

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
WEDNESDAY, FEBRUARY 22, 2017
10:00 AM

(Oceanside Place Multi-Purpose Room)
A G E N D A

PAGES

CALL TO ORDER

ELECTION OF CHAIR/DEPUTY CHAIR

ELECTION OF GRANT SUB-COMMITTEE

DELEGATIONS

Motion to receive Late Delegations

MINUTES

4-6 Minutes of the Regular D69 Recreation Commission meeting held November 17, 2016

7-8 Minutes of the D69 Recreation Grants Committee meeting held February 8, 2017

Motion to adopt the Minutes

BUSINESS ARISING FROM THE MINUTES

Grants

That the District 69 Youth Recreation Grant applications be approved as follows:

Youth Organization	
Arrowsmith Community Recreation Association - youth basketball event	\$485
Ballenas Secondary School- Dry Grad Committee	\$1,000
Errington War Memorial Hall Association- World Music Camp	\$950
Oceanside Minor Softball Association- equipment	\$2,500
School District #69- Quwutsun Cultural Centre trip	\$2,000
Total	\$6,935

That the District 69 Community Recreation Grant applications be approved as follows:

Community Organization	
Arrowsmith Community Recreation Association- Coombs Community Picnic	\$909
Bow Horne Bay Community Club- Lighthouse Fall Fair	\$1200
Family Resource Association- Special Needs Program family retreat	\$1200
Lighthouse Community Centre Society- pickleball nets	\$500
Oceanside Building Learning Together Society - Dad's Night Out Skating	\$689
Parksville Lions Club- free family skate events	\$1,000
Qualicum Beach Elementary School PAC-	\$2,500
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	\$1,000
Town of Qualicum Beach- Select Committee on Family Day Celebrations	\$500
Total	\$9,498

COMMUNICATIONS/CORRESPONDENCE

Motion to receive Communications/Correspondence

UNFINISHED BUSINESS

REPORTS

- 9-11 Monthly Update – Oceanside Place – November 2016
- 12-15 Monthly Update – Oceanside Place – December 2016
- 16-17 Monthly Update – Ravensong Aquatic Centre – November 2016
- 18-19 Monthly Update – Ravensong Aquatic Centre – December 2016
- 20-23 Monthly Update – Northern Recreation Program Services – November 2016
- 24-28 Monthly Update – Northern Recreation Program Services – December 2016
- 29-37 Parks Update Report – Fall 2016
- 38-53 Amended Arrowsmith Community Recreation Association Recreation Services Report

Motion to receive the reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATION

NEW BUSINESS

2017 Budget Update - Presentation

Recreation Facilities Association of BC – Parksville, BC May 8th-11th

BC Recreation and Parks Association Symposium – Kelowna, BC April 5th-7th

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.

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING:

April 20, 2017
Oceanside Place

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION

REGULAR MEETING

HELD THURSDAY NOVEMBER 17, 2016

2:00PM

(OCEANSIDE PLACE)

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

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

Regrets: Teresa Patterson, Councillor, City of Parksville

CALL TO ORDER

Chair Fell called the meeting to order at 2:02pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

DELEGATIONS

R. Boag –Parksville Curling Club

Mr. Boag, PCC President, presented the history of the curling club, its membership and the high caliber events they have hosted over the years. Mr. Boag requested the club be more formally included in the Recreation Master Plan.

Brian Onushko, PCC Director, spoke to why the Parksville Curling Club should be a part of the RDN recreation long-term plan. He noted the long-term relationship with the RDN. Mr. Onushko gave an overview of the youth connections the club has made and the economic contributions the club brings to the D69 area with their well-attended events.

Commissioners asked some questions to the delegation about the building needs and operating agreement.

PRESENTATION

RDN Recreation Promotions - C. Jordan, RDN Programmer

Ms. Jordan gave a presentation about the 2016 marketing and promotion campaign done this year for Recreation and Parks programs.

Commissioner Horner left the meeting at 3:00pm

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held October 20, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

COMMUNICATIONS/CORRESPONDENCE

None

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – October 2016

Mr. Banman summarized the Oceanside Place Monthly Update, noting the start of the Lion's sponsored skates. He mentioned the folding of one of the adult hockey leagues and that they may see a drop in rental revenue as the space is filled by youth organizations.

Monthly Update – Ravensong Aquatic Centre – October 2016

Mr. Banman updated that the hot tub had some issues with the sand filter and it took some time to figure out and resolve the issue but it is now functioning properly.

Monthly Update – Northern Recreation Program Services – October 2016

Mr. Banman took any questions from the Commission about the Northern Recreation Services report.

Recreation Services Plan Update

Mr. Banman gave an updated that the process has been launched, meeting with the sub-committee and staff have happened with the consultant. Next will be meetings with the recreation user groups in the area with the consultants.

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe the reports be received.

CARRIED

Arrowsmith Community Recreation Services Renewal Report 2017-2019

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

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Parkville Curling Club

Commissioners discussed the delegations information presented and Mr. Osborne and Mr. Banman answered their questions about the specifics of the building and land.

MOVED Commissioner Austin, SECONDED Commissioner Nosworthy that staff continue to work with the Parkville Curling Club throughout the Recreation Services Plan process.

CARRIED

NEW BUSINESS

None

COMMISSIONER ROUNDTABLE

None

ADJOURNMENT

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the meeting be adjourned at 3:45pm.

CARRIED

Chair



REGIONAL DISTRICT OF NANAIMO

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

**HELD AT 10:00 A.M. ON WEDNESDAY, FEBRUARY 8, 2017
OCEANSIDE PLACE, PARKSVILLE**

Present:

G. Wiebe	District 69 Recreation Commission
N. Horner	District 69 Recreation Commission
J. Fell	District 69 Recreation Commission

Minutes: C. MacKenzie Recreation Programmer

BUDGET

Annual Budget 2017	\$62,500
Surplus from 2016	\$ 0
Total Grants available for 2015	\$62,500

REVIEW OF WINTER 2017 APPLICATIONS

The Grants Committee reviewed applications for Youth and Community Grants. Priority was given to new applicants and/or projects that benefited people in all areas of the Regional District.

Five applications were received for Youth Grants, requesting \$7,535. All five Youth Grant applications met grant criteria and are recommended for funding for a total of \$6,935.

Eleven applications were received for Community Grants, requesting \$15,398. Nine Community Grant applications met the grant criteria and are recommended for funding for a total of \$9,498. One application from Heartwood Home Learners for an education program was ineligible and not recommended for funding. One application from Lighthouse Slo-Pitch for snow fencing was not recommended for funding as this project was already funded in 2015.

RECOMMENDATIONS

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

Youth Organization	Approved in 2016	Current Request 2017	2017 Recommended
Arrowsmith Community Recreation Association - youth basketball event	735	485	485
Ballenas Secondary School- Dry Grad Committee	1,200	1,500	1,000

Errington War Memorial Hall Association- World Music Camp	1,050	1,050	950
Oceanside Minor Softball Association- equipment	0	2,500	2,500
School District #69- Quwutsun Cultural Centre trip	2,500	2,000	2,000
Total			6,935

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

Community Organization	Approved in 2016	Current Request 2017	2017 Recommended
Arrowsmith Community Recreation Association- Coombs Community Picnic	877	909	909
Bow Horne Bay Community Club- Lighthouse Fall Fair	1,200	2,500	1200
Family Resource Association- Special Needs Program family retreat	1,200	2,500	1200
Lighthouse Community Centre Society- pickleball nets	0	500	500
Oceanside Building Learning Together Society - Dad's Night Out Skating	658	689	689
Parksville Lions Club- free family skate events	0	1,000	1,000
Qualicum Beach Elementary School PAC-	1,200	2,500	2,500
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,000	1,500	1,000
Town of Qualicum Beach- Select Committee on Family Day Celebrations	0	500	500
Total			9,498

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

Community Organization	Current Request 2017
Heartwood Home Learners- education program	2,000
Lighthouse Slo-Pitch League- snow fencing	800

ADJOURNMENT

The meeting adjourned at 10:50 a.m.

TO: District 69 Recreation Commission **MEETING:** February 16, 2017

FROM: John Marcellus
Superintendent of Arenas Services **FILE:**

SUBJECT: District 69 Recreation Commission November 2016 Report – Oceanside Place

RECOMMENDATION

That the Oceanside Place November 2016 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

- Attendance was good at the “School’s Out Skate” on Thursday, Nov. 10. 34 International students and 20 Pro-D Day Camp skaters contributed to the overall attendance of 106 skaters
- A Learn to Skate program for International students was introduced in November. Sponsored by the International program, a set of 3 registered lessons was set up for Mondays starting November 21.
- The Coastal Community Credit Union sponsored an Everyone Welcome Skate session on Saturday, Nov. 19. There were 89 skaters, and the CCCU staff were very happy with the event and will be returning next year.
- The Parent and Child Hockey program occurs Monday evenings, 6:15-7:45pm and continues to be very popular averaging 43 participants per session in November.
- Birthday parties at the arena for this season are up 30% from last year for the same period with 8 parties booked in 2016 and 5 in 2015. The private pond party is the only party that is being booked. The Arena Programmer is looking at removing the Everyone Welcome Skate birthday party option as there have been no registrations for this option and many people are organizing their own parties, via a lobby or room booking with the parties joining the public skate session and paying group rates.
- Pond attendances are up in November 2016 with 596 skaters compared to 536 in November 2015. SOS and special school skating groups are attending during the week, contributing to the increase.

FACILITY RENTALS

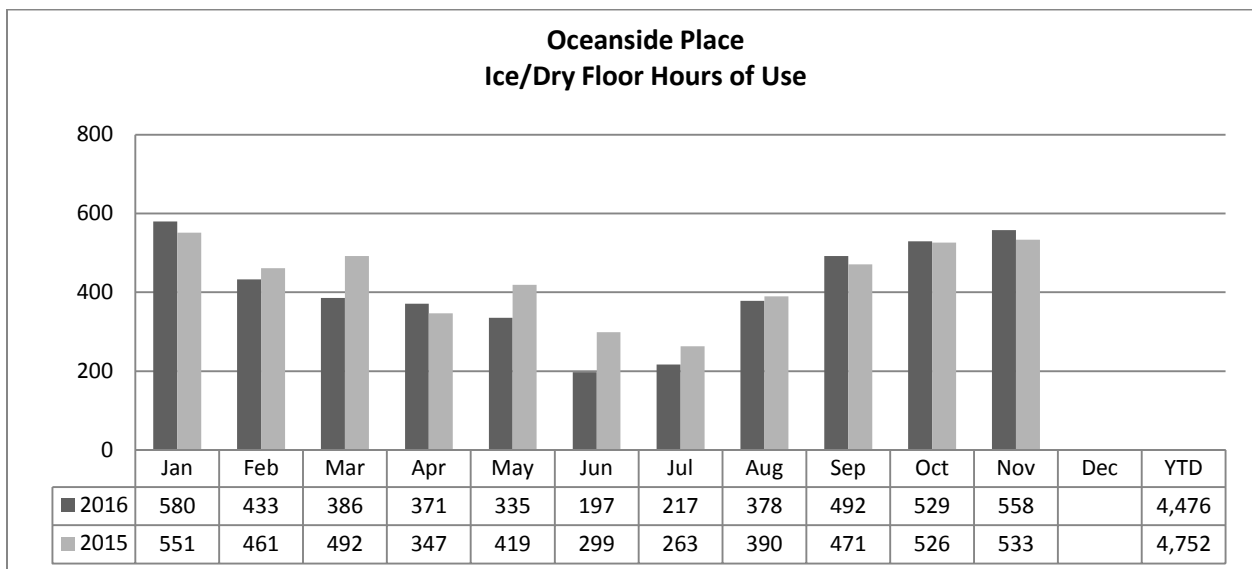
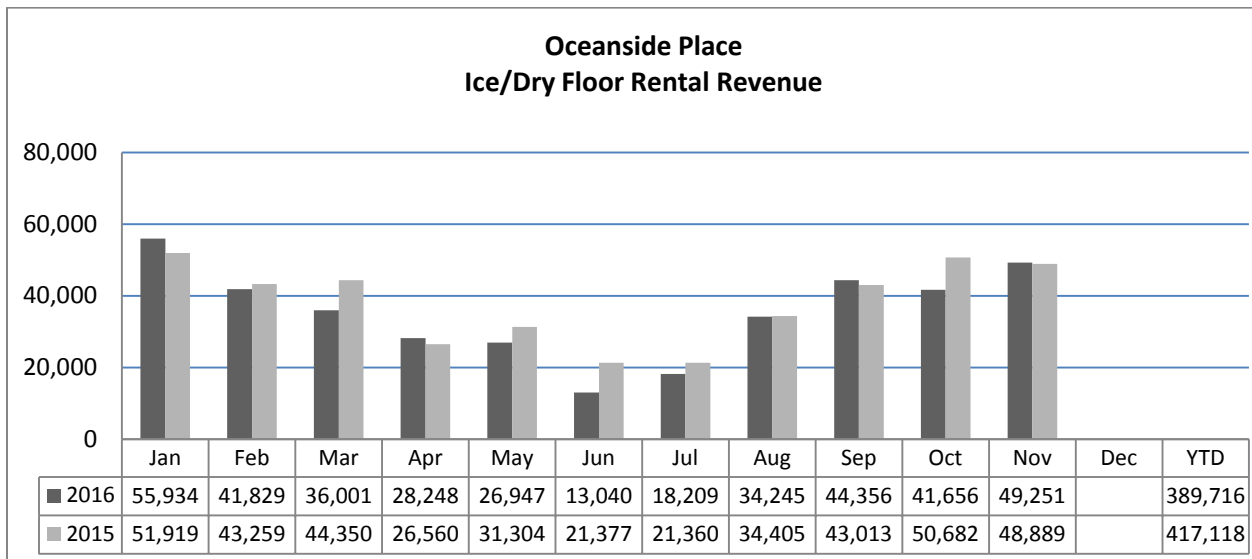
- Ice and dry floor usage was up slightly in November with 558 hours of use compared to 533 in 2015.
- Revenue was up at \$49,251 compared to \$48,889 in 2015.

- Oceanside Minor Hockey (OMHA) hosted a 16 team Midget Tournament November 11-13 using both the Howie Meeker and Victor Kraatz rinks. Teams were from the Lower Mainland and Vancouver Island.

FACILITY OPERATIONS

- Staff have begun organizing for this year’s Winter Wonderland and are working on preparing the displays, decorations and lighting.
- The ice plant monitoring and controls software was upgraded to a newer version in November.

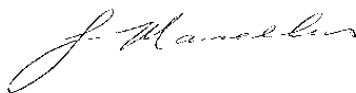
FACILITY USAGE



FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	62	44	23	0	0	1	0	0	3	39	48		220
Child	460	476	435	22	6	1	69	22	119	489	668		2,767
Student	128	109	55	5	11	6	15	9	26	130	229		723
Adult	606	475	325	200	179	153	52	35	179	414	467		3,085
Senior	721	729	576	540	440	283	233	265	515	749	823		5,874
Golden	49	60	44	26	19	8	4	4	22	19	10		265
Family	1,097	884	300	0	4	8	44	24	56	733	1,002		4,152
Totals	3,123	2,777	1,758	793	659	460	417	359	920	2,573	3,247		17,086

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2	2	2	1	1	37	69		332
Child	572	579	384	10	5	4	168	74	86	414	535		2,831
Student	185	172	108	31	30	37	38	26	59	150	228		1,064
Adult	502	578	269	225	220	189	90	112	234	368	483		3,270
Senior	688	685	469	594	575	470	234	242	460	649	784		5,850
Golden	46	42	28	22	14	12	1	1	11	28	34		239
Family	656	532	267	4	4	8	64	36	94	514	1,034		3,213
Totals	2,750	2,664	1,565	887	850	722	597	492	945	2,160	3,167		16,799



John Marcellus, Superintendent of Arenas Services

jmarcellus@rdn.bc.ca

December 4, 2016

Reviewed by:

- D. Banman, Manager of Recreation Services
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

TO: District 69 Recreation Commission **MEETING:** February 16, 2017

FROM: John Marcellus
Superintendent of Arenas Services **FILE:**

SUBJECT: District 69 Recreation Commission December 2016 Report – Oceanside Place

RECOMMENDATION

That the Oceanside Place December 2016 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

- The “Santa” bus paid a visit to Oceanside Place on Sat, Dec. 10. This specially decorated bus by Transit was parked outside the arena and the public were encouraged to go on board to see Santa who handed out candy canes and interacted with the participants. Donations of food or cash were received and all proceeds went to charity.
- Two “Hockey Skills for Women” sessions were offered in December. Instructed by Heath Dennison, registration was strong with a total of 32 registrations.
- Todd Sjogren of BMO financial Group and Anthony MacAuley Notary Public Corp co-sponsored a Toy Drive and free skating session on Saturday, Dec. 17. There were 134 skaters in attendance. The organizers are planning to make this a yearly event and will return in 2017.
- The last Lions Family Free Skate of 2016 was held on Dec. 18 from 12:15-1:45pm. There were 276 skaters in attendance.
- Over 3500 skaters enjoyed Winter Wonderland Dec. 13 – Dec. 18, the first week of the decorated arena. This is always the busiest week due to large school attendances and many private rentals. There were a total of over 7,700 skaters on Winter Wonderland from opening day to closing on Dec. 31st. These numbers included public skate sessions, sponsored skate sessions and private rentals. This was the best attendance ever on Winter Wonderland.
- Stanford Place Care Home brought 9 residents to Winter Wonderland on Tuesday, Dec. 20. A group of LIT’s (Leaders In Training) helped greet the seniors and accompany them around the ice. After, everyone had coffee or tea and cookies in the lobby, courtesy of Complete Vending. This was the first time a care home had attended Winter Wonderland and it went very well. The staff and residents enjoyed the event and are planning to recommend that other care homes in the area consider this opportunity for future.
- Tim Horton’s sponsored a Christmas Eve Everyone Welcome skate session that attracted 308 skaters.

- Each year a Boxing Day Skate is held and this year saw 293 people attend which was an increase from 195 participants in 2015.
- Tim Horton's also sponsored the New Year's Eve Family event again this year on Dec. 31. There were 450 tickets available and were all gone by Dec. 19. Tim Horton's owners are so pleased with this event that they have already promised to sponsor it again next year.
- Arena attendances were down slightly in December 2016 with 4,969 skaters compared to 5,048 in December 2015. While Winter Wonderland was very well attended, there were more private rentals resulting in less public skate availability.

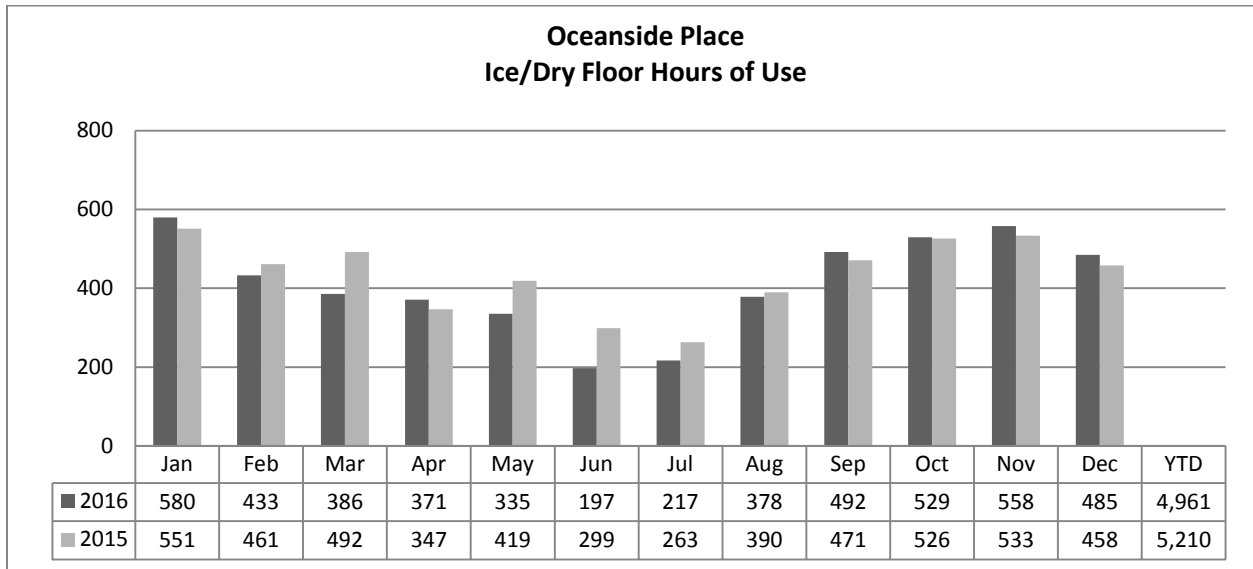
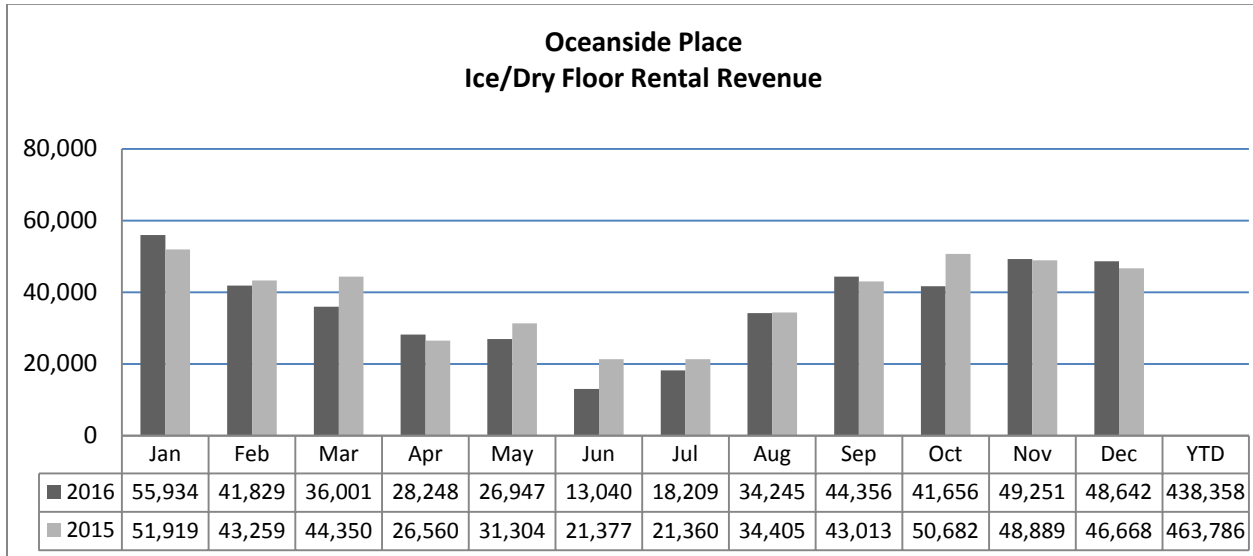
FACILITY RENTALS

- Ice usage was up in December with 485 hours of use compared to 458 in 2015.
- Revenue was up for December at \$48,642 compared to \$46,668 in 2015.
- Winter Wonderland public sessions and private rentals started on Tuesday, Dec. 13. School and private rentals were up this year with 15 school bookings and 20 private rentals compared to 14 school bookings and 14 private rentals in 2015.
- Shaw Cable hosted a private family and friends event on Sunday, Dec. 18 which took over Winter Wonderland and the Pond for most of the day. There were approximately 500 people in attendance. This is the first time they have held this event at Oceanside Place. They were very happy with the facilities and the staff accommodations and plan to come back next year.
- Oceanside Minor Hockey (OMHA) hosted a 6 team Pee Wee Rep Tournament December 19-21. Teams were from Powell River and Vancouver Island.
- Oceanside Minor Hockey (OMHA) also hosted a 10 team Bantam Tournament December 27-30. Teams were from Vancouver Island, Campbell River to Victoria.

FACILITY OPERATIONS

- The month of December proved to be more "wintery" than some years past and staff were kept busy with addressing snow removal and applying sand and salt. The parking lot areas were addressed by the contractor - Parksville Heavy Equipment, who did an admirable job given the icy conditions.
- Facility staff setup Winter Wonderland in the Victor Kraatz Rink during the evening of Dec. 11th and through Dec. 12th.

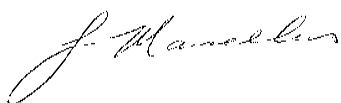
FACILITY USAGE



FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	62	44	23	0	0	1	0	0	3	39	48	107	327
Child	460	476	435	22	6	1	69	22	119	489	668	949	3,716
Student	128	109	55	5	11	6	15	9	26	130	229	508	1,231
Adult	606	475	325	200	179	153	52	35	179	414	467	862	3,947
Senior	721	729	576	540	440	283	233	265	515	749	823	498	6,372
Golden	49	60	44	26	19	8	4	4	22	19	10	10	275
Family	1,097	884	300	0	4	8	44	24	56	733	1,002	2,035	6,187
Totals	3,123	2,777	1,758	793	659	460	417	359	920	2,573	3,247	4,969	22,055

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2	2	2	1	1	37	69	125	457
Child	572	579	384	10	5	4	168	74	86	414	535	1,213	4,044
Student	185	172	108	31	30	37	38	26	59	150	228	361	1,425
Adult	502	578	269	225	220	189	90	112	234	368	483	1,157	4,427
Senior	688	685	469	594	575	470	234	242	460	649	784	497	6,347
Golden	46	42	28	22	14	12	1	1	11	28	34	21	260
Family	656	532	267	4	4	8	64	36	94	514	1,034	1,674	4,887
Totals	2,750	2,664	1,565	887	850	722	597	492	945	2,160	3,167	5,048	21,847



John Marcellus, Superintendent of Arenas Services

jmarcellus@rdn.bc.ca

January 9, 2017

Reviewed by:

- D. Banman, Manager of Recreation Services
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

TO: District 69 Recreation Commission **MEETING:** February 16, 2017

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

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

RECOMMENDATION

That the Ravensong Aquatic Centre November 2016 report be received.

PROGRAMS/EVENTS/ RENTALS

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

- Nov 5 National Lifeguard recertification - Cancelled low registration
- Nov 17 Last day of fall session #1 - afterschool swim lessons
- Nov 12 Princess and Pirate Family Swim – 40 attended
- Nov 21 First day of fall session #3 - afterschool swim lessons
- Nov 19 WSI Step 2- Cancelled low registration
- Nov 26 First Aid certification course – 8 registered

Ongoing:

- Registration for November Aquatic Programs (Fall swim lessons)
- Swim Lessons – Adult, Child, Infant
- Leadership Courses
- Private Swim Lessons
- Adult Swim for Fitness
- Dive Club
- Home School Lessons

Year	Participants	Revenue
2014	218	\$14,866
2015	163	\$9,737
2016	223	\$12,791

FACILITY OPERATIONS

- No major mechanical issues at RAC in November.
- The vacant Permanent Part Time Team Leader position was awarded to an existing RAC Lifeguard Instructor, Monica Garcia, and the vacant Permanent Part Time Lifeguard position was awarded to Ariel Pretty an existing casual Lifeguard Instructor.

FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	269	253	212	163	150	127	145	124	145	288	288		2,164
Child	658	783	760	343	388	250	722	504	302	619	486		5,815
Student	326	370	341	332	219	220	221	119	153	233	263		2,797
Adult	2,766	2,697	2,514	2,058	2,037	1,852	1,760	1,159	1,335	2,421	2,656		23,255
Senior	4,133	4,166	4,127	3,810	3,560	3,419	2,886	1,905	2,315	3,933	4,170		38,424
Family	1,298	1,111	1,440	832	757	558	1,413	808	608	1,238	1,160		11,223
Golden	678	675	659	661	673	701	553	423	512	691	716		6,942
Totals	10,128	10,055	10,053	8,199	7,784	7,127	7,700	5,042	5,370	9,423	9,739		90,620

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

Mike Chestnut
mchestnut@rdn.bc.ca
 December 4, 2016

Reviewed by:

- D. Banman, Manager of Recreation Services
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

TO: District 69 Recreation Commission **MEETING:** February 16, 2017
FROM: Mike Chestnut **FILE:**
Superintendent of Aquatic Services
SUBJECT: District 69 Recreation Commission December 2016 Report – Ravensong Aquatic Centre

RECOMMENDATION

That the Ravensong Aquatic Centre December 2016 report be received.

PROGRAMS/EVENTS/RENTALS

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

- Dec 5 Last Day of Homeschool Lessons - FULL registration – 25 registered
- Dec 15 Springwood school Rental – 120 children
- Dec 16 QBES School Rental – 110 children
- Dec 21 Holiday Swim - 186 attended.
- Dec 28 Qualicum First Nations Rental - 45 attended

Ongoing:

- Registration for Fall Aquatic Programs
- Swim Lessons – Adult, Child, Infant
- Leadership
- Private Swim Lessons
- Adult Swim for Fitness
- Dive Club
- Home School Lessons

Year	Participants	Revenue
2014	823	\$55,216
2015	794	\$51,530
2016	823	\$58,704

FACILITY OPERATIONS

- No major mechanical issues at RAC in December.
- Maintaining adequate staffing levels has once again become critical as resignations and availability of existing staff have created shortages. 3 permanent part time lifeguard/instructors positions are currently being advertised.

FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	269	253	212	163	150	127	145	124	145	288	288	254	2,418
Child	658	783	760	343	388	250	722	504	302	619	486	620	6,435
Student	326	370	341	332	219	220	221	119	153	233	263	208	3,005
Adult	2,766	2,697	2,514	2,058	2,037	1,852	1,760	1,159	1,335	2,421	2,656	2,355	25,610
Senior	4,133	4,166	4,127	3,810	3,560	3,419	2,886	1,905	2,315	3,933	4,170	3,299	41,723
Family	1,298	1,111	1,440	832	757	558	1,413	808	608	1,238	1,160	1,141	12,364
Golden	678	675	659	661	673	701	553	423	512	691	716	496	7,438
Totals	10,128	10,055	10,053	8,199	7,784	7,127	7,700	5,042	5,370	9,423	9,739	8,373	98,993

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

Mike Chestnut
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 January 4, 2016

Reviewed by:

- D. Banman, Manager of Recreation Services
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

TO: D69 Recreation Commission **Meeting:** February 16, 2017

FROM: Hannah King
Superintendent, Recreation Program Services **FILE:**

SUBJECT: District 69 Recreation Commission November 2016 Report – Northern Recreation Services

RECOMMENDATION

That the Northern Community Recreation Services November 2016 report be received.

PRESCHOOL PROGRAMMING

- Parent & Tot Gymnastics (18mo-3yrs) – 8 registrants (good)
- Parent & Tot Gymnastics (18mo-3yrs) – 9 registrants (good)
- Parent & Tot Gymnastics (18mo-3yrs) – 16 registrants (full)
- Tiny Tot (3-4yrs) – 8 registrants (good)
- Tiny Tot Gymnastics (3-4yrs) – 16 registrants (full)
- Kindergym (4-5yrs) – 8 registrants (good)
- Kindergym (4-5yrs) – 11 registrants (good)
- Tot Soccer and Sports (3-4yrs) – 14 registrants (full)
- Parent and Tot Gym Time (2-5yrs) – cancelled due to no registration

CHILDRENS' PROGRAMMING

- Claytime Creations for Children (5-8yrs) – 4 registrants (poor)
- Junior Beginner Gymnastics (5-8yrs) – 17 registrants (full)
- Junior Beginner Gymnastics (5-8yrs) – 16 registrants (full)
- Junior Gymnastics (blended age/skills; 4-11yrs) – 8 registrants (good)
- Junior Intermediate Gymnastics (5-8yrs) – 13 registrants (excellent)
- Junior Intermediate Gymnastics (5-8yrs) – 14 registrants (excellent)
- Senior Gymnastics (9-13yrs) – 17 registrants (full)
- Acro Gym 60 minute (8yrs-adult) – 8 registrants (good)
- Acro Gym 90 minute (8yrs-adult) – 8 registrants (good)
- Drop in Gym Parksville– 76 drop-ins at 8 sessions
- Drop in Gym Qualicum Commons– 20 drop-ins at 4 sessions
- Birthday Party at the Gym – 3 private bookings in November
- Adaptive Gymnastics- cancelled due to low registration; changed to Junior blended class

Public and Agency Meetings

- Monthly roundtable meeting of Building Learning Together (BLT) held at Family Place
- Qualicum Commons – tenants' meeting

YOUTH PROGRAMMING

- Babysitters: 14 (full)
- Comics: 10 (full)
- Snow Art and Skate Pro D Camp: 20 (full)
- Paint Me Acrylic Painting: Cancelled due to low registration
- Youth Red Cross emergency First Aid: Cancelled due to low registration
- Art Birthday Parties: Nov 5 and Nov 10: Cancelled due to no registration

Community Development

- Collaborated with VIU Recreation and Tourism Management to bring 70 students to Qualicum Commons to listen to a panel of local champions speak about community development. Presenters included Paulette Harcourt from SOS, Cathy Whitehead, founder of ENITY, Judi Malcolm from BLT and Heather Mahoney, Chair of Kidfest.
- Chaired monthly YouthLink roundtable meeting. Attendees included representatives from VIRL, Town of Qualicum Beach, and ACRA, Local Action Team lead for the Collaborative, Career Centre, SOS, RCMP, Nanaimo and Area Resource Service for Families, Discovery, Ballenas Secondary School and Family Resource Association.
- Chaired Youth Recreation Advisors Meeting. VIU Recreation and Tourism Management student Graham Burns attended. Graham is doing an abbreviated needs assessment for the Town of Qualicum Beach to research whether or not the town should go ahead with further research into the need for improvements to the skate park in Qualicum Beach.
- Met with a new art instructor for spring/summer programming
- Attended Master Plan focus group

ADULT PROGRAMMING

- Choose to Move – Additional program added due to demand. Funding provided by BCRPA. 5 registered.
- Strength and Stretch Parksville – 11 registered
- Strength and Stretch Qualicum Beach – 7 registered + Drop-in Participants
- Zumba – 9 registered. Moderate registration
- Gentle Fit – 8 registered + drop-in
- Gentle Cardio – 11 registered + drop-in. Great
- Seated Fitness in Qualicum Beach - 9 registered
- RX Suspension Training – cancelled due to low registration
- Hula Hoop Cardio – cancelled due to low registration
- Seated Fitness in Parksville – 9 registered + drop-in.
- By request, Indoor Fitness Walking trial at Arbutus Meadows. 15 and 14 participants. Good turn out, but not enough to be sustainable. Working on alternatives.
- Salmon Tour at Big Qualicum River – 20 registered + 2 Waitlist
- 10X Pass for Pickleball now available
- Creating with Clay (12yrs-adult) – 5 registrants (good)

Community Development, Projects and Promotions

- Met with Qualicum Beach Seniors Centre to assist with finding a new fitness instructor. Hosted 3 demonstrations at their facility.
- Attended a Town Hall Meeting on Seniors Health
- Hosted the first Older Adult and Seniors Recreation Round Table meeting. Next meeting scheduled for January 18, 2017.
- Oceanside Health Wellness Network (OHWN) Network Development Action Group Meeting
- Met with Island Health Integrated Services Team at the Oceanside Health Centre to discuss opportunities for collaboration.
- Met with staff from Stanford Place to provide a fitness program for assisted living residents at the facility and open to the public.
- Presentation at the Qualicum Beach Newcomers Alumni
- Presentation at the Qualicum Beach Rotary (morning)
- Met with the Alzheimer Society to discuss how we can assist them in reaching residents and professionals in the District 69 area

AREA H PROGRAMMING

- Cartooning in Bowser: ended November 16th. Good feedback from the program participants. There will be a second art class in January, with same instructor
- 20-20-20 Fitness Class – Luis, a new resident in Bowser, wants to do group fitness classes. Class on demand to start November 2 was cancelled due to no registration. We have set up another class, to start on January 11 and hope to get more registration.

Special Projects & Events

- Performance Recognition –Ceremony took place on Thursday November 17th. 48 nominees were honoured. This was the biggest ceremony since the first year that the program was in place, and included our first cultural honoree. We included a slide show with photos of those being honoured. Feedback was positive.

Community Development

- Attended unveiling of the Cultural Kits at the Qualicum First Nation. These kits will be available for use by our Summer Playground at Qualicum First Nation Campground

MARKETING & COMMUNICATIONS

Advertising

- Radio ads – give the gift of recreation, Winter Wonderland and New Year’s Eve, Now is the time to get moving.
- Guide and poster run – November 16

Communication

- Kelly Valade and Valerie McNutt attended monthly radio interview with 88.5 Beach Radio and Dave Graham re: Winter Wonderland and New Year's Eve.
- Social media – Recreation posted 11 posts on Facebook in November. Top posts: Fitness walking 3230 views (paid ad)
 - 1 Paid ad: Fitness walking
- Campaigns: Winter/New Years' Eve/Winter Wonderland focus
- Register now for programs starting this January
- Winter School flyer produced
- Newspaper/ Social media ads booked

SUPERINTENDENT'S NOTES

- Working with programming team on the preparation of grant submissions for the 2017 Island Health Community Grants
- Attended one on one session with Master Plan consultation team
- Attended Town Hall Meeting on Seniors Health hosted by MP Johns
- Attended 'Cultural Boxes' unveiling event at Qualicum First Nations



Hannah King

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January 17, 2017

Reviewed by:

- Dean Banman, Manager, Recreation Services
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

TO: D69 Recreation Commission **Meeting:** February 16, 2017

FROM: Hannah King
Superintendent, Recreation Program Services **FILE:**

SUBJECT: District 69 Recreation Commission December 2016 Report – Northern Recreation Services

RECOMMENDATION

That the Northern Community Recreation Services December 2016 report be received.

PRESCHOOL PROGRAMMING

- No new program starts

CHILDRENS' PROGRAMMING

- Claytime Creations for Children (5-8yrs) – 3 registrants (poor)
- Claytime Glazing – 4 registrants (poor)
- Drop in Gym Parksville– 36 drop-ins at 6 sessions
- Drop in Gym Qualicum Commons– 5 drop-ins at 3 sessions
- Birthday Party at the Gym – 3 private bookings in December

Contractor Update

- A new Program Leader was hired to replace one who is leaving in January. Brooke Chase will be working at Qualicum Beach, Bowser and Parksville program locations.

Public and Agency Meetings

- December 1 – Building Learning Together at Family Place monthly roundtable meeting.

Community Development

- District 69 Recreation Grants- next deadline is January 27, 2017
- District 69 Recreation Grants – 44 grants totaling \$62,500 were dispersed to local non-profit groups to provide recreation programs and events. (Attachment 1: Summary Report)
- Financial Assistance – 169 households requested financial assistance in 2016 totalling \$28,895. Of the total number of households receiving assistance, 71 (42%) were new requests for financial assistance, primarily young families or seniors. The majority of subsidies are requested for public swimming admissions.

YOUTH PROGRAMMING

- Teens Only Skate on Winter Wonderland: 97 youth attended. Free event. DJ All Good played at the event. Youth Recreation Advisors (YRAs) and Leaders in Training (LITs) helped at the event.
- New Youth Arts Programming (YRA recommendation)
 - Paint Me Acrylic Painting: cancelled low registration
 - Paint Me Window Painting: cancelled due to low registration
 - Comics: 11 (excellent)
- Planning and inputting for spring/summer Active Living Guide 2017 youth programs and summer camps

Community Development

- Grade 9 Health Fair at Ballenas. Approximately 130 students attended. Programmer was part of a panel on achieving a healthy lifestyle and two program leaders engaged students in various activities.
- Chaired monthly Youth Link round table meeting. Representatives from Family Resource Association, Vancouver Island Library, Discovery, Island Health, RCMP, Parksville Baptist Church, SD 69 and CYMH present.
- Chaired Youth Recreation Advisor meeting - 8 youth attended. YRAs reviewed and made recommendations for upcoming spring and summer programming.
- Part of RDN New Year's Eve event hosting team at Oceanside Place. 4 YRAs, 8 LITs and 6 Junior Leaders helped at the event.

ADULT PROGRAMMING

- All programs wrapped up by December 18
- Due to the population many of the classes serve, 9 sessions were cancelled due to snow or ice conditions. Refunds provided.
- Confirming details and inputting programs for spring/summer 2017

Community Development, Projects and Promotions

- Met with members of the Parksville Golden Oldies Association (PGOSA) executive to discuss opportunities to work together in 2017
- Participated in a Physical Literacy Webinar
- Submitted an Application for Island Health Community Wellness Grant
- Attended the OHWN Holiday Social and presentation by Dr. Hasselback regarding recent regional health statistics and future trends.

AREA H PROGRAMMING

- Floor Hockey – ended beginning of December. Participants are keen to continue on through to the spring with new registration starting in January.
- Winter Children's Programs - currently have some registration.
- 20-20-20 Fitness Class –Set to start on January 11. Currently no registration.
- Program planning for spring and summer 2017.

Special Projects & Events

- Employee Wellness Committee:
 - Meeting December 6
 - Winter Wonderland Staff and family skate Dec 17th
- BCRPA Symposium Planning committee – continue to meet with planning committee

Community Development

- Met with new Lighthouse Hall booking manager, Andy Mundy. He is keen to work with us establishing rental rates and process and is also going to instruct a spring dancing program.

MARKETING & COMMUNICATIONS

Advertising

- Display ads – Parksville Qualicum Beach (PBQ) News: Polar Bear Swim, Winter Wonderland, Nanoose Business Directory: Adult Fitness
- Radio ads – Give the Gift of Recreation, Winter Wonderland and NYE, Now is the time to get moving
- Guide and poster community distribution run – December 7

Communication

- Monthly radio interview December 12 with 88.5 Beach Radio and Dave Graham re: Winter Wonderland and Polar Bear Splash
- Social media – Recreation posted 16 posts on Facebook in December. Top posts: Santa Bus coming to Oceanside Place – 2,369 views

Campaigns

- Register now for programs starting this January
- Winter School flyer produced – released to schools December 7
- Newspaper/ Social media ads booked

SUPERINTENDENT'S NOTES

- Attended Rapid Damage Assessment Training session
- Continued to manage the distribution of Island Health Community Wellness grant funding
- Updated 2017 revised budget to reflect shift of First Aid programming responsibility from Aquatics to NRS



Hannah King
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January 17, 2017

Attachments

1. D69 Rec Grants Summary Reports Tracking

Reviewed by:

- D. Banman, Manager, Recreation Services
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachment 1

Recreation Grants Summary Reports Tracking		
Grant Period: Winter 2016 Funds received in April 2016/ Summary Report due April 2017		
Community Group	Grant Amount	Comments
893 Beaufort Squadron- training activities	1,950	
Arrowsmith Community Recreation Association – youth week basketball event	735	report rec'd June 2016
Ballenas Secondary School- Dry Grad Committee	1,200	report rec'd August 2016
Ballenas Secondary School - First Nations education trips	2,500	June 2016 student videos submitted; report rec'd Nov 2016
Errington Elementary School - Tribune Bay trip	2,500	report rec'd July 2016
Ravensong Waterdancers Synchro Club - pool rental	2,100	report rec'd June 2016
The Nature's Trust – Brant Festival youth photo exhibit	700	report rec'd May 2016
Arrowsmith Community Recreation Association- Coombs Community Picnic	877	report rec'd June 2016
Arrowsmith Community Recreation Association- Food Skills Program	750	
Errington Elementary School PAC- grade 3 swim program	2,500	report rec'd June 2016
Errington Therapeutic Riding Association - program expenses horses and arena & insurance	1,000	report rec'd Sep 2016
Nanoose Bay Activities and Recreation Society - sounds system	2,500	
Oceanside Building Learning Together Society - Dad's Night Out Skating	658	
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,000	report rec'd Sep 2016
Grant Period: Spring 2016 Funds received in July 2016/ Summary Report due July 2017		
Bard to Broadway - Performing Arts Education Series	1,590	
Bard to Broadway - Summer Youth Theatre Workshop	380	
Errington War Memorial Hall Association- World Music Youth Camp	1,050	report rec'd Aug 2016
District 69 Family Resource Association - youth sports/music program	2,400	
District 69 Family Resource Association - 4-days summer camp activity	563	

Kwalikum Secondary School - Dry Grad	1,200	report rec'd Sep 2016
Ravensong Breakers Aquatic Club- equipment	2,200	
Arrowsmith Community Recreation Association - Coombs Candy Walk	1,000	report rec'd Nov 2016
Bow Horne Bay Community Club - Fall Fair children's activity	1,200	report rec'd Sep 2016
Corcan Meadowood Residents' Association - Halloween event	1,200	report rec'd Nov 2016
Corcan Meadowood Residents' Association - Canada Day event	800	report rec'd Nov 2016
Family Resource Association - Special Needs Family Retreat	1,200	report rec'd Dec 2016
Kidfest Society- event rentals	1,200	report rec'd Oct 2016
Nanoose Bay Activities and Recreation Society and Arrowsmith Community Recreation Association – Pickleball equipment	576	
Parksville Qualicum Pickleball Club - equipment	1,000	report rec'd July 2016
Qualicum Beach Community Education and Wellness Society - Root Bag program	800	
Qualicum Beach Elementary School PAC - play space	1,200	
Tri-Athletics Society - pool rental	1,200	
Vancouver Island Opera	1,500	
Grant Period: Fall 2016		
Funds received in Dec 2016/ Summary Report due Dec 2017		
Arrowsmith Community Recreation Association- youth sports programs	\$4,200	
District 69 Family Resource Association- youth life skills program food and supplies	\$2,500	
Parksville Curling Club- junior program equipment	\$2,500	
Arrowsmith Agricultural Association - Family Day Celebration	\$1,414	
Errington Elementary School- Tribune Bay for low income families	\$2,500	
Inclusion Parksville Society (formerly PDACL)- tables, chairs, tents	\$1,000	
Nanoose Place Seniors- carpet bowls for visually impaired players	\$828	
Oceanside Community Arts Council- senior's art program	\$1,250	
Qualicum Beach Lawn Bowling Club- bowling aides	\$1,000	
Qualicum Weavers and Spinners Guild- portable loom	\$1,200	
Ravensong Masters Swim Club- pool rental	\$1,000	

TO: Parks Committees and Commissions **MEETING:** January 2017

FROM: Wendy Marshall
Manager of Parks Services **FILE:**

SUBJECT: Parks Update Report

RECOMMENDATION

That the parks update for October, November and December 2016 be received as information.

SUMMARY

Planning and Capital Projects – Key Highlights

E & N Open – On December 23, the E&N Coombs to Parksville Rail Trail opened for use. This follows almost 3 years of planning and construction. Due to the weather, there are some items to be completed in the spring including rail crossings, paved aprons, crossing beacons and signage. The trail has proved very popular in the first few weeks and staff expect to see use increase as the weather improves. The grand opening is being planned for late April or early May.

Moorecroft Regional Park Buildings – Demolition and removal of the Caretaker house and Kennedy Hall are complete. Archeological monitoring during the Kennedy Hall revealed no significant findings. A Field Representative from Nanoose First Nation was in attendance along with the RDN’s Archeological Consultant during the demo. The project is complete with final inspection approvals on file.

Beachcomber Management Plan – Staff have been working on the first management plan for the park and held an open house for the plan in December. Approximately 30 people responded to a public survey providing comments on current use of the park and ideas for improvements. The plan will be wrapped up this spring.

Tipple Kiosk – The construction of the Tipple Kiosk in the Cedar Plaza adjacent to the Morden Colliery Regional Trail is now underway. Project construction includes the installation of two wood structures (for seating and information signage), plaza pavers and landscaping. Construction will be completed by March 2017.

Meadow Drive Picnic Shelter – The construction of the Meadow Drive Park picnic shelter is now complete. The structure is 22’x16’ in area and two picnic tables will be added to the shelter in the next few weeks.

Oak Leaf Community Park Development – The new park was designed and developed by parks staff using in-house resources. Work included the removal or modification of hazard trees, parking lot expansion, trail development, split rail fencing, and the installation of a concrete vault toilet and bear proof garbage receptacle. Further parking lot improvements are still underway and parks signs will be installed this spring.

Blueback Drive Community Park Development – Construction on the final phase of development continued into the fall until deteriorating weather conditions forced a break in activity. Surface and subsurface water flows on this site have been very challenging, resulting in a great deal of drainage mitigation work. Improvements to date include a rock retaining wall, gravel paths, cedar change house for divers/swimmers, toilet surround and waste receptacle. Temporary sedimentation controls are in place over the winter along with a monitoring program and work is expected to resume in early spring.

Operations – Key Highlights

Horne Lake Regional Park - Staff took advantage of unusual low water levels to inspect the engineered boat launch repairs carried out in 2015. No further evidence of undermining or scour was observed.

Nanaimo River Regional Park - BC Coastal Wildfire crew pruned a Ministry of Forest Douglas Fir experimental site within the Park for forest fire fuel reduction purposes. These well planned and supervised efforts provide training opportunities for BCWF crews at no cost to the RDN.

Gabriola Island - Parks and Utilities staff met on site with a VIHA Health Officer at both Descanso Bay Regional Park and Rollo McClay Community Park to conduct an annual water system compliance inspection. Subsequent receipt of the inspection report showed both systems to be in compliance with Provincial standards.

Coats Marsh Regional Park - Staff investigated the unauthorized removal of two large fir trees from Coats Marsh Regional Park. Ongoing work continues involving The Nature Trust of BC, Bylaws Dept., and RCMP towards a restitution agreement with an adjacent landowner who mistakenly removed the trees adjacent the property boundary.

Cox Community Park - A volunteer work party made significant improvements to winter trail conditions, and will be assisting staff with the installation of two log benches fabricated at the Parks shop. A new park ID sign was laid out on-site and ordered, and will be installed in January.

Descanso Bay Regional Park – Staff provided assistance and monitoring of the campground following the untimely loss of the Campground Operator. An RFP will be issued for a replacement Operator.

Parks Maintenance Contracts – The draft RFP has been created for landscape maintenance service in Community Parks, and following review is anticipated to be issued early February. This RFP should amalgamate several smaller contracts and ensure that future services are delivered to a higher standard.

Top Bridge Road Widening – Engineering review, tender and MOTI permits are in place. Site work anticipated to start in the fall was temporarily put on hold due to weather. Work will commence by March and prior to the seasonal opening of the lower parking lot.

All Community Parks - Regulatory signage has been replaced with new park identification signage throughout the entire RDN Community Parks inventory.

Service Calls -

- Hazard Trees - This season staff had a high number of hazard tree complaints, requiring investigation and the removal of several hazard trees at various park sites.
- Water Issues - Several calls were received regarding water issues, relating to drainage problems.

- Dogs off leash and aggressive dog behavior - Animal Control services are currently patrolling Moorecroft, Englishman River and Nanaimo Regional Parks to have a presence at the sites and hopefully reduce these occurrences.
- Complaints for Moorecroft Regional Park include illegal camping, beach fires, shellfish harvesting, removing wood branches and salal from the park.
- Other service calls included; illegal dumping of garbage, garden waste and animal carcasses.

Park Statistics

Year	Site	Aug	Sep	Oct	Nov	Dec	ADT	Days with data
2016	Witchcraft at trail marker #1	3,688	3,400	2,393	2,564	4,098	104.566	143
	Witchcraft at trail marker #10	2,972	2,538	1,068	777	516	48.336	143

Witchcraft at marker #1 is by the parking lot and would capture both hikers going up the mountain and people just visiting the lake. Marker #10 is on the Witchcraft Regional Trail which would only catch hikers. Please note numbers will have to be divided by two assuming the hikers went up and down the same way.

Permits

- A park use permit was issued to the Oceanside Community Arts Council for use of the Sunnybeach Water Access (Area H) in the launch of the Tidal Treasures tourism program. Staff worked with program proponents to resolve subsequent waterfront landowner concerns with trespass and environmental degradation here and at other beach sites being promoted by the program.
- The Corcan-Meadowood Residents’ Association was issued a park use permit to hold their annual Hallowe’en Spectacular at Meadowood Community Park (Area F).
- Nanoose Bay Elementary School began another school year of permitted use at Moorecroft Regional Park for outdoor K/1/2 classes.
- The Mount Arrowsmith Biosphere Region invited the public to help identify ten Amazing Places in the Biosphere, and Top Bridge was selected for this special list. A park use permit was issued to VIU to film at Top Bridge and to erect permanent signage about this amazing place on the side of the existing RDN kiosk at the Top Bridge Crossing suspension bridge.



Wendy Marshall
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 February 6, 2017

Reviewed by:

- T. Osborne, General Manager of Recreation and Parks

Attachments

1. Parks Work Plan - Jan 2017

Parks Work Plan January 2017 Update

PARK PROJECTS AND REQUESTS								
Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
A	15-569	2016-002	Beach Accesses	Driftwood Beach Access stair design	2016		Completed	
A	16-785	2017-002	Beach Accesses	Driftwood Beach Access stair consultation and design	2017	2017 Q2	Not started	Planned for Spring 2017
A		2018-001	Beach Accesses	Driftwood Beach Access stairs construction	2018		Not started	Planned for 2018
A	15-568	2016-001	Cedar Plaza	Tipple construction	2016	2017 Q1	Delayed	Construction has started but is delayed due to weather.
A	15-568	2017-001	Cedar Plaza	Sign boards for the Tipple Structure	2017	2017 Q1	Not started	Planned for Spring 2017
A	Staff	2017-003	Skatepark	Concrete headwalls	2017	2017 Q3	Not started	Planned for Summer 2017
B	16-348	2017-006	707	Signs review and update	2017	2017 Q4	Not Started	Fall of 2017
B	15-565	2016-005	Cox	Entry sign installation	2016	2017 Q1	Underway	Sign is ordered and will be installed in the coming weeks
B	15-565	2016-006	Cox	Bench installation	2016	2017 Q1	Underway	Benches to be installed in next few weeks
B	Staff	2017-008	Decourcey stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-677	2016-008	Development	Density transfer/subdivision review and comment	2016	TBD	Underway	Report done for board and response sent to Islands Trust (IT). Now with IT.
B	Grant	2017-004	Huxley	Playground design and install	2017	2017 Q4	Not started	Timeline for project will be determined once the outcome of the grant applications is known.
B	15-438	2017-005	Huxley	Sport Court upgrades	2017	2017 Q4	Not started	Timeline for project will be determined in once
B	15-369	2016-003	Huxley	Skate Park detail design	2016	2017 Q1	Underway	RFP has been awarded
B	Staff	2017-009	Joyce Lockwood Stairs	Rebuild Beach Access stairs	2017	2017 Q3	Not started	Planned for the summer of 2017
B	Staff	2017-010	Malspina Galleries	Trail work/garbage can install	2017	2017 Q3	Not started	Planned for the summer of 2017
B	16-346	2016-007	McCollum Road Cash in Lieu	Work with Developer for processing the Cash in Lieu	2016	TBD	Underway	Waiting for developer to received his PLA and final approval.
B	15-089	2017-007	Rollo	Dog Park design - work with community group	2017	2017 Q4	Not started	Planned for Fall of 2017
B	Posac	2016-004	Strand Boat Launch	Repair	2016		Completed	
B	Posac	2016-007	Whalebone	Various upgrades	2016	2017 Q3	Delayed	Work to continue throughout 2017
B-CWrks	Board	2015-001	Village Way Path	Design/MOTI approval	2015	2017 Q1	Underway	Plan redesigned per MOTI response in 2016 and the new design presented to MOTI. MOTI approved moving forward to the permitting stage. Costing will be done and the next steps discussed with the Area Director.
B-CWrks		2017-011	Village Way Path	Construction	2017	2017 Q4	Not started	To be determined once costing is obtained and direction provided by Area Director.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
C EW/PV	Posac	2018-003	Andres Dorrit	Information sign design and install	2018		Not started	Planned for 2018
C EW/PV	Posac	2018-004	Andres Dorrit	Detailed design	2018		Not started	Planned for 2018
C Ext	Staff	2016-017	Park Improvements	General			Not started	TBD
C Ext - CWrks		2018-002	Extension School	Agreement/Reno	2018		Not started	Planned for 2018
E	16-197	2016-009	Claudet	Utilities lot transfer	2016	TBD	Underway	Information was provided to Water Services. Water Services is working on the transfer.
E	Posac	2018-005	Trail Project	TBD	2018		Not started	Planned for 2018
E-CWrks	Board	2015-002	Blueback	Construction	2015	2017 Q2	Delayed	Work continued through the fall with the
E-CWrks	Posac	2106-011	Claudet	Final development	2016		Completed	
E-CWrks	16-564	2016-010	Oakleaf	Development as per plan	2016	2017 Q1	Underway	Phase 1 complete except for bench and signage. Signage is awaiting confirmed name for the park.
F	Posac	2017-012	ACT Trails	Land Agreement for trail development	2017	2017 Q1	Underway	Land agreement underway.
F	Posac	2018-009	ACT Trails	Trail development	2018		Not started	Planned for 2018
F	Posac	2018-006	Errington	Playground design	2018		Not started	Planned for 2018
F	Staff	2018-007	Errington	Operator Agreement	2018		Not started	Planned for 2018
F	Staff	2017-013	Meadowood	Parking lot improvements	2017	2017 Q3	Not started	Planned for summer of 2017.
F-CWrks	Posac	2019-001	Errington Playground	Construction	2019		Not started	Planned for 2019
G	Staff	2017-015	Boulton	Replace playground borders	2017	2017 Q3	Not started	Planned for summer of 2017.
G	Posac	2018-010	River's Edge Plan	Playground design	2018		Not started	Planned for 2018
G	16-619	2017-014	Stanhope Trail	Planning, construction	2017	2017 Q4	Underway	Detailed design of an asphalt paved connector trail from the end of Wally's Way to Ackerman Rd is complete, including drainage works, bollards, signs, fence and planting. Construction could occur following approval to proceed.
G-CWrks	Posac	2019-002	French Creek Paths/Trails	TBD	2019		Not started	Planned for 2019
G-CWrks	16-059	2016-012	Little Qualicum Hall	Assessment and report on condition of the building	2016	2017 Q1	Underway	Report being prepared for the March Area G POSAC meeting
G-CWrks		2018-011	Little Qualicum Hall	Carry out action from report	2018		Not started	Planned for 2018
H	16-281	2016-017	Beach Accesses	Assess sites and install signs at sites identified by the POSAC	2016	2017 Q1	Not started	Project to start in coming weeks
H		2017-016	Dunsmuir	Detail design	2017	2017 Q4	Not started	Planned for summer of 2017.
H		2018-012	Dunsmuir	Phase I construction	2018		Not started	Planned for 2018

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
H	Board	2014-582	Grant - Lighthouse Community Centre Society	Blding upgrades as identified by the LCCS -Installment 4	2017	2017 Q2	Not started	Report for 2016 spending received. Funds for 2017 will be released once budget is approved and funding requests received from the LCCS.
H	Staff	2016-013	Lions Park	Operator Agreement	2016	2017 Q1	Underway	Meeting held mid-January with the Lions Club to review the Club's short and long-term interests, and a new tenure arrangement. A draft transition document will be tabled for discussion at a late March meeting with the Lions.
H	Posac	2019-003	Oakdowne	Licence on other crown parcels surrounding the park	2019		Not started	Planned for 2019
H	Other	2016-014	Roadside Trails	OPC planning - work with Planning Department on their process	2016	2017 Q1	Underway	Response was provided on the draft of the Active Transportation plan.
H	Staff	2017-017	Thompson-clark	Stair repair	2017	2017 Q3	Not started	Planned for summer of 2017.
H	Other	2016-015	Trails Initiative	Community Trails - GIS work and signs	2016	TBD	Underway	Signs installed at Hatchery. GIS captured trail data. Signs to be installed.
H	Posac	2018-013	Wildwood	Kiosk development and install - split with Regional	2018		Not started	Planned for 2018
H-CWrks	Other	2020-001	Area H Roadside Trails	Work with MOTI on any development of trails along the road.	2020		Not started	Timing will depend on the Active Transportation Plan currently under development.
Other - Comm	Other	2018-014	Bike Network Plan	Develop plans	2018		Not started	Planned for 2018
Other - Comm	Operational		Development	Subdivision/parkland - review, comments and POSAC input			On Going	Ongoing as required through planning
Other - Comm	16-616	2016-018	Park Signage	Remove old and install simple signage	2016	2017 Q1	Underway	All most all signs removed and replaced with park name signs
REG	Staff	2017-019	Ammonite Falls Trail	Bridge studies	2017	2017 Q4	Not started	Work planned for the summer of 2017.
REG	Staff	2018-020	Arboretum	Kiosk upgrade -design new sign with volunteers and install	2018		Not started	Planned for 2018
REG	Operational	2016-028	Beachcomber	Management Plan development	2016	2017 Q2	Underway	First round public consultation completed. Draft plan being written.
REG	Mngmnt Plan	2018-019	Benson Creek Falls	Kiosk	2018		Not started	Planned for 2018
REG	16-668	2017-049	Benson Creek Falls	Parking - monitor and communicate with residents	2017	2017 Q4	Underway	Continue to monitor Creekside parking lot with Footprints Security beginning in March.
REG	16-669	2017-048	Benson Creek Falls	Parking feasibility study and design - Weigles entrance	2017	TBD	Not started	Will begin with survey of area and preliminary design of parking lot in 2017

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	16-649	2017-038	Coats Marsh	Bat study	2017	2017 Q1	Not started	Consultant will be hired in the coming weeks.
REG		2017-037	Coats Marsh	Caretaker role	2017	2017 Q4	Not started	Will work with lawyer throughout 2017.
REG	Operational	2017-028	Descanso	Operator Agreement	2017	2017 Q3	Underway	A new request for service will be issued by the end of mid February.
REG	Staff	2017-027	Descanso	Tractor purchase	2017	TBD	Not started	TBD with new operator
REG	Staff	2018-018	Descanso	Septic field studies	2018		Not started	Planned for 2018
REG	Staff	2017-029	Englishman River	Geo technical study of the bank above the road	2017	2017 Q2	Not started	Work planned for the spring of 2017.
REG	Staff	2017-030	Englishman River	Repair road to Top Bridge	2017	2017 Q3	Not started	Work planned for summer of 2017.
REG	Other		Fairwinds	Development - PDA		TBD	Not started	To be determined once development applications submitted through planning.
REG	Staff	2017-026	Horne Lake	Accessible toilets install	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	Staff	2017-025	Horne Lake	Park upgrades	2017	2017 Q3	Not started	Work planned for the summer of 2017.
REG	16-767	2017-024	Horne Lake Heritage Trail	Historic designation	2017	2020	Not started	
REG	16-766	2017-023	Horne Lake Regional Trail	Planning	2016	2018 Q2	Underway	Planning grant application submitted to Rural Dividends Program late October 2016 with
REG		2020-003	Horne Lake Regional Trail	Construction	2019	2020	Not started	Construction planned to begin in 2019.
REG	Mngmnt Plan	2017-021	La Selva	Construction	2017	2017 Q2	Not started	Can begin following Board approval.
REG	Mngmnt Plan	2016-025	Moorecroft	Agreement - La Selva entry	2016	2017 Q1	Underway	A report is ready for Board approval of the agreement between the Strata and RDN Parks to permit public pedestrian access into Moorecroft Regional Park from the end of La Selva Place.
REG	16-480	2016-026	Moorecroft	Planning with First Nations	2016	2017 Q4	Underway	Staff, Management and Area Director met on site in the Park with NFN Council members and staff to revisit the idea of a First Nations cultural building in the park. Ongoing correspondence to occur during 2017 and a plan will be created for the development zone.
REG	Staff	2017-040	Moorecroft	Vault toilet install	2017	TBD	Not started	Location and type of toilet to be determined through planning for the development zone.
REG	Mngmnt Plan	2018-021	Moorecroft	Picnic shelter design/tender	2018		Not started	Will occur in 2018 following Moorecroft planning process with stakeholders to refine amenity needs and locations.
REG	16-126	2016-024	Mount Benson	Race Event - work with event holders	2016	2017 Q1	Underway	Met with interest groups in early October. Have been awaiting park use permit application since then. Have not heard back from email reminder sent in mid-December.
REG	16-666	2017-036	Mount Benson	Parking solution	2017	TBD	Underway	Staff investigating parking improvements for Board Consideration.

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG	Mngmnt Plan	2017-034	Naniamo River	Install benches	2017	2017 Q2	Not started	To start in the coming weeks.
REG	Mngmnt Plan	2017-033	Naniamo River	Interpretive signs design and install	2017	2017 Q3	Underway	Design of six interpretive signs complete. Installation to follow.
REG	Staff	2017-020	TCT	Timberlands Road trail head development	2016	2017 Q4	Underway	Planning grant application submitted to the Rural Dividends Program Q4 2016, with results expected by end of Q1 2017.
REG	Other	2019-004	Top Bridge	Reroute trail and parking lot in City of Parksville	2019		Not started	Planned for 2019. Timing depends on the City of Parksville
REG	Posac	2018-017	Wildwood/LHRT	Kiosk development and installtion - split with H	2018		Not started	Planned for 2018
REG CAP	16-670	2017-031	Benson Creek Falls	Stair design, bridge design	2017	TBD	Not started	To occur following Geo-tech study.
REG CAP	16-670	2017-032	Benson Creek Falls	Geo technical study of the slope for stair and bridge development	2017	TBD	Not started	To occur following final confirmation of lease renewal with Province.
REG CAP	Board	2016-022	E&N	Construction	2016	2017 Q2	Underway	The trail opened for use in December. The remaining items will be completed by April.
REG CAP	Board	2017-022	E&N	Amenities and signs install	2017	2017 Q3	Underway	Staff assessing use and planning and developing amenities accordingly.
REG CAP	15-201	2017-035	Little Qualicum	Bridge upgrades	2017	2017 Q4	Underway	Enviromental Consultant proposals received. Work to continue through 2017 with construction in late summer.
REG CAP	16-479	2016-027	Moorecroft	Building removals	2016		Completed	
REG CAP	Mngmnt Plan	2017-041	Moorecroft	Washroom -detailed design and construction	2017	TBD	Not started	Type of washroom and location to be determined through planning process for the development zone.
REG CAP	Board	2014-001	Morden Colliery	Lease upgrade	2014	TBD	Underway	Waiting to for processing update from Province.
REG CAP	16-124,14-755,14-754	2017-047	Morden Colliery	Bridge and trail design and tender	2017	2018 Q2	Underway	Project delayed because of ALC development application process.
REG - Other	Other	2016-019	Amazing Places/Top Trails	With VI Tourism	2016	2017 Q4	Underway	Top Bridge made the list as top ten. Launch event planned for March 30 at the Parksville Civic Centre. Signage to come.
REG - Other	Staff	2017-018	Brochure	Design/print	2017	2017 Q4	Not started	Planned for Fall of 2017

Parks Work Plan January 2017 Update

Area	Origin	Project #	Park	Description	Start Date	Completion	Progress	Comment
REG - Other	16-654, 16-678	2016-020	Marine Trail	Partnership agreement	2016	2017 Q4	Underway	Draft partnership agreement received mid-January.
REG - Other	Operational		Operator agreements	Monitor			Ongoing	Ongoing
REG - Other	Other	2018-016	Park Zoning	With Planning Department	2018		Not started	Planned for 2018
REG - Other	Operational	2020-002	Parks Warden Program	Redesign the program. Work with existing volunteers	TBD		On Hold	On hold until staff time is available
REG - Other	Operational		Partnerships	Meetings and on-going communication with partners			Ongoing	Ongoing
REG - Other	Operational	2017-042	RPT Plan	Develop RFP. Work with consultant on plan development	2017	2018 Q4	Not started	RFP to be prepared during summer for Board report in the fall of 2017.
REG - Other	Operational	2018-015	Trail Counters	Expand program	2018		Not started	Planned for 2018
Other	Operational	2016-031	2017 Budget	Create	2016	2017 Q1	Underway	The preliminary 2017 budget is completed. During January, the budget will be amended based on the actual surplus and any changes requested by the Area Directors.
Other			Acquisitions	Assessment and report			Underway	Several properties under consideration.
Other	Operational		Budget and Workplans	Ongoing monitoring			On Going	Ongoing
Other	Staff	2019-006	Bylaw 1399	Update existing bylaw	2019		Not started	Planned for 2019
Other	Operational	2017-045	Call and Work Tracking	Install system and train staff	2017	2017 Q2	Not started	Program will be ordered once the budget is approved.
Other	Staff	2019-005	Donation Program	Create program	2019		Not started	Planned for 2019
Other	Operational		GIS and Mapping	Ongoing mapping			On going	Ongoing
Other	Operational	2016-030	Maintenance Contracts	A, Ext, EW, E, F, H, E&N, VW	2016	2017 Q1	Underway	Draft RFP being written, review planned mid Jan, with RFP issued beginning of Feb
Other	Operational	2017-046	Park Maintenance Plans	Create plans for parks	2017	2017 Q4	Underway	Co-inciding with RFP for developed C.P's
Other	Operational		Park Stats	Ongoing updates			On Going	Ongoing
Other	Operational	2018-022	Purchasing System	Create system for purchase	2018		Not started	Planned for 2018
Other	Operational	2017-044	Risk Management	Update Inspection Program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.
Other	Operational	2016-032	SharePoint system	Create and upload old files	2016	2020	Underway	Staff continue to move files from the old files to the new system
Other	Operational	2017-039	Staffing	Hire new Parks Planner	2017	2017 Q2	Not started	Position to be posted shortly.
Other	Operational	2017-043	Worksafe BC	Update program	2017	2017 Q4	Underway	Work will be carried out throughout 2017.

TO: District 69 Recreation Commission **MEETING:** February 16, 2017
FROM: Hannah King **FILE:**
Superintendent, Recreation Program Services
SUBJECT: Amended Arrowsmith Community Recreation Services Agreement

RECOMMENDATION

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

SUMMARY

The Arrowsmith Community Recreation Association (ACRA) and the RDN have worked collaboratively since 2008 to provide supplemental recreation services to residents of Electoral Area 'F' through supplemental recreation program service agreements.

The previously submitted version of this report and Agreement approved by the RDN Board on December 6, 2016, contained an error related to the 2018 and 2019 annual payment amounts.

RDN staff recommend that the amended agreement (Attachment 1) be approved by the RDN Board. Funding for the Agreement is contained within the RDN 2017 preliminary budget and Five Year Financial Plan.

BACKGROUND

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

The previously submitted version of this report and Agreement approved by the RDN Board on December 6, 2016, contained an error related to the 2018 and 2019 annual payment amounts. Within the five year financial plan and during discussions with ACRA, staff budgeted for both annual CPI adjustments as required and annual increases in the amounts of: 2% in 2017, 2% in 2018 and 2.5% in 2019. In error the 2% for 2018 and the 2.5% for 2019 increases were not included in both the staff report and Agreement.

As the previously submitted and supported Agreement reflected the correct 2017 payment amounts, the January 2017 payment has been processed and forwarded to ACRA as per the terms of the Agreement.

The Regional District and ACRA have been working in partnership since 2008 under the same agreement model. Based on the Association's satisfactory service to date, staff are recommending renewal of the Agreement for another three year term (2017-2019) attached as Attachment 1.

The need for supplemental recreation services in Electoral Area 'F' was identified in the 2006 District 69 Recreation Services Master Plan. A review of recreation services through the development of a new

recreation services master plan for District 69 has commenced and is expected to be completed later in 2017. As part of this master plan process, the provision of supplemental rural recreation services will be reviewed.

It is possible that through the 2017 Master Plan referenced above a need to change the method of recreation service delivery may be identified for Electoral Area ‘F’. The Board may wish to address these needs prior to the end of the attached Agreement term (December 31, 2019). Should this occur the Board could request ACRA to renegotiate the Agreement or exercise the termination clause that allows for the cancellation of the agreement by either party with 90 days’ notice.

ALTERNATIVES

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

2. That the RDN Board not approve the renewal of the Recreation Services Delivery Agreement with the Arrowsmith Community Recreation Association and provide alternative direction.

FINANCIAL IMPLICATIONS

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

Excluding the transfers to Parksville and Qualicum Beach for sports fields which are based on usage, participants in the Northern Community Recreation service contribute a total of \$1,140,660 to this District 69 recreation service function. This equates to \$9.50 per \$100,000 of 2017 residential assessment including this transfer to ACRA.

Both the 2017 proposed budget and five year financial plan include annual payments as set out below including the 2% and 2.5% increase for 2018 & 2019.

2017	2018	2019
\$72,328	\$73,774.56 + CPI	\$75,619.95 + CPI

Without making any accounting for CPI the difference in funding to ACRA will be approximately \$1,400 in 2018 and \$1,875 in 2019 from that previously approved by the Board.

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

STRATEGIC PLAN IMPLICATIONS

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



Hannah King
hking@rdn.bc.ca
January 13, 2017

Attachments

1. Arrowsmith Community Recreation Services Delivery Agreement

Reviewed by:

- D. Banman, Manager, Recreation Services
- T. Osborne, General Manager, Recreation and Parks
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachment 1

RECREATION SERVICES DELIVERY AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2017

BETWEEN:

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

(herein after the "Regional District")

OF THE FIRST PART

AND:

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

(herein after the "Society")

OF THE SECOND PART

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

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

INTERPRETATION

In this Agreement the following terms have the following meanings:

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

“Regional District” means the Regional District of Nanaimo.

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

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

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

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

TERM

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

RECREATION SERVICES

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

SERVICE AREA

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

FUNDING AND PAYMENT

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

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

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

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

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

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

2018 and 2019

 - c) Funding for 2018 shall be \$ 73,774.56 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2017.
 - d) Funding for 2019 shall be \$ 75,619.95 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2018.
 - e) In each year, on or before January 30th – 50% of the funding for the year.
 - f) In each year, on or before July 1st – 50% of the funding for the year.

10. In addition to the annual funding provided under this Agreement, the Regional District agrees to pay the annual fees associated with the preparation of the Society's review engagement statement as described in paragraph 16. The Society shall inform the Regional District, upon submission of the annual Recreation Services Plan and budget, of a quote for completing a review engagement statement.

11. The Society shall administer the funds in accordance with the budget approved by the Regional District and in accordance with any other term in this Agreement.
12. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the Society. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

SEPARATE ACCOUNTS AND FINANCIAL REPORTING

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

OPERATIONS

21. The Society will provide and carry out its Recreation Services Plan without negligence, and in accordance with any operational guidelines as may be established from time to time by the Regional District.
22. The Regional District may consult the Society with respect to operational guidelines but shall retain the sole right to determine whether a guideline⁴⁴ shall apply to the Society.

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

ASSIGNMENT OF AGREEMENT

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

CAPITAL ASSETS

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

RIGHT OF AUDIT

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

INDEMNITY

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

INSURANCE

33. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, directors and officers of the Society.
34. The Society shall purchase property insurance on a replacement cost basis for all furniture, equipment or other chattels which may be purchased and/or provided to the Society for the purpose of providing the Recreation Services through this Agreement.
35. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance in an amount of not less than \$3,000,000 dollars per occurrence or such amount as the Regional District may require from time to time, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, bodily injury, death or property damage arising out of the Recreation Services provided by the Society. The policy of insurance shall name the Regional District as an additional named insured with respect to the service provided under this Agreement. The Society shall provide a copy of the current policy for each year to the Manager of Recreation Services.
36. In the event of any injury to person(s) partaking of the Recreation Services, the Society shall forthwith notify the Regional District's Manager of Recreation Services. Failure to notify the Regional District within one week of knowledge of an injury or loss may result in the termination of this Agreement.

COMPLIANCE WITH LAWS

37. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of WorkSafeBC or any similar replacement agency.
38. The Society shall file a copy of its annual Society Act filing with the Regional District's Manager of Recreation Services.

DIRECTORS

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

TERMINATION

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

To the Regional District:
General Manager of Recreation and Parks
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4

To the Society:
Arrowsmith Community Recreation Association
PO Box 94
Coombs, BC
V0R 1M0
45. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party set forth above or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing

and if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

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

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

For the REGIONAL DISTRICT OF NANAIMO

Authorized Signatory

Authorized Signatory

For the ARROWSMITH COMMUNITY RECREATION ASSOCIATION

Authorized Signatory

Authorized Signatory

SCHEDULE 'A'
Goals, Objectives and Program Content 2017-2019

1.0 2017-2019 Goals and Objectives

1.1 Goals

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

1.2 Objectives

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

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

1.2.3 To continue to offer and expand on successful programs.

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

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

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

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

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

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

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

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

1.2.12 To continue to strengthen current relationships with community businesses.

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

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

2.0 Program Content for 2017-19

2.1 Existing Programs, Events and Projects to be Carried Forward

Programs

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

Events

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

Projects

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

2.2 Continued Community Development

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

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

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

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

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

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

7. Errington Elementary School

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

8. Errington War Memorial Hall

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

9. Parksville Qualicum Beach News

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

10. RDN Recreation and Parks

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

11. School District 69

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

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

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