

**REGIONAL DISTRICT OF NANAIMO**  
**DISTRICT 69 RECREATION COMMISSION**  
**REGULAR MEETING**  
**THURSDAY, FEBRUARY 18, 2016**  
**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**

**ELECTION OF FEES AND CHARGES SUB-COMMITTEE**

**DELEGATIONS**

*Motion to receive Late Delegations*

**MINUTES**

4-6 Minutes of the Regular District 69 Recreation Commission meeting held November 19, 2015.

7-9 Minutes of the District 69 Recreation Commission Grants Sub-Committee meeting held February 10, 2016

*Motion to approve the Minutes*

**BUSINESS ARISING FROM THE MINUTES**

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

<b>Youth Organization</b>	<b>2016 Recommended</b>
893 Beaufort Squadron- training activities	1,950
Arrowsmith Community Recreation Association – youth week basketball event	735
Ballenas Secondary School- Dry Grad Committee	1,200
Ballenas Secondary School - First Nations education trips	2,500
Errington Elementary School - Tribune Bay trip	2,500
Ravensong Waterdancers Synchro Club - pool rental	2,100
The Nature’s Trust – Brant Festival youth photo exhibit	700
<b>Total</b>	<b>\$11,685</b>

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

<b>Community Organization</b>	<b>2016 Recommended</b>
Arrowsmith Community Recreation Association- Coombs Community Picnic	877
Arrowsmith Community Recreation Association- Food Skills Program	750
Errington Elementary School PAC- grade 3 swim program	2,500
Errington Therapeutic Riding Association - program expenses horses and arena & insurance	1,000
Nanoose Bay Activities and Recreation Society - sounds system	1,500
Oceanside Building Learning Together Society - Dad's Night Out Skating	658
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,000
<b>Total</b>	<b>\$8,285</b>

**COMMUNICATIONS/CORRESPONDENCE**

- 10 R. Desjardins to Ravensong Staff, RE: **Thank you**  
*Motion to receive Communications/Correspondence*

**UNFINISHED BUSINESS**

**REPORTS**

- 11-19 Monthly Update – Oceanside Place – Nov 2015 – Jan 2016
- 20-25 Monthly Update – Ravensong Aquatic Centre – Nov 2015 – Jan 2016
- 26-37 Monthly Update – Northern Recreation Program Services – Nov 2015 – Jan 2016
- 38-50 Monthly Update of Community and Regional Parks and Trails Projects – Nov 2015 – Jan 2016  
*Motion to receive the update reports*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

BCRPA Symposium – April 2016

2016 Budget Timeline and Process

**COMMISSIONER ROUNDTABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

*March 31, 2016  
Oceanside Place*

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION**

**REGULAR MEETING**

**HELD THURSDAY NOVEMBER 19, 2015**

**2:00PM**

**(OCEANSIDE PLACE)**

**Attendance:** Bill Veenhof, Director, RDN Board  
Reg Nosworthy, Electoral Area 'F'  
Julie Austin, School District 69 Trustee  
Gordon Wiebe, Electoral Area 'E'  
Neil Horner, Councillor, Town of Qualicum Beach  
Al Grier, Councillor, City of Parksville

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

**Regrets:** Joe Stanhope, Director, Electoral Area 'G'  
Al Grier, Councillor, City of Parksville

**Also in Attendance:** Jacob Gair, SD69 Alternate

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**CALL TO ORDER**

Chair Veenhof called the meeting to order at 2:00pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**DELEGATIONS/ PRESENTATION**

None

**MINUTES**

MOVED Commissioner Wiebe SECONDED Commissioner Austin that the Minutes of the Regular District 69 Recreation Commission meeting held October 15, 2015 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None

**COMMUNICATIONS/CORRESPONDENCE**

None

**UNFINISHED BUSINESS**

None

## **REPORTS**

### **Monthly Update – Oceanside Place – October 2015**

Mr. Banman gave an overview of the Oceanside Place Monthly Update Report. He noted the increase of daytime arena rental hours from the high school hockey school. Winter Wonderland will be set up December 14<sup>th</sup>. He also mentioned the recent RFP for Vending Services and the prospect of scenes from a movie being filmed at Oceanside Place in December.

### **Monthly Update – Ravensong Aquatic Centre – October 2015**

Mr. Banman gave an overview of the Ravensong Monthly Update Report. He noted the great week of the RAC 20<sup>th</sup> Anniversary and it's events that took place. It was nice to hear from people and their memories about Ravensong over the last 20 years.

### **Monthly Update – Northern Recreation Program Services – October 2015**

Mr. Banman gave an overview of the Northern Recreation Program Services Monthly Update Report. He noted the tour of VIU Recreation Program students. Staff took them to Qualicum Commons and Moorecroft Regional Park to show them how different partnerships for use of spaces are developed and used.

Ms. King added that programming staff are scheduling for Spring Break for full day camps at Qualicum Commons and looking at a few varieties of specialty camp partnerships. The new Activenet program registration and facility booking management system will be implemented by August 2016 and staff have started with some seminars to introduce the program.

### **Monthly Update of Community and Regional Parks and Trails Projects – October 2015**

Mr. Osborne provided an overview of the parks report on items of note for the Regional Parks system in the northern region and Electoral Area community parks in the District 69 area.

### **Recreation Facility, Programs, and Sports Field Service 2015 Survey Report**

Mr. Banman gave a summary of the Recreation Facility, Programs and Sports Field Service 2015 Survey Report. Mr. Osborne explained some of the calculations used to factor the usage and tax requisition information.

MOVED Commissioner Horner, SECONDED Commissioner Nosworthy that the reports be received.

CARRIED

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

**None**

Commissioner Horner left the meeting at 3:00pm.

## **NEW BUSINESS**

### **2016 Business Plans and 2015 Work Plans**

Mr. Banman reviewed the Business Plan and Work Plan handouts with the Commission.

Chair Veenhof made note that the Board's Strategic Plan is being worked on and will give broad stroke directions on items that the Board want staff to proceed on. He advised Commissioners to speak to their Board Directors about things their community wants or issues of concern so that the Director can consider in the strategic planning process.

#### **COMMISSIONER ROUNDTABLE**

**Commissioner Veenhof** – He mentioned that the RDN CAO Paul Thorkelsson has given his resignation and will be moving on to the position of CAO in Saanich and he would be missed. The Board will proceed to appoint an interm CAO and then search for a permanent candidate. He also said he received an email from Stan Miller who would like to see the free admission age reduced from 80 to 75 as well special rate admissions to be frozen at their current levels or reduced. Mr. Banman noted Mr. Miller has spoken as a delegate at the Commission before and provides his comments to staff from time to time. Mr. Banman informed Mr. Miller that the items they recently discussed would be brought to the next meeting of fees and charges sub-committee in 2016.

**Commissioner Nosworthy** - ACRA is continuing its work and there were 3 Halloween events well attended in Area F. He mentioned the Corcan/ Meadowood Association is looking at alternatives to the portables community centre project due to the very high costs that came in for moving the portables. Flooding on Grafton caused MoTI to have to put in a ditch with culverts and the EA 'F' Director asked them if it could be a bit wider which worked in favour of the trail plan the area was wanted to be expanded.

**Commissioner Wiebe** - Joined the Nanoose Bay Recreation and Activities Committee and keeping busy. He is a member of the Mid-Island Castaways Fly Fishing Club and are wondering how to get young people involved. Commissioner Austin was just wondering how to get her son involved recently and is glad to hear about this. Ms. King noted that the Youth Programmer had just met with the Youth Recreation Advisors and they had said youth would be interested in learning about fly-fishing and where they could go. Ms. King would connect the youth programmer with this information.

#### **ADJOURNMENT**

MOVED Commissioner Wiebe that the meeting be adjourned at 3:22 pm.

CARRIED

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Chair



**REGIONAL DISTRICT OF NANAIMO**

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

**HELD AT 2:00 P.M. ON WEDNESDAY, FEBRUARY 10, 2016  
OCEANSIDE PLACE, PARKSVILLE**

**Present:**

G. Wiebe	District 69 Recreation Commission
R. Nosworthy	District 69 Recreation Commission
H. King	Superintendent of Recreation Program Services

**Minutes:** C. MacKenzie Recreation Programmer

**Regrets:** N. Horner District 69 Recreation Commission

**BUDGET**

Annual Budget 2016	\$62,500
Surplus from 2015	\$ 0
Total Grants available for 2016	\$62,500

**REVIEW OUTSTANDING SUMMARY REPORTS**

The District 69 Recreation Grant Committee reviewed the Summary Report tracking document to determine eligibility of current applicants.

**REVIEW OF WINTER 2016 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.

Seven applications were received for Youth Grants, requesting \$15,565. All five Youth Grant applications met grant criteria and are recommended for funding for a total of \$11,685.

Nine applications were received for Community Grants, requesting \$20,018. Seven Community Grant applications met the grant criteria and are recommended for funding for a total of \$8,285. One application from District 69 Family Resource Association for parenting resources and education was not recommended for funding as it was deemed non-recreational in nature. It was also noted the District 69 Family Resource Association has not submitted a Summary Report for a grant received in 2014. One application from Lighthouse Community Centre Society for an outdoor chess and seating area was not recommended for funding as it was considered a lower priority compared to other projects and events in the community.

## RECOMMENDATIONS

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

Youth Organization	Approved in 2015	Current Request 2016	2016 Recommended
893 Beaufort Squadron- training activities	2,500	3,266	1,950
Arrowsmith Community Recreation Association – youth week basketball event	5,700	735	735
Ballenas Secondary School- Dry Grad Committee	1,200	1,500	1,200
Ballenas Secondary School - First Nations education trips	0	2,500	2,500
Errington Elementary School - Tribune Bay trip	5,000	2,500	2,500
Ravensong Waterdancers Synchro Club - pool rental	0	4,364	2,100
The Nature’s Trust – Brant Festival youth photo exhibit	700	700	700
<b>Total</b>			<b>\$11,685</b>

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

Community Organization	Approved in 2015	Current Request 2016	2016 Recommended
Arrowsmith Community Recreation Association- Coombs Community Picnic	529	877	877
Arrowsmith Community Recreation Association- Food Skills Program	0	750	750
Errington Elementary School PAC- grade 3 swim program	5,000	2,500	2,500
Errington Therapeutic Riding Association - program expenses horses and arena & insurance	1,000	2,000	1,000
Nanoose Bay Activities and Recreation Society - sounds system	0	5,000	1,500
Oceanside Building Learning Together Society - Dad's Night Out Skating	1,500	658	658
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,500	1,500	1,000
<b>Total</b>			<b>\$8,285</b>



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

<b>Community Organization</b>	<b>Approved in 2015</b>	<b>Current Request 2016</b>
District 69 Family Resource Association - special needs parent education resources	1,500	2,000
Lighthouse Community Centre Society- outdoor chess and seating area	2,200	4,733

**ADJOURNMENT**

The meeting adjourned at 3:25pm.

Dear all

On October 9<sup>th</sup> I suffered a  
heart attack while at Ravensong  
Aquatic Centre

As a result of the quick response  
by all employees and lifeguards  
at the pool, I not only survived  
but because of your quick action  
no permanent damage was caused  
to my heart. I thank you and  
commend you for your diligence  
in recognizing my distress and  
stabilizing me until the  
ambulance arrived

With respect  
Sincerely grateful  
Rona Donna Desjardins

...With  
Sincere  
Appreciation

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

**DATE:** December 7, 2015

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

**MEETING:** Feb 18/16 D69 Recreation Commission

**FILE:**

**SUBJECT: District 69 Recreation Commission November 2015 Report – Oceanside Place**

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### RECOMMENDATION

That the Oceanside Place November 2015 report be received.

### PROGRAMS/EVENTS/ICE RENTALS

#### PROGRAMS

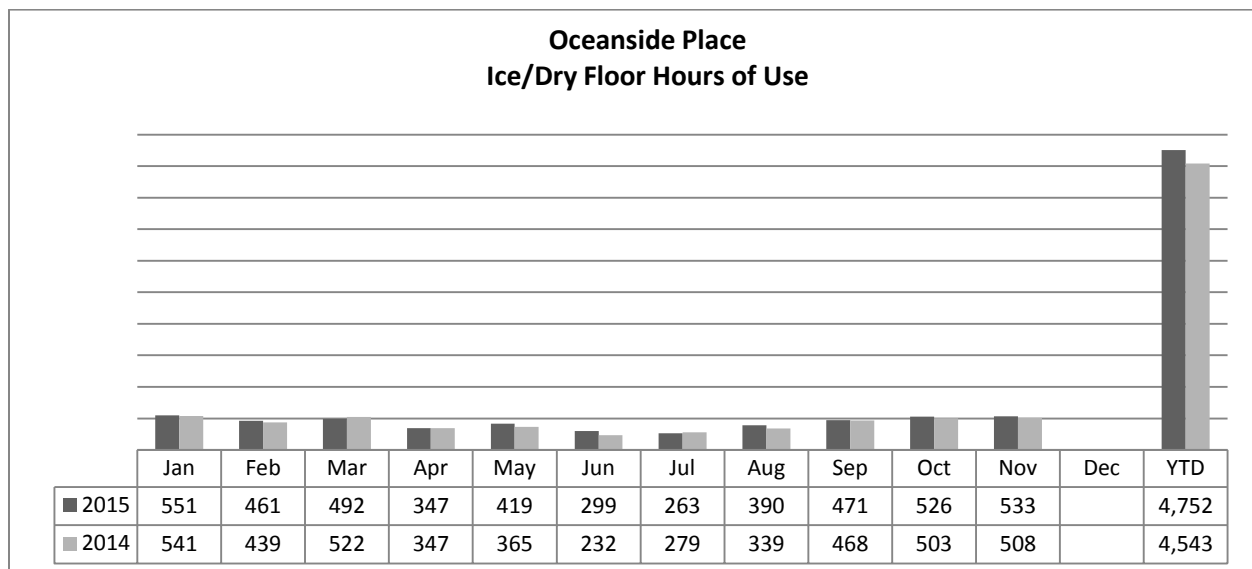
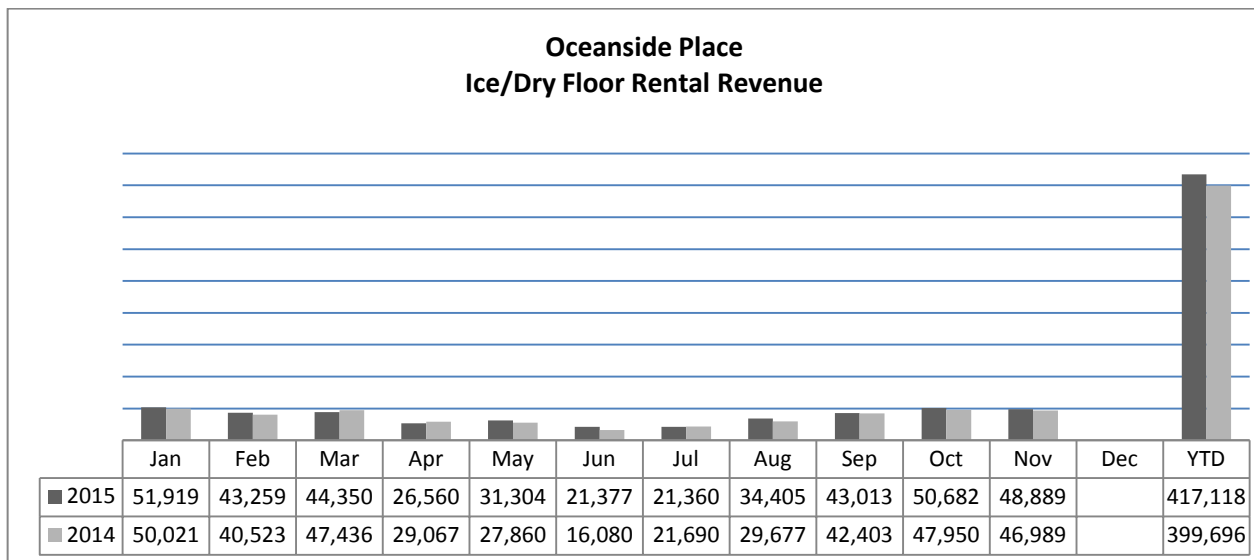
- Parksville Lions Family Skates attendances have been very good. Nov. 8 was our highest attendance of the month with 213 skaters in attendance.
- Sports Day in Canada was the theme for the skate on Nov. 21. 53 skaters participated in a modified version of Olympic sports. Luge, speed skating, figure skating, cross country skiing, curling and hockey were all given a twist and fun was had by all. The event culminated with a draw for a Canucks jersey, which was won by a very excited young male skater.
- Building/ Learning Together sponsors a monthly skate on the Pond for Dads and their children. This session has grown in popularity and the Nov. 3<sup>rd</sup> session was no exception with the pond capacity being maxed out at 33 skaters.
- Sat. Nov. 28, the Everyone Welcome Skate was sponsored by Coastal Community Credit Union. 89 skaters were in attendance. It was a very good turnout and the Credit Union Staff were in attendance to greet the skaters and direct them as to where they needed to go. They expressed interest in returning again soon.

#### FACILITY RENTALS

- Facility use for November was up by 25 hours. The increase was mainly due to the addition of the SD 69 Hockey Programs. Three schools are participating in these programs and have booked weekly ice sessions.
- Oceanside Minor Hockey hosted a Midget aged tournament on Nov. 6 – 8. Public skating was cancelled on Sat, Dec. 7 to accommodate the tournament.
- Nov. 13 – 15 Skate BC/Yukon held the Vancouver Island interclub competition on Howie Meeker. It was very successful with skaters attending from all over Vancouver Island. Sandy Shores Skating Club had a very successful competition with a number of skaters winning or placing in the top three.

**FACILITY OPERATIONS**

- Maintenance staff participated in a WHMIS training session and updated their certification to meet WHMIS 2015 regulations.
- A Request for Tender for Refrigeration Plant Heat Recovery closed on Nov. 19 and the successful proponent was Waywest Mechanical. They have started work and the tentative completion date is scheduled for January 2016.
- Facility personnel continue to prepare decorations for Winter Wonderland which is scheduled for setup on Dec. 14<sup>th</sup> and open to the public from Dec. 15-Dec. 31.



**FACILITY ADMISSIONS**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	101	76	40	1	2	2	2	5	1	37	69		<b>336</b>
Child	572	579	384	10	5	4	168	74	86	414	535		<b>2,831</b>
Youth	185	172	108	31	30	37	38	26	59	150	228		<b>1,064</b>
Adult	502	578	269	225	220	189	90	112	234	368	483		<b>3,270</b>
Senior	688	685	469	594	575	470	234	242	460	649	784		<b>5,850</b>
Golden	46	42	28	22	14	12	1	1	11	28	34		<b>239</b>
Family	656	532	267	4	4	8	64	36	94	514	1034		<b>3,213</b>
<b>Totals</b>	<b>2,750</b>	<b>2,664</b>	<b>1,565</b>	<b>887</b>	<b>850</b>	<b>722</b>	<b>597</b>	<b>496</b>	<b>945</b>	<b>2160</b>	<b>3167</b>		<b>16,803</b>

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>333</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>1023</b>	<b>2551</b>	<b>3282</b>		<b>16,940</b>

*J. Mandelberg*

*DR Ben*

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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 12, 2016

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

**MEETING:** Feb 18/16 D69 Recreation Commission

**FILE:**

**SUBJECT: District 69 Recreation Commission December 2015 Report – Oceanside Place**

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### RECOMMENDATION

That the Oceanside Place December 2015 report be received.

### PROGRAMS/EVENTS/ICE RENTALS

#### PROGRAMS

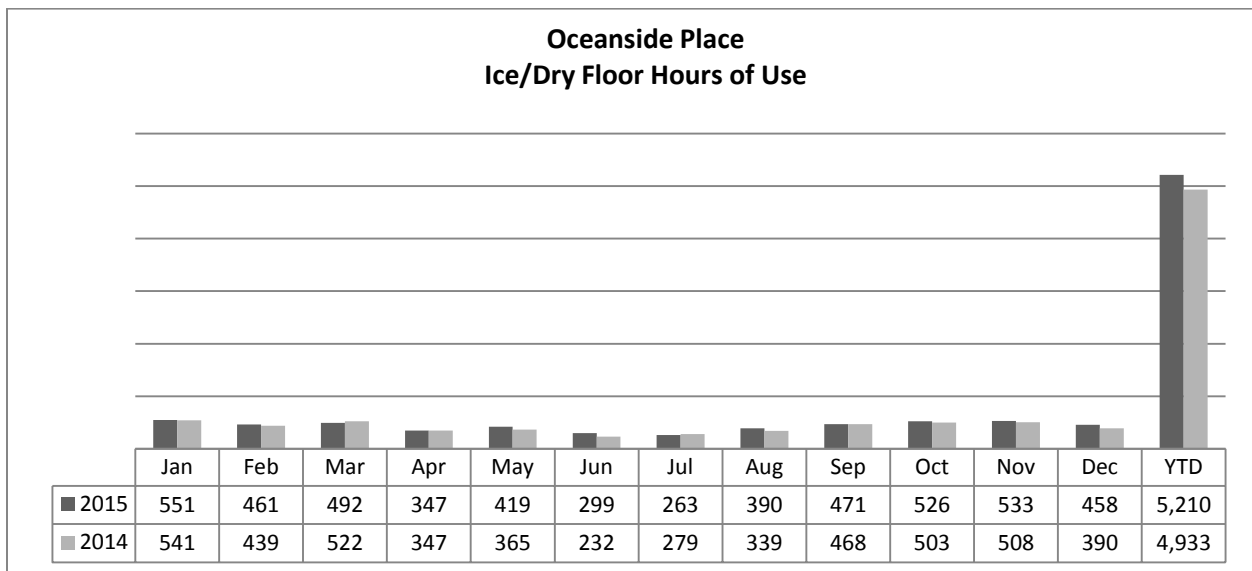
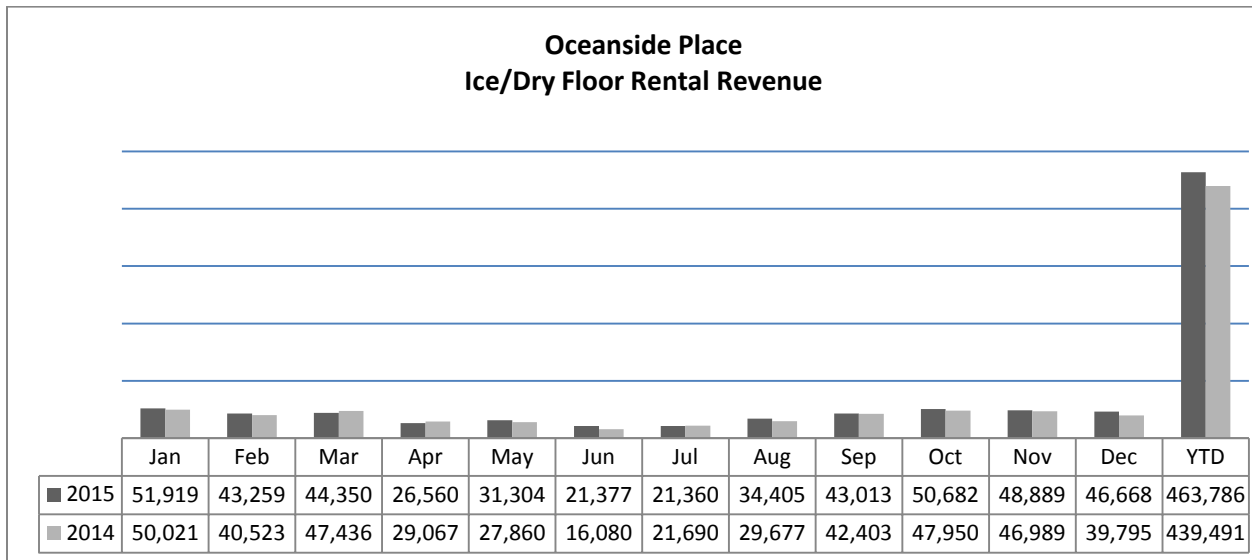
- Winter Wonderland returned with set up on December 14<sup>th</sup> and was open to the public from the 15<sup>th</sup> to Dec. 31<sup>st</sup>. A new scene was added this year which included a castle in the centre of the rink surface.
- The Parksville Lions Family Skates were well attended in December with the largest attendance being Dec. 20 when there were 260 skaters. The Everyone Welcome Skates were also well attended and a “Frozen” theme was hosted on Dec. 20<sup>th</sup>. Skaters were greeted by the movie character “Elsa” in costume and hot chocolate was available to everyone. Tim Horton’s, Ocean’s Edge Orthodontics, and CUPE 401 sponsored free skates to the public.
- D69 schools attended various sessions of Winter Wonderland and over 2,300 students of all ages enjoyed the decorated Victor Kraatz Rink and Oceanside Pond.
- The facility hosted its 2<sup>nd</sup> annual New Year’s Eve celebration for the community with sponsorship being provided by Tim Hortons. Over 350 people attended the event and enjoyed participating in various activities such as skating, pond hockey, face painting, crafts and listening to the music being supplied by the KSS jazz quartet. At 8pm a balloon drop occurred in the lobby to “ring in the new year”. There were many comments of the public thanking staff for the event and that they look forward to next year’s celebration.

#### FACILITY RENTALS

- Oceanside Minor Hockey cancelled tournaments scheduled for Dec. 27-30 which resulted in several private rentals booking the available ice time in the Howie Meeker Rink.
- The facility hosted a film production crew on Dec. 14<sup>th</sup> which involved filming throughout the facility. The film will be a movie of the week titled “Game of Love” and should be completed in approximately 6 months. The film production crew were impressed with the facility and staff and were greatly appreciative of the support they received.

FACILITY OPERATIONS

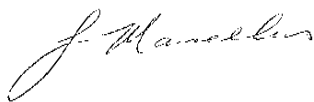
- Maintenance and departmental staff were busy with setup of Winter Wonderland, supporting the film crew on Dec. 14<sup>th</sup> and the preparations for the New Year’s Eve celebration scheduled for Dec. 31<sup>st</sup>.
- The facility experienced internet/network issues on December 28 due to a service interruption with Telus. Service was restored the next day but was intermittent for a period into 2016.



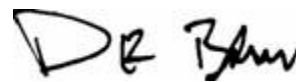
**FACILITY ADMISSIONS**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	101	76	40	1	2	2	2	1	1	37	69	125	<b>457</b>
Child	572	579	384	10	5	4	168	74	86	414	535	1,213	<b>4,044</b>
Youth	185	172	108	31	30	37	38	26	59	150	228	361	<b>1,425</b>
Adult	502	578	269	225	220	189	90	112	234	368	483	1,157	<b>4,427</b>
Senior	688	685	469	594	575	470	234	242	460	649	784	497	<b>6,347</b>
Golden	46	42	28	22	14	12	1	1	11	28	34	21	<b>260</b>
Family	656	532	267	4	4	8	64	36	94	514	1,034	1,674	<b>4,887</b>
<b>Totals</b>	<b>2,750</b>	<b>2,664</b>	<b>1,565</b>	<b>887</b>	<b>850</b>	<b>722</b>	<b>597</b>	<b>492</b>	<b>945</b>	<b>2160</b>	<b>3167</b>	<b>5,048</b>	<b>21,847</b>

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	1,183	<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	1164	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>1023</b>	<b>2551</b>	<b>3282</b>	<b>5,036</b>	<b>21,976</b>



Report Writer



Manager Concurrence



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

**DATE:** February 2, 2016

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

**MEETING:** Feb 18/16 D69 Recreation Commission

**FILE:**

**SUBJECT: District 69 Recreation Commission January 2016 Report – Oceanside Place**

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**RECOMMENDATION**

That the Oceanside Place January 2016 report be received.

**PROGRAMS/EVENTS/ICE RENTALS**

**PROGRAMS**

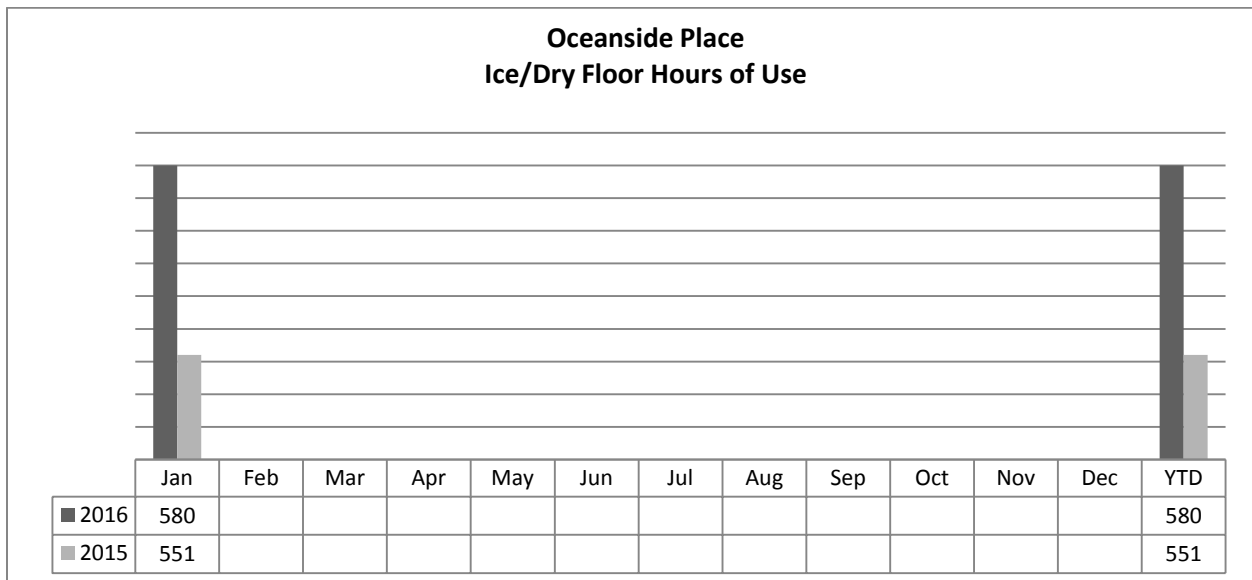
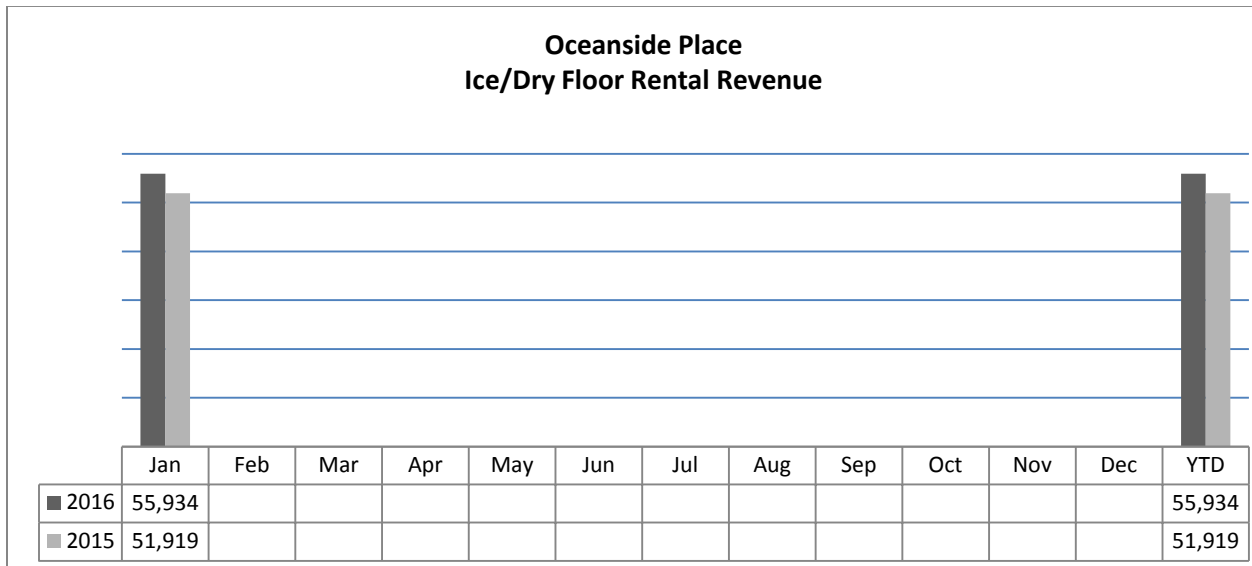
- My Own Hockey League (MOHL) continues to be a popular program with a full registration of 20 for the January start and a waitlist has been created.
- Power skating registrations were almost full at 19, with one space available.
- Hockey Rascals is also almost full with 13 out of 14 registered.
- The Adult learn to Skate Lessons were successful with the minimum of 7 registered.
- Parent and Tot First ice Steps is also doing well with a total of 18 preschoolers registered
- A “Disco Glow Skate” was held on Jan. 23rd. Expectations were high after the good turnout for this special event in the fall, but unfortunately, only 10 skaters were in attendance.
- January 30 was the first ever “Superhero” Skate. This event was well attended with 75 skaters participating. There were games, face painting, cape and button making.
- The Lions Family Skate continues to maintain an average of 180 skaters every Sunday

**FACILITY RENTALS**

- Ice usage and revenue were up slightly in January which is likely due to the number of seniors that have not been travelling south to the USA and the exchange value on the Canadian dollar. Many of the Seniors Drop In Hockey sessions were full to capacity.
- Oceanside Minor Hockey Association hosted a Bantam tournament Jan. 1 – 3. Teams were mainly from Vancouver Island.
- The Parksville Panthers Hockey Club hosted their annual Junket on January 5<sup>th</sup> and 6<sup>th</sup> and players participated in games and a social hosted in the Multi-Purpose Room.

**FACILITY OPERATIONS**

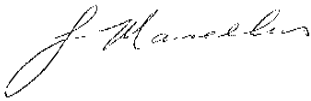
- Operations personnel were busy with the takedown of Winter Wonderland on Jan. 2<sup>nd</sup> in order to prepare for the OMHA Bantam Tournament being hosted on both the Howie Meeker and Victor Kraatz Rinks.
- The facility experienced internet/network issues again on Jan. 2<sup>nd</sup> due to a service interruption with Telus being unable to restore service until the morning of Jan. 4<sup>th</sup>.
- Ryan Vending installed the new vending machines on Jan. 18<sup>th</sup> in the Lobby.
- The Heat Recovery project continued in January and the majority of the work is completed with inspections and commissioning to be done in February.



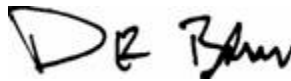
**FACILITY ADMISSIONS**

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	62												62
Child	460												460
Youth	128												128
Adult	606												606
Senior	721												721
Golden	49												49
Family	1,097												1,097
<b>Totals</b>	<b>3,123</b>												<b>3,123</b>

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



Report Writer



Manager Concurrence

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

**DATE:** December 2, 2015

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

**MEETING:** Feb 18/16 D69 Recreation Commission

**FILE:**

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

**RECOMMENDATION**

That the Ravensong Aquatic Centre November 2015 report be received.

**PROGRAMS/EVENTS/ RENTALS**

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

- CPR Recertification November 18<sup>th</sup> with 4 participants.
- Bowser Elementary School Board lessons November 3-26 with 23 participants.
- Last Day of Saturday swimming lessons was November 28<sup>th</sup>.
- Last Day of M/W and T/Th afterschool swimming lessons was November 18<sup>th</sup> & 19<sup>th</sup>.
- First Day of M/W and T/Th afterschool swimming lessons was November 23<sup>rd</sup> & 24<sup>th</sup>.
- Adult Stroke Improvement ended November 26<sup>th</sup> with 6 participants.
- Adult Swim for Fitness started November 24<sup>th</sup> with 8 participants in it.
- Standard First Aid/Emergency First Aid/CPR Course November 28<sup>th</sup> & 29<sup>th</sup> had 4 participants in it.
- Free to Be Me inclusion program ended November 30<sup>th</sup> with 5 participants in it.
- AquaZumba drop in program ended November 29<sup>th</sup>

Registration for Aquatic Programs starting in November:

Year	Participants	Revenue
2013	200	\$12,156
2014	217	\$15,169
2015	163	\$9,737

Note: No Leadership Recertification’s were run this November resulting in a significant drop in the registration revenue for this period vs 2014. Leadership revenue for 2015 is up 67% however for the year.

**FACILITY OPERATIONS**

- No major mechanical issues occurred in November.
- Three additional casual lifeguard/instructors were hired in November.

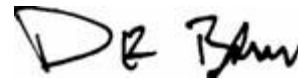
**FACILITY ADMISSIONS**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	403	372	356	221	163	126	190	150	152	196	269		2,598
Child	663	611	786	422	363	325	971	564	253	480	509		5,947
Student	264	273	232	228	282	201	309	198	158	308	328		2,781
Adult	3,110	2,799	2,576	2,118	1,749	1,720	1,744	1,131	1,171	2,066	2,361		22,545
Senior	4,186	3,772	4,088	3,533	3,257	3,166	2,797	1,746	1,838	3,369	3,442		35,194
Family	1,270	863	1,470	643	407	357	1,162	1,158	456	872	1,079		9,737
Golden	653	568	666	556	552	678	657	432	360	586	636		6,344
<b>Totals</b>	<b>10,549</b>	<b>9,258</b>	<b>10,174</b>	<b>7,721</b>	<b>6,773</b>	<b>6,573</b>	<b>7,830</b>	<b>5,379</b>	<b>4,388</b>	<b>7,877</b>	<b>8,624</b>		<b>85,146</b>

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
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	3,746	3,401	3,205	2,979	2,757	1,259	2,312	3,670	3,547		33,834
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
<b>Totals</b>	<b>9,480</b>	<b>8,605</b>	<b>10,589</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>82,546</b>



Report Writer



Manager Concurrence

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

**DATE:** January 5, 2016

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

**MEETING:** Feb 18/16 D69 Recreation Commission

**FILE:**

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

**RECOMMENDATION**

That the Ravensong Aquatic Centre December 2015 report be received.

**PROGRAMS/EVENTS/ RENTALS**

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

- Last Day of Homeschool Lessons was December 2<sup>nd</sup>.
- Frozen Swim Saturday December 5<sup>th</sup> with 60 participants.
- Ravensong Water Dancers annual Christmas water show was hosted on December 6<sup>th</sup>.
- Lifesaving Camp ended December 6<sup>th</sup> with 7 participants in it.
- School Board Fun Swims – December 15, 16, 17, 18 with 300 participants.
- Last Day of M/W and T/Th afterschool swimming lessons was December 16<sup>th</sup> & 17<sup>th</sup>.
- Santa’s Helper Swim was on December 21<sup>st</sup> with 130 participants.

Registration for Fall Aquatic Programs

Year	Participants	Revenue
2013	818	\$53,947
2014	823	\$55,216
2015	794	\$51,530

**FACILITY OPERATIONS**

- No major mechanical issues occurred in December.
- Tim Lotzien, a long time casual employee, was the successful candidate for the Permanent Part Time Aquatic Maintenance worker position.

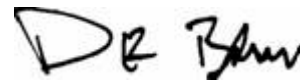
**FACILITY ADMISSIONS**

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	403	372	356	221	163	126	190	150	152	196	269	270	2,868
Child	663	611	786	422	363	325	971	564	253	480	509	476	6,423
Student	264	273	232	228	282	201	309	198	158	308	328	309	3,090
Adult	3,110	2,799	2,576	2,118	1,749	1,720	1,744	1,131	1,171	2,066	2,361	2,354	24,899
Senior	4,186	3,772	4,088	3,533	3,257	3,166	2,797	1,746	1,838	3,369	3,442	3,439	38,633
Family	1,270	863	1,470	643	407	357	1,162	1,158	456	872	1,079	1,147	10,884
Golden	653	568	666	556	552	678	657	432	360	586	636	583	6,927
<b>Totals</b>	<b>10,549</b>	<b>9,258</b>	<b>10,174</b>	<b>7,721</b>	<b>6,773</b>	<b>6,573</b>	<b>7,830</b>	<b>5,379</b>	<b>4,388</b>	<b>7,877</b>	<b>8,624</b>	<b>8,578</b>	<b>93,724</b>

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
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	3,746	3,401	3,205	2,979	2,757	1,259	2,312	3,670	3,547	3,248	37,082
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
<b>Totals</b>	<b>9,480</b>	<b>8,605</b>	<b>10,589</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>90,568</b>



Report Writer



Manager Concurrence

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

**DATE:** February 4, 2016

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

**MEETING:** Feb 18/16 D69 Recreation Commission

**FILE:**

**SUBJECT:** District 69 Recreation Commission January 2016 Report – Ravensong Aquatic Centre

**RECOMMENDATION**

That the Ravensong Aquatic Centre January 2016 report be received.

**PROGRAMS/EVENTS/ RENTALS**

The following special events and programs were held at the Aquatic Centre in January 2016:

- Polar Bear Swim was Jan 1st with 200 registered participants
- CPR re-cert January 6th ran with 10 participants
- First day of Saturday morning swimming lessons was January 9<sup>th</sup>
- Child Care Emergency First Aid January 9<sup>th</sup> ran with 5 participants
- First day of Monday/Wednesday swimming lessons was January 11<sup>th</sup>
- First day of Free to Be Me inclusive swimming lessons was January 11<sup>th</sup> with 11 participants
- First day of Tuesday/Thursday swimming lessons was January 12<sup>th</sup>
- Adult Swim for Fitness started January 12<sup>th</sup> with 7 participants
- QBES School Board swimming lessons started January 12<sup>th</sup> with 23 participants
- Homeschool swimming lessons started January 13<sup>th</sup>
- QBES swim on January 15<sup>th</sup> with 23 participants
- Standard First Aid/Emergency First Aid/CPR course January 30<sup>th</sup>/31<sup>st</sup> ran with 6 participants
- Staff In-Service Training was held on January 31<sup>st</sup> with 18 Lifeguards attending

Registration for Aquatic Programs starting in January:

Year	Participants	Revenue
2014	374	\$25,422
2015	412	\$27,287
2016	388	\$22,297



**FACILITY OPERATIONS**

- No major mechanical issues occurred in January.
- Staff received a written concern regarding the increased participant levels during morning aquafit classes. Lack of space in the dressing rooms and pool were the main concerns. A suggestion for limited entry and/or priority space allotment was requested. Staff will not be making any procedural changes at this time. January and early February traditionally see a surge in attendance that reverts to normal levels afterwards. Staff will continue to monitor participant levels.

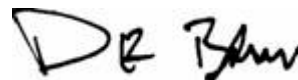
**FACILITY ADMISSIONS**

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	269												
Child	658												
Student	326												
Adult	2,766												
Senior	4,133												
Family	1,298												
Golden	678												
<b>Totals</b>	<b>10,128</b>												<b>10,128</b>

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
<b>Admissions</b>													
Tot	403												
Child	663												
Student	264												
Adult	3,110												
Senior	4,186												
Family	1,270												
Golden	653												
<b>Totals</b>	<b>10,549</b>												<b>10,549</b>



Report Writer



Manager Concurrence

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

**DATE:** February 10, 2016

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

**MEETING:** Feb 18/16 D69 Recreation Commission

**FILE:**

**SUBJECT: District 69 Recreation Commission November 2015 Report – Northern Recreation Services**

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### **RECOMMENDATION**

That the Northern Community Recreation Program Service November 2015 report be received.

### **INCLUSION**

- No inclusion services to report on in November

### **PRESCHOOL PROGRAMMING**

- Music and Movement for Families (0-5yrs) – 5 registrants (poor)
- Music and Movement for Families (2-3yrs) – 5 registrants (poor)
- Parent & Tot Gymnastics (18mo-3yrs) – 16 registrants (full)
- Parent & Tot Gymnastics (18mo-3yrs) – 10 registrants (good)
- Parent & Tot Gymnastics/Tiny Tot (18mo-4yrs) – 17 registrants (full)
- Parent & Tot Gymnastics/Tiny Tot (18mo-4yrs) – 16 registrants (full)
- Tiny Tot Gymnastics (3-4yrs) – 12 registrants (excellent)
- Kindergym (3.5-5yrs) – 16 registrants (full)
- Sports for Shorts (3-5yrs) – 8 registrants (good)
- Program cancellations: Tot Soccer (low registration)

### **CHILDRENS' PROGRAMMING**

- Claytime Creations (5-12yrs) – 6 registrants (good)
- Junior Can-Gym (5-8yrs) – 17 registrants (full)
- Junior Can-Gym (5-8yrs) – 17 registrants (full)
- Senior Can-Gym (5-8yrs) – 11 registrants (excellent)
- Gymnastics for Special Needs – 3 registrants (poor)
- Floor Hockey (7-10yrs) – 2 registrants (poor); drop-ins accepted
- LEGO Builders Club (5-9yrs) – 2 registrants (poor); drop-in accepted
- Drop in Gym – 107 drop-ins at 19 sessions
- Birthday Party at the Gym – 3 private bookings in November.
- Program cancellations: Lego Builders (low registration), Junior Gymnastics (instructor availability and low numbers)

## Community Development

- District 69 Recreation Grants- The next deadline is January 29, 2016.

## Public and Agency Meetings

- November 5 – Building Learning Together at Family Place
- November 11-13 – Cities Fit for Children conference in Vernon

## YOUTH PROGRAMMING

- Acro Gym: 12 (excellent)
- Babysitters: 13 (excellent)
- Afterschool Floor Hockey and Open Gym: 3 (low)
- Acrylic Painting: 2 (low but new program)
- Cartooning: 7 (good)
- Creative Drawing: 4 (good for a new program)
- Youth Employment Workshop: 11 (good)

## Community Development

- Programmer presented to VIU Recreation and Tourism Management students on employment opportunities with the RDN Recreation and Parks Department including Term Instructors for afterschool programs and summer camp leaders.
- Programmer chaired YouthLink. Representatives from School District 69, Society of Organized Services, Family Resource Association, Island Health, Discovery, Transitions, Vancouver Island Regional Library, Arrowsmith Community Recreation Association, and First Nations present.
- Programmer attended a Youth Outreach Worker meeting.
- Programmer attended AED training at Oceanside Place arena on the new AED machines.
- Programmer toured the Soundgarden in Coombs as a possible future programming space for music programs.

## ADULT PROGRAMMING

- Nov 4 – Walk with the Doc. 15 participants
- Nov 5 – Belly Fit, 7 Registered. Average
- Nov 6 – Minds in Motion starts, 18 registered. Average
- Nov 7 – Introduction to GPS, 10 registered. New program
- Nov 16 – Gentle Fit starts, 5 registered + drop in. Low.
- Nov 16 – Gentle Cardio starts, 16 registered + drop in. Good.
- Nov 18 – Englishman River Fish Tour, 7 registered. Above average
- Nov 18 – Nia starts. 7 registered + drop in. Average
- Nov 21 – Birthday in the park at Moorecroft.

## Community Development

- Nov. 4 – Met with Bare Roots Yoga re. new program proposals
- Nov. 13 – Met with Oceanside Dragon Boat Group re. program proposal
- Nov. 16 – LERN Seminar
- Nov. 18 – Met with three program partners regarding contracts
- Nov. 25 – Met with Dr. Poteryko regarding wellness programs for the Spring

## AREA H PROGRAMMING

- Men's Floor Hockey – 8 registered for this program with the odd drop-in as well. This is a group who has played together in the past and is looking to continue, but are also willing to see and encouraging new players to come out. They are keen to continue in the New Year.
- Spring and summer Program planning

## Special Projects & Events

- RDN Performance Recognition Program – November 19th.
- New Year's Eve Event – hiring performers/ jazz band, planning event with Colleen and Val.

## Community Development

- Met with Qualicum First Nation to discuss summer programs.
- Met with Sheena from the Lighthouse Community Hall to discuss their programs (they are offering much more than in the past). They are keen to offer more programs, and we agreed that I wouldn't compete as they are able to offer them at a lower cost than I can.

## MARKETING & COMMUNICATIONS

### Advertising

- Display ads – seniors directory, PQBTA tourism directory
- Radio ads – child and youth drop-in activities, winter registration
- Winter flyer designed and delivered to schools and community

### Promotion

- Complimentary products – 3 requests filled.
- Guide delivery and poster run - November 17
- ALG Spring Summer advertising opportunity emailed to 110 contacts

### Communication

- Social media – Recreation posted 16 posts on Facebook. Top post NYE 516 views

### Meeting/Professional Development

- Nov 9 – Water Day event – preliminary planning meeting
- Nov 17 – Spring Summer content review meeting with programming team

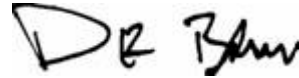
### SUPERINTENDENT'S NOTES

- Held two overview sessions for reception, administration and programming staff of the new ActiveNet program registration and facility booking system. Training to begin in February 2016
- Spring/summer Active Living Guide planning and content review sessions
- Attended Call Out workshop session on creating safe spaces for LGBT2Q+ youth



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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 10, 2016

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

**MEETING:** Feb 18 / 16 D69 Recreation Commission

**FILE:**

**SUBJECT** District 69 Recreation Commission December 2015 Report – Northern Recreation Services

---

**RECOMMENDATION**

That the Northern Community Recreation Program Service December 2015 report be received.

**INCLUSION**

- No inclusion services to report on in December

**PRESCHOOL PROGRAMMING**

- No new program starts

**CHILDRENS' PROGRAMMING**

- Claytime Creations (5-12yrs) – 9 registrants (excellent)
- Birthday Party at the Gym – 2 private bookings in December

**PUBLIC AND AGENCY MEETINGS**

- December 3 – Building Learning Together at Family Place
- December 15 – Qualicum Commons tenant meeting

**Community Development**

- District 69 Recreation Grants- The next deadline is January 29, 2016.
- Financial Assistance – 168 households requested financial assistance in 2015 totalling \$35,322. Of the total number of households receiving assistance, 76 were new financial assistance clients, primarily young families or seniors. The majority of subsidies are requested for public swimming admissions.
- District 69 Recreation Grants – 40 grants totaling \$78,288 were dispersed to local non-profit groups to provide recreation programs and events.

## **YOUTH PROGRAMMING**

- Acro Gym: 11 (excellent)
- Teens Only Skate on Winter Wonderland: 75+ youth attended. Free event sponsored by the YRSP. BSS youth band called The Stolen Faces performed. This was the first time we've had teens only on Winter Wonderland and it was a huge success.
- Teen Swims: December 4<sup>th</sup> - 25 swimmers; December 11<sup>th</sup>: 24 swimmers
- New Youth Arts Programming (YRA recommendation)
  - Acrylic Painting: 2 (poor)
  - Cartooning: 7 (excellent)
  - Creative Drawing: 4 (good)
- Planning and inputting for Spring/Summer Active Living Guide 2016 youth programs and summer camps

### Community Development

- Attended strategic planning meeting at the Parksville Career Centre.
- Chaired Youth Link meeting. Representatives from Society of Organized Services, Family Resource Association, Vancouver Island Library, Discovery, Island Health, SD69 and MCFD present.
- Youth Recreation Advisor (YRA) meeting - 8 youth attended. YRAs reviewed and made recommendations for upcoming spring and summer programming.

## **ADULT PROGRAMMING**

- All programs wrapped up for the year.
- Spring and summer programming for Active Living guide deadline which is Jan 6.

### Community Development/Other

- Dec 1 – RDN Marketing meeting to strategize about the upcoming season
- Dec 3 – Meeting with long time adult program instructor Joan Shaver who announced her retirement after 14 years of teaching for the RDN
- Dec 8 – meeting with Golf contractor for the coming spring/summer season
- Dec 8 – Meeting with Dragon Boating contractor to discussing new programming.
- Dec 10 – Meeting to discuss soccer RFP
- Dec 15 – meeting with QB Lawn bowling to discuss programs for the spring 2016
- Dec 16 – Meeting with RLC for spring/summer programming
- Dec 17 – RFP awarded to British Soccer for the next 3 year term
- Dec 22 – Vehicle maintenance
- Dec 22 – Meeting with McMillan Arts Centre discuss programs for the spring/summer 2016

## **AREA H PROGRAMMING**

- Men's Floor Hockey – Wrapped up first week in December. The registrants are looking forward to continuing in January.
- New Year Cheer day camp open to everyone ages 6-12 December 29<sup>th</sup>. Held at the Qualicum First Nation Band Hall. Six hour camp had 9 registrants. Went well, with pizza provided by QFN for lunch, and fun activities for the kids all day.
- Spring and summer Program planning
- Spring Break planning

### Employee Wellness Committee – meeting December 3<sup>rd</sup> Special Projects and Events

- Planning for spring and summer events/ activities as well as discussion on full year activities.
- Among other things, the committee will be doing or have done:
  - Winter Wonderland Family Skate – Dec 19<sup>th</sup> 5:30-7:00pm. Good turnout, sponsored by CUPE 401.
  - Times Colonist 10k Team – Apr/May 2016
  - Bike to Work Week – May 2016
- New Year's Eve Event – December 31<sup>st</sup>. 340 attendees. Jazz band, characters roaming, crafts, photo room, face painting, skating, and balloon drop/ countdown at 8pm. Event was well attended and families were happy.

### Community Development

- Met with Qualicum First Nation to discuss summer programs, and camp program.

## **MARKETING & COMMUNICATIONS**

### Advertising

- Display ads – What's on digest – give the gift of recreation
- Radio ads – Winter Wonderland, Give the gift of recreation
- SWAG – toques ordered for youth week.

### Promotion

- Complimentary products – 3 requests filled. 2 for 1 coupon added to OMHA Bantam tournament program
- December 30 - Beach Radio Interview with Samantha Oliver highlighting New Year's eve and Polar Bear splash
- Special events on website updated and consistent on all schedule pages
- Complimentary photo shoot of Winter Wonderland on ice and figure skater. Photo shoot provided by Jessica Boyd arranged by Kelly Valade, Youth programmer
- Public notices: Polar bear splash and Stay active this holiday season

### Communication

- Social media – 15 posts Facebook, 10 posts twitter. Winter Wonderland is set up reached 738 people. Increase in comments on Facebook posts. 2 events added to Facebook (Polar bear splash and New Year's Eve) both very well attended.

### Meeting/Professional Development

- Dec 1 and 15 – Marketing Plan discussion with team
- Dec 15 – PQB News: Advertising opportunities for 2016. In 2016 we will be moving away from a weekly ad in the games section to display ads as needed



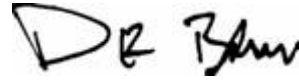
**SUPERINTENDENT'S NOTES**

- Researching multisport complexes around the Province in preparation for upcoming community consultation process
- Spring/summer program line up is being finalized, publication of the next guide begins in early January 2016



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Report Writer



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Manager Concurrency

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

**DATE:** February 10, 2016

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

**MEETING:** Feb 18 / 16 D69 Recreation Commission

**FILE:**

**SUBJECT: District 69 Recreation Commission January 2016 Report – Northern Recreation Services**

---

#### **RECOMMENDATION**

That the Northern Community Recreation Program Service January 2016 report be received.

#### **INCLUSION**

- No inclusion services to report on in January

#### **PRESCHOOL PROGRAMMING**

- Parent & Tot Gymnastics (18mo-3yrs) – 15 registrants (excellent)
- Parent & Tot Gymnastics (18mo-3yrs) – 13 registrants (excellent)
- Parent & Tot/Tiny Tot Gymnastics (18mo-4yrs) – 16 registrants (full with 5 on waitlist)
- Parent & Tot/Tiny Tot Gymnastics (18mo-4yrs) – 8 registrants (good)
- Tiny Tot Gymnastics (3-4yrs) – 15 registrants (full with 3 on waitlist)
- Kindergym (4-6yrs) – 16 registrants (full with 2 on waitlist)
- Music and Movement (0-4yrs) – 4 registrants (poor)
- Sports for Shorts (3-5yrs) – 13 registrants (excellent)
- Tot Soccer (4-5yrs) – 5 registrants (poor)

#### **CHILDRENS' PROGRAMMING**

- Junior Can-Gym (5-8yrs) – 16 registrants (full with 1 on waitlist)
- Junior Can-Gym (5-8yrs) – 8 registrants (good)
- Junior Can-Gym (5-8yrs) – 12 registrants (excellent)
- Senior Can-Gym (5-8yrs) – 15 registrants (excellent)
- Gymnastics for Special Needs – 5 (good)
- Lego Builders Club PES (5-9yrs) – 10 registrants (good)
- Lego Builders Club QC (5-9yrs) – 9 registrants (good)
- Basketball (8-11yrs) – 5 registrants (poor) with drop-ins also attending
- Floor Hockey and Open Gym (6-10yrs) – 6 registrants (poor) with drop-ins also attending
- Claytime Creations (5-12yrs) – 12 registrants (full with 1 on waitlist)
- Birthday Party at the Gym – 4 private bookings in January
- Drop in Gym – 207 drop-ins at 24 sessions

## PUBLIC AND AGENCY MEETINGS

- January 7 – Building Learning Together at Family Place

## YOUTH PROGRAMMING

- Acro Gym: 6 (good)
- Cartooning: 7 (good)
- Babysitters: 12 (excellent)
- Creative Drawing: 3 (poor)
- Acrylic Painting: 4 (fair)

## Community Development

- Chaired Youth Link meeting. Representatives from School District 69, Society of Organized Services, Family Resource Association, Island Health, Vancouver Island Library, RCMP, and Town of Qualicum Beach.
- Chaired Youth Recreation Advisor (YRA) meeting - 10 youth attended. Focus of the meeting was on reviewing Spring/Summer programming for the next Active Living Guide
- Attended a Grade 9 Health at Ballenas Secondary School
- Wrote the HRDC grant for summer staff for 2016
- Attended a Career Centre Facilitation workshop by Jesse Kemp
- Attended MCFD “Duty To Report” session.
- Attended Gary Anaka’s workshop “Understanding the Teenage Brain”

## ADULT PROGRAMMING

- Gentle Fit – 5 registered with some drop ins. Low-we attended a session of “Seniors are Talking” and there were 3 that registered after this.
- Gentle Cardio – 12 registered.
- Minds in Motion (Alzheimer Society program) – 16 registered. Average.
- Nia – 10 registered Good. There was a new instructor that generated more interest.
- QB Seated Fitness - 20 - Full
- PV Seated Fitness – 13 – Good. Attendance increased after the “Seniors are Talking” session.
- Belly Fit – 8 registered – Good.
- Adult Learn to Run – cancelled.
- Adult Strength and Stretch – cancelled.
- Zumba Gold – cancelled
- Women’s Indoor Soccer – cancelled

## Community Development/Other

- Met with Maxine M who was our NIA instructor she gave notice that she was moving to Vancouver and would no longer be able to teach for the RDN. Tristan Campbell is our new NIA instructor and has a strong following of existing clients.
- Meeting with the SOS seniors are talking group and presented a session on our seniors wellness programs.
- January 6 completed Adult guide input into class.

- Met with Sharon Welch from Forward House, Executive Director of SOS, Violet Hayes from the Island Crisis Care Centre and Sarah Poole from SOS to discuss the Community Action Initiative (CAI) stage 1 grant that we were awarded.
- Attended a facilitation workshop at the Career Centre.
- Meeting with Nicole Vaugeois to discuss student support for the CAI grant project.
- Attended a duty to report workshop with the ministry of children and family development.
- Workshop with Gary Anaka about the teenage brain.

## **AREA H PROGRAMMING**

- Men's Floor Hockey – regular participants continuing.
- Lego Builders 2.0 – full with 10 registrants. Challenge is to keep a group of participants who have done this in the past motivated and challenged.
- VIU Deep Bay Foraging for Wild Edibles on the Seashore – currently no registration, but this is generally a spring program, and was added into the March line-up late. I expect that registration will increase as this program has been very popular through Deep Bay VIU in the past.
- Spring Break VIU Deep Bay Marine Adventures camps – low registration at this time. Will be working on promotions for this camp.
- Spring and summer program planning.

### Special Projects and Events

- Spent majority of January covering for Arena Programmer, while EA H activities were covered.
- Employee Wellness Committee –Planning for Spring and Summer events/ activities as well as discussion on full year activities. Working with Reed Wellness to bring lunch and learns to Parkville. Next meeting is first week of March.

### Community Development

- Unable to do community development while covering for arena programmer. Programmer covering EA H portfolio worked on meeting community members and organizations.

## **MARKETING & COMMUNICATIONS**

### Advertising

- Display ads – Sign me up x 2, Winter registration, Winter Wonderland thank you, (PQB News) Winter registration (What's on Digest)
- Radio ads – keep your routine going strong

### Promotion

- Complimentary products – 2 requests filled.
- Spring break camp flyer sent to schools
- Website – special events now streamlined on all schedule pages.

## Communication

- Social media – Recreation posted 9 posts on Facebook . Top post Pro D Day camp – 2077 views. This was a paid advertisement. 357 organic views and 1720 paid views. Cost was \$38.

## Meeting/Professional Development

- Water day event planning
- ActiveNet website and branding conversation with Christina Gray, Matt O'Halloran and Hannah King.
- Cross Departmental meeting
- Eyes on Promotion – product presentation
- Webinar CPRA National Health and Fitness Day, June 4 2016

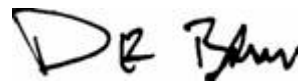
## **SUPERINTENDENT'S NOTES**

- Programming team shifted to cover a leave late December through mid- January. C. Finnie and J. Negrin both did a commendable job backfilling their respective temporary roles.
- Site visits and researching multisport complexes around the Province in preparation for upcoming community consultation process continues.
- Production of the next Active Living Guide has begun; first proof has been reviewed and returned.



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Report Writer



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Manager Concurrency

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

**DATE:** January 12, 2016

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

**MEETING:** D69 Recreation Commission –Feb 18, 2016  
All POSAC’s, RPTSC, EA ‘A’ PRC

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects-  
November and December 2015**

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## RECOMMENDATION

That the Parks Update Report for November and December 2015 be received as information.

During the last two months of 2015 staff have been involved with the following projects and issues.

### Electoral Area Community Parks

#### *Area A*

At Nelson Road boat launch staff removed wood debris from the ramp and cleared the stairs. At Ivor Road Community park staff responded to a neighbour’s phone call regarding hazard trees. The trees were removed and a faller was contacted to schedule an arborists report on several standing stems. At Cedar Skate Park staff removed garbage, checked/cleaned the toilet enclosure and removed graffiti.

#### *Area B*

With much appreciated assistance and effort from local volunteers, a new playground was designed and installed at Rollo McClay Community Park. In addition, staff conducted maintenance work at the park’s retention pond. Parks staff met with local Gabriola Island dog park advocates to discuss the possibility of developing a dog park at Rollo McClay CP.

In consultation with community volunteers, signage assessment work was carried out at 707 Community Park. Development and installation of the signs is expected to occur throughout the winter with assistance from area park stewards.

Along the Whalebone Area trails and parks, survey work was completed to accurately locate and mark property boundaries. Lumber and debris was removed from the trails.

Staff installed new posts and regulation signage throughout various Electoral Area B Community Parks, as well as conducted garbage clean ups. A stolen loading zone sign was replaced at El Verano boat launch and has since been stolen again.

***Area C – Extension***

Staff ordered plants and oversaw installation of several native plant species in Extension Miners Park Community Park to replace trees and shrubs lost during summer drought. The final design for a future memorial sign in Extension Miners Community Park was submitted for production in December. Installation is anticipated in April 2016.

At Nanaimo River Canyon Community Park staff removed garbage and cleaned the park entrance.

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

At Anders and Dorrit's Community Park staff conducted park inspections and modified and secured the grape arbor with diagonal supports.

At Meadow Drive Community Park planning and operations staff coordinated the installation of a concrete bench for the playground area. A concrete vault toilet was ordered and is scheduled for installation in February 2016. A contract for a future picnic shelter (scheduled for installation in summer 2016) was awarded in December following review of three proposals by local timber framers. Park staff removed arbor ties from the park and cleaned up the old pumpkins from Halloween.

At Benson Meadows Path park staff removed a boulder from the ditch which was blocking a culvert at a neighboring resident's driveway. Once at the scene it was found that the blocked culvert was not due to the trail upgrade but a poorly constructed headwall when the development was first built.

Park staff removed garbage from the parking lot at Creekside Community Park.

***Area E***

Staff cleared debris off trails at Brickyard Community Park and regularly removed garbage at Jack Bagley Field.

At the request of a park neighbour staff installed a park boundary sign as well as a park use regulation sign at Sea Ridge Drive Trail. MoTI consulted parks staff regarding kayak company use of Nanoose Area water accesses.

Parks staff ordered and oversaw the installation of several native tree species in Stone Lake Drive Community Park. A contractor installed a new cedar community park sign.

Construction at Blueback Community Park ceased early December due to poor weather conditions. Operations are expected to recommence early 2016 when conditions are favourable again.

Staff reviewed and approved a proposal by the Nanoose Place Society to install a picnic shelter adjacent to the Nanoose Place Community Centre.

***Area F***

Parks staff met with the Area F POSAC Trails sub-committee to discuss next steps for developing the ACT trails.

At Harris Crescent Community Park staff responded to a complaint regarding a hazard tree, removing the trees and debris. A fire pit was cleaned up by the stage at the Errington Farmers Market.

## ***Area G***

At Lee Road Park Community Park staff went to a call regarding stream bank erosion that was occurring on the park side of French Creek. Staff observations determined that this was natural stream morphology and there was no imminent danger. Staff will monitor the bank erosion over time. This was reported back to the concerned resident.

At Dashwood Community Park staff straightened and re-cemented basketball standards. The "S" hooks for the swings were also replaced.

Staff installed expanded metal on the bridges at Hawthorne Rise and at River Edge Drive staff removed garbage reported by a local resident.

A developer's contractor and a tree faller removed several identified hazard trees at Blue Water CP at their cost. Shortly after removal RDN parks staff planted the area with donated Hemlock and Spruce plugs.

Staff met with an Area G landowner to discuss a potential parkland acquisition.

## ***Area H***

At Deep Bay Community Trail Park staff repaired the parks/neighbour's fence that was rotten and blew over during a high wind event. At Henry Morgan staff seasonally cut the ornamental grass and conducted other park maintenance. Garbage was removed from Dunsmuir Community Park.

## **Community Works Projects**

### ***Area A***

Staff coordinated a public Open House event (held Dec. 2<sup>nd</sup>) for the future bridge development over the Nanaimo River within the MCRT. Tasks included development of a project website, ads and social media updates, information boards and a public survey, hall booking, event set-up and participation.

### ***Area B***

Staff concluded work with the landscape architect consultant on the Village Way design. Working with structural and civil engineering consultants, staff completed the application package for MoTI and submitted for review. Work continued with the engineering consultant on a schedule of quantities and cost estimates. Meetings were held with MoTI to go over design concerns and with the Area Director and engineer to review design and cost approaches.

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

The new stairs were inspected at Extension Miners and the trail maintenance work was carried out.

### ***Area F***

Trail surfacing compaction and identification signage installs have now been completed at the Price Road section of the Arrowsmith Community Trail.

At the recommendation of the subcommittee and with the approval of the Area Director, parks staff designed and prepared trail construction contract documents for a public trail within the Cranswick undeveloped road allowance to connect the end of Cranswick Rd to Matterson Road. A MoTI trail



construction permit was received and a contract was awarded to undertake development. A culvert was installed and grubbing completed; the remainder of trail construction will be completed in the spring of 2016.

### ***Area E***

At Claudet Road CP park staff installed a bear proof garbage can and improved drainage on the trails. Further trail improvements will occur in the month of January as weather points out any other potential deficiencies. Park staff removed protruding roots in certain sections of the trail. A split rail fence was installed; water service chain link fence will be installed Early December. Park staff drafted up signs for the new park and had them produced and installed.

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

#### ***E&N Rail Trail***

Staff worked with the environmental consultant on the submission of a Sec 9 Notification to MFLNRO. Staff also worked with the engineering consultant on development and BC Bid issue of a Request for Qualifications, due mid-January. A Development Permit Application package was completed and submitted to Development Services. Staff worked with the City of Parksville on a revised route through Springwood Park including holding several meetings on preliminary drawings, surveying and general arrangements. A draft Memorandum of Understanding was submitted to the Island Corridor Foundation regarding delayed Alberni Line compliance with road crossing regulations. The ALC Panel decision regarding Rail Trail along Alberni Line was received with fencing required along the ALR lands. Staff prepared and submitted an appeal to the ALC. Staff worked with the engineering consultant on approval submissions to ICF and SVI. Staff submitted a revised Church Rd crossing application to MoTI. Staff engaged a gravel consultant to assist in development of final specifications and consulted with other Island RDs for their specs. Staff reviewed updated cost estimates and required design changes.

### ***Regional Parks and Trails***

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

Contract prices were obtained and a contractor selected for development of a pedestrian trail at the park. Area neighbours were notified in writing of the upcoming construction, expected to occur in January, though is weather-dependent. Provincial Wildlife permits have been received and an environmental consultant has been retained in order to satisfy Federal Government requirements for development of the site, with regards to safeguarding amphibian species.

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

Park staff prepared a Request for Proposals for the 2016-2020 operation of Descanso Bay Regional Park. Siting and design of a change room for the park day use area was completed. Campground advertising was purchased for the online Destination BC website([www.helloBC.com](http://www.helloBC.com)).

#### ***Englishman River Regional 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 installed trail closure signs on an unsanctioned trail near Top Bridge at the request of The Nature Trust of British Columbia. Park staff are working with the GIS department mapping and making new directional signage for the park.

An eighth year of water quality, benthic invertebrate and spawning fish monitoring was completed along DFO's fish channel by VIU students, with help this year from the Mid-Island Habitat Enhancement Society. As usual, financial assistance was provided by RDN Parks to help with laboratory costs.

Park staff removed a deer carcass reported by a Conservation Officer.

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

A contractor repaired the boat launch as lake levels were low enough to do so. Park staff met with the Coastal Fire Centre to discuss work / training opportunities. Staff drafted new signs to replace existing damaged, incorrect or old signage. Website maps were updated. Campground advertising was purchased for the online Destination BC website ([www.helloBC.com](http://www.helloBC.com)).

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

Staff contacted Ministry of Transportation staff and the adjacent landowner regarding installation of vehicle barricades and control of gated park access.

A gate key was distributed to DFO for the purpose of access for a successful river restoration project involving the depositing of salmon carcasses in the river.

BC Conservation Foundation inspection of their four Large Woody Debris structures showed they were generally in good order.

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

Staff installed expanded metal on the Caretakers House stairs. Due to high rain events causing flooding at certain spots on the trail staff installed trail drainage to relieve flooding/ponding.

Staff reviewed submitted proposals for architectural services pertaining to Kennedy Hall, the Caretaker's residence and a future washroom. A contract was awarded in December.

Staff toured Miss Moore's cabin with board members of the Parksville Museum who, later in 2016, will assess the building's potential for restoration and management by the museum.

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

Staff conducted site visits with interested contractors to obtain price quotes for trail resurfacing work.

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

Staff concluded negotiations with NALT on the final conservation covenant. Staff organized publications of notice of Board's intent to charge park titles with a covenant, and web information page on the process. Staff worked with the lawyer, NALT and Corporate Services on final document preparation and inclusion in January Board agenda.

New trail head signs were designed by staff and fabricated. Each sign has a map showing their location with emergency phone numbers and coordinates to their position. NALT will be installing them when weather permits.

Staff using utilities tractor put in small drainage ditches across the Old Road Loop trail.

***Nanaimo River Regional Park***

Staff put up high water and thin ice signs in the park. The trail and stairs were cleared of leaves.

***Parksville - Qualicum Links***

Staff liaised with the Chair of the Greater Nanaimo Cycling Coalition, now representing D69 given the folding of the Oceanside Cycling Coalition group.

***Trans Canada Trail***

Staff liaised with the TCT headquarters regarding Cedar route plan being promoted by an area resident and confirmed no change in ability to realize new route through Cedar in the short term.

Further to direction from Island Timberlands, staff posted temporary trail closure notices on the Extension Ridge Trail.

***Miscellaneous***

Staff installed thin ice signage and "Caution High Water" signs at various parks in the district.

Staff assisted with the Winter Wonderland set-up at Oceanside Place.

Staff provided the Capital Regional District with background information on Haslam Creek Suspension Bridge and copy of as-built plans, and park agreements list.

Staff participated in the VIU Shadow-Mentor Program, providing a VIU Recreation student an opportunity to shadow with Park staff for a day. Tasks included site visits and an Open House set-up.

Staff attended a meeting regarding Brant closures within the Parksville-Qualicum Wildlife Management Area.

Work continued on some in camera land issues and acquisitions.

***Fire***

Staff attended the Coastal Fire Centre's regional meeting on revisions to the fire control cost sharing agreement model and responded to survey request for parkland conditions.

***Off-Road Vehicles***

Staff liaised with the Province on the application of new law and issues concerning local enforcement services' awareness of the new and existing law. Staff participated in the UBCM conference call on the new law's application including on Regionally-owned lands, and confirmed the RDN's interest in exploring the possibility. Staff also advised NCC, TNT, and DUC of the potential for application of the new law to their lands.

***Geese Management***

Staff attended several meetings with other regional and island partners and experts on Geese Management. A regional committee has been formed and staff will continue to sit on the committee. The goal is to move forward with Geese Management within the Region.

### **2015 Budget Development**

The final changes were made to the preliminary budget and the parks budgets were presented to the senior management team and each EA budget to the Area Director. In January, the budget will be updated to include carry forward projects and to update the year end surplus based on the final 2015 expenditures.

### **Sharepoint**

Staff held several meetings with IT staff to review new park libraries and means of transferring files to the new Sharepoint system efficiently. Work will continue on clarifying the process and training the parks team.

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

#### Area A

- Concluded a park use permit with VIU's G.R. Paine Horticultural Centre for the removal of wild ginger propagules from the Douglas-fir plantation at Nanaimo River Regional Park by Tamagawa Program students receiving training in sustainable harvesting techniques. The majority of young plants propagated will be planted out at Milner Garden and Woodlands; the balance will be returned to NRRP for planting out.

#### Area B

- Concluded a park use permit with the 4H Club for Rollo McClay Community Park concession use while community volunteers worked with Parks staff to build the new park playground.

#### Area G

- Concluded annual December Bird Count permit with the Arrowsmith Naturalists for survey at Englishman River Regional Park and the Little Qualicum River Estuary Regional Conservation Area.
- Liaised with film company about potential Movie of the Week shoot locations in Parksville area; no Park Use Permit concluded.

### **Website and Communications**

Staff updated pages including the Park Highlights list and Mount Benson Regional Park page plus created a Witchcraft Lake Regional Trail page.

The park pages for Spring-Summer 2016 Active Living Guide were created.



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Manager of Parks Services



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General Manager Concurrence

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

**DATE:** Feb 5, 2016

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

**MEETING:** D69 Recreation Commission  
All POSAC's, RPTSC

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- January 2016**

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## RECOMMENDATION

That the Parks Update Report for January 2016 be received as information.

### Regional and Community Parks and Trails

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

#### Electoral Area Community Parks

##### **Area A**

Staff continued investigation of a significant hazard tree issue at Ivor Road Community, following a call from a neighbour after a tree fell from the park onto private property and caused minor damage. An arborist has been consulted and staff will be considering tree and risk management issues before proceeding with additional work at the site.

Staff removed a large amount of wood debris from the Nelson Boat ramp.

At the Cedar Skatepark staff removed dumped garbage and completed a park inspection. A contractor was enlisted to remove a large amount of spray paint graffiti from the skateboarding bowl and ramps.

##### **Area B**

Following the construction of a new playground at Rollo McClay Community Park, staff have been investigating drainage management options for the site. During January there have been repeated incidents of significant graffiti issues at the park. Cost estimate info was sought from a fencing contractor for planned improvements to the upper and lower ball fields. This work is scheduled for March.

Staff replaced stolen park signage twice at El Verano Community Boat Launch.

Staff liaised with community volunteers regarding signage work that needs to be conducted at both 707 and Cox Community Parks.

Following survey work in the Whalebone area Community Parks, staff have been working on a development plan for increased and improved signage for these Community Parks, as well as examining options for dealing with a small number of trespass issues.

Trees in the park on Decourcy Drive were checked for signs of root rot following a report from an adjacent property owner after a tree fell down and caused damage to his property. An arborist will be contracted to do an assessment of the stand.

Park naming information was provided to DeCourcy Island residents to consider at their February 7<sup>th</sup> Resident's Association meeting.

Staff attended a site meeting with the developer and Director Houle regarding their upcoming subdivision application at 1520 McCollum Rd to discuss potential parkland dedication options. Once an application has been made it will be referred to the Area B POSAC for consideration.

#### ***Area C – Extension***

At Extension Miners Community Park staff installed expanded metal tread material to newly constructed stairs and landings.

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

At Creekside community park staff removed garbage from the parking lot.

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

At Stone Lake Drive Community Park staff removed scotch broom and cleared debris from trails.

Staff updated a 5-Year Park Project Plan scheduled for final review by the POSAC in February.

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

Following completion of trail development work at Price Road, some additional grading and trail improvements were conducted during January.

Following the parking lot development at Errington Community Park, parking curbs/wheel stops were added. Some minor grading and surfacing work will be required for the site and is scheduled for mid-February. Staff also received a report of vandalism, littering and health concern issues at the park. This has been reported to the RCMP.

Staff installed park regulatory signage at and conducted a park clean-up at Meadowood Community Park.

At French Creek School Community Park staff removed garbage and debris and conducted a playground inspection.

Staff attended a site meeting with the development agent regarding the proposed rezoning amendment and subdivision application on Springhill Rd.

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

At Blue Water Community Park staff cut high stumps and removed them from site along with other miscellaneous wood debris left behind in park. Staff also prepared a planting plan for future street-side planting.

At Columbia Drive Community Park staff removed garbage from site.

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

Park staff conducted maintenance on all beach accesses.

At Oakdowne Community Park concrete barriers were installed to prevent vehicular access from Oakdowne Rd. to Larkdowne Rd.

At Henry Morgan Community Park the Pump Track was weeded and a portion of the trail.

A report to the board was prepared to recommend acceptance of the Province's offer to renew the licence of occupation for Oakdowne Community Park for a 30-year term.

### **Community Works Projects**

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

Staff prepared a board report regarding an equestrian-accessible bridge design option for the future Nanaimo River crossing along the MCRT.

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

Further to a MoTI-called halt to Village Way project design and approval work, and higher level efforts to resolve jurisdictional scope issues, staff worked on clarifying the nature of roadside trails that have been permitted in other Vancouver Island regions.

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

At Claudet Community Park staff installed drainage along trail entrance and improved entrance area with gravel surfacing. Staff also repaired existing trail drainage.

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

#### ***E&N Rail Trail***

The RFQ process was concluded. Nine compliant submissions were received and five firms pre-qualified to bid on a project tender. Staff obtained updated cost estimates for the project and prepared a report for the February Board meeting regarding project funding sources, RFQ results and move to tender. As well, a report to the Board was prepared to obtain approval to defer some regulatory compliance along the inactive Alberni Line of the E&N. Staff continued to deal with SVI and the ALC on plan approval and revision to fencing requirements.

### **Regional Parks and Trails**

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

Park staff conducted park inspections carried out maintenance on the box stairs.

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

Staff designed and installed a sign regarding vehicles blocking driveways.

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

The trail development work scheduled for the southern edge of Coat's Marsh continues to be on hold due to rainfall issues. It is anticipated that we will be able to commence this project later in February.

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

Cost estimates for the construction of a change room at the park have been received. Development of this amenity is expected to occur in February.

UV bulb replacement and water treatment system maintenance work was carried out at the park.

A two month (January-February 2016) contract extension for the Descanso Bay Regional Park Operator was awarded to the current operator. The 2016-2020 Park Operator RFP was issued on January 5<sup>th</sup>. Five interested proponents attended the mandatory site meeting on January 14<sup>th</sup>. The deadline for proposals is February 2 and the start date for the new contract is March 1<sup>st</sup>, 2016.

A membership was taken out with the BC Lodging and Campgrounds Association and advertisements for Descanso Bay Regional Park were placed on the Travel BC, Campingrvbc, GoRVing websites as well as in the Super Camping print guide.

### ***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.

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

Staff dealt with Fortis on a new requirement for annual permitting of structures on their SRW.

A membership was taken out with the BC Lodging and Campgrounds Association and advertisements for Horne Lake Regional Park were placed on the Travel BC, Campingrvbc, GoRVing websites as well as in the Super Camping print guide.

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

Staff repaired poorly draining areas of trail.

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

Heavy equipment and boulder placement work was carried out at LQRRP with the goal of barricading access by ATV's and off road vehicles. Following completion of this project, vandals used heavy equipment to backfill a trench and move several boulders in order to gain access to the barricaded area. Further work is expected to be conducted in February, with ongoing plans to install video surveillance at the site. Prior attempts at installation of security cameras resulted in the theft of the hardware from the park. Staff also met with an adjacent landowner regarding security and illegal dumping issues, requesting notification of any observed malevolent behaviour in the area.

Staff conducted several park inspections in the course of monitoring vehicle access, and also discovered the theft/removal of a large cedar tree.



***Moorecroft Regional Park***

Work continued with the consultant on the design of the accessible washroom and design for upgrades at Kennedy Hall. Four design options were received and discussed. Costing for the preferred option was obtained for budgeting purposes.

***Morden Colliery Regional Trail***

An application to the Agricultural Land Commission related to future trail development between the Nanaimo River and Cedar Road was submitted on January 18. There is an estimated 2-month application processing period.

Staff prepared mapping, elevational data, and site plans for the upcoming trail development work along the parking lot to Thatcher Creek section of the trail.

***Mount Benson Regional Park***

Staff completed preparatory work involved with moving the park conservation covenant through the January Board meetings. Further to Board approval, staff began work with lawyers on the execution and registration of the document.

***Parksville Qualicum Beach Links***

At Barclay Crescent staff GPS'd trees along park boundary regarding call from park neighbor and arranged for arborist report on trees.

***Trans Canada Trail***

A web notice was issued that the Extension Ridge Trail closure brought down by landowner Island Timberlands would be extended through the winter until industrial logging activities in the area are completed.

***Witchcraft Lake Regional Trail***

Park staff gps'd and took measurements of existing parking lot to look at future expansion and improvements.

***Miscellaneous***

Staff assisted Tourism Vancouver Island with the Phase II Trails Strategy project and responded to the consultant's initial questionnaire.

Staff attended the Greater Nanaimo Cycling Coalition Forum and provided a short presentation on RDN planning work.

Staff began work on updating MIA with regard to agreements and term dates for the purpose of the RDN's annually issued insurance certificate.

Work continued with Recreation staff on the roll-out of the Spring-Summer Active Living Guide and communication to park staff of recreation events being programmed in parks.

The Parks Budgets were updated for actual surplus and project carry-forwards. Changes were also made to update projects costs from previous estimates.

Staff tested the new SharePoint filing system for parks documents. Staff training and a roll over to the new system will take place in February.

Staff continued work on two acquisition files.

***Park Use Permits and Events***

Parks permits approved and in process include:

Area F

- Work was initiated on the Coombs Family Picnic permit for use of French Creek School Community Park in June.

Area H

- Renewed the MFLNRO permit for the last stage of research at Wildwood Community Park concerning climate change effects on the growth of coastal Douglas-fir and coastal Western Hemlock forests. As was done at Nanaimo River Regional Park in regard to the forest research conducted there, summary research findings will be shared with Wildwood users through simple interpretive signage.



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Manager of Parks Services



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General Manager Concurrence