

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 18, 2015  
7:00 PM**

*(Cedar United Church)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

- 3            **L. Gourlay, VICCS – RE: Beautification & Heritage Project Partnership Invitation**

*Motion to receive late delegations*

**MINUTES**

- 4-7           Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Sept 16, 2015

*Motion to approve Minutes*

- 8            Minutes of the Electoral Area 'A' Parks, Recreation and Culture Grants Sub-Committee meeting held October 21, 2015

*Motion to approve Minutes*

**BUSINESS ARISING FROM THE MINUTES**

That the following Electoral Area 'A' Recreation Grant in Aid applications be approved:

<b>Organization</b>	<b>Description</b>	<b>Requested</b>
CEDAR FAMILY OF COMMUNITY SCHOOLS	For funding toward equipment for a 10 week youth empowerment program for girls in 3 <sup>rd</sup> to 7 <sup>th</sup> grade through fun and interactive physical activities.	\$ 739.74
CEDAR COMMUNITY ASSOCIATION	To purchase 32 chairs and cart to use for events at the Cedar Hall and their community activities.	\$ 2,128.00

**COMMUNICATIONS/CORRESPONDENCE**

**REPORTS**

***PARKS***

- 9-16           Monthly Update of Regional and Community Parks and Trail Projects – September 2015

17-23 Monthly Update of Regional and Community Parks and Trail Projects – October 2015

**RECREATION**

CSCES Update (verbal)

24-51 Recreation Facility, Programs, and Sports Field Service 2015 Survey Report

*Motion to receive Reports*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

Snuneymuxw First Nation Sport Court Draft Agreement (handout)

2016 Business Plan (*handout*)

2015 Work Plan (*handout*)

Morden Colliery Regional Trail Bridge Development Open House  
(*December 2, 5:30-7:30 Cedar Heritage Center*)

Commissioner Term Expiries (Vacant, Fiddick, Davies, O'Connor)

**COMMISSIONER ROUND TABLE**

**IN CAMERA**

*That pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.*

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

February 17, 2016

**From:** [VI & Coast Conservation Society](#)  
**To:** [Harvey, Ann-Marie](#)  
**Cc:** [Banman, Dean](#)  
**Subject:** Ms Harvey, Request to Present to Area A, Recreation Cttee Meeting  
**Date:** Friday, October 30, 2015 12:00:35 PM  
**Attachments:** [VICCS\\_ltr to RDN Area A Cmmsn. s1515.doc](#)

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Hello Ms Harvey,

As per the information form provided by Mr Banman I would like to confirm our interest in making a presentation at the November 18th Area A Parks and Recreation Cttee Meeting.

I have attached the overview previously provided, particular to the subject of our presentation, and believe it includes all information the RDN requires in terms of contacts, etc. I would be making the presentation.

If you require any further information please do not hesitate to be in touch.

regards,

Laurie Gourlay  
President, VICCS

Vancouver Island & Coast Conservation Society, Box 333, Cedar, B.C., V9X 1W1  
250.722.3444, ([viccs@shaw.ca](mailto:viccs@shaw.ca)) [www.viccs.vcn.bc.ca](http://www.viccs.vcn.bc.ca)  
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**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, SEPTEMBER 16, 2015  
7:00PM  
(CEDAR HERITAGE CENTRE)**

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Patti Grand  
Andrew Thornton  
Graham Gidden  
John O'Connor  
Kerri-Lynne Wilson  
Angela Davies  
Bernard White

**Staff:** Dean Banman, Manager of Recreation Services  
Hannah King, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:05 PM.

**DELEGATIONS/PRESENTATION**

No Delegations

**MINUTES**

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held June 17, 2015 be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

NONE

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner Davies, SECONDED Commissioner Grand that the following Communications /Correspondence be received:

L. Gourlay, VICCS to H. King/E. McCulloch, RDN, **Re: VICCS Beautification & Heritage Project Partnership Invitation**

CARRIED

**IN CAMERA**

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

**TIME: 7:09**

CARRIED

**RECONVENE TO REGULAR MEETING - 7:38PM**

**REPORTS**

**Monthly Update of Regional and Community Parks and Trail Projects – June-August 2015**

Ms. McCulloch updated the report about an event held at the Cedar Skate Park this past weekend and noted there were some parking issues and the hosts of the event had not complied with the park permit for holding the event. This will have to be addressed should this group hold the event again.

Ms. McCulloch said staff had gps'd the two beach accesses 18 & 20, noting that both paths are on the road right of way. Director McPherson asked if staff could check the ownership on the properties surrounding the #20 access.

MOVED Commissioner O'Connor, SECONDED Commissioner Fiddick that the Monthly Update of Regional and Community Parks and Trails Projects be received.

CARRIED

**Cedar Plaza Kiosk Update (*Verbal*)**

Ms. McCulloch gave an update of the Cedar Plaza Kiosk project. The design is completed and has been sent to Herold Engineering for engineering and costing. Landscaping will be starting in the plaza area and long the trail this fall. Plaza planting renovations will be completed once the kiosk has been installed. Staff are looking for volunteers to coordinate a watering plan for next year.

MOVED Commissioner Wilson, SECONDED Commissioner O'Connor that the Cedar Plaza Kiosk Update be received.

CARRIED

**Cedar Sport Court Update (*Verbal*)**

Mr. Banman updated that staff and Director McPherson have met with Snuneymuxw First Nations regarding the agreement for the sport court. Terms of the agreement to comply with the Federal Community Works Funds guidelines for funding, as well as, the costs and length of the agreement term are being worked on by both parties.

MOVED Commissioner White, SECONDED Commissioner Gidden the Cedar Sport Court Update be received.

CARRIED

### **Cedar Heritage Centre Update (*Verbal*)**

Ms. King updated that the new roof on the Cedar Heritage Centre was completed. She noted that the Cedar School and Community Enhancement Society has received the draft extension agreement and she is awaiting a response. She hopes to bring that response to the next meeting in November.

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that the Cedar Heritage Centre Update be received.

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

None

### **NEW BUSINESS**

#### **EA A Rec and Culture Review - Sep 9 2015 Commission Handout**

Commissioners discussed some of the items in the handout. Commissioner Gidden told the commission members about the CVRD's Heritage Registry that was done by a summer student and brought together some interesting pieces of the area's history that otherwise may have never been talked about. Chair McPherson suggested that this could be something that could be done in this area or the entire RDN. Commissioner Gidden said he would bring some more information on how the project was started to staff to include at the next Commission meeting for discussion.

Moved Commissioner O'Conner, SECONDED Commissioner Fiddick that the EA A Rec and Culture Review - Sep 9, 2015 Commission Handout be received.

CARRIED

### **COMMISSIONER ROUND TABLE**

**Commissioner White** – Had a great gardening crop this summer.

**Commissioner Davies** – She has been enjoying the beach accesses around and checked out the one on Rayns Rd with her kids. She is also due with her second child Oct 21<sup>st</sup>, so may or may not be attending the next meeting.

**Commissioner O'Connor** – He mentioned the recreation/culture event his wife was a part of in Port Alberni. Mr. Banman said he'd look in to what was involved with that event.

**Commissioner Grand** – She has been enjoying visiting parks in other areas and seen some things that she'd like to see come to Cedar, i.e mining history.

**Commissioner Fiddick** – He was in Edmonton over the summer and was surprised to see how much farmland is becoming housing developments in Alberta.

**Commissioner Thornton** – He asked if anywhere there was a facility that has recreation/culture/heritage together? Mr. Banman said Port Alberni does have those facilities together.

**Commissioner Gidden** – He had a get together at the skatepark this summer for some kids in the area. Cowichan has funding and agreements in place to connect CVT over the Malahat.

**Chair McPherson** – He enjoyed an 8 day trip to the Okanagan. He learned of an interesting technique to grow fruit trees. They were a great crop of fruit that he saw.

**IN CAMERA**

MOVED Commissioner Grand, SECONED Commissioner O'Connor that pursuant to Section 90(1) (e) of the Community Charter the Committee resume to an In Camera Committee meeting to consider items related to land and legal issues.

**Time: 8:51PM**

CARRIED

**ADJOURNMENT**

MOVED Commissioner Grand that the meeting be adjourned at 10:16pm.

CARRIED

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*Chair*

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A'  
RECREATION AND CULTURE GRANT-IN-AID PROGRAM SUB-COMMITTEE**

**HELD VIA EMAIL CORRESPONDENCE**

**October 21<sup>TH</sup>, 2015**

**Attendance:** B. White, Commissioner  
G. Gidden, Commissioner  
J. O'Connor, Commissioner

**Staff:** Hannah King, Superintendent of Recreation Program Services  
A. Harvey, Senior Secretary

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The budget for the 2015 Grant-In-Aid was presented as follows:

Annual Budget 2015	\$ 10,000.00
Grant funds disbursed to date in 2015	\$ <b>3,678.00</b>
<b>Grant funds remaining in 2015</b>	<b>\$ 6,322.00</b>

**REVIEW OF FALL/WINTER 2015 APPLICATIONS**

The Grants Committee reviewed applications for Electoral Area 'A' Recreation Grants. Two applications were received for funding with a total request of **\$2,867.74**.

The Committee discussed, through email, the two applications that were received. Commissioners agreed that the funding for the Cedar Family of Community Schools request was in accordance with the grant criteria. There was discussion that the application from Cedar Community Association may not meet the requirements.

The Committee endorsed the total funding request of each applications for the purchases related to their applications.

**RECOMMENDATION(S)**

1. That the following Electoral Area 'A' Recreation Grant in Aid applications be approved:

<b>Organization</b>	<b>Description</b>	<b>Requested</b>
CEDAR FAMILY OF COMMUNITY SCHOOLS	For funding toward equipment for a 10 week youth empowerment program for girls in 3 <sup>rd</sup> to 7 <sup>th</sup> grade through fun and interactive physical activities.	\$ 739.74
CEDAR COMMUNITY ASSOCIATION	To purchase 32 chairs and cart to use for events at the Cedar Hall and their community activities.	\$ 2,128.00

**ADJOURNMENT**

The meeting adjourned November 2<sup>nd</sup>, 2015.



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

**DATE:** October 9, 2015

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

**MEETING:** D69 Recreation Commission –October  
15,2015  
All POSAC’s, RPTSC

**FILE:**

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

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**RECOMMENDATION**

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

**Regional and Community Parks and Trails**

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

**Electoral Area Community Parks**

**Area A**

Park staff worked with Herold Engineering to revise design drawings for a future kiosk structure at Cedar Plaza.

Parks and GIS staff gps’d the trails along undeveloped road water access locations #18 and #20. It was confirmed that the current trail locations do not trespass on neighbouring properties. Planning for stair construction will continue through the fall.

Staff prepared and distributed the September 16<sup>th</sup> Electoral Area A Parks, Recreation and Culture Commission meeting agenda package, attended the meeting and reviewed the meeting minutes.

Site maintenance and cleanup work was completed at the Cedar Skate Park, following a large skateboarding competition/event. Additionally, staff repaired a leaking holding tank at the washroom site.

Blackberry removal and garbage clean-up work was carried out at Nelson Road Boat Launch.

A new sign was installed at Pylades Drive beach access, and the toilet door was repaired.

**Area B**

Staff worked with the Gabriola Softball Association to order Playground equipment for Rollo McClay Community Park. The project was funded with matching funds through the Softball Association and the Electoral Area B Community Works funds. Parks staff is providing continuing support to the Softball Association for the installation of the playground.

Contracted parking lot grading and re-surfacing and trail surfacing work commenced at Rollo McClay Community Park. This work will be completed in October.

At Malaspina Galleries Community Park the access trail was resurfaced and raised to improve drainage.

Site assessment and signage planning work continued for the parks and trails in the Whalebone Parks area. Staff have contracted a surveyor to accurately locate and mark several sections of the access trails along Whalebone Drive. Following notification to several park neighbours in the area, this surveying work will commence in mid-October.

**Area C – Extension**

Revisions to a draft memorial sign commemorating the opening of Extension Miners Community Park was completed by staff following community input. The sign will be printed in October and installed in Spring 2016.

Staff coordinated the installation of stairs in Extension Miners Community Park, to be completed in October 2015. The work will be completed by community volunteers.

Drainage assessment work was begun at Extension Miners Community Park. Work to remediate some drainage and erosion issues will take place over the winter.

Staff provided support to the Extension Recreation Commission's playground installation project which is planned to be installed on MoTI undeveloped right-of-way the first weekend in October. RDN Parks holds a Permit to Construct Works with MoTI for the installation.

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

Park staff compiled design options and cost estimates for park development in Meadow Drive Community Park (including an outdoor toilet, a bench and a picnic shelter) for presentation to POSAC in October.

At Andres Dorritt Community Park, staff installed a bollard for access control. A contractor was hired to landscape the gardens and maintain the trees.

Park staff monitored use on the Benson Meadows Path and staff graded the parking lot at Creekside Community Park.

**Area E**

Piles of blackberry roots and stems at Blueback Community Park were raked up and removed from site by Sellentin's Habitat Restoration & Invasive Species Consulting. Herold Engineering Ltd. drafted plans for needed drainage at the park. Staff developed washroom/porta potty surround design specifications. Staff submitted a Request for Review application to the Department of Fisheries and Oceans (DFO) to

ensure that a notification to DFO was not required for the planned park construction. DFO advised that no notification is required.

Staff ordered plants and met with a landscape contractor to coordinate tree planting in Stone Lake Drive Community Park for this October. Park staff cleared a plugged culvert at Stone Lake Drive.

Staff removed garbage and cleared trail of debris at Brickyard. Garbage was regularly removed from Jack Bagley field.

#### **Area F**

Parks and Planning staff worked with the owner of the Evergreen Estates development to arrange for roadside parking improvements along Veterans Rd adjacent to Errington Community Park. The planned in-kind works will satisfy the terms of the rezoning approval that required the owner to provide \$10,000 of construction value towards park improvements in the Errington area. Staff submitted an application for a Permit To Construct Works to Ministry of Transportation for the parking area.

The increased presence of a volunteer Park Steward/Warden has led to a significant reduction in the volume of vandalism issues at Meadowood Community Park. However, portable buildings scheduled for installation at the park and currently being warehoused at a public site in Parksville have been twice broken into by vandals, requiring maintenance/repair work to be conducted by parks staff.

The Price Road section of the Arrowsmith Community Trail system has been substantially completed by a contractor. Trail surfacing compaction and identification signage installs will be completed in mid-October.

The Recreation and Parks Department gave permission to BC Hydro's vegetation management contractor to remove two hazard trees in a community park adjacent to and interfering with utility poles.

#### **Area G**

Staff removed garbage regularly from Columbia Drive and visited the Dashwood Hall with MIA for an insurance / liability inspection.

#### **Area H**

Parks staff provided presentation materials, organized and attended an Open House at Dunsmuir Community Park. The open house was an opportunity to gather input regarding future park upgrades either in Dunsmuir Park or at another local park in the area. Staff worked with the Bow Horn Bay Community Association to submit a Temporary Food Services Permit to Island Health to allow hot dogs to be served at the Open House. Staff prepared Dunsmuir Community Park for an open house by scrapping and power washing the tennis and basketball courts. Broom was also removed from the fence around the tennis court. Approximately 60-70 community members attended the event; POSAC members attended and helped gather community input.

Staff prepared and distributed the September 16<sup>th</sup> Electoral Area H Parks and Open Space Advisory Committee meeting agenda package, attended the meeting and prepared the meeting minutes.

At Baywater Beach Access staff graded the site and moved broken concrete. At Buccaneer Beach Access staff installed a new public access sign. At Shoreline Drive new stairs were constructed and are now being protected by lock blocks. At Sunnybeach staff removed a large log as per request. Weed eating and garbage removal took place at most Beach Access sites.

Staff liaised with the Lions Club (leaseholders on property) concerning insurance, field improvement plans and planning for Bluegrass Festival 2016.

Coastal Fire Centre crews continue fuel management in Oakdowne Community Park.

Park staff installed a garbage can at the Lighthouse Community Pullout.

### **Community Works Projects**

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

Staff worked closely with the project consultants and the Area Director to move along the Village Way design. Staff concluded on a number of design issues and provided detailed feedback on draft plans. Advice was obtained from a land consultant on pursuing works located on private property adjacent to the road allowance.

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

At Claudet Community Park, a tree falling contractor walked the trails that are going to be developed and fell or modified hazardous trees as per WCB requirement. Staff drafted up a tender document and invited contractors to a site viewing to provide bids for the trail development works.

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

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

Work continued on the design. Staff provided input required for the revised submission to the Agricultural Land Commission panel. The signed 'Issued for Approval' plans were received from the engineering consultant and six applications to MoTI were prepared and submitted. The plan review process with ICF and SVI was initiated and a site review on the rail with SVI and rail crossings specialist was carried out. Staff met with City of Parksville engineering and parks staff to review the route through the City lands (Springwood Park) and to examine the impact of proposed water line development. Further to a site visit, a new route was proposed through Springwood Park. Staff also dealt with the engineer and consultants on instructions for sensitive lands and work with a private land consultant on a possible new road and crossing. A meeting was held with ICF and SVI to review the approach to works on an inactive rail line and it was agreed that there is a need for additional information about some crossings, in particular Church Rd.

### **Regional Parks and Trails**

#### ***Arboretum***

Staff and Arboretum volunteers hosted a tour of the Arboretum property for the City of Nanaimo Culture and Heritage Commission on September 30<sup>th</sup> at their request. The Commission is considering adding the property to the City of Nanaimo's Community Heritage Register.

***Arrowsmith CPR Regional Trail***

Staff liaised with Island Timberlands and obtained clearance to end the summer trail closure. A notice was issued and the website updated.

***Beachcomber Regional Park***

Park staff conducted park inspections and trail maintenance.

***Benson Creek Falls Regional Park***

Park staff conducted park inspections and trail maintenance. Staff responded to complaint regarding garbage dumping.

***Benson Regional Trail***

Staff continued to work with the Nanaimo Mountain Bike Club on concept planning for the regional trail connection between Westwood Lake, the Witchcraft Regional Trail trailhead and Benson Creek Falls Regional Park.

***Coats Marsh Regional Park***

Staff worked with the Nature Trust to submit a Notice of Change in Use application to Environment Canada's Ecological Gifts Program to construct the proposed trail in Coats Marsh RP as per the management plan recommendations.

***Descanso Bay Regional Park***

The campfire ban at Descanso Bay Regional Park was lifted and the web site updated.

***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 continue to block access breaches to keep ATV's out of the park.

As in previous years, the RDN contributed to the cost of VIU's fall environmental monitoring of the fish channel for DFO. VIU will now produce a report on eight years of monitoring the fish channel.

***Horne Lake Regional Park***

Park staff conducted park inspections. Staff worked with RLC to deliver and install recycle bins/bases.

***Lighthouse Country Regional Trail***

Park staff conducted trail inspections and trail maintenance. Staff installed new road signage on HWY 19A and resurfaced bridge approaches.

Staff liaised with MoTI and a private landowner on a driveway construction up Lioness Blvd and crossing of the trail along the Gazetted Highway; obtained construction schedule and safety plan.

***Little Qualicum River Regional Park***

Staff met on site with a contractor to plan for improved vehicle barricades at the park's Qualicum side access point where a large steel gate has been bypassed by someone removing large boulders. Additional vehicle barricades are required closer to the bridge. This work is expected to occur in October.

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

Park staff conducted park inspections and trail maintenance. New directional signage was installed along HWY 19A, Northwest Bay Road, and Stewart Road to get to the park.

Staff met with a consultant to outline options to get building design and construction underway for the new washroom, the Kennedy Hall upgrades and the upgrades to the caretaker house.

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

Park staff completed a planting design, hired a landscape contractor and ordered plants for a restoration planting along a section of the Morden Colliery Regional Trail at Cedar Plaza.

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

Park staff conducted park inspections. Staff installed new road directional signage on Kilpatrick Road.

With camera provided by Parks, the Volunteer Park Warden identified Whiskey Jacks on the mountain, not recorded there by area ornithologists in over 15 years.

Staff received feedback from NALT on the draft conservation covenant and reviewed the feedback with lawyers.

### ***Nanaimo River Regional Park***

Staff met on site with a local park steward, to assess the rate of erosion of a portion of the river bank. Staff will continue to monitor the situation.

### ***Ammonite Falls Regional Trail***

Park staff conducted trail inspections and trail maintenance. Numbered trail markers were GPS'd to produce a map for emergency services.

### ***Trans Canada Trail***

Liaised with Island Timberlands and obtained clearance to end the summer trail closure. Issued notice and updated the web site.

### ***Witchcraft Lake Regional Trail***

Park staff installed number stickers on the orange trail markers for safety purposes. These numbers can be given to emergency services such as search and rescue to help locate where they are.

### **Miscellaneous**

Park Staff installed new entrance signs in area G and E CP's. Staff will be updating the other areas in the month of October.

Park Staff are removing "No Smoking- Extreme Fire Hazard" signs as work is completed in areas of placement. Web site updated to remove 2015 smoking ban postings.

Park Staff pruned the trees along the back road at Oceanside Place as requested by the recreation department.

Two property assesses were carried out for potential parks. For one property, staff rated the site using the Parks Rating and Criteria Framework. For the other, an initial site visit took place. Staff continue to work on another potential park file.

Staff continued work on the community park name and civic address confirmation project.

Staff continued to work with IT on transition of all parks files to the SharePoint system.

Park staff created signs for volunteers to install at the Big Qualicum River Hatchery.

Staff liaised with City of Nanaimo staff on plans to convene an Island meeting on the Canada Goose (CAGO) problem.

Staff created the 2016 Budget and Capital and Financial Plans. Budgeting work will continue through October and November.

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

Parks permits approved and in process include:

#### Area A

Staff worked with the Nanaimo Skateboard Association on final preparations for the Sunday September 13<sup>th</sup> fundraising event at the Cedar Skatepark. Staff addressed issues in event organization and unmet permit conditions and responded to participant complaint that resulted.

#### Area C

Staff addressed an old park use permit application for a fundraiser run up the mountain, and a more recent effort to organize a similar event in support of Nepalese earthquake victims. Staff discussed the events with NALT and clarified with both groups that the Witchcraft Lake Regional Trail and Mount Benson Regional Park trails and related access facilities are in the condition needed to handle a launch of 'Benson Grind' events and expectations at this time. The focus on conservation at the regional park and concluding the park conservation covenant were noted.

#### Area E

Began working with Nanoose Elementary, with launching the first outdoor nature class under the new provincial curriculum. Initial focus will be on Moorcroft and Englishman River Regional Parks.

#### Area G

Staff continued to work with the Mid-Vancouver Island Habitat Enhancement Society on a five-year report on their River Run event at Englishman River Regional Park.

#### Area H

Staff continued to work with the Mid-Island Bluegrass Society on a five-year report on their Bluegrass event at Lions Community Park. Staff liaised with the Society and the Lions Club in regard to 2016 plans and the apparent need to seek an alternative venue given growing limitations on overnight camping at the park.

Staff worked with mid-Island equestrians on plans for a 2016 Bowser ride.



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Manager of Parks Services



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General Manager Concurrence



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

**DATE:** November 4, 2015

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

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

**FILE:**

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

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## RECOMMENDATION

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

### Regional and Community Parks and Trails

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

#### Electoral Area Community Parks

##### *Area A*

Park staff continued to work with the project designer to refine drawings for a future kiosk structure at Cedar Plaza scheduled for installation in Summer 2016.

The toilet at Cedar Skate Park was vandalized and was replaced. The washroom building was power washed and graffiti was removed from the garbage cans and concrete.

##### *Area B*

Staff prepared and distributed the October 6<sup>th</sup> Electoral Area B POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff requested quotes for the supply of playground equipment for Rollo McClay Community Park. A supplier was chosen in consultation with the Gabriola Island Softball Association who is providing half the funding for the project. Staff worked with volunteers to organize the site preparation for the playground; installation is scheduled for November.

##### *Area C – Extension*

Staff provided park and trail maps to residents of Heather Way (off of Nanaimo River Road) interested in assisting park staff in the future development of a park and trail network in the subdivision.

Park staff are monitoring drainage patterns around new flight of stairs.

The Extension Recreation Society built their new playground.

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

Staff prepared and distributed the October 26 East Wellington / Pleasant Valley POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff monitored the use of the Benson Meadows Path and removed garbage from the Creekside parking lot.

**Area E**

Staff produced change room/porta potty design specifications for Blueback Community Park and submitted a building permit. Piles of blackberry roots and stems at were raked up and removed from the site and drainage works were GPS'd. Park staff met with three companies with regards to drainage works.

Staff completed a site inspection and planning referral regarding parkland dedication and park works for the Oakleaf Estates Development. Substantial compliance for subdivision approval was confirmed.

At Brickyard Community Park staff removed garbage and cleared trails of debris. Staff removed a reported old tire that was dumped in the park. Park staff cleared a plugged culvert at Stone Lake Drive.

Staff prepared and distributed the October 21 Electoral Area E POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

**Area F**

A MOTI Permit to Construct Works was received for the parking improvements along Veterans Rd adjacent to Errington Community Park and the works were completed. Parking wheel stops and handicapped parking signs have been ordered and are planned to be installed by the end of 2015.

Staff met with volunteers from the Errington Hall Board who are interested in working with the community to design and build a natural playground in Errington Community Park. The volunteer group will present a vision board to staff in early 2016.

Staff met with Errington Elementary School teacher, Mrs. Diewold to review the progress volunteers have made installing interpretive signage along the Errington School Community Trail. A bear-proof garbage can has been requested from the RDN for the trailhead near the school. Staff provided the RDN logo so it can be incorporated into the trailhead information sign.

Staff provided comment on a Rezoning application referral from planning for Springhill Rd.

New posts and signs were installed at the newly constructed Price Road trail. At Errington Community Park staff cleared trails and removed debris from ditch lines and at French Creek Community Park staff repaired vandalized play equipment and removed garbage from site.

Staff prepared and distributed the October 14<sup>th</sup> Electoral Area F POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

**Area G**

Staff provided comment on a Rezoning application referral from planning for 1410 Hodges Road (EarthBank Resources Systems).

At Bluewater Place Staff met with two Arborists who assessed the condition of the trees in the park. Several trees are in poor condition due to subdivision construction and the dry summer. Parks staff will be removing the trees in the near future.

Staff visited the Little Qualicum Hall with MIA for an insurance / liability inspection.

Staff prepared and distributed the Nov 4 Electoral Area G POSAC meeting agenda package.

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

Staff worked with the Lions Club on insurance coverage at Lions Community Park.

Staff made a new concrete base and installed a refurbished bench at Baywater Road.

### **Community Works Projects**

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

Work on the Village Way design progressed. Detailed draft plan reviews were completed. Site meetings were held with the Islands Trust, the Area Director and landscape architect and engineering consultants to review the last area of road drainage concern. The issue was discussed with the adjacent landowner and a decision agreed upon which will see the VW remain entirely on public road allowance. The Geo-tech engineer was engaged to confirm efficacy of the drainage approach. Staff met with the Gabriola Elementary School principal to review and confirm draft plans for the area in front of the school. 'For MoTI approval' plans completed at month's end.

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

#### ***Claudet***

Claudet CP development work occurred during the month of October. Trails were created as well as a 12 stall parking lot. Entrance cedar signs were ordered for the park along with fencing and a garbage can to be installed in November.

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

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

Staff worked on clarification of requirements for road crossings in the vicinity of the rail given the inactive state of the Alberni Lin and met with SVI and a crossings consultant. Staff initiated work by the lawyer on a MoU with ICF for crossings plans during the inactive state of the rail. Five of six MoTI permits were received; Church Rd application to be resubmitted given revised crossing plan. Staff reviewed project finances and prepared for a change order to the project management contract. Investigated RFQs and confirmed Development Permit Application process.

### **Regional Parks and Trails**

#### ***Arboretum***

Staff removed garbage from site.

#### ***Ammonite Falls Regional Trail***

Trail markers with numbers were installed for emergency reference location points. GIS GPS'd the number markers to make a map for emergency services.

***Beachcomber Regional Park***

Staff conducted stair maintenance and removed graffiti from signs.

***Benson Creek Falls Regional Park***

Trail markers with numbers were installed for emergency reference location points. GIS GPS'd the number markers to make a map for emergency services.

***Coats Marsh Regional Park***

A Change of Use authorization letter was received from Environment Canada's Ecological Gifts Program to construct the proposed trail in Coats Marsh RP as per the management plan recommendations. An environmental monitor specializing in amphibians has been retained to monitor the works.

***Descanso Bay Regional Park***

2015 occupancy statistics received from park operator. Good season.

***Englishman River Regional Park***

Community Fisheries Development Centre is closing its Parksville office but will continue in its role as caretaker for ERRP, with more time spent at 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 continue to block access breaches to keep ATV's out of the park with more rock. Bridges and stairs were cleared of seasonal debris.

***Lighthouse Country Regional Trail***

Staff worked with MoTI and a private landowner on scheduling and managing driveway development up Lioness Blvd beside the regional trail and across the 1950 Gazetted Highway and trail. Staff posted notices of temporary trail closures on the RDN web site and at site.

Park staff conducted trail inspections and trail maintenance. Staff installed yield signage on the trail at the new road crossing. Bridges were cleared of seasonal debris and a treadmill was removed from the McColl trailhead.

***Little Qualicum River Estuary Regional Conservation Area***

Staff worked with the Guardians of the Mid-Island Estuaries on obtaining a final report on Canada Geese and their presentation on the report to the Regional Board. Staff liaised with the City of Nanaimo Environmental Officer on a proposed December workshop on the birds.

***Little Qualicum River Regional Park***

Park staff conducted park inspections and trail maintenance. Branches that were obstructing the view of the LWD warning sign were removed. More garbage was removed from site. Park staff also removed a rope swing and GPS'd a blocked culvert.

The BC Conservation Foundation initiated review of large woody debris installations along park waterfront.

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

A Request for Proposals was issued by park staff for architectural services pertaining to three facilities in Moorecroft Regional Park: Kennedy Lodge, the Caretaker's residence, and a future washroom building.

Park staff conducted park inspections and trail maintenance. Staff pruned low hanging branches in the parking lot particularly at the bus parking area.

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

Park staff coordinated and assisted in the planting of approximately 350 native plants along a section of the Morden Colliery Regional Trail at Cedar Plaza on October 22, 2015.

An application to the Agricultural Land Commission related to future trail development between the Nanaimo River and Cedar road was initiated by park staff. Full application submission (including maps, trail design and a management plan) is scheduled for November 2015.

Park staff conducted trail inspections and trail maintenance.

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

Staff worked with the lawyer and held two meetings with NALT to go over the conservation covenant drafts. Concluded on final document language and acknowledged the completion of the Contribution Agreement commitments. Agreed to conclude work as required to put a NALT approved covenant before the RDN Board at its November 24<sup>th</sup> meeting, and see the covenant registered in December.

Staff met with the Nanaimo Mountain Bike Club to examine their newest proposals involving the VIU woodlot and Mount Benson Regional Park. Staff confirmed that the Club should proceed with its own Crown trail applications in respect to specialized 'vertical drop' mountain bike trails and restrict focus to the woodlot.

Park staff conducted park inspections. Park staff GPS'd trails and signs with GIS. Our volunteer warden has offered to install more markers and numbers on trails in the park.

### ***Nanaimo River Regional Park***

Park staff conducted trail inspections and trail maintenance. Stairs were cleared of seasonal debris.

### ***Parksville Qualicum Beach Links***

MoTI and City of Parksville commenced work on Wembley Rd Pedestrian and Cycling Safety Improvements project.

### ***Top Bridge Regional Trail***

City of Parksville erected dog on leash signage along the City's stretch of the trail including the Chattel Rd side of Top Bridge. Staff clarified with the RDN Animal Control Services that there was no change to requirements on the Area G side of Top Bridge (ERRP and Top Bridge Community Park).

Staff worked with RDN WaterSmart and VIU students on a case study of the first regional trail.

Park staff conducted trail inspections.

### ***Trans Canada Trail***

Staff liaised with the Cowichan Valley RD concerning the status of TCT regional committee work.

Staff assisted the Back Country Horsemen with work at the Spruston Rd trailhead area further to extensive vandalism in the equestrian parking lot.

Park staff conducted trail inspections. Staff removed signage from a newly closed portion of the White Pine Trail and installed new signs on two new sections of trail used by equestrians.

### ***Witchcraft Lake Regional Trail***

Park staff conducted trail inspections. GIS GPS'd the number markers to make a map for emergency services.

### **Miscellaneous**

Staff continued to work on preparing maintenance contracts for all electoral areas.

Staff continued work on the community park name and civic address confirmation project.

Staff attended webmap training provided by the RDN mapping department.

Work continued with the IT Department on setting up a new Parks filing system under SharePoint and undertaking the transfer of all files.

Staff liaised with the Province regarding new Off Road Vehicle legislation and recent RCMP enforcement activities in Area F. Staff identified issues for discussion during the November UMBC conference call on the new Act's implementation.

Staff distributed final allocations of the Regional Parks and Trails Guide to Ravensong and Oceanside Place prior to a reprint of the Guide in 2016.

Park Staff installed new entrance signs in electoral areas A, C, E, F, G, & H CP's.

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

Parks permits approved and in process include:

#### Area A

- Reviewed site conditions post skateboard fundraising event and concluded on requirements for future events of this type.
- Worked with VIU horticulture professor and Yellowpoint Propagation on a permit to collect a limited amount of wild ginger from the large plantation at Nanaimo River Regional Park for purpose of propagation instruction. New plants not to be sold; 25 per cent to be replanted at the park and the balance to be planted out at Milner Gardens and Woodland.

#### Area B

- 4-H Club concluded season of permitted concession use at Rollo McClay CP, and GRS confirmed concession in good order.
- Worked with 4-H Club, Gabriola Softball Association and VIHA on one-day concession use permit in association with volunteer work party planned for early November playground installation at Rollo.

Area C

- Confirmed with two groups aiming to stage ‘Benson Grind’ running events on the Witchcraft Lake Regional Trail and into Mount Benson Regional Park that it would be at least five years before such events would be considered since the lands are not in any condition to handle the ensuing impact.

Area E

- Met with a large group of SD69 teachers and teachers-in-training at Moorecroft Regional Park to review use of park for weekly outdoor classroom over the school year. Nanoose Elementary is SD69’s pilot school charged with undertaking new outdoor classroom curriculum.
- Introduced SD69 First Nations Liaison Worker (from interior) to coastal Doug-fir biogeoclimatic zone reference material and bylaw regarding harvesting in parks.

Area F

- Worked with the Bluegrass Festival Society and Corcan-Meadowood Residents Association on a plan to relocate Lighthouse Bluegrass Festival from Lions Community Park in Qualicum Bay to Meadowood Community Park; confirmed can do and began planning discussions for Festival 2016.
- Completed firework forms and approved CMRA’s permit for Hallowe’en party (fireworks, bonfire, approximately 400 people) at Meadowood CP.

Area G

- Worked with DFO and VIU on 2015-2020 spawner count and water quality and benthic invertebrate monitoring permit for side channel at Englishman River Regional Park. Review of eight years of data to be carried out in 2016.
- Began work with BC Conservation Foundation on proposal to undertake a complete review of all large woody debris (LWD) installations along Englishman and Little Qualicum Rivers. Province has declined to permit any new structures and existing ones have to be examined, and fixed or removed.



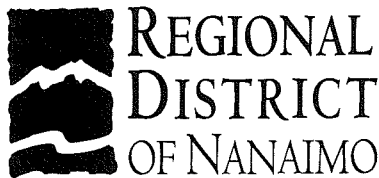

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Manager of Parks Services




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General Manager Concurrence



RDN REPORT		<del>###</del>
CAO APPROVAL		
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BOARD		

**STAFF REPORT**

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

**DATE:** October 30, 2015

**FROM:** Dean Banman  
Manager, Recreation Services

**MEETING:** CoW - November 10, 2015

**FILE:**

**SUBJECT:** Recreation Facility, Programs and Sports Field Services 2015 Survey

**RECOMMENDATION**

That the Recreation Facility and Sports Field Services 2015 Survey report be received as information and the results used in the apportionment of tax requisitions related to existing usage agreements with City of Nanaimo, City of Parksville and Town of Qualicum Beach.

**PURPOSE**

To provide the results of the 2015 Recreation Facility, Programs and Sports Field Services Survey and the participant cost allocation information be used in the calculation of financial contributions per the usage agreements and related Service Bylaws with City of Nanaimo, City of Parksville and Town of Qualicum Beach.

**BACKGROUND**

The Regional District has since 2000, shared in the annual operating cost of certain municipal recreation facilities and sports fields through agreements with the City of Nanaimo, the City of Parksville and the Town of Qualicum Beach.

In District 68 the City of Nanaimo, District of Lantzville and Electoral Areas 'A', 'B' and 'C' share in the annual operating costs of the City's four major recreation centres (ice arenas and pools), eleven City sports fields and two Electoral Area sports fields (Area 'B' and Area 'C'). In District 69 the City of Parksville, Town of Qualicum Beach, Electoral Areas 'E', 'F', 'G' and 'H' share in the annual operating costs of Oceanside Place, Ravensong Aquatic Centre (minus EA 'E'), two City of Parksville sports fields, one Town of Qualicum Beach sports field, and one in Electoral Area 'E'. Both agreements expire December 31, 2025.

Established under Bylaw #1059.04 – Southern Community Recreation Local Service Area, funding from each District 68 partner is calculated based on a three year moving average of usage percentages established by a survey of sports fields and recreation facilities.

Funding calculations for District 69 partners is established for Oceanside Place (Bylaw #1358) and Ravensong Aquatic Centre (Bylaw #899). The apportionment (land value and usage) is defined below in Table I which also shows the percentage of usage apportioned to land improvements.



**Table I – Apportionment District 69 Recreation Facilities (Oceanside Place & Ravensong Aquatic Centre)**

Requisition Year	Percentage allocation of requisition to be based on converted value of land and improvements for hospital purposes	Percentage allocation of requisition to be based on a survey of usage carried out by the Regional District of Nanaimo
2014	Ninety percent (90%)	Ten percent (10%)
2015	Eighty percent (80%)	Twenty percent (20%)
2016	Seventy percent (70%)	Thirty percent (30%)
2017	Sixty percent (60%)	Forty percent (40%)
2018	Fifty percent (50%)	Fifty percent (50%)
2019 and thereafter	Fifty percent (50%)	Fifty percent (50%)

Identical to the funding apportionment in District 68 the Northern Recreation (Bylaw #861.03) field requisition is based solely on usage as determined by a survey that is done every five years with a three survey moving average.

The firm Professional Environmental Recreation Consultants Ltd. (PERC) was engaged in 2015 to carry out the survey and tabulation of the results and provide the usage rates of residents from contributing areas. Their report *2015 Recreation Facility and Field Use Analysis* is attached as Appendix I. PERC also presented to the RDN Board the survey methodology to be used at the regular January 2015 Board meeting.

**Survey Methodology**

Data was obtained in three ways; 1) reviewing registration data from the City of Nanaimo’s and Regional District’s recreation program registration systems, 2) attending public drop in sessions at which residential address information related to actual participation was obtained from patrons exiting the facility, 3) collecting sport membership lists and tabulating the residential addresses of their members and calculating usage percentages.

Usage at the three types of facilities (arenas, pools, sports fields) was weighted to provide an accurate reflection of how the facilities are used. The profile of usage at pools is typically 50% from drop in use, 40% from program registrations and 10% through rentals. Profile usage at arenas was weighted at 10% drop in use, 25% program usage and 65% rentals. Sports fields were weighted at 100% rentals.

The methodology used provided results with a margin of error no greater than 2%, 19 times out of 20. This level of accuracy exceeded the industry standard of 5%, 19 times out of 20 replications.

**Trending Changes in Use**

Since 2000 the RDN has been conducting similar surveys as the one presented to the RDN Board in this report. Replicated below is Figure 19 from Appendix ‘I’ showing the changes of use since 2005 as well as the percentage each contributing partner’s population makes up the entire RDN population based on 2011 Census data.

Table II – RDN Contributing Partners Recreation Facilities and Sports Fields Usage by Percentage

Jurisdiction	Pools			Arenas			Sports Fields			Population
	2005	2010	2015	2005	2010	2015	2005	2010	2015	2011
Nanaimo	88.6	88.8	88.8	88.6	84.1	86.8	86.7	85.3	89.4	82.8
Lantzville	3.2	4.7	3.7	3.2	5.0	4.1	6.0	7.1	4.3	3.6
EA A	4.2	3.7	1.8	4.2	5.8	5.8	3.4	3.4	2.5	6.8
EA B	1.7	1.1	.9	1.7	.2	1.0	.3	.6	.5	4.0
EA C	2.3	1.7	4.8	2.3	4.9	2.3	3.6	3.6	3.3	2.8
EA E	NA	NA	NA	11.2	13.3	11.3	11.2	12.0	13.4	12.8
EA F	12.6	16.2	21.6	12.6	9.6	12.8	12.6	20.2	16.1	16.7
EA G	21.4	17.6	20.7	21.4	23.3	22.4	21.4	17.1	22.3	16.1
EA H	4.6	8.1	7.0	4.6	2.6	4.2	4.6	5.0	4.8	7.9
Parksville	31.4	28.2	26.8	31.4	35.1	34.0	31.4	28.2	29.5	27.0
Qualicum Beach	18.8	29.8	24.0	18.8	15.8	15.3	18.8	17.5	13.9	19.6

#### ALTERNATIVES

1. That the Recreation Facility and Sports Field Services 2015 Survey report be received as information and the results used in the apportionment of tax requisitions related to existing usage agreements with City of Nanaimo, City of Parksville and Town of Qualicum Beach.
2. That the report on the Recreation Facility and Sports Field Services 2015 Survey be received as information and alternate direction be provided.

#### FINANCIAL IMPLICATIONS

The financial implications of the 2015 survey results are shown in the four tables below. As per the agreements the results from the 2015 analysis is combined with the results from 2010 and 2005 and an average usage percentage is determined and used. This averaging approach has been useful in other situations which rely on survey type data such as the measurement of annual sewage flows which is used for apportioning costs for wastewater treatment.

Table III – Southern Community Contributing Partners Recreation Facilities and Sports Fields Apportionment

Southern Community Recreation (facilities & sports fields)	2010 Survey average % allocation fields	2015 Survey average % allocation fields	2010 Survey average % allocation facilities	2015 Survey average % allocation facilities	2015 Budget	2015 Revised Allocation	Dollar Change
City of Nanaimo	85.7	87.1	87.6	87.6	7,548,699	7,574,470	25,771
District of Lantzville	6.0	5.8	4.1	4.0	389,067	378,613	-10,454
Area A	4.8	3.1	4.6	4.3	401,783	348,356	-53,427
Area B	1.4	0.5	1.4	1.1	105,005	84,974	-20,031
Area C	2.3	3.5	2.3	3.0	211,679	269,820	58,141

**Table IV – Northern Community Contributing Partners Sports Fields Apportionment**

<b>Northern Community Recreation (sports fields)</b>	<b>2010 Survey average % allocation</b>	<b>2015 Survey average % allocation</b>	<b>2015 Budget</b>	<b>2015 Revised Allocation</b>	<b>Dollar Change</b>
City of Parksville	30.1	29.7	155,615	153,547	-2,068
Town of Qualicum Beach	19.6	16.7	101,331	86,510	-14,821
Area E	11.2	12.2	57,903	63,073	5,170
Area F	15.8	16.3	81,685	84,270	2,585
Area G	18.6	20.3	96,161	104,777	8,616
Area H	4.7	4.8	24,298	24,816	518

**Table V – Northern Community Contributing Partners Oceanside Place Apportionment**

<b>Oceanside Place (20% Usage/80% Assessment)</b>	<b>2010 Survey average % allocation</b>	<b>2015 Survey average % allocation</b>	<b>2015 Budget</b>	<b>2015 Revised Allocation</b>	<b>Dollar Change</b>
City of Parksville	35.1	34.6	495,834	493,828	-2,006
Town of Qualicum Beach	15.8	15.6	351,130	350,218	-912
Area E	13.6	12.4	309,371	305,176	-4,195
Area F	9.6	11.2	213,288	219,125	5,837
Area G	23.3	22.8	306,201	304,560	-1,641
Area H	2.6	3.4	148,004	150,921	2,917

**Table VII – Northern Community Contributing Partners Ravensong Aquatic Centre Apportionment**

<b>Ravensong Aquatic Centre (20% Usage/80% Assessment)</b>	<b>2010 Survey average % allocation</b>	<b>2015 Survey average % allocation</b>	<b>2015 Budget</b>	<b>2015 Revised Allocation</b>	<b>Dollar Change</b>
City of Parksville	28.3	27.5	761,925	758,390	-3,535
Town of Qualicum Beach	29.8	26.9	644,850	630,205	-14,645
Area F	16.2	18.9	382,086	395,722	13,636
Area G	17.6	19.2	461,989	469,311	7,322
Area H	8.1	7.5	274,224	271,446	-2,778

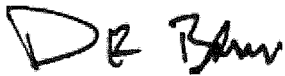
**STRATEGIC PLAN IMPLICATIONS**

The availability of regionally significant recreational facilities is of benefit to all residents in the region. The current approach to funding these facilities achieves the goal of recognizing that not all areas benefit in quite the same way, particularly with respect to access. A survey every five years captures the ebb and flow of usage within the region ensuring that the cost of local government facilities is reasonably shared by all who use them. The amount of use could be expected to correspond to some degree with the proportion of population in each area of the Regional District.

**SUMMARY**

As per the terms of the two recreation facilities and sport fields cost sharing agreements and related Bylaws with local government partners in both District 68 and 69, a usage survey of regionally significant pools, arenas and sport fields was recently completed.

This survey is meant to apportion annual operating costs of specific recreation facilities that are used by all members of the Regional District. Usage information from the 2015 survey is to be used to calculate apportionment payments towards annual facility and sport field operating costs from 2016 – 2021. The changes in both dollar value and percent are shown in the tables under Financial Implications.



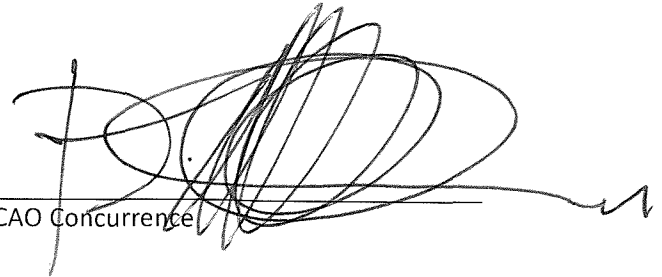
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Report Writer



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General Manager Concurrence



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CAO Concurrence

## **APPENDIX A**

### **PERC 2015 RECREATION FACILITY AND SPORTS FIELD SURVEY USAGE RESULTS**

**Regional District  
Of Nanaimo**

**2015  
Recreation Facility and  
Field Use Analysis**

Final Report

October 29th, 2015

Professional Environmental  
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## Introduction

In February 2015 PERC was retained by the Regional District of Nanaimo (RDN) to undertake an independent analysis of the geographic residency of the users of specific public recreation facilities that are supported by RDN taxpayers. The information from the analysis would be used for three purposes;

- For general management information about where users reside to support marketing campaigns and other service delivery decisions,
- To provide a basis for apportioning the net public subsidy to specific members of the RDN,
- To fulfill the requirements of existing facility cost sharing agreements for a survey of facility use every five years.

PERC has completed that assignment and is pleased to present the results in this report. It is hoped that the information will be useful in its own right, and that the methodology will also be helpful for future attempts to repeat the analysis on a periodic basis.

## Background

Since 2000 the Regional District of Nanaimo entered into agreements with its municipal members to share the operating costs of specific recreation facilities (i.e. pools and arenas) and specific sports fields in electoral areas and in the municipalities. These agreements specify that at least some of the costs will be shared in the basis of proportionate usage from residents of participating jurisdictions.

Usage of these facilities and sports fields has been based upon three different types of collection methods. For sports fields, usage has been determined by tabulating residential addresses of members of rental groups as determined from lists supplied by the organizations representing both youth and adult organized leagues and associations. For aquatic and arena facilities, usage is determined by surveys of drop in participants during public swim and skate sessions, as well as analysis of the residency of members of user groups and of registrants to programs at the facilities.

## Deliverables

The terms of reference for this project called for a final report to be delivered as an electronic document suitable for printing as well as a searchable electronic database for more flexible future use.

The report must include:

- In percentage terms, a breakdown of users of Recreation Facilities and sports fields that reside in District 68 by area of residence (i.e. which of the participating members of the RDN the user resides in),
- In percentage terms, a breakdown of users of sports fields that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in),



- In percentage terms, a breakdown of users of Ravensong Aquatic Centre, Oceanside Place and Northern Community Recreation Programs that reside in District 69 by area of residence (i.e. which of the participating members of the RDN the user resides in),

The user data will be analyzed for area of residency only, and that area will be attributed to a geographic member of the RDN (or “other” designation). The data base will be provided in Microsoft Excel format with one worksheet for each of the facility/sports field/program registration categories as follows.

District 68 Users for Recreation Facilities (Arenas and Pools) and Sports Fields

- City of Nanaimo
- District of Lantzville
- Electoral Area A
- Electoral Area B
- Electoral Area C

District 69 Users for Sports Fields, Oceanside Place & Northern Community Recreation Services (community recreation programs)

- City of Parksville
- Town of Qualicum Beach
- Electoral Area E
- Electoral Area F
- Electoral Area G
- Electoral Area H

District 69 Users of Ravensong Aquatic Centre

- City of Parksville
- Town of Qualicum Beach
- Electoral Area F
- Electoral Area G
- Electoral Area H

Once the consultants were retained to deliver on the above described outcomes, it was decided that the Oliver Woods Community Centre in Nanaimo might, at some point in the future, become a regional use recreation facility and be added to the list of shared cost facilities within the RDN. Therefore, it was decided to investigate how much information was available about usage of this facility. Similarly, there was some interest in analyzing the area of residency of the outdoor tennis complexes in Arrowsmith, Qualicum Beach and Nanaimo, and the Kin Outdoor pool in Nanaimo. Attempts were made to solicit group membership data for all these facilities. However, results were mixed. For some, sufficient data was available to make some estimates of area of residency, but for others, the data was insufficient to make any conclusions as to proportionate usage from each jurisdiction within the RDN.

## Methodology

Typically, a recreation facility has three modes of use; namely

- Drop in uses – where a patron makes a decision on a use-by-use basis to use the facility, and typically pays a user fee to use a facility during a public use session;

- Program uses – where a user typically pre-commits, through a registration process, to a series of uses, usually involving some form of instruction, and then attends for most or all of those programmed uses;
- Rental uses – where a group or individual rents a space or a portion of a space and then controls of the uses and users of that rented space for the period of the rental.

In the case of the three public swimming pools and the three arena sites in the scope of this study, all three modes of use apply in significant portions and all three were measured. For sports fields, the Kin Pool, and the tennis court complexes, the vast majority of use relates to the rental category, with only incidental use in the program or drop in types of use. Therefore, only data on user group residency was used to determine overall area of use of all users.

Based on the three modes of use, three types of data were collected using three separate techniques.

### ***Pool and Arena User Survey***

Since the pools enjoy a significant amount of drop in use, it was decided that public drop in users would be sampled and each would be asked to provide their residential address. A variety of days of the week and times of day were chosen during February and again for the period mid-May to early June, at each pool where there was space available in the pool for drop in use. A team of two researchers (i.e. students in the recreation and tourism program at Vancouver Island University) were assigned to most of the identified sessions and one researcher for the less busy sessions in June. They set up a large sign that illustrated what they were doing (see *Appendix A*) and approached all parties as they exited the building, asking three questions:

1. How many members of the party used the facility (i.e. changed into a bathing suit or used equipment in the associated fitness centre in the case of a pool, or put on skates in the case of an arena),
2. How many of those used the facility for drop in use (i.e. a paid use that was not part of a registered program or group rental),
3. The detailed residential address of the party.

The teams found that they were able to approach the vast majority of parties leaving the facility. They missed approaching about 7% of the parties during particularly busy periods. The vast majority of parties that were approached agreed to answer all three questions. About 13% declined to participate, primarily due to lack of time or they had previously taken the survey in phase one.

There is no reason to indicate that the survey periods in February and May/June of 2015 were atypical of users or uses during other months of that year. There is also no reason to assume that the year 2015 is atypical of recent years. Therefore, the consultants believe that this methodology, which solicits residency from a large sample of facility users from each pool, is quite valid and reliably represents all drop-in users of each pool with an accuracy of about +/- 4% nineteen times out of twenty.

Analysis of use of each pool's operating format indicates that drop in use represents about 50% of all use; with program uses representing a further 40% and rentals representing the final 10% of all uses. This is consistent across all three pools, and is quite consistent with BC's public indoor pools.

Drop-in use of the three arenas in the scope of this study was also surveyed during the month of February 2015. This was chosen as one of the most typical months of arena use. The survey format and process was similar to the one used for the pool, but the sample sizes were smaller to account for the lower proportion of drop-in use in arenas. The teams found that they were able to approach the vast majority of parties leaving the facility. They did not miss approaching any parties. The vast majority of parties that were approached agreed to answer all three questions. About 2% declined to participate, primarily due to lack of time. Staff members were able to determine that about 10% of arena use is attributed to the drop-in category, about 25% to the program category, and the remaining 65% was attributed to the user group rental category.

The list of pool and arena sessions surveyed is included in *Appendix A*.

### ***Program Registration Database***

Both the City and Regional District of Nanaimo utilize a sophisticated program registration system called CLASS. This system records and reports on all registrations and registrants including their detailed address. Therefore, this information is available in report form and can be sorted by facility and session.

For the arenas, pools, and Northern Recreation Programs, the CLASS data was extracted and analyzed from the City's and RDN's databases. All programs for the previous twelve months were used in the analysis.

For the pools that information was used to determine breakdown by residency of the 40% of all pool uses that relate to program uses. For arenas, it was used to determine the 25% of all uses associated with this category of use.

For the RDN, the program registration data base was also used to determine, for management purposes, the residency of all registrants in programs which did not have a pool or arena base of facility provision. This was used for the Northern Community Recreation Services analysis.

Because the program data base is so accurate, it is assumed that the usage information that comes from this source is 100% accurate.

### ***User Group Membership Lists***

All significant user groups that rented local sports fields, arenas, pools and tennis courts were identified by the City and the RDN staff. Each was requested to provide a list of all members along with the residential address for each member. This proved to be a somewhat more involved process than it was first thought, as many groups either did not have, or were in the process of updating their lists. Repeated attempts were made to solicit all significantly sized groups to the point where information was obtained from any groups that were of significant size. These lists were then formatted by the RDN staff in a manner where addresses could be categorized into areas of residency and checked.

The information was then used to provide 100% of field use analysis, 65% of arena use analysis and 10% of pool use analysis. It was also used to provide information on 100% of the Northern Recreation Services analysis, tennis court use and use of the Kin Pool. However, insufficient data was received to determine use of Oliver Woods Community Centre, or the Nanaimo tennis court complex at Bowen Park. Whereas pools, arenas and sports fields are used intensively by the same groups all season long, group rental use by Oliver Woods is characterized by many groups that

use the facility on a “one off” basis. Those groups are difficult to incent to provide membership residency lists, and many don’t have any record of the residency of their members.

Overall, information was received from 50 user groups which collectively represented 5128 users of indoor pools, arenas, an outdoor pool, tennis courts, and sports fields. This is actually 25% more groups than provided information in 2010, but they represent 25% fewer members, suggesting that user groups are trending toward a larger number of mostly smaller leagues and clubs.

Because almost all of the significant facility and field user groups responded with residency information of their members, this source of data is considered to be about 99% accurate.

## Analysis of Pool Use

The use of the three aquatic venues was calculated and analyzed as follows in the next two subsections. All three categories of use where used to derive usage in each case.

### *District 68 Pools: Nanaimo Aquatic Facilities*

Usage for the Nanaimo Aquatic Centre and the Beban Park Pool are combined because the membership survey and the program database don’t distinguish between the two. The raw data (users and uses) used to start the analysis is summarized in **Figure One**. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in February and May/June of 2015. The second row represents the number of times a resident of each jurisdiction registered for a program based at a Nanaimo pool, not the number of program uses. The third row represents the number of members of all groups that rented space at the two Nanaimo aquatic facilities that reside in each of the jurisdictions.

**Figure One**  
**Summary of Raw Usage Data at Nanaimo Pools**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	7	6	9	12	12	0	0	915	11	7	37	96	1113
Program	180	67	153	75	1	6	0	5127	0	0	218	0	5827
Rentals	9	6	153	5	0	0	0	287	1	1	15	11	488

In order to use the raw data in **Figure One**, it is first turned into percentages. That is done in **Figure Two**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Two**  
**Summary of Raw Usage Data for Nanaimo Pools in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0.6	0.5	0.8	1.1	1.1	0.0	0.0	82.2	1.0	0.6	3.3	8.6	100
Program	3.1	1.1	2.6	1.3	0.0	0.1	0.0	88.0	0.0	0.0	3.7	0.0	100
Rentals	1.8	1.2	31.4	1.0	0.0	0.0	0.0	58.8	0.2	0.2	3.1	2.2	100

However, the raw percentages are not usable as the first row represents only a sample of uses, the second row represents program registrations rather than uses, and the third row represents only a percentage of members. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Three* shows that final analysis. Only *Figure Three* can be used as a basis for determining residency of uses.

**Figure Three**  
**Proportion of Nanaimo Pool Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop-in	0.3	0.3	0.4	0.5	0.5	0.0	0.0	41.1	0.5	0.3	1.7	4.3	50
Program	1.2	0.5	1.1	0.5	0.0	0.0	0.0	35.2	0.0	0.0	1.5	0.0	40
Rentals	0.2	0.1	3.1	0.1	0.0	0.0	0.0	5.9	0.0	0.0	0.3	.3	10
Total	1.7	0.9	4.6	1.2	0.5	0.0	0.0	82.2	0.5	0.3	3.5	4.5	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Three* cannot be used as they are now. Non-participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 pools, the remaining 7% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 1.8% of the net cost,
- Electoral Area B taxpayers would pay .9% of the net cost,
- Electoral Area C taxpayers would pay 4.8% of the net cost,
- District of Lantzville taxpayers would pay 3.7% of the net cost,
- The City of Nanaimo taxpayers would pay 88.8% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Nanaimo pools to each of the participating jurisdictions.

#### ***District 69 Pool: Ravensong Aquatic Centre***

Usage for the Ravensong Aquatic Centre is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in *Figure Four*. The first row represents the actual number of drop in swims recorded by the survey teams in the sample survey conducted in February and May/June of 2015. The second row represents the number of registrations a resident of each jurisdiction made in the program category for a program based at Ravensong.

The third row represents the number of members of all groups that rented space at Ravensong that reside in each of the jurisdictions.

**Figure Four**  
**Summary of Raw Usage Data at Ravensong**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop-in	0	0	0	9	96	76	27	1	94	112	1	27	443
Program	0	0	0	156	513	490	190	23	664	446	1	71	2554
Rentals	0	0	0	6	9	31	4	7	41	27	0	2	127

In order to use the raw data in *Figure Four*, it is first turned into percentages. That is done in *Figure Five*. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Five**  
**Raw Usage Data for Ravensong in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	2	22	17	6	0	21	25	0	6	100
Program	0	0	0	6	20	19	7	1	26	17	0	3	100
Rentals	0	0	0	5	7	24	3	6	32	21	0	2	100

However, the raw percentages are not usable as the first row represents only a sample of uses, the second row represents all program registrations, and the third row represents only a percentage of members, not uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .5 to indicate that public uses make up 50% of total facility uses. The second row percentages are multiplied by .4 to indicate that programs represent another 40% of total facility uses. And, the third row percentages are multiplied by .1 to represent the fact that group rentals constitute only 10% of all annual facility uses. The resultant proportions represent the correct “weight” of each row, and therefore, can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Six* shows that final analysis. Only *Figure Six* can be used as a basis for determining the residency of uses of this facility.

**Figure Six**  
**Proportion of All Ravensong Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	1.0	10.8	8.6	3.0	0.1	10.6	12.6	0.1	3.0	50
Program	0	0	0	2.4	8.0	7.7	3.0	0.4	10.4	7.0	0.0	1.1	40
Rentals	0	0	0	0.5	0.7	2.4	0.3	0.6	3.2	2.1	0.0	0.2	10
Total	0	0	0	3.9	19.6	18.7	6.3	1.0	24.2	21.8	0.1	4.3	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Six** could not be used as they are now. Jurisdictions which don't participate in the cost would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, if the only jurisdictions that participate in the cost sharing are Electoral Areas F, G, H and Parksville and Qualicum Beach, then the remaining 9.3% use by Electoral Area E, Nanaimo, Lantzville, and Other would be netted out, and the results would be as follows:

- Electoral Area F taxpayers would pay 21.6% of the net cost,
- Electoral Area G taxpayers would pay 20.7% of the net cost,
- Electoral Area H taxpayers would pay 7.0% of the net cost,
- The City of Parksville taxpayers would pay 26.8% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 24.0% of the net cost.

The total would then equal 100% of the net cost. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Ravensong Aquatic Centre to each of the participating jurisdictions.

## Analysis of Arena Use

There are three arena sites in the study area; two in the City of Nanaimo and one in Parksville. The majority of all uses in these arenas are attributed to group rentals. So, user groups were surveyed to determine the area of residency of their members. Since a significant number of programmed uses were relatively easy to collect, it is also added to the analysis. And, while only about 10% of arena use is by way of drop-in public use sessions, a small sample of these users was collected during exit interviews of drop-in users during the month of February.

### *District 68 Arenas: (City of Nanaimo Arenas)*

Usage for the two arena facilities which are located within the City of Nanaimo is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Seven**. The first row represents the sample of drop-in uses. The second represents the number of times a resident of each jurisdiction registered for a program based at those arenas, not the number of uses. The third row represents the number of members of all groups that rented ice that reside in each of the jurisdictions.

**Figure Seven**  
**Summary of Raw Usage Data at Nanaimo Arenas**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	11	1	4	2	2	0	0	381	11	0	7	45	464
Program	162	96	134	27	8	8	0	3571	0	0	121	0	4127
Rentals	140	12	44	16	2	6	1	1723	10	2	99	124	2179

In order to use the raw data in **Figure Seven**, it is first turned into percentages. That is done in **Figure Eight**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Eight**  
**Raw Usage Data for Nanaimo Arenas in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	2.4	0.2	0.9	0.4	0.4	0.0	0.0	82.1	2.4	0.0	1.5	9.7	100
Program	3.9	2.3	3.2	0.7	0.2	0.2	0.0	86.5	0.0	0.0	2.9	0.0	100
Rentals	6.4	0.6	2.0	0.7	0.1	0.3	0.0	79.1	0.5	0.1	4.5	5.7	100

However, the raw percentages are not usable as the first row represents the survey of drop-in users. The second represents the program registrations rather than uses, and the third row represents only a percentage of members rather than uses. To properly determine how these percentages relate to total uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual facility uses.

In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that drop in uses account for only 10% of uses. The programs account for a further 25% of total facility uses. The last row percentages are multiplied by .65 to indicate that they represent the remaining 65% of total facility uses. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. *Figure Nine* shows that final analysis. Only *Figure Nine* can be used as a basis for determining the residency of uses.

**Figure Nine**  
**Proportion of All Nanaimo Arena Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0.2	0.0	0.1	0.0	0.0	0.0	0.0	8.2	0.2	0.0	0.2	0.9	10
Program	1.0	0.6	0.8	0.2	0.0	0.0	0.0	21.6	0.0	0.0	0.7	0.0	25
Rentals	4.2	0.4	1.3	0.5	0.1	0.2	0.0	51.4	0.3	0.1	3.0	3.7	65
Total	5.4	1.0	2.2	0.7	0.2	0.2	0.0	81.2	0.5	0.1	3.8	4.7	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Nine* cannot be used as they are now. Non-participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 arenas, the remaining 6.4% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 5.8% of the net cost,
- Electoral Area B taxpayers would pay 1.0% of the net cost,
- Electoral Area C taxpayers would pay 2.3% of the net cost,
- District of Lantzville taxpayers would pay 4.1% of the net cost,
- The City of Nanaimo taxpayers would pay 86.8% of the net cost,



And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Nanaimo arenas to be paid by each of the participating jurisdictions.

### **District 69 Arena: Oceanside Place Arena**

Usage for Oceanside Place, is summarized in the next three figures. The raw data (users and uses) used to start the analysis is summarized in **Figure Ten**. The first row represents the survey of drop-in users during public skate sessions. The second represents the number of times a resident of each jurisdiction registered for a program based at Oceanside arena. The third row represents the number of members of all groups that rented ice at Oceanside Place that reside in each of the jurisdictions.

**Figure Ten**  
**Summary of Raw Usage Data at Oceanside Arena**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	4	50	34	13	8	84	25	0	10	228
Program	0	0	0	68	88	130	29	24	180	99	2	62	682
Rentals	0	1	0	84	69	156	24	37	229	101	2	14	717

In order to use the raw data in **Figure Ten**, it is first turned into percentages. That is done in **Figure Eleven**. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Eleven**  
**Raw Usage Data for Oceanside Place in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	1.8	21.9	14.9	5.7	3.5	36.8	11.0	0.0	4.4	100
Program	0	0	0	10.0	12.9	19.1	4.3	3.5	26.4	14.5	0.3	9.1	100
Rentals	0	0.1	0.0	11.7	9.6	21.8	3.3	5.2	31.9	14.1	0.3	2.0	100

However, the raw percentages are not usable as the first row represents program visits, but the second row represents only a percentage of members not uses. To properly determine how these percentages relate to total available uses of the facility, they are multiplied by the proportion of use that each category of use makes up of the total annual available facility uses. In this case, the percentage breakdowns for the first row are multiplied by .1 to indicate that public uses make up 10% of available facility uses according to the survey of users during public skate sessions. The second row percentages are multiplied by .25 to indicate that 25% of all arena use is attributed to program registrants. And, in the third row, all figures are multiplied by .65 to indicate that the remaining 65% of available facility uses is attributed to those users who rent space in the arena. The resultant proportions can then be added to equal 100% of uses that are derived from each of the areas of residency. **Figure Twelve** shows that final analysis. Only **Figure Twelve** can be used as a basis for determining the residency of uses.

**Figure Twelve**  
**Proportion of All Oceanside Arena Uses from Each Jurisdiction**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Drop in	0	0	0	0.2	2.2	1.5	0.6	0.4	3.7	1.1	0.0	0.4	10
Program	0	0	0	2.5	3.2	4.8	1.1	0.9	6.6	3.6	0.1	2.3	25
Rentals	0	0.1	0	7.6	6.3	14.1	2.2	3.4	20.8	9.2	0.2	1.3	65
Total	0	0.1	0	10.3	11.7	20.4	3.8	4.6	31.0	13.9	0.3	4.0	100

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Twelve* could not be used as they are now. Non-participating jurisdictions would need to be netted out, as they would pay nothing, and their share would need to be distributed to the participating jurisdictions before final calculations are made. In this case, since the costs of the Oceanside Arena would be shared only by Parksville, Qualicum Beach and Electoral Areas E, F, G, and H, the remaining 9% of uses from non participating jurisdictions needs to be netted out. The result would be as follows:

- Electoral Area E taxpayers would pay 11.3% of the net cost,
- Electoral Area F taxpayers would pay 12.8% of the net cost,
- Electoral Area G taxpayers would pay 22.4% of the net cost,
- Electoral Area H taxpayers would pay 4.2% of the net cost,
- The City of Parksville taxpayers would pay 34.0% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 15.3% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with Oceanside Place arena to each of the participating jurisdictions.

## Analysis of Sports Field Use

Almost all available capacity for sports fields within the Regional District of Nanaimo is rented to groups. Therefore, the analysis of usage relates exclusively to a breakdown in the membership of those groups. The raw data (users) used to start the analysis is summarized in *Figure Thirteen*. Each row in this table represents the actual number of members in all the groups that use each of the categories of sports fields in one portion of the Regional District. The assumption is that each group, and therefore each member, used the fields weekly and, therefore, about the same as all other users. Based on that assumption, the number of members relates directly to the proportion of use from each of the jurisdictions.

**Figure Thirteen  
Summary of Raw Membership Data for Sports Field Use**

Location of Facilities	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
District 68 Fields	83	17	109	40	8	6	6	2959	13	2	143	171	3557
District 69 Fields	2	1	1	192	230	320	69	44	422	199	2	141	1623

In order to use the raw data in *Figure Thirteen*, it is first turned into percentages. That is done in *Figure Fourteen*. This determines the percentage of each category of use that comes from residents of each of the jurisdictions.

**Figure Fourteen  
Summary of Percentage Breakdown of Field Usage**

Location of Facilities	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
District 68 Fields	2.3	.5	3.1	1.1	.2	.2	.2	83.2	.4	.1	4.0	4.8	100.1*
District 69 Fields	.1	.1	.1	11.8	14.2	19.7	4.3	2.7	26.0	12.3	.1	8.7	100.1*

\* Totals don't add to 100 due to rounding

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in *Figure Fourteen* cannot be used as they are now. Non participating jurisdictions need to be netted out, as they will pay nothing, and their share needs to be distributed to the participating jurisdictions before final calculations are made. In this case, since only Nanaimo and Lantzville and Electoral Areas A, B, and C contribute to District 68 fields, the remaining 7.0% of uses need to be netted out and the result is as follows:

- Electoral Area A taxpayers would pay 2.5% of the net cost,
- Electoral Area B taxpayers would pay .5% of the net cost,
- Electoral Area C taxpayers would pay 3.3% of the net cost,
- District of Lantzville taxpayers would pay 4.3% of the net cost,
- The City of Nanaimo taxpayers would pay 89.4% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with District 68 field use to each of the participating jurisdictions.

And, since only Parksville, Qualicum, and Electoral Areas E, F, G, and H contribute to District 69 fields, the remaining 11.8% of uses need to be netted out, and the result is as follows:

- Electoral Area E taxpayers would pay 13.4% of the net cost,

- Electoral Area F taxpayers would pay 16.1% of the net cost,
- Electoral Area G taxpayers would pay 22.3% of the net cost,
- Electoral Area H taxpayers would pay 4.8% of the net cost,
- The City of Parksville taxpayers would pay 29.5% of the net cost,
- The Town of Qualicum Beach taxpayers would pay 13.9% of the net cost,

And the total would be 100% of the costs. The figures in the bullets above can be used to calculate, averaging with previous sets of percentages, the portion of costs associated with District 69 field use to each of the participating jurisdictions.

## Analysis of Use of Other Facilities

Data for the uses associated with the Oliver Woods Community Centre are incomplete. In fact, only one of the user groups responded. So, it is impossible to draw any conclusions about use of the Community Centre from what has been collected. The same is true of groups using the Bowen Park tennis courts. The only reliable data that was available was for the users of the tennis courts in District 69 and for the use of Kin Outdoor Pool. Both of these are primarily used by one user group which responded to the request for membership addresses. Both are summarized below as *Figure Fifteen* and *Figure Sixteen*.

**Figure Fifteen**  
**Summary of Users of Kin Outdoor Pool**

Area of residency	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Rental Members	6	0	9	4	0	0	0	141	3	0	9	17	189
Percentage	3.2	0.0	4.8	2.1	0.0	0.0	0.0	74.6	1.6	0.0	4.8	9.0	100

**Figure Sixteen**  
**Summary of Usage of District 69 Tennis Courts**

Area of Residency	A	B	C	E	F	G	H	NA	PV	QB	LZ	OTHER	Total
Rental Members	0	2	0	33	9	37	4	12	50	52	0	15	214
Percentage	0.0	0.9	0.0	15.4	4.2	17.3	1.9	5.6	23.4	24.3	0.0	7.0	100.0

## Analysis of Northern Recreation Services Registrants

The RDN also provided data from its CLASS program data base that related to programs not accommodated within arenas or pools. This data is summarized in the following two figures.

*Figure Seventeen* summarizes raw data which relates to all programs for the most recent twelve month period. It represents all program uses.

**Figure Seventeen**  
**Summary of Raw Usage Data for RDN Programs**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
Program Uses	60	43	13	541	622	1024	252	140	1240	720	13	80	4748

In order to use the raw data in *Figure Seventeen*, it is first turned into percentages. That is done in *Figure Eighteen*.

**Figure Eighteen**  
**Summary of Raw Usage Data in Percentage Terms**

Category of Use	A	B	C	E	F	G	H	NA	PV	QB	LZ	Other	Total
Program Uses	1.3	.9	.3	11.4	13.1	21.6	5.3	2.9	26.1	15.2	.3	1.7	100.1*

\* totals don't add to 100 due to rounding of data

The information in *Figures Seventeen and Eighteen* are provided only to support management and marketing decisions.

## Trending Changes in Use

For some of the facilities in the figures above, information has been gathered three times over the past fifteen years. To illustrate the trends and changes in utilization of those facilities and fields, *Figure Nineteen* summarizes that information.

**Figure Nineteen**  
**Summary of Raw Usage Data in Percentage Terms**

Jurisdiction	Pools			Arenas			Sports Fields			Population
	2005	2010	2015	2005	2010	2015	2005	2010	2015	2011
Nanaimo	88.6	88.8	88.8	88.6	84.1	86.8	86.7	85.3	89.4	82.8
Lantzville	3.2	4.7	3.7	3.2	5.0	4.1	6.0	7.1	4.3	3.6
EA A	4.2	3.7	1.8	4.2	5.8	5.8	3.4	3.4	2.5	6.8
EA B	1.7	1.1	.9	1.7	.2	1.0	.3	.6	.5	4.0
EA C	2.3	1.7	4.8	2.3	4.9	2.3	3.6	3.6	3.3	2.8
EA E	NA	NA	NA	11.2	13.3	11.3	11.2	12.0	13.4	12.8
EA F	12.6	16.2	21.6	12.6	9.6	12.8	12.6	20.2	16.1	16.7
EA G	21.4	17.6	20.7	21.4	23.3	22.4	21.4	17.1	22.3	16.1
EA H	4.6	8.1	7.0	4.6	2.6	4.2	4.6	5.0	4.8	7.9
Parksville	31.4	28.2	26.8	31.4	35.1	34.0	31.4	28.2	29.5	27.0
Qualicum Beach	18.8	29.8	24.0	18.8	15.8	15.3	18.8	17.5	13.9	19.6

## Summary

Based on the analysis above, the consultants are able to draw a number of conclusions.

1. The methodology used for this project is sufficiently valid and reliable to be used to apportion net costs of operation for pools, arenas, and sports fields. While no data is perfect, the consultants assert that the information available and its analysis generate results which are more reliable and valid than industry standard levels of confidence. Industry standard level of confidence in survey data is plus or minus 5% nineteen times out of twenty. For this study, the combination of data sources with different levels of reliability are complicated to combine into a cohesive confidence level. However, the overall result is almost certainly within 2% nineteen times out of twenty.
2. This means that if the methodology were repeated consistently, use by area of residency would have to shift by more than 2% for it to be reliably picked up (nineteen times out of twenty) by the process.
3. This level of reliability is better than in past surveys of use. The methodology is improving over time, rendering results which are more reliable.
4. The information available for the Oliver Woods Community Centre and the Bowen Park tennis complex are not sufficient to make any overall assessment about the area of residency of users.
5. The methodology used for this project could fairly easily be incorporated into the City and RDN operating plan and implemented internally in future, negating the need for retaining outside expertise to achieve the same outcome. However, the RDN and the City may wish to have an objective outside agency to collect the data on their behalf.
6. In future iterations of this study, it will be important to give user groups lots of lead time and incentives to cooperate by collecting and submitting residential addresses of their members.

## Appendix A – Details of Pool and Arena Use Survey

### *Survey Schedule for Three Public Pools and Arenas*

Beban Pool-Nanaimo				
Date	Day	Time	Program Covered	Hours
16-Feb	Monday	5:00 to 8:00 pm	Leisure Only Swim	3
17-Feb	Tuesday	7:00 to 9:00 am	Everyone Welcome	2
19-Feb	Thursday	4:00 to 7:00 pm	Leisure Only Swim	3
01-Mar	Sunday	12:00 to 4:00 pm	Everyone Welcome	4
11-May	Monday	6:15 to 8:15 pm	Leisure Only Swim	2
12-May	Tuesday	7:30 to 9:30 am	Everyone Welcome	2
14-May	Thursday	5:15 to 7:15 pm	Leisure Only Swim	2
17-May	Sunday	2:15 to 4:15 pm	Everyone Welcome	2
09-Jun	Tuesday	2:00 to 3:30 pm	Adult and Senior	1.5
10-Jun	Wednesday	2:00 to 3:30 pm	Adult and Senior	1.5
11-Jun	Thursday	10:30 to 12:30	Everyone Welcome	2
				25

Nanaimo Aquatic Centre Nanaimo				
Dates	Day	Time	Program Covered	Hours
23-Feb	Monday	7:00 to 9:00 am	Everyone Welcome	2
17-Feb	Tuesday	4:30 to 7:00 pm	25m length	2.5
19-Feb	Thursday	7:30 to 9:30 pm	Everyone Welcome and 25m length	2
28-Feb	Saturday	1:30 to 4:00 pm	Everyone Welcome and Waves	2.5
18-May	Monday	1:00 to 3:00 pm	Everyone Welcome	2
19-May	Tuesday	5:15 to 7:15 pm	25m length	2
21-May	Thursday	7:45 to 9:45 pm	Everyone Welcome and Waves	2
23-May	Saturday	2:15 to 4:15 pm	Everyone Welcome and Waves	2
				17

Ravensong Aquatic Centre-Qualicum Beach				
Dates	Day	Time	Program Covered	Hours
15-Feb	Sunday	11:00 to 4:00 pm	Family Swim & Everyone Welcome	5
16-Feb	Monday	7:00 to 9:00 am	Early Bird	2
17-Feb	Tuesday	8:00 to 10:00 pm	Aquafit and widths	2
15-Mar	Sunday	2:00 to 5:15 pm	Everyone Welcome	3.25
23-May	Saturday	2:15 to 4:15 pm	Everyone Welcome	2
24-May	Sunday	3:15 to 5:15 pm	Everyone Welcome	2
25-May	Monday	6:30 to 8:30 pm	Everyone Welcome	2
26-May	Tuesday	7:00 to 9:00 am	Early Bird	2
				20.25



Nanaimo Ice Centre- Nanaimo				
Dates	Day	Time	Program Covered	Hours
25-Feb	Wednesday	11:00 to 1:30 pm	Adult and Adult Leisure Skate	2.5
20-Feb	Friday	2:00 to 4:00 pm	Everyone Welcome	2
22-Feb	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
08-Mar	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
15-Mar	Sunday	3:30 to 5:30 pm	Everyone Welcome	2
				10.5

Frank Crane Arena- Nanaimo				
Dates	Day	Time	Program Covered	Hours
17-Feb	Tuesday	7:00 to 8:30 pm	Everyone Welcome	1.5
21-Feb	Saturday	1:30 to 3:00 pm	Everyone Welcome	1.5
22-Feb	Sunday	11:30 to 1:30pm	Family Skate	2
				5

Oceanside Place Arena Parksville				
Dates	Day	Time	Program Covered	Hours
18-Feb	Wednesday	4:00 to 5:30 pm	Everyone Welcome	1.5
21-Feb	Saturday	2:30 to 4:00 pm	Everyone Welcome	1.5
22-Feb	Sunday	1:45-3:45pm	EW Family Skate	2
07-Mar	Saturday	2:30 to 4:00 pm	Everyone Welcome	1.5
18-Mar	Wednesday	7 to 8:30 pm	Everyone Welcome	1.5
19-Mar	Thur	12:45 to 2:15	Everyone Welcome	1.5
26-Mar	Thursday	1 to 3 pm	Everyone Welcome	2
				11.5



*Copy of Sign at Each Survey Station (different sign for City and RDN facilities)*

**30 seconds of your time?**

**The Regional District of Nanaimo and the City of Nanaimo are asking users to provide their addresses for a facility use survey.**

**Survey results will help determine equitable tax contributions towards aquatic and recreation facility operational costs.**

**Thank You!**



## **30 seconds of your time?**

**The Regional District of Nanaimo is asking users to provide their addresses for a facility use survey.**

**Survey results will help determine how tax contributions are shared to fund this facility.**

**Thank You!**

## Appendix B – Calculations for Cost Sharing

The body of the report provides information separately for each type of facility. However, the facility sharing agreement for Nanaimo facilities stipulates that the cost of the City’s pools and arenas be lumped together. The following figure does that.

**Figure Nine**  
**Proportion of All Nanaimo Arena Uses from Each Jurisdiction**

Category of Use	Area A	Area B	Area C	Nanaimo	Lantzville	Total
<b>Total of Pool Use</b>	1.8	.9	4.8	88.8	3.7	100
<b>Total of Arena Use</b>	5.8	1.0	2.3	86.8	4.1	100
<b>Total of All Facility Use</b>	3.8	.95	3.55	87.8	3.9	100

It is important to understand that this study did not determine the total number of uses of Nanaimo pools or arenas. It simply determined the percentages of use. So, all the consultants can do to combine the two initial rows above is to calculate an average and assume that the total number of uses of arenas was similar to the total number of uses of pools. If they are not, the more accurate total percentage on the bottom row would migrate more toward the percentage in the row above that had more uses.

The only other way of approaching this problem is to calculate the net costs of pools and use the breakdown of use in the bulleted list on page six to apportion those costs and then calculate the net of arenas and use the breakdown of use in the bulleted list on page ten to apportion those costs. Then the two totals can be combined to get all sharable costs for Nanaimo recreation facilities. While this wouldn’t make much difference to the net financial contribution to the City of Nanaimo, it would make a significant difference to a jurisdiction like Electoral Area A, where the percent of use of pools varies significantly from the percentage of use of arenas.