

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, MARCH 31, 2016
2:00PM

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

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive Late Delegations

MINUTES

3-7 Minutes of the Regular District 69 Recreation Commission meeting held February 18, 2016.

Motion to approve the Minutes

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

8 E. Butts, Bard to Broadway Theatre Society to D69 Commission, RE: **Thank you**

9 C. Toth, Ravensong patron to Ravensong Aquatic Centre, RE: **Thank you**

Motion to receive Communications/Correspondence

UNFINISHED BUSINESS

REPORTS

10-12 Monthly Update – Oceanside Place – February 2016

13-14 Monthly Update – Ravensong Aquatic Centre – February 2016

15-18 Monthly Update – Northern Recreation Program Services – February 2016

19-24 Monthly Update of Community and Regional Parks and Trails Projects – February 2016

Motion to receive the update reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

COMMISSIONER ROUNDTABLE

ADJOURNMENT

Motion to adjourn.

Tour of Oceanside Place to follow meeting.

NEXT MEETING

*April 21, 2016
Oceanside Place*

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
HELD THURSDAY FEBRUARY 18, 2016
2:00PM
(OCEANSIDE PLACE)**

Attendance: Reg Nosworthy, Electoral Area 'F'
Gordon Wiebe, Electoral Area 'E'
Bill Veenhof, Director, Electoral Area 'H'
Neil Horner, Councillor, Town of Qualicum Beach
Al Grier, Councillor, City of Parksville
Ted Malyk, Electoral Area 'G'

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

Regrets: Julie Austin, School District 69 Trustee
Julian Fell, RDN Board

CALL TO ORDER

Mr. Banman called the meeting to order at 2:01pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

WELCOME NEW MEMBERS/INTRODUCTION

Mr. Banman welcomed new member Ted Malyk, representing electoral area 'G' to the Commission and the Commissioners gave an introduction of themselves.

ELECTION OF CHAIRPERSON

Mr. Banman called for nominations for the position of Chairperson for the year 2016.

Commissioner Horner nominated Commissioner Grier. He declined the nomination.

Commissioner Veenhof nominated Commissioner Fell.

There being no further nominations, Mr. Banman declared Commissioner Fell as Chairperson of the District 69 Recreation Commission for 2016 pending his acceptance.

ELECTION OF DEPUTY CHAIRPERSON

Mr. Banman called for nominations for the position of Deputy Chairperson for the year 2016.

Commissioner Horner nominated Commissioner Wiebe.

There being no further nominations, Mr. Banman declared Commissioner Wiebe as Deputy Chairperson of the District 69 Recreation Commission for 2016.

Since the newly elected Chair was absent from the meeting, Mr. Banman called for the Deputy Chair to sit as Chair for the remainder of the meeting. Commissioner Wiebe took the seat and continued the meeting as Chair.

ELECTION OF GRANT SUB-COMMITTEE

Commissioners Horner, Nosworthy and Wiebe all volunteered to continue on the Grant Sub-Committee.

There being no further nominations for the committee, Mr. Banman thanked the Commissioners for continuing on the Committee through 2016.

ELECTION OF FEES AND CHARGES SUB-COMMITTEE

Commissioners Nosworthy, Malyk and Horner all volunteered to sit on the Fees and Charges Sub-Committee.

There being no further nominations for the committee, Mr. Banman thanked the Commissioners for sitting on the Committee through 2016.

DELEGATIONS/ PRESENTATION

MOVED Commissioner Nosworthy, SECONDED Commissioner Veenhof to receive the Late Delegation.

CARRIED

J. Lettic, Nanoose Place, RE: Grant Application

Mr. Lettic gave some background about Nanoose Place and the community members that use the facility. He described the substantial use and challenges of the current sound system at Nanoose Place for events such as election debates and a reliable sound system is necessary for these events. He described that the requested amount of \$5,000 is half of the cost of the sound system. Other funding will be resourced.

MINUTES

MOVED Commissioner Veenhof, SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held November 19, 2015 be adopted.

CARRIED

MOVED Commissioner Veenhof, SECONDED Commissioner Horner Minutes of the District 69 Recreation Commission Grants Sub-Committee meeting held February 10, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOVED Commissioner Veenhof, SECONED Commissioner Nosworthy that the following District 69 Youth Recreation Grant applications be approved:

Youth Organization	2016 Recommended
893 Beaufort Squadron- training activities	1,950
Arrowsmith Community Recreation Association – youth week basketball event	735
Ballenas Secondary School- Dry Grad Committee	1,200
Ballenas Secondary School - First Nations education trips	2,500
Errington Elementary School - Tribune Bay trip	2,500
Ravensong Waterdancers Synchro Club - pool rental	2,100
The Nature’s Trust – Brant Festival youth photo exhibit	700
Total	\$11,685

CARRIED

Moved Commissioner Veenhof, SECONDED Commissioner Horner That the following District 69 Community Recreation Grant applications, with the exception of the Nanoose Bay Activities and Recreation Society application, be approved:

Community Organization	2016 Recommended
Arrowsmith Community Recreation Association- Coombs Community Picnic	877
Arrowsmith Community Recreation Association- Food Skills Program	750
Errington Elementary School PAC- grade 3 swim program	2,500
Errington Therapeutic Riding Association - program expenses horses and arena & insurance	1,000
Oceanside Building Learning Together Society - Dad's Night Out Skating	658
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	1,000
Total	\$8,285

CARRIED

*Commissioner Wiebe stepped out of the meeting at 2:20pm due to a conflict of interest in the next item.
Commissioner Veenhof took over as Chair of the meeting.*

The Commission discussed the delegations grant application for Nanoose Bay Activities and Recreation Society request for \$5,000. Commissioner Nosworthy explained to the commission how the \$1,500 recommendation came to be. He suggested that he was comfortable with the amount increasing to the maximum recommended grant amount of \$2,500.

Commissioner Grier asked if the group can apply again throughout the year for the remaining amount. Commissioner Nosworthy confirmed that the group can apply again throughout the year.

MOVE Commissioner Nosworthy, SECONDED Commissioner Horner that the recommended grant of \$1,500 to the Nanoose Bay Activities and Recreation Society for their sound system be increased to \$2,500.

Community Organization	2016 Recommended
Nanoose Bay Activities and Recreation Society - sounds system	2,500

CARRIED

Commissioner Wiebe returned to the meeting at 2:27pm and resumed the Chair position.

COMMUNICATIONS/CORRESPONDENCE

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

R. Desjardins to Ravensong Staff, RE: **Thank you**

CARRIED

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – Nov 2015 – Jan 2016

Mr. Banman gave an overview of the Monthly Update of Oceanside Place, noting the new AED at the facility and a recent filming that occurred at the arena.

Monthly Update – Ravensong Aquatic Centre – Nov 2015 – Jan 2016

Mr. Banman gave an overview of the Monthly Update of Ravensong Aquatic Centre, noting the challenge of overcrowding possibly due to 'snowbird's' staying in town longer due to the Canadian dollar.

Monthly Update – Northern Recreation Program Services – Nov 2015 – Jan 2016

Mr. Banman gave an overview of the Monthly Updates for the Northern Recreation Programs, noting the training starting for the new registration program- Activenet and to go live the end of August. He told the Commission members of the delivery of the Active Living Guide March 7th. He handed out a flyer promoting a community survey related to a partnership with Forward House and requested Commissioners distribute in their respected communities.

Commissioner Veenhof left the meeting at 2:45pm for a prior commitment.

Monthly Update of Community and Regional Parks and Trails Projects – Nov 2015 – Jan 2016

Mr. Osborne gave a summary of the Monthly Update of Community and Regional Parks and Trails Projects.

MOVED Commissioner Horner, SECONDED Commissioner Nosworthy that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

This item was discussed with the Business Arising from Minutes items.

NEW BUSINESS

BCRPA Symposium – April 2016

Commissioners discussed attending the BCRPA Symposium in April this year. Commissioner Grier and Nosworthy voiced an interest in attending. An email will be sent to Commissioners that could not attend and two members will be selected to attend.

2016 Budget Timeline and Process

Mr. Banman reviewed the budget handouts and answered questions from the commission members.

Commissioner Grier left the meeting at 3:15pm for a prior commitment.

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy spoke to the ACRA quarterly report and noted the Errington ACE program and was impressed with the quality of the program. He said the agreement with the RDN is significant in the quality of these programs that ACRA can offer.

Commissioner Wiebe spoke about the Grants committee and the requirements that the recipients are required to submit a summary of their grant usage after receiving the grants. He suggested that the groups be told they cannot reapply again until the summary report is received from the prior grant. Another issue they have is making groups aware to not rely on the grants every year for funding but some do as they committee or group members change. He would like a discussion from the whole Commission about these issues and what can be done about these challenges.

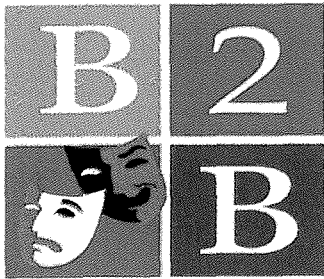
MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that staff meet with the District 69 Recreation Commission Grants Sub-Committee and report back to the Commission with a review of the District 69 Recreation Grants program criteria, application process and operational procedure.

CARRIED

ADJOURNMENT

MOVED Commissioner Wiebe that the meeting be adjourned at 3:22 pm.

CARRIED



Bard to Broadway Theatre Society

Box 427 Qualicum Beach, BC, V9K 1S9

250-752-4470

www.b2btheatre.com b2btheatre@gmail.com



Monday 29 February, 2016

Mr. Bill Veenhof
Chairperson
District 69 Recreation Commission

Dear Mr. Veenhof and Members of the Commission –

On behalf of the Board of Directors of the Bard to Broadway Theatre Society,

THANK YOU for your generous allocation of \$3,180 towards our summer 2015 Performing Arts Education programs ~

- | | | |
|-------------------------------|--------|--------------------------------------|
| Summer Youth Theatre Workshop | (SYTW) | <i>The Trial of the Big Bad Wolf</i> |
| Junior Music and Performance | (JuMP) | <i>Around the World</i> |
| Teen Musical Theatre | (TMT) | <i>Disney's Aladdin Jr.</i> |

On behalf of the children and teens (and their parents) we are, and shall continue to be most grateful to the Commission for your greatly-appreciated and on-going support of active youth participation in the performing arts.

Regards

M. Eileen Butts
Secretary
250-248-3782
ebutts@shaw.ca



Thank You

To the Ravensong Pool Staff,

I have been "wintering" here for two months and participating in the deep pool aquasize. I want to thank you all for a wonderful exercise experience - the pool is beautiful and well-maintained, the instructors are excellent and all the staff are helpful and friendly. Fantastic!

Today was my last class and I didn't want to return home without saying thank you to you all for helping make my visit here great.

Peace,

Cheryl "Pink Swimsuit" TPA
Regina, SK

TO: Dean Banman
Manager of Recreation Services

DATE: March 2, 2016

FROM: John Marcellus
Superintendent of Arena Services

MEETING: D69 Recreation Commission March 31, 2016

FILE:

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

RECOMMENDATION

That the Oceanside Place February 2016 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

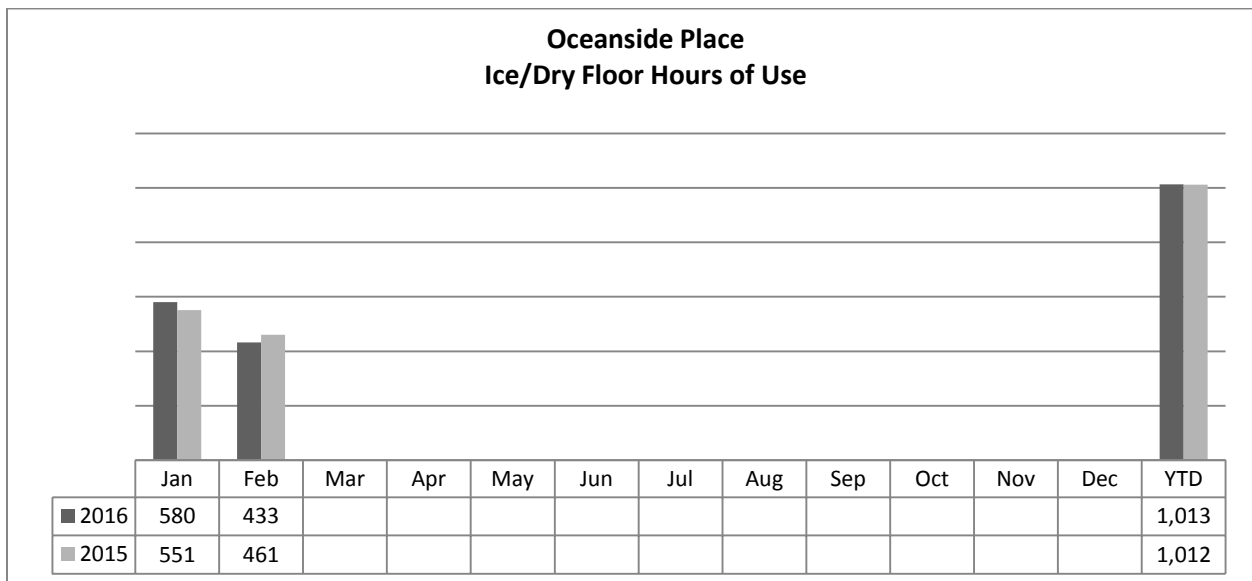
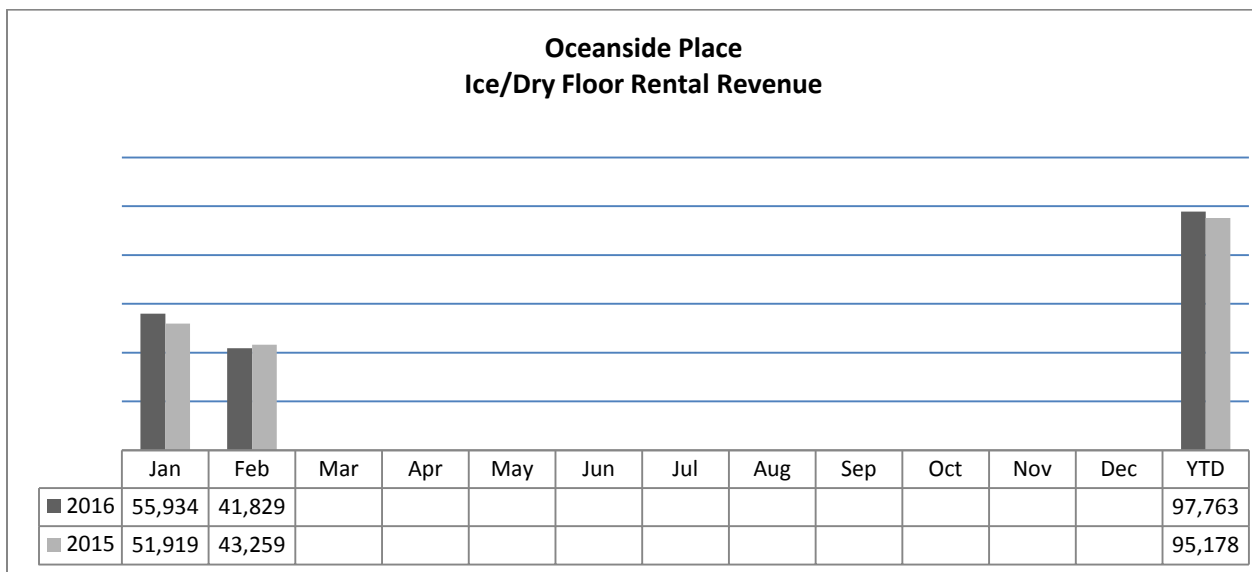
- The Family Day event occurred on Feb. 8th with 320 patrons attending which was lower than last year’s event at 484 patrons in attendance. The nice weather on that day may have had some effect on attendance.
- A “Valentine’s Skate” was held on Sun. Feb. 14th. Response was good with 46 skaters in attendance. Valentine themed games were played, including “heart” curling, with a plastic box of chocolates as the rock. The winner of the chocolates was able to successfully slide the box of chocolates along the ice and had it stop within a painted heart.
- February 27 was the first ever “Lego” Skate. This event was not that well attended with only 29 skaters participating. There were games, Lego towers on ice, Lego building blocks in the lobby and more.
- Parent/ Child Hockey continued to be well attended with an average of 32 players per session. Plans are to expand this very popular session to 1.75 hours in the fall from the 1 hour currently offered.
- FREE Youth Drop-in Hockey has not met the intended target of providing an opportunity for all youth to play fun hockey. Numbers are low (averaging only 5 participants/session in February) and 98% of the sessions are attended only by current OMHA players. This session will be dropped for next season allowing the expanded time for the Parent/Child Hockey. The funds will be put towards special events that will draw a greater cross section of the youth demographic.
- The Lions Family Skate is slowing down as nice weather approaches. There was an average of 100 skaters every Sunday in February.

FACILITY RENTALS

Ice usage was down in February with 433 hour of use compared to 461 in 2015 with revenue at \$41,829 compared to \$43,259 in 2015. This is attributable to the Generals not making the playoffs and their season ending early and the Oceanside Premier Hockey League did not hold playoffs which is not typical for the league.

FACILITY OPERATIONS

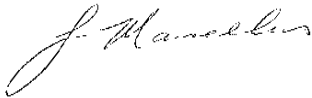
- A first aid refresher was offered to the Skate Staff on Wednesday, Feb. 10. The in service covered a hands-on AED and CPR refresher, head injuries, sprains, broken bones and cuts. All staff have a current first aid, however, the refresher was a great opportunity to review first aid guidelines at Oceanside Place.
- The Heat Recovery Project was substantially completed in February and is in operation. The project involved the installation of a heat recovery system that uses waste heat from the refrigeration to pre heat the facility’s domestic water supply.



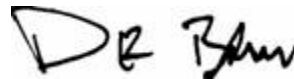
FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	62	44											106
Child	460	476											936
Youth	128	109											237
Adult	606	475											1,081
Senior	721	729											1,450
Golden	49	60											109
Family	1,097	884											1,981
Totals	3,123	2,777											5,900

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76											177
Child	572	579											1,151
Youth	185	172											357
Adult	502	578											1,080
Senior	688	685											1,373
Golden	46	42											88
Family	656	532											1,188
Totals	2,750	2,664											5,414



Report Writer



Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: March 2, 2016

FROM: Mike Chestnut
Superintendent of Aquatic Services

MEETING: D69 Recreation Commission – March 31, 2016

FILE:

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

RECOMMENDATION

That the Ravensong Aquatic Centre February 2016 report be received.

PROGRAMS/EVENTS/ RENTALS

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

- Canucks Autism Network Workshop was held Feb 21 with 32 participants
- Girl Guide First Aid was held Feb 21 with 16 participants
- First Aid combination course was held on Feb 27 with 10 participants
- Second set of lessons started February 9
- BC Family Day Swim there were approximately 400 participants for the day

Registration for Aquatic Programs starting in February:

Year	Participants	Revenue
2014	201	\$12,808
2015	193	\$13,893
2016	246	\$15,075

FACILITY OPERATIONS

- No major mechanical issues occurred in February.
- There was a rash of thefts (4) in February in the change rooms. On each occasion the victims had chosen not to lock their items in the lockers. The RCMP were involved and staff have posted signage reminding patrons to lock up their belongings. To date the RCMP have no leads.

FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	269	253											
Child	658	783											
Student	326	370											
Adult	2,766	2,697											
Senior	4,133	4,166											
Family	1,298	1,111											
Golden	678	675											
Totals	10,128	10,055	0	0	0	0	0	0	0	0	0	0	20,183

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	403	372											
Child	663	611											
Student	264	273											
Adult	3,110	2,799											
Senior	4,186	3,772											
Family	1,270	863											
Golden	653	568											
Totals	10,549	9,258	0	0	0	0	0	0	0	0	0	0	19,717

M. Chet

DR Blair

TO: Dean Banman
Manager of Recreation Services

DATE: March 2, 2016

FROM: Hannah King
Superintendent of Recreation Program Services

MEETING: D69 Recreation Commission
March 31, 2016

FILE:

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

RECOMMENDATION

That the Northern Community Recreation Program Service February 2016 report be received.

INCLUSION

- None to report

PRESCHOOL PROGRAMMING

- No new program starts

CHILDRENS' PROGRAMMING

- Pro D Daze Camp (6-10yrs) – 14 registrants (excellent)
- Lego Builders Club PES (5-9yrs) – 6 registrants (poor)
- Lego Builders Club QC (5-9yrs) – 5 registrants (poor)
- Claytime Creations (5-12yrs) – 4 registrants (poor)
- Birthday Party at the Gym – 3 private bookings
- Drop in Gym – 205 drop-ins at 24 sessions

PUBLIC AND AGENCY MEETINGS

- Building Learning Together at Family Place
- Qualicum Commons primary tenants meeting

YOUTH PROGRAMMING

- Babysitters Certification – 14 (excellent)
- Acrylic Painting - 4 (fair)
- Cartooning – 7 (good)
- Creative Drawing – 3 (poor)

Spring Break Snapshot

- Spring Express Camp: Full again this year with waitlists. Last year we expanded the camp and took the 15 passenger van and the 8 passenger van. Unfortunately this year it has not been possible to do this as we do not have access to more than one leader with a Class 4 license.

Registered	Number of Participants	Male & Female	Age	First Time Express Camp Registrants
Weekly	10 (full)	6 males and 4 females	Three 10 year olds; four 11 year olds; three 12 year olds	10
Monday	2	2 males	both 11 year olds	0
Tuesday	2	2 males	both 11 year olds	1
Wednesday	2	2 males	both 11 year olds	1
Thursday	2	2 males	both 11 year olds	1
Friday	3	3 males	three 11 year olds	2

Total registration for Spring Express in 2016: 10 weekly (equivalent to 50 daily) and 11 daily
 Total registration for Spring Express in 2015: 11 weekly (equivalent to 55 daily) and 31 daily
 Total registration for Spring Express in 2014: 0 weekly and, 38 daily
 Total registration for Spring Express in 2013: 0 weekly and, 51 daily

Community Development

- Chaired Youth Link meeting.
- Chaired Youth Recreation Advisor (YRA) meeting - 10 youth attended.
- Presented to Recreation and Tourism, Education and Child and Youth Care students at VIU promoting our employment opportunities as Summer Leaders.
- Attended an Autism Workshop presented by the Canucks Autism Network.
- Summer Leader / Inclusion Leader employment posting posted February 25
- Attended Youth Advocates meeting in Nanaimo.

ADULT PROGRAMMING

- Gentle Fit – 7 registered. Low
- Gentle Cardio – 14 registered
- Minds in Motion (Alzheimer Society program) – 14 registered. Average.
- Nia – 9 registered, Good.
- Belly Fit – Cancelled

Community Development/Other

- February 9, Jennifer Hopewell returned to work from Paternity Leave.
- Met with Chief Recalma to discuss strategies for engaging the people of Qualicum First Nation in the Community Action Initiative Grant (CAI).
- Met with Sharon Welch from Forward House regarding the Community Action Initiative Grant and the upcoming community engagement
- Teleconference for the planning committee of the BCHC Plan H forum coming in April 2016. 1st meeting
- First CAI community forum; Qualicum Beach. Attending and assisting with the facilitation
- Preparation and promotion of the CAI community forums
- Connecting with all of the program instructors and community partners
- Beginning the programming for fall and winter 2016-2017
- 15 passenger van maintenance

AREA H PROGRAMMING

- Men's Floor Hockey - six registered participants plus drop-in participation.
- Lego Builders 2.0 – full with 10 registrants. Challenge is to keep a group of participants who have done this in the past motivated and challenged. Instructor (Katie) is meeting the challenge with new ideas.
- VIU Deep Bay Foraging for Wild Edibles on the Seashore – currently no registration, but this is generally a spring program, and was added into the March line-up late. Program in past has typically filled during the Brandt Festival, as it is listed as part of the overall festival activities. Staff at Deep Bay VIU are not worried about the program filling.
- Spring Break VIU Deep Bay Marine Adventures camps – registration was slow at first but was picking up for both weeks. Staffing issues at VIU Deep Bay made them have to (unfortunately) cancel both weeks of camp on Feb 25th. They offered a discount to any registrants of the cancelled programs who wanted to register for summer programs.
- All other programs with Deep Bay VIU and relationship are intact
- Spring and summer program planning

Special Projects and Events

- Employee Wellness Committee –Planning for spring and summer events/ activities as well as discussion on full year activities. Working with Reed Wellness to bring lunch and learns to both Nanaimo office and Parksville. Lunch and Learn in Nanaimo – Moving Motivation – was held February 25th. Lunch and Learn in Parksville – Wellness 101+ - is scheduled for March 10th. Next meeting is first week of March

Community Development

- Working with Qualicum First Nation to plan for summer playground program

MARKETING & COMMUNICATIONS

Advertising

- Display ads –Spring break camps (What's on Digest), Town of QB Tidings including guide ad February 25. Family day (PQB news)
- Facebook paid ad :
- 1: Extreme Certification – increased engagement due to paid ad. Registration increasing slowly. 2: Gymnastics and Trampoline Camp, increased registration, camp almost full
- Radio ads – drop in programs, skates and swims, Family day, spring break camps
- The 2016 Spring/Summer Guide has placed 35 paid ads. Noted advertisers purchased larger ad sizes in this issue. Needed to increase to 7 pages for advertisers. Advertisement revenue is projected at \$6260 + tax. A \$1300 increase from spring 2015 and \$200 decrease from fall 2015
- Ad space is 94% sold out (6.6 of 7 pages were filled with community advertisers)

Promotion

- Complimentary products – 3 requests filled
- Connected with PQB news for potential story on Minds in Motion. PQB news currently hiring new reporters for Sports and Community sections.
-

Communication

- Social media – Recreation posted 10 posts on Facebook. Top post Family day – 502 views. Top paid ad post was extreme certification – 1763 views, 875 organic and 888 paid. Cost was \$17.29.

Meeting/Professional Development

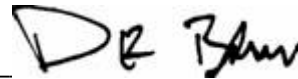
- Duty to report session. MCF
- Brittany, ad rep for What's on Digest – discuss year plan and new publication offered in 2016
- Sharyn Saudaska, Marketing Coordinator, PQB Tourism Assoc. website advertising
- Karyn Doerksen, PQB Tourism Association events available to community. Karyn to provide list of event equipment available to community from PQB Tourism

SUPERINTENDENT'S NOTES

- Team working on data transfer from existing to new registration system
- Continuing research and dialogue with community groups and partners regarding the multisport complex concept
- Spring/summer Active Living Guide has gone to print. Registration starts March 7th



Report Writer



Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: March 16, 2016

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission –May 31,2016
All POSAC's, RPTSC

FILE:

SUBJECT: Monthly Update of Community Parks & Regional Parks and Trails Projects- February 2016

RECOMMENDATION

That the Parks Update Report for February 2016 be received as information.

Regional and Community Parks and Trails

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

Electoral Area Community Parks

Area A

Park staff continued design revision work for the future kiosk structure at Cedar Plaza scheduled for installation in Summer 2016.

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

Hazard tree management investigation continued for Ivor Road Community.

At the Cedar Skatepark staff removed dumped garbage and completed a park inspection. Staff are currently investigating a drainage issue around the toilet.

Area B

Staff provided information to the Gabriola Lions Club to support their Coop Community Spaces Grant application for the construction of a playground at Huxley Park.

Staff prepared a report to POSAC to provide information with respect to the consideration of a 5% park land dedication or cash-in-lieu contribution as part of a subdivision application proposing to create 7 fee simple parcels at 1520 McCollum Rd.

At Rollo McClay Community Park staff and the RCMP are involved in the investigation and repair of ongoing vandalism and graffiti issues. Following receipt of cost estimate information, chain link fence improvement (raising) work for the lower field is planned for the spring. Ongoing maintenance work and chlorine monitoring of the water system was carried out.

Staff met with community volunteers (Gabriola Land and Trails Trust (GaLTT)) regarding trail maintenance, drainage and signage work for Cox Community Park. This work is expected to commence in the spring.

Staff have contracted the removal of three hazard trees at Decourcy Drive Community Park. This work will be completed in March.

Staff received a price estimate for pressure washing of the tennis courts, ball hockey court and skateboarding area at Huxley Community Park. This work is scheduled for early March.

Area C – Extension

Park staff completed revision work for a memorial sign in Extension Miners Community Park which will be installed in the spring of 2016.

At Extension Miners Community Park staff made improvements to drainage around the new stairs and bridge.

Area C – East Wellington / Pleasant Valley

At Creekside community park staff removed garbage from the parking lot.

Staff reviewed conceptual drawings for a future picnic shelter in Meadow Drive Community Park and met with the project contractor on site.

Staff prepared and distributed the February 29th East Wellington / Pleasant Valley POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area E

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

A biologist was contracted to carry out an ecological inventory and assessment of the future community park on Oakleaf Drive. Assessment work will begin in March.

Staff provided parks feedback regarding two rezoning referrals received from the RDN Planning Department.

At Brickyard the bollard was painted safety yellow.

Parks staff investigated a tree removal issue in a community park and are following up with the Bylaw Department.

Area F

Additional gravel and grading work was ordered and completed at Errington Community Park, making further improvements to the recently developed roadside parking area. Staff also liaised with a park neighbour regarding planned survey work and trail access.

Area G

Staff prepared and distributed the March 7th Area G POSAC meeting agenda package.

Staff reviewed parkland dedication proposals related to Area G subdivision and rezoning applications.

Area H

At Thompson Clarke Trail park staff removed moss from the stairs.

At Henry Morgan the paths were weeded and the wheel stops were leveled.

At the Deep Bay beach access boards were replaced on the bench.

At Leon Marshall trail staff met with Branching out Urban Forestry to do a tree assessment along the trail.

At the Buccaneer beach access staff repaired the bench and cleaned garbage.

At the Big Qualicum River Hatchery directional signs are being installed on federal land.

Staff prepared and distributed the February 25th Electoral Area H POSAC meeting agenda package, attended the meeting and prepared meeting minutes.

Staff prepared the Dunsmuir Community Park Open House Community Consultation Summary.

Community Works Fund Projects**Area B**

Staff researched examples of sidewalk projects completed elsewhere on Vancouver and Gulf Islands.

Area E**Claudet**

At Claudet Road community park staff are continuing to make drainage improvements along the trails. Trails and parking area were grass seeded. Rebar was removed from the old foundation for safety purposes.

Regional Significant Gas Tax Project**E&N Rail Trail**

Working with project engineer, staff concluded the final revisions to the Island Corridor Foundation (ICF) and Southern Vancouver Island Rail (SVI) submissions. Gravel specifications were review by an ex-Ministry of Transportation and Infrastructure (MOTI) road builder and these were forwarded and accepted by the ICF review engineer. Staff researched hydro-seeding specifications and the handling of merchantable timber and obtained an updated RDN Insurance Certificate to cover the Coldwater Rd strata Statutory Right of Way (SRW). Tender documents were updated, reviewed and revised and 'issue for tender' drawings prepared. The invitation to tender was sent to five pre-qualified firms with tenders due March 17th. Staff liaised and attended a site meeting with ICF and the Alberni Pacific Railway group concerning safety protocols along the Alberni Line during trail construction, and the Coombs-end start of the Regional Rail Trail.

Regional Parks and Trails**Arboretum**

Staff cleared illegally dumped garbage around the entrance gate and fence at this site.

Beachcomber Regional Park

Park staff conducted park inspections and trail maintenance. Park staff removed a rope swing from a tree.

Benson Creek Falls Regional Park

Security patrols took place on Feb 6 and 7 enforcing parking at the Creekside parking lot. No issues were reported.

Coats Marsh Regional Park

Trail development work at this park continues to be on hold due to weather conditions.

Descanso Bay Regional Park

The Parks Operator Contract was awarded to Jim Demler who has held the contract since 2004 when the property became an RDN Regional Park. Staff introduced the Park Operator to the Greater Nanaimo Cycling Coalition in regard to developing alternate transportation, i.e., come by cycle or kayak, camping event at the Park in the fall. Staff liaised with the Park Operator concerning a planned SHAW video interview involving GalTT and concerning trails at the Park and in Cox Community Park.

Staff submitted advertisement copy to be featured in the "Great Stays" section of the Snowbirds and RV Travelers magazine.

A change room has been constructed at the park. This added amenity will provide for an improved visitor experience for the day use area.

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 repaired footbridge and relocated due to high water flooding.

Staff requested MoTI look into the installation of 'no camping' signs at the end of Allsbrook Rd, further to complaints from park neighbours.

Staff worked with GIS Mapping on the clarification of park boundaries and definition of the Parksville Qualicum Beach Wildlife Management Area (PQBWMA).

Horne Lake Regional Park

Park staff conducted park inspections. Staff demoed the old gazebo in north park. The area was leveled and grass seeded. A hazard tree assessment was completed with RLC Parks Services, the park operator, for the park. Staff marked future campsites with RLC. The forest fire centre visited the site. Trees that have to be removed for the future campsites will be removed by them giving them a training opportunity for firefighting. The majority of trees that will be removed are dead or immature, minimal removal was the primary consideration.

Staff submitted advertisement copy to be featured in the "Great Stays" section of the Snowbirds and RV Travelers magazine.

Lighthouse Country Regional Trail

Park staff conducted trail inspections and trail maintenance. Staff spread grass seed along the fence and bank at Lioness parking area. Staff also removed moss from the guide rail.

Little Qualicum River Regional Park

Vandalism and vehicle access continues to be an issue at this park. Additional barricade work is scheduled for mid-March. Staff continued with park inspections in the course of monitoring vehicle access, and removed illegally dumped garbage from the gate area. Staff issued access keys to Fisheries and Oceans Canada to allow for policing of fishing and/or poaching activities at the site. This increased monitoring will commence in late spring and continue through the summer.

Staff also met with park neighbours, investigating a trespass issue.

Moorecroft Regional Park

Park staff conducted park inspections and trail maintenance. Staff boarded up Mrs. Moore's Cabin windows due to vandalism. The entrance gate was seriously damaged by criminals during a nighttime police chase. The gate was repaired in short order.

Staff met with members of the Moorecroft Stewards to discuss future Moorecroft projects and allocation of donated funds.

Staff met with the Nanoose Bay Elementary School Principal and Outdoor Classroom Teacher to review the first semester's use of this Regional Park as an outdoor classroom (every Monday). Overall, it is working well. A number of items were identified for both parties to work on.

Morden Colliery Regional Trail

Staff are still awaiting cost estimates for upcoming trail development work along the parking lot to Thatcher Creek section of the trail. Staff also conducted trail clearing and maintenance work along the trail.

A vandalized lexan cover was replaced on the interpretive nature sign/kiosk on the trail.

Mount Benson Regional Park

Park staff cleaned off graffiti from the Park Identification sign at the Witchcraft parking area. A post and trail sign were also cleared of graffiti.

Staff developed a framework for the permitting of running events at Mount Benson Regional Park for discussion at the Regional Parks and Trails Select Committee and Board.

Staff processed the park covenant for execution by all signatories.

Parksville Qualicum Beach Links

A missing PQB Links sign at the corner of Lee and Barclay was reported to MoTI; they will replace it.

Miscellaneous

Staff continued to work on the development of the Parks Division SharePoint set-up. All Parks staff participated in half-day training session hosted by the Information Technology department.

Staff received and reviewed the 2016 Wildfire Response Agreement from the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO). Edits were provided and the final document processed for signature. There was a slight increase to the fee from \$800 to \$1,000.

Staff assisted the Tourism Vancouver Island consultant with preparation for a March Hiking Trails workshop.

Staff concluded work on Parks' component of Spring/Summer Active Living Guide.

Staff continued to provide support regarding two potential regional park property donations.

Park Use Permits and Events

Area A

Staff concluded work on Vancouver Island University's (VIU) 2015 permit to propagate and replant Nanaimo River Regional Park Wild Ginger. Following consultation, staff identified a good place to replant the 25 plants returning to the RDN: along the Morden Colliery Regional Trail. The balance will be planted at VIU's Milner Gardens and Woodland.

Area B

Staff worked with the Gabriola Soccer Association on a park use permit to use the concession at Rollo McClay Community Park, as part of the U-11 Boys Soccer Jamboree. Staff liaised with Gabriola Recreation Society and the Vancouver Island Health Authority. Permit approved.

Initiated work on a permit for the Backcountry Horsemen of BC, Central Vancouver Island Chapter on a fundraiser at the 707 Community Park, and the 4-H Club for Rollo McClay concession use during softball season.

Area E

Initiated work on a permit for a summer wedding at Moorecroft Regional Park.

Area F

Initiated work on a permit with Arrowsmith Community Recreation Association (ACRA) for the 2016 Coombs Family Picnic to be held again at the French Creek School Open Space.

Area G

Initiated work with Department of Fisheries and Ocean (DFO) at Englishman River Regional Park on a permit for the installation of an electronic fish counter at the existing weir near the outtake of the CW Young fish channel.



Manager of Parks Services



General Manager Concurrence