

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, May 15, 2014
2:00 PM

(Oceanside Place Multi-Purpose Room)

A G E N D A

PAGES

CALL TO ORDER

PRESENTATION

Performance Recognition Recipients:

G. Courtorielle – Barebow Archery – BC Winter Games

G. Verge – Tennis – Vancouver Lawn Tennis/Badminton Club Masters

DELEGATIONS

Motion to receive Late Delegations

MINUTES

3-7 Minutes of the Regular District 69 Recreation Commission meeting held February 20, 2013.

8-9 Minutes of the D69 Grants in Aid Committee held May 7, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

COMMUNICATIONS/CORRESPONDENCE

10 M. Chestnut, RDN, to M. Hoffman, VIREB, **RE: Sponsorship 2013 Holiday Swim**

11-12 S. Tanner, D69 Recreation Commission, to City of Parksville, **RE: Permissive Tax Exemptions**

13-18 F. Manson, City of Parksville, to Parksville Mayor and Council, **RE: Mitigating Impact of Reduced Exemption**

19 W. Rehill, Parksville Curling Club, to City of Parksville, **RE: Request for Update Regarding Taxation Bill.**

20 C. Burger, City of Parksville, to Parksville Curling Club, **RE: Permissive Taxation Exemption**

21 S. Tanner, G. Wiebe, D. Edgeley, to D69 Recreation Commission, **RE: 2014 BCRPA Symposium.**

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

- 22-24 Monthly Update – Oceanside Place –February 2014
- 25-27 Monthly Update – Oceanside Place –March 2014
- 28-30 Monthly Update – Oceanside Place –April 2014
- 31-32 Monthly Update – Ravensong Aquatic Centre - February 2014
- 33-34 Monthly Update – Ravensong Aquatic Centre - March 2014
- 35-36 Monthly Update – Ravensong Aquatic Centre - April 2014
- 37-40 Monthly Update – Northern Recreation Program Services - February 2014
- 41-44 Monthly Update – Northern Recreation Program Services – March 2014
- 45-48 Monthly Update – Northern Recreation Program Services – April 2014
- 49-56 Monthly Update of Community and Regional Parks and Trails Projects – Feb – March 2014
- 57-62 Monthly Update of Community and Regional Parks and Trails Projects – April 2014
- 63-66 Corporate and Group Recreation Facility Pass Program Report
- 67-70 Grade Five Active Pass and Grade Six Activity Card Programs Report

Motion to receive the reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

District 69 School Closures – Programming Use

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

June 19, 2014- 2:00pm
Oceanside Place

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING
HELD ON THURSDAY, FEBRUARY 20, 2014 AT 2:00pm
AT OCEANSIDE PLACE – MULTI-PURPOSE ROOM**

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

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

CALL TO ORDER

Mr. Banman, Recreation Manager called the meeting to order at 2:00pm

ELECTION OF CHAIRPERSON

Mr. Banman called for nominations for the position of Chairperson for the year 2014.

Commissioner Stanhope nominated Commissioner Tanner.

There being no further nominations, Mr. Banman declared Commissioner Tanner as Chairperson of the District 69 Recreation Commission for 2014.

ELECTION OF DEPUTY CHAIRPERSON

Mr. Banman called for nominations for the position of Deputy Chairperson for the year 2014.

Commissioner Stanhope nominated Commissioner Veenhof.

There being no further nominations, Mr. Banman declared Commissioner Veenhof as Deputy Chairperson of the District 69 Recreation Commission for 2014.

DELEGATION

W. Rehill, President, Parksville Curling Club, **Re: Curling Club Permissive Tax Exemption**

Ms. Rehill addressed the Commission about the concerns and impact to the Parksville Curling Club only receiving 50% Permissive Tax Exemption from the City of Parksville which will require the Club to pay up to \$16,000 in taxes to the City in 2014.

MINUTES

MOVED Commissioner Stanhope SECONDED Commissioner Wiebe that the Minutes of the Regular District 69 Recreation Commission meeting November 28, 2013 be approved.

CARRIED

MOVED Commissioner Morrison, SECONDED Commissioner Wiebe that the Minutes of the District 69 Recreation Grants Sub-Committee meeting February 11, 2014 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

MOVED Commissioner Wiebe, SECONDED Commissioner Leontowich that the following District 69 Youth Recreation Grant applications be approved:

Community Group	
Arrowsmith Community Recreation Association (formerly ACES)- youth programs	\$1,000
Ballenas Secondary School - Dry Grad	\$1,200
Ballenas Secondary School - BC High School Curling Championships	\$500
Kwalikum Secondary School- Dry Grad	\$1,200
Parksville Volleyball Club- uniforms and equipment	\$1,250
Oceanside Minor Baseball- portable fencing	\$1,000
Ravensong Waterdancers- pool rental	\$1,000

CARRIED

MOVED Commissioner Wiebe, SECONDED Commissioner Leontowich that the following District 69 Community Recreation Grant applications be approved:

Community Group	
Bowser Elementary School- subsidy for low-income families for outdoor camp	\$1,000
Errington Coop Preschool - equipment	\$1,000
Oceanside Kidfest Society- event costs	\$2,500
Oceanside Building Learning Together Society- arena admissions	\$242
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	\$1,500

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Stanhope, SECONDED Commissioner Morrison that the following correspondence be received:

H. King, RDN to R. Nosworthy, ACES, **Re: Society Name Change**

A. Weeks, City of Parksville to Regional District of Nanaimo, **Re: 2014 Council Appointments to D69 Recreation Commission**

G. Clayton, to RDN Staff, **Re: Ravensong Aquatic Centre**

W. Rehill, Parksville Curling Club to D. Banman, RDN, **Re: Parksville Curling Club Permissive Tax Exemption**

D. Banman, RDN, to D. Rivard, Quality Foods, **Re: Quality Foods Family Day Swim and Skate**

CARRIED

REPORTS

Monthly Updates – Oceanside Place / December 2013 and January 2014

Mr. Banman reviewed the two monthly reports for Oceanside Place.

Commissioner Milligan asked if the first reports of the year could show the longer term trends for each facility, i.e. 5 year comparison.

Monthly Updates – Ravensong Aquatic Centre / December – 2013 and January 2014

Mr. Banman reviewed the two monthly reports for Ravensong Aquatic Centre.

Monthly Update – Northern Recreation Program Services / December 2013 and January 2014

Mr. Banman reviewed the monthly report for Northern Recreation Program Services.

Monthly Update of Community and Regional Parks and Trails Projects / June- December 2013

Mr. Osborne reviewed the Community and Regional Park and Trails Projects update.

Rubberized Track at Ballenas Secondary Report

Mr. Banman summarized the Rubberized Track at Ballenas Secondary report.

MOVED Commissioner Veenhof, SECONDED Commissioner Morrison:

1. That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.
2. That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund.
3. That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas

Secondary School.

4. That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.

CARRIED

MOVED Commissioner Edgeley, SECONDED Commissioner Milligan that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Commissioner Stanhope, SECONDED Commissioner Edgeley that staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands and to provide options that will ensure the Club and the Regional District facility can be sustained in the long term.

CARRIED

MOVED Commissioner Stanhope, SECONDED Commissioner Veenhof that the District 69 Recreation Commission Chairperson send a letter to City of Parksville with a copy to BC Assessment requesting the reconsideration of the reduction and elimination of the Permissive Tax Exemption for the Parksville Curling Club / District 69 Arena leased lands at the Parksville Community Park and for staff to work with the Parksville Curling Club on the verification of the current property and land assessment with BC Assessment.

CARRIED

NEW BUSINESS

2014 Budget Update

Mr. Banman gave an update of the budget presentation presented to the Board on Oceanside Place, Ravensong Aquatic Centre and Northern Recreation Services

Appointment of Fees and Charges Sub-Committee

MOVED Commissioner Morrison, SECONDED Commissioner Veenhof that Commissioner Wiebe, Leontowich and Morrison be appointed as the Fees and Charges Sub- Committee members.

CARRIED

Appointment of D69 Recreation Grant Sub-Committee

MOVED Commissioner Wiebe, SECONDED Commissioner Morrison that Commissioner Tanner, Milligan and Veenhof be appointed as the D69 Recreation Grant Sub-Committee members.

CARRIED

BCRPA Symposium 2014

Commissioners who have attended the BCPRA Symposium in the past gave their positive suggestion for those who haven't attended before to try and go for the wealth of information provided at the symposium.

Commissioner Tanner, Wiebe and Edgeley expressed their interest in attending. Normally two commissioners are budgeted to attend, however third D69 Commissioner may be able to attend depending on availbale

training resources. Staff will email more details to the interested commissioners.

ADJOURNMENT

MOVED Commissioner Morrison that the meeting be adjourned at 3:45pm.

CARRIED

Chair



REGIONAL DISTRICT OF NANAIMO

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

**HELD AT 1:00 P.M. ON WEDNESDAY, MAY 7, 2014
OCEANSIDE PLACE, PARKSVILLE**

Present:

S. Tanner	District 69 Recreation Commission
B. Veenhof	District 69 Recreation Commission
R. Milligan	District 69 Recreation Commission
C. MacKenzie	Recreation Programmer

BUDGET

Total Grants available for 2014	\$62,500
Dispersed to date in 2014	\$13,392
Remainder to date 2014	\$49,108

REVIEW OF SPRING 2014 APPLICATIONS

The Grants Committee reviewed applications for Youth and Community Grants. Priority was given to new applicants and/or projects that benefited large numbers of people or people living in remote areas.

Five applications were received for Youth Grants, requesting \$7,404. All five Youth Grant applications met grant criteria and are recommended for funding for a total of \$5,300.

Nine applications were received for Community Grants, requesting \$22,969. All nine Community Grant applications met the grant criteria and are recommended for funding for a total of \$13,595.

RECOMMENDATIONS

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

Community Group	Approved in 2013	Current Request 2014	2014 Recommended
Arrowsmith Community Recreation Association - sports programs	4,590	800	800
Bard to Broadway Theatre Society - summer youth theatre workshop	1,000	1,000	1,000
Bard to Broadway Theatre Society - performing arts education series	1,500	2,325	1,500

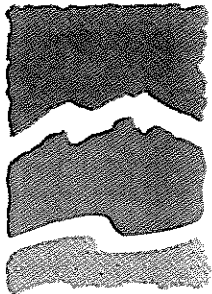
Errington War Memorial Hall Association - Youth Engagement music program	0	2,279	1,000
Ravensong Aquatic Club - visual aids and pace clock repair	0	1,000	1,000
Total			5,300

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

Community Group	Approved in 2013	Current Request 2014	2014 Recommended
Arrowsmith Agricultural Association - electrical service to outdoor stage	1,493	2,000	2,000
Arrowsmith Community Recreation Association -Coombs Candy Walk	0	3,000	1,500
Bow Horne Bay Community Club - Lighthouse Country Fair	3,250	2,500	2,500
Corcan Meadowood Residents Association - Canada and Park Opening and Halloween events	1,500	7,245	1,500
Harmony Band (formerly Jugmentals Jug Band)	1,424	2,229	850
Parksville Golden Oldies Sports Association - Active Aging Week	0	2,495	2,495
Parksville Lawn Bowling Club - National Championships	0	1,500	750
Vancouver Island Opera	2,150	2,000	1,200
Total			13,595

ADJOURNMENT

The meeting adjourned at 2:50pm.



REGIONAL
DISTRICT
OF NANAIMO

January 15, 2014

Vancouver Island Real Estate Board
6374 Metral Drive
Nanaimo, BC
V9T 2L8

Attention: Ms. Margo Hoffman, Zone 5 Director

Dear Ms. Hoffman:

Re: Sponsorship 2013 Holiday Swim at Ravensong Aquatic Centre

On behalf of the District 69 Recreation Commission and the Regional District of Nanaimo, I would like to express appreciation for the Vancouver Island Real Estate Board support of the special event Holiday Swim at Ravensong Aquatic Centre.

There were 175 participants that enjoyed the free Holiday Swim at Ravensong Aquatic Centre as a result of your generous donation.

Your donation made it possible for all attendees to enjoy the facility at no charge, get active and enjoy a swim with their family that perhaps otherwise would have been financially challenging.

So again, thank you for your generous support to our community.

Sincerely,

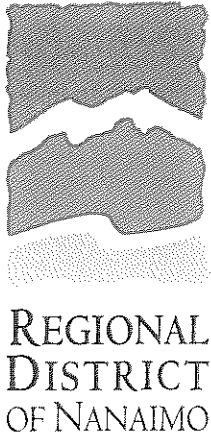
Mike Chestnut
Superintendent of Aquatics Services

cc. District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Parks
D. Banman, Manager of Recreation Services

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4
(250)248-3252
Fax: (250)248-3159
Toll Free: 1-888-828-2069

Ravensong Aquatic Centre
737 Jones Street
Qualicum Beach, BC
V9K 1S4
(250)752-5014
Fax: (250)752-5019



March 3, 2014

City of Parksville
100 East Jensen Avenue
Parksville, BC
V9P 2H3

Re: District 69 Arena / Parksville Curling Club Permissive Tax Exemption

Dear Mayor and Council:

At the February 25, 2014 Regular Meeting of the District 69 Recreation Commission a delegation from the Parksville Curling Club was in attendance. The Curling Club provided information to the Commission on the financial impact they are facing with the reduction and potential elimination of the City of Parksville's permissive tax exemption on the leased area for the facility at the Parksville Community Park.

The Commission then approved the following two resolutions.

1. *That staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands and to provide options that will ensure the Club and the Regional District facility can be sustained in the long term.*
2. *That the District 69 Recreation Commission Chairperson send a letter to City of Parksville with a copy to BC Assessment requesting the reconsideration of the reduction and elimination of the Permissive Tax Exemption for the Parksville Curling Club / District 69 Arena leased lands at the Parksville Community Park and for staff to work with the Parksville Curling Club on the verification of the current property and land assessment with BC Assessment.*

The District 69 Arena is a facility that is owned by the Regional District of Nanaimo and is situated on parkland leased from the City of Parksville. Upon completion of the arenas at Oceanside Place, the District 69 Arena Lands were subleased and the facility leased to Parksville Curling Club. This arrangement has provided for the continued use of this publicly owned facility at no cost to the local tax payer for the past 10 years. As the facility was operated by a local government prior to 2003 it received automatic tax exemption status. With a non-profit society operating the facility from 2003 onwards, a permissive tax exemption had to be applied for annually by the Regional District on

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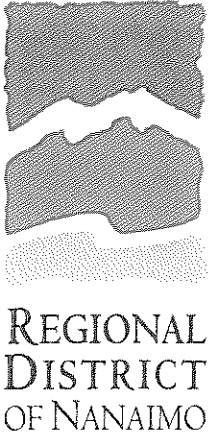
Ravensong Aquatic Centre

737 Jones Street
Qualicum Beach, BC
V9K 1S4

Tel: (250) 752-5014

Fax: (250) 752-5019

RDN Website: www.rdn.bc.ca



behalf of the Curling Club. As you are aware this tax exemption status was granted up until the year 2014.

With the loss of 50% of the tax exemption in 2014 followed by potential loss of 100% of the exemption in years to come, the financial pressures on the non-profit group's resources have placed the facility and Curling Club's future in doubt.

Without a tenant in the building, the demolition of the public facility would become more relevant and at a considerable expense to all participating members of the District 69 Arena Function which includes the City of Parksville, Town of Qualicum Beach, Electoral Areas 'E', 'F', 'G' and 'H'.

The RDN's District 69 Recreation Commission is requesting the City of Parksville reconsider the decision of not granting property tax exemption to the facility or provide alternative means to eliminate the financial burden. The granting of a tax exemption or significant reduction in taxes payable for the site would be consistent with practices done at adjacent curling clubs in Qualicum Beach and the City of Nanaimo. This move would reduce an additional financial burden on the Curling Club that has provided a valued recreational service to the area who have also provided a consistent source of economic generation to the local tourism industry.

On behalf of all members of the District 69 Recreation Commission, we respectfully request the City of Parksville reconsider this matter.

Sincerely

Scott Tanner
Chair, District 69 Recreation Commission

cc: District 69 Recreation Commission
Regional District of Nanaimo Board
Parksville Curling Club
BC Assesment

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March 20, 2014

REPORT TO: HISWORSHIP THE MAYOR AND MEMBERS OF COUNCIL
FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: PARKSVILLE CURLING CLUB 2014 PERMISSIVE TAX EXEMPTION
PURPOSE: MITIGATING IMPACT OF REDUCED EXEMPTION

EXECUTIVE SUMMARY:

There are no options for 2014 that will have the same impact on overall revenues for the City or costs to the Curling Club than simply providing the 100% permissive exemption would have had. The best outcome that can be achieved is an additional net cost to City or the Curling Club (or any combination thereof) of \$2,886.47.

RECOMMENDATION:

THAT the report from the Chief Administrative Officer dated March 20, 2014, entitled "Mitigating Impact of Reduced Exemption" be received for information.

BACKGROUND:

Division 6 of the *Community Charter* outlines the provisions for statutory exemption from property taxes and includes, amongst a number of property types and ownerships, all properties that are vested in or held by a municipality or local government.

Division 7 for the *Community Charter* outlines the provisions granting Council the authority to provide permissive exemptions and includes under Section 224 (i) land or improvements owned or held by an athletic or service club or association and used...for public athletic or recreational purposes. Any permissive exemption so granted must be done by bylaw which must be adopted on or before October 31st of the year preceding the year in which the exemption is given for.

The land on which the Curling Club is on is owned by the City and "leased" to the Regional District for a nominal \$1 per year. The building the Curling Club is in is owned by the Regional District and is leased to the Curling Club for nominal \$1 per year. Under the terms of the *Community Charter*, because the land and building are occupied and controlled by the Curling Club through the terms of the leases, the land and improvements are neither vested in nor held by the City or the Regional District which precludes them from statutory exemption under Division 6.

The Curling Club does however qualify for a Council approved permissive exemption under Division 7 which, if granted, allows Council to exempt land, improvements or both to the extent authorized by Council. For 2013 and earlier, Council provided a 100% exemption on land and improvements; for 2014 under the new permissive exemption policy, Council provided a 50% exemption on land and improvements.

Schedule I is an excerpt from the 2014 permissive exemption bylaw showing the estimated total 2014 gross taxes for the Curling Club, the 2014 estimated municipal portion, and finally in the last two columns, show the 50% exemption for gross and the municipal portion. As shown, the original assessment coupled with the 50% exemption resulted in 2014 estimated taxes payable of \$16,564.26, of which \$8,938.34 would have been retained by the City.

As Council is aware the Curling Club appealed the 2014 assessment. Staff contacted the BC Assessment Authority and were advised the 2014 assessment has been revised from \$1,557,000 to \$630,102. Schedule II, in comparison to Schedule I, shows the resulting change in estimated 2014 taxes. In comparison to Schedule I with the 50% exemption the revised 2014 estimated taxes payable are now \$6,563.43 of which \$3,676.96 would be retained by the City.

By way of either a statutory exemption under Division 6 or a 100% permissive exemption under Division 7 all taxes including municipal, school, regional district, BC Assessment Authority and Municipal Finance Authority are exempt. In either case, the cost to the City would be the municipal portion of the taxes so exempted which, for 2014 with the revised assessment, amount to \$7,353.92 as compared to \$18,093.39 under the original assessment.

With the revised assessment and a 50% permissive exemption, of the estimated gross 2014 taxes of \$13,126.85, 50% are forgiven through the permissive exemption leaving \$6,563.43, outstanding. Of this amount, \$3,676.96 is payable to the City with the remaining \$2,886.47 being payable to the other taxation jurisdictions. The cost to the City will be \$3,676.96 (the other 50% of the municipal portion provided the permissive exemption). With the revised assessment and assuming the 300 members reported by the Curling Club is accurate, staff has estimated the additional annual cost per member to cover the 50% non-exempt portion of property taxes would be approximately \$22 ($\$6,563.43/300$).

If the City is now contemplating providing a cash grant for the outstanding amount, the total cost to the City will be the full \$7,353.92 municipal portion of the 2014 gross taxes plus the \$2,886.47 non-exempt portion of taxes owing to the other taxation jurisdictions for a total cost of \$10,240.39. This is compared to \$25,610.96 under the old assessment.

For 2015 and beyond, in order to achieve a statutory exemption, the Curling Club and RDN would have to renegotiate the existing lease format into some form of operating agreement which would see the RDN retaining a "vested interest" or control over in the property. However, if this was done, it would have exactly the same effect on City revenues as would the 100% permissive exemption, which arguably defeats any fiscal benefit achieved by changing the City's permissive exemption practice in the first place.

It should also be mentioned that appealing the assessment has also defeated at least a portion of the fiscal benefit that changing the permissive exemptions was to have achieved. However with regard to the revised assessment it is also correct to say that the original assessed value of the Curling Club property (and likely the assessed values of the other properties provided permissive exemptions) was overstated which leads to the conclusion that the overall value of permissive exemptions provided by the City are also overstated. This has been confirmed by the BC Assessment Authority who have indicated they have spent little or no time keeping the assessed values current for those properties which historically have been provided permissive exemptions. Quite reasonable, they have directed their limited resources to the assessments of taxable properties which were much more likely to have been appealed.

In the event the Parksville Curling Club is unable to operate the District 69 Arena and the RDN's participants of the District 69 Arena function, which includes Parksville, Qualicum Beach, Electoral Area's E, F, G and H, decide to demolish the building if deemed to have no community use value, the cost to undertake this work would be borne by participants.

In 2012, the RDN commissioned a facility asset appraisal for the District 69 Arena and the demolition costs for the facility (not including any soil remediation if required) was estimated to be \$235,000. This figure may be a low end estimate as when the City of Nanaimo's civic arena was demolished in 2006; the costs were \$739,645 (not including soil remediation). As the range between the two samples is relatively large, the RDN would need confirmation of the likely demolition costs as part of their long-term financial planning process.

Using the two cost figures above as examples, the proportional share of demolition costs would be as follows:

\$235,000 Estimate

Parksville - \$61,940
 Qualicum Beach \$45,988
 Electoral Area E \$41,514
 Electoral Area F \$27,187
 Electoral Area G \$37,712
 Electoral Area H \$20,659

\$739,645 Estimate

Parksville - \$194,950
 Qualicum Beach \$144,742
 Electoral Area E \$130,662
 Electoral Area F \$85,569
 Electoral Area G \$118,696
 Electoral Area H \$65,026

A critical component to operating an ice arena facility is the financial planning for capital equipment repairs and replacement. The RDN Recreation and Parks Department has been directed by the Regional Board to review the financial pressures and challenges facing the Curling Club in light of the City's reduction of the Club's permission tax exemption. Part of this review will include confirming if the Club is in a position to finance larger capital projects to which they are responsible for.

Examples of key mechanical components of the District 69 Arena (Parksville Curling Club) and their estimate costs are as follows:

Compressors \$35,000 - \$45,000 each (Parksville Curling Club operates 2)
Oil Separators for compressors \$60,000 each
Chiller Plate and Frame \$120,000
Chiller shell and tube \$70,000 - \$80,000
Condenser \$110,000
Dehumidifier (Desiccant) \$65,000
Dehumidifier (Mechanical) \$50,000 each (Parksville Curling Club operates 2)
Heat Reclamation Unit \$30,000

OPTIONS:

1. Adhere to the spirit of the new permissive exemption policy and do nothing.
2. Provide a grant-in-aid for all or a portion of the non-exempt portion of the 2014 property taxes.
3. Direct staff to work with the RDN and BC Assessment Authority to achieve statutory exemption status.

ANALYSIS:

Option 1

Adhering to the spirit of the new permissive exemption policy would maintain the status quo and would require the Curling Club to pay the non-exempt portion of the 2014 and onwards property taxes. The March 17, 2014, presentation to Council by members of the Parksville Curling Club outlined the perceived hardship and the potential for closure of the club under this option. With the revised assessment, this is estimated to be \$22 per year per member.

As indicated in the background to this report, if the Curling Club were to fail and the building deemed to have no further community value, there would be a significant cost for removal of the building which would also result in loss of the assessed value on the improvements, the lease with the RDN would be terminated and the land would revert to the City making the statutorily exempt which would put the City back to where it would have been had a 100% permissive exemption been allowed.

Option 2

Providing a grant for all or a portion of the non-exempt portion of the 2014 property taxes would move the Curling Club towards or return them to the position they would have been in had a 100% permissive exemption been provided; this could potentially delay the necessity

for a final decision, could act as a reduction of the total impact to allow the impact to be phased over a longer period or, in the event of Option 3 as the final decision, it could act as interim measure to bridge the impact until a statutory exemption could be put in place.

Option 3

As outlined in the background above, statutory exemptions are provided when a property is vest in or held by a local government. Changing the current lease arrangement to a simple operating agreement where the RDN would retain a "vested interest" in the property would make the property statutorily exempt. However, if this was done, it would have exactly the same effect on City revenues as the 100% permissive exemption would, which arguably defeats any fiscal benefit achieved by changing the City's permissive exemption practice in the first place.

FINANCIAL IMPACT:

Option 1

There would be no impact on the City unless the Curling Club where to fail. If the Club did fail, any benefits from reducing the exemption would be eliminated if the building was to be removed and as a member of the RDN the City would also be required to fund its proportionate share of the building removal costs.

Option 2

For the Curling Club this option would, in essence, be the same as having been provided a 100% exemption in the first place, yet because only 50% was allowed, the City would end up paying a direct cost amounting to \$2,886.47 representing the amounts payable to the other taxation jurisdiction.

Option 3

For 2015 and beyond, this option would, in essence, return the City to the same position of giving a 100% exemption which would reduce tax revenues by \$3,686.96.

STRATEGIC PLAN IMPLICATIONS:

Maintain or Enhance Quality of Life - failure of the Curling Club would be seen as reduction in quality of life.

Renewal and Maintenance of Infrastructure - little or no impact.

Maintain or enhance levels of service - this could be seen as a reduction in services. Although not directly provided by the City, the current arrangement does result in a service to Parkville residents at minimal cost compared to what would be required if it were provided directly by the City.

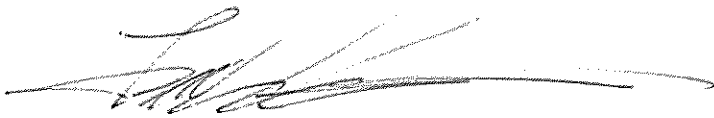
Maintain or reduce actual property tax burden - with the 50% exemption, no grant and assuming the Curling Club continued, there would be a minimal reduction in property tax burden (0.08%). There would be no change for 2013 levels assuming a statutory exemption.

Environmentally Sustainable - no impact.

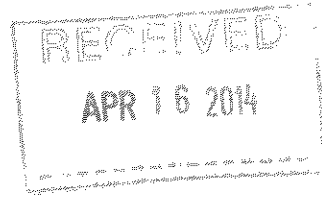
Economic Development - Assuming the Curling Club continued there would be no impact. If the Curling Club were to fail:

- i. Lifestyle would be affected which could have an impact on the attraction of the lifestyle entrepreneur for job creation.
- ii. Elimination of bonspiel and other curling events (mainly held in the winter off-season) would have a direct impact on the accommodation and restaurant industry as well as secondary impact on other business throughout the community which could negatively impact business retention and attraction.

Respectfully submitted,



F. C. MANSON, CGA
Chief Administrative Officer



Parksville Curling Club
Box 1624
Parksville, B.C.
V9P 2H5
April 17, 2014

City of Parksville
100 Jensen Avenue East
PO Box 1390
Parksville, B. C.
V9P 2H3

Dear Mayor and Council,

This letter is a follow up to our delegation's presentation to the City of Parksville Council meeting on March 17th, 2014. We are requesting an update regarding the action or plan the Council is taking, in respect to our inability to meet this taxation bill on an ongoing basis.


Even with the reduced assessment, any tax is still an amount above and beyond an expense that we can absorb. Our position has not changed, the payment of a tax bill on an annual basis of \$6,000 or more will jeopardize the future of our club.


We have looked at our budget, with rising costs of electricity, gas, roof repairs, water/sewer rates and necessary maintenance, we have increased our members fees for next season.

Please advise if you require any further information/meetings or discuss this issue. Thank you for your attention to this matter.

Yours truly,


Winn Rehill
President
winn.rehill@telus.net


Terry Miller
Vice President
tbmiller@shaw.ca


Nancy Douglas
Treasurer
nando8@shaw.ca

cc: Dean Banman, RDN



April 24, 2014

City of Parksville
Office of the Mayor

Parksville Curling Club
Box 1624
Parksville BC V9P 2H5

Dear Sirs;

Re: Permissive Taxation Exemption

Thank you for your letter received April 17, 2014, requesting an update on the Curling Club's permissive taxation exemption. I am writing to advise that at the April 23, 2014, Council meeting, Council discussed a report written by the CAO that addressed mitigating the impact of a reduced exemption. The report and subsequent Council discussion determined that there are no viable options for 2014 that would achieve the same effect on both City revenues and Curling Club costs that the previous 100% exemption achieved. Although the report did provide Council with options, Council ultimately decided only to receive the report for information and elected not to amend the permissive taxation exemption.

As a Council we are often required to make difficult decisions and balance a multitude of requests that affect our community. The City of Parksville strategic planning process identifies that the decision-making process must be oriented toward weighing both the costs and benefits to the community; the updated permissive taxation exemption policy was carefully considered in an effort to produce the greatest benefit with the least cost to outstanding organizations like the Parksville Curling Club. It is our hope that our previous efforts have assisted you somewhat in reducing the impact of the increased taxation and we hope that you will continue to serve our community for many years.

If you have any questions regarding this information, please don't hesitate to contact me directly at 250 954-4661.

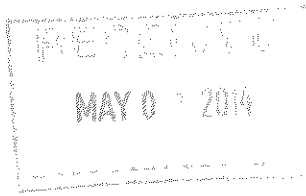
Yours truly,

A handwritten signature in black ink, appearing to read "Chris Burger".

CHRIS BURGER
Mayor

cc: Members of Council
Dean Banman, Manager of Recreation Services, RDN Recreation and Parks

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April 26, 2014

David Edgeley
Gordon Wiebe
Scott Tanner

Dear District 69 Recreation Commission members and staff,

Thank you, for providing the opportunity for us to attend the 2014, B.C. Recreation and Parks Association Symposium that was held in Kelowna from April 23 to April 25, 2014.

We all gained a tremendous amount of knowledge and understanding of the challenges and opportunities that recreational services must provide to all local residents and communities.

Every aspect of the Symposium was exceptional. The key note speakers challenged our conventional thinking with a professional mix of personal experience, humor and a vision for the future.

The break out session dialogues, built on the key note themes with practical every day issues. Many of these sessions were conducted by individuals that were as inspirational as the key note speakers.

This venue also allowed us as commissioners to become better acquainted with each other. We also had the opportunity to meet and become familiar with a number of the recreation staff that work diligently behind the scene to make the recreational programs so successful here in Dist. 69.

Thank you again for this educational, inspiring and team building experience.

Dave, Gord and Scott

TO: Dean Banman **DATE:** March 5, 2014

FROM: John Marcellus
Superintendent of Arena Services

SUBJECT: District 69 Recreation Commission –February 2014 Report Oceanside Place

PROGRAMS/EVENTS/ICE RENTALS

Programs

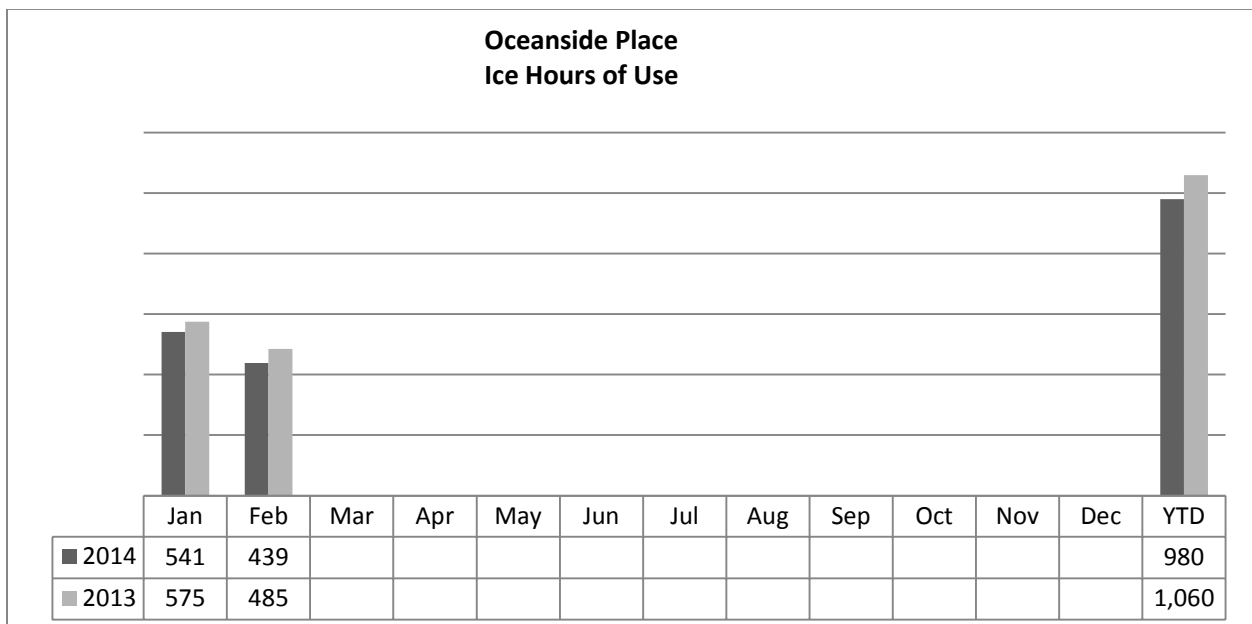
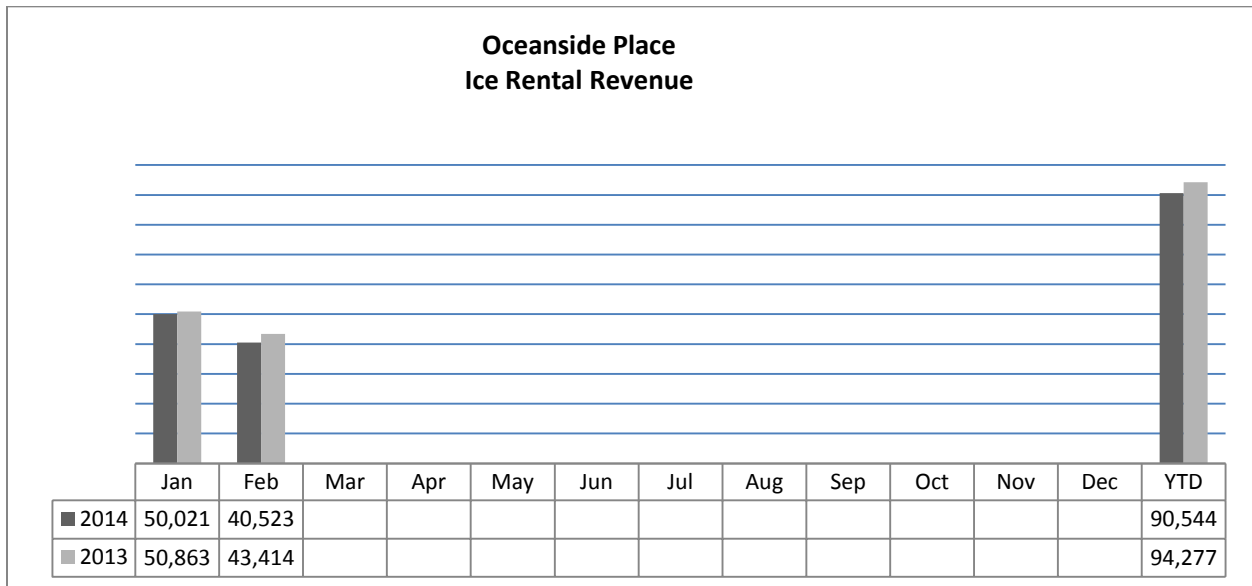
- The Pond Rascals sessions for Saturdays finished on Feb. 22 and the new set of sessions scheduled for Tuesdays commenced on Feb. 25th. Registrations for the new set are slightly higher with 39 compared to 38 in January.
- Power skating registrations were at 15 compared to 17 in January.
- Advanced Hockey Skills registration has dropped to 9 compared to 19 in January. This appears to be consistent with other communities offering hockey training programs.
- A “Minute to Win It” session was scheduled and 24 attendees participated in different games and activities.
- The facility opened on Feb. 10th for Family Day with 380 in attendance. Staff monitored skating on the Howie Meeker Rink and Pond and due to a large turnout of Pond Hockey enthusiasts the Victor Kraatz rink was opened to accommodate them and staff monitored this as well. MLA Stillwell was in attendance and greeted the public and handed out free popcorn and hot chocolate. Sponsorship from Quality Foods and a Provincial grant received for \$1000 contributed to the success of the event.
- The “Glow in the Dark Skate” was held on Feb. 22nd. Weather was slightly adverse due to the snow but many new faces were in attendance and of note most of these were families. A total of 54 participated in the session.
- The Oceanside Generals completed their regular season of VIJHL play and unfortunately did not make the playoffs.
- The Lions Family Skate hosted a thank you event for their sponsors on Feb. 23rd, during their regular session, and in attendance were 100 skaters.

Facility Rentals

- Ice usage was down slightly in February due largely in part to teams not making playoffs plus the weather conditions that caused some cancellations.
- Spring and summer allocations have been most completed for scheduling.

FACILITY OPERATIONS

- A First Aid refresher course was conducted for skate staff geared towards staff handling first aid incidents on ice.
- The annual maintenance and inspection of dehumidification equipment for the ice plant was completed.
- The water heater replacement project was completed.
- Funding incentive applications to the Community Infrastructure Improvement Fund (CIIF) and BC Hydro for the Lighting Upgrade project and to Fortis BC for the Water Heater Replacement Project have been submitted.



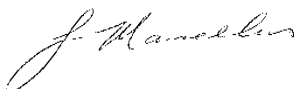
FACILITY ADMISSIONS

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33											117
Child	635	704											1,339
Youth	94	148											242
Adult	499	563											1,062
Senior	725	613											1,338
Golden	36	63											99
Family	651	690											1,341
Totals	2,724	2,814											5,538

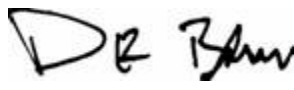
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	77	50											127
Child	674	560											137
Youth	163	148											311
Adult	451	395											846
Senior	792	638											1,430
Golden	52	37											89
Family	1235	908											2,143
Totals	3,444	2,736											6,180

RECOMMENDATION

That the Oceanside Place report for February 2014 be received.



 Report Writer



 Manager Concurrence

TO: Dean Banman **DATE:** April 3, 2014

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

SUBJECT: District 69 Recreation Commission – March 2014 Report Oceanside Place

PROGRAMS/EVENTS/ICE RENTALS

Programs

- The “My Own Hockey League” finished in March for the season. This was a new program implemented this past year and an evaluation of the program, in regards to overall satisfaction, was conducted with the participants with the following results- Excellent: 50% and Very Good: 50%.
- Private “Learn to Skate” lessons increased over the Winter registration season with 9 individual sets of lessons.
- Program staff were busy in March with Spring Break, planning and registration for Spring programs.
- The last Lions Free Family Skate for the season was on Sunday, March 9 and ended on a positive note with 97 skaters in attendance. Many skaters (of all ages) stopped by the Lions table to thank them for providing the service.
- The Pond season was extended through March this year which was 1 month longer than 2013. Last day to skate on the Pond was Thursday, March 27. The longer availability resulted in greater attendance over the month.
- Attendance at Spring Break sessions was varied. Tue, Mar. 25, the Pond had 6 skaters all day, Wed, Mar. 26, there were 26, on Thu, Mar. 27 there were only 5.
- Overall attendances during Spring Break were not very high which may have been due to OMHA utilizing more ice time for tournaments during this period than last year and many of the regular attendees involved in the tournaments. One Everyone Welcome Skate Session (Wed, Mar. 19) had 62, while the very same session the next week only had 13. Drop-in hockey for children was not popular. 0 attended the 8-11 yrs, 8 at the 10-13yrs and 4 at the 14-18yrs.

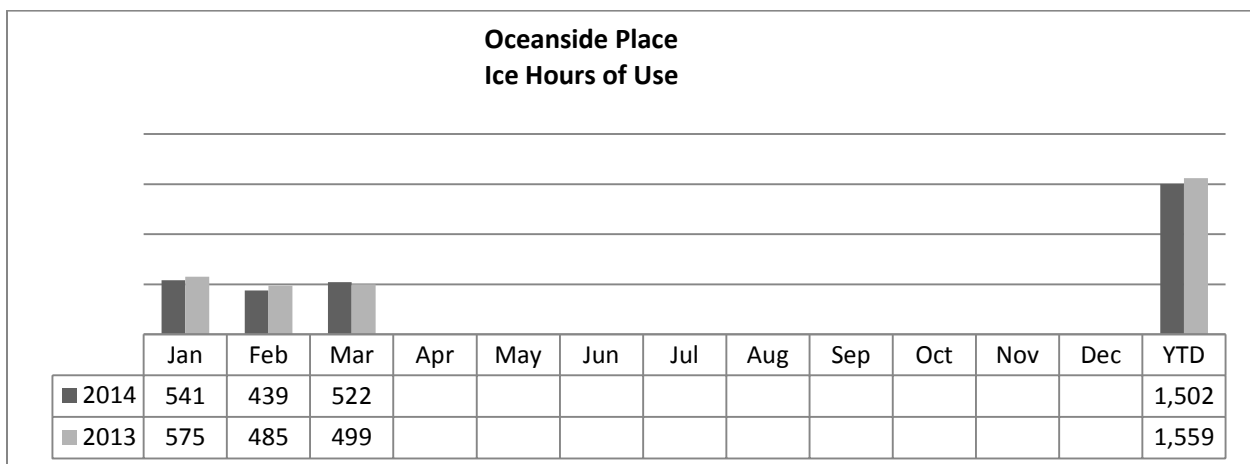
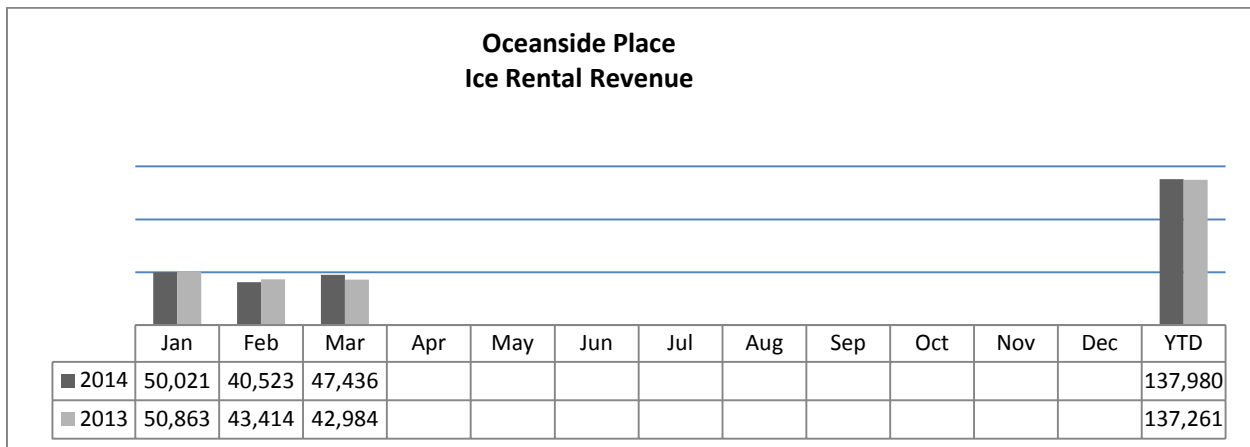
Facility Rentals

- Ice use for March 2014 was up by 23 hours. Revenue was also up by \$4,452 at \$47,436.
- OMHA hosted 3 tournaments over the first week of Spring Break, March 15-23. The first involved the Pee Wee division with teams from Port Coquitlam and Vancouver Island, Oceanside to south island. This was immediately followed by the Atom division (Vancouver Island and one lower mainland team, Ridge Meadows) and then finished off with an Initiation/Novice division (Teams from Vancouver Island, Victoria to Port Hardy, and Coquitlam).

- The Grumpy Old Men hosted their annual old timers tournament from March 28 – 30. Teams were from Vancouver Island, Port McNeill to Victoria and involved 35+, 45+ 55+ divisions. A benefit game was organized by the Grumpy Old Men Hockey Club in conjunction with the local SOS and was held on Saturday, Mar. 30. Admission to the game was by donation with proceeds forwarded to the SOS to help out in the community access recreational and sport programs. There were 200+ in attendance at the benefit game.

FACILITY OPERATIONS

- Staff have removed the ice from the Pond for the season and have prepared the rink for upcoming events in April.
- During Spring Break an issue with the ice plant occurred where the control board for programming and control of the ice plant malfunctioned. This was identified for replacement in 2014 budget but occurred slightly ahead of schedule. Staff are currently operating the plant in a combination of manual and automatic control. However this has not affected user groups or their sessions or ice conditions. Replacement of the board and returning plant control to normal is anticipated by April 15th.
- Planning and coordination for shoulder season maintenance has begun.



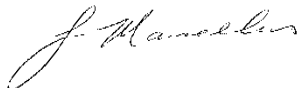
FACILITY ADMISSIONS

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55										172
Child	635	704	618										1,957
Youth	94	148	118										360
Adult	499	563	340										1,402
Senior	725	613	524										1,862
Golden	36	63	41										140
Family	651	690	384										1,725
Totals	2,724	2,814	2,080										7,618

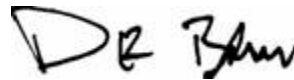
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	77	50	11										138
Child	674	560	254										1,488
Youth	163	148	35										346
Adult	451	395	161										1,007
Senior	792	638	539										1,969
Golden	52	37	26										115
Family	1,235	908	365										2,508
Totals	3,444	2,736	1,391										7,571

RECOMMENDATION

That the Oceanside Place report for March 2014 be received.



Report Writer



Manager Concurrence

MEMORANDUM

TO: Dean Banman **DATE:** May 6, 2014

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

SUBJECT: District 69 Recreation Commission – April 2014 Report Oceanside Place

PROGRAMS/EVENTS/ICE RENTALS

Programs

- The “Everyone Welcome” Skate session were completed on April 16th
- The 55+ Drop In Skating completed the season on April 25th and held a pot luck lunch, hosted by PGOSA
- Planning for the 2014-15 Fall/Winter programs is currently underway. A Women’s Only Hockey Camp has been added due to public requests

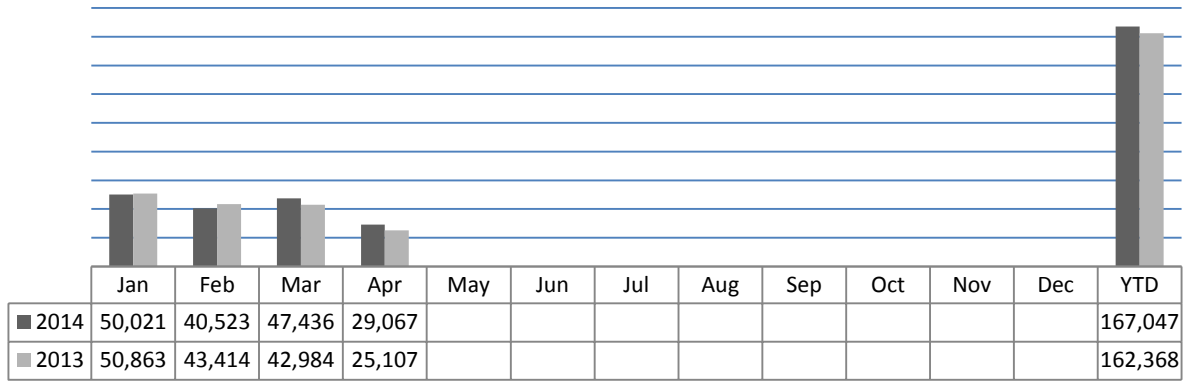
Facility Rentals

- Ice use for April 2014 was up by 31 hours. Revenue was also up by \$5,004 at \$28,433
- Vancouver Island Skate International, conducted by Skate Canada, was held April 10-13 with 475 skaters registered and participated in the competition. Video coverage of the event was streamlined on the Skate Canada website across Canada and to many other countries as well
- The Annual Premier Hockey tournament was held Apr. 18-20 with 16 Adult Men’s teams participating
- The Adult Men’s and Co-ed League plus the Sandy Shores Skating School commenced their sessions for Spring

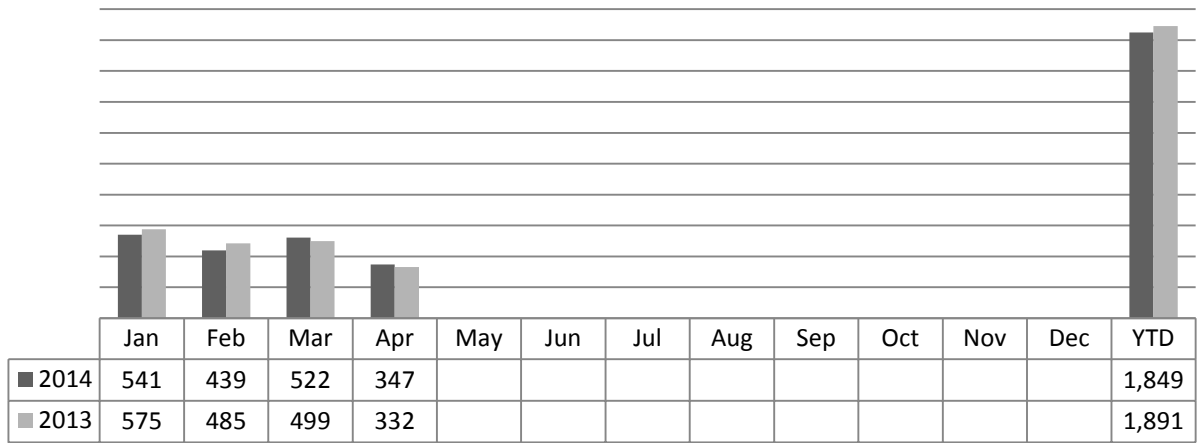
FACILITY OPERATIONS

- The ice has been removed from the Howie Meeker Rink for the season and staff prepared the dry floor for the Lacrosse season and upcoming events
- The control board for the Ice Plant was replaced and the version of software for the Ice Plant computer has been updated as per budget/capital plans
- The annual inspection of the D69 Arena was conducted April 23rd

**Oceanside Place
Ice Rental Revenue**



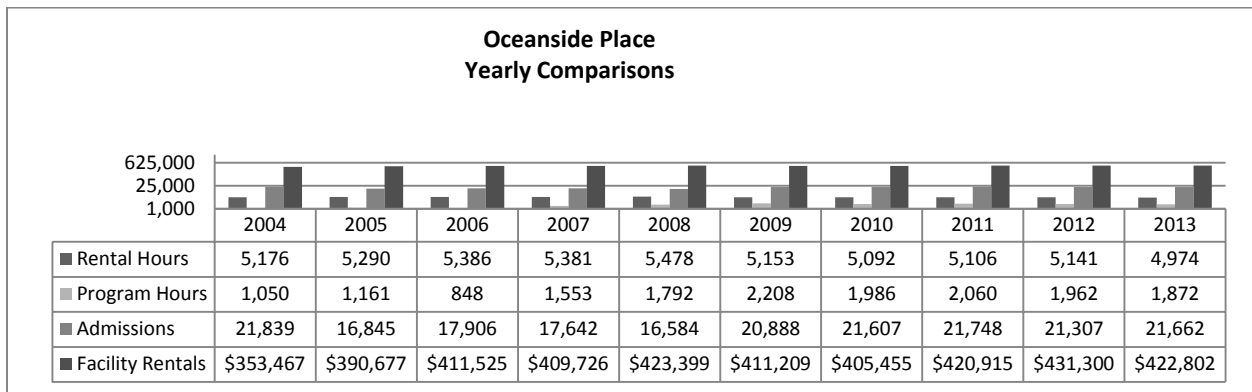
**Oceanside Place
Ice Hours of Use**



FACILITY ADMISSIONS

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55	0									172
Child	635	704	618	16									1973
Youth	94	148	118	13									373
Adult	499	563	340	137									1539
Senior	725	613	524	559									2421
Golden	36	63	41	21									161
Family	651	690	384	20									1745
Totals	2724	2814	2080	766									8384

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	77	50	11	0									138
Child	674	560	254	28									1516
Youth	163	148	35	7									353
Adult	451	395	161	118									1125
Senior	792	638	539	468									2437
Golden	52	37	26	20									135
Family	1235	908	365	0									2508
Totals	3444	2736	1391	641									8212



RECOMMENDATION

That the Oceanside Place report for April 2014 be received

J. Manollos

Report Writer

D. B. B...

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: March 4, 2014

FROM: Mike Chestnut
Superintendent of Aquatics Services

SUBJECT: District 69 Recreation Commission – February, 2014 Report Ravensong Aquatic Centre

PROGRAMS/EVENTS/ RENTALS

- Feb 3-7 Lifesaving Camp for CEAP
- Feb 6 First set of winter lessons complete
- Feb 8 Dr. Seuss special event swim - 164 participants
- Feb 10 BC Family Day - 405 participants
- Feb 12 CPR Recertification - 4 participants
- Feb 12 Instructor attended an info session at the request of ACRA to aquatic programs
- Feb 16 Staff In-service
- Feb 21 DJ Pizza Teen Night - 74 participants
- Feb 26 Sno Cone Wednesday - 86 participants

- February 3-7 RAC hosted a Bronze Medallion and Cross class for 20 participants of Rivers Oceans and Mountains School (ROAMS), outdoor career education and leadership program that introduces a multitude of outdoor experiences. ROAMS is part of the Collaborative Alternative Education Program in District 69 (CEAP).

- Special events for the month of February were well attended and the Family Day Free Swim was a success for the RDN, the community and event sponsor Quality Foods

- Registration for the second session of aquatic winter programs:

Year	Participants	Revenue
2012	220	\$11,109
2013	215	\$13,347
2014	222	\$18,567 (ROAMS LSC \$5707)

FACILITY OPERATIONS

- Operations at RAC continue to be normal with no serious interruptions to service. Minor repairs on the steam room, chlorine delivery system and air handling units were successfully completed.

FACILITY ADMISSIONS

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	384	393											777
Child	522	617											1,139
Student	358	369											727
Adult	2,652	2,519											5,171
Senior	3,786	3,172											6,958
Family	1,289	1,042											2,331
Golden	489	493											982
Totals	9,480	8,605											18,085

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	282	340											622
Child	532	497											1,029
Student	426	464											890
Adult	2,837	2,644											5,481
Senior	3,774	3,295											7,069
Family	1,308	1,106											2,414
Golden	588	523											1,111
Totals	9,747	8,869											18,616

RECOMMENDATION

That the Ravensong Aquatic Centre report for February 2014 be received.

M. Chet

DR Blum

TO: Dean Banman
Manager of Recreation Services

DATE: April 3, 2014

FROM: Mike Chestnut
Superintendent of Aquatics Services

SUBJECT: District 69 Recreation Commission - March 2014 Report Ravensong Aquatic Centre

PROGRAMS/EVENTS/ RENTALS

- March 8-9 Standard First Aid
 - March 13 Last day of Afterschool Lessons
 - March 17-28 Spring Break with Special Events
 - March 31 Spring lessons start
- During the District 69 Spring Break, RAC altered regular scheduling to accommodate daily Everyone Welcome sessions between 1:30-5:00pm. This included 5 themed swims which attracted 450 participants in total. The community took advantage of the two weeks of Everyone Welcome sessions averaging between 90-100 participants per session, up significantly over the 2013 spring break sessions which averaged 30-50 attendees.
 - In addition to the increase in public sessions over spring break, two water camps were offered and well attended. Water camps consisted of a swim lesson, outdoor and indoor activities and finished in the pool for an afternoon fun swim for participants. Feedback from parents indicated a high level of satisfaction with the camp content and leaders.

First session of after school Spring lessons:	<u>2014</u>
Revenue	\$18,072
Registrants	270

FACILITY OPERATIONS

- Designed Air Systems Ltd will be preparing a design alternative to the existing domestic hot water delivery system to the male and female change rooms. The current design, which was remediated in 2010, is not meeting user expectations.
- Aquatic Maintenance Worker Mike Naylor retired from the RDN at the end of February and the vacant position has been awarded to Mike Weeks who has been with the RDN at RAC for several years in the role of Team Leader and Lifeguard/Instructor.

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	384	393	453										1,230
Child	522	617	877										2,016
Student	358	369	454										1,181
Adult	2,652	2,519	2,642										7,813
Senior	3,786	3,172	3,756										10,714
Family	1,289	1,042	1,833										4,164
Golden	489	493	584										1,566
Totals	9,480	8,605	10,599										28,684

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	282	340	326										948
Child	532	497	648										1,677
Student	426	464	524										1,414
Adult	2,837	2,644	2,391										7,872
Senior	3,774	3,295	3,342										10,411
Family	1,308	1,106	1,485										3,899
Golden	588	523	562										1,673
Totals	9,747	8,869	9,278										27,894

RECOMMENDATION

That the Ravensong Aquatic Centre report for March, 2014 be received.

M. Chet

DR Bhu

TO: Dean Banman
Manager of Recreation Services

DATE: May 2, 2014

FROM: Mike Chestnut
Superintendent of Aquatics Services

SUBJECT: District 69 Recreation Commission - April 2014 Report Ravensong Aquatic Centre

PROGRAMS/EVENTS/ RENTALS

- April 1 First set of Spring Lessons start
- April 1 Assistant Water Safety Instructor Course
- April 2 Free Lifeguard Seminar
- April 6 Aqua Zumba Course
- April 7 Homeschool Lessons
- April 11 Around the Island Haida Gwaii Swim Challenge completed - 47 participants
- April 16 Sno Cone Wednesday
- April 17 First Aid for Emergency Planning Course
- April 20 Child Care First Aid Course
- April 23 CPR Recertification Course - RAC staff provided a first Aid refresher course for the RDN's emergency planning department's neighborhood emergency program. 14 participants that received the training.

First session of after school Spring lessons:	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenue	\$20,517	\$24,754	\$21,065
Registrants	522	425	330

FACILITY OPERATIONS

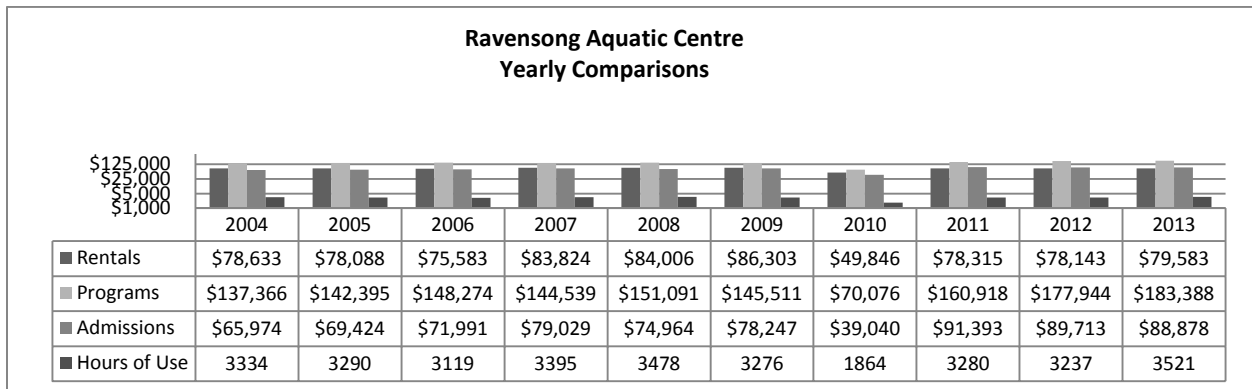
- Designed Air Systems Ltd completed the design phase of the domestic hot water reconfiguration. A tender will posted in June with the work scheduled for the annual shut down in August 2014.
- The solar panel panels at RAC have been covered to eliminate the overheating that occurred in past summers. Further design work is required to identify the efficiencies and usage of the existing system.

2014

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	384	393	453	168									1398
Child	522	617	877	266									2282
Student	358	369	454	300									1481
Adult	2652	2519	2642	1986									9799
Senior	3786	3172	3756	3401									14115
Family	1289	1042	1833	643									4807
Golden	489	493	584	559									2125
Totals	9480	8605	10599	7323	0	0	0	0	0	0	0	0	36007

2013

Swim Sessions	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Tot	282	340	326	223									1171
Child	532	497	648	348									2025
Student	426	464	524	378									1792
Adult	2837	2644	2391	2107									9979
Senior	3774	3295	3342	3269									13680
Family	1308	1106	1485	787									4686
Golden	588	523	562	492									2165
Totals	9747	8869	9278	7604									35498



RECOMMENDATION

That the Ravensong Aquatic Centre report for April 2014 be received.

M. Ch...

DR B...

TO: Dean Banman
Manager of Recreation Services

DATE: March 4, 2014

FROM: Hannah King
Superintendent Recreation Program Services

SUBJECT: **Northern Community Recreation Program Services Report - District 69 Recreation Commission – February 2014**

INCLUSION

- One child registered for swimming lessons receiving one on one support from a lifeguard
- One child registered for skate lessons receiving one on one support from a skate instructor

PRESCHOOL PROGRAMMING

- No new program starts

CHILDREN'S PROGRAMMING

- 2 Private Birthday Party bookings at gym

Community Development:

- Spring and summer field bookings are now underway

YOUTH PROGRAMMING

- DJ Teen Swim at Ravensong Aquatic Centre - 74 youth (excellent)

Community Development:

- Programmer co-chaired Youth Link meeting. Representatives from School District 69, Society of Organized Services, Family Resource Association, Ministry of Children and Family Development, Island Health, Vancouver Island Library, Arrowsmith Community Recreation Association, Vancouver Island University, City of Parksville, and First Nations present. Guest speaker: Patricia Huntsman, Cultural Development and Communications for the Town of Qualicum Beach presented on the Town's cultural plan

- Programmer chaired Youth Recreation Advisor (YRA) meeting - 9 youth attended. Guest speaker, Rob Ferguson, Co-Chair/ Diploma Advisor for the Department of Recreation and Tourism Management for VIU presented to the youth on VIU's certificate in Event Management, diploma in Recreation and Sport Management and degree in Tourism Management with a major in Recreation. Rob also spoke to the youth about the upcoming Qualicum Beach Family Day event which happens at the end of May
- Programmer met with Youth Pastor and toured the Parksville Baptist Church to assess options for a space for the summer basketball program
- Programmer attended an Arts Advisory Panel meeting for Oceanside Community Arts Council at the McMillan Arts Centre. Representatives from Decosmos Fine Arts Society, Bard 2 Broadway, Vancouver Island Opera and Arrowsmith Artists were present
- Programmer met with local artist to explore youth art options for programming starting in April.
- Programmer continues to receive posters and program/event information from community organizations to post on rdnyouth.ca as well as on Facebook. Rdnyouth.ca continues to develop into the desired hub of information for what is happening for youth in Oceanside
- Programmer met with the Society of Organized Services (SOS), the Parksville Curling Club and St. Edmunds Church to assess options for a space for the Young Chef program
- Programmer met with Kwalicum Secondary School art students to promote the Youth Art in RDN Facilities project
- Artists Gallery on rdnyouth.ca was unveiled. Youth art is being digitally displayed on rdnyouth.ca as well as on the television screens at Oceanside Place Arena and Ravensong Aquatic Centre.
- Programmer met with new administrators for the MacMillan Arts Centre (MAC) to discuss future youth arts programming as well as a Youth Art Exhibition for Youth Week

AREA H PROGRAMS

- Gentle Yoga: Running with 8 registered (large class according to trends in adult registration in Bowser in last two years)

Special Events & Programs

- Community Capacity Building Grant – workshop date set **for April 10, 2014**. Planning in progress.
- Facilitators in place
- Two speakers secured who will talk about trends in Seniors Health in the region (Lynn McFadgen from VIU Centre for Healthy Aging) and trends in the early years (0-5yrs) in the area (Lorraine Seline, from the BLT/ Wow Bus)
- Invitations have been sent out to community groups and individuals, and organizations that represent the area (Island Health, SD 69, RDN, FRA etc.)
- Golden Shoe Hunt – planning started for hunt this year

Community Development:

- Discussions with Michael Recalma, of Qualicum First Nations, regarding recreation in the community and resources for recreation programs

Promotions

- Continued regular promotions in the Eyes on BC Publication –community events section for winter programs
- Posters out for Yoga program, and for Community Capacity Building Workshop

ADULT PROGRAMMING

- Started Feb 28: Minds in Motion (Alzheimer Society program) – 12 registered. Average
- Seated Fitness (IHN program) – 20 (3 are community clients) in Qualicum Beach – Full. 14 (3 are community clients) in Parksville. There have been significant changes in the IHN team and therefore their capacity to refer clients has stalled
- Zumba – Cancelled (6 registered)
- Zumba Gold – 19 registered. Good
- Classes taking drop-in: Gentle Fit, Nia, Zumba. This is not publicized because if too many people choose that option, the classes will not have a base to run. Drop-ins are accommodated if there is space in the class and they pay cash at the door

Community Development/Other

- Feb. 12: Active Aging Week Planning Meeting
- Feb 18: Presented Active Aging Week information at the Oceanside Healthy Living Association Meeting
- Participated in all of the Adult Programs to connect with the clients and get reacquainted with the basics of each class
- Sent two applications for a VIA Sport grant (Forever Active Bodies and Girls Only). The FAB grant is for Nordic Walking and the GO grant is for Paddle Boarding. The programs will be offered in partnership with Outsider Adventure Inc. We can only be approved for one, and hope to hear back in March

MARKETING/PROMOTIONS

Portfolio focus: Spring Summer 2014 Active Living Guide, Family Day, Spring Break

Promotions support for:

- Photo Draw, Family Day, Spring break, rent the pool (poster), Youth Week, Bowser Fall Fair
- Advertising & Promotions:
- Complimentary products – 6 requests filled.
- Display ads – sign me up, family day, big map
- Photo draw – 44 photos received to date.

Other:

- Met with Adrienne Mercer, communications discussion to reviewed department promotions coming up in February and March. Looking into attending the next cross departmental staff meeting, April 8th.

- Lobby poster frames have been damaged, one in the men's washroom and the main lobby at Oceanside Place – looking in to replacement items.

Spring Summer Guide

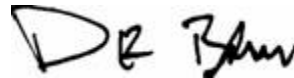
- Guide covers will not have the FSC logo printed, due to the printer being out of stock. This occurred without notice and I will be following up with the print job contact regarding the change in price.
- Guide postage rates were \$600 less and the number of guides mailed was the same, after following up by phone, it was confirmed that it was correct. The extra budget monies will be used to increase photos for promotional purposes.
- The 2014 spring/summer Active Living Guide has placed 39 (up from 35 in spring summer 2015) community ads (not including RDN ads and information).
- Advertising revenue for this issue is projected at \$6870 + tax (up \$600)
- Ad space is 94% sold out (7.5 of 8 pages were filled with community advertisers) (up 6%)

RECOMMENDATIONS

That the Northern Community Recreation Program Services February 2014 report be received



Report Writer



Manager Concurrency

TO: Dean Banman
Manager of Recreation Services

DATE: April 7, 2014

FROM: Hannah King
Superintendent Recreation Program Services

SUBJECT: **Northern Community Recreation Program Services Report - District 69 Recreation Commission – March 2014**

INCLUSION

- 1 child in swimming lessons receiving support.
- Sent letters to all past summer participants, reminding them to sign up for summer camps and to ensure we have a support staff in place.
- Updated medical information forms for children attending Spring Break Camps.

PRESCHOOL PROGRAMMING

- Kindergym Spring Break Camp (4-6yrs) – 9 registrants (good).

CHILDREN'S PROGRAMMING

- Fun in the Forest Spring Break Camp (5-12yrs) – 10 registrants i.n 1-week program plus 13 daily registrants (full).
- Jr. Can-Gym Gymnastics Spring Break Camp (5-9yrs) – 10 registrants in 1-week program plus 4 daily registrants (good).
- Sr. Can-Gym Gymnastics Spring Break Camp (9yrs+) – 3 registrants; combined with Jr. program (poor).
- Birthday Party at the Gym – 1 private party booked.

COMMUNITY DEVELOPMENT

- Spring/summer field bookings completed.
- Programmer attended the North Island Programmers meeting in Comox. Topics included risk management, programming, marketing and promotion, and volunteering.

YOUTH PROGRAMMING

- Babysitters Certification Program: 11 (good)
- Express Camp: 38 (fair)
- Youth Career Night: 11 (fair)

Youth Recreation Strategic Plan:

- Programmer attended Youth Outreach Worker meeting. Representatives from School District 69, Society of Organized Services, and Family Resource Association present.
- Programmer co-chaired Youth Link meeting. Representatives from School District 69, Society of Organized Services, Family Resource Association, Ministry of Children and Family Development, Island Health, Vancouver Island Library, Arrowsmith Community Recreation Association, Vancouver Island University, City of Parksville, and First Nations present. Guest speaker: VIU nursing program students .
- Programmer continues to manage RDN youth website, Facebook and twitter accounts. The website will be soon become dedicated to the promotion of community Youth Week events
- Programmer chaired Youth Recreation Advisor (YRA) meeting - 9 youth attended. Youth began planning for Youth Week 2014.
- Programmer presented to Ballenas Secondary School leadership students and encourage their participation in planning a Youth Week event to be hosted directly afterschool at BSS.
- Programmer made a presentation to the Youth Advocates committee on developmental asset building and the 40 Developmental Assets.
- Programmer provided training on developmental asset building to front line staff that work at Oceanside Place arena and Ravensong Aquatic Centre.

AREA H PROGRAMS

- Gentle Yoga: Completed with 8 registrants. We have created another class on demand as registrants want to continue. This new class will run April 10-May 15. Note: another yoga “studio” the Breathing Room, has opened in Bowser at Magnolia Court offering 6 classes per week. Classes are morning, afternoon and evening but do not conflict with what we are offering.
- Lego Builders Club: class is full at 10 registered. Still trying to locate instructor, but I will instruct class if we cannot find someone suitable. Instructor problems common – it is difficult to find instructors here, and to get someone to come out to Bowser.

Special Events & Programs

- Golden Shoe Hunt – planning started for hunt this year. Secured sponsorship/ partnership with Outsider Adventures Inc. to provide grand prize along with incentive (paddle/ kayak lesson) for finding all 6 shoes.

Promotions

- Continued regular promotions in the Eyes on BC Publication –community events section for spring programs.
- Working on Golden Shoe promotions

ADULT PROGRAMMING

- Seated Fitness – 20 in Qualicum Beach – Full. There was no IHN funding for this class so the clients had to pay the full price or seed funding through the FAP. The class filled very quickly and attendance has been excellent.
- WaterSmart Workshop March 22 – 5 registered
- WaterSmart Workshop March 29 – 10 registered
- Gentle Fit Started with 10 registered and a couple of drop ins. Hope to see a few more register in the next couple of weeks
- Mar 6: Attended Healthy Communities meeting at RDN
- Mar 10: Attended IHN contract meeting
- Mar 10: Attended Oceanside Community Health Network Planning Group meeting
- Mar 12: Hosted Active Aging Week planning meeting
- Mar 25: Attended Healthy Communities meeting at RDN
- Mar 26: Summer employment presentation to the VIU Education Department (approx. 25 in attendance)
- Mar 27: Summer employment presentation to the VIU Recreation and Tourism Department (3 in attendance)
- The two applications that were submitted for the VIA Sport grant were declined .

MARKETING/PROMOTIONS

- Portfolio focus: Spring Summer registration, Active Living Guide
- Promotions support for: Youth Week, Bowser Fall Fair, Golden shoe, Garage Sale
- Complimentary products – 8 requests filled.
- Display ads – Physical Activity Line, What's on Digest
- Radio ads
- Spring flyer produced and delivered to schools mid-March.
- Door Hanger coupon printing delay, will be delivered early April, coupon now expires May 17, 2014
- Posters, guides and some Breeze brochures delivered March 17 and 31
- SWAG ordered rdnyouth.ca silicone bracelets

SUPERINTENDENT'S NOTES

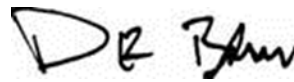
- Spring Break Programs were well subscribed. Trying to balance needs of the community and availability of instructors continues to be a challenge.
- Initial spring/summer registration numbers are down in comparison to the same time frame last year. This could be in part due to the initial registration day falling at the start of Spring Break Will continue to monitor registration rates and shift marketing and communication efforts to support the message of the availability of registration year round .
- Promotion of summer camp leader positions is underway.

RECOMMENDATION

That the Northern Community Recreation Program Services March 2014 report be received.



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: May 15,, 2014

FROM: Hannah King
Superintendent Recreation Program Services

SUBJECT: Northern Community Recreation Program Services Report - District 69 Recreation Commission – April 2014

PRESCHOOL PROGRAMMING

- Gymnastics programs – postponed until May while instructor is out-of-town
- Fall/winter planning is underway. Meeting with potential instructors and contractors. Program sites are being considered. Facility availability is unknown

CHILDREN'S PROGRAMMING

- Nature Art (9-12yrs) – cancelled due to no registration
- Gymnastics programs – postponed until May while instructor is out-of-town
- Fall/winter planning is underway. Meeting with potential new instructors and contractors. Program sites are being considered. Facility availability is unknown
- Summer hiring is underway. Application screening, short-listing, interviews and reference checks

Community development:

- District 69 Recreation Grants- deadline was April 25, 2014. Recommendations are included in the agenda

Agency meetings:

- Staff attended April meeting of Building Learning Together
- Met with Building Learning Together staff to plan for summer opening of Family Place Munchkinland
- Operational and efficiency review – participated in staff reviews and stakeholder interviews

AREA H PROGRAMS

- Gentle Yoga: New class will run April 10-May 15 has 6 registrants

- Lego Builders Club: class is full at 10 registered. Program is well received and going well. We have had to extend the class 15 minutes to start at 2:45pm (instead of 3pm) due to SD 69 early dismissal for teacher's strike
- Golf lessons: first session (starting April 1) cancelled due to no registration. Second session – Ladies only – full with small waitlist. We discussed offering another class afterward, but decided to offer spots in session next month instead

Special projects & events

- Community Capacity Building Grant – workshop date set for April 10, 2014 was cancelled by facilitators. Will be postponing until fall, and have had a deferral for grant \$\$
- Golden Shoe Hunt – First shoes have been found (many times) and lots of good feedback this year. New this year is sponsorship of Outsider Adventures Inc. They are offering prizes and incentives for the hunt this year. Feature in the PQB News prior to the start of the hunt

Community development

- Lots of contact with PAC, community members in relation to sports equipment, fundraising, and other ideas and activities for children in the area
- Several community events taking place to support a family who has recently lost a member. RDN is not involved (as this is personal to the community) but is something to be aware of at this time

Promotions

- Continued regular promotions in the Eyes on BC Publication –community events section for spring programs
- Community Capacity Building Workshop promotion/ cancellation promotion.
- Golden Shoe
- Performance Recognition call for nominees

ADULT PROGRAMMING

- Zumba Gold started April 1 – 17 registered – good
- Zumba – Cancelled due to low registration
- Hikes cancelled due to low registration: The Notch, Little Mountain, Rosewall Creek
- Yoga “fun”damentals – 2 registered – new program
- Nia – 7 registered, averaging 2 drop ins/days – running at minimum. Facility conflicts may be playing a part. Bumped out of Qualicum Beach Community Hall a lot this session. Had a very difficult time finding alternate spaces so the class is going to the Parksville Hot and Cold Yoga studio. VERY inconvenient for the clients
- WaterSmart Workshop April 12 – 6 registered
- Hiking Information Session – 8 registered. Low
- Minds in Motion – 24 registered – excellent, had to open more seats

Community development/other:

- Apr. 1 – Summer Job postings closed - 113 applicants
- Apr. 3 – Arete Bullying/Harassment Training

- Apr 14 – Attended the Oceanside Community Health Network Planning Group meeting.
- Apr 16 – Hosted Active Aging Week Planning Meeting
- Apr 28-May 1 – Summer Leader Interviews – 25 scheduled.
- Worked on the Fees and Charges proposal
- Facebook posts:
 - Nordic Walking – 119 views
 - Mt. Benson hike – 103 views
 - Hiking Information session – 348 views
 - Gentle Fit – 87 views

MARKETING/PROMOTIONS

- Summer Campaign and Fall Winter Active Living Guide
- Complimentary products – 7 requests filled
- Display ads –What’s on Digest, Light house fall Fair ad
- Radio – Mother’s day promotions coupon designed
- Door Hanger coupon printing delay, delivered in April, coupon now expires May 17, 2014. 1 coupon redeemed as of April 30th
- Summer Rack Card gone to print
- Big map is now available; RDN Recreation and Parks ad is in top right hand corner
- Public Notice – Youth week was shared with media, article in PQB news
- Confirmed staff to attend the Great Garage Sale May 24th to set up a table promoting RDN programs, specifically summer camps

Meetings/Training

- Cross Departmental Meeting attended April 8
- Completed Adobe Illustrator online course with 81%.
- Attended Social media course presented by City of Nanaimo on April 17
- Communications meeting with Adrienne Mercer April 23
- Met with Sharyn Sadauska, April 24, Parksville Qualicum Beach Tourism – they have added a new Kids camp category to the profiles
- Booked location and registered with Terry Fox Foundation for Terry Fox Run September 14

SUPERINTENDENT’S NOTES

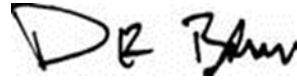
- BCRPA- attended session topics included: Leadership Lessons, Small Communities Café (discussion groups re. challenges/issues facing small communities/regional districts), Registration Software Systems selection process (case study of how North Vancouver is selecting a provider in response to CLASS service changes), Working with local Health Authorities, Promoting Happiness as public policy, e marketing, and a suppliers tradeshow
- Interviewed Summer Recreation Assistant and Summer Leader candidates. Impressed with the calibre and depth of the candidate pool, speaks highly of how the RDN summer programs are regarded

Recommendation

That the Northern Community Recreation Program Services April 2014 report be received.



Report Writer



Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 7, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff attended the “soft opening” for the Cedar Skatepark on February 1st, approximately fifty people were present. Planning and construction of a new toilet at the Cedar Skatepark was completed, along with an anti-graffiti coating on the concrete parking curbs. Regular garbage collection and maintenance visits were conducted, and a contractor was organized for ongoing washroom servicing work. Staff also continued to work with the contractor to complete the remaining deficiencies on the project.

A damaged porta-potty surround was repaired at the Quennell Lake boat launch, with additional boulders installed to prevent further (vehicle) damage.

Staff prepared and distributed the February 19th PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area B

Final rock scaling work was completed at 707 Community Park. Staff also met on site with an adjacent landowner and a tree falling contractor regarding several hazard trees along the park boundary.

At Rollo McClay Community Park, a new pump was installed and plumbing work completed at the irrigation pond in order to achieve suitable water levels for planned berm work. A utility access road was constructed for the pond area, and the berm was sanded and seeded. Tree pruning and site grading work was also completed. Garbage service continued at the park, along with several beach access sites on the island.

An access agreement was completed with the landowner adjacent to the southern boundary of 707 Community Park. A gate was ordered, for installation on private land and is scheduled for April.

Staff met with an El Verano Drive boat launch resident regarding access issues, and then conducted boulder placement at the site in order to properly define private driveway access on site.

Removal of an old park entrance sign was carried out at Huxley Community Park.

Snow removal was conducted on bridges at Joyce Lockwood and Cox Community Parks.

Staff prepared a report regarding the referral request for the proposed Islands Trust park land rezoning bylaw. The report outlined what implications the proposed bylaws will have concerning the management of parks on the island.

Staff continued to work with the consultant to develop concepts for the Huxley Park Master Plan. Staff organized and attended an open house on March 29th, 2013.

Staff prepared and distributed the February 4th Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff visited Davidson Bay on Mudge Island to review potential parking lot improvement options.

Staff continued to provide support to an ongoing investigation into a potential park land acquisition.

Staff met with members of the Gabriola Recreation Society and RDN Recreation Staff to review projects and issues at various parks.

Area C – Extension

In March, a design for the future pedestrian bridge in Extension Miners Community Park was finalized by Harold Engineering in consultation with community members and park staff. In preparation for building permit application, park staff completed a bridge site plan and hired Levelton Consultants to conduct geotechnical assessment and soil prep recommendations. A building permit application will be submitted in April upon receipt of engineers' drawings and reports.

Park clean up and maintenance work was carried out at Extension Miner's Community Park.

Area C - East Wellington/Pleasant Valley

A site visit with a contractor was made and staff liaised with park users in order to determine an appropriate location for a newly ordered bike rack for Meadow Drive Community Park. Installation is planned for April. Weeding and trail maintenance work was also carried out at the site.

A questionnaire regarding the potential options for Anders and Dorrits' Community Park was available to the public both at the September 5th, 2013 open house and online between September 5th and January 10th, 2014. Staff prepared a summary of the forty-nine (49) responses that were received. The park web page has been updated and a link to the summary provided.

Several hundred plant pots were removed from Anders and Dorrit's Community Park, and donated to the Nanaimo Area Land Trust's nursery program. Site inspections were also carried out at the park. A draft parking plan for Anders and Dorrits' Community Park was prepared by staff in March as a first stage of park development.

Staff prepared and distributed the February 24th Area C –East Wellington Pleasant Valley POSAC meeting agenda package. The meeting was postponed to a later date due to the snow.

Area E

Two hazard trees noted during a site inspection at Nanoose Road Community Park were removed, and a high 'wildlife stump' retained.

Staff prepared and distributed the February 3rd Areas E POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area F

The Meadowood CP Phase 1 Construction tender was posted in late March with an April 11th closing. Monthly information meetings have been conducted with the CMRA Park Subcommittee. An application was submitted for the BC Tire Stewardship Grant to upgrade to rubber tire play surfacing. There is ongoing coordination of volunteers for completion of the rough grading the Phase 2 park area. The community emphasis now is on coordination of in-kind and donated materials for the park development, e.g. RDN compost, boulders, timbers, pavilion construction. The quarterly Recreation Grant report for 2013 was submitted.

Hazard tree removal work was carried out at Malcolm Community Park.

Staff met on site with a contractor regarding replacement of stairs at Errington Community Park. This work is scheduled for April.

Area G

Contractor consultation and planning was carried out regarding building upgrades at the Women's Institute Hall at Dashwood Community Park. Janitorial work and contract approval was carried out for the hall.

At Neden Way Community Park staff cleaned garbage from park trails.

At Miller Road Community Park staff inspected trails, and cleared debris and garbage.

Snow removal work was carried out at Barclay Crescent Bridge.

Staff prepared and distributed the March 10th POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area H

Staff liaised with Ministry of Forests regarding the start-up of forest fire abatement work at Oakdowne Community Park.

Community Parks and Trails Strategy - Developers' Information Package – Parkland Dedication

A draft guide was prepared by park staff in March. The document is intended to simplify the parkland dedication process at time of subdivision by providing developers with a succinct outline of desirable parkland types and instances that warrant cash-in-lieu.

Community Works Projects

Area B

Staff continued to work with consultants on the preliminary design work for the trail. Staff, consultants and Area Director met with select neighbours along the proposed trail route to talk about potential conflicts with signs and/or fences in the road right-of-way. Staff and the Area Director met with staff from the Ministry of Transportation to review the preliminary design and seek guidance on specific questions relating to road drainage, potential future crosswalks and the potential for future bike lanes along the trail route. Staff also prepared for the open house, updating online information and creating a questionnaire. The public Open House, held at the end of March, saw over 100 people. The event was a joint effort between the Village Trail and Huxley Community Park. Ongoing design work will continue through the summer.

Area C - East Wellington/Pleasant Valley

Staff met with select community members and the Area Director to talk about how to improve pedestrian safety along Jingle Pot Rd. Staff will follow up with MoTI regarding the possibility of improving the shoulder along sections of the road.

Area G

Staff met to discuss development permits in the area around Wembley Mall and opportunities for improving pedestrian access through this area. Staff will be coordinating with the City of Parksville and MoTI to work on this initiative. Staff also met with the Oceanside Cycling Coalition to reconnect on the topic of improving cycling opportunities in the area. Correspondence with this group will continue with trail projects underway in this area.

Morden Colliery Bridge

In March, staff coordinated survey work with Harold Engineering for the undeveloped portion of the Morden Colliery Regional Trail right-of-way. Neighbouring land owners were notified by mail with regards to the land survey (early April), and future trail development and bridge construction. Staff prepared a project site context map for coordination purposes with the Engineers who will be working on the bridge design.

Regional Significant Gas Tax Project

Staff received 9 submissions from engineering firms bidding on the design of the RDN's first piece of E&N Rail with Trail (from Coombs to Parksville to French Creek). The Evaluation Committee reviewed all proposals and made a recommendation to the Board. The Board approved the contract to Koers and Associates and the project is scheduled to begin at the beginning of April.

Park Staff installed two trail counters along the pre developed trail.

Regional Parks and Trails

Arboretum

Park staff met with the volunteers to develop a work plan and the beginnings of a management plan for the land. Park staff installed a surveillance sign and angled the tree id posts. Park staff visited the Arboretum to review the current status of the land and reviewed its potential for the future.

Beachcomber Regional Park

Park Staff posted letters on illegally moored vessels indicating that the vessels would be removed after two weeks. One boat was impounded after the two weeks ended. A hazardous tree was then removed after all vessels were removed. Park Staff conducted trail maintenance cleaning the stairs and collected trail counter data. Of the two trail counters installed one was stolen this month and has been replaced with another counter. Data is being collected at this location for management plan purposes.

Benson Creek Falls

Park staff conducted park inspections and maintained trails. Park staff inspected a report regarding the fence being compromised at the falls and that it was being undermined by flow from the falls. This was not the case. The fence was wiggled to some degree but was made stable in a short order of time. Park staff stabilized the fence at the falls, and installed boundary and directional signs. Park Staff met with MOTI staff to review installing no parking signs and expanding Creekside Community Park parking lot to accommodate parking for BCFRP.

Big Qualicum River Regional Trail

Park staff conducted park inspections and maintained trails. Park Staff installed new directional trail signage.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler.

Descanso Regional Park

Park staff used leaf blowers to clean the sites, trails and roads. Park staff also installed new sign posts made out of the hazard trees previously felled and milled on site with the Park Operator. The Park Operator installed replacement signs, new site number signs along with the last of the new fire rings.

A Park Operator Agreement is being prepared for 1-year renewal, and 2013 Campground reports were requested from the Operator.

Horne Lake Regional Park

Park staff completed brushing a trail linking the BC Parks parking lot and the Regional parking lot. Further campground improvements were completed in the park such as new trails, roads and group site improvements.

Staff met with the Park Operator to review the Annual Report on the first year of operation.

Englishman River Regional Park

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

Park staff made two picnic tables out of a windthrown cedar. They were delivered to the Hatchery for Watershed school field trips.

Lighthouse Country Regional Trail

Park staff removed a tree which fell over the railway tracks near the crossing. A trail and bridge inspection was conducted after the snow storm. Park staff cleaned the bridges that span over Nash and Ridgewil, cleared grass at the Lioness staging area and collected trail counter data.

The development of 5 interpretive signs along the trail is in the final design phase, with production and installation planned for early summer.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails. Staff cleaned off the stairs at the swimming area. Park staff installed warning high water level signs throughout the park

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area.

Mount Benson Regional Park

Park staff and NALT staff continue to brush and construct the Old Logging Road Loop. Park staff installed fire reporting signs along the boundary that have their location and contact numbers to report a fire. NALT volunteers installed more trail counters as per a volunteer warden's request. Staff cleared snow and ice from the Witchcraft Lake boardwalk.

Staff met with members of NALT to review the progress on the covenant. Small changes were made to the document and accompanying maps.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails. Four hazard trees were removed at the bridge site near Cedar Plaza. Park Staff met with MOTI staff to review installing a crosswalk and associated signs on Woobank Road.

Staff met on site to review the possibility of a kiosk at the trailhead on Cedar Rd.

Moorecroft Regional Park

Park Staff repaired a section of split rail fence at vesper point after it was pushed over during one weekend. A danger tree was removed and a regulation sign was installed to act as a bollard at the main entrance. Park staff conducted park inspections and maintained trails. Trail upgrades were completed in the park before the nesting bird window. Trail counter data was collected.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Park staff and Water Services moved a boulder at the Frey Road entrance to allow for wheelchair accessibility. Park staff removed a hazardous tree from the trail.

Parksville-Qualicum Links

Park staff removed snow and ice from the bridge during and after the storms.

Top Bridge Regional Trail

Park staff conducted park inspections and maintained trails.

Trans Canada Trail

Park staff conducted park inspections and maintained trails. Park Staff looked at the requested rerouting of a section identified by the Backcountry Horsemen’s Society as being currently too dangerous for horses.

Staff met with a representative from the TCT to look at roadside options for a detour route around the Nanaimo River. None of the options offer an easy fix, meaning more than simply putting up some signs would be required. Narrow road shoulders and reduced visibility in some areas along Haslam and Cedar Roads do not offer a safe alternative for trail users. In the long-term, the E&N rail corridor will offer the best route for the TCT, however this will not be in place for several years.

Witchcraft Regional Trail

Park staff cut back brush from the trail to expose trail markers.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Quarterly playground inspections were also completed across the district. Contract administration work for annual park maintenance contracts has continued throughout the month. Parks Operations building safety inspections were completed and submitted to the Joint Health and Safety Committee. New tires were purchased/installed on one of the department’s fleet vehicles.

Trail Counter Data

Month	Beachcomber RP #1	E&N Trail #2	E&N Trail Lowery Rd.	LCRT Linx Road	LCRT Lioness Blvd.	Moorecroft La Selva Place
2013-07-01				1,315	2,697	
2013-08-01				1,235	2,319	
2013-09-01				841	1,552	
2013-10-01				695	1,001	
2013-11-01				706	1,250	
2013-12-01				653	1,124	
2014-01-01				592	1,535	
2014-02-01				622	604	
2014-03-01	3,770	52	31	16	1,266	907

Please Note Trail Counters were moved to new locations. Lighthouse Country Regional Trail trail counters have remained in place. Also numbers should be divided by two as people go past the counter twice to return to their vehicle or home.

Operational and Efficiency Review

Staff have been involved in interviewing other staff and doing research on benchmarks and preparing questions for stakeholders.

Park Use Permits and Events

- Gabriola Streamkeepers received a permit for a stream stewardship work at Winthuysen Creek at Descanso RP.
- A PUP was set up for the RDN Watershed Protection group to do school group tours in May-June, Sept-Oct for Nanaimo River RP and Englishman River RP.
- BCCF completed a PUP for BCIT restoration ecology students to tour restoration projects at Big Qualicum River RP.
- The Parks dept. assisted the Recreation dept. with selection of Golden Shoe park sites for this year's hunt.

Publications and Communications

- The 2014 Breathe Guide was produced and distributed to major RDN facilities and public venues, e.g. Visitor Centres, Nanaimo Aquatic Centre, etc. as well as an on-line version published on the RDN website.
- The Parks section of the Spring 2014 Active Living Guide was prepared and published.

Recommendations

That the Parks Update Report for February and March 2014 be received as information.

Original copy signed by W. Marshall

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 9, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Two new garbage and recycling containers were installed at the Cedar Skate Park. Construction and chain link fencing was also removed. Following completion of this park development, ongoing and regular garbage collection and maintenance visits were conducted. Staff also continued research into options for the installation of a video surveillance system for the park.

Ramp debris and garbage were removed at the Nelson Road boat launch.

Trail brushing and garbage removal was carried out at Pylades Road beach access.

Staff provided information regarding the planning and construction process of Cedar Skate Park to the District of North Cowichan.

Area B

At Rollo McClay Community Park, ongoing well maintenance work is being conducted by Water Services staff, requiring the provision of purchased water for the washrooms and concession while staff work to correct a turbidity issue with the well water. Garbage service continued at the park, along with several beach access sites on the island.

Further to an agreement with a landowner adjacent to the southern boundary of 707 Community Park, a gate was installed on private property in order to control vehicle access into the park. This is the last of three gates planned for the park. Keys have also now been distributed to police, fire and ambulance services on Gabriola.

Staff continued to work on the Huxley Park Master Plan and updated the RDN webpage to provide the most recent information on the process.

Staff continued to develop a site plan for the proposed upgrades to the Davidson Bay water access parking lot. The Islands Trust planning department as well as the immediate neighbours were contacted to discuss the draft plans.

Park inspection and pruning work was carried out at Joyce Lockwood Community Park.

Area C – Extension

A building permit application for the future pedestrian bridge in Extension Miners Community Park, including final engineered drawings and geotechnical report, was submitted by staff. Building permit approval was received end of April and bridge construction is scheduled to commence mid-June.

Area C - East Wellington/Pleasant Valley

Site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. The contracted mowing services has also started up for this site.

A new bike rack was installed at Meadow Drive Community Park. Contracted mowing services were also commenced for this site.

Area E

Park inspection and hazard tree removal work was conducted at Brickyard Community Park.

Fallen trees were bucked and garbage removed at Dolphin Lake Community Park.

Area F

Replacement stairs were installed at the concession building at Errington Community Park. Trail brushing and pruning work was also completed. Staff met on site with a park volunteer and member of the Errington War Memorial Hall Board to examine options for park maintenance work scheduled for this year, including re-grading of drainage ditches in the park, and roadside parking improvements.

Staff provided planning assistance to the Silver Spurs Riding Club regarding their Giant Donkey Competitive Trail Ride planned for July 27th, 2014.

Area F

Staff reviewed and provided parks comments to the RDN Planning department regarding the Earthbank Resources rezoning application.

The Meadowood CP Phase 1 Construction tender closed April 11th, with the selection of Milestone Equipment Contracting Ltd of Nanaimo. Playground equipment was ordered by staff. Monthly information meetings have been conducted with the CMRA Park Subcommittee. A BC Tire Stewardship Grant was received (matching grant) to upgrade to rubber tire play surfacing. There is ongoing coordination of volunteers for completion of the rough grading the Phase 2 park area and to receive donations of in-kind materials for the park construction e.g. boulders, timbers, pavilion construction. The quarterly Recreation Grant report for Jan-March 2014 was submitted.

Area G

Staff responded to a call regarding hazard trees at Riley Road Community Park, and conducted brushing and garbage removal work.

Planning work continued for upgrades to the Women's Institute Hall at Dashwood Community Park.

Area H

Park sign planning work was completed for Oakdowne Community Park. Ordered signs and posts have been received and installation is currently planned for May. Staff maintained contact with Ministry of Forests regarding ongoing forest fire abatement work at the site.

Staff prepared and distributed the April 2nd POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

At Illusion Lake Community Park, staff installed new signage, and removed garbage and hazard trees.

Brushing and garbage removal work was completed at Sunnybeach Community Park.

Community Works Projects

Area B

Parks staff compiled the input received from the questionnaires that were distributed at the March 29th Open House and posted the summary on the project website. The Consultants continue to work on developing the design for the trail. A meeting has been arranged with the Ministry of Transportation in early June to review the design plans.

Area C - East Wellington/Pleasant Valley

Staff have arranged a meeting with MoTI for early June to address pedestrian safety along sections of Jingle Pot Rd and discuss options for improving the roadside condition.

Area G

Regional and Community parks staff have briefly discussed community trail connections in the area surrounding Wembley Rd and Parks staff have requested plans from the City of Parksville in relation to development in the area.

Morden Colliery Bridge

Survey work was completed along the undeveloped portion of the Morden Colliery Regional Trail right-of-way in anticipation of a future pedestrian bridge crossing over the Nanaimo River. A feasibility study and preliminary bridge design will be completed by Harold Engineering in May.

Regional Significant Gas Tax Project

The project start-up meeting for the E&N Rail Trail was held in early April between parks staff and Koers & Associates Engineering Ltd. The project is off to a good start, with survey work underway in April and to continue into May. An environmental report was also prepared that describes vegetation and wildlife within the corridor. Staff prepared letters that were sent neighbouring residences and landowners, introducing the project and letting them know about the survey work that will be underway. A second letter was prepared and distributed to approximately 30 mid-island stakeholders who may be interested in the Rail Trail project. Stakeholders include adjacent local-governments, school districts, tourism, recreation and business associations, and emergency response agencies. A questionnaire was included with the letter to solicit preliminary input to the project. Letters have been drafted to local First Nations and will be sent out in early May. Trail design work will begin following completion of the topographical survey. On-going community liaison will occur throughout the life of the project. The project website is www.rdn.bc.ca/railtrail

Regional Parks and Trails

Arboretum

Park staff conducted park inspections and park maintenance.

Beachcomber Regional Park

Park Staff conducted trail maintenance and park inspections. Trail counter data was collected.

Benson Creek Falls

Park staff conducted park inspections and maintained trails. Park staff installed new posts with regulatory signs, boundary signs and emergency location signs.

Big Qualicum River Regional Trail

Park staff conducted park inspections and maintained trails. Park Staff installed new directional trail signage and brushed out Hunts Creek Bridge.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler.

Descanso Regional Park

A one-year renewal (2014-15) of the Park Operator Agreement was set up for signature. The 2013 Annual Report was received from the Park Operator. Park staff conducted site inspections.

Horne Lake Regional Park

Park staff brushed and removed roots from the new trails. A hazard tree assessment was completed with RLC staff. Park staff applied grass seed on the berms and around the bathrooms at the group sites.

Englishman River Regional Park

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees. Park surveys were attached to the kiosk for the public to provide comment on park services.

Lighthouse Country Regional Trail

Park staff conducted park inspections, maintained trails and collected trail counter data. Park surveys were attached to the kiosk for the public to provide comment on park services.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails. Design and layout of five interpretation signs was completed and were ordered for production.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area.

Mount Benson Regional Park

Park staff conducted park inspections and maintained trails. Park surveys were attached to the kiosk for the public to provide comment on park services.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails.

Moorecroft Regional Park

Park staff conducted park inspections, maintained trails and installed new directional signs. Trail counter data was collected. Park surveys were attached to the kiosk for the public to provide comment on park services.

Staff continue to liaise with the Moorecroft Stewards volunteers to support their fundraising activities.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Park surveys were attached to both kiosks for the public to provide comment on park services.

Top Bridge Regional Trail

Park staff conducted park inspections, maintained trails and installed a new concrete garbage can at the Industrial Way trailhead. Park surveys were attached to the kiosk for the public to provide comment on park services.

Trans Canada Trail

Park staff conducted trail inspections and maintained trails.

Witchcraft Regional Trail

Park staff conducted trail inspections and maintained trails.

Miscellaneous

Numerous information requests were received from the public and followed up with a response from staff. Quarterly playground inspections were also completed across the district. Contract administration work for annual park maintenance contracts has continued throughout the month. Quotations for electrical and brake equipment upgrades were sought and received for two fleet vehicles. Staff also attended meetings as part of the Asset Management review process for the organization. More sessions are planned for May.

Provincial Land Tenures

Staff met with the province regarding the renewal and upgrade of crown land tenures for the Morden Colliery Regional Trail, Benson Creek Falls Regional Park and Moorecroft Regional Park. Tenure renewal applications will be prepared following completion of required survey work and site plans.

Trail Counter Data

Month	Beachcomber RP #1	Beachcomber RP #2	E&N Trail #2	E&N Trail Lowery Rd.	LCRT Linx Rd.	LCRT Lioness Blvd.	Moorecroft La Selva Place
2014-01-01					592	1,535	
2014-02-01					622	604	
2014-03-01	3,869		56	33	109	1,103	822
2014-04-01	2,683	501	95	52	5,325	146	553

Operational and Efficiency Review

Staff continued with their involvement in the department staff interviews. Staff also developed questions for specific stakeholder groups including park users, park partners and other local government park departments. Input from these groups continues to be received. Staff also reviewed job descriptions and policies and procedures.

Park Use Permits and Events

- A dry run of the Watershed School Field Trips took place at Nanaimo River RP and Englishman River RP.
- GALTT set up a Park Use Permit (PUP) to conduct guided nature hikes at Descanso RP, Cox and 707 Community Parks.
- Mid-Island Enhancement Society set up a PUP to conduct Streamkeeper monitoring of Englishman River RP.
- A PUP was set up by 4-H group to run a concession at Rollo McClay CP from April-September.
- Assistance provided to Mid-Island Enhancement Society in their preparations for the June 8 River Run.
- Permission letter written for the CMRA to support their application to the Air Forces for a fly-by at their Canada Day celebrations at Meadowood Park.

Publications and Communications

- Staff continue to distribute the Breathe Guide to public venues.
- The RDN parks websites continues to be updated and expired information removed.
- Parks staff continue to support and participate in the Cross-Departmental Committee (quarterly meetings).

Parks-GIS staff meeting

Parks staff had a positive meeting with GIS staff to review the current collection of park features and to discuss how we can work towards having our park maps produced by the GIS department.

Staff Training

- Staff participated in a ½ day seminar hosted by City of Nanaimo on the effective use of social media.
- Staff attended a four day BCRPA Regional Parks Workshop and Symposium.
- Staff attended a Trails Risk Assessment workshop.

Recommendations

That the Parks Update Report for April 2014 be received as information.

Original copy signed by W. Marshall

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence



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MEMORANDUM

TO: Dean Banman
Manager of Recreation Services

DATE: April 30, 2014

FROM: Hannah King
Superintendent Recreation Program Services

SUBJECT: Corporate and Group Recreation Facility Pass Program

PURPOSE

To propose a corporate and group discounted admission pass program (Corporate and Group Recreation Facility Pass Program) for Oceanside Place and Ravensong Aquatic Centre to be offered throughout District 69 to qualifying groups and businesses.

BACKGROUND

At the May 2013 District 69 Recreation Commission Meeting a delegation from the Qualicum Beach Volunteer Fire Department made a request of the Commission that their organization be granted a reduced rate of admission at RDN recreation facilities. As no such program currently exists the request was denied and staff were directed through the resolution below to explore the concept and the implications of offering such a program.

“That staff report on the implications in offering a membership discount program on facility admissions or extending the existing membership program to business and organizations.”

The RDN Recreation and Parks department currently has a membership pass program promoted and referred to as the Active Living Card and 10 Punch Pass. Both have been in existence since 2009 with a goal to further promote active living and provide access via reduced rates based on volume or bulk usage. Discounts currently range from 30% for the three month membership, 40% for a six month membership, and 55% on an annual membership. Members either are provided with an easy to use photo identification membership card or 10 for the price of 9 Punch Pass.

Staff conducted comparative research regarding existing examples of corporate/group pass program within other communities.

Municipality/ Region	Enrollment Discount Offered	Facilities Aquatic/Arena	Fitness Programs	Notes
City of Nanaimo	10- 20 = 15% 20-50 = 20% 50+ = 30%	Yes	Drop in programs only	Available for purchase by employees directly, in cost sharing partnerships, or outright by employer Currently 7 participating organizations
Vancouver	10= 25%	Yes	No	
Kamloops	5-50 = 10% 51-100 15% 101+ = 20%	Yes	Yes	593 participating organizations Program has existed for 6 years
Comox	4=20%	No	Some	\$25.00 registration fee

Suggested parameters for a Corporate and Group Recreation Facility Pass Program within the Regional District of Nanaimo are:

- A 15% discount will be made available to nonprofit organizations and business located within District 69 of the Regional District of Nanaimo when purchasing 10 or more annual adult membership passes at one time.
- The Corporate/Group Rate offered would be \$338.96 (15% off of 12 month adult pass).
- The purchase can be made by the employer/board or directly by a group of employees/members or a combination of both.
- Proof of employment/membership will be required.
- The program will be operated as a two year pilot program if approved.

FINANCIAL IMPLICATIONS

The number of potentially qualifying businesses and organizations within the Regional District is difficult to predict. What is known is that there has been success in other communities with similar programs and that at least two interested parties (Qualicum Beach Volunteer Fire Department and the Vancouver Island Regional Library) within District 69 have shown interest.

Currently under the existing Active Living Card Pass program there are 22 adult 12 month memberships representing \$8,600 in gross revenue. It is possible some of these memberships would be converted to corporate/group passes which would reduce the overall revenue of the existing membership program. In short, there may be a number of these 22 adult members who belong to an organization that may take advantage of the new program if approved and rather than renew as an individual adult, will renew with a further 15% reduction as a member of a corporation or group. This possible scenario may in effect reduce the existing membership pass program revenue.

In 2013, the 12 month adult passes in circulation (passes overlap as they are sold on a 12month basis, not by calendar year) resulted in 2,593 swipes between both recreation locations- 17 at Oceanside Place Arena and 2,576 at Ravensong Aquatic Centre. This volume at the adult admission rate would be equal to \$14,728.24 in gross revenue. As \$7,112.76 was the revenue generated in membership sales over the same period, the savings to the patrons was \$7,615.54. Keeping in mind there is no way to determine how many of these patron visits would have occurred if the discounted pass program didn't exist.

It is suggested that over the course of the pilot project term a goal of five participating businesses/organizations is set (50 individual participants). If this goal is achieved the financial impact for RDN Recreation and Parks would be \$1,694.80 ($\338.96×5) in additional revenue.

STRATEGIC PLAN IMPLICATIONS

The proposed Corporate and Group Recreation Facility Pass Program is aligned with the Board's established Strategic Plan and the established goals around economic vitality. The corporate/group pass program is intended to assist local businesses and organizations provide opportunities to promote and encourage staff/volunteer wellbeing. Current research indicates that workplace wellness programs provide many benefits; improved employee health and wellbeing, reduced personal health care expenses, decreased absenteeism, and decreased turnover, all of which contribute to a stronger and more productive local economy.

Providing the discount to volunteers within local organizations the program would acknowledge the invaluable contributions they make to our communities.

SUMMARY

This report details a proposed discounted annual recreation facilities membership rate that would be made available to businesses and organizations throughout District 69 of the Regional District of Nanaimo. Organizations/businesses would be eligible for further discounts on the existing annual individual membership program when a specified number of their employees/members (minimum 10) join.

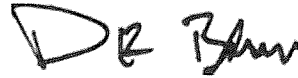
The purposed two year trail term allows the Recreation and Parks department the opportunity to market the program and evaluate its impact. Establishing a goal of five participating organizations will provide the department a benchmark by which to evaluate.

RECOMMENDATION

1. That a Corporate and Group Recreation Facility Pass be established for Oceanside Place and Ravensong Aquatic Centre in which a 15% discount is made available to nonprofit organizations and business within District 69 of the Regional District of Nanaimo when purchasing at one time ten or more annual adult membership passes.
2. That the Corporate and Group Recreation Facility Pass Program be offered as a trial program for a two year period.



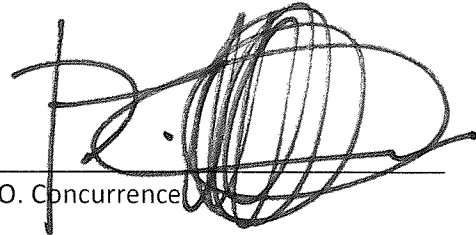
Report Writer



Manager Concurrence



General Manager Concurrence



C.A.O. Concurrence



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MEMORANDUM

TO: Dean Banman
 Manager of Recreation Services

DATE: April 30, 2014

FROM: John Marcellus
 Superintendent of Arenas Services

FILE:

SUBJECT: Grade Five Active Pass and Grade Six Activity Card

PURPOSE

To encourage youth, within District 69, to participate in physical activity that provides benefit towards a healthy lifestyle pattern by offering a free access to public swim and skate sessions at Ravensong Aquatic Centre and Oceanside Place through a Grade Five Active Pass and a Grade Six Activity Card program.

BACKGROUND

Research has indicated that the age of 10 years is a key time to ensure a strong exposure to physical activity to increase the likelihood that long term healthy lifestyle patterns are developed. According to Active Healthy Kids Canada, the majority of Grade 3 youth, (almost 100%) participate in 60 minutes or more of physical activity for 5 days or more per week. This large percentage decreases dramatically by Grade 7 where only 40% of males and 25% of females participate in the same amount of activity.

The objective of the proposed programs involves the following goals:

- i) To encourage youth to increase their physical activities and create a healthy lifestyle
- ii) To minimize or reduce the barriers to program access for youth (i.e. cost)
- iii) To encourage and increase the use of recreational facilities and the participation of youth in programs
- iv) To maintain relationships and increase partnerships with the schools through distribution of the Grade Five Active Pass and Grade Six Activity Card

The Grade Five Active Pass (GFAP) and Grade Six Activity Card (GSAC) or versions of the concept are available at various recreational centers across Canada. The City of Nanaimo, Parks, Recreation and Environment Department has implemented such programs. Their programs, when compared with others throughout the country, are very similar in structure.

Typical enrollment in a GFAP or GSAC program involves the parent or guardian completing a one page registration form that once processed provides the Grade 5 student (GFAP) with a picture identification card that is required to be shown at time of admission. The identification card is valid for the school year plus summer, effectively September 1 to August 31. The Grade 6 student (GSAC) would be provided with a card or pass that would be valid for 10 free admissions to either a public swim or skate session. All other aspects of both programs would be identical.

The existing computerized recreation and parks department membership card module is able to create and manage the GFAP cards. The GSAC program would either be handled by the same membership module or through issuance of a cardboard wallet size punch type pass. Applications for both programs would be distributed through local elementary schools and be available at both Oceanside Place and Ravensong Aquatic Centre for those eligible students being home schooled or attending school outside School District 69 but reside in the area. Tracking of usage would be available that would identify patterns such as venue visited, dates of use and frequency. With some additional work usage by school and sex would be possible.

ALTERNATIVES

1. To implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school is District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year

and,

to implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade six who reside or attend school is District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

2. To provide staff with alternate direction.

FINANCIAL IMPLICATIONS

The figures used for estimating financial impact are based upon the SD69 school enrollment of youth for grade 4 in 2013 (272) and grade 5 (321). The cost for membership cards is approximately \$.50 per card and so the cost for implementing the GFAP program would be \$136.00. If issued with a similar usage card, it would cost \$160.50 to implement the GSAC program. Both these costs are assuming that 100% of all grade 5 and 6 students apply to the respective programs. Data from other recreation departments show the application rate to average 50%.

The costs above do not include any administration expenses for processing registrations. Other administration costs such as marketing, advertising creation and printing of registration forms, creating GFAP/GSAC cards, etc. would be done through existing resources such as school newsletters/correspondence, the Active Living Guide, RDN website and existing department front desk services.

During the 2012/13 school year the City of Nanaimo's Recreation and Culture Department issued 387 passes. There were 907 youth in Grade 5 in District 68 at that time which equates to 43% of eligible youth applied for their Active Pass during that time frame. The actual usage numbers are not tracked on a calendar or school year basis so information on frequency of use or participation rate are not available. The RDN admissions category for Children spans 9 ages (4-12). For the purpose of calculating the cost of admissions for both programs, it is assumed that each age within the Children category brings in equal amounts of revenue. Based on this assumption is projected that the value of potential admissions forgone is \$1,700 at Ravensong Aquatic Centre and \$1,460 at Oceanside Place.

Grade Five Active Pass

2013 Revenue Child Admissions		Child Factor	Possible Admissions Impact
Ravensong Aquatic Centre	\$15,475	9	\$1,700
Oceanside Place	\$13,135	9	\$1,460

The Grade Six Activity Card program has a potential admissions impact of \$9,566. However this is very unlikely as it would require all grade six students in D69 to each use their card the maximum number of times (10). It is more realistic to project the likely financial impact of the GSAC program to be the same as the GFAP program; \$1,700 for Ravensong Aquatic Centre and \$1,460 for Oceanside Place.

If only relatively successful in increasing the physical activity levels of grade five and six students, it is realistic to believe that in the short term teen admissions and participation in department and/or community delivered programs related to physical activity may increase. Ultimately long term adult usage may increase as well if the active living habits are truly ingrained.

STRATEGIC PLAN IMPLICATIONS

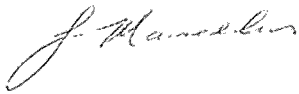
The fitness and social benefits derived from investments into initiatives that promote active living is recognized within the strategic goals for RDN Recreation and Parks. Specifically the GFAP and GSAC programs would help the RDN in meeting its goal to provide opportunities to residents that improve the physical, social, cultural and health needs while striving to balance location, accessibility and usage fees.

SUMMARY

Staff are recommending the implementation of two separate programs aimed at increasing the physical activity level of District 69 youth in grades five and six. These programs will offer access to public swim and skating sessions at reduced rates. The Grade Five Active Pass (GFAP) will provide free unlimited access for youth in grade five to public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year. The Grade Six Activity Card (GSAC) will provide a 10 free visit pass for youth in grade six to public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.

RECOMMENDATIONS

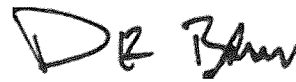
1. To implement a Grade Five Active Pass program which provides free unlimited access to youth in grade five who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.
2. To implement a Grade Six Activity Card program which provides a free 10 visit pass to youth in grade five who reside or attend school in District 69 of the RDN, to attend public sessions at Ravensong Aquatic Centre and Oceanside Place, from September 1 to August 31 of each year.



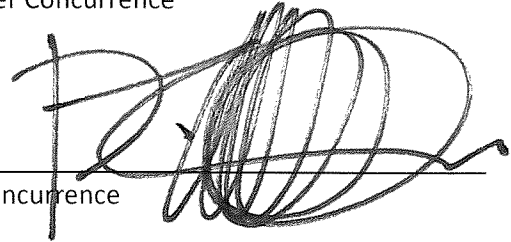
Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence