

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
THURSDAY, June 20, 2013
2:00 PM

(Oceanside Place Multi-Purpose Room)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive Late Delegations

PRESENTATION

K. Valade – Youth Strategic Plan Year 2 (2012) Review & Future Workplan

MINUTES

3-7 Minutes of the Regular District 69 Recreation Commission meeting held May 17, 2013.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

8 **J. Hill, RDN to D. Edgeley**, RE: Appointment to the District 69 Recreation Commission

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

Track and Field Sports Complex Update – Information exchange with invited guest - Oceanside Track and Field Club Representative

REPORTS

Function Reports

9-10 Monthly Update – Oceanside Place – May 2013

11-12 Monthly Update – Ravensong Aquatic Centre –May 2013

13-15 Monthly Update – Northern Recreation Program Services – May 2013

16-21 Monthly Update of Community and Regional Parks and Trails Projects – May 2013

Motion to receive Function Reports.

22-26 Family Day Services OP/RAC Report

27-54 D69 Sport Field and Facility Agency Agreements Report

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

55-69 BC Government Executive Council – Potential Correspondence

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

September 19, 2013

2:00pm

(Oceanside Place – Multi-Purpose Room)

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING
HELD ON THURSDAY, MAY 16, 2013 AT 2:00pm
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM**

Attendance: Scott Tanner, Councillor, Town of Qualicum Beach
Bill Veenhof, Director, RDN Board Appointee
Gordon Wiebe, Electoral Area 'E'
David Edgeley, Electoral Area 'F'
Joe Stanhope, Director, RDN Board, Electoral Area 'G'
Richard Leontowich, Electoral Area 'H'
Ross Milligan, Trustee, District #69 School Board

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

Regrets: Peter Morrison, Councillor, City of Parksville

CALL TO ORDER

Mr. Banman called the meeting to order at 2:07pm.

Introduction of new Commission member David Edgeley representing Electoral Area F.

ELECTION OF CHAIR

Mr. Banman explained that due to the resignation of Chair Nosworthy, an election to fill the Chair position is required.

Mr. Banman called for nominations for the position of Chair.

MOVED Commissioner Stanhope, SECONDED Commissioner Wiebe, that Commissioner Tanner be nominated for the position of Chair.

CARRIED

As no other nominations were received, Commission Scott Tanner was declared Chair by acclamation.

Mr. Banman called for nominations for the position of Deputy Chair.

MOVED Commissioner Stanhope, that Commissioner Veenhof be nominated for the position of Deputy Chair.

CARRIED

As no other nominations were received Commissioner Veenhof was declared Deputy Chair by acclamation.

Mr. Banman turned the meeting over to Chair Tanner.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the Minutes of the Regular District 69 Recreation Commission meeting April 18, 2013 be received as amended.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Milligan that the Minutes of the District 69 Recreation Grant Sub-Committee be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOVED Commissioner Veenhof, SECONDNED Commissioner Milligan that the following District 69 Recreation Youth Grants be approved:

Community Group	2013 Recommended
Arrowsmith Community Enhancement Society- youth drop in facility rental	1,220
Bard to Broadway Theatre Society- Performing Arts Series; facility rental	1,500
Bard to Broadway Theatre Society- Summer Youth Theatre; facility rental	1,000
Bow Horne Bay Community Club- Lighthouse Country Fall Fair; physical activity for youth	2,500

CARRIED

MOVED Commissioner Veenhof, SECONDNED Commissioner Milligan that the Commission that the following District 69 Recreation Community Grants be approved:

Community Group	2013 Recommended
Arrowsmith Agricultural Association- storage for non-profit groups	465
Bowser Elementary School- outdoor education /subsidy for financial hardship applicants	700
Corcan Meadowood Residents Association- Halloween event	1,500
Family Resource Association- music program	2,000
Jugmentals Community Jug Band- facility rental; copying supplies	1,424
Parkville and District 69 Team- transportation	1,300
Special Olympics BC Oceanside- pool rental; bowling costs	2,000
Vancouver Island Opera- facility rental; sound and lighting costs	1,500
Winchelsea Elementary School PAC- playground	10,094

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Wiebe, SECONDED Commissioner Veenhof that the following late Correspondence be received.

D. Kohse, Qualicum Beach Fire Department RE: Pool Passes

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the following correspondence be received:

J. Knapp,893 Beaufort SSC to District 69 Recreation Commission, RE: Thank you for Grant.

Errington Therapeutic Riding Association - Certificate of Appreciation

S. Campbell, North Island Wildlife Recovery Association to RDN, RE: Thank you for Grant.

CARRIED

REPORTS

Monthly Update – Oceanside Place – April 2013

Mr. Banman updated the Commission with a summary of the Oceanside Place reports.

Monthly Update – Ravensong Aquatic Centre – April 2013

Mr. Banman updated the Commission with a summary of the Ravensong reports.

Monthly Update – Northern Recreation Program Services – April 2013

Mr. Banman updated the Commission with a summary of the Northern Recreation Program Services reports.

Monthly Update of Community and Regional Parks and Trails Projects April 2013.

Mr. Osborne updated the Commission with a summary of the Community and Regional Parks and Trails Projects in District 69.

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley that the functions reports be received.

CARRIED

Ravensong Aquatic Centre Needs Assessment –Implementation Report

MOVED Commissioner Wiebe, SECONDED Commissioner Milligan to add an additional Deep Water Aquafit classes on Tuesday and Thursday mornings from 9:30am-10:30am at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe to increase Adult Only Noon Length swim duration by ½ hour Monday through Friday at the Ravensong Aquatic Centre.

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CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley to extend access to Steam and Sauna by ½ hour from current 1:00pm closure, to 1:30pm closure, Monday through Friday September to June at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Leontowich to add a Zumba water fit class on Sundays at the Ravensong Aquatic Centre.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope to add an Everyone Welcome Swim Tuesdays and Thursdays from 1:30pm -2:30pm from September to December at the Ravensong Aquatic Centre.

CARRIED

District 69 Recreation Fees & Charges

MOVED Commissioner Wiebe, SECONDED Commissioner Stanhope that the 2013-2014 Northern Community Recreation Services Program Fees be approved as provided in Appendix A.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope that the 2013-2014 program, admission and rental fees for Oceanside Place be approved as provided in Appendix B.

CARRIED

MOVED Commissioner Leontowich, SECONDED Commissioner Edgeley that the 2013-2014 program, admission and rental fees for Ravensong Aquatic Centre be approved as provided in Appendix B.
(Restricted Vote)

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Commissioner Stanhope, SECONDED Commissioner Veenhof that staff report on the implications in offering a membership discount program on facility admissions at the Ravensong Aquatic Centre and Oceanside Place or extending the existing membership program to businesses and organizations at the two facilities.

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Milligan – Enjoyed the BCRPA Symposium, excellent information. Received and tool for Financial Impact of Capital Expenditures with expected rate of return. Can provide a spreadsheet to others.

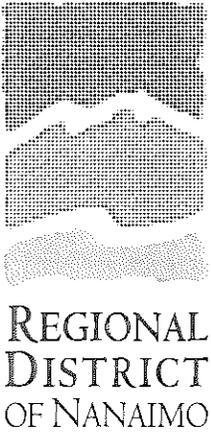
Commissioner Tanner – A reminder of Family Day in Qualicum May 26th at the Community Park.

ADJOURNMENT

MOVED Commissioner Veenhof, SECONDED Commissioner Stanhope to adjourn the meeting at 3:40pm.

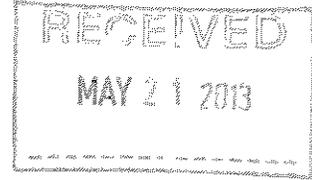
CARRIED

Chair



May 14, 2013

David Edgeley
1185 Englishman River Road
PO Box 32
Errington, BC
V0R 1V0



Dear Mr. Edgeley:

Re: Appointment to the District 69 Recreation Commission

Please be advised at a regular meeting of the Board of the Regional District of Nanaimo held April 23, 2013, you were appointed as the Electoral Area 'F' representative on the District 69 Recreation Commission, with a term expiring December 31, 2014. I have attached a membership list for your information and the Terms of Reference.

On behalf of the Board, I would like to thank you for accepting this responsibility. Should you require any further information with respect to your appointment, please do not hesitate to contact this office.

Sincerely,

Jacquie Hill
Manager of Administrative Services

JH:nat

cc: T. Osborne
Director Fell
Board Follow Up, April 23, 2013

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca

TO: Dean Banman
Manager of Recreation Services

DATE: June 5, 2013

FROM: John Marcellus
Superintendent of Arena Services

FILE:

SUBJECT: District 69 Recreation Commission –May 2013 Report Oceanside Place

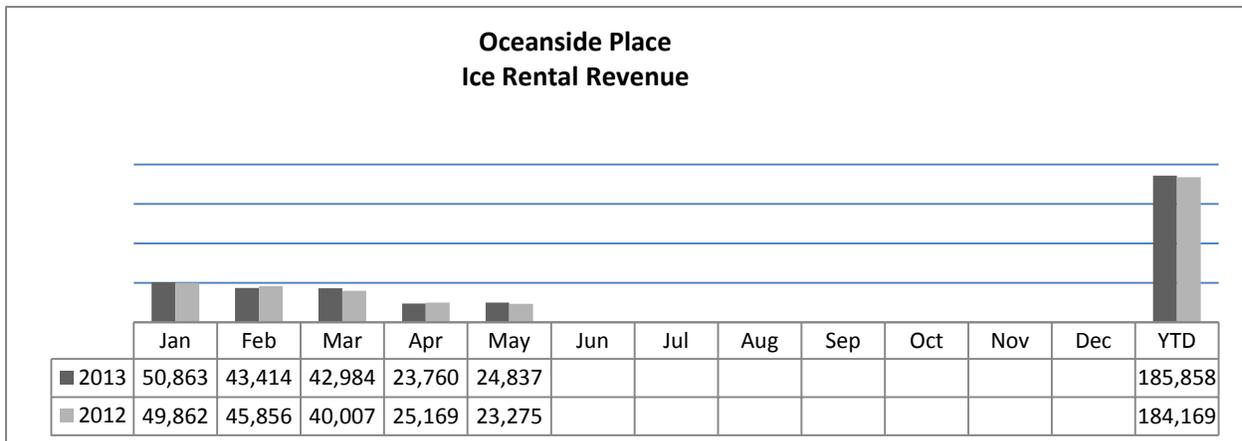
PROGRAMS/EVENTS/ICE RENTALS:

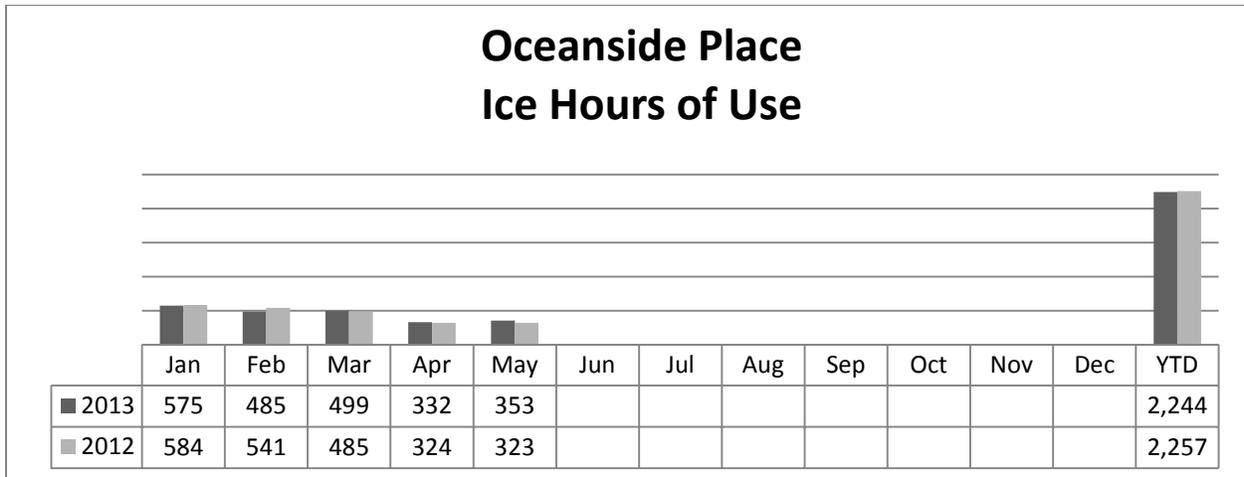
Programs:

- The City of Parksville sponsored a public skate session for youth on Friday, May 3 as part of Youth Week. There were 22 skaters in attendance.
- Drop-in Hockey continues for 19+, 55+ and 70+ age groups. Attendance is good for the 55+, excellent for the 70+ but low for the 19+.
- The Co-ed Hockey league ended on May 25 with a mini tournament which ended a successful season.
- Provided a set of Skate Lessons for False Bay School with 19 students.
- The Girls Only Hockey Camp, ages 12-15yrs, scheduled for Aug. 6-9 is almost full with 25 registrations out of 30. The 8-11yrs is halfway there with 12 registered out of a possible 25.

Ice Rentals:

- The Nanaimo Junior “A” Timbermen lacrosse team hosted a game at Oceanside Place. There were 175 spectators at the game.
- The “Home Show” was held May 10-12.
- TOPS hosted a provincial conference May 31 and June 1 in Howie Meeker arena with approximately 500 delegates in attendance.





FACILITY OPERATIONS:

- The annual servicing and maintenance for the Zambonis, Fire and Sprinkler System and Emergency Lighting has been completed.

FACILITY ADMISSIONS:

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tot	77	50	11	0	0								138
Child	674	560	254	28	10								1,526
Youth	163	148	35	7	17								370
Adult	451	395	161	118	145								1,270
Senior	792	638	539	468	343								2,780
Golden	52	37	26	20	10								145
Family	1,235	908	365	0	0								2,508
Totals	3,444	2,736	1,391	641	525								8737

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Tot	81	72	64	15	0								232
Child	599	552	624	113	1								1,889
Youth	181	171	119	8	0								479
Adult	533	430	446	180	182								1,771
Senior	828	765	617	449	277								2,936
Golden	24	31	25	12	4								107103
Family	985	634	478	23	0								2,109
Totals	3,231	2,655	2,373	800	464								9523

Recommendation:

That the Oceanside Place report for May 2013 be received.

J. Mandel

DR Behr

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: June 4, 2013

FROM: Mike Chestnut
Superintendent of Aquatics Services

FILE:

SUBJECT: District 69 Recreation Commission – May 2013 Report Ravensong Aquatic Centre

PROGRAMS/EVENTS/ RENTALS:

The following special events and programs were held at the Aquatic Centre in May 2013:

- May 2 Last day of spring swimming lesson session #1
 - May 3 Youth Week Free Swim and BBQ sponsored by RDN with 54 participants
 - May 3 Pro D Day special event swim
 - May 4 Emergency First Aid course, 14 participants
 - May 6 KSS Fitness and Stroke Improvement classes completed, 35 participants
 - May 11 Lasquti Island Swim Program started
 - May 13 Minute to Win It Mother's Day Swim
 - May 15 Red Cross Inclusion Pilot program started
 - May 16 National Lifejacket Day
 - May 18 Family Special Event Swim
 - May 23 Synchro Club completed
 - May 27 Free family swim sponsored by RBC supporting QB Family day, 72 participants
 - May 30 Last day of spring swimming lesson session #2
-
- RAC was chosen to be a pilot site for the Red Cross Inclusion program for people with disabilities.
 - May 16th National Lifejacket day all lessons included information about the importance of wearing PFD's in, on and around the water. This is a Red Cross initiative that informs people about the importance of wearing Lifejackets annually prior to the Victoria weekend.

SWIM ADMISSIONS

2013

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	282	340	326	223	233								1404
Child	532	497	648	348	314								2339
Student	426	464	524	378	398								2190
Adult	2837	2644	2391	2107	1971								11950
Senior	3774	3295	3342	3269	3426								17106
Family	1308	1106	1485	787	709								5395
Golden	588	523	562	492	515								2680
Totals	9747	8869	9278	7604	7566	0	43064						

2012

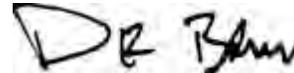
Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	296	353	390	255	213								1507
Child	443	478	973	477	481								2852
Student	402	494	595	395	377								2263
Adult	2781	2782	2779	2210	2080								12632
Senior	3298	3234	3500	3069	3014								16115
Family	1418	1103	1813	881	585								5800
Golden	472	534	542	524	516								2588
Totals	9110	8978	10592	7811	7266	0	43757						

FACILITY OPERATIONS

- Design Air Systems (DAS) has completed the design phase of the RAC boiler replacement project. Based on the DAS findings the existing (2) atmospheric boilers will be replaced with 2 condensing boilers. The condensing boilers will better complement the other equipment upgrades from the 2010 remedial project and will provide addition efficiencies in the production of domestic hot water and heating the pools. DAS is now preparing specifications and a tender package for the project.
- A representative of Hughes Condon Marler Architect (architects for remedial project) met with RDN staff May 29, 2013 to discuss and outstanding issues remaining from the 2010 remedial work at RAC. Mr. C-J Rupp will be following up with those contractors who were responsible for items of work and/or design during the project which remain a concern for the RDN.

Recommendation

That the Ravensong Aquatic Centre report for May 2013 be received.

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: June 3, 2013

FROM: Sandra Pearson
Superintendent Recreation Program Services

FILE:

**SUBJECT: District 69 Recreation Commission – May 2013
Northern Community Recreation Program Services Report**

For the month of May 2013, the following occurred:

INCLUSION:

- For the month of May, one child needed inclusion support in gymnastics.
- Programmer is receiving summer requests from families and mapping out staff placements. The *Medications in Recreation Programs* procedure has been updated to reflect VIHA's recent feedback regarding epi-pen requirements and training, and streamlining the number of forms required.

PRESCHOOL PROGRAMS:

- Spring programs are underway this month, with gymnastics very well-attended. Programmer is currently seeking an alternate facility for this mobile gymnastics program, as the program is getting bumped from school gyms and community centre due to other facility priorities.

CHILDRENS' PROGRAMS:

- **Home Alone** (9yrs+) – 12 registrants (excellent)

YOUTH PROGRAMS:

- **Acro Gym** – new program growing with 9 registrants (excellent)
- **Babysitter's Course** – 13 registrants (excellent)

ADULT PROGRAMS:

- **Watersmart Be Smart with your Sprinkler System:** 13 registrants (good), 4 registrants (low)
- **Watersmart Living on the Water:** 5 registrants (low)
- **Watersmart Landscaping with Native Plants:** *cancelled* (instructor not available)
- **Septic Smart Nanoose:** 39 registrants (good)
- **Septic Smart Lantzville:** 5 registrants (low)
- **Wesley Hike** 12 registrants (excellent)
- **Benson Hike** 9 registrants (excellent)
- **CPR Trail** 10 registrants (excellent)
- **Hiking Information:** *cancelled* due to low registration
- **Sunset Paddle Kayak Tour:** *cancelled* due to no registration
- **Golf Lesson:** 11 registrants (excellent)
- **Edible Native Plant Walk:** 31 registrants (good)
- **Minds In Motion** 10 registrants (good)

AREA H PROGRAMS:

- **Lighthouse Zumba** – new short Spring program created. Will run with anticipated registration of 10-12. Many of these registrants are residents of Fanny Bay who attend the Zumba instructor's classes there.
- Planning and preparing for Fall/Winter Active living Guide, consulting with Lighthouse Recreation Commission, Bowser Elementary School principal and PAC, and Area H Director.

PROMOTIONS:

- Worked with Programmers to support promotions for Youth Week, general Spring programs and Summer Camps.
- Registered for The Terry Fox Run 2013 and booked site at Rath Trevor Park.
- Organized and implemented Summer Campaign (Register for Summer Camp, *Bring Back Play!*): 5000 rack cards, poster run, school flyers, radio, display ads, and tattoos. Featuring 'win a free week of summer camp' colouring contest.
- Programmer filled 11 requests for complimentary products.
- Currently reviewing Ravensong and Northern Community Recreation webpages.
- Met with Youth Programmer to design promotion campaign for Fall for new youth website.
- Met with Arena Programmer to design Pond Rascals (Learn to Skate) campaign for Fall.

COMMUNITY DEVELOPMENT:

- Gr. 4 Leadership Development initiative and Noon Hour Games at Parksville Elementary School and Winchelsea Elementary School: two Leaders were hired to provide lunch hour games for the primary students and leadership training for the intermediate students. Four sessions were provided at PES and 5 sessions at WES. This program was introduced in 2012 and expanded to WES this year. The games and leadership sessions have been successful and well received by students and administrators.
- Staff attended monthly Oceanside Building Learning Together meeting. Community agencies are assisting with the summer operation of Storybook Village in Qualicum Beach. RDN Recreation and Parks will be assisting two days per week for 6 weeks in lieu of facility rental costs at QB Munchkinland (QBES) for Camp Littlefoot, the RDN's summer preschool camp. Complaints were received from tennis court players with regards to wait times and lack of available courts in Parksville and Qualicum Beach. Demand remains high, particularly in the morning hours.
- High demand for sport fields in the spring has caused some divisions to cancel games or reduce their schedule. The closure of the Parksville Community Park will further impede leagues in July-October.
- Golden Shoe Hunt – The Hunt finished with all 6 shoes and 6 geocaches hidden. Participants were encouraged to submit photos of visiting the golden shoes, with 13 useable pictures with permissions received. The draw for \$50 gift certification for recreation was won by a mother who submitted two photos of her family finding the shoe. There was less media interest garnered this year, and also fewer Golden Shoe participants as observed in the cache notebooks.
- Grant application was submitted for the BC Community Capacity Grant to hold three Community Capacity Building workshops in Electoral Area 'H'.
- **YRSP:** May 1-7, **BC Youth Week** celebrated with local highlights:
 - Youth Week community events were promoted on new www.rdneyouth.ca, on the RDNYOUTH Facebook site and through twitter.
 - **FREE Lazer Tag** event (dry floor) at Oceanside Place (OP) with approximately 30+ youth. Hosted by 6 Youth Advisors and supported by Youth and Arena Programmers.

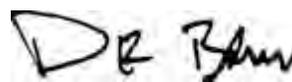
- **FREE Game On! Ultimate Frisbee Tournament** and BBQ. Working collaboratively with KSS leadership students and staff, FRA and VIRL, this event occurred afterschool at KSS fields with approximately 100+ students.
- **FREE Youth Swim** at Ravensong pool featuring DJ All Good with 57 in attendance, supported by Youth Programmer, free pizza, and promoted new youth website.
- **FREE Youth Skate** at OP sponsored by City of Parksville with 22 youth.
- **Qualicum Beach Family Day** Youth Programmer and several leaders ran a RDN activity/booth with sled walkers, bubbles, obstacle course, hula hoops and a beanbag toss available for families. Summer Leaders face painted, gave out RDN tattoos and stickers, and promoted summer camps. The new RDN summer soccer contractor, Challenger Sports, sent staff who ran soccer stations within the RDN obstacle course. Excellent involvement at community event to promote summer camps, as well as provide leadership opportunities for Junior and Summer leaders.
- Three staff attended **Social Media Camp** in Victoria, to learn about social media applications, marketing and purposes, and how to use more purposefully within RDN.
- Annual Programmers Planning Day held to review annual work plan, reviewing successes and outcomes, setting new goals for upcoming year and working collaboratively on Master Plan initiatives.
- Summer Recreation Assistant started orientation to prepare for summer programs and training of staff. Paperwork night held with summer team with 22 in attendance.
- Recreation Programmers developing Fall 2013-Winter 2014 programs for ALG.

Registration Summary						
2013						
Brochure Section	January	February	March	April	May	Total
Adult - Total	55	20	162	331	69	637
Aquatics - Total	191	67	473	249	221	1201
Arena - Total	78	77	58	40	26	279
Children - Total	33	18	126	187	275	639
Preschool - Total	45	30	141	43	31	290
Youth - Total	28	-5	73	65	88	249
Totals	430	207	1033	915	710	3295
2012						
Brochure Section	January	February	March	April	May	Total
Adult - Total	71	1	340	160	82	654
Aquatics - Total	201	69	544	192	166	1172
Arena - Total	94	35	114	25	16	284
Children - Total	14	0	95	141	217	467
Preschool - Total	46	10	81	61	17	215
Youth - Total	29	8	71	32	53	193
Totals	455	122	1245	611	551	2984

That the Northern Community Recreation Program Services May 2013 report be received.



Report Writer



Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: June 10, 2013

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

During May 2013 staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

At Nelson Road boat launch staff brushed and weed eaten the site and removed debris from the ramp.

Following a call from a park neighbour, staff met an arborist at Janes Road Community Park to assess several hazard trees. Falling work is scheduled for June.

Staff reviewed the final construction documents and, as per the License of Use Agreement with School District 68, provided the project specifications and construction drawing for their review and approval.

Area B

Water quality testing continued at Rollo McClay Community Park. Water well maintenance work is still underway in an effort to overcome the turbidity issue that was identified. The mowing and maintenance contract is continuing on schedule. Additional lock repair work was completed on the Gabriola Recreation Society portable storage building. Pruning and brushing work was also carried out.

Staff requested additional trail pruning along the access trails to several Whalebone Area Community Parks.

Staff sought qualified contractors for a bank stabilization project in the 707 Community Park.

Tree trimming work was carried out at the Huxley Park driveway entrance to improve user safety. A garbage clean-up was also carried out.

Additional trail GPS data was gathered at 707 Community Park.

Staff organized and attended a skateboarder “drop-in” at Huxley Park on May 16th as part of the stakeholder interview component of the Huxley Park Master Plan process.

Staff organized and attended a Mudge Island Water Access Open House on May 25th. A second follow-up survey was prepared and distributed at the Open House and was available on-line through the rdn.bc.ca/parks webpage from May 25th through June 16th.

Area C - East Wellington/Pleasant Valley

Mowing and site maintenance work was begun at Anders Dorritt Community Park.

At Creekside Community Park staff contacted a contractor to order grading work at the parking lot.

Area E

At Prawn Road Community Park staff brushed the trail head area and removed litter.

Staff prepared and distributed the May 13th POSAC meeting agenda package and attended the meeting.

Staff attended a meeting with the consultants for the Fairwinds project to review details regarding the Phased Development Agreement.

Area F

Staff continued to provide design comment on the Phase 1 construction drawings for Meadowood Park and met with a representative of the Corcan-Meadowood Residents Association on site to discuss concerns with the rough grading of the site.

The Recreation and Parks Department will be assisting with the installation of an underground electrical line to supply farmer's market vendors at Errington Community Park. The removal of several hazard trees was also carried out at the park. BC Hydro conducted line clearing operations along the Errington Road boundary of the property.

A site meeting was held with MoTI regarding the Carrothers Rd and Price Rd trails. Parks staff will now proceed to a permit application to use the undeveloped road allowances. Staff also liaised with private landowners regarding the Carrothers Rd Trail. Staff reviewed the trail plans with Cranswick and Price Rd neighbours.

Staff met with an Errington War Memorial Hall Board representative and MoTI to review parking improvements along Veterans Way adjacent to Errington Community Park, to be paid for by the Hall Board and Farmers Market. MoTI will require an engineered plan that addresses roadside drainage and vehicle parking.

Staff prepared and distributed the May 6th POSAC meeting agenda package and attended the meeting. Staff provided an update of the Arrowsmith Community Trail for the meeting.

Staff brushed the trail and cleared vegetation at the Middlegate entrance at the Alberni Community Trail.

At Harris Crescent Community Park staff brushed and cleared the trail and removed garbage.

At the Malcolm Property staff brushed the trail and met with an arborist to discuss upcoming hazard tree removal, scheduled for June.

Area G

A building assessment by an engineering company was ordered for the Women's Institute Hall at Dashwood Community Park.

Staff prepared and distributed the May 22nd POSAC meeting agenda package and attended the meeting.

Area H

Playground development work continued at Henry Morgan Community Park and staff delivered 30 donated trees to site for planting. Staff also followed up with a playground equipment supplier following the receipt of damaged slide assembly components. The construction work is nearing 90% completion. The major park components that have not been completed include the 2 tree root wad features and the 'driftwood' play component. In addition to these components the contractor will need to address a list of other minor deficiencies before the project is considered complete. An official park opening date has yet to be determined. The public can view the park construction progress; however, it is important to note that the park is still a construction site and the public is restricted from entering.

Tree thinning operations commenced at Oakdowne Community Park. This project is a continuation of work begun last year by Ministry of Forests Coastal Fire Base, for the purpose of improving safety along this urban wildfire interface zone.

Staff contacted a park neighbour at Isle Wood Drive Community Park regarding a trespass issue.

Community Parks and Greenways Strategy

The final Open House including survey for Phase 2 is scheduled for June 5th in EA H. Public engagement summaries for all 4 Electoral Areas will follow and these will be posted on the RDN website. Two other studies are being finalized, namely the Trail Design Guidelines and Construction Standards and the Cultural Mapping project and these works will be integrated with the public input into the draft final report that will be reviewed by the Advisory Committee and the four EA POSACS in July. Public input will then be sought through a survey to be posted on the RDN website in August.

Regional Parks

Beachcomber Regional Park

Park staff conducted park inspections and maintained trails.

Benson Creek Falls Regional Park

A park site meeting was held with Operations staff, the Environmental Consultant, and the Management Plan Consultants to review and experience the park conditions, facilities, issues and opportunities. Communication materials were produced including a project logo, website, online survey, signs, Open House poster, postcard, social media calendar and stakeholder contact lists. Letters of invitation were sent to First Nations.

Staff met with local residents to determine potential locations for Blockwatch signs (to be supplied and installed by residents).

Coats Marsh Regional Park

Staff continued working to update the draft caretaker agreement. The draft agreement was reviewed by the lawyer and this draft will be sent to The Nature Trust for their review.

Park staff and the Vancouver Island Conservation Land Management Program crew removed broom.

Englishman River Regional Park

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

Park staff and GIS staff collected GPS information at the park.

Horne Lake Regional Park

Staff continued to work with the new Park Operator (RLC) on settling in at park, establishing summer staffing, and communication arrangements with the public. Staff worked with the webmaster and reception staff at Oceanside Place on identifying all possible means of directing the public through to RLC.

Staff obtained a MoTI permit to install additional directional signage along Horne Lake Rd and Horne Lake Caves Rd. Two old signs will be updated and four new ones added.

Park staff delivered posts for the campsite numbers. The Park operator has made continuous improvements at the campground getting it ready for this summer's camping season.

Lighthouse Country Regional Trail

Park staff conducted trail maintenance and inspections.

Little Qualicum River Estuary Regional Conservation Area

Staff worked with the BC Conservation Foundation on hosting a one-day workshop with Biologist Dave Polster concerning restoration of the spit. The workshop was held at Oceanside Place and at the spit and was well attended by all agencies (DFO, MFLNRO, BCCF, CIPC) as well as the QB Streamkeepers and Guardians of the Mid-Island Estuaries. Volunteers felt workshop well worth it, and agency representatives enjoyed opportunity to focus on spit and estuary issues.

Little Qualicum River Regional Park

Park staff conducted trail maintenance.

Moorecroft Regional Park

With the help of several volunteers from the Moorecrofters and Nature Trust, over 1,000 native plants were planted and woody debris and mulch installed on the former building sites. Signs were installed for information and parks staff have been watering and applying deer repellent to the plants. An invasive removal project was planned for early June; however, it had to be cancelled as not enough people signed up by the deadline.

Trails were widened in some spots and new surfacing installed and an old trail was blocked off with woody debris to stop public from entering private property. A flight of stairs was built to the old craft hut site.

Park staff and GIS staff collected GPS information at the park

Morden Colliery Regional Trail

Park staff conducted trail maintenance and removed a danger tree near the Nanaimo River. Bridge maintenance was also done as per an engineer inspection report. As well bike jumps were removed.

Park staff and GIS staff collected GPS information on the regional trail.

Mount Benson Regional Park

Staff received and reviewed a revised draft covenant from NALT. A meeting was held with NALT covenant committee representatives and further changes to the document were identified. NALT revised the draft and this has now been forwarded to the RDN lawyers for review. NALT continues to seek out another (back-up) conservancy to go on the covenant.

Park staff brushed the Witchcraft Trail and repaired a vandalized railing on the Witchcraft boardwalk.

Nanaimo River Regional Park

Park staff and GIS staff collected GPS information at the park and conducted park maintenance.

Top Bridge Regional Trail

Park staff conducted trail maintenance.

Trans Canada Trail

Park staff conducted trail maintenance.

Parksville - Qualicum Links

Staff received a permit from MoTI for the installation of a PQB Links map sign at the Barclay Crescent Millennium Bridge. Staff continued to work with Parksville, Qualicum and the RDN Mapping Department on the final map details.

Staff attended the quarterly meeting of the Cycling Working Group.

Witchcraft Lake Regional Trail

As part of finalization of trail use agreement with the Province, staff conducted a site visit with VIU Woodlot manager 0020, Ministry of Forests, Lands and Natural Resource Operations (Recreation Sites and Trails division) to inspect the trail routing, conditions and future plans.

Miscellaneous

Staff concluded work with RDN Mapping on park properties to be included in the new Wildfire Response Agreement with MFLNRO. All associated shape files were transferred to the Ministry. Staff reviewed the various park tenures with Ministry staff and it was decided that for the purpose of the Agreement, no trails are to be included and Crown Lands will examine adjusting their standard licence documentation to reflect the wildfire agreements.

Staff attended the three day BC Recreation and Parks Symposium. This year's theme was Building Healthy, Creative and Green Communities and included a strong focus on natural environments and play.

Park Use Permits and Events

- Approved a park use permit with Arrowsmith Search and Rescue to use riverside at Top Bridge Community Park for the water rescue portion of the all Vancouver Island SAR practice being held in Oceanside the first week in June.
- Attended a site visit at Lions Community Park regarding the 2013 Bluegrass Festival. Temporary snow fending to be installed by Parks along the Regional Trail where it joins the open event field. Reviewed festival plans and use of Lioness Blvd entrance. Park use permit issued.
- Worked with Park Operator on planning Oceans Day 2013. Created poster and buttons. Website was updated to promote event; also Facebook. Organized tents.
- Worked with the Mid Vancouver Island Habitat Enhancement Society on their 2013 Run the River event; park use permit approved for June 9th event. Provided assistance with maps, prizes and parking signage.

Recommendations

That the Parks Update Report for May 2013 be received as information.



Manager of Parks Services



General Manager Concurrence



RDN REPORT	
CAO APPROVAL	
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D69 Rec	

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: June 13, 2013

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: Opening Ravensong Aquatic Centre and Oceanside Place on the Family Day Statutory Holiday

PURPOSE

To provide the Board information on opening the Ravensong Aquatic Centre and Oceanside Place on statutory holidays, specifically Family Day.

BACKGROUND

In October of 2011 the provincial government announced that a new statutory provincial holiday would be observed beginning in February of 2013. It was announced in May of 2012 that Family Day would be observed on the second Monday in February each year, starting February 11, 2013.

Due to additional staffing expenses associated with opening on statutory holidays, the current practice in place since 2003 is for RDN recreation facilities (Ravensong Aquatic Centre and Oceanside Place) to be closed on statutory holidays. This practice was followed for the 2013 Family Day. After concerns from the public and elected officials that neither facility was open, the Regional Board passed the following resolution at the March 26, 2013 meeting as recommended by the District 69 Recreation Commission:

That staff prepare a report on the cost implications of opening Ravensong Aquatic Centre and Oceanside Place on Family Day and to review options to offset any increased costs including sourcing grants or sponsorships, limiting facility operational hours and adjusting user fees.

While a common requirement of Union Collective Agreements is to pay double time wages on statutory holidays, approximately seven municipalities throughout BC were provided provincial grants that reduced or eliminated the additional costs these organizations would have incurred in the opening of facilities or providing community recreation events on British Columbia's first Family Day.

Specifically the City of Nanaimo received \$8,000 in funding that allowed them to open both the Nanaimo Aquatic Centre and the Nanaimo Ice Centre with free admissions to both ice skating and swimming from 12:00 pm - 5:00 pm. RDN staff are currently not aware of any future grants of similar nature or if the provincial government will provide in 2014 the same communities or a different group of communities direct financial support as they did in 2013.

RDN operated recreation facilities do occasionally open on a statutory holiday when individuals or organizations wish to privately rent the facilities. More frequently this occurs at Oceanside Place when a long weekend hockey tournament is taking place. On these occasions users may be charged additional

fees to cover the extra costs associated with statutory holiday operations. When there is an opportunity during these private rentals the RDN does attempt to leverage the opening by adding public events (Remembrance Day and Boxing Day) when possible.

ALTERNATIVES

1. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday at a special discounted admission rates.
2. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday with free admissions to families.
3. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday at regular admission rates.
4. To open both Ravensong Aquatic Centre and Oceanside Place for a reduced schedule on the Family Day statutory holiday at higher than regular admission rates to offset increased statutory holiday expenses.
5. To continue to open RDN recreation facilities on statutory holidays only when other private rentals or special events are planned and scheduled.
6. Provide staff with an alternative direction.

FINANCIAL IMPLICATIONS

Both the Ravensong Aquatic Centre and Oceanside Place are operated on a continuous basis over a 24 hour period. Other than staff wages, the majority of operating costs occur seven days a week, 24 hours a day regardless of public use.

When public demand decreases for longer periods of time based on the season, the hours of operation are changed (ice is removed, annual maintenance occurs, office hours are reduced) to lower operating costs. Savings are seen in the areas of utilities such as electricity, natural gas and water usage. These facility based operational costs are negligible when considered for a short period of time and are not significant factors in the consideration to open the facilities on Family Day.

In the past both facilities have partnered with organizations in the hosting/sponsorship of a swim or skating session. In return for a specified amount of advertising and public awareness, a community group or business will host free admissions for swimming and skating along with possibly free skate rentals.

When hosting or sponsoring free admissions the business or organization pays the RDN a predetermined amount that is based on either anticipated lost revenue or costs incurred to staff the session(s). The most regular occurrence of such an event is the Parksville Lions and Save On Foods Free Family Skate on Sundays in the Fall / Winter Season from 12:15 pm to 1:45 pm. This is a regular event held September through to March that attracts an average attendance of 185. Prior to this session being free of charge the average paid attendance at that time was 25. The cost per session to the sponsor of this event is \$200. Other examples include Coastal Community Credit Union Skate and Qualicum Beach Family Day Free Swim sponsored by Qualicum Beach Royal Bank. Seventy-two individuals attended this recent free event which cost the sponsor \$400.

The existing union contract calls for all bargaining unit employees working on statutory holidays be paid double time. Minimum shifts are required to be 4 hours and staff are entitled to an additional working day off with pay. With the inclusion of Family Day, there are now twelve recognized statutory holidays in the RDN's Collective Agreement with CUPE 401.

Table 1 provides a breakdown of staff costing for the operation of Ravensong Aquatic Centre and Oceanside Place during two possible scenarios related to Family Day or statutory holiday opening. It is important to note that currently on all statutory holidays one maintenance staff person at both Oceanside Place and Ravensong Aquatic Centre are required to work a four hour shift. This shift is required to manually check the larger operating systems (boilers, ice plant, HVAC, circulating pumps, building security, etc.) at both facilities and is in accordance with the existing collective agreement for a four hour minimum shift(s). In the table below the wages for maintenance to work these four hour shifts have not been included. The hours within the table included for maintenance are the additional costs associated with opening to the public on a statutory holiday. The four and six hour openings referred to in Table 1 speak to the hours actually open to the public. Some staff hours amounting to more than four or six hours would be required to prepare the facility for opening as well as clean and secure the facility after closing. In contrast some staff (Reception) may not be required through the entire opening and would start prior to opening and may leave prior to the end of the session.

TABLE 1- SIX AND FOUR HOUR STAFFING FOR STATUTORY HOLIDAY OPENINGS RAVENSONG AQUATIC CENTRE & OCEANSIDE PLACE

Ravensong Aquatic Centre				OCEANSIDE PLACE			
Open for 6 hours	Wage	Hours	TOTAL WAGE	Open for 6 hours	Wage	Hours	TOTAL WAGE
Employee			and BENEFITS	Employee			and BENEFITS
Team Leader	27.18	7	\$456.62	Skate Session Leader 1	16.96	6.5	\$256.44
Guard 1	22.28	5	\$267.36	Skate Session Leader 2	16.96	6	\$227.94
Guard 2	22.28	5	\$267.36	Skate Session Leader 3	16.96	6	\$227.94
Guard 3	22.28	4	\$213.89	Maintenance	26.46	5	\$436.06
Maintenance	26.46	4	\$313.02	Reception	25.77	6	\$342.23
Reception	25.77	5	\$309.24				
Total wages and benefits for 6 hour opening			\$1,827.49	Total wages and benefits for 6 hour opening			\$1,490.61
Open for 4 hours	Wage	Hours	TOTAL WAGE	Open for 4 hours	Wage	Hours	TOTAL WAGE
Employee			and BENEFITS	Employee			and BENEFITS
Team Leader	27.18	5	\$326.16	Skate Session Leader 1	16.96	5	\$189.95
Guard 1	22.28	4	\$213.89	Skate Session Leader 2	16.96	4	\$151.96
Guard 2	22.28	4	\$213.89	Skate Session Leader 3	16.96	4	\$151.96
Guard 3	22.28	4	\$213.89	Maintenance	26.46	3	\$309.05
Maintenance	26.46	5	\$317.52	Reception	25.77	5	\$280.38
Reception	25.77	4	\$247.39				
Total wages and benefits for 4 hour opening			\$1,532.74	Total wages and benefits for 4 hour opening			\$1,083.31

Opening four or six hours on the statutory holiday compared to four or six hours on a non-statutory day incurs an increase cost of between 55% and 60%. The additional expenses for opening on a statutory holiday are quite fixed so viable options to eliminate or reduce the level of tax subsidization would be to; increase the price of admission, locate and secure an event sponsor, and minimize operating costs by reducing hours of operation or a combination of. Existing levels of sponsorship for similar events are between \$200 - \$400 and based on discussion held with current sponsors it is unlikely a sponsor would be willing to contribute more than this amount for an event occurring on a statutory holiday.

Typically sponsorship provides a guaranteed amount of revenue. The public is admitted for free or in theory paid for by the sponsor. Staff feel that to charge regular or increased admissions at an event that has a sponsor would not be successful. This would remove the goodwill the sponsor wishes to create with the public by offering a free or discounted event and would not be seen as attractive by the public.

As noted above, staff have approached some organizations on their interest in sponsoring a family type of event on Family Day in the facilities. These inquiries have been met with interest in sponsoring being at existing levels of \$200-\$400. There has been no interest to date from possible sponsors to contribute more than this amount to any event.

Although the costs of opening on a Family Day can be accurately calculated, projecting the revenue is more problematic and will depend on the securing of sponsorship, the admissions rates, if any, that are charged and the volume of admissions sold. The maximum cost would be the amounts shown in Table 1 and would decline if sponsorship is secured and admissions of any amount are charged.

SUSTAINABILITY / CITIZEN IMPLICATIONS

Offering opportunities for families to participate as a unit in events that promote healthy living and connections with their community are critical to a healthy and productive family unit and community. Throughout the year the Recreation and Parks Department, along with other local community groups host a variety of events that benefit the community by bringing residents together. The addition of a statutory holiday event specifically meant to celebrate families and encourage them to further strengthen their connection fits well with the Department's philosophy. Although the opening of a facility and the need for RDN staff to work does limit those individuals opportunity to enjoy the holiday with their own families, the financial compensation and additional time off is considered to be fair compensation.

SUMMARY

Due to additional staffing expenses (Table 1) associated with opening on statutory holidays, current practice for the last ten years is for RDN recreation facilities to be closed on statutory holidays. This practice was followed for the 2013 Family Day. After concerns from the public and elected officials that neither facility was open, the District 69 Recreation Commission and Regional Board requested staff to look into the possibility of opening both the Ravensong Aquatic Centre and Oceanside Place on future Family Days. Reducing the hours of operation, finding an event sponsor and the possibility of charging higher admissions were to be considered by staff in helping reduce or eliminate the additional costs associated in opening on a statutory holiday.

Opening Ravensong Aquatic Centre on a reduce schedule of four or six hours on a Family Day would cost \$817 (6hr.) and \$716 (4hr.) more than the same hours of operation on a non-statutory day. The additional costs for Oceanside Place under the same premises would be \$854 (6hr.) and \$434 (4hr.). Staff have had some interest in local sponsorship for a Family Day event that would contribute between \$400 and \$200. It is likely this sponsorship would wish to have free admissions and/or discounted rates to the event.

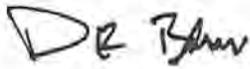
With the holiday specific for the celebration of the family, free admissions to families should be considered with discounted rates to those wishing to attend but not part of a family unit. This combination of free admissions and discounted rates would provide a balance of offering a low cost

community event with the additional costs associated with operating the facilities on a statutory holiday. Sponsorship opportunities with local businesses and organizations should also be further explored to further reduce expenses and if possible, offer free admissions to all.

With Family Day being a truly new holiday with no existing preconceived traditions or existing commitments there is an opportunity to promote a day truly set aside for families to not only spend time together but also engage in active healthy lifestyle pursuits within their community.

RECOMMENDATION

That Ravensong Aquatic Centre and Oceanside Place be opened for four hours each at offsetting times on Family Day holidays at the special admission rates of \$1.50 child/student, \$3.00 Adult/Senior and free admission for families and that staff pursue sponsorship opportunities for both facilities that will reduce operating expenses for the day.



Report Writer



General Manager Concurrence


A / _____
C.A.O. Concurrence



RDN REPORT		
CAO APPROVAL		<i>[Signature]</i>
EAP	<input checked="" type="checkbox"/>	
COW	<input checked="" type="checkbox"/>	
JUN 03 2013		
RHD		
BOARD		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 28, 2013

FROM: Dean Banman
Manager of Recreation Services

FILE:

SUBJECT: District 69 Sport Field and Sport Court Booking Agreements

PURPOSE

To seek Board approval to enter into field and sport court agency agreements that reflect the existing relationship in regard to the coordination of booking sport fields and sport courts in District 69.

BACKGROUND

For more than fifteen years the RDN Recreation and Parks Department has had the responsibility of allocating fields and field type facilities (tennis courts, lacrosse box) on behalf of The Town of Qualicum Beach, City of Parksville and School District 69. Though provision of service has been in place for many years, no formal agreements between the parties for this service has ever been developed and executed.

This relationship was formed to increase and coordinate organized use of fields for community group's end use. All fields owned by the three bodies are booked through RDN Recreation and Parks CLASS computerized system by department staff. RDN Recreation staff also serve as the main contact and liaison between organized sport groups/individuals looking for field use and field owners.

Recreation staff have established contacts at each of the three government agencies and meet on a regular basis or are in contact regarding issues and status of the fields. The Town of Qualicum Beach, City of Parksville and School District 69 are responsible for the maintenance and capital costs associated with ownership.

The Regional District of Nanaimo, on behalf of electoral residents, contributes an annual financial amount to both the City of Parksville and Town of Qualicum Beach through the "District 69 Sports Field Service Agreement" for electoral area use of fields owned by the two municipalities. This Agreement identifies fields used by the District communities and based on a participating formula, pays back to the two municipalities an annual amount to reflect usage. The RDN itself has only one sport field, Jack Bagley Field in Nanoose, in the Agreement's current inventory.

Few issues, relating to problems or difficulties in the RDN coordinating the bookings for the three other jurisdictions have materialized over the past fifteen years. Staff from all sport organizations and user groups work together to solve issues such as field closures, lighting requests, and field maintenance. The need for an agency agreement was not from any identified unworkable situation between the groups but based upon a recommendation from RDN legal counsel to formalize the relationship for the delivery of this service to the community.

The recommended agency agreements attached as *Appendix 'I', 'II' and 'III'* were developed in collaboration with the RDN's solicitor and reviewed by senior staff from the three organizations for input.

All revisions requested by the City of Parksville (*Appendix 'I'*), Town of Qualicum Beach (*Appendix 'II'*) have been included in the respective agreement. School District 69 (*Appendix 'III'*) had requested changes to Section 4(v) Local Government Responsibility and Section 6 (Indemnity), however RDN staff and legal counsel did not recommend acceptance. No changes to these items have occurred and School District 69 has not yet formally replied to the agreement presented in *Appendix 'III'*.

ALTERNATIVES

1. To approve the agency agreement as presented in *Appendix 'I', 'II' and 'III'*.
2. To not approve the agency agreement as presented in *Appendix 'I', 'II' and 'III'* and provide staff with alternate direction.

FINANCIAL IMPLICATIONS

At present, the financial responsibility placed on the RDN for the administration of field bookings amounts to approximately 20% of a full time RDN employee's work load. Staff time does increase at certain times of the year prior to the start of Fall and Spring leagues as contracts for upcoming usage are created and booked. These bookings are managed through the Department's Class facility bookings system and other than paper and miscellaneous supplies for contracts, the office expenses of this responsibility are few.

As the three agencies do not charge for field use, the department does not collect or submit any fees from users to the agencies. The non-existence of this billing function makes the existing practice workable under current staffing levels.

CITIZEN IMPLICATIONS

Having a one stop location for field users to book sport field facilities in District 69 has proven over the past fifteen years to be quite beneficial. This service ensures all fields in the District are used as effectively and efficiently as possible.

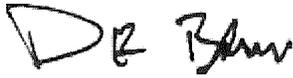
CONCLUSION

For more than fifteen years the RDN Recreation and Parks Department has had the responsibility of allocating fields and field type facilities (tennis courts, lacrosse box) on behalf of The Town of Qualicum Beach, City of Parksville and School District 69. Though provision of service has been in place for many years, no formal agreements between the parties for this service has ever been developed and executed.

Three Agreements have been developed by the RDN solicitor and have been reviewed by senior staff at the City of Parksville, Town of Qualicum Beach and School District 69. Staff are recommending approval of the three agreements in order to formalize this long standing and service that provides residents of District 69 a one stop location for booking of sport fields and sport courts in District 69.

RECOMMENDATIONS

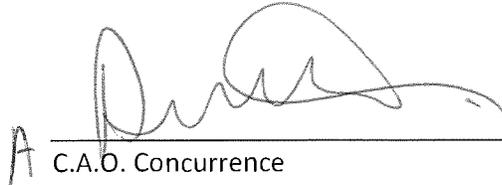
1. That the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the City of Parksville be approved as provided in Appendix 'I'.
2. That the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the Town of Qualicum Beach be approved as provided in Appendix 'II'.
3. That the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the Board of Education of School District 69 (Qualicum) be approved as provided in Appendix 'III'.



Report Writer



General Manager Concurrence



A C.A.O. Concurrence

APPENDIX 'I'

**REGIONAL DISTRICT OF NANAIMO
LOCAL SERVICES AGREEMENT
(SPORTS FIELDS/COURTS BOOKINGS)**

THIS AGREEMENT made the _____ day of _____, 2013.

BETWEEN: The City of Parksville
 P. O. Box 1390
 Parksville, BC
 V9P 2H3

(hereinafter called the "Local Government ")

AND: Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC
 V9T 6N2

(hereinafter called the "Regional District")

NOW THIS AGREEMENT WITNESSETH:

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Local Government and the Regional District of Nanaimo covenant and agree each with the other as follows:

1. Services

The Local Government retain the Regional District of Nanaimo to provide booking reservations for sports fields/courts specifically and entirely owned and operated by the Local Government as further described in this agreement and listed in Appendix 'A' (the "sports fields/courts").

The Local Government appoint the Regional District to act on its behalf with respect to the management of the granting of licences (booking reservation) for use of the sports fields/courts (the "Services") The Regional District is authorized on behalf of the Local Government to enter into a licence agreement substantially in the form attached as Appendix "B", with amendments as may be necessary or desirable in the opinion of the Regional District for terms of not more than one year.

2. Term and Renewal

- i. The Term of this agreement shall be for a five year period commencing July 1, 2013 and ending on June 30, 2018 unless earlier terminated as provided herein.
- ii. This agreement shall automatically renew for three further five year periods, unless terminated as provided herein.

3. Regional District Responsibilities

- i. The Regional District will provide the Services in a diligent manner and during regular office hours from 8:30 - 4:30, Monday through Friday, except for statutory holidays.
- ii. The Regional District, through its Recreation Department, will provide sports fields/courts customers a rental contract (Appendix 'B') containing the terms and conditions as determined by the relevant Local Government.
- iii. The Regional District is not responsible for the following:
 - a. creation or implementation of any terms or conditions for Local Government sports fields/courts use and shall direct all enquiries or complaints regarding terms and conditions to a designated Local Government contact; and
 - b. operations, maintenance or the condition of a sports fields/courts, nor a change in its availability.
- iv. The Regional District will use reasonable efforts to advise customers of a change in availability, subject to sufficient notice by the Local Government, but shall not be held liable for any complaint of any kind related to a change in the availability of a Local Government sports fields/courts, except for demonstrated negligence on the part of the Regional District.
- v. The Local Government acknowledges that the Regional District will book sports fields/courts for Regional District own purposes in providing sport camps, rentals and other community programming.

4. Local Government Responsibilities

- i. Shall provide the Regional District information with respect to the terms and conditions of use for a Local Government sports fields/courts so that the Regional District can advise users of their responsibilities when using Local Government sports fields/courts.
- ii. The Local Government shall advise the Regional District immediately of any changes to sports fields/courts use terms and conditions in order that the Regional District can advise users of any new or changed requirements.
- iii. The Local Government shall advise the Regional District immediately of any changes in the availability of a sports fields/courts use in order for the Regional District to advise a customer in a timely manner.
- iv. The Local Government is entirely responsible for the condition, operations and maintenance of its sports fields/courts at all times.
- v. The Local Government bears complete responsibility and liability for the use of its sports fields/courts and surrounding areas at all times.
- vi. The Local Government will provide the Regional District with the name and contact information of a Local Government representative for regular liaison purposes.

5. Independent Contractor

The Regional District will at all times be an independent contractor and is not the servant, employee or agent of the Local Government except with respect to the agency relationship created in relation to the Services provided under this agreement.

6. Indemnity

The Local Government will indemnify and save harmless the Regional District from any and all losses, claims, damages, actions, causes of action, expenses, fees, fines or liability whatsoever arising from or related to the use by any person of sports fields/courts or the inability of any person to use sports fields/courts.

7. Insurance

A Local Government shall at all times that this agreement in effect, maintain a policy of commercial general liability insurance in the amount of \$5,000,000 per occurrence providing coverage for property damage, third party personal injury or death.

The Regional District shall be added as an additional insured on any policy of general commercial liability required under this agreement.

The Local Government shall provide evidence on demand to any party to this agreement that a current policy of insurance is in place, including the endorsement of the Regional District of Nanaimo as an additional insured.

Where a Local Government self insures itself with respect to liability, this agreement shall bind the Local Government to defend the Regional District at the same limits and in the same way as if the Regional District had been added as an additional insured to any policy of general commercial liability.

8. Miscellaneous

- i. No waiver of any term or condition of this Agreement or a breach of any term or condition of this Agreement by either party hereto shall be effective unless it is in writing and no waiver or breach even if in writing shall be construed as a waiver of any future breach.
- ii. Wherever the singular, masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- iii. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, successors and assigns.

9. Notices

Any notice required to be given under this agreement shall be deemed to be sufficiently given:

- i. if delivered, at the time of delivery, and

- ii. if mailed from any government post office in the Province of British Columbia by prepaid, registered mail, addressed as shown below or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of the mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lockout or other labour dispute then the notice may only be given by actual delivery of it;

City of Parksville
P.O. Box 1390
Parksville, B.C.
V9P 2H3

Attention: Corporate Officer

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Attention: Manager, Recreation Services

10. Termination

Notwithstanding any other provision of this Agreement:

- i. If the Regional District fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Local Government, the Local Government may, at its option, terminate its participation in this Agreement by giving written notice of termination to the parties to this agreement.
- ii. Either party may at its option terminate its participation in this Agreement at any time upon giving the other party ninety (90) days notice of such termination.
- iii. If termination is exercised by the Regional District as outlined in this agreement, there will be no further obligation to the Local Government at the expiry of the notice period.
- iv. If this agreement is terminated by the Local Government as the case may be, the indemnity and insurance provisions with respect to liability will remain in force and effect until the later of five years from the date of termination or the end of the next five year term had the agreement remained in force and effect.

Appendix 'A'

Sportsfields / Courts

City of Parkville:

Parkville Community Park: sports field; lacrosse box; tennis courts
Springwood Park: sports fields; tennis courts

Appendix 'B'

SPORTS FIELDS/COURTS RENTAL CONTRACT PERMIT

TERMS AND CONDITIONS

RENTAL CONTRACT # _____

In consideration of being given the right to use the "Facility" owned by the "Owner" the Licensee agrees to be bound by the following terms and conditions:

GENERAL CONDITIONS:

The Licensee acknowledges that the Regional District of Nanaimo (RDN) acts as agent for the Owner of the Facility and is not responsible for the condition, operations and maintenance of the Facility and shall not be liable whatsoever with respect to any complaint, concern or claim for inability to use, property damage, injury or death of a person or persons who use a sports fields/courts or surrounding area booked through the RDN for the Owner.

TERMS OF USE:

1. The Licensee shall remove all garbage following its use of the Facility and is responsible for leaving the Facility in condition it was found.
2. Absolutely no vehicles on the Facility or in fire lanes unless approved in writing by the Owner.
3. Alcohol consumption on the Facility is prohibited, except as approved by proper application and approved liquor license.
4. Smoking is not permitted on a School District Facility.
5. Concessions are not to be held in the Parksville Community Park with the exception of specific events as outlined in the City of Parksville policy. Concessions at the Qualicum Community Park are not to be held without the approval of the Town of Qualicum Beach. Groups are reminded that providing food at private functions at any site may still require health permits from Vancouver Island Health Authority and the Licensee is responsible for obtaining any required health permits.
6. Special Event permits are required from the City of Parksville and Town of Qualicum Beach for events involving more than 100 people.
7. All vehicles are to be removed from the parking lot of the Qualicum Beach Community Park prior to 10:30 pm.
8. The Licensee shall not sublet the Facility without the written permission granted by the RDN on behalf of the Owner.

9. On behalf of the Owner, the RDN reserves the right to cancel or alter rentals should conditions arise that necessitate schedule changes.
10. The Licensee is responsible for obtaining a BC Gaming License if necessary.
11. The Licensee shall not alter the Facility, construct, erect or attach any fixtures of any kind to any part of the Facility, without the written consent of the owner and if so erected, the Licensee covenants to remove the same and restore and leave the premises in the same condition as they were at the time the Licensee entered into occupation. If such restoration is not to the satisfaction of the owner, all such repairs are to be carried out by the owner and all costs involved are to be paid by the Licensee.

INDEMNITY AND INSURANCE:

1. The Licensee shall indemnify and save harmless and keep indemnified the RDN and the Owner and their employees and agents from all and any legal liability for claims, actions, losses, costs, damages, fines or fees which the Licensee or anyone else may have arising from bodily injury, including death, of or to any person or persons, or for damage to the property of the Licensee or any other person, arising out of or connected with the Licensee's use or occupancy of the Facility, whether occasioned by the negligence of the owner or otherwise.
2. The Licensee shall indemnify and save harmless and keep indemnified the RDN and the Owner and their employees and agents from all liability for loss or damage to the Facility or to any property of the RDN during or caused by the occupancy of the Facility, save and except reasonable wear and tear.
3. The Licensee shall not permit anything to be brought into or onto, or any act to be done on the premises, that would invalidate or increase the premium on policies of insurance held by the RDN or the Owner or which may injure or deface the Facility.

Leagues shall be required to provide proof of general commercial liability insurance as prescribed by the RDN from time to time.

Casual users are not required to provide proof of general commercial liability insurance, however all other parts of this License will apply.

Waiver of one or more terms of this agreement shall not be thereafter deemed a modification or waiver of the entire agreement but all other terms and conditions shall remain in full force and effect.

Signature of Licensee

Regional District of Nanaimo as an Agent for the Owner

APPENDIX 'II'

REGIONAL DISTRICT OF NANAIMO
LOCAL SERVICES AGREEMENT
(SPORTS FIELDS/COURTS BOOKINGS)

THIS AGREEMENT made the ____ day of _____, 2013.

BETWEEN: The Town of Qualicum Beach
P. O. Box 130
Qualicum Beach,
BC V9K 1S7

(hereinafter called the "Local Government ")

AND: Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "Regional District")

NOW THIS AGREEMENT WITNESSETH:

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Local Government and the Regional District of Nanaimo covenant and agree each with the other as follows:

1. Services

The Local Government retain the Regional District of Nanaimo to provide booking reservations for sports fields/courts specifically and entirely owned and operated by the Local Government as further described in this agreement and listed in Appendix 'A' (the "sports fields/courts").

The Local Government appoint the Regional District to act on its behalf with respect to the management of the granting of licences (booking reservation) for use of the sports fields/courts (the "Services").

The Regional District is authorized on behalf of the Local Government to enter into a licence agreement substantially in the form attached as Appendix “B”, with amendments as may be necessary or desirable in the opinion of the Regional District for terms of not more than one year.

2. Term and Renewal

- i. The Term of this agreement shall be for a five year period commencing July 1, 2013 and ending on June 30, 2018 unless earlier terminated as provided herein.
- ii. This agreement shall automatically renew for three further five year periods, unless terminated as provided herein.

3. Regional District Responsibilities

- i. The Regional District will provide the Services in a diligent manner and during regular office hours from 8:30 - 4:30, Monday through Friday, except for statutory holidays.
- ii. The Regional District, through its Recreation Department, will provide sports fields/courts customers a rental contract (Appendix ‘B’) containing the terms and conditions as determined by the relevant Local Government.
- iii. The Regional District is not responsible for the following:
 - a. creation or implementation of any terms or conditions for Local Government sports fields/courts use and shall direct all enquiries or complaints regarding terms and conditions to a designated Local Government contact; and
 - b. operations, maintenance or the condition of a sports fields/courts, nor a change in its availability.
- iv. The Regional District will use reasonable efforts to advise customers of a change in availability, subject to sufficient notice by the Local Government, but shall not be held liable for any complaint of any kind related to a change in the availability of a Local Government sports fields/courts, except for demonstrated negligence on the part of the Regional District.
- v. The Local Government acknowledges that the Regional District will book sports fields/courts for Regional District own purposes in providing sport camps, rentals and other community programming.

4. Local Government Responsibilities

- i. Shall provide the Regional District information with respect to the terms and conditions of use for a Local Government sports fields/courts so that the Regional District can advise users of their responsibilities when using Local Government sports fields/courts.
- ii. The Local Government shall advise the Regional District immediately of any changes to sports fields/courts use terms and conditions in order that the Regional District can advise users of any new or changed requirements.

- iii. The Local Government shall advise the Regional District immediately of any changes in the availability of a sports fields/courts use in order for the Regional District to advise a customer in a timely manner.
- iv. The Local Government is entirely responsible for the condition, operations and maintenance of its sports fields/courts at all times.
- v. The Local Government bears complete responsibility and liability for the use of its sports fields/courts and surrounding areas at all times.
- vi. The Local Government will provide the Regional District with the name and contact information of a Local Government representative for regular liaison purposes.

5. Independent Contractor

The Regional District will at all times be an independent contractor and is not the servant, employee or agent of the Local Government except with respect to the agency relationship created in relation to the Services provided under this agreement.

6. Indemnity

The Local Government will indemnify and save harmless the Regional District from any and all losses, claims, damages, actions, causes of action, expenses, fees, fines or liability whatsoever arising from or related to the use by any person of sports fields/courts or the inability of any person to use sports fields/courts.

7. Insurance

A Local Government shall at all times that this agreement in effect, maintain a policy of commercial general liability insurance in the amount of \$5,000,000 per occurrence providing coverage for property damage, third party personal injury or death.

The Regional District shall be added as an additional insured on any policy of general commercial liability required under this agreement.

The Local Government shall provide evidence on demand to any party to this agreement that a current policy of insurance is in place, including the endorsement of the Regional District of Nanaimo as an additional insured.

Where a Local Government self insures itself with respect to liability, this agreement shall bind the Local Government to defend the Regional District at the same limits and in the same way as if the Regional District had been added as an additional insured to any policy of general commercial liability.

8. Miscellaneous

- i. No waiver of any term or condition of this Agreement or a breach of any term or condition of this Agreement by either party hereto shall be effective unless it is in writing and no waiver or breach even if in writing shall be construed as a waiver of any future breach.

- ii. Wherever the singular, masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- iii. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, successors and assigns.

9. Notices

Any notice required to be given under this agreement shall be deemed to be sufficiently given:

- i. if delivered, at the time of delivery, and
- ii. if mailed from any government post office in the Province of British Columbia by prepaid, registered mail, addressed as shown below or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of the mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lockout or other labour dispute then the notice may only be given by actual delivery of it;

The Town of Qualicum Beach
P. O. Box 130
Qualicum Beach, BC
V9K 1S7

Attention: Corporate Officer

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C.
V9T 6N2

Attention: Manager, Recreation Services

10. Termination

Notwithstanding any other provision of this Agreement:

- i. If the Regional District fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Local Government, the Local Government may, at its option, terminate its participation in this Agreement by giving written notice of termination to the parties to this agreement.
- ii. Either party may at its option terminate its participation in this Agreement at any time upon giving the other party ninety (90) days notice of such termination.

- iii. If termination is exercised by the Regional District as outlined in this agreement, there will be no further obligation to the Local Government at the expiry of the notice period.
- iv. If this agreement is terminated by the Local Government as the case may be, the indemnity and insurance provisions with respect to liability will remain in force and effect until the later of five years from the date of termination or the end of the next five year term had the agreement remained in force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

For the Regional District:

_____)
Chairperson)
_____)
_____)

For the Town of Qualicum Beach:

_____)
_____)
Mayor)
_____)
_____)
Corporate Officer)

Appendix 'A'

Sportsfields / Courts

Town of Qualicum Beach:

Qualicum Beach Community Park: sports fields
Qualicum Beach Tennis Courts (3)

Appendix 'B'

SPORTS FIELDS/COURTS RENTAL CONTRACT PERMIT

TERMS AND CONDITIONS

RENTAL CONTRACT # _____

In consideration of being given the right to use the "Facility" owned by the "Owner" the Licensee agrees to be bound by the following terms and conditions:

GENERAL CONDITIONS:

The Licensee acknowledges that the Regional District of Nanaimo (RDN) acts as agent for the Owner of the Facility and is not responsible for the condition, operations and maintenance of the Facility and shall not be liable whatsoever with respect to any complaint, concern or claim for inability to use, property damage, injury or death of a person or persons who use a sports fields/courts or surrounding area booked through the RDN for the Owner.

TERMS OF USE:

1. The Licensee shall remove all garbage following its use of the Facility and is responsible for leaving the Facility in condition it was found.
2. Absolutely no vehicles on the Facility or in fire lanes unless approved in writing by the Owner.
3. Alcohol consumption on the Facility is prohibited, except as approved by proper application and approved liquor license.
4. Smoking is not permitted on a School District Facility.
5. Concessions are not to be held in the Parksville Community Park with the exception of specific events as outlined in the City of Parksville policy. Concessions at the Qualicum Community Park are not to be held without the approval of the Town of Qualicum Beach. Groups are reminded that providing food at private functions at any site may still require health permits from Vancouver Island Health Authority and the Licensee is responsible for obtaining any required health permits.
6. Special Event permits are required from the City of Parksville and Town of Qualicum Beach for events involving more than 100 people.
7. All vehicles are to be removed from the parking lot of the Qualicum Beach Community Park prior to 10:30 pm.
8. The Licensee shall not sublet the Facility without the written permission granted by the RDN on behalf of the Owner.

9. On behalf of the Owner, the RDN reserves the right to cancel or alter rentals should conditions arise that necessitate schedule changes.
10. The Licensee is responsible for obtaining a BC Gaming License if necessary.
11. The Licensee shall not alter the Facility, construct, erect or attach any fixtures of any kind to any part of the Facility, without the written consent of the owner and if so erected, the Licensee covenants to remove the same and restore and leave the premises in the same condition as they were at the time the Licensee entered into occupation. If such restoration is not to the satisfaction of the owner, all such repairs are to be carried out by the owner and all costs involved are to be paid by the Licensee.

INDEMNITY AND INSURANCE:

1. The Licensee shall indemnify and save harmless and keep indemnified the RDN and the Owner and their employees and agents from all and any legal liability for claims, actions, losses, costs, damages, fines or fees which the Licensee or anyone else may have arising from bodily injury, including death, of or to any person or persons, or for damage to the property of the Licensee or any other person, arising out of or connected with the Licensee's use or occupancy of the Facility, whether occasioned by the negligence of the owner or otherwise.
2. The Licensee shall indemnify and save harmless and keep indemnified the RDN and the Owner and their employees and agents from all liability for loss or damage to the Facility or to any property of the RDN during or caused by the occupancy of the Facility, save and except reasonable wear and tear.
3. The Licensee shall not permit anything to be brought into or onto, or any act to be done on the premises, that would invalidate or increase the premium on policies of insurance held by the RDN or the Owner or which may injure or deface the Facility.

Leagues shall be required to provide proof of general commercial liability insurance as prescribed by the RDN from time to time.

Casual users are not required to provide proof of general commercial liability insurance, however all other parts of this License will apply.

Waiver of one or more terms of this agreement shall not be thereafter deemed a modification or waiver of the entire agreement but all other terms and conditions shall remain in full force and effect.

Signature of Licensee

Regional District of Nanaimo as an Agent for the Owner

APPENDIX 'III'

REGIONAL DISTRICT OF NANAIMO

LOCAL SERVICES AGREEMENT
(SPORTS FIELDS/COURTS BOOKINGS)

THIS AGREEMENT made the ____ day of _____, 2013.

BETWEEN: Board of Education of School District 69 (Qualicum)
P. O. Box 430
Parksville, BC
V9P 2G5

(hereinafter called the "Local Government ")

AND: Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "Regional District")

NOW THIS AGREEMENT WITNESSETH:

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Local Government and the Regional District of Nanaimo covenant and agree each with the other as follows:

1. Services

The Local Government retain the Regional District of Nanaimo to provide booking reservations for sports fields/courts specifically and entirely owned and operated by the Local Government as further described in this agreement and listed in Appendix 'A' (the "sports fields/courts").

The Local Government appoint the Regional District to act on its behalf with respect to the management of the granting of licences (booking reservation) for use of the sports fields/courts (the "Services" the Regional District is authorized on behalf of the Local Government to enter into a licence agreement substantially in the form attached as Appendix "B", with amendments as may be necessary or desirable in the opinion of the Regional District for terms of not more than one year.

2. Term and Renewal

- i. The Term of this agreement shall be for a five year period commencing July 1, 2013 and ending on June 30, 2018 unless earlier terminated as provided herein.
- ii. This agreement shall automatically renew for three further five year periods, unless terminated as provided herein.

3. Regional District Responsibilities

- i. The Regional District will provide the Services in a diligent manner and during regular office hours from 8:30 - 4:30, Monday through Friday, except for statutory holidays.
- ii. The Regional District, through its Recreation Department, will provide sports fields/courts customers a rental contract (Appendix 'B') containing the terms and conditions as determined by the relevant Local Government.
- iii. The Regional District is not responsible for the following:
 - a. creation or implementation of any terms or conditions for Local Government sports fields/courts use and shall direct all enquiries or complaints regarding terms and conditions to a designated Local Government contact; and
 - b. operations, maintenance or the condition of a sports fields/courts, nor a change in its availability.
- iv. The Regional District will use reasonable efforts to advise customers of a change in availability, subject to sufficient notice by the Local Government, but shall not be held liable for any complaint of any kind related to a change in the availability of a Local Government sports fields/courts, except for demonstrated negligence on the part of the Regional District.
- v. The Local Government acknowledges that the Regional District will book sports fields/courts for Regional District own purposes in providing sport camps, rentals and other community programming.

4. Local Government Responsibilities

- i. Shall provide the Regional District information with respect to the terms and conditions of use for a Local Government sports fields/courts so that the Regional District can advise users of their responsibilities when using Local Government sports fields/courts.
- ii. The Local Government shall advise the Regional District immediately of any changes to sports fields/courts use terms and conditions in order that the Regional District can advise users of any new or changed requirements.
- iii. The Local Government shall advise the Regional District immediately of any changes in the availability of a sports fields/courts use in order for the Regional District to advise a customer in a timely manner.
- iv. The Local Government is entirely responsible for the condition, operations and maintenance of its sports fields/courts at all times.
- v. The Local Government bears complete responsibility and liability for the use of its sports fields/courts and surrounding areas at all times.
- vi. The Local Government will provide the Regional District with the name and contact information of a Local Government representative for regular liaison purposes.

5. Independent Contractor

The Regional District will at all times be an independent contractor and is not the servant, employee or agent of the Local Government except with respect to the agency relationship created in relation to the Services provided under this agreement.

6. Indemnity

The Local Government will indemnify and save harmless the Regional District from any and all losses, claims, damages, actions, causes of action, expenses, fees, fines or liability whatsoever arising from or related to the use by any person of sports fields/courts or the inability of any person to use sports fields/courts.

7. Insurance

A Local Government shall at all times that this agreement in effect, maintain a policy of commercial general liability insurance in the amount of \$5,000,000 per occurrence providing coverage for property damage, third party personal injury or death.

The Regional District shall be added as an additional insured on any policy of general commercial liability required under this agreement.

The Local Government shall provide evidence on demand to any party to this agreement that a current policy of insurance is in place, including the endorsement of the Regional District of Nanaimo as an additional insured.

Where a Local Government self insures itself with respect to liability, this agreement shall bind the Local Government to defend the Regional District at the same limits and in the same way as if the Regional District had been added as an additional insured to any policy of general commercial liability.

8. Miscellaneous

- i. No waiver of any term or condition of this Agreement or a breach of any term or condition of this Agreement by either party hereto shall be effective unless it is in writing and no waiver or breach even if in writing shall be construed as a waiver of any future breach.
- ii. Wherever the singular, masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- iii. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, successors and assigns.

9. Notices

Any notice required to be given under this agreement shall be deemed to be sufficiently given:

- i. if delivered, at the time of delivery, and

- ii. if mailed from any government post office in the Province of British Columbia by prepaid, registered mail, addressed as shown below or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of the mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lockout or other labour dispute then the notice may only be given by actual delivery of it;

School District 69
P.O. Box 430
Parksville, B.C.
V9P 2G5

Attention: Superintendent

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Attention: Manager, Recreation Services

10. Termination

Notwithstanding any other provision of this Agreement:

- i. If the Regional District fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Local Government, the Local Government may, at its option, terminate its participation in this Agreement by giving written notice of termination to the parties to this agreement.
- ii. Either party may at its option terminate its participation in this Agreement at any time upon giving the other party ninety (90) days notice of such termination.
- iii. If termination is exercised by the Regional District as outlined in this agreement, there will be no further obligation to the Local Government at the expiry of the notice period.
- iv. If this agreement is terminated by the Local Government as the case may be, the indemnity and insurance provisions with respect to liability will remain in force and effect until the later of five years from the date of termination or the end of the next five year term had the agreement remained in force and effect.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

For the Regional District:

_____)
Chairperson)
_____)
_____)

For School District 69:

_____)
_____)
_____)
_____)
_____)

Appendix 'A'

Sportsfields / Courts

School District #69:

Arrowview Elementary School: field
Errington Elementary School: field
Parksville Elementary School: field
Winchelsea Elementary School: field
Oceanside Middle School: field
Qualicum Beach Middle School: field
Ballenas Secondary School: fields; track
Kwalikum Secondary School: fields
Qualicum Beach Elementary
Bowser Elementary
French Creek Elementary
Nanoose Bay Elementary

Appendix 'B'

SPORTS FIELDS/COURTS RENTAL CONTRACT PERMIT

TERMS AND CONDITIONS

RENTAL CONTRACT # _____

In consideration of being given the right to use the "Facility" owned by the "Owner" the Licensee agrees to be bound by the following terms and conditions:

GENERAL CONDITIONS:

The Licensee acknowledges that the Regional District of Nanaimo (RDN) acts as agent for the Owner of the Facility and is not responsible for the condition, operations and maintenance of the Facility and shall not be liable whatsoever with respect to any complaint, concern or claim for inability to use, property damage, injury or death of a person or persons who use a sports fields/courts or surrounding area booked through the RDN for the Owner.

TERMS OF USE:

1. The Licensee shall remove all garbage following its use of the Facility and is responsible for leaving the Facility in condition it was found.
2. Absolutely no vehicles on the Facility or in fire lanes unless approved in writing by the Owner.
3. Alcohol consumption on the Facility is prohibited, except as approved by proper application and approved liquor license.
4. Smoking is not permitted on a School District Facility.
5. Concessions are not to be held in the Parksville Community Park with the exception of specific events as outlined in the City of Parksville policy. Concessions at the Qualicum Community Park are not to be held without the approval of the Town of Qualicum Beach. Groups are reminded that providing food at private functions at any site may still require health permits from Vancouver Island Health Authority and the Licensee is responsible for obtaining any required health permits.
6. Special Event permits are required from the City of Parksville and Town of Qualicum Beach for events involving more than 100 people.
7. All vehicles are to be removed from the parking lot of the Qualicum Beach Community Park prior to 10:30 pm.
8. The Licensee shall not sublet the Facility without the written permission granted by the RDN on behalf of the Owner.

9. On behalf of the Owner, the RDN reserves the right to cancel or alter rentals should conditions arise that necessitate schedule changes.
10. The Licensee is responsible for obtaining a BC Gaming License if necessary.
11. The Licensee shall not alter the Facility, construct, erect or attach any fixtures of any kind to any part of the Facility, without the written consent of the owner and if so erected, the Licensee covenants to remove the same and restore and leave the premises in the same condition as they were at the time the Licensee entered into occupation. If such restoration is not to the satisfaction of the owner, all such repairs are to be carried out by the owner and all costs involved are to be paid by the Licensee.

INDEMNITY AND INSURANCE:

1. The Licensee shall indemnify and save harmless and keep indemnified the RDN and the Owner and their employees and agents from all and any legal liability for claims, actions, losses, costs, damages, fines or fees which the Licensee or anyone else may have arising from bodily injury, including death, of or to any person or persons, or for damage to the property of the Licensee or any other person, arising out of or connected with the Licensee's use or occupancy of the Facility, whether occasioned by the negligence of the owner or otherwise.
2. The Licensee shall indemnify and save harmless and keep indemnified the RDN and the Owner and their employees and agents from all liability for loss or damage to the Facility or to any property of the RDN during or caused by the occupancy of the Facility, save and except reasonable wear and tear.
3. The Licensee shall not permit anything to be brought into or onto, or any act to be done on the premises, that would invalidate or increase the premium on policies of insurance held by the RDN or the Owner or which may injure or deface the Facility.

Leagues shall be required to provide proof of general commercial liability insurance as prescribed by the RDN from time to time.

Casual users are not required to provide proof of general commercial liability insurance, however all other parts of this License will apply.

Waiver of one or more terms of this agreement shall not be thereafter deemed a modification or waiver of the entire agreement but all other terms and conditions shall remain in full force and effect.

Signature of Licensee

Regional District of Nanaimo as an Agent for the Owner

RDN Committee of the Whole Resolutions – June 11 / 13

District 69 Sport Field and Sport Court Booking Agreements

1. That the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the City of Parksville be approved as provided in Appendix 'I' with the following section added:

Section 3 vi)

“The Regional District will work with the Local Government on the possible transition of the Regional District scheduling and programming of the Local Government’s sport field lighting through a remote computer system, as well as the development of fee collection process to be implemented should the necessary hardware, software and related resources to provide for this transition be secured.”

CARRIED

2. That the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the Town of Qualicum Beach be approved as provided in Appendix 'II' with the added:

Section 3 vi)

“The Regional District will work with the Local Government on the possible transition of the Regional District scheduling and programming of the Local Government’s sport field lighting through a remote computer system, as well as the development of fee collection process to be implemented should the necessary hardware, software and related resources to provide for this transition be secured.”

CARRIED

3. That the Local Services Agreement for sport field and court bookings between the Regional District of Nanaimo and the Board of Education of School District 69 (Qualicum) be approved as provided in Appendix 'III'.

CARRIED

NEWS RELEASE

For Immediate Release
2013PREM0063-000941
June 7, 2013

Office of the Premier

Premier introduces new Executive Council to keep B.C.'s economy strong for a secure tomorrow

VANCOUVER – Premier Christy Clark introduced her next Executive Council to British Columbians at an event that included citizens from throughout the province.

“This is an exciting moment for British Columbia,” said Premier Clark. “British Columbians have asked us to build a strong economy, a secure tomorrow, and a lasting legacy for generations. We will deliver.”

The Premier’s nominees for the Executive Council will be formally sworn in on Monday, June 10, 2013, at Government House by Her Honour, Lt.-Gov. Judith Guichon. Parliamentary Secretary appointees were also announced today.

“My new team has the experience and the fresh perspectives that government needs, representing all regions of the province and united by a common commitment to work on behalf of every British Columbian,” added Premier Clark. “Together, we have the opportunity and obligation to grow the economy, control spending, and put B.C. firmly on track to a debt-free future.”

Today’s event also celebrated the diversity of British Columbia. In attendance were First Nations leaders, mayors and community leaders, and representatives from the federal government, the business community, labour organizations and non-profit associations. Guests were welcomed by Elder Mary Charles of the Musqueam Nation, led in the singing of ‘O Canada’ by 11-year-old Lisalee Campbell of Clearwater, and entertained by the award-winning Moscrop Secondary school jazz band of Burnaby.

“To remain strong in the face of global economic uncertainty, we will accelerate our jobs plan and run a tight ship,” added Premier Clark. “We will respect families who simply cannot pay higher taxes. We will also respect future generations and not burden them with our debt, so when it's their turn to lead they can make their own choices.”

Three backgrounders follow.

Contact: Ben Chin
Office of the Premier
250 588-3113

Connect with the Province of B.C. at: www.gov.bc.ca/connect

BACKGROUNDER 1

For Immediate Release
2013PREM0063-000941
June 7, 2013

Office of the Premier

Executive Council nominees

Premier Christy Clark identified the following MLAs-elect to be sworn on June 10, 2013, as British Columbia's next provincial executive council, and spoke about their primary areas of focus in their new duties. On Monday, full mandate letters will be issued to ministers.

The **Deputy Premier and the Minister of Natural Gas Development and Minister Responsible for Housing** will be Rich Coleman. He will:

- Ensure that British Columbia seizes the economic opportunity of a lifetime, liquefied natural gas, to create tens of thousands of new jobs and establish the Prosperity Fund that will put B.C. on the path to becoming debt-free.
- Work with investors and companies to take projects from drawing board to operation.

The **Minister of Aboriginal Relations and Reconciliation** will be John Rustad. He will:

- Continue our success at securing non-treaty benefit agreements and secure a further 10 non-treaty benefit agreements.
- Work with First Nations to ensure progress is made on long-term treaties and collaborate with all First Nations to share in the opportunities offered by liquefied natural gas and other economic development opportunities.

The **Minister of Advanced Education** will be Amrik Virk. He will:

- Work to ensure B.C.'s post-secondary institutions stay on the cutting edge of research.
- Ensure our institutions are equipped to prepare graduates for the jobs of the future, and ensure targets are set to match the skills B.C. needs with graduating students.
- Work closely with the Minister of Jobs, Tourism and Skills Training and the Minister of Education to ensure a seamless delivery of education and skills training from high school through to entry in the workforce.

The **Minister of Agriculture** will be Pat Pimm. He will:

- Work to ensure that British Columbians buy local B.C. agri-food products.
- Ensure B.C. takes advantage of new market opportunities in Asia.
- Work to break down interprovincial barriers to create new opportunities in Canada to market B.C. wine.

The **Minister of Children and Family Development** will be Stephanie Cadieux. She will:

- Continue to implement the Early Years Strategy that ensures families and children receive the supports they need.
- Work with the Minister of Finance to introduce the early childhood tax benefit and ensure maximum participation in this important family support program.

The **Minister of Community, Sport and Cultural Development** will be Coralee Oakes. She will:

- Work to ensure communities are prepared for the liquefied natural gas opportunity including benefit agreements for impacted communities.
- Work with local governments throughout the province to ensure we are ready to participate in the next round of federal infrastructure funding.
- Continue efforts to create vibrant cultural and sporting opportunities throughout B.C.

The **Minister of Education** will be Peter Fassbender. He will:

- Work toward achieving long-term labour stability in the province's classrooms.
- Continue education reforms in the BC Education Plan, including performance assessments and providing additional supports for teachers.
- Work with the Minister of Finance to bring in the \$1,200 BC Education and Training Grant to help parents invest in an RESP and save for their children's post-secondary education.

The **Minister of Energy and Mines** and **Minister Responsible for Core Review** will be Bill Bennett. He will:

- Grow the clean energy sector and meet the commitments in the BC Jobs Plan to grow our mining industry.
- Work to minimize rate increases at BC Hydro, and continue the development of Site C and other major new sources of energy to power B.C.'s growing economy and LNG industry.
- Identify savings and efficiencies as part of a core review of government, and make recommendations to Cabinet on how to improve B.C.'s regulatory reform and red tape reduction.

The **Minister of Environment** will be Mary Polak. She will:

- Work to preserve B.C.'s leadership in the fight against climate change and protect the majesty of B.C.'s natural environment.
- Work to complete the marine and land-based studies as part of developing the five conditions for heavy oil pipelines in B.C.

The **Minister of Finance and Government House Leader** will be Michael de Jong. He will:

- Deliver the main order of business at this summer's legislative session by reintroducing Balanced Budget 2013.
- Deliver three additional consecutive balanced budgets by controlling spending to hold the line on taxes for families, and help protect B.C.'s hard-earned triple-A credit rating.

The **Minister of Forests, Lands and Natural Resource Operations** will be Steve Thomson. He will:

- Work to get to 'yes' faster through efficient, fair permitting for all mining and resource development applications.
- Work with the forest industry to co-sponsor annual forest industry trade missions to Asia.
- Work with forest communities on the mid-term timber supply report to sustain efforts that, despite challenges like the pine beetle devastation, are making B.C.'s forest industry a sunrise industry again.

The **Minister of Health** will be Terry Lake. He will:

- Work to maintain B.C.'s leadership for the best health outcomes in Canada.
- Continue to drive innovation and change across the system to ensure costs stay among the lowest per capita in Canada.
- Execute the government's end-of-life care plan to double the number of hospice beds by 2020.

The **Minister of International Trade, Minister Responsible for Asia Pacific Strategy and Multiculturalism** will be Teresa Wat. She will:

- Develop and execute the government's international trade strategy as part of the BC Jobs Plan.
- Ensure the government serves, speaks to, and is accessible to the province's diverse population.
- Work with private-sector partners and the federal government to implement the Asian head office strategy that will make B.C. the first choice for Asian companies looking to locate in North America.

The **Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour** will be Shirley Bond. She will:

- Lead the acceleration of the BC Jobs Plan.
- Ensure that British Columbians are first in line for the jobs of today and tomorrow by developing a comprehensive 10-year skills training plan.
- Work with private-sector union partners to ensure B.C.'s labour code meets the needs of employees and people who want to invest in B.C.

Reporting to Bond, the **Minister of State for Tourism and Small Business** will be Naomi Yamamoto. She will:

- Ensure the completion of the Small Business Accord to make sure small businesses are heard and continue to grow in B.C.
- Work with the ministers of Jobs, Tourism and Skills Training; and Finance to plan for a 40 per cent reduction of the small business tax rate.
- Ensure B.C. remains a global destination of choice for visitors.

The **Minister of Justice and Attorney General** will be Suzanne Anton. She will:

- Work to enhance public safety and security for all B.C. residents and implement the Domestic Violence Prevention Strategy.
- Ensure reforms from our comprehensive review of the justice system are implemented, including greater court efficiencies to reduce backlogs.
- Begin consultations to modernize B.C.'s liquor laws.

The **Minister of Social Development and Social Innovation** will be Don McRae. He will:

- Ensure that significant reforms we have made at Community Living British Columbia are fully implemented and benefitting families.
- Continue efforts to assist people with disabilities earn an income.
- Deliver on the government's commitment to make B.C. Canada's most progressive province for people and families living with disabilities.

The **Minister of Technology, Innovation and Citizens' Services** will be Andrew Wilkinson. He will:

- Work to grow B.C.'s technology industry and make it a significant contributor to the BC Jobs Plan.
- Successfully implement the new BC Services Card that will revolutionize service delivery.
- Continue efforts to be open and accessible to citizens wishing to access information online and engage with government in new ways.

The **Minister of Transportation and Infrastructure** and **Deputy House Leader** will be Todd Stone. He will:

- Ensure continued investment in the province's infrastructure, which is so critical to achieving a healthy and growing economy.
- Lead efforts to complete the South Fraser Perimeter Road and the four-laning of the Trans-Canada Highway.
- Continue progress to replace the George Massey Tunnel.
- Ensure that the public approves any new funding sources for transit improvements in Metro Vancouver.

BACKGROUNDER 2

For Immediate Release
2013PREM0063-000941
June 7, 2013

Office of the Premier

Parliamentary Secretary appointees

Norm Letnick – Parliamentary Secretary to the Premier for Intergovernmental Affairs. He will:

- Work with the Intergovernmental Relations Secretariat in the Premier's Office to further the interests of British Columbia at intergovernmental events.

Greg Kylo – Parliamentary Secretary for the BC Jobs Plan to the Minister of Jobs, Tourism and Skills Training. He will:

- Use his experience as a business owner to work with government to update and continue implementing the BC Jobs Plan.

Linda Reimer – Parliamentary Secretary to the Minister of Community, Sport and Cultural Development for Communities. She will:

- Draw on her experience in municipal government, and work with communities to build strong partnerships across the province.

Jane Thornthwaite – Parliamentary Secretary to the Minister of Education for Student Support and Parent Engagement. She will:

- Continue her work in education to ensure parents and students receive the support they need for strong student performances in our public schools.

Marc Dalton – Parliamentary Secretary to the Minister of Education for the Independent School Sector. He will:

- Continue his work with the ministry to ensure independent schools are supported by government, and that we have an open dialogue between government and this sector that provides parents with choice in how their children are taught.

Donna Barnett – Parliamentary Secretary to the Minister of Forests, Lands and Natural Resource Operations for Rural Development. She will:

- Will use her passion for rural British Columbia to make sure our government is helping build the economy in these important regions of the province.

Dan Ashton – Parliamentary Secretary to the Minister Responsible for Core Review. He will:

- Use his experience as mayor of Penticton to help Minister of Energy and Mines Bill Bennett undertake the government-wide core review process to ensure government is using its resources in the areas that can make the difference for citizens or the economy.

Linda Larson – Parliamentary Secretary to the Minister of Health for Seniors. She will:

- Work with seniors throughout the province to make sure the services we provide are able to be accessed by seniors and make recommendations to the minister on how to keep improving seniors' health-care services.

Michelle Stilwell – Parliamentary Secretary to the Minister of Health for Healthy Living. She will:

- Use her experience as a high-performance athlete to work with medical professionals and make recommendations to the minister on how government can support healthy living and preventative health measures to keep B.C.'s citizens healthy and out of hospital.

Darryl Plecas – Parliamentary Secretary to the Minister of Justice and Attorney General for Crime Reduction. He will:

- Use his experience as a criminologist to chair a blue ribbon panel to study crime reduction opportunities.

Laurie Throness – Parliamentary Secretary to the Minister of Justice and Attorney General for Corrections. He will:

- Work with stakeholders in the corrections field to propose changes and improvements to how we protect staff, inmates and the communities in which correctional facilities are located.

John Yap – Parliamentary Secretary to the Minister of Justice and Attorney General for Liquor Policy Reform. He will:

- Lead the stakeholder consultation on modernizing B.C.'s antiquated liquor laws and recommend improvements to the minister to take to Cabinet.

Jordan Sturdy – Parliamentary Secretary to the Minister of Transportation and Infrastructure for Transportation. He will:

- Work with communities as they contemplate transit and infrastructure improvements for their residents.

Richard T. Lee – Parliamentary Secretary for the Asia Pacific Strategy to the Minister of International Trade and Minister Responsible for the Asia Pacific Strategy and Multiculturalism. He will:

- Continue his work as Parliamentary Secretary for Asia Pacific and help the minister as she develops her Asia Pacific strategy focussed on expanding our trading opportunities in Asia.

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BACKGROUNDER 3

For Immediate Release
2013PREM0063-000941
June 7, 2013

Office of the Premier

Biographies of Executive Council nominees

HON. RICH COLEMAN NOMINEE FOR MINISTER OF NATURAL GAS DEVELOPMENT AND MINISTER RESPONSIBLE FOR HOUSING, AND DEPUTY PREMIER

Rich Coleman was re-elected for a fifth term as MLA for Fort Langley-Aldergrove in the 2013 general election.

His previous cabinet positions include Minister of Energy and Minister Responsible for Housing, Minister of Public Safety and Solicitor General and Minister Responsible for Housing, Minister of Housing and Social Development and Minister of Forests and Range.

Before entering public life, Coleman was governor of the BC Kinsmen, president of the Aldergrove Chamber of Commerce, and a director of several volunteer boards.

JOHN RUSTAD NOMINEE FOR MINISTER OF ABORIGINAL RELATIONS AND RECONCILIATION

John Rustad was re-elected to represent the riding of Nechako Lakes in 2013.

He previously served as Parliamentary Secretary for Forestry to the Minister of Forests, Lands and Natural Resource Operations and as a member of the Environment and Land Use Committee, Legislative Review Committee, Treasury Board, Select Standing Committee on Education, Select Standing Committee on Public Accounts and Select Standing Committee on Health.

Rustad was born and raised in Prince George and has lived all of his life in northern B.C. He grew up enjoying fishing and hunting. In 2009, he and his wife Kim moved to Cluculz Lake where they enjoy the peace and beauty of rural living.

AMRIK VIRK
NOMINEE FOR MINISTER OF ADVANCED EDUCATION

Amrik Virk was elected as MLA in the riding of Surrey-Tynehead in June 2013.

An extensive career with the RCMP included a variety of policing duties with a substantial portion of his experience with various First Nations communities. In 2001, Virk was commissioned to the rank of Inspector and posted to Surrey where he was active in the issue of youth and gang violence in communities throughout the Lower Mainland and worked extensively with community leaders to help create the British Columbia Integrated Gang Task force.

He left Surrey RCMP in 2006 while serving as the acting Officer in Charge of Operations (one of two Deputy Chief equivalents) and transferred to Langley as the Officer in Charge of Operations.

Virk is the consummate community volunteer and in the six years he spent on the board of directors of the Surrey Memorial Hospital Foundation, and helped raise millions of dollars for enhancing health care for Surrey residents. He also served on the board of Kwantlen Polytechnic University.

PAT PIMM
NOMINEE FOR MINISTER OF AGRICULTURE

Pat Pimm was re-elected to represent the riding of Peace River North in 2013.

He previously served as Parliamentary Secretary for the Northeast and has served as chair of the Northern Caucus and two Select Standing Committees: Aboriginal Affairs and Finance and Government Services. Pimm has also served as a member of Treasury Board.

A lifelong resident of the Peace River region, Pimm served 12 years as councillor for the City of Fort St. John from 1993 to 2005. With 25 years experience in the oil and gas industry, he was co-chair of the BC Oil and Gas Conference in 2002 and 2005, bringing together industry stakeholders to identify further strategies and opportunities for economic development in British Columbia's northeast region. He has also served on a variety of other local community boards and committees.

**HON. STEPHANIE CADIEUX
NOMINEE FOR MINISTER OF CHILDREN AND FAMILY DEVELOPMENT**

Stephanie Cadieux was re-elected for a second term as MLA in the 2013 general election.

She previously served as Minister of Social Development, Minister of Labour, Citizens' Services and Open Government, and Minister of Community, Sport and Cultural Development.

Living with a spinal cord injury since a car accident at the age of 18, she became a strong community advocate for programs to assist people with physical disabilities to achieve their goals and regain independence. In 2007, Cadieux worked with 2010 Legacies Now to develop an Accessible Tourism Plan for B.C.

Cadieux worked with the BC Paraplegic Association for eight years, most recently as director of marketing and development.

**CORALEE OAKES
NOMINEE FOR MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**

Coralee Oakes was elected to represent the riding of Cariboo North in 2013.

Oakes is a former two-term Quesnel City councillor and executive director of the Quesnel and District Chamber of Commerce since 1999. She is a strong believer in a vibrant and healthy business community. As a result of her community work, in 2007 Oakes was appointed by the Province to the Small Business Roundtable to represent the rural voice of small business. This work led her to be appointed to the Minister's Council on Tourism in 2009.

Oakes is the past president of the British Columbia Chamber Executives and has served as a director on the BC Chamber of Commerce, Canadian Chamber of Commerce Executives, Cariboo Chilcotin Tourism Association and numerous local not-for-profit organizations.

**PETER FASSBENDER
NOMINEE FOR MINISTER OF EDUCATION**

Peter Fassbender was elected to represent the riding of Surrey-Fleetwood in 2013 after a distinguished career at the municipal level.

Fassbender was elected for the first time to the City of Langley Council in November 2002 and then as mayor in the November 2005, 2008 and 2011 civic elections. Prior to his election, Fassbender served two terms as a school trustee in the late 1970s and the community and region in a host of other volunteer capacities and served on numerous national, provincial and civic committees.

HON. BILL BENNETT

NOMINEE FOR MINISTER OF ENERGY AND MINES AND MINISTER RESPONSIBLE FOR CORE REVIEW

Bill Bennett was re-elected to a fourth term as MLA for Kootenay East in 2013.

He previously served as Minister for Community Sport and Cultural Development, Minister of Energy, Mines and Petroleum Resources, Minister of Community and Rural Development, Minister of Tourism, Culture and the Arts, and Minister of State for Mining.

Bennett has chaired the BC Legislative Select Standing Committee on Finance and Government Services, and chaired the BC Legislative Special Committee on Cosmetic Pesticides. He has been a member of various legislative committees and government committees, particularly focused on land use and natural resource issues.

Before being elected, Bennett was a partner in a law firm in Cranbrook. He also owned and operated fly-in wilderness fishing and hunting lodges in the Northwest Territories and Manitoba.

HON. MARY POLAK

NOMINEE FOR MINISTER OF ENVIRONMENT

Mary Polak was re-elected to the B.C. legislature in 2013, having represented the constituents of Langley since 2005.

Prior to her new cabinet post, she served as the Minister Transportation and Infrastructure, Minister of Aboriginal Relations and Reconciliation, Minister of Children and Family Development and Minister Responsible for Child Care, Minister of Healthy Living and Sport, and Parliamentary Secretary to the Minister of Health for the Conversation on Health.

Before being elected to the legislative assembly, Polak served as a trustee and former chair of the Surrey school board.

HON. MICHAEL DE JONG

NOMINEE FOR MINISTER OF FINANCE AND GOVERNMENT HOUSE LEADER

Michael de Jong was re-elected in 2013 as the MLA for Abbotsford West, an area he has represented since first being elected to the legislative assembly of British Columbia in a 1994 by-election.

The six-term MLA previously served as Minister of Health, Attorney General, Minister of Aboriginal Relations and Reconciliation, Minister of Labour and Citizens' Services, and Minister of Forests. In addition, he also served as Government House Leader.

Before his election as a member of the legislative assembly in 1994, de Jong served two terms as an elected school trustee for Abbotsford School District 34, and was a practising lawyer with his own Abbotsford firm. He holds a bachelor of arts degree from Carleton University in Ottawa and a law degree from the University of Alberta.

HON. STEVE THOMSON

NOMINEE FOR MINISTER OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

Steve Thomson was re-elected to represent the riding of Kelowna-Mission in 2013.

Prior to being reappointed as Minister of Forests, Lands and Natural Resource Operations, he served as Minister of Natural Resource Operations, Minister of Energy, and Minister of Agriculture and Lands.

He previously served as Minister of Natural Resource Operations and Minister of Energy, and Minister of Agriculture and Lands.

Thomson is the former executive director of the BC Agriculture Council and has developed his career and experience working on behalf of British Columbia farmers and ranchers. He has served as general manager of the BC Fruit Growers Association and the BC Milk Producers Association. He has also served as a director of the Kelowna Museum, the Okanagan Innovation Fund and the BC BioEnergy Network.

HON. TERRY LAKE

NOMINEE FOR MINISTER OF HEALTH

Terry Lake was re-elected in June 2013 as MLA for the riding of Kamloops-North Thompson.

Lake has served as Minister of Environment. Prior to that, he served as the Parliamentary Secretary for Health Promotion to the Minister of Health Services and Parliamentary Secretary for the Ranching Task Force to the Minister of Agriculture and Lands. He also sat as a member of the Select Standing Committee on Health and on Legislative Initiatives.

A veterinarian by profession, Lake served as the mayor of the City of Kamloops from 2005-2008 and as a city councillor from 2002-05.

TERESA WAT

NOMINEE FOR MINISTER FOR INTERNATIONAL TRADE, AND MINISTER RESPONSIBLE FOR THE ASIA PACIFIC STRATEGY AND MULTICULTURALISM

Teresa Wat was elected to represent the riding of Richmond Center in 2013.

She is the president and CEO of Mainstream Broadcasting Corporation CHMB AM1320 and has also served as the news director at Channel M Television (now OMNI TV), and previously served as a communications advisor at B.C.'s Cabinet Policy and Communications Secretariat.

She was instrumental in the launch of the first-ever live Cantonese, Mandarin and Punjabi daily television news programs. In 2010, Wat was appointed to the Canadian Women Voters Congress Advisory Board and was appointed one of B.C.'s top 100 most influential women by the Vancouver Sun. She is also currently a board member of the school of journalism at UBC.

HON. SHIRLEY BOND

NOMINEE FOR MINISTER OF JOBS, TOURISM AND SKILLS TRAINING AND MINISTER RESPONSIBLE FOR LABOUR

Shirley Bond was re-elected for a fourth term as MLA in the 2013 general election.

She previously served as Minister of Justice, Minister of Transportation and Infrastructure, Minister of Education and Minister Responsible for Early Learning and Literacy and Deputy Premier, Minister of Advanced Education and Minister of Health Services. She also served as vice-chair of the Treasury Board, chaired the Cabinet Committee on New Relationship Coordination, and sat as a member of the cabinet climate action committee.

Before being elected to the legislative assembly, she served three terms on the Prince George school board.

HON. NAOMI YAMAMOTO

NOMINEE FOR MINISTER OF STATE FOR TOURISM AND SMALL BUSINESS

Naomi Yamamoto was re-elected as MLA for North Vancouver-Lonsdale in 2013.

She has served as Minister of Advanced Education, Minister of State for Intergovernmental Relations, Minister of State for Small Business and Minister of State for Building Code Renewal.

Yamamoto had been the president and owner of Tora Design Group in North Vancouver for 21 years. She also enjoyed working with the business community as chair of the BC Chamber of Commerce, chair of the North Shore Credit Union, and represented the North Vancouver Chamber on Vancouver's North Shore Tourism Association Board.

She served a six-year term on the board of Capilano College (now Capilano University), with the last three years as chair. She also enjoyed six years as a director of the North Shore Neighbourhood House.

SUZANNE ANTON

NOMINEE FOR MINISTER OF JUSTICE AND ATTORNEY GENERAL

Suzanne Anton was elected to represent the riding of Vancouver Fraserview in 2013 after a distinguished career at the municipal level.

She has nine years of elected service on Vancouver city council and the Vancouver park board, and served as director of Translink and Metro Vancouver. She is a lawyer, mathematics teacher, and has experience in the leadership, management and financial operations of some of B.C.'s largest organizations.

HON. DON McRAE

NOMINEE FOR MINISTER OF SOCIAL DEVELOPMENT AND SOCIAL INNOVATION

Don McRae was re-elected in the 2013 general election.

He has served as Minister of Agriculture and as Minister of Education. Prior to that, he was convener of the Select Standing Committee on Aboriginal Affairs and was a member of the Select Standing Committee on Health and Select Standing Committee on Finance and Government Services.

McRae was born and raised in the Comox Valley. For 14 years he taught at GP Vanier Secondary school in Courtenay. McRae also served as a Courtenay city councillor from 2002-09.

ANDREW WILKINSON

NOMINEE FOR MINISTER OF TECHNOLOGY, INNOVATION AND CITIZENS' SERVICES

Andrew Wilkinson was elected MLA in the riding of Vancouver-Quilchena in 2013.

He is a former deputy minister of the British Columbia Ministry of Economic Development, where he had responsibility for economic issues, trade and tourism. He also served as deputy minister for Intergovernmental Relations in the Premier's Office for two years.

Wilkinson works as a lawyer in the Vancouver offices of a major national law firm, where he has a special interest in green renewable energy development. Prior to being called to the bar, Wilkinson was educated and licensed as a physician. He lived and worked as a doctor in Campbell River, Lillooet and Dease Lake.

He has also served as president of the BC Civil Liberties Association and president of the BC Mountaineering Club, and president of the BC Liberal Party.

**TODD STONE
NOMINEE FOR MINISTER OF TRANSPORTATION AND INFRASTRUCTURE AND DEPUTY HOUSE
LEADER**

Todd Stone was elected to represent the riding of Kamloops-South Thompson in 2013.

He is the founder and CEO of a Kamloops-based software company. He serves on the board of the Thompson-Nicola-Cariboo United Way (though currently on leave), and served for over six years as vice-chair of the board of governors of Thompson Rivers University.

He also served on the boards of the Kamloops Chamber of Commerce, Kamloops Ventures Fund (VCC) Inc., ACETECH, and the Insurance Corporation of British Columbia (ICBC). In addition, he was an active contributor to the Friends of UCC University Society and the Friends of the Kamloops Airport.

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