

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, OCTOBER 20, 2016
2:00 PM
(Oceanside Place Multi-Purpose Room)
A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

R. Boag –**Parksville Curling Club (tentative)**

Motion to receive Late Delegations

PRESENTATION

RDN Summer Programs - K. Valade, RDN Programmer

MINUTES

4-6 Minutes of the Regular District 69 Recreation Commission meeting held September 15, 2016.

7-8 Minutes of the D69 Recreation Grants Sub-Committee meeting held October 12, 2016

Motion to adopt the Minutes

BUSINESS ARISING FROM THE MINUTES

Grants

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

Community Group	Current Request 2016	Recommended 2016
Arrowsmith Community Recreation Association- youth sports programs	\$4,200	\$4,200
District 69 Family Resource Association- youth life skills program food and supplies	\$2,500	\$2,500
Parksville Curling Club- junior program equipment	\$2,500	\$2,500
Total		\$9,200

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

Community Group	Current Request 2016	Recommended 2016
Arrowsmith Agricultural Association - Family Day Celebration	\$1,870	\$1,414
Errington Elementary School- Tribune Bay for low income families	\$2,500	\$2,500
Inclusion Parksville Society (formerly PDACL)- tables, chairs, tents	\$2,500	\$1,000
Nanoose Place Seniors- carpet bowls for visually impaired players	\$828	\$828
Oceanside Community Arts Council- senior's art program	\$6,500	\$1,250
Qualicum Beach Lawn Bowling Club- bowling aides	\$1,700	\$1,000
Qualicum Weavers and Spinners Guild- portable loom	\$1,340	\$1,200
Ravensong Masters Swim Club- pool rental	\$1,000	\$1,000
Total		\$10,192

COMMUNICATIONS/CORRESPONDENCE

9 RDN Public Notice - **District 69 (Oceanside) Recreation Services Update**

Motion to receive Communications/Correspondence

UNFINISHED BUSINESS

REPORTS

10-12 Monthly Update – Oceanside Place – September 2016

Monthly Update – Ravensong Aquatic Centre – September 2016 (handout)

13-16 Monthly Update – Northern Recreation Program Services – September 2016

17-23 Monthly Update - Community and Regional Parks and Trails Projects – September 2016

Motion to receive the update reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATION

NEW BUSINESS

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

November 17, 2016
Oceanside Place

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION

REGULAR MEETING

HELD THURSDAY SEPTEMBER 15, 2016

2:00PM

(OCEANSIDE PLACE)

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

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

Regrets: Ted Malyk, Electoral Area 'G'

CALL TO ORDER

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

WELCOME NEW COMMISSIONER

Chair Fell introduced Teresa Patterson as Commissioner Grier's replacement as the City of Parksville representative on the Commission.

DELEGATIONS/ PRESENTATION

None

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that the Minutes of the Regular District 69 Recreation Commission meeting held June 16, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that the following Communications/Correspondence be received:

- D. Banman. RDN to Lifesaving Society, **RE: RDN/SD69 Swim to Survive Grant**
- D. Banman, RDN to A. Mcvey, Pool User, RDN **RE: Expansion of Ravensong Pool**
- D. Banman, RDN to M. Cree, QB Resident, RDN **RE: Swimming Facilities Health Issue**
- D. Banman, RDN to S. Lawrence, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to D. Duncan, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to D. Archer, Pool User, RDN **RE: Upgrade to Pool**
- D. Banman, RDN to D. Mudry, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to G. Hay, Pool User, RDN **RE: Ravensong Pool Expansion**
- D. Banman, RDN to M. Albert, Pool User, RDN **RE: Reasons for another Pool and/or a Sport Complex**
- K. Domes, Lifesaving Society to A. Porteous, RDN **RE: Swim to Survive Grant Program**
- Ravensong Action Group to D. Banman, RDN **RE: Ravensong Expansion**

CARRIED

UNFINISHED BUSINESS

None

REPORTS

- Monthly Update – Oceanside Place – June 2016**
- Monthly Update – Oceanside Place – July 2016**
- Monthly Update – Oceanside Place - August 2016 (hand out)**

Mr. Banman gave an overview of the Monthly Updates of Oceanside Place, noting that both ice surfaces were removed for maintenance this summer and a new sound system and monitors in the meeting rooms and multi - purpose room were installed as part of the summer projects. The first pickle ball tournament at Oceanside Place was a great success and the always busy Annual Panthers Hockey Junket was happening this week. Twenty – five teams in four age divisions (60, 70, 65, 75) from as far away as Colorado were registered.

- Monthly Update – Ravensong Aquatic Centre – June 2016**
- Monthly Update – Ravensong Aquatic Centre – July 2016**
- Monthly Update – Ravensong Aquatic Centre – August 2016**

Mr. Banman gave an overview of the Monthly Update of Ravensong Aquatic Centre, noting that the yearly shutdown in August saw a replacement of the Master Control Centre (MCC), the primary electrical service panel for the facility and reopening is scheduled to be on time.

The number of trained Aquafit instructors is up so instructor absence should be minimal.

A swim to survive grant was awarded to the RDN to run a Grade 7 Swim to Survive Plus program.

Monthly Update – Northern Recreation Program Services – June-Aug 2016

Mr. Banman gave an overview of the Monthly Updates for the Northern Recreation Programs, noting that at the next meeting the recreation programmers for summer programing will attend and present all of the stats and successes from the summer. He mentioned some of the camp changes that evolve with the changing dynamics of the community.

Mr. Banman mentioned the success of Adult 6 on 6 soccer and the guided hikes provided by the RDN.

Monthly Update of Community and Regional Parks and Trails Projects – June – Aug 2016

Mr. Osborne gave a summary of the Monthly Update of Community and Regional Parks and Trails Projects in the D69 area.

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

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Director Veenhof requested that a news release be sent out regarding the status of the work being done around feasibility of a pool expansion. Mr. Banman said he would put out a public release similar to the replies in the correspondence.

NEW BUSINESS

Recreation Services Master Plan Advisory Committee – Selection of D69 Recreation Commission members.

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that Commissioners Fell, Nosworthy, Patterson and Horner be appointed to the District 69 Recreation Services Master Plan Advisory Committee.

CARRIED

COMMISSIONER ROUNDTABLE

None

IN CAMERA

MOVED Commissioner Veenhof, SECONDED Commissioner Horner that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

Time: 3:05pm

ADJOURNMENT

MOVED Commissioner Patterson that the meeting be adjourned at 3:33pm.

CARRIED



REGIONAL DISTRICT OF NANAIMO

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

**HELD AT 2:00 P.M. ON WEDNESDAY, OCTOBER 12, 2016
OCEANSIDE PLACE, PARKSVILLE**

Present:

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

Minutes:

C. MacKenzie	Recreation Programmer
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BUDGET

Total Grants available for 2016	\$62,500
Dispersed to date in 2016	\$43,108
Remainder to date 2016	\$19,392

REVIEW OF FALL 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.

Three applications were received for Youth Grants, requesting \$9,200. All Youth Grant applications met grant criteria and are recommended for the full amount of their requests.

Eleven applications were received for Community Grants, requesting \$25,613. Eight Community Grant applications met the grant criteria and are recommended for funding for a total of \$10,192. One application from Forward House Community Society and one application from Qualicum Beach Elementary School PAC have been deferred to the January 2017 intake. One application from the District 69 Family Resource Association for monthly parent support services does not meet the grant eligibility and is not recommended for funding.

RECOMMENDATIONS

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

Community Group	Approved in 2015	Approved 2016 YTD	Current Request 2016	Recommended 2016
Arrowsmith Community Recreation Association- youth sports programs	\$5,700	\$735	\$4,200	\$4,200
District 69 Family Resource Association- youth life skills program food and supplies	\$4,395	\$2,841	\$2,500	\$2,500

Parksville Curling Club- junior program equipment	\$2,200	\$0	\$2,500	\$2,500
Total				\$9,200

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

Community Group	Approved in 2015	Approved 2016 YTD	Current Request 2016	Recommended 2016
Arrowsmith Agricultural Association - Family Day Celebration	\$1,982	\$0	\$1,870	\$1,414
Errington Elementary School- Tribune Bay for low income families	\$5,000	\$5,000	\$2,500	\$2,500
Inclusion Parksville Society (formerly PDACL)- tables, chairs, tents	\$1,500	\$1,200	\$2,500	\$1,000
Nanoose Place Seniors- carpet bowls for visually impaired players	\$0	\$0	\$828	\$828
Oceanside Community Arts Council- senior's art program	\$2,000	\$0	\$6,500	\$1,250
Qualicum Beach Lawn Bowling Club- bowling aides	\$0	\$0	\$1,700	\$1,000
Qualicum Weavers and Spinners Guild- portable loom	\$0	\$0	\$1,340	\$1,200
Ravensong Masters Swim Club- pool rental	\$1,250	\$0	\$1,000	\$1,000
Total				\$10,192

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

Community Group	Current Request 2016
District 69 Family Resource Association- monthly parent support activity	\$2,500

ADJOURNMENT

The meeting adjourned at 2:25pm.



RDN Recreation Notice

October 12, 2016

District 69 (Oceanside) Recreation Services Update

The Regional District of Nanaimo (RDN) is beginning work on two important recreation projects for the District 69 (Oceanside) area.

A review of the District 69 Recreation Services Master Plan is beginning this fall. The review will look at recreation services currently being provided by the RDN to determine if District 69 (Oceanside) community needs are being met. This will include engaging the community and users of RDN-owned recreation facilities and programs. More information will be provided through community engagement beginning this fall.

As part of this process, the public will be asked for feedback on an expansion of the Ravensong Aquatic Centre in Qualicum Beach. The RDN Board has directed staff to develop a timeline, budget and process for potential expansion of the facility. This will include stakeholder input, public consultation, facility amenity refinements and District 69 Recreation Commission review. The Recreation Commission and RDN Board have asked that feedback regarding the expansion of the aquatic facility be completed early in the Recreation Services Master Plan process.

Updates on these two projects will be posted to our website at www.rdn.bc.ca.

Contact: Dean Banman
Manager, Recreation Services
Regional District of Nanaimo
250-248-3252 or 1-888-828-2069

TO: Dean Banman
Manager of Recreation Services

DATE: October 4, 2016

FROM: John Marcellus
Superintendent of Arena Services

MEETING: D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission September 2016 Report – Arena Services

RECOMMENDATION

That the Arena Services September 2016 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

- Program registration has been very good. Heath Dennison Hockey Combo is full, Hockey Rascals and My Hockey league are doing very well, close to capacity.
- Oceanside Women's Hockey League has expanded to three teams this year from two last year due to increased interest in the program. Many new players are registering.
- Preschool activities in the evenings have received much better registration, with 19 registered, than morning activities which were cancelled due to only 2 registrations received.
- The Parksville Men's Hockey League (formed to replace an adult league that has folded) was cancelled due to low registration numbers. Three (3) teams were required to constitute a league and there was only enough registration for 1.5 teams.
- Attendance was good at the "School Development and Planning Day" skates in September. There were 55 skaters on Friday, Sept. 23th and 58 on Monday, Sept. 26th.
- Parent and Child Hockey started off strong on Monday, Sept. 19 with 31 skaters.

FACILITY RENTALS

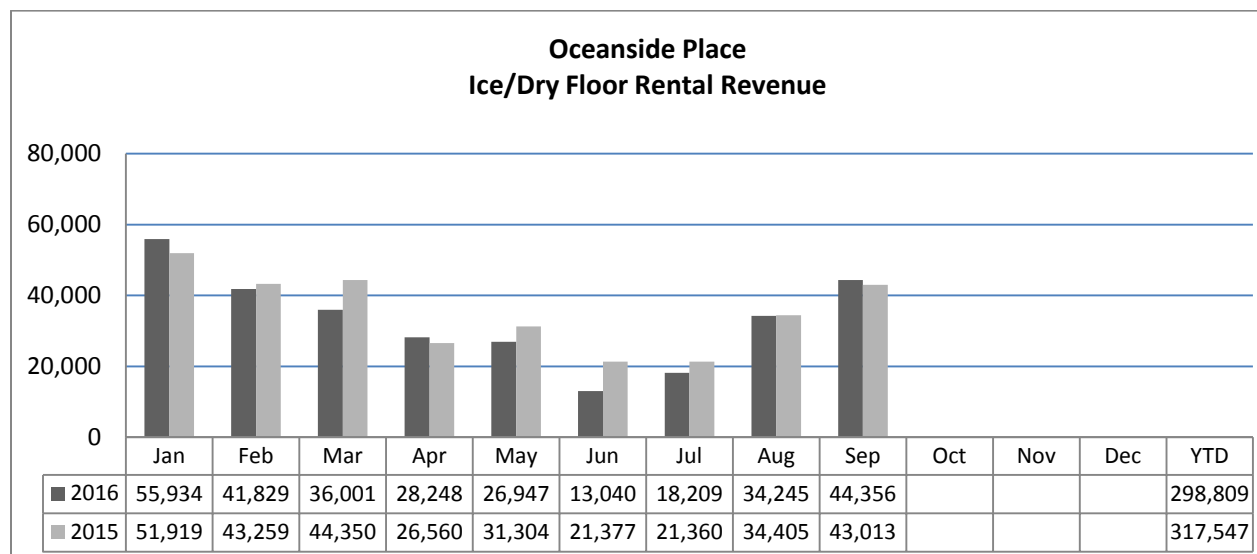
- Ice and dry floor usage was up in September with 492 hours of use compared to 471 in 2015.
- Oceanside Minor Hockey participated in Esso Fun Day on Sat. Sept. 12 with a Try It session for girls. It was very successful with 14 girls registered. The RDN provided support through the supplying of gear from the gear/loan program to ensure that all the participants had a chance to enjoy the full hockey experience.

- The Parksville Panthers Hockey Club held their annual “Hockey Classic” Sept. 13 – 15. There were 28 teams registered in 4 different divisions (60, 65, 70 and 75 years). Teams came from Vancouver Island, the Lower Mainland, Alberta (7 teams) Manitoba (1 team from Flin Flon) and Colorado (1 team)
- Skate Canada Vancouver Island held their annual Regional Development Camp on Sept. 17th and 18th. Four-time World Champion and three-time Canadian Olympian Kurt Browning was in attendance on both days and provided valuable insight and instruction to approximately 100 skaters.

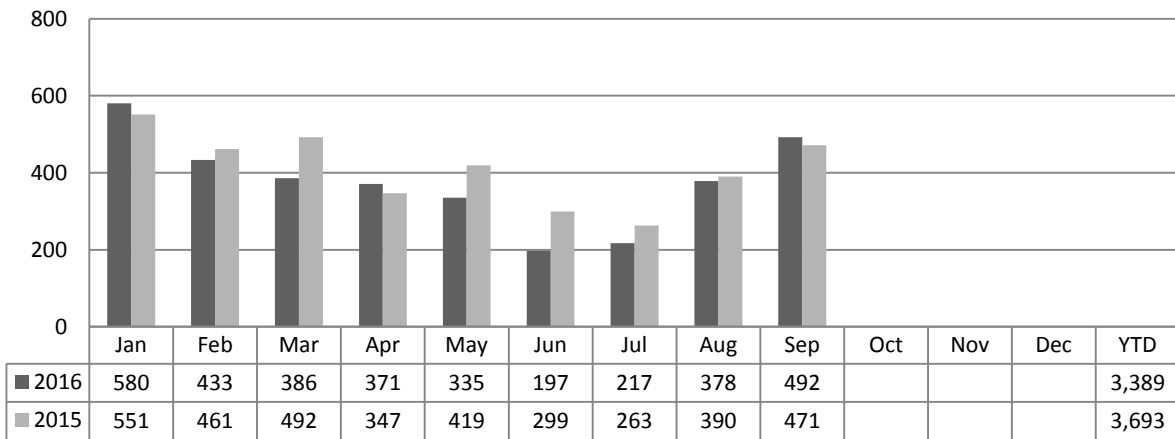
FACILITY OPERATIONS

- Facility staff participated in recertification courses on Sept. 27th and 28th for Workplace Emergency First Aid required by Work Safe BC.
- Arena Maintenance staff completed their annual respirator fit testing and participated in an AED training exercise.

FACILITY USAGE



**Oceanside Place
Ice/Dry Floor Hours of Use**



FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	62	44	23	0	0	1	0	0	3				133
Child	460	476	435	22	6	6	69	22	119				1,615
Youth	128	109	55	5	11	1	15	9	26				359
Adult	606	475	325	200	179	153	52	35	179				2,204
Senior	721	729	576	540	440	283	233	264	515				4,301
Golden	49	60	44	26	19	8	4	4	22				236
Family	1,097	884	300	0	4	8	44	24	56				2,417
Totals	3,123	2,777	1,758	793	659	460	417	358	920				11,265

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2	2	2	1	1				226
Child	572	579	384	10	5	4	168	74	86				1,882
Youth	185	172	108	31	30	37	38	26	59				686
Adult	502	578	269	225	220	189	90	112	234				2,419
Senior	688	685	469	594	575	470	234	242	460				4,417
Golden	46	42	28	22	14	12	1	1	11				177
Family	656	532	267	4	4	8	64	36	94				1,665
Totals	2,750	2,664	1,565	887	850	722	597	492	945				11,472

J. M. ...

DR ...

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: October 7, 2016

MEETING: D69 Recreation Commission
October 20, 2016

FROM: Hannah King
Superintendent of Recreation Program Services

FILE:

**SUBJECT: District 69 Recreation Commission June-August 2016 Report –
Northern Recreation Program Services**

RECOMMENDATION

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

INCLUSION

- Requests for support for both swimming lessons and Pro-D Day camps fulfilled

PRESCHOOL PROGRAMMING

- Parent & Tot Gymnastics (18mo-3yrs) – 9 registrants (good)
- Parent & Tot Gymnastics (18mo-3yrs) – 16 registrants (full)
- Parent & Tot Gymnastics (18mo-3yrs) – 6 registrants (poor)
- Tiny Tot (3-4yrs) – 8 registrants (good)
- Tiny Tot Gymnastics (3-4yrs) – 15 registrants (excellent)
- Kindergym (4-5yrs) – 8 registrants (good)
- Kindergym (4-5yrs) – 9 registrants (good)
- Parent and Tot Gym Time (2-5yrs) – 3 registrants (poor)
- Tot Soccer and Sports (3-4yrs) – 9 registrants (good)

CHILDRENS' PROGRAMMING

- Junior Beginner Gymnastics (5-8yrs) – 12 registrants (excellent)
- Junior Beginner Gymnastics (5-8yrs) – 11 registrants (excellent)
- Junior Intermediate Gymnastics (5-8yrs) – 16 registrants (full)
- Junior Intermediate Gymnastics (5-8yrs) – 8 registrants (good)
- Senior Gymnastics (5-8yrs) – 16 registrants (full)
- Adaptive Gymnastics – 3 registrants (poor)
- Home Alone (9-12yrs) – 13 registrants (excellent)
- Home Alone (9-12yrs) – 11 registrants (excellent)
- Acro Gym (8yrs-adult) – 10 registrants (good)
- Drop in Gym – 34 drop-ins at the first 6 sessions at Qualicum Commons and former Parksville Elementary School.
- Birthday Party at the Gym – 2 private bookings in September

Community Development

- District 69 Recreation Grants- recommendations are included in the Commission package. The next deadline is January 27, 2017.

YOUTH PROGRAMMING

- Pro D Camp (Sept. 23): 20 registered with 3 waitlisted. Excellent. Day included an art activity in the morning and swimming in the afternoon. Camp was based out of Qualicum Commons leased space
- Babysitter's Certification: 11 registered. Good.
- Pro D Camp (Sept. 26): 20 registered with 5 waitlists. Excellent. Art activity in the morning and skating in the afternoon. Camp based out of Oceanside Place arena.
- Youth and Adult Mini Golf Tournament: 13 youth and 13 adults attended. This intergenerational FREE event is a great partnership with Paradise Adventure Mini Golf. This year the event was promoted as one of the events celebrating Active Aging Week. Participants were paired (2 seniors with 2 youth) to golf 9 holes, then came together to enjoy some healthy snacks then golf the other 9 holes.

Cancelled:

- Pixel Art Painting, Sep 19. No registration.
- Art Birthday Parties, Sep 29. No registration.

Community Development

- Sep 22, attended Teen Nite at SOS
- Sep 27, hosted Mini Golf event for Active Aging week

ADULT PROGRAMMING

- Sep 10 Guided Hike Mt. Arrowsmith – Cancelled
- Paddleboarding – 4 Registered. Great, 5 is Maximum.
- Hula Hoop Cardio - Cancelled
- Strength and stretch Parksville – 7 registered. New program – Good
- Strength and stretch Qualicum Beach – 6 registered. New program - Good
- Zumba – 5 registered. Low.
- BellyFit - Cancelled
- Minds in motion – 14 registered. Good
- Sep 17 Guided Hike – Mt. Horne – 5 registered. Minimum.
- Sep 17 Intertidal Zone at Moorecroft Regional Park – 4 registered. Minimum
- TRX suspension - Cancelled
- Lawn Bowling for beginners - Cancelled
- Choose to Move – 7 registered – good
- ActivAge 1 – 9 registered – very good
- ActivAge 2 – 9 registered – very good
- Seated Fitness Qualicum Beach – 9 registered. Low
- Gentle Fit – 7 registered. Good
- Gentle Cardio – 13 registered. Very Good
- Seated Fitness Parksville – 12 registered. Very good.
- Sep 27 Watershed Tour at Englishman River Regional Park – 7 registered. Good
- Fitness Walking – 2 registered. Very low – but drop-ins coming too.

*Please note: Drop-in is available for many of the programs in addition to the registered participants.

Community Development, Projects and Promotions

- Sep 12, 19, 26 – Radio interviews on the Beach
- Sep 18 – Terry Fox run
- Sep 22 – OHWN Strategic Planning Meeting
- Sep 26 – Presentation at TOPS
- Sep 26 – Meeting with Island Health staff at OHC
- Sep 25 - Oct 1 - Active Aging Week: 26+ free activities

AREA H PROGRAMMING

- Men's Floor Hockey: cancelled after two classes due to damage they were doing to the floors of the school. Only drop-in participants for first two classes.
- Cartooning in Bowser: currently six registered, minimum for program to run. This is good registration for this early (program starts Oct 12).

Special Projects & Events

- Employee Wellness Committee –
 - Meeting Sept 13 – discussed plans for upcoming 2017 year, as well as opportunities for fall 2016.
- Terry Fox Run – September 18 – run went well with over \$6,000 raised, and about 250 runners and 30 volunteers. Highlight again was help from the Generals team, and both Margaret Dent and Linda Wray speaking of their experiences with cancer and with the Terry Fox Foundation.
- Fall promotions
 - Social media, posters, and school promotions for fall programs (Cartooning – starting in October, and prior to being cancelled Men's Floor Hockey)

MARKETING & COMMUNICATIONS

Advertising

- Display ads – Outdoor and Active aging (PQB News), Outdoor programs in Nanoose (Nanoose Bus Directory), Guide release (What's on digest)
- Radio ads – Active aging week, Drop in sessions, this fall register for.
- Active aging week flyer sent to 1650 homes unaddressed ad mail.
- Fall school flyer printed and delivered to schools September 12th.
- Guide and poster run – September 12.

Promotion

- Complimentary products – 1 request filled in September.
- New SWAG in stock – umbrellas, USB sticks and mini first aid kits.

Communication

- Active Living Guide online is now available with external website links to ActiveNet registration and schedules etc.
- Public Notice re: Active aging week – article in PBQ News and heard on the Beach radio
- Radio Interviews (Mondays, Sep 6, 13, and 20th) – Jenn Hopewell on the morning radio show with Dave Graham, Beach Radio promoting Active Aging week and adult fitness programs
- Social media – Recreation posted 25 posts on Facebook in September. Top posts: Welcome back to Ravensong with 2,984 views

- Welcome Wagon is now receiving monthly event calendars via email and print copies
- Summer camp evaluation survey received 99 responses. Programmers have received program feedback. Marketing feedback:

Where did you hear about the programs and/or camps?

90% Active Living Guide
 21% word of Mouth
 10.7 Other (website, previous experience)
 3.6% Facebook/Twitter
 3.6 % school newsletter

Events

New Year's Eve:

- Main entertainment confirmed - Paul Romhany
- Canadian theme to coincide with Canada 150 celebration:
 - red, silver, white balloons in balloon drop
 - top hat decorated with Canadian maple leaves for photo props in selfie booth
 - thumbprint Canada flag mural

Meetings/Professional Development

- Sep 21 – Water day planning meeting
- Sep 21 – QB Chamber meeting SD69 and Town of QB presented on Qualicum Commons
- Sep 29 – New year's eve planning meeting

SUPERINTENDENT'S NOTES

- Launch of ActiveNet registration system was overall a success. Hardware issues and java permission settings caused a few challenges in the first few weeks of implementation but working with IT and ActiveNet support these issues have been resolved. Focused now on mastering use of the various reporting capabilities
- Met with SD 68 staff representatives regarding the potential lease of space at the former Parksville Elementary facility and the lease of an additional space at Qualicum Commons.
- Adult programmer facilitated the most successful Active Aging week yet with very impressive attendance numbers. Marketing and communication was increased considerably prior to the week and it certainly paid off.
- In the process of filling a vacant permanent part time recreation receptionist position at Oceanside Place.

Report Writer

Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: October 6, 2016

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission
All POSAC's, RPTSC, EA Service Committee

FILE:

SUBJECT: Parks and Trails Projects Update Report- September 2016

RECOMMENDATION

That the Parks and Trails Projects Update Report for September 2016 be received as information.

Regional and Community Parks and Trails

During the month of September staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

The contract for two shelter / kiosk structures at Cedar Plaza was awarded to Pickles Timber Frames who will be completing the work by December 31, 2016. A project start-up meeting was held on September 26. A planting design for the plaza was completed for installation following plaza structure construction. A landscape crew was contracted for the future planting work and to remove invasive species along a section of the Morden Colliery Regional Trail at Cedar Plaza.

Staff submitted a request to the North Cedar Improvement District for a water connection at Cedar Plaza for plant irrigation.

Staff attended a site meeting with the General Contractor, project biologist and geotechnical engineer to discuss the public access stair design which is to be incorporated into the construction of the foreshore revetment at 1954 Shasta Road. Under condition of an approved Development Permit with Variance, there is a requirement that the applicant construct a safe and appropriate public beach access along the portion of the revetment in the unconstructed road right-of-way. The new steps will replace the existing rough steps that lead down the bank to the beach. Construction is expected to be completed by the end of October.

Staff prepared and distributed the September 21st Electoral Area 'A' Parks, Recreation and Culture Commission meeting agenda package, attended the meeting and prepared the meeting minutes.

Operations staff removed fire pits at Nanaimo River Canyon Community Park and machine graded the area.

Operations staff have been contending with an increase of litter and vandalism at the Cedar Skate Park since early September when school resumed. In addition staff graded the parking area and repaired the vandalized electrical box.

Area B

Staff prepared and distributed the September 19th Electoral Area 'B' Parks and Open Space Advisory Committee (POSAC) meeting agenda package, attended the meeting and reviewed the meeting minutes.

A new portable toilet was installed at Huxley Community Park.

Improvements were made to the privacy surround at Joyce Lockwood Community Park, and staff also installed a concrete garbage can at the site.

Fencing was removed at Rollo McClay in the vicinity of the well head, and the park's security camera was monitored. Staff continued to liaise with the RCMP regarding ongoing vandalism at this site. Two more incidents of vandalism occurred in September, requiring the painting over of a large amount of graffiti. The irrigation system was winterized, and the concession service is now closed for the season.

Improvement work continues underway along the trails linking the Whalebone area Community Parks. The development of a small pedestrian bridge and improved signage is scheduled for October. Staff also met with an arborist and tree faller regarding the removals of a small clump of Maples along the Whalebone trails.

The new Dodd Narrows Community Park (Mudge Island) was purchased and added to the Electoral Area's park inventory as of September 30.

Area C – Extension

A memorial sign was installed at Extension Community Park; the sign text and graphics were completed by staff and the sign base was designed and installed by community volunteer, Gary Britt. Staff installed a new seating bench at the park and ongoing brushing and other maintenance work is being conducted by Brenda Britt.

Area C – East Wellington / Pleasant Valley

A horticulture crew was contracted for Meadow Drive Community Park to complete grass seeding following picnic shelter installation and pruning of existing park trees.

A horticulture crew was contracted for Anders and Dorrit's Community Park to complete biannual pruning and weeding near the park entrance.

Area E

A plant restoration plan for Carmichael Community Park was completed by staff and submitted to the Fairwinds Golf Club who will be completing the planting in October.

Staff revised the construction drawings for Blueback Community Park to reflect the site alterations that resulted from the site drainage works completed last spring. Park upgrades are scheduled to be completed this fall.

At Stone Lake Drive Community Park staff removed a large tree from pond with the Water Services Department's excavator and operator and repaired the fence.

Area F

Staff met with Planning staff and the developer's agent to discuss proposed changes to the Springhill Road rezoning application. The final rezoning application is expected to propose a subdivision layout which includes park land dedication. This proposal will be brought forward to the Area F POSAC for comment.

Staff installed a new bear proof garbage can at Errington Elementary School Community Trail and conducted park maintenance work at Meadowood Community Park.

Trail re-alignment work is underway along a rear portion of the Errington Farmers Market, with surfacing to be completed in October. Additional work undertaken in the park included; brushing of trails, building rooftops were cleaned off, and new signage was posted.

Area G

Consultants were selected to design the first phase of the Stanhope Trail, which will link the end of Wally's Way with Ackerman Road. Development is anticipated for the spring of 2017.

Staff responded to a call reporting illegal dumping in the Lee Road area.

Area H

Staff organized and held a second Park Open House at Dunsmuir Community Park as part of a master planning process for the park. The first open house held in September 2015 asked the community to provide ideas for the park, and at the second open house held on September 16th concept plans were presented and community members were asked to complete a brief questionnaire. The questionnaire was also made available to the public via the RDN website. A summary of the public input will be presented at the next Area H POSAC meeting and staff will prepare preferred concept plans.

Operations staff carried out brushing and cleanup to areas of Dunsmuir Community Park in advance of the open house.

Operations staff corrected a drainage culvert and resurfaced a trail section located at Henry Morgan Community Park.

Park staff assisted Planning staff with input on trail building costs as part of the Active Transportation Plan and OCP work, and Ministry of Forest Lands and Natural Resource Operations staff on their Official Community Plan input.

Community Works Projects

Area B

Village Way

Staff met with Ministry of Transportation and Infrastructure (MoTI) staff to review parameters for moving forward with works within the North Road right of way. Staff met with the consulting project engineer and initiated a conceptual review of what could be accomplished given the new parameters and the lay of the land.

Area E

Oak Leaf Community Park

Improvements at Oak Leaf Community Park have begun with the installation of a toilet and garbage can and widening of the existing parking lot. A new trail was also created to provide a forest loop. Construction will continue this fall.

Regional Significant Gas Tax Project

Coombs to Parksville Rail Trail

Staff held several site visits to review construction issues including landscaping and maintenance, trail encroachments, gravel surfacing and design of the Springwood section. The Parksville Golden Oldies Sports Association and Greater Nanaimo Cycling Coalition, as well as local equestrians, assisted in the testing of surface gravels. Staff, working with RDN Utilities, arranged for light arm to be added to hydro pole by Church Rd crossing and have made arrangements for the installation of pedestrian controlled beacons at the Church Rd crossing and the Hwy 4A crossing at Station Rd.

A site meeting was held with the contractor, RCMP and RDN Bylaw Enforcement to review significant thievery and vandalism issues along trail construction corridor, as well as enforcement of new Off Road Vehicles Act legislation. Staff will work with RDN Communications and Bylaw staff on an Off-Road Vehicles communication strategy.

The construction of the trail is over 50 per cent complete and on target for public use by Christmas 2016.

Regional Parks and Trails

Beachcomber Regional Park

A biologist was contracted to carry out a species inventory and environmental assessment in preparation for park management plan development.

Benson Creek Falls Regional Park

Operations Staff have started work on a section of trail realignment within the park, to prevent a trespass condition onto private property, currently occurring with the original trail.

Descanso Bay Regional Park

Staff liaised with the park operators and an arborist regarding hazard tree issues, and received a request for new signage. This will be ordered and posted throughout the fall. The hazard tree is scheduled for removal in October.

With the sad news of the passing of the Camp Ground Operator, Jim Demler, staff visited the site to help with operation issues. Staff are working closely with the Operator's wife to ensure park operations continue. Longer term plans will be discussed in the coming weeks.

Englishman River Regional Park

Staff assisted the BC Conservation Foundation with temporary storage of large woody debris at the park gravel pit. The wood will be used in habitat enhancement along the river and side channel. The park hatchery manager initiated the annual transfer of Quinsam hatchery pink eggs to the park hatchery for incubation and eventual release into the Salish Sea in the spring.

The park was inspected and garbage cleaned up on a weekly basis.

Horne Lake Regional Trail

Staff consulted with a surveyor about locating the 1911 Gazetted Horne Lake and Alberni Road and initiated work planning for the trail. The Horne Lake Regional Trail will link the Big Qualicum River Regional Trail to the RDN-Alberni Clayoquot Regional District boundary following the Historic Horne Lake Trail (from the Salish Sea at the Qualicum First Nation to First Nations lands in Port Alberni).

Little Qualicum River Regional Park

Preparations for bridge replacement over the Little Qualicum River continue. Low river levels in August provided the opportunity for a geotechnical assessment of the existing bridge footings. The assessment revealed significant scour (undermining) of the pier footing located in the river bed. Additional remediation is required to underpin and support the existing pier footings. Herold Engineering has reviewed the Geotechnical findings, and has provided updated cost estimates for engineering services and construction budget.

Staff also continued work keeping two culverts cleared of beaver debris on a weekly basis to allow for proper water flow and to avoid erosion and damage to the road infrastructure of the property. Garbage was constantly being cleaned up and removed during the weekly visits.

Staff also liaised with the BC Conservation Federation regarding park access for upcoming work in the channel maintaining large, woody debris installations.

Moorecroft Regional Park

Staff provided a draft agreement to a local area Strata for review regarding formalizing a pedestrian trail into the west side of Moorecroft over the Strata's common property.

Staff briefly met with representatives from the Nature Conservancy of Canada, who were at the park to undertake the annual covenant monitoring.

Preparations for demolition of the Caretakers house and Kennedy Hall are underway. Tenders for demolition of the Caretakers House are currently being received and building permits for the demolition have been issued. The Archeology Branch is moving forward with our Site Alteration Permit for Kennedy Hall and we may receive the permit sooner than expected. The house is expected to be removed near the end of October, and Kennedy Hall is expected to be removed near the end of November.

With the departure of the on-site caretaker, Footprints Security has been hired to provide gate service along with foot patrol to the beach area on a daily basis.

Morden Colliery Regional Trail

Staff continued to work with project consultants, the Province and the Agricultural Land Commission on planning and design initiatives related to the bridge and trail development over the Nanaimo River.

Mount Benson Regional Park

Staff contacted individuals interested in organizing a fundraising running event up Mount Benson which will be discussed further at a meeting in early October.

The Nanaimo & Area Land Trust (NALT) submitted its first conservation covenant monitoring report. Staff have reviewed the report and will meet with NALT in October to discuss the next steps.

Operations staff conducted brushing and clearing operations of overgrown alder along the Te'tuxw'tun roadway trail

Mount Arrowsmith Massif Regional Park

Staff sought and received costing information for planned trail improvements on the mountain. This work is being budgeted for in 2017.

Nanaimo River Regional Park

A graphic designer has been retained to produce attractive and educational signage to display in the research forest at Nanaimo River Regional Park. Staff have been coordinating and meeting with the managers of the research forest regarding content and photos for the signs.

Operations staff removed a section of collapsed and dilapidated wire fencing along the N.W. boundary.

Top Bridge Regional Trail

Seasonal signage was updated throughout the park and an incident of gate vandalism was dealt with.

Trans Canada Trail

Staff met with the City of Nanaimo Parks and then joined representatives from Trans Canada Trail (TCT) national and BC groups for a meeting of Vancouver Island TCT operators in order to review progress on closing the gaps for the TCT's 25th anniversary in 2017. The TCT representatives confirmed that MoTI will be permitting TCT signage along roadways. Plans for the 2017 celebration of the trail were also discussed.

Witchcraft Lake Regional Trail

Trail counter data was collected for the month of September on this popular hiking route. Trail marker 1 is located near the boardwalk and trail marker 10 is located further up the Regional Trail. Number should be divided by 2 for proper numbers as people will walk past it twice during their hike.

Site Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Witchcraft at trail marker #1	94.5	87.0	72.0	96.5	84.8	127.8	224.5
Witchcraft at trail marker #10	76.5	59.7	41.0	61.0	57.8	95.5	192.8
Daily Averages	86	73	57	79	71	112	209

Miscellaneous

Staff developed the 2017 budgets for Community and Regional Parks.

Staff coordinated agenda packages in preparation for up-coming fall POSAC meetings.

Staff assisted with the relocation of files and furniture to the Parks office on Springhill Road following the filling of a new part-time secretary position.

Staff participated in a UBCM's conference call update on the new Off-Road Vehicle Act.

Staff continued to work with the Mount Arrowsmith Biosphere Region on its Amazing Places project; the public nomination process closed at month's end.

Staff received and reviewed a draft partnership agreement concerning the BC Marine Trail Association and its Salish Sea Marine Trail initiative.

Staff continued to assist the Nanaimo Mountain Bike Club in its efforts to secure tenure over trail within the VIU/Crown woodlot below Mount Benson.

Participated in MIA webinar on bike park and trail liability and risk management.

Park Use Permits and Events

Area A

- Concluded work with the Nanaimo Skateboard Association on their mid-September fundraiser at the Cedar Skatepark. Obtained volunteer traffic management assistance from JSK Traffic Services (Cedar). Successful event held.

Area C

- Continued to work with the Vancouver Island Mental Health Association on a limited invitation only pilot fundraising hike involving the Witchcraft Lake Regional Trail and Mount Benson Regional Park.
- Liaised with RDN Emergency Planning, Communications and Nanaimo SAR on halting a social media campaign to run an unauthorized fundraising hike up Mount Benson focused on child participants; negative community response from many sources saw the initiative cancelled.

Area E

- Liaised with Nanoose Elementary School regarding the start of another year of outdoor learning at Moorecroft Regional Park. Briefed the School on upcoming building demolitions and removal of second toilet for the winter.

Area F

- Began work with the Corcan Meadowood Residents Association concerning their 6th Annual Hallowe'en event at Meadowood Community Park. Liaised with the Dashwood Volunteer Fire Department on permit conditions.

Area G

- Concluded park use permit to the Mid Vancouver Island Habitat Enhancement Society for use of the Englishman River Regional Park Clay Young Side Channel as site for mid-Island streamkeepers training.
- Permitted annual fall monitoring of Side Channel water quality by VIU/DFO initiated and usual RDN contribution to laboratory costs confirmed.

Area H

- Worked with the Oceanside Community Arts Council on their Tidal Treasures tourism and arts promotion program involving glass balls left to be found along beach stretches. Identified the Sunnybeach Road water access as a good initial candidate. Assisted Council with the identification of potential locations and what landowners and managers to contact for permissions and directions.



Manager of Parks Services



General Manager Concurrence