#### FACILITY ADMISSIONS

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	84	33	55	0	1	11	2	4	10	53	80	164	<b>497</b>
Child	635	704	618	16	50	147	47	60	200	421	597	1183	<b>4,678</b>
Youth	94	148	118	13	23	31	20	31	65	150	238	350	<b>1,281</b>
Adult	499	563	340	137	123	142	31	31	193	373	473	927	<b>3,832</b>
Senior	725	613	524	559	296	268	109	134	411	695	698	617	<b>5,649</b>
Golden	36	63	41	21	15	11	0	0	20	32	32	12	<b>283</b>
Family	651	690	384	20	4	10	30	69	124	827	1,164	1,783	<b>5,756</b>
<b>Totals</b>	<b>2,724</b>	<b>2,814</b>	<b>2,080</b>	<b>766</b>	<b>512</b>	<b>620</b>	<b>239</b>	<b>329</b>	<b>1,023</b>	<b>2,551</b>	<b>3,282</b>	<b>5,036</b>	<b>21,976</b>

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</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>4,091</b>
Youth	163	148	35	7	17	8	21	10	23	92	221	290	<b>1,035</b>
Adult	451	395	161	118	145	133	56	35	173	342	509	859	<b>3,377</b>
Senior	792	638	539	468	343	254	192	180	430	629	743	668	<b>5,876</b>
Golden	52	37	26	20	10	3	5	2	17	34	51	33	<b>290</b>
Family	1235	908	365	0	0	0	88	21	170	670	976	2180	<b>6,613</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>2,341</b>	<b>3,333</b>	<b>5,110</b>	<b>21,662</b>



**RECOMMENDATION**

That the Oceanside Place report for December 2014 be received.

*J. Mandel*  
 \_\_\_\_\_  
 Report Writer

*DR Behr*  
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 Manager Concurrence

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**TO:** Dean Banman **DATE:** February 3, 2015

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

**SUBJECT:** **District 69 Recreation Commission January 2015 Report Oceanside Place**

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**PROGRAMS/EVENTS/ICE RENTALS**

- Registration for Arena Programs were average for January sessions with 179 registered in the first set of classes.
- Parent and Tot First Ice Steps is doing very well with 18 children registered. Learn to Skate Lessons (Pond Rascals), has a total of 87 registrants for the first set of lessons, slightly higher than last year at this time.
- MOHL – (My Own Hockey League) has 20 registered. After having to cancel in the fall due to low registration, this response has been excellent.
- Oceanside Generals hosted a Free Everyone Welcome Skate session on Sat, Jan. 10 with 104 people in attendance.
- Admissions for the first month of 2015 were slightly higher in 2015 at 2,750 compared to 2,724 in 2014.
- A summary of usage for usage for the Grade 5/6 passes for the period of Sept. 1 – Dec. 31, 2014 is as follows:

Grade 5 Passes:

- i) Total enrolment For Grade 5 in School District 69 as of October 2014: **261**
- ii) Total number of Grade 5 Passes distributed (Sep – Dec, 2014): **124**
- iii) Total # of clients that have used their pass at least once (Sep – Dec, 2014): **94**
- iv) Total OP attendances (Sep – Dec, 2014) for Grade 5: **155**
- v) Total RAC attendances (Sep – Dec, 2014) for Grade 5: **131**

Grade 6 Passes:

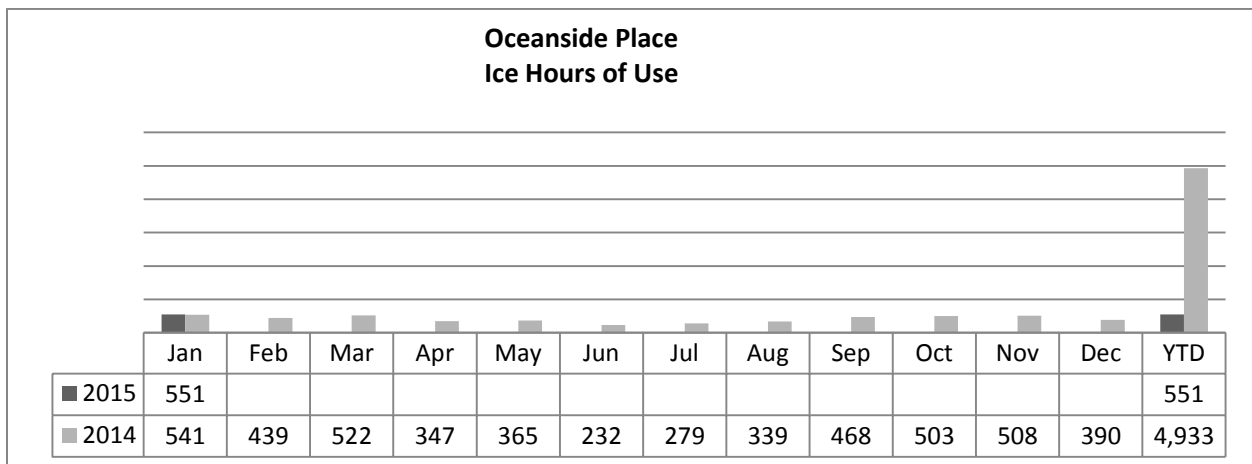
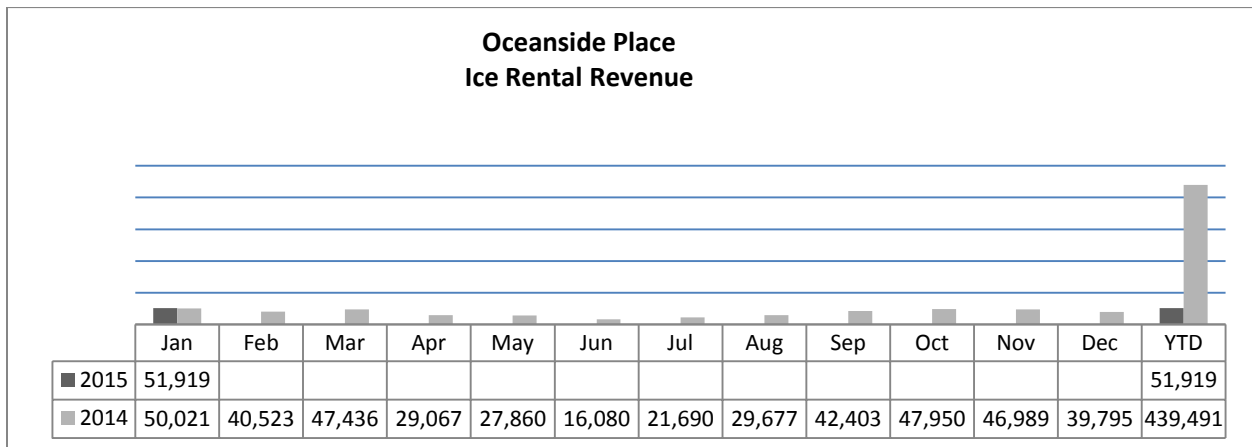
- vi) Total enrolment For Grade 6 in School District 69 as of October 2014: **321**
- vii) Total number of Grade 6 Passes distributed (Sep – Dec, 2014): **102**
- viii) Total # of clients that have used their pass at least once (Sep – Dec, 2014): **76**
- ix) Total OP attendances (Sep – Dec, 2014) for Grade 6: **65**
- x) Total RAC attendances (Sep – Dec, 2014) for Grade 6: **127**

### Facility Rentals

- Ice use for January 2015 was 10 hours higher than 2014. Revenue was up by \$1,898 at \$51,919.
- OMHA hosted a Bantam tournament from Jan. 2-4. Teams were all from Vancouver Island.
- The Parksville Panthers hosted their annual “Junket” January 6 and 7. There were teams participating from the Island in divisions of 60, 65+ 70+ years of age.

### Facility Operations

- Staff removed the Winter Wonderland on Jan. 2 on the Victor Kraatz Rink.
- A public training session was held Jan. 15<sup>th</sup> for senior hockey players to provide orientation on the use of the Public Accessible defibrillators in the facility.
- Oceanside Place hosted the monthly Island Zone meeting for the Recreation Facilities Association of BC (RFABC) on Jan. 28<sup>th</sup> with 30 facility personnel attending from various communities across Vancouver Island.





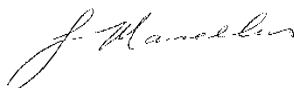
**FACILITY ADMISSIONS**

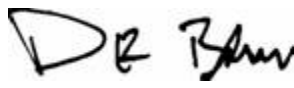
2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	101												<b>101</b>
Child	572												<b>572</b>
Youth	185												<b>185</b>
Adult	502												<b>502</b>
Senior	688												<b>688</b>
Golden	46												<b>46</b>
Family	656												<b>656</b>
<b>Totals</b>	<b>2,750</b>												<b>2,750</b>

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>2,724</b>												<b>2,724</b>

**RECOMMENDATION**

That the Oceanside Place report for January 2015 be received.

  
 \_\_\_\_\_  
 Report Writer

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

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

**DATE:** Nov 6, 2014

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

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

**PROGRAMS/EVENTS/ RENTALS**

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

- Oct 4 CPR Course
  - Oct 12 Sing Along Family Fun Swim
  - Oct 14 Second set of Fall lessons started
  - Oct 14 Afternoon adult stroke improvement started
  - Oct 18 Child Care EFA course
  - Oct 20 Home School Lessons started (all classes full)
  - Oct 22 Sno-Cone Wednesday
  - Oct 24 Free Teen DJ pizza night
  - Oct 24 Pro D Day Special Event swim
  - Oct 29 Halloween Special Event swim
- The five special events in October drew 378 participants, an increase of 150 participants over October 2013.

Registration for October 2014 Aquatic Programs (second set of Fall swim lessons)

	Participants	Revenue
2012	267	\$16,952
2013	263	\$16,122
2014	214	\$13,651

## 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	364			2,651
Child	522	617	877	266	251	466	761	335	344	402			4,841
Student	358	369	454	300	276	275	239	104	206	187			2,768
Adult	2,652	2,519	2,642	1,986	1,785	1,669	1,645	804	1,509	2,212			19,423
Senior	3,786	3,172	3,756	3,401	3,205	2,979	2,757	1,259	2,312	3,670			30,297
Family	1,289	1,042	1,833	643	548	625	1,162	534	659	742			9,077
Golden	489	493	584	559	575	570	539	249	485	656			5,199
Totals	<b>9,480</b>	<b>8,605</b>	<b>10,599</b>	<b>7,323</b>	<b>6,878</b>	<b>6,773</b>	<b>7,324</b>	<b>3,350</b>	<b>5,691</b>	<b>8,233</b>	<b>0</b>	<b>0</b>	<b>74,256</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			2,370
Child	532	497	648	348	314	331	598	406	324	388			4,386
Student	426	464	524	378	398	311	179	146	250	320			3,396
Adult	2,837	2,644	2,391	2,107	1,971	1,797	1,359	838	1,489	2,071			19,504
Senior	3,774	3,295	3,342	3,269	3,426	3,161	2,691	1,350	2,337	3,342			29,987
Family	1,308	1,106	1,485	787	709	556	801	909	625	685			8,971
Golden	588	523	562	492	515	592	485	218	258	583			4,816
Totals	<b>9,747</b>	<b>8,869</b>	<b>9,278</b>	<b>7,604</b>	<b>7,566</b>	<b>6,951</b>	<b>6,220</b>	<b>3,998</b>	<b>5,541</b>	<b>7,656</b>			<b>73,430</b>

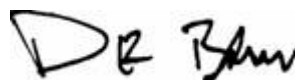
## FACILITY OPERATIONS

- Operations/maintenance staff are performing regular routine maintenance. All systems are currently operating as designed.
- Consumption of natural gas is down 30% . This is result of the refit to condensing boilers from atmospheric boilers in 2013 along with operational efficiencies achieved via boiler system usage reprogramming.

## RECOMMENDATION

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





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

**DATE:** Dec 2, 2014

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

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

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**PROGRAMS/EVENTS/ RENTALS**

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

- Nov 13 Last day of lessons (second fall session)
  - Nov 17 First Day of lessons (third fall session)
  - Nov 17 Emergency First Aid Course
  - Nov 22 Last day of Saturday lessons
  - Nov 26 Sno cone Wednesday
  - Nov 29 In-Service training for Aquatic Staff
- Maintaining adequate numbers of lifeguards remains a challenge at RAC and the turnover rate of staff is creating challenges with program delivery and consistency. Three new staff were hired in November, however 4 existing staff were lost, 2 permanently and 2 temporarily.
  - The current RAC Aquatic Programmer has accepted a Temporary Recreation Programmer position (Maternity Leave) which begins in February 2015. Back Fill/Replacement for the Aquatic Programmer position is underway.

Registration for November Aquatic Programs (third set of fall swim lessons)

Year	Participants	Revenue
2012	245	\$15,038
2013	196	\$11,754
2014	218	\$14,866

November private swim lessons:

Year	Participants	Revenue
2012	15	\$329
2013	43	\$989
2104	37	\$91

## 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	364	321		2,972
Child	522	617	877	266	251	466	761	335	344	402	447		5,288
Student	358	369	454	300	276	275	239	104	206	187	186		2,954
Adult	2,652	2,519	2,642	1,986	1,785	1,669	1,645	804	1,509	2,212	2,276		21,699
Senior	3,786	3,172	3,756	3,401	3,205	2,979	2,757	1,259	2,312	3,670	3,547		33,844
Family	1,289	1,042	1,833	643	548	625	1,162	534	659	742	989		10,066
Golden	489	493	584	559	575	570	539	249	485	656	534		5,733
Totals	<b>9,480</b>	<b>8,605</b>	<b>10,599</b>	<b>7,323</b>	<b>6,878</b>	<b>6,773</b>	<b>7,324</b>	<b>3,350</b>	<b>5,691</b>	<b>8,233</b>	<b>8,300</b>	<b>0</b>	<b>82,556</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		2,665
Child	532	497	648	348	314	331	598	406	324	388	327		4,713
Student	426	464	524	378	398	311	179	146	250	320	417		3,813
Adult	2,837	2,644	2,391	2,107	1,971	1,797	1,359	838	1,489	2,071	2,185		21,689
Senior	3,774	3,295	3,342	3,269	3,426	3,161	2,691	1,350	2,337	3,342	3,371		33,358
Family	1,308	1,106	1,485	787	709	556	801	909	625	685	944		9,915
Golden	588	523	562	492	515	592	485	218	258	583	500		5,316
Totals	<b>9,747</b>	<b>8,869</b>	<b>9,278</b>	<b>7,604</b>	<b>7,566</b>	<b>6,951</b>	<b>6,220</b>	<b>3,998</b>	<b>5,541</b>	<b>7,656</b>	<b>8,039</b>	<b>0</b>	<b>81,469</b>

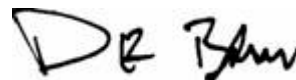
## FACILITY OPERATIONS

- A Safety Audit of operations, lifeguarding and facility procedures will be conducted Dec 7<sup>th</sup> and 8<sup>th</sup>, 2014 at Ravensong by the Lifesaving Society. This audit will include a review of the Pool Safety Plan which has been under revision throughout 2014.

## RECOMMENDATION

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





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

**DATE:** Jan 5, 2015

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

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

**PROGRAMS/EVENTS/ RENTALS**

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

- Dec 7-28 Extra Saturday Family swims Dec 12 (average of 20 participants per session)
  - Dec 12 Around the Island swim challenge completed (52 participants)
  - Dec 14 Water Dancers Synchro Christmas show
  - Dec 16 Homeschool lessons complete (41 participants and \$3,042 revenue)
  - Dec 18 Last day of Fall lessons for 2014
  - Dec 19 School rental
  - Dec 22 Free holiday swim
- The December 22<sup>nd</sup> free Holiday Swim at Ravensong Aquatic Centre was sponsored by the Vancouver Island Real Estate Board. 170 participants took advantage of the sponsored free swim.

Registration for Fall Aquatic Programs

Year	Participants	Revenue
2012	867	\$55,003
2013	818	\$53,947
2014	823	\$55,216

## 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	364	321	298	3,270
Child	522	617	877	266	251	466	761	335	344	402	447	540	5,828
Student	358	369	454	300	276	275	239	104	206	187	186	138	3,092
Adult	2,652	2,519	2,642	1,986	1,785	1,669	1,645	804	1,509	2,212	2,276	2,303	24,002
Senior	3,786	3,172	3,756	3,401	3,205	2,979	2,757	1,259	2,312	3,670	3,547	3,248	37,092
Family	1,289	1,042	1,833	643	548	625	1,162	534	659	742	989	951	11,017
Golden	489	493	584	559	575	570	539	249	485	656	534	544	6,277
Totals	<b>9,480</b>	<b>8,605</b>	<b>10,599</b>	<b>7,323</b>	<b>6,878</b>	<b>6,773</b>	<b>7,324</b>	<b>3,350</b>	<b>5,691</b>	<b>8,233</b>	<b>8,300</b>	<b>8,022</b>	<b>90,578</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	2,944
Child	532	497	648	348	314	331	598	406	324	388	327	479	5,192
Student	426	464	524	378	398	311	179	146	250	320	417	278	4,091
Adult	2,837	2,644	2,391	2,107	1,971	1,797	1,359	838	1,489	2,071	2,185	1,914	23,603
Senior	3,774	3,295	3,342	3,269	3,426	3,161	2,691	1,350	2,337	3,342	3,371	2,890	36,248
Family	1,308	1,106	1,485	787	709	556	801	909	625	685	944	1,090	11,005
Golden	588	523	562	492	515	592	485	218	258	583	500	404	5,720
Totals	<b>9,747</b>	<b>8,869</b>	<b>9,278</b>	<b>7,604</b>	<b>7,566</b>	<b>6,951</b>	<b>6,220</b>	<b>3,998</b>	<b>5,541</b>	<b>7,656</b>	<b>8,039</b>	<b>7,334</b>	<b>88,803</b>

## FACILITY OPERATIONS

- The 2014 year ended with the RAC facility in good operating condition and performing to expectation. 2015 operations will focus on energy conservation, solar power utilization and ongoing preventive maintenance.

## RECOMMENDATION

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

*M. Chet*

*DR Bhu*

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

**DATE:** Feb 3, 2015

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

**SUBJECT:** District 69 Recreation Commission – January 2015 Report Ravensong Aquatic Centre

**PROGRAMS/EVENTS/ RENTALS**

The following special events and programs were held in January 2015:

- Jan 1 Polar Bear Swim (Parksville Community Park)- 190 participants
- Jan 5 Two sets of Afterschool lessons start
- Jan 7 School lessons (QBES, Springwood and Arrowview) start
- Jan 12 Island Challenge starts - Vanua Levu in the Philippines
- Jan 17 Breakers attend VIR championships
- Jan 17 Child Care First Aid
- Jan 22 Meeting with CEAP and ROAM to confirm Aquatic Leadership Program
- Jan 28, 29 Transition for temporary programmer

Registration for the first session of aquatic winter programs:

<b>Year</b>	<b>Participants</b>	<b>Revenue</b>
2013	328	\$22,140
2014	360	\$21,250
2015	413	\$28,035



## FACILITY ADMISSIONS

### 2015

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	403												403
Child	663												663
Student	264												264
Adult	3,110												3,110
Senior	4,186												4,186
Family	1,270												1,270
Golden	653												653
Totals	<b>10,549</b>												<b>10,549</b>

### 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	2,652												2,652
Senior	3,786												3,786
Family	1,289												1,289
Golden	489												489
Totals	<b>9,480</b>												<b>9,480</b>

## FACILITY OPERATIONS

- The Assist Lift chair servicing the Main Pool was replaced.
- A draft report of the Life Saving Society Audit, conducted in December 2014, has been received and is under review by staff. A final version is expected in March 2015. In the interim staff have begun addressing those recommendations that do not require further clarification that the final report will provide.

## RECOMMENDATION

That the Ravensong Aquatic Centre report for January 2015 be received.

*M. Christ*

*DR Bann*

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

**DATE:** November 2014

**FROM:** Hannah King  
Superintendent Recreation Program Services

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

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#### Inclusion

- 3 inclusion participants currently enrolled in Pond Rascals program

#### Preschool Programming

- Music and Movement for Families (0-4yrs) – 10 registrants (full with 4 on the waitlist)
- Music and Movement for Preschoolers (3-4yrs) – 10 registrants (full with 1 on the waitlist)
- Pajama Playtime (1-5yrs) – 4 registrants
- Mother Goose (0-6yrs) – 1 session is underway from September. Two additional sessions begin this month. Drop-in participation.

#### Children's Programming

- Home Alone (9-12yrs) – 15 registrants (full with 12 on the waitlist); second session added.
- Home Alone (9-12yrs) – 13 registrants (excellent)
- Floor Hockey and Open Gym (7-10yrs) – 8 registrants (good)
- Indoor Soccer (7-10yrs) – 17 registrants (excellent)
- Intro to Dance (7-10yrs) – cancelled due to low registration
- Celtic Scottish Country Dancers – cancelled due to low registration
- Birthday Party at the Gym – 2 private bookings in October

#### Community Development

- District 69 Recreation Grants- 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 3 days per week and will operate 5 days per week by January 2015.
- CEAP Elementary Program and RDN staff are working on shared sports equipment and storage at the former Qualicum Beach Elementary School.
- Spooktacular – This free preschool event was held on October 28 at Storybook Village in partnership with Building Learning Together. Attendance was very good with approximately 136 preschoolers and their family members attending. Despite the fierce weather leading up to the event start, the weather cleared for the event itself, 5:30-7:00pm. Four partner agencies joined Building Learning

Together staff to host this event. The RDN provided three staff to host an interactive booth and to hand out small prizes.

- Staff provided a job shadow opportunity for a Vancouver Island University student, currently enrolled in the Recreation and Sport Management Program.

### **Area H Programs**

- Gentle Yoga: Cancelled the 2<sup>nd</sup> class offered this fall. Only two registered. Instructor and Programmer have been talking with the community Hall to enlist help with promoting any future programs.
- Babysitter's Program: Cancelled due to instructor unavailability.
- Youth Graphic Novel illustrating: Cancelled due to low registration (0).

### **Special Projects & Events**

- Attended Fostering Sustainable Behaviour Workshop – Oct 22, 23.
- North Island Programmer's Meeting – October 30<sup>th</sup>. RDN planned and hosted this meeting, with >30 attendees from across the Island (north of the Malahat).
- Completed informal look at transit schedules and how they relate to pool and arena schedules.

### **Community Development**

- Speaking with Child and Youth worker with SD 69 – she has a group of Bowser teens who are going to start meeting weekly, and would like for them to be involved more in recreation.
- Sat down with Lighthouse Community Hall manager to talk about how they can help promote our programs, and vice versa.

### **Youth Programming**

- Cartooning: 5 (average)
- Babysitters: 12 (good)
- Floor Hockey and Open Gym were offered as free drop-in programs for the month of October.
  - 3 youth registered for November to continue Open Gym at the former QBES.
- Youth Drop-In Pond Hockey averaging 12 (excellent)
- Taste of Paddling (no registration)
- Youth Career Night (new date Nov 12)

### **Adult Programming**

- October 2 – NIA – 8 registered.
- October 7 – Foundational Pilates
- October 7 – Zumba Gold – 16 registered.
- October 10 – Minds in Motion – 30 registered. Full

### **Community Development**

- October 2 – Attended community meeting with SD69 regarding former QBES
- October 6 – Attended OHWN meeting
- October 16 – Summer Camp presentation to Recreation Commission

- October 21 – Hosted a Pickle ball meeting – discussion on possibilities
- October 21 – Hosted the wrap up meeting for Active Aging Week
- October 29 – Attend training on Young and New Workers
- October 30 – Host North Island Programmers Meeting

### Marketing/Communications

Display ads –What’s on digest,

- Renewed PQB Tourism Ad for 2015 Discovery Guide
- Radio ads – Grade 5/6 pass, Memberships, Fall skating
- October events sent and posted on online calendars
- Winter school flyer drafted to be sent to schools early December.
- Active Living Guide time lines for both Spring Summer and Fall Winter sent to staff.
- Advertising invitation sent to potential advertisers for spring summer guide
- Poster templates completed. Ready to be used by department
- Planning photo shoot for January 2015
- Working with design student to create a birthday flyer handout for department
- Designed a post card for Area H - unaddressed ad mail planned for January 2015.
- Winter wonderland booked to be on the Oceanside Tour of Lights on Dec 15 & 22.

Other

- Attended Cross Departmental staff meeting October 7
- North Island Programmers meeting October 30, attended am session

### SUPERINTENDENT’S NOTES

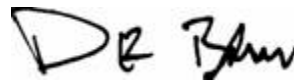
- The programming team hosted a well-attended meeting for their island programming colleagues. The focus of the day’s discussion was sharing experiences aligning with local health providers and organizations.
- With the Commission’s and Board support we are now working on the details of a lease agreement for classroom space at the former Qualicum Beach Elementary School site.

### RECOMMENDATION

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



Report Writer



Manager Concurrence

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

**DATE:** December, 2014

**FROM:** Hannah King  
Superintendent Recreation Program Services

**SUBJECT:** Northern Community Recreation Program Services Report - District 69 Recreation Commission 2014

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#### Preschool Programming

- Parent & Tot Gymnastics (18mo-3yrs) – 18 registrants (full and 1 on waitlist)
- Parent & Tot Gymnastics (18mo-3yrs) – 13 registrants (excellent)
- Parent & Tot Gymnastics/Tiny Tot (18mo-4yrs) – 16 registrants (full)
- Tiny Tot Gymnastics (3-4yrs) – 10 registrants (good)
- Tiny Tot Gymnastics (3-4yrs) – 7 registrants
- Kindergym (3-4yrs) – 15 registrants (excellent)
- Pajama Playtime (1-5yrs) – 4 registrants

#### Children's programs

- Junior Can-Gym (5-8yrs) – 14 registrants (excellent)
- Junior Can-Gym (5-8yrs) – 7 registrants
- Junior Can-Gym (5-8yrs) – 12 registrants (excellent)
- Senior Can-Gym (5-8yrs) – 16 registrants (full)
- Birthday Party at the Gym – 2 private bookings in November
- LEGO Builders Club (5-9yrs) – 12 (full with 12 on the waitlist)
- LEGO Builders Club (5-9yrs) – 9 (good; program added to accommodate the waitlist)

#### Community Development

- District 69 Recreation Grants- 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 3 days per week and will operate 5 days per week by January 2015.
- November 6 – Building Learning Together at Family Place
- November 20 - Qualicum Elementary- Future Discussions
- November 21 – Society of Organized Services – programming

## Youth Programming

- Acro Gym: 5 (average - good)
- Babysitters: 15 (full – excellent)
- Afterschool Floor Hockey and Open Gym: 3 (low)
- Youth Drop-In Pond Hockey: averaging 12 (excellent)
- Youth Employment Workshop: 17 (excellent)
- Graphic Novel: 6 (good)

## Community Development

- Programmer met with sports and specialty contractors confirming camps for 2015
- Programmer met with 10 Youth Recreation Advisors November 5. This was the first meeting for the group. Programmer reviewed the YRSP with the YRAS and had YRAs look at youth programs in other communities and recommended new programs.
- Programmer chaired YouthLink meeting November 6.
- Programmer attended a Youth Outreach Worker meeting on November 12 at the SOS.  
Programmer attended BCRPA's Youth Conference November 15. Conference highlights included:
  - Keynote speaker Gary Anaka presented on the new science of the teenage brain
  - A presentation on connecting youth with nature.
  - A panel discussion on youth programs and trends
  - A presentation by WorkSafeBC on supporting youth at work
- Programmer attended Grade 9 Health Fair on November 25 and 26. This provided the opportunity to connect with 194 Grade 9 students directly.

## Area H Programs

- New afterschool program for children – Afterschool Sports and Games - broad ages and broad activities suited to participants. Started out with only 2 registered, but went to 5 on first day. Low registration, but children (and parents) registered are happy with it.
- Currently planning for Spring and Summer guide
- Preparations for New Year's Eve event.
- Performance Recognition – has been postponed until February. Nominees have been notified.

## Community Development

- Speaking with Child and Youth worker with SD 69 – she has a group of Bowser teens who are going to start meeting weekly, and would like for them to be involved more in recreation. Will arrange meeting to plan.

## Adult Programming

- Nov 10 – Belly Fit starts. 4 Registered.
- Nov 12 – Gentle Fit starts, 2 registered + drop in. Low.
- Nov 12 – Gentle Cardio starts, 9 registered + drop in. Average.
- Nov 14 – Minds in Motion starts, 32 registered. Full
- Nov 18 – Englishman River Fish Tour, 6 registered. New Program
- Nov 18 – Nia starts. 9 registered + drop in. Average
- Nov 20 – Nia starts. 8 registered + drop in. Averag

Community Development/Other:

- Nov. 3 – Attend OHWN meeting
- Nov. 25 – Met with Executive Director of Oceanside Division of Family Practice to discuss partnership opportunities
- Nov. 26 – Attended the BC Seniors Advocate town hall meeting in Qualicum Beach

**Marketing/Communications**

- Display ads –What’s on digest, PQB news – seniors directory,
- Radio ads – drop in programs, register for January programs
- 10 advertisers confirmed space for spring summer guide – deadline December 8
- Complimentary products – 4 requests filled
- Delivered 100 passes to SD69 to be included in the Christmas basket give away to financially disadvantaged families. Included a flyer on free holiday events and FAP program.
- November events sent and posted on online calendars
- Winter school flyer finalized sent to schools December 1
- Birthday party flyer drafted and reviewed by programmers.
- Facility schedule layout has improved greatly – similar look and content being used by both facilities
- What’s on Digest – December issue to feature article on New Year’s Eve celebration.
- Social media – working with programmers to highlight programs doing well. Created a Majisto account and used it to make a NIA video.

Other

- November 5 – communications meeting with Adrienne Breen
- November 18 - met with Grant deGagne, PQB News ad rep to discuss advertising opportunities.
- November 28 – met with Karyn Doerksen and Val McNutt re: OP Familiarization Tour
- November 24 – met with Tom Alexander, What’s on Digest and discussed advertising opportunities and continuing to pitch feature stories, included in the weekly highlights and monthly events.

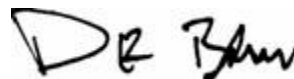
**RECOMMENDATIONS**

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



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Report Writer



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Manager Concurrence

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

**DATE:** January 2015

**FROM:** Hannah King  
Superintendent Recreation Program Services

**SUBJECT:** Northern Community Recreation Program Services Report - District 69 Recreation Commission 2014

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**INCLUSION**

- No December Inclusion Report

**PRESCHOOL PROGRAMMING**

- No new program starts

**CHILDRENS' PROGRAMS**

- No new program starts

Community Development

- District 69 Recreation Grants- The next deadline is January 30, 2015.
- Financial Assistance – 153 households requested financial assistance in 2014 totalling \$29,140. Of the total number of households receiving assistance, 76 were new financial assistance clients. The majority of subsidies are requested for public swimming admissions.
- District 69 Recreation Grants – 35 grants totaling \$47,270 were dispersed to local non-profit groups to provide recreation programs and events.

**YOUTH PROGRAMMING**

- Planning for new youth programs starting in 2015:
  - Youth Open Gym for ages 14-18yrs (January start. YRA recommendation)
  - Extreme Certification Week (March 2015. YRA recommended changes)
  - Byte Camp 11-14yrs (March 2015. First time offering at spring break)
  - NEW RLC contract (Learn to Trail Run; Horne Lake Paddling; Youth Park Hop Tour)



## Community Development

- Youth Recreation Strategic Plan:
  - Programmer chaired Youth Link meeting on Wednesday December 3 from 1-2:30pm at the former QBES.
  - Programmer chaired Youth Recreation Advisor (YRA) meeting - 9 youth attended. YRAs reviewed and made recommendations for upcoming spring and summer programming.
  - Programmer attended Grade 9 Health Fair at Qualicum Secondary School on December 2. Connected with approximately 101 youth.
  - Programmer met with Town of Qualicum Beach's Cultural Coordinator to discuss free space for Byte Camp during spring break and summer at the Qualicum Beach Digital Media Centre.
  - Programmer met with previous Summer Programmer to training one another in preparation for new 2015 summer duties.

## AREA H PROGRAMS

- Currently planning for Spring and Summer Guide:
  - Met with potential instructors/ partners:
    - RLC Enterprize
    - VIU Deep Bay Research Station
    - NIA instructor
    - Photography instructor
    - Yoga Instructor
- After school sports and games program – finished with 5-6 participants each day. Low registration, but was a good example to get some new families out and trying our programs.
- Helping with preparations and working for New Year's Eve event at Oceanside Place

## Community Development

- Meeting with VIU Deep Bay Research Station Public Education Assistant to discuss working relationship – supporting each other's programs and possibly working in more of a partnership. Regardless of status of partnership, we'll be supporting their programs through helping to get the word out, and we've agreed to offer programs that complement each other (times/ dates/ types of programs) rather than compete with each other.

## PROMOTIONS

- Regular promotions in social media, and posters in Bowser.
- Rack card to be sent out with promotion on it in early January.

## ADULT PROGRAMMING

- Spring and summer programming for Active Living Guide Deadline.

## Community Development/Other

- Dec. 4 – Meeting with Island Health to discuss partnership opportunities beyond the end of the Integrated Health Network contract that completes in March 2015.
- Transition training with Anne Porteous.

## MARKETING & COMMUNICATIONS

- Display ads –What’s on digest, PQB news –Christmas cash giveaway
- Radio ads – drop in programs, register for January programs, Winter Wonderland
- Radio contract renewed
- Radio contest booked for January
- January events sent and posted on online calendars
- 25 advertisers confirmed space for spring summer guide – Will follow up with repeat customers who have not confirmed ad space in January 2015
- Designed sign promoting WW and Polar bear splash for Curling club to post during BC Junior Curling tournament
- Social media – Created a media funnel account, allows us to pre-post to Twitter
- Re-designed polar bear splash certificate with winter registration promotion on back side
- Photo shoot of Winter Wonderland
- Winter wonderland photos provided for Parksville Chamber for use in a special wedding feature Patti Lee is writing. Parks was also contacted for information
- Spring break flyer content received from programs, first flyer draft ready
- Bowser postcard mail out scheduled for January 5, 2015
- Complimentary products – 3 requests filled
- Familiarization tour postponed until spring 2015

## SUPERINTENDENT’S NOTES

- Finalized lease agreement with SD69 for the lease of classroom space at the former Qualicum Beach Elementary School
- Negotiated contract with Active Network for the provision of a cloud based registration and facility booking system.
- Inaugural News Year’s Eve celebration was a great success thanks to the combined efforts of the programming team, facility maintenance and reception staff.
- Winter 2015 program registration statistics are on par or exceeding last year’s totals.

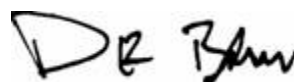
## RECOMMENDATIONS

That the Northern Community Recreation Program Services December 2014 report be received



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Report Writer



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Manager Concurrence

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

**DATE:** February 13, 2015

**FROM:** Hannah King  
Superintendent Recreation Program Services

**SUBJECT:** Northern Community Recreation Program Services Report - District 69 Recreation Commission January 2015

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**INCLUSION**

- No inclusion report for January

**PRESCHOOL PROGRAMMING**

- Parent & Tot Gymnastics (18mo-3yrs) – 17 registrants (full with 5 on waitlist)
- Parent & Tot Gymnastics (18mo-3yrs) – 16 registrants (full)
- Parent & Tot/Tiny Tot Gymnastics (18mo-4yrs) – 16 registrants (full with 1 on waitlist)
- Tiny Tot Gymnastics (3-4yrs) – 11 registrants (excellent)
- Tiny Tot Gymnastics (3-4yrs) – 14 registrants (full with 2 on waitlist)
- Kindergym (4-6yrs) – 16 registrants (full)
- Music and Movement (0-4yrs) – 8 registrants (excellent)
- Music and Movement (0-4yrs) – 11 registrants (full)
- Tot Soccer (3-4yrs) – 8 registrants (full)
- Tot Soccer (4-5yrs) – 5 registrants (good)

**CHILDRENS' PROGRAMMING**

- Junior Can-Gym (5-8yrs) – 17 registrants (full with 4 on waitlist)
- Junior Can-Gym (5-8yrs) – 16 registrants (full with 2 on waitlist)
- Junior Can-Gym (5-8yrs) – 16 registrants (full)
- Senior Can-Gym (5-8yrs) – 16 registrants (full)
- Gymnastics for Special Needs (5-12yrs) – 5 (good)
- Lego Builders Club OP (5-9yrs) – 12 registrants (full with 2 on waitlist)
- Lego Builders Club QB (5-9yrs) – 12 registrants (full with 2 on waitlist)
- Basketball (8-11yrs) – 14 registrants (excellent)
- Floor Hockey and Open Gym (6-10yrs) – 12 registrants (good)
- Birthday Party at the Gym – 1 private booking

## PUBLIC AND AGENCY MEETINGS

- January 8 – Building Learning Together at Family Place.

## COMMUNITY DEVELOPMENT

- District 69 Recreation Grants – 15 applications have been received for the winter 2015 intake. New committee to be formed and meeting date to be confirmed.

## YOUTH PROGRAMMING

- Acro Gym: 7 (good)
- Afterschool Sports @ Winchelsea Place: 5 (fair)
- Afterschool sports @ Former QBES: 11 (excellent)
- Cartooning: 12 (Full), additional class added with 6 (excellent)

## COMMUNITY DEVELOPMENT/OTHER

- Programmer met with members of Oceanside Community Arts Council re: summer art camps at the McMillan Arts Centre for summer 2015.
- Programmer attended a Grade 9 Health Fair debrief hosted by Vancouver Island Health and School District 69.
- Programmer wrote the HRDC grant for summer staff for 2015.

## ADULT PROGRAMMING

- Gentle Cardio started, 9 registered
- Gentle Fit starts, 2 registered + drop in. Low.
- Seated Fitness Parksville starts. 5 registered. Full
- Seated Fitness Qualicum starts. 16 registered. Full
- Belly Fit cancelled
- Seated fitness Parksville starts. 3 registered. Low
- Seated fitness Qualicum starts. 13 registered. Full
- Nia starts. 3 registered + drop-in. Low.
- Hatha Yoga cancelled
- Zumba Gold cancelled
- Nia starts. 6 registered + drop in. Low
- Minds in Motion starts. 30 registered. Full

## COMMUNITY DEVELOPMENT/OTHER

- Jan 8 – Met with Executive Director of Oceanside Division of Family Practice to discuss partnership opportunities
- Month of January transition for temporary Adult Programmer - Anne Porteous

## AREA H PROGRAMMING

- Spring/ Summer guide Planning
- Rainbow Loom program created – will start on Feb 5th with 8 registered.
- Lego Program – will start Feb 5th with 14 registered and two on waitlist. Programmer will be working with Joe Negrin to instruct these two classes together as waitlists were big, and another instructor could not be found.
- Adult programs including yoga and Nia to start in February. Low registration as of now.

## COMMUNITY DEVELOPMENT

- Met with Donna from Qualicum First Nations Child Care Centre to talk about preschool programs in the area.
- Met with Tanna Weir from Qualicum First Nations to talk about youth and children's programs in the area. From that we've arranged for a couple of days of programming during spring break that will run in the Hall on the Qualicum First Nations. Will be meeting with Tanna and Kelly Valade to talk more about youth programs and summer programs in February.
- Met with Youth group in Bowser and discussed youth opportunities in the area. These youth are more inclined to go to a program if it takes place in Qualicum rather than Bowser area. Arranging a parkour program with them in mind, with Kelly.
- "Soupy Kitchen" Wednesday Jan 21 – attended and checked out what they are doing. Hall is doing this, and has a lunch (by donation) along with low impact aerobics and a writing program before. All is free or by donation – great example of community getting something going.
- Posters out in Bowser and through school.
- Postcard promotion has been well received. 15 people have brought their postcard into office to claim a swim/skate pass and gift (water bottle, mug or lanyard). All of these people are new to RDN programs and have come in with suggestions and questions about all aspects of RDN, and community recreation.

## MARKETING & COMMUNICATIONS

- Display ads –What's on digest, PQB news –Sign me up 2 ads (Adult fitness, winter programs)
- Radio ads – drop in programs, register for January programs
- Radio contest Active for life ran Jan 19-22 on the Beach
- Spring break flyer completed and distributed to schools.
- Bowser postcard mail out - Chrissie receiving positive feedback
- 31 advertisers confirmed space for the spring summer guide
- Social media – 10 posts on twitter and Facebook. Gr 5 & 6 active pass post reached 960 people – highest number of people reached via Facebook.
- February events sent and posted on online calendars
- Donating 2 family passes to PQB News to be a part of their Family Day promotions
- Complimentary products – 2 requests filled

**SUPERINTENDENT'S NOTES**

- The strengthening of relationships with regional and community health partners has been a significant area of focus over the past few months. We have attended a number of meetings in the past few weeks with Island Health and the Divisions of Family Practice and the newly formed Oceanside Health and Wellness Network.
- Programming team helped plan and host the well-attended inaugural New Years' Event

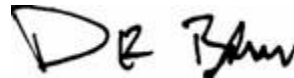
**RECOMMENDATION**

That the Northern Community Recreation Program Services January 2015 report be received



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Report Writer



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Manager Concurrence

## Parks Functions Report

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

**DATE:** November 10, 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 October staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

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

Ongoing and regular garbage collection and maintenance visits were conducted at the Cedar Skate Park. Graffiti removal work was undertaken.

Staff attended a Cedar Elementary School Safer Walk Routes Advisory Committee meeting.

#### ***Area B***

Trail brushing and clearing was completed throughout all Whalebone Area Parks.

At Rollo McClay Community Park water delivery continued due to siltation issues with the water well on site. Cost estimates were provided for potential playground development. The irrigation system was blown out and shut down for the season.

Two hazard trees were removed from Queequeg Community Park in the Whalebone area.

Staff met with a Folklife Village representative to discuss park maintenance and shared security issues at the Huxley Park. GPS collection work is scheduled for November in order to accurately locate the border between the two properties. Staff also met users on site to discuss the draft preferred concept plan.

Staff provided information and advice to a community group interested in having an off-leash dog park on Gabriola.

#### ***Area C – Extension***

Trees and shrubs were ordered for fall planting at Extension Miners Community Park. Boulders were moved to shore up existing bridge access ramp.

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

Ongoing site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. Costing information was sought/received for an upcoming building removal project.

Staff met with Vancouver Island University Horticultural Program students to provide background information and answer questions regarding Anders and Dorrit's Community Park. The students are working on a design project for the plaza and picnic area.

#### ***Area E***

Regulatory signage was posted at Brickyard Community Park.

Trail maintenance work was carried out at Prawn Road Trail Community Park.

Staff carried out a site review of a parkland dedication at Oak Leaf Drive. The developer is required to add a parking lot and manage storm water going into the park.

#### ***Area F***

Drainage ditch construction was completed at Errington Community Park. A pedestrian footbridge was also replaced, new regulatory signage posted and additional trail brushing work continued.

Park user information was collected for Carrothers Road Trail.

Ongoing planning for ATV barricades and trail development work continued for Price Road (MOTI property). Additional grant funds being sought for increased scope of work, expected to occur in November.

A bike rack and garbage containers were received for upcoming installation at Meadowood Community Park. Wrap up work at Meadowood Community Park includes Milestone Contracting release of holdback and removal of construction signs; ongoing work with Meadowood volunteers to get the picnic pavilion built; monitoring of turf establishment and park safety.

Staff looked into the Province's process regarding the Silver Spurs' Section 57 trail application and provided advice.

The RDN Board and School District 69 developed and approved an agreement that allows the RDN to manage School District lands on Meadowood Way in Electoral Area F as a community park, and to potentially locate a community centre on the property. RDN Staff and the Corcan-Meadowood Residents' Association have toured the school district's surplus modular classrooms and have tentatively selected a set of portables suitable for community centre use.

#### ***Area G***

Park signage was posted at Lee Road Community Park.

A hazard tree was removed at River's Edge Community Park.

Staff responded to a building vandalism issue at Dashwood Community Park.

Staff continued to get updates from community members and to provide advice regarding the community clean-up and planting at the Admiral Tryon water access.



### ***Area H***

A new swing set was installed at Henry Morgan Community Park. Playground safety surfacing is scheduled for installation in early November. Several trees were transplanted at the site, and a hazard tree was removed.

Park trespass issues were followed up with Building, Bylaw and Emergency Planning Services regarding an ongoing issue at Islewood Drive Community Park.

Staff met with the Director to review signage, GPS and map development assistance for community trail workers active on non-RDN trails in the Qualicum Bay-Bowser area.

### **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.

### **Community Works Projects**

#### ***Area B***

The 85% design package for the Village Trail was submitted to MOTI for review and feedback. Comments received will be incorporated into the final design package.

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

Due to the site challenges, current emphasis has shifted from constructing a road side path on Jingle Pot Rd to focus on improving the existing road side path on Meadow Drive. A letter was sent to MoTI to provide 1.5 metre paved shoulders on Jinglepot to improve the safety for pedestrian and cycling use.

#### ***Area F***

Staff met with the Director to review initial trail projects at Carrothers and Price, and with the Director and POSAC members at site.

Cost estimates for moving surplus School Board 69 portables to Meadowood are being investigated in preparation for a Board report in November.

#### ***Area G***

Parks staff met twice with MoTI, RCMP and SD69/Oceanside Elementary School to discuss possible improvements and solutions for pedestrian safety and vehicle congestion along Wembley Rd and Wright Rd near the school. Changes to two road intersections are expected in November (conversion to 4-way stops) that will affect traffic flow and may have an impact on the congestion in the area. Following implementation of these changes, a third meeting will be held to review any positive or negative outcomes. In terms of the Wembley Rd corridor, conversations are on-going as to the best approach for improving pedestrian safety along this route.

#### ***Area H***

Staff worked with the lawyer to produce an agreement for use of Community Work Funds to fund improvements at the Lighthouse Community Centre. The agreement was forwarded to the Board of Directors for the Lighthouse Hall Community Centre for their review.

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

Parks staff and Consultants hosted an Open House on Oct. 9<sup>th</sup> that saw over 150 attendees. Overall there is a lot of enthusiasm and support for the project. Concerns centred on the multi-use aspect of the trail and some concern over compatibility between different users. The trail is intended to be a multi-use trail open to walkers, cyclists, equestrians. Two stakeholder meetings also occurred in October; one with residents whose properties are bisected by the rail corridor and one with the Ministry of Transportation to discuss trail road crossings.

Prior to the Open House, staff appeared as a delegation at the City of Parksville's Council Meeting to introduce the project and the idea Springwood Park as a trailhead to the Rail Trail.

### **Regional Parks**

#### ***Arboretum***

Park staff removed garbage from the park entrance.

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

Park Staff brought an engineer to the McBey Bridge for a bridge inspection.

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

The park entrance sign was pressure washed. Garbage was removed from the trails and a possible property encroachment was investigated.

Met with an original resident of Beachcomber to discuss how the property came about as park; exchanged historical information and made contacts of use for next year's work on the park management plan.

Staff coordinated the installation of a new kiosk structure at the entrance of Beachcomber Regional Park. Final sign boards will be installed in early November.

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

Park Staff erected new signs for the parking lot and conducted trail maintenance. The parking patterns are being monitored and public inquiries are being responded to. Staff pressure washed park signs, removed signs from trees and removed trees crossing new trail through VIU property. Park Staff and GIS Staff completed GPSing the new trail leading the public to the park. The new trail is currently being reviewed by MFLNRO.

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

Park Staff and GIS Staff completed GPSing the trails.

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

Park staff conducted park inspections and maintained trails.

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

Park Staff and GIS Staff completed GPSing the park.

### ***E&N Regional Trail***

Trail counter data was collected.

### ***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.

Staff installed a bike rail on a set of stairs near Allsbrook. Park staff pressure washed the kiosks, park identification signs and garbage cans. Staff brought an engineer to the Hatchery Bridge for a bridge inspection.

Worked with the BC Conservation Foundation on ways and means to remove, update and replace the old Steelhead Recovery Plan interpretive sign at the Long Run.

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

Park staff met with BC Park staff to discuss the BC Parks Caves Park parking lot issues. RLC continue to make park improvements such as sign installation, outhouse painting, generator maintenance and vapour barrier for the house. Coastal Fire Centre crew burned a debris pile for the park operator for training purposes.

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

Parking lot upgrades were started at the Lioness trailhead. Park staff pressure washed the kiosks and garbage cans. Staff had approximately 11 hazardous trees removed along the trail by a contractor. Clarification was received from the Ministry of Forests that the RDN can direct the public across the Linx Rd railway crossing and so staff can proceed to develop the small parking lot at the Linx Rd end of the South Loop trail.

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

Park staff conducted invasive species removal within the conservation area. Staff worked with the BC Conservation Foundation and Ducks Unlimited Canada on a park use permit for adding vegetation to the fish channel area. Staff also liaised with the Province on the project. Parks staff were approached by the Mount Arrowsmith Biosphere Reserve as well as the Province on potential projects at the estuary and staff will explore options. Assistance was provided to CAGO in their goose strategy research (survey distribution, park data).

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

Parks Staff are preparing a report on the process and implications for transferring management of the private bridge over the LQR to the RDN. The bridge over the river is within the regional park, but has been managed privately through easement. The easement holder has expressed interest in dissolving the easement. The topic is complex because the roads on either side of the bridge are private, and the route may be important for emergency response. Currently the bridge is damaged and closed and the RDN must consider to what level it will be repaired – for emergency use or for pedestrian/park use. Staff brought an engineer to the Ozero Bridge for a bridge inspection.

Park staff conducted park inspections and maintained trails.

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

Park staff conducted park inspections and maintained trails. Bathroom repairs are being conducted at the Caretaker House. The Caretaker Agreement is being reviewed for renewal. A dogs in park information brochure is being developed to help educate people on the need to control dogs in the conservation covenant area. Dog patrols are being conducted weekly by Coastal Animal Control Services.

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

Park staff replaced vandalised signs at the Cedar Plaza trailhead. A contractor removed 3 hazard trees along the trail.

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

A contractor repaired the service road leading into the park.

Staff reviewed the draft park covenant with the lawyers and explored ways and means to move forward with a covenant in tandem with a management plan review. Covenant options were researched.

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

Park staff planted 100 Douglas fir and 20L of donated Arbutus berries where a mower flailed broom and blackberry as a part of a restoration project.

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

Park staff conducted trail inspections. Staff met with park neighbor regarding trees bordering Barclay Bridge.

### ***Top Bridge***

Park staff pressure washed the entrance sign.

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

Park staff pressure washed graffiti off the kiosk and sign post at the Spruston trailhead. Staff briefed new TCT BC staff on outstanding TCT financial commitments to the RDN and Cowichan Valley Regional District in respect of the proposed joint Timberlands Road trailhead upgrade.

### ***Witchcraft Lake Regional Trail***

Park staff conducted trail inspections.

### ***Fairwinds Lakes District - Regional Park Management Plan***

Staff and project consultants met with community and Council members from the Snaw-naw-as First Nation to discuss the cultural and historical significance of the lands within the Fairwinds Lakes District as they pertain to future park development and management. Preparations were also completed for the first Advisory Committee meeting and the first Open House event in November.

### ***Morden Colliery Bridge***

Staff completed a report to the Regional Board outlining the key findings of an updated feasibility study for a bridge crossing over the Nanaimo River (within the Morden Colliery Regional Trail corridor), with recommendations on bridge structural type and accessibility. The study and staff recommendations were approved by the Board in October. Subsequent design development will therefore proceed under a steel truss bridge option, while an option for equestrian accessibility will be vetted through the public.

### **Miscellaneous**

Staff installed high water signage at all parks with rivers entrances. Staff also installed lock out crime signs in the regional parking areas.

Staff completed a survey on Important Bird Area areas. The survey is looking for perspectives on recreational disturbance of birds populations.

Staff assisted a University of Victoria graduate student working with the Capital Regional District on researching front country and back country camping trends and "best practices" campground management policies.

Staff continued to provide support to an in-camera land acquisition for potential Regional Park.

Staff continued to work with the Province with regards to a 30-year Crown Land Lease application for the Morden Colliery Regional Trail and a Premature Lease Renewal for Benson Creek Falls Regional Park.

Work continued on the new Parks Building lease with signing expected in November. The building is under construction and staff have met with the builder to review any issues.

### **Trail Counter Information**

Month	BRP #1	BRP #2	Carrothers Trail	E&N Trail #2	E&N Trail Lowery Rd.	Moorecroft La Selva Place
2014-06-01	3,375	727	1,530	85	1,168	1,113
2014-07-01	593	442	1,174	73	63	1,010
2014-08-01	2,341	558	99	114	20	1,017
2014-09-01	1,258	216	47	210	43	830
2014-10-01		237	52		41	817

### **2015 Budget Development**

Staff continued working on the 2015 budget input including developing the 5 year financial plan, capital plan and the business plans.

### **Park Use Permits and Events**

- RDN Water Services PUP for school group watershed tours in October: two at Nanaimo River RP and one at ERRP.
- Renewal of PUP for student monitoring of water quality and benthic invert sampling (VIU Restoration Biology Program under direction of Margaret Wright, DFO) over Oct-Dec, 2014 at ERRP.
- CMRA PUP for family Halloween event, Oct 31st at Meadowood Community Park. As the event anticipated over 600 people, a Special Occasion Permit was also required through Corporate Services.
- BCCF PUP for planting of 150 2-gal size native shrubs and trees at LQRE, with staff and Qualicum Streamkeeper volunteers planned for November.

**Staff Training**

Staff attended a two-day seminar on Community-Based Social Marketing. The seminar presented the process for uncovering barriers to behaviours we want to encourage (e.g. walking to school, using public transit) and developing programs to encourage or change the behaviour. This is viewed as a more effective means of accomplishing changes in behaviour than simply providing information through brochures, which is the common approach.

**Recommendations**

That the Parks Update Report for October 2014 be received as information.



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Manager of Parks Services



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General Manager Concurrence

## Parks Functions Report

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

**DATE:** January 23, 2015

**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 November and December staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

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

Graffiti was cleaned off the skateboard park and wood debris was removed from the Nelson Boat Ramp.

Staff prepared and distributed the November 19<sup>th</sup> PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

#### ***Area B***

The Whalebone Community Parks received a cleaning up. Old wooden chairs and other debris were removed.

Staff prepared and distributed the November 4<sup>th</sup> Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff met with the consultant for the Huxley Park Master Plan to provide feedback and suggest revisions to the draft plan.

Staff corresponded with a representative from the Huxley Ball Hockey Association regarding options for upgrading/repairing the sport court.

Staff corresponded with a representative from the Gabriola Softball Association regarding a potential location of a playground at Rollo McClay Community Park.

#### ***Area C – Extension***

Staff coordinated draft design work with community members on commemorative park signs scheduled for installation in spring 2015.

Staff attended a pre-application meeting with a developer interested in rezoning and subdividing property in Extension; feedback was provided regarding potential parkland dedication/development opportunities.

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

Staff met with Vancouver Island University Horticultural Program students to receive and provide feedback on their term project final presentations. Five groups presented their unique designs for the plaza and picnic area at Anders and Dorrit's Community Park.

### ***Area E***

Parks staff conducted a site visit to the parkland dedication at Oak Leaf Drive. The developer was advised of required modifications.

### ***Area F***

Meadowood Community Park: Volunteers worked with Pickles TimberWorks to install a timberframe picnic pavilion in the park. After the roof is installed in January, final RDN Building inspection will be scheduled. A \$3,000 donation was received from Coastal Community Credit Union toward the park development, as well as a \$250 private donation. A bike rack, a garbage can and 11 parking curbs were installed at the park.

Drainage issues at the Dashwood 2 Fire Hall were investigated. Parks staff will meet with the Fire Hall members and quotes for the work will be requested.

At Harris Crescent staff removed garbage and debris and carried out brushing and limbing of overgrown branches.

The ditch at the Errington Farmers Market was inspected and was modified during the December storm events. A fire pit was removed from the stage area.

Staff prepared a draft trail map sign for Malcolm Community Park.

Staff prepared and distributed the November 17<sup>th</sup> Area F POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff continued to provide support to the Silver Spur Riding Club for their Little Mountain Provincial Section 57 Trail application. Staff provided First Nations consultative advice.

### ***Area G***

Staff prepared and distributed the November 12<sup>th</sup> Area G POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff attended a meeting with RDN Planning and MoTI staff regarding the Earthbank rezoning application.

The trail and stairs at Miller Road Community Park were cleared of leaves and debris. A dead tree at Maple Lane Community Park was assessed and it was removed.

### ***Area H***

Staff installed a log retaining wall around the newly installed swing in Henry Morgan Park. The log wall retains the Softfall playground surfacing and kids can walk on the top of the logs. The playground surfacing was installed and the area made ready for use.



Staff worked with the Director, landowners and community volunteers on the development of local skills in map making in respect of non-RDN area trails. Volunteers were trained in the use of loaner GPS units.

New maps and direction signs were installed at Oakdowne Community Park and trees were removed across the trail. The post and regulation sign was re-installed.

A new directional sign for Wildwood Community Park was installed off the Highway 19A.

A new sign was installed at Deep Bay Community Trail and the trail cleaned of leaves and debris.

### **Miscellaneous**

Staff met with City of Nanaimo parks staff to review their "Volunteers in Parks" program.

Staff completed the 2015 POSAC meeting scheduling and venue booking.

### **Community Works Projects**

#### ***Area B***

Parks Staff met with two representatives from the MOTI to discuss preliminary feedback to the 85% design package for the Village Trail. MOTI would like to see any more engineering involvement in the design of the walls and guardrails that will be required. The civil and structural engineers on the project will be reviewing the design in detail following MOTI's input and will be engaged to ensure the final design conforms with MOTI's standards.

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

At Extension Miners Community Park work continued on the landscaping around the new bridge. Large rocks were moved from the front of the park to an area close to the bridge and shrubs and trees were planted. Two sections of split rail fence were built and regulation and no trespassing signage was installed. A concrete pad was poured and a picnic table installed.

#### ***Area F***

Parks staff assisted with preparing the report to the Board regarding the purchase and moving of surplus portables from School District 69 to the School District lands adjacent to Meadowood Community Park.

#### ***Area G***

Parks staff continued to look at trail connections in the French Creek area between Wembley Mall and Oceanside Elementary School. Staff will be preparing a report for consideration by the Board that itemizes the trails and proposed costs, to be covered by Community Works Funds. The Ministry of Transportation has been requested to look at opportunities to improve Wembley Rd.

#### ***Morden Colliery Bridge***

Staff provided community members with information regarding a feasibility study for a bridge crossing over the Nanaimo River (and within the Morden Colliery Regional Trail corridor) which was approved by the Board in October.

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

Consultants continue to finalize the E & N trail and drainage design. A meeting with residential stakeholders along a section of the proposed alignment was held to review the alignment. The option of locating the trail on a portion of their property, and the appropriate mechanism for doing so, is under consideration.

### **Regional Parks**

#### ***Arboretum***

Park staff removed a squatter's tent and belongings from site. Park staff filled in old soil test pits located in the research forest.

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

Park Staff conducted a site inspection at the trail head to look at options for the kiosk replacement. Parks Staff designed and produced a new trailhead sign to replace the existing sign on site. The information was updated and the GIS department prepared a new map. The sign will look similar to the trailhead kiosks located at other sites. Production is underway and installation will likely occur in the spring.

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

A new kiosk was installed at the park entrance. A regulation sign was re-installed further down the trail. Garbage was removed from site. A restoration planting was completed for the area of the newly installed information kiosk.

Parks staff drafted a Terms of Reference for the first Management Plan for this regional park. The Terms of Reference will require Board approval to proceed. The intent is to prepare the management plan, including all associated public consultation, in-house by RDN staff. Specialized consultants in ecology and archaeology will be retained to provide preliminary baseline data for the park. It is anticipated that the management planning process will get underway in the spring of 2015.

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

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Staff redecked a couple of the bridges on the Weigles Rd. side of the park.

Parking patterns continue to be monitored at Jameson Road and the upgraded Creekside Place Community Park parking lot. Local residents continue placing NO PARKING flyers on vehicles still parking on Jameson Road. Staff responded to public inquiries about the new signs and are in discussions with MOTI and the RCMP regarding potential next steps for enforcement and towing.

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

Park staff conducted trail inspections.

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

Park staff conducted park inspections.

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

Park staff conducted park inspections.

### ***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.

Staff removed fallen and hanging trees throughout the trails. Two new posts and trail directional signage were installed. Park Staff assessed a possible stair location in the park.

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

Park staff conducted park inspections and reviewed project progress.

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

Parking lot upgrades were completed at the Lioness trailhead. Trail inspections were done on the main and north loop. Staff installed the new directional sign off the old Island highway for the north loop. The main trail and bridges were cleared of leaves and debris. Erosion caused by severe rain was repaired along the trail.

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

Park staff conducted park inspections. Under PUP, parks staff worked with BCCF, Qualicum Beach Streamkeepers and DUC to install deer fencing and 1,000 native plants at the Estuary over a 2-day period. Staff provided background information for a feature article written up in the Oceanside Star. DUC will prepare monitoring protocols for the project and BCCF will work with QB Streamkeepers to maintain the plantings over the first years. Fencing is to be removed by BCCF after plants reach above deer-browse height.

The Mid-Island Guardians were advised by RDN (in consultation with DUC) that the last installment (\$10K) will be dispersed after receipt of the Goose Strategy, which is anticipated by March 2015.

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

Parks Staff drafted a report on the current status of the bridge over the LQR, within the LQRRP. An engineering assessment will provide cost estimates for improvements to the bridge and recommendations on its repair or replacement. Park staff conducted ditch maintenance and repaired the culvert at the parking lot.

Park staff conducted park inspections and maintained trails.

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

Park staff conducted park inspections and maintained trails. Staff contracted repairs to the Caretaker House washroom. A dedication bench (Michael's bench) that broke loose from its foundation during the December king tides was rescued by Park staff. The family was informed and staff will re-secure the bench on higher ground at Cooks Point.

Coastal Animal Services continues to conduct regular off-leash patrols of the main trails of the park. Verbal warnings (3) and written warning notices (1) are now being issued. A dog brochure is being developed to further communicate the leash rule to visitors.

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

Park staff re-installed a post and no trespassing sign at the end of trail. The trail was cleared of leaves and debris. Park staff re-installed the fence and the bench at the Nanaimo River due to more erosion that occurred during high water events.

### ***Mount Arrowsmith Massif Regional Park***

Park staff conducted park inspections.

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

A contractor built the Old Road Loop Trail. Park staff conducted park inspections.

Staff continued to work with park partners NALT on a park conservation covenant. Legal input obtained by both RDN and NALT, and research into other covenants carried out. A revised draft was prepared and submitted to RDN lawyers.

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

Park staff sprayed the newly planted trees with deer repellent. A new section of split rail fence was added to existing fence where the river bank is eroding.

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

Park staff conducted trail inspections.

### ***Top Bridge***

Park staff conducted park inspections. Park staff installed a new post and signs up at the PV parking lot.

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

Park staff conducted trail inspections.

Staff continued to liaise with TCT BC representatives and neighbouring jurisdictions on signing the road portion of the route as concerns the 2017 25<sup>th</sup> anniversary goal to see the TCT connected across Canada in time for 150<sup>th</sup> anniversary celebrations.

### ***Witchcraft Lake Regional Trail***

Park staff conducted trail inspections.

### ***Fairwinds Lakes District - Regional Park Management Plan***

In November, staff coordinated the first Advisory Committee meeting, and the first Open House event, which included the revision of presentation panels by consultants, event promotion such as poster design and distribution, paper ad placements, social media updates, and the development of a project website and online survey.

In December, staff continued to work with project consultants on draft plan and public survey review, media updates and stakeholder consultation. A second Open House event is scheduled for March 2015.

### ***Miscellaneous***

Playground inspections were completed. Thin ice signs were installed at various Regional and Community Parks.

Staff continued to provide support to several in-camera land acquisitions for potential regional and community park.

Staff assisted the Ministry of Transportation and Infrastructure in their most recent examination of potential road development between Port Alberni and the Horne Lake area.

Staff updated the All Parks inventory, distributed it to other departments, and began work on parks statistics.

Staff posted invites to the Fairwinds Open House at various park locations throughout the district.

Staff liaised with Chief Recalma of the QFN regarding their assistance in confirming support for a heritage trail through Horne Lake by FN groups to the west.

### ***Bear and Cougar Awareness***

Many people understand they ought to be aware of cougars and bears while visiting RDN parks and trails. Some people however, do not realize they may encounter these animals while in our parks. Conservation and ensuring habitat protection is a high priority for all parks. In an effort to remind park visitors that they may see large wildlife while visiting parks, staff produced stickers that will be placed on existing kiosks and signs. A QR Code on the sticker will direct those who are interested to the RDN website to learn more and review typical recommended responses in the event of an encounter with either animal.

### ***2015 Budget Development***

Work continued on the 2015 budget. Meetings were held with the Electoral Area Directors and the budget revised accordingly.

### ***Park Use Permits and Events***

On December 14<sup>th</sup> the 115th Annual Christmas Bird Count was conducted at ERRP by volunteers and members of the Arrowsmith Naturalists.

Parks staff consulted with the Recreation Department in the development of new recreation programming in RDN Parks, to be delivered by RLC Park Services over a 3-year term. New offerings include Junior Ranger programs, teen trail running, birthday parties in parks, summer day camps and school field trip bookings. At no cost to the Parks Department, these new programs will more fully utilize regional parks such Moorecroft, Englishman River, Lighthouse Country and Big Qualicum Regional Trails.

Parks staff assisted RDN Recreation Department with the set-up of the annual Winter Wonderland at Oceanside Place.

### ***Website and Communications***

Staff compiled content and created a new webpage to remind park visitors that RDN Parks are home to bears and cougars. The website is linked to the stickers that will be located on existing kiosks and signs.

Parks staff prepared RDN community and regional parks promotional information for the Spring/Summer 2015 Active Living Guide.

Staff gave a presentation on RDN Parks at the regular November meeting of the Nanoose Naturalists.  
Staff briefed the new Nanoose Probus walking group on area trails and use of the RDN webmap.

**RECOMMENDATION**

That the Parks Update Report for November and December 2014 be received as information.



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Manager of Parks Services



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General Manager Concurrence

## RECREATION AND PARKS SERVICES

### *Recreation Program Services:*

- Provided registered programs to 4,692 participants including 2,074 preschool, children and youth in summer camps.
- Offered an expanded afterschool drop in sports program in Qualicum Beach that has been well attended.
- Offered extended (30 days) summer day camps for students during the provincial teachers' job action.
- Five Canada Summer Jobs students were placed with the department.
- Developed and launched the Grade Five Activity Pass and Grade Six Activity Card to help promote physical fitness in this age group.
- Developed and launched the Corporate and Volunteer Group Recreation Pass.
- Developed a Terms of Reference for the RDN Employee Wellness Committee.
- Continued active involvement and support of District 69 events including Qualicum Beach Day, Qualicum Beach Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Hi Neighbour Day, Nanoose Family Day, Volunteer Week, and Storybook Village.
- Continued the Financial Assistance Program to enable low-income individuals & families to access facilities and programs. Over 153 households will receive subsidies by year-end totaling \$29,140 in access to department programs & facilities, the majority being for public swim admissions.
- Supported 35 recreation projects and initiatives through funding by the District 69 Recreation Commission's Community and Youth Grants, totaling \$47,720.
- Coordinated over 2,718 field bookings in District 69 with 138 field use contracts completed.
- Leaders In Training (LITs): 27 LITs were trained for summer leadership volunteer opportunities; LITs completed a total of 365 training hours, and completed 1,750 hours of volunteering in July and August.
  - LITs volunteered at five RDN summer programs- Storybook Village, Kite Fest, Kid Fest, Ocean
  - Mile Swim and Terry Fox Run.
- Year four of the implementation of the Youth Recreation Strategic Plan with:
  - Fourth year of financial support of free and low cost events at arena and third year at the aquatic centre;
  - Fourth year of Youth Recreation Advisors (YRAs). Representation comes from middle and secondary schools with ages of YRAs ranging from 11-18 years;
  - Third year of grant funding available to secondary schools. Grant deadline extended to early 2015 to give schools time to put together applications with the late start of the 2014/2015 school year. Youth Recreation Advisors review and approve applications;
  - Third year of grant funding available for rural organizations. Grant deadline extended to early 2015 to coincide with school grant applications. Youth Recreation Advisors review and approve applications; New drop-in, low cost and afterschool programming;
  - Second year of RDN Youth website and Facebook page;
  - First year Youth Programmer is chairing Youth Link and managing email information distribution for the Youth Link network.
- Final full year of agreement with Island Health – Integrated Health Network (IHN) to provide seated fitness programs to IHN (and public) clients. IH-IHN also sponsored their clients with two or more designated chronic illnesses with access to RON recreation services.
- Coordination of the 2nd annual celebration of Active Aging Week (September 22-27, 2014) with 28 advertised events hosted for free by 10 community partners: Island Health, VIU Centre for Healthy Aging and VIU Elder College, PGOSA, Qualicum Beach Seniors Centre, The Career Centre, ACRA, Hot n

Cool Yoga Club, Alzheimer Society, Nanoose Place, and Paradise Adventure Mini Golf.

- Founding member of Oceanside Health and Wellness (OHWN) Committee and began working with Island Division of Family Practice, Island Health and other OHWN partners on community health and wellness initiatives.
- Provided 1,100 hours of inclusion service to 26 participants.
- Completed the seventh year of recreation service delivery in EA 'H' working with the local elementary school, the Lighthouse Recreation Commission, and the Deep Bay Research Field Station. Supported local parent group offering sports programs. Hosted the first in a series of Park 'n' Play drop in community gatherings over the summer at the Henry Morgan Community Park.
- Active Living Guide - 15,000 delivered semi-annually by unaddressed ad mail; 18,500 produced twice per calendar year.
- Fifth year of the RON Performance Recognition Awards program which recognizes District 69 residents for outstanding achievement in athletics or arts.
- Implementation of Fees and Charges Bylaw for District #69 recreation facilities and programs.
- Continued support as a founding member of the Vancouver Island Sport Tourism Council and Oceanside Sport Tourism initiatives.
- Implement and complete capital maintenance projects as required and work with Cedar School and Community Enhancement Society (CSCES) on management of Cedar Heritage Centre.
- Completed new three year funding and service agreement with Gabriola Recreation Society.
- Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS).
- Completed five year rental agreement with SD#69 for dedicated RON recreation program space at the former Qualicum Beach Elementary School site.
- Completed feasibility study for Ballenas Track, now working on shelf ready plan with SO# 69 and local Track and Field Club.
- Developed and delivered annual planning session for Electoral Area 'A' Parks, Recreation and Culture commission members.
- Organized and delivered a tour of Woodbank and North Cedar Intermediate schools for Electoral Area 'A' Parks, Recreation and Culture commission members.
- Coordinated the official opening of the Cedar Skate Park.

***Ravensong Aquatic Centre (Aquatic Services):***

- Continued operation of the Aquatic Centre and provided over 4,700 hours of use and 90,000 admissions for public sessions.
- Provided learn to swim programs for 2,140 children.
- Continued participation in the RON Asset Management Planning Group.
- Provided higher level aquatic leadership instruction to 203 learners.
- Aquatic programs that were offered and supported away from Ravensong, within the community, included Qualicum Beach Mile Swim, School Salmon Observation, Polar Bear Swim at Parksville Beach, various School District 69 outings to the beach, Horne Lake Summer First Aid, and Little Qualicum River Hatchery.
- Completed 2014 annual maintenance items during shutdown; sound system replacement, re-grout leisure tank, upgrade domestic hot water system, re-condition chlorine system.
- Commenced an aquatic safety audit of the Ravensong Aquatic Centre with the Lifesaving Society of BC/Yukon.
- Continued with facility and equipment preventative maintenance schedules and programs.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RON recreation facilities.



***Oceanside Place (Arena Services):***

- Developed and implemented additional programs designed to enhance hockey and skating skills through camps and programs for female hockey players, drop in hockey for youth, birthday parties for youth, and public skate sessions for adults.
- Continuing arena operation provided over 7,800 hours of arena use and over 21,000 people in attendance for public skating sessions.
- Extended Winter Wonderland and developed a New Year's event for the Community.
- Participated in the development of the Vancouver Island Sport Tourism Committee's bid for the 2016 National Women's U18 Hockey Championship.
- Participated in the RON Asset Management Planning Group.
- Continued with facility and equipment preventative maintenance schedules and programs.
- Upgraded the ice plant control system's hardware and software.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RON recreation facilities.
- Continued to host local and regional tournaments involving youth, adults and seniors.
- Continued with the development of year two of the vending agreement with Complete Vending, in accordance with the Healthy Food and Beverage Initiative.
- Implemented training sessions for use of PAD (AED) for public user groups.
- Completed advertising updates for facility advertising and Zamboni advertising agreements.
- Enhanced facility concession services by establishing a seating area and in accordance with the Healthy Food and Beverage Initiative.
- Completed a three phased review and update for facility signage.
- Completed capital projects for lighting replacement, boiler replacement and water treatment.
- Provided a report to the District 69 Recreation Commission and the RON Board regarding the implications the changes to the City of Parkville's permissive tax bylaw will have on the Parkville Curling Club and District 69 Arena.
- Completed a building assessment on the D69 Arena and assisted the Parkville Curling Club in implementing recommendations.

**Parks Services:**

- Development of the Park and Trails Guidelines.
- Permit applications were processed and issued for community events, tours, and commercial filing for parks and trails system.
- Lease for new Parks Operations Building negotiated and signed.
- Completed maintenance, safety inspections, cleanup, and repair of all Community and Regional Park sites.
- Continued working with partners, operators, contractors and caretakers to deliver parks services.
- Continued to respond to requests for information and support from Committees, RDN Board, other local governments and residents.
- Assisted in the completion of the RDN Asset Management report.
- Developed the preliminary 2015 Budget.
- Park Assessments:
  - Completed assessments, meetings, reports and negotiations for potential parklands in various Electoral Areas;
  - Negotiated a Licence of Use for Meadowood School Site;
  - Negotiated a Licence of Use for French Creek School Site.

**Community Parks:**

- Completion and opening of the Cedar Skate and Bike Park (EA A).
- Development of Community Parks and Trails Strategy for Board approval in 2014 (EA's E,F,G,H).
- Repairs completed to the edge of the Nelson Road Boat Launch (EA A).
- Whalebone Community Park clean and reclaim of entrances completed (EA B).
- Old wells at Whalebone Community Parks were decommissioned (EA B).
- Completed berm around Rollo Water Reservoir (EA B).
- Completed agreement and gate install at 707 Community Park (EA B).
- Worked with GALT to install a new trail in Cox Community Park (EA B).
- Preliminary design completed for the Village Trail (EA B).
- Completed a building assessment of the Extension School (EA C Extension).
- Worked with the community to install a covered bridge and trail in Extension Miners Community Park (EA C Extension).
- Completed a community consultation at Anders Dorrit Community Park (EA CEW/PV).
- Completed assessment of roadside trail options along Jingle Pot (EA CEW/PV).
- Completed drainage improvements and plantings at Errington CP (EA F).
- Completed the detailed design, tender and install of an adventure playground and sport court at Meadowood Way Community Park (EA F).
- Completed assessment of roadside trail options in French Creek (EA G).
- Completed swing install at Henry Morgan Community Park (EA H).
- Assisted volunteers to clear the Essay Road Trail (EA H).
- Assisted volunteers with GPS work on Area H Trails (EA H).
- Completed a funding agreement for Lighthouse Centre Capital Upgrades (EA H).
- Installed signs in Oakdown Community Park (EA H).
- Installed ramp to beach at Shoreline Drive Beach Access (EA H).
- Ongoing support to Community Park Advisory Committees (all EA's).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EA's).

**Regional Parks and Trails:**

- The Regional Parks Brochure was updated, printed and distributed.
- Beachcomber:
  - kiosk designed and installed.
- Benson Creek Falls Regional Park:
  - the Management Plan was completed for Board approval in January;
  - Designed and installed parking upgrades at Jamison Road;
  - Park lease renewal negotiated for 30 years.
- Coats Marsh Regional Park:
  - the flood mitigation berm was completed and a new pond leveler was installed.
- Descanso Bay Regional Park:
  - completed projects include road and campsite upgrades.
- E&N Trail:
  - Preliminary assessments completed;
  - applications made to MOTI and ALR;
  - design completed to 50%.

- Fairwinds- Lakes District Regional Park:
  - concluded park dedication phasing and development agreements as part of rezoning of the Fairwinds Lakes District Lands;
  - commenced the development of the Parks Management Plan for the Regional Park per the Phased Development Agreement with Fairwinds;
- Horne Lake Regional Park:
  - new generator was purchased and installed;
  - completed projects include new road and campsite development, campsite upgrades, caretaker house repairs, trail signage;
  - highway signs and the Horne Lake Road directional signs were replaced.
- Lighthouse Country Regional Trail:
  - completion of staging area at Lighthouse Community Park Entrance;
  - interpretive signs developed and installed.
- Little Qualicum River Regional Park:
  - bridge assessment and legal advice obtained for transfer of easement back to the RDN;
  - ATV control and signage installed.
- Little Qualicum River Estuary Regional Conservation Area:
  - continued working with partners on invasive plant removal; worked with partners to install three plant enclosures.
- Morden Colliery Regional Trail:
  - report and assessment on bridge options over the Nanaimo River was completed;
  - completed repairs and upgrades to the Thatcher Creek Bridges.
- Moorecroft Regional Park:
  - trails upgraded;
  - boat house roof replaced;
  - completed building assessment of Kennedy Hall;
  - renovated the bathroom in the caretakers house;
  - arranged for animal control to visit the park to help with dog off leash issues;
  - installed trail signage.
- Mount Benson Regional Park:
  - the Witchcraft Lake Trail Agreement yearly report was completed;
  - the emergency access road was upgraded;
  - trails in park were developed and upgraded.
- Nanaimo River Regional Park:
  - removed broom and planted 100 new trees.
- TransCanada Trail:
  - trail realigned after consultation with equestrian group and land owners;
  - licence renewal completed.
- Park Assessments:
  - completed three assessment and Board reports for regional parkland.

## RECREATION AND PARKS SERVICES

### WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Completed
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Recreation and Parks Service Area will participate in the review	June 2015	-	Ongoing.

#### 2014

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Parks Operations Building	Secure site, building and yard for Parks Planning and Operations staff and equipment	<del>June</del> <del>Sept</del> <del>Dec</del> Mar 2015	-	Site secured and approved by Board. Lease signed. Building under construction. Move date to Jan due to construction delays.
Donation Program	Complete the Parks Donation Policy	<del>Nov</del> Mar 2015	-	Delayed by staffing issues.
Asset Management	Work with consultants on review of asset management program	July	✓	Complete.

#### 2015

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Website Upgrades	Assess web pages and continue to create pages to provide timely information to residents	ongoing	+	
Parks Maintenance	Continue with park and infrastructure inspections and maintenance programs	ongoing	+	

Parks Services	Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services	ongoing	+	
GIS and Mapping	Continue to work with GIS staff to map trails and facilities and update the RDN mapping system	ongoing	+	
Invasive Plant Program	Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans	ongoing	+	
First Nations identification on signs	Work with First Nations to determine how to proceed for both Regional and Community Park Signage	2015	+	

## 2014

<b>Community Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy	<del>Nov</del> June 2015	+	Underway.
Community Park signage	Increase signage in developed parks	<del>Dec</del> Feb 2015	-	Delayed due to staff resources.
Beach access and undeveloped road Right-of-Ways (EA A)	Work with committee to create plan for development	<del>May</del> Sept Mar 2015	-	Commission working on Plan. Committee continues to work on plan.
Nelson Road boat launch (EA A)	Repairs to edge of ramp	<del>July</del> Oct Dec	✓	Complete.
Huxley Community Park Plan (EA B)	Completion of park development plan	<del>Apr</del> July <del>Jan</del> Mar 2015	-	Topographic's Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Spring 2015.

Village roadside path (EA B)	Design and costing for tender of multiuse path	July <del>Dec</del> Mar 2015	-	Topographic's Landscape Architecture retained and work underway. Plan forwarded to MOTI for review. Final drawings and costing being prepared. MOTI has asked for Engineered drawings for some sections of trail and Engineer review of the project.
Whalebone Community Park clean-up & reclaim entrances (EA B)	Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase	Oct	✓	Complete.
Rollo McClay Community Park water reservoir upgrades (EA B)	Complete berm and seed	Apr	✓	Complete.
707 Community Park gate (EA B)	Create agreement with landowner and install gate	June	✓	Complete.
Honeysuckle Trail (EA B)	Work with GALTT & MOTI on trail permit & development	<del>Oct</del> Feb	-	Staff have GPS'd route to determine if the trail is on MOTI land.
Decourcy Drive Stairs – MOTI (EA B)	Submit a permit to MOTI to construct stairs		✓	Complete.
Extension School (EA C)	Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission	Nov	+	Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept.
Extension Miners Community Park bridge and trail (EA C)	Complete design and install bridge and trail	July <del>Dec</del> Mar 2015	-	Bridge completed. Trail design is completed and installation is almost complete. Stairs in the park will be built by community volunteers in the spring.
Jingle Pot roadside path (EA C EW/PV)	Design and Costing for Tender of multi-use path and/or expanded roadside	July 2015	✗	Meeting with neighbours taken place and meeting with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. Letter sent to MOTI asking them to expand the road shoulder along the road.
Andres Dorrit community consultation (EA C EW/PV)	Complete the community survey; compile and assess results	Jan	✓	Survey completed.
Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV)	Complete studies and designs as determined through the community consultation process	<del>Nov</del> Jan 2015	-	Report prepared for the June POSAC meeting and decision is to remove house. Staff are reviewing options for removal for the October POSAC meeting. House will be removed in Jan

Blueback Community Park development (EA E)	Complete planning process and develop Phase I	Dec Mar 2015	-	Draft plan was presented to POSAC and changes are being incorporated into the plan.
Meadowood Way Community Park development (EA F)	Complete design, tender and install	July Sept	✓	Complete. Opening to be held in Spring.
Errington Park upgrades (EA F)	Work with community to upgrade park for the 100 year anniversary	Nov	✓	Meeting held with Errington War Memorial Society members to review upgrades to the park. 2014 work completed
Errington Community Park (EA F) operator agreement	Complete the agreement with the Errington Hall Society	Apr Dec Mar 2015	-	Delayed due to staff resource issues.
Malcolm Park signage plan (EA F)	Create a signage plan and install	Sept Jan 2015	+	Staff assessing trail head access and signs for trails are being ordered. Trails GPS'd and signs will be installed in Jan.
Columbia Beach well capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	Sept Nov Feb 2015	-	Lee Rd wells added to the list. Locations need to be verified to confirm which wells are on RDN land.
Little Qualicum Hall upgrades (EA G)	Develop multiyear plan for hall repairs and proceed on priority items	Dec	✗	Staff investigating funding options. Community Work Funds available but POSAC would like funds to be raised by the community. Staff to revisit in September 2015.
Wembley Road roadside path (EA G)	Design and costing for tender of multi-use path and/or expanded roadside	Dec 2014	✗	Discussions and site visit with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI.
Henry Morgan Community Park Phase II (EA H)	Install swings and porta potty	July Oct	✓	Complete.
Essary Trail development (EA H)	Work with volunteers to complete the trail	May	✓	Volunteers cleared trail. Signs installed. Complete.
Agreement Lighthouse Community Park (EA H)	Complete agreement for park management with the Lions Club	Apr Dec	-	Delayed due to staff resource issues.
Oakdowne Community Park signs (EA H)	Install signs as per plan	Mar June Oct 2014	✓	Complete.
Shoreline Drive stairs (EA H)	Install new stairs	Apr July 2014	✓	Complete.
Lighthouse Centre Capital Upgrades and Maintenance Funding	Complete a funding agreement with the Lighthouse Community Centre Board	Oct 2014	✓	Capital Plan received from the Lighthouse Community Centre Board. Drafting contract. Funding approved by RDN Board. Contract sent for signature.

## 2015

Community Parks & Trails Services	action	due date	progress	comment
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	Mar 2015	-	Delayed due to staff resources.
Contract Management	Renew and manage contracts for park's maintenance	ongoing	+	New mowing contracts issued.
Village roadside path (EA B)	Trail Construction	2015	+	
Skateboard Park Site (EA B)	Locate site for future skateboard park	2015	+	<i>Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtaining permission at the fire hall. Search for a new site will take much longer.</i>
Mudge Island beach access development – Phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	Sept Nov TBD 2015	-	Davidson Bay site design underway. Archeological review required. Project commencement dependent on findings.
Decourcy Drive Park (EA B)	Create a trail and lookout in parkland	TBD New	+	Timing of project to be determined by POSAC through the five-year project plan.
Joyce Lockwood Lease renewal	Renew Existing lease	May 2015	+	Waiting for documents from the Province.
Arrowsmith Community Trail (ACT) next phase (EA F)	Plan and develop next phase of trails	2015	+	Costing underway for next phase of development. Small group from POSAC working on priorities and standard of development
Land agreements ACT trails (EA F)	Complete agreements with private land owners	Feb Oct 2015	-	Work delayed due to staff resource issues. Now part of Arrowsmith Community Trail project.
Meadowood Portable	Report on acquiring and placement of portable in vicinity of park	New	+	Initial discussion with SD 69 taken place on securing and moving a portable to site. Report being drafted for Jan Board. Relocation and upgrading of portable project to commence following Board approval.
French Creek Paths and Trails	Design and construct trails and paths in undeveloped Road Right of Ways.	Dec 2015	+	



Oceanside Cycling Coalition (EA G)	Attend meetings with local community groups for Active Transportation	ongoing	+	
Water access planning (EA H)	Work with POSAC to prioritize & implement first phase	Sept 2015	+	First Phase signage will be installed in 2015.

## 2014

<b>Regional Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Brochure	Complete the design; print and distribute copies	Feb 2014	✓	Complete.
Goose control	Continue to monitor and review progress of the Guardians of the Estuary	<del>Sept</del> Mar 2015	+	Waiting for report from the Guardian of the Estuary group
Morden Colliery Regional Trail Lease	Work with Province to upgrade and renew the lease	<del>Sept</del> Apr 2015	-	Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province. Next step is to consult with First Nations.
Morden Colliery Regional Trail bridges	Repair and upgrade Thatcher Creek bridges	<del>May</del> Aug	✓	Complete.
Lighthouse Country Regional Trail Staging Area	Completion of staging area at Lighthouse Community Park entrance	Sept	✓	
Lighthouse interpretive signs	Produce and install signs	<del>Apr</del> July	✓	Signs ordered and will be delivered mid-June.
Benson Creek Falls Mgmt. Plan	Complete management plan	Jan	✓	Plan adopted by Board Jan 28/14.
Benson Creek Falls Regional Park	<ul style="list-style-type: none"> <li>Geotechnical study for placement of stairs to Ammonite Falls</li> </ul>	<del>May</del> July May 2015	-	Delayed waiting for decision from province on early lease renewal. RFP under development.
	<ul style="list-style-type: none"> <li>Design and install stairs to Ammonite Falls</li> </ul>	July 2015	+	Due to change in capital budget, design will be done in 2015 and build/install will follow.
	<ul style="list-style-type: none"> <li>Design &amp; install parking upgrades at Jamison Road</li> </ul>	<del>Apr</del> June	✓	Work completed September.
Descanso Regional Park upgrades	Campsite and road improvements	<del>May</del> Oct 2014	✓	Underway. Off season work now underway.

Englishman River Regional Park trail development	Trail upgrades and installation of directional signage	<del>Oct</del> Mar 2015	✓	Underway.
Horne Lake Boat Launch Upgrades	Repair and upgrade boat launch	<del>May</del> Oct 2014	✓	Delayed due to budget review and adoption. Further delay due to the high level of the lake. Water levels to remain high for the next year. No repairs needed if the water level is high.
Horne Lake generator	Replacement of generator	Apr	✓	Complete.
Horne Lake Regional Park facility upgrades	Upgrade and relocation of campsites per concept plan	Dec	✓	Complete.
Moorecroft Regional Park - trail upgrades	Update and improve accessibility to sections of trail system	July	✓	Complete.
Moorecroft Regional Park - facility upgrades	Boat house roof replacement and Kennedy Hall upgrades	Oct	X	Completed boat house roof. Assessment completed for Kennedy Hall upgrades. Kennedy Hall moved to future year. Washroom for 2015.
Moorecroft Regional Park - dog issues	Work with bylaw to create a strategy for dog management	<del>May</del> <del>Aug</del> <del>Nov</del> Mar 2015	-	Delayed due to staff resource issues. The park is now patrolled by animal control and staff have the ability to issue warning tickets. Pamphlet under development.
Mount Benson covenant	Work with NALT to complete the covenant	<del>June</del> <del>Sept</del> <del>Nov</del> Apr 2015	-	Delayed due to staff resource issues. Staff have met with NALT and have the draft covenant. A review of the management plan is now required.
Nanaimo River Regional Park - facility upgrades	Upgrade stairs to river	Nov	X	Not proceeding due to environmental constraints.
Nanaimo River Regional Park - invasive species	Removal of invasive species at park	Nov	✓	Complete.
Morden Colliery Mine tipple	Funding to society for engineering report for the tipples restoration	April	✓	Study complete.
TransCanada Trail	License renewal with Island Timberlands	July	✓	Complete.
TransCanada Trail	Realign portion of trail for improved accessibility for equestrians	July	-	Agreement in place with Island Timberlands. Waiting for approval from Province for realignment of section through crown land. Now need to get an exemption for Ministry of Environment. Waiting for the exemption approval.
Morden Colliery Trail Bridge (EA A)	Design and costing for tender of multiuse bridge over Nanaimo River	June 2015	+	Herold Engineering retained Mar 11/14 to perform work. Report on bridge options was advanced to RPTSC and EA A PRC for comment in October. Board approved design Nov. Trail design underway.

## 2015

<b>Regional Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Park Warden Program	Continue to work with volunteers	ongoing	+	
Caretaker Agreements	Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks	ongoing	+	
Operator Agreements	Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks	ongoing	+	
Partnerships	Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRERCA, ERRP, CMRP and MRP	ongoing	+	
Regional Park signage	Install signs and kiosks as per budget plan	Jan 2015	-	Beachcomber kiosk installed. CPR Trail kiosk to be installed by mid Jan.
Management Plan renewals	Create a plan and strategy to review and update plans	<del>Oct</del> Sept 2015	-	Delayed due to workload. Underway
E&N Rail Trail (Coombs to Parksville to French Creek)	Design, including preliminary studies, survey and public consultation	<del>Jan</del> Apr 2015	+	RFP issued and Koers Engineering selected. Work is underway.
E&N Rail Trail (Parksville to Coombs)	Tender and construction of trail	Summer 2015	+	
E&N Rail Trail (Parksville to French Creek)	Tender and construction of trail	Summer 2016	+	
Benson Creek Falls access	Work with woodlot manager and province on the trail selection and agreement	Feb 2015	+	Waiting to receive paperwork from province. Verbal agreement reached.
Benson Creek Falls licence	Work with province to explore early renewal	Mar 2015	+	Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years. Payment made. Staff waiting on official paperwork.
Fairwinds Regional Parks Management Plan	Development of Management Plan	June 2015	+	Planning commenced Sept. Urban Systems retained. 1 <sup>st</sup> Open House completed.

Little Qualicum River Regional Park Bridge	Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river.	Dec	+	Met with lawyer and received direction on legal process and associated implications of taking over the bridge. Board report for Feb RPTSC completed.
Little Qualicum River Estuary	Continue to work with partners on invasive plant removal and upgrades to the fish channel	ongoing	+	
Regional Park Zoning	Work with Planning Department to rezone parks.	2015	+	
Top Bridge Trail Upgrades	Work with City of Parksville to Upgrade facilities	TBD	+	Meeting to be held to determine timeline. Parksville is currently undertaking the upgrades.

## 2014

<i>Recreation Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Fees and Charges	Complete annual revenue of fees and charges related to recreation services and create bylaw	May July 2014	✓	
Membership Pass Program	Expand existing Active Living Card to include options for corporations and organizations	April June 2014	✓	
Grade Five Activity Card and Grade Six Activity Pass	Created Grade Five Active pass and Grade Six Activity Card to promote physical activity	June 2014	✓	
Electoral Area 'A'	Recreation Facility feasibility and program inventory through EA 'A' Parks, Recreation and Culture Commission	Ongoing into 2015	+	Possible use of SD#68 or alternate property use. Woodbank Elementary and North Cedar Intermediate schools were toured by Parks, Recreation and Culture Commission and Recreation staff. Also see "School District 68 Facilities".

## 2015

<i>Recreation Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
2006 D69 Recreation Services Master Plan  2007 Electoral Area 'A' Master Plan	Review and compare applicable recommendations that may have an impact on 2014	Ongoing into 2015	+	Youth Strategic Plan, Parks programming, SD#69 partnerships, developing community recreation program space.

Asset Management	Participate in RDN Asset Management working group	Quarterly into 2015	+	Staff attended workshop and best practices sessions May 16 and 30. Phase I complete moving to Phase II upon Board approval in 2015.
Website	Review Recreation Services presence on RDN website	Ongoing into 2015	+	Ongoing, will develop a phased approach to changes that may occur prior to OER being complete.
Safety	Staff re-familiarization on safety plan manuals and emergency preparedness	Apr 2015	+	Ongoing and will further develop as per final OER recommendations.
Sport Tourism	Aid in the implementation of the joint communities plan to promote sport tourism as per the 2011 Advanced Sport Tourism Workshop	Ongoing into 2015	+	See comments under Oceanside Place – Sport Tourism.
School District 69 Facilities	Keep apprised of SD#69 school closure process and if directed by Board meet formally on opportunities.	Ongoing into 2015	+	Secure portables for Meadowood Community Centre to be temporary placed on licensed SD#69 property next to Meadowood Community Park. Work with SD#69 in repurposing French Creek Community School grounds and facility. Work with Corcan Meadowood Residents Association on operating agreement of Meadowood Community Centre.
School District 68 Facilities	Keep apprised of SD#68 school closure process and if directed by Board meet formally on opportunities.	Ongoing into 2015	+	Attempting to schedule a meeting with SD#68 staff on: 1) Cedar Heritage Centre land lease (expires 2020) and Cedar Heritage Centre lease with CSCES (expires 2015) 2) SD68 plans for school facilities in the communities of Cedar, South Wellington 3) Safe walk routes 4) Sport court project with SNF and Cedar Ball Hockey Association 5) Community School Co-coordinator’s role in community recreation programming 6) Extension school upgrade 7) Field development around Cedar Elementary
Electoral Area ‘A’	Recreation Facility feasibility and program inventory through EA ‘A’ Parks, Recreation and Culture Commission	Ongoing into 2015	+	Community Works Fund project - Snuneymuxw First Nations Sport Court - EA A.
Computerized facility booking and program registration software update	Existing system no longer supported as of 2016. RFP for replacement system	Feb 2015	+	RFP complete, award pending and finalized in early 2015.


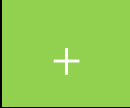

## 2014

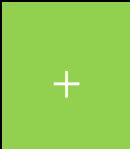



<i>Ravensong Aquatic Centre</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility Maintenance – Capital	Implement and complete maintenance capital plans	Sept 2014	✓	Complete.
Ravensong Aquatic Centre Land Lease	Work with Town of Qualicum Beach on renewal of the land lease occupied by Ravensong Aquatic Centre.	2015	-	Awaiting Town of Qualicum Beach's response on renewal of lease.
Facility Services	Continue to update and develop facility signage	Sept 2014	✓	Complete.

## 2015

<i>Ravensong Aquatic Centre</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	Quarterly	+	
Aquatic Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of aquatic services	Ongoing	+	Anticipated specific recommendations may come from OER. Two permanent part time positions combined into one FTE.
Pool Audit	Lifesaving Society to review pool protocols/procedures	Dec and into 2015	+	BC/Yukon Lifesaving Society audit completed December 2014. Recommendations to be reviewed with implementation 2015.
Mechanical Systems Optimization Review	Verification review of upgraded mechanical systems to ensure operating at optimal levels	Feb 2015	+	Specific to RAC solar energy system. Feasibility of photovoltaic opportunities.
Business Plan Metrics	Continue to focus on revenue generating opportunities, new programming and partnerships	Ongoing	+	
Business Plan Metrics	Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage.	Ongoing	+	
Business Plan Metrics	Maintain and work to enhance marketing strategies to increase participation rates (e.g. MS Society, VIHA, schools, business, community events)	Ongoing	+	
Recreation Facilities Sustainability Strategy	Continue to coordinate with Energy and Sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	Quarterly	+	Report to next CCAF meeting to include potential projects: D69 Arena (Curling Club); RAC mechanical Systems Optimization Review; OP electrical upgrade; electric ice resurfacer; OP heat recovery; RAC photovoltaic opportunities.

<i>Oceanside Place</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Sport Tourism	Maintain and increase if possible sport tourism initiatives related dry and ice use. Continue to encourage and promote nine sport tourism related events of Oceanside Place	Ongoing	+	Vancouver Island Skate International, hockey tournaments (adult minor), Generals hockey camp, female hockey camp, National Women's U18 Hockey Championship.
Sport Tourism	Participate in VISTC bid for the 2015 or 2016 National Women's U18 Hockey Championship	Sept 2014	✓	Bid submitted and anticipate an announcement from Hockey Canada in 2015.
Arena Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of arena services	ongoing	+	Anticipated specific recommendations may come from OER.
Business Plan Metrics	Continue to focus on cost reduction and revenue generating opportunities in programs and services	ongoing	+	
Business Plan Metrics	Increase the number of dry floor activities & events during the shoulder season (increase the utilization of dry floor use to 20% or 1,264 hours of use)	ongoing	✓	Roller derby, great garage sale, health humongous feasibility, lacrosse tournament, 2014 BC Summer Games lacrosse, Pickleball, 2015 Quilt Show.
Facility Maintenance - Capital	Implement and complete maintenance capital plans	Nov 2014	✓	
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	quarterly	+	
Facility Services	Continue to update and develop facility signage	Sept 2014	✓	
Recreation Facilities Sustainability Strategy	Continue to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	quarterly	+	Report to CCAF next meeting to included potential projects; Cedar Heritage Centre, D69 Arena (curling club), RAC Mechanical Systems Optimization Review results, OP electrical upgrade, electrical ice resurfacer (Zamboni ) feasibility.

District 69 Arena (Parksville Curling Club)	Work with Club on options to reduce/remove the tax assessment. Provide to RDN Board staff report related to resolution #14-264.	Sept		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.
District 69 Arena (Parksville Curling Club)	Provide to RDN Board staff report related to resolution #14-2742	2016		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.
District 69 Arena (Parksville Curling Club)	Related to resolution #14-2741	April 2015		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.

<b>Recreation Program Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Facility Maintenance – Cedar Heritage Centre	Implement and complete capital maintenance projects as required and work with CSCES on management of building	ongoing		
Contract Services	Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS)	Ongoing		GRS contract renewed.
Business Plan Metrics	Continue to respond to D69/EA 'A' Commissions, RDN Board, industry, innovation and community direction in the area of recreation services	ongoing		Related to “SD#68 Recreation Facilities” and “Electoral Area A” items listed above under “Recreation Services”.
Business Plan Metrics	Ongoing assessment of program evaluation to ensure program offerings are relevant, accessible and needed within District 69 - match relevant program services to the needs and wants of the community (school enrollment, demographics, Recreation/RDN Master Plans)			Golf and parks programming RFPs issued and awarded.



Business Plan Metrics	Promoting benefits of programs & events that align with Active Aging, Canadian Physical Activity, Sport 4 Life guidelines, RDN Employee Wellness Program		+	
Youth Recreation Strategic Plan	Year 4 implementation of recommendations from 5 year Youth Strategic Plan (2011-2015):	ongoing	✓	Includes the implementation of Youth Art program, delivery of developmental asset programming.
Ballenas Track resurfacing and Multiplex	Work with SD69 and OTF on Board per Resolution # 14-260-264	Dec-2014 March 2015	-	<ol style="list-style-type: none"> <li>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.</li> <li>2) That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund.</li> <li>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.</li> <li>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.</li> </ol>
Field and facility use and development	Complete meetings with Parksville, Qualicum Beach & SD69 on possible usage fees on sport fields / courts	2014 May 2015	-	SD69 Staff busy with school closures and labour dispute, RDN staff busy with other 2014 work plan items. Meeting to be scheduled.
Partnerships and Collaborations	Review and identify strategic partnerships	Ongoing	+	Oceanside Wellness and Health Network, Island Integrated Health.
Meadowood Community Hall Operation Agreement	Develop an operating agreement for mgmt of the future community recreation facility at Meadowood Community Park with CMRA	July 2015	+	Agreement to coincide with completion and upgrade of portables at site.
Creation of Community Programming Space	Work with community and SD#69 to secure programming space at QBES	Dec 2014	+	5 year rental agreement signed with SD#69 for the uses of program space at QBES signed