

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, OCTOBER 15, 2015
2:00PM
(Oceanside Place Multi-Purpose Room)
A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS/PRESENTATION

RDN Summer Camp Presentation – **Kelly Valade/Chrissie Finnie**

Motion to receive Late Delegations

MINUTES

4-6 Minutes of the Regular District 69 Recreation Commission meeting held June 18, 2015

Motion to approve Minutes.

7-8 Minutes of the District 69 Recreation Grants Sub-Committee meeting held October 6, 2015

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

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

Community Group	2015 Recommended
Arrowsmith Community Recreation Association- youth sports programs	4,200
Bow Horne Bay Community Club- Halloween event	2,500
District 69 Family Resource Association- youth drop-in food	1,800
District 69 Family Resource Association- youth drop-in keyboard and acoustic guitar	500
Total	9,000

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

Community Group	2015 Recommended
Arrowsmith Agricultural Association - Family Day Celebration	1,982
Bowser Tennis Club- court cleaning and signage	2,484
Forward House Community Society- recreation activities	2,328
Lighthouse Community Centre Society- Soupy Café lunch social program	2,200
Lighthouse Community Slo-Pitch League- snow fencing	687
Oceanside Paddlers- boat and equipment	4,243
Qualicum and District Curling Club- BC Mixed Championships	2,000
Ravensong Masters Swim Club- pool rental	1,250
Total	17,174

COMMUNICATIONS/CORRESPONDENCE

- 9 M. Butts, Bard to Broadway Theatre Society to B. Veenhof, D69 Commission Chair, **RE: Grant Thank You**
- 10 Parksville Qualicum Beach News – **School Board wants input on future of Parksville high school track.**
- 11 D. Banman, RDN to R. Koop, SD69, RE: Partnership Opportunities – **Outdoor Multi-Sports Complex in District 69**
- 12 **Family Resource Association to Regional District of Nanaimo, RE: Grant Thank You**
Motion to receive Communications/Correspondence

UNFINISHED BUSINESS

Outdoor Multi-Sport Complex

REPORTS

- 13-15 Monthly Update – Oceanside Place – June 2015
- 16-18 Monthly Update – Oceanside Place – July 2015
- 19-22 Monthly Update – Oceanside Place – August 2015
- 23-25 Monthly Update – Oceanside Place – September 2015

- 26-27 Monthly Update – Ravensong Aquatic Centre – June 2015
28-29 Monthly Update – Ravensong Aquatic Centre – July 2015
30-31 Monthly Update – Ravensong Aquatic Centre – August 2015
32-33 Monthly Update – Ravensong Aquatic Centre – September 2015
- 34-37 Monthly Update – Northern Recreation Program Services – June 2015
38-42 Monthly Update – Northern Recreation Program Services – July 2015
43-47 Monthly Update – Northern Recreation Program Services – August 2015
48-51 Monthly Update – Northern Recreation Program Services – September 2015
- 52-62 Monthly Update of Community and Regional Parks and Trails Projects – June - August 2015
63-70 Monthly Update of Community and Regional Parks and Trails Projects – September 2015

Motion to receive the update reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

*November 19, 2015
2:00pm
Oceanside Place*

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION

REGULAR MEETING

HELD THURSDAY JUNE 18, 2015

2:00PM

(OCEANSIDE PLACE)

Attendance: Reg Nosworthy, Electoral Area 'F'
Julie Austin, School District 69 Trustee
Gordon Wiebe, Electoral Area 'E'
Bill Veenhof, Director, RDN Board
Al Grier, Councillor, City of Parksville
Neil Horner, Councillor, Town of Qualicum Beach

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

Regrets: Joe Stanhope, Director, Electoral Area 'G'

CALL TO ORDER

Chair Veenhof called the meeting to order at 2:00pm.

DELEGATIONS

C. Finnie, RDN Programmer – Golden Shoe Program

Ms. Finnie gave a history of the Golden Shoe Program and how it has grown since it began 9 years ago.

MINUTES

MOVED Commissioner Wiebe SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held May 21, 2015 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Delegation Update (verbal)

Mr. Banman updated the Commission members that he had contacted the delegations from the last meeting and advised them on the resolutions that passed and the next steps in the process.

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Horner, SECONDED Commissioner Nosworthy that the following Communications/ Correspondence be received:

L. Denesyk, Parksville Quilters Guild to T. Osborne, RDN, **RE: 215 Quilt Show**

CARRIED

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – May 2015

Mr. Banman gave an overview of the two monthly Oceanside Place reports, noting that the dry floor events are in progress and the success of the Quilter Show that was held at Oceanside Place last week.

MOVED Commissioner Wiebe, SECONDED Commissioner Horner that the May Oceanside Place Monthly Update be received.

CARRIED

Monthly Update – Ravensong Aquatic Centre –May 2015

Mr. Banman gave an overview of the two Ravensong reports, noting the pool annual shut down will be August 22-September 13.

MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that the May Ravensong Aquatic Centre Monthly Updates be received.

CARRIED

Monthly Update – Northern Recreation Program Services – May 2015

Mr. Banman gave an overview of the May Northern Recreation Program Services, noting that summer staff training is in full swing and handed out the orientation schedule to Commissioners, showing the quality of training that is provided to leaders.

MOVED Commissioner Horner, SECONDED Commissioner Wiebe that the May Northern Recreation Program Services Monthly Updates be received.

CARRIED

Monthly Update of Community and Regional Parks and Trails Projects – May 2015

Mr. Osborne gave an overview of the May Community and Regional Parks and Trails report.

MOVED Commissioner Horner, SECONDED Commissioner Nosworthy that the May Community and Regional Parks and Trails Projects Monthly Update be received.

CARRIED

Hockey Canada VISTC Bid 2016 U18 Women's Hockey Champ. Report - June 2015

Mr. Banman updated the Commission that Vancouver Island Tourism Council was not successful in their bid for the 2016 National Women's U18 Ice Hockey Championships and nor was any other bid. Another request to communities across Canada to host the event would be occurring shortly.

MOVED Commissioner Grier, SECONDED Commissioner Wiebe that the Regional District of Nanaimo no longer pursue hosting the 2016 National Women's U18 Ice Hockey Championships.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

None

NEW BUSINESS

Outdoor Multi Sport Track Community Interest

Mr. Banman updated how staff will continue to carry out the motion passed at the last Commission meeting. Staff will start by inviting the local organizations and businesses to an informal discussion whether this is at one of their regular meetings or a one on one with staff and find out what their organizations interests are and what they envision and what they may be able to contribute in various aspects. Staff will report back with the information received. The timeframe for this is anticipated to be early fall and reporting back by November to the Commission. Commissioner Grier would like to see this earlier.

Mr. Osborne said staff would distribute the original sports complex report from 2009 so that Commission members will have a history to what was considered in the past. Chair Veenhof asked Commissioner Austin to take the past report to the School Board for them to review and give direction on their opinion.

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy said the Coombs Country Picnic was a success at the French Creek Community School. About 250 people attended and looking forward to the opening of the Meadowood Community Park.

Commissioner Horner gave in invitation to attend the Show and Shine on Sunday June 21.

ADJOURNMENT

MOVED Commissioner Grier that the meeting be adjourned at 3:56 pm.

CARRIED

Chair



REGIONAL DISTRICT OF NANAIMO

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

**HELD AT 2:00 P.M. ON TUESDAY, OCTOBER 6, 2015
OCEANSIDE PLACE, PARKSVILLE**

Present:

N. Horner	District 69 Recreation Commission
R. Nosworthy	District 69 Recreation Commission
G. Wiebe	District 69 Recreation Commission

Minutes:

C. MacKenzie	Recreation Programmer
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BUDGET

Total Grants available for 2015	\$78,228
Dispersed to date in 2015	\$52,054
Remainder to date 2015	\$26,174

REVIEW OF FALL 2015 APPLICATIONS

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

Five applications were received for Youth Grants, requesting \$11,400. Four Youth Grant applications met grant criteria and are recommended for the full amount of their requests. One application from the Whalers Football Support Society was incomplete and is not recommended for funding.

Eight applications were received for Community Grants, requesting \$19,764. All eight Community Grant applications met the grant criteria and are recommended for funding for a total of \$17,174.

RECOMMENDATIONS

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

Community Group	Approved in 2014	Current Request 2015	2015 Recommended
Arrowsmith Community Recreation Association- youth sports programs	2,900	4,200	4,200
Bow Horne Bay Community Club- Halloween event	0	2,500	2,500

District 69 Family Resource Association- youth drop-in food	1,085	1,800	1,800
District 69 Family Resource Association- youth drop-in keyboard and acoustic guitar	0	500	500
Total			9,000

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

Community Group	Approved in 2014	Current Request 2015	2015 Recommended
Arrowsmith Agricultural Association - Family Day Celebration	2,725	1,982	1,982
Bowser Tennis Club- court cleaning and signage	0	2,484	2,484
Forward House Community Society- recreation activities	2,230	2,328	2,328
Lighthouse Community Centre Society- Soupy Café lunch social program	0	2,200	2,200
Lighthouse Community Slo-Pitch League- snow fencing	1,200	2,020	687
Oceanside Paddlers- boat and equipment	0	5,000	4,243
Qualicum and District Curling Club- BC Mixed Championships	0	2,500	2,000
Ravensong Masters Swim Club- pool rental	1,250	1,250	1,250
Total			17,174

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

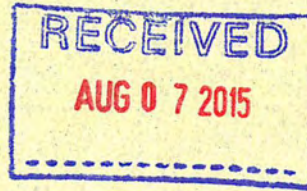
Community Group	Current Request 2015
Whalers Football Support Society- observation shelter	2,400

ADJOURNMENT

The meeting adjourned at 2:40pm.



BARD TO BROADWAY THEATRE SOCIETY
P.O. BOX 427, QUALICUM BEACH, BC
V9K 1S9 250.752.4470



Wednesday 29th July

*Dear Mr. Bill Veenhoff,
and members of the District 69 Recreation Commission*

On behalf of Bard to Broadway, may I express our deep and sincere thanks for your recent grant of \$3,180 to our organization for our Summer Youth Theatre Workshop and Performing Arts Education Series.

The commission's generosity encourages us greatly in our efforts to provide musical/theatrical opportunities to the children and youth of our community.

With appreciation

*M. Eileen Butts
Secretary and Co-Artistic Director*

School board wants input on future of Parksville high school's track

By Parksville Qualicum News

Published: **September 01, 2015 08:00 AM**

Updated: **September 01, 2015 09:19 AM**

CARLI BERRY

reporter@pqbnews.com

Discussions are still ongoing between the Regional District of Nanaimo and School District 69 on what to do with the track at Ballenas Secondary School.

At last week's School District 69 board meeting, trustee Julie Austin said the RDN was unsure of where the board stood regarding upgrades to the track or creating a multi sport complex.

"I believe the RDN doesn't really have a clear picture of where the school district is coming from when it comes to the Ballenas track," she said.

She said the board should consult the community to determine if a multi-sport complex would be used.

"What does this community want to see? Do we want to see a full-blown, multi-sports complex and the money and time involved with that... (or) just a track used for local use but doesn't have event potential?"

Austin said that adding a turf field would be beneficial for soccer and football.

Austin continued that this would be at no cost to the school district in building or maintenance costs.

"It's not committing our school district to anything," she said.

Barry Kurland, vice chair for the school district said that a multi purpose sports track might not be viable at the Ballenas location "There's so many other things (to consider)," he said.

Austin said the RDN is looking at the location of Ballenas, as well as other options for the use of a multi-purpose sports track.

"I think the community needs to have that full range of options," Austin said.

Superintendent Rollie Koop said this discussion was nothing new, the discussion of expanding the track has been going on for years.

He continued that an upgraded track may not be reasonable in the Parksville area.

In previous discussions the "community was primarily represented by the Oceanside Track and Field who are the primary users of that track."

He said for training purposes, an upgraded track would be useful for the track and field association, but not for competitions.

He also said parking, and access issues would have to be discussed for a multi-sports complex.

Find this article at:

<http://www.pqbnews.com/news/323658751.html>



September 15, 2015

Mr. Rollie Koop, Superintendent
School District 69 Qualicum
PO Box 430, 100 E. Jensen Ave. Parksville, BC
SENT VIA EMAIL : rkoop@sd69.bc.ca

Dear Superintendent Koop,

RE: Partnership Opportunities - Outdoor Multi-Sports Complex in District #69

At the June 23, 2015 regular board meeting of the Regional District of Nanaimo the resolutions as shown below were approved.

"That in 2015, staff explore partnerships with the Town of Qualicum Beach, City of Parksville, School District 69, local sports associations, community service organizations and businesses to determine the interest level in funding and operating an outdoor multi-sports complex in District 69."

"That as part of the 2016 District 69 Recreation Services Master Plan development, a needs assessment for an outdoor multi-sport complex be conducted prior to further development of a track complex."

Please accept this letter as a formal request from the Regional District of Nanaimo for participation from School District #69 Qualicum in exploring possible partnership opportunities in the funding and operation of an outdoor multi-sport complex within School District #69 catchment area. Participation will involve a small number of meetings at which an appointee(s) from the school district would attend and provide representation.

Please feel free to contact me should you have any questions.

Regards,

Dean Banman, MBA
Manager of Recreation Services

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

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

RDN Website: www.rdn.bc.ca



To the Regional District of Nanaimo: Thank you for a magical family retreat weekend. From all the families and staff at the Child & Youth with Special Needs Services at the Family Resource Association

TO: Dean Banman
Manager of Recreation Services

DATE: July 8, 2015

FROM: John Marcellus
Superintendent of Arena Services

MEETING: October 15, 2015 D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission June 2015 Report – Oceanside Place

RECOMMENDATION

That the Oceanside Place June 2015 report be received.

PROGRAMS/EVENTS/ICE RENTALS

Programs

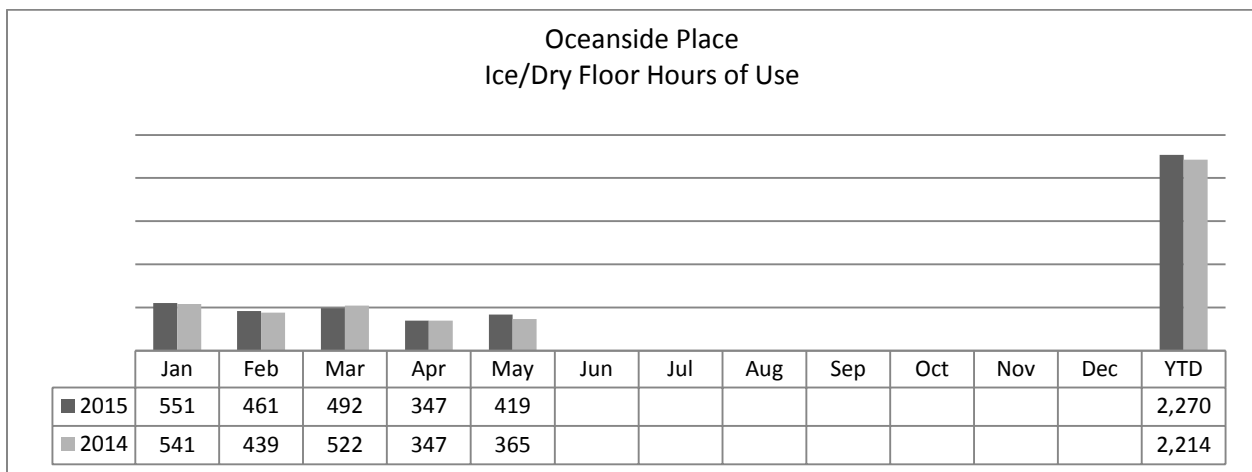
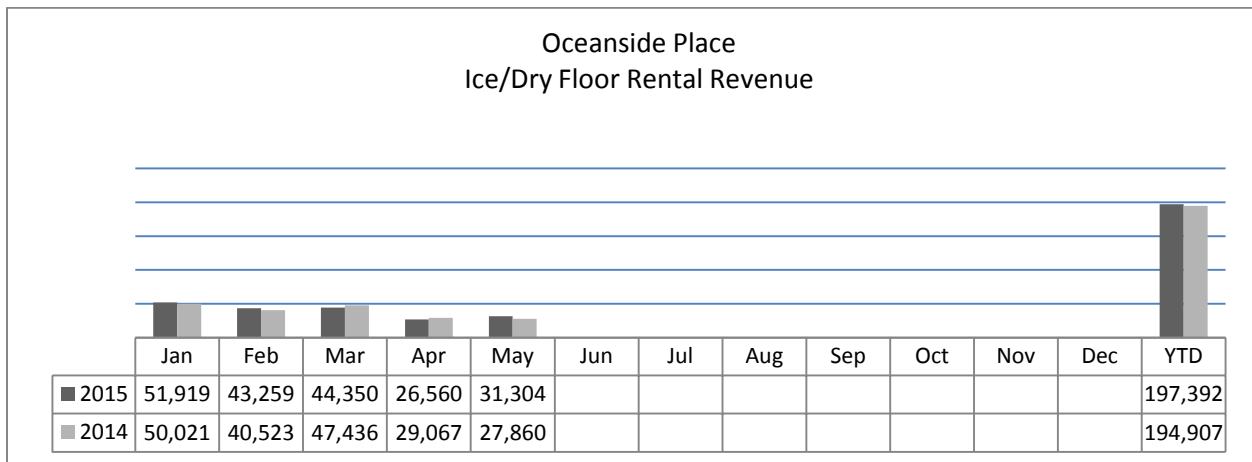
- The Co-ed Hockey League wound up with a play-off series on June 16th and 18th. It was another successful season with over 40 registrations.
- An additional set of Pickle ball lessons for Advanced Beginner and one for Intermediate players was added in June at the request of players. This brings the total registered for Pickle ball classes this spring to over 100. Over 600 Pickle ball players have dropped into the Oceanside Pickle ball courts since they opened April 20th.
- Co-ed Scrub Hockey and Girls Scrub Hockey were cancelled due to lack of interest. The Girls Scrub Hockey had been added due to requests from the public.
- Fall and winter programs have been planned and inputted for the next Active Living Guide
- Ballenas Secondary School held their annual commencement ceremonies again this year on June 25th.

Facility Rentals

- Facility use for June 2015 was up a total of 67 hours for dry floor and ice. The increase was mainly 61 hours of ice rentals with dry floor up by 6 hours. This resulted in increased revenues of over \$5,000 as well. Two new renters booked hours this month which included both morning and evening ice, contributing to the increased usage.
- Oceanside Generals held their prospect Camp on June 6th and 7th.
- The “Shark Attack”, Oceanside lacrosse’s annual tournament took place June 13th and 14th.
- Spring League hockey wound up their season with a final tournament on June 19th -21st.
- Fall and Winter ice users have been contacted, bookings have been made and contracts distributed for the major user groups.

FACILITY OPERATIONS

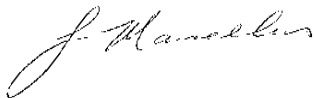
- The Contractor for the Wembley Mall renovations has completed sealing and painting the walls that had closed in the previous entries to the mall connector. The fire alarm and monitoring systems that were originally connecting the Mall and Oceanside Place have been separated and tested.
- A radiant heater over the spectator stands in the Victor Kraatz Rink that had failed has been replaced and in operation.
- Annual fit testing for Arena Maintenance staff on portable respirators and self-contained breathing apparatuses (SCBA) was completed.



FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2								220
Child	572	579	384	10	5								1,550
Student	185	172	108	31	30								526
Adult	502	578	269	225	220								1,794
Senior	688	685	469	594	575								3,011
Golden	46	42	28	22	14								152
Family	656	532	267	4	4								1,463
Totals	2,750	2,664	1,565	887	850								8,716

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55	0	1								173
Child	635	704	618	16	50								2,023
Student	94	148	118	13	23								396
Adult	499	563	340	137	123								1,662
Senior	725	613	524	559	296								2,717
Golden	36	63	41	21	15								176
Family	651	690	384	20	4								1,749
Totals	2,724	2,814	2,080	766	512								8,896



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: August 11, 2015

FROM: John Marcellus
Superintendent of Arena Services

MEETING: October 15, 2015 D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission July 2015 Report – Oceanside Place

RECOMMENDATION

That the Oceanside Place July 2015 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

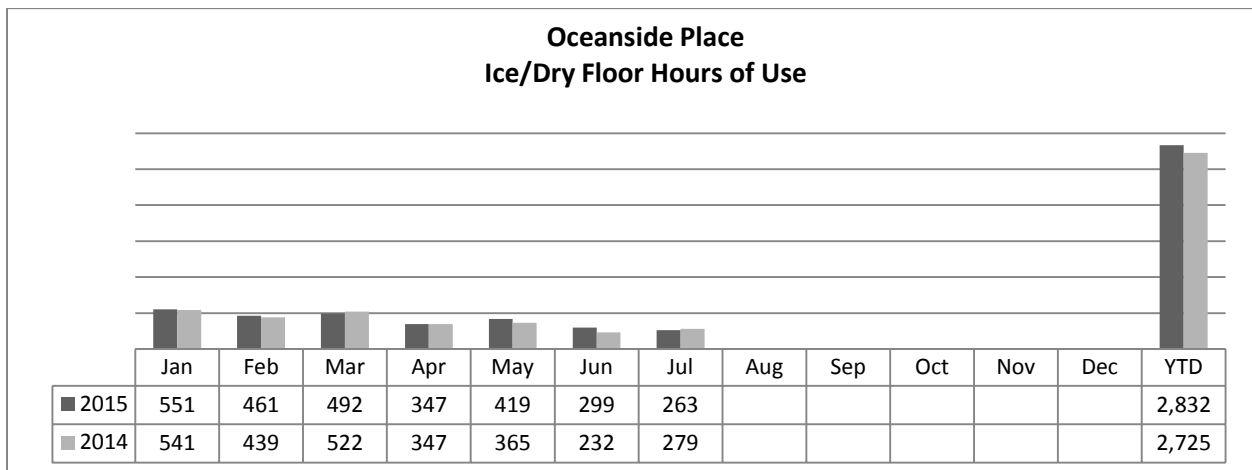
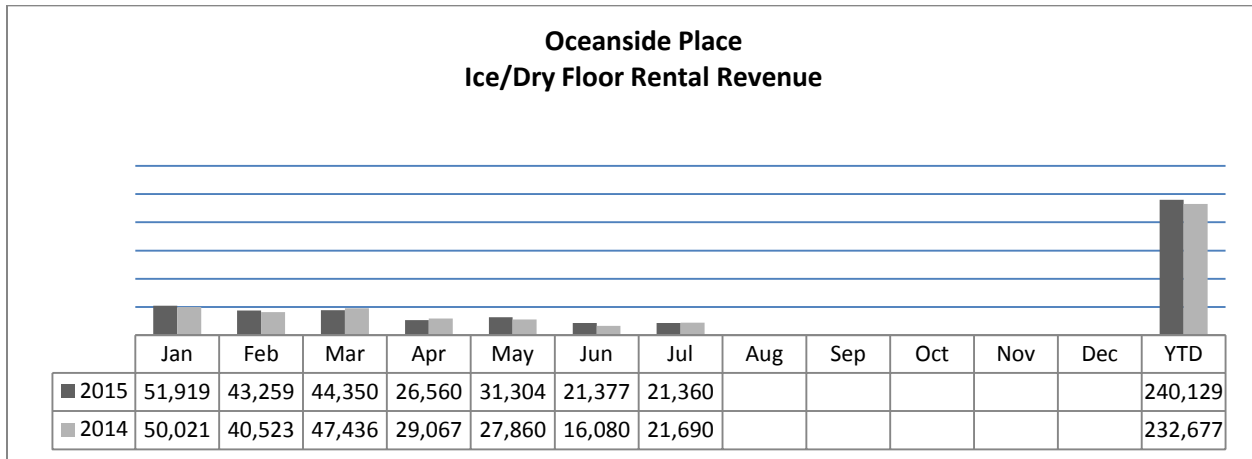
- Pickle ball ended on Howie Meeker dry floor on July 17th. The inaugural season was a success with over 800 players and 100 registrations in instructional programs. One Pickle ball court will continue to be available on the Pond dry floor on a pre-booked basis until the end of September. The last week of July 13 – 17 was very busy with Day Camps, International Students and SOS Youth programs all coming and trying out the game.
- Beat the Heat skate returned on Wednesday, July 8th with attendances very strong and surpassing the historical numbers of previous years. This is probably attributable to the hot dry weather being experienced.

FACILITY RENTALS

- Facility use for July 2015 was down by 13 hours for dry floor and ice. The decrease was mainly dry floor down by 9 hours and ice down by 4 hours. This resulted in decreased revenues of \$360.
- Arena program hours were increased due to the drop-in Pickle ball program. Last year was 17 hours in July, while this year it was 102 hours for the month.
- Oceanside Intermediate Lacrosse held one play off game on July 11.
- Turcotte Stickhandling School returned for their annual two weeks of camp, July 13 – 19 and July 27 – 31. They indicated they will be back again next year at the completion of the camp.
- Sandy Shores Summer School is taking place weekdays until mid-August.

FACILITY OPERATIONS

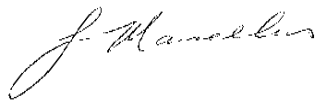
- The ice surface was installed in the Howie Meeker Rink during the week of July 19-26.
- The annual maintenance and emission testing of the Zambonis was completed.
- The processor for the sound system was replaced and new remote inputs for the public to access from the time keepers boxes and sound booth in the rinks were installed. The inputs are for microphone use and playing music.



FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2	2	2						224
Child	572	579	384	10	5	4	168						1,722
Youth	185	172	108	31	30	37	38						601
Adult	502	578	269	225	220	189	90						2,073
Senior	688	685	469	594	575	470	234						3,715
Golden	46	42	28	22	14	12	1						165
Family	656	532	267	4	4	8	64						1,535
Totals	2,750	2,664	1,565	887	850	722	597						10,035

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55	0	1	11	2						186
Child	635	704	618	16	50	147	47						2,217
Youth	94	148	118	13	23	31	20						447
Adult	499	563	340	137	123	142	31						1,835
Senior	725	613	524	559	296	268	109						3,094
Golden	36	63	41	21	15	11	0						187
Family	651	690	384	20	4	10	30						1,789
Totals	2,724	2,814	2,080	766	512	620	239						9,755



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: September 2, 2015

FROM: John Marcellus
Superintendent of Arena Services

MEETING: D69 Recreation Commission –Sept. 17, 2015

FILE:

SUBJECT: District 69 Recreation Commission August 2015 Report – Oceanside Place

RECOMMENDATION

That the Oceanside Place August 2015 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

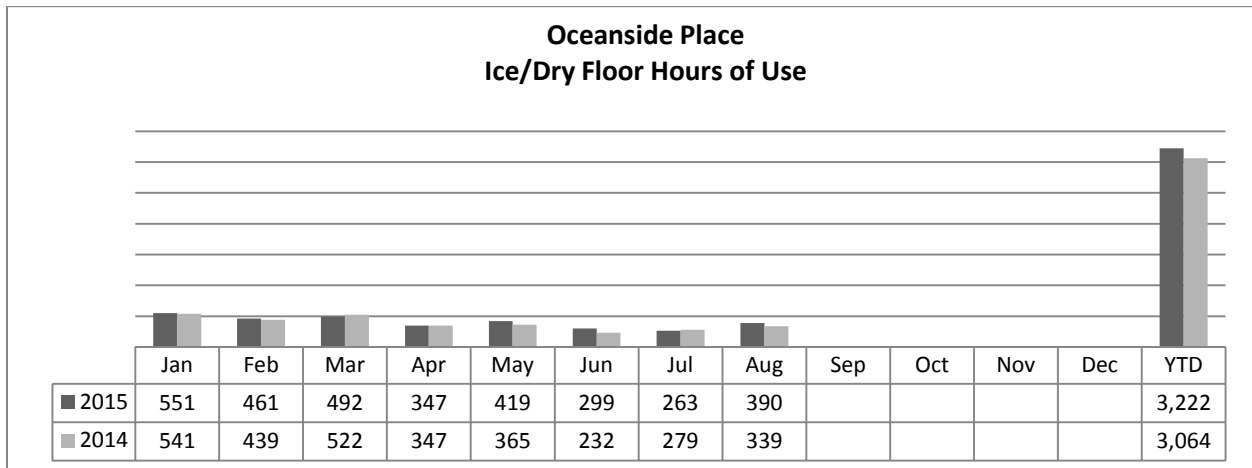
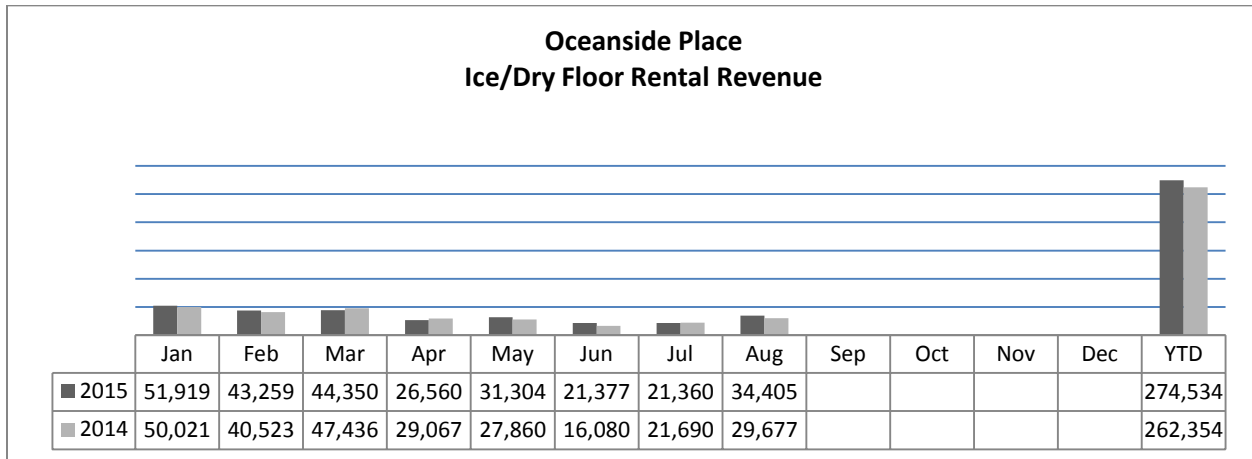
- The Girls Only Hockey Camp on August 4 – 7 had the best registration ever with a total of 54.
- Senior’s Hockey Skills Refresher was cancelled for the first time due to low interest.
- Pickle ball court bookings are available on the Pond until the end of September. Nice weather has impacted on the demand but there are regulars that play on a weekly basis.
- Beat the Heat skate continued on Wednesdays with an average of 45 skaters in attendance.

FACILITY RENTALS

- Facility use for August was up by 51 hours. The increase was mainly due to the addition of the Future Stars Hockey Camp, evaluation tryouts by the North Island Silvertips and the Female Regional Team. This resulted in increased revenues of \$4,728.
- North island Silvertips held their Major Midget tryouts Aug 6-9. Female Regional Team tryouts were Aug 15, 16 and 22, 23.
- Future Stars Female Hockey Camp was Aug 8, 9 and featured Olympic Hockey Gold Medal holder Jillian Apps.
- Oceanside Generals held their main camp Aug 14-16. They also hosted two pre-season games on Aug 26 against Nanaimo and Aug 29 against Westshore.
- Gold in the Net Goalie Camp returned for their annual two weeks of camp, Aug 6-14 and 17–21.
- Heath Dennison Power Skating Camp made an annual appearance Aug 17-21. The Camp instructors reported that registrations were very good.
- OMHA started off their season with a BC Hockey Skills Development Camp Aug 24-28.

FACILITY OPERATIONS

- Operations staff completed the seasonal annual maintenance projects.
- The upper façade at the front of the facility, adjacent to the mall loading ramp, was sealed and painted to prevent deterioration and moisture control.
- The vacant PPT Arena Maintenance Worker position was filled and Joe Negrin was the successful applicant. He will star in the position on Sept. 8th.



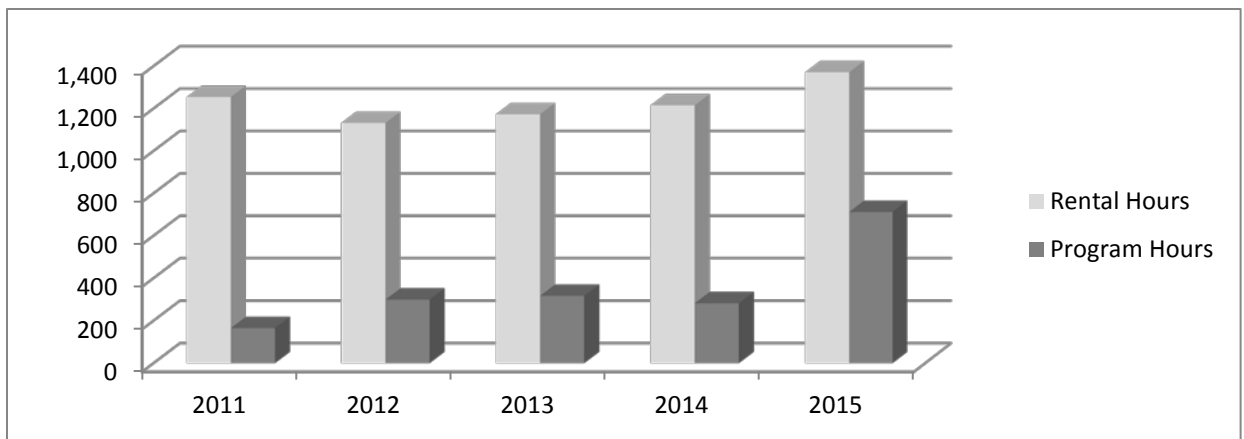
FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2	2	2	1					225
Child	572	579	384	10	5	4	168	74					1,796
Youth	185	172	108	31	30	37	38	26					627
Adult	502	578	269	225	220	189	90	112					2,185
Senior	688	685	469	594	575	470	234	242					3,957
Golden	46	42	28	22	14	12	1	1					166
Family	656	532	267	4	4	8	64	36					1,571
Totals	2,750	2,664	1,565	887	850	722	597	492					10,527

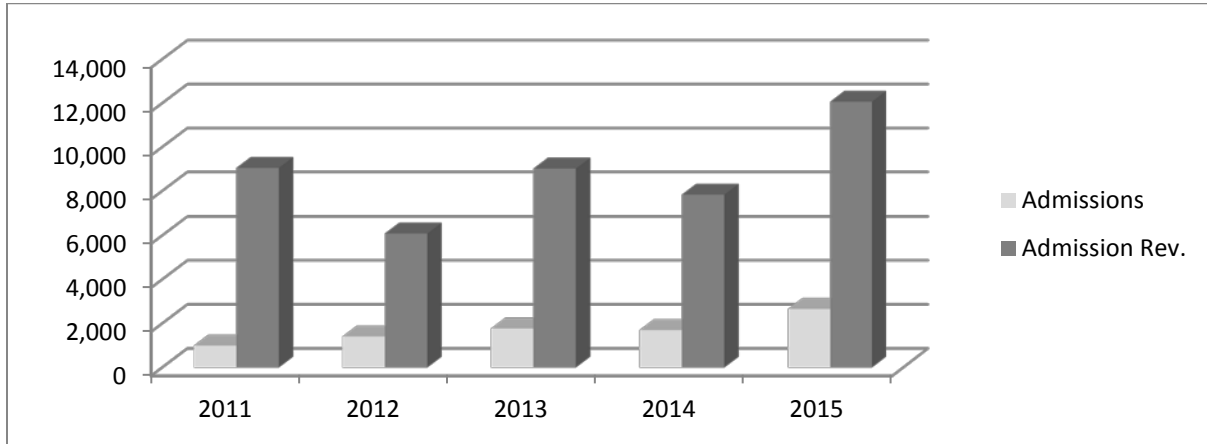
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55	0	1	11	2	4					190
Child	635	704	618	16	50	147	47	60					2,277
Youth	94	148	118	13	23	31	20	31					478
Adult	499	563	340	137	123	142	31	31					1,866
Senior	725	613	524	559	296	268	109	134					3,228
Golden	36	63	41	21	15	11	0	0					187
Family	651	690	384	20	4	10	30	69					1,858
Totals	2,724	2,814	2,080	766	512	620	239	329					10,084

FIVE YEAR SUMMARY MAY –AUG.

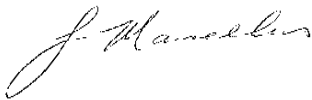
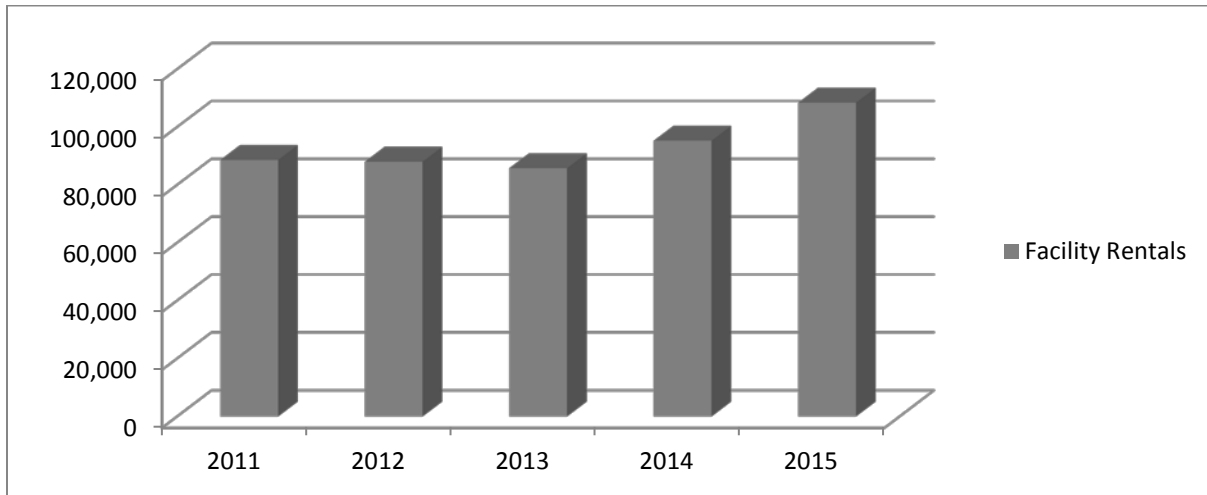
RENTAL & PROGRAM HOURS



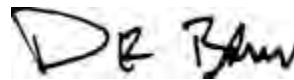
ADMISSIONS & REVENUE



FACILITY REVENUE



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: October 7, 2015

FROM: John Marcellus
Superintendent of Arena Services

MEETING: D69 Recreation Commission –October 15, 2015

FILE:

SUBJECT: District 69 Recreation Commission September 2015 Report – Oceanside Place

RECOMMENDATION

That the Oceanside Place September 2015 report be received.

PROGRAMS/EVENTS/ICE RENTALS**PROGRAMS**

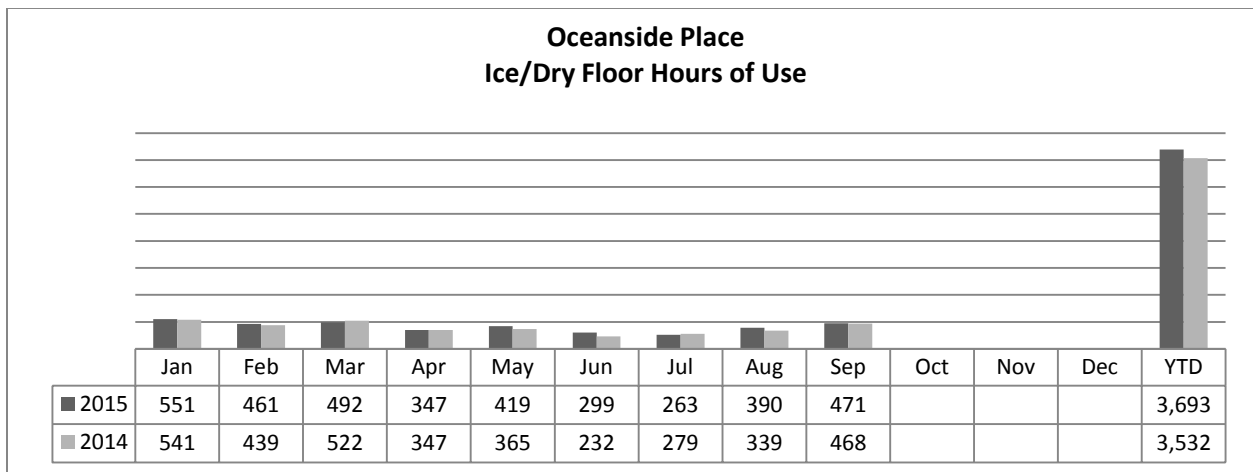
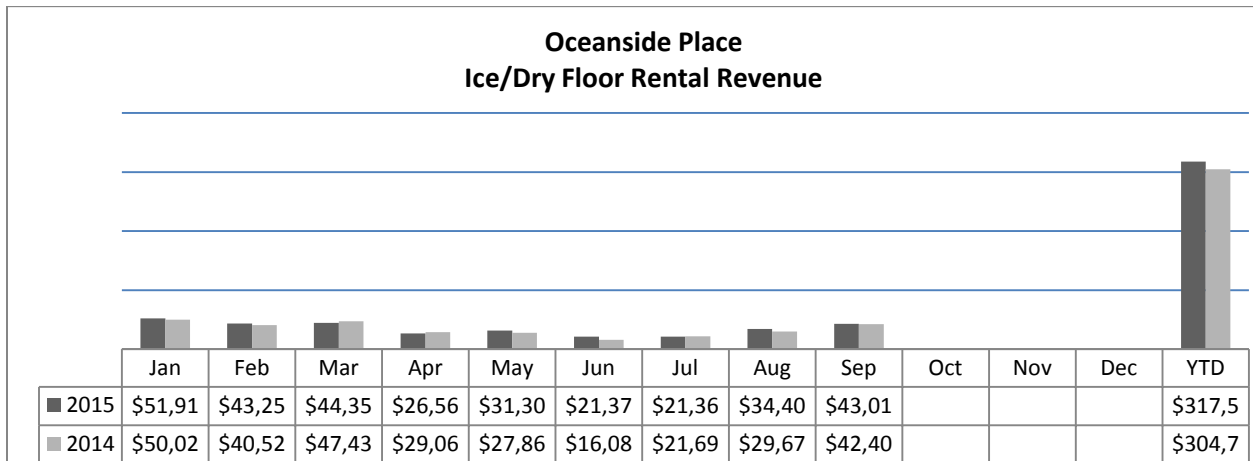
- Registration for My Hockey League has been excellent with 20 registered
- PGOSA held a Pickle ball demonstration on the Pond on Tuesday, Sept. 22 as part of Active Aging Week. Pickle ball court bookings were available to the public on the Pond until the end of September.
- The Fall Public skating schedule resumed on Monday, Sept. 21. Attendances have been down, possibly due to the very nice weather.
- The Oceanside Generals sponsored a public skate session on Saturday, Sept. 26 which provided free admission and skate rentals. There were 37 skaters in attendance.
- The Lions Free Family Skate returned on Sunday, Sept. 27 with 95 skaters participating.
- The Hockey gear loan program continues to be well used. Thirteen children and adults were outfitted in September.

FACILITY RENTALS

- Facility use for September was up by 3 hours. The increase was mainly due to the addition of School District 69 Hockey and skating programs. This is a new initiative this year by three schools which are participating in these programs and have booked weekly ice sessions.
- PGOSA Panter's hosted the annual "Hockey Classic" Tue – Thu Sept. 14 – 17. There were teams from Vancouver Island, B.C, Alberta, Manitoba, Colorado and Minnesota. It was a very successful tournament with numerous positive comments regarding the facility, iced conditions and staff.
- Skate BC held their annual Regional Development Camp on Sept. 19, 20. Guest coaches included 2 time US National Men's Figure Skating Champion, Scott Davis and Canadian Pairs National Bronze medallist, Elizabeth Putnam.

FACILITY OPERATIONS

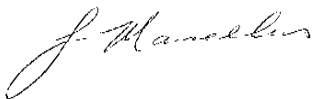
- The fall seasonal preventive maintenance has been completed for HVAC equipment by staff.
- A tubular radiant heater for the Howie Meeker Rink spectator area was replaced due to malfunction.
- Interviews were conducted and 2 successful applicants were selected with Francois Brassens and Peyton Carter joining the skate staff.



FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2	2	2	1	1				226
Child	572	579	384	10	5	4	168	74	86				1,882
Youth	185	172	108	31	30	37	38	26	59				686
Adult	502	578	269	225	220	189	90	112	234				2,419
Senior	688	685	469	594	575	470	234	242	460				4,417
Golden	46	42	28	22	14	12	1	1	11				177
Family	656	532	267	4	4	8	64	36	94				1,665
Totals	2,750	2,664	1,565	887	850	722	597	492	945				11,472

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	84	33	55	0	1	11	2	4	10				200
Child	635	704	618	16	50	147	47	60	200				2,477
Youth	94	148	118	13	23	31	20	31	65				543
Adult	499	563	340	137	123	142	31	31	193				2,059
Senior	725	613	524	559	296	268	109	134	411				3,639
Golden	36	63	41	21	15	11	0	0	20				207
Family	651	690	384	20	4	10	30	69	124				1,982
Totals	2,724	2,814	2,080	766	512	620	239	329	1023				11,107



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: July 3, 2015

FROM: Mike Chestnut
Superintendent of Aquatic Services

MEETING: October 15, 2015 D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission June 2015 Report – Ravensong Aquatic Centre

RECOMMENDATION

That the Ravensong Aquatic Centre June 2015 report be received.

PROGRAMS/EVENTS/ RENTALS

The following special events and programs were held at the Aquatic Centre in June 2015:

- June 1 afterschool lessons started.
- Aquatic Leadership group finished their National Lifeguard Award and began work experience.
- Sno Cone Wednesday June 17 was attended by 38 people.
- Six people attended a Lifesaving Instructor Re-cert on June 20.
- Eleven students took their Child Care Emergency First Aid on June 20.
- Springwood Elementary School brought 100 students for a swim on June 24.
- How to Train a Dragon special event swim on June 26 was attended by 42 people.
- Qualicum Beach Triathlon rented to the pool June 28 with over 200 athletes attending.
- June 29th summer swimming lessons started.

Registration for Aquatic Programs starting in June:

Year	Participants	Revenue
2013	232	\$11,423
2014	153	\$7,943
2015	292	\$17,326

FACILITY OPERATIONS

- There were no significant mechanical issues during June.
- Aquatic staffing levels have been shored up with the return of university students and 2 additional Lifeguard Instructor hiring's. The challenges to meet the aquafit instructor levels required to maintain current program levels continue. Staff are researching options such as installing a large screen and using a virtual Aquafit instructor, utilizing local fitness instructors who perhaps do not have the Aquafit certification or as a last resort lowering the number of classes offered until instructor levels are achieved.

FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	403	372	356	221	163	126							1,641
Child	663	611	786	422	363	325							3,170
Student	264	273	232	228	282	201							1,480
Adult	3,110	2,799	2,576	2,118	1,749	1,720							14,072
Senior	4,186	3,772	4,088	3,533	3,257	3,166							22,002
Family	1,270	863	1,470	643	407	357							5,010
Golden	653	568	666	556	552	678							3,673
Totals	10,549	9,258	10,174	7,721	6,773	6,573	0	0	0	0	0	0	51,048

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	384	393	453	168	238	189							1,825
Child	522	617	877	266	251	466							2,999
Student	358	369	454	300	276	275							2,032
Adult	2,652	2,519	2,642	1,986	1,785	1,669							13,253
Senior	3,786	3,172	3,746	3,401	3,205	2,979							20,289
Family	1,289	1,042	1,833	643	548	625							5,980
Golden	489	493	584	559	575	570							3,270
Totals	9,480	8,605	10,589	7,323	6,878	6,773	0	0	0	0	0	0	49,648



Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: August 6, 2015

FROM: Mike Chestnut
Superintendent of Aquatic Services

MEETING: October 15, 2015 D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission July 2015 Report – Ravensong Aquatic Centre

RECOMMENDATION

That the Ravensong Aquatic Centre July 2015 report be received.

PROGRAMS/EVENTS/ RENTALS

The following special events and programs were held at the Aquatic Centre in June 2015:

- Bronze Medallion and Cross course started July 6th with 8 candidates.
- Tuesday and Thursday swimming lessons started July 7th.
- Second set of weekday morning swimming lessons began July 13th.
- Sno Cone Wednesday was July 15th.
- Aquasmorg ran the week of July 20th with 8 participants.
- Third set of weekday morning swimming lessons began July 27th.

Registration for Aquatic Programs starting in July:

Year	Participants	Revenue
2013	376	\$23,937
2014	393	\$24,615
2015	210	\$15,178

Note: The difference in July revenues from past years to 2015 is a result of the first set of weekday swimming lessons starting in June. June revenues therefore reflected a higher than normal level.

FACILITY OPERATIONS

- Ravensong experienced a major electrical failure in the EMCC (Electrical Master Control Cabinet) on July 4. This contributed to a 5 hour shut down of the main pool. A repair was performed but during the repair work it was revealed that the entire MCC is outdated to the point replacement parts are no longer available. Staff are in the process of acquiring quotes to replace the entire MCC.

FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	403	372	356	221	163	126	190						1,831
Child	663	611	786	422	363	325	971						4,141
Student	264	273	232	228	282	201	309						1,789
Adult	3,110	2,799	2,576	2,118	1,749	1,720	1,744						15,816
Senior	4,186	3,772	4,088	3,533	3,257	3,166	2,797						24,799
Family	1,270	863	1,470	643	407	357	1,162						6,172
Golden	653	568	666	556	552	678	657						4,330
Totals	10,549	9,258	10,174	7,721	6,773	6,573	7,830	0	0	0	0	0	58,878

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	384	393	453	168	238	189	221						2,046
Child	522	617	877	266	251	466	761						3,760
Student	358	369	454	300	276	275	239						2,271
Adult	2,652	2,519	2,642	1,986	1,785	1,669	1,645						14,898
Senior	3,786	3,172	3,746	3,401	3,205	2,979	2,757						23,046
Family	1,289	1,042	1,833	643	548	625	1,162						7,142
Golden	489	493	584	559	575	570	539						3,809
Totals	9,480	8,605	10,589	7,323	6,878	6,773	7,324	0	0	0	0	0	56,972



Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: September 3, 2015

MEETING: D69 Recreation Commission – October 15, 2015

FROM: Mike Chestnut
Superintendent of Aquatic Services

FILE:

SUBJECT: District 69 Recreation Commission August 2015 Report – Ravensong Aquatic Centre

RECOMMENDATION

That the Ravensong Aquatic Centre August 2015 report be received.

PROGRAMS/EVENTS/ RENTALS

The following special events and programs were held at the Aquatic Centre in August 2015:

- August 4th was the first day for Tuesday and Thursday evening swimming lessons
- August 10th was the first day for the fourth set of Monday through Friday swimming lessons
- August 10-14 a Bronze Medallion and Cross class ran specifically for members of the Breakers swim club with 10 participants
- August 12-21 a National Lifeguard course ran with 10 candidates
- August 17-21 Jr Lifeguard camp ran with 17 participants

Registration for Aquatic Programs starting in August:

Year	Participants	Revenue
2013	15	\$2,186
2014	24	\$5,643
2015	159	\$16,017

*** August revenue for 2013 and 2014 are lower because swimming lesson sets began in July**

FACILITY OPERATIONS

- August at Ravensong was focused on the annual shutdown for preventive maintenance, repairs and deep cleaning throughout the facility. While no major projects were undertaken smaller items included, painting, duct cleaning, upgrading lighting in lobby and diving board area, equipment inspections, fire system servicing, sewer drain cleaning and refinishing dressing room benches.

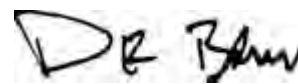
FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	403	372	356	221	163	126	190	150					1,981
Child	663	611	786	422	363	325	971	564					4,705
Student	264	273	232	228	282	201	309	198					1,987
Adult	3,110	2,799	2,576	2,118	1,749	1,720	1,744	1,131					16,947
Senior	4,186	3,772	4,088	3,533	3,257	3,166	2,797	1,746					26,545
Family	1,270	863	1,470	643	407	357	1,162	1,158					7,330
Golden	653	568	666	556	552	678	657	432					4,762
Totals	10,549	9,258	10,174	7,721	6,773	6,573	7,830	5,379	0	0	0	0	64,257

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	384	393	453	168	238	189	221	65					2,111
Child	522	617	877	266	251	466	761	335					4,095
Student	358	369	454	300	276	275	239	104					2,375
Adult	2,652	2,519	2,642	1,986	1,785	1,669	1,645	804					15,702
Senior	3,786	3,172	3,746	3,401	3,205	2,979	2,757	1,259					24,305
Family	1,289	1,042	1,833	643	548	625	1,162	534					7,676
Golden	489	493	584	559	575	570	539	249					4,058
Totals	9,480	8,605	10,589	7,323	6,878	6,773	7,324	3,350	0	0	0	0	60,322



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: October 2, 2015

FROM: Mike Chestnut
Superintendent of Aquatic Services

MEETING: D69 Recreation Commission –

FILE:

SUBJECT: District 69 Recreation Commission September 2015 Report – Ravensong Aquatic Centre

RECOMMENDATION

That the Ravensong Aquatic Centre September 2015 report be received.

PROGRAMS/EVENTS/ RENTALS

The following special events and programs were held at the Aquatic Centre in September 2015:

- Head Lifeguard course ran with 13 Ravensong staff participating September 3rd and 4th.
- CPR re-cert ran with 8 participants September 9th.
- Staff CPR re-cert and Aquatic staff in-service was held September 13th.
- Sno Cone Wednesday was September 16th and had 40 people attend.
- First day of Saturday morning swimming lessons was September 19th.
- Bronze Star certification started on Sunday September 20th with 6 participants.
- Aqua Zumba was free September 20th as part of move for health week and had 16 people attend.
- Afterschool swimming lessons started September 21st and 22nd.
- Adult stroke improvement started September 22nd with 5 participants.
- Adult swim for fitness started September 22nd with 11 participants.
- Emergency first aid and CPR course ran September 26th with 7 participants.
- Childcare Emergency First Aid course ran September 27th with 6 participants.
- Free to be me inclusive swimming lessons started September 28th with 5 participants.

Registration for Aquatic Programs starting in September:

Year	Participants	Revenue
2013	365	\$25,788
2014	374	\$25,422
2015	412	\$27,287

FACILITY OPERATIONS

- RAC re-opened after the 3 week annual maintenance shut down as scheduled on September 14th.
- No major mechanical issues occurred in September.

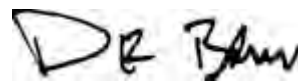
FACILITY ADMISSIONS

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	403	372	356	221	163	126	190	150	152				2,133
Child	663	611	786	422	363	325	971	564	253				4,958
Student	264	273	232	228	282	201	309	198	158				2,145
Adult	3,110	2,799	2,576	2,118	1,749	1,720	1,744	1,131	1,171				18,118
Senior	4,186	3,772	4,088	3,533	3,257	3,166	2,797	1,746	1,838				28,383
Family	1,270	863	1,470	643	407	357	1,162	1,158	456				7,786
Golden	653	568	666	556	552	678	657	432	360				5,122
Totals	10,549	9,258	10,174	7,721	6,773	6,573	7,830	5,379	4,388	0	0	0	68,645

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	384	393	453	168	238	189	221	65	176				2,287
Child	522	617	877	266	251	466	761	335	344				4,439
Student	358	369	454	300	276	275	239	104	206				2,581
Adult	2,652	2,519	2,642	1,986	1,785	1,669	1,645	804	1,509				17,211
Senior	3,786	3,172	3,746	3,401	3,205	2,979	2,757	1,259	2,312				26,617
Family	1,289	1,042	1,833	643	548	625	1,162	534	659				8,335
Golden	489	493	584	559	575	570	539	249	485				4,543
Totals	9,480	8,605	10,589	7,323	6,878	6,773	7,324	3,350	5,691	0	0	0	66,013



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: July 10, 2015

FROM: Hannah King
Superintendent of Recreation Program Services

MEETING: October 15, 2015 D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission June 2015 Report – Northern Recreation Services

RECOMMENDATION

That the Northern Community Recreation Program Services June 2015 report be received.

INCLUSION

- Inclusion requests for 17 children for 13 different camps over the summer
- Of these requests – 4 are new to our programs and 13 are returnees
- Have 2 full time inclusion staff hired for the summer plus will be providing employment to Junior Leaders, lifeguards and term instructors.
- Currently have 73 spaces with children that are bringing medications to camp, most in the form of epi-pens for anaphylaxis reactions or inhalers for asthma. Three children attending various camps that wear insulin pumps.

PRESCHOOL PROGRAMMING

- Spring programs ended. No new program starts in June
- Summer staff have completed their training week

CHILDRENS' PROGRAMMING

- Spring programs ended. No new program starts in June.

Community Development

- Oceanside Building Learning Together – community agencies are assisting with the summer operation of Storybook Village in Qualicum Beach. RDN Recreation and Park's will be assisting one day per week for 6 weeks. Also, RDN Recreation and Parks will be operating one free drop-in per week for 6 weeks at Family Place Munchkinland in lieu of facility rental costs at for Camp Littlefoot, the summer preschool program.
- Building Learning Together staff provided a workshop for 9 Junior Leaders as well as an orientation to the Family Place Munchkinland facility.

- Met with Building Learning Together staff to plan for summer opening of Family Place Munchkinland and Storybook Village.
- Met with the tenants of Qualicum Commons to discuss fall/winter program plans as well as special event opportunities. The group would like to work together on two events for the fall including a fall kick-off event Wednesday, September 23 and Spooktacular on Tuesday, October 27.

YOUTH PROGRAMMING

- Final YRA meeting June 2 with the 2014/2015 YRAs. New YRAs will be selected in October 2015 for 2015/2016.
- Chaired YouthLink meeting June 3. Youthlink breaks for the summer months and will reconvene in October 2015.
- Attended a Youth Outreach Worker meeting June 24.

SUMMER PROGRAMMING

- Joe Negrin (SRA) was on Beach radio June 3 promoting summer camps
- Summer staff training week - June 8-12. 27 Summer Leaders attended training week including Senior leaders, Junior Leaders and Inclusion Leaders.
- Leaders in Training - June 29, 30, Jul 2, 3. 35 LITs attended 4 days of training. LITs received 16 hours of training, an increase from 13.5 hours in 2014. RDN Summer Leader 2, Katie Lonsdale assisted with the LIT training.
- Camp Kowabunga started June 29 at Qualicum Commons. Camp was full with 10 weekly registrants and 10 daily registrants.
- Registration for our core summer camps is continues to be strong.

ADULT PROGRAMMING

- Gentle cardio (added session) – 10 registered
- Full moon kayak tour – 10 registered – FULL
- Interpretive bird tour – 6 registered
- Septic Smart workshop – 24 registered
- Salmon forest walking tour – 6 registered
- Mt. Benson hike – 7 registered
- Wildlife kayak tour - 3 registered
- People and plants walking tour – 5 registered
- Hiking information session – 15 registered
- Arrowsmith CPR alpine hike – 10 registered - FULL
- Discover kayaking – 10 registered – FULL
- Sunset paddle kayak tour – 5 registered – FULL
- QB Family kayak tour - 6 registered – FULL

Community Development

- OWHN monthly meeting
- OWHN transportation committee meeting
- Met with RDN planning staff re. OWHN

AREA H PROGRAMMING

- Golf Programs – Randle Golf Academy at Morningstar –Women’s Golf programs have experienced 40% cancellation rate. Contractor has been happy, and says it is good registration in his opinion. Junior Golf Development – lower registration, but am running about 50% of the programs offered. For the first year, contractor wanted to offer lots and see what would run.
- Junior Golf Camps: due to contractor/ instructor availability, all planned camps were cancelled and replaced by camps on different weeks. We are now offering 3 camps instead of 4.
- Summer Playground at Qualicum First Nation – see below in Special Projects & Community Development – registration is improving, with 4 registered and a commitment of 5 more children who will be registering for the duration of the summer.

Special Events

- Camp in partnership with Qualicum First Nation –Camp will run 6 weeks during the summer, 3 days/ week, at the Qualicum First Nations Campground area. There will be drop-in and pre-registered sports in the camp. Instruction will be provided by one SL2 through RDN Rec and Parks, and another staff person from the Qualicum First Nations Campground staff. Qualicum First Nation sent staff to our summer staff training.
- Employee Wellness Committee – Met with Reed Family Wellness, to discuss free corporate program. We will be discussing at September meeting, as it sounds like a good opportunity.
- Meadowood Park opening – assisted with craft portion of the opening.

Community Development

- Qualicum First Nation camp – discussions with Tanna Weir
- Bowser Magnolia Court Summer market – attended June 10th with WaterSmart, and had a booth.
- Henry Morgan Park Picnic & Play – June 26th.

Promotions

- Posters out in Bowser and through school
- Regular promotions through Communications coordinator (Colleen)
- Direct email to a number of community groups
- Eyes on BC Ad for summer programs
- Community event promotions

MARKETING & COMMUNICATIONS

Advertising

- Fall/winter guide content download
- Display ads booked: PQB News, Nanoose Business Directory, What’s on Digest
- Radio ads themes: summer camps, swimming lessons

Promotion

- Complimentary products – 2 requests filled.
- Get Active this summer Radio promotion give-away on Beach Radio

Communication

- Summer Rec Assistant interviewed on Beach Radio
- July & August events posted on online calendars
- Social media- summer camp messaging

SUPERINTENDENT'S NOTES

- Summer camp registration numbers are extremely strong; Parksville day camp program is full with a waitlist throughout the summer with 30 spots
- Production of the fall/winter activity guide is in full swing. All program content has been submitted and the first proof of the publication will take place in early July.
- Co-hosted the Meadowood Community Park opening which was well attended and provided an opportunity to continue to strengthen working relationship with the Corcan-Meadowood Resident's Association and with ACRA who were also on site.



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: August 10, 2015

FROM: Hannah King
Superintendent of Recreation Program Services

MEETING: October 15, 2015 D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission July 2015 Report – Northern Recreation Services

RECOMMENDATION

That the Northern Community Recreation Program Services July 2015 report be received.

INCLUSION

- 20 different children in 18 different camps
- 500 staff hours of inclusion support, of which 156 hours was provided by our junior leaders more as guides and support than inclusion leaders

PRESCHOOL PROGRAMMING

- Camp Littlefoot (3-5yrs) – 77 registrants (YTD) in 6 weekly programs (excellent) – registration to date
- Preschool Gymnastics (3-4yrs) – 21 registrants in 1 week program (2 classes; excellent)
- Summer Fun Dance Camp – 24 registrants (2 classes; full with 3 on waitlist); 1-week program

Camp Littlefoot	2012	2013	2014	2015
Registrations	68 (18 sessions)	77 (18 sessions)	78 (18 sessions)	77 (YTD)
Revenue	\$3,232	\$3,740	\$3,910	\$3,987 (YTD)

CHILDRENS' PROGRAMS

- Junior Can-Gym (5-8yrs) – 24 registrants (full with 1 on waitlist); 1-week program
- Senior Can-Gym (9yrs+) – 13 registrants (excellent); 1-week program
- Summer Fun Dance Camp – 12 registrants (excellent); 1-week program
- Claytime Creations Camp – 8 registrants (YTD); 1-week program; new in 2015

Community Development

- Munchkinland at Family Place was open on Mondays this summer, July 6-August 17, staffed by RDN Recreation and Parks and provided in partnership with Building Learning Together. This drop-in preschool service was free to families and attendance very good with 158 children attending the first 4 sessions.

- Storybook Village is a partnership program operated through Building Learning Together which operated for 6 weeks this summer, July 7-August 13. Volunteers and staff from a variety of agencies, including RDN Recreation and Parks, provided leadership at the Qualicum Beach Elementary School site. Since 2011, the RDN has agreed to provide Building Learning Together/School District 69 leader support at Storybook Village in lieu of free use Munchkinland. Attendance fluctuated, but received between 20-60 children daily (Tuesday-Thursday). There is no revenue for this program as Building Learning Together provides all of their programs for free to families.
- Financial Assistance Program- demand remains high with over \$19,000 in subsidies to families so far this year. This figure is comparable to this time last year.
- District 69 Recreation Grants- the next deadline is Friday, September 25, 2015.

YOUTH PROGRAMMING

- **Express Camp (11-14 years)** – This camp was full in 2014 with waitlists. As a result, we introduced New Adventure Camp (10-13 years) to ease the pressure that was on Express. Express camp saw strong registration numbers Jul 6-10 (86% full), Jul 20-24 (94% full), and Jul 27-31 (86% full), however, Jul 13-17 registration was weak (55% full).
- **LIT (13-17 years)** - 35 enthusiastic Leaders In Training this summer. Two different LITs are volunteering 40 hours each week at Camp Kowabunga, Camp Bigfoot, and at Camp Notch. LITs are also volunteering for 16.5 hours per week at Qualicum first Nation Playground, 10 hours per week at Munchkinland/Camp Littlefoot, and 12 hours per week at Storybook Village. LITs have also volunteered this month at the following community events; Qualicum Beach Day and Kite Fest.

SUMMER PROGRAMMING

Registration Summary Report to July 31, 2015

Program	2013	2014	2015	Change (%)2015
Adventure / New Adventure	253	259 (8 weeks – average of 32 per week)	160 (5 weeks – average of 32 per week)	-38%
Bigfoot	307	307	494	+61%
Notch	72	75	92	+23%
Kowabunga	N/A	N/A	464	New
Express	224	221	195	-12%
Program Fees	\$67 625.44	\$69 558.65	\$90 864.45	+31%

Registration for 2015 – registered/spaces available, percentage full (%)

Program	Jul 6-10	Jul 13-17	Jul 20-24	Jul 27-31
New Adventure	36/39 92% 4 WL	38/43 88%	40/51 78%	34/43 79%
Bigfoot	52/54 96%	62/64 97%	62/62 FULL 3WL	61/62 98% 2 WL
Notch	NA	NA	NA	34/40 85% 1 WL
Kowabunga	55/56 98% 3 WL	50/52 96% 6WL	48/48 FULL 14WL	52/52 FULL 9WL
Express	32/37 86% 9 WL	22/40 55%	44/47 94% 2WL	31/36 86% 1WL

- **Adventure Camp / New Adventure Camp:** The ages for this camp changed for 2015 from 9-12 years to 10-13 years. In previous years Adventure camp has been offered for a full 8 weeks. In 2015, we are only offering 5 weeks (Jul 6-Aug 7). The maximum number of participants has also been reduced to 15 from 20 in order to create an atmosphere that is more auspicious to youth. Also new for 2015, this camp was located at the Parksville Curling Club, which allowed for easy access to the park, beach, and fields. It also offered a large indoor space.
- **Bigfoot:** The ages and maximum size of this camp changed this year from 6-8 years to 6-10 years. Also new for 2015, the camp size has increased to 30 participants from 20 participants. This camp was located at the former Parksville Elementary School in rooms 14 and 15. Even with the increase in maximum numbers to 30 participants per day, this camp been full every day in July with the exception of the first week and on July 31 where we had 1 daily spot available.
- **Notch:** Notch usually starts in early July, however due to new contractor camps happening at Moorecroft, Notch started Jul 27. In an attempt to increase registration numbers, daily spots were added and opened for CampNotch.
- **Kowabunga:** New camp for 2015. Ages are the same as Bigfoot (6-10 years). This camp is located in the newly renovated RDN room at the Qualicum Commons. This camp has a maximum of 20 participants per day and swims every Tuesday and Thursday afternoon. Kowabunga has been full with waitlists for most of July (one daily spot available July 3 and 17).
- Overall camp registration has been strong for July as well as for August.

ADULT PROGRAMMING

- 6 on 6 Co-ed Soccer: 83 on the team list, 6 on the sub list.
- Canada Day Paddle: 6 Registered (full)
- Minds in Motion: 22 registered (full)
- Mt. Cokely Hike: cancelled due to drought
- Mt. Moriarty Hike: cancelled due to drought
- Mt. Arrowsmith hike: cancelled due to drought
- Paddle boarding: 5 registered (full)

Sport and Specialty Summer Programs

- Go Wild Outdoor Camp: 20 registered (full)
- Junior Tennis: 20 registered (full)
- British Soccer: 64 registered
- Junior Tennis: 30 registered (full)
- Basketball Camp: 29 registered (full)
- Junior Tennis: 30 registered (full)
- Thrifty's Young Chef: 30 registered (full)
- Children's Drawing and Painting: 10 registered (full)
- Junior Tennis: 22 registered
- Graphic Novels for Youth: 4 registered

AREA H PROGRAMMING

- **Golf Programs – Randle Golf Academy at Morningstar** –Junior golf development summer programs very low registration.
- **Junior Golf Camps:** due to contractor/ instructor availability, all summer camps were cancelled and replaced by camps on different weeks. We offered three camps instead of 4. The two camps in July ran with minimal registration. I would recommend only offering one or maybe two weeks total for the summer next year.
- **Summer Playground at Qualicum First Nation** – Registration has been good – July total registration for the summer exceeded the goal of 108, with 115 registrations before August 1.
- **Deep Bay VIU Marine Adventure Camps** – excellent registration for these camps (2 in July – July 6-10 (6-8yrs) and July 23-27(9-12yrs)). First camp was almost full, and second had a waitlist for both weekly and daily spots.

Special Events & Meetings

- Camp in partnership with Qualicum First Nation –Camp will run 6 weeks during the summer, 3 days/ week, at the Qualicum First Nations Campground area. There are drop-in and pre-registered sports in the camp. Instruction provided by one SL2 through RDN Rec and Parks, and another staff person from the Qualicum First Nations Campground staff. Camp is working well, with leaders partnering well together and complementing each other's strengths and weaknesses.
- Employee Wellness Committee – Met with Reed Family Wellness, do discuss their free corporate program, and discuss dates in the fall as they are booking up already. We will be discussing this in the September meeting, as it sounds like a good opportunity.

Community Development

- Qualicum First Nation camp – discussions with Tanna Weir
- Bowser Magnolia Court Summer market – attended June 10th with Watersmart, and had a booth.
- Henry Morgan Park Picnic & Play – July 24th. One family (with 2 children) and 2 older children on their own participated. Not very nice weather, but a nice time for those who were there. I still consider this a good opportunity to talk with the parents that do come our re: recreation in the area.

Promotions

- Posters out in Bowser.
- Regular promotions through Communications coordinator (Colleen)
- Community event promotions

MARKETING & COMMUNICATIONS

Advertising

- Fall guide completed and sent to printers
- July 23, Photo shoot of summer camps with Julie Redford
- Display ads – PQBNews cool kids, beach days, What's on Digest.
- Radio ads – summer camps, Beat the heat skate and pickleball

Promotion

- Complimentary products – 1 request filled.
- Poster run – July 8

Communication

- Jerry Steen from Coast FM called in for a recorded interview re: fall registration and August programs.
- Social media – Recreation posted 13 posts on Facebook. Top two posts were: Music Camps at the MAC 439 views noted one of the shares was by City of Parksville. #RDNcamps are making smiles received 412 views.
- Emailed City of Parksville and Town of Qualicum Beach with website suggestions for improving links to RDN recreation information.

Meetings/Professional Development

- July 20 – met with Vicki Swan from CR re: Recreation departmental marketing. She is interested in starting a community of practice, maybe building off of the North Island Programmers meeting.
- July 20th – Cross Departmental meeting.

SUPERINTENDENT'S NOTES

- Summer Camps –some new staff growing pains but programming team is doing a great job managing the challenges as they arise
- Active Living Guide on track for early August release
- Budget projections and provisional 2016 underway



Report Writer



Manager Concurrency

TO: Dean Banman
Manager of Recreation Services

DATE: September 7, 2015

FROM: Hannah King
Superintendent of Recreation Program Services

MEETING: D69 Recreation Commission – October 15, 2015

FILE:

SUBJECT: District 69 Recreation Commission August 2015 Report – Northern Recreation Services

RECOMMENDATION

That the Northern Community Recreation Program Services August 2015 report be received.

INCLUSION

- Provided support to 14 children in 19 different camps (some attended two weeks of camp).
- Severity of disability ranged from high functioning autism to severe down syndrome
- 4 of the children were new to our program, 1 was newly diagnosed but had attended in the past with extra help, and 2 were returning from five years ago, 7 were annual attendees.

Parents to the program were very happy with the results. One child at Kowabunga had rave reviews from the parent with the quality of program and staff assigned. Another parent at Bigfoot sent the following email:

(My Child) just finished two weeks at Camp Bigfoot and I wanted to send you a message to let you know how fantastic it went, and how much I appreciate that he was able to go.

For (him), new settings and big groups are really overwhelming. Because of this, I hadn't even really considered being able to send him to a summer camp. Because of your program, not only was he able to go, but he had a really great time. With that extra bit of support, he was able to successfully manage something that would normally have resulted in meltdowns and outbursts. Amanda was fantastic with him! He got through two weeks without ANY major issues. That might sound like nothing, but for him it's huge, and such a change from what I normally see. I can't think back on any group setting that he's ever been in that has gone so smoothly. I really don't have enough good things to say about that camp, the leaders, and especially Amanda! THANK YOU for setting up a program that includes even the kids who need that extra bit of help. My kiddo, who usually leaves a setting like that stressed out to the point of exhaustion came home feeling happy and carefree, and is already making me promise to send him back next year. You guys are the best for making that possible. THANK YOU!

PRESCHOOL PROGRAMMING

- Camp Littlefoot (3-5yrs) – 90 registrants in 6 weekly programs (excellent)
- Preschool Gymnastics (3-4yrs) – 21 registrants in 1 week program (2 classes; excellent)
- Summer Fun Dance Camp – 24 registrants (2 classes; full with 3 on waitlist); 1-week program

Camp Littlefoot	2012	2013	2014	2015
Registrations	68 (18 sessions)	77 (18 sessions)	78 (18 sessions)	90 (18 sessions)
Revenue	\$3,232	\$3,740	\$3,910	\$4,663

CHILDRENS' PROGRAMS

- Junior Can-Gym (5-8yrs) – 24 registrants (full with 1 on waitlist); 1-week program
- Senior Can-Gym (9yrs+) – 13 registrants (excellent); 1-week program
- Summer Fun Dance Camp – 12 registrants (excellent); 1-week program
- Claytime Creations Camp – 10-12 daily registrants (good); 1-week program; new in 2015

Community Development

- Munchkinland at Family Place was open on Mondays this summer, July 6-August 17, staffed by RDN Recreation and Parks and provided in partnership with Building Learning Together. This drop-in preschool service was free to families and attendance very good with 216 children (plus parents/grandparents) attending the six sessions.
- Storybook Village is a partnership program operated through Building Learning Together which operated for 6 weeks this summer, July 7-August 13. Volunteers and staff from a variety of agencies, including RDN Recreation and Parks, provided leadership at the Qualicum Beach Elementary School site. Since 2011, the RDN has agreed to provide Building Learning Together/School District 69 leader support at Storybook Village in lieu of free use Munchkinland. Attendance fluctuated, but received between 20-60 children daily (Tuesday-Thursday). There is no revenue for this program as Building Learning Together provides all of their programs for free to families.
- Financial Assistance Program- demand remains high with over \$21,000 in subsidies to families so far this year. This figure is comparable to this time last year.
- District 69 Recreation Grants- the next deadline is Friday, September 25, 2015

SUMMER / YOUTH PROGRAMMING

- Registration for our core summer camps remained strong throughout August.
- Offering daily registrations at Camp Notch increased registration as well as relieved waitlists at Camp Bigfoot and Camp Kowabunga.
- Express and New Adventure Camps saw late registration. Express registration continues to be dependent on the planned activity. This continues to support the observation that after age 11 camp is less of a childcare need and more about the experience that it provides the youth.
- Leaders in Training (LIT): This year we trained 35 young and enthusiastic LITs. The average age of the LITs this summer is 14. Of 2014's 27 LITs, 7 returned to the LIT program this summer and 8 were hired by the RDN as Junior Leaders for 2015.
 - Youth completed 16 hours of training.
 - LITs were required to volunteer at one special event in addition to one week at camp for a total of 45 hours. Many LITs volunteered for multiple events and camps.
 - RDN Summer Leader Katie Lonsdale (QFN Playground) assisted with LIT training and supported the LITs at community events.

- The youth volunteered at 6 RDN summer camps as well as at Munchkinland and Storybook Village and 4 community special events (Qualicum Beach Day, Kite Festival, Hi Neighbour Day, Kid Fest). Total volunteer hours by our LITs equates to over 1,575 hours.

Registration Summary Report for summer

Program	2013	2014	2015	Change (%)2015
Adventure	266	272	168	-38%
Bigfoot	316	305	497	+63%
Notch	74	75	121	+61%
Kowabunga	n/a	n/a	503	new
Express	241	229	228	-1%
Summer Round Up	36	41	N/A	N/A
LIT	25	27	35	+30%
Total REG	958	949	1551	+63%
Program Fees	\$68 291.10	\$76 900.63	\$99 043.95	+29%

SPORTS AND SPECIALTY CAMPS:

- **Tennis Camp:** This camp ran for 6 weeks and had an average of 20 students in each camp. The weather was very good therefore it helped to create a constant camp.

Total Registration	2014	2015	Change (%)
7-14yrs combined ages	191	147 (1 week less)	-22%

- **CVI Basketball Camp:** This is the third summer with Central Vancouver Island Basketball. One week of camp with the combined ages of 7-14 years was offered in the afternoons from 1-4pm. The camp was full with 30 registrants.

Total Registration	2014	2015	Change (%)
7-14 yrs. combined ages	30	29	-1%

*2013 had 2 weeks of camp run while 2014 only had one camp.

- **British Soccer:** The first week had challenges with obtaining enough coaches therefore the numbers were slightly less since Challenger sports requested that we “cap” the numbers so that there were enough coaches.

Total Registration	2014	2015	Change (%)
Total	284	279	-2%

- **Young Chef:** Half Day AM 16 and PM 14

Total Registration	2014	2015	Change (%)
	31	30	-1%

- **Byte Camp:** This contractor continues to deliver high quality camps. Both Camps were held at Oceanside Place arena due to job action in the Town of Qualicum Beach.

Total Registration	2014	2015	Change (%)
3D Animation (11-14yrs)	12	12	0
2D Animation on Tablet (9-12yrs)	7	12	+71%
Total	19	24	+71%

- **MAC Camps:** These art camps were new for this year. We worked with the MacMillian Arts Centre to provide camps for children and youth. Of the three camps that ran, they were well received and a welcomed addition to our camp portfolio.

Total Registration	2014	2015	Change (%)
Drawing and Painting (8-12yrs)	-	10	-
Guitar and Rhythm (8-12yrs)	-	7	-
Graphic Novels for Youth (11-16yrs)	-	4	-
Total	-	21	-

- **Outdoor Camps:** This was a new and well received program for 2015. RLC delivered a very high quality and interactive outdoor camp experience in Moorecroft Regional Park. The contractor was professional and very easy to work with. The major challenge that we had was the lack of amenities in the park (not enough washrooms and they were very poorly located). Both Camps were full with people on the waitlist.

Total Registration	2014	2015	Change (%)
Week 1	-	20	-
Week 2	-	20	-
Total	-	40	-

Cancelled this summer:

- Tennis Camp 2 weeks (contractor was not available for the week of BC Day and the last week was cancelled due to low registration)
- Design and Painting for Youth (low registration)

Total Revenues for summer Sports and Specialty

- \$66,501 (+12% from 2014)

AREA H PROGRAMMING

- Golf Programs – Randle Golf Academy at Morningstar –No August programs ran.
- Junior Golf Camps: due to contractor/ instructor availability, all summer camps were cancelled and replaced by camps on different weeks. We offered three camps instead of 4. The two camps in July ran with minimal registration. Staff recommends offering one or maybe two weeks total next year.

- Summer Playground at Qualicum First Nation – Registration was good for first year - total registration for the summer exceeded the goal of 108, with 147 registrations.
- Deep Bay VIU Marine Adventure Camps – excellent registration for these camps (Aug 10-14 for 6-8 yrs. weekly spots full and only 9 daily spots available over the five days; Aug 24-28 9-12 yrs. full).

Special Events & Meetings

- Camp in partnership with Qualicum First Nation –See above for numbers. I consider this camp a success; will recommend that we do it again next year, with some minor changes.
- Employee Wellness Committee – Preparing for September quarterly meeting.

Community Development

- Qualicum First Nation camp; fall/winter programs – discussions with Tanna Weir.
- Henry Morgan Park Picnic & Play – Aug 28th. No attendance – poor weather. Staff recommends only doing one next year.
- Spoke with potential instructors/ community people who are offering some art programs at the Lighthouse Hall. Community Hall has been heavily recruiting for their programs and are offering a number of programs this year.

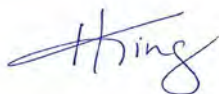
MARKETING & COMMUNICATIONS

Advertising

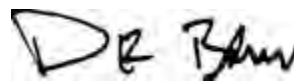
- Fall guide distributed in community
- Display ads – PQB News sign me up ad, Kidfest, What's on digest. Fall registration
- Radio ads – summer camps, fall guide
- School and adult flyer drafted for early September distribution.
- Fall birthday flyer updated and distributed.
- Child & youth drop-in schedule created into flyer and posted on website

SUPERINTENDENT'S NOTES

- Working on 2015 projections and 2016 provisional budget
- Programming team busy on wrapping up another busy summer season
- Fall/winter Activity Guide has been successfully launched. Registration rates are on target.



Report Writer



Manager Concurrency

TO: Dean Banman
Manager of Recreation Services

DATE: October 7, 2015

FROM: Hannah King
Superintendent of Recreation Program Services

MEETING: D69 Recreation Commission

FILE:

SUBJECT: District 69 Recreation Commission September 2015 Report – Northern Recreation Services

RECOMMENDATION

That the Northern Community Recreation Program Services September 2015 report be received.

INCLUSION

- We had one child requiring Inclusion Services for Mountain Biking. It has not been successful, unfortunately, as we only have one staff available with a mountain bike and able to transport it to the site and he has not had the availability we had hoped for. I contacted the parent yesterday and told her we would withdraw the child and give a full refund, as we were not able to provide the service.
- We have one child in swim lessons right now.

PRESCHOOL PROGRAMMING

- Parent & Tot Gymnastics (18mo-3yrs) – 16 registrants (full)
- Parent & Tot Gymnastics (18mo-3yrs) – 10 registrants (good)
- Parent & Tot Gymnastics/Tiny Tot (18mo-4yrs) – 16 registrants (full)
- Parent & Tot Gymnastics/Tiny Tot (18mo-4yrs) – 10 registrants (good)
- Tiny Tot Gymnastics (3-4yrs) – 15 registrants (excellent)
- Kindergym (3.5-5yrs) – 15 registrants (excellent)
- Sports for Shorts (3-5yrs) – 12 registrants (good)
- Program cancellations: Tot Soccer; Music and Movement (low registration)

CHILDRENS' PROGRAMMING

- Learn to Mountain Bike (8-12yrs) – 16 registrants (full)
- Junior Can-Gym (5-8yrs) – 15 registrants (excellent)
- Junior Can-Gym (5-8yrs) – 7 registrants (poor)

- Junior Can-Gym (5-8yrs) – 11 registrants (good)
- Senior Can-Gym (5-8yrs) – 14 registrants (excellent)
- Gymnastics for Special Needs – 4 registrants (poor)
- Floor Hockey (7-10yrs) – 6 registrants (poor); drop-ins now accepted as well
- Indoor Soccer (7-10yrs) – 5 registrants (poor); drop-ins now accepted as well
- LEGO Builders Club (5-9yrs) – 6 registrants (poor)
- LEGO Builders Club (5-9yrs) – 4 registrants (poor)
- Drop in Gym – 59 drop-ins at the first 9 sessions; this is a new program at Qualicum Commons and former Parksville Elementary School.
- Program expansions in September have resulted in more programs offered but lower than average registration and 2 program cancellations: GO Junior Rangers; Claytime Creations.

Community Development

- District 69 Recreation Grants- recommendations are included in the Commission package. The next deadline is January 29, 2016.
- September 30 - Qualicum Commons Celebration– The tenants of Qualicum Commons hosted an open house to mark the start of a new program season and to promote the programs and services offered at this site. RDN is operating programs 6 days per week including sports, pottery, preschool music, youth leadership, first aid and adult fitness. The school was closed one year ago.

YOUTH PROGRAMMING

- Sep 23, Youth and Adult Mini Golf Tournament: 20 youth registered, 16 attended and 19 adults registered 18 attended. This intergenerational FREE event is a great partnership with Paradise Adventure Mini Golf. This year the event was added it to the list of events celebrating Active Aging Week. Participants were matched up (2 seniors with 2 youth) to golf 9 holes, then came together to enjoy some healthy snacks then golf the other 9 holes.
- Sep 11, Acro Gym: 10 registered. New for this fall the ages are now open to 13 years+.
- Sep 25, Free BBQ and DJ Teen Swim at Ravensong Aquatic Centre: 47 youth attended.

Cancelled

- Amazing Race Day, Sep 27
- Delayed Start:
 Babysitters Certification Course (ALG date Sep 20; actual date Oct 4)

SUMMER

Program	Aug 31-Sept 4	
Kowabunga	19/19 weekly with 1 WL & 47/55 with 1 WL	89% FULL

- Camp Kowabunga was increased to maximum of 30 campers per day with 3 leaders for the last week. The camp averaged 28 per day.
- Camp Kowabunga ended on Sep 2
- Last day for the Summer Recreation Assistant was Sep 2

Community Development

- Sep 16, hosted YouthLink meeting
- Sep 22, hosted Mini Golf event for Active Aging week
- Sep 24, attended Creating Safe Space for LGBT2Q+ Youth workshop
- Sep 25, hosted Youth BBQ and DJ Teen Swim featuring DJ All Good
- Sep 30, attended youth Outreach Worker meeting
- Sep 30, attended Qualicum Commons Celebration

ADULT PROGRAMMING

- Fall adult program registration numbers are strong overall
- New drop in pickleball program in Qualicum Beach is averaging 12 participants. This is a partner program and involves a crew of volunteers to help with instruction and set up/take down.
- Active Aging September 22-27 was the third annual Active Aging week. We offered a series of free drop in sessions to encourage new participants to try out programs. There were a few less community partners this year, but participant attendance was strong.

Community Development

- Partnered with Forward House and SOS to submit CAI grant letter of intent. If successful the partners would be awarded \$10,000.00 to research, identify and develop a local programming in the area of active aging, with a component of mental health. If partner program is approved the partners could secure up to \$60,000.00 of funding for delivery of program services.
- Attended community workshop on creating safe spaces for LGBT2Q+ youth workshop
- Meeting with Director of Community Health Dr. Poteryko to discuss wellness initiatives for Adults in the Oceanside area

AREA H PROGRAMMING

- Sports Sampler – After School program running with 7 registered (good registration, considering afterschool programs haven't been very popular (other than Lego) in the last year.
- Men's Floor Hockey – was approached by Kevin Bull, who has done floor hockey for men with the Lighthouse Rec Commission for many years in Bowser. Registered and Drop-in spots available

Special Events & Meetings

- Terry Fox Run – September 20th. More than 300 people participated, raising over \$7,000.
- Employee Wellness Committee – met September 10th, planned out goals/ events for the next year, and looked at surveys that came back.

Community Development

- Qualicum First Nation camp; fall/winter programs – discussions with Tanna Weir.
- Have spent some time at the school working with principal to make sure that our programs work with the school, philosophy, and that the school can help us to get any word out. Things are going well, and school has been very supportive.

Promotions

- Postcard sent to mailboxes in Bowser early September. I haven't had any feedback yet, but many people who got the postcards attended the parks event that was featured on the other side of postcard.
- Posters out in Bowser.
- Regular promotions through Communications coordinator (Colleen)
- Community event promotions

MARKETING & COMMUNICATIONS

Advertising

- Fall/winter guide distributed in community
- Display ads –What's on digest: fall registration
- Radio ads – fall guide, child and youth drop-in activities
- School and adult flyer distributed

Promotion

- Complimentary products – 2 requests filled
- Area H postcard – joint cost with Parks to promote the Dunsmuir open house
- Guide delivery and poster run – September 10

Communication

- Social media – Recreation posted 23 posts on Facebook. Top post Drop-in gym: 1,339 views, 13 likes

Meeting/Professional Development

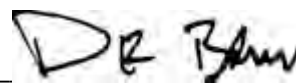
- Sep 17 – Met with Nancy Page, to debrief guide design and process
- Sep 28 – LERN Webinar re: Marketing Benchmarks

SUPERINTENDENT'S NOTES

- Continue to fine tune 2015 projections and 2016 provisional budget
- Conducting quarterly staff work plan touch base sessions



Report Writer



Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: September 10, 2015

FROM: Wendy Marshall
Manager of Park Services

MEETING: EA 'A' PRCC , D69 Recreation Commission –
September 2015 , All POSAC's, RPTSC

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- June, July, August 2015

RECOMMENDATION

That the Parks Update Report for June, July and August 2015 be received as information.

Regional and Community Parks and Trails

During June, July and August staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

At the Cedar Skate Park staff performed weekly watering of newly planted trees, pruned trees and removed weeds in the beds. Brushing and weeding work was completed along the Morden Colliery Trail and throughout the Cedar Plaza area. At Nelson Road boat launch staff removed garbage and cleared blackberry. Planning for a privacy surround for the portable toilet at this site was also begun. At Pylades Road beach access staff cleared the trail performed beach access stair maintenance work. At Ritten Road Boat Launch staff conducted brushing work and removed illegally dumped garbage.

Staff toured a number of MOTI water access sites with Parks, Recreation and Culture Commission members to review potential development opportunities to improve public access to the water.

Staff prepared and distributed the June 17th Electoral Area A Parks, Recreation and Culture Commission meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff coordinated conceptual design work and preliminary cost estimates for a future kiosk structure at the Cedar Plaza entrance to the Morden Colliery Regional Trail. A surveyor was contracted to complete a legal and topographic survey of the existing plaza in order to move forward with final design and engineering work. In August, staff met with the project designer and Herold Engineering to begin engineer design work on the future kiosk structure for Cedar Plaza.

Area B

Water delivery/supply and chlorine monitoring work continued at Rollo McClay Community Park throughout the summer. The field mowing contract remains underway. Dugout benches were replaced at the ballfield, and the concession building and dugouts were painted.

Regulatory parking signage was replaced at El Verano boat launch following a theft/vandalism incident, and beach access stairs at several sites were inspected for damage and wear and tear.

At Hummingbird Community Park staff removed and rebuilt the landing for the beach access stairs. Site assessment and signage planning work was started for the parks and trails in the Whalebone Parks area. Survey work will be ordered in September to clarify property lines along some sections of the trails connecting the parks.

Illegally dumped garbage was removed from Huxley Community Park.

Staff worked with a Landscape Architect consultant to prepare detailed construction drawings and costing for the proposed phase 1 construction / upgrades for Huxley Park and prepared a grant application for the Canada 150 Infrastructure grant. If the grant application is successful Phase 1 construction would include the replacement of the sport court perimeter dasher boards, tennis court resurfacing, a new community plaza and site preparation for the playground.

Staff assisted the Islands Trust with an inquiry regarding waterfront at the bottom of Brickyard hill. Staff also assisted an Islands View Drive waterfront resident with undeveloped road allowance and trail bisecting property. GaLLT contacted and dealt with landowner to rectify erroneous community directional signage to access.

The Licence of Occupation renewal (30 years) for Joyce Lockwood was received from the Province and processed for signature.

Area C – Extension

At Extension Miners Community Park staff completed trail brushing and clearing work. At Nanaimo River Canyon staff made several site visits, removing garbage and a rope swing. GIS staff GPS'd the park trails and a park regulatory sign was also installed.

Staff met with a representative from the Extension Recreation Commission to discuss potential site layout options for the installation of new playground equipment next to the Extension Community Hall. RDN Parks holds a Permit to Construct Works with MOTI as the playground will be located on undeveloped MOTI road allowance. The Commission has already purchased the equipment and will be doing the installation. Park staff along with GIS staff relocated the boundary pins for the work area.

Staff investigated a water storage tank proposal by the Cranberry Fire Department, including a site visit and meeting with the fire chief. Proposal review will continue following formal plan submission by the fire department.

A final draft of a memorial sign commemorating the opening of Extension Miners Community Park was completed by staff in August with approval from the area director. The sign will be printed in September and installed in October 2015.

In August, final approval from the federal and provincial governments was received on a draft plaque recognizing Community Works Fund contribution for improvements completed in Extension Miners Community Park in 2014. The plaque will be manufactured in September and installed in the fall.

Area C – East Wellington / Pleasant Valley

Trail brushing, tree pruning, garbage collection, and sign replacement work was carried out at Ander's and Dorrit's Community Park.

Staff prepared and distributed the June 22nd Electoral Area C POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff met with horticulture contractor at Anders and Dorrits Park in June and August to discuss required weeding of ornamental flower beds and pruning of trees and shrubs to be completed in late summer and autumn.

In August, design options and cost estimates for an outdoor toilet in Meadow Drive Community Park were compiled by park staff for presentation to POSAC in October.

Area E

Staff carried out a large volume of trail brushing, clearing and garbage removal work at Park Place, Blueback, Jack Bagley, Stone Lake Drive, and Brickyard Community Parks.

Staff continued to work with the Landscape Architecture consultant to refine the concept plan for Blueback CP. Staff met with MOTI staff regarding the planned reconfiguration and expansion of the existing parking area and worked with a civil engineer to design a drainage system for the park. The brushing of the blackberry bushes from the site was completed. Park Staff conducted bird surveys prior to brushing blackberry at the park. Stems that were missed by the contractor due to their proximity to stumps and rock were weed-wacked by Park Staff. Garbage was also removed. A plant restoration plan was completed by staff in August with planting by a contractor anticipated in October 2015. The plan includes approximately 20 Douglas-fir and 20 native alders for forest regrowth.

Area F

At Meadowood Community Park staff performed weekly watering of newly planted trees, installed two new cedar picnic tables, painted the basketball court key and installed new park signage. Throughout the summer the Recreation and Parks Department dealt with numerous and significant vandalism issues. Damage to the playground, toilet, privacy surround, fencing, signs and picnic tables is being regularly sustained and then repaired by staff and contractors.

Along Arrowsmith Community Trail staff completed brushing and clearing work.

At Errington Community Park (and Farmer's Market) staff installed numerous new trail identification signs, conducted hazard tree removal work, and brushed and cleared walking trails. Staff also met with a contractor to get a quote on improving the roadside parking along Veterans Rd.

A significant amount of trail brushing work was completed at Malcolm Community Park. Garbage removal, new signage installations and site inspections were carried out at the newly-acquired French Creek School Community Park.

Staff met with a teacher volunteer to review the proposed interpretive trail signage plans for the Errington School Trail. The project was spearheaded by the Errington Elementary School and was funded through their successful grant writing campaign. The signs were designed and installed by local community volunteers.

Staff attended and helped with the Meadowood Community Park Official Opening Event on June 22nd.

Staff prepared and distributed the June 10th Electoral Area F POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area G

At Neden Community Park staff removed old fencing along Neden Road, and installed an arbour/entrance and new cedar split rail fence along Neden Road and Wembley Road. The original, volunteer-built park identification sign was removed, sanded, refinished and reinstalled.

Regular park and bike jump inspections and garbage removal work was conducted at Columbia Drive-Community Park. At Lee Road Community Park trail brushing and tree pruning and removal work was carried out. Fence repair and maintenance was also dealt with. At Miller Road Community Park staff cut and decommissioned a drainage pipe adjacent to French Creek, and conducted trail brushing and clearing. At Barclay Bridge staff brushed the trail and conducted bridge maintenance work. Trail brushing, improvements and garbage removal work as completed at Dashwood Community Park.

Staff met with BC Hydro on site at River's Edge Community Park to discuss removal of a large amount of Scottish Broom along the utilities corridor adjacent to the park's northern boundary.

Staff prepared and distributed the June 29 Electoral Area G POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area H

A seating bench was repaired and refinished at Baywater Road beach access. A new concrete slab is scheduled for installation in the fall

Staff continued to liaise with Ministry of Forests Coastal Fire Base regarding the ongoing forest fire abatement project underway at Oakdowne Community Park. Several new signs were installed at the park, to replace vandalized/stolen ones. Trail brushing and inspection work was also carried out.

Sill and approach work/improvements were carried out adjacent to the two new pedestrian footbridges recently constructed at Islewood Community Park, along with signage installations.

At Henry Morgan Community Park a new portable toilet and privacy surround wall was constructed. Logs and timber frame components at this playground were refinished/restained.

Trail and site brushing and garbage removal work was carried out at Sunnybeach Road, Wildwood, Crane Road, Rose Park, and Nile Road Community Parks. At Shoreline Dr. new stairs were constructed and are now being protected by lock blocks.

At Leon Road staff responded to a neighbor complaint regarding tree removal, upon visiting staff inspected property pin location and determined no violation was committed.

Staff reviewed existing signage at the following Area H water access sites: #47 (Deep Bay Dr), #42 (Shoreline Dr), #36 (Buccaneer Beach Rd), #31 (Bowser Rd), #24 (Nile Rd), #23 (Crane Rd), #18 (Sunny Beach Rd), #17 (Baywater Rd), #11 (Alert Rd). Park staff also designed public access signs and installed them at 9 existing accesses.

Park staff created signs for volunteers to install at the Big Qualicum River Hatchery. Staff worked with the Electoral Area H Director, community trail volunteers, Woodlot manager and MFLNRO Recreation Officer on community trails project. Community trail operations on Crown lands was clarified.

Staff prepared and distributed the June 9th Electoral Area H POSAC meeting agenda package, attended the meeting and provided the meeting minutes.

Staff corresponded with the Lighthouse Slo Pitch Association regarding their desire to improve the fields at the Lions Community Park.

Staff worked with POSAC members to plan the upcoming Centennial Community Park Open House on September 18th. Posters, postcards and other additional advertising material were developed and distributed.

Staff discussed Oakdowne Community Park and Oakdowne Adjunct II trails outstanding licence renewals with the Province. The process for expanding the trails licence over two parcels to full licence over five parcels was explored.

Community Works Projects

Area B

Staff continued to work with Village Way contractors on the project design. Additional survey and civil engineering was obtained. A site meeting was held with contractors and the Electoral Area Director to review plans for the 1.5 km path course, in particular as concerns drainage from North Road. Another site meeting was held with the Director and the Village Vision group in regard to community participation in the second phase of project involving amenities. Ongoing meetings were held with the contractor and the civil engineer. The draft final design has been received.

Staff worked with the Gabriola Island Softball Association to plan a new playground at Rollo McClay Community Park. The RDN will provide matching funding of \$12,000 for the project through the Electoral Area B Community Works Fund.

Area E

Park Staff conducted bird surveys prior to thinning the corner of Claudet and NW Bay to improve intersection sight lines.

Area F

A resolution was prepared for Board approval of funding to carry out Price Rd Trail (Arrowsmith Community Trail 4).

Regional Significant Gas Tax Project

E&N Rail Trail

Work continued with the planning for the trail. It was clarified that the scope of the trail from Springwood Park to Coombs will end at Station Rd in Coombs. Staff worked regularly with the project management consultant on plan development and conclusion on approach to the Romney Creek crossing (gabion wall). A Statutory Right of Way required for the trail was concluded and registered with Land Titles. 'Ready for approval' drawings were received and reviewed. Plan review and the final approval process was initiated with SVI/ICF, MoTI, RDN Planning, MFLNRO and the ALC. Staff Prepared for and attended meeting with Area F and G Directors in regard to project financing.

Regional Parks and Trails

Arboretum

Park staff conducted park inspections, removed garbage, removed an old fence and conducted trail maintenance.

Arrowsmith CPR Regional Trail

Further to direction from Island Timberlands, the trail was closed to the public through July and August.

Benson Creek Falls Regional Park

Park staff conducted park inspections and trail maintenance and installed bridge number signs.

Benson Regional Trail

Staff liaised with the Nanaimo Mountain Bike Club on the planning of trail to link Westwood Lake Park in the City of Nanaimo with the Witchcraft Lake Regional Trail trailhead (which connects to Mount Benson Regional Park) and the Ammonite Falls Regional Trail (which connects to Benson Creek Falls Regional Park). Staff met with the Club to review their proposed alternate route. Staff liaised with Planning on a s57 referral from MFLNRO for the Club's route and the City of Nanaimo regarding the club's proposed water crossing on City property.

CPR Regional Trail

Park staff installed a new kiosk at the CPR trailhead to replace the old kiosk.

Big Qualicum Regional Trail

Park staff conducted trail inspections and met with DFO staff regarding trails. Signs have been designed and produced.

Coats Marsh Regional Park

Park staff visited the park to assess the location of a future trail along the south side of the lake. The plans for the trail were discussed with the Natures Trust and approval for the trail needs to be obtained from staff at the ECO gifting program. Once approvals are in place, construction will begin.

Descanso Bay Regional Park

Staff delivered RDN tents for Park Operator's 7th Annual Oceans Day and provided event posters and keepsake buttons.

The 2014 financial and occupancy report was received from Park Operator and reviewed. Staff met with the Operator and obtained a more detailed expenditures report for the last five years for use in the upcoming Park Operator RFP.

Staff arranged for a reprint of the park brochure and worked with the Park Operator to clarify how specific sites are booked.

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. Staff worked with the volunteer park warden, Bylaw Services and Animal Control Services on pursuit of dangerous dog complaint.

Staff worked with the Hatchery Manager/Park Caretaker and DFO to see extra flow and temperature monitoring conducted in the side channel given the severe drought conditions. Staff liaised with BCCF regarding low main stem water levels and exposed large woody debris structures. The Hatchery Manager/Park Caretaker dealt with a break in at the Hatchery buildings and theft of small equipment.

A contractor conducted service road improvements as the hatchery bridge has now been closed by the means of a bollard.

Park staff installed bridge number signs.

Horne Lake Regional Park

Park staff conducted park inspections. Staff installed barriers to stop ATV traffic and new Bear proof garbage cans were delivered to site.

Staff installed a bollard in South Park (Ridgeview trail) and filled potholes throughout park as requested by RLC

Lighthouse Country Regional Trail

Park staff conducted trail inspections and trail maintenance. Park staff installed bridge number signs. Staff responded after storm events, clearing large fallen tree across trail and removed debris from trail.

Little Qualicum River Estuary Regional Conservation Area

Staff liaised with BCCF, QB Streamkeepers and DUC on watering and monitoring of vegetation plantings along the fish channel. Staff provided QB Streamkeepers with honorarium for assistance at spit with watering as well as invasive species removal.

The draft report on Canada Geese (CAGO) was received from the Guardians of the Mid-Island Estuaries. The Guardians are invited to present findings at the September Board. Staff investigated, obtained and reviewed detailed background material on CAGO work within the Capital Regional District.

Little Qualicum River Regional Park

Staff continue to repair vandalized items and remove fire rings in the park. Fortunately the pins on the gates are still securing access however the concrete barriers have been removed allowing access once again. Staff will replace missing barriers.

Moorecroft Regional Park

Park staff met with a representative from the Moorecroft Stewards (a five-member community group working to promote Moorecroft and support RDN initiatives), to provide an update on park projects.

In August, staff met with the curator from the Parksville Museum to discuss the possible relocation and/or management of Ms. Moore's Cabin by the museum. The proposal will be reviewed by the museum Board in September.

Park staff conducted park inspections and trail maintenance. Park staff have built a couple of split rail fences, one is for safety at Mrs. Moore's and the other to protect the ecologically sensitive area at Skipsey Lake.

Morden Colliery Regional Trail

An application for a 30-year Lease of the seven Crown parcels that constitute the Morden Colliery Regional Trail was completed on July 31 by park staff. The application required the submission of 25 files including a management plan outlining proposed development within the MCRT, location maps, detailed site plans, photos, legal surveys, title searches and First Nations correspondence.

Mount Benson Regional Park

Further to a May meeting with NALT and with feedback from the lawyer, staff updated the draft covenant. Staff worked with the GIS department on a covenant map and submitted the updated covenant to NALT for review and discussion in September.

Staff met with the volunteer park warden and provided him with a digital camera to use on almost daily trips up the mountain.

Nanaimo River Regional Park

Park staff conducted park inspections and trail maintenance. Staff removed large piles of broom from random volunteer efforts.

Ammonite Falls Regional Trail

Trail signage was installed in June.

Trans Canada Trail

Staff liaised with MoTI concerning upcoming changes to the property management of the DL 20 gravel pit property through which runs TCT route.

Witchcraft Lake Regional Trail

Staff removed graffiti from the kiosk.

Fairwinds Lakes District - Regional Park Management Plan

The final Management Plan for the Fairwinds Lakes District Regional Park was completed by staff and submitted for Regional Parks and Trails Select Committee and Board review in June along with a staff report. The plan was officially approved in principal on June 23, pending submission of the final Enos Lake Protection and Monitoring Program (Appendix E of the management plan) by the developer.

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 several information requests were received from the public.

Seasonal campfire/smoking and hazard warning signs were posted, in accordance with notifications received from Ministry of Forests and local fire protections agencies. Staff prepared media notices, Park page updates and social media posts regarding the wildfire risk, the ban of campfires at both campgrounds, the smoking ban at all parks and trails, and the closure of the TCT and Arrowsmith CPR Regional Trail due to wildfire risk. Staff researched the approach that other local governments were taking to deal with the wildfire risk in their parks and participated on an RDN committee regarding the dry summer.

Staff attended internal training on Sharepoint, the new budgeting software and participated in a webinar on Emergency Planning for large events.

Park staff worked with GIS staff to create printable PDF's on our website. This is being reviewed before making it open to the public. Park Staff and GIS staff continued to collect data for mapping purposes and Community Park inventory purposes.

Park staff began developing the 2016 budget. The year-end projections were calculated and staff assembled the work plan for 2016. Budget development will continue through the fall.

Parks and IT staff have met and begun the work of moving Parks files to Sharepoint folders. Staff are currently cleaning out old files and will merge the two existing parks filing systems: the parks operations folders and the folders that were used for Oceanside Place staff.

Staff prepared park pages for the Fall/Winter Active Living Guide and assisted Recreation staff with the Island Timberlands Blog and adult hike program planning. Staff worked with Eyes on BC writer on article about Top Bridge area trails and arranged for distribution of the Regional Parks and Trails Guide to Nanaimo, Parksville and Qualicum Beach Info Centres, along with Ravensong and OP.

A template for a Project Information Sheet was completed by park staff in June as a way to standardize organization and documentation of tasks, responsibilities and budgeting for each park project. Completed sheets will also serve as a quick reference to staff members unfamiliar with the project.

Staff continued work on the community park name and civic address confirmation project. Statistics were updated for community parks.

Staff prepared a letter of support for Tourism Vancouver Island in their bid to ICET for funding to support Phase II of the VI-Sunshine Coast Trail Project.

Staff continued to work on acquisition files for both Regional and Community Parks. Potential parkland was visited and assessed, meetings were held, agreements were drafted and future investigations were initiated on several files.

Park staff ordered road signs for some of the parks. Permission was obtained by MOTI via permit.

Park playground inspections were carried out to meet Canadian Standards Association requirements.

Park Use Permits and Events

Parks permits approved and in process include:

Area A

- Held site meeting with the Nanaimo Skateboard Association regarding the September fundraiser at the Cedar Skatepark; concluded on permit conditions and approved permit.

Area B

- Approved a park use permit for a wedding at Descanso Bay Regional Park.

Area C

- Concluded permit with MFLNRO for a hydro-climatic monitoring station at Mount Arrowsmith Massif Regional Park; obtained actual location information.
- Worked with Nanaimo group on permit for a Nepal fundraiser involving Westwood Lake and a run up to the top Mount Benson.
- Concluded work with Backcountry Horseman group on permit for Pipeline section of TCT; permit approved.
- Dealt with and approved a permit for the National NDP party in regard to a media event at the park entrance sign for Benson Creek Falls Regional Park.
- Addressed and declined a permit request by the Mid-Island Velo Association to set up a bike course at Anders and Dorrit's CP for a series of evening events. Group referred to POSAC to discuss such a use.

Area E

- Concluded park use permit for QF's annual Teddy Bear Picnic at Jack Bagley Field. Liaised with Legislative Coordinator regarding associated permits.
- Worked with seniors group on permit for use of Vesper Pt picnic area; permit approved.

Area F

- Concluded permit for Arrowsmith Community Recreation Association and Coombs Community Picnic at French Creek School Community Park; assisted group with site access.
- Concluded work on a park use permit to Corcan Meadowood Residents Association for Canada Day celebrations (including beer garden and fireworks) at Meadowood Community Park. Permit approved subject to permission from Coastal Fire in respect of fireworks.

Area G

- Arranged park use permit with Nanoose Heart and Stroke for park and hatchery visit.
- Liaised with Hatchery Manager regarding WaterSmart Gr IV/V classroom visit.

Area H

- Approved permit for Mid-Island Bluegrass Society's Festival at Lions Community Park; liaised with Legislative Coordinator for additional permits.



Manager of Parks Services



General Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: October 9, 2015

FROM: Wendy Marshall
Manager of Park Services

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

FILE:

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

RECOMMENDATION

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

Regional and Community Parks and Trails

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

Electoral Area Community Parks

Area A

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

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

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

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

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

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

Area B

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

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

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

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

Area C – Extension

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

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

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

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

Area C – East Wellington / Pleasant Valley

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

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

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

Area E

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

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

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

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

Area F

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

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

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

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

Area G

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

Area H

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

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

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

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

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

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

Community Works Projects

Area B

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

Area E

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

Regional Significant Gas Tax Project

E&N Rail Trail

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

Regional Parks and Trails

Arboretum

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

Arrowsmith CPR Regional Trail

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

Beachcomber Regional Park

Park staff conducted park inspections and trail maintenance.

Benson Creek Falls Regional Park

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

Benson Regional Trail

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

Coats Marsh Regional Park

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

Descanso Bay Regional Park

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

Englishman River Regional Park

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

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

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

Horne Lake Regional Park

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

Lighthouse Country Regional Trail

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

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

Little Qualicum River Regional Park

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

Moorecroft Regional Park

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

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

Morden Colliery Regional Trail

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

Mount Benson Regional Park

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

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

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

Nanaimo River Regional Park

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

Ammonite Falls Regional Trail

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

Trans Canada Trail

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

Witchcraft Lake Regional Trail

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

Miscellaneous

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

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

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

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

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

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

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

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

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

Park Use Permits and Events

Parks permits approved and in process include:

Area A

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

Area C

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

Area E

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

Area G

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

Area H

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

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



Manager of Parks Services



General Manager Concurrence