

REGIONAL DISTRICT OF NANAIMO
DISTRICT 69 RECREATION COMMISSION
REGULAR MEETING
THURSDAY, SEPTEMBER 15, 2016
2:00 PM

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

PAGES

CALL TO ORDER

WELCOME NEW COMMISSIONER

DELEGATIONS

Motion to receive Late Delegations

MINUTES

3-5

Minutes of the Regular District 69 Recreation Commission meeting held June 16, 2016.

Motion to adopt the Minutes

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

6

D. Banman, RDN to Lifesaving Society, **RE: RDN/SD69 Swim to Survive Grant**

7

D. Banman, RDN to A. Mcvey, Pool User, RDN **RE: Expansion of Ravensong Pool**

8

D. Banman, RDN to M. Cree, QB Resident, RDN **RE: Swimming Facilities Health Issue**

9

D. Banman, RDN to S. Lawrence, Pool User, RDN **RE: Ravensong Pool Expansion**

10

D. Banman, RDN to D. Duncan, Pool User, RDN **RE: Ravensong Pool Expansion**

11

D. Banman, RDN to D. Archer, Pool User, RDN **RE: Upgrade to Pool**

12

D. Banman, RDN to D. Mudry, Pool User, RDN **RE: Ravensong Pool Expansion**

13

D. Banman, RDN to G. Hay, Pool User, RDN **RE: Ravensong Pool Expansion**

14

D. Banman, RDN to M. Albert, Pool User, RDN **RE: Reasons for another Pool and/or a Sport Complex**

15

K. Domes, Lifesaving Society to A. Porteous, RDN **RE: Swim to Survive Grant Program**

16-17

Ravensong Action Group to D. Banman, RDN **RE: Ravensong Expansion**

Motion to receive Communications/Correspondence

UNFINISHED BUSINESS

REPORTS

- 18-20 Monthly Update – Oceanside Place – June 2016
21-23 Monthly Update – Oceanside Place – July 2016
Monthly Update – Oceanside Place - August 2016 (hand out)
- 24-25 Monthly Update – Ravensong Aquatic Centre – June 2016
26-27 Monthly Update – Ravensong Aquatic Centre – July 2016
28-29 Monthly Update – Ravensong Aquatic Centre – August 2016
- 30-35 Monthly Update – Northern Recreation Program Services – June-Aug t 2016
- 36-48 Monthly Update - Community and Regional Parks and Trails Projects – June - Aug 2016

Motion to receive the update reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATION

NEW BUSINESS

- 49-57 **Recreation Services Master Plan Advisory Committee – Selection of three D69 Recreation Commission members.**

The process of developing the RSMP and all stages to completion will be done by a sub-committee of the District 69 Recreation Commission referred to as the Recreation Services Master Plan Advisory Committee. Invitations to have representation on the RSMP sub-committee will be extended to the First Nation communities of Qualicum First and Snaw-Naw-As. The Committee requires four Commission members of which one will be the Director representing the Regional Board. This Committee will:

- Review proposals for a Project Consultant
- Review preliminary data and findings
- Review draft reports
- Attend scheduled community engagement and dialogue sessions when required
- Provide recommendations to the District 69 Recreation Commission and RDN Board on the RSMP process

COMMISSIONER ROUNDTABLE

IN CAMERA

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

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

*October 20, 2016
Oceanside Place*

DISTRIBUTION: J. Fell, G. Wiebe, R. Nosworthy, T. Patterson, J. Austin, N. Horner, T. Malyk, T. Osborne, D. Banman.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION

REGULAR MEETING

HELD THURSDAY JUNE 16, 2016

2:00PM

(OCEANSIDE PLACE)

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

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

Regrets: Bill Veenhof, Director, Electoral Area 'H'

CALL TO ORDER

Chair Fell called the meeting to order at 2:00pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

DELEGATIONS/ PRESENTATION

None

MINUTES

MOVED Commissioner Horner, SECONDED Commissioner Nosworthy that the Minutes of the Regular District 69 Recreation Commission meeting held May 19, 2016 be adopted as amended.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

COMMUNICATIONS/CORRESPONDENCE

None

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – May 2016

Mr. Banman gave an overview of the Monthly Updates of Oceanside Place, noting the success of the annual Great Garage sale and a pickleball tournament that brought in many participants from other areas.

The second ice sheet (Kraatz) will be coming out soon for a couple of week for maintenance.

Monthly Update – Ravensong Aquatic Centre – May 2016

Mr. Banman gave an overview of the Monthly Update of Ravensong Aquatic Centre, noting that the yearly shutdown in August will see the replacement of the MCC, the primary electrical service panel for the facility.

Monthly Update – Northern Recreation Program Services – May 2016

Mr. Banman gave an overview of the Monthly Updates for the Northern Recreation Programs, noting that all summer staff have been hired and training begins next week. A part of that training will be cultural education with Kerry Reid.

Monthly Update of Community and Regional Parks and Trails Projects – May 2016

Mr. Osborne gave a summary of the Monthly Update of Community and Regional Parks and Trails Projects in the D69 area.

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

CARRIED

District 69 Recreation Fees and Charges Report – Arena Services and Aquatic Services

Mr. Banman gave summary of the report. The Commission discussed some of the financial assistance impact to the fees and charges.

MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that the “District 69 Arena Services Fees and Charges Bylaw No. 1704.01, 2016” be introduced and read three times.

CARRIED

MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that the “District 69 Arena Services Fees and Charges Bylaw No. 1704.01, 2016” be adopted.

CARRIED

MOVED Commissioner Grier, SECONDED Commissioner Horner that the “District 69 Aquatic Services Fees and Charges Bylaw No. 1705.01, 2016” be introduced and read three times.

CARRIED

MOVED Commissioner Grier, SECONDED Commissioner Horner that the “District 69 Aquatic Services Fees and Charges Bylaw No. 1705.01, 2016” be adopted.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

None

NEW BUSINESS

None

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy told the Commission about the successful Coombs Family Picnic despite the rain.

Commissioner Austin spoke of her time attending the BCRPA Symposium. She found it very interesting and noted our Commission structure, with the different representation on it, was distinctive compared to other areas in the Province.

IN CAMERA

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

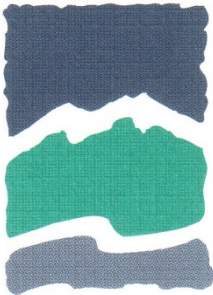
Time: 2:50pm

ADJOURNMENT

MOVED Commissioner Grier that the meeting be adjourned at 3:20pm.

CARRIED

Chair



REGIONAL
DISTRICT
OF NANAIMO

July 19, 2016

Lifesaving Society
BC & Yukon Branch
112-3989 Henning Drive
Burnaby, BC V5C 6N5

To Whom It May Concern:

RE: Regional District of Nanaimo (RDN) / School District 69 Qualicum Swim to Survive (Plus) Program Grant Application

Please accept this letter as confirmation of support by the Regional District of Nanaimo (RDN) for involvement and implementation of the Lifesaving Society Swim to Survive Program in conjunction with School District 69 Qualicum (SD69).

The RDN will be providing coordination, staffing, support and space for the program at Ravensong Aquatic Centre located at 737 Jones Street, Qualicum Beach, BC. In addition, RDN staff will work closely with SD69 teachers and school support groups to deliver the program to all grade 7 students in SD69.

We look forward to getting this program up and running for Fall 2016.

Regards,

Dean Banman, MBA
Manager of Recreation Services, RDN

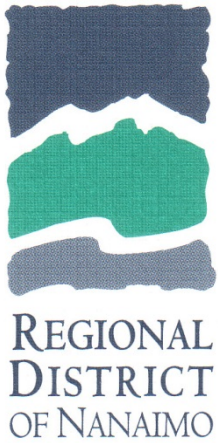
CC: R. Koop, School District 69
M. Chestnut, Superintendent of Aquatics Services, RDN
D69 Recreation Commission

RECREATION AND PARKS DEPARTMENT

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830 West Island Highway
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737 Jones Street
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Fax: (250) 752-5019

RDN Website: www.rdn.bc.ca



August 9, 2016

SENT VIA EMAIL:

Ann Mcvey
annmcvey2020@gmail.com

Dear Ms. Mcvey :

In response to your correspondence dated April 26th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

That the Ravensong Aquatic Centre Expansion Update report be received for information and that the Board direct staff to develop a timeline, budget and process that includes stakeholder input, public consultation, facility amenity refinements, and District 69 Recreation Commission review for the potential expansion of the aquatic facility.

Related to the feasibility of an expansion to Ravensong Aquatic Centre but a separate project on to itself is the updating of the District 69 Recreation Master Plan. In short this project will review existing recreation services, which includes recreation facilities, the RDN is involved within the area and will provide recommendations to the District 69 Recreation Commission, RDN Board and staff for the future development and provision of recreation services. This review will include engaging the community as a whole as well as users of RDN owned recreation facilities and programs. Input from meetings and sessions will be used in the development of the recommendations and will be included in the new master plan.

Questions specifically regarding the expansion of Ravensong and aquatic services related to costs, both capital and annual operating, amenities and timeline will all be included in the early stages of the master plan review scheduled to begin in the fall of this year. The recreation commission and RDN Board has asked that this early feedback regarding expansion be completed and at the earliest possible time and be presented in a separate staff report.

Please let me know if I can be of anymore assistance.

Dean Banman, MBA
Manager of Recreation Services

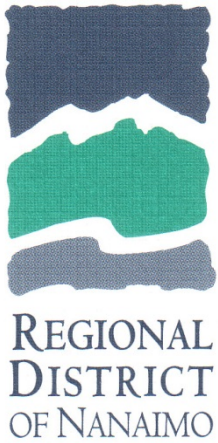
cc: District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Park Services
M. Chestnut, Superintendent of Aquatic Services

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RDN Website: www.rdn.bc.ca



August 9, 2016

SENT VIA EMAIL:
Murray Cree
macree@shaw.ca

Dear Mr. Cree :

In response to your correspondence dated April 30th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

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Please let me know if I can be of anymore assistance.

Dean Banman, MBA
Manager of Recreation Services

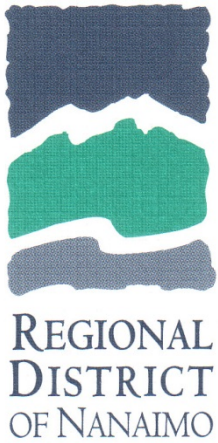
cc: District 69 Recreation Commission
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RDN Website: www.rdn.bc.ca



August 9, 2016

SENT VIA EMAIL:
Sue Lawrence
sueandtreavor@gmail.com

Dear Ms. Lawrence :

In response to your correspondence dated April 25th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

That the Ravensong Aquatic Centre Expansion Update report be received for information and that the Board direct staff to develop a timeline, budget and process that includes stakeholder input, public consultation, facility amenity refinements, and District 69 Recreation Commission review for the potential expansion of the aquatic facility.

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Please let me know if I can be of anymore assistance.

Dean Banman, MBA
Manager of Recreation Services

cc: District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Park Services
M. Chestnut, Superintendent of Aquatic Services

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RDN Website: www.rdn.bc.ca



August 9, 2016

SENT VIA EMAIL:
Diane Duncan
nduncan@bcsupernet.com

Dear Ms. Duncan :

In response to your correspondence dated April 29th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

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Please let me know if I can be of anymore assistance.

Dean Banman, MBA
Manager of Recreation Services

cc: District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Park Services
M. Chestnut, Superintendent of Aquatic Services

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August 9, 2016

SENT VIA EMAIL:
Diane Archer
dianequilts@shaw.ca

Dear Ms. Archer :

In response to your correspondence dated April 26th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

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Dean Banman, MBA
Manager of Recreation Services

cc: District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Park Services
M. Chestnut, Superintendent of Aquatic Services

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RDN Website: www.rdn.bc.ca



August 9, 2016

SENT VIA EMAIL:
David Mudry
davidmudry04@icloud.com

Dear Mr. Mundry :

In response to your correspondence dated April 29th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

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Dean Banman, MBA
Manager of Recreation Services

cc: District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Park Services
M. Chestnut, Superintendent of Aquatic Services

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RDN Website: www.rdn.bc.ca



August 9, 2016

SENT VIA EMAIL:

G. Hay
lghay@shaw.ca

Dear Ms. Hay :

In response to your correspondence dated April 29th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

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Dean Banman, MBA
Manager of Recreation Services

cc: District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Park Services
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RDN Website: www.rdn.bc.ca



August 9, 2016

SENT VIA EMAIL:
Margaret Albert
r-malbert@shaw.ca

Dear Ms. Albert :

In response to your correspondence dated April 19th, 2016 I would like to provide you with an update on the topic of expansion to Ravensong Aquatic Centre.

At the May 19, 2016 meeting of the District 69 Recreation Commission and the June 28, 2016 meeting of the Regional District of Nanaimo Board the following resolution was endorsed related to expansion of aquatic services in District 69.

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Please let me know if I can be of anymore assistance.

Dean Banman, MBA
Manager of Recreation Services

cc: District 69 Recreation Commission
T. Osborne, General Manager of Recreation and Park Services
M. Chestnut, Superintendent of Aquatic Services

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RDN Website: www.rdn.bc.ca



September 1st, 2016

Dear Anne,

Thank you for your recent application for funding for the Swim to Survive+ School Grant Program. We are pleased to confirm a grant in the amount of \$8873.25 allowing you and your staff to begin to provide lifesaving skills to prevent drowning and water-related injury.

British Columbia
& Yukon Branch

We will shortly be sending Teacher Kits to the schools containing teacher letters, parent hand-outs, feedback forms and several other resources to ensure success.

When you are ready to begin your sessions, please notify us as we would like to collaborate with you on a local press release to promote the program and recognize the financial assistance of the Province of British Columbia, the RBC Foundation, the Recreation Foundation of British Columbia and individual donors. If you choose not to use the grant funding please notify us so we can release the money to other applicants.

Items of Note:

- *This amount is based on your application projecting training 474 students at \$18.72 per student. If the projected participation is lower than anticipated, the grant amount will be reduced accordingly.*
- *If the full amount of the grant is not expended in the projected time frame, the remainder can be used to train additional students within twelve months from the date of this letter.*
- *As noted in the Grant Information Info document, grant money is paid after completion of your program and once the Society has received worksheets completed and signed by instructors and a completed Grant Reimbursement Report signed by the Affiliate contact.*

We would like to take this opportunity to thank you for implementing the Swim to Survive+ program in your community. With your involvement, we are helping to ensure that every Grade 7 child can learn basic survival skills and knowledge through the Swim to Survive standard.

Sincerely,

Krystyna Domes
Communications Coordinator

Charitable Registration No. 119129039 RR0001

112 - 3989 Henning Drive
Burnaby, B.C. V5C 6N5

Tel : 604.299.5450

Fax : 604.299.5795

Email : info@lifesaving.bc.ca
www.lifesaving.bc.ca

RAVENSONG ACTION GROUP

September 8, 2016

Dean Banman
Manager of Recreation Services. RDN

Dear Mr. Banman

Please provide a copy of this submission to the Recreation Commission for meeting on September 15, 2016. I am emailing a copy to Tom Osbourne General Manager of Recreation and Parks and Bill Veenhoff, Director for Area H, for their information.

The following is respectfully submitted in relation to the issues of Ravensong Pool in Qualicum Beach. Following are our suggestions for much needed improvements to the existing pool, that we deem to be urgently needed and we offer them as a High Priority considering the current problems with over usage. We then have suggestions for the Long Term to be included in the planning for the next 10 years.

HIGH PRIORITY

1. More pool space, ideally a 50 meter pool---currently not enough space for all going on there. We experience crowding which creates tension, disagreements and safety issues. Not an ideal place to swim laps and difficult for staff to intervene when it becomes nasty. Impossible to swim all the laps you might wish to at times.

2. A pool dedicated for Arthritis and Physio classes. This needs to be warmer than large pool and could be rented to Physio and other community groups that currently go elsewhere, off setting some costs.

3. Expansion and or re-configuration of women's and family changes rooms and include some private change rooms for staff. At times the women's change room is totally full with overflow from the family change rooms. Impossible to keep clean. Adults are kept out of change room until 5 minutes before their classes to accommodate swim classes, even though the children going into classes are allowed to be in the change rooms whenever. This means that the Adults are sometimes late for their classes.

4. An Exercise Room is a must with provision for physio-yoga classes etc., to pay rent for use. A small charge to other patrons as well. It could easily pay for itself. All the local Exercise clubs are busy and full. Some are 1 on 1, not for everyone. Persons that use these local facilities are not the same persons that would use an Exercise facility at the pool. Apparently this is one of the questions that staff has to answer to on a regular basis.

5. Short term could Qualicum Beach be approached to have a track in the field behind the Pool.

Our LONG TERM ideas would be for the 10 year plan would have it include a completely new Pool.

1. A 50 Meter Pool

2.A Warmer pool dedicated to Arthritis classes and Physiotherapy with ramps down into it for easy entry.

3.Complete and proper changes rooms for Families, Women, Men, Staff and the Disabled. They could have some amenities ie: adequate and working outlets for hair dryers etc. and swim suit spinners.

4. The current pool must be maintained when a new pool is built. It will be needed.

We believe that the Sports Plex Plan should include this New Pool and that they both should be on the same plot of land. It would provide amenities and good jobs and would attract Swim Meets, Track and Field events, Soccer and Baseball tournaments to District 69, a big boost for our hotels, restaurants, schools and shops. Provide opportunities for young and old to be involved in Wellness programs. In the world today these are considered necessities, particularly to help protect our Health Care System. We must be forward thinking and provide for the future needs of this District.

In closing we ask that the Recreation Commission and the Regional District of Nanaimo please:

1.Become familiar with Ravensong Pool and the issues there.

2.Look to other areas of similar population to see how they have handled issues with regard to all costs of providing similar facilities.

3. Pursue all grants, low interest loans etc. whether Federal or Provincial. Firstly for the High Priority Fix for Ravensong Pool and then for the Long Term Plans.

We hope that our Input will be helpful in the planning for the next 10 year plan. We intend to be persistently patient with any planning involved with this process.

Sincerely,

Ravensong Action Group

Marg Albert

Sue Lawrence

Dave Bryan

Lynne Donaldson

Cc: Tom Osbourne, General Manager of Recreation and Parks
Bill Veenhof, Director, Electoral Area H

TO: Dean Banman
Manager of Recreation Services

DATE: July 4, 2016

FROM: John Marcellus
Superintendent of Arena Services

MEETING: D69 Recreation Commission –
September 15, 2016

FILE:

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

RECOMMENDATION

That the Oceanside Place June 2016 report be received.

PROGRAMS/EVENTS/ICE RENTALS

PROGRAMS

- The Pickleball season finished at Oceanside Place on June 23, although one court on the pond will still be available for booking through the summer. 585 players dropped into Pickleball this season, plus 81 lesson registrations and 118 players in the tournament for a total of 784 players.
- The Fall/Winter programs have been inputted into the new Active Net software system.
- Special event and Winter Wonderland planning are underway and scheduling for ice requests is in progress. Contracts for the users will be issued later than normal this year due to the transition to Active Net.
- The 55+ and 70+ Seniors Drop in hockey sessions have been well attended and have been extended into July and August.

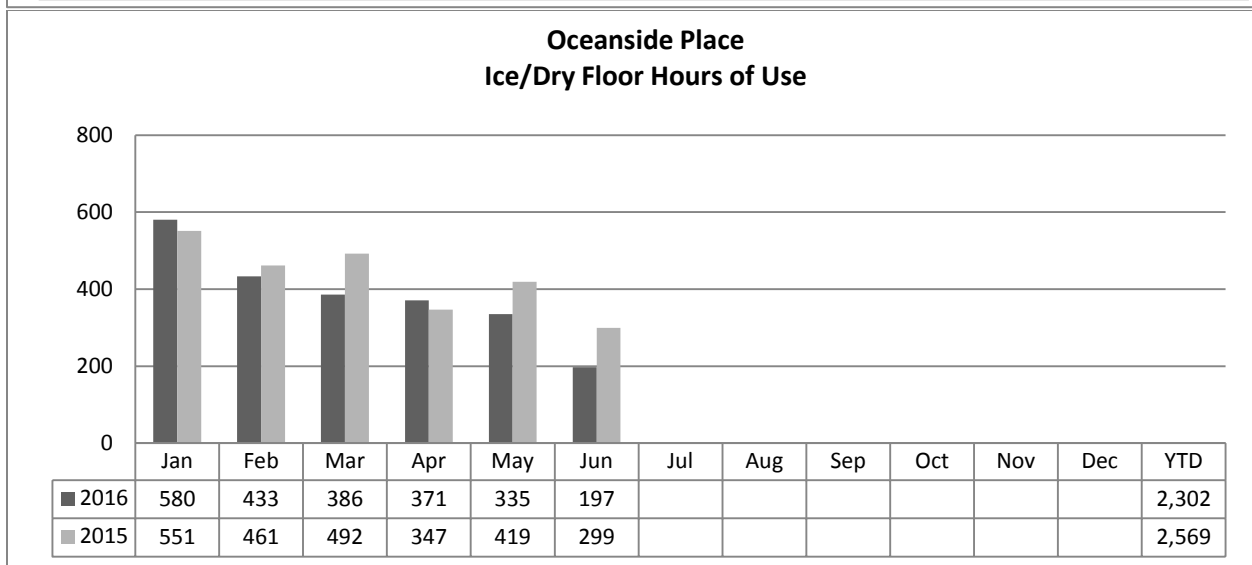
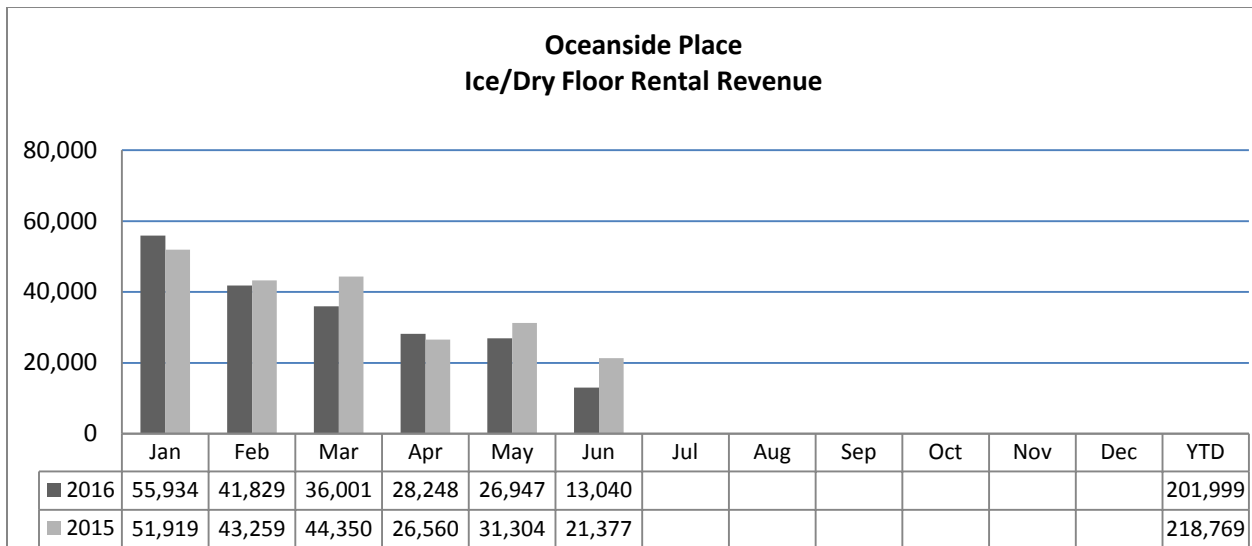
FACILITY RENTALS

- Ice and dry floor usage was down in June with 197 hours of use compared to 299 in 2015 with revenue at \$13,040 compared to \$21,377 in 2015. The decrease in 2016 is due primarily to the maintenance shutdown scheduled for the facility.
- The Oceanside Minor Lacrosse Association held their annual “Shark Attack” tournament on June 11-12.
- Ballenas Secondary School Commencement ceremonies took place in Howie Meeker Arena on Friday June 24th.

FACILITY OPERATIONS

- The Howie Meeker and Victor Kraatz rinks were shut down June 20th to address preventive maintenance on equipment, HVAC, ice plant and to upgrade the facility. The rinks have not been shut down at the same time since 2011. The Howie Meeker Rink will be available for public use on July 4th and the Victor Kraatz Rink will be available on July 11th.
- The commissioning of the heat recovery project was completed in June.
- The Concession Food and Beverage Services contract has been awarded and a 3 year agreement is in place with Complete Vending Services. They commence operation and will be open to the public August 1, 2016.

FACILITY USAGE



FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	62	44	23	0	0	1							130
Child	460	476	435	22	6	6							1,405
Youth	128	109	55	5	11	0							308
Adult	606	475	325	200	179	153							1,938
Senior	721	729	576	540	440	283							3,289
Golden	49	60	44	26	19	8							206
Family	1,097	884	300	0	4	8							2,293
Totals	3,123	2,777	1,758	793	659	459							9,569

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	101	76	40	1	2	2							222
Child	572	579	384	10	5	4							1,554
Youth	185	172	108	31	30	37							563
Adult	502	578	269	225	220	189							1,983
Senior	688	685	469	594	575	470							3,481
Golden	46	42	28	22	14	12							164
Family	656	532	267	4	4	8							1,471
Totals	2,750	2,664	1,565	887	850	722							9,438

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: August 10, 2016

FROM: John Marcellus
Superintendent of Arena Services

MEETING: D69 Recreation Commission -
September 15, 2016

FILE:

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

RECOMMENDATION

That the Oceanside Place July 2016 report be received.

PROGRAMS/EVENTS/ICE RENTALS**PROGRAMS**

- “Beat the Heat” a public skate session on Wednesdays, 6:45-8:15pm returned on July 13. Attendance has been average with approximately 40 skaters per session.
- 55+ Drop-In hockey has been very well attended on Monday, Wednesday and Friday mornings and many of the sessions were full with 30 players participating.

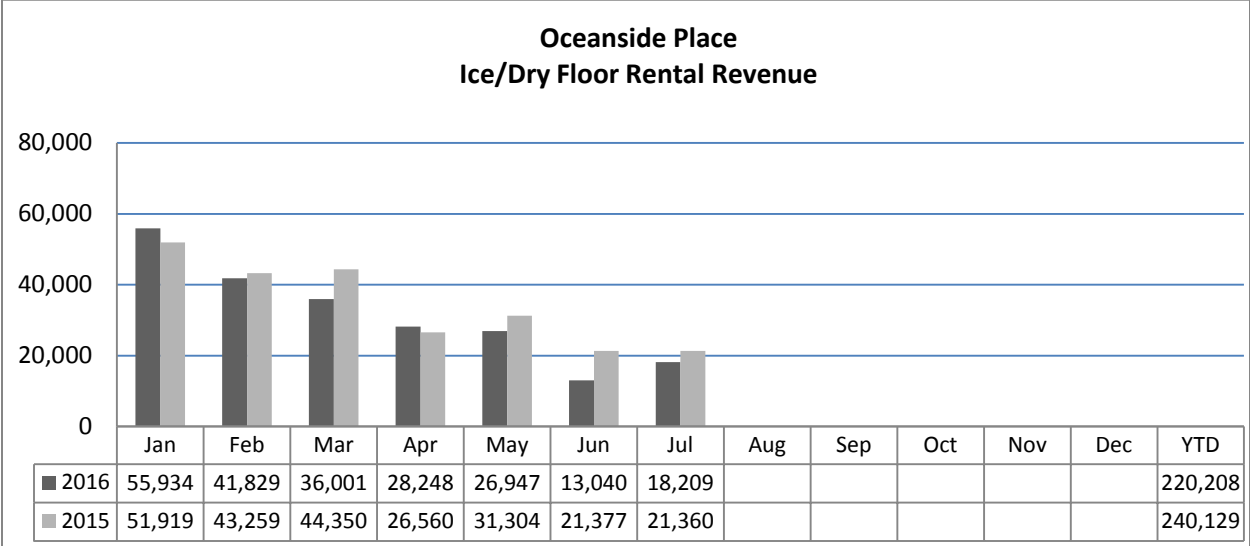
FACILITY RENTALS

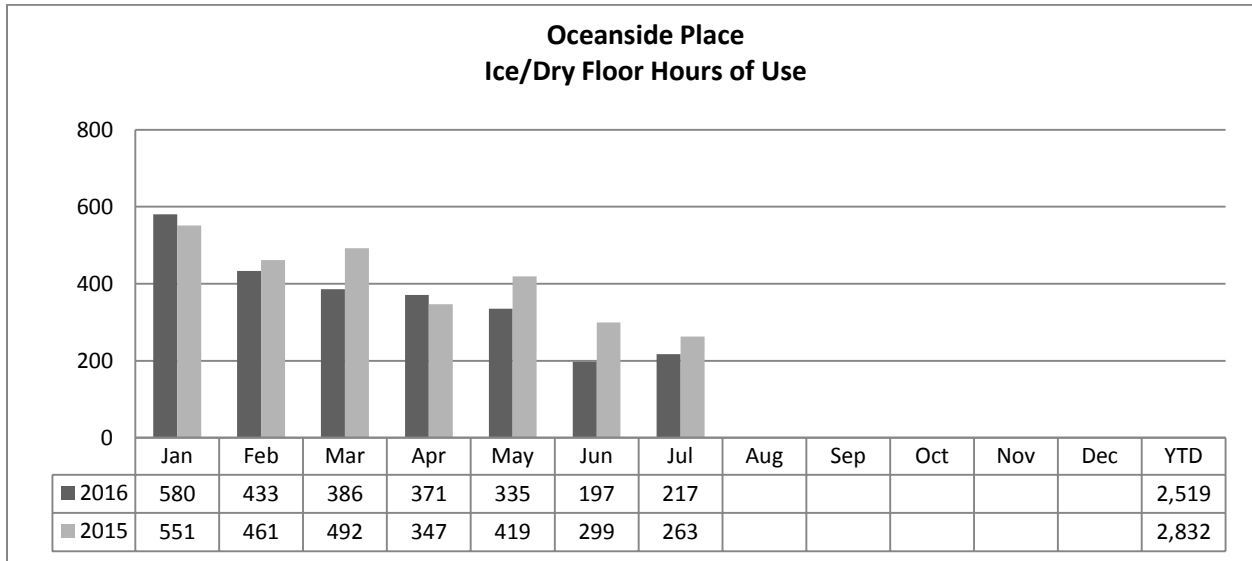
- Ice and dry floor usage was down in July with 217 hours of use compared to 263 in 2015 with revenue at \$18,209 compared to \$21,360 in 2015. The decrease was due primarily to the maintenance shutdown scheduled for the facility.
- The Turcotte Hockey School returned for the week of July 11-15 and provided stickhandling and skating instruction to youth of various ages.
- The Sandy Shores Figure Skating Club started their summer school on July 4th which runs weekly until late August.
- Private Rentals from various groups, both locally and from other communities, and individuals rented evening ice on both rinks throughout July.

FACILITY OPERATIONS

- The ice was installed in the Howie Meeker Rink during the week of July 4-10 and opened for public use on July 11th.
- The front walls of the facility were painted and the cement fiberboard on the Pond and front upper walls were sealed and painted.
- The sound system was upgraded with new equipment which has resulted in a greater quality of sound for music and microphone usage. A TV monitor with media connections has been installed in the multi-purpose room similar to the meeting room.
- Preventive maintenance projects included an infrared scan of electrical equipment and distribution panels to determine any concerns and the report indicated that all was in good working order.

FACILITY USAGE





FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	62	44	23	0	0	1	0						130
Child	460	476	435	22	6	6	69						1,474
Youth	128	109	55	5	11	0	15						323
Adult	606	475	325	200	179	153	52						1,990
Senior	721	729	576	540	440	283	233						3,522
Golden	49	60	44	26	19	8	4						210
Family	1,097	884	300	0	4	8	44						2,337
Totals	3,123	2,777	1,758	793	659	459	417	0	0	0	0	0	9,986

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

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Report Writer

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Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: July 6, 2016

FROM: Mike Chestnut
Superintendent of Aquatic Services

MEETING: D69 Recreation Commission –
September 15, 2016

FILE:

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

RECOMMENDATION

That the Ravensong Aquatic Centre June 2016 report be received.

PROGRAMS/EVENTS/ RENTALS

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

- June 11 – Last Day of Saturday Lessons
- June 12 – Aquatic In-service
- June 18 – Water Safety Instructor Recertification - Cancelled
- June 19 – National Lifesaving Recertification – Cancelled
- June 24 – Extreme Teen Toonie Swim – 20 participants
- June 25/26 – First Aid Combo Course – full – 9 participants
- June 25 - Lifesaving Instructor Course – cancelled
- June 26 – Qualicum Beach Triathlon – Community Event – full with waitlists
- June 28 – Springwood Fun Swim – 120 participants
- June 29 – Crazy Canada Day Swim – 36 participants

Registration for Aquatic Programs:

Swim lesson registrations do not take place in June, monthly comparison statistics will resume in July report.

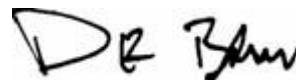
FACILITY OPERATIONS

- No major mechanical issues were experienced in June
- Staff received Energy Assessment Report from consulting engineers at Designed Air Systems. Report contents are under review for feasibility and implementation planning.

FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	269	253	212	163	150	127							1,174
Child	658	783	760	343	388	250							3,182
Student	326	370	341	332	219	220							1,808
Adult	2,766	2,697	2,514	2,058	2,037	1,852							13,924
Senior	4,133	4,166	4,127	3,810	3,560	3,419							23,215
Family	1,298	1,111	1,440	832	757	558							5,996
Golden	678	675	659	661	673	701							4,047
Totals	10,128	10,055	10,053	8,199	7,784	7,127							53,346

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							51,048

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: August 4, 2016

MEETING: D69 Recreation Commission –
September 15, 2016

FROM: Mike Chestnut
Superintendent of Aquatic Services

FILE:

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

RECOMMENDATION

That the Ravensong Aquatic Centre July 2016 report be received.

PROGRAMS/EVENTS/ RENTALS

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

Programs and training:

- July 4 – First day of summer lesson set
- July 4 – WSI step 2 – 4 participants
- July 5 – Adaptive Swim – 4 participants
- July 6 – Guard School – 4 participants
- July 12 – First aid training for staff
- July 18 – First day of summer set #2
- July 18 – Bronze Medallion – 9 participants
- July 25 – Bronze Cross – 5 participants

Registration for Aquatic Programs starting in July:

Year	Participants	Revenue
2014	393	\$24,615
2015	210	\$15,178
2016	250	\$18,428

FACILITY OPERATIONS

- No major mechanical issues were experienced in July
- Staff met with the School District 69 Superintendent and Parent Advisory Committee to initiate the Swim to Survive program for all grade 7 students in School District 69. This new program is scheduled to take place in the fall of 2016.

FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	269	253	212	163	150	127	145						
Child	658	783	760	343	388	250	722						
Student	326	370	341	332	219	220	221						
Adult	2,766	2,697	2,514	2,058	2,037	1,852	1,760						
Senior	4,133	4,166	4,127	3,810	3,560	3,419	2,886						
Family	1,298	1,111	1,440	832	757	558	1,413						
Golden	678	675	659	661	673	701	553						
Totals	10,128	10,055	10,053	8,199	7,784	7,127	7,700						61,046

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						58,878

M. Chet

DR Bhu

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: September 6, 2016

FROM: Mike Chestnut
Superintendent of Aquatic Services

MEETING: D69 Recreation Commission – September 15, 2016

FILE:

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

RECOMMENDATION

That the Ravensong Aquatic Centre August 2016 report be received.

PROGRAMS/EVENTS/ RENTALS

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

- August 2 – First day of 3rd set of lessons
- August 6 – Synchro camp approx. 15 registrants
- August 8-12 – Special Event Swims in conjunction with 2016 Summer Olympics
- August 14 – Ocean Mile Swim - 56 registered
- August 15-18 – WSI for Breakers - 4 registered

Registration for Aquatic Programs starting in August:

Year	Participants	Revenue
2014	417	\$30,258
2015	458	\$35,276
2016	416	\$28,769

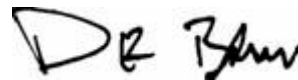
FACILITY OPERATIONS

- Annual shutdown August 20-September 11. Main focus of the shutdown was the replacement of the Master Control Centre electrical by Davie’s Electric. Staff focused on general upkeep and equipment servicing that cannot be addressed while the facility is open to the public.
- Staff were successful in acquiring grant money (\$8,873) from the Lifesaving Society to offer the Swim to Survive program to all District 69 grade seven students beginning fall 2016.

FACILITY ADMISSIONS

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Admissions													
Tot	269	253	212	163	150	127	145	124					
Child	658	783	760	343	388	250	722	504					
Student	326	370	341	332	219	220	221	119					
Adult	2,766	2,697	2,514	2,058	2,037	1,852	1,760	1,159					
Senior	4,133	4,166	4,127	3,810	3,560	3,419	2,886	1,905					
Family	1,298	1,111	1,440	832	757	558	1,413	808					
Golden	678	675	659	661	673	701	553	423					
Totals	10,128	10,055	10,053	8,199	7,784	7,127	7,700	5,042					66,088

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					64,257

Report Writer

Manager Concurrence

TO: Dean Banman
Manager of Recreation Services

DATE: September 7, 2016

FROM: Hannah King
Superintendent of Recreation Program Services

MEETING: D69 Recreation Commission
September 15, 2016

FILE:

**SUBJECT: District 69 Recreation Commission June-August 2016 Report –
Northern Recreation Program Services**

RECOMMENDATION

That the Northern Community Recreation Program Services Summer 2016 report (June – August) be received.

INCLUSION

- 3 Inclusion staff members were hired this summer based upon the demand in 2015. All three came with extensive training and backgrounds working with children with disabilities.
- There were no inclusion children in our Littlefoot program which we normally rely on to identify potential trends in future inclusion support needs.
- Over 700 hours of support were provided in the summer of 2016.
- Inclusion wages were over budget approximately \$3,800. Unless demand increases in 2017, staff recommend inclusion staffing be reduced to two for summer 2017.
- 25 weeks of staff support was provided.
- There were 18 children that received inclusion services this year. 10 of the 18 were new to this service, most referrals from the Ministry or found out about the service through a school organized meeting with parents in the spring. 14 of our past clients did not return this year.
- Anaphylaxis and mediation clients: There were 14 children with anaphylaxis reactions and carrying epi-pens to the camps this year. Each of these children required special forms to be filled out and specialized contact from the inclusion programmer.
- 17 children brought other medication to camp. In most cases (12), these were inhalers for children with asthma, 1 child carried enzymes for celiac disease. 1 brought ADHD medication, 3 other children have diabetes and wear insulin pumps. Again, follow-up was required to ensure that all the forms were completed.

PRESCHOOL PROGRAMMING

Camp Littlefoot 3-5 yrs.	2012	2013	2014	2015	2016
Registrations	68 (6 weeks)	77 (6 weeks)	78 (6 weeks)	90 (6 weeks)	84 (6 weeks)
Revenue	\$3,232	\$3,740	\$3,910	\$4,663	\$4,333

CHILDRENS' PROGRAMMING

July

- Junior Gymnastics (5-7yrs) – 24 registrants (full with 1 on waitlist); 1-week program
- Senior Gymnastics (8yrs+) – 13 registrants (excellent); 1-week program
- Summer Fun Dance Camp – 12 registrants (excellent); 1-week program
- Claytime Creations Camp – 12 daily registrants (full); 1 week in July

August

- Claytime Creations Camp – 12 daily registrants (full); 1 week in August

Community Development

- Munchkinland at Family Place was open Mondays this summer, July 11-August 22, 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 223 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. 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 \$19,300 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 30, 2016.

SUMMER CAMP PROGRAMMING

- Overall registration for this summer was strong.
- New this summer we offered Camp Kowabunga (6-10) with a swim lesson set. Both 2-week sets (one in July and one in August) were full with a waitlist.
- Camp Sonic (8-12) was introduced this summer and was full most weeks.
- New Adventure (10-13) camp offered 5 weeks of programming in July and ended on Aug 5.
- During the first 4 weeks of summer while New Adventure ran, Express Camp (11-14) ran Monday, Tuesday and Wednesday only. After Aug 5 Express offered weekly and daily registration 5 days per week until Aug 26.
- New Adventure had lower than expected registration running at 54% full (90 spots of 167 available). Weekly registration was stronger than daily registration.

- Express camp and New Adventure camp had late and last minute registration. Express registration continues to be dependent on the planned activity.
- Express camp had excellent registration running 92% full (241 of 262 spaces available over 7 weeks).
- Bigfoot, (6-8) Sonic and Kowabunga were full most of the summer with waitlists. Bigfoot and Kowabunga had early registration with strong registration numbers shortly after registration opened in March.
 - Bigfoot: 403 registrants of 417 available spaces (97% full with 30 waitlisted - excellent)
 - Sonic: 378 registrants of 777 available spaces (85% full – excellent)
 - Kowabunga: 295 registrants of 309 available spaces (95% full with 40 waitlisted – excellent)
 - Kowabunga with Swim Lessons: 20 registrants of 20 available spaces (100% full with 8 waitlisted - excellent)
- Notch (6-12) had strong weekly registration and fair daily registration for the 3 weeks it ran in mid-August. Notch had 91 registrants for 150 available spaces (61% - good).
- **Leaders in Training (LIT)(13-17):** This year we trained 36 LITs. The average age of the LITs this summer was 14. Unlike previous years, which saw a fair number of LITs return, this summer we only had 2 LITs from 2015. Also new this year we had a higher number of youth age 15-17 years old registered in the program.
 - Each youth completed 20 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.
 - 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, Oceanmile Swim, and Kid Fest). Total volunteer hours by our LITs equates to over 1620 hours.

Objectives (From Summer Sport Business Plan)	Results:
Provide a variety of program opportunities for participants 6-14 yrs.	Complete.
Ensure there are program opportunities in all the areas of district 69.	Parksville, Nanoose, Qualicum Beach. This portfolio is not currently offering summer camps in area F. Area H is covered in another portfolio.
Aim to have registrations filled at 75-90%.	70% full. Registration was lower than expected in Go Wild and the Afternoon Soccer programs are not well subscribed.
Aim to increase yearly program revenue by a minimum of 3% over previous year.	6% Decrease. 2015: \$68 783 2016: \$64 512
Aim to have Number of Participant vs Number of Programs running be 7-17 ppl (average participation)	Average 16.8 participants per program

Comments from 2016:

- Byte Camp, MAC and RLC are wonderful to work with. Excellent instruction, positive customer feedback and high quality programing. Great Value.

- Tennis continues to have a strong following and great customer feedback.
- Basketball program is great value and quality instruction.
- Soccer registration was strong. This program is scheduled to be reviewed prior to 2017.

Recommendations for 2017:

- Reduce the number of Go Wild camps to 2 weeks
- Reduce the number of Tennis Camps to 6 weeks
- Increase the number of Byte Camps to 4 weeks
- Increase the number of MAC camps to 6 weeks
- Change the ages for the basketball program
- Rework the Soccer programs for 6-12 years
- Consider additional half day sports programs; Track and Field, Softball/Baseball, Beach Volleyball

ADULT PROGRAMMING

- Co-ed 6 on 6 Soccer – 68 on the team list and 18 on the sub list. Lower than previous years but still good.
- Paddleboarding – The weather was not cooperative for Paddleboarding in June and we eventually had to refund the participants. The July session did run with only 1.
- Mt. Cokely Hike – 6 participants – good registration
- Mt. Moriarty Hike – 10 participants, 1 waitlist. – Full
- Mt. Arrowsmith Hike – 10 participants – Full. There were 3 emails after the series from happy clients.

“The guide Michael and helper Cliff were professional and helpful in any way they could assist in making this hike enjoyable.” – Yvonne

“I did four of the hikes led by Michael Addiscott and Cliff. I just want to tell you how much I enjoyed every one of them and how safe I felt. I also took Michael’s hiking information session and learned so much.... I was able to cross off a lot of bucket list hikes. Very happy and impressed!” – Phyllis

“My husband and I would like to thank you for the excellent program for hiking that you have provided this year....We are new residents to Qualicum Beach this year. What a terrific introduction to the area!” – Lorraine and John

Community Development, Projects and Promotions

- Phone meeting with the Oceanside Division of Family Practice on future cooperative opportunities.
- Meeting with PGOSA President and 2 other members to discuss opportunities; websites, flyers, Active Living Guide, Active Living Card memberships, etc.
- Seated Fitness demonstration for Stanford Place Residents.
- Meeting with SOS Seniors are Talking Coordinator to discuss opportunities for working together.
- Active Aging Week preparation of promotional material.

AREA H PROGRAMMING

- Deep Bay VIU – Registration for summer very high. Only 3 daily spots open over summer, rest are full (both weekly and daily).
 - 54 weekly registrations
 - 38 daily registrations
- Summer Playground at Qualicum First Nation Campground – Registration up from last year.
 - 172 registrations this summer vs 142 last summer.

Community Development

- Working with Qualicum First Nation to plan for summer playground program. Still some challenges, mainly with facility, but overall camp went well.
- Picnic and Play events:
 - Bowser – about 15 people
 - Sandpiper/ Boulabee – about 30 people attended
 - San Paniel – over 60 attended this Aug 26 event

Promotions

- Summer camp promotions
 - Paid Facebook advert for Summer Playground program reached 2006 people and got some good conversations on camps.
- Picnic and Play events being advertised – posters, Facebook event, event listings on-line.

MARKETING & COMMUNICATIONS

Advertising

- Display ads – Cool stuff for kids, QB Beach Day, Kid fest, Sign me up (PQB News), Nanoose Bus Directory (Nanoose camps/ guide release), Guide release (What's on digest)
- Radio ads – summer camps, Guide release, new online registration system.
- Facebook paid ad: 1: Picnic and Play in Sandpiper – event had 30 people, new families in neighborhood came. 3010 views.
- Guide and poster run – June 13. We have extra spring summer guides, as this last issue we did not deliver them via unaddressed ad mail. We promoted that the guide was available online and increased the amount available at our community pick up locations. Next guide issue the print order will be decreased.
- Guide and poster run – August 19 – fall winter guide delivered to grocery stores and community pick up locations.

The 2016 fall winter guide has placed 35 community ads (not including RDN ads and information)

- Advertising revenue for this issue is projected at \$7318 + tax. Up from Spring 2016 at \$6260 and Fall 2015 at \$6464
- Ad space is 100% sold out (8 1/2 pages were filled with community advertisers). PGOSA and Sandy Shores Skating were placed in the main section of the guide.
- Community advertisers that get a discount or free ad space = 10 organizations
- Fall guide gives a free page to advertise Terry Fox event.

Promotion

- Photo shoot with Sugarlumps Photography on August 17

Communication

- Social media – Recreation posted 20 posts on Facebook July-Aug 22. Top posts: Meet the leaders with 4655 views, camp itineraries with 4408 views and guide online with 4100 views. Views are continuing to climb on almost all posts. Posts with low views are events or without an image.
- Fluid Survey summer camp evaluation sending to customers August 24.

Campaign Focus

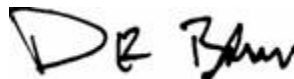
- Summer day camp registration numbers strong. Continued to focus on promoting specialty camps. Adult campaign and fall registration campaign started August 8.

SUPERINTENDENT'S NOTES

- Fall/Winter Activity Guide released on August 19th. New turn page version of the guide which allows for direct links to registration system is now posted.
- Registration for fall/winter opened on August 22nd.
- Feedback has been positive thus far re. new registration system and registration revenue was up by \$12,000 over last year's first day of registration.



Report Writer



Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: September 8, 2016

MEETING: Recreation Commissions, RPTSC, EASC,
POSACs

FROM: Wendy Marshall
Manager of Park Services

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- June, July and August 2016

RECOMMENDATION

That the Parks Update Report for June, July and August 2016 be received as information.

Regional and Community Parks and Trails

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

Electoral Area Community Parks

Area A

Staff prepared revised construction cost estimates and design options for the Cedar Plaza Kiosks which were presented and discussed at the June 15 PRCC Meeting. A Development Variance permit application was submitted to RDN Planning and to the Province with approval received on July 28. Final engineer drawings were submitted for a building permit application on August 17 (with approval anticipated in September), and three construction bids from contractors were received on August 31. A contract will be awarded in early September and construction will be completed by December 31, 2016.

Staff provided parks comments regarding a Development Permit with variance application which involves a foreshore revetment in the unconstructed road right of way beside 1954 Shasta Road. Under condition of the approved permit there is a specific condition that “the applicant will construct a safe and appropriate public beach access along the portion of the revetment in the unconstructed road right-of-way...” The intention is that the new steps will be an enhancement to the existing step steps.

Survey work was completed and staff retained a structural engineer to prepare drawings and costing information for the proposed public access stairs at the Driftwood Rd water access.

Staff provided parks comments to Planning regarding a subdivision application on Shasta Rd in terms of potential trail / pedestrian circulation between Shasta Rd, Headland Rd and Pace Rd. Staff coordinated invasive plant removal and watering with contractors for a replanted section of the Morden Colliery Regional Trail at the Cedar Plaza.

A picnic table was installed at the Cedar Skatepark with funds donated by the Cedar Skatepark Committee.

At Nelson Road boat launch, improvements were done over the summer months, including a new toilet surround, safety line painting and brushing.

At Ivor Way Community Park, over a dozen large hazard trees were taken down, and an arborists report has been completed for the site. The report includes recommendations for both a monitoring program, and for some additional trees to be taken down in the fall or winter.

Area B

Staff reviewed the Gabriola Island Local Trust Committee referral request regarding the draft rezoning Bylaw Nos. 289 and 290 and prepared a Staff report to the Electoral Area 'B' Parks and Open Space committee identifying how the RDN's parks interests are affected by the proposed 136-hectare (336 acre) park land addition to the 707 Community Park as well as the potential additional 19.3 ha (47.7 acre) park land dedication which would result from future subdivision of the rezoned lands.

Staff submitted a grant application to Canada 150 Infrastructure Program for improvements to the Huxley Park tennis and sport courts. Grants will be awarded in October 2016.

A \$7,000 grant from the Nanaimo Foundation Community Fund for Canada's 150th for the Huxley Park playground installation project was awarded.

Parks received a request to install baby change tables in both the male and female washrooms at Rollo McClay Community Park. This has been added to the 2017 parks budget.

Staff provided follow-up correspondence to G. McCollum in regards to the 1520 McCollum Rd. subdivision application requirement to pay the 5% cash-in-lieu of parkland.

Staff received a request to realign the existing trail that connects Fawn Rd to the 707CP's North Rd trail. The existing trail alignment crosses private property.

At Rollo McClay Park, numerous instances of vandalism (graffiti) have required costly painting. Staff are working with the RCMP and the community towards a solution.

A contractor repaired a damaged and failed seal around the overflow pipe of the irrigation pond at Rollo McClay Park.

Following recent survey work staff directed a contractor to begin trail improvements to provide increased access and use of the Whalebone Area trails. Staff met with a trail neighbour regarding trespass issues, and attended to the removal of a large, downed hazard tree, and a large branch at another location. Trail improvements have commenced and are scheduled to be completed in September.

At Huxley Community Park a site visit for assessing a suitable toilet location was carried out, and numerous new park signs were installed at the tennis courts.

Following May's site development work, a toilet was added to the enclosure at Joyce Lockwood Community Park,

Park staff attended a Gabriola Fire meeting, and assisted with Oceans Day preparations.

Staff looked at existing beach access stairs towards replacements options, and provided budget input.

Staff reviewed the Field House facilities at Rollo McClay Park, and identified maintenance requirements and future improvements.

Area C – Extension

Staff met with a park contractor to discuss amendments to park maintenance at Extension Miners Park; a plan was prepared for a bench installation.

A new culvert and drainage pipes were installed at Extension Miner's Community Park.

Area C – East Wellington / Pleasant Valley

Staff contracted a landscape company to carry out biannual weeding and pruning at Anders and Dorrit's Community Park; a loop trail was mowed in the hay field by the mowing contractor in July.

Staff prepared and submitted a building permit application to RDN Building Inspections for a picnic shelter at Meadow Drive Community Park. The permit was received on July 14. Project construction began in late August and completion is anticipated in fall 2016.

At Meadow Drive Community Park, staff attended to vandalism of the new toilet on several occasions, with physical damage incurred to the roof, door, toilet fixture and dispensers. In addition the cleaning contractor was required for emergency cleanings on 5 occasions within a two week period. Staff repaired the damage and closely monitored the site for several weeks. Signs were temporarily posted notifying the community and stating the area would be under surveillance. Modifications to the building were made to prevent vandals from exiting through a gap in the roof structure, and deadbolts were installed to make the building more secure when and if required.

At Benson Meadows Community Path, reflectors were attached to the boulders for public safety at night, and Park staff conducted trail maintenance.

At Anders and Dorrit's Community Park, brushing was carried out adjacent the parking lot entrance way to improve sight lines for vehicles when entering or leaving the park. The park field was hayed over the summer months.

Staff met with a contractor carrying out restorative work to the river bank on the neighbouring property, and inspected the continuation of the bank on the park property. The bank within the park is more secure due to existing tree and vegetation rooting structure.

Area E

Staff worked with GIS Mapping Services on registering two new community parks Oak Leaf Drive and Davenham Road.

Staff coordinated and attended a site meeting at Oakleaf Community Park on June 20th with POSAC members to discuss park development. A subsequent meeting with the Land Governance Manager from Nanoose First Nation occurred in the park to review the proposed plans and seek input. The Phase 1 plans for the park improvements will be occurring over the fall. Phase 2 improvements (fencing and interpretive signage mostly), will be revisited again with the POSAC.

Parks staff received a request for a playground in the Beachcomber area and suggested the request be brought forward to the Area E POSAC, either by letter or as a delegation.

At Stone Lake Drive Community Park staff removed fallen trees from the retention ponds and cleared brush from the fence.

At Brickyard Community Park a new garbage can was installed.

At Park Place Community Park staff graded the trail.

Area F

Planning staff provided input on an amenity contribution and potential park connection to the Coombs to Parksville Rail Trail from the Springhill Road industrial development.

Staff provided ongoing feedback regarding the rezoning application on Springhill Rd. Staff attended the June 27th Public Information Meeting.

Staff walked the proposed Palmer Rd trail alignment with members of the POSAC trail sub-committee to determine project feasibility. Staff has received quotes for survey work and spoken with the Ministry of Transportation and Infrastructure as well as owner of the adjacent wood lot to determine future development plans for this portion of undeveloped road.

Vehicle barriers were installed at the Cranswick Rd trailhead (Matterson Rd end). Advice from a local medi-scooter user was used to ensure that there is universal access to the trail.

A donation of \$1,730 was given to Electoral Area 'F' Community Parks to install a bear-proof garbage can the northern trailhead of the Errington School Community Trail.

Park inspections and routine park maintenance was conducted throughout the area.

At Meadowood Community Park staff removed a vandalized picnic table from the park and dealt with a variety of vandalism issues over the summer. A concrete picnic table purchased by the community was assembled on a new concrete Base installed by contractor and park staff.

Staff also worked with event organizers and the Dashwood Fire Department to help ensure the successful provision of the 6th Annual Lighthouse Bluegrass Festival which was located at Meadowood Community Park this year. Road grading work was conducted.

At Arrowsmith Community Trail, staff completed work on the newly installed trailhead sign.

Area G

In June, Park staff advised Planning staff with regard to a proposed parklands dedication in conjunction with a subdivision application in Area G on Ganske Rd.

In August, Park staff advised Planning staff with regard to a proposed rezoning application of a property near Wembley Mall on the edge of the City of Parksville. No parkland dedication is required. Through an amenity contribution, there is the possibility of trail connections in the area around the development.

At Barclay Bridge, staff trimmed and cleared trail. Staff also met on site with a resident to follow up on a concern about the safety of numerous hazard trees adjacent to their property. The trees are on crown land and are not the responsibility of the RDN to remove. Staff corresponded several times with the Province to clarify the location and jurisdiction of the trees.

At Johnstone Road, staff removed, sanded and refinished a memorial bench.

At Top Bridge two cars were locked in due to them not reading the sign and not leaving the area by 9pm. In the morning when the security company came to open the gate they found that the lock was compromised. A new lock had to be made and installed.

Staff attended to complaints of illegal dumping presumed to be within the park boundary adjacent French Creek.

As per POSAC direction, plans to move forward with design and construction of Phase 1 of the Stanhope Trail are underway. Due to utilities in the corridor, staff prepared a request for proposals and an engineering firm has been retained to do the design work this fall. It is expected that construction of the first phase from Stanhope Road to the Wally's Way cul-de-sac will occur early in 2017. Phase 2 through the trees will happen at a later date.

Parks received suggestions for improvements to the Dashwood Community Park from an area resident and have contacted a playground inspector about the feasibility of using a play structure that was removed from a school ground. Any proposed changes to the park would be presented at a POSAC meeting.

Area H

A Picnic & Play event put on by RDN Recreation was held at Henry Morgan Community Park on July 8th. Approximately 15 adults and children attended.

RDN Parks worked with the BC Wildfire Service to complete a prescribed burn at Oakdown Community Park and the surrounding Crown lands on August 29th. This was a FireSmart Initiative and is a fuel management project.

Staff continued to assist GIS Mapping with the development of maps for non-RDN Crown land trails.

At Henry Morgan Community Park, the trail from Henry Morgan CP to Cordon Road was brushed and cleared of debris.

At Islewood Road Community Park, staff brushed and scrubbed out trail.

At Rose Community Park staff removed bike jumps from the park.

All Beach accesses were maintained. Some benches were refurbished over the summer months. Department of Fisheries and Oceans was contacted with regards getting new shelf awareness signs at the beach accesses.

A temporary portable toilet was delivered to Crane Road for the fishing season.

Park staff installed 2 garbage cans at the Lions Club ball fields and set up payment for collection. They were removed at the end of the ball season. They are currently stored at the Lions Club.

Community Works Projects

Area B

Staff prepared background report on past RDN Parks involvement on MoTI road allowance (development permits and licences for water accesses and undeveloped road allowance), in relation to dealings with the Ministry and the Village Way project.

Area E

Blueback

Further development occurred at Blueback including; a larger parking lot, a cedar toilet surround, change house, and a new trail.

Park Staff met with Arborist regarding hazard tree removal, delivered and spread gravel around toilet enclosure, removed silt fence, installed a bear proof refuse container and installed concrete wheel stops.

Oak Leaf

Park staff expanded the parking lot and installed wheel stops. A trail was roughed in starting at the parking lot leading to an existing trail. Trees and trails were pruned and brushed.

Regional Significant Gas Tax Project

Coombs to Parksville Rail Trail

Construction of the Rail Trail advanced at a good pace over the summer and is nearing the half-way complete mark. Weekly field inspection reports and photos provided by consulting engineer; monthly meetings held with engineer, contractor and sub-consultants. Work on construction and consulting engineer contracts concluded. Obtained revised Station Road crossing permit from MoTI. Continued to work with the City of Parksville concerning their handling of trail development within the City's Springwood Community Park. City staff unable carry out work as expected and main project contractor expected to take on the Springwood section. Met with Coldwater Strata owners to introduce the contractor and review development plans as concerns the SRW at the back of the Strata lots. Met with contractor, engineer and roadmasters from the Southern Vancouver Island Railway and the Alberni Pacific Railway to review safety procedures around the rail. Estimate for two pedestrian rail crossings to be installed by SVI received and materials ordered. Worked with residents, engineers and contractor to resolve a local drainage issue at the junction of rail trail and the private crossing serving the Coombs' property. Worked with the Manna Homeless Society and contractor on seeing some of the non-merchantable project wood delivered to the Society as donated firewood; contracted with firewood processor with work space kindly donated by B. Carpenter of Allsbrook Road. Environmental monitoring

reports received from consulting biologist; all findings good. Media interview and photographs for web site provided to Island Radio. Test surface gravel strips assessed. Liaised with equestrians and cyclists regarding trail use, access points and fixtures such as baffles. Liaised with Coombs business owners concerning the coming need for bike parking. Station crossing location returned to west side of junction further to consultation with Alberni Pacific Railway and adjusted trail path. Safety items examined including lighting at Station and Church crossings and some fencing (cedar split-rail) beside DBL pit and by large culvert installations. Allowances identified to accommodate potential crossing and link to a Springhill Rd community park.

Regional Parks and Trails

Arboretum

Staff Cleared blackberry on the bank and along the fence as well as brushed the trail open. Garbage was removed from site on numerous occasions.

Arrowsmith CPR Regional Trail

Staff liaised with the Conservation Officer and posted a notice on the RDN web site that the trail would be closed for a week to allow time for a stalking cougar to clear the area.

Benson Creek Falls Regional Park

Park staff installed numbered trail markers for emergency locating purposes for Search and Rescue and the Coastal Wildfire Centre.

Park staff also conducted annual bridge maintenance.

Staff reviewed community correspondence, the management plan and various options for improving parking access to Benson Creek Falls Regional Park, based on community input that the Creekside Place parking lot is problematic to the community and should be closed. Staff was directed to prepare a Board Report on the matter by the Regional Parks and Trails Select Committee, which will be reviewed by the Board in September.

Coats Marsh Regional Park

Staff reviewed the *Recovery Strategy for the Little Brown Myotis, Northern Myotis, and Tri-colored Bat in Canada* and provided a staff report regarding how Federal and Provincial Species at Risk legislation impacts bat conservation efforts in regards to RDN park management and development – specifically in terms of the planned demolition of the cabin at CMRP.

Descanso Bay Regional Park

Staff provided Public notice of a campfire ban on June 7th. This ban will remain in effect until advised to lift it by the local fire chief.

The annual Oceans Day event was held on June 5th. Staff provided posters and buttons as well as provided event advertising assistance.

Englishman River Regional Park

Long-time volunteer park warden Marlene Harm retired following the death of her dog and partner Kodiak.

Staff Liaised with Arrowsmith Search and Rescue on their GPS and mapping plans for the park; put them in touch with the GIS Mapping Coordinator.

Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Horne Lake Regional Park

Staff Liaised with the Horne Lake Strata on member efforts to get MoTI to improve Caves Road conditions. RDN Park's long-standing interest in seeing road improvements was restated.

Staff updated the park map and started on updating the kiosk signs at the park.

Horne Lake Regional Trail

Staff prepared briefing notes on the historic regional trail initiative which dates from 2001 and the rezoning of lands around Horne Lake.

Staff provided Public notice of a campfire ban on August 17th as well as a Notice advising of the lifting of the ban on August 30th.

Lighthouse Country Regional Trail

New wheel stops were installed at the Lioness parking lot.

Little Qualicum River Estuary Regional Conservation Area

A representative from the BC Conservation Foundation and the Qualicum Beach Streamkeepers met with Parks staff on site to review the current research and vegetation re-establishment project underway. Additional plantings are planned for this fall and will be monitored for survival with those that went in previously.

Little Qualicum River Regional Park

Staff received an updated proposal for structural engineering services for the replacement of the bridge, and are awaiting a report from a Geotechnical Engineer assessing the conditions of the existing bridge footings.

Park staff cleaned two culverts of beaver debris on a weekly basis over the summer months, to allow for proper water flow and avoid access road damage.

Garbage was constantly being cleaned up and removed during the weekly visits.

Ongoing vandalism and willful disregard of the bridge closure is a common occurrence. Staff spoke with welder to look to solve repeated vandalism to gate and locking pins.

Moorecroft Regional Park

Park staff installed three new picnic tables in the Meadow.

Park staff followed up with Bylaws Services and Animal Control following complaints of unleashed dogs within the park.

Staff met with members of the Nanoose Fire Department and walked the property. The Fire Department gained additional familiarity with the park, and provided parks with suggestions for areas of improvement for firefighting access. Parks supplied the fire department with updated property maps and gate keys.

Staff met with the park caretakers as part of the transition and elimination of the position.

Staff attended the site with an Environmental Consultant to review and update the hazmat reports for the Caretakers house and Kennedy Hall buildings scheduled for demolition.

An Archaeologist was contacted to review the demolition sites for Kennedy Hall, and confirmed that part of the building is located within a mapped archeological area. Evidence of a midden was found under part of Kennedy Hall and an application has been made for a Site Alteration Permit.

Building Permits for the upcoming demolitions have been applied for from the RDN Building Department.

Staff began considering options for toilets and a picnic shelter in the park. Plans to meet with the Area Director and the Nanoose First Nation in September are in motion regarding the concept of a Longhouse and to discuss how all proposed facilities planned for the park will work well together into the future.

Staff have begun to explore the option of formalizing the trail access into Moorecroft from the west side. This will involve a formal agreement with the Strata who own the land adjacent to the park.

Morden Colliery Regional Trail

Staff continued to work with project consultants, the Province and the Agricultural Land Commission on planning and design initiatives related to the bridge and trail development over the Nanaimo River.

Staff removed the bike jumps that were built in the park near the Thatcher Bridges.

Mount Benson Regional Park

Staff cleared woody debris from the logging road trail to allow access for Search and Rescue and maintenance vehicles and a turnaround was created as requested by search and rescue.

Staff investigated a report of unauthorized trail construction within the park; however a site visit confirmed the constructions was not within the park boundary.

Staff reviewed community correspondence and various options for improving parking access to Mount Benson Regional Park. The current parking lot at the Witchcraft Lake trailhead does not meet demand and a long-term solution is needed. A Board Report was prepared and will be reviewed by the Board in September.

Nanaimo River Regional Park

Park staff added river rock at the outlet of a perched culvert to prevent further erosion and potential sediment.

Staff met with Ron Stone (Volunteer Warden) regarding Culturally Modified Tree issue and checked barriers due to complaint from an area user. Staff spoke to Emcon regarding moving barrier to block access and confirmed Emcon would complete ASAP.

Staff provided updated GPS information to mapping for the locations of the Fire Department well located within the Park

Staff are monitoring a complaint of uncontrolled dogs within the park. Temporary signage has been posted at the Kiosks as part of an awareness campaign.

Interpretive signage planning is underway for the research forest at Nanaimo River Regional Park. Staff will collaborate with representatives/managers of the research forest and will work with a graphic designer to produce attractive and educational signage to display in the park.

Parksville Qualicum Beach Links

Top Bridge Regional Trail

Trans Canada Trail

Temporary closure of the Extension Ridge section of the TCT extended and then terminated, further to industrial activity in the area by landowner Island Timberlands.

Obtained updated licence offer from Island Timberlands for use of their private forest lands for the TCT. Prepared report to the RPTSC and Board (September meetings).

Staff installed new posts and signs along the Extension Ridge Trail.

Witchcraft Lake Regional Trail

In June and July, permission was obtained from the City of Nanaimo and the Ministry of Transportation and Infrastructure for a proposed parking expansion at Witchcraft Lake, the trailhead for Mt Benson Regional Park. Staff mailed letters and site plans to all Benson View Rd residents for information and feedback.

In August, staff reviewed community responses to the proposed parking expansion on Benson View Rd; due to substantial opposition, the parking issue was deferred to the Regional Parks and Trails Committee and residents were informed by letter that the RDN would not proceed with the proposed works. A Board Report was prepared on the subject (see Mount Benson Regional Park above).

Miscellaneous

Staff continued work on the following:

- Park inventory spreadsheet and effective registry of the park portfolio.
- Worked with GIS Mapping on the identification and civic numbering of community parks to be included in new ARC-GIS park finder.
- Attended SMS legal seminar on contracting.
- Participated in MIA webinar on insurance requirements for construction contracts.
- Provided interview to Business in Vancouver regarding non-BC Park campgrounds as a relatively unknown but great alternative to BC Parks.

- Met with the Mount Arrowsmith Biosphere Region and Oceanside Tourism on MABR's Amazing Places project. Reviewed process and approaches. Public input will be solicited through to the end of September, RDN Parks consulted as applicable, and first results expected to be viewable on the web by end of November.
- Liaised and met with the BC Marine Trail Network Association on their current project to create a Salish Sea Marine Trail as part of the Trans Canada Trail and in time for the TCT's 25th anniversary in 2017. Further to the Association's July presentation to the Regional Board, worked with the Association on a draft partnership agreement. Prepared a board report on the project for the September RPTSC and Board.
- Received and reviewed Tourism Vancouver Island's Phase II Hiking Experience report prepared by consultant Stantec.
- Received update from UBCM on Off-Road Vehicle legislation; conference call scheduled for mid-September to discuss interest in the Province's offer to local government to include their lands under the new legislation.
- Worked with Recreation staff to provide content and imagery for the Fall/Winter Active Living Guide.
- The new staff position of Superintendent of Parks Operations and Capital Projects was filled, and Mark Dobbs started in the early July.
- The new staff position of Parks Secretary has been posted and filled; Jenny Bannatyne has accepted the position and will start September 19th.
- Staff followed the improvements underway at Nanoose Place, including the preparation and construction of an expanded paved parking lot and new signage.
- Playground inspections were conducted throughout the region.
- Staff followed up on a request about "No Motors" signage at Spider Lake, conducted a site visit, and provided information obtained to RDN Planning Department.
- Parks Staff and Contractor provided regular watering's of unestablished trees and plantings throughout the district during the hot dry weather.

Park Use Permits and Events

Area A

Continued to work with the Nanaimo Skateboard Association on a permit for the September fundraiser in support of refurbishing Nanaimo's Hammond Bay skatepark. Site visit held with organizer to review issues arising from last year's event. Volunteer assistance with traffic management kindly being provided by JSK Traffic Services of Cedar.

Responded to a request to close the Nelson Road Boat Launch for several days in order to provide for construction access to a waterfront retaining wall site. Liaised with MFLNRO, MoTI, and Planning Services; provided brief for Area Director. Further to August 23rd Board resolution to deny closure of the Boat Launch for any significant time period, a set of conditions for Boat Launch use under a park use permit was issued to applicant.

Area B

Worked with non-profit Pacific Sport and the Gabriola Recreation Society on a park use permit for a three-day sports camp at Rollo McClay Community Park. In the end, the event was cancelled because of lack of enrollment.

Area C

Obtained confirmation that VIU/Mount Arrowsmith Biosphere Reserve will take ownership of the GLORIA high-alpine vegetation monitoring plots (part of an international global warming monitoring project) installed at four locations at Mount Arrowsmith Massif Regional Park prior to the Region's acquisition of the park. Park use permit issued to VIU to address the summer 2016 revisiting of the plots.

Worked with the Nanaimo & Area Land Trust on a park use permit to work with VIU on an update of vegetative plots identified in the 2006 Ursus review of then new Mount Benson Regional Park; permit approved.

Area E

Worked with Quality Foods on concluding the park use permit for their annual Teddy Bear Picnic at Jack Bagley Community Park; liaised with Corporate Services; permit issued.

Concluded work on a park use permit for use of Moorecroft Regional Park for an early August weekend wedding.

Continued to work with Chesapeake Shores film company and MoTI on use of Moorecroft Regional Park for parking of film vehicles. In the end, the firm identified a more appropriate arrangement for their vehicle parking and only one of four weeks' proposed use was made of the Regional Park.

Began work with Nanoose Elementary School Principal on start-up of 2016-17 outdoor classroom use of Moorecroft.

Area F

Continued to work with Bluegrass Festival organizers, Dashwood Volunteer Fire Department and Corporate Services on a park use permit for the July long weekend festival at Meadowood Community Park. Provided responses to concerns raised by residents in the neighbourhood. Engaged security firm for drive-by inspections of roads leading to the Festival over the holiday weekend; liaised with RCMP. Given plan approvals by all involved authorities and required insurance proof, park use permit for Festival approved. Event went off without issue, though at a financial loss for the organizers.

Received a park use permit application from the Corcan-Meadowood Residents' Association for a Canada Day Picnic at Meadowood Community Park; approved.

Worked with applicant on a park use permit for a wedding at Errington Community Park in October. Liaised with Errington Hall Board Association overseers of the Park regarding use of the Market's stage and power supply. Permit approved.

Worked with the BC Conservation Foundation regarding a permit to cover summer maintenance of their large woody debris (LWD) structures originally installed along Little Qualicum River Regional Park riverfront in 2003. BCCF obtained DFO and Provincial backing for structures over the long-term.

Area G

Concluded permit work and provided final assistance including gift bags to the Mid-Vancouver Island Habitat Enhancement Society (MVIHES) for their 7th annual June River Run event at Englishman River Regional Park (ERRP). Worked with MVIHES and RDN WaterSmart on a second park use permit, this for

installation of water flow data loggers along the ERRP waterfront at BC Conservation Foundation large woody debris sites; permit approved. Work with MVIHES in process on another permit for the staging of a Streamkeepers workshop along the side channel at ERRP in September.

Issued a park use permit to the Nanoose Walking Club for vehicular access and a walk and hatchery visit at Englishman River Regional Park.

Area H

Concluded a park use permit with the Silver Spur Riding Club regarding use of Wildwood Community Park and the Lighthouse Country Regional Trail (North Loop) as part of a weekend-long 17th Annual Vancouver Island Memorial Trail Ride in support of Oceanside Hospice. The event was staged out of the MFLNRO compound next door to Wildwood.



Per/ Manager of Parks Services



General Manager Concurrence

REGIONAL DISTRICT OF NANAIMO
RECREATION SERVICES MASTER PLAN
FOR OCEANSIDE

TERMS OF REFERENCE

AUGUST 2, 2016

PURPOSE

To prepare a Recreation Services Master Plan (RSMP) that will help guide the future (2017-2027) direction, philosophy, policies, priorities, and actions for the Regional District of Nanaimo's (RDN) provision of recreation services (aquatic, arena, recreation programs) in District 69, commonly referred to Oceanside.

The Recreation Services Master Plan (RSMP) will be a strategic living document that will be used to provide guidance, direction and recommendations to the RDN Board, District 69 Recreation Commission and the Recreation and Parks Department regarding the delivery of recreation services in Oceanside.

The RSMP will be based on the community's vision and feedback related to both existing and possible future services provided in terms of community needs and expectations. The RSMP will reference and link to other existing relevant RDN planning documents and strategies. The RSMP will provide comment, feedback and if required recommended changes to the department's existing provision of recreation services. The comments, feedback and recommendations provided will include input from District 69 communities, partners, user groups, stakeholders, staff (RDN and other local government) and the advisory committee. In addition relevant reference to research findings and recommendations produced by academic, provincial, federal and international governing bodies that align with local government provision of recreation services will be made. Examples of such are provided under Section II of Resources. The RSMP will need to review the current philosophy, mission and vision of the Department, its operating guidelines for service delivery, as well as areas pertaining to administration, budgets, facilities, programming, staffing, interdepartmental management and other related community services.

BACKGROUND

As the result of recreation services study in 1983 the Regional District of Nanaimo established the District 69 Recreation Function in 1984 including the District 69 Recreation Commission and the District 69 Recreation Department. This recreation service function was established to serve a broad range of individuals and families residing throughout the District 69 communities of Parksville and Qualicum Beach and the four outlying Electoral Areas E, F, G, and H.

After operating for approximately ten years the Commission undertook a Recreation Services Master Plan process in 1994. The Master Plan was designed to provide guidance for a period of five years for the delivery of recreation services. At that time the services included the District 69 Arena and non-facility based programming and community services. The Ravensong Aquatic Centre was under construction and having not been completed, was not included as part of the Master Plan process. In 1999, a Recreation Facilities Plan was adopted to augment and support the 1995 recreation services plan in relation to recreation facility development.

In July 2006 the current recreation master plan for District 69 was completed. Key recommendations from this plan were categorized into four areas (Recreation Facilities, Parks and Open Space, Recreation Services and Marketing, Administration) A summary of findings and recommendations can be found in *Attachment I*.

The Recreation Services Master Plan identified and explored specific issues pertaining to the delivery of recreation services to the residents of District 69 by the RDN Recreation and Parks Department. The key items included a base on which to plan leisure services, issues regarding facilities, staffing, program development and administration.

A number of initiatives identified in the 2006 Master Plan have been implemented including, but not limited to, the following:

- Preparation of concept drawings and costing for the possible expansion of the Ravensong Aquatic Centre.
- Improved use of School District 69 facility space, including leased space within the Qualicum Commons (Former Qualicum Beach Elementary School).
- Secured a service agreement with Arrowsmith Community Recreation Association for the provision of recreation services in Electoral Area 'F'.
- Provision of local recreation programs in Electoral Area 'H' through a RDN Recreation Programmer
- Increased funding assistance through grants in aid, the Community Works program and Electoral Area Community parks functions for community halls capital improvements in the Electoral Areas.
- Initiation and review of advancing an outdoor sports complex with track and field amenities
- Improved support and implementation of arts, heritage and cultural services
- Implementation of a five year Youth Services Plan
- Continued improvement of providing paths for pedestrian and cycling use in unused road allowance in the rural communities and worked with the Ministry of Transportation and Infrastructure on road shoulder improvements in denser pedestrian use areas.
- Improved collaboration with local health organizations and the related ministry in program development around health promotion and disease prevention.
- Restructured staffing to meet recreation services demands

A renewed master plan process is now due and up for public and Board review. Considering the significant changes that have taken place over the last five to ten years both to the communities of Oceanside and the provision of recreation services being more recognized by all levels of government as a core service it is time for the Regional District to revisit and prepare for the future delivery of community services by the department.

RECREATION SERVICES MASTER PLAN – SCOPE OF WORK and DELIVERABLES

In particular, the RSMP will address with both analysis and recommendation the following areas:

SCOPE OF WORK

1. Role of RDN Recreation Services in Oceanside in relation to:
 - Current and future demands for recreation services and facilities in District 69 with specific emphasis on;
 - i. Ravensong Aquatic Centre expansion feasibility and demand
 - ii. The demand and feasibility for an outdoor multi - sport complex in the Oceanside area
 - iii. The current and future demand for District 69 Community Arena to operate as a curling club
 - iv. Possible alternative uses for the District 69 Community Arena

- Population growth in the area and changing demographics and psychographics
- Department's role in health promotion and disease prevention
- Evolution of existing and establishment of partnerships with other community organizations and local first nations
- Economic generation and tourism benefits and opportunities
- Department's role in inclusive, therapeutic and adapted programming
- Department's role in addressing community social issues
- Department's role in providing sport, physical activity, arts and culture
- Various recreation service delivery methods (direct programming, community development) currently in place in D69 and more specifically the effective and efficiency of the supplemental recreation services being provided in Electoral Area 'E', 'F' and 'H'.
- Current portfolios of service delivery related to District 69 recreation program services

DELIVERABLES

- Ensure community support for the Master Plan recommendations by providing for extensive public involvement in the process.
- Review of the current program delivery system including and consider any changes necessary, if any, to enhance the system.
- Development of a clear and concise vision statement for the provision of recreation services in District 69.
- Review of provision and delivery of recreation services to all age groups
- Review and inventory of all public community recreation facilities and sports fields and determine the need for more arenas, indoor multi-use, aquatic and sports field facilities and amenities.
- Review of centralization versus decentralization of Department services.
- Determine the relationship between Department recreation services and those provided by other organizations and the private sector.
- Review the provision of inclusive recreation services as well as the Financial Access Program.
- Examine the relationship between programming in recreation services to services being provided in the RDN Parks area, and explore opportunities for integration.
- Determine priority strategies objectives and key performance indicators to measure success regarding short term and long term operations and trends for recreation services and facilities.
- Based on the vision, mandate, emerging trends, and community input, develop a Recreation Services Master Plan that meets existing and future needs of the Recreation function, and includes setting out recommendations for future service and funding provisions.
- Prioritized set of recommendations (calendar years and costs for financial and asset planning purposes).
- Provide funding alternatives for all recommendations requiring changes to existing five year financial plans.
- Through review of leading indicators, community engagement and best practice examples
- Provide a document that can adapt to change but be consistent in direction

PROJECT MANAGEMENT

Through a Request for Proposal (RFP) process, a Project Consultant will be retained to develop the RSMP.

The process of developing the RSMP and all stages to completion will be done by a sub-committee of the District 69 Recreation Commission referred to as the Recreation Services Master Plan Advisory Committee. Invitations to have representation on the RSMP sub-committee will be extended to the

First Nation communities of Qualicum First and Snaw-Naw-As. Membership will include department staff to be determined by the General Manager, Recreation and Parks. The committee will consist of four Commission members of which one will be the Director representing the Regional Board. This Committee will:

- Review proposals for a Project Consultant
- Review preliminary data and findings
- Review draft reports
- Attend scheduled community engagement and dialogue sessions when required
- Provide recommendations to the District 69 Recreation Commission and RDN Board on the RSMP process

RSMP will be coordinated by the Manager of Recreation Services and will involve other Department staff as required.

LEVEL OF EFFORT AND BUDGET

The RDN has allocated approximately \$60,000 for completion of the RSMP, to include all fees, expenses, sub-contractors, consultation, etc. excluding applicable taxes.

Evaluation

Proposals will be reviewed and evaluated by RDN staff and rated as follows:

Max. Score Criteria

- | | | |
|-----------|--------------|--|
| 10 | • | credentials and references are strong; |
| 10 | • | experience is relevant and extensive; |
| 10 | • | the draft work program presented reflects the objectives and deliverables |
| 5 | • | presents an appropriate mix of team members and sub-consultants; |
| 5 | • | presents a comprehensive public consultation strategy based on the RDN's Public Consultation/Communication Framework Policy No. A1.23; |
| 10 | • | fee breakdown supports the work program presented & the total fee provides good value. |
| 50 | Total | |

PUBLIC CONSULTATION PROGRAM

The Regional District of Nanaimo's Public Consultation Policy A1.23 measures (Attachment II) a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the RSMP will be achieved through meeting the following goals:

- Ensuring that the style of consultation is inclusive
- Providing meaningful opportunities for public input and participation
- Making all relevant information about the planning process readily available to the public
- Presenting information to the public in a clear, understandable and concise form
- Making available for review all public input gained during the planning process
- Accurately and objectively recording and assessing public input

A key role of the Consultant in compiling the RSMP is to develop, lead and interpret a region-wide community input process that contributes to the project's objectives.

The public input process must use a varied approach to obtaining input in order to maximize participation and must include, but is not limited to the following:

- Consultation with the Master Plan Advisory Committee and staff of the RDN Recreation and Parks Department.
- Interviews with Oceanside community sport and recreation organizations including; Oceanside Minor Hockey, Parksville Golden Oldies Sports Association, Sandy Shores Figure Skating Club, Parksville and District Curling Club, Nanoose Bay Recreation and Activities Society, Qualicum Bay Lions Club, Lighthouse Community Centre Society, Oceanside Community Arts Council, District 69 Sports Association, Oceanside Youth Soccer Society, Oceanside Minor Baseball, Oceanside Minor Softball, Ravensong Breakers Swim Club, Ravensong Water Dancers synchronized swim team, Society of Organized Services, Arrowsmith Community Recreation Association and others as determined by the RSMP Advisory Committee. Staff at the municipalities of Qualicum Beach and Parksville, Qualicum and Snaw-Naw-As First Nations along with other government and agencies.
- A statistically valid public survey
- A minimum of four District wide community engagement sessions to solicit views, comments and opinions on recreation services within District 69, and to present the draft RSMP to the District 69 Recreation Commission and receive comments prior to the preparation of the final document.
- Utilization of information technologies

PROJECT CONSULTANT REQUEST FOR PROPOSAL (RFP)

Through the RFP process, Project Consultant proposals must outline a consultation process that:

- Will not direct or control the scope of the project.
- Will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues.
- Will account for different stakeholder knowledge levels in regards to the delivery of Recreation services.
- Will utilize a varied approach to obtain input from a wide range of Regional District residents.
- Will obtain detailed and accurate input that will yield data that can be analyzed.

The Consultant's proposal is to include:

- Proposed methodology and table of contents for the RSMP. A work program detailing stages, timing, and deliverables. This work program will detail all phases, including research, public involvement and plan development.
- Information as to the qualifications, ability and past experience of the company with similar projects, including references of other Recreation Services Master Plan projects the consultant has completed, preferably in a Regional District setting.
- A list of the personnel who will work on the project, their individual experience specifically related to recreation service planning process and what their role will be.
- A list of sub-consultants, including their company and staff experience specifically related to their role.
- A schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - a) Sub-consultants
 - b) Draft Plan
 - c) All Disbursements
 - d) Hourly rate schedule of personnel assigned to the project and man-hour requirements for each
 - e) All applicable taxes
 - f) All other fees associated with the project

The Expected Outcome of the Recreation Services Master Plan:

The Project Consultant is expected to provide an updated Recreation Services Master Plan that links to and builds upon the 2007 -2016 Recreation Services Master Plan. The updated RSMP must deliver a prioritized set of recommendations based on input from regional residents and stakeholder groups, governments and agencies and research that will provide the Regional District with guidelines for planning, decision-making, and management of recreation services and resources in the Oceanside area over the next 10 years (2017 – 2027).

The Consultant will provide a complete electronic copy of the RSMP, including any appended materials, as well as 12 presentation quality copies. The Recreation Services Master Plan and any supporting reports or materials provided will become the property of, and for the sole use of, the Regional District of Nanaimo.

SCHEDULE

The following is the proposed schedule for the development of the RSMP:

Time Line

2016

May	RSMP Terms of Reference reviewed by District 69 Recreation Commission
June	RSMP Terms of Reference considered by the Regional Board
August	RFP for Project Consultant issued
September	Review and awarding of RFP
October	Consultant's project work underway; Review of resources and inventory work commences.
October – December	Meeting with Recreation Services Master Plan Advisory Committee, stakeholder groups and staff begins.

2017

January-March	Consultant's work continues; Meeting with Recreation Services Master Plan Advisory Committee, partners, stakeholder groups and staff; Development of Draft RSMP.
April	Community engagement and feedback on Oceanside recreation services
May	Completion of Draft RSMP
June	Community dialogue on Draft RSMP
July	Completion of RSMP
September	RSMP presented to D69 Recreation Commission
October	RSMP presented and received by RDN Board

Note: The schedule may be revised based on timelines proposed by selected Project Consultant in consultation with the Recreation Services Master Plan Advisory Committee.

RESOURCES

- I. The Regional District will have available to the Project Consultant the following resource information:
 - Recreation Services Master Plan (2006)
 - Youth Recreation Strategic Plan (2011-2016)

- IPSOS Public Affairs - Citizen Satisfaction Survey (2014)
 - School District 69 Qualicum enrolment and projection figures (most recent)
 - Current Official Community Plans for Electoral Area's E, F, G and H and the municipalities of Parksville and Qualicum Beach
 - Current RDN five year Financial Plan (2016-2021)
 - RDN Operational and Efficiency Review (2015)
 - RDN Strategic Plan (2016 -2020)
 - District 69 Sports Field and Recreation Services Agreement (2011-2025)
 - District 69 Sport Fields/Courts Booking Agency Agreements (2011 - 2020)
 - Regional Parks and Trail Plan (2005-2015)
 - Community Parks and Trails Strategy - Electoral Areas E, F, G and H (2014)
 - Community Contact Information
- II. The Regional District expects comment and reference to the following documents and work done by the following organizations and others relevant to the guidance and provision of recreation services within District 69 and development of the RSMP.
- Pathways to Wellbeing 2015 (Canadian Parks and Recreation Association / Interprovincial Sport and Recreation Council)
 - Social Determinants of Health (World Health Organization)
 - Ottawa Charter for Health Promotion (World Health Organization)
 - Truth and Reconciliation Committee (Commission of Canada)
 - Island Health Healthy Communities Initiative
 - BC Healthy Communities
 - National Recreation Summit 2011
 - Canadian Sport Policy 2012
 - Connecting Canadians with Nature 2014 (Canadian Parks Council)
 - Canada's Public Policy Forum – Report on the National Recreation Roundtable
 - UBCM Healthy Community Committee
 - British Columbia Parks and Recreation Association
 - Canadian Parks and Recreation Association
 - National Recreation and Parks Association (U.S.A.)

ATTACHMENT I

2006 Recreation Services Master Plan - Key Findings and Recommendations

Recreation Facilities

- Defining "centralized" facilities for the Department and the community.
- Continue with plans to develop a wellness centre at Ravensong Aquatic Centre and to future explore expansion opportunities of Ravensong Aquatic Centre including additional pool space.
- Further explore the current demand for facility usage in municipal and school district facilities and consider the need for a multi-purpose centralized facility if the supply cannot meet the demand.
- Provide assistance to Electoral Areas with respect to enhanced resources regarding localized facility maintenance and "decentralized" recreation programming.
- Support the Cultural Coalition in preparing a feasibility study for a centralized arts facility.

Parks and Open Space

- Explore future potential for a major sports complex in the Oceanside area including track and field.
- Continue with trail development throughout Oceanside as a key linkage for recreational pursuits.
- Collaborate with key partners including the municipalities and the school district to consider potential areas of cooperation with respect to Sports field development and maintenance.
- Explore opportunities to enhance parks as youth friendly by providing facilities and amenities that are attractive to youth throughout the Oceanside area.

Recreation Services and Marketing

- Establish formal processes and evaluative criteria for measuring the quality of program services and customer satisfaction.
- Continue to provide the Financial Access Program and enhance the Department's program by implementing the Canadian Parks and Recreation's "Everybody Gets To Play" program and principles.
- Explore opportunities to further enhance accessible and affordable program opportunities within existing community facilities throughout Oceanside, especially in the Electoral Areas.
- Review and enhance the Department's Marketing Plan and find ways to market more affectively to all residents of Oceanside including the ongoing development of the RDN website and on-line registration.
- Focus on health and wellness related programming in terms of the overall benefits to the residents of Oceanside, including the development of programs pertaining to the outdoors and parks, such as gardening and home landscaping.

Administration

- Develop ice and pool allocation policies and processes.
- Develop a partnership strategy for the Department with respect to working with other organizations.
- Explore a partnership agreement with the School District including joint use, potential joint developments, and program partnerships.

- Explore staffing requirements for recreation and parks services, and develop new staffing structures as necessary.
- Develop a formal process for ongoing demographic and trends analysis.
- Develop a community development strategy in relation to community needs and direct programming services.
- Continue to seek Commission and Board support regarding the allocation of operating surpluses to a facility development and repair reserve fund.