

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, MAY 21, 2015
2:00PM

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

PAGES

CALL TO ORDER

DELEGATIONS

4 **W. Cudney** – Oceanside Youth Soccer Society

5-6 **C. Rayner** – Oceanside BMX

Motion to receive Late Delegations

MINUTES

7-10 Minutes of the Regular District 69 Recreation Commission meeting held March 19, 2015.

Motion to approve Minutes.

11-12 Minutes of the District 69 Recreation Grants Sub-Committee Minutes held May 12, 2015.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

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

Youth Organization	
Arrowsmith Community Recreation Association - youth sports program	1,500
Bard to Broadway - Performing Arts Education Series	2,225
Bard to Broadway - Summer Youth Theatre Workshop	955
Kwalikum Secondary School - Dry Grad	1,200
District 69 Family Resource Association - youth drop-in swim passes	1,673
District 69 Family Resource Association - 4-days summer camp activity	442
Parksville and District Rock and Gem Club - equipment	1,500
Ravensong Breakers Aquatic Club- equipment	2,500
Total	11,995

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

Community Organization	
Bow Horne Bay Community Club - Fall Fair children's activity	2,500
Errington Cooperative Preschool - equipment	2,500
Family Resource Association - Special Needs Family Retreat	1,500
Oceanside Building Learning Together Society - equipment, supplies for expansion	1,500
Oceanside Community Arts Council - program supplies	2,000
Parksville Curling Club - light tube replacement	2,200
Qualicum and District Curling Club - ice scrapper replacement	2,500
Vancouver Island Opera – facility rental; print costs	2,000
Total	16,700

COMMUNICATIONS/CORRESPONDENCE

None

UNFINISHED BUSINESS

REPORTS

- 13-15 Monthly Update – Oceanside Place – March 2015
- 16-18 Monthly Update – Oceanside Place – April 2015

- 19-20 Monthly Update – Ravensong Aquatic Centre –March 2015
- 21-22 Monthly Update – Ravensong Aquatic Centre –April 2015

- 23-27 Monthly Update – Northern Recreation Program Services – March 2015
- 28-31 Monthly Update – Northern Recreation Program Services – April 2015

- 32-39 Monthly Update of Community and Regional Parks and Trails Projects – March 2015

- 40-43 Rubberized Track Surface at Ballenas Sec. School Report

Motion to receive the update reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Canada's Sesquicentennial Celebrations

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

June 18, 2015

2:00pm

Oceanside Place

From: [Warren Cudney](#)
To: [Harvey, Ann-Marie](#)
Subject: Turf Field
Date: Thursday, May 14, 2015 4:35:14 PM

Warren D. Cudney

As the president of Oceanside soccer I am representing our membership of an excess of 500 families in the search of partners to bring an artificial turf field to the Oceanside community. Over the past decade we have worked to save a considerable field fund and would like to find the appropriate project to help seed this project. As Campbell River is finalizing the details of their turf field Oceanside will be one of the only remaining communities without an appropriate all weather community field. We are interesting seeing a field that can be utilized for multiple sports inclusive of Soccer.

Warren D. Cudney

OYSS President

[PO Box 1763](#)

[Parksville, BC V9P 2H5](#)

wcudney@me.com www.oceansideyouthsoccer.com

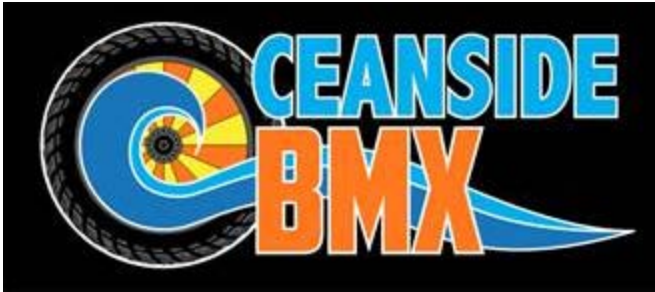
(250) 228-0603

Sent from my iPhone

A true intention does not need to be spoken, it is revealed through actions.i

From: [MacKenzie, Cathy](#)
To: [Harvey, Ann-Marie](#)
Subject: FW: Oceanside BMX request to attend the Commission meeting
Date: Thursday, May 14, 2015 9:13:28 AM

From: ROBERT GRECHT [mailto:rgrecht@shaw.ca]
Sent: Wednesday, May 13, 2015 10:15 PM
To: MacKenzie, Cathy
Subject: Oceanside BMX request to attend the Commission meeting



May 13, 2015

Dear District 69 Recreation Commission

My name is Trisha Grecht President of Oceanside BMX.

Our club would like the opportunity to appear as a delegation at the May 21, 2015 Commission meeting.

Unfortunately I am unable to attend the meeting, but I would like to send Christine Rayner as our club spokesperson.

Our delegation would like to offer additional information to the District 69 Recreation Commission.

Our hope is after the commission has reviewed our information they will grant us funds to improve the Oceanside BMX facility for the youth in our community.

Best Regards,

Trisha Grecht

Oceanside BMX Qualicum Beach

Mailing Address:

1205 Bellevue Road

Parksville BC

V9P 2C4

rgrecht@shaw.ca

250-619-0064

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
HELD THURSDAY MARCH 19, 2015
2:00PM
(OCEANSIDE PLACE)**

- Attendance:** Reg Nosworthy, Electoral Area 'F'
Julie Austin, School District 69 Trustee
Neil Horner, Councillor, Town of Qualicum Beach
Gordon Wiebe, Electoral Area 'E'
Bill Veenhof, Director, RDN Board
- Staff:** Tom Osborne, General Manager of Recreation and Parks
Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary
- Regrets:** Joe Stanhope, Director, Electoral Area 'G'
Al Grier, Councillor, City of Parksville
-

CALL TO ORDER

Chair Veenhof called the meeting to order at 2:00pm

WELCOME NEW MEMBERS/INTRODUCTION

The Commissioner members and staff introduced themselves and their roles to who they represent.

DELEGATIONS

No new delegations, Jerry Michael was going to attend but had to lifeguard at Ravensong.

MINUTES

MOVED Commissioner Nosworthy SECONDED Commissioner Horner that the Minutes of the Regular District 69 Recreation Commission meeting held February 19, 2015 be approved.

CARRIED

MOVED Commissioner Horner SECONDED Commissioner Nosworthy that the Minutes of the District 69 Recreation Grants Sub-Committee Minutes held February 25, 2015 be approved.

CARRIED

BUISNESS ARISING FROM THE MINUTES

Grant Approvals

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

Youth Organization	2015 Recommended
893 Beaufort Squadron- training activities	\$2,500
Ballenas Secondary School - Dry Grad	\$1,200
Errington War Memorial Hall Association- Intercultural Music Project	\$1,100
The Nature Trust of BC- Brant Wildlife Festival/Youth Photo Exhibit	\$700
Oceanside Minor Lacrosse Association- Shark Attack Tournament	\$2,500
Total	\$8,000

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

Community Organization	2015 Recommended
Arrowsmith Community Recreation Association- Coombs Community Picnic	\$529
Corcan Meadowood Residents Association- Canada Day event	\$2,350
Errington Elementary School PAC- grade 3 swim program	\$2,500
Errington Elementary School- Tribune Bay subsidies for low-income families	\$2,500
Errington Therapeutic Riding Association - program expenses horses and arena & insurance	\$1,000
Oceanside Elementary School PAC- new playground construction	\$2,500
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	\$1,500
Total	\$12,879

MOVED Commissioner Wiebe, SECONDED Commissioner Horner that the Grant applications be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

A. Protasiewich, Ravensong Patron to RDN – Ravensong Pool, **RE: Handicap Parking at Ravensong**

M. Chestnut, Superintendent of Aquatic Services to A. Protasiewich, Ravensong Patron, **RE: Correspondence Received March 4, 2015.**

G. Filipski & J. Whinn, Ravensong Patrons to RDN Recreation & Parks Department, **RE: Aquafit at Ravensong**

M. Chestnut, Superintendent of Aquatic Services to G. Filipski & J. Whinn, Ravensong Patrons, **RE: Aquafit at Ravensong Response**

MOVED Commissioner Horner, SECONDED Commissioner Wiebe to receive Communications/Correspondence.

CARRIED

UNFINISHED BUSINESS

REPORTS

Monthly Update – Oceanside Place – February 2015

Dean updated on Spring Break Hockey tournaments, they are under way with a couple more coming up i.e.: Grumpy Old Men Tournament and the Premiere League. Ice will be coming out of the pond at the end of March and Meeker Ice will be coming out in April. Pickle ball will be starting up here once ice is out. Tom mentioned that the Bid for U-18 is in.

Monthly Update – Ravensong Aquatic Centre –February 2015

Dean talked about the BC Family Day Free Swim, it was very well attended. The Lifesaving Society was in to the pool to critique us on safety measures, they compile a report at the end of the visit with their recommendations. Tom mentioned we also have Municipal Insurance Agency which is on a different level than Lifesaving Society, MIA makes sure certain things are in place such as signage etc.... for insurance purposes.

Monthly Update – Northern Recreation Program Services – February 2015

Dean shared copies of the Spring and Summer guide. Our Spring Break camps have been very successful with a few left on waitlists. Unfortunately we weren't able to retain more staff to open up those spots. Extreme Week has proven beneficial with students learning, WHIMIS, First Aid, Toastmaster and Super Host training to help provide them with future opportunities. Spring Break revenue is up 38% this year, up from last year. And the Summer programs are up in Revenue from this time last year at 100%.

Monthly Update of Community and Regional Parks and Trails Projects – Jan-Feb 2015 (verbal)

Tom mentioned the Opps and Planning Parks staff have now moved into their new building on March 16, 2015. Electoral Area E Fairwinds Management Plan Open House may be postponed until May instead of April. Blueback Park will be underway. Wembley road update, letter was written to the ministry re: road expansion. Ministry will \$250,000 towards the expansion. Commissioner Veenhof of Area H talked about the volunteers called the Bowser Trail Bashers that build trails. The RDN bought GPS and trained the volunteers on how to use them.

MOVED Commissioner Horner SECONDED Commissioner Wiebe motion to accept REPORTS

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

None

NEW BUSINESS

Ravensong Aquatic Centre – Lifeguard/Instructor Recruitment Plan (handout)

MOVED Commissioner Nosworthy SECONDED Commissioner Horner motion to accept New Business

CARRIED

2015 BUDGET UPDATE

Dean updated on the Budget for Oceanside Place, Ravensong Aquatic Centre and Northern Community Recreation. Tom talked about what needs to happen in regards to the upgrade/expansion process for Ravensong Aquatic Centre.

MOVED Commissioner Horner SECONDED Commissioner Nosworthy motion to accept Budget Update

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy updated on the Arrowsmith Recreation Team. It has been a rough start with illness and not much offered over Spring Break due to the illnesses. Great insert in the PQB News overview on what is going on in the Arrowsmith community. Thank you to Julie for the article.

Commissioner Wiebe is glad to be back, mentioning that Area E has a very good committee this year, everyone is very enthusiastic.

Director Veenhof mentioned that Area H will be having meetings on their own without the RDN being there, and will report back on how that goes.

ADJOURNMENT

MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that the meeting be adjourned at 3:45 pm.

CARRIED

Chair



REGIONAL DISTRICT OF NANAIMO

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

**HELD AT 2:00 P.M. ON TUESDAY, MAY 12, 2015
OCEANSIDE PLACE, PARKSVILLE**

Present:

G. Wiebe	District 69 Recreation Commission
N. Horner	District 69 Recreation Commission
R. Nosworthy	District 69 Recreation Commission

Minutes: C. MacKenzie Recreation Programmer

BUDGET

Annual Budget 2015	\$62,500
Surplus from 2014	\$15,728
Total Grants available for 2015	\$78,228

REVIEW OF SPRING 2015 APPLICATIONS

The Grants Committee reviewed applications for Youth and Community Grants. Priority was given to new applicants and/or projects that benefited people in all areas of the Regional District.

Ten applications were received for Youth Grants, requesting \$19,695. Eight Youth Grant applications met grant criteria and are recommended for funding for a total of \$11,995. One application from Oceanside BMX was incomplete and is not recommended for funding. One application from Ravensong Aquatic Club for a competitive swim camp was not recommended for funding.

Eight applications were received for Community Grants, requesting \$21,306. All eight Community Grant applications met the grant criteria and are recommended for funding for a total of \$16,700.

RECOMMENDATIONS

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

Youth Organization	Approved in 2014	Current Request 2015	2015 Recommended
Arrowsmith Community Recreation Association - youth sports program	2,900	1,500	1,500
Bard to Broadway - Performing Arts Education Series	1,500	2,225	2,225

Bard to Broadway - Summer Youth Theatre Workshop	1,000	955	955
Kwalikum Secondary School - Dry Grad	1,200	1,400	1,200
District 69 Family Resource Association - youth drop-in swim passes	1,085	1,673	1,673
District 69 Family Resource Association - 4-days summer camp activity	1,085	442	442
Parksville and District Rock and Gem Club - equipment	0	1,500	1,500
Ravensong Breakers Aquatic Club- equipment	1,000	5,000	2,500
Total			11,995

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

Community Organization	Approved in 2014	Current Request 2015	2015 Recommended
Bow Horne Bay Community Club - Fall Fair children's activity	2,500	2,500	2,500
Errington Cooperative Preschool - equipment	1,000	2,606	2,500
Family Resource Association - Special Needs Family Retreat	1,070	2,500	1,500
Oceanside Building Learning Together Society - equipment, supplies for expansion	0	2,500	1,500
Oceanside Community Arts Council - program supplies	0	4,500	2,000
Parksville Curling Club - light tube replacement	0	2,200	2,200
Qualicum and District Curling Club - ice scrapper replacement	0	2,500	2,500
Vancouver Island Opera – facility rental; print costs	1,200	2,000	2,000
Total			16,700

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

Community Organization	Approved in 2014	Current Request 2015
Oceanside BMX - starting gate repairs	0	2,500
Ravensong Breakers Aquatic Club- competitive summer camp	0	2,500

ADJOURNMENT

The meeting adjourned at 3:40pm.

TO: Dean Banman

DATE: April 8, 2015

FROM: John Marcellus
Superintendent of Arena Services

SUBJECT: District 69 Recreation Commission March 2015 Report Oceanside Place

PROGRAMS/EVENTS/ICE RENTALS

Programs

- An Everyone Welcome Skate, themed upon the popular movie “Frozen”, was held on Thursday, March 26. It was very well attended with 73 in participating, of which were mostly young girls. Participants enjoyed visiting with the “Elsa” character from the movie as well as doing crafts, making buttons, getting tattoos, playing games on the ice and more.
- Attendance at Spring Break public skate sessions were low but on average with prior years.
- Last day for skating on the Pond was March 27 and ice has been removed. Pond ice will return in the fall.
- Pond attendance was decent during OMHA tournaments (averaging 26 per day) , but very low the second week of spring break (averaging 5 skaters per day)
- Total attendances at skate sessions were down by over 500 skaters for March. The low attendances are attributable to the loss of three Everyone Welcome skate sessions (due to Minor Hockey playoffs and tournaments) for a loss of approximately 200 skaters, very low Family Skate attendances in March, for a loss of 120 skaters and a reduction in the number of hockey players, both senior and adult.
- The Co-ed Hockey League started on March 31, with 3 teams of players. Most are returnees from previous years but a few new people registered this year. This continues to be a very popular spring hockey league.
- Registration for The Great Garage Sale scheduled for April 25 and Introduction to Pickle Ball on April 21 start, are good. However Scrub Hockey for 9-12 years, commencing April 16 is low.

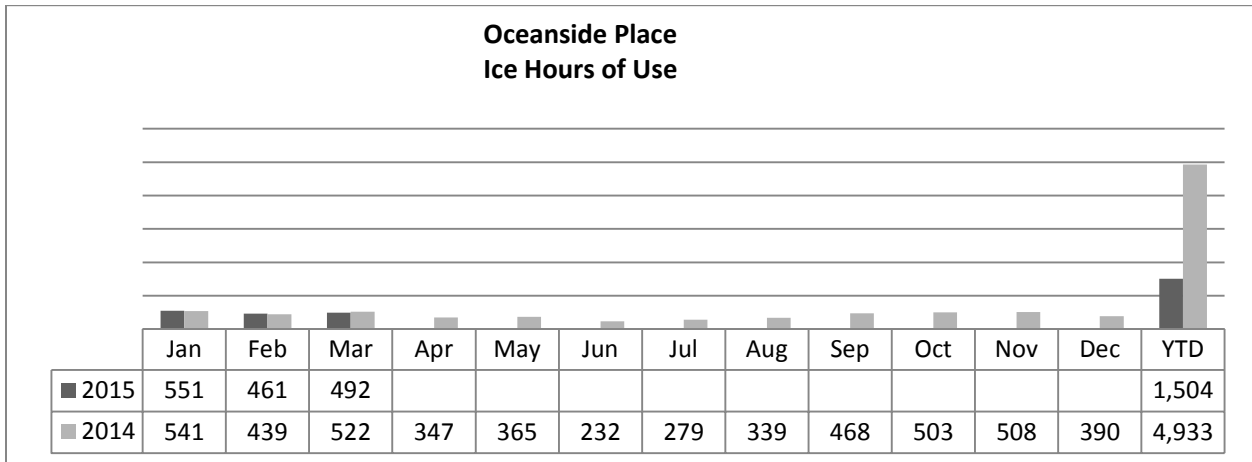
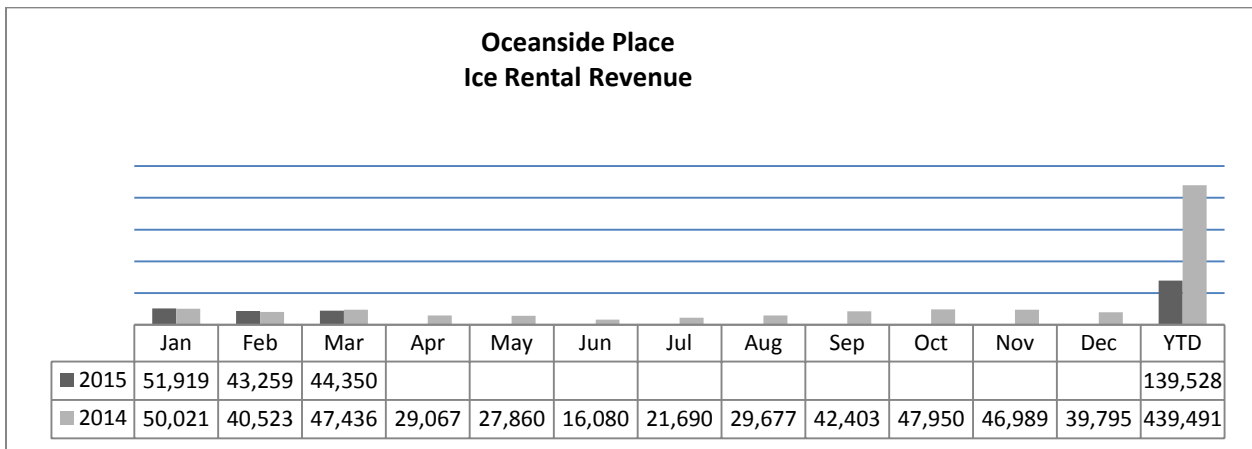
Facility Rentals

- Ice use for March 2015 was 30 hours less than 2014. Revenue was down by \$3,086.
- OMHA held three tournaments over Spring Break. The Peewee tournament was Mar. 14-16; followed by an Atom tournament, Mar. 17-19, and a Novice/Initiation tournament, March 20-22. The three tournaments hosted Vancouver Island teams with the exception of the Novice/Initiation which had one team from White Rock.
- The Grumpy Old Men Hockey Club held a tournament March 26 – March 30. Teams were mainly from Vancouver Island, Victoria to Port Hardy. There was one team from Everett, Washington and one team from the lower mainland. On Saturday, March 28, they held a charity game, with

proceeds going to the SOS to support children’s programs. There were approximately 200 in attendance.

Facility Operations

- Facility personnel continue preparing for the summer season for scheduled events, programs and projects.
- Construction commenced on the renovations and upgrades on the existing Wembley Mall building. Certain areas of the parking lot have been cordoned off for storage of building materials and entries to the mall at the rear have been fenced for limiting access.
- Staff have prepared the Pond for dry floor activities.



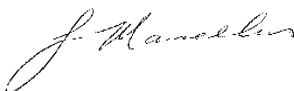
FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40										217
Child	572	579	384										1535
Youth	185	172	108										465
Adult	502	578	269										1349
Senior	688	685	469										1842
Golden	46	42	28										116
Family	656	532	267										1455
Totals	2750	2664	1565										6979

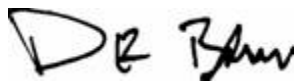
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55										172
Child	635	704	618										1957
Youth	94	148	118										360
Adult	499	563	340										1402
Senior	725	613	524										1862
Golden	36	63	41										140
Family	651	690	384										1725
Totals	2724	2814	2080										7618

RECOMMENDATION

That the Oceanside Place report for March 2015 be received.



 Report Writer



 Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: May 4, 2015

FROM: John Marcellus
Superintendent of Arena Services

MEETING: D69 Recreation Commission –May 21,2015

FILE:

SUBJECT: District 69 Recreation Commission April 2015 Report – Oceanside Place

RECOMMENDATION

That the Oceanside Place April 2015 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

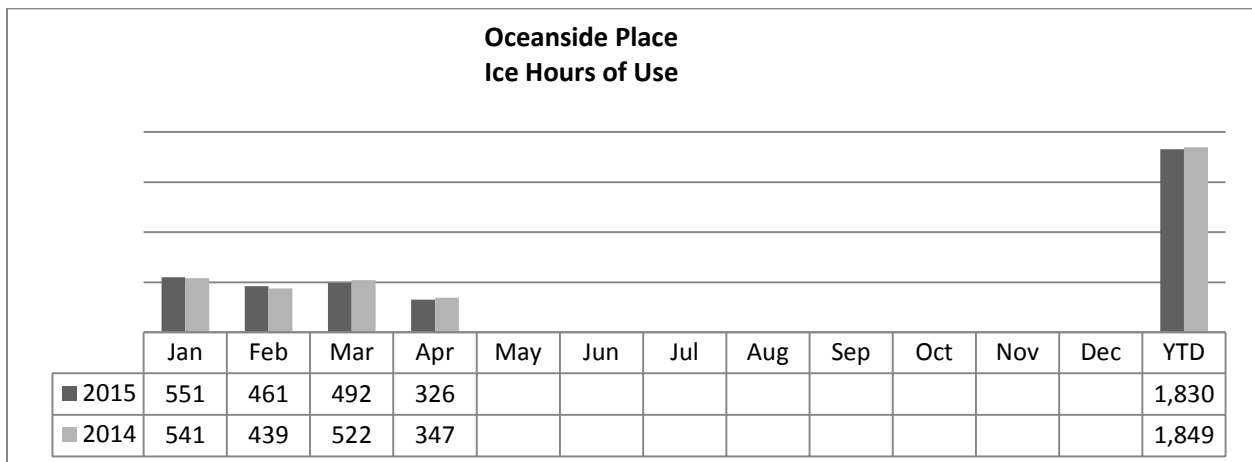
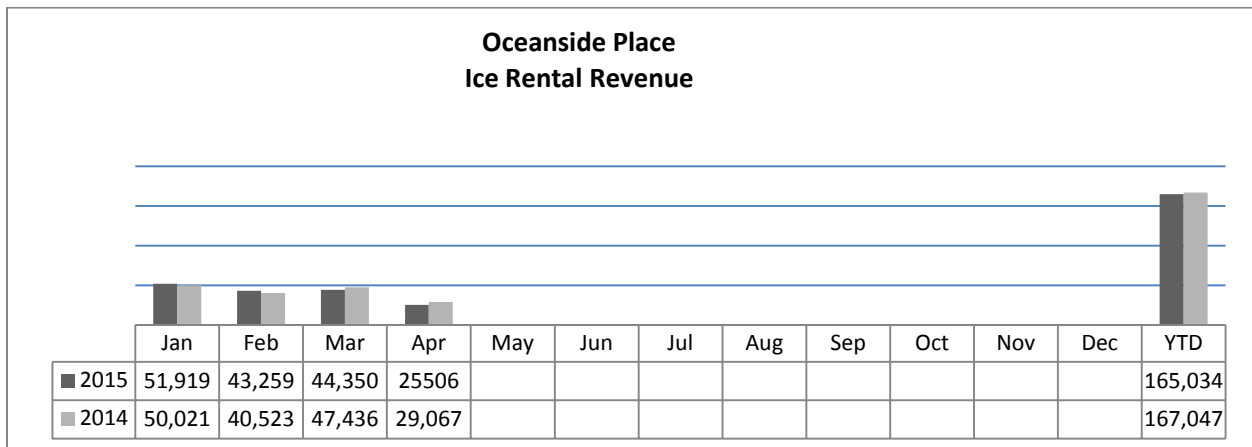
- The first day of the Pickle ball program was Monday, April 20 and was introduced as a free “Try It” day. There were 66 players that participated. The program is designed as drop in and during the period of Apr. 21-28 attendance was 208 players.
- Interest in the “Introduction to Pickle ball” class was tremendous and 2 more classes were added to try to accommodate the waitlist. There are a total of 50 registrants in the introductory classes.
- Everyone Welcome skate sessions ended in the middle of April as Howie Meeker ice came out.
- Registration for The Great Garage Sale, April 25 was excellent with 35 spaces rented and 650 buyers in attendance. Interest in the event was dramatically increased from last year with all the spaces sold out.
- Scrub Hockey for ages 9-12 years, was cancelled due to low registration.

FACILITY RENTALS

- Ice use for April 2015 was up on the dry floor, but down on ice use. The major reason for the lowered revenues for the ice, even though usage was fairly similar, was due to less adult ice bookings and more minor/youth bookings.
- The Easter tournament had less teams participating than in past years and ice use was lower than usual for this group.
- Vancouver Island Skate International (VISI) returned on Apr. 10-12 with approximately 400 skaters competing. This competition is a part of Skate Canada’s Pond to Podium Super Series which used both rinks for the event.
- A Co-ed Hockey tournament for VIU alumni was held April 24-25 with 6 teams participating with players from Parksville and Nanaimo. This is the first year this tournament has been held at Oceanside Place. Feedback on the facility and friendliness of staff was good, and the group plans to return next year.

FACILITY OPERATIONS

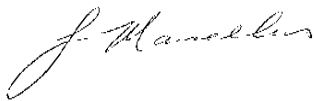
- Staff removed the ice from the Howie Meeker Rink and then prepared the dry floor for Pickle ball and Lacrosse. Pickle ball has been set up with 9 courts laid out on the Howie Meeker Dry Floor and 1 court on the Pond.
- Wembley Mall is currently under renovations and the contractor has closed off the 3 mall entries connecting Oceanside Place with cinderblock. The contractor will eventually be sealing and painting the walls.
- The upper administration area has been renovated after the Parks personnel moved to their new building. A staff meeting room and printer room have been created with an additional room for storage. The offices that were vacated have been filled with the repositioning of Recreation staff.



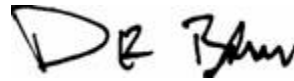
FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1									218
Child	572	579	384	10									1,545
Student	185	172	108	31									496
Adult	502	578	269	225									1,574
Senior	688	685	469	594									2,436
Golden	46	42	28	22									138
Family	656	532	267	4									1,459
Totals	2,750	2,664	1,565	887									7,866

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55	0									172
Child	635	704	618	16									1,973
Student	94	148	118	13									373
Adult	499	563	340	137									1,539
Senior	725	613	524	559									2,421
Golden	36	63	41	21									161
Family	651	690	384	20									1,745
Totals	2,724	2,814	2,080	766									8,384



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: April 7, 2015

FROM: Mike Chestnut
Superintendent of Aquatics Services

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

PROGRAMS/EVENTS/ RENTALS

The following special events and programs were held at the Aquatic Centre in March 2015:

- March 6, First phase of Aquatic Leadership program ended March 6 with eight students now certified as Water Safety Instructors.
- March 14-16, Emergency and Standard First Aid courses ran out of Qualicum Commons with 9 people being certified.
- March 16, Emergency First Aid course ran with 12 people being certified.
- March 16-20, Jr. Lifeguard water camp ran with 16 participants.
- March 16-20, National Lifeguard course ran with 5 participants.
- March 16-28, spring break everyone welcome swims were attended by 75-125 participants daily.
- March 29, Lifeguard in-service training attended with 14 staff attending.
- March 30, first day of spring afterschool lessons began.

Registration for Aquatic Programs starting in February:

Year	Participants	Revenue
2013	37	\$7,750.80
2014	78	\$7,231.68
2015	198	\$16,160.76

Note lessons started in March in 2015 and in April in prior two years.

FACILITY ADMISSIONS

2015

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	403	372	356										1,131
Child	663	611	786										2,060
Student	264	273	232										769
Adult	3,110	2,799	2,576										8,485
Senior	4,186	3,772	4,088										12,046
Family	1,270	863	1,470										3,603
Golden	653	568	666										1,887
Totals	10,549	9,258	10,174	0	0	0	0	0	0	0	0	0	29,981

2014

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	384	393	453										1,230
Child	522	617	877										2,016
Student	358	369	454										1,181
Adult	2,652	2,519	2,642										7,813
Senior	3,786	3,172	3,746										10,704
Family	1,289	1,042	1,833										4,164
Golden	489	493	584										1,566
Totals	9,480	8,605	10,589	0	0	0	0	0	0	0	0	0	28,674

FACILITY OPERATIONS

- While staffing levels at RAC continue to put programs and operations in jeopardy, an additional 3 staff will certainly lesson the long shifts of existing staff. The 3 new members are expected to be fully trained and available by mid April. The new lifeguards were recruited via in house training programs hosted and taught by RAC staff.
- Operations staff continue with daily preventive maintenance routines and have begun the project planning process for the annual shut down at RAC.

RECOMMENDATION

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

M. Christ

D. B. Brown

TO: Dean Banman
Manager of Recreation Services

DATE: May 1, 2015

FROM: Mike Chestnut
Superintendent of Aquatic Services

MEETING: D69 Recreation Commission –May 21,2015

FILE:

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

RECOMMENDATION

That the Ravensong Aquatic Centre April 2015 report be received.

PROGRAMS/EVENTS/ RENTALS

The following special events and programs were held at Ravensong Aquatic Centre in April 2015:

- Springwood Elementary School began swimming lessons on April 1.
- Frozen Swim on April 4 was attended by 75 patrons.
- Errington Elementary School began swimming lessons on April 7.
- Bowser Elementary School began swimming lessons on April 10.
- Saturday public swimming lessons began on April 11.
- The Assisted Water Safety Instructor course began April 11 with 12 candidates registered.
- A Bronze Medallion and Cross course began on April 12 with nine candidates registered.
- Homeschool lessons began on April 13.
- A CPR re-cert ran on April 22 with eight people registered.
- An Emergency First Aid ran on April 25 with eight people registered.
- Ravensong hosted a Synchronized swimming water show for the water dancers club on April 26.

Registration for Aquatic Programs starting in April:

Year	Participants	Revenue
2013	416	\$25,488.20
2014	277	\$17,877.64
2015	179	\$16,284.62

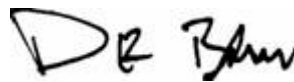
FACILITY OPERATIONS

- There were no significant mechanical issues during April.
- Lifeguard and Team Leader staffing levels remain below optimum levels and recruitment is ongoing.

FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	403	372	356	221									1,352
Child	663	611	786	422									2,482
Student	264	273	232	228									997
Adult	3,110	2,799	2,576	2,118									10,603
Senior	4,186	3,772	4,088	3,533									15,579
Family	1,270	863	1,470	643									4,246
Golden	653	568	666	556									2,443
Totals	10,549	9,258	10,174	7,721									37,702

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	384	393	453	168									1,398
Child	522	617	877	266									2,282
Student	358	369	454	300									1,481
Adult	2,652	2,519	2,642	1,986									9,799
Senior	3,786	3,172	3,746	3,401									14,105
Family	1,289	1,042	1,833	643									4,807
Golden	489	493	584	559									2,125
Totals	9,480	8,605	10,589	7,323									35,997

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: April 2015

FROM: Hannah King, Superintendent Recreation Program Services

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

INCLUSION

- Starting to get requests for Inclusion services for summer programs. So far have 3 children booked into 3 different camps. Inclusion staff were part of the summer staff advertising process.
- Also, updating medications in programs. Severe allergies and anaphylaxis forms have been updated so that parents do not need to fill out a new form each year. They will be contacted and a new form issued only if conditions have changed. If not changed, programmer will note that parents have been contacted and condition not changed. This will ease up the pressure on parents and summer staff leaders to ensure the forms are completed each year prior to children attending camps.

PRESCHOOL PROGRAMMING

- Kindergym Spring Break Camp (4-6yrs) – 9 registrants (good)

CHILDREN PROGRAMMING

- Spring Break Fun Dance Camp (6-9yrs) – 7 registered in a 1-week program (good)
- Camp Kowabunga Spring Break Camp (6-10yrs) – 20 registrants in this NEW 1-week program offered at Qualicum Commons (full)
- Jr. Can-Gym Gymnastics Spring Break Camp (5-9yrs) – 14 registrants in this NEW 1-week program plus 6 Camp Kowabunga extra fee participants offered at Qualicum Commons (full)
- Sr. Can-Gym Gymnastics Spring Break Camp (7yrs+) – 7 registrants in NEW 1-week program plus 3 Camp Kowabunga extra fee participants at the Qualicum Commons(good)
- Birthday Party at the Gym – 1 private party booked

COMMUNITY DEVELOPMENT

- March 5 – Building Learning Together at Family Place.
- March 5 – ‘Qualicum Commons’ primary users meeting.

YOUTH PROGRAMMING

- Express Camp: 42 (full with waitlist)
- Byte camp: 12 (full)
- Extreme Certification Week: 4 (good)
 - First Aid: 13
 - WHIMIS and Workplace Safety: 7
 - WorldHost Training: 9
 - No Sweat Speaking: 4
 - Youth Employment Workshop: 12

Spring Break Snapshot

- Spring Express Camp: Full and expanded. In previous years, the maximum number of registrants has been limited to 12 due to access to transportation and demand. This year, Spring Express Camp used the 15-passenger van and the 8-passenger van. Three leaders were hired to implement this unique camp.
 - Activities included go-karts, swimming, bowling, adventure ropes course, mini golf, disc golf and a trip to the movies.

Registered	Number of Participants	Male & Female	Age	First Time Express Camp Registrants
Weekly	11 (full)	8 males and 4 females	six 11 year olds; two 12 year olds; four 13 year olds	10
Monday	4	2 males and females	One 10 year old; two 11 year olds; one 13 year old	4
Tuesday	6	4 males and 2 females	One 10 year old; three 11 year olds; one thirteen year old and one 14 year old	5
Wednesday	7	4 males and 3 females	five 11 year olds; one 13 year old and one 14 year old	5
Thursday	7	4 males and 3 females	Five 11 year olds; one 13 year old and one 14 year old	5
Friday	7	3 males and 4 females	One 10 year old; five 11 year olds and one 13 year old	6

Total Registration for Spring Express to date for 2015: 11 weekly (equivalent to 55 daily) and 31 daily.

Total Registration for Spring Express in 2014: 0 weekly and, 38 daily.

Total Registration for Spring Express in 2013: 0 weekly and, 51 daily.

COMMUNITY DEVELOPMENT:

- Chaired Youth Link meeting
- Chaired Youth Recreation Advisor (YRA) meeting
- Attended Youth Outreach Worker meeting
- Presented summer employment opportunities to Bachelor of Education students at VIU (12 in attendance)

ADULT PROGRAMMING

- Seated Fitness – 20 in Qualicum Beach – Full. There was no remaining Integrated Health Network (IHN) funding available for this class so clients had to pay the full price or seed funding through the Financial Access Program. The class filled very quickly and attendance has been excellent. Part of the reason for the success of the program is the instructor Joan Shaver; she has an excellent connection with all of the participants. The class was held in the new venue - Qualicum Commons. The transition of venues went very smoothly
- Seated Fitness – 11 in Parksville. This class was partially funded with the last of the IHN funding.
- Go Wild Outdoor Camp – 12 participants at Moorecroft - Full. This was our first outdoor camp with the contractor RLC using Moorecroft Regional Park. The weather was sunny/cloudy for the first 3 ½ days. The Camp participants were outside for the entire day. Everyone enjoyed the activities and the RLC leaders.
- Byte Camp – 12 in Qualicum Beach - Full
- WaterSmart Workshop March 21 – 30 registered through the City of Nanaimo
- WaterSmart Workshop March 28 – 6 registered
- Gentle Cardio – 16 in Parksville – good registration.
- Gentle Fit – class cancelled.
- NIA – 10 registered for Tuesday. The Wednesday evening and Thursday morning classes were cancelled.
- Find your Balance Fall prevention program – 12 in Parksville - Full.
- Zumba Gold – 9 registered in Qualicum – low registration.

COMMUNITY DEVELOPMENT/OTHER

- Mar 2: OHWN meeting.
- Mar 5: Met with Geri Sera with the Division of Family Practice.
- Mar 6: Met with the Pastor of St. Edmunds Church in Parksville to set up a rental contract.
- Mar 9: Met with Cathy Edge regarding Walk with your Doc.
- Mar 10: Met with the Division of Family Practice.
- Mar 12: Attended a meeting with MAC to finalize the summer contract.
- Mar 20: On the Air to advertise Adult Programs

AREA H PROGRAMMING

- Spring Science and Lego March 17, 19 during Spring Break - programs run with Nanaimo Science and Sustainability at the Qualicum First Nation band hall. The first day had 13 registered and the second had 10 registered. Very fun and great registration.
- Lego/ Rainbow Loom – program completed March 12. We will run this program again, but with a lower maximum. Had to work with programmers and various staff to instruct.
- Golf Camp – First week of Spring Break – ran with 4 registered. Low registration but wanted to run regardless to promote summer camps.
- Prepping for April programs start.

COMMUNITY DEVELOPMENT:

- Met with Tanna Weir from Qualicum First Nations and Kelly Valade to talk about summer options and youth activities. Working on summer camp program.
- Talked with volunteer mom re: soccer this spring in Bowser. She is unsure whether they will do any volunteer soccer.

MARKETING & COMMUNICATIONS

ADVERTISING

- Display ads booked – What’s on Digest, PQB News classified re: Garage Sale, Oceanside Star – spring registration, Nanoose Business directory – adult programs
- Radio ads – drop in programs, spring break camps, spring and summer programs
- Birthday party brochure for spring summer printed and distributed. Design allows for in house changes for future issues.

PROMOTION

- Complimentary products – 8 requests filled.
- Coordinating adult campaign with adult programmer (Anne) to target 55 years + to RDN programs.

COMMUNICATION

- April events sent and posted on online calendars.
- Public Notice sent March 27 re: More adult programs this spring
- Social media – Recreation posted 16 posts on Facebook. Spring summer guide in mailboxes had the highest people reached at 348; it was shared 2 times and had 9 likes.
- Set up radio interview with Beach 88.5 and Anne Porteous to talk about Adult programs including pickleball.

MEETINGS/PROFESSIONAL DEVELOPMENT

- March 11 – Met with PQB News Grant De Gagne re: distributing print material in newspapers and opportunity for advertising in and submitting potential RDN stories in the Oasis magazine.
- March 24 – Active Network webinar re: Win and Retain Your Spring Registration Crowd
- March 26 – Met with Jessica McCallum, design student re: birthday flyer and upcoming adult campaign flyer.
- March 31 – attended communications networking meeting with Adrienne Breen and representatives from VIU, City of Parksville, City of Nanaimo, Island Health, and Cowichan Valley.

SUPERINTENDENT’S NOTES

- Programming team hosted a successful two weeks of spring break camp offerings. Having access to the program space in Qualicum Commons afforded us the opportunity to offer a week long full day camp option for parents and the new parks based program proved promising for our summer camp program plans.

- Strong registration numbers already to date for the summer camp season- double the numbers of registrations year to date compared to last year's spring registration opening.
- Planning an interagency information forum with Vancouver Island Health Authority for local government staff and elected officials and health authority staff.

RECOMMENDATION

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



Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: May 1, 2015

FROM: Hannah King
Superintendent of Recreation
Program Services

MEETING: D69 Recreation Commission –May 21, 2015

FILE:

SUBJECT: District 69 Recreation Commission April 2015 Report – Northern Recreation Services

RECOMMENDATION

That the Northern Community Recreation Program Services April 2015 report be received.

INCLUSION

- Interviewed for summer program, will be hiring two full-time staff. There will be additional hours for junior staff and term instructors for short term needs.

PRESCHOOL PROGRAMMING

- Tot Soccer (3-4yrs) – 14 registrants (full)
- Tot Soccer (4-5yrs) – 11 registrants (excellent)
- Parent & Tot Gymnastics (18mo-3yrs) – 16 registrants (full)
- Parent & Tot Gymnastics (18mo-3yrs) – 16 registrants (full)
- Parent & Tot/Tiny Tot Gymnastics (18mo-4yrs) – 16 registrants (full with 2 on waitlist)
- Parent & Tot/Tiny Tot Gymnastics (18mo-4yrs) – 16 registrants (full with 2 on waitlist)
- Tiny Tot Gymnastics (3-4yrs) – 15 registrants (full with 2 on waitlist)
- Kindergym (4-6yrs) – 16 registrants (full)

CHILDRENS' PROGRAMMING

- After School Gym and Sports (5-12yrs) – 10 registrants (good)
- Claytime Creations (5-17yrs) – 8 registrants (good)
- Junior Can-Gym (5-8yrs) – 16 registrants (full with 10 on waitlist)
- Junior Can-Gym (5-8yrs) – 16 registrants (full with 1 on waitlist)
- Senior Can-Gym (5-8yrs) – 12 registrants (excellent)
- Gymnastics for Special Needs (5-12yrs) – 6 (good)
- Lego Builders Club OP (5-9yrs) – 13 registrants (excellent)
- Lego Builders Club QB (5-9yrs) – 13 registrants (excellent)
- Birthday Party at the Gym – 1 private booking

Community Development

- District 69 Recreation Grants- deadline was April 24, 2015. Recommendations are included in the agenda.
- Building Learning Together meeting – April 2, 2015

YOUTH PROGRAMMING

- Babysitters Certification Program: 14 (full)
- Acro Gym: 5 (fair)
- Learn to Run Trail Series: Cancelled due to no registration
- Horne Lake Amazing Race and Paddle Adventure: Cancelled due to no registration

Community Development

- Programmer met with Steve Stahley from School District 69 to discuss future ways for the RDN and SD69 to collaborate on youth career preparation offerings such as the courses offered in March during Extreme Certification Week.
- Programmer chaired YouthLink
- Programmer chaired Youth Recreation Advisor meeting – 9 youth attended
- Programmer preparing for Youth Week promotions
- Programmer met with Qualicum First Nations to discuss details of the Summer Playground Program located at the Qualicum First Nations campground

Summer

- Summer job postings closed April 2 – 89 applicants total
- Summer interviews Apr 22-28 – 27 interviews conducted

ADULT PROGRAMMING

- Zumba Gold started April 5 – 10 registered – good
- Minds in Motion April 10– 28 registered – FULL
- Foundation Pilates April 13 – 4 registered – LOW
- Hatha Yoga April 13 – 1 registered - LOW
- Beginner Hula Hoop April 14 – 9 registered – FULL
- WaterSmart Workshop April 18 – 20 registered - FULL
- Geology Tour April 30 – 12 registered – FULL
- Hiking Information Session April 20 – 30 registered - FULL
- Nia – 7 registered, averaging 2 drop-ins/day – running at minimum

Community Development

- Apr 13 – Attended the Oceanside Community Health Network Planning Group meeting
- Apr 27-April 28 – Summer Leader Interviews
- April30 – Attended Oceanside Community Health Network subcommittee meeting to draft up job posting for new coordinator position

AREA H PROGRAMMING

- Gentle yoga – cancelled due to low registration
- Children’s and youth Soccer – cancelled due to low registration. Bowser Elementary School is offering after-school lacrosse (free, instructed by BES Principal) with 50 children participating
- Preschool Tot Soccer – running with 6 registrants – normal registration for Bowser program
- April Golf Programs – Randle Golf Academy at Morningstar – Three Women’s Beginner Golf classes going, with others cancelled. Women’s Intermediate Golf (April start) cancelled due to low registration, but May classes will run. Junior Golf Development – one class running right now, with others to start in May. Currently working through our first season with Randle Golf and finding which classes and when works best. Registration is higher for golf this year than it was last, but there are also more classes and with a different contractor.
- Camp in partnership with Qualicum First Nation – partnership contract signed. Camp will run 6 weeks during the summer, 3 days/ week, at the Qualicum First Nations Campground area. There will be drop-in and pre-registered sports in the camp. Instruction will be provided by one SL2 through RDN Rec and Parks, and another staff person from the Qualicum First Nations Campground staff.
- Employee Wellness Committee – first meeting April 30th with representation from most departments in the RDN.
- Golden Shoe Hunt – going well. Started on April 10th and will run until after the May long weekend. Have had interviews on Coast Radio, Shaw TV and various newspapers and on-line sources have picked it up.
- Posters out in Bowser and through school
- Lighthouse Country Business Association (LCBA) Directory ad taken out
- Summer promotions in Electoral area update sent out to homes through RDN (will be sent in May)
- Eyes on BC Ad for summer programs- June issue

MARKETING & COMMUNICATIONS

Advertising

- Display ads – What’s on Digest, PQB News classified re: Garage Sale, Nanoose Business directory – adult programs,
- Radio ads –nature tours, Golden Shoe Hunt, Youth Week

Promotion

- Complimentary products – 4 requests filled (Arrowview Elementary Carnival, Family Resource Association, Youth Week Rotary
- 180 preschool summer program handouts provided to BLT Ready Set learn workshop
- Poster run and guide delivery – April 1 & 29

Communication

- Request for Proposal for Graphic Design Services for Active Living guide closes May 12, 2015
- May events sent and posted on online calendars
- Public Notice sent April 21 re: Youth week
- Social media – Recreation posted 10 posts on Facebook (not including Golden shoe)
- Chrissie Finnie interviewed on The Show on Shaw Cable re: Golden shoe

Meetings/Professional Development

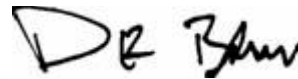
- April 7 – Cross Departmental Staff meeting
- April 16 – Social Media outreach campaign – met with RDN staff to discuss best practices for social media

SUPERINTENDENT'S NOTES

- Summer staff hiring is now complete with 25+ interviews conducted for postings including Summer Recreation Assistant, Senior Leaders and Junior Leaders. These staff will be the frontline team providing summer day camp programming. Camps get underway June 29th.
- Served on the planning committee for the April 29th Island Health & Local Government Forum held at Parkville Community Centre. This was an opportunity for Island Health representatives and members of local government to learn more about each organization and explore partnership opportunities



Report Writer



Manager Concurrency

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 15, 2015

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

During March staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

Surface water level monitoring continues at Cedar Skate Park, where septic tank work is planned for late spring. Following several reckless driving incidents, the parking lot was re-graded by staff. Several site visits were made to remove garbage from the site. A site plan and installation specifications were prepared for the proposed picnic table at Cedar Skate Park.

New signage was laid out and ordered for Thelma Griffiths Community Park. Planning continues for trail and park development work, currently scheduled for this summer.

Garden bed weeding work was conducted at the Cedar Road trailhead of the Morden Colliery Community Trail. Garbage clean-up work was also carried out.

New signs have been ordered for controlling park visitor parking behaviour at the Quennell Lake boat launch.

Garbage collection and site clean-up work was carried out at Nelson Road boat launch.

Area B

New, environmentally friendly toilets have now been installed at Rollo McClay Community Park, utilizing significantly less water than the previous models. This is in an effort to demonstrate environmentally responsible behaviour with regards to water conservation, and to reduce costs, given that all water used at this park site is delivered by tanker truck, following the decision to stop using the water well on the site last year. The existing well needed significant repairs. Parking lot grading work is also being planned for the summer. Mowing and fertilizing of the ball fields has now begun for the season and irrigation system maintenance work was completed.

Staff liaised with a park neighbour regarding an unauthorized and unsafe park access trail off the end of Brydie Avenue into 707 Community Park. Appropriate signage has been ordered, for install this spring, directing park visitors to proper access points.

Several park planning and maintenance issues surrounding Huxley Community Park were attended to.

Staff submitted a bylaw referral response for the Gabriola Island Local Trust Committee Proposed Bylaws Nos. 278 and 279. No parks related concerns were identified with the proposed bylaw.

Staff prepared a report reviewing the proposed Huxley Park Master Plan and to provide direction on the phasing of the park elements. The purpose of the Master Plan is as a guiding document for long term park development.

Staff prepared and distributed the March 16th Area B POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area C – Extension

Extension Playground road permit application was submitted on behalf of the Extension Recreation Society.

Area C - East Wellington/Pleasant Valley

Garbage removal and site clean-up work was carried out at Anders and Dorrit's Community Park. Staff will locate and decommission the septic tank for the (now demolished/removed) house this spring. Some trail surfacing and further stabilization of the grape trellis/arbor is also scheduled for April. The gate to the parking area will now be left open 24-7, barring any further vandalism incidents; in which case the Recreation and Parks Department will enlist the services of a security company to open and close the gate on a dusk to dawn schedule. A chain gate/barricade was installed at the south side of the parking lot, to bar vehicle access to the field.

Staff prepared and distributed the March 30th Area C East Wellington/Pleasant Valley POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area E

Following consultation with an arborist and falling company, the removal of several previously topped hazard trees was completed at a small community park on Anchor Way.

The trail at Stone Lake Drive was inspected and a small lean-to structure was removed.

At Brickyard Community Park staff removed garbage and debris from park trails.

At Ainsley Place Community Park staff cleared stairs of debris and branches.

At Jack Bagley Community Park staff removed garbage from throughout the field/park area.

Park staff flagged proposed trails for future development at Claudet CP. A land survey was also completed to aid in the planning of the trail layout.

Staff continued to work on the concept plan for Blueback Community Park.

Staff met with the developer's agent to inspect the newly constructed parking lot at the proposed Oakleaf Community Park. Once the development property has received final subdivision approvals from the Ministry of Transportation and Infrastructure the park property will be handed over to the RDN.

Area F

Further park maintenance and development planning continued through March. Staff again met with a local volunteer and representative from the Errington Memorial Hall to discuss plans for park improvements. A large number of hazard trees were removed. This will be followed up in April by a park volunteer work party to drag all the downed wood to a central location, at which point staff will chip and remove the resulting material. Trail measurements were collected as part of this planning process, and trail resurfacing work will be carried out in April.

Staff met on site at Meadowood Community Park to discuss outstanding items to be completed in April and May, prior to the official Park Opening Event scheduled for late spring. Existing parking curbs were secured to the ground and three more were ordered, for installation in late spring. Vandalism damage was again repaired around the enclosure for the portable toilet. This is the third similar incident since the park's development over the winter. The picnic pavilion final inspection was completed to close the building permit.

Mowing work was completed at the newly secured community park at the French Creek Community School. Park signage was designed/ordered and is expected to be posted in April. A contractor was enlisted to prune overgrown trees and shrubs around the fenced perimeter of the playing field. This work is anticipated for April, following consultation with adjacent property owners.

As part of the department's ongoing collection of trail visitor/user data, additional trail counter information was collected for Carrothers trail.

Malcom CP signage plan and site visits occurred in March. The Coastal Fire Centre has offered to do some park maintenance for training purposes within Malcom CP. This is scheduled to be completed in April.

Permit to proceed with trail development along an undeveloped stretch of Price Road in Errington was obtained from the Ministry of Transportation and Infrastructure. Work to develop the Price Road Trail, Arrowsmith Community Trail (ACT) 4, was tendered. Three contractors participated in a mandatory site visit and two contractors bid on the project; the contract was awarded to Kivela Contracting.

Staff prepared and distributed the March 11th Area F POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area G

Materials for cedar split rail fencing for Neden Community Parks were ordered and received. Installation of a run of fence along both Wembley Road and Neden Road is expected to take place in May.

Seasonal bridge maintenance work was completed at Barclay Crescent Bridge.

Staff prepared and distributed the March 6th Area G POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area H

Building materials for the construction of two new pedestrian footbridges were ordered, for installation at Islewood Community Park.

Following consultation with the Electoral Area H Parks and Open Space Advisory Committee, staff have settled on a design for replacement stairs at the Ministry of Transportation and Infrastructure's Shoreline Drive beach access. This comes following significant damage sustained by the ramp and retaining wall at the site, during high tides and heavy rain events this past winter. Construction is scheduled for May-June.

At Henry Morgan Community Park staff cleared rocks from the berms which were required prior to planned topsoil dressing and seeding this spring. Staff removed garbage from the park, and cleared blowdown and branches from the trails.

Bridge maintenance and trail clearing work was carried out at the Leon/Marshall connector trail.

Park staff are working on an area H trail signage plan at Big Qualicum River Hatchery.

Staff pursued licence renewal for the Sunnybeach water access in Qualicum Bay with the Ministry of Transportation and Infrastructure; prepared report to the Board to support renewal as offered by the Ministry.

Concluded work on a third five-year land use agreement with the private landowners who allow for the Thompson Clarke – Ocean Trail in Bowser. Staff obtained a copy of the RDN's certificate of insurance showing coverage for public use of the lands and completed a board report in support of agreement renewal.

Staff prepared and distributed the March 6th Area H POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Community Works Projects

Area B

Design consultants are working to finalize the Village Trail plans following a meeting with MOTI in February. A submission to MOTI at the end of April is anticipated. The project tender could occur in May, following MOTI's permit approval and construction could begin in the summer.

Area F

The RFP process was completed for the Meadowood Portables and a consultant selection made. Staff are now preparing the contract. The portables at PES were further secured with windows and doors boarded, and a weekend security patrol was set up with Footprints Security.

Area G

The Ministry of Transportation and Infrastructure announced it will be improving the shoulder conditions along the south side of Wembley Rd, from the City of Parksville boundary to Wright Rd. RDN Parks will continue to work towards developing trails in the undeveloped road right-of-ways in the area and along Lowry's Rd to connect the future Rail Trail with Oceanside Elementary School.

Regional Significant Gas Tax Project

Trail design is still underway in a couple of locations along the route of the future E & N Trail. Following completion of the 75% design drawings for the overall route, submissions can be made to the ICF, MOTI and other approving agencies for review. Assuming all approvals are in place by the fall and funding allocations match project costs, construction could begin in late 2015 or early 2016.

Regional Parks

Arboretum

Park staff conducted park inspections and park maintenance.

Beachcomber Regional Park

Park staff conducted park inspections and trail maintenance.

Benson Creek Falls Regional Park

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Park staff installed "Parking Map" on Jameson Road as per RCMP recommendation. Parks staff continue to monitor the parking situation on Jameson Road. Web blogs and websites are continuing to be monitored for accurate visitor parking information. Footprints Security will continue conducting parking patrols over the summer on long weeks and will submit reports, and the RCMP will continue to respond to parking complaints as their staffing and resources allow.

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.

The park operator agreement for Descanso Bay was renewed for the period 1 May to 31 December 2015. A tender for a new five-year operating agreement will take place in the fall of 2015.

Englishman River Regional Park

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

Park staff obtained a building permit for a retaining wall to be built on one of the trails in the Month of April.

Horne Lake Regional Park

Park staff conducted park inspections. Staff picked up fire rings and delivered them to HLRP.

Lighthouse Country Regional Trail

Park staff conducted trail inspections and trail maintenance.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections. The BCCF and Qualicum Bay Streamkeepers are monitoring the native plantings located in fenced enclosures. Staff received and are now reviewing the draft Goose Management Strategy from the Guardians, in preparation for final payment (\$10,000).

Little Qualicum River Regional Park

Park staff conducted park inspections. Staff contacted an engineering company to design bridge improvements and provide a tender package for the works to be completed.

Moorecroft Regional Park

Staff installed dog brochure boxes in three different locations in the park. A new septic line was installed from the caretaker's house to an existing septic field. RLC Park Services conducted a successful Spring 5-day kids' camp (Go WILD) with 20 kids at the park. A second toilet was ordered for the park for the camps and increased summer visits. Staff provided park information for the Moorecroft Stewards Spring newsletter. The Caretaker Agreement renewal (to March 2016) was completed by staff and signed by the park caretakers.

Morden Colliery Regional Trail

Park staff conducted trail inspections and maintained trails. Park staff installed trail courtesy signs at the tipple.

Mount Arrowsmith Massif Regional Park

Park staff conducted park inspections.

Mount Benson Regional Park

Park staff conducted park inspections. Staff cleaned the kiosk and removed seasonal signage.

Nanaimo River Regional Park

Park staff conducted park inspections and trail maintenance.

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.

Briefing on the Top Bridge Crossing provided to the Alberni Times in regard to an initiative to bridge the ravine separating Port Alberni and old Alberni.

Trans Canada Trail

Park staff conducted trail inspections.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections and installed new caution signage at the boardwalk.

Miscellaneous

All the developed beach access sites within the district were visited, inspected and cleaned up. Annual cleaning/servicing of the portable toilets/doors/structures was ordered from the supplier, to be carried out over the next three weeks. 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 several information requests were received from the public.

Fairwinds Lakes District - Regional Park Management Plan

Staff completed revisions to the draft parks management plan and consultation with stakeholders and First Nations. A third Advisory Meeting was organized for April 15, and the final Open House event is scheduled for May 13, 2015.

Provincial Land Tenures

Staff continued to work with the Province and Local First Nations 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.

New Parks Building

Following the Parks function's move to a new, shared (Planning/Operations) facility, numerous housekeeping items were attended to such as assessing furniture, facility signage, safety/first-aid needs, electrical, plumbing and data/IT connections, parking, and site security. This work will continue throughout the spring and summer, and will include the development of several required procedures for addition to the district-wide Procedures Manual for facility operation and maintenance.

Parks Statistics

Staff completed a statistical review of the parks portfolio (e.g., acquisition over time, parks by tenure, square metres per capita), along with an initial compilation of overhead, maintenance and new development expenditures for the 1999-2014 period.

Mount Arrowsmith Biosphere Reserve

Staff assisted the Biosphere Reserve with the planning of a 24-hour Bio-blitz involving some RDN parks, and an Amazing Places video project. A letter of support was provided to the Biosphere from the RDN Chairman.

Tourism Vancouver Island Top 100 Hiking Trails Project

Staff continued to feed information to the consultants. Reviewed initial top 100 results, provided information on more RDN trail opportunities and discussed the limitations of the project approach with the consultants. Likely project will need to be revamped and a second phase is being contemplated.

Publications

- Staff provided review and edits of park information for the Spring Active Living Guide.
- Staff continued to distribute the Regional Parks and Trails Breathe Guide to visitor centres.

Volunteer Park Warden Program

- Staff continued to receive regular reports from 2 VPWs (Mount Benson, ERRP).
- There are 6 active VPWs.

2015 Budget Development

Park Use Permits and Events

- 3 permits in process
- 2 permits completed
- 1 application cancelled
- Assistance provided to Island film scout looking for car ad location.

Staff Training

Three parks staff attended a Workplace Emergency First Aid training course.

Website

- As Island Timberlands are conducting logging activity in the Extension area, staff updated the parks website with IT information and blog link.
- The Dogs in Moorecroft Park brochure was posted on the Moorecroft Park webpage.

Recommendations

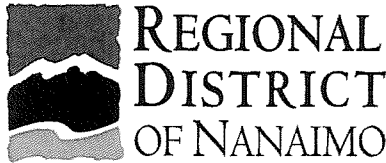
That the Parks Update Report for March 2015 be received as information.



Manager of Parks Services



General Manager Concurrence



RDN REPORT	
CAC APPROVAL	
EAP	
COW	
MAY 11 2015	
RHD	
BOARD	

STAFF REPORT

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: May 11, 2015

FROM: Dean Banman
Manager of Recreation Services

MEETING: D69 Recreation Commission – May 21, 2015

FILE:

SUBJECT: Rubberized Track Surface at Ballenas Secondary School

RECOMMENDATION

That as part of the 2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex.

PURPOSE

To provide District 69 Recreation Commission an update regarding Board resolutions #14-260, #14-262 from March 2014 which were as follows:

“That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the Regional District of Nanaimo 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.”

“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.”

BACKGROUND

As directed by the Regional Board, in April 2014 RDN staff approached both School District 69 and Oceanside Track and Field (OTF) representatives. At that time both organizations had more pressing items including school labour dispute and an illness of OTF members that deferred meetings.

RDN staff did carry out the preliminary costing of a three lane and eight lane 400 metre rubberized track at Ballenas which is attached as Appendix ‘I’. Two options were considered and priced. Option #1 is a three lane oval with a six lane straight away using the existing footprint and existing grades for \$380,000, Option #2 is an eight lane oval with a straightaway per BC Athletics specifications for \$1,075,000. This preliminary work was completed in order to provide accurate costing information, confirm viability of the project from a technical aspect, and prepare for possible grant funding opportunities if so directed.

On May 1, 2015 RDN staff met with School District #69 Superintendent Rollie Koop and OTF President Suzanne Beauchesne. Both the School District and OTF reiterated the benefit a three lane rubberized track at Ballenas would provide and indicated their continued willingness to work together on such a project.

The School District confirmed they would continue to allow for community access to the existing track site and would maintain the existing and proposed track at current levels. The School District Board, depending on the level of commitment required, would also consider endorsing any grant applications regarding the project.

Mr. Koop did however note all that at present the School District's top priorities are curriculum based and centered on realignment of schools. Capital projects such as adequate access routes, gathering spaces, and parking at the now combined school facilities are other priority projects at this time. These and other pre-existing planned capital projects make the development of a Maintenance and Capital Plan Agreement for the proposed Rubberized Ballenas Track a challenge at this time.

Ms. Beauchesne indicated that OTF is a small club with limited financial resources. OTF would serve the role as both a grassroots community level spearhead for the project and will assist in the general up keep of the track once complete as they do with the existing track facility.

Both the School District and OTF representatives did relay that they see more value and likely larger community support in the establishment of a multisport complex with possibly an artificial turf field with a track component. Citing recent developments and long established facilities in communities such as Port Alberni, Powell River, Cowichan Valley and Ladysmith, such a facility although more expensive, would benefit more of the existing field user groups which would include school based programs, attract new user groups, provide a venue for casual community use as well as sport tourism.

This sense of potential wider community interest is supported by recent findings related to the Operational and Efficiency Review being conducted by the RDN. While conducting community stakeholder interviews with current user groups, the need/desire for improved and additional field sport facilities was identified as a topic thread.

Proposed in the 2016 RDN budget is a review of the recreation master plan for District 69. Similar to the Board direction made in 2014 that the D69 Arena (Parksville Curling Club) usage be reviewed, a needs assessment of track and sport field usage in District 69 could be incorporated in at that time as well.

ALTERNATIVES

- 1) That the RDN continue with finalizing the design, secure funding sources, and completing an operating agreement of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.
- 2) That as part of the 2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to any further development of a track complex.
- 3) That alternative direction be provided.

FINANCIAL IMPLICATIONS

In addition to the Tire Stewardship BC Community Grant mentioned in the June 2014 report, both the resurfacing of Ballenas track, the development of an outdoor multi-sport facility and other like project are all eligible under Community Works Fund (CWF). All local governments are provided federal funding through this program. Within District 69, RDN Electoral Areas E, F, G and H, City of Parkville and Town of Qualicum Beach could consider allocating funding through their individual Community Works Funds on a joint initiative.

The development of the proposed rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone rubberized track surface is estimated to cost \$380,000. The cost to develop an outdoor multi-sport complex (8 lane rubberized track, grass infield suitable for field sports and separate section for athletic field events) would be dependent on location, land acquisition costs, servicing costs. In 2010 the RDN commissioned a track and field feasibility study which included the above option at an estimated cost of \$2,546,776. This estimate did include site utilities but did not include land acquisition costs.

The Northern Community Recreation Services Reserve Fund Bylaw #1588 does allow for the operating and capital construction of either a rubberized track at Ballenas or an outdoor multi-sport complex. Currently the balance in this reserve fund is approximately \$52,000. If the RDN wishes to commit to more than what is available through Community Works Funds from willing participants or funding that is available in the reserve bylaw, a borrowing Bylaw would be required.

STRATEGIC PLAN IMPLICATIONS

The fitness and social benefits derived from investments made in programs and facilities that support activities such as athletics and field sports are recognized within the strategic goals for the RDN Recreation and Parks. Since being identified in the 2006 District 69 Recreation Services Master Plan consideration has been given to the possible construction of a track and field facility. An improvement to the track at Ballenas Secondary School or a larger scale facility would increase the development of existing users as well as offer more opportunities for the community.

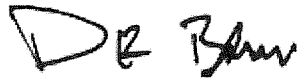
SUMMARY

RDN staff have met with School District #69 officials and the executive from the Oceanside Track and Field Club to discuss formal support in working with the Regional District of Nanaimo 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.

Officials at School District 69 and Oceanside Track and Field (OTF) see value in improving Ballenas track however at this time have other pressing capital projects and operational needs (SD#69) or limited resources (OTF) to participate in the project.

Both organizations see greater value in further discussions with a large scope of field user groups, elected officials and the District 69 community as a whole in the advancement of an outdoor multi-sport facility in District 69.

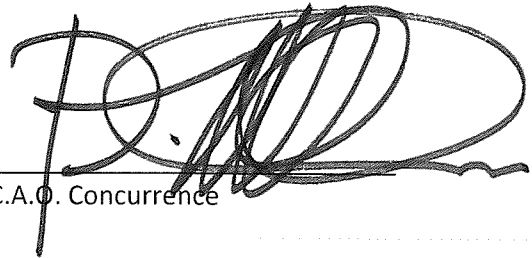
With the new Recreation Services Master plan for District 69 scheduled to be developed in 2016, it is recommended that a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex at Ballenas Secondary.



Report Writer



GM Concurrence



C.A.O. Concurrence



Ballenas Secondary School – Parksville

Running Track Assessment Project

December 2014

Introduction & Assessment



Ballenas Track and Field Complex

Marathon Surfaces was asked to provide a brief assessment, and recommendations for future track surfacing at Ballenas Secondary School.

INVENTORY OF CURRENT FACILITY

- 400 m
- 4 - 6 lanes
- Cinder track
- Football natural grass field
- Long jump runway

ASSESSMENT

The current running track consists of a 4 to 6 lane cinder surface, with a 6" inside concrete curb. Inside the running track there is a natural grass sports field. There is a small concrete pad outside of the running track oval which could be used for a high jump and a separate long jump runway and pit.

The objective of this report is to assess the track oval distance, elevation and base composition.

Summary of Track Conditions



Straightaway

The distance of the current cinder track oval will accommodate a BC Athletics 400 m running track.

The track width does vary, but will accommodate a 4 lane oval with a 6 lane 400 m straight away.

Both straightaways are the same elevation; unfortunately the west end of the running track is 1.2 m higher in elevation than the east end (i.e. Ballenas High School end)

Summary of Track Conditions



Core sample



Trees that require root barrier

Base Summary

The base construction is comprised of cinders and 20 mm minus aggregate. The depth of this material is approximately 30 mm. This base material would be suitable to install a 65 mm asphalt surface, with a 13 mm synthetic rubberized surface.

There is migration of organic material on the inside and the outside of the track. There is a tree on the north side that requires root barrier. It is also recommended to install root barrier along the entire straight away on the south side, as there are multiple trees along this south side.

Summary of Track Conditions



Projected Use of the Facility

The current facility would be functional for a training centre, local track meets and community fitness. The elevation differences from one end to the other, does not meet BC Athletics specifications, and would not be certified for any BC Athletics sanctioned events. It would be important for the Regional District and the School District to define the functionality of the facility.

Would you like to retain the facility for training, community fitness, and high school fitness? Or would you like to use this facility for track competition?

Conclusion

BUDGET COSTS

Option #1 – Using existing footprint and existing grades

Number of lanes: 3 oval (1.2 m wide) and a 6 lane straight
Area: 2500 sq. m.

Minor grading, supply and install 65mm asphalt	\$120,000.00
Root barrier	\$10,000.00
Synthetic track surfacing – Spurtan BV sandwich system, line markings	\$175,000.00
Long jump runways and pit (includes construction and surfacing for one)	\$25,000.00
Survey, engineering and design	\$30,000.00
Contingency	<u>\$20,000.00</u>
TOTAL	\$380,000.00

Option #2 – Change footprint to meet BC Athletics specifications

Number of lanes: 8 lane (1.2 m wide)
Area: 5,000 sq.meters

Civil work (concrete curb, drainage, root barrier, asphalt)	\$500,000.00
Synthetic track surfacing – Spurtan BV sandwich system, line markings	\$350,000.00
Long jump runway and pit (includes construction and surfacing for one long jump pit)	\$25,000.00
Construction and surfacing for high jump area	\$90,000.00
Survey, engineering and design	\$60,000.00
Contingency	<u>\$50,000.00</u>
TOTAL	\$1,075,000.00

Thank you very much for the opportunity to provide the Regional District and the School District some preliminary information on the track facility a Ballenas Secondary School.

If you require further information, please do not hesitate to contact us.



Spartan BV – sandwich system