

**REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, NOVEMBER 17, 2016
2:00 PM**

(Oceanside Place Multi-Purpose Room)

A D D E N D U M

PAGES

REPORTS

2-17 Arrowsmith Community Recreation Services Renewal Report 2017-2019

TO: District 69 Recreation Commission **DATE:** November, 14, 2016

FROM: Hannah King **MEETING:** November 17, 2016
Superintendent, Recreation Program Services

SUBJECT: Arrowsmith Community Recreation Services Delivery Agreement

RECOMMENDATION

That the Recreation Services Delivery Agreement (Appendix 'A') with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019.

PURPOSE

To provide information and a recommendation regarding the renewal of the Recreation Services Delivery Agreement between the Regional District of Nanaimo and the Arrowsmith Community Recreation Association (ACRA) for a three year term (2017-2019).

BACKGROUND

The current Recreation Services Delivery Agreement between the RDN and ACRA for the provision of recreation services will expire December 31, 2016. The Association oversees the coordination of supplemental recreation programs for residents of all ages and interests and assists with community events in Electoral Area 'F'.

The Regional District and ACRA have been working in partnership since 2008 under the same agreement model. Based on the Association's satisfactory service to date, staff are recommending renewal of the Agreement for another three year term (2017-2019) attached as Appendix 'A'.

The need for supplemental recreation services in Electoral Area 'F' was identified in the 2006 District 69 Recreation Services Master Plan. A review of recreation services through the development of a new recreation services master plan for District 69 has commenced and is expected to be completed later in 2017. As part of this master plan process, the provision of supplemental rural recreations services will be reviewed.

It is possible that through the 2016 master plan referenced above a need to change the method of recreation service delivery may be identified for Electoral Area 'F'. The Board may wish to address these needs prior to the end of the attached Agreement term (December 31, 2019). Should this occur the Board could request ACRA to renegotiate the Agreement or exercise the termination clause that allows for the cancellation of the agreement by either party with 90 days' notice.

ALTERNATIVES

1. That the Recreation Services Delivery Agreement (Appendix 'A') with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019
2. That the RDN Board not approve the renewal Recreation Services Delivery Agreement with the Arrowsmith Community Recreation Association and provide alternative direction.

FINANCIAL IMPLICATIONS

The Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association is financed through the Northern Community Recreation Service function. This function provides recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H'. As such these partners collectively fund the Northern Community Recreation Service and the annual payment to ACRA.

Excluding the transfers to Parksville and Qualicum Beach for sports fields which are based on usage, participants in the Northern Community Recreation service contribute a total of \$1,140,660 to this District 69 recreation service function. This equates to \$10.60 per \$100,000 of residential assessment including this transfer to ACRA.

Both the 2017 preliminary budget and five year financial plan include annual payments as set out below. In 2017 an amount of \$72,328 has been allocated to be transferred to the Association for the purpose of providing supplemental recreation program services. In year two of the Agreement (2018) the transfer amount will be equal to the year one amount plus CPI (Victoria). The year three (2019) payment will be equal to the year two payment plus CPI (Victoria).

2017	2018	2019
\$72,328	\$72,328 + CPI (Victoria)	\$72,328 + CPI (Victoria)

Should the Board not approve the attached agreement ACRA would no longer be able to provide supplemental recreation services as outlined in Schedule 'A' of the Agreement. Electoral Area 'F' recreation services would be reduced until a new service provider is sourced and selected. In addition RDN program staff may be required to fulfil programming responsibilities in the Electoral Area during the interim. The annual payments to ACRA identified in the 2017 preliminary budget and Five Year Financial Plan would not be fully expended until a new service provider or method is selected.

STRATEGIC PLAN IMPLICATIONS

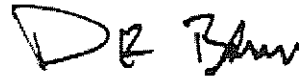
Providing supplemental recreation services with community organizations aligns with the Board's Strategic Plan to continue, further develop and encourage meaningful relationships with community partners.

SUMMARY

The Arrowsmith Community Recreation Association and the RDN have worked collaboratively since 2008 to provide supplemental recreation services to residents of Electoral Area 'F' through supplemental recreation program service agreements. RDN staff recommend that a new three year agreement (Appendix A) be approved by the RDN Board. ACRA Board members and their staff wish to continue the relationship and work towards its continued success. Funding for the Agreement is contained within the RDN 2017 preliminary budget and Five Year Financial Plan.



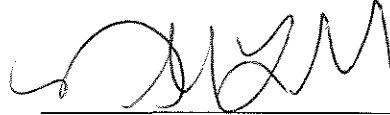
Hannah King
Superintendent, Recreation Program Services
hking@rdn.bc.ca



Dean Banman
Manager, Recreation Services



Tom Osborne
G.M. Recreation and Parks



Phyllis Carlyle
C.A.O.

APPENDIX 'A'

RECREATION SERVICES DELIVERY AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2017

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(herein after the "Regional District")

OF THE FIRST PART

AND:

ARROWSMITH COMMUNITY RECREATION ASSOCIATION
PO Box 94
Coombs, BC
VOR 1M0

(herein after the "Society")

OF THE SECOND PART

1. WHEREAS the Regional District did, by Bylaw No. 861 and subsequent amendments, establish a service known as the Northern Community Recreation Service for the provision of recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.
2. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
3. AND WHEREAS the Arrowsmith Community Recreation Association (formerly named Arrowsmith Community Enhancement Society) was incorporated on November 3, 2003, and one of the objects of the Society is to enhance recreational services;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

INTERPRETATION

In this Agreement the following terms have the following meanings:

“Board” means the Board of the Regional District of Nanaimo.

“Regional District” means the Regional District of Nanaimo.

“Service Area” means all or a portion of Electoral Area ‘F’.

“Recreation Services” means offering a wide variety of structured and unstructured recreation programs and/or special events and other related recreation, community development and cultural services deemed appropriate by the Regional District Electoral Area ‘F’.

“Recreation Services Plan” means the service plan and budget outlined on Schedule ‘A’ to this Agreement.

“Year End” means the calendar year ending December 31st.

TERM

1. The term (the “Term”) of this Agreement will commence on January 1, 2017, and end on December 31, 2019, unless otherwise terminated as provided herein. The Agreement may be renewed for further Terms at the sole option of the Board.

RECREATION SERVICES

2. The Society shall provide Recreation Services in accordance with the Society’s Recreation Services Plan attached as Schedule ‘A’ and forming part of this Agreement.
3. The Society shall maintain an evaluation program to include the number of residents being served as well as a qualitative and quantitative evaluation of all of the offered recreation programs and services.

SERVICE AREA

4. The Society will, under the terms hereof and subject to any applicable bylaw of the Regional District and any Federal or Provincial enactment, provide Recreation Services to primarily benefit the residents of Electoral Area ‘F’.

FUNDING AND PAYMENT

5. In consideration of the Society providing the services outlined on Schedule ‘A’, the Regional District will provide funds to support the Society as outlined herein.
6. The funding described herein is subject to the Regional District being satisfied in each year of the Term that the Society has performed in accordance with the plan outlined on Schedule ‘A’ and has satisfied all other terms of this Agreement.

7. The Society shall annually by September 15 of each year provide for the upcoming year of the Term:
 - a) a detailed proposed budget showing the revenues and expenses projected for the Recreation Services Plan,
 - b) a statement of the goals and objectives for the upcoming year including program content,
 - c) a brief written narrative highlighting significant program changes, deletions and additions in relation to specific line items in the budget and,
 - d) any other significant issues that may pertain to the Recreation Services being provided.

8. On or before February 15 of each year of the Term, the Society shall present to the Regional District an annual report. The annual report shall include at a minimum:
 - a) a summary of operating results showing revenues and expenditures to December 31 of the preceding year,
 - b) a summary by program showing registration statistics and number of sessions held,
 - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; including the challenges, program cancellations, and significant issues addressed.

9. The Regional District shall provide the following funding with respect to this agreement:

2017 in two installments equal to the sum of \$ 72,328.00

 - a) On or before January 15th, \$36,164.00 (50% of the funding for the year)
 - b) On or before July 1st, \$36,164.00 (50% of the funding for the year)

2018 and 2019

 - c) Funding for 2018 shall be \$ 72,328.00 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2017.
 - d) Funding for 2019 shall be equal to the prior year with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2018.
 - e) In each year, on or before January 30th – 50% of the funding for the year.
 - f) In each year, on or before July 1st – 50% of the funding for the year.

10. In addition to the annual funding provided under this Agreement, the Regional District agrees to pay the annual fees associated with the preparation of the Society's review engagement statement as described in paragraph 19. The Society shall inform the Regional District, upon submission of the annual Recreation Services Plan and budget, of a quote for completing a review engagement statement.

11. The Society shall administer the funds in accordance with the budget approved by the Regional District and in accordance with any other term in this Agreement.

12. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the Society. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

SEPARATE ACCOUNTS AND FINANCIAL REPORTING

13. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Regional District's Director of Finance.
14. The funds provided under this Agreement shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
15. The Regional District may in its sole discretion require that the Society maintain a separate bank/trust account for Regional District funds and revenues from the Recreation Services and to keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
16. The Society will have prepared by a Certified General Accountant or Chartered Accountant qualified to practice publicly in British Columbia, a review engagement statement of its accounts at each year end with respect to this Agreement, except that the statements shall follow accounting rules established for Regional Districts in BC with respect to the accounting for accumulated surpluses or deficits from operations.
17. Any accumulated surplus or deficit from the prior year as recorded in the Society's records shall be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
18. A deficit incurred in a prior year may or may not be funded by the Regional District and is subject to the Regional District's approval of the Society's budget which forms part of the Regional District's overall financial plan for the relevant year.
19. The statements shall be submitted to the Manager, Recreation Services on or before February 15 following the year end.
20. The Society will not expend or contract for or otherwise commit the Society to any expenditure with respect to its Recreation Services Plan in any calendar year except one that has first been approved in a budget by the Regional District and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the Regional District, as provided in the budget adopted for that year by the Regional District.

OPERATIONS

21. The Society will provide and carry out its Recreation Services Plan without negligence, and in accordance with any operational guidelines as may be established from time to time by the Regional District.
22. The Regional District may consult the Society with respect to operational guidelines but shall retain the sole right to determine whether a guideline shall apply to the Society.

23. The Society may establish the methods and means for providing the Recreation Services, subject to any operational guidelines established from time to time by the Regional District.
24. The Regional District retains the right to review the method and means of providing the Recreation Services and may at its sole discretion request a review of the Society's operations should it determine that the Recreation Services are not being provided in accordance with the plans and budgets submitted by the Society.

ASSIGNMENT OF AGREEMENT

25. Should the Society determine that it is unable or unwilling to provide the Recreation Services under this Agreement, the Society may, recommend to the Regional District a transfer of the Agreement to a suitable non-profit society operating within Electoral Area 'F'. The Regional District retains the sole right to determine whether the recommendation will be approved.

CAPITAL ASSETS

26. The parties to this Agreement acknowledge that all furniture and equipment purchased by the Society with public funds received through this agreement for the purpose of providing Recreation Services will remain the property of the Regional District free and clear of any claim by the Society. Purchases of furniture and equipment will be added to Schedule 'B' of this Agreement, which shall be updated for additions replacements annually and shall be submitted at the same time that the annual report under Paragraph 8 is submitted. Subsequent amendments to Schedule 'B' shall automatically replace previous schedules and shall become a part of this Agreement.
27. During the Term of this Agreement the Society shall have care and control at all times of the items listed on Schedule 'B' and shall take all reasonable steps to secure the assets from damage or theft.
28. The Society will, to the satisfaction of the Regional District, maintain all furniture and equipment, and any chattels from this agreement paid for out of funds obtained through this agreement with the Regional District and/or provided by the Regional District to the Society for the purpose of providing the Recreation Services, in good working condition so that the chattels are available at all times for the purpose of providing the Recreation Services.
29. The Society agrees to return Regional District owned chattels to the Regional District upon request.

RIGHT OF AUDIT

30. At any time, the Regional District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the Regional District Board on the financial position of the Society.

INDEMNITY

31. The Society shall indemnify and save harmless the Regional District from and against all actions, causes of action, claims, damages, losses, costs, fees, fines, charges or expenses which the Regional District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation Services by the Society, the Society's use of any facility where Recreation Services are provided, the breach by the Society of any term of this Agreement, or by the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.

32. This indemnity shall survive the expiry or sooner termination of this Agreement.

INSURANCE

33. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, directors and officers of the Society.

34. The Society shall purchase property insurance on a replacement cost basis for all furniture, equipment or other chattels which may be purchased and/or provided to the Society for the purpose of providing the Recreation Services through this Agreement.

35. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance in an amount of not less than \$3,000,000 dollars per occurrence or such amount as the Regional District may require from time to time, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, bodily injury, death or property damage arising out of the Recreation Services provided by the Society. The policy of insurance shall name the Regional District as an additional named insured with respect to the service provided under this Agreement. The Society shall provide a copy of the current policy for each year to the Manager of Recreation Services.

36. In the event of any injury to person(s) partaking of the Recreation Services, the Society shall forthwith notify the Regional District's Manager of Recreation Services. Failure to notify the Regional District within one week of knowledge of an injury or loss may result in the termination of this Agreement.

COMPLIANCE WITH LAWS

37. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of Worksafe BC or any similar replacement agency.

38. The Society shall file a copy of its annual Society Act filing with the Regional District's Manager of Recreation Services.

DIRECTORS

39. At all times, while this Agreement is in force, a representative of the Regional District nominated by the Regional District, shall be entitled to attend all meetings of the Board of Directors of the Society.

TERMINATION

40. The Regional District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the Regional District or any successor to the Regional District determine it will provide alternate Recreation Services within the Service Area.
41. The Regional District may terminate this agreement immediately without notice to the Society or other party should:
 - a) the Society, in the opinion of the Regional District, fail to perform any of its obligations or covenants hereunder and such failure shall continue beyond thirty (30) days from delivery by the Regional District to the Society of written notice specifying the failure and requiring remedy thereof;
 - b) the Society makes an assignment in bankruptcy or is declared bankrupt;
 - c) the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.
42. The Society may terminate this Agreement upon giving ninety (90) days written notice to the Regional District should the Society, for any reason, be unable to meet its obligations with respect to the provision of the Recreation Services as set forth in this Agreement.
43. The Society may in the event of breach by the Regional District of a material term of this Agreement, terminate this Agreement upon giving not less than ninety (90) days written notice to the Regional District of its intention to so terminate.
44. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
 - a) if delivered at the time of delivery; and
 - b) if mailed from any government post in the Province of British Columbia by prepaid registered mail addressed as follows:

To the Regional District:

General Manager of Recreation and Parks
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4

To the Society:

Arrowsmith Community Recreation Association
PO Box 94
Coombs, BC
VOR 1M0
45. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party set forth above or at such other address as the other

party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing and if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

- 46. Time is to be the essence of this Agreement.
- 47. This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
- 48. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 49. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 50. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 51. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO

Authorized Signatory

Authorized Signatory

For the ARROWSMITH COMMUNITY RECREATION ASSOCIATION

Authorized Signatory

Authorized Signatory

Schedule A Goals, Objectives and Program Content 2017-2019

1.0 2017-2019 Goals and Objectives

1.1 Goals

The primary goal for the Arrowsmith Community Recreation Association (ACRA) and the Arrowsmith Recreation Coordinators is to deliver recreation services to Arrowsmith (Electoral Area F). The goal of the recreation programs and community events is to connect community members through sports, arts and culture.

1.2 Objectives

1.2.1 To continue to work closely with RDN Recreation to support the three part-time Arrowsmith Recreation Coordinator contracts.

1.2.2 To continue to make recreation program information as accessible as possible for community members. This will be achieved through the Arrowsmith Calendar, ACRA Facebook page, posters, brochures, email correspondence and telephone conversations.

1.2.3 To continue to offer and expand on successful programs.

1.2.4 To strive to offer programs in the community where gaps in recreation are observed.

1.2.5 To continue to work closely with Errington Elementary School to expand existing programs and create new opportunities.

1.2.6 To continue to support youth in the community by offering free recreation drop-in programs.

1.2.7 To work closely with other District 69 agencies and organizations to be able to invite and welcome vulnerable families to programs and events.

1.2.8 To be inclusive, welcoming and respectful of all participants, regardless of race, socio-economic status, gender, sexual orientation and age.

1.2.9 To continue to make recreation accessible to all community members by offering free or affordable programs.

1.2.10 To continue to manage the Community Lending Cupboard to be able to share resources with non-profit organizations and community members.

1.2.11 To continue to strengthen relationships with all of the non-profit organizations in Arrowsmith, by helping with promotion, events and sharing of resources.

1.2.12 To continue to strengthen current relationships with community businesses.

1.2.13 To strive towards developing new business relationships in the community.

1.2.14 To research new funding opportunities for grants and in-kind donations.

2.0 Program Content for 2017-19

2.1 Existing Programs, Events and Projects to be Carried Forward

Programs

1. Arrowsmith Community Experience (ACE) after school club at Errington Elementary School
2. Dads Night Out at Errington Elementary School
3. Bike Club at Errington Elementary School
4. Youth Week Scavenger Hunt on the Errington Elementary School Trail
5. WOW Bus in Errington
6. Youth Drop-in Games and Sports at the Coombs Fairgrounds
7. Youth Drop-in Floor Hockey at the Coombs Fairgrounds
8. Youth Drop-in Basketball at the Coombs Fairgrounds
9. Youth Drop-in Volleyball at the Coombs Fairgrounds
10. Food Skills for Families at the Coombs Fairgrounds
11. Sole Sisters Gym Fitness at KickStart Fitness
12. Sole Sisters Walking in various Oceanside locations
13. Sole Sisters "Ready, Set, Run" program
14. Sole Sisters "Run Stronger" program
15. Adult Marimba at the Errington Hall
16. Adult Djembe Drumming at the Errington Hall
17. Adult Gumboot Dancing at the Errington Hall
18. Drop-in Drum Circle at the Errington Hall
19. Sp-Arts Summer Camp at the Errington Hall
20. World Youth Music Camp at the Errington Hall
21. Kumbana and Jangano Marimba in Errington
22. Community Lending Cupboard

Events

1. Coombs Fair BC Family Day Celebration
2. RDN Youth Week event
3. Bike Safety Rodeo, in partnership with Oceanside RCMP, at Errington Elementary School
4. Coombs Community Picnic
5. Blast From the Past Car Show
6. Coombs Fair "Dolittle Square"
7. World Music Camp Community Performances
8. RDN Active Aging event
9. RDN Walk with your Doc
10. Coombs Halloween Candy Walk

Projects

1. Arrowsmith Community Calendar
2. Forward House Community Action Initiative grant; secondary partner
3. ACRA inventory kept updated in the Community Lending Cupboard
4. ACRA quarterly Recreation Coordinators' Report
5. Grant Writing
6. PQ News Inserts

2.2 Continued Community Development

1. **Arrowsmith Agricultural Association (AAA)**
 - Coombs Fair BC Family Day Celebration
 - Coombs Community Picnic
 - Spring and Fall Community Suppers
 - Coombs Fair “Dolittle Square”
 - Coombs Halloween Candy Walk
 - Storage space clean-up and sorting
 - Assist with grant writing
 - Promote programs and events
 - Graphic design

2. **Arrowsmith Community Recreation Association (ACRA)**
 - Youth Drop-in Games and Sports program
 - Youth Basketball program
 - Youth Floor Hockey program
 - Youth Volleyball program
 - Coombs Community Picnic
 - “Blast from the Past” Car Show fundraiser
 - Coombs Halloween Candy Walk
 - Coordinate equipment lending
 - Assist with grant writing
 - Attend planning meetings
 - Present regular reports to the ACRA chair and board members
 - Website maintenance and design and social media planning
 - Graphic design for ACRA programs and events

3. **Bradley Centre**
 - Coombs Community Picnic
 - Storage of Set 2 marimbas
 - Adult marimba programs
 - Promoted programs and events

4. **Building Learning Together (BLT)**
 - Dads Night Out at Errington Elementary School
 - Attend monthly planning and networking meetings
 - ACE Club partnership
 - Equipment lending, including Band in a Box
 - Promote programs and events

5. **Coombs Hilliers Recreation Community Association**
 - Promote programs and events

6. **Corcan Meadowood Community Residents Association**
 - Promote programs and events
 - Assist with grant writing

7. Errington Elementary School

- Delivery/set up of ACRA sound system for school events
- Attend meetings to plan lunch time and afterschool programs
- Coordinate Dads Night Out program
- ACE Club planning meetings
- Coordinate ACE Club programs
- Grade Seven Youth Week scavenger hunt
- Bike Club
- Bike Safety Rodeo in partnership with Oceanside RCMP

8. Errington War Memorial Hall

- Meetings to discuss World Music Camp organization and details about the lending of marimbas
- Coordinate and move music equipment for World Music Camp
- Lunch program organization and supervision for the Youth World Music Camps
- Coordinate adult marimba, djembe drums and gumboot dance workshops
- Coordinate adult drop-in drum circle
- Sp-Arts Summer Camp
- Promote programs and events

9. Parksville Qualicum Beach News

- Coordinate and submit two Arrowsmith Community inserts
- Submit articles and photos on behalf of community organizations
- Connect with reporters to promote community programs and events

10. RDN Recreation and Parks

- Organize and host an event for RDN Youth Week
- Organize and host an event for RDN Active Aging Week
- Participate in the RDN's "Walk with Your Doc"
- Contribute to Active Living Guide
- Collaborate with RDN youth programmer for programs and leadership youth
- Attend monthly YouthLINK meetings
- Continue use of the RDN French Creek Community Park for the Coombs Community Picnic
- Continue use of the RDN Errington School Trail for the ACE Club and Youth Week scavenger hunt
- Continue use of RDN trails for the Sole Sisters walking and running programs
- Promote RDN events and programs
- Attend RDN Recreation programmers' meetings when invited
- Prepare and submit ACRA quarterly reports

11. School District 69

- Continue Coombs Community Picnic on the former French Creek Community School grounds
- ACE Club partnership

SCHEDULE 'B'
Capital Asset Listing as of December 31, 2015

Based on Original Purchase Cost			
Asset	Year	Original Value	Current Value
Laptop Computer	2009	\$950	0
Oak Table	2009	40	25
Meeting Room Chairs (4)	2009	80	40
Meeting Room Arm Chair (1)	2009	25	15
Storage Shelves (8)	2014	268	80
Folding Tables (2)	2014	86	50
Filing Cabinet	2014	189	75
Shredder	2014	61	35
Total Assets		\$1,699	\$320