

**REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, October 10, 2017

3:00 P.M.

RDN Board Chambers

This meeting will be recorded

	Pages
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
That the following minutes be adopted:	
3.1 Regular Committee of the Whole Meeting - September 12, 2017	4
4. DELEGATIONS	
4.1 Michael Ribicic, Youth Advisory Council, re Youth Involvement with the RDN	9
4.2 Lindy Sisson, The Port Theatre Society, re Annual Update	10
5. CORRESPONDENCE	
5.1 Laura Bonnor, Dave MacVicar, and Lindsey Genoe, Bowser Elementary School, re RDN Support for Tulnuxw Lelum Cultural Learning Space	11
6. UNFINISHED BUSINESS	
7. COMMITTEE MINUTES	
That the following minutes be received for information:	
7.1 Agricultural Advisory Committee - September 22, 2017	23
7.2 District 69 Recreation Commission - September 21, 2017	25

8. COMMITTEE RECOMMENDATIONS

8.1 District 69 Recreation Commission

8.1.1 Parksville Curling Club 28

Please note: Committee recommendation came from Business Arising from Delegations

That the results of the master plan regarding the District 69 Arena and the sport of curling in Oceanside be given priority.

8.1.2 Oceanside Youth Soccer 29

Please note: Committee recommendation came from Business Arising from Delegations

1. That the need for an increase in sport fields, including all weather, for District 69 be considered high priority in the recreation services master plan.

2. That staff work with the City of Parksville, Town of Qualicum Beach, School District 69 and local sport field organizations to determine if there is a need for a sport field allocation policy.

3. That staff explore funding opportunities for the construction of additional fields and an all-weather turf field in District 69.

8.1.3 State of Recreation Research Report for District 69 (Oceanside) 30

That the State of Recreation in District 69 (Oceanside) research report be used as a reference document in the development of the Recreation Services Master Plan for District 69 (Oceanside).

9. CORPORATE SERVICES

9.1 Communications Services Vendor Selection 155

That the RDN enter into a five-year Communications Services Agreement with TELUS Communications Company for a total cost of \$843,271 over five years commencing October 25, 2017.

10. STRATEGIC AND COMMUNITY DEVELOPMENT

10.1 Agricultural Area Plan Implementation – Composting Facility Project 158

1. That the Board receive this report and the results of the composting needs questionnaire.

2. That the Board direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.

3. That the Board deem the Composting Facility Project complete.

- 10.2 Funding for INfilm through a Regional Economic Development Service 175**
1. That the Board direct staff to proceed with the process to establish a new regional economic development service which will provide the funding to INfilm.
 2. That the Board enter into an agreement to provide funding to INfilm for a three year period at a maximum of \$50,000 per year and that the agreement include provisions for reporting and to make annual funding contingent on meeting performance objectives.
 3. That a service review for the new regional economic development service be conducted in 2018.

11. REGIONAL AND COMMUNITY UTILITIES

- 11.1 Biosolids Management Program 189**
1. That the Regional District of Nanaimo (RDN) enters into an agreement (Attachment 1) with SYLVIS Environmental Services (SYLVIS) to continue biosolids forest fertilization activities to May 31, 2021.
 2. That the Board direct staff to enter into negotiations with Nanaimo Forest Products, Harmac Division (Harmac) as a contingency option where RDN biosolids would be used to fabricate soil for cover at the Harmac landfill.

- 11.2 Wheel Loader Tender – July 2017 238**
- That the Board approve the purchase of a John Deere 544KII Wheel Loader from Brandt Tractor Ltd. for an amount of \$231,000.

12. BUSINESS ARISING FROM DELEGATIONS

13. NEW BUSINESS

- 13.1 Directors' Roundtable**

14. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Tuesday, September 12, 2017

3:15 P.M.

RDN Board Chambers

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Alternate	
	Director K. Wilson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director B. McKay	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director B. Colclough	District of Lantzville
Director T. Westbroek	Town of Qualicum Beach	
Regrets:	Director A. McPherson	Electoral Area A
	Director J. Stanhope	Electoral Area G
	Director G. Fuller	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	J. Harrison	Director of Corporate Services
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation and Emergency Services
	J. Hill	Mgr. Administrative Services
	P. Thompson	Mgr. Long Range Planning
C. Golding	Recording Secretary	

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

It was moved and seconded that the following minutes be adopted:

Regular Committee of the Whole Meeting - July 11, 2017

CARRIED UNANIMOUSLY

DELEGATIONS

Gloria Hatfield, Gabriola Chamber of Commerce, re Economic Development Plan Recommendation for Electoral Area 'B'

Gloria Hatfield provided the Board with updates on the status of marketing, strategic planning, interim plan to fiscal year-end and asked the Board to receive the Electoral Area 'B' Economic Development Plan, enter into an agreement to provide economic development services for Electoral Area 'B', and provide \$29,925 for services ending March 31, 2018 and \$65,000 per year thereafter.

Lisa Griffith, Gabriola Historical and Museum Society, re Annual Review of Activities and Financial Records to Fulfill Obligations Associated with \$12,000 Annual Contribution from Regional District of Nanaimo

Lisa Griffith thanked the Board for their ongoing support and presented a slide show highlighting 2017 accomplishments including a new exhibit and museum sponsored contest for a Gabriola Flag, 2016 Financial Statements and upcoming plans for 2017-2018.

Richard Strachan, Gabriola Island Community Hall Association, re Petition to the Regional District of Nanaimo to raise \$40,000 annually for the Gabriola Community Hall General Revenue Fund

Richard Strachan shared a summary of community sponsored events and activities that residents and visitors attend at the Gabriola Community Hall and presented a petition to the Board in support of implementation of a property tax increase to raise \$40,000 annually for the Community Hall general revenue fund.

Deanna Breuker, re Living Moments Dementia Day Program in Qualicum Beach

Deanna Breuker provided a slide show introducing the Purple Angel Ambassadors Living Moments Dementia Day Program, shared her vision for dementia support in the Oceanside area, and asked for the Board's assistance in providing space for the program at 181 Sunningdale Road in Qualicum Beach.

COMMITTEE MINUTES

It is moved and seconded that the following minutes be received for information:

Minutes of the Agricultural Advisory Committee Meeting - July 21, 2017

CARRIED UNANIMOUSLY

FINANCE

Bylaw No. 1764 Alberni-Clayoquot Regional District 2018 Permissive Tax Exemption

It was moved and seconded that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1764, 2017" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1764, 2017" be adopted.

CARRIED UNANIMOUSLY

2018 to 2022 Financial Plan Schedule and Preliminary 2018 Budget Information

It was moved and seconded that the preliminary 2018 budget information provided be received and that the proposed schedule of meetings to review and approve the 2018 to 2022 Financial Plan be approved as presented.

CARRIED UNANIMOUSLY

Quarterly Financial Report - Second Quarter - 2017

It was moved and seconded that the financial report for the period January 1, 2017 to June 30, 2017 be received for information.

CARRIED UNANIMOUSLY

CORPORATE SERVICES

Board Procedure Amendment Bylaw No. 1754.01

It was moved and seconded that "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.01, 2017" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that “Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.01, 2017” be adopted.

CARRIED UNANIMOUSLY

It was moved and seconded that staff be directed to draft a resolution for consideration by the Board and submission to the Association of Vancouver Island and Coastal Communities, recommending legislative changes to notice requirements for Directors.

CARRIED UNANIMOUSLY

It was moved and seconded that the Minister of Municipal Affairs & Housing be requested to review the legislation to modernize the notice requirements for Directors.

CARRIED UNANIMOUSLY

STRATEGIC AND COMMUNITY DEVELOPMENT

Service Agreement with Gabriola Island Chamber of Commerce to Provide Economic Development for Electoral Area ‘B’

It was moved and seconded that the Gabriola Island Economic Development Plan be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo enter into an agreement with the Gabriola Island Chamber of Commerce to provide economic development services for Electoral Area ‘B’ for 2017 to 2020 (three years).

CARRIED UNANIMOUSLY

It was moved and seconded that the agreement include the following requirements:

- a. That the Gabriola Island Chamber of Commerce submit an annual work plan including expenses to the Regional District of Nanaimo in support of their funding request.
- b. That regular reporting on the Key Performance Indicators as outlined in the Gabriola Island Economic Development Plan be a requirement for continued funding.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo provide funding to the Gabriola Island Chamber of Commerce in the amount of \$29,925 for economic development services for the period ending March 31, 2018 and then \$65,000 per year thereafter in accordance with the agreement.

CARRIED UNANIMOUSLY

2017 Operational Plan Update and 2017 – 2021 Operational Report and Forecast

Staff provided an overview of the 2017 Operational Plan Update and 2017 - 2021 Operational Report and Forecast to the Board.

It was moved and seconded that the Board endorse the Regional District of Nanaimo 2017 Operational Plan Update.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board endorse the Regional District of Nanaimo 2017 – 2021 Operational Report and Forecast.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

September 2017 Drinking Water and Watershed Protection Program Update

It was moved and seconded that the Board endorse the September 2017 update on the Drinking Water and Watershed Protection program.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Roundtable

Directors provided updates to the Board.

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:52 PM

CHAIR

CORPORATE OFFICER

Delegation: Michael Ribicic, Youth Advisory Council, re Youth Involvement with the RDN

Summary: The summary is that we are going to ask the RDN to implement a youth council and discuss the importance of youth representation in governance with them.

Action Requested: We will be delivering a speech encouraging the RDN to create a youth council/ implement some sort of youth representation.

Delegation: **Lindy Sisson, The Port Theatre Society, re Annual Update.**

Summary: As per The Port Theatre Society's funding agreement with the Regional District of Nanaimo, the Society shall appear at a regularly scheduled meeting of the Regional District to:

- a) provide a report on the Society's activities over the previous year including identifying to the best of its ability the participation ratios of residents in all areas of the Regional District in activities at the theatre, and
- b) provide a copy of the Society's audited financial statements for revenue and expenditures and financial position for the Society in relation to its operations for the preceding fiscal period (the "Financial Statements").

Action Requested: That the Committee receive the presentation.

Laura Bonnor, Dave MacVicar (teachers) &
Lindsey Genoe, (P.A.C. Chair)
Bowser Elementary
4830 Faye Road
Bowser, B.C.
V0R 2V0

Regional District of Nanaimo Board
Attn: Wendy Idema & Bill Veenhof, Chair

Dear Board Members,

Thank you so much for your support of Tulnuxw Lelum, the Cultural learning Space, at Bowser Elementary. At this time, we are working towards improving inter-cultural relationships with local community members and our local environment. We hope that this structure and the indigenous gardens that surround it will be a step towards addressing the cultural challenges that have plagued the school system for centuries. This project will enhance the growth learning of all of our students as well as community members.

Although weather was a challenge in the spring, we have been making good progress this fall. We have begun on the foundations and are proceeding with the structure. However, construction costs throughout the process have continued to escalate. The original grant of \$30,000 is not sufficient to complete the project and we will not finish by the November deadline. We would respectfully request an increase to the grant of a further \$30,000 to a total of \$60,000 and an extension to November 11, 2018.

I have included a quote from the log building company that is able to complete the task at a reasonable cost. I've also included a more detailed budget. As we have gotten further into the project, unanticipated costs have arisen and they are included. We are continuing to fundraise. We have made contact with the Rotary club and we are continuing discussions with timber companies that may be able to donate logs. Chief Recalma and the Qualicum Band has been supportive in this regard. We have received generous donations from the community and local businesses. We hope that this will reduce costs and contribute to the successful completion of Tulnuxw Lelum.

Thankyou for your time and consideration. If you have any question, please do not hesitate to call. I look forward to hearing from you soon.

Sincerely and with Gratitude,

Laura Bonnor, Dave MacVicar (teachers) &
Lindsey Genoe, (P.A.C. Chair)

Tulnuxw Lelum - Bowser Cultural Learning Space

> Expenses

			Estimated	Actual	
Total Expenses			\$86,250.00	\$13,559.85	
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Fire Area	Estimated	Actual	Learning Structure	Estimated	Actual
ground prep.	\$500.00	\$493.50	designer	\$2,000.00	\$2,000.00
ground cover (oyster shells)	\$1,000.00	\$178.50	surveyor		\$566.20
Equipment	\$500.00	\$400.00	engineer	\$2,000.00	\$2,000.00
log bench seating	\$2,000.00	\$300.00	site prep	\$2,000.00	\$4,421.65
fire ring (stones & concrete)	\$500.00		concrete pad with foundations	\$10,000.00	
Total	\$4,500.00	\$1,372.00	metal plates for log support	\$1,000.00	
<hr/>					
Indigenous Garden	Estimated	Actual	log poles for walls and support	\$40,000.00	
plants	\$2,000.00	\$400.00	wall siding for back wall and pony walls	\$2,000.00	
soil prep	\$500.00		perimeter drain	\$1,000.00	
soil/compost/bark mulch	\$1,000.00	\$400.00	miscellaneous	\$1,000.00	
Tools, shovels rakes, trowels, hoses, whee	\$1,000.00	\$300.00	roofing	\$5,000.00	
landscape fabric	\$300.00		seating within structure - cedar	\$2,000.00	
edging	\$750.00		Total	\$68,000.00	\$8,987.85
gardening gloves for students, safety gogg	\$400.00	\$200.00	<hr/>		
pathways, accessible and universal design	\$1,000.00	\$500.00	Column1	Estimated	Actual
signage (created by students)	\$500.00				
Total	\$7,450.00	\$1,800.00			
<hr/>					
Education	Estimated	Actual			
Landscape Designer (teach and consulting	\$500.00		Other		
First Nations Cultural Teachers (200.00)	\$800.00	\$200.00	Total	\$0.00	\$0.00
Environment Impact Scientist	\$200.00		<hr/>		
First Nations Artist	\$400.00		Community Celebration/ Media	Estimated	Actual
Ethnobotanist (teach and advise)	\$400.00		Acknowledgements	\$1,000.00	
Microscopes, measuring tapes, binoculars,	\$1,000.00		Celebration in May 2016	\$500.00	\$200.00
tech devices for student use	\$1,000.00	\$500.00	Celebration in May 2017	\$500.00	\$500.00
Total	\$4,300.00	\$700.00	Total	\$2,000.00	\$700.00
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Column1	Estimated	Actual	<hr/>		
Telephone			<hr/>		
Transportation			<hr/>		
Stationery supplies			<hr/>		
Fax services			<hr/>		
Total	\$0.00	\$0.00	<hr/>		



Log Material Purchase Agreement

<<Tulnuxw Lelum>> Contract - <<Sept 13, 2017>>

Contract Price

- Western Red Cedar Log Materials...\$35,753.00 with Latewood Finish.
- GST=\$1'787.65 if applicable
- PST=\$2'502.71 if applicable
- Grand Total-- \$40'043.36

Log Package Includes:

- House logs, 14-inch mean diameter stacked to wall heights per plans with Post and Beam construction.
- All scarves and knots sanded.
- Log ridge poles, purlins, as per plans.
- All roof log members left to be slotted on top to receive Rafters by purchaser.
- Decorative log elements for the gables as per drawing.
- All log work to meet or exceed the Standards set forth by the International Log Building Association.
- Ongoing construction consultation.
- GST/PST Tax only.
- Assy Screws as per Engineered plans to be supplied by purchaser
- 3"x8" Exposed Rafters spaced according to Engineers Specs. (Material only)

Not Included in the Contract Pricing:

- Crane arrangements and charges are not included. (FOB Parksville)
- Other taxes are not included.
- Steel fasteners or connectors for exposed rafters
- Professional structural engineering review and stamped plans if applicable.
- Sill sealer or metal drip flashing. **N/A**
- Anything not specifically listed within this Agreement.
- Assembly of Exposed Rafters.

Payment

A payment of fifty-percent (50%) of the purchase price is required before a project can be submitted for production. The final fifty-percent (50%) of said purchase price shall be paid in one (1) payment due when the log work is completed as follows:

1. Completion of log shell. Final payment is due no later than two weeks after completion of the log shell at our site, and before shipment—whichever occurs first. Client must take delivery of the log work no later than two (2) months after the log work has been completed.

Progress photos will be provided to you via email every week.

See **Addendum #1** for 'Raw Log Reimbursement'

Shipment

As a courtesy, Summit Log & Timber Homes, Inc. (Company) will make arrangements for shipping the log materials. Summit Log & Timber Homes, Inc. is not responsible for transporting the log shell structure from the log yard to customer's site. Timeliness of the delivery, the condition of the load or any other facet of the log package's transportation, is the sole responsibility of the trucking company and not the responsibility of Summit Log & Timber Homes, Inc. In the event of any disputes concerning transportation, you agree to pursue the matter solely with the trucking company and not to hold responsible Summit Log & Timber Homes, Inc. in any way.

Building Site Access

Your building site must be accessible to, and have turn around space for, a tractor with a 26 foot long trailer. The driver will be the final authority as to the suitability of the road conditions and the final delivery site. At the driver's discretion, the load may need to be offloaded at a location other than the building site. Any additional costs involved for transporting the load to the building site shall be the Homeowner's sole responsibility.

N/A

Offloading

It is the Homeowner's sole responsibility to provide a crane, crane operator and crew of at least three (3) men to unload the log materials. The shipper will typically allow eight (8) hours to offload the log materials. There will be additional charges to the Homeowner if the offloading requires more than eight (8) hours per truck.

The typical setup requires a 2- to 10-ton crane with a 20-foot reach. The heaviest lift will usually be 1,200 to 6000 pounds. If the plan calls for oversized timbers, a larger crane may be needed.

If you have a difficult site, e.g., a steep lot, you should have the crane company inspect the site to preview the lot, and match the crane with the positioning and load. The crane needs to be able to reach all corners of the building, and the trailer for offloading—without having to move.

Latewood Staining

The Client understands that Latewood is a very special wood surface that requires proper preparation before staining to achieve the smooth, satiny finish that is desirable. The cleaning and staining of the wood should only be done by an experienced painter. Summit recommends Timber Pro Coatings stains which have been extensively tested for use with the Latewood finish. We cannot speak to the effectiveness on any other stain product. Latewood is not a surface finish that can be sanded or bleached.

Warranty

The Summit Log & Timber Homes Limited Lifetime Warranty is part of this contract. See Page 7 for details.

General Terms and Conditions of the Contract

1. The Company shall, at its own expense (except as herein otherwise indicated), supply a pre-built Log Shell—all in accordance with the concept drawings (blueprints) provided by the Homeowner.
2. The materials used by the Company shall be of good quality and the Contract shall be completed in a workmanlike manner.
3. After the date of execution of the Contract, any request(s) by the Homeowner for changes, variations or additions to the design, work and materials required under this Contract shall be made in writing and be accompanied by a photocopy of the section of the final blueprint that is to be altered—clearly marked with the requested modification(s) and the Homeowner’s signature(s). The Homeowner is to submit the change(s), with a request for confirmation of receipt and acceptance of the modification(s), to the Company. Unless otherwise expressly provided herein, the cost thereof shall be determined by the Company as an amount payable in addition to the Contract Price. Additional costs required for extra materials or additional services shall be paid by the Homeowner.
4. At least ten (10) days prior to the scheduled delivery date, the Homeowner shall provide to the Company the correct: (a) Civic Address and (b) Legal Description of the Homeowner’s selected building site and the Homeowner shall also

inform the Company, in writing, of the name and address of the local office or offices responsible for enforcing all pertinent Building Code Requirements.

(a) Street Address

(b) Legal Description

_____	_____
_____	_____
_____	_____

5. The Homeowner shall, at its sole cost and expense, timely apply for and purchase all necessary permits, shall be responsible for complying with all local by-laws, regulations, and Building Code Requirements, and shall furthermore request and timely obtain all inspections necessary to ensure that the construction is completed in full compliance with all local requirements.
6. Upon written notice by the Homeowner of the requirement for an amendment to the Construction Drawings, the Company shall modify said drawings to adopt National Building Code Standards used to comply with any and all local by-laws, regulations, and Building Codes. The Homeowner shall timely provide such requirements to the Company prior to the commencement of construction.
7. The Homeowner shall be solely responsible for designating the building site, constructing the foundation, providing required drainage, utility access and all other matters necessary to fully prepare the building site in compliance with all local Building Codes, bylaws and regulations, and in all respects necessary to adequately prepare the building site for the erection of the Log Shell.
8. The Homeowner shall provide the Company, its agents and employees with adequate and reasonable access to the building site—including an all-weather access road for delivery of the building materials. Damage or delays which have been caused due to inadequate preparation and/or inadequate reasonable access to the building site shall be the sole responsibility of the Homeowner, and all costs occurring as a result will be the sole responsibility of the Homeowner.

If the area immediately surrounding the delivery access route on the Homeowner's building site has any potential for being damaged during delivery, the Homeowner assumes full responsibility to inform the driver of such, as well as to guide and/or direct the delivery truck so as to avoid any

damage—both on the way into and out of the building site.

9. The Homeowner shall, at its sole cost and expense, provide adequate light, power and other services as may be required for the erection of the Log Shell on the Homeowner's fully prepared and duly inspected building site.
10. The Contract completion date shall be extended without penalty to the Company if the Company is delayed in performance or the pre-building of the Log Shell, delivery or erection of the Log Shell by: any act of the Homeowner or its agents, labor disputes, fire, weather, unusual delay by common carriers, unavoidable casualties or by causes otherwise beyond the Company's control.
11. If the Homeowner fails to perform any of the terms or conditions herein agreed to, or fails to make any payment as required under this Contract, the Company may terminate the Contract upon written notice to the Homeowner. Monies received by the Company from the Homeowner may be refundable less any expenses incurred by the Company.
12. In the event of a conflict between the Construction Plans and the Contract, the Contract shall prevail.
13. In the event of discovery of errors or omissions in the Construction Plans during the assembly of the Log Shell at the Company's site, re-pricing of the log package may be necessary, in the company's sole discretion.
14. Any dispute to this Contract or related work that may arise between the Company and the Homeowner—that cannot be settled in a mutually acceptable manner between the parties—shall be resolved by binding arbitration at a location selected by the Company.

Summit Log & Timber Homes, Inc.

Signature Page for Log Material Purchase Agreement

by David Jardine, Canadian Sales Manager,
Summit Log and Timber Homes, Inc.

Date

Homeowner(s):

Name

Signature

Date



SUMMIT LOG & TIMBER HOMES
Limited Lifetime Warranty

Summit Log & Timber Homes, Inc. warrants its log products to be free from defects in manufacturing or workmanship for as long as they are owned by the original purchaser, subject to the limitations set forth herein. This warranty does not extend to the inherent characteristics of wood. The owner acknowledges that it has been made fully aware that wood naturally can warp, twist, check, crack, and discolor. Owner also acknowledges

that it has been made fully aware that shrinkage and settling in log building is natural and normal.

If screw jacks are used in the log shell structure, Owner acknowledges that it is common to perform periodic screw jack adjustments as required. Summit Log & Timber Homes, Inc. will not be responsible for any damage to the home occasioned by the failure of others to adjust the screw jacks properly.

If Summit Log & Timber Homes, Inc. after inspection and verification, determines that a log component(s) were improperly manufactured, during the term of the warranty, we will repair or replace the defective log component(s). It is the sole discretion of Summit Log & Timber Homes, Inc. as to whether the defective log component is repaired or replaced. Handling and/or shipping charges in order to replace defective component(s) are covered by this warranty.

Damage to log component(s) due to improper installation and maintenance is not covered under this warranty and shall be the sole responsibility of the home owner. Owner acknowledges that through bolts must be periodically tightened until all settling has ceased and exterior wood products must be finished and maintained with a quality penetrating wood preservative that repels water, inhibits growth of mold, mildew and fungus, deters insects, and includes a UV inhibitor. Summit Log & Timber Homes, Inc. does not warrant any log products damaged by weather exposure.

This warranty is limited to the original purchaser of Summit Log & Timber Homes, Inc. only and may not be assigned or transferred by the original homeowner. Summit Log & Timber Homes, Inc. warranty does not cover any other products sold by Summit Log & Timber Homes, Inc. other than log components. The liability of Summit Log & Timber Homes, Inc. is limited to repair or replacement of any defective log component(s) supplied by Summit Log & Timber Homes, Inc. Summit Log & Timber Homes, Inc. is not liable for any other associated costs relating to a defect in manufacturing or workmanship other than the repair or replacement of the defective log component(s) and related transportation costs.

Any warranties implied by law are hereby limited to the duration and terms of this express limited warranty. To the extent permitted by law, Summit Log & Timber Homes, Inc. disclaims any and all implied warranties, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. This warranty gives you specific rights, and you may have other rights which may vary from state to state. Jurisdiction, Venue and choice of laws for any action relating to this Limited Warranty shall be Ada County, Idaho.

Handcrafted Log Shell Re-Assembly Manual

The following information is to assist you and your builder in getting prepared and organized for the re-assembly of your home. Please read this document thoroughly. **Please provide your building contractor a copy of this Log Shell Re-Assembly Manual so he will be prepared for the log delivery.** It is a standard document and some parts of it may not apply to your particular situation. If there are any questions, do not hesitate to call. All of the items covered below are at the expense of the home owner, so it is to your benefit to be completely ready for the log shell when it arrives.

Site Prep: The site needs to be accessible for a semi-truck and 45-foot trailer. The truck(s) need to be able to drive in and turn around without having to back up. The site should have a flat clean area where logs can be off loaded if necessary. Use plastic or straw in order to keep the logs clean. Avoid placing the logs directly on loose soil. The site also should be completely backfilled and have an adequate flat area for a crane. The crane from that location needs to be able to reach all the corners of the building, and the log trailer being unloaded. In tight areas, it may be necessary to off load the trailers on to small flatbed trucks and shuttle them to the site. This will take more time and increase your cost for labor, trucking, and crane rental.

Trucking: All trucking is either pre-paid or C.O.D. It generally takes one day per load of logs for re-assembly, so trucks will usually be scheduled one a day. The trucking companies typically allow eight hours of offloading time per truck. If off-loading takes longer, additional charges may apply. Make sure you discuss your offloading time allowance with the truck driver.

Crane: The crane arrangements and rental are the sole responsibility of the homeowner and/or the contractor. It should be in place from the time the first truck arrives until the log shell is completely re-assembled. For an estimated timeframe, please give us a call. The crane needs to have a boom long enough to reach all walls and corners of the building as well as the area where trailers will be parked and any other areas where logs may be staged. The crane also needs to be cable of lifting the appropriate weight. The typical setup requires a 4 to 10 ton crane with a 20-foot reach. Generally the heaviest lift will be 1,200 to 1,500 pounds. If the plan calls for oversized timbers, a larger crane may be needed.

Receiving the logs: Every reasonable effort has been made to load the logs on to the trailer in the order you will need them. However, due to log diameters, lengths and maximizing the trailer to the fullest extent, some logs will be out of order. These logs should be set off to the side for later use.

If you have a difficult site, e.g. a steep lot, you should have the crane company inspect the site to preview the lot and match the crane with the positioning and load. The crane needs to be able to reach all corners of the building and the trailer to be off loaded without having to move.

Re-Assembly: We will provide two/three persons to carry out re-assembly of the log package.

Cleaning and Staining: As the house is being built, the logs should be kept clean to prevent discoloration. Pay special attention to roof members like ridge poles and purlins because they are difficult to clean once in place. Have your crew wear something other than black-soled shoes or boots because they can mark the logs. Your crew should be instructed not to step on the logs at all. Treat the logs as you would any other finishing material. This is especially true for our Latewood finish. When nailing into the logs use galvanized nails to prevent iron stains, and after cutting through-bolts thoroughly clean up the metal shavings and paint the freshly cut ends of the through-bolts with a metal primer. You can use plastic around the bottom of the through-bolts on top of the cap log to catch the shavings which will make clean up much easier.

You should only use a stain product that is specifically designed for log and timber homes. Do **not** use a fence and deck stain. Please call us for recommendations. The stain you use is critical for the appearance and preservation of the log work. If you purchased our Latewood finish for the log work it is very important that you use TimberPro stain. It is the only product on the market that has been extensively tested on Latewood. We cannot recommend any other stain. Latewood cannot be sanded or bleached. Both will ruin the Latewood finish. Staining the log work should occur right after the log shell has been reassembled to protect it from the elements.

Materials: Here is a list of materials you should have on site.

- Sill sealer; to be applied to the sub floor before the log wall are to be stacked.
- Galvanized nails minimum 10dd.
- 2X4's for bracing log posts. Approximately 2-3 per post.

Summit Log & Timber Homes, Inc.

6531 W. Fairfield Ave, Boise, Idaho 83709 | 208-893-6079
sales@summithandcrafted.com | summithandcrafted.com

Addendum #1

Raw Log Reimbursement:

In addition to providing the log package, Both parties agree;

Summit wood Products ULC will supply the “Raw Logs” needed for the project until such date, Bowser Elementary is able to reimburse through donation.

-The value totaling \$11'724.00 This based on the purchase of “J” Grade logs, Handfelled and delivered to Summits building site with minimal amount of damage as per typical to Summit’s requirements.

-If precuring material proves daunting, an equivalent of “Fair Market Value” provided by BC ministry of Forests website

http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/timber-pricing/coast-timber-pricing/coast-log-reports/3mc_may_17.pdf

will be applied. (Note. “J” Grade remains in effect)

-If only a few logs can be found, Summit will accept those and reimburse their value while holding back the remaining owed for the remainder of the \$11'724.00

The above agreement will be considered void after Six Months from the time of signing.

If logs are not precured at all, Summit will retain the original \$11'724.00

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE MEETING

Friday, September 22, 2017

2:00 P.M.

RDN Board Chambers

In Attendance:	Director H. Houle Alternate	Electoral Area B
	Director J. McLean	Electoral Area F
	Director T. Westbroek	Town of Qualicum Beach
	J. Thony	Regional Agricultural Organization
	M. Ryn	Regional Agricultural Organization
	K. Reid	Shellfish Aquaculture Organizations
	K. Wilson	Representative District 68
	G. Laird	Representative District 68
	R. Thompson	Representative District 69
	C. Watson	Representative District 69
Regrets:	Director J. Fell	Electoral Area F
Also in Attendance:	M. Young	Director, Electoral Area C
	J. Holm	Manager, Current Planning
	P. Sherman	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Agricultural Advisory Committee Meeting - July 21, 2017

It was moved and seconded that the minutes of the Agricultural Advisory Committee meeting held July 21, 2017, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

It was moved and seconded that the following correspondence be received for information:

Agricultural Land Commission Decision (August 23, 2017) on PL2017-048 ALR Non-Farm Use - 1430 Tyler Road - Electoral Area 'F'

Agricultural Land Commission Decision (June 26, 2017) on PL2017-013 ALR Non-Farm Use - 3452 Jingle Pot Road - Electoral Area 'C'

CARRIED UNANIMOUSLY

REPORTS

Request for Comment on Release of Covenant in the Agricultural Land Reserve Application No. PL2017-064 - Electoral Area 'A'

The applicant spoke to the committee about their application request for release of a covenant in the Agricultural Land Reserve.

It was moved and seconded that the Agricultural Land Reserve Release of Covenant in the Agricultural Land Reserve Application No. PL2017-064 - Electoral Area 'A' be forwarded to the Agricultural Land Commission with no recommendation from the Agricultural Advisory Committee.

Opposed (2): Director J. McLean and R. Thompson

CARRIED

Agricultural Land Commission Final Decisions

J. Holm summarized the Agricultural Advisory Committee recommendations in relation to the Agricultural Land Commission decisions since February 2014 when the Agricultural Advisory Committee was able to provide comments to the Agricultural Land Commission.

NEW BUSINESS

Discussions occurred relating to agricultural matters.

The Committee was advised of the Agricultural Water Licensing in BC workshop being held on November 9, 2017.

J. Holm advised the Committee that the next Agricultural Advisory Committee meeting is scheduled to be held on November 17, 2017.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:53

CHAIR

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE DISTRICT 69 RECREATION COMMISSION MEETING**

**Thursday, September 21, 2017
2:00 P.M.
Oceanside Place**

In Attendance:	Commissioner Veenhof Commissioner Wiebe Commissioner Nosworthy Commissioner Malyk Commissioner Patterson Commissioner Stanhope Commissioner Young	Electoral Area 'H' Electoral Area 'E' Electoral Area 'F' Electoral Area 'G' City of Parksville Alternate - RDN Board Alternate- School District 69
Regrets:	Commissioner Fell Commissioner Horner Commissioner Austin	RDN Board Town of Qualicum Beach School District 69
Also in Attendance:	D. Banman H. King A. Harvey	Manager of Recreation Services Superintendent of Recreation Program Services Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that agenda be approved with the following amendment:

Business Arising from Delegations/Correspondence be moved to after the Delegations presentations.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

District 69 Recreation Commission Meeting - May 18, 2017

That the minutes of the District 69 Recreation Commission meeting held May 18, 2017, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

R. Boag - Parksville Curling Club re: Renewal of Lease Agreements covering the District 69 Arena

Mr. Boag told the Commission that the lease term of 5 years is insufficient for granting agencies or potential sponsor entities to approve the allocation of fund to capital(as opposed to operating) expenditures.

They presented several lease options to help rectify this situation prior to the expiration of the lease for District 69 Arena.

J. Cooper & S. Beauchesne - Oceanside Youth Soccer re: Sport fields in Oceanside: Availability and Allocation

Ms. Beauchesne told the Commission the struggles the organization has had with field allocations and the need for additional, safe fields and an all-weather turf field.

They would like the Recreation Commission to push for new sports fields, an artificial sport field complex, and to consult with the RON field scheduler for equitable treatment for sport field user groups. The delegation noted OYSS has a \$200,000 segregated fund set aside for the development of an all-weather field complex in Oceanside if partners are available.

BUSINESS ARISING FROM DELEGATIONS

Parkville Curling Club

The Commission discussed the options provided by curling club.

It was moved and seconded that the information from the Parkville Curling Club delegation be received and the results of the master plan regarding the District 69 Arena and the sport of curling in Oceanside be given priority.

CARRIED UNANIMOUSLY

Oceanside Youth Soccer

The Commission discussed the issues identified by Oceanside Youth Soccer.

It was moved and seconded that the information from the Oceanside Youth Soccer delegation be received and the need for an increase in sport fields, including all weather, for District 69 be considered high priority in the recreation services master plan.

CARRIED UNANIMOUSLY

It was moved and seconded that staff work with the City of Parkville, Town of Qualicum Beach, School District 69 and local sport field organizations to determine if there is a need for a sport field allocation policy.

CARRIED UNANIMOUSLY

It was moved and seconded that staff explore funding opportunities for the construction of additional fields and an all-weather turf field in District 69.

CARRIED UNANIMOUSLY

COMMITTEE MINUTES AND RECOMMENDATIONS

District 69 Recreation Master Plan Sub-Committee Meeting - August 16, 2017

It was moved and seconded the minutes of the D69 Recreation Master Plan Sub-Committee Commission meeting held August 16, 2017, be adopted.

CARRIED UNANIMOUSLY

REPORTS

State of Recreation Research Report for District 69 (Oceanside)

D. Banman presented a summary of the State of Recreation report results and answered questions from the Commission.

It was moved and seconded that the State of Recreation in District 69 (Oceanside) research report be used as a reference document in the development of the Recreation Services Master Plan for District 69 (Oceanside).

CARRIED UNANIMOUSLY

NEW BUSINESS

Active Aging Week

D. Banman gave a summary of the Active Aging Week activities happening in the community.

ROUND TABLE

Commissioner Veenhof noted that the staff update reports that are usually in the agenda are being reformatted and will be on the next agenda.

Commissioner Wiebe told the Commission that they had a delegation at the last EA 'E' Parks and Open Space Advisory Committee meeting who had a petition from the community for an outdoor racquet court facility. He noted the Es-hw Sme~nts Community Park Dedication and Open House on Oct 4th on Oakleaf Dr.

Commissioner Young inquired about the RDN Board meeting times and the next School District Board meeting is September 26th.

Commissioner Patterson told the Commission about the recently acquired Erminskin lands. She also noted that the City of Parksville also had a delegation requesting 7 pickle ball courts. She told the Commissioner that Oct 2 is when the city's Community Park Master Plan will be presented.

Commissioner Nosworthy noted Arrowsmith Community Recreation Associations' Quarterly update is in the Commission Blue pages.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:35PM

CHAIR

Delegation: Ron Boag, Parksville Curling Club

Summary: Discussion Document – Renewal of Lease Agreements covering the District 69 Arena (to be submitted)

Action Requested: The current lease for the District 69 Arena, between the RDN and the Parksville Curling Club, is due to expire on March 31, 2018. On November 17, 2016, a delegation from the Parksville Curling Club presented to the RDN Recreation Commission, the Current Status and Future Plans of the club, which included a list of future capital expenditures required to maintain the District 69 Arena. Preliminary investigations into securing grant funds from federal and provincial governments, non-profit granting agencies, and potential facility sponsors, for the capital projects, have identified the current lease arrangements as a barrier to financing.

Specifically, the lease term of 5 years is insufficient for granting agencies or potential sponsor entities to approve the allocation of fund to capital(as opposed to operating) expenditures.

Our current delegation will be presenting several lease options to help rectify this situation, for your consideration and decision, prior to the expiration of the lease for District 69 Arena.

Delegation: John Cooper, Registrar and Director, Oceanside Youth Soccer Society and Suzanne Beauchesne, President, Oceanside Youth Soccer Society

Summary: Sport fields in Oceanside: Availability and Allocation

There are currently too few maintained sport fields available in Oceanside to accommodate all the users. No new fields have been added for about 25 years. School District 69 fields are not sufficiently maintained and are consistently unsafe and are not at all playable for soccer during wet seasons October to April. The only fields that may be playable during the wet seasons are Parksville Community Park, Springwood and Qualicum Rec. Oceanside is the only major community on eastern Vancouver Island south of Port McNeill without an all weather "turf" field. Lack of an all weather field eliminates tournament options.

OYSS is the largest user group of sports fields in Oceanside in spring, fall and winter and yet was excluded from use of PCP in spring 2017 by the RON field scheduler, even though we had used that field for three hours on Saturday mornings for over ten years for spring soccer. The scheduler gave exclusive use of the fields in prime time (weekday evenings and all day on weekends) to a single user group (softball).

In the spring of 2017, 219 children age 5 to 9 were without a field to play on until they were moved to Springwood temporarily where a double booking became apparent at which point the group was moved to Qualicum Rec. The unexpected cost of laying out new fields and moving nets was born by OYSS. Seventy children age 10 to 12 played at Arrowview Elementary School with coaches having safety concerns for players. Sixty three youth aged 13 to 17 played at Qualicum Elementary School, many of whom quit due to field condition issues. It is extremely difficult to offer programs for soccer players without some assurance of access to playable fields.

OYSS would like the Rec Commission to push for new sports fields, an artificial sport field complex, and to consult with the RON field scheduler for equitable treatment for sport field user groups. OYSS has a \$200,000 segregated fund set aside for the development of an all-weather field complex in Oceanside if partners are available.

- Action Requested:**
1. Pursue construction if new sports fields in Oceanside
 2. Pursue construction of an all-weather sport field complex in Oceanside
 3. Create a booking policy that allocates field time equitably between user groups without allowing blanket booking of all prime time by a single user group.

Findings from the Research Report indicate that 98% of residents across all the communities of District 69 view recreation opportunities as important. Residents view recreational opportunities important at an individual level but they also the value and attractiveness these opportunities bring to the region overall.

Overall satisfaction with recreation services and facilities in District 69 is 80%. This has increased from 67% in 2006 when the last master plan was developed.

Reasons for participating in recreation activities vary but predominantly are for: health and exercise, entertainment, relaxation and time with family and friends. Barriers that limit participation of District 69 residents have also been identified. The top six barriers to participation in descending order are: lack of facilities, age/health issues, inconvenient times, location of facilities, cost and lack of time.

BACKGROUND

The Draft State of Recreation in District 69 (Oceanside) Research Report provides the research findings in the areas of: facility inventory, recreation programming, operation and utilization of key RDN facilities and programs, financial plan summaries, usage and participation by geographic area, accomplishments, trends and finally a summary with key findings.

In June 2016 the RDN Board approved the Terms of Reference for the District 69 (Oceanside) Recreation Services Master Plan. Deliverables within these terms included four areas that require particular attention (Ravensong Aquatic Centre expansion feasibility and demand, possible alternative uses for the District 69 Community Arena, demand and feasibility for an outdoor multi-sport complex, current and future demand for the District 69 Community Arena to operate as a curling club). These four items will be addressed in more detail in the draft of the Master Plan.

The key findings presented and summarized in the Executive Summary of Attachment 1 are based on information collected from: residents via a community survey, interview and discussion sessions with participants representing a variety of community organizations and a community group questionnaire. These findings as well as other information presented in the attachment will be further explored as recommendations and strategic directions are presented to the Board for approval.

RC Strategies + PERC (Consultant) Summary and Key Findings – Draft State of Recreation in District 69 (Oceanside) Research Report

Areas of Strength

Residents place a high value on recreational opportunities. Ninety-eight percent of respondents view recreation opportunities as important to their household's quality of life, community and attractiveness/appeal to the region.

An extensive number and variety of community organizations exist in the Oceanside area. Consultation findings suggest that most current organizations are successfully achieving their mandates and expect to remain viable into the future.

Overall satisfaction levels are high at 80%. Most notably pertaining to programming and customer service related functions.

While a "hub" facility (see *Specific Infrastructure Considerations and Issues* of the report for example) for recreation programming in District 69 does not exist, this circumstance has resulted in a number of successful partnerships, collaborations and a strong community level presence.

Strong maintenance and management practices are in place for RDN operated facilities and programming.

Operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood and seamless.

The RDN has invested resources into the promotions and marketing of programs and opportunities.

Service Delivery Challenges

There is a level of demand among residents and community organizations for new and/or enhanced facility development. Fifty one percent of respondents believe there is a need for new or enhanced indoor space while 49% believe there is a need for new or enhanced outdoor space. It is unlikely that resources will exist to meet all (or most) demands.

The service area is diverse; the RDN will be required to determine appropriate levels of service provision within available resources.

A lack of youth “critical mass” was identified as a barrier to program provision and may impact the viability of executing new opportunities.

Some residents continue to face a variety of challenges that impact their ability to access recreation opportunities. A number of these challenges, in no particular priority or order, are complex and may be difficult to fully address (e.g. transportation, cost, and physical limitations).

Specific Infrastructure Considerations and Issues

Demand may exist for an indoor multi-purpose “hub” facility. Typically such a facility provides community space for a number of services ranging from recreational opportunities (pool, arena, community centre) to other community services such as library, community policing and local social services. The development of a facility of this nature would also align with observed trends in recreation provision and create efficiencies for the RDN and partner organizations. However, the benefits of developing this type of facility will need to be carefully weighed with the impacts on existing community infrastructure and resident accessibility.

The Ravensong Aquatic Centre remains a highly utilized and in demand recreation amenity. Resident survey findings reveal that Ravensong was the most utilized indoor recreation facility by District 69 residents. Utilization of the Aquatic Centre by survey respondents indicates that 64% of them used the facility at least once in the last 12 months with 37% of them making between 10 and 21+ visits in the last year. Consultation findings reflect that improvements to indoor aquatics are among the highest infrastructure priorities for residents and user groups. Sixty-five percent of those surveyed who feel new or enhanced indoor space is needed indicate it should be for indoor aquatics. However varying viewpoints exist on the best move forward approach to improve indoor aquatic provision in District 69 (e.g. enhancements to the existing facility vs. new development). The option(s) recommended by the Master Plan will need to take into account a variety of factors which include capital and operating costs, benefits, impacts on existing facilities and opportunities to address other identified recreational needs.

Although overall resident demand for an outdoor multipurpose or “multi-plex” type of sport facility (e.g. rubberized track, artificial turf field) is lower than some other facility types at 13%, demand for this type of facility among potential primary user groups is high. Thirty-six of the 60 community groups surveyed indicated a need for new or enhanced sport field and/or track and field facility. While it is likely that a facility of some type will be required at a point in the future, the Master Plan will need to further clarify

potential timing, site and amenity requirements and the overall financial impacts of developing such a facility in District 69.

In contrast to broader national trends, curling participation in the area is high at 10% and is experiencing continued growth. It is possible that there will be a community desire to sustain the current level of curling facility capacity (e.g. total number of curling sheets in the area).

Current indoor ice arena provision in District 69 appears to be sufficient as only 19% of those indicating a need for new or enhanced ice arena facilities.

While department operational and day to day roles and responsibilities of recreation services are well understood, less clarity exists around roles and responsibilities related to future facility planning and potential new development. Specifically, the role, partnerships and responsibilities of other local governments and the RDN within District 69 and local school district in the planning and provision of recreation infrastructure.

Trails and pathways are a significant leisure amenity for District 69 residents. While the provision of this amenity is not the responsibility of RDN Recreation Services, opportunities to provide input and add a recreational “lens” to planning and usage discussions led by RDN Parks Services should continue and be further enhanced.

As the Recreation Master Plan project moves through its fourth and final phase (draft and completion of final Plan), comment and input from both the District 69 Recreation Commission and Recreation Services Master Plan Advisory Committee on the attached report is sought.

Upon approval from the Board, both the Advisory Committee and Commission members would be provided a copy of the report on July 12, 2017 and it will be included as an item on the agendas of both groups’ future meetings. Discussion, comment and possible recommendation(s) for Board consideration would then occur and be considered in the draft of the District 69 Recreation Services Master Plan. Feedback on a draft of the Master Plan will include public open houses, web based community engagement and comment from the Recreation Services Master Plan Advisory Committee, District 69 Recreation Commission and stakeholders. All these feedback sessions will be occurring in October and November 2017.

ALTERNATIVES

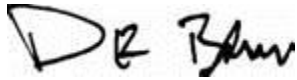
1. That the Draft State of Recreation in District 69 (Oceanside) Research Report be presented to the District 69 Recreation Commission and Recreation Services Master Plan Advisory Committee for information and comment prior to inclusion in the Master Plan as a reference document.
2. That the Draft State of Recreation in District 69 (Oceanside) Research Report be received and alternative direction be provided to staff on obtaining feedback from the District 69 Recreation Commission on the document.

FINANCIAL IMPLICATIONS

There are no financial implications. The State of Recreation in District 69 (Oceanside) Research Report is part of the development of the Recreation Services Master Plan for District 69 (Oceanside). This project was budgeted for in 2017 and approved through the current Five Year Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Providing the Draft State of Recreation in District 69 (Oceanside) Research Report to both the District 69 Recreation Commission and Recreation Services Master Plan Advisory Committee is consistent with the Board's strategic priorities. Specifically in the areas of two way communication, partnership opportunities and recreational amenities as core services. Strategic plan implications are relevant both in the methods of how information such as community feedback should be collected as well as guiding the process to be followed when considering the report's findings.



Dean Banman
dbanman@rdn.bc.ca
June 26, 2017

Reviewed by:

- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Draft State of Recreation in District 69 (Oceanside) Research Report

DISTRICT 69 (OCEANSIDE) RECREATION SERVICES MASTER PLAN

THE STATE OF RECREATION IN DISTRICT 69 (OCEANSIDE) RESEARCH REPORT

JULY 2017 (DRAFT)

DOCUMENT # 1 OF 2 (RECREATION SERVICES MASTER PLAN TO BE PRODUCED AS A SEPARATE DOCUMENT.)





EXECUTIVE SUMMARY

The State of Recreation in District 69 Research Report (contained herein) encompasses the research and engagement findings that will inform the new District 69 Recreation Services Master Plan. The findings provided in this report document are the product of numerous forms of research and engagement as outlined below.

While all of the research and engagement is important and will be considered in the development of the Master Plan, a number of key findings emerged and are summarized below.

SATE OF RECREATION REPORT: ENGAGEMENT INPUTS

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/ Discussions	29 <i>(interviews/discussion sessions)</i>

SATE OF RECREATION REPORT: OTHER RESEARCH INPUTS

- Trends and leading practices
- Strategic planning and policy documents (e.g. 2016 – 2020 RDN Board Strategic Plan).
- Data analysis (utilization, financial)
- Population and demographics
- Programming analysis
- Facility inventory

- Residents value recreation and understand the benefits that recreation services provide to both their household and the community in which they live. Sixty-nine percent (69%) of households indicated that recreation is “very important” to their household’s quality of life and 82% indicated that recreation is “very important” to the community in which they live.
- The majority (80%) of District 69 households expressed satisfaction with recreation services. This figure represents a 13% improvement from 2006.
- Operational and day-to-day roles and responsibilities are well understood between the RDN and its partners (e.g. community organizations, School District 69, local municipalities); however opportunities exist to further clarify roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation include: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion. The RDN is generally well aligned with these trends in the provision of recreation in District 69.
- Demographics and community characteristics are diverse across District 69. Residents and community organizations have an array of needs, demands and perspectives on recreation.

EXECUTIVE SUMMARY

Related to future recreation infrastructure needs in District 69, some demand exists for new or enhanced facilities. The resident survey found that 51% of households believe new or enhanced indoor recreation facilities are needed in District 69; while 49% believe new or enhanced parks and outdoor recreation facilities are needed. Of note, a fairly significant proportion of residents are “unsure” if new or enhanced facilities are needed (30% answered “unsure” for indoor facilities; 29% answered “unsure” for outdoor facilities). The adjacent charts present the ranked order of indoor and outdoor amenity priorities from the household survey.¹

It is also important to note that while this report document provides valuable information that will be critical to developing future strategic direction for recreation in District 69, the Master Plan will also need to consider a number of other factors such as available resources and capacity, timing, and existing service responsibilities (e.g. sustaining current infrastructure). The Master Plan will provide recommendations, tools, and options that will further priorities, potential projects, and initiatives.

Indoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Indoor Swimming Pool	39%	26%
2	Health and Wellness/ Fitness Centre	35%	19%
3	Multi-purpose Recreation Facility	33%	14%
4	Performing Arts Centre	18%	16%
5	Teen/Youth Centre	22%	11%
6	Seniors Centre	14%	18%
7	Ice Arena	2%	17%

Outdoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Walking/Hiking Trails	45%	39%
2	Natural Parks and Protected Areas	36%	32%
3	Picnic Areas and Passive Parks	27%	30%
4	Bicycle/Roller Blade Paths	31%	20%
5	Playgrounds	14%	20%
6	Track and Field Facility	13%	13%
7	Sport Fields	8%	15%

¹ Based only on the resident survey findings. Rank is based on the combined % of “want new” and “want existing enhanced”.



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ONE

INTRODUCTION AND PROJECT CONTEXT

INCLUDED IN THIS SECTION:

- Overview of District 69 Recreation (historical context and areas of responsibility).
- Project background and purpose.
- Overview of the project process and methodology being used to develop the updated Recreation Services Master Plan.

OVERVIEW: DISTRICT 69 RECREATION

The Regional District of Nanaimo (RDN) has delivered recreation services in District 69 since 1984. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. Guidance and recommendations are provided by the District 69 Recreation Commission which reports to the RDN Board of Directors. The following chart summarizes areas of responsibility for RDN recreation provision in District 69. **Note: Additional analysis of District 69 Recreation facility operations, utilization, and financial requirements is provided in Section 3.**

Function	Description
Major Facility Operations	The RDN directly operates Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre.
Direct Recreation Programming	The RDN directly provides numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). The RDN currently utilizes a variety of community facilities for this programming which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities.
Sports Field Bookings and Allocations	The RDN is responsible for the bookings and allocations of sport fields in Parksville and Qualicum Beach. <i>*The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance.</i>
Facilitation and In-Direct Provision	The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none">• Agreements with community organizations to provide programming in their communities.• Grants for community projects and initiatives• Provision of subsidized facility time to community organizations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre)• Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups)• Ongoing facility lease arrangements with community organizations (Parksville Curling Club)

AN UPDATED RECREATION SERVICES MASTER PLAN

The RDN initiated the development of a new Recreation Services Master Plan for District 69 in the fall of 2016. The Master Plan will provide the RDN with a long-term strategic plan for the delivery of recreation opportunities in District 69 and will help guide future decision making and actions in a number of key areas including the management of current facilities, future infrastructure needs, and programming partnerships. The RDN last completed a Master Plan for District 69 Recreation in 2006, which provided valuable direction over the past decade in a number of areas and helped set priority initiatives (a number of which have been successfully executed upon). In some instances, the updated Master Plan will refresh and reset future priorities while also further embedding current practices that work well. Key areas of focus for the updated Master Plan include:

- Clarifying RDN roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- Identifying the future role of partnerships and collaborations in recreation provision.
- Identifying programming focus areas and tactics for addressing new and emerging trends.
- Identifying opportunities to optimize efficiency and the overall use of existing facilities.

The Master Plan is also tasked with providing guidance related to the following three (3) specific infrastructure issues.

1. Ravensong Aquatic Centre Expansion: demand and feasibility analysis
2. Outdoor Multi-Sport Complex: demand and feasibility analysis
3. District 69 Community Arena (curling facility):
 - a. current and future demand to operate as a curling facility; and
 - b. exploration of potential alternative use (if future demand/viability determined to be in question)

PROJECT PROCESS

Research and engagement is critical to the development of the updated District 69 Recreation Services Master Plan. The Master Plan project has been organized into four (4) distinct project phases as illustrated by the following graphic. **The information gathered and analyzed through Phases 1 – 3 of the project is summarized in this report document and will be used to inform the strategies and recommendations outlined in the Master Plan.** This approach ensures that the Master Plan is grounded in sound and well-rounded research and engagement and is ultimately reflective of community needs.



TWO

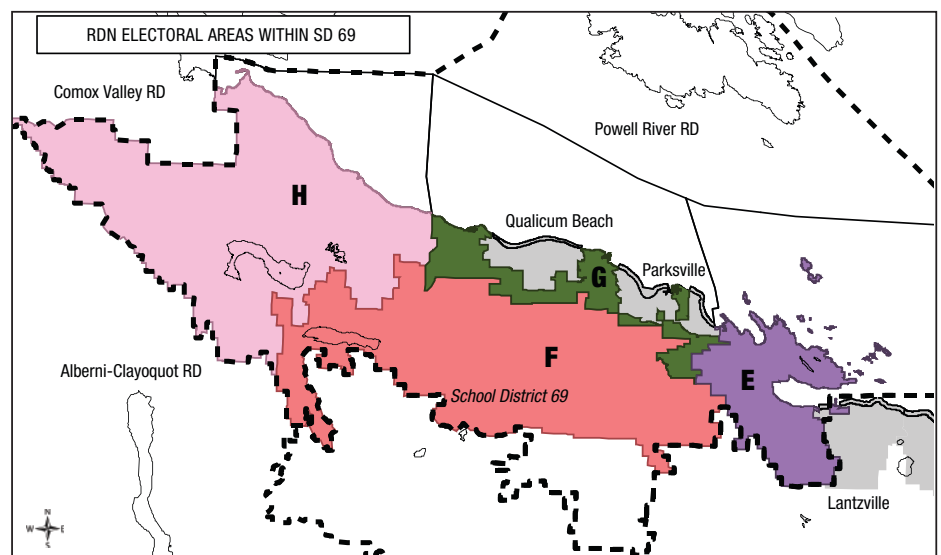
DISTRICT 69 (OCEANSIDE) OVERVIEW

INCLUDED IN THIS SECTION:

- Profile and overview of the District 69 (Oceanside) area.
- Analysis of key population characteristics and indicators.
- Inventory of recreation facilities in District 69.
- Overview of recreation programming in District 69.
- Planning review summary.

AREA PROFILE

District 69, commonly referred to as Oceanside, spans a linear oriented area on the eastern coast of Vancouver Island within the Regional District of Nanaimo. District 69 is located immediately north of the City of Nanaimo/Lantzville area and extends to the southern boundary of the Comox Valley Regional District. The region is known for its natural beauty and abundant outdoor recreational opportunities, which continues to attract both visitors and residents. The accompanying map provides a visual overview of District 69.



Also important to understand within the context of recreation planning and overall provision is that District 69 encompasses a diverse area which includes a mix of urban and rural communities. The following chart summarizes each of the jurisdictions (municipality or electoral area) included within District 69. As reflected in the chart, the total population of District 69 is 46,665 residents. This population figure represents approximately 30% of the RDN's overall population of 155,698.¹

Jurisdiction	Communities	Population (2016)
City of Parksville	Parksville	12,514
Town of Qualicum Beach	Qualicum Beach	8,943
Area E	Nanoose Bay	6,125
Area F	Errington, Coombs, Hilliers, Whiskey Creek, Meadowood	7,724
Area G	San Pareil, French Creek, Surfside, Dashwood	7,465
Area H	Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake	3,884
Total		46,665

POPULATION AND DEMOGRAPHICS

Note: Complete 2016 Statistics Canada Census data is not currently available. As such, the majority of demographic and population characteristics data reflected is from the 2011 Statistics Canada Census.

As previously mentioned, the population of District 69 is 46,665 which is an increase of 5.0% since 2011. Each jurisdiction experienced growth over the past five years including a 10.7% increase in Area H, bringing its population up to 3,884. The Electoral Areas comprise 54% of District 69's population while the municipalities of Parksville and Qualicum Beach make up the remaining 46%.

Jurisdiction	Population (2016)	Percentage of District 69 Population	Percent Growth Since 2011
Parksville	12,514	27%	4.5%
Qualicum Beach	8,943	19%	2.9%
Area E (Nanoose Bay)	6,125	13%	7.9%
Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)	7,724	17%	4.1%
Area G (San Pareil, French Creek, Surfside, Dashwood)	7,465	16%	4.3%
Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)	3,884	8%	10.7%
Total	46,665		

¹ Population figures from Statistics Canada, 2016 Census of the Population.

Population Growth Scenarios

Three rudimentary growth scenarios are presented below to show that there is a possibility of having to provide recreation services to over 50,000 residents by 2026. The scenarios are based on previous growth increases. For example, from 2011 to 2016, the average annual increase in population was 1.0%; if this rate were to be applied to the next ten years, the 2026 population would be 51,536.

Growth Scenario	Annual Growth	Scenario Based on Growth Experienced From	Projected District 69 Population in 2026
High	1.8%	2001 to 2011	55,767
Moderate	1.6%	2001 to 2016	54,681
Low	1.0%	2011 to 2016	51,536

Age Distribution

Based on the 2011 Census Profile, District 69 has lower proportions of people in each age segment under 50 years old compared to the province as whole (39% of District 69's population is under the age of 50 compared to 62% in BC). Nearly two-thirds (61%) of District 69's population is above the age of 50 and the 60 – 69 age category is District 69's largest (21%).²

Age Category	District 69 (2011) ²	BC (2011)
Age 0 – 4 Years	3%	5%
Age 5 – 9 Years	3%	5%
Age 10 – 19 Years	9%	12%
Age 20 – 29 Years	6%	13%
Age 30 – 39 Years	7%	13%
Age 40 – 49 Years	11%	15%
Age 50 – 59 Years	17%	15%
Age 60 – 69 Years	21%	11%
Age 70 – 79 Years	14%	7%
Age 80+ Years	9%	4%

² 2011 Census Profile does not include age distribution data for Area H.

Immigration (2001 – 2011)

From 2001 to 2011, District 69 received an influx of 820 immigrants which totaled 1.9% of the population in 2011. Area E received the highest percentage of immigrants (3.5%) while Area G received the least (0.8%).

Jurisdiction	Percentage of Population that Immigrated from 2001 to 2011
Parksville	1.9%
Qualicum Beach	1.8%
Area E	3.5%
Area F	1.2%
Area G	0.8%
Area H	3.4%
District 69	1.9%

Household Income and Unemployment Rate (2011)

Area E has the highest median after-tax household income (\$61,854) while Area F has the lowest (\$41,161) followed by Area H (\$44,661). District 69's unemployment rate is 7.8%.³

Jurisdiction	Median After-Tax Household Income	Unemployment Rate
Parksville	46,207	8.9%
Qualicum Beach	51,236	6.8%
Area E	61,854	7.0%
Area F	44,161	6.5%
Area G	55,137	10.1%
Area H	44,661	6.3%
District 69	50,543	7.8%

³ 50,543 is the average median after-tax household income of each jurisdiction.

Renters and Spending on Shelter Costs (2011)

Area F and Parksville have the highest percentage of renters (24% and 22% respectively). Area F has the highest percentage of households that spend 30% or more of their household income on shelter costs (32%).

Jurisdiction	Percentage of Households that are Rented	Percentage of Households that Spend 30% or More of Household Income on Shelter Costs
Parksville	22%	26%
Qualicum Beach	10%	17%
Area E	9%	21%
Area F	24%	32%
Area G	8%	22%
Area H	20%	24%
District 69	16%	24%

Active Transportation Commuters (2011)

Of those who commute to a usual workplace, 7.8% of District 69 commuters do so by way of walking or cycling. Ten percent of commuters in Parksville and Qualicum Beach bike or walk to work.

Jurisdiction	Percentage of Commuters that Walk or Bike to Work
Parksville	10.4%
Qualicum Beach	10.1%
Area E	6.0%
Area F	6.0%
Area G	7.5%
Area H	3.5%
District 69	7.8%



FACILITY INVENTORY

The RDN operates two major indoor recreation facilities; Oceanside Place and the Ravensong Aquatic Centre. Identified as follows is an overview of the main amenity spaces at each facility.

Oceanside Place	Ravensong Aquatic Centre
<ul style="list-style-type: none"> • 2 regulation size ice arenas • Leisure skating area • Multipurpose program room • Lobby space and customer service desk (registration point for RDN programming) 	<ul style="list-style-type: none"> • 6 lane program tank • Leisure swimming pool • Sauna • Steam room • Whirl pool • Lobby space and customer service desk (registration point for RDN programming) <p><i>* Located adjacent to the Qualicum Beach Civic Centre (Town operated facility).</i></p>

Also located throughout District 69 are numerous community and recreation facilities that provide valuable space for programs, activities and events offered by community organizations and the Regional District of Nanaimo. In some instances, the RDN provides financial or in-kind support for facilities (e.g. assistance with promotions, staff resources).

Presented in the chart below is an overview of **publically provided** (RDN, municipal or community organization operated) recreation and related infrastructure in District 69.

Indoor

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
Indoor Ice Arenas	• Parksville (Oceanside Place)	2 (indoor ice sheets)
Indoor Aquatic Facilities	• Qualicum Beach (Ravensong Aquatic Centre)	1
Community Type Gymnasium Spaces ^A	<ul style="list-style-type: none"> • Parksville (Parksville Community and Conference Centre, Craig Street Commons) • Qualicum Beach (Civic Centre, Qualicum Commons) • Area E (Nanoose Place) • Area H (Lighthouse Community Centre) 	6
Curling Facilities	<ul style="list-style-type: none"> • Parksville (Parksville Curling Club, 5 ice sheets) • Qualicum Beach (Qualicum and District Curling Club, 4 ice sheets) 	2 (facilities) 9 (total sheets of ice)
Multi-Purpose Program Spaces (including halls)	<ul style="list-style-type: none"> • Parksville (Parksville Community and Conference Centre, Craig Street Commons, Oceanside Place, Parksville Society of Organized Services, Shelly Road Centre) • Qualicum Beach (Civic Centre, Qualicum Commons, Community Hall) • Area E (Nanoose Place) • Area F (Errington War Memorial Hall, Bradley Centre, Arrowsmith Hall, Coombs Rodeo Hall) • Area G (Little Qualicum Hall) • Area H (Lighthouse Community Centre/Qualicum Bay Lions Hall) 	15 (facility locations) ^B

Indoor (Continued)

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
Indoor Lawn Bowling Facilities	• Qualicum Beach (Qualicum Beach Lawn Bowling Club)	1
Dedicated Visual Arts Facilities	• Parksville (Oceanside Community Art Gallery) • Qualicum Beach (The Old School House)	2
Performing Arts Facilities	• Parksville (Chrysler Theatre- Parksville Community and Conference Centre) • Qualicum Beach (E.C.H.O. Village Players Theatre)	2

A Not including operational school facilities which have varying levels of community gymnasium access.

B A number of the 15 locations identified have multiple program rooms and spaces. Does not include school classroom spaces that can be booked for some programs and classes.

Outdoor

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
Sports Field Sites (playfields and ball diamonds)	• Parksville (Community Park, Springwood Park, Ballenas Secondary, Craig Street Commons, Winchelsea Elementary) • Qualicum Beach (Community Park, Kwalikum Secondary, Qualicum Middle School, Arrowview Elementary, Qualicum Beach Elementary) • Area E (Jack Bagley Field) • Area F (French Creek Community School) • Area G (Errington Elementary, Oceanside Middle School) • Area H (Bowser Elementary)	16 total sites: 3 major/multi-field sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park) 13 school sites with sport fields (including the Jack Bagley Field) ^C
Lacrosse Boxes	• Parksville (Community Park)	1
Skateboard Parks	• Parksville (Community Park) • Qualicum Beach (Community Park)	2
Tennis Courts	• Parksville (Springwood Park: 6 courts; Community Park: 2 courts) ^D • Qualicum Beach (3 courts) • Area H (Bowser: 4 courts)	14
Track and Field Spaces	• Parksville (Ballenas Secondary School)	1 ^E

C School fields have varying levels of public use due to size of field, condition or lack of amenities.

D The court spaces at Ballenas Secondary School have been re-surfaced for multi-use and are no longer available for tennis (lines and nets have been removed).

E While included in the inventory, it is notable that the track is not rubberized or of regulation size.

In addition to the facilities identified in the charts above, there exists a number of playground and cement sport court spaces (e.g. basketball courts) located throughout District 69. The continued growth of pickleball has also resulted in a number of the above spaces being adapted to accommodate this emerging sport. The Lacrosse Box in the Parksville Community Park is used for pickleball and a number of the tennis court sites identified in the chart now have pickleball lines on selected courts. The area also includes an abundance of trails and pathways, community parks, and natural space areas which contribute to recreation and leisure opportunities.

Private Sector and Regional Provision

The private sector and other municipalities in the Nanaimo region also provide recreation facilities and amenities that are accessed by District 69 residents. Identified in the following chart are major recreation facility and amenity types that are not currently provided by the RDN or not-for-profit organizations in District 69, but are available locally or regionally through private sector providers or municipalities located outside of District 69.

Facility/Amenity Type	Other Local Providers/Regional Provision
Indoor Artificial Turf Field Facility	• Arbutus Meadows (located in Area E of District 69)
Outdoor Artificial Turf Fields	• Provided by the City of Nanaimo (Merle Logan and Beban fields)
Fitness Centres	<ul style="list-style-type: none"> • Private facilities and studios are located throughout the study area and broader region. • Public facilities provided in Nanaimo by the City of Nanaimo
Major Aquatics Facility (50 metre program tank, specialty leisure aquatics amenities)	• Provided by the City of Nanaimo (Nanaimo Aquatic Centre)
Major Track and Field Facility (rubberized track, support amenities)	• Provided by the City of Nanaimo (Rotary Bowl recently transferred to the City)



RECREATION PROGRAMMING

Programs by Service Area

In 2015, the RDN provided 243 programs in District 69 including 40 at Oceanside Place (skating) and 57 at the Ravensong Aquatic Centre (swimming). RDN staff directly delivers programs, events, and services through its service area called Northern Community Recreation Program Services. 146 programs were offered through this service area in 2015 and 119 were offered in 2016.

2015 Program Statistics		
RDN Service Area	Programs	Registrations
Oceanside Place	40	690 ^F
Ravensong Aquatic Centre	57	2,539
Northern Community Recreation Services	146	6,444
Total	243	9,673

^F RDN programming only. Does not include programs offered by youth or adult sport organizations.

Northern Community Recreation Program Services

As seen in the chart above, 146 programs were offered by the RDN (Northern Community Recreation Program Services) in 2015. This number increased from 96 programs offered in the previous year. Opportunities are available for residents of all age groups within the six District 69 jurisdictions such as sports and fitness, arts and crafts, and summer camps. This service area also coordinates the delivery of the financial assistance program and inclusions services and manages the service agreement for the provision of recreation opportunities provided in Area F by the Arrowsmith Community Recreation Association.



Events

The RDN hosts or provides assistance to a variety of events and awareness weeks. Examples include Active Aging Week, Qualicum Beach Day, Qualicum Beach Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Hi Neighbour Day, Nanoose Family Day, Volunteer Week, Storybook Village, and Winter Wonderland.

Financial Assistance Program

The Financial Assistance Program is available for low-income residents who live in District 69 and want to participate in recreation programs. Over 100 households received access to department programs and facilities in 2015, with the majority being for public swim admissions. This program is provided in collaboration with the Society of Organized Services (SOS) as the RDN and SOS offer complementary programs and refer clients to each other depending on eligibility.

Inclusion Services

At no charge to the participant, the RDN provides inclusion services to ensure that all people have the opportunity to participate in programs. This service focuses on including people with disabilities in the general recreation programs provided. The most requested programs have been swimming, skating, and summer camps. In 2015, over 1,000 hours of inclusion service was provided to 25 individuals. Support workers are accommodated with free registration or admission when directly working with a client.

Arrowsmith Community Recreation Association

Area F programs are provided by the Arrowsmith Community Recreation Association and supported by the RDN. There are three part-time program coordinators that work with members of the community to develop and deliver local programs and events. Each program is community-driven and flexible to accommodate the needs of Area F residents. Most of the opportunities take place at Errington Hall, Coombs Fairgrounds, Bradley Centre, and Errington Elementary School.

Free Admission

Children 3 years and under and adults 80 years and older receive free admission at Oceanside Place Arena and Ravensong Aquatic Centre.

Leaders in Training

Leaders In Training is a program for youth to develop leadership skills through training and volunteer experience. Workshops are provided in leadership, teamwork, and child management along with 45 volunteer hours in RDN summer camps and events. In 2015, a total of 51 youth were trained for leadership volunteer opportunities, each completing 16 hours of training and totaling a combined 1,575 hours of volunteering.

Program Types

A variety of program offerings are available to residents in District 69. The following chart provides an overview of current program offerings by typology and age category using the most recent Active Living Guide published by the RDN (Spring/Summer 2017). As reflected in the chart, introductory and recreational sport, education and skill development, aquatic safety, and arts and culture programs are available for each age category. Aquatic fitness is only available for adults and seniors and more specialized sport training opportunities are only offered for youth via specific sport camps. However, it is important to note that the identification of these gaps does not necessarily suggest that additional programming is required. Other factors to consider in this regard include the appropriateness of programming (e.g. does the age category warrant programming based on the Canadian Sport for Life framework), demand, and facility availability.

Program Type	Preschool	Children	Youth	Adults and Seniors
Introductory Sport/ Recreational Sport	✓	✓	✓	✓
Fitness (classes excluding aquatics)			✓	✓
Fitness (aquatics)				✓
Sport Training			✓	
Aquatics Safety	✓	✓	✓	✓
Arts and Culture	✓	✓	✓	✓
Education and Skill Development	✓	✓	✓	✓
Nature Education		✓	✓	✓

PLANNING REVIEW

The consulting team reviewed a number of previous RDN planning and guiding documents that are pertinent to recreation in District 69. Reviewing these background documents is important in order to ensure that the updated Master Plan leverages previous data and takes into account the historical context for recreation service delivery in District 69. Summarized below are the documents that were reviewed.

- Regional District of Nanaimo Board Strategic Plan 2016 – 2020
- Recreation Services Master Plan for Oceanside (2006)
- RDN 2014 Community Survey
- Ravensong Aquatic Centre Expansion Update (2013)
- District 69 Arena (Parksville Curling Club) Building Assessment (2014)
- District 69 Track and Field Facility Feasibility Study (2008)
- RDN Operational and Efficiency Review and Recommendation Worksheets (2015)
- Youth Recreation Strategic Plan (2011 – 2016)
- Recreation Program Rationale Checklist (2013)
- District 69 Fees and Charges Report (2014)

The following documents developed by the City of Parksville and Town of Qualicum Beach were also reviewed.

- City of Parksville Vision, Mission, and Core Values (2015)
- Qualicum Beach Vision Statement (2011)

The planning review also included the following provincial and national frameworks and guiding documents. Reviewing and identifying these documents reflects an understanding of broader leading practices and perspectives in the delivery of recreation opportunities.

- A Framework for Recreation in Canada 2015: Pathways to Wellbeing
- Active People, Active Places—BC Physical Activity Strategy (2015)
- The Way Forward—A Strategic Plan for the Parks, Recreation, and Culture Sector of BC (2008)
- Canadian Sport for Life (CS4L) and Long Term Athlete Development (LTAD)



THREE

OPERATIONS AND UTILIZATION ANALYSIS

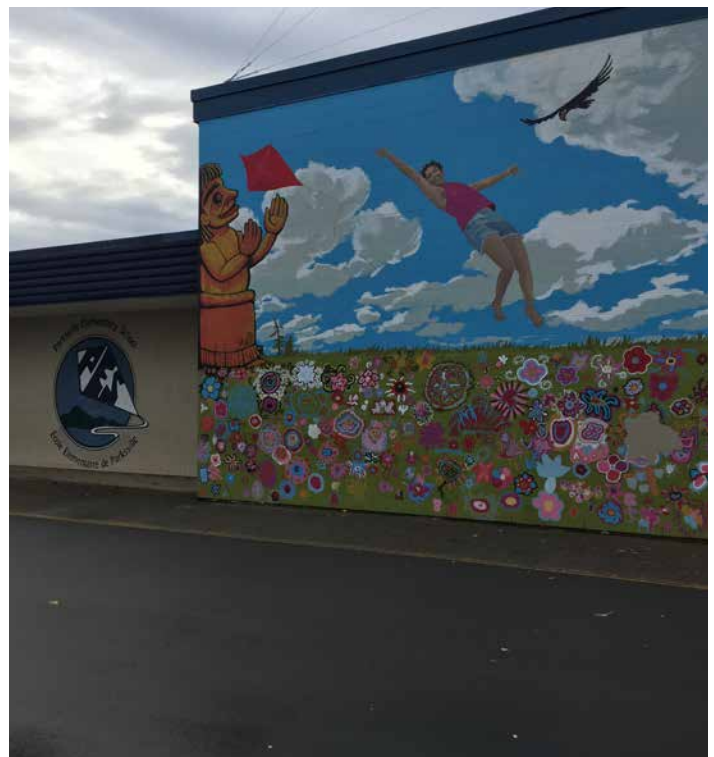
INCLUDED IN THIS SECTION:

- Utilization analysis for Oceanside Place and the Ravensong Aquatic Centre.
- Financial overview of major District 69 Recreation functions (annual operating cost analysis).

The RDN directly manages the following recreation services in District 69:

- Oceanside Place
- Ravensong Aquatic Centre
- Northern Community Recreation Program Services

Current and projected financials are presented for each service area as they have their own budgets. Operating expenditures and revenues are compared to calculate a cost recovery percentage. The amount of taxes for each service area is presented along with capital asset expenditures and capital financing charges. A consolidated review of past business plans and external assessments provide insight into utilization. Oceanside Place is well used however additional capacity does exist to increase utilization while the Ravensong Aquatic Centre is used to full capacity during many peak hours.



OCEANSIDE PLACE

Facility Context

Oceanside Place is a facility containing two regulation sized ice arenas, a leisure ice surface, and a variety of meeting and gathering spaces. Spaces in the facility are rented to community groups and used for directly delivered RDN programming.

Financial Plan 2017 – 2021

The RDN developed five-year financial projections for each of the three service areas. Through property taxes and revenues, Oceanside Place generates between \$2.5M to \$2.8M each year to cover operating expenditures, capital expenditures, and capital financing charges. For each of the next five years, the RDN will allocate \$273,052 to Oceanside Place's capital financing charges.

Oceanside Place	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.)	\$2,572,978	\$2,630,521	\$2,688,371	\$2,747,563	\$2,808,128
Operating Expenditures	\$2,250,986	\$2,302,006	\$2,293,216	\$2,329,993	\$2,368,655
Capital Expenditures	\$119,875	\$109,871	\$346,825	\$142,840	\$145,500
Capital Financing Charges	\$273,052	\$273,052	\$273,052	\$273,052	\$273,052
Net Surplus/(Deficit) for the Year	\$(69,935)	\$(54,408)	\$(22,722)	\$1,678	\$20,921
Surplus Applied to Future Years	\$158,572	\$104,164	\$81,442	\$83,120	\$104,041

In the chart below, property taxes were removed from the revenues row in order to calculate a recovery rate. From an operating standpoint in 2017, Oceanside Place will bring in \$639,079 while operating expenses will total \$2.25M. Using these figures (operating revenues divided by operating expenditures), the cost recovery for Oceanside Place is 28% and over \$1.6M is required to subsidize operations.

Oceanside Place	2017	2018	2019	2020	2021
Operating Revenues					
Operations	\$18,600	\$18,600	\$18,600	\$18,600	\$18,600
Recreation Fees	\$48,000	\$49,440	\$50,923	\$52,451	\$54,024
Facility Rentals	\$458,650	\$472,410	\$486,582	\$501,179	\$516,215
Vending Sales	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Concession	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Recreation Other	\$88,150	\$90,795	\$93,518	\$96,324	\$99,213
Interdepartmental Recoveries	\$17,579	\$17,579	\$17,579	\$17,579	\$17,579
Miscellaneous	\$100	\$100	\$100	\$100	\$100
Total Revenues	\$639,079	\$656,924	\$675,302	\$694,233	\$713,731

Operating Expenditures					
Administration	\$144,251	\$145,694	\$147,150	\$148,622	\$150,108
Legislative	\$500	\$500	\$500	\$500	\$500
Professional Fees	\$15,000	\$15,000	\$15,000	\$20,000	\$15,000
Building Ops.	\$338,045	\$341,425	\$344,840	\$348,288	\$355,254
Veh. and Equip. Ops.	\$73,226	\$73,959	\$74,698	\$75,445	\$76,200
Operating Costs	\$91,265	\$93,090	\$94,952	\$96,851	\$98,788
Program Costs	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964

Oceanside Place	2017	2018	2019	2020	2021
Wages and Benefits	\$1,147,029	\$1,169,970	\$1,193,369	\$1,217,237	\$1,229,409
Contributions to Reserve Funds	\$95,540	\$115,900	\$75,900	\$75,900	\$95,900
Debt Interest	\$312,530	\$312,532	\$312,532	\$312,532	\$312,532
Total Expenditures	\$2,250,986	\$2,302,006	\$2,293,216	\$2,329,993	\$2,368,655
Cost Recovery					
Revenues/Expenditures	28%	29%	29%	30%	30%
Required Operating Subsidy					
Expenditures – Revenues	\$1,611,907	\$1,645,082	\$1,617,914	\$1,635,760	\$1,654,924

Utilization

In 2016, Oceanside Place accommodated 8,215 hours of ice usage. The percentage of ice booked has ranged from 62% to 85% since 2012. Over 20,000 public skate admissions were tallied each year.

Oceanside Place	2012	2013	2014	2015	2016
Total Hours of Ice Available	11,800	12,050	9,978	9,725	9,620
Total Hours of Ice Booked	9,360	7,417	7,350	7,300	8,215
Percentage of Total Ice Booked	79%	62%	74%	75%	85%
Program Registrants	800	818	730	690	479
Public Skate Admissions	23,000	20,866	21,700	21,900	21,900

RAVENSONG AQUATIC CENTRE

Facility Context

Ravensong Aquatic Centre contains a 25 metre pool and a leisure pool. The pools are used by community groups and for RDN programming.

Financial Plan 2017 – 2021

The Ravensong Aquatic Centre's debt has recently been paid off and no further capital financing charges are required as displayed below in the 2017-2021 Financial Plan. Over the next five years, nearly \$1.3M is expected to be allocated to capital expenditures.

Ravensong Aquatic Centre	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.)	\$2,637,699	\$2,676,846	\$2,736,675	\$2,777,600	\$2,819,349
Operating Expenditures	\$2,629,527	\$2,666,231	\$2,703,642	\$2,771,779	\$2,715,124
Capital Expenditures	\$107,050	\$620,235	\$254,325	\$102,040	\$207,500
Capital Financing Charges	\$0	\$0	\$0	\$0	\$0
Net Surplus/(Deficit) for the Year	\$(98,878)	\$(9,620)	\$(21,292)	\$(11,219)	\$(3,275)
Surplus Applied to Future Years	\$137,777	\$128,157	\$106,865	\$95,646	\$92,371

Cost recovery for the Ravensong Aquatic Centre is expected to increase from 25% to 28% over the next five years. The required operating subsidy is approximately \$2M each year as operating revenues are expected to range from \$667,370 to \$748,716 while operating expenditures are projected around \$2.6M to \$2.7M.

Ravensong Aquatic Centre	2017	2018	2019	2020	2021
Operating Revenues					
Operations	\$2,740	\$2,740	\$2,740	\$2,740	\$2,740
Recreation Fees	\$199,720	\$205,712	\$211,883	\$218,239	\$224,787
Facility Rentals	\$83,145	\$85,639	\$88,209	\$90,855	\$93,580
Vending Sales	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Recreation Other	\$365,265	\$376,223	\$387,510	\$399,135	\$411,109
Miscellaneous	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Total Revenues	\$667,370	\$686,814	\$706,842	\$727,469	\$748,716
Operating Expenditures					
Administration	\$172,190	\$172,190	\$172,190	\$172,190	\$172,190
Legislative	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Professional Fees	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Building Ops.	\$249,315	\$254,301	\$259,387	\$264,575	\$269,867
Veh. and Equip. Ops.	\$28,580	\$28,580	\$28,580	\$28,580	\$28,580
Operating Costs	\$157,363	\$158,937	\$160,526	\$162,131	\$163,753
Program Costs	\$87,475	\$88,350	\$89,233	\$90,126	\$91,027
Wages and Benefits	\$1,463,424	\$1,492,693	\$1,522,546	\$1,552,997	\$1,568,527
Contributions to Reserve Funds	\$450,180	\$450,180	\$450,180	\$480,180	\$400,180
Total Expenditures	\$2,629,527	\$2,666,231	\$2,703,642	\$2,771,779	\$2,715,124
Cost Recovery					
Revenues/Expenditures	25%	26%	26%	26%	28%
Required Operating Subsidy					
Expenditures – Revenues	\$1,962,157	\$1,979,417	\$1,996,800	\$2,044,310	\$1,966,408

Utilization

The Ravensong Aquatic Centre was in use for 95% of available hours in 2016 which is considered very high and nearing (or at) full capacity. The number of program registrants has remained relatively constant since 2012 and the pool facilitated over 93,000 public swims in 2016.

Ravensong Aquatic Centre	2012	2013	2014	2015	2016
Percentage of Hours Used	98%	93%	93%	93%	95%
Program Registrants	2,412	2,700	2,539	2,539	2,550
Total Program Attendance	23,242	22,650	21,427	21,427	25,500
Total Public Swim Admissions	85,000	90,490	89,127	89,127	93,724

NORTHERN COMMUNITY RECREATION PROGRAM SERVICES

Service Delivery Context

The purpose of Northern Community Recreation Program Services is to plan, develop and coordinate the delivery of a range of recreation programs and services to all age groups within the communities of Parksville, Qualicum Beach and Electoral Areas E, F, G and H. This includes services such as recreation grants, financial assistance program, inclusion support for individuals with disabilities, summer programs, support for community events, and community development initiatives. The department acts as the booking agent for sports fields within the City of Parksville and the Town of Qualicum Beach and School District 69. The department also oversees a service contract for additional local programming in Electoral Area F with Arrowsmith Community Recreation Association. Regional District staff act in a resource capacity and monitor the outcomes and performance of the Association.

Financial Plan 2017 – 2021

Over the next five years combined, \$22,426 is allocated to capital expenditures while no financing charges are expected. Operating expenditures are projected to surpass \$2M in 2021 and therefore taxes/revenues will rise to match it.

Northern Community Recreation Program Services	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, municipal agreements, recreation fees, etc.)	\$1,866,745	\$1,909,893	\$1,948,303	\$1,990,002	\$2,020,512
Operating Expenditures	\$1,824,164	\$1,910,736	\$1,942,531	\$1,977,794	\$2,006,729
Capital Expenditures	\$2,325	\$1,536	\$2,825	\$11,540	\$4,200
Capital Financing Charges	\$0	\$0	\$0	\$0	\$0
Net Surplus/(Deficit) for the Year	\$40,256	\$(2,379)	\$2,947	\$668	\$9,583
Surplus Applied to Future Years	\$69,775	\$67,396	\$70,343	\$71,011	\$80,594

Northern Community Recreation Program Services requires \$1.4M to \$1.5M in operating subsidies each year. Cost recovery is projected to remain around 22% until 2021.

Northern Community Recreation Program Services	2017	2018	2019	2020	2021
Operating Revenues					
Operations	\$5,945	\$6,123	\$6,307	\$6,496	\$6,691
Recreation Fees	\$360,436	\$365,558	\$371,041	\$376,313	\$381,664
Operating Grants	\$58,000	\$58,000	\$58,000	\$58,000	\$58,000
Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Total Revenues	\$425,381	\$430,681	\$436,348	\$441,809	\$447,355

Operating Expenditures					
Administration	\$114,617	\$114,617	\$114,617	\$114,617	\$114,617
Professional Fees	\$22,300	\$12,300	\$12,300	\$18,300	\$12,300
Building Ops.	\$14,282	\$14,282	\$14,282	\$14,282	\$14,282
Veh. and Equip. Ops.	\$14,386	\$14,386	\$14,386	\$14,386	\$16,449
Operating Costs	\$102,727	\$102,727	\$102,727	\$102,727	\$102,727
Program Costs	\$504,452	\$511,179	\$518,024	\$524,991	\$532,080

Northern Community Recreation Program Services	2017	2018	2019	2020	2021
Wages and Benefits	\$668,185	\$681,548	\$695,181	\$709,083	\$716,174
Transfer to Other Gov./Org.	\$373,035	\$389,517	\$400,834	\$409,228	\$417,920
Contributions to Reserve Funds	\$10,180	\$70,180	\$70,180	\$70,180	\$80,180
Total Expenditures	\$1,824,164	\$1,910,736	\$1,942,531	\$1,977,794	\$2,006,729
Cost Recovery					
Revenues/Expenditures	23%	23%	22%	22%	22%
Required Operating Subsidy					
Expenditures – Revenues	\$1,398,783	\$1,480,055	\$1,506,183	\$1,535,985	\$1,559,374

Utilization

Northern Community Recreation Program Services provided organized programming for 5,782 people in 2016, to produce a total program attendance of 27,016. A range of 116 to 234 households have been supported by the Financial Assistance Program over the past five years and at least 20 individuals have received inclusion support each year.

Northern Community Recreation Program Services	2012	2013	2014	2015	2016
Program Registrants	3,741	3,800	2,841	6,444	5,782
Total Program Attendance	14,979	14,300	16,776	17,000	27,016
Households supported by Financial Assistance Program	145	180	125	116	234
Inclusion Support: Individuals	31	35	22	25	22
Inclusion Support: Hours	992	1,020	800	1,008	860

SUMMARY: FINANCIAL PLAN SUMMARY (2017)

In 2017, the combined cost recovery for the three services areas is expected to be 26%. Nearly \$5M will be required to subsidize the operations of the service areas.

Service Area	Oceanside Place	Ravensong Aquatic Centre	Northern Community Recreation Program Services	Total
Operating Revenues	\$639,079	\$667,370	\$425,381	\$1,731,830
Operating Expenditures	\$2,250,986	\$2,629,527	\$1,824,164	\$6,704,677
Cost Recovery	28%	25%	23%	26%
Required Operating Subsidy	\$1,611,907	\$1,962,157	\$1,398,783	\$4,972,847

USE BY GEOGRAPHIC RESIDENCY

Recreation Facility and Field Use Analysis (2015 Review)

In 2015, a review was conducted to analyze the geographic residency of the users of specific public recreation facilities that are supported by RDN taxpayers. The purpose of the information and analysis was for general management information, to guide marketing campaigns, to provide a basis for apportioning the net public subsidy to specific members of the RDN, and to fulfill the requirements of cost sharing agreements. Based on usage from each area, the percentage of tax payer subsidy from each facility type is presented below. *Note: Findings from the household survey fielded as part of the Master Plan project also provides utilization data for a number of recreation facilities and amenities. Please see Section 5 for these findings.*

Analysis of Pool Use (Ravensong Aquatic Centre)

Electoral Area/Municipality	E	F	G	H	PV	QB
Percent of Facility Usage ^A	3.9% ^B	22%	21%	7%	27%	24%

A Not including out-of-area users/visitors.

B Area E is not a member of the cost sharing agreement for Ravensong Aquatic Centre.

Analysis of Arena Use (Oceanside Place)

Electoral Area/Municipality	E	F	G	H	PV	QB
Percent of Facility Usage ^C	11%	13%	22%	4%	34%	15%

C Not including out-of-area users/visitors.

Analysis of Sports Field Use

Electoral Area/Municipality	E	F	G	H	PV	QB
Percent of Facility Usage ^D	13%	16%	22%	5%	30%	14%

D Not including out-of-area users/visitors.



ACCOMPLISHMENTS

Over the course of each year, the RDN keeps notes of recreation accomplishments. While the whole list is not displayed below, the following snapshot highlights the operational successes of recreation services in District 69.

Northern Community Recreation Program Services

2013

- Renewed agreement with VIHA–Integrated Health Network (IHN) to provide seated fitness programs to IHN (and public) clients. VIHA–IHN also sponsored their clients with two or more designated chronic illnesses with access to RDN recreation services.
- Development of new youth recreation website and social media platforms.
- Five Canada Summer Jobs students were placed with the department.

2014

- Offered an expanded afterschool drop in sports program in Qualicum Beach that has been well attended
- Developed and launched the Grade Five Activity Pass and Grade Six Activity Card to help promote physical fitness in this age group.
- Developed and launched the Corporate and Volunteer Group Recreation Pass.

2015

- Leaders In Training (LITs): 35 youth were trained for summer leadership volunteer opportunities, LITs completed a total of 16 training hours each, and completed 1,575 combined hours of volunteering in July and August.
- Final year of implementation of the Youth Recreation Strategic Plan involving grant funding available to secondary schools and rural recreation organizations.
- Co-hosted forum with Island Health open to local governments, School District and First Nation Band members to increase mutual understanding of the organizations and explore potential partnerships.

2016

- Co-hosted forum with Island Health open to local governments, School District and First Nation Band members to increase mutual understanding of the organizations and explore potential partnerships.
- Distributed \$47,260 in grant funding from Island Health in the intervention of the five modifiable risk factors; unhealthy eating, overweight/obesity, physical inactivity, tobacco use and harmful alcohol use affecting wellbeing.
- Transitioned to new registration and facility booking system which involved the training of all reception and programming staff, transfer of existing active client database, transfer of all current memberships, review and update of procedures regarding inputting of programs, activity guide design and download process, reserving and registering clients, and an extensive communication campaign.
- Initiated a Seniors Round Table to enable community partner groups including PAGOSA, VIU Elder College, and others with the ability to collaborate on various projects and reduce the duplication of efforts in regards to services and activities for this demographic.
- Met all operating and capital financial plans.
- Recognized 48 local athletes, artist and performers through the District 69 Performance Recognition Program.

Ravensong Aquatic Centre

2013

- Provided learn to swim programs for 2,496 children.
- Completed implementation of vending changeover to Complete Vending and increase Healthy Food and Beverage Initiative.
- Replaced original (1994) atmospheric boilers with High Efficiency Condensing Boilers.

2014

- Provided higher level aquatic leadership instruction to 203 learners.
- Continued operation of the Aquatic Centre providing over 4,700 hours of use and 90,000 admissions for public sessions.
- Aquatic programs that were offered and supported away from Ravensong, within the community, included Qualicum Beach Mile Swim, School Salmon Observation, Polar Bear Swim at Parksville Beach, various School District 69 outings to the beach, Horne Lake Summer First Aid, and Little Qualicum River Hatchery.

2015

- Provided swim lessons for 2,575 children and adults.
- Established a FTE Team Leader to lessen the work load on the Aquatic Programmer as per the Operational and Efficiency Review recommendations.
- Celebrated the 20th Anniversary of Ravensong Aquatic Centre.

2016

- Provided swim lessons to over 2,000 local children and youth.
- Provided Swim to Survive lessons for all grade seven students in District 69.
- Open to the public for over 5,400 hours.
- Ran over 340 aquafit and water based exercise programs.
- Site location was used for filming Hallmark Channel television production Chesapeake Shores.
- Met all operating and capital financial plans.

Oceanside Place

2013

- Implementation of P.A.D. (Public Access Defibrillator) Program.
- Renewed facility advertising agreement after RFP process.
- Ten year anniversary celebration for Oceanside Place held.

2014

- Extended Winter Wonderland and developed a New Year's event for the Community.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities.
- Implemented training sessions for use of PAD (AED) for public user groups.

2015

- Implemented pickle ball program and orientation sessions for all ages as a dry floor activity.
- Reviewed all arena services policy and procedures and developed new tracking system.
- Enhanced facility concession services with establishing a seating area and in accordance with the Healthy Food and Beverage Initiative.

2016

- Continued development and support of programs for Female and Co-ed Hockey, drop in hockey for youth, birthday parties for youth, and public skate sessions for adults.
- Continued with the Annual Winter Wonderland and New Year's event for the Community.
- Participated in Asset Management Plan development for Recreation.
- Continued to host local, regional and provincial tournaments/events involving youth, adults and seniors in hockey, lacrosse and figure skating.
- Continued to develop a Pickleball program, orientation sessions, and tournaments for all ages as a dry floor activity.
- Entered into new agreements for Vending and Concession services in accordance with the Healthy Food and Beverage Initiative.
- Met all operating and capital financial plans.
- Continued to work with Parksville and District 69 Curling Club on state of good repair in the operation of the District 69 Arena.



A photograph of children ice skating in an indoor rink. They are wearing helmets and winter gear. The word "FOUR" is overlaid in large green letters.

FOUR

TRENDS AND LEADING PRACTICES

INCLUDED IN THIS SECTION:

- Overview of trends in recreation participation, infrastructure and service provision.
- Pertinent leading practices with potential application in District 69.

A review of trends can help identify leading practices in the delivery of recreation services as well as emerging or evolving interests that may be important to consider when developing programming and infrastructure. Summarized in the following section are selected trends related to participation, infrastructure, and public sector provision of recreation opportunities (service delivery). The data presented in this section has been taken from a variety of publicly available provincial and national research databases and sources as noted.



PARTICIPATION TRENDS

Physical Activity and Wellness Levels

The **BC Physical Activity Strategy**, published in 2015, identified a number of participation indicators that reveal both encouraging and troubling physical activity trends. Summarized below are key findings outlined in the Strategy.

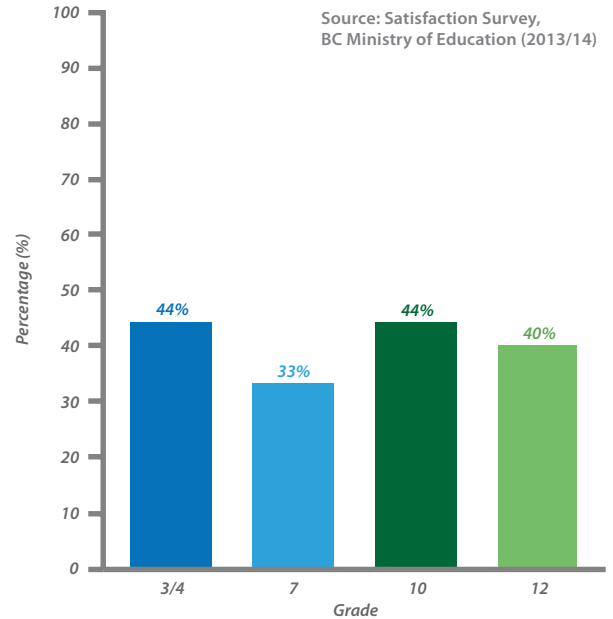
- **British Columbia is the most active province in Canada.** Almost 64% of British Columbians (age 12 and over) are active in their leisure time, highest among all provinces in Canada. However, about 1.5 million British Columbians are classified as inactive, and many of those who report being active do not do enough activity to achieve health benefits.
- **Physical activity levels among children and youth are concerning.** While 88% of students in Grades 3 and 4 report that they get physical activity at school, only 44% report doing at least 30 minutes of moderate or vigorous activity each day.

ParticipACTION is a national non-profit organization that strives to help Canadians sit less and move more. **The Report Card on Physical Activity for Children and Youth** is a comprehensive assessment of child and youth physical activity, taking data from multiple sources, including the best available peer-reviewed research, to assign grades for indicators such as overall physical activity, active play, sleep, and others. The most recent report card (2016) is a “wake-up call” for children and youth activity levels.

- Only 9% of Canadian kids aged 5 to 17 get the 60 minutes of heart-pumping activity they need each day.
- Only 24% of 5 to 17-year-olds meet the Canadian Sedentary Behaviour Guidelines recommendation of no more than 2 hours of recreational screen time per day.
- In recent decades, children’s nightly sleep duration has decreased by about 30 to 60 minutes.
- Every hour kids spend in sedentary activities delays their bedtime by 3 minutes. And the average 5 to 17-year-old Canadian spends 8.5 hours being sedentary each day.
- 33% of Canadian children aged 5 to 13, and 45% of youth aged 14 to 17, have trouble falling asleep or staying asleep at least some of the time.
- 36% of 14 to 17-year-olds find it difficult to stay awake during the day.
- 31% of school-aged kids and 26% of adolescents in Canada are sleep-deprived.

Percentage of Students Who Report Meeting the Daily Physical Activity (DPA) Policy Requirements

Source: BC Physical Activity Strategy (2015)



Source: Satisfaction Survey, BC Ministry of Education (2013/14)



Overall Physical Activity

70% of children aged 3 to 4 meet the recommendation of 180 minutes of daily activity at any intensity. However, as the guidelines change to 60 minutes of moderate- to vigorous-intensity physical activity per day for those aged **5 to 17, only 9%** are meeting the guidelines. ^{2012-13 CHMS}

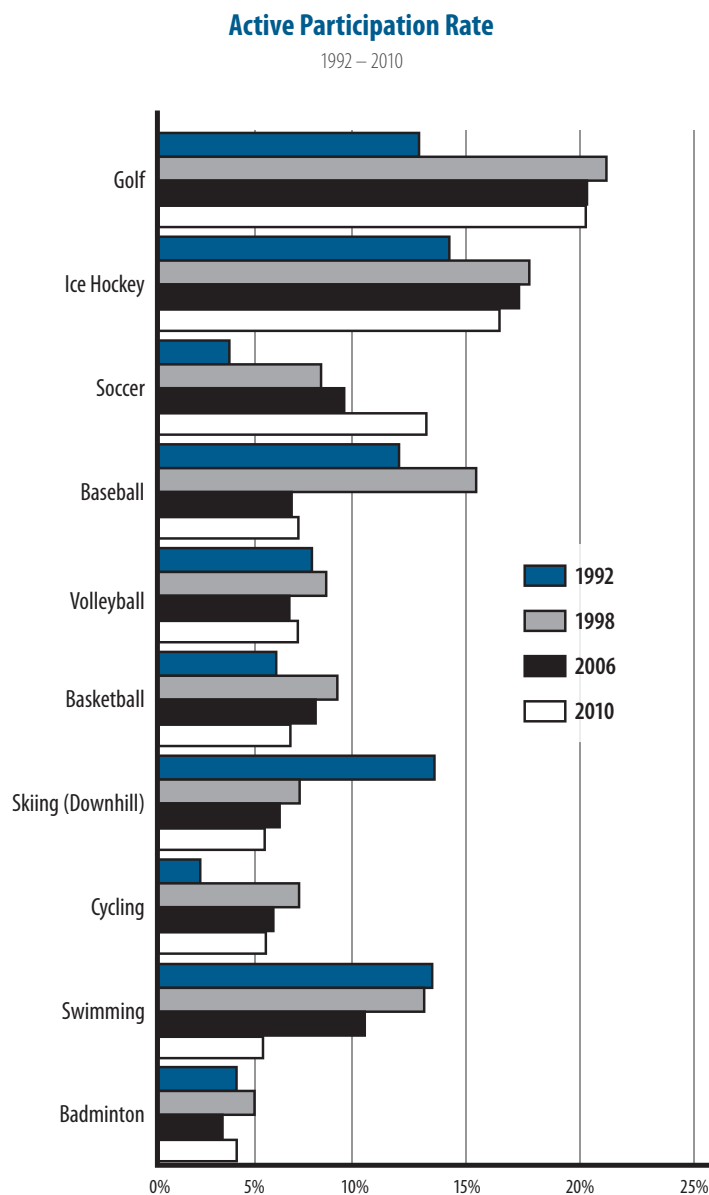
Physical Activity Preferences

The 2013 Canadian Community Health Survey reveals data that provides some insight into the recreation and leisure preferences of Canadians. The top 5 most popular adult activities identified were walking, gardening, home exercise, swimming and bicycling. The top 5 most popular youth activities were walking, bicycling, swimming, running/jogging and basketball.¹

Participation levels and preferences for sporting activities continue to garner much attention given the impact on infrastructure development and overall service delivery in most municipalities. The Canadian Fitness & Lifestyle Research Institutes 2011 – 2012 Sport Monitor Report identified a number of updated statistics and trends pertaining to sport participation in Canada.²

- The highest proportion of Canadians prefers non-competitive sports or activities. Nearly half (44%) of Canadians preferred non-competitive sports while 40% like both non-competitive and competitive sports. Only 8% of Canadians prefer competitive sports or activities and 8% prefer neither competitive nor non-competitive sports.
- Sport participation is directly related to age. Nearly three-quarters (70%) of Canadians aged 15 – 17 participate in sports, with participation rates decreasing in each subsequent age group. The largest fall-off in sport participation occurs between the age categories of 15 – 17 and 18 – 24 (~20%).
- In contrast to children and youth populations (in which gender participation rates are relatively equal), substantially more adult men (45%) than adult women (24%) participate in organized sport.
- Participation in sport is directly related to household income levels. Households with an annual income of greater than \$100,000 have the highest participation levels, nearly twice as high as households earning between \$20,000 and \$39,999 annually and over three times as high as households earning less than \$20,000 annually.
- The highest proportion of sport participants play in “structured environments.” Just under half (48%) of sport participants indicated that their participation occurs primarily in organized environments, while 20% participate in unstructured or casual environments; 32% do so in both structured and unstructured environments.
- Community sport programs and venues remain important. The vast majority (82%) of Canadians that participate in sport do so within the community. Approximately one-fifth (21%) participate at school while 17% participate in sports at work. A significant proportion (43%) also indicated that they participate in sporting activities at home.

A research paper entitled “Sport Participation 2010” published by Canadian Heritage also identified a number of trends pertaining to participation in specific sports. The following graph illustrates national trends in active sport participation from 1992 – 2010. As reflected in the graph, swimming (as a sport) has experienced the most significant decrease while soccer has had the highest rate of growth while golf and hockey remain the two most played sports in Canada. *Note: Data includes both youth, amateur, and adult sport participants.*³



1 Statistics Canada: <http://www.statcan.gc.ca/daily-quotidien/140612/dq140612b-eng.htm>

2 Canadian Fitness & Lifestyle Research Institutes 2011 – 2012 Sport Monitor: <http://www.cflri.ca/node/78>

3 Government of Canada: http://publications.gc.ca/collections/collection_2013/pc-ch/CH24-1-2012-eng.pdf

The Paper further identifies a number of broad participation trends related specifically to sport focused participation utilizing Statistics Canada data from the 2010 Federal Census and the General Social Survey. Broader trends effecting overall sport participation noted by the Paper include:

- National sport participation levels continue to decline. In 2010, 7.2 million or 26% of Canadians age 15 and older participated regularly in sport; this represents a 17% decline over the past 18 years.
- The gender gap in sport participation has increased.
- Sport participation decreases as Canadians age; the most significant drop off occurs after age 19.
- Education and income levels impacts impact sport participation. Canadians with a University education and those making more than \$80,000 annually have the highest rates of sport participation.
- Established immigrants participate in sport less than recent immigrants and Canadian born.
- Students (15 years and older) participate in sport in greater numbers than any labour force group.
- Participation is highly concentrated in a few sports. Participants in golf, ice hockey, and soccer tend to prefer these three sports and have less diversity in their overall sporting pursuits than participants of other sports.
- Women are more likely than men to have a coach. Female sport participants tend to use the services of a coach more often than male sport participants and this difference appears to increase with age.
- The most important benefit of sport participation is relaxation and fun. Relaxation and fun were ranked as being important by 97% of sport participants.
- A lack of time and interest are the main reasons for not participating in sport.

Unstructured Recreation

There is an increasing demand for more flexibility in timing and activity of choice for recreational pursuits. People are seeking individualized informal pursuits that can be done alone or in small groups, at flexible times, and often near or at home. This does not eliminate the need for structured activities, but instead suggests that planning for the general population is as important as planning for traditional structured use environments.

The **Canadian Fitness and Lifestyle Research Institute** conducts a **Physical Activity Monitor (PAM)** survey that tracks physical activity and sport participation among Canadians. Additionally, the telephone survey tracks changes in physical activity patterns over time, along with factors influencing participation. The 2014-15 PAM asked 18 and older Canadians about the type of physical activities they participated in 12 months prior to the survey. This is a breakdown of the 10 most common activities by gender.

Activity	Proportion participating in the previous 12 months	
	Men	Women
Walking for exercise	80%	88%
Gardening or yard work	80%	69%
Bicycling	55%	43%
Social Dancing	33%	45%
Ice Skating	34%	24%
Exercise classes or aerobics	15%	39%
Yoga or tai chi	15%	39%
Golfing	33%	13%
Baseball or softball	23%	12%
Basketball	21%	11%
Ice hockey	21%	4%
Football	18%	4%



Flexibility and Adaptability

Recreation and parks consumers have a greater choice of activity options than at any time in history. As a result, service providers are being required to ensure that their approach to delivery is fluid and is able to quickly adapt to meet community demand. Many municipalities have also had to make hard decisions on which activities they are able to directly offer or support, versus those which are more appropriate to leave to the private sector to provide.

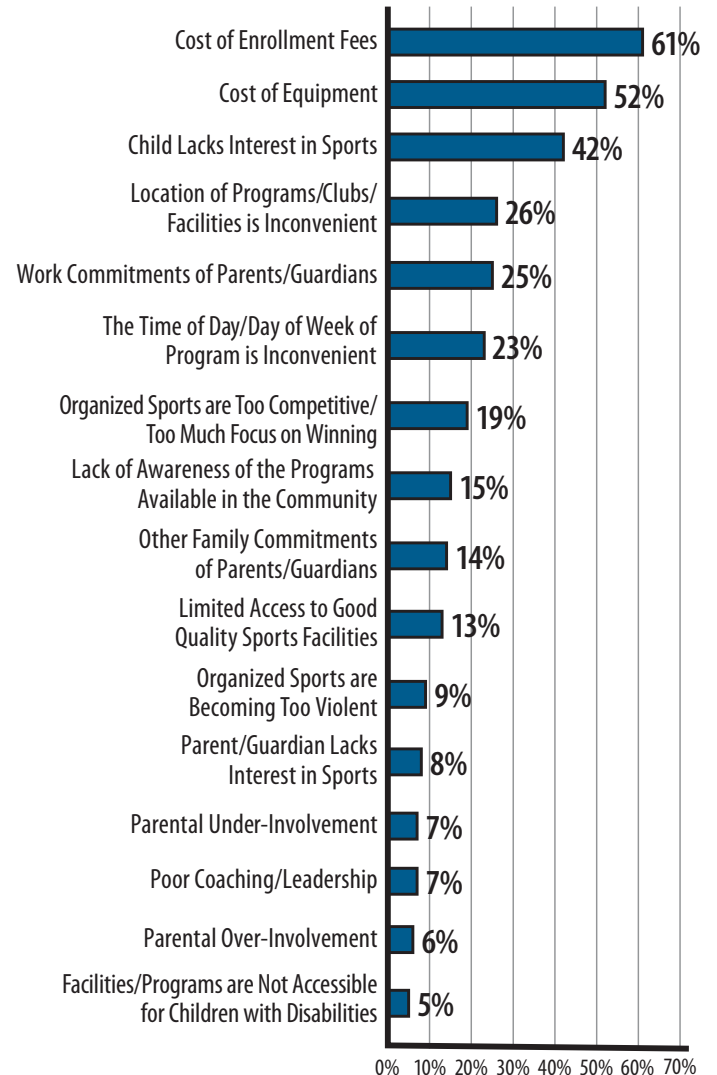
Ensuring that programming staff and management are current on trends is important in the identification and planning of programming. Regular interaction and data collection (e.g. customer surveys) from members are other methods that service providers use to help identify programs that are popular and in demand. The development of multi-use spaces can also help ensure that municipalities have the flexibility to adapt to changing interests and activity preferences.



Barriers to Participation

Research and available data supports that many Canadians face barriers that impact their ability to reap the numerous physical, social, and mental benefits that are accrued from participation in recreation and leisure pursuits. Understanding these barriers can help service providers identify strategies to mitigate issues and encourage participation.

The adjacent graph adapted from the 2014 CIBC – KidSport Report reflects barriers to participation in sport for 3 to 17 year olds in Canada. As reflected in the graph, the cost of enrollment, the cost of equipment, and a lack of interest were identified as the top 3 barriers.



INFRASTRUCTURE TRENDS

Managing Aging Infrastructure

A report published in 2009 by the **British Columbia Recreation and Parks Association** titled “A Time for Renewal” identified a number of statistics related to the aging condition of recreation infrastructure in the province. Findings published in the report included:

- 68% of BC’s indoor recreation facilities are 25 years or older, and 42% of facilities are 35 years or older.
- Recreation infrastructure development is not keeping up with current or projected population growth.
- An estimated \$4 billion dollars is needed for the rehabilitation of existing indoor facilities based on life-cycle stage assumptions.
- An estimated \$1.2 billion dollars is needed to build new indoor facilities to proportionately accommodate BC’s ten-year population growth predictions.

Another more recent report, the **Canadian Infrastructure Report Card⁴** included an assessment and analysis of the state of sport and recreation facilities across Canada. The report revealed a number of concerns and issues that will impact the delivery of sport and recreation infrastructure over the next number of years. Key findings from the report included the following.

- The Report Card demonstrates that Canada’s infrastructure, including sport and recreation facilities, is at risk of rapid deterioration unless there is immediate investment.
- The average annual reinvestment rate in sport and recreation facilities is currently 1.3% (of capital value) while the recommended target rate of reinvestment is 1.7% – 2.5%.
- Almost 1 in 2 sport and recreation facilities are in ‘very poor’, ‘poor’ or ‘fair’ condition and need repair or replacement.
- In comparison to other municipal infrastructure assessed in the Report Card, sport and recreation facilities were in the worst state and require immediate attention.

The Report Card indicated that the extrapolated replacement value of sport and recreation facilities in ‘poor’ or ‘very poor’ condition is \$9 billion while those in ‘fair’ condition require \$14 billion.

Multi-Use Spaces

Recreation and parks facilities are being designed to accommodate multiple activities and to encompass a variety of different components. The benefits of designing multi-use spaces include the opportunity to create operational efficiencies, attract a wide spectrum of users, and procure multiple sources of revenue. Providing the opportunity for all family members to take part in different opportunities simultaneously at the same location additionally increases convenience and satisfaction for residences.

Creating spaces within a facility that are easily adaptable and re-configurable is another growing trend observed in many newer and retrofitted facilities. Many performing arts venues are being designed in such a manner that staging, seating, and wall configurations can be easily changed as required. Similarly, visual arts spaces such as studios and galleries are being designed in a manner that allows them to be used for a multitude of different art creation and display purposes. Gymnasium spaces and field house facilities are being designed with adjustable barriers, walls, bleachers, and other amenities that can be easily set-up or removed depending on the type of activity or event.

Integrating Indoor and Outdoor Environments

A new concept in recreation infrastructure planning is to ensure that the indoor environment interacts seamlessly with the outdoor recreation environment. This can include such ideas as indoor/outdoor walking trails, indoor/outdoor child play areas, and indoor/outdoor aquatics facilities. Although there are a number of operational issues that need to be considered when planning indoor/outdoor environments (e.g. cleaning, controlled access, etc.) the concept of planning an indoor facility to complement the site it is located on (and associated outdoor amenities included) as well as the broader community parks and trail system is prudent and will ensure the optimization of public spending on both indoor and outdoor recreation infrastructure. Integrating indoor and outdoor environments can be as “simple” as ensuring interiors have good opportunities to view the outdoors.

4 http://www.canadainfrastructure.ca/downloads/Canadian_Infrastructure_Report_2016.pdf

Ensuring Accessibility

Many current recreation and cultural facilities are putting a significant focus on ensuring that user experiences are comfortable including meeting accessibility requirements and incorporating designs that can accommodate various body types. Programming is made as accessible as possible via “layering” to provide the broadest appeal possible to people of all abilities.

Meeting the needs of various user groups is also an important aspect of accessibility. Incorporating mobile technologies, rest spaces, child-friendly spaces, crafts areas, and educational multi-purpose rooms for classes and performances is an emerging trend. Accessibility guidelines set by governments, as well as an increased understanding of the needs of different types of visitors is fueling this trend. Technology is also being embraced as a modern communication tool useful for effectively sharing messages with younger, more technologically savvy audiences.

Revenue Generating Spaces

Facility operators of community facilities are being required to find creative and innovative ways to generate the revenues needed to both sustain current operations and fund future expansion or renovation projects. By generating sustainable revenues outside of regular government contributions, many facilities are able to demonstrate increased financial sustainability and expand service levels.

Lease spaces provide one such opportunity. Many facilities are creating new spaces or redeveloping existing areas of their facility that can be leased to food and beverage providers and other retail businesses. Short term rental spaces are another major source of revenue for many facilities. Lobby areas, programs rooms, and event hosting spaces have the potential to be rented to the corporate sector for meetings, team building activities, holiday parties, and a host of other functions.

Social Amenities

The inclusion of social amenities provides the opportunity for multi-purpose community recreation facilities to maximize the overall experience for users as well as to potentially attract non-traditional patrons to the facility. Examples of social amenities include attractive lobby areas, common spaces, restaurants and cafeterias, spectator viewing areas, meeting facilities, and adjacent outdoor parks or green space. It is also becoming increasingly uncommon for new public facilities, especially in urban areas, to not be equipped with public wireless Internet.

Another significant benefit of equipping facilities with social amenities is the opportunity to increase usage and visitation to the facility during non-peak hours. Including spaces such as public cafeterias and open lobby spaces can result in local residents visiting the facility during non-event or non-program hours to meet friends or is simply a part of their daily routine. Many municipalities and non-profit organizations have encouraged this non-peak hour use in order to ensure that the broader populace perceives that the facility is accessible and available to all members of the community.

SERVICE DELIVERY TRENDS

Partnerships

Partnerships in the provision of recreation and parks opportunities are becoming more prevalent. These partnerships can take a number of forms, and include government, not for profit organizations, schools and the private sector. While the provision of recreation and parks services has historically relied on municipal levels of the government, many local governments are increasingly looking to form partnerships that can enhance service levels and more efficiently lever public funds.

Examples of partnerships include facility naming and sponsorship arrangements, lease/contract agreements, the contracted operation of spaces, entire facilities, or delivery of programs. According to one study⁵ over three-quarters (76%) of Canadian municipalities work with schools in their communities to encourage the participation of municipal residents in physical activities. Just under half of Canadian municipalities work with local non-profits (46%), health settings (40%), or workplaces (25%) to encourage participation in physical activities amongst their residents. Seventy-six percent (76%) of municipalities with a population of 1,000 to 9,999 to 80% of municipalities over 100,000 in population have formed agreements with school boards for shared use of facilities. In fact since 2000, the proportion of municipalities that have reported working with schools, health settings, and local non-profit organizations has increased by 10% to 20%.

5 “Municipal Opportunities for Physical Activity” Bulletin 6: Strategic partnerships. 2010, Canadian Fitness & Lifestyle Research Institute.

Social Inclusion

The concept of social inclusion is becoming an issue communities are addressing. While always an important issue, its significance has risen as communities have become more diversified through immigration.

Social inclusion is about making sure that all children and adults are able to participate as valued, respected, and contributing members of society. It involves the basic notions of belonging, acceptance, and recognition. For immigrants, social inclusion would be manifested in full and equal participation in all facets of a community including economic, social, cultural, and political realms. It goes beyond including “outsiders” or “newcomers.” In fact social inclusion is about the elimination of the boundaries or barriers between “us” and “them.”⁶ There is a recognition that diversity has worth unto itself and is not something that must be overcome.⁷

Community Development

The combined factors of decreasing support from other levels of government, increasing demand for new and exciting recreation infrastructure and programs, and the changing nature of the volunteer has led many local government providers (e.g. municipalities and regional districts) to adopt a community development focus in service delivery. This, in addition to the direct delivery of recreation facilities and programs, includes the facilitation of empowering local non-profit groups to operate facilities and/or offer programs to residents thereby leveraging public resources and providing more value for public investment.

Community development is the process of creating change through a model of greater public participation; the engagement of the entire community from the individual up. The concept of community development has a broader reach than just the delivery of recreation and parks programs and facilities; it is commonly understood to be the broader involvement of the general public in decision making and delivery. Community development in recreation delivery encompasses supporting and guiding volunteer groups to ultimately become self-sufficient while providing facilities and programs.

6 Omidvar, Ratna, Ted Richmand (2003). Immigrant Settlement and Social Inclusion in Canada. The Laidlaw Foundation.

7 Harvey, Louise (2002). Social Inclusion Research in Canada: Children and Youth. The Canadian Council on Social Development’s “Progress of Canada’s Children”.

While issues of social inclusion are pertinent for all members of a community, they can be particularly relevant for adolescents of immigrant families. Immigrant youth can feel pulled in opposite directions between their own cultural values and a desire to “fit in” to their new home. This tension can be exacerbated in those situations in which parents are experiencing stress due to settlement. Children living in families which are struggling are more likely to be excluded from some of the aspects of life essential to their healthy development. Children are less likely to have positive experiences at school, less likely to participate in recreation, and less likely to get along well with friends, if they live in families struggling with parental depression, family dysfunction, or violence.⁸

Financial barriers to participation in recreation, sport, and cultural activities continue to exist for many British Columbia residents. Understanding the potential benefits that can result from engaging citizens in a broad range of activities and programs, municipalities have undertaken a number of initiatives aimed at removing financial barriers. Current initiatives being led or supported by many municipalities include the Canadian Parks and Recreation Association’s ‘Everybody Gets to Play’ program, KidSport, and JumpStart.

Sport Tourism

Sport Tourism is often a driver of partnerships and infrastructure development. Available Statistics Canada data (2014) indicates that the sports tourism industry in British Columbia is valued at \$300 million annually, and is the fastest growing segment of the tourism industry.⁹ *Note: The following chart has been adapted from the Canadian Sport Tourism Alliance.*

Sport Tourism	Volume: Person Visits		
	2011	2012	Change
Canada: Same-Day	9,235,000	8,598,000	-6.9%
Canada: Overnight	8,954,000	9,903,000	10.6%
Canada: Total	18,189,000	18,501,000	1.7%
U.S.A.	499,500	501,800	0.5%
Overseas	366,300	371,800	1.5%
Total	19,054,800	19,374,600	1.7%

8 Harvey, Louise (2002). Social Inclusion Research in Canada: Children and Youth. The Canadian Council on Social Development’s “Progress of Canada’s Children”.

9 Sport Tourism (Destination BC), Destination BC: Tourism Business Essentials: Sport Tourism Guide.

Many local governments (municipalities and regional districts) are reacting to the growth and opportunities associated with sport tourism by dedicating resources to the attraction and retention of events. The emergence of sport councils (or similar entities) is a trend that is continuing in many communities and regions. These organizations often receive public support and are tasked with building sport tourism capacity and working with community sport organizations and volunteers in the attraction and hosting of events. Some local governments have also decided to dedicate internal staff resources to sport tourism through the creation of new positions or re-allocation of roles.

Sport tourism generates non-local spending in a community and region (economic impact), can offset operating costs of facilities (through rentals), and can enhance community profile at the provincial, national, and international level. Sport tourism can also generate opportunities for local athlete development and can lead to varying forms of community legacy such as infrastructure development and endowment funds.

While sport tourism can be highly beneficial to a community, it is important to consider a number of factors when allocating resources in order to ensure that investment provides positive and long-lasting impacts. This is especially the case when considering the pursuit of larger scale events and competitions. Best practices that should be followed include:

- Infrastructure investment (enhancement or new development) needs to be sustainable and beneficial to a wide array of residents.
- Volunteer capacity needs to be accurately assessed and deemed appropriate.
- The pursuit of events needs to be strategically aligned with community values and goals.

Volunteerism

The **2010 Canadian Survey of Giving, Volunteering and Participating**¹⁰ helps reveal a number of current trends in individual volunteerism and the broader volunteer sector. Encouragingly, data from the Survey reflects that overall volunteerism is on the rise. Since 2007 (last available data) over 800,000 more Canadians have volunteered. In contrast to the commonly held perspective that youth aren't interested in volunteering, data from the Survey reflects that Canadians aged 15 – 24 volunteer more than any other age group.

10 Volunteer Canada: <http://volunteer.ca/content/canada-surveygiving-volunteering-and-participating>

However data from the Survey supports that the nature of volunteerism is changing. Between 2007 and 2010, the average annual volunteer hours contributed by Canadians decreased by approximately 6% from 166 to 156. Hours contributed to volunteerism on an annual basis appear to be highly influenced by age. While a higher proportion of Canadians aged 45 – 54 volunteer on an annual basis as compared to individuals aged 55 – 64, the number of hours they contribute is less.

The British Columbia sub-segment findings of the Survey further reveal a number of trends specific to the province.

- British Columbians volunteer at a higher rate than the national average. Nearly half (49.8%) of BC residents aged 15 and over volunteered in 2010 as compared to the national average of 47.0%.
- Some interesting contrasts exist between provincial and national averages with regards to volunteerism by age-segment. Residents aged 44 and younger as well those aged 55 and older volunteer at a higher proportion in British Columbia. However volunteerism is lower than national averages in the 45 – 54 age segment.
- Education and income levels appear to influence volunteer behaviour. British Columbians with a University degree had the highest rates of volunteerism. Rates of volunteerism also increase in lock-step with household income levels.
- The presence of school aged children in a household influence volunteerism. Nearly 60% of households with school aged children volunteer as compared to just 41% of households without children and 45% of households with children that are not school aged.

Volunteer Canada¹¹ also provides a resources which identifies additional trends related to volunteerism. Identified below are nine key trends that are currently impacting the volunteer sector provincial and nationally.

- **Much comes from the few.** While 47% of Canadians volunteer, over one-third (34%) of all volunteer hours were contributed by 5% of total volunteers.
- **The new volunteer.** Young people volunteer to gain work related skills (Canadians aged 15 – 24 volunteer more than any other age group). New Canadians also volunteer to develop work experience and to practice language skills. Persons with disabilities may volunteer as a way to more fully participate in community life.
- **Volunteer job design.** Volunteer job design can be the best defense for changing demographics and fluctuations in funding.

11 Volunteer Canada: volunteer.ca

- **Mandatory volunteering.** There are mandatory volunteer programs through Workfare, Community Service Order and school mandated community work.
- **Volunteering by contract.** The changing volunteer environment is redefining volunteer commitment as a negotiated and mutually beneficial arrangement rather than a one-way sacrifice of time by the volunteer.
- **Risk management.** Considered part of the process of job design for volunteers, risk management ensures the organization can place the right volunteer in the appropriate activity.
- **Borrowing best practices.** The voluntary sector has responded to the changing environment by adopting corporate and public sector management practices including standards, codes of conduct, accountability and transparency measures around program administration, demand for evaluation, and outcome measurement.
- **Professional volunteer management.** Managers of volunteer resources are working toward establishing an equal footing with other professionals in the voluntary sector.
- **Board governance.** Volunteer boards must respond to the challenge of acting as both supervisors and strategic planners.

Providing Recreation and Leisure Opportunities for Older Adults

By 2031, almost one in four people in British Columbia (approximately 1.3 million people) will be over the age of 65.¹² This trend will require all sectors of public health and wellness to ensure that adequate opportunities exist for older adults to be healthy and active.

The World Health Organization’s (WHO) *Global Strategy on Diet, Physical Activity and Health* identifies a number of benefits that can result due to the provision of quality and appropriate physical activity opportunities for older adults.

- Lower rates of all-cause mortality, coronary heart disease, high blood pressure, stroke, type 2 diabetes, colon cancer and breast cancer, a higher level of cardiorespiratory and muscular fitness, healthier body mass and composition;
- Biomarker profile that is more favourable for the prevention of cardiovascular disease, type 2 diabetes and the enhancement of bone health; and
- Exhibit higher levels of functional health, a lower risk of falling, and better cognitive function; have reduced risk of moderate and severe functional limitations and role limitations.

The WHO further outlines six specific guideline recommendations for older adult physical activity levels.

1. Older adults should do at least 150 minutes of moderate-intensity aerobic physical activity throughout the week or do at least 75 minutes of vigorous-intensity aerobic physical activity throughout the week or an equivalent combination of moderate- and vigorous-intensity activity.
2. Aerobic activity should be performed in bouts of at least 10 minutes duration.
3. For additional health benefits, older adults should increase their moderate-intensity aerobic physical activity to 300 minutes per week, or engage in 150 minutes of vigorous-intensity aerobic physical activity per week, or an equivalent combination of moderate-and vigorous-intensity activity.
4. Older adults, with poor mobility, should perform physical activity to enhance balance and prevent falls on 3 or more days per week.
5. Muscle-strengthening activities, involving major muscle groups, should be done on 2 or more days a week.
6. When older adults cannot do the recommended amounts of physical activity due to health conditions, they should be as physically active as their abilities and conditions allow.

Impact of the “Baby Boom” Generation

The baby boom generation is generally characterized as being born between the years of 1946-1965. Therefore, this age segment ranges between the ages of 52 and 71, comprising a significant portion of the “senior” population. Research has indicated that of all the generations within the older adult age group, the “baby boomer” generation will have the greatest impact on the future planning and delivery of recreation services. This is largely because of the size of this age cohort and the fact that their interests and behaviours will result in a new type of older adult.¹³

As the “baby boom” generation is a major contributor of the senior population expansion, it is interesting to note the accompanying social trends of this generation. Compared to preceding generations, “baby boomers” are found to be more highly educated, have longer life expectancy and more personal wealth. With higher education, more are recognizing the importance of physical activity, causing the recent decrease of inactivity in the senior population. However, inactivity and sedentary behaviour is still a consistent health issue for the senior population.

12 Seniors in British Columbia—A Healthy Living Framework.

13 Leisureplan International Inc. City of Vaughan Older Adult Recreation Strategy.

Identifying and Mitigating Barriers to Participation

As the senior population of Canada, British Columbia and Vancouver Island continues to grow, demand for recreation services will increase significantly for years to come. Therefore, a comprehensive understanding of senior behaviour and recreational preferences is essential to the effective delivery of recreational services and the prevention of sedentary behaviour. Although a lack of resources may be a contributing factor to inactivity in the senior population, other social and psychological factors are as much if not greater of a contributor to senior inactivity. The most common barriers confronting recreation and physical activity participants in the older adult age group are:

- Physical accessibility, which can include a lack of transportation to recreation spaces
- Safety concerns, including fear of injury
- Lack of available or accessible information of current programs and services provided to older adults, especially those that have cognitive or language limitations
- Lack of physical and emotional support from family or friends
- Social isolation
- Lack of motivation
- Cost
- Migration Factors

Meeting Evolving Recreation Demands and Preferences

Although many “traditional” activities such as bingo, bridge and shuffleboard remain popular among older adult populations, demands and preferences are evolving. Specifically, younger cohorts of older adults (notably the “baby boom” generation) have differing preferences than previous generations and are participating in more light to moderately vigorous forms of physical activity, such as:

- Pickleball
- Trekking
- Hiking
- Water aerobics
- Dancing
- Yoga

Participants and providers alike are also focusing on providing more opportunities for multi-generational activities and programming. This trend is driven both by participants demand (e.g. opportunities to engage in programming with younger family members and friends) as well as an increasing recognition of the social and community benefits that multi-generational interaction can provide.



FIVE

CONSULTATION FINDINGS

INCLUDED IN THIS SECTION:

- Overview of the project consultation program.
- Resident Survey findings.
- Community Group Questionnaire findings.
- Key themes and findings from the stakeholder interviews/discussion sessions.

OVERVIEW

Engagement with residents, community organizations and recreation stakeholders was identified as a key aspect of the project and provided the consulting team with valuable qualitative and quantitative information on the current state and future needs of recreation in District 69. To ensure that a diversity of feedback could be obtained, three different consultation mechanisms were used which included surveys and in-person discussions. The chart below provides an overview of the consultation mechanism and levels of participation.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>

Provided as follows in this section are the detailed consultation findings and analysis.



RESIDENT SURVEY

A household survey was conducted to gather the thoughts and perspectives of District 69 residents. Postcards were sent to 17,526 households in the study area. Each postcard contained a unique access code and instructions on how to access the online survey. Hardcopies were also available in case households did not receive the postcard. In total, 1,687 responses were submitted which results in a confidence level of $\pm 2.3\%$ nineteen times out of 20; a very high level of statistical reliability. Results from each jurisdiction are presented in addition to overall results and subsegment analysis.

Respondents by Area

Location	Household Responses	Margin of Error ^A	Percentage of Total Responses	Percentage of District 69 Residents ^B
Parksville	439	4.5%	26%	27%
Qualicum Beach	421	4.6%	25%	19%
Area E (Nanose Bay)	242	6.0%	14%	13%
Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)	130	8.4%	8%	17%
Area G (San Pareil, French Creek, Surfside, Dashwood)	267	5.8%	16%	16%
Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Home Lake, Spider Lake)	102	9.5%	6%	8%
Don't Know/Did Not Respond	86	—	5%	—
Total	1,687	2.3%	100%	100%

A Within the percentage 19 times out of 20.

B Private dwellings (2016 census data).

Respondent Profile

Do you own or rent your primary residence?	%
Own	95%
Rent	5%
How long have you lived in District 69 (Oceanside)?	%
Less than 5 years	29%
5 – 10 years	21%
More than 10 years	50%
Do you expect to be residing in the District 69 (Oceanside) area for the next five years?	%
Yes	94%
Unsure	4%
No	1%
Which of the following best describes the type of household in which you live?	%
Single Adult(s) with no Dependent Children	22%
Single Parent with Dependent Children	2%
Couple with no Dependent Children	58%
Couple with Dependent Children	18%

Age Category	Survey Profile	Census Profile ^C
Age 0 – 4 Years	3%	3%
Age 5 – 9 Years	4%	3%
Age 10 – 19 Years	7%	9%
Age 20 – 29 Years	3%	6%
Age 30 – 39 Years	6%	7%
Age 40 – 49 Years	8%	11%
Age 50 – 59 Years	14%	17%
Age 60 – 69 Years	31%	21%
Age 70 – 79 Years	20%	14%
Age 80+ Years	4%	9%

C 2011 census data; does not include Area H as data was not available.

Importance of Recreation

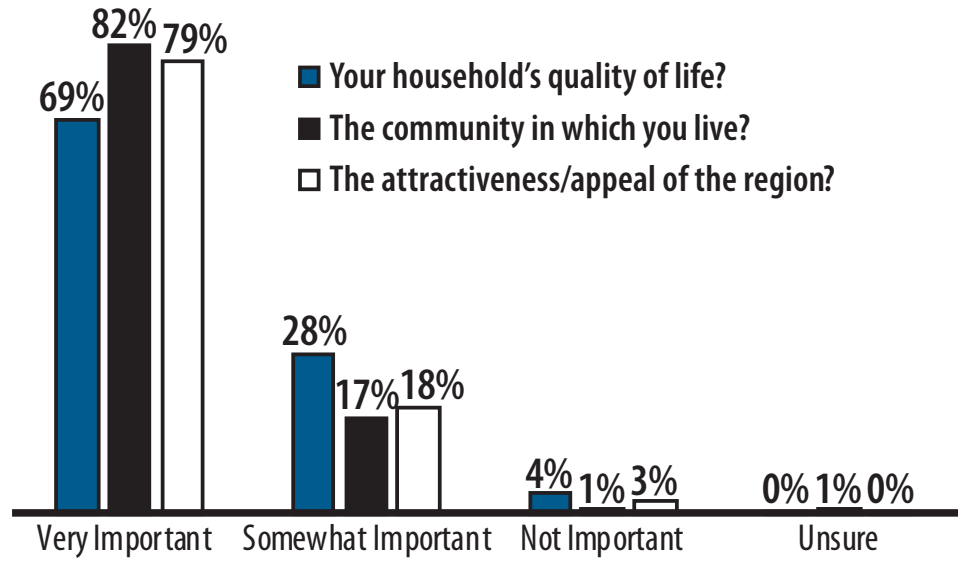
Overall Results

QUESTION:

Overall, how important are recreation opportunities (facilities and programs) to:

- Your household's quality of life?
- The community in which you live?
- The attractiveness/appeal of the region?

Respondents were asked to indicate the level of importance recreation is to their household's quality of life, to the community, and to the attractiveness of the region. 82% of households believe that recreation opportunities are "very important" to the community in which they live.

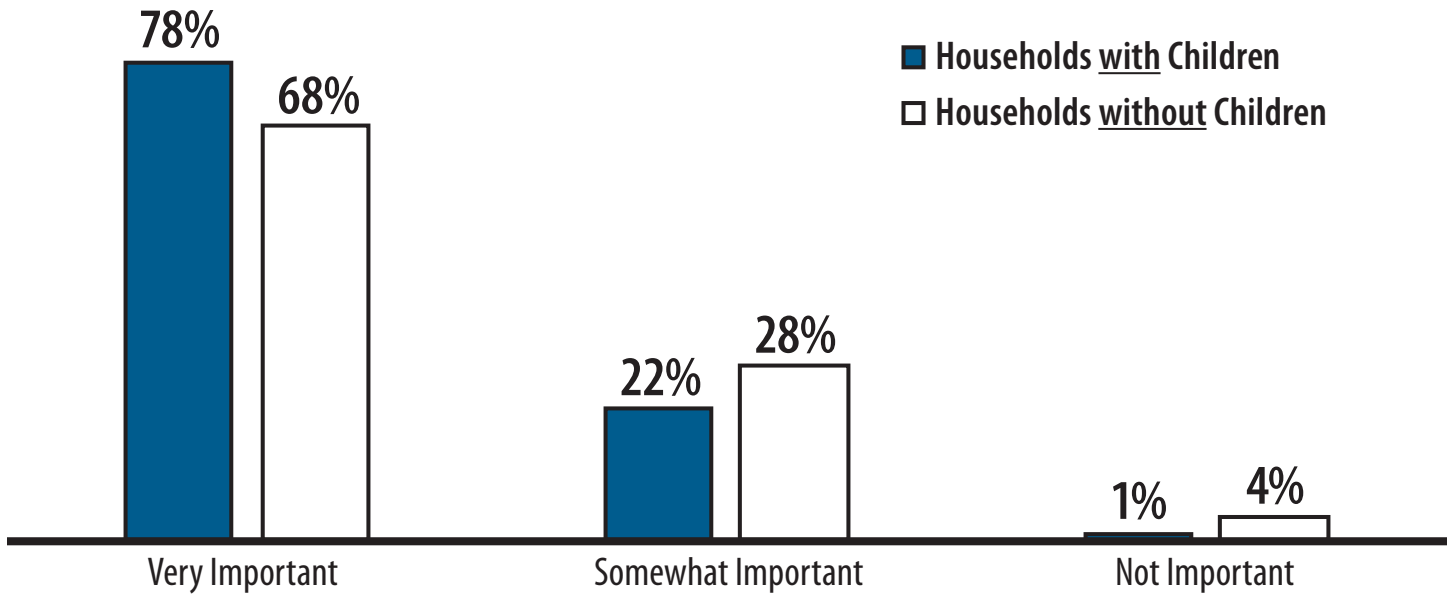


Results by Area

Your household's quality of life?	PV	QB	E	F	G	H
Very Important	70%	74%	63%	67%	71%	62%
Somewhat Important	27%	23%	30%	31%	27%	30%
Not Important	2%	2%	7%	2%	2%	7%
Unsure	0%	0%	0%	0%	0%	1%
The community in which you live?	PV	QB	E	F	G	H
Very Important	87%	87%	73%	78%	79%	75%
Somewhat Important	12%	12%	25%	21%	20%	19%
Not Important	1%	1%	2%	1%	0%	4%
Unsure	0%	0%	0%	1%	1%	3%
The attractiveness/appeal of the region?	PV	QB	E	F	G	H
Very Important	80%	83%	73%	72%	78%	73%
Somewhat Important	19%	15%	23%	21%	18%	21%
Not Important	1%	2%	4%	5%	2%	5%
Unsure	0%	0%	0%	2%	1%	1%

Households with Children VS. Households without Children

Overall, how important are recreation opportunities (facilities and programs) to your household's quality of life?



Additional Analysis

Households with members over the age of 60 years	Very Important	Somewhat Important	Not Important
Overall, how important are recreation opportunities (facilities and programs) to...			
Your household's quality of life?	70%	74%	63%
The community in which you live?	27%	23%	30%
The attractiveness/appeal of the region?	2%	2%	7%

Takeaways

- Residents appear to understand that recreation benefits individuals and the communities in which they live.
- This is clear indication that recreation is perceived as a public good.

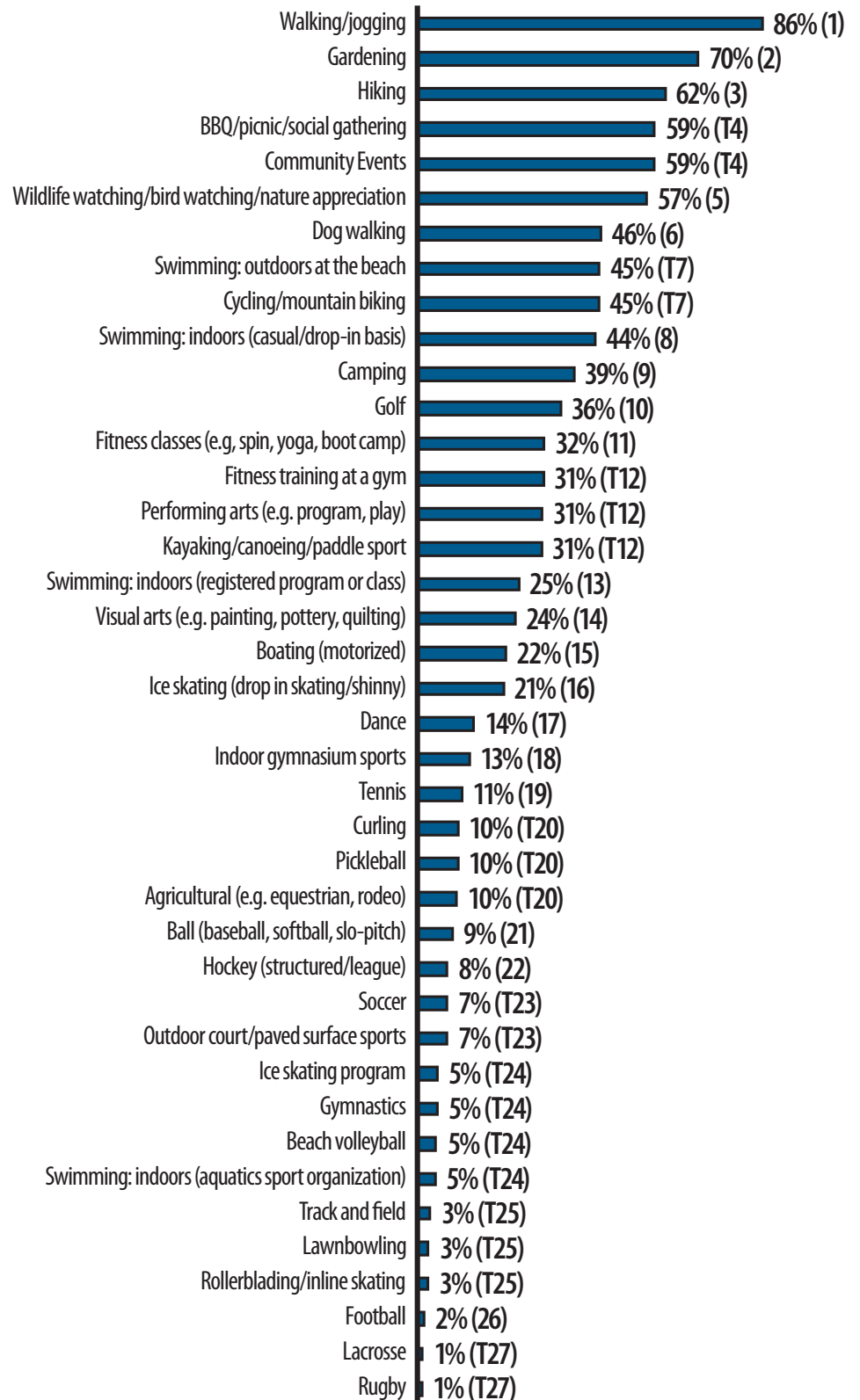
Recreation Activities

QUESTION:

Which of the following recreation (and related) activities did you and/or members of your household actively participate in during the past 12 months

Walking/jogging (86%), gardening (70%), and hiking (62%) are the top 3 activities in regard to the percentage of households participating in them. The top structured sports on the list include gymnasium sports (13%), tennis (11%), curling (10%), and pickleball (10%).

Overall Results



Results by Area

Activity	PV	QB	E	F	G	H
Walking/jogging	86%	88%	88%	84%	84%	86%
Gardening	64%	73%	69%	71%	76%	79%
Hiking	59%	60%	67%	72%	59%	72%
BBQ/picnic/social gathering	64%	58%	59%	58%	59%	64%
Community Events	65%	60%	52%	54%	63%	57%
Wildlife watching/bird watching/nature appreciation	53%	53%	62%	61%	61%	76%
Dog walking	41%	39%	54%	58%	46%	56%
Swimming: outdoors at the beach	44%	44%	45%	55%	45%	54%
Cycling/mountain biking	43%	46%	47%	43%	46%	52%
Swimming: indoors (casual/drop-in basis)	47%	46%	38%	54%	43%	45%
Camping	39%	26%	41%	57%	44%	53%
Golf	36%	40%	35%	22%	38%	32%
Fitness classes (e.g. spin, yoga, boot camp)	30%	38%	31%	32%	26%	30%
Fitness training at a gym	30%	31%	35%	32%	34%	27%
Performing arts (e.g. program, play)	30%	37%	23%	32%	34%	28%
Kayaking/Canoeing/Paddle Sport	27%	25%	39%	32%	31%	51%
Swimming: indoors (registered program or class)	28%	28%	18%	29%	23%	25%
Visual arts (e.g. painting, pottery, quilting)	25%	26%	17%	27%	23%	38%
Boating (motorized)	20%	14%	30%	28%	25%	35%
Ice skating (drop in skating/shinny)	24%	18%	19%	27%	25%	19%
Dance	14%	13%	13%	19%	16%	17%
Indoor gymnasium sports	13%	11%	11%	19%	15%	17%
Tennis	12%	11%	8%	9%	13%	12%
Curling	14%	8%	10%	6%	13%	4%
Pickleball	11%	10%	10%	4%	14%	6%
Agricultural (e.g. equestrian, rodeo)	9%	7%	11%	28%	5%	17%
Ball (baseball, softball, slo-pitch)	11%	8%	7%	7%	10%	7%
Hockey (structured/league)	9%	5%	10%	9%	10%	3%
Outdoor court/paved surface sports	8%	6%	6%	9%	8%	13%
Soccer	8%	6%	8%	9%	9%	8%
Gymnastics	5%	4%	6%	9%	5%	6%
Ice skating program	8%	3%	4%	9%	4%	4%
Beach Volleyball	7%	3%	4%	7%	5%	4%
Swimming: indoors (aquatics sport organization)	4%	4%	8%	4%	5%	5%
Track and field	3%	3%	5%	5%	3%	2%
Lawnbowling	4%	2%	1%	2%	4%	1%
Rollerblading/inline skating	4%	1%	2%	4%	4%	1%
Football	2%	1%	2%	4%	2%	0%
Lacrosse	2%	1%	1%	1%	2%	1%
Rugby	1%	1%	3%	0%	2%	1%

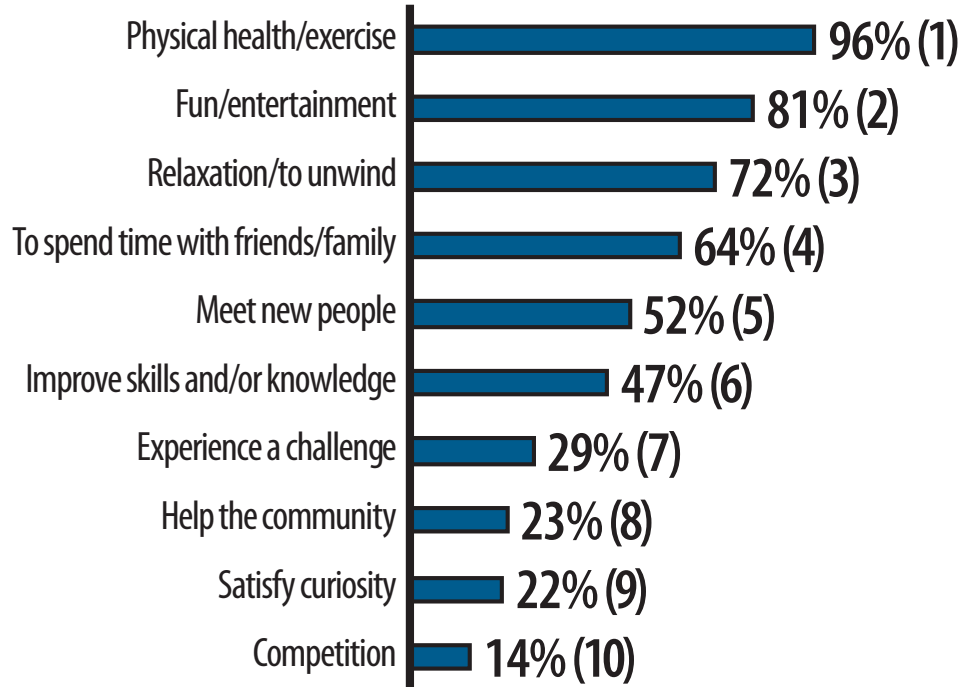
Reasons for Participating

QUESTION:

What are the main reasons you and/or members of your household participate in recreation and related activities?

Physical health/exercise (96%) is the top reason for recreation participation. This holds true for each electoral area as well.

Overall Results

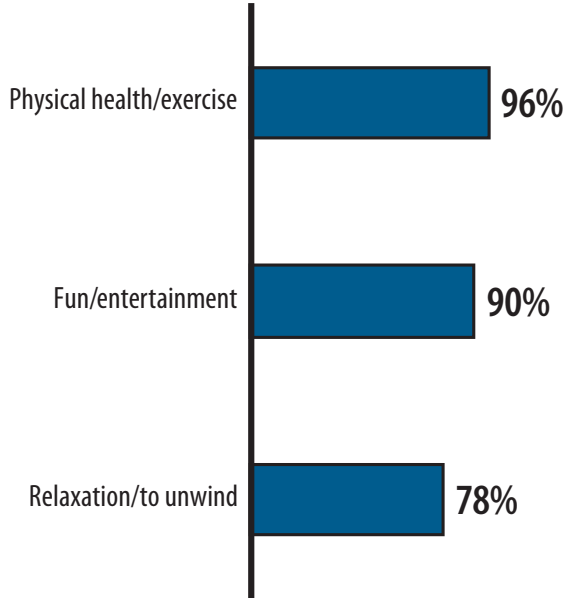


Results by Area

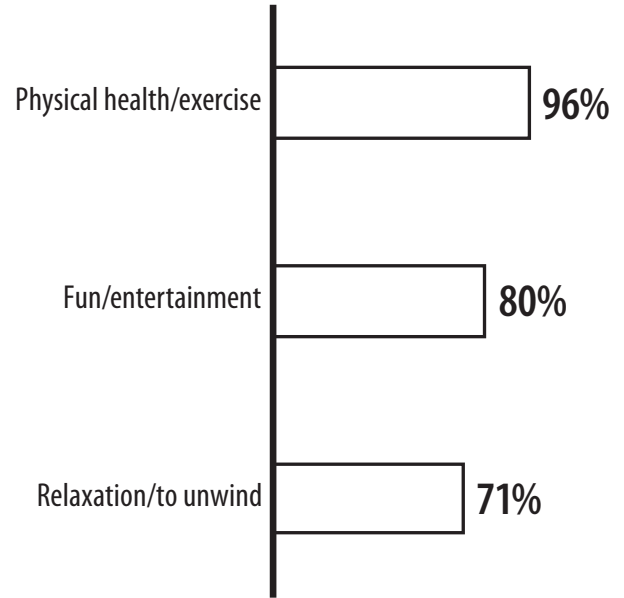
Reason	PV	QB	E	F	G	H
Physical health/exercise	95%	96%	96%	95%	97%	98%
Fun/entertainment	82%	81%	78%	78%	84%	90%
Relaxation/to unwind	73%	70%	70%	77%	71%	81%
To spend time with friends/family	64%	66%	62%	71%	65%	65%
Meet new people	55%	52%	49%	55%	50%	52%
Improve skills and/or knowledge	45%	44%	51%	52%	48%	49%
Experience a challenge	26%	29%	31%	31%	30%	37%
Help the community	22%	25%	22%	28%	19%	25%
Satisfy curiosity	23%	21%	20%	25%	23%	25%
Competition	14%	12%	18%	16%	16%	12%

Households with Children VS. Households without Children

Households with Children: Top 3 Reasons for Recreation Participation



Households without Children: Top 3 Reasons for Recreation Participation



Additional Analysis

Households with members over the age of 60 years	%
Top 3 reasons for recreation participation	
Physical Health/Exercise	96%
Fun/Entertainment	79%
Relaxation/unwind	69%
Households with members 9 years and younger	%
Top 3 reasons for recreation participation	
Fun/Entertainment	96%
Physical Health/Exercise	95%
To spend time with friends/family	84%

Takeaways

- Physical health/exercise is the top reason for participating in recreation.
- Fun/entertainment is the second most prevalent reason. This reason is especially high among households with members nine years and younger.

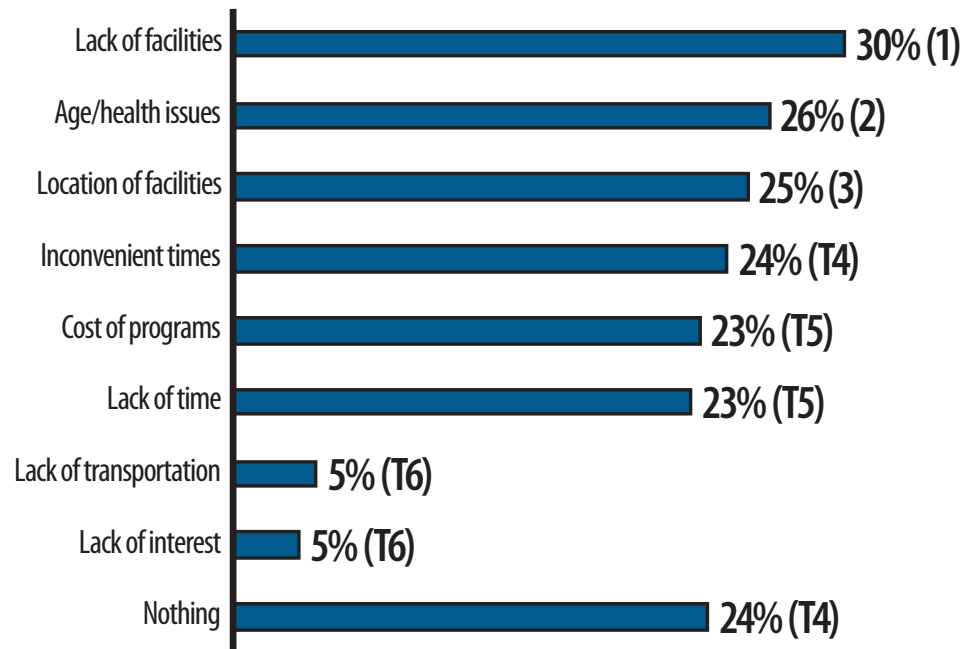
Barriers to Participation

Overall Results

QUESTION:

What, if anything, limits you and/or members of your household from participating in recreation opportunities?

Overall, lack of facilities (30%) is the number one barrier to recreation participation. Cost of programs is a higher barrier in Area F compared to the overall results. Lack of transportation is more prevalent in Area H compared to other areas.

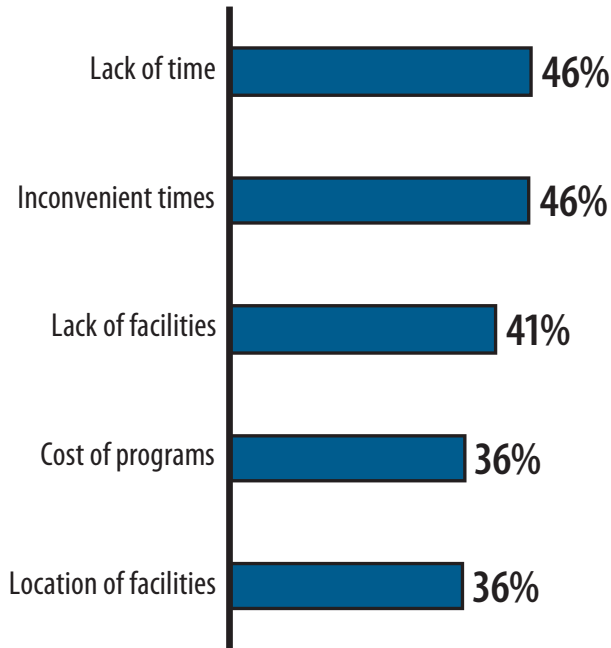


Results by Area

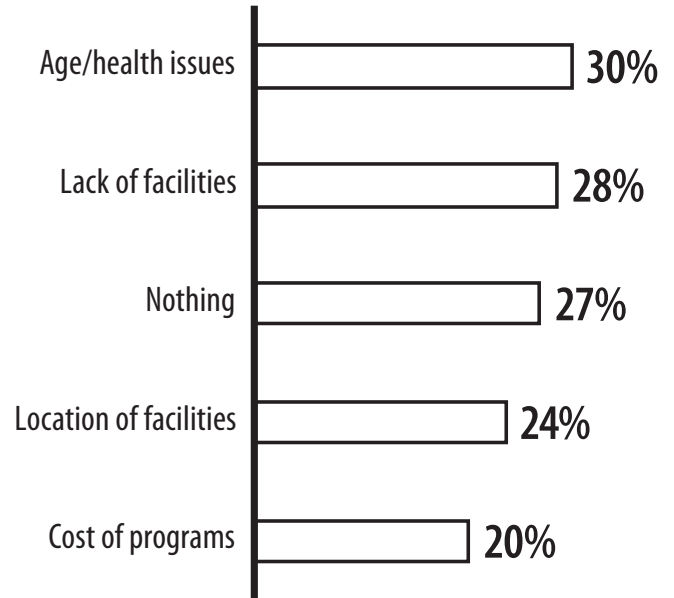
Barrier	PV	QB	E	F	G	H
Lack of facilities	31%	30%	28%	39%	31%	26%
Age/health issues	29%	28%	20%	20%	29%	21%
Location of facilities	32%	10%	36%	30%	23%	43%
Inconvenient times	26%	21%	23%	30%	29%	26%
Cost of programs	24%	22%	17%	38%	22%	25%
Lack of time	21%	19%	24%	34%	22%	29%
Lack of transportation	5%	4%	6%	8%	5%	12%
Lack of interest	5%	3%	5%	6%	4%	5%
Nothing	21%	27%	28%	14%	24%	19%
Competition	14%	12%	18%	16%	16%	12%

Households with Children VS. Households without Children

**Households with Children:
Top 5 Participation Barriers**



**Households without Children:
Top 5 Participation Barriers**



Additional Analysis

Household Type	Cost of Programs	Lack of Transportation	Location of Facilities
Single Adult(s) with no Dependent Children	25%	5%	24%
Single Parent with Dependent Children	30%	20%	40%
Couple with no Dependent Children	18%	3%	23%
Couple with Dependent Children	37%	11%	35%

Takeaways

- Lack of facilities is the top overall barrier.
- Area H residents see the location of facilities as their top barrier; lack of transportation is more of barrier here than other jurisdictions.
- Cost of programs is a barrier for Area F residents.

Utilization: City of Parksville

Overall Results

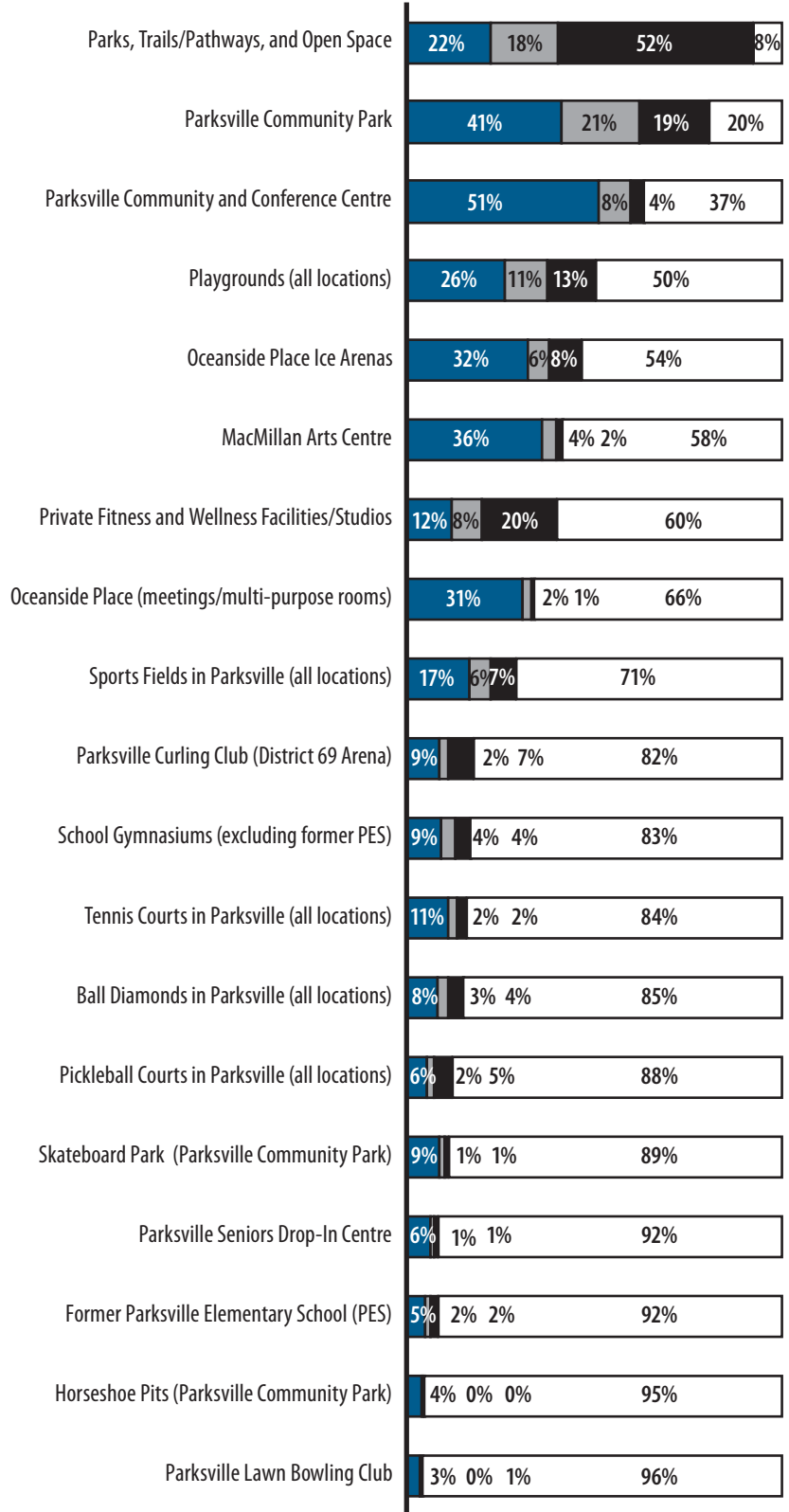
QUESTION:
 For each of the following recreation facilities and spaces in the **City of Parksville**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

92% of all respondent households have used the parks, trails, pathways, and open spaces in Parksville over the past year. Over half of Parksville households (53%) have use the Oceanside Place Ice Arenas in the past year.

Takeaways

- Parksville parks, trails/pathways, and open space are highly utilized by residents in each jurisdiction.
- Over half of Parksville, Area F, and Area G residents used Oceanside Place arenas while less Area H and E residents used the facility.
- About a quarter of Parksville and Area G residents used the District 69 Arena (curling club) while other jurisdictions were significantly lower.

■ 1 – 9 Total Household Uses/Visits
 ■ 21+ Total Household Uses/visits
■ 10 – 20 Total Household Uses/Visits
 □ Did Not Use of Visit



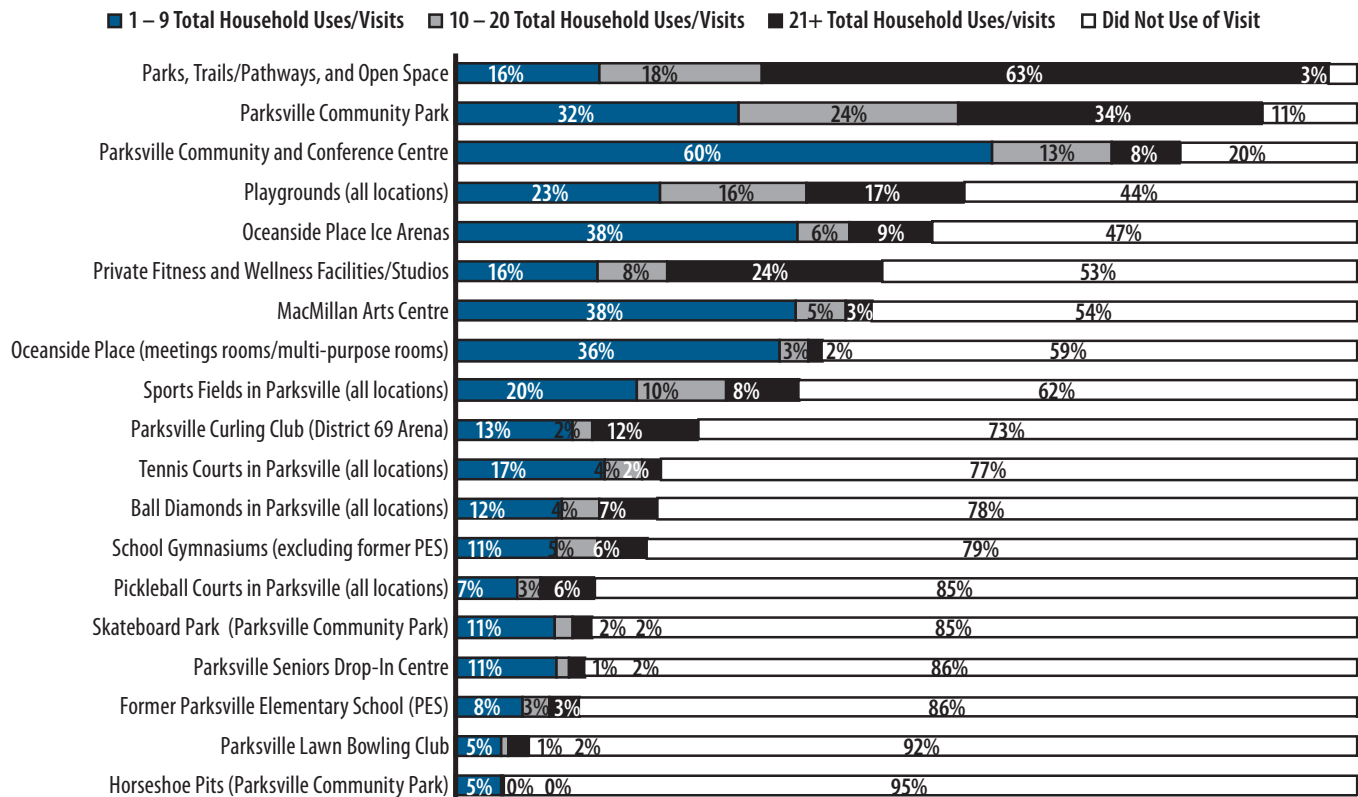
Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	97%	89%	94%	93%	91%	85%
Parksville Community Park	89%	76%	74%	85%	87%	55%
Parksville Community and Conference Centre	80%	58%	52%	64%	66%	33%
Playgrounds (all locations)	56%	43%	46%	59%	58%	37%
Oceanside Place Ice Arenas	53%	43%	35%	54%	57%	33%
MacMillan Arts Centre	46%	44%	29%	42%	43%	36%
Private Fitness and Wellness Facilities/Studios	47%	34%	42%	47%	44%	19%
Oceanside Place (meetings/multi-purpose rooms)	41%	32%	27%	30%	43%	17%
Sports Fields in Parksville (all locations)	38%	21%	27%	33%	33%	23%
Parksville Curling Club (District 69 Arena)	27%	10%	16%	12%	24%	4%
School Gymnasiums (excluding former PES)	21%	14%	13%	24%	21%	7%
Tennis Courts in Parksville (all locations)	23%	9%	13%	12%	22%	13%
Ball Diamonds in Parksville (all locations)	22%	12%	9%	15%	18%	5%
Pickleball Courts in Parksville (all locations)	16%	10%	12%	5%	19%	4%
Skateboard Park (Parksville Community Park)	15%	5%	6%	17%	18%	9%
Parksville Seniors Drop-In Centre	14%	5%	6%	4%	8%	5%
Former Parksville Elementary School (PES)	14%	3%	5%	18%	9%	4%
Horseshoe Pits (Parksville Community Park)	5%	3%	3%	3%	9%	4%
Parksville Lawn Bowling Club	8%	1%	1%	1%	10%	0%

Results from City of Parksville Households

Recreation Space Usage in the Past Year



Utilization: Town of Qualicum Beach

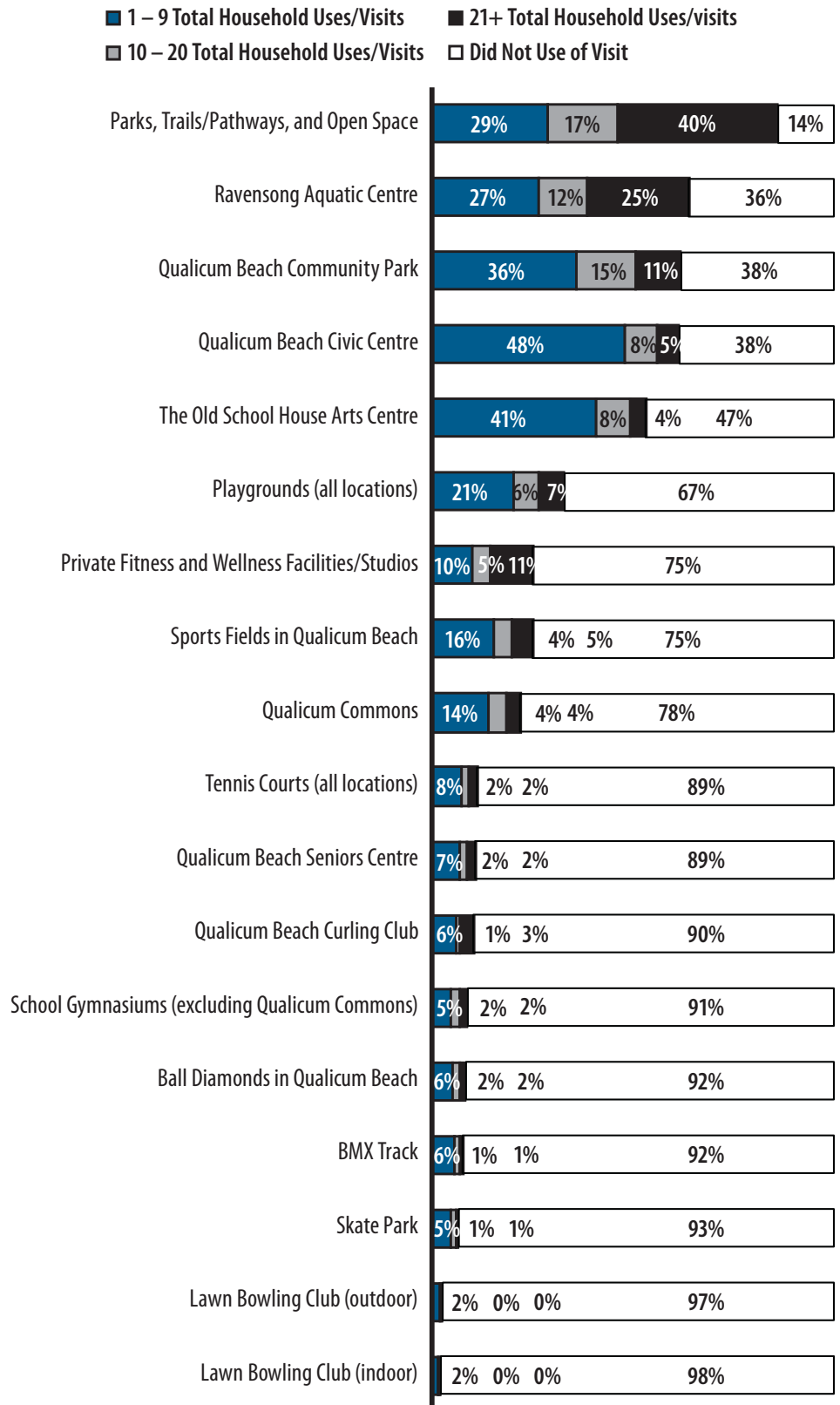
Overall Results

QUESTION:
 For each of the following recreation facilities and spaces in the **Town of Qualicum Beach**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

One-quarter of all respondents used Ravensong Aquatic Centre on over 21 occasions in the past year while 64% used it at least once.

Takeaways

- A lower proportion of Area E residents used Ravensong Aquatic Centre compared to other jurisdictions.



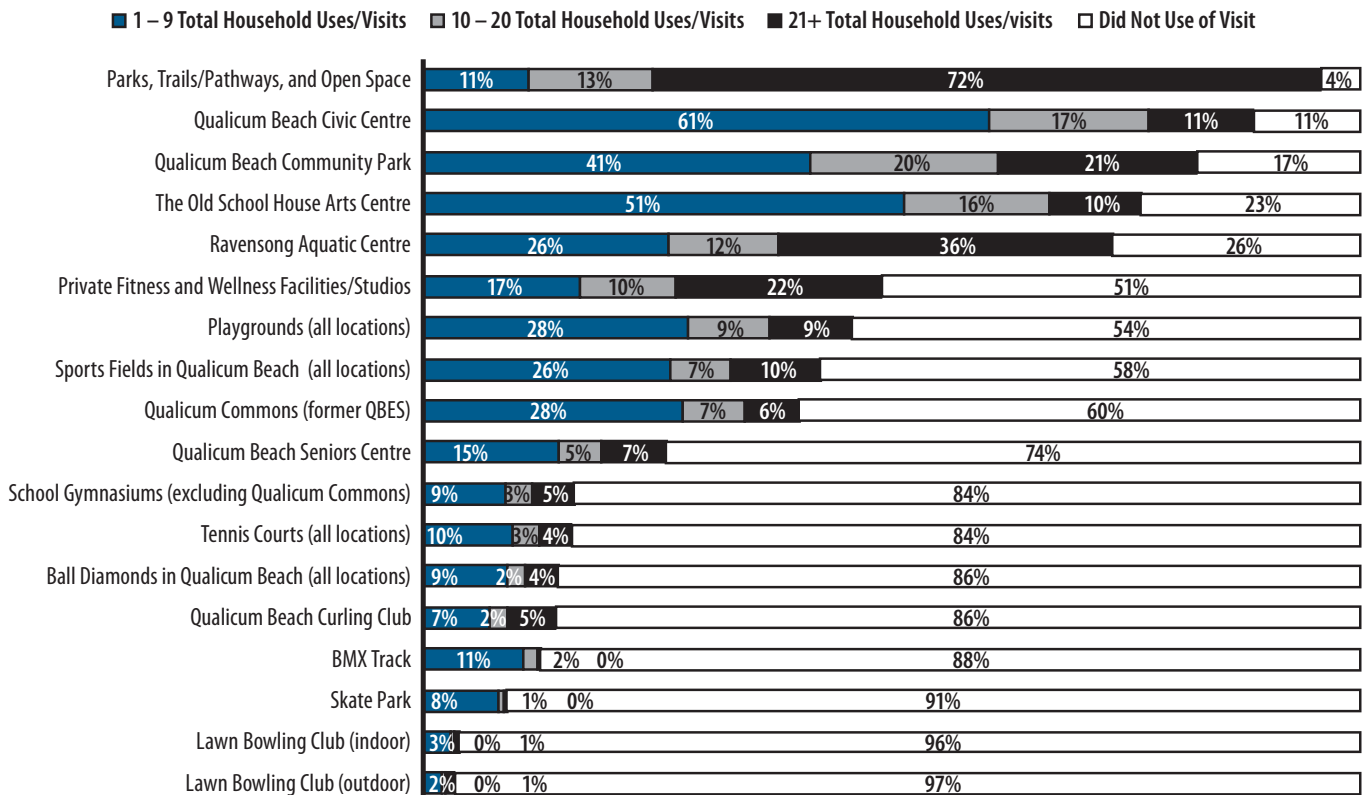
Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	83%	96%	75%	92%	84%	90%
Ravensong Aquatic Centre	68%	74%	35%	80%	64%	61%
Qualicum Beach Community Park	54%	83%	43%	72%	59%	54%
Qualicum Beach Civic Centre	50%	89%	30%	77%	64%	55%
The Old School House Arts Centre	45%	77%	30%	51%	54%	51%
Playgrounds (all locations)	30%	46%	17%	39%	33%	34%
Private Fitness and Wellness Facilities/Studios	13%	49%	6%	26%	26%	25%
Sports Fields in Qualicum Beach	17%	42%	13%	28%	25%	23%
Qualicum Commons	14%	40%	11%	35%	17%	16%
Tennis Courts (all locations)	8%	16%	6%	11%	17%	13%
Qualicum Beach Seniors Centre	5%	26%	3%	8%	8%	8%
Qualicum Beach Curling Club	12%	14%	5%	6%	13%	3%
School Gymnasiums (excluding Qualicum Commons)	6%	16%	5%	11%	10%	9%
Ball Diamonds in Qualicum Beach	7%	14%	2%	8%	10%	7%
BMX Track	3%	13%	4%	10%	11%	11%
Skate Park	4%	9%	3%	14%	7%	14%
Lawn Bowling Club (outdoor)	4%	3%	1%	0%	3%	2%
Lawn Bowling Club (indoor)	2%	4%	1%	0%	3%	2%

Results from Town of Qualicum Beach Households

Recreation Space Usage in the Past Year



Utilization: Area E

Overall Results

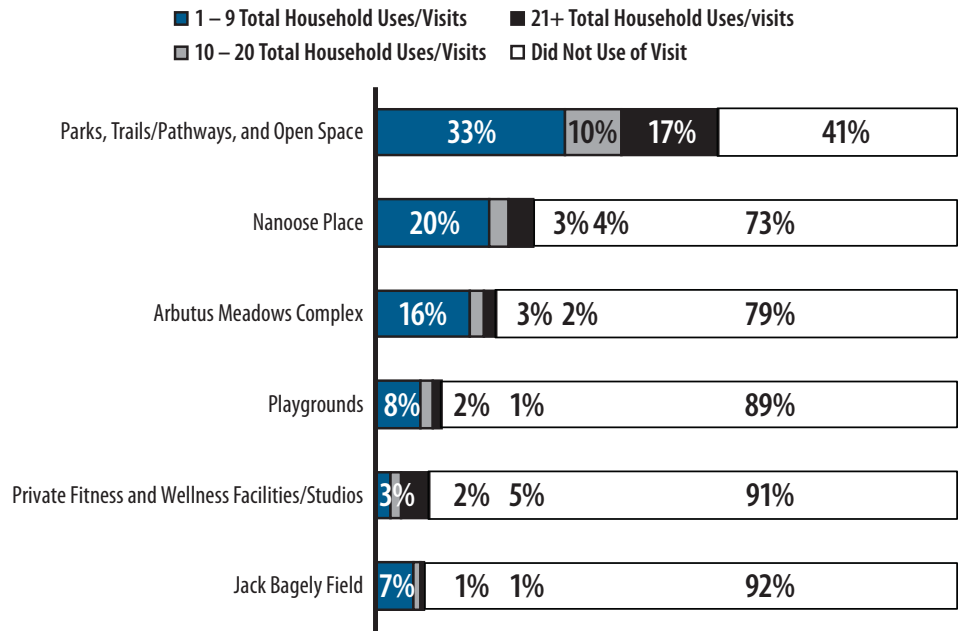
QUESTION:

For each of the following recreation facilities and spaces in **Electoral Area E (Nanoose Bay)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

As seen on the second graph, 95% of Area E households used parks and outdoor spaces and 74% used Nanoose Place in the past year.

Takeaways

- Nanoose Place receives most of its usage by Area E residents
- With the exception of Area H residents, all jurisdictions made good use (at least 49%) of Parks, trails/pathways, and open space in Area E.



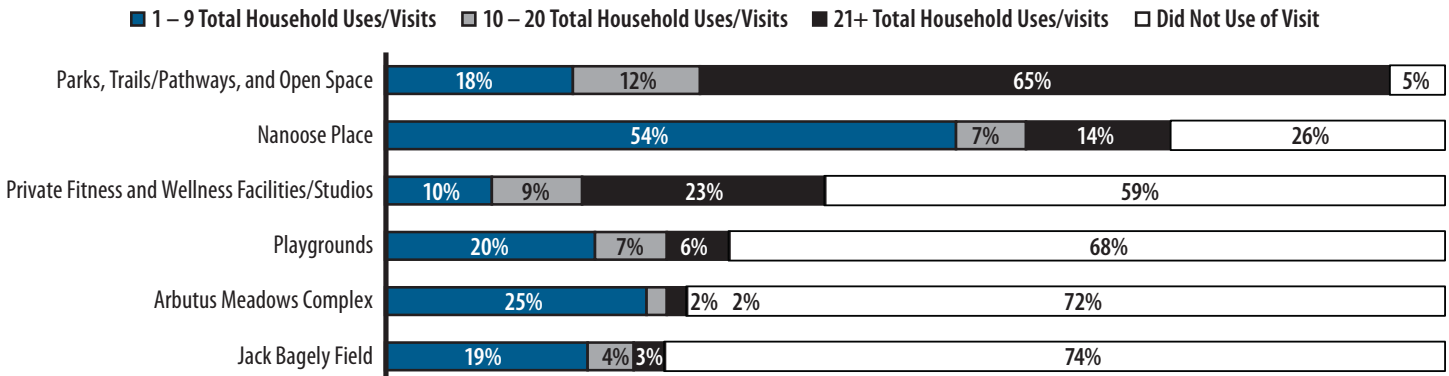
Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	57%	49%	95%	50%	53%	36%
Nanoose Place	24%	14%	74%	14%	17%	7%
Arbutus Meadows Complex	22%	16%	29%	26%	22%	9%
Playgrounds	10%	4%	32%	5%	9%	3%
Private Fitness and Wellness Facilities/Studios	3%	4%	41%	0%	2%	1%
Jack Bagely Field	6%	3%	26%	8%	3%	5%

Results from Area E Households

Recreation Space Usage in the Past Year



Utilization: Area F

Overall Results

QUESTION:

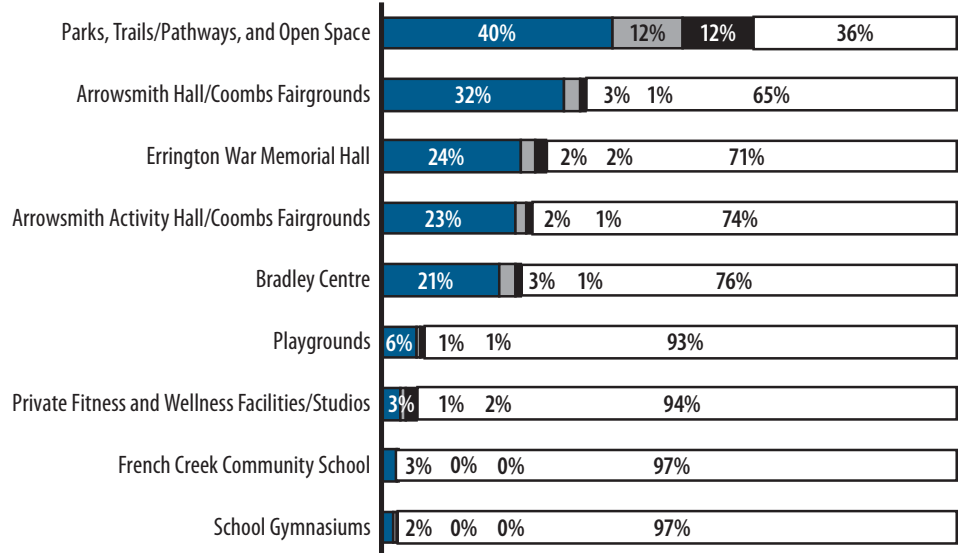
For each of the following recreation facilities and spaces in **Electoral Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

Sixty-nine percent (69%) of Area F households used Arrowsmith Hall/ Coombs Fairgrounds in the past year.

Takeaways

- At least 59% of residents in each jurisdiction used parks, trails/ pathways, and open space in Area F.

■ 1 – 9 Total Household Uses/Visits ■ 21+ Total Household Uses/visits
 ■ 10 – 20 Total Household Uses/Visits □ Did Not Use of Visit



Results by Area

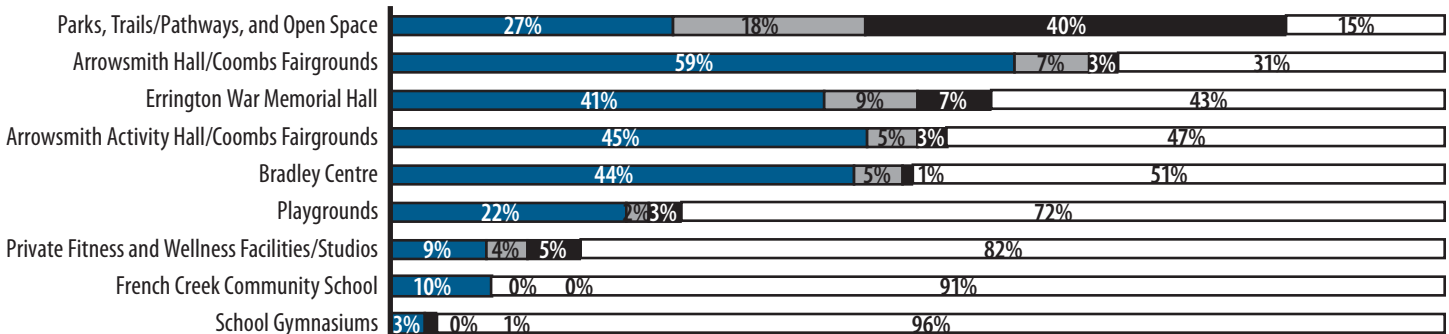
Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	66%	64%	59%	85%	62%	59%
Arrowsmith Hall/ Coombs Fairgrounds	37%	33%	24%	69%	35%	29%
Errington War Memorial Hall	30%	27%	14%	57%	30%	26%
Arrowsmith Activity Hall/ Coombs Fairgrounds	29%	26%	16%	53%	25%	18%
Bradley Centre	24%	21%	16%	50%	24%	25%
Playgrounds	6%	5%	5%	28%	6%	7%
Private Fitness and Wellness Facilities/Studios	4%	7%	3%	18%	7%	3%
School Gymnasiums	2%	4%	2%	4%	2%	2%
French Creek Community School	2%	1%	0%	10%	5%	2%

Results from Area F Households

Recreation Space Usage in the Past Year

■ 1 – 9 Total Household Uses/Visits ■ 10 – 20 Total Household Uses/Visits ■ 21+ Total Household Uses/visits □ Did Not Use of Visit



Utilization: Area G

Overall Results

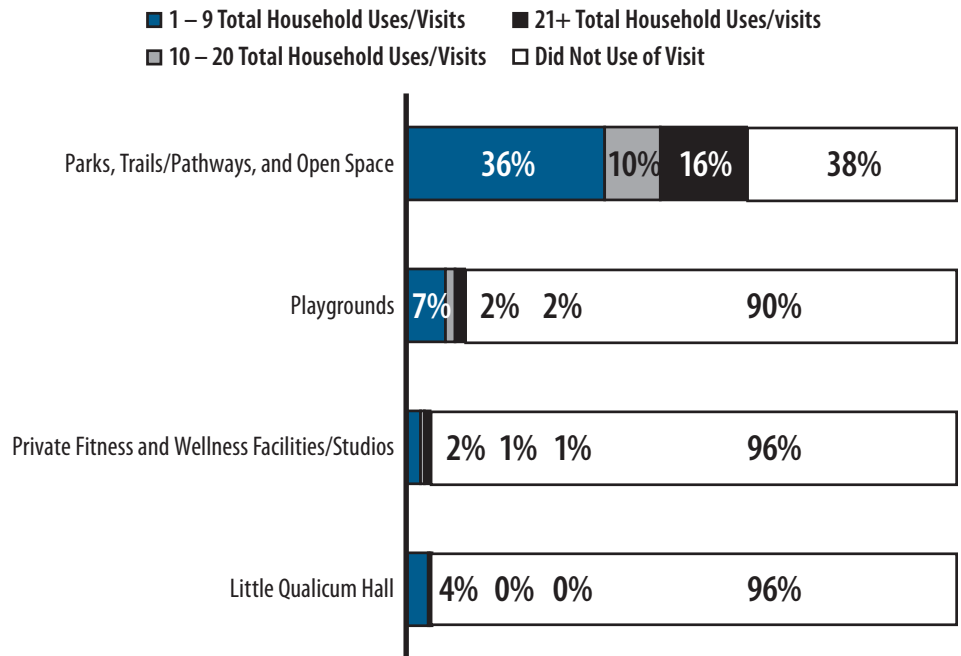
QUESTION:

For each of the following recreation facilities and spaces in **Electoral Area G (San Pareil, French Creek, Surfside, Dashwood)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

Eighty-four percent (84%) of Area G households used parks and outdoor spaces in the past 12 months.

Takeaways

- Parks, trails/pathways, and open space are well utilized.



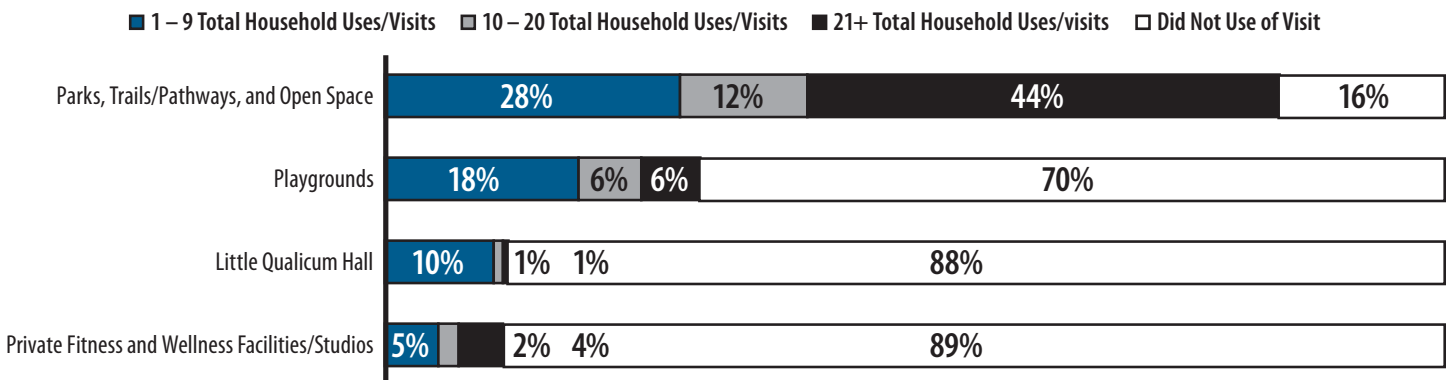
Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	60%	60%	48%	62%	84%	50%
Playgrounds	7%	7%	4%	11%	30%	5%
Private Fitness and Wellness Facilities/Studios	2%	5%	3%	1%	11%	3%
Little Qualicum Hall	3%	3%	1%	4%	12%	6%

Results from Area G Households

Recreation Space Usage in the Past Year



Utilization: Area H

QUESTION:

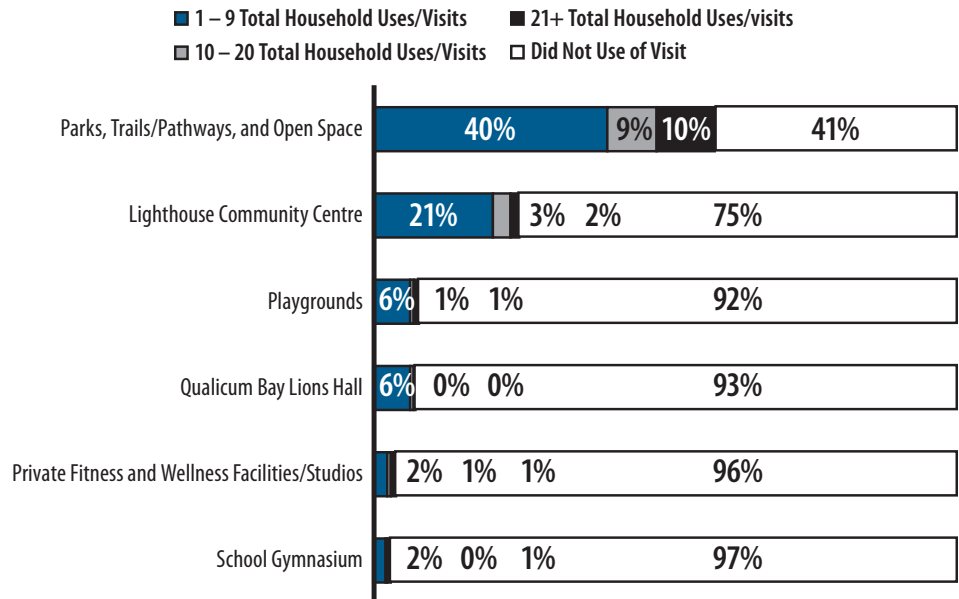
For each of the following recreation facilities and spaces in **Electoral Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)**, please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

In regard to Area H households, 82% used the Lighthouse Community Centre in the past year.

Takeaways

- At least 45% of residents in other jurisdictions used parks, trails/pathways, and open space in Area H.
- One-third of Area F residents used the Lighthouse Community Centre.

Overall Results



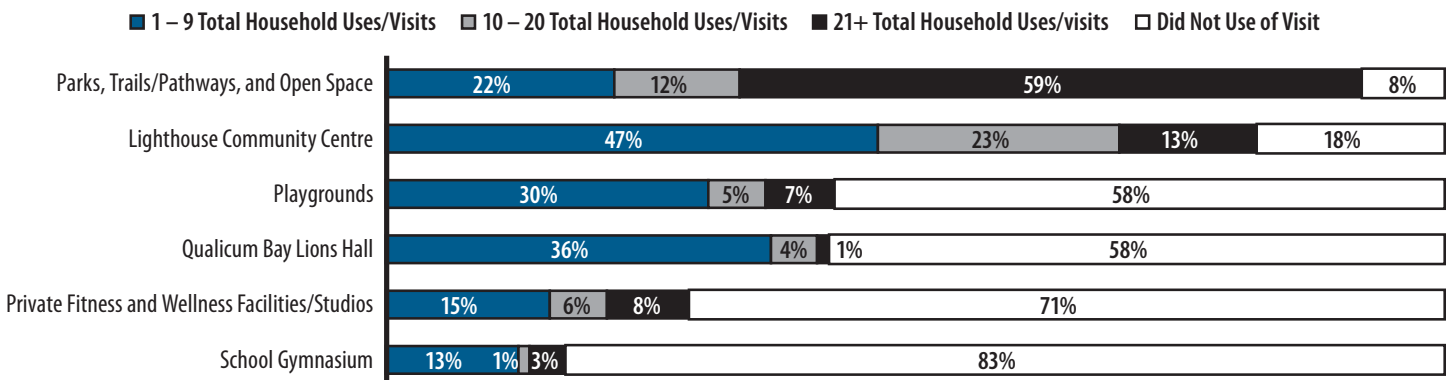
Results by Area

Percentage of households who used the space at least once in the past year.

Recreation Space	PV	QB	E	F	G	H
Parks, Trails/Pathways, and Open Space	55%	65%	45%	64%	53%	92%
Lighthouse Community Centre	18%	25%	8%	32%	22%	82%
Playgrounds	4%	4%	3%	13%	6%	42%
Qualicum Bay Lions Hall	4%	5%	0%	8%	6%	42%
Private Fitness and Wellness Facilities/Studios	1%	2%	0%	4%	2%	29%
School Gymnasium	1%	2%	0%	5%	3%	17%

Results from Area H Households

Recreation Space Usage in the Past Year



Leaving District 69 for Recreation

QUESTION:

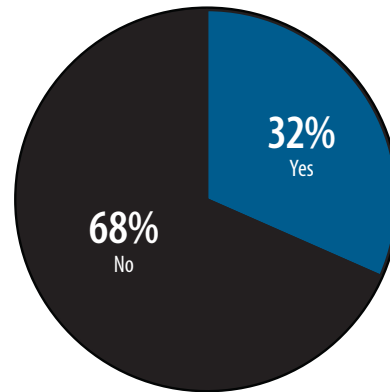
Do members of your household travel outside of District 69 (Oceanside) to access recreation facilities because they are not readily or sufficiently available?*

If “Yes”, what types of facilities do members of your household travel outside of District 69 (Oceanside) to access because they are not readily or sufficiently available?

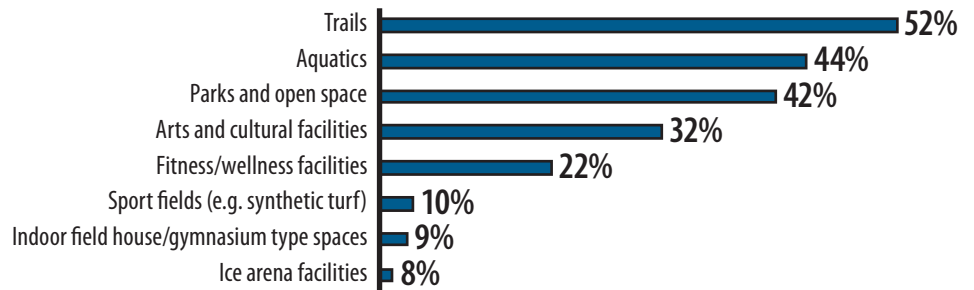
* Excluding “away games” and competitions.

Over two-thirds (68%) of households do not leave District 69 for recreation activities that are not sufficiently provided in Oceanside. Of those who do leave, 52% leave for trails and 44% leave for aquatics.

Overall Results



Amenities Residents Leave District 69 to Access



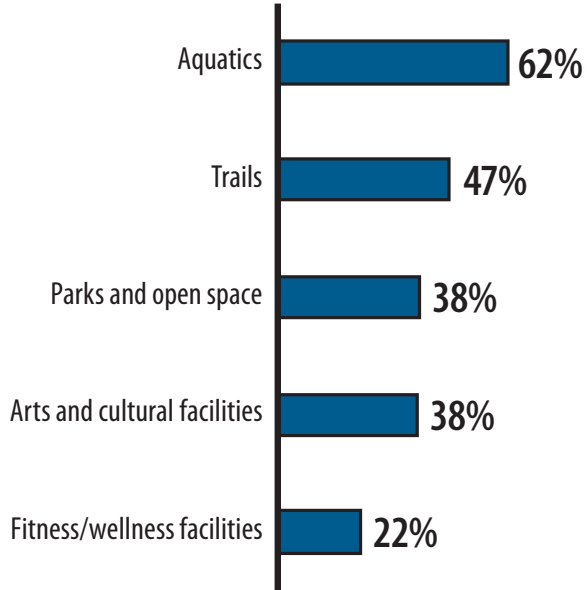
Results by Area

Leave District 69 for Recreation	PV	QB	E	F	G	H
Yes	33%	26%	39%	34%	33%	41%
No	67%	75%	61%	66%	67%	59%

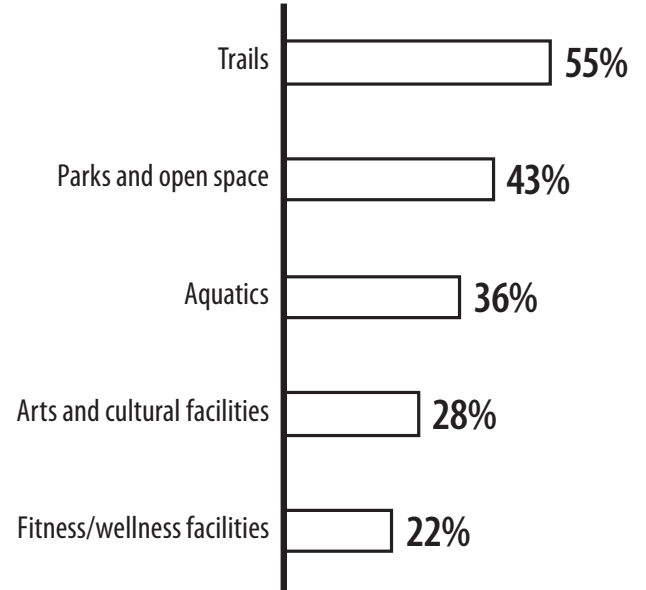
Amenity Residents Leave District 69 to Access	PV	QB	E	F	G	H
Trails	51%	50%	51%	52%	48%	67%
Aquatics	56%	30%	35%	46%	56%	43%
Parks and open space	41%	34%	41%	48%	39%	60%
Arts and cultural facilities	30%	31%	39%	30%	28%	29%
Fitness/wellness facilities	19%	18%	25%	9%	32%	31%
Sport fields (e.g. synthetic turf)	12%	10%	7%	9%	11%	7%
Indoor field house/gymnasium type spaces	9%	9%	7%	11%	15%	2%
Ice arena facilities	5%	8%	7%	16%	12%	7%

Households with Children VS. Households without Children

Households with Children: Top 5 Amenities Sought Outside of District 69



Households without Children: Top 5 Amenities Sought Outside of District 69



Takeaways

- Households with children are the main demographic likely to leave District 69 for use of aquatic spaces.

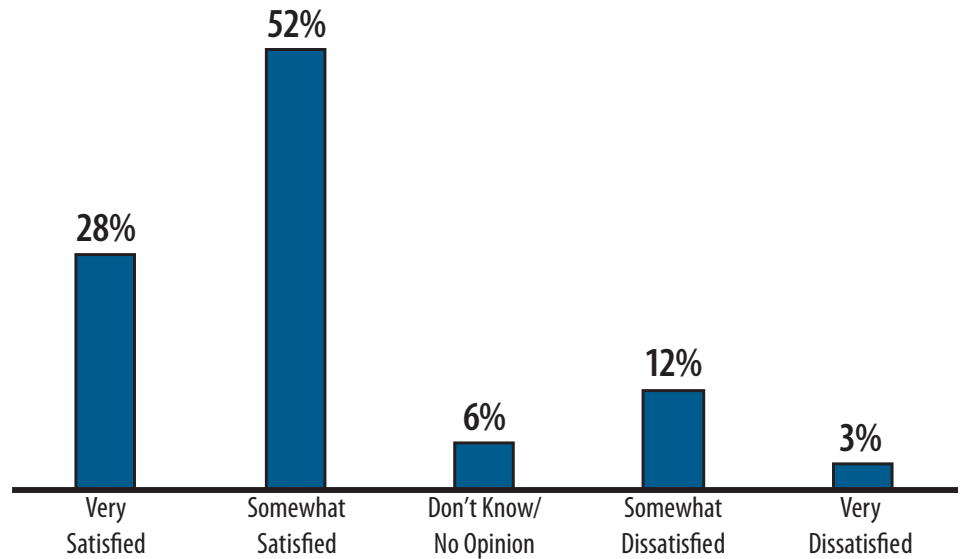
Overall Satisfaction

Overall Results

QUESTION:

Overall, how satisfied is your household with recreation services and facilities provided by the Regional District of Nanaimo in District 69 (Oceanside)?

Overall, 80% of residents indicated that they are satisfied with recreation services and facilities provided by the Regional RDN in District 69. Only 15% indicated a level of dissatisfaction.

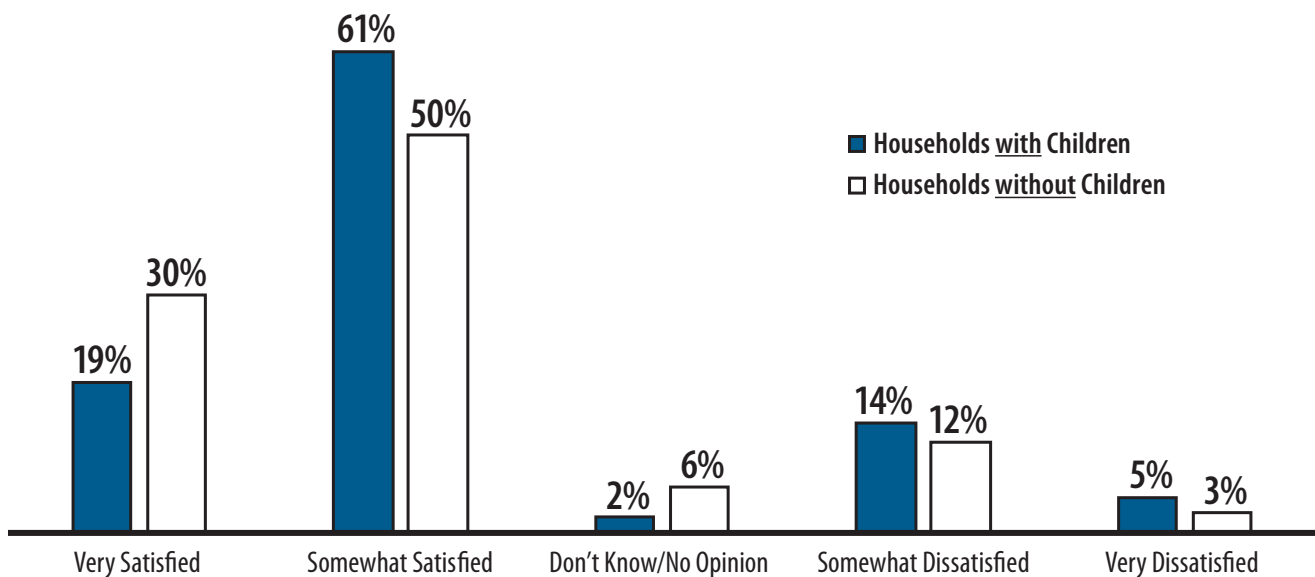


Results by Area

Level of Satisfaction	PV	QB	E	F	G	H
Very Satisfied	26%	33%	26%	22%	28%	28%
Somewhat Satisfied	53%	52%	51%	54%	50%	50%
Don't Know/No Opinion	4%	2%	12%	2%	5%	9%
Somewhat Dissatisfied	13%	11%	8%	22%	13%	12%
Very Dissatisfied	4%	2%	3%	2%	3%	2%

Households with Children VS. Households without Children

Level of Satisfaction with Recreation Services in District 69

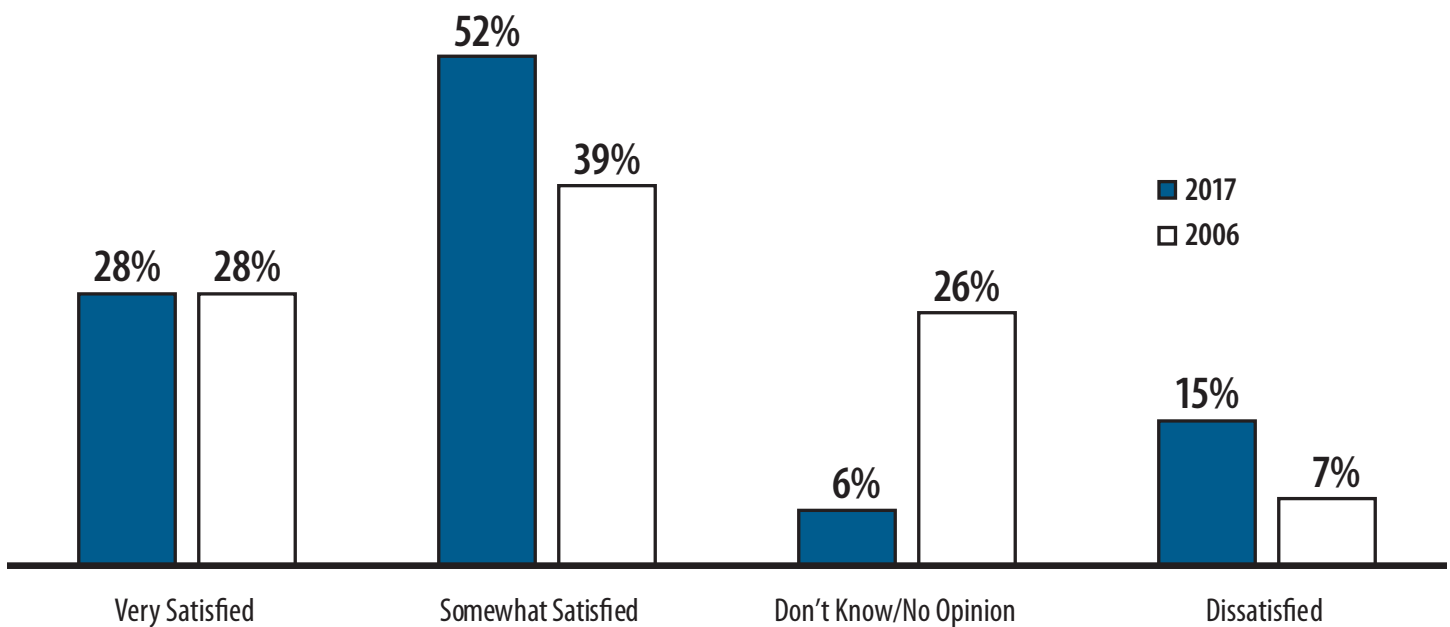


Additional Analysis

Importance of Recreation to Quality of Life	Very Satisfied	Somewhat Satisfied	Don't Know/ No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Respondents who identified that recreation is "very important" to their household's quality of life	28%	51%	3%	13%	4%
Respondents who identified that recreation is "not important" to their household's quality of life	38%	27%	30%	5%	0%

2006 VS. 2017 Satisfaction Comparison

Level of Satisfaction with Recreation Services in District 69



Takeaways

- The majority of residents are satisfied with recreation services.
- Overall satisfaction levels improved by 13% from 2006 to 2017 (67% to 80%). Dissatisfaction levels increased by 8% (7% to 15%). Also worth noting, 20% fewer residents in 2017 indicated that they didn't know / had no opinion (possibly reflecting increased awareness or RDN recreation offerings in District 69).
- Area F displays the highest level of dissatisfaction among the six jurisdictions.

Satisfaction: Facility Maintenance

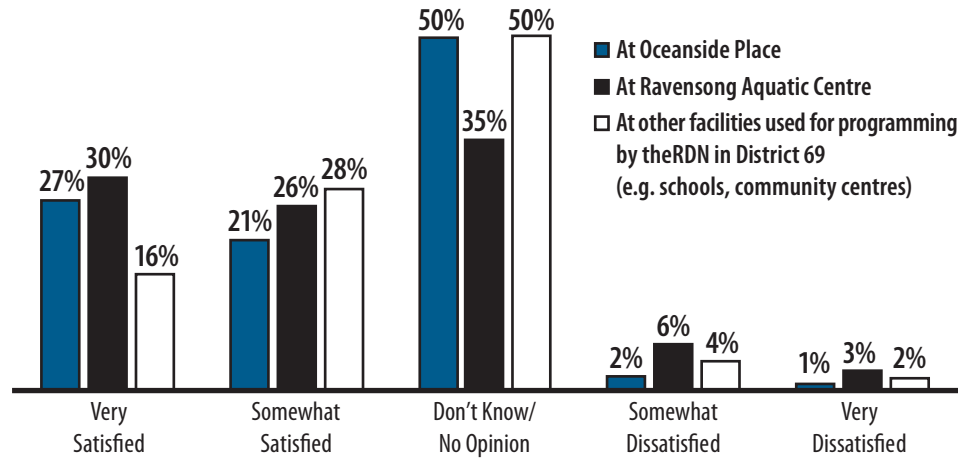
QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Facility Maintenance.**

Forty-eight percent (48%) of residents are satisfied to some extent with the facility maintenance at Oceanside Place.

* Those that responded "Don't Know/No Opinion" may not be facility users and thus weren't able to indicate their level satisfaction.

Overall Results



Results by Area

At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	31%	24%	17%	29%	34%	21%
Somewhat Satisfied	26%	20%	17%	24%	23%	12%
Don't Know/No Opinion	39%	55%	63%	44%	40%	64%
Somewhat Dissatisfied	3%	1%	2%	3%	2%	2%
Very Dissatisfied	1%	1%	1%	0%	2%	1%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	29%	39%	13%	32%	31%	26%
Somewhat Satisfied	28%	26%	17%	41%	26%	26%
Don't Know/No Opinion	33%	24%	67%	15%	33%	42%
Somewhat Dissatisfied	7%	8%	2%	10%	7%	5%
Very Dissatisfied	3%	3%	1%	3%	3%	2%
At other facilities used for programming by the RDN in District 69 (e.g. schools, community centres)	PV	QB	E	F	G	H
Very Satisfied	18%	19%	11%	17%	16%	13%
Somewhat Satisfied	29%	28%	24%	39%	30%	23%
Don't Know/No Opinion	46%	47%	61%	40%	47%	59%
Somewhat Dissatisfied	5%	5%	3%	4%	4%	3%
Very Dissatisfied	2%	1%	2%	1%	2%	2%

Satisfaction: Customer Service

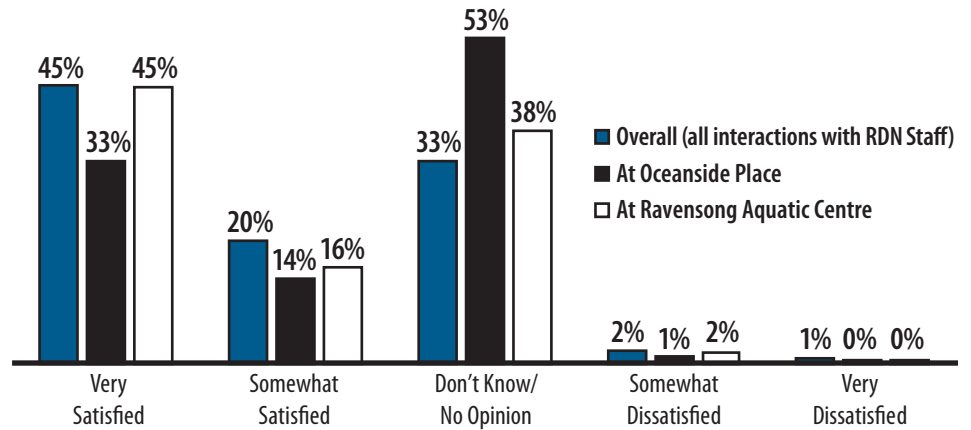
QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Customer Service.**

Although customer service levels appear to be higher at Ravensong compared to Oceanside Place, dissatisfaction is very low at both facilities.

* Those that responded "Don't Know/No Opinion" may not have interacted with staff and thus weren't able to indicate their level satisfaction.

Overall Results



Results by Area

Overall (all interactions with RDN staff)	PV	QB	E	F	G	H
Very Satisfied	48%	49%	34%	48%	48%	34%
Somewhat Satisfied	20%	19%	18%	25%	22%	19%
Don't Know/No Opinion	30%	30%	47%	22%	28%	43%
Somewhat Dissatisfied	2%	2%	1%	4%	1%	4%
Very Dissatisfied	1%	1%	1%	1%	1%	0%

At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	40%	30%	21%	33%	39%	23%
Somewhat Satisfied	17%	11%	13%	16%	15%	6%
Don't Know/No Opinion	42%	59%	65%	49%	43%	68%
Somewhat Dissatisfied	1%	0%	0%	2%	2%	3%
Very Dissatisfied	1%	0%	0%	0%	1%	0%

At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	46%	54%	20%	54%	47%	42%
Somewhat Satisfied	16%	16%	10%	23%	18%	11%
Don't Know/No Opinion	36%	28%	68%	20%	34%	44%
Somewhat Dissatisfied	2%	2%	1%	2%	1%	4%
Very Dissatisfied	1%	1%	0%	0%	0%	0%

Satisfaction: Programming

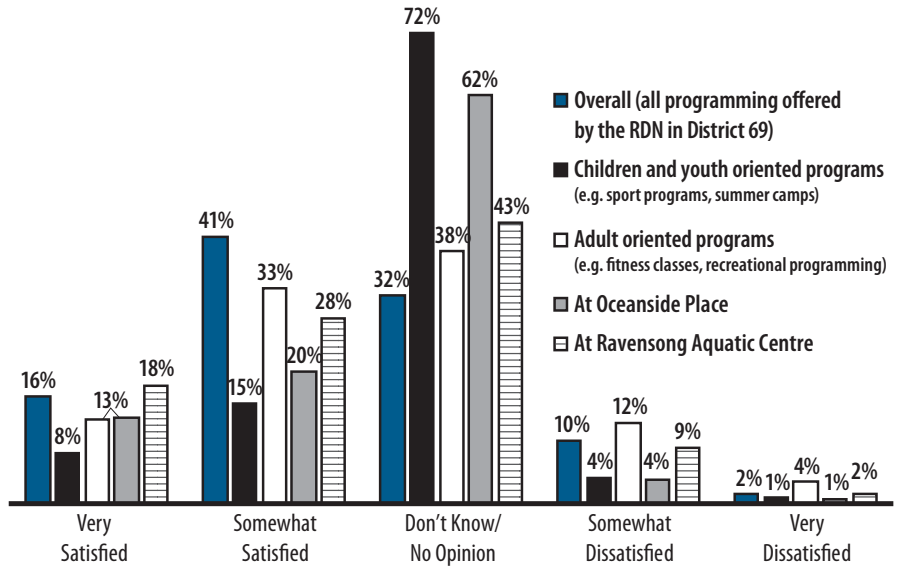
QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Programming.**

Overall, fifty-seven percent (57%) are satisfied with recreation programming and 12% are dissatisfied. Levels of dissatisfaction are higher for adult oriented as compared to the other programming categories, but are still relatively low (16%).

* Those that responded "Don't Know/No Opinion" may not have registered or participated in RDN programming and thus weren't able to indicate their level satisfaction.

Overall Results

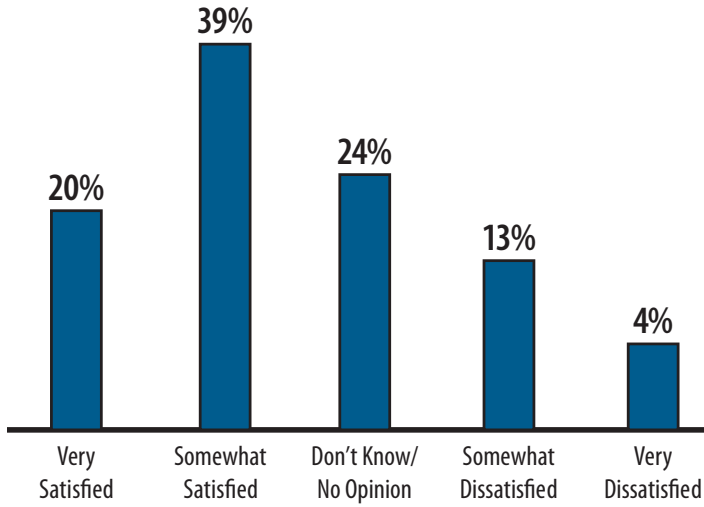


Results by Area

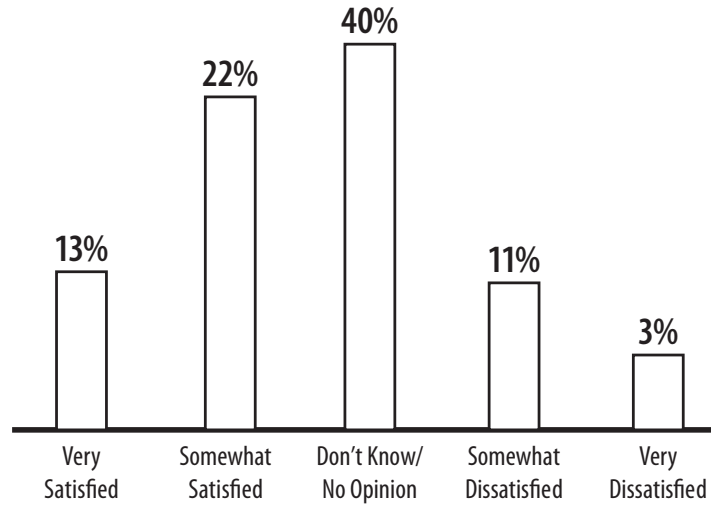
Overall (all programming offered by the RDN in District 69)	PV	QB	E	F	G	H
Very Satisfied	19%	16%	9%	14%	19%	18%
Somewhat Satisfied	38%	45%	31%	52%	43%	36%
Don't Know/No Opinion	29%	29%	51%	19%	27%	34%
Somewhat Dissatisfied	11%	8%	8%	14%	10%	11%
Very Dissatisfied	2%	1%	1%	1%	2%	1%
Children and youth oriented programs (e.g. sport programs, summer camps)	PV	QB	E	F	G	H
Very Satisfied	10%	6%	6%	10%	8%	9%
Somewhat Satisfied	14%	15%	13%	23%	16%	17%
Don't Know/No Opinion	71%	76%	78%	60%	67%	70%
Somewhat Dissatisfied	4%	3%	3%	6%	8%	2%
Very Dissatisfied	1%	0%	1%	1%	2%	2%
Adult oriented programming (e.g. fitness classes, recreational programming)	PV	QB	E	F	G	H
Very Satisfied	12%	14%	9%	11%	13%	15%
Somewhat Satisfied	33%	38%	23%	38%	36%	25%
Don't Know/No Opinion	37%	33%	57%	28%	33%	41%
Somewhat Dissatisfied	13%	12%	10%	19%	11%	14%
Very Dissatisfied	4%	3%	0%	3%	7%	4%
At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	16%	10%	9%	10%	18%	14%
Somewhat Satisfied	24%	19%	15%	28%	23%	13%
Don't Know/No Opinion	55%	69%	73%	57%	51%	68%
Somewhat Dissatisfied	4%	2%	3%	5%	7%	4%
Very Dissatisfied	1%	1%	0%	0%	1%	0%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	17%	23%	7%	20%	19%	17%
Somewhat Satisfied	29%	33%	16%	44%	25%	29%
Don't Know/No Opinion	42%	31%	72%	22%	44%	43%
Somewhat Dissatisfied	9%	11%	4%	10%	10%	10%
Very Dissatisfied	3%	3%	1%	4%	2%	1%

Households with Children VS. Households without Children

**Households with Children:
Satisfaction with Children and Youth Oriented Programs**



**Households without Children:
Satisfaction with Adult Oriented Programs**



Satisfaction: Registration Process

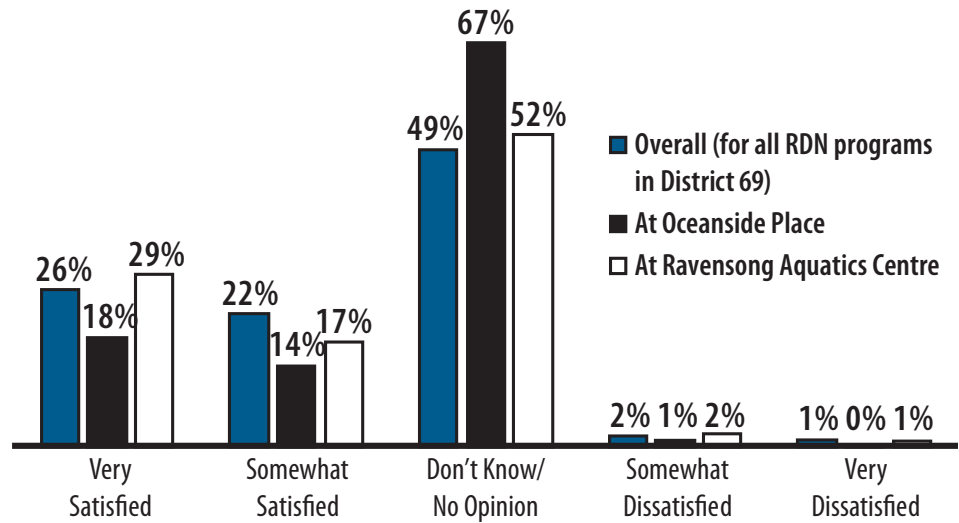
QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Registration Process.**

Only 3% of respondents are dissatisfied with the registration process for overall RDN programming.

* Those that responded "Don't Know/No Opinion" may not have registered in RDN programming and thus weren't able to indicate their level satisfaction.

Overall Results



Results by Area

Overall (for all RDN programs in District 69)	PV	QB	E	F	G	H
Very Satisfied	26%	29%	22%	31%	26%	25%
Somewhat Satisfied	26%	21%	18%	33%	23%	13%
Don't Know/No Opinion	46%	48%	59%	36%	46%	57%
Somewhat Dissatisfied	2%	2%	1%	0%	4%	4%
Very Dissatisfied	1%	0%	1%	1%	1%	1%
At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	23%	14%	14%	21%	21%	17%
Somewhat Satisfied	15%	14%	10%	22%	14%	7%
Don't Know/No Opinion	60%	72%	75%	57%	62%	73%
Somewhat Dissatisfied	2%	1%	0%	0%	2%	3%
Very Dissatisfied	0%	0%	1%	0%	1%	0%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	29%	37%	12%	37%	24%	29%
Somewhat Satisfied	18%	20%	10%	29%	16%	14%
Don't Know/No Opinion	50%	40%	76%	32%	56%	53%
Somewhat Dissatisfied	3%	2%	2%	1%	3%	4%
Very Dissatisfied	0%	0%	0%	1%	1%	1%

Satisfaction: Instruction

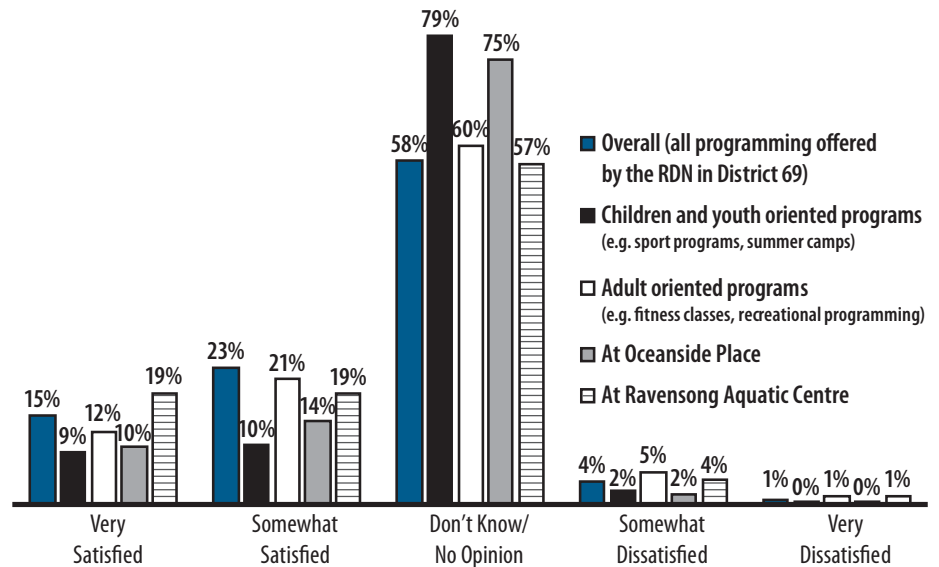
QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside):
Instruction.

Please refer to the additional analysis chart to see the level of satisfaction results from household that used the Ravensong Aquatic Centre and the Oceanside Place Ice Arenas on 10 or more occasions in the past year.

* Those that responded "Don't Know/No Opinion" may not have participated in RDN programming and thus weren't able to indicate their level satisfaction.

Overall Results

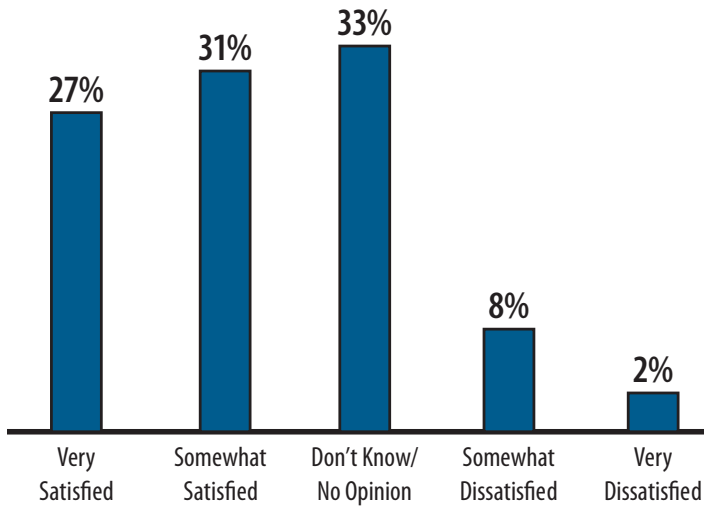


Results by Area

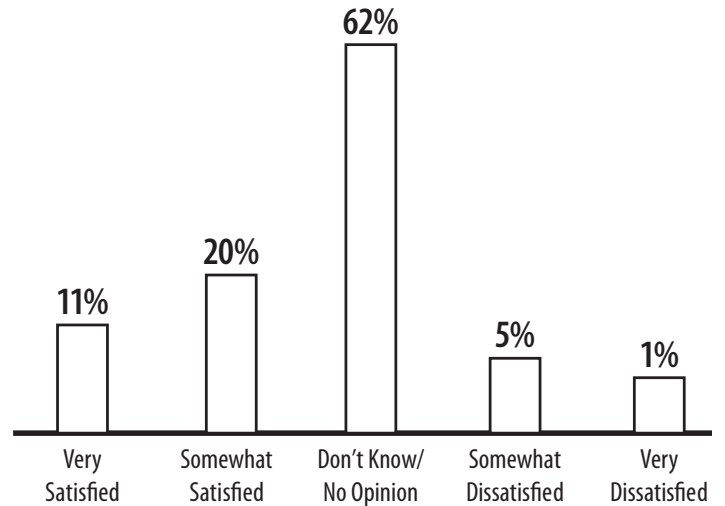
Overall (all programming offered by the RDN in District 69)	PV	QB	E	F	G	H
Very Satisfied	17%	16%	10%	16%	14%	14%
Somewhat Satisfied	25%	24%	17%	31%	25%	17%
Don't Know/No Opinion	53%	57%	68%	48%	55%	65%
Somewhat Dissatisfied	4%	3%	3%	6%	5%	4%
Very Dissatisfied	1%	1%	1%	0%	1%	0%
Children and youth oriented programs (e.g. sport programs, summer camps)	PV	QB	E	F	G	H
Very Satisfied	12%	6%	6%	11%	8%	11%
Somewhat Satisfied	10%	10%	7%	16%	14%	7%
Don't Know/No Opinion	77%	82%	85%	70%	75%	77%
Somewhat Dissatisfied	1%	3%	2%	4%	3%	4%
Very Dissatisfied	1%	0%	1%	0%	0%	1%
Adult oriented programming (e.g. fitness classes, recreational programming)	PV	QB	E	F	G	H
Very Satisfied	13%	14%	7%	13%	12%	14%
Somewhat Satisfied	22%	26%	14%	22%	24%	12%
Don't Know/No Opinion	57%	55%	74%	56%	57%	66%
Somewhat Dissatisfied	7%	4%	5%	9%	5%	7%
Very Dissatisfied	2%	1%	1%	0%	2%	1%
At Oceanside Place	PV	QB	E	F	G	H
Very Satisfied	14%	7%	7%	13%	10%	10%
Somewhat Satisfied	15%	14%	9%	17%	18%	8%
Don't Know/No Opinion	69%	78%	83%	69%	70%	78%
Somewhat Dissatisfied	2%	1%	1%	1%	2%	4%
Very Dissatisfied	1%	0%	0%	1%	1%	0%
At Ravensong Aquatic Centre	PV	QB	E	F	G	H
Very Satisfied	19%	23%	7%	24%	19%	19%
Somewhat Satisfied	20%	23%	12%	21%	20%	12%
Don't Know/No Opinion	55%	48%	78%	44%	58%	62%
Somewhat Dissatisfied	4%	5%	2%	9%	2%	6%
Very Dissatisfied	2%	1%	1%	2%	1%	1%

Households with Children VS. Households without Children

**Households with Children:
Satisfaction with Instruction of
Children and Youth Oriented Programs**



**Households without Children:
Satisfaction with Instruction of
Adult Oriented Programs**



Additional Analysis

Households that used Oceanside Place Ice Arenas on 10+ occasions	Very Satisfied	Somewhat Satisfied	Don't Know/No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Facility Maintenance at Oceanside Place	61%	34%	4%	2%	1%
Customer Service at Oceanside Place	73%	21%	4%	2%	1%
Programming at Oceanside Place	37%	45%	10%	8%	1%
Registration Process at Oceanside Place	55%	27%	16%	2%	1%
Instruction at Oceanside Place	26%	31%	39%	3%	0%

Households that used Ravensong Aquatic Centre on 10+ occasions	Very Satisfied	Somewhat Satisfied	Don't Know/No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Facility Maintenance at Ravensong	47%	36%	2%	11%	5%
Customer Service at Ravensong	75%	19%	2%	3%	1%
Programming at Ravensong	30%	42%	9%	14%	5%
Registration Process at Ravensong	54%	26%	16%	4%	1%
Instruction at Ravensong	37%	32%	20%	8%	2%

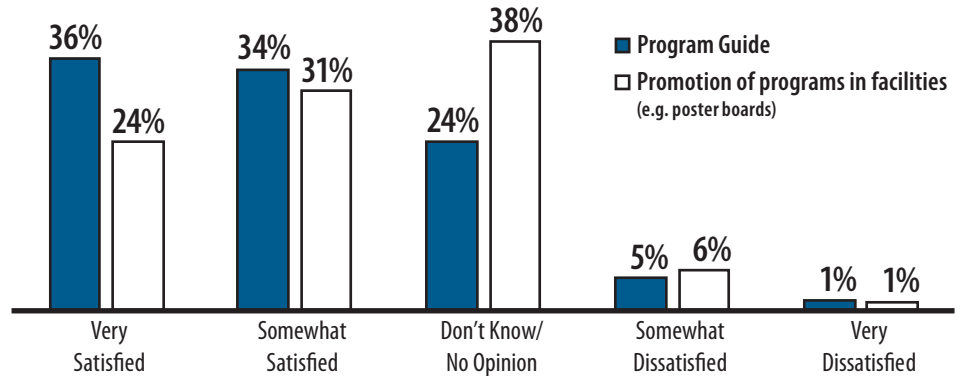
Satisfaction: Promotions and Marketing

Overall Results

QUESTION:

Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside): **Promotions and Marketing.**

Over two-thirds (70%) of households are satisfied to some extent with the Program Guide.



Results by Area

Program Guide	PV	QB	E	F	G	H
Very Satisfied	38%	39%	26%	35%	37%	38%
Somewhat Satisfied	33%	37%	34%	41%	32%	33%
Don't Know/No Opinion	22%	19%	36%	17%	23%	28%
Somewhat Dissatisfied	5%	5%	3%	7%	5%	1%
Very Dissatisfied	2%	1%	0%	1%	3%	1%

Promotion of programs in facilities (e.g. poster boards)	PV	QB	E	F	G	H
Very Satisfied	27%	26%	15%	29%	22%	24%
Somewhat Satisfied	30%	39%	24%	31%	31%	26%
Don't Know/No Opinion	35%	29%	54%	34%	37%	44%
Somewhat Dissatisfied	6%	6%	5%	6%	7%	5%
Very Dissatisfied	2%	0%	1%	0%	3%	0%

Takeaways

- Facility Maintenance: Maintenance is more of a concern at Ravensong Aquatic Centre than Oceanside Place.
- Customer Service: Customer service is very high, especially among households that regularly use Oceanside Place and Ravensong Aquatic Centre.
- Programming: More dissatisfaction was expressed for adult program opportunities than for child programs.
- Registration Process: Of the households that use the facilities on 10+ occasions, satisfaction is higher at Oceanside Place than Ravensong Aquatic Centre.
- Instruction: Satisfaction is generally high.
- Promotions and Marketing: Satisfaction is high in regards to the Program Guide.

Need for New/Enhanced Indoor Spaces

QUESTION:

Do you or members of your household feel that new or enhanced indoor recreation facilities are needed in District 69 (Oceanside)?

If you answered "Yes" or "Unsure", from the list below, please identify the indoor recreation facilities that you or members of your household feel should be developed and/or enhanced.

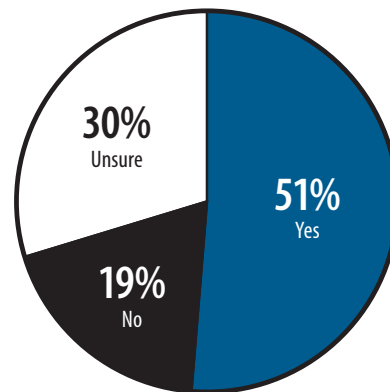
Just over half (51%) of respondents believe there is a need for new or enhanced indoor facilities and 30% were unsure. Of these respondents, the need for a new swimming pool was expressed by 39% while 26% believe that existing facilities should be enhanced.

Space was also provided for residents to write-in other types of indoor recreation facilities that they believe are needed. Fifty-nine (59) respondents wrote that indoor pickleball courts should to be developed and 47 respondents specifically mentioned that new/enhanced curling facilities are needed.

Results by Area

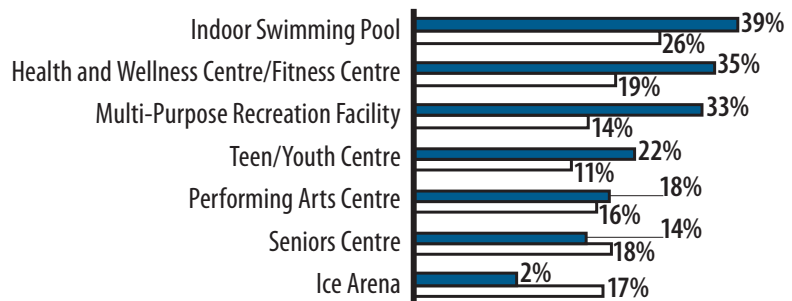
Need for New/Enhanced Spaces	PV	QB	E	F	G	H
Yes	58%	54%	40%	53%	55%	35%
No	15%	16%	28%	18%	16%	30%
Unsure	27%	30%	32%	30%	30%	34%
New Facility/Facilities Should Be Developed	PV	QB	E	F	G	H
Indoor Swimming Pool	51%	27%	41%	42%	39%	45%
Health and Wellness Centre/Fitness Centre	31%	43%	29%	37%	38%	37%
Seniors Centre	16%	13%	13%	10%	14%	18%
Ice Arena	1%	2%	1%	6%	4%	6%
Performing Arts Centre	16%	20%	15%	19%	19%	24%
Multi-Purpose Recreation Facility	33%	36%	29%	40%	35%	31%
Teen/Youth Centre	21%	24%	16%	28%	24%	24%
Existing Facility/Facilities Should Be Enhanced	PV	QB	E	F	G	H
Indoor Swimming Pool	20%	39%	17%	33%	23%	18%
Health and Wellness Centre/Fitness Centre	18%	20%	18%	21%	20%	14%
Seniors Centre	16%	20%	16%	23%	21%	14%
Ice Arena	16%	16%	16%	20%	21%	11%
Performing Arts Centre	16%	17%	11%	15%	18%	8%
Multi-Purpose Recreation Facility	14%	16%	10%	12%	18%	13%
Teen/Youth Centre	12%	9%	12%	15%	13%	8%

Overall Results



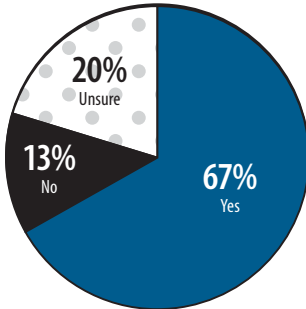
If "Yes" or "Unsure"...

■ New facility/facilities should be developed □ Existing facility/facilities should be enhanced

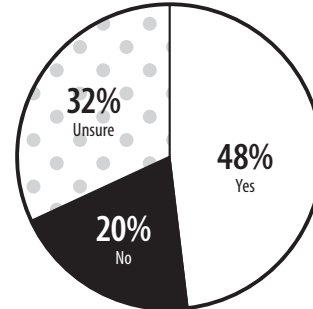


Households with Children VS. Households without Children

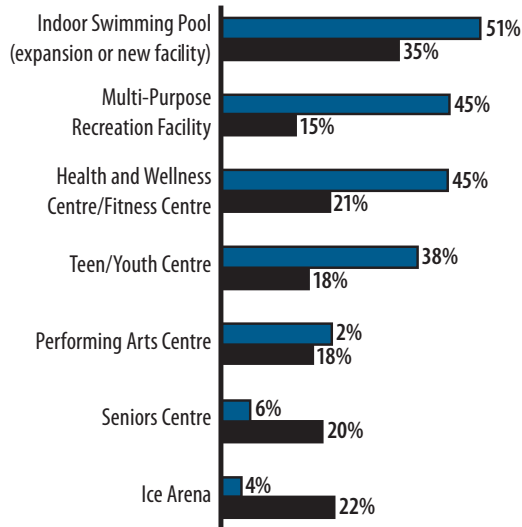
**Households with Children:
Need for New/Enhanced Indoor Spaces**



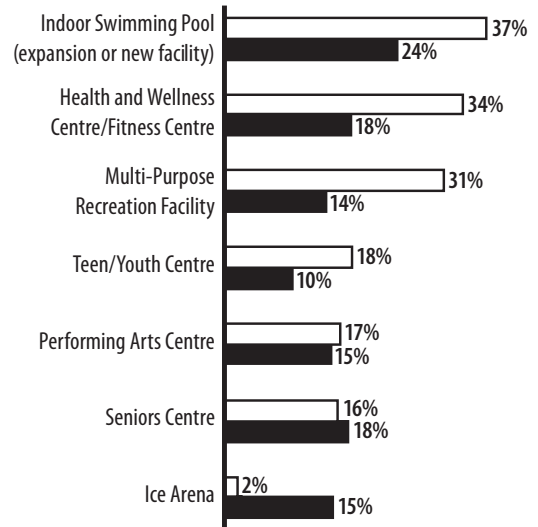
**Households without Children:
Need for New/Enhanced Indoor Spaces**



**Households with Children:
If "Yes" or "Unsure"**



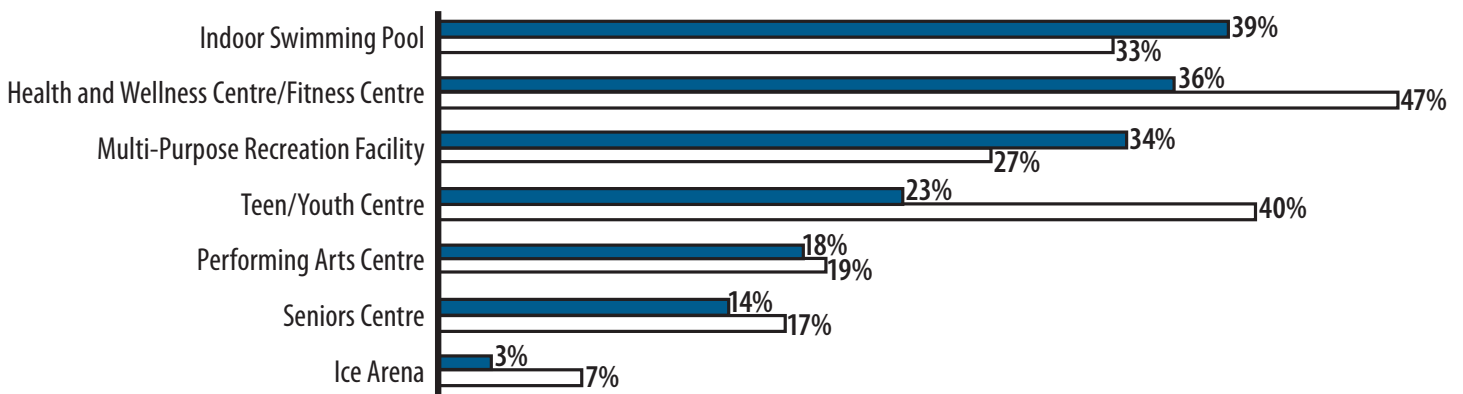
**Households without Children:
If "Yes" or "Unsure"**



2006 VS. 2017 Need for New/Enhanced Indoor Spaces Comparison

Need for New/Enhanced Indoor Spaces in District 69

■ 2017: New facility/facilities should be developed □ 2006: Respondents wanting new recreation facilities



Need for New/Enhanced Outdoor Spaces

QUESTION:

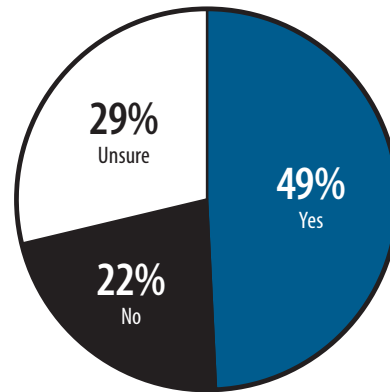
Do you or members of your household feel that new or enhanced parks and outdoor recreation facilities are needed in District 69 (Oceanside)?

If you answered "Yes" or "Unsure", from the list below, please identify the parks and outdoor recreation facilities that you or members of your household feel should be developed and/or enhanced.

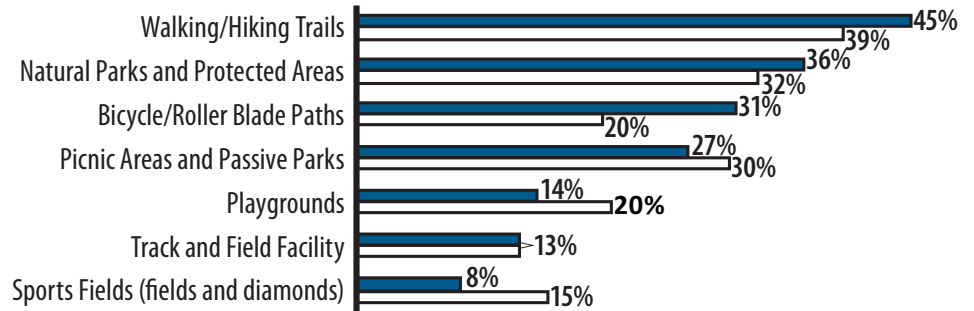
Nearly half of households indicated "yes" for new/enhanced outdoor spaces. Walking/hiking trails surfaced as the top need followed by natural parks and protected areas.

Space was also provided for residents to write-in other types of outdoor facilities and spaces that they believe are needed. Forty-seven (47) respondents wrote that new/enhanced pickleball courts are needed.

Overall Results



If "Yes" or "Unsure"...

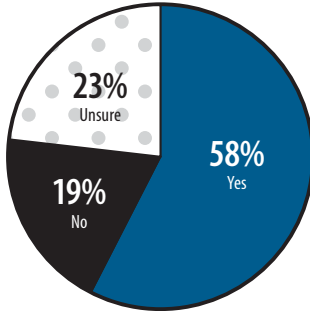


Results by Area

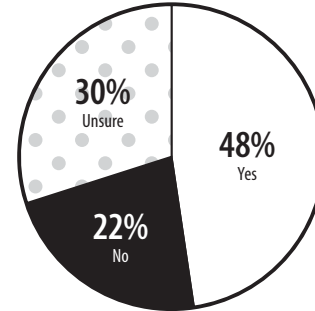
Need for New/Enhanced Spaces	PV	QB	E	F	G	H
Yes	46%	49%	50%	50%	51%	62%
No	23%	21%	25%	19%	23%	15%
Unsure	31%	30%	26%	31%	26%	24%
New Facility/Facilities Should Be Developed	PV	QB	E	F	G	H
Walking/Hiking Trails	49%	37%	49%	44%	43%	53%
Natural Parks and Protected Areas	33%	30%	45%	42%	35%	47%
Bicycle/Roller Blade Paths	31%	27%	32%	32%	32%	40%
Picnic Areas and Passive Parks	27%	25%	25%	31%	23%	41%
Playgrounds	13%	15%	12%	20%	14%	17%
Track and Field Facility	13%	13%	12%	16%	13%	15%
Sports Fields (fields and diamonds)	9%	7%	5%	10%	12%	5%
Existing Facility/Facilities Should Be Enhanced	PV	QB	E	F	G	H
Walking/Hiking Trails	38%	43%	32%	35%	40%	51%
Natural Parks and Protected Areas	34%	33%	30%	30%	30%	38%
Bicycle/Roller Blade Paths	23%	21%	14%	17%	18%	21%
Picnic Areas and Passive Parks	31%	29%	26%	34%	32%	32%
Playgrounds	20%	20%	15%	25%	23%	23%
Track and Field Facility	15%	11%	10%	13%	18%	11%
Sports Fields (fields and diamonds)	16%	14%	13%	20%	15%	16%

Households with Children VS. Households without Children

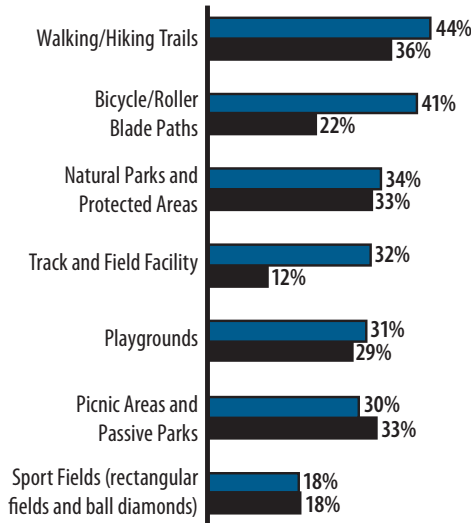
**Households with Children:
Need for New/Enhanced Outdoor Spaces**



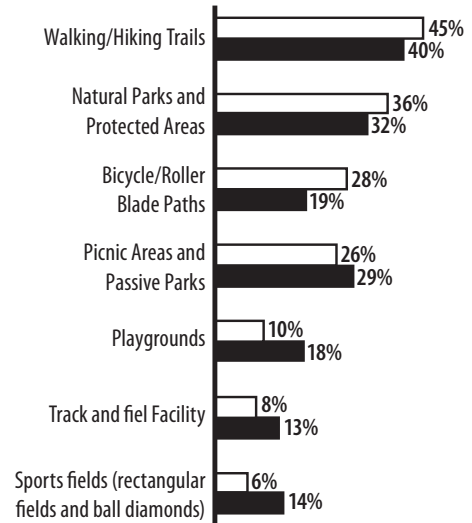
**Households without Children:
Need for New/Enhanced Outdoor Spaces**



**Households with Children:
If "Yes" or "Unsure"**



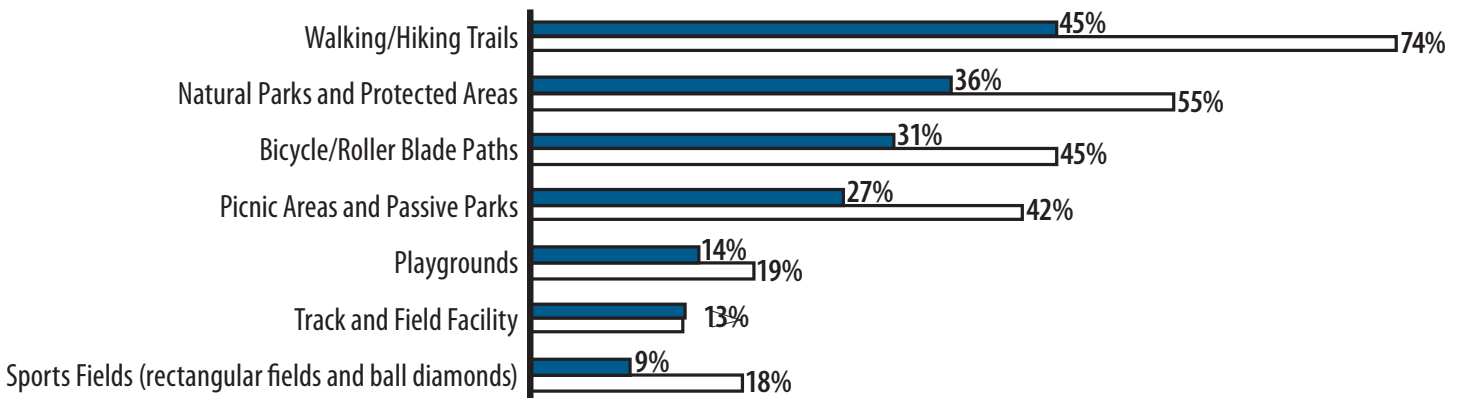
**Households without Children:
If "Yes" or "Unsure"**



2006 VS. 2017 Need for New/Enhanced Outdoor Spaces Comparison

Need for New/Enhanced Outdoor Spaces in District 69

■ 2017: New facility/facilities should be developed □ 2006: Respondents wanting new recreation facilities



Willingness to Increase Taxes

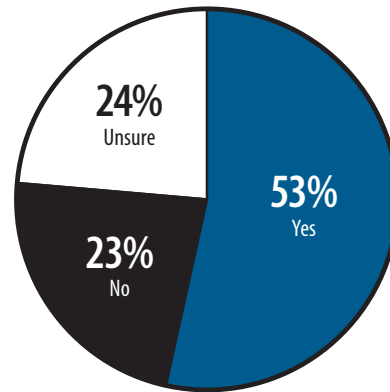
QUESTION:

Would your household support an annual increase in taxation in order to provide new or improved recreation, parks, and trails facilities and services?

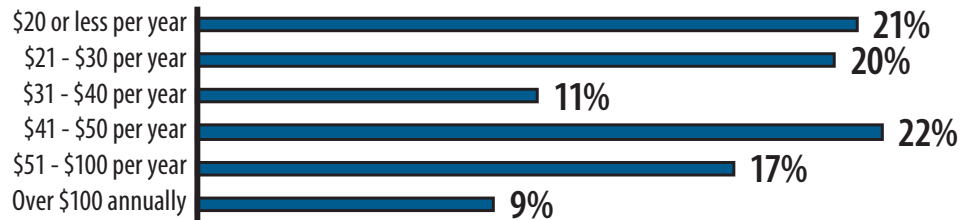
If you answered “Yes” or “Unsure”, how much in additional taxes per year would you be willing to pay to provide new or improved recreation, parks, and trails facilities and services?

Fifty-three percent (53%) of respondent households would support an annual increase in taxation in order to provide new or improved services. As indicated in the additional analysis, regular users of the Ravensong Aquatic Centre and Oceanside Place Ice Arenas are more likely to support an increase as opposed to non-users.

Overall Results



If “Yes” or “Unsure”...



Results by Area

Willingness to Increase	PV	QB	E	F	G	H
Yes	54%	60%	46%	47%	55%	54%
No	22%	20%	29%	26%	21%	25%
Unsure	24%	20%	25%	27%	25%	22%

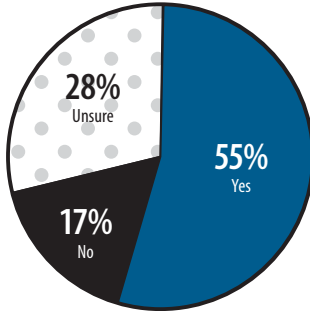
Increase Amount	PV	QB	E	F	G	H
\$20 or less per year	22%	16%	24%	30%	19%	18%
\$21 - \$30 per year	24%	19%	17%	23%	19%	20%
\$31 - \$40 per year	11%	10%	10%	11%	11%	16%
\$41 - \$50 per year	21%	22%	23%	17%	21%	26%
\$51 - \$100 per year	14%	20%	19%	8%	19%	17%
Over \$100 annually	8%	13%	8%	11%	10%	3%

Takeaways

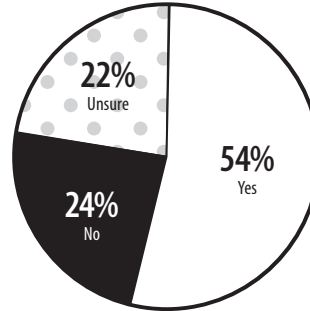
- Willingness exists in each jurisdiction to increase taxes to improve recreation services.
- Large proportions of “unsure” responses suggests that willingness depends on a specific project or amenity type.
- Households that use Oceanside Place and Ravensong Aquatic Centre are more willing to increase taxes than those who did not use the facilities.

Households with Children VS. Households without Children

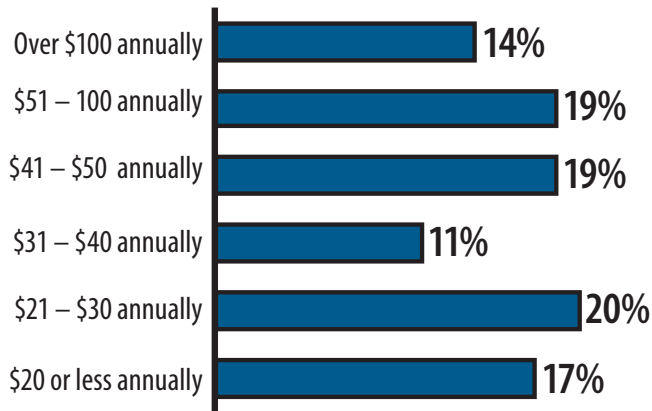
**Households with Children:
Willingness to Increase Taxes**



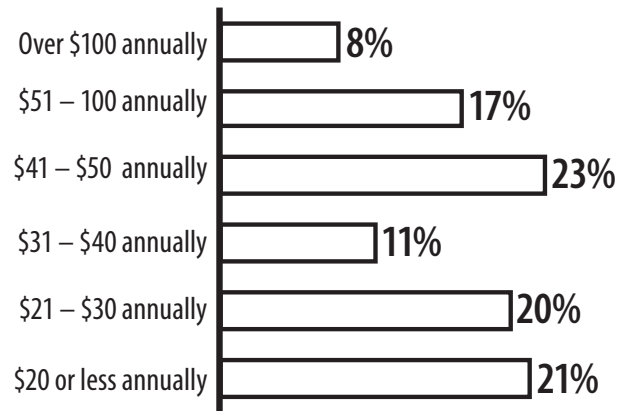
**Households without Children:
Willingness to Increase Taxes**



**Households with Children:
If "Yes" or "Unsure"**



**Households without Children:
If "Yes" or "Unsure"**



Additional Analysis

Households that used the facility on 10+ occasions in the past year	Yes	No	Unsure
Ravensong Aquatic Centre	63%	13%	24%
Oceanside Place Ice Arenas	64%	14%	22%
Parksville Curling Club	63%	16%	21%

Households that did not use the facility in the past year	Yes	No	Unsure
Ravensong Aquatic Centre	43%	34%	24%
Oceanside Place Ice Arenas	48%	29%	23%
Parksville Curling Club	51%	25%	24%

Types of Programming Desired

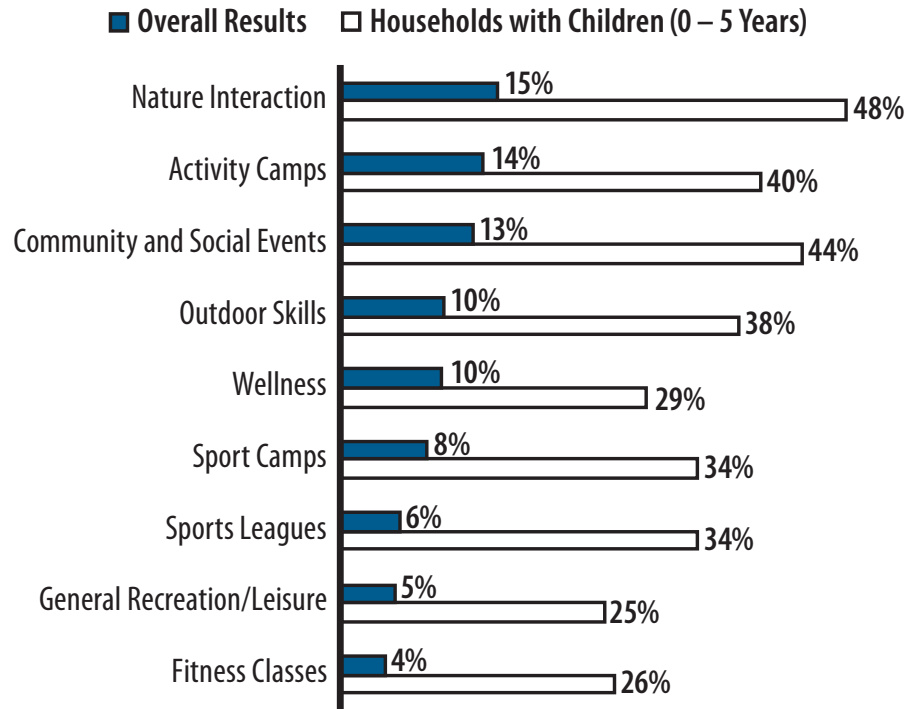
QUESTION:

Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group.

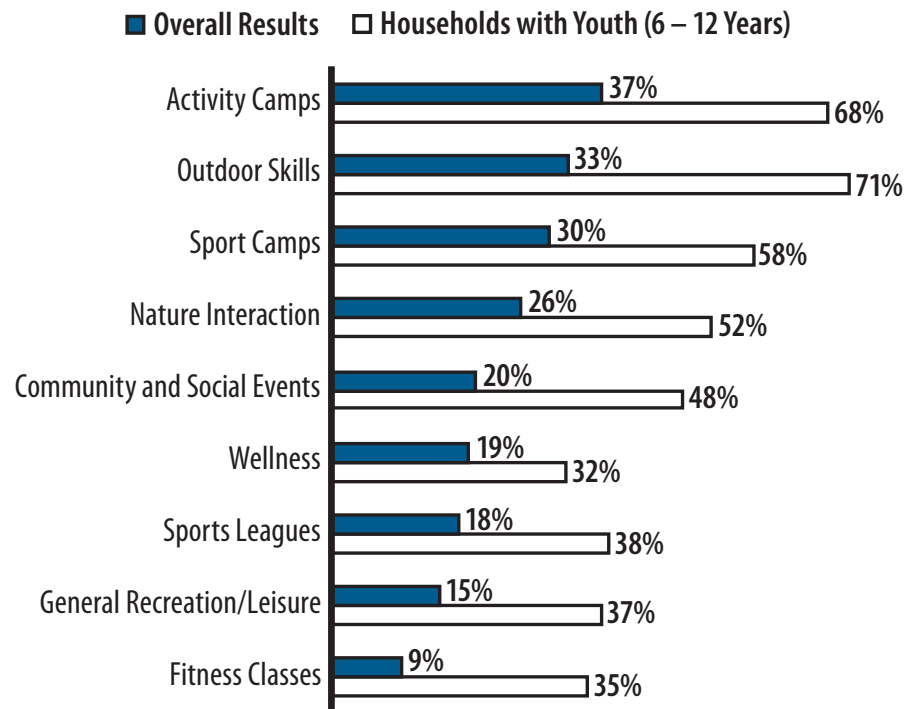
Each of the following graphs shows overall results as well as results provided by households with members in the correlating age categories. Nature interaction is the top program need for children 5 years and young while wellness programs are wanted for adults and seniors.

The graphs on this page indicate the overall results and distinction by age of household members.

Children (0 – 5 Years)



Youth (6 – 12 Years)



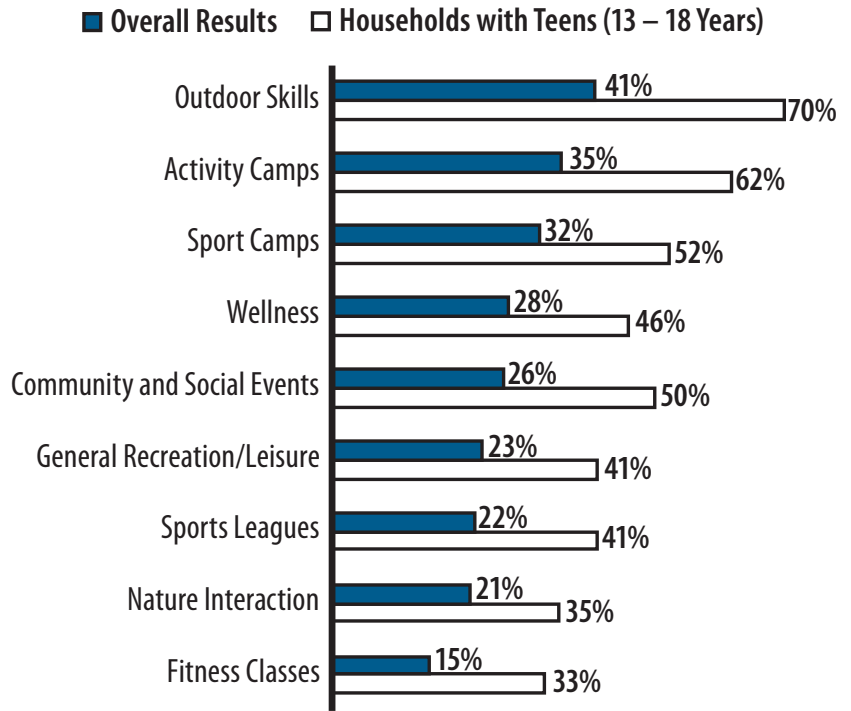
Types of Programming Desired (Continued)

QUESTION:

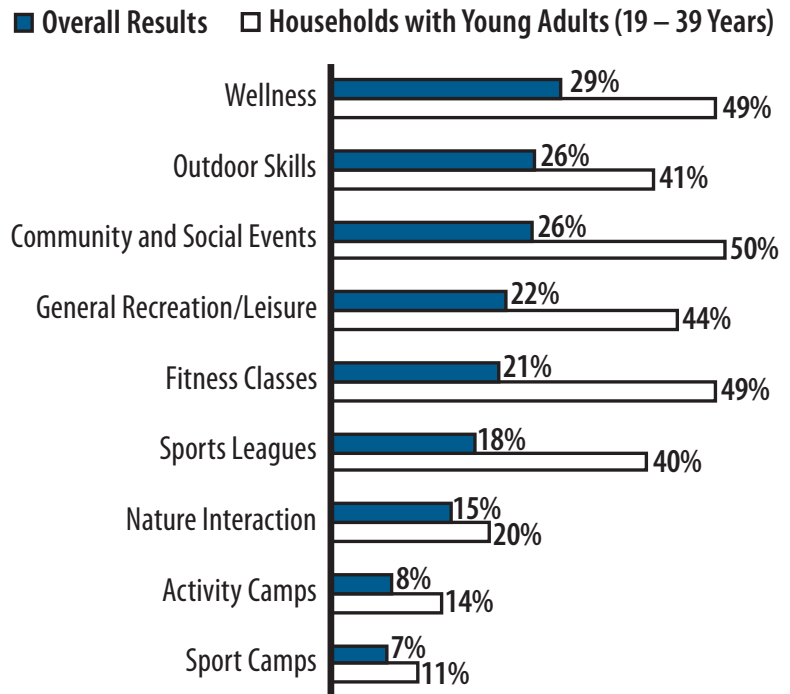
Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group.

The graphs on this page indicate the overall results and distinction by age of household members.

Teens (13 – 18 Years)



Young Adults (19 – 39 Years)



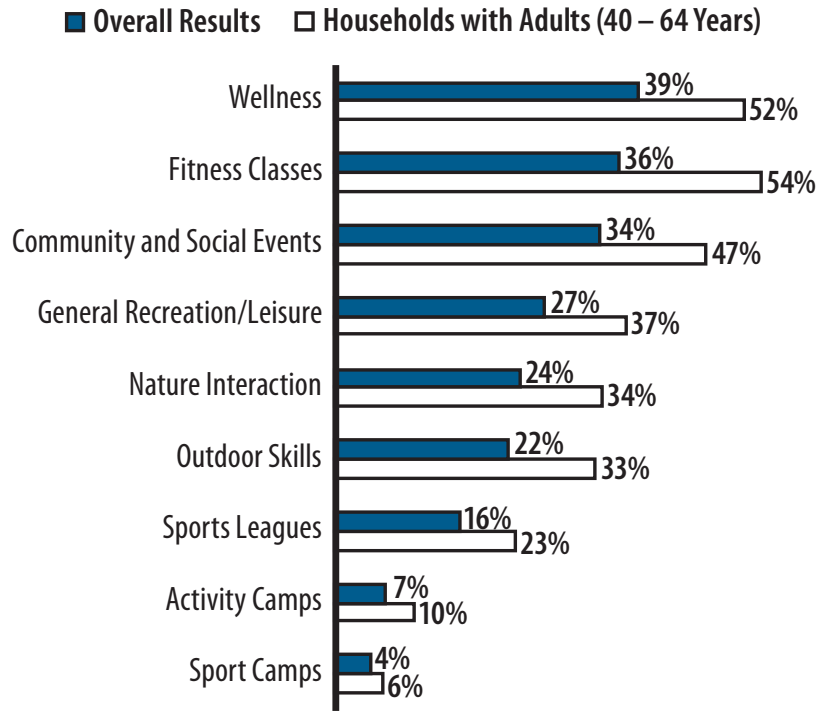
Types of Programming Desired (Continued)

QUESTION:

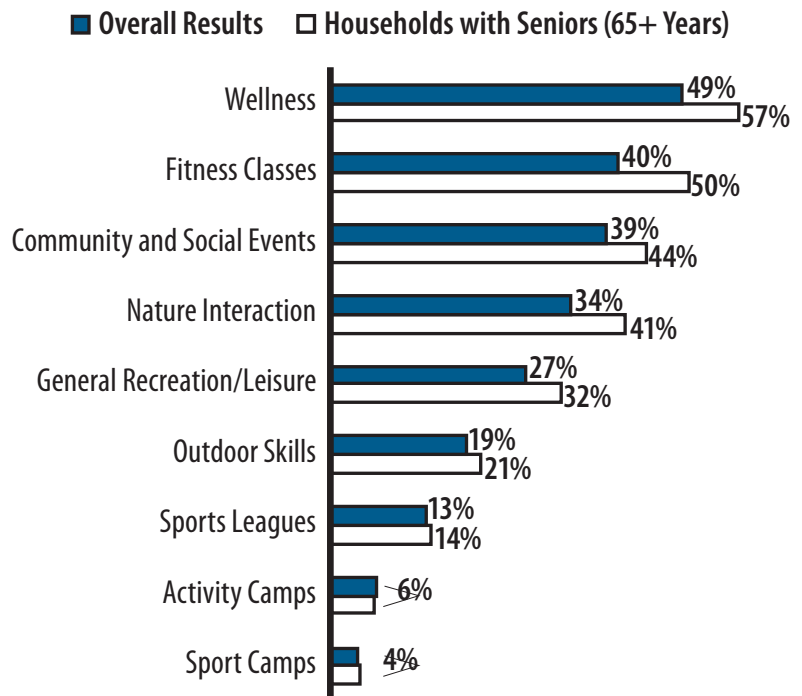
Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group.

The graphs on this page indicate the overall results and distinction by age of household members.

Adults (40 – 64 Years)



Seniors (65+ Years)



Results by Area

Children (0 – 5 Years)	PV	QB	E	F	G	H
Nature Interaction	14%	14%	16%	19%	15%	16%
Activity Camps	12%	12%	10%	17%	19%	12%
Community and Social Events	13%	11%	8%	24%	13%	13%
Outdoor Skills	8%	8%	10%	16%	11%	13%
Wellness	10%	7%	8%	9%	13%	12%
Sport Camps	6%	7%	5%	13%	13%	6%
Sports Leagues	5%	4%	4%	9%	7%	8%
General Recreation/Leisure	6%	4%	5%	12%	4%	6%
Fitness Classes	3%	4%	2%	5%	7%	6%
Youth (6 – 12 Years)	PV	QB	E	F	G	H
Nature Interaction	36%	37%	32%	38%	42%	42%
Activity Camps	28%	30%	30%	43%	35%	44%
Community and Social Events	27%	33%	26%	26%	35%	29%
Outdoor Skills	23%	27%	22%	35%	26%	32%
Wellness	22%	19%	13%	31%	20%	18%
Sport Camps	18%	18%	15%	20%	23%	24%
Sports Leagues	18%	19%	14%	20%	17%	20%
General Recreation/Leisure	14%	13%	12%	20%	16%	16%
Fitness Classes	9%	8%	7%	13%	13%	10%
Teens (13 – 18 Years)	PV	QB	E	F	G	H
Nature Interaction	36%	38%	40%	49%	43%	54%
Activity Camps	31%	39%	32%	38%	39%	37%
Community and Social Events	26%	38%	28%	29%	37%	34%
Outdoor Skills	25%	27%	21%	36%	32%	31%
Wellness	27%	27%	20%	35%	27%	24%
Sport Camps	24%	22%	21%	29%	25%	23%
Sports Leagues	21%	23%	19%	29%	23%	22%
General Recreation/Leisure	18%	23%	19%	25%	23%	25%
Fitness Classes	14%	16%	12%	18%	18%	15%

Results by Area (Continued)

Young Adults (19 – 39 Years)	PV	QB	E	F	G	H
Nature Interaction	28%	27%	28%	33%	31%	36%
Activity Camps	22%	23%	30%	30%	29%	35%
Community and Social Events	28%	24%	21%	31%	27%	25%
Outdoor Skills	23%	19%	20%	26%	29%	21%
Wellness	21%	18%	23%	24%	27%	20%
Sport Camps	20%	14%	15%	30%	21%	12%
Sports Leagues	14%	15%	14%	17%	17%	21%
General Recreation/Leisure	8%	9%	5%	7%	10%	6%
Fitness Classes	8%	7%	2%	11%	9%	9%
Adults (40 – 64 Years)	PV	QB	E	F	G	H
Nature Interaction	35%	37%	33%	47%	45%	45%
Activity Camps	32%	39%	32%	42%	39%	42%
Community and Social Events	35%	35%	24%	40%	36%	37%
Outdoor Skills	27%	24%	19%	31%	36%	22%
Wellness	20%	26%	20%	24%	25%	33%
Sport Camps	20%	22%	18%	21%	25%	38%
Sports Leagues	19%	12%	10%	18%	23%	12%
General Recreation/Leisure	8%	5%	3%	7%	11%	3%
Fitness Classes	6%	4%	1%	7%	5%	6%
Seniors (65+ Years)	PV	QB	E	F	G	H
Nature Interaction	51%	53%	40%	47%	49%	51%
Activity Camps	41%	49%	30%	37%	36%	39%
Community and Social Events	43%	42%	32%	34%	36%	38%
Outdoor Skills	31%	37%	35%	25%	33%	40%
Wellness	27%	31%	22%	24%	32%	21%
Sport Camps	20%	19%	18%	13%	18%	27%
Sports Leagues	19%	10%	10%	12%	15%	11%
General Recreation/Leisure	9%	4%	4%	4%	9%	5%
Fitness Classes	5%	3%	1%	3%	5%	3%

Methods to Promote Opportunities

QUESTION:

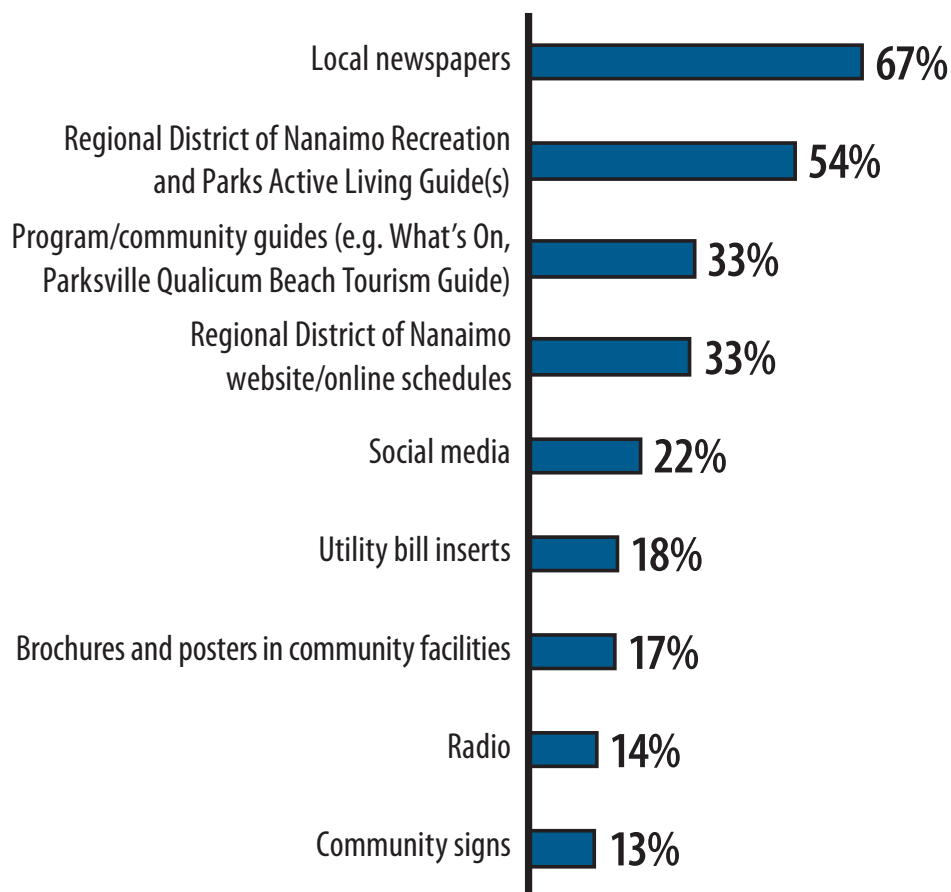
What are the three (3) best ways to get information to your household about recreation opportunities (programs and activities)?

Local newspapers was the top method to promoted opportunities in each electoral area followed by RDN's Recreation and Parks Active Living Guide(s).

Takeaways

- Local newspapers and the Active Living Guide remain popular methods of receiving information.
- Social media is the third most desired promotion method for households with children.

Overall Results

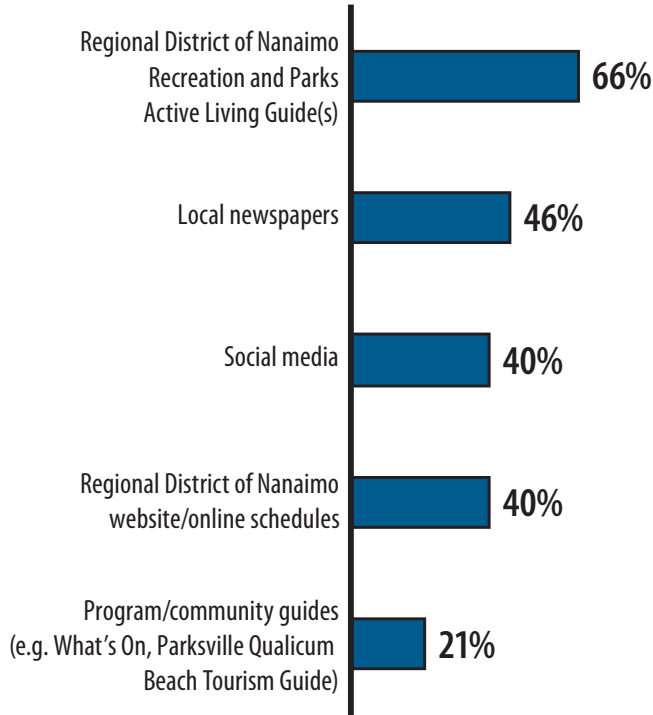


Results by Area

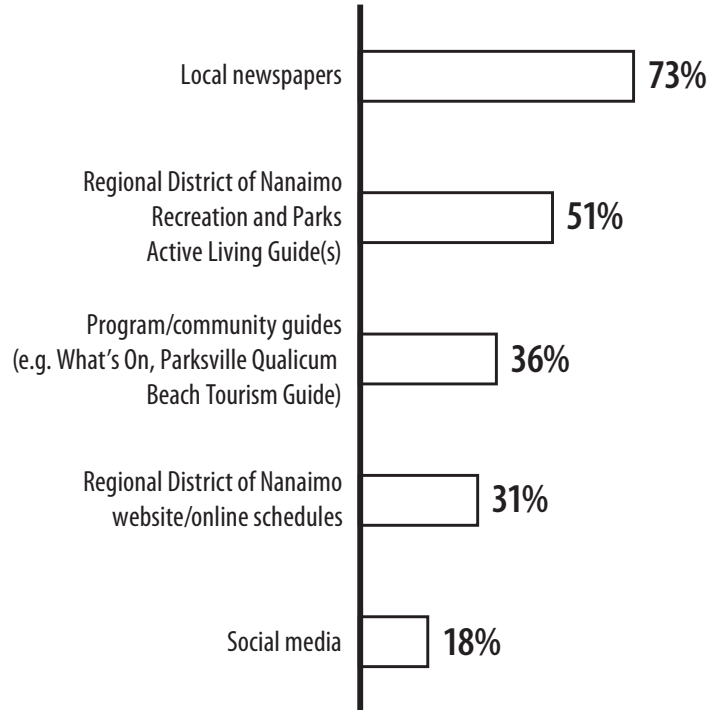
Method	PV	QB	E	F	G	H
Local newspapers	68%	78%	53%	61%	69%	66%
Regional District of Nanaimo Recreation and Parks Active Living Guide(s)	52%	52%	54%	58%	57%	54%
Program/community guides (e.g. What's On, Parksville Qualicum Beach Tourism Guide)	38%	35%	31%	21%	31%	34%
Regional District of Nanaimo website/online schedules	33%	26%	41%	29%	35%	34%
Social media	21%	19%	22%	38%	23%	26%
Utility bill inserts	14%	15%	26%	17%	20%	21%
Brochures and posters in community facilities	18%	22%	14%	15%	11%	18%
Radio	13%	14%	8%	17%	18%	12%
Community signs	15%	13%	14%	14%	12%	14%

Households with Children VS. Households without Children

Households with Children: Top 5 Methods of Communication



Households without Children: Top 5 Methods of Communication



Additional Analysis

Method	RDN Resident for Less than 5 Years	RDN Resident for 5 Years or More
Local newspapers	67%	67%
Regional District of Nanaimo Recreation and Parks Active Living Guide(s)	47%	57%
Program/community guides (e.g. What's On, Parksville Qualicum Beach Tourism Guide)	38%	32%
Regional District of Nanaimo website/online schedules	33%	33%
Social media	25%	22%
Brochures and posters in community facilities	19%	16%
Utility bill inserts	18%	17%
Community signs	14%	13%
Radio	12%	15%

COMMUNITY GROUP QUESTIONNAIRE

A Community Group Questionnaire was fielded to a wide array of organizations in District 69. A web link to an online version of the questionnaire was emailed to group representatives and a paper copy option was also made available for completion. Group representatives were asked to complete the questionnaire by considering the perspectives of all members of their organization. To ensure a diverse range of feedback, only one submission per organization was accepted.

In total, 60 groups provided a response to the questionnaire. Participating groups represented a broad spectrum of activity and program types, interests, sizes, and locations in the Oceanside area. A list of participating groups can be found in the appendices.

Note: Some questions in the questionnaire were not answered by every group. The percentages shown in the findings reflect the response to that specific question.

Profile of Participating Groups

To begin the questionnaire, group representatives were asked a number of questions pertaining to their organization. Summarized as follows are key characteristics of groups that participated in the Community Group Questionnaire.

- Participating groups represent all age ranges.
 - » 10 groups (17%) have participants that are children (ages 0 to 5 years)
 - » 23 groups (38%) have participants that are youth (ages 6 to 12 years)
 - » 28 groups (47%) have participants that are teens (ages 13 to 17 years)
 - » 47 groups (78%) have participants that are adults (ages 18 to 59 years)
 - » 44 groups (73%) have participants that are seniors (ages 60 and older)
- The majority of participating groups (33 groups, 55%) expect to grow in coming years while 25 groups (42%) expect to remain stable. Only 2 groups (3%) expect to experience a decline.
- Participating groups obtain funding for their organization's programs and activities from a variety of sources. The top five funding sources identified by participating groups are:
 1. Registration fees from participants (51 groups, 85%)
 2. Grants or funding support from the private sector (22 groups, 37%)
 3. Grants or funding support from senior levels of government (19 groups, 32%)
 4. Access to free or low cost facilities/spaces (19 groups, 32%)
 5. Grants or funding support from the Regional District of Nanaimo (18 groups, 30%)

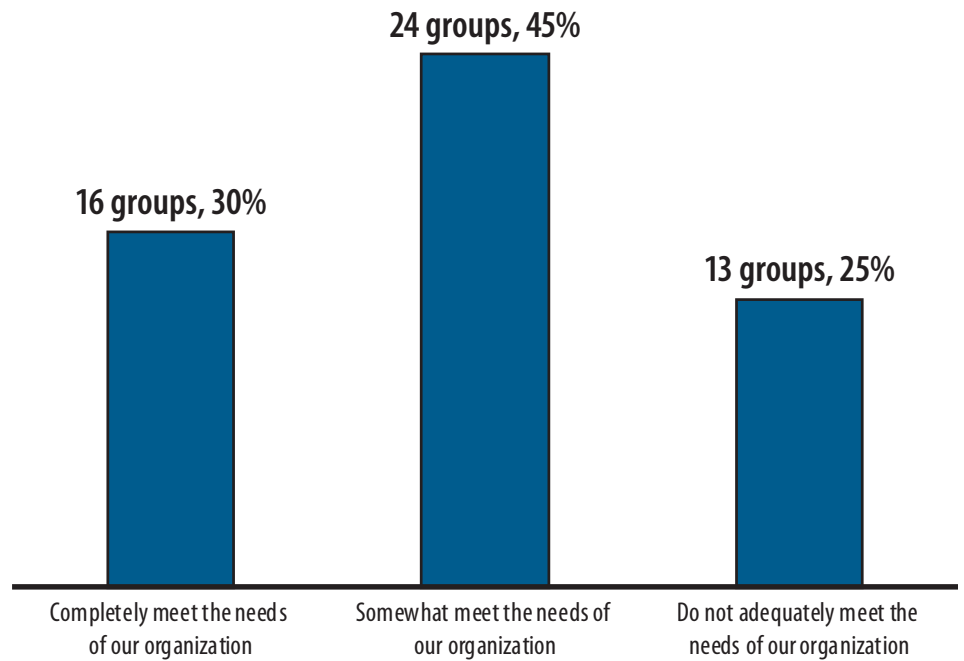
Current Satisfaction with Facilities

As illustrated in the adjacent graph, 40 groups (75%) indicated that current recreation facilities in District 69 meet their organization's needs to some degree (completely or somewhat) while 25% indicated that current facilities are inadequate for their organization.

Space was provided in the survey for group representatives to identify any enhancements/improvements that would improve their group's enjoyment of the existing facilities used. In total, 48 comments were provided. Prevalent themes from the comments provided included:

- Challenges related to storage.
- Cost to access to facilities and spaces.
- The need for enhanced amenities such as change rooms/areas and parking.
- Occasional issues with maintenance of the facilities that their group uses.

To what degree do the current recreation facilities and spaces in District 69 (Oceanside) meet the needs of your organization?

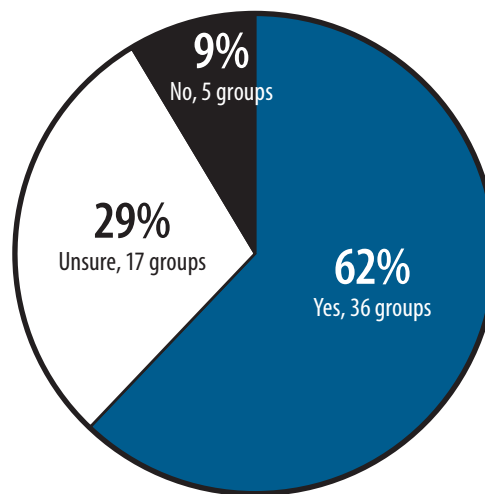


Need for New and Enhanced Indoor Facilities

Group representatives were next asked if their organization believes that new or enhanced **indoor** recreation facilities are needed in District 69 (Oceanside). As illustrated by the adjacent graph, over half of the groups (36 groups, 62%) believe that new or enhanced indoor facilities are needed. A number of participating groups (17 groups, 29%) were unsure.

Group representatives who answered “yes” or “unsure” to the previous question were then provided with a list of **indoor** facility types and asked to indicate if their organization felt that new development of those facilities should occur and/or if existing facilities should be enhanced. Group representatives were provided with the option of selecting both answers if deemed applicable. If group representatives did not believe new or enhanced facilities were needed, they were instructed not to select a response. The chart below provides an overview of the responses.

Does your organization feel that new or enhanced **indoor** recreation facilities are needed in District 69 (Oceanside)?



Facility/Space	New Facility/ Facilities Should Be Built	Existing Facility/ Facilities Should Be Enhanced
Health and Wellness Centre/Fitness Centre	19 groups (36%)	13 groups (25%)
Teen/Youth Centre	13 groups (25%)	5 groups (9%)
Indoor Swimming Pool	11 groups (21%)	11 groups (21%)
Multi-Purpose Recreation Facility	24 groups (45%)	13 groups (25%)
Performing Arts Centre	10 groups (19%)	8 groups (15%)
Seniors Centre	8 groups (15%)	11 groups (21%)
Ice Arena	3 groups (3%)	10 groups (19%)

Space was also provided for group representatives to identify “**other**” indoor facility types that should be developed and/or enhanced. Seventeen additional responses were provided. The majority of these responses further described amenities that should be included in facilities identified in the list provided. New facility types (not included in the list) that were identified are noted as follows:

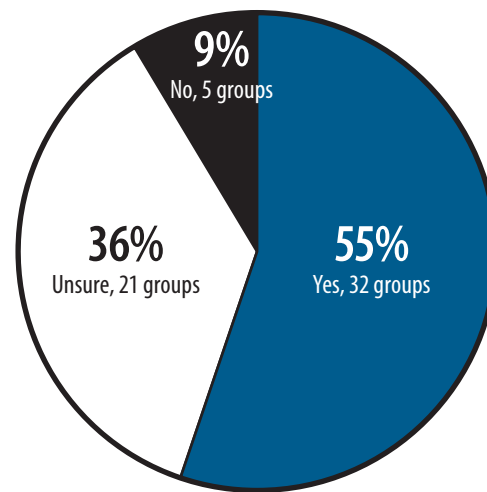
- Curling facility (3 mentions)
- Covered pickleball courts/lacrosse box (1 mention)
- Science centre/interpretive learning facility (1 mention)
- Indoor tennis facility (1 mention)

Need for New and Enhanced Outdoor Facilities

Group representatives were next asked if their organization believes that new or enhanced **parks and outdoor** recreation facilities are needed in District 69 (Oceanside). Over half of participating groups (32 groups, 55%) indicated support for new or enhanced parks and outdoor spaces. Similar to the indoor facility question, a large proportion of groups (21 groups, 36%) are unsure if new or enhanced parks and outdoor facilities are needed.

Group representatives who answered “yes” or “unsure” to the previous question were then provided with a list of **park/open spaces and outdoor recreation** facility types and asked to indicate if their organization felt that new development of those spaces or facilities should occur and/or if existing spaces or facilities should be enhanced. Group representatives were provided with the option of selecting both answers if deemed applicable. If group representatives did not believe new or enhanced facilities were needed, they were instructed not to select a response. The adjacent chart provides an overview of the responses.

Does your organization feel that new or enhanced parks and outdoor recreation facilities are needed in District 69 (Oceanside)?



Facility/Space	New Facility/ Facilities Should Be Built	Existing Facility/ Facilities Should Be Enhanced
Bicycle/Roller Blade Paths	10 groups (19%)	6 groups (11%)
Walking/Hiking Trails	10 groups (19%)	14 groups (26%)
Natural Parks and Protected Areas	7 groups (13%)	13 groups (25%)
Picnic Areas and Passive Parks	10 groups (19%)	14 groups (26%)
Track and Field Facility	14 groups (26%)	4 groups (8%)
Playgrounds	10 groups (19%)	8 groups (15%)
Sports Fields (rectangular fields and ball diamonds)	8 groups (15%)	10 groups (19%)

Space was also provided for group representatives to identify “**other**” parks/ open space and outdoor recreation facility types that should be developed and/ or enhanced. Nineteen additional responses were provided. New facility types mentioned (not included in the list above) are identified as follows:

- All weather or artificial turf sport fields (4 mentions)
- New pickleball facility (2 mentions)
- Public golf course (1 mention)
- Nature centre (1 mention)
- Frisbee golf course (1 mention)
- Skateboard park (1 mention)
- Pump track (1 mention)
- Outdoor chess tables (1 mention)
- Outdoor flat, covered multi-purpose surface (1 mention)

Challenges

Group representatives were asked to identify the main overall challenges being faced by their organization. Fifty (50) group representatives provided a response and identified a wide range of challenges and issues. Identified as follows are those challenges and issues identified by multiple groups:

- Generating awareness of programs and activities
- Space needs, particularly storage
- Lack of human resources (staff and volunteers)
- Attracting new members
- Finding affordable program spaces
- Transportation issues for participants
- Overall program funding

Considering the challenges they mentioned, group representatives were next asked to identify the single most important action that the Regional District of Nanaimo and/or its partners could provide to assist their organization. Forty-nine (49) group representatives provided a response and identified supports that would benefit their organization. The majority of these desired supports were facility related and focused on the following:

- Development of more or enhanced on-site storage
- Building new infrastructure to increase the quality of spaces that are available in the area
- Further subsidization of existing facilities to address financial barriers

Other non-facility related supports that were identified by multiple groups included increased marketing and promotions assistance, funding for staff, and adaptations to bookings and allocation processes.



STAKEHOLDER INTERVIEWS AND DISCUSSIONS

Twenty-nine (29) one-on-one interviews and small group discussion sessions were convened between November 2016 and April 2017 with recreation stakeholders in District 69. The majority of these sessions occurred in person (telephone interviews were arranged only if the stakeholder was not available to attend an in-person session). These sessions provided the opportunity for the consulting team to engage participants in a discussion on the current state of recreation, existing gaps, and potential approaches to address future needs. Findings from the interviews and discussion sessions that were held early on in the engagement process (November and December) also helped inform the development of other engagement tools such as the resident and group surveys.

The types of groups and individuals that participated in the sessions were diverse and included:

- Local amateur sports organizations
- Not for profit community organizations and service providers
- Umbrella groups (those representing multiple organizations)
- Advocacy groups
- Recreation program providers
- Community facility operators
- Private sector providers
- Facility users
- Municipalities located in District 69

* A complete listing of participating organizations can be found in the appendices.

The topics discussed in the sessions were wide ranging as were the perspectives and opinions provided. To ensure anonymity, comments and viewpoints have not been attributed to any specific participants. As such, the summary findings presented as follows reflect **prevalent themes and findings** from the sessions as noted by the consulting team.

Topic Area: Current State of Recreation in District 69

- The variety of program offerings was commonly identified as a strength of recreation in District 69.
- The diversity of District 69 (mix of urban and rural communities) was mentioned as a key factor to recreation, and identified as both a strength and challenge related to program and facility provision.
- Interview/discussion session participants overwhelmingly asserted the importance and benefits of recreation programs, facilities and events to individuals and communities within District 69. Commonly identified benefits included:
 - » Building strong and connected communities.
 - » Bridging generational gaps.
 - » Reduction in deviant behavior and associated costs (financial and societal).
 - » Enhanced ability of communities in District 69 to attract and retain residents (community appeal).
- Overall, interview/discussion session participants believe that the Regional District of Nanaimo is doing a good job in the provision of recreational opportunities. Common sentiments expressed included:
 - » Interactions with RDN staff are generally positive.
 - » Appreciation exists among a number of groups for the support provided by the RDN to their groups (e.g. financial, facilitation of scheduling or registrations).
- Geographic inequalities were identified as an issue by some participants, however the challenges associated with providing programs and facilities to a large and diverse region were also acknowledged.



Topic Area: Trends and Emerging Interests/Activities

- The large population of seniors in the area was referenced by a number of session participants. Trends identified for seniors included:
 - » The continued growth and demand for pickleball.
 - » Trail and pathway use and demand for amenities (e.g. benches, picnic areas, outdoor fitness equipment).
 - » Curling growth and demand (in contrast to overall trends in the sport).
 - » Aquatics fitness programs and lane swimming.
- A number of session participants also perceive that the number of young families moving to the area is increasing, leading to increased demand for day-time parent and tot programming, adult fitness programming, and social opportunities.
- The lack of a critical mass of youth in some areas of District 69 was commonly identified as a challenge that often prohibits the growth of existing programs and/or the emergence of new ones.

Topic Area: Future Facility Needs

- Discussion session participants generally believe that the Ravensong Aquatic Centre is deficient and does not meet community needs for aquatics.
 - » Lack of overall pool capacity, minimal support amenities (e.g. seating areas, lobby space, concessions), and minimal “leisure aquatics” amenities (e.g. play features, slides) were often mentioned during the discussions.
 - » Consensus does not appear to exist among recreation stakeholders and facility users on how to best address current and future needs for aquatics. While some believe expansion of the existing facility is the best “move forward” approach, others believe that the RDN should explore developing a new facility. Debate also occurred in a number of the sessions as to whether the area could support two separate facilities.
- Indoor ice provision is generally viewed as sufficient.
- Varying viewpoints exist on how the RDN should invest future capital and operating resources.
 - » Some session participants expressed that the RDN should focus on developing facilities in under-served rural areas. However the viewpoint that the RDN should focus on population centres or “hubs” was also commonly expressed.

- The need for and benefits of developing a synthetic turf sports field was expressed by a number of user groups.
 - » Benefits identified included: longer playing seasons, increased event and tournament hosting ability, and the potential for sport tourism.
- Concern and a lack of clarity exists over the future of the curling facility in Oceanside.
 - » Session participants that were both affiliated with the Club and not affiliated with the Club expressed that there is a need for a long term solution for the current facility (or a replacement of the current facility).
 - » As identified previously, curling was commonly identified as a growing sport in the area.

Topic Area: Potential Enhancements to Service Delivery

- While not necessarily a significant issue, session participants acknowledged that communication among community groups, the RDN, and municipalities in the area could always be improved.
- A lack of clarity does appear to exist among some stakeholders and organizations as to future responsibilities for planning and capital development.
- Some group representatives expressed that their organizations would benefit from increased support in areas such as grant writing, volunteer recruitment, and promotions and marketing.
 - » Some group representatives believe that the RDN is ideally positioned to lead or facilitate these opportunities.
- Opportunities to further integrate recreation with arts and culture was identified.
 - » Some discussion session participants expressed that the RDN should further engage with the arts and cultural sector in Oceanside to identify collaborative opportunities.
- Some discussion session participants believe that the RDN needs to further clarify and communicate those programs and facilities it will provide directly, and what is more appropriately provided by external providers (not for profit groups, private sector).



SIX

SUMMARY AND KEY FINDINGS

INCLUDED IN THIS SECTION:

- Identification of key summary findings from the research and engagement (for further exploration as the Master Plan is developed).

The research and engagement findings presented in this report document provide the project team with a wealth of information that will be used to inform the development of the Recreation Services Master Plan. Identified as follows in this section are **key summary findings** that have emerged and which will be further explored as recommendations and strategic directions are developed.

Areas of Strength

- Residents value recreational opportunities (69% indicated that recreation is “very important” to their household’s quality of life; 82% indicated that recreation is “very important” to the community in which they live).
- There exists a large number and variety of community organizations in the Oceanside area. Consultation findings suggest that most current organizations are successfully achieving their mandates and expect to remain viable into the future.
- The majority of residents (80%) are satisfied with RDN recreation services in District 69. Since 2006, the number of residents satisfied has increased by 13%.
- While a large multi-purpose RDN facility for recreation programming in District 69 does not currently exist, this circumstance has resulted in a number of successful partnerships, collaborations and a strong community level presence.
- Strong maintenance and management practices are in place for RDN operated facilities and programming.
- Operational roles and responsibilities between the RDN, municipalities located within District 69, and community partner organizations are generally well understood and seamless.
- The RDN has invested resources into the promotions and marketing of programs and opportunities.

Service Delivery Challenges

- Fifty-one percent (51%) of households believe that new or enhanced indoor recreation facilities are needed in District 69, while 49% believe new or enhanced parks and outdoor recreation facilities are needed.
- The service area is diverse; the RDN will be required to determine appropriate levels of service provision within available resources.
- A lack of youth “critical mass” was identified as a barrier to program provision and may impact the viability of executing on some new opportunities.
- Some residents continue to face a variety of challenges that impact their ability to access recreation opportunities. A number of these challenges are complex and may be difficult to fully address (e.g. transportation, cost, physical limitations).

Specific Infrastructure Considerations and Issues

- There exists demand for a multi-purpose recreation facility that could accommodate programming and fitness activities. The development of a facility of this nature would also align with observed trends in recreation provision and create efficiencies for the RDN and partner organizations. However, the benefits of developing this type of facility will need to be carefully weighed with the impacts on existing community infrastructure, cost vs. benefit, and resident accessibility.
- The Ravensong Aquatic Centre remains a highly utilized and in-demand recreation amenity (resident survey findings revealed that Ravensong was the most utilized indoor recreation facility by District 69 residents). Consultation findings additionally reflect that improved indoor aquatics provision is among the highest infrastructure priorities for residents and user groups. However varying viewpoints exist on the best move forward approach to improve indoor aquatics provision in District 69 (e.g. enhancements to the existing facility vs. new development). The option(s) recommended by the Master Plan will need to take into account a variety of factors which include capital and operating costs, benefits, impacts on existing facilities and opportunities to address other identified recreational needs.
- Although overall resident demand for an outdoor multi-purpose or “multi-plex” type of sport facility (e.g. rubberized track, artificial turf field) is lower than some other facility types, demand for this type of facility among potential primary user groups is high. While this type could be required at some point in the future, the Master Plan will need to further clarify potential timing, site and amenity requirements and the overall financial impacts of developing such a facility in District 69.

- In contrast to broader national trends, curling participation in the area is high and is experiencing continued growth. It is likely that there will be a need to sustain the current level of curling facility capacity (e.g. total number of curling sheets in the area).
- Current indoor ice arena provision in District 69 appears to be sufficient.
- While operational and day to day roles and responsibilities are well understood, less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Trails and pathways are a significant leisure amenity for District 69 residents. While the provision of this amenity is not the responsibility of the District 69 Recreation Department, opportunities to provide input and add a recreational “lens” to planning discussions led by other RDN departments should be further explored. Expanded opportunities to further utilize trails for District 69 recreational programming should also be considered.





APPENDICES

A: Resident Questionnaire Tool	85
B: Community Group Questionnaire Participating Organizations	96
C: Interview and Discussion Session Participants	97
D: Current Planning Review.	98

A

RESIDENT QUESTIONNAIRE TOOL

DISTRICT 69 (OCEANSIDE) RECREATION SERVICES MASTER PLAN

HOUSEHOLD QUESTIONNAIRE



Survey Code: _____

The Regional District of Nanaimo is developing a Recreation Services Master Plan for District 69, commonly referred to as Oceanside. The Master Plan will provide a long term strategic plan for the delivery of recreation services and will help guide decisions pertaining to current and future infrastructure, programming, and the overall delivery system.

Engagement with residents is a key aspect of the project. This feedback along with other research and engagement being conducted will be used to develop the Master Plan.

Please have an adult in your household complete this questionnaire by considering the needs of all members of your household. Responses are anonymous. If you have any questions on this survey or the project please contact Dean Banman, Regional District of Nanaimo, Recreation and Parks Department at (250) 248 – 3252 or RC Strategies+PERC at 1 (877) 727 – 9204 (toll free number).

Completed questionnaires can be dropped off to the customer service desk at the Ravensong Aquatic Centre or Oceanside Place. Alternatively they can be mailed to RC Strategies+PERC at 2004 Sherwood Drive, Sherwood Park, Alberta, Canada, T8A 0Z1.

SECTION ONE: CURRENT RECREATION PARTICIPATION

1. Overall, how important are recreation opportunities (facilities and programs) to...

Category	Very Important	Somewhat Important	Not Important	Unsure
... your household's quality of life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
... the community in which you live?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
... the attractiveness/appeal of the region?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Which of the following recreation (and related) activities did you and/or members of your household actively participate in during the past 12 months? Select all responses that apply.

- Agricultural (e.g. equestrian, rodeo)
- BBQ/picnic/social gathering
- Ball (baseball, softball, slo-pitch)
- Beach volleyball
- Boating (motorized)
- Camping
- Community events (e.g. Canada Day, KidFest, Qualicum Beach Family Day)
- Cricket
- Curling
- Cycling/mountain biking
- Dance
- Dog walking
- Fitness training at a gym (e.g. cardio, weight training)
- Fitness classes (e.g. spin, yoga, boot camp)
- Football
- Gardening



- Golf
 - Gymnastics
 - Hiking
 - Hockey (structured/league)
 - Ice skating program (e.g. figure skating, learn to skate)
 - Ice skating ("drop in" public skating and/or shinny)
 - Indoor gymnasium sports (e.g. basketball, volleyball, badminton)
 - Kayaking/canoeing/paddle sport
 - Lacrosse
 - Lawnbowling
 - Outdoor court/paved surface sports (e.g. street hockey, basketball)
 - Performing arts (e.g. program, play)
 - Pickleball
 - Rollerblading/inline skating
 - Rugby
 - Soccer
 - Swimming: indoors as part of a registered program or class (e.g. swimming lessons, aqua size)
 - Swimming: indoors on a casual/drop-in basis (e.g. "leisure swimming", lane swimming)
 - Swimming: indoors as part of an aquatics sport organization (swim club)
 - Swimming: outdoors at the beach
 - Tennis
 - Track and field
 - Visual arts (e.g. painting, pottery, quilting)
 - Walking/jogging
 - Wildlife watching/bird watching/nature appreciation
 - Other (please specify): _____
3. What are the main reasons you and/or members of your household participate in recreation and related activities?
Please select all that apply.
- Competition
 - Experience a challenge
 - Fun/entertainment
 - Help the community
 - Improve skills and/or knowledge
 - Meet new people
 - Physical health/exercise
 - Relaxation/ to unwind
 - Satisfy curiosity
 - To spend time with friends/family
 - Other (please specify): _____



4. What, if anything, limits you and/or members of your household from participating in recreation opportunities? Please select all that apply.
- Lack of time
 - Lack of interest
 - Cost of programs
 - Inconvenient times
 - Age/health issues
 - Lack of facilities
 - Lack of transportation
 - Location of facilities
 - Nothing
 - Other (please specify): _____
5. For each of the following recreation facilities and spaces in District 69 (Oceanside), please estimate how frequently in the previous twelve (12) months someone in your household used or visited it.

Facility/Space	1 – 9 Total Household Uses/Visits	10 – 20 Total Household Uses/Visits	21+ Total Household Uses/Visits	Did Not Use or Visit
City of Parksville				
Oceanside Place Ice Arenas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oceanside Place (meetings rooms/ multi-purpose rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Curling Club (District 69 Arena)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skateboard Park (Parksville Community Park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horseshoe Pits (Parksville Community Park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Community Park (playground, gazebo, picnic area, splash park)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis Courts in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pickleball Courts in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Fields in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ball Diamonds in Parksville (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Former Parksville Elementary School (PES)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Lawn Bowling Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MacMillan Arts Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Community and Conference Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parksville Seniors Drop-In Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasiums (excluding the former Parksville Elementary School)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space (all locations/areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town of Qualicum Beach				
Ravensong Aquatic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Commons (former Qualicum Beach Elementary School)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Civic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility/Space	1 – 9 Total Household Uses/Visits	10 – 20 Total Household Uses/Visits	21+ Total Household Uses/Visits	Did Not Use or Visit
Skate Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BMX Track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Community Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn Bowling Club (indoor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn Bowling Club (outdoor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Curling Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tennis Courts (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Fields in Qualicum Beach (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Beach Seniors Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ball Diamonds in Qualicum Beach (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Old School House Arts Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasiums (excluding Qualicum Commons)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds (all locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electoral Area E (NanOOSE Bay)				
NanOOSE Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arbutus Meadows Complex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jack Bagely Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electoral Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)				
Errington War Memorial Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bradley Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrowsmith Hall/Coombs Fairgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrowsmith Activity Hall/Coombs Fairgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasiums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French Creek Community School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electoral Area G (San Pareil, French Creek, Surfside, Dashwood)				
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Little Qualicum Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facility/Space	1 – 9 Total Household Uses/Visits	10 – 20 Total Household Uses/Visits	21+ Total Household Uses/Visits	Did Not Use or Visit
Electoral Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)				
Lighthouse Community Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualicum Bay Lions Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Fitness and Wellness Facilities/Studios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Gymnasium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks, Trails/Pathways, and Open Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Do members of your household travel outside of District 69 (Oceanside) to access recreation facilities because they are not readily or sufficiently available? **Excluding "away games" and competitions.*
- Yes
- No (Please proceed to Question #8)
7. What types of facilities do members of your household travel outside of District 69 (Oceanside) to access because they are not readily or sufficiently available?
- Aquatics
- Fitness/wellness facilities
- Ice arena facilities
- Indoor field house/gymnasium type spaces
- Sport fields (e.g. synthetic turf)
- Arts and cultural facilities
- Trails
- Parks and open space
- Other (please specify): _____

SECTION TWO: SATISFACTION WITH RECREATION SERVICES

8. Overall, how satisfied is your household with recreation services and facilities provided by the Regional District of Nanaimo in District 69 (Oceanside)? **The Regional District of Nanaimo operates Oceanside Place and the Ravensong Aquatic Centre. The RDN also offers numerous programs at various community facilities in District 69.*
- Very Satisfied
- Somewhat Satisfied
- Somewhat Dissatisfied
- Very Dissatisfied
- Don't Know/No Opinion

- 9a. Please indicate your level of satisfaction with the following aspects of recreation services in District 69 (Oceanside).

Category	Very Satisfied	Somewhat Satisfied	Don't Know/No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Facility Maintenance					
At Oceanside Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Ravensong Aquatic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At other facilities used for programming by the RDN in District 69 (e.g. schools, community centres)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Category	Very Satisfied	Somewhat Satisfied	Don't Know/ No Opinion	Somewhat Dissatisfied	Very Dissatisfied
Customer Service					
Overall (all interactions with RDN staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Oceanside Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Ravensong Aquatic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming					
Overall (all programming offered by the RDN in District 69)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and youth oriented programs (e.g. sport programs, summer camps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult oriented programming (e.g. fitness classes, recreational programming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Oceanside Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Ravensong Aquatic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration Process					
Overall (for all RDN programs in District 69)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Oceanside Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Ravensong Aquatic Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction					
Overall (all programming offered by the RDN in District 69)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and youth oriented programs (e.g. sport programs, summer camps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult oriented programming (e.g. fitness classes, recreational programming)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Oceanside Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At Ravensong Aquatics Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotions and Marketing					
Program Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion of programs in facilities (e.g. poster boards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 9b. Please use the space below to provide any additional comments on your level of satisfaction related to facility maintenance, customer service, programming, the registration process, instruction, and promotions and marketing.

SECTION THREE: FUTURE FACILITY NEEDS

10. Do you or members of your household feel that new or enhanced **indoor recreation facilities** are needed in District 69 (Oceanside)?
- Yes
 Unsure
 No (Please proceed to Question #12)

- 11a. From the list below, please identify the **indoor recreation facilities** that you or members of your household feel should be developed and/or enhanced.

Please do not select a response if you do not think new development or enhancement should occur to the facility type.

Facility Type	New Facility/Facilities Should Be Built	Existing Facility/Facilities Should Be Enhanced
Health and Wellness Centre/Fitness Centre	<input type="checkbox"/>	<input type="checkbox"/>
Teen/Youth Centre	<input type="checkbox"/>	<input type="checkbox"/>
Indoor Swimming Pool (expansion or new facility)	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Purpose Recreation Facility	<input type="checkbox"/>	<input type="checkbox"/>
Performing Arts Centre	<input type="checkbox"/>	<input type="checkbox"/>
Seniors Centre	<input type="checkbox"/>	<input type="checkbox"/>
Ice Arena	<input type="checkbox"/>	<input type="checkbox"/>

- 11b. Please identify any other types of indoor facilities that should be developed and/or enhanced.

12. Do you or members of your household feel that new or enhanced **parks and outdoor recreation facilities** are needed in District 69 (Oceanside)?
- Yes
 Unsure
 No (Please proceed to Question #14)

- 13a. From the list below, please identify the **parks and outdoor recreation facilities** that you or members of your household feel should be developed and/or enhanced.

Please do not select a response if you do not think new development or enhancement should occur to the facility type.

Facility Type	New Facility/Facilities Should Be Built	Existing Facility/Facilities Should Be Enhanced
Bicycle/Roller Blade Paths	<input type="checkbox"/>	<input type="checkbox"/>
Walking/Hiking Trails	<input type="checkbox"/>	<input type="checkbox"/>
Natural Parks and Protected Areas	<input type="checkbox"/>	<input type="checkbox"/>
Picnic Areas and Passive Parks	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field Facility	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	<input type="checkbox"/>	<input type="checkbox"/>
Sports Fields (rectangular fields and ball diamonds)	<input type="checkbox"/>	<input type="checkbox"/>



13b. Please identify any other types of outdoor facilities that should be developed and/or enhanced.

14. Would your household support an annual increase in taxation in order to provide new or improved recreation, parks, and trails facilities and services?

- Yes
 Unsure
 No (Please proceed to Question #16)

15. How much in additional taxes per year would you be willing to pay to provide new or improved recreation, parks, and trails facilities and services?

- \$20 or less per year
 \$21 – \$30 per year
 \$31 – \$40 per year
 \$41 – \$50 per year
 \$51 – \$100 per year
 Over \$100 annually

SECTION FOUR: RECREATION PROGRAMMING

16. Please identify the types of recreational programs that you think should be more readily available and/or improved in District 69 (Oceanside) for each age group. Please select the appropriate boxes that indicate program type and age group.

Program Type	Children (0 – 5 Years)	Youth (6 – 12 Years)	Teens (13 – 18 Years)	Adults (19 – 39 Years)	Adults (40 – 64 Years)	Seniors (65+ Years)	No Additional Opportunities Required
Nature Interaction (e.g. birdwatching, educational)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitness Classes (e.g. yoga, spin)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Skills (e.g. camping, fishing, survival)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Recreation/Leisure (e.g. floor curling, “pick-up” games)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport Leagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport Camps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Camps (e.g. summer, weekend)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness (e.g. healthy eating, mental health)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community and Social Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

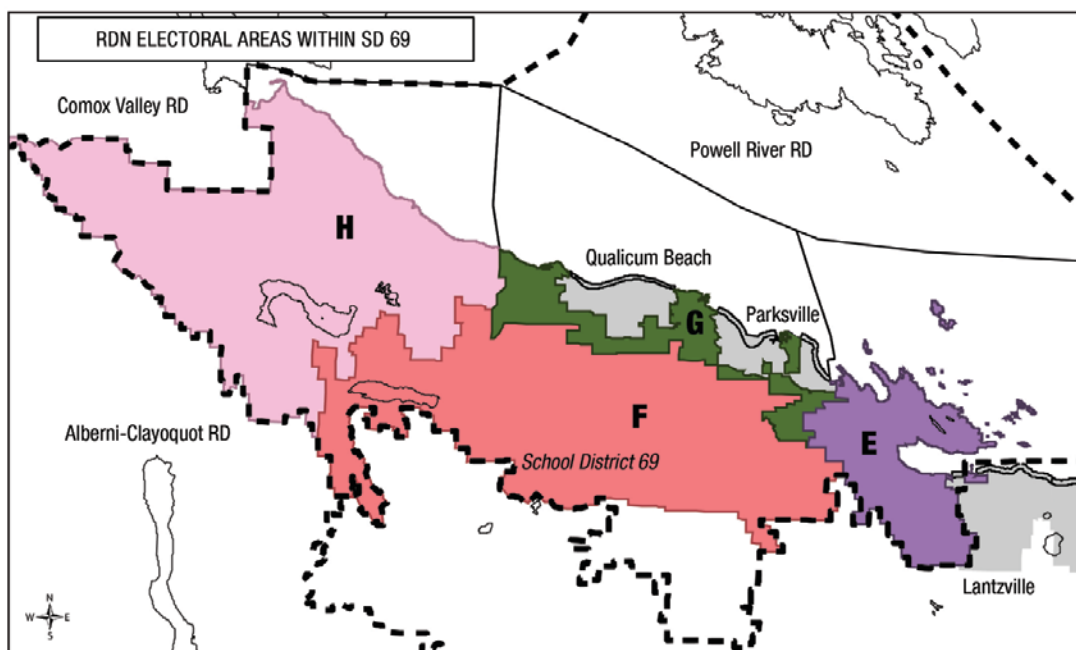
17. What are the three (3) **best ways** to get information to your household about recreation opportunities (programs and activities)?

- Local newspapers
 Radio
 Regional District of Nanaimo website/online schedules
 Regional District of Nanaimo Recreation and Parks Active Living Guide(s)
 Program/community guides (e.g. What's On, Parksville Qualicum Beach Tourism Guide)
 Social media
 Utility bill inserts
 Brochures and posters in community facilities
 Community signs
 Other (please specify): _____

SECTION FIVE: ABOUT YOUR HOUSEHOLD

18. Where is your primary residence?

- City of Parksville
 Town of Qualicum Beach
 Electoral Area E (NanOOSE Bay)
 Electoral Area F (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)
 Electoral Area G (San Pareil, French Creek, Surfside, Dashwood)
 Electoral Area H (Qualicum Bay, Bowser, Deep Bay, Dunsmuir, Horne Lake, Spider Lake)
 Don't Know
 Other (please specify): _____





19. Do you own or rent your primary residence?
- Own
 Rent
20. How long have you lived in District 69 (Oceanside)?
- Less than 5 years
 5 – 10 years
 More than 10 years
21. Do you expect to be residing in the District 69 (Oceanside) area for the next five years?
- Yes
 Unsure
 No
22. Which of the following best describes the type of household in which you live?
- Single Adult(s) with no Dependent Children
 Single Parent with Dependent Children
 Couple with no Dependent Children
 Couple with Dependent Children
23. Please describe your household by recording the number of members in each of the following age groups.
- | | |
|----------------|----------------|
| 0 – 4 Years: | 40 – 49 Years: |
| 5 – 9 Years: | 50 – 59 Years: |
| 10 – 19 Years: | 60 – 69 Years: |
| 20 – 29 Years: | 70 – 79 Years: |
| 30 – 39 Years: | 80+ Years: |

THANK YOU FOR PROVIDING YOUR FEEDBACK!

DRAW ENTRY FORM

As a token of thanks for completing this questionnaire, four draws will be made for \$75 RDN Recreation and Parks gift certificates (redeemable at Oceanside Place Arena or Ravensong Aquatic Centre for recreation programs, camps, 10x admissions, and memberships). To be included in the draw, complete and return the entry form below with your survey by March 20th. This information will be utilized solely for the purposes of the draw and will not be reported in connection with the responses you have provided.

Name (First Name Only): _____

Phone Number: _____

B

COMMUNITY GROUP QUESTIONNAIRE PARTICIPATING ORGANIZATIONS

1. Better Body's Fitness
2. A Child's P.L.A.C.E
3. Arrowsmith Community Recreation Association
4. Arrowsmith Tennis Club
5. B.C. Masters Swim Program
6. Badminton and Pickleball Program, Lighthouse Community Centre
7. Bard to Broadway Theatre Society
8. Bishops of Bowser Chess Club
9. Bowser Branch #211, The Royal Canadian Legion
10. Cascadia Martial Arts
11. Central Vancouver Island Basketball
12. Coombs Hilliers Recreation and Community Organization
13. District 69 Dart Association
14. Esteem Vocals/Sound Connection Choir
15. ETRA Therapeutic Riding Association
16. Forward House Community Society
17. Fung Loy Kok Taoist Tai Chi
18. Jim's Gym Ltd.
19. Lighthouse Community Hall Society
20. Lighthouse Community Slopitch League
21. Lighthouse Country Business Association
22. Mid Island Distance Running Club
23. Mid Island Floral Art Club
24. Namaskar Yoga Studio
25. Nanaimo Duplicate Bridge Club
26. Nile Creek Environmental Society
27. Oceanside Building Learning Together Society
28. Oceanside Division of Family Practice
29. Oceanside Generals Jr. Hockey Club Society
30. Oceanside Ladies Soccer
31. Oceanside Minor Baseball
32. Oceanside Minor Hockey Association
33. Oceanside Minor Lacrosse Association
34. Oceanside Pickleball Club (OPC)
35. Oceanside Women's Hockey League "OWHL"
36. Parksville & District Historical Society
37. Parksville Adult Badminton Club
38. Parksville Curling Club
39. Parksville Golden Oldies Sports Association
40. Parksville Ladies Pool Group.
41. Parksville Newcomers Club
42. Parksville Oceanside Pickleball Society
43. Parksville Qualicum Beach Tourism
44. Parksville Royals
45. Parksville Slo-Pitch Athletic Group 55+
46. Parksville/Qualicum Tuesday Birdwalk
47. Parkville Quilt House Quilters Guild
48. Qualicum Beach Triathlon Club
49. Qualicum and District Curling Club
50. Qualicum Beach Area Newcomers Club
51. Qualicum Beach Family History Society
52. Qualicum Beach Garden Club
53. Ravensong Action Group
54. Ravensong Aquatic Club
55. Ravensong Waterdancers Synchronized Swimming Club
56. Rivers Oceans and Mountains School
57. Sandy Shores Skating Club
58. Seaside Cruizers Car Club
59. Special Olympics BC - Oceanside
60. VIU—Milner Gardens



INTERVIEW AND DISCUSSION SESSION PARTICIPANTS

1. Aquatics Facility Users*
2. Arbutus Meadows
3. Arrowsmith Community Recreation Association
4. Corcan Meadowood Residents Association
5. District 69 School Division—Parents Advisory Committee
6. District 69 School Division—Senior Administration
7. Lighthouse Community Slo Pitch League
8. Nanoose Place Community Centre
9. Oceanside Division of Family Practice
10. Oceanside Minor Hockey
11. Oceanside Minor Lacrosse Association
12. Oceanside Pickleball
13. Oceanside Rage Girls Fastpitch
14. Oceanside Track and Field Club
15. Oceanside Womens' Hockey League
16. Oceanside Youth Soccer Association
17. Parksville Curling Club
18. Parksville Golden Oldies Sports Association (PGOSA)
19. Parksville Seniors' Drop-In Centre
20. Qualicum Beach Curling Club
21. Qualicum Beach Lions Club
22. Qualicum Beach Newcomers' Club
23. Qualicum Seniors Activity Centre
24. Ravensong Aquatics Club
25. RDN Youth Recreation Advisors*
26. Sandy Shores Skating Club
27. Special Olympics BC—Oceanside
28. Town of Qualicum Beach (Planning Department)
29. City of Parksville

* Conducted as group discussion sessions. The Aquatics Facility User session included over 25 participants, the majority of whom are individual facility users (not part of an organized group).

D

CURRENT PLANNING REVIEW

Regional District of Nanaimo Planning

Regional District of Nanaimo Board Strategic Plan 2016 – 2020

The overarching Strategic Plan presents the RDN’s vision, key focus areas, and strategic priorities.

Vision

Our Region is environmentally, socially, and economically healthy; resilient and adaptable to change. Residents of the Region meet their needs without compromising the ability of future residents to do the same.

Focus on Service and Organizational Excellence

- We recognize community mobility and recreational amenities as core services.
- We will fund infrastructure in support of our core services employing an asset management focus.
- We recognize and plan for the impact of our aging population.
- We will advocate for transit improvements and active transportation.
- We will ensure our processes are as easy to work with as possible.

Focus on Relationships

- We value our first nations relationships and will integrate their input in future planning and service delivery.
- We will focus on improved two-way communication within the regional district and with our communities.
- We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.
- We look for opportunities to partner with other branches of government/community groups to advance our region.

Recreation Services Master Plan for Oceanside (2006)

The previous Recreation Services Master Plan was developed in 2006. The 10-year plan set direction for recreation services including a philosophic foundation and operating guidelines for service delivery and issues related to the continued provision of recreation facilities and programs. Included in this plan were 66 recommendations which provided guidance in a number of areas, which cover:

- The role of the RDN in providing recreation in the Oceanside area.
- Collaboration and partnerships that should be continued, strengthened, and evolved.
- Infrastructure priorities.
- Opportunities to improve access for individuals facing financial or social barriers.
- Opportunities to further use recreation as a community development mechanism.
- Suggested roles and responsibilities for the Board and Commission.

RDN 2014 Community Survey

In 2014, the Regional District of Nanaimo conducted a citizen satisfaction survey to capture the perception of resident quality of life in the area. In total, 1,325 responses were gathered via mailout, telephone, and online methods. Results relating to recreation services are displayed below.

Recreation Related Results

- Of all the RDN services asked about, residents were most satisfied with “parks, trails, and other green space” (89% satisfied, 53% “very satisfied”).
- Two-thirds of residents were satisfied with “recreational programs” (66% satisfied, 26% “very satisfied”).

RDN Service	E	F	G	H	PV	QB
Satisfaction with parks, trails, and other green space	74%	82%	77%	76%	86%	90%
Satisfaction with recreational programs	49%	74%	69%	57%	75%	77%

Ravensong Aquatic Centre Expansion Update (2013)

Since 2006, the District 69 Recreation Commission and RDN Board have recognized the increasing usage at the Ravensong Aquatic Centre. Feasibility analysis for an expansion to the facility occurred in 2010 and an expansion update was conducted in 2013 to provide the District 69 Recreation Commission and RDN Board an update on past direction and work completed on the possibility of expanding Ravensong Aquatic Centre. Consideration was given to a fitness centre, upgrade of change rooms, pool expansion (leisure pool), multi-purpose room addition, and a new lobby. At the time, the project cost was expected to range from \$7.2M to \$7.8M.

District 69 Arena (Parksville Curling Club) Building Assessment (2014)

The purpose of the assessment was to confirm the integrity and life expectancy of the District 69 Arena including its structure and major operating systems. Herold Engineering oversaw the completion of facility and systems assessment in 2014 and determined that between \$350,000 - \$500,000 was required over the next three to five years to maintain basic functions of the facility. It also recommended that the new Recreation Services Master Plan could take into consideration the future of the District 69 Arena.

Recommendations from the Building Assessment Report (2014)

1. That the Parksville Curling Club continue with capital plan responsibilities as per the existing lease agreement and staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club.
2. That Regional District consider alternative facility uses for the District 69 Arena and associated costs as part of the 2016 Recreation Services Master plan process for District 69.

Arrowsmith Community Recreation Services Delivery Agreement (2017 – 2019)

The Arrowsmith Community Recreation Association (ACRA) currently provides recreation services in Electoral Area F. A service delivery agreement is in place that commits the RDN to support ACRA through 2019, however the agreement could be terminated at the RDN's discretion if desired. The agreement has financial implications as ACRA is supported by the RDN through Northern Community Recreation Program Services.

Funding Support

- 2017: \$72,328
- 2018: \$72,328 + CPI (Victoria)
- 2019: \$72,328 + CPI (Victoria)

District 69 Track and Field Facility Feasibility Study (2008)

Submitted to School District 69 and the RDN in 2008, the feasibility study was funded by the School Community Connections program (which is managed for the BC Provincial Government by the Union of BC). A need for a new track and field facility was expressed and investigated in the study. Best practices are presented as well as options and recommendations for moving towards development of a new track.

Best Practices

- Successful tracks are municipally owned.
- Built to event standards with eight lanes.
- A majority of revenue comes from hosting events.
- Accommodate a variety of community uses when not booked.

Options

1. A minimum investment level of \$709,000 would allow the current track at Ballenas Secondary School to have curbs (inside and outside) installed, for the track to be resurfaced with track based asphalt, with a limited level of lighting installed.
2. An investment of around \$1.5m would allow a quality training track to be developed. This would have curbs, a quality track surface and all other aspects of a full track, except it would be only four or five lanes, or six lanes on the straight-away and three on the back and curves.
3. An investment of \$2.0m to \$2.5m would allow a full eight lane track to be installed.
4. For the same investment in the track and field facility, a start could be made on a major outdoor sports complex with the track facility being the first investment into that park.

Recommendations from the District 69 Track and Field Facility Feasibility Study (2008)

- That two strategies be developed, one for a short term approach and one for a long term approach.
- That the short term approach be option 1, using the funding within the School Community Connections (SCC) program to upgrade the current Ballenas Secondary School track, with the other local government and community partners contributing \$375,000 to the SCC \$125,000, and that the project be scaled as far back as necessary to meet this financial target.
- That the long term approach be to continue with the planning and acquisition of land for a new outdoor sports complex, with a track and field facility being one of the first facilities to be developed in that sports complex.

RDN Operational and Efficiency Review and Recommendation Worksheets (2014)

An Operational and Efficiency Review was conducted for the entire RDN organization, including the Recreation and Parks Department. The purpose of the review was to identify opportunities to streamline service delivery where possible, achieve cost efficiencies, improve service delivery and effectiveness, reduce duplication, enhance services where required and appropriate, and facilitate ongoing performance measurement and analysis.

In connection to the Operational and Efficiency Review, in 2015 the Regional District of Nanaimo developed a comprehensive list of recommendations and desired outcomes for each RDN department. In regards to parks and recreation there are over 100 items listed; relevant items are listed on the following pages.

Recreation Recommendations

Area	Item	Recommendation	Desired Outcome
Recreation and Parks	Department Strategic Plan	That the Department developed a strategic plan to guide its development that recognizes the diverse services it provides to a broad range of residents over varied geographic zones.	The Department has a strategic plan in place that is working in synchronization with other key planning documents to ensure the provision of recreation and parks services is being delivered at optimal levels with the resources that are made available.
Recreation and Parks	Sports Fields	That the RDN work with City of Parksville, SD69, Town of Qualicum Beach and NPOs to increase the sport field inventory to better accommodate adult (soccer and softball) and minor sport leagues and tournaments. Upgrading existing play fields to sport field standards should be considered in addition to reviewing the need for a multi sport field facility as part of the 2016 Recreation Services Master Plan	Adult and minor leagues have the facilities to host a variety of sporting events, tournaments and leagues.
Recreation and Parks	Nature Programming	That outdoor park programming provided by the RDN within regional and community parks expand to residents throughout the Regional District.	Residents and visitors of the Regional District can register or participate in outdoor programming events and activities throughout the RDN parks.
Recreation	H Programmer	Review the business case for the continuation of the programmer office in EA 'H' and the opportunity to more effectively provide service including the consideration of closure of the programmer office in Bowser and reassign duties to other programming portfolios including outdoor programming, park community liaison and permitting. Continuation to provide programs based in EA H based on demand. Review providing funding to NPO to provide services.	More efficient use of programming resources to the broader community while facilitating recreation service provision in EA H.
Recreation	School Newsletters	Review effectiveness of production of hard copies of school newsletters and reduce or discontinue. Expand digital distribution of newsletter in collaboration with School Districts.	Communication with school based users increased with a reduction of production costs.

Area	Item	Recommendation	Desired Outcome
Recreation	Culture Services	Improve partnerships and collaborations with existing NPO cultural groups in efforts to raise the profile of cultural programs and events in District 69.	Cultural events and programs profiled at an optimal level in District 69 with support from Northern Recreation Services.
Recreation	Recreation Facility Space	That the RDN work with SD69 to lease program space in centrally-located/high-demand areas (i.e. Parksville and Qualicum Beach).	Dedicated program space (gymnasium and multi-use rooms) is available to the public in the local communities based on demand for sport and recreation.
Parks	Parks and Open Space Advisory Committees	That consideration be given to restructure of committees such that EA Directors and staff can develop and maintain consistent and achievable community parks and trails program across the Regional District. Review amend the schedule of POSACs in conjunction with other organizational approaches to community meetings (revised EAPC, "pop-up" Board meetings in EAs, etc).	The community parks and trails system is planned and developed jointly and in collaboration with all Electoral Area directors while increasing opportunities in obtaining informed public feedback and input on the system.
Parks	Park Development Plans	Electoral Area Community parks that require development will use a Park Development Plan to provide public input and budget planning.	That all Community Park requiring development have plans that reflect community input and that costing and phasing is included in the 5-year financial plan.
Parks	Park System Plan	That the RDN develop a RDN Parks and Trails System Plan for all regional and community parks and trails.	The RDN has a Park and Trails System plan encompasses both Regional and Community Parks and that factors in the shared staffing resources between the eight parks and trail functions.
Parks	Bicycle Networks Plans	The each Electoral area has an approved Bicycle Network Plan that incorporates linkages to neighbouring municipalities and electoral areas.	Each Electoral Area in Regional District have approved Bicycle Networks Plans that recognize infrastructure integration with MoTI with linkages with neighbouring communities.
Parks	Community Support of Park Developments	That the RDN consider developing a program similar to the City of Nanaimo where community park development or upgrades require significant funding and participation of the community.	Ensures that park development and use of parks funds are fully supported by the community and not just a few special interest groups or one or two residents. Limited parks funds can be used on projects that are fully supported by the community
Oceanside Place	Arena Scheduling	Review facility scheduling process to increase customer service and increase revenue generation opportunities from open facilities.	Customers can review arena availability on weekends and evening in addition having access to this information on weekdays. Increased revenue to support operations and more efficient use of facilities.
Oceanside Place	Arena Advertising	To further review the contracting out of advertising at the arena to ensure the highest return on revenues is being achieved.	The confirmed method of selling and coordinating advertising at the arena is achieving the highest possible return on revenue.

Area	Item	Recommendation	Desired Outcome
Oceanside Place	Dead Ice Usage	Improve the booking process of unused ice times on evenings and weekends. Consider improved on-line software.	Customers can review and book unused ice times on weekends and evening in addition having access to this service on weekdays.
Oceanside Place	Declining dry floor use	Review operational requirements with declining dry floor use	Facility operating at capacity while factoring dry floor opportunities for community and user groups.
Oceanside Place	Facility Operations	Continue with high level of quality in facility operations, ice making and facility maintenance.	Facility operations meeting and exceeding public expectations.
Oceanside Place	Patron and Staff Safety	Continue to ensure staff and user safety remains a priority in facility operations.	Continue with safety program and inspection and make improvements where warranted.
Ravensong Aquatic Centre	Special Event Provision	Continue to provide special events including theme swims and teen night swims	The pool provides a variety of special event and theme swims to encourage pool use to a broad range of demographic groups.
Ravensong Aquatic Centre	Safety	Continue to ensure staff and user safety remains a priority in facility operations.	Continue with safety program and inspection and make improvements where warranted.
Ravensong Aquatic Centre	Upper Level Course Delivery	Ensure upper level aquatic courses are provided to community that in turn will facilitate training and recruitment of local lifeguard/instructors.	Community has improved access to upper level aquatic courses and the facility has a larger trained resource pool to draw from to use as lifeguards/instructors.
Ravensong Aquatic Centre	Increased Pool Space	That clear direction be developed that aligns community demand with aquatic pool per the feasibility study for the Aquatic Centre. Community needs to be verified through Recreation Services Master Plan in 2016.	That adequate and functional aquatic space is available that meets the needs to the community.
Ravensong Aquatic Centre	Fitness Centre: Community Demand	That clear direction be developed that aligns community demand with fitness per the feasibility study for the Aquatic Centre. Community needs to be verified through Recreation Services Master Plan in 2016.	That adequate and functional fitness space is available that meets the needs of the broader community.
Ravensong Aquatic Centre	Staffing Levels/ Facility Expansion	That as part of the facility expansion review, ensure sufficient staffing levels are achievable to operate a larger facility.	Expanded facility has sufficient staff in place to meet increased service demands.
Ravensong Aquatic Centre	Standing Surf Wave/ Wave Rider	Consider a Wave Rider when expanding the Ravensong Aquatic Centre to capitalize on the growing surfing community on Vancouver Island.	The merits of providing a Wave Rider have been considered when planning and designing the expansion of RAC.

Youth Recreation Strategic Plan (2011 – 2016)

The purpose of the plan is to outline a clear vision statement for youth recreation services in District 69 as well as to develop programming priorities with identification of corresponding resource requirements, budget and timelines, and an outline identifying assessment benchmarks.

Vision: Our desired future is...

- Engaged Youth
- Healthy Experiences
- Infinite Possibilities

Mission Statement: Our core principle is...

- To promote and contribute to a vibrant youth recreation network

Strategic Directions

Seven Strategic Directions are outlined in the plan along with specific goals, actions, outcomes, and implementation details. The overarching Strategic Directions are:

1. From Direct Programs to Community Development
2. Enhance Communication
3. Foster Youth Leadership
4. Improve Access to Facilities
5. Review Access to Transportation
6. Build Recreation Team
7. Organizational Culture and Communications

Recreation Program Rationale Checklist (2013)

In 2013, a one-page checklist was developed to help determine whether the RDN should pursue potential new programs or not. Criteria is based on alignment with RDN organizational purpose (vision), financial viability, market positioning, and other key providers/competitors. When staff are considering program design and implementation, they can use this tool to ensure the program meets specific rationale.

Aligns with organizational purpose: Yes or No?

- The program supports the department mission statement in full or part...
 - » To bring fun, enjoyment and vitality to our community.
 - » To enhance health and fitness.
 - » To enrich human development.
 - » To increase positive social behavior.
 - » To provide direct economic benefits.
 - » To improve the quality of life.

- Program contributes to the health of local citizens.
- Program offers life skills development (i.e. lifesaving skills (first aid, swim lessons, water safety), leadership (LIT, Babysitter's certification, SD 69 Work experience).
- Programs for youth (11-18 yrs) support the Youth Recreation Strategic Plan (2011-2016) including these strategies: From direct programs to community development, Enhance communication, Foster youth leadership, and Improve access to facilities.

Financial viability: Good or Poor?

- Program is affordable (i.e. program can be offered at a reasonable cost to ensure access for all, is at market value, is comparable to other publicly offered programs vs private programs)
- Program follows the department's Fees and Charges Policy, or is identified as a department priority (i.e. through annual planning and budget approval, or special circumstances by Commission or management).

Market position: Strong or Weak?

- Quality instructors are available.
- Quality facilities/equipment are available.
- Program meets the needs of the District 69 community (i.e. based on program surveys, community meetings and requests).
- Program is open to public registration/participation.
- Program volume is balanced given demographics and population (# of programs : population age and size of community)

Other key provider/competitor coverage: High or Low?

- RDN Recreation and Parks is the best host/facilitator for the program.
- Program offers introductory and recreational opportunities (i.e. short-term, welcoming programs not otherwise available).

District 69 Fees and Charges Report (2014)

The purpose of this 2014 report was to seek approval of fees and charges bylaws. In addition to the proposed prices, a philosophy was outlined to guide the setting of fees and charges based on recovery rates.

Recovery Rate Philosophy

Area	Item	Recommendation	Recovery Rate
Building Healthy Communities by Meeting Needs	Community events of significance that benefit the majority of the community and/or citizens.	KidFest, Building Learning Together, Active Aging Week, Terry Fox	<75%
Building Healthy Communities and Citizens by Meeting Goals	<p>Programs and services that develop fundamental skills equally benefiting both the community and individual; youth leadership; fundamental physical movement, wellness, programs for people with consistent barriers or at risk.</p> <p>Programs and services that develop fundamental skills benefiting both the community and individual.</p>	<p>Minds in Motion, core summer programs, after school programming, inclusion</p> <p>Fundamental swimming and skating lessons, Leaders in Training</p>	75 – 100%
Building Healthy Citizens by Meeting Needs	Programs and services that develop fundamental skills benefiting the community but more so the individual based on market demand.	Specialized swimming and skating lessons, guided alpine hikes, Non-Impact Aerobics (NIA), Yoga	>100%
Building Satisfied Citizens by Meeting Wants and Demands	Programs and services that meet the hobbies or special interests demands of individuals that are not met by the private sector.	Specialized camps (sport, art, technology), private swim and skating lessons	>125%

Planning Undertaken by Municipalities in District 69

City of Parksville Vision, Mission, and Core Values (2015)

The City of Parksville is a critical partner in the delivery of recreation opportunities to local residents. The City's overarching strategic foundations are important to be aware of to ensure alignment. The following foundation was adopted by City Council in 2015.

Vision Statement

We aspire to be the City of choice for ourselves and future generations in a clean, safe, friendly, economically viable and sustainable environment.

Mission Statement

To provide good governance, prudent financial management, enhancing Parksville's lifestyle through effective leadership, community involvement and commitment to providing services in an effective, efficient manner to all residents.

Corporate Values

- Quality Service
- Fiscal Responsibility
- Environmental Awareness
- Inclusiveness

Qualicum Beach Vision Statement (2011)

The Town of Qualicum Beach also places importance on recreational opportunities. A vision for a desired future state is found in the Town's Official Community Plan.

Qualicum Beach of the future will be recognized for its:

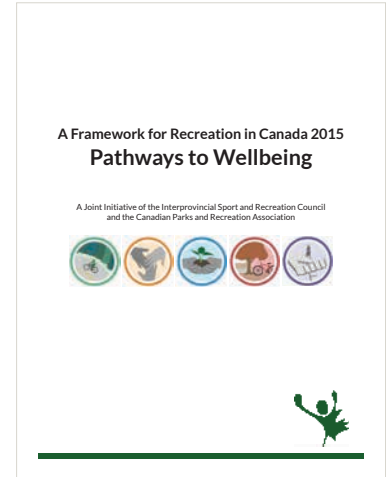
- Outstanding quality of urban and rural life and for its preservation of the natural environment.
- Small-town, village character and ambiance centred around a concentrated, attractive, commercial shopping destination.
- Safe, well-designed neighbourhoods with easy access to nearby rural areas, waterfront, natural areas, shopping, services, schools, workplaces and recreational opportunities.
- Carefully-managed growth and development, while maintaining a sustainable and high quality of life, based on the land use buildout policies contained in this OCP that project a potential maximum capacity of approximately 12,000 people.
- Containment of urban development that is surrounded by a permanently-protected rural green space.
- Preservation and enhancement of the environment, including natural areas, wildlife habitat and air and water quality.
- Vibrant, sustainable economy based on its resource assets, its appeal to tourists, and safe clean industries.
- Efficient up-to-date servicing and infrastructure. Servicing and infrastructure should reflect the goals of the Sustainability Plan, including conservation, reduced consumption, zero waste, renewable energy and reduced water consumption.

Provincial and National Planning

A Framework for Recreation in Canada 2015: Pathways to Wellbeing

The Framework is the guiding document for public recreation providers in Canada. The document was jointly developed by the Canadian Parks and Recreation Association and the Interprovincial Sport and Recreation Council in partnership with various stakeholders. It presents a renewed definition and vision of recreation as well as confirms common values, principles, and goals. The Framework was endorsed in February 2015 by the Provincial and Territorial Ministers of Sport, Physical Activity and Recreation, and is supported by the Government of Canada.

The Framework outlines renewed a definition and vision for recreation in Canada as well as five goals.



Definition of Recreation

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

Vision

We envision a Canada in which everyone is engaged in meaningful, accessible recreation experiences that foster:

- Individual wellbeing
- Community wellbeing
- The wellbeing of our natural and built environments

Goals

Goal 1: Active Living

Foster active living through physical recreation.

- Recreation participation throughout the life course
- Physical literacy
- Play
- Reduce sedentary behaviours

Goal 2: Inclusion and Access

Increase access to recreation for populations that face constraints to participation.

- Equitable participation for all regardless of differences such as: socioeconomic status, age, culture, race, Aboriginal status, gender, ability, sexual orientation, or geographic location.

Goal 3: Connecting People and Nature

Help people connect to nature through recreation.

- Natural spaces and places are provided
- Comprehensive systems of parks are accessible
- Public awareness and education are promoted
- Negative impacts to the natural environment are minimized

Goal 4: Supportive Environments

Ensure the provision of supportive physical and social environments that encourage participation in recreation and help to build strong, caring communities.

- Essential spaces and places are provided
- Existing structures and spaces are being used for a variety of purposes
- Aging infrastructure is being renewed
- Active transportation is prevalent
- Partnerships are maximized
- Recreation education campaigns are established
- Assessment tools are used to ensure accountability
- Community initiatives are aligned

Goal 5: Recreation Capacity

Ensure the continued growth and sustainability of the recreation field.

- Increase collaborative efforts among all levels of the recreation field
- Career development to attract and educate new leaders
- Support advanced education in recreation
- Provide development opportunities for organizations and individuals (professional and volunteer)
- Develop community leadership strategies
- Rejuvenate and update volunteer strategies
- Support knowledge development to increase research efforts, data availability, support materials, and the development of new/enhanced post-secondary programs

Active People, Active Place—BC Physical Activity Strategy (2015)

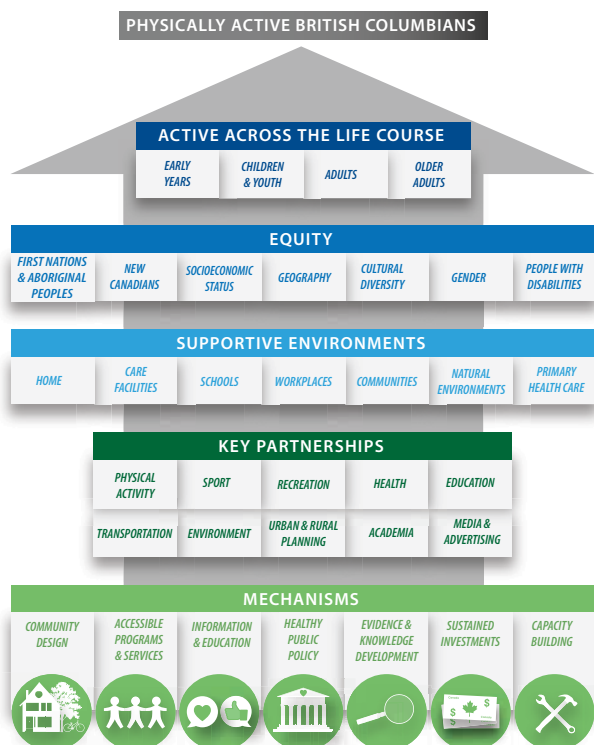
In 2015, the Government of British Columbia established its Physical Activity Strategy to guide and stimulate co-ordinated policies, practices and programs in physical activity that will improve the health and wellbeing of British Columbians.

Seven mechanisms are presented to provide strategic direction.

1. Community Design
2. Effective, Accessible Programs and Services
3. Information and Education
4. Healthy Public Policy
5. Evidence and Knowledge Development
6. Sustained Investments
7. Capacity Building

A number of goals, objectives and actions are presented to further the seven mechanisms. A couple of the objectives pertinent to local government include:

- Enhance opportunities for participation in sport across the life course.
- Build on existing partnerships between local governments, health authorities, school districts, divisions of family practice and sport and recreation at the local level to increase access to affordable physical activity through healthy community design and inclusive programs and services.



The Way Forward—A Strategic Plan for the Parks, Recreation, and Culture Sector of BC (2008)

The British Columbia Recreation and Parks Association (BCRPA) developed a strategic plan in 2008 to assist the parks, recreation and culture sector. The plan's vision is "a high quality of life for all British Columbians healthy individuals and communities and sustainable environments and economies." The plan also outlines a number of roles for BCRPA, provincial government, post-secondary institutions, and local governments; ways that local governments can support the plan are noted as follows:

- Include healthy living elements in Official Community Plans.
- Articulate and communicate the quality of life vision and their central role in it to build clarity among elected officials, staff, and the community to propel parks, recreation and culture work into a central position of community awareness and support.
- Invest time in building partnerships with adjacent communities and other stakeholders to better articulate shared needs and to collaborate in leveraging each other's limited resources for mutual benefit.
- Educate industry associations and academia on community challenges and needs and on the advocacy they would like industry associations to conduct on their behalf to local and senior governments.
- Work with planning and social planning staff to understand and articulate the diversity, needs and preferences of their community's residents with respect to parks, recreation and culture services and its role in a good quality of life—linking parks, recreation and culture issues to other planning and social planning work.
- Integrate the dimensions of quality of life into all aspects of planning for communities, pursuing actively more sustainable development patterns.
- Explore new uses for parks, recreation and culture assets and spaces that increases their use by key groups in the community.
- Adopt green development and management guidelines for all public facilities, both indoor and outdoor.
- Reconsider the range of conventional parks, recreation and culture facilities and rethink the priority for facilities in light of partnerships with stakeholders who have a quality of life vision for BC residents.

Canadian Sport for Life (2014)

Canadian Sport for Life (CS4L) is a movement that promotes quality sport and physical activity. It is led by Sport for Life Society, a federal not-for-profit society that was incorporated in September 2014 and comprises experts from sport, health, recreation, and academia who are employed as independent contractors, yet work cooperatively to promote the movement's goals. The movement introduces two important concepts that influence how recreation and sport activity should be planned, promoted, organized, and delivered.

Long-Term Athlete Development is a seven-stage training, competition, and recovery pathway guiding an individual's experience in sport and physical activity from infancy through all phases of adulthood. **Physical literacy** is the motivation, confidence, physical competence, knowledge, and understanding to value and take responsibility for engagement in physical activities for life.

Canadian Sport for Life, with Long-Term Athlete Development and physical literacy, represents a paradigm shift in the way Canadians lead and deliver sport and physical activity. The movement calls on municipalities to help further these two important concepts in a variety of ways as outlined below. As it relates to the provision of indoor recreation services and facilities, it is important to consider these roles and the fundamentals of the two concepts as they define a broader social good that is delivered through recreation, ensuring that these concepts are catalyzed through all municipal recreation services, will optimize the benefits and value for public investment in facilities and infrastructure.

Where municipalities can help further the CS4L movement:

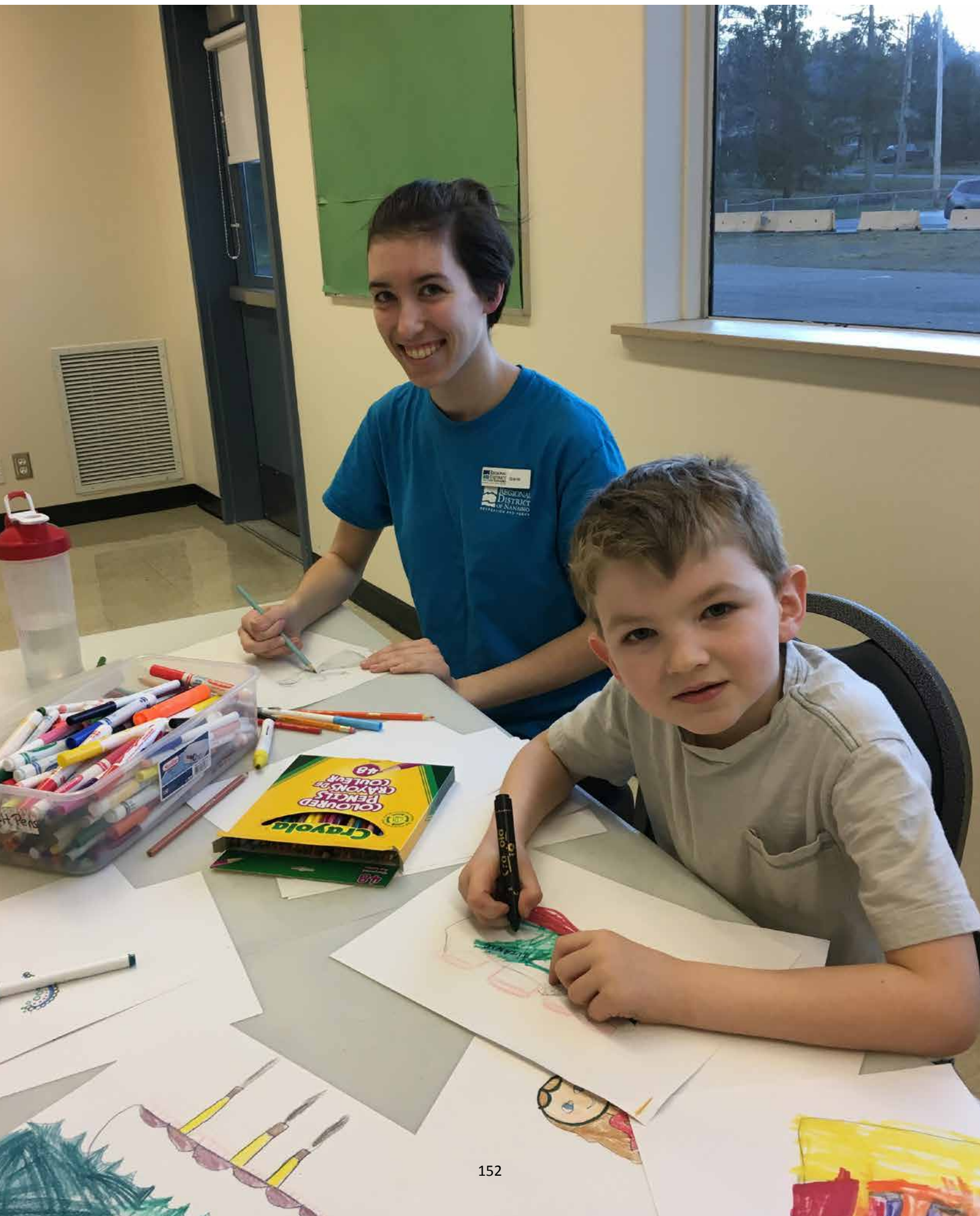
1. Physical Literacy Program Development
2. Municipal Planning and Sport Strategy Development
3. Sport Councils
4. Facility Planning
5. Access and Allocation



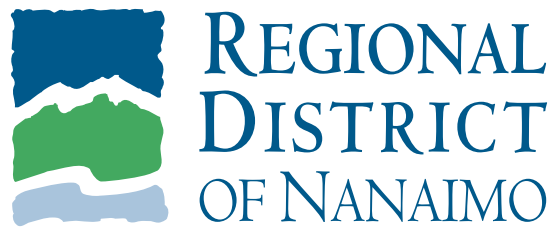
Physical literacy

is the...









Under a new communications services contract, the Nanaimo and French Creek Pollution Control Centres would also be added to our high speed Wide Area Network to realize performance efficiencies for staff data access, centralized equipment monitoring, network security and facility data protection services. The new contract also includes an increased Internet capacity for improved Public on-line services.

An RFP was released on May 30, 2017. Proposals were received from TELUS and Shaw.

TELUS, who currently supplies and supports the RDN's current Layer 3 network infrastructure proposed a Layer 3 network infrastructure in their proposal. The Layer 3 network infrastructure proposed is a fully managed, 24 hours per day, seven days per week Wide Area Network that requires no RDN Information Technology staff support.

Shaw has proposed a Layer 2 network infrastructure which requires additional RDN capital and operational expenditures in order to be managed. Shaw did not schedule the recommended site visit to the RDN in order to get a complete understanding of the project scope in preparation for submitting a proposal response. Current Information Technology staffing resources are not sufficient to support the proposed Shaw solution.

TELUS provided excellent references from local governments for providing communications services for the scope of the RFP requirements. Shaw did not provide adequate references specific to the scope of the RFP requirements.

Overall, TELUS provided a better solution both technically and financially than Shaw.

ALTERNATIVES

Alternative 1 – That the RDN enter into a five-year communications services agreement with TELUS Communications Company for a total cost of \$843,271 commencing October 25, 2017.

Alternative 2 – That the RDN enter into a five-year communications services agreement with Shaw Business for a cost of \$604,707 commencing October 25, 2017 and budget \$241,258 for required capital, including implementation and maintenance costs plus \$108,000 for additional RDN staffing costs for a total cost of \$953,965.

FINANCIAL IMPLICATIONS

The current five-year cost for Communications Services (Wide Area Network, Internet, Local Land-lines, Long Distance and Conference Calling Rates) is \$751,169.00.

Had the current service level been maintained under this new five-year contract, the TELUS solution cost would have been reduced by \$56,820 over the current contract. The Shaw solution would have decreased the cost by \$33,144, when the additional hardware and software maintenance costs are factored in, but would impact staff support costs by approximately \$108,000 over five years.

Due to the improved service levels to be provided under a new contract as noted above, the TELUS proposal increases overall costs by \$92,102 (\$18,420 annually) and the Shaw Proposal, including associated costs, results in an increase of \$202,795 (\$40,559 annually) over the current five-year contract.

	Current Contract	Maintain Current Service Level		Increased Service Level	
	TELUS	TELUS	Shaw	TELUS	Shaw
Five Year Contract costs	751,169	694,349	513,207	843,271	604,707
Required Capital expenditures, including implementation and maintenance			204,819		241,258
Total cost excluding staffing	751,169	694,349	718,025	843,271	845,965
Estimated additional Staffing costs			108,000		108,000
Totals	751,169	694,349	826,026	843,271	953,965

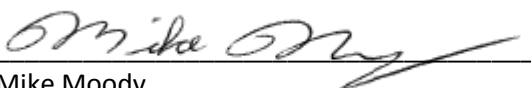
Alternative 1 – The cost of the TELUS Proposal over a five year term is \$843,271. This alternative has no additional RDN capital or staffing costs above the quoted five-year contract cost.

Alternative 2 – The cost of the Shaw Proposal over a five year term is \$604,707 plus the requirement to budget \$241,258 for capital expenditures, including implementation and maintenance, brings the Shaw proposal to approximately \$845,965, slightly over the TELUS proposal. In addition to these costs, the RDN would be responsible for the maintenance of this RDN owned equipment, which could result in as much as \$108,000 for additional RDN staffing costs. Overall, the Shaw proposal plus associated costs, is estimated at \$953,965, which is \$110,000 over the TELUS proposal.

STRATEGIC PLAN IMPLICATIONS

The operation of communications services and proposed upgrades to those communications services supports the RDN key focus area of Organizational Excellence by creating operational efficiencies for staff and the public with:

- Efficient staff data access
- Centralized equipment monitoring
- Improved network security and data protection services for facilities
- Improved Public on-line services


 Mike Moody
mrmood@rdn.bc.ca
 August 30, 2017

Reviewed by:

- J. Harrison, Director of Corporate Services
- P. Carlyle, Chief Administrative Officer

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: October 10, 2017

FROM: Jamai Schile
Senior Planner

FILE: 0360 20 AAC

SUBJECT: AAP Implementation – Composting Facility Project

RECOMMENDATIONS

1. That the Board receive this report and the results of the composting needs questionnaire.
2. That the Board direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.
3. That the Board deem the Composting Facility Project complete.

SUMMARY

The Agricultural Area Plan Implementation Action Plan identifies Project No. 6 - the Composting Facility as a high priority to be addressed in the short-term. In response, the Composting Facility project was launched in July 2016 for the purpose of determining the need for an agricultural compost facility in the region. To date, a targeted questionnaire and a tour of commercial composting facilities in the region has been completed. The questionnaire results show that producers currently have adequate access to compost and do not produce more compostable material than what they can manage on-site. In addition, the questionnaire reveals a general lack of interest for an agricultural compost facility combined with concerns regarding funding and uncertainty about product quality. Based on these findings, staff recommend that the RDN “Growing Our Future” website be updated to include information about existing commercial composting facilities in the region, the project be deemed complete and no further works be undertaken.

BACKGROUND

The Agricultural Area Plan (AAP) Implementation Action Plan for the period 2014 to 2016 identifies six projects, one of which is the Composting Facility project.

At the April 22, 2016, the Agriculture Advisory Committee (AAC) passed a motion recommending that the Board re-prioritize the Composting Facility project from low priority to high priority and from a medium timeframe to a short timeframe. In response, Regional District of Nanaimo (RDN) staff prepared a three-part approach to address the project’s objectives, which was supported by the AAC at its June 24, 2016 meeting.

In July 2016, staff initiated the Composting Facility project. However, since the AAC does not meet regularly, the minutes of the June 24, 2016 AAC meetings were considered by the Committee of the Whole (COW) at its September 13, 2016 meeting. At this meeting, the COW deferred the staff report relating to receiving the composting project update even though the project was near to completion.

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held Friday, June 24, 2016 be received for information.

*AAP Implementation – Project 6: Exploration of Composting, Project Discussion.
This item was deferred*

Minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016.

MOVED Director Houle, SECONDED Director Lefebvre, that the minutes of the Agricultural Advisory Committee meeting held Friday, August 26, 2016 be received for information.

The focus of this report is in response to the deferral, to present the results of the questionnaire and to conclude the AAP Implementation Action Plan item – the Composting Facility project.

DISCUSSION

The Composting facility project consists of three elements, including: a targeted questionnaire to obtain input from farmers, a tour for AAC members of existing composting facilities in the RDN, and an update to the “Growing Our Future” website to provide details of existing composting facilities. Of these elements, all have been completed except for the website update.

The questionnaire received a total of 28 responses from farmers representing a wide range of crops and agricultural practices. The questionnaire revealed that most respondents (74%) use compost that originates from their farm as part of their farm operation. Most respondents (71%) indicated that they do not produce more compostable materials than they need on their own farm. Though there was some interest in having access to a facility where farmers can take large quantities of compostable materials, more than half (55%) of respondents indicated that there is no need for such a facility. Additionally, the respondent’s comments show a lack of interest, concern about costs/lack of funding, considered more suitable venture for the private sector, and questioned whether the quality of the product would be suitable for organic farming. (See Attachment 1 Questionnaire Results).

Based on these findings, it is concluded that the majority of respondents have access to an adequate supply of compost material to meet their on-farm needs and do not produce more compostable material than what they can manage on-site. This combined with the general lack of support indicates that further consideration for a regional agricultural composting facility is not warranted.

While staff are not recommending proceeding further with this project, staff do recommend providing information regarding farm waste composting and the availability of local compost to farms on the RDN website “Growing Our Future”. The website would include the name and contact information for the two existing compost operators and applicable services offered. Such an update to the existing, publicly accessible website is not considered time or resource intensive.

The RDN is currently renewing the contract for food waste and yard waste processing with Nanaimo

Organic Waste (NOW). The NOW facility does provide an option for farmers with excess organic materials as NOW is able to accept vegetation and manure waste for processing. This information will also be added to the Growing Our Future web site.

ALTERNATIVES

1. That the Board receive this report and the results of the composting needs questionnaire and direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.
2. That the Board receives this report and the results of the composting needs questionnaire and direct staff to take no further action.
3. To provide staff with alternative direction.

FINANCIAL IMPLICATIONS

Staff have reviewed the results of this report and note that the findings have no implications related to the Board 2016 – 2020 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed recommendations and note that they are consistent with the Board’s stated priority of recognizing the importance of agriculture and aquaculture in the region.



Jamai Schile
jschile@rdn.bc.ca
September 13, 2017

Reviewed by:

- P. Thompson, Manager, Long Range Planning
- L. Gardner, Manager, Solid Waste Services
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Composting Needs Questionnaire Results

Attachment 1

Composting Needs Questionnaire Results

[question1] Are you currently farming or have you previously farmed in the RDN?

Response	Count
Yes	28 100.0%
<i>Total: 28</i>	

[question2] What do you farm?

Response	Count
24 responses	

goats

Purebred registered sheep.

certified organic vegetables

Beef, Pork, Chicken, Eggs

Beef cattle

Beef & Hay

Hay, vegetables, eggs

I've farmed beef cattle, chickens, turkeys and hay. Presently farming hay and horse boarding.

vegetables, some livestock

Hay and horses

Beef cows, Raspberries

herbs, small stock animals, food crops for family and market

We were dairy for 35 years and now the next generation is running beef cattle. I am retired .

previously mixed farm on this land in past decades

sheep and other meat - pigs, cattle, turkeys

chickens

potatoes

corn

now just keep horses and

sell berry jams

mixed- fruit,beef, chickens, veg., forage

hay, grain, pigs

Dairy and Poultry

Berries/vegetables

Berries

Cattle, Hay production

We raise beef & chicken both in Egg production (5000) & meat birds as well as vegetable & sweet corn production

Certified organic vegetables and fruits

Dairy

Cattle

Do you own farmland or lease farmland?

Response

Count

Own

20 80.0%



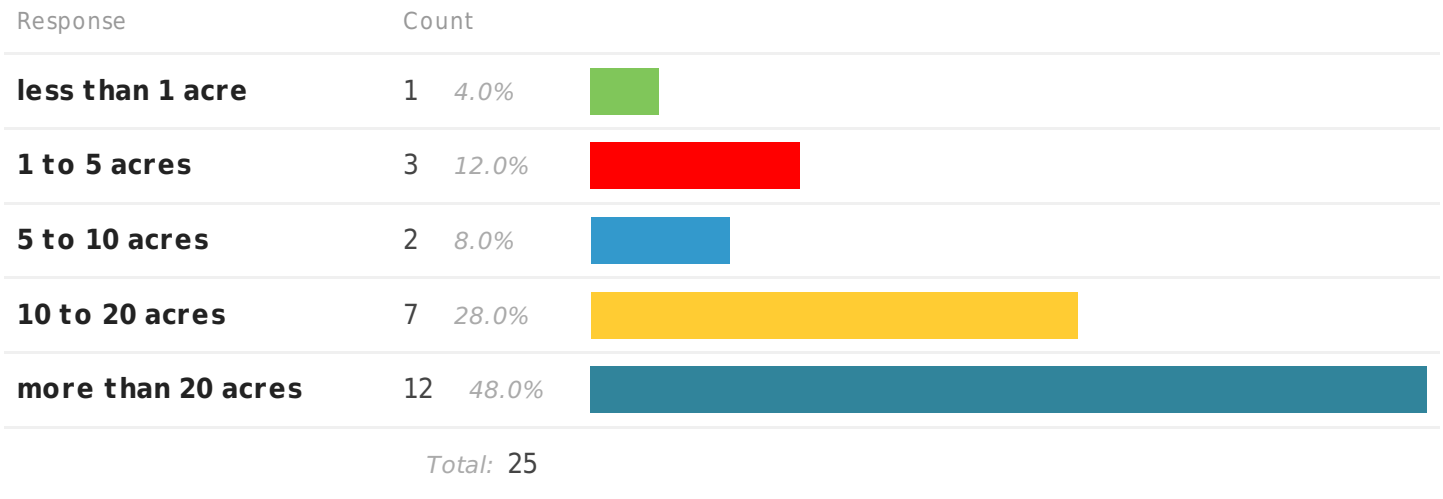
Own and Lease

5 20.0%

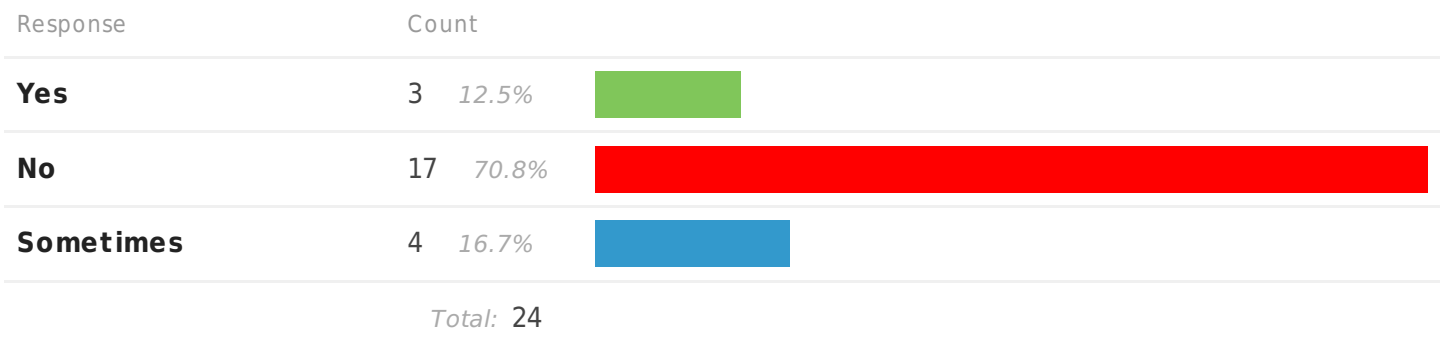


Total: 25

How many acres do you have in production?



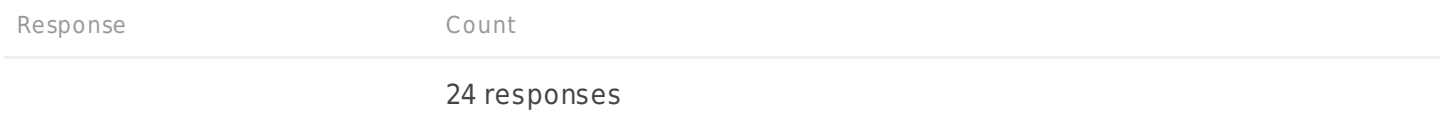
[question4] Does your farm produce more compostable materials (manure, green waste, land clearing debris, animal carcasses, agricultural byproduct, etc.) than you need for your own farm?



[question11] Is there a need to have access to a facility where farmers can take large quantities of compostable materials?



[question3] How do you currently manage on-farm compostable materials (manure, green waste, land clearing debris, animal carcasses, agricultural byproducts, etc.) ?



burn when allowed, give away manure, stockpile

Compost vegetable matter and by-products. Animal carcasses are disposed of off-site.

no manure,
green waste is composted in a heap or in a worm bin, land clearing debris was burned when we developed property.

Compost it

Spread manure

Bury occasional carcass on site

Normally I compost manure myself & put it on my fields. I
always have issues what to do with animal carcasses, bury them or where to compost them.

Land clearing > burn manure/bedding/litter > compost piles
carcasses > bury

I spread my compostable wastes on the hay fields.

tilled into existing fields

Use on fields and gardens.

Work it into the soil

compost, compost, compost with minimal burning or burial of clearing debris and burial of animal carcasses

How many pages would you like me to write about since most of your questions can not be answered with one sentence, because they are either not legal, are against some regulation or wish list of some agency including the RDN. There is no such thing as Green waste. Land Clearing debris is subject to so many regulations that we gave up clearing additional land years ago.

use our manure on our property for soil enhancement for pasture and around fruit trees and garden crops

compost, or burn

on farm composting, spreading compost and/or manure on fields

we have 3 large concrete manure pits

compost box

Land clearing debris - burning

Agricultural by products - Compost

Burn land clearing debris it is not feasible in a farm environment to haul or grind, manure we use as fertilizer

for hay crops

we compost on farm

we do our own composting. We have a chipper to chip winter fallen branches and turn them into chips. we have no animals.

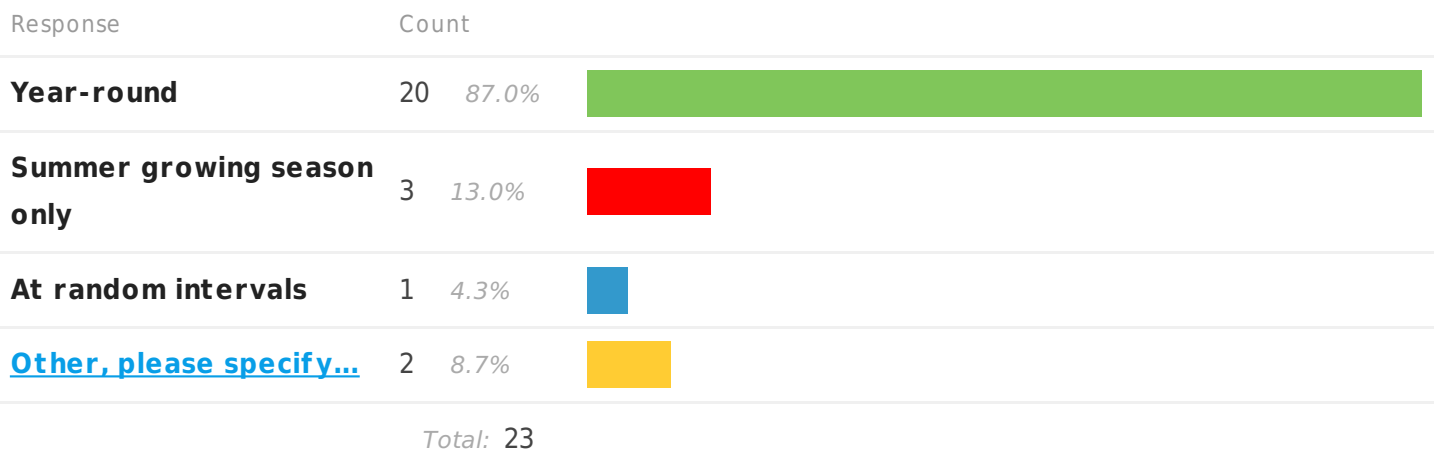
use most of it for gardens and sell what i do not use.

land clearing stuff take to private chipper

animal carcasses to the regional landfill

Bury carcasses, compost dry manure, spread liquid manure and whey on fields.

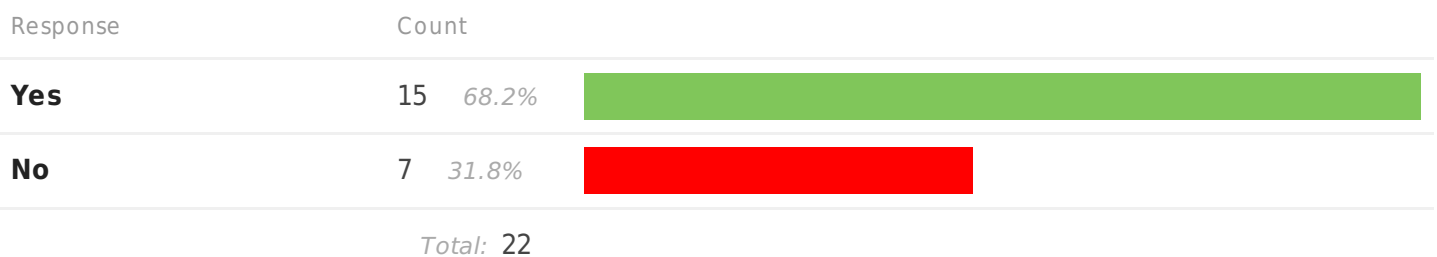
[question5] When are the majority of compostable materials produced on your farm?



bigger pile up in the fall after major harvests

We bring in organic matter as soil conditioner

Does your farm require off-site soil conditioners or fertilizers?



[question7] In general terms what soil conditioners or fertilizers do you use and how much?

Response	Count
	21 responses
n/a	
Could use more compost. Currently use general purpose 6-8-6 fertiliser for pasture and hay.	
first we cover crop as much as possible, then use non gmo alfalfa, soft rock phosphate, ag lime kelp meal, and from time to time gypsum and boron, as well as fish fertilizer as a hydrolysate and compost made from lumber waste and fish emulsion.	
None	
Commercial fertilizer/a ton or so	
approx 15 ton of fertilizer for 160acres	
none	
I fertilize with 13-16-10 or 18-18-18 fertilizer. About 2.5 tons.	
pelletized fertilizer. 250lbs per acre	
For the past 2 years a great deal of lime. In 2014 2 tons an acre and last year and this 400 pounds per acre.	
A metric ton of chemical fertilizer for grass	
besides farm compost (always 6-8 boxes going year around), green manure seed, ag lime, dolomite with occasional natural suppliments (bone meal, kelp, phosphate sources, boron)	
We can not get enough of compost that is clean, does not pollute our soils and does not cost to much. Bio Solids from the Waste Water Treatment pplant on French Creek does not qualify	
use some lime to sweeten the soil	
lime occasionally and 8 tons 18-18-18 fertilizer per year average	
you wrote "fertilizers" should be "fertilizers" :)	
We only use our own farm produced manure/compost as fertilizers and our herd size has never exceeded our land's needs capacity in manure production.	
300 pounds per acre of nitrogen based fertilizer for grass land and 350 #s per acre of p/k/n mix for corn land.	

misc types 3000bs per acre

we purchase approx. 15 tonne of fertilizer as well as using all our own manure production

organic only. We use 60-80 cu yards of certified fish compost

nitrogen (lots), lime (1x every 2-3 years)

[question8] Do you use compost as part of your farm operation?



[question9] If you use compost, does the compost come from off site?



[question10] If you use compost, how much compost do you currently use on an annual basis?



n/a

Estimate we use between one and three tonnes.

30-40 yards per year

All that we produce

Several tons of manure

I use some fish compost on my fields, not sure how much we use annually.

1 ton

I use all the composted manure from my horse boarding operation on the hay fields. I don't know the amount, but it is all the economical compost that I have access to.

All of the compost produced by 3 horses and I bring in other horse compost from friends.

10-15 4x4x4 boxes of barn waste compost (not sure weight of it) and related amounts of leaf mulch composted

As much as we can get

@2 tonnes

whatever we produce, we use.

marginal

don't use

40 to 50 cubic yards

about 80 cu yards of fish compost

depending on year and what is produced it is had to say

tonnes

[question13] Do you support the creation of a facility where farmers can take compostable materials to be processed into finished compost that would be available to the farming community in the RDN? Please explain your answer.

Response

Count

23 responses

Yes that would relieve us of manure and moldy hay and make it useful to someone

Would depend on cost and quality of finished product.

I would BUT the problem for us id we would not be able to use your product unless it could be assured not to contain any materials prohibited by the Organic Certification Bodies, so it could benefit the farmers who couldn't be bothered trying to deal with their own waste but would rather just let the RDN or private enterprise do it for them. The certified organic farmers would be left to fend for them selves the same way the have had to for the last 35 years, so if I can help you find a solution to please both organic and conventional then I would make myself available for your needs as best I can.

Yes if it is something farmers think they would use.

No not cost effective

Yes I do support this facility, but I would be reluctant to use compost that has processed animal carcasses, on my fields that produce food for myself or my animals.

Yes what is to explain? I would use it.

I do support the creation of a facility where farmers can take their compostable materials to be processed into finished compost that would be availble to the farming community in the RDN. However, the cost of transport to and from the facility is an important consideration. At present, it doesn't seem economical for a farmer to transport his compostable materials more than a few miles. Residents get their composables picked up for a reasonable cost. Unless farmers get some sort of help with the cost of transport, they will continue to overspread their compostables on their own land with a resulting danger to the acquifers.

no. would be of no benefit to me.

Too much work for me.

not really A sustainable farm practice should be able to use any compostable waste on the farm

Not sure it is necessary. On farm much closer to home. Organic or non-pesticide farmers would not take the finished compost unless ensured of its contents. Why not mix the farm compost that does come in with the other greens that come into the RDN facilities and more generally return the finished product back to the local residents. More people would bring in their grass clippings, leaf piles that end up going over the ravines into creeks etc to the transfer stations if, in return, members of the public could get finished compost by the pailfull or shoveled wagonload. And use the heat of composting to keep the compost facility warm.

NO- every time the RDN gets involved things get complicated in a hurry.

How do you propose to haul that compostable material. Tractors towing an implement are the only affordable option for us- try it sometime to take a piece of farm equipment to a repairshop on Church Road from Hodge's Road .

Finished compost can be used for vegetable gardens and produce enough for sale off the farm. Currently we do not have enough good soil to grow our own hay. We buy now.

Why should our tax money go to what any farmer should have . A corner somewhere to compost compostable material. If you charge to dump and charge to buy and use, why not let private industry do the job. Zone somewhere for the small farm and backyard gardeners to dump .It will be the small scale operations filling their pickups that use it as larger farms can't afford to pay hauling and trucking costs. Right now we have a major problem with people dumping garden refuse on our property even though the municipal dump is a few miles away. People do not want to pay for dumping refuse from their gardens.

I can't see the need for a central composting facility. That would only increase transportation cost and cost for the finished product. Why have to pay for something that everybody can handle easily on site. Exceptions are factory farms on too small land base for their operation to handle the manure produced.

we try to be self sufficient and our farm produces most of nutrient s required for our crops. all depends on cost and convenience, which is also related to costs.

Yes, I think it would help the small farmers have cheap access to compost to use on there crop.

not sure

yes . I believe it would be a good idea but the biggest problem as in the green box program would be the maintaining the quality & integrity of the product.

NO. RDN promote closed loop farming practices as practiced by the Organic sector. Most of the farm operations are small scale (relative to mega farms. Food production at the local level means diverse and small scale farming)

yes as long if it was not too costly

sure, but we would only use it if it were close to us.

[question12] How much volume of finished compost would you use on an annual basis if you had access to it in bulk from a compost facility (assuming it was high quality and reasonably priced)?

Response

Count

21 responses

a small amount for our veggie garden

Several tonnes.

we pay \$50 per yard from Earthbank Resources in Parksville plus the trucking cost of about \$120 per dump truck load (15 yards) and use 3 trucks per year. could use more if it was cheaper, and would like to be buying compost that is actually finished and not still in the process which takes away some of the benefit of adding compost in the first place. I have compared this product to Sea Soil from Port Hardy and it is full of even more unbroken down wood debris that robs the nitrogen component from the compost.

Lots!!!!!! We have at least 20 acres of soil that needs improving.

Lots if the cost was minimal

Probably a lot, if it can be shown that there are no residual antibiotics left in the compost from the animal carcasses.

I don't know that I would want to be paying for it.

The equivalent of 2.5 tons. However, the cost would have to compare favourably with chemical fertilizers and the quality would have to be comparable as well.

N/a

none

none

The term reasonable has to be explained. There is no money to do soil improvements after the farm has complied to all the other stuff from Best Waste Management Plans, Environmental Farm Plan etc. etc.

Difficult to estimate - 1 tonne maybe

none, we lose money as it is.

That would depend on a couple conditions:

- would the compost be Canadian Organic rules compatible as an allowed substance
- what is reasonably priced per tonne in \$\$ trucked to my place?

I probably wouldn't use it annually, but every few years in larger quantity.

unless it is close by, trucking is very expensive, to point of being more costly than value of compost. if it was less expensive than commercial fertilizers, we would be interested, at least for corn crops, which we grow 85 acres of.

don't use compost

not sure

Not the philosophy of organic farming practices.

maybe a ton

we wouldn't. We would use facility to dump our excess.

What are the challenges for establishing a composting facility for farmers in the RDN?

Response

Count

21 responses

unknown possibly biosecurity if carcasses are included

Economic viability, easy access for large transport vehicles, amenable neighbours.

transporting product in a cost effective manner and the right time of year. all farms should be able to deal with their own plant waste no questions asked, maybe a place to deal with animal carcasses or questionable animal waste may be the place to start?

Siting and transportation

transport of large quantities of green matter, or large carcasses

easily accessible sight that won't raise NIMBY complaints from those living close by.

The cost of transportation. If the entire cost is carried by the farmer, he will not be able to afford to use it. Tested, proven and consistent quality would also be important.

Transportation

location and money

mentioned the organic/inorganic farming issue, pretty major, doubtful if it would be cost effective with the transport back and forth from farm and back to farm

The RDN fought Hof Waldeck Farm and Earthbank Resources for over 25 years on that issue, costing us untold amounts of time and money. The Province the Federal Governments have enough rules and regulations to cover all of those issues. We do not need or want an other RDN department managing our needs- get off our backs.

Location - of facility

Transportation - not all farmers have vehicles to carry compost to a facility - pick up and delivery?

Administration - who will operate the facility? Contractor, RDN staff, co-op of farmers?

Specifications for compost accepted - type, volume, etc.

The real problem is not the composting material. It's the non compostable material like plastic wrap on hay and haylage wraps. I recently took a ton of it (it is all food grade plastic wrap by law) to the recycling site as

it was said it could be recycled now. I was refused and told it had to be completely clean. Tell me how giant bags moved around a farm by tractor and full of grass or fermenting silage / haylage sitting outside or even in a barn can not have a bit of dirt and grass on them. There is an environmental charge put on every package of wrap bought but I can not recycle it. The operator said it was only fit for landfill. What a recycling farce! I consider the recycling of non-compostable products to be a far more important issue. I resent the RDN trying to control what farms do. People move to rural areas and then decide they don't want to see or hear or smell what goes on . It seems more and more interference by government is not going to benefit farms at all. A pile of raspberry canes that takes 3 years to rot down or a manure pile that stinks for a month in the summer may be unsightly for someone driving by but if it's not a problem for me the property owner, why should the RDN feel the need to interfere?

sorry, but the idea never crossed my mind as being necessary

centralized location, and local community acceptance.

The challenge would be have the facility in an area that would be easily accessible to farmers in the rdn.

cost

maintaining quality & a fairness around some sort recovery for use

NONE. RDN does not need it.

Cost i believe will be the big factor

The RDN is big and it is not cost effective for us to haul to or from Cedar.

[question14] Any other comments?

Response

Count

12 responses

hope that this idea comes to fruition I love the idea of using farm byproducts for a useful purpose

not yet but I'll work on some

Thanks

almost wondering instead of composting carcasses it would be safer & more economical to incinerate the carcasses, allowing the ashes to become part of the compost. That would add valuable nutrients to the compost, as well as alleviating the problem of residual antibiotics or other harmful microbes. Otherwise the compost has to be hot enough to kill everything.

I have been waiting for a long time to have local compostables available at a price and tested quality that compares with chemical fertilizers. I am concerned about local dairy farmers, for example, spreading manure in quantities that threaten aquifers just because they have no other economical alternative to take care of their excess waste. Meanwhile, I would like to have access to their manure, but the cost of transporting it to my farm does not make it economical. Waste from farmed shell fish would also be very useful for my farm. I have taken shrimp shells and spread them on my field and the increase in productivity was amazing. However, they needed to go through a composting facility first. The smell and flies were offensive to my neighbours.

would this proposed facility run by itself. that is no tax dollars needed to operate it? as a farmer it is important to us that we operate with out tax dollars. so if the proposed facility does the same, even if it is of no benefit to me, maybe it would be helping others.

If you still want to hear more from me here is the Information to contact me.



The timing of this survey will almost certainly make sure, that the voices of the farmers within the RDN will not be represented, since they have other things to do.

A great idea to have a central community owned and operated composting facility for farmers.

I the would like to know the fuel behind this initiative. Is it coming from the 5 acre or less "estate " "farmers " who want everything tidy, tidy or from city dwellers who don't understand farming. Is it coming from "environmentalists" who want to control the environment instead of letting the environment do it's own composting on it's own time on a pile of debris in my corner? Or is it just an initiative to justify jobs in the RDN? In my mind if this is a good and justifiable issue, a private firm could and should be the ones to do it.

RDN should support Organic practices and not create facilities that are counter productive to Organic practices.

great idea to explore

Although we could potentially add compost material to the mix, the best target for selling the finished compost would be gardeners, or vegetable growers.

This would also compete directly with existing fish compost businesses. Do you want to do that?

BACKGROUND

Funding for INfilm

Late in 2016, INfilm approached the RDN to request that the RDN consider entering into an agreement with INfilm to provide funding for a three year period. INfilm does not have a dedicated source of funding and must spend considerable time each year fundraising and reporting. This process impacts on the level of service provided to the film industry. INfilm is looking for a secure source of funding through a three year agreement with the RDN.

The value to the regions that are served by INfilm include numerous types of economic and social benefits. Filming that takes place in the region has economic spinoffs, in particular the hiring of local businesses to provide services such as accommodation, rental of equipment, catering and construction. A related benefit is film induced tourism. The benefits to the regional district also include: assisting the communities and First Nations of Vancouver Island to realize the economic potential of the Film Industry; promoting training in the film industry to facilitate job and wealth creation; partnering to mobilize available resources; promoting an understanding of the importance of film and new media as a new industry to expand economic development; education and training; and, marketing the region in partnership with Creative BC and other BC Regional Film Commissions. Estimates from INfilm are that they have facilitated over 100 million dollars in direct economic impact to the regions they service on northern Vancouver Island. The full list of services provided by INfilm and the benefits of film productions in the region is provided in Attachment 1.

When the funding request was submitted to the RDN, INfilm had already made similar requests to Nanaimo, Parksville and Qualicum Beach. The RDN Board provided \$5,000 to INfilm from the Electoral areas and Lantzville for 2017. As well, in 2017 Nanaimo also provided \$30,000, and Parksville and Qualicum Beach each provided \$5,000 for a total of \$45,000.

In response to the request for a long-term funding agreement the RDN Board adopted the following motion at its February 28, 2017 meeting:

that the Regional District of Nanaimo meet with INfilm and the member municipalities to discuss a coordinated funding model that includes all of the regional district members to start in 2018.

In consultation with staff at the member municipalities, there is a varied level of interest in providing funding to INfilm. There is general agreement that INfilm does provide a useful service in attracting and assisting film and television production companies. As noted above, the Regional District and its member municipalities provided a total of \$45,000 to INfilm in 2017. The request from INfilm is for the RDN to provide \$50,000 per year for three years.

Table 1 INfilm – Source of Revenue 2016 and 2017

Funder	2016 Request	2016 Received	2017 Request	2017 Received
City of Campbell River	50,000	50,000	50,000	50,000
Comox Valley RD	15,000	15,000	15,000	15,000
Alberni Clayoquot RD	10,000	7,500	10,000	7,500
RD of Nanaimo	-	-	5,000	5,000
City of Nanaimo	30,000	15,000	30,000	30,000
Town of Qualicum Beach	3,000	3,000	5,000	5,000
City of Parksville	5,000	5,000	10,000	5,000
Cowichan Valley RD	-	-	6,000	6,000
Mount Waddington RD	3,000	500	3,000	3,000
Province of BC	40,000	30,000	35,000	30,000
Campbell River Creative	-	5,000	-	-
Totals	\$156,000	\$131,000	\$169,000	\$156,500

The proposal is for each member to contribute an amount equivalent to the portion of the \$45,000 provided to INfilm last year. At this point the RDN does not have a region-wide service with which to provide the funding to INfilm. One option for coordinated funding is to establish a new regional economic development service.

Provision of this level of funding should require a clearer indication of what the funding will be used for and the benefits to the RDN. Ensuring that there is a return on the RDN's investment and that the activities of INfilm are leading to economic benefits to the region depends on a robust reporting system which should be comprised of the following:

- Submit Annual Work/Operations Plan prior to approval of annual funding;
- Progress and Outcomes reported on a monthly basis;
- Key Performance Indicators (KPI) linked to actions reported on a quarterly basis;
- An annual Report that shows link between actions and benefits and how RDN funding has resulted in funding from other sources.

The agreement should include the reporting requirements and that annual funding will depend on meeting performance objectives and clearly showing how the activities have resulted in benefits to the region. A list of the activities to be undertaken by INfilm and the reporting requirements is provided in Attachment 2.

Regional Economic Development Service

As stated above, the RDN does not have a service that all members are part of that can provide funding to INfilm on a long-term basis. The RDN currently has two economic development services, the Southern Communities Economic Development (SCED) Service comprised of Electoral Areas A, B and C and the Northern Communities Economic Development (NCED) Service comprised of the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G and H. The City of Nanaimo and the District of Lantzville are not currently part of an RDN economic development service. The SCED is currently funding economic development on Gabriola Island and the Board has agreed to enter into an agreement with the Gabriola Island Chamber of Commerce to provide economic development services

until March 31, 2020. The NCED is a grant program whereby grants are provided to projects that contribute to economic development in the service area.

While the RDN does have two economic development services the RDN Board provided direction for staff to write a report on establishing a regional economic development service:

that staff be requested to write a report on establishing a regional economic development function. (March 28, 2017)

While there have been a number of locally oriented economic development initiatives by RDN members recently, entering into a contract with INfilm provides an example of where a regional economic development service would be beneficial. Once established the regional service could be used to undertake economic development activities that are regional in scope.

The process to establish the new service starts with direction from the Board to proceed with a service establishment bylaw. The bylaw can receive three readings and then it is sent to the Inspector of Municipalities for approval. At the same time that the bylaw is referred to the Inspector of Municipalities, a request for consent is sent to the member municipal councils and the electoral area directors. Consent is required from each participating area. As the bylaw does not require a requisition limit, there is no requirement for elector approval.

The particulars of how much each participating area would contribute would be included in the bylaw. A region-wide funding model can be used or a specific amount can be identified for each participating member. If a bylaw is considered by the Board at the beginning of December the bylaw could be adopted by the time the budget is adopted and therefore funds would be available in 2018.

Once the service is established the first activity of the service is to support the film industry by providing funding to INfilm. Like the two existing economic development services, the bylaw would recognize that funds could be provided to a third party that could undertake economic development activities on behalf of the RDN. In the future, following a review of the service, the activities of the service could be expanded by amending the bylaw.

Funds are available to conduct a review of the new service in 2018 to determine other economic development activities that may be funded on a regional basis. As well, the review could consider how the new regional service relates to the existing sub-regional economic development services and initiatives.

ALTERNATIVES

1. Provide long-term funding to INfilm through the creation of a new economic development service.
2. Provide long-term funding to INfilm through a Grant In Aid grant.
3. Provide long-term funding to INfilm through amendments to the existing economic development services by having Nanaimo and Lantzville join the SCED and then amending the requisition amounts for the SCED and NCED.
4. Do not provide funding to INfilm.

Alternative 1 – New Economic Development Service: A new service to promote economic development can be established. Establishing a new economic development service requires a resolution to proceed with a bylaw, approval of the bylaw by the Board and consent from each of the participating areas. The amounts to be collected from each participating area can be outlined in the bylaw. Contributions can be based on property assessment, population or a flat fee parcel tax.

Alternative 2 – Community Grant: Funding can be provided to INfilm through a Grant In Aid. The legislation requires that contributions be based on property assessments. This option allows for the contribution to be determined for the region as a whole or specific amounts can be identified for each municipality and electoral area. Funding provided through a Grant In Aid is not intended to provide ongoing support to any one recipient.

Alternative 3 – Amend Existing Economic Development Services: Using the two existing RDN economic development services will require amendments to the bylaws for those services. At a minimum the SCED will need to be amended to include Nanaimo and Lantzville. The requisition limits would also have to be reconsidered as those two services currently only requisition enough money to fund existing activities.

FINANCIAL IMPLICATIONS

Alternative 1 – New Economic Development Service: The implications for each member area depend on how the contribution provisions in the economic development service bylaw are structured. The contribution can be determined by treating the entire RDN as one entity or by setting an amount to be contributed by each municipality and electoral area. For example, the contributions by the RDN and the municipalities in 2017 can be reflected in the 2018 contribution: the City of Nanaimo could contribute \$30,000, Parksville \$5,000, Qualicum Beach \$5,000 and Lantzville and all of the electoral areas \$5,000 for a total of \$45,000. The bylaw could also be structured to use the same municipal/electoral area ratio as 2017 but increase the total amount of the contribution to \$50,000. See the Table below for the contribution by each area.

Table 2 Contributions based on 2017 Ratio Model

Area	Same amount as 2017 - \$45,000	Same Ratio as 2017 - \$50,000
Nanaimo	30,000	33,350
Parksville	5,000	5,550
Qualicum Beach	5,000	5,550
Lantzville	402	450
Total Municipal	40,402	44,900
Electoral Area A	596	650
Electoral Area B	557	620
Electoral Area C	497	550
Electoral Area E	959	1,070
Electoral Area F	641	710
Electoral Area G	841	940
Electoral Area H	507	560
Total Electoral Area	4,598	5,100
Total RDN	\$45,000	\$50,000

Table 3 Funding of \$50,000 through alternate requisition methods on a region-wide basis

Area	Parcel Tax	Population	Assessment	50% Pop/Assess
Nanaimo	25,433	29,258	26,961	28,110
Parksville	4,985	4,046	4,225	4,135
Qualicum Beach	3,582	2,891	3,411	3,152
Lantzville	1,097	1,165	1,237	1,202
Electoral Area A	2,147	2,282	1,832	2,057
Electoral Area B	2,791	1,304	1,715	1,509
Electoral Area C	1,055	908	1,532	1,220
Electoral Area E	2,533	1,980	2,953	2,467
Electoral Area F	2,216	2,497	1,982	2,240
Electoral Area G	2,759	2,413	2,587	2,500
Electoral Area H	1,869	1,256	1,565	1,408
Totals	\$50,000	\$50,000	\$50,000	\$50,000

Alternative 2 – Community Grant: INfilm does not qualify for funding through the new Community Grant Policy as the funding is for ongoing support including staff wages and other administrative costs. However, the Grant In Aid provisions in the *Local Government Act* can still be used to provide funding to INfilm based on property assessment. The amounts each area would contribute based on region-wide property assessment is provided in Table 3 above.

Alternative 3 – Amend Existing Economic Development Services: This alternative does not completely achieve the Board direction to establish a coordinated funding model nor a regional economic development service. The financial implications are similar to Alternatives 1 and 2 as specific requisition amounts can be included in the two bylaws. Funding through the SCED and NCED services will have to consider that requisitions will have to include existing activities: for the SCED, an agreement has been approved to fund the GICC through to at least the end of March 2020; and, the NCED grant program is scheduled to continue.

Alternative 4 – There are no financial implications for the RDN.

STRATEGIC PLAN IMPLICATIONS

The activities of INfilm are consistent with the RDN Strategic Plan 2016-2020. The plan directs that the RDN look at all activities through an economic lens and that the RDN will foster economic development. The aim of INfilm is to attract and support the film and entertainment industry which will provide benefits to local businesses and the community.

Paul Thompson
 pthompson@rdn.bc.ca
 August 24, 2017

Reviewed by:

- J. Hill, Manager, Administrative Services
- G. Garbutt, General Manager, Strategic and Community Development
- W. Idema, Director, Finance
- P. Carlyle, Chief Administrative Officer

Attachments

1. Letter from INfilm dated February 7, 2017.
2. Deliverables and reporting requirements.



February 7, 2017

Mr. Paul Thompson,
Manager of Long Range Planning,
Regional District of Nanaimo,
6300 Hammond Bay Road,
Nanaimo, B.C.
V9T 6N2

Dear Mr. Thompson:

RE: 2017 Budget Request for \$50,000 for Vancouver Island North Film Commission

Vancouver Island Film Commission (INfilm) requests \$50,000 fee for service investment by the Regional District of Nanaimo. This request is the first stage towards the goal of developing a three year Centralized Funding Model for the region.

Presently INfilm has funding applications for 2017 before the municipalities of the Nanaimo Regional District: City of Parksville, \$10,000; Town of Qualicum Beach, \$5,000 and City of Nanaimo, \$30,000. In the proposed Centralized Funding Model (if implemented in 2017) these municipalities would each agree upon the funding amount and forward the funds to the regional district. It is hoped that the electoral areas of the RDN that presently benefit but do not currently fund INfilm would be capable of providing the remaining \$5,000. The Regional District of Nanaimo and INfilm would then sign a 3 year Service Contract which could be reviewed by the RDN on a yearly basis.

Our current model is unsustainable as the work load of the Film Commissioner and Locations and Special Projects Manager has greatly increased. Presenting to multiple funders and then waiting for individual budget deliberations leave staff scrambling to fulfill the production requests and unable to commit to joint marketing opportunities, trade shows or key networking industry events. Secured funding through a 3 year centralized process would allow INfilm to focus time and attention on facilitating the attraction and servicing of the film and media industry rather than fundraising and reporting.

INfilm cannot charge for its services to the film industry; it is bound by the Association of Film Commissions Certification to provide film services at no charge to the client. Consequently all initial scouting costs relating to the services provided to each production company are the responsibility of INfilm.

Other than the City of Campbell River that has been a long standing funder, the Regional District model has been the norm for the rest of our service area. In 2017 due to the close proximity of Nanaimo as a Service Centre and the Nanaimo Airport and Duke Point ferry for easy access, we are expanding our services in an agreement with the Cowichan Regional District to include Ladysmith, Chemainus and Saltair.

The present Service Agreement contract that INfilm has with the Regional Districts of Alberni-Clayoquot, Mount Waddington and Comox Valley the City of Campbell River and CreativeBC undertakes the following:

Client services include but are not limited to:

- Full service office
- Script breakdown, locations scouting and surveys
- Extensive inventory of digital location images and software tools
- 23 years' experience building industry networks and relationships

Services provided to the funder include but are not limited to:

- Promoting the Regional District as a film friendly region
- Providing liaison and fixer services to production filming in the Regional District
- Continuing to populate INfilm / CrBC digital photo libraries with Regional District images
- Including the Regional District in marketing materials distributed at industry events and trade shows
- Including Regional District filming locations on on-line film tourism map
- Including the Regional District in the Workforce Development Initiative to create a trained and experienced regional film crew

The particular services we provide the RDN attract and facilitate film and new media that infuse millions of dollars of spending into the local economy that in turn have positive economic spill over impacts on local businesses.

- Economic impacts - INfilm has facilitated over 100 million dollars in direct economic impact to the regions we service
- Businesses throughout the region have and continue to benefit from room nights for accommodation including crew per diem spent on meals
- Rental companies, heavy duty equipment, laundry and other local services.
- Lumberyards and recycling companies have benefitted
- Location fees have been paid for private, public and First Nations lands.
- Local labour hired (carpenters, security etc and hundreds of background extras)
- INfilm has trained and hired a local locations scout who are working for us on a contract basis
- Participation in workforce training programs
- Film Induced Tourism opportunities. The second economic bump comes through film induced tourism. We are in discussions with current production to discuss the potential for a Film Tourism Campaign in the RDN

The motion picture and recording industry is the fastest growing industry in British Columbia and has created at least \$2 Billion in spending in 2016 and is on track to grow even more in 2017. According to the Workforce BC Industry Outlook Profile the industry is expected to experience above average growth and is expected to be the fastest growing industry in terms of

employment. This puts INfilm in a unique position within the film industry to expand regionally outside the successful, yet saturated, area of Vancouver and the entire lower mainland area as our 20 years of networking has resulted in close relationships with locations decision makers.

Other services INfilm is committed to pursuing include:

- Spearheading a workforce development initiative which is in the development stage to provide film training to local skilled workers in order to support the needs of productions looking to film in the region
- Leading discussions on entry level Productions Assistant training for First Nations
- Providing industry standard location packages including scouting and surveys for production clients (film, documentary, commercial, video and stills)
- Populating and maintaining a regionally focused digital online image database. Presently INfilm has 38,000+ images categorized and loaded into our data base and the Creative BC data-base
- Maintaining an active and updated web, Facebook and Twitter presence
- Providing assistance for local extras casting and crew hire
- Acting as the conduit for permitting and liability insurance requirements and liaising (e.g. Parks, BC Hydro, Highways local and regional government)
- Tracking and maintaining industry statistical data
- Global marketing at trade shows and industry events
- Continuing to develop and support Film Tourism Initiatives

Additional funding will be used to stabilize our operations budget and equalize the investment being made by other communities. Our organization has in the past relied on a few communities to carry the costs of the development of a regionally focused service organization. We have supplemented our operations budget through fundraising, grant writing and in-kind donations. We have repurposed old equipment being recycled by other organizations and in some years staff has gone without payroll to make ends meet.

INfilm	2017 Budget Forecast		funding has been requested and is approved or in budget deliberations
Revenue			
	City of Campbell River	\$50,000.00	approved
	Comox RD	\$15,000.00	in process
	Alberni Clayoquot RD	\$10,000.00	in process
	City of Nanaimo	\$30,000.00	in process
	Town of Qualicum Beach	\$5,000.00	approved
	City of Parksville	\$10,000.00	in process
	Cowichan Valley RD (Ladysmith)	\$6,000.00	new agreement for 2017
	Mount Waddington Regional District	\$3,000.00	in process
	Province of BC	\$30,000.00	approved
	<u>TOTAL</u>	\$159,000.00	

Grants	Island Coastal Economic Trust	\$5,000.00	Website upgrade approved
IN-Kind	<u>Rent</u>	\$6,000.00	approved
	<u>BC Ferries Travel</u>	\$1,200.00	approved
Expenses			
	Bank fees	\$400.00	
	Insurance	\$2,600.00	Directors/liability/ICBC
	Licenses / Membership Dues	\$1,800.00	AFCI / RFCABC membership
	Marketing	\$5,000.00	Trade Shows / joint BC marketing
	Misc	\$1,500.00	
	Professional fees	\$2,000.00	Bookkeeper / accountant
	Location Scouts	\$7,000.00	
	Capitol/computers/cameras	\$3,000.00	replace old computer
	Repairs/maintenance	\$500.00	
	Salaries/benefits	\$108,000.00	
	Supplies/postage	\$500.00	
	Software/server maintenance	\$1,700.00	
	Website	\$10,000.00	Website update 50% ICET
	Telephone/utilities	\$2,600.00	
	Travel	\$3,000.00	Vancouver meetings / region
	<u>Vehicle</u>	<u>\$9,400.00</u>	<u>Lease / maintenance / fuel</u>
	<u>TOTAL</u>	\$159,000.00	

INfilm	2016 Budget Forecast	Request	Received
Revenue			
	City of Campbell River	\$50,000	\$50,000
	Comox RD	\$15,000	\$15,000
	Alberni Clayoquot RD	10,000	\$7,500
	City of Nanaimo	\$30,000	\$15,000
	City of Parksville	\$5,000	\$5,000
	Town of Qualicum Beach	\$3,000	\$3,000
	Mount Waddington Regional District	\$3,000	\$500
	Province of BC	\$40,000	\$30,000
	Campbell River Creative Industries for Admin services		\$5,000
	<u>TOTAL</u>	156,000	\$131,000

INfilm	2016 Budget Forecast	Request	Received
IN-Kind	Rent	\$6,000	\$6,000
	BC Ferries Travel	\$1,200	\$1,200
Expenses			
	Bank fees	\$350	
	Insurance	\$3,300	
	Lisc/Dues	\$1,800	cut \$1,000
	Marketing	\$5,000	cut \$5,000
	Misc	\$1,000	cut \$1,000
	Professional fees	\$2,000	
	Location Scouts contracted	\$7,950	cut \$6,000
	Capitol/computers/cameras	\$3,000	cut \$3,000
	Repairs/maintenance	\$500	
	Salaries/mercs	\$105,000	
	Supplies/postage	\$1,000	
	Software/server maintenance	\$2,300	
	Website	\$9,000	cut \$9,000
	Telephone/utilities	\$2,800	
	Travel	\$3,000	
	Vehicle	\$8,000	
	<u>TOTAL</u>	\$156,000	\$131,000

Cancelled AFCI Locations Expo co-marketing trip with Creative BC
Cancelled website upgrades moved to 2017
Moved AFCI 2016 memberships dues outstanding
Cancelled purchase of Laptop, now 7 years old, must be replaced in 2017
Cancelled contacted location scouts for Nanaimo area
Supplemented budget through a contract to provide social media and admin services for Campbell River Creative Industries

INfilm looks forward to a very strong 2017 and all the economic benefit it will provide the Regional District of Nanaimo.

Respectfully,

Stephanie Tipple, President
Vancouver Island North Film Commission

Attachment 2

Services, Deliverables and Reporting by INfilm

The Vancouver Island North Film Commission shall provide the following services to the RDN:

- Maintain a full service office and serve as the initial regional contact for the film industry; respond to enquiries about filming in the RDN;
- Develop and maintain an on-line location library (digital photographic files);
- Script breakdown, locations scouting and surveys for production companies;
- Continue to maintain a web-site providing regional information to production companies, along with job posting opportunities for local labour;
- Provide a venue for *extras* casting;
- Assist production companies with the permitting processes (eg Highways, Parks, Hydro);
- Maintain film industry statistical data on the economic benefits to the Regional District of Nanaimo and northern Vancouver Island;
- Market the Regional District of Nanaimo via trade shows and industry events;
- Develop new partnerships with existing film offices to avoid duplication of services and expenses for initiatives like marketing, website, locations library, and crew and business data-bases;
- Expand relationships with Tourism Vancouver Island and the local destination marketing organizations;
- Expand relationship with the Vancouver Island Economic Alliance.
- Promote the Regional District of Nanaimo as a film friendly region
- Provide liaison and fixer services to production filming in the Regional District of Nanaimo
- Continue to populate INfilm/CrBC digital photo libraries with Regional District of Nanaimo images
- Include the Regional District of Nanaimo in marketing materials distributed at industry events and trade shows
- Include Regional District of Nanaimo filming locations on an on-line film tourism map
- Provide training and workshop opportunities including workforce development Initiatives to create a trained and experienced regional film crew in the Regional District of Nanaimo;

The Vancouver Island North Film Commission shall provide the following Deliverables to the RDN:

- A five year business plan
- An annual work plan outlining the activities of INfilm
- A list of activities delivered to the RDN on a monthly basis
- An annual financial statement
- Annual presentation to the RDN Board on activities and resulting benefits to the RDN

- A set of key performance indicators linking INfilm activities with economic and social benefits to the region

The Vancouver Island North Film Commission shall provide the following information in its Reporting to the RDN:

- On a monthly basis: activities of the Film Commissioner; Progress and Outcomes
- On a quarterly basis: Key Performance Indicators (KPI) linked to actions
- In an annual report: link between actions and benefits to the region; how RDN funding has resulted in funding from other sources.

TO: Regional District of Nanaimo Committee of the Whole **MEETING:** October 10, 2017

FROM: Adrian Limpus
Engineering Technologist, Wastewater Services **FILE:** 5340-05

SUBJECT: Biosolids Management Program

RECOMMENDATIONS

1. That the Regional District of Nanaimo (RDN) enters into an agreement (Attachment 1) with SYLVIS Environmental Services (SYLVIS) to continue biosolids forest fertilization activities to May 31, 2021.
2. That the Board direct staff to enter into negotiations with Nanaimo Forest Products, Harmac Division (Harmac) as a contingency option where RDN biosolids would be used to fabricate soil for cover at the Harmac landfill.

SUMMARY

On May 23, 2017, the RDN Board authorized the RDN to enter into concurrent agreements with TimberWest and the Nanaimo Mountain Bike (NMBC) to enable continuation of the forest fertilization program from June 1, 2017 to May 31, 2021. The Board also authorized a four month extension to the agreement with SYLVIS, the firm managing the biosolids application program, while a competitive procurement process was undertaken to establish a long-term contract for Qualified Professional Services for biosolids management.

The RDN issued a Request for Expressions of Interest on BC Bid to shortlist qualified firms with the capacity to operate a biosolids forest fertilization program. SYLVIS was the only firm to submit an Expression of Interest to operate the program. The RDN then negotiated an agreement with SYLVIS to ensure that forest fertilization is a cost-effective and long-term management option for RDN biosolids (Attachment 1).

The Regional Landfill is presently the contingency site for RDN biosolids when the TimberWest lands are not accessible due to winter weather conditions. However, disposal at the Regional Landfill is not a beneficial use of biosolids and an alternate contingency site is recommended. Fabricating topsoil for cover at the Harmac landfill was tested and proven as a viable cost-effective alternative contingency site.

BACKGROUND

Biosolids are nutrient-rich solid residuals of wastewater treatment that are widely used in North America as a plant fertilizer and soil conditioner. The RDN currently produces approximately 4,300 metric tonnes of biosolids per year. RDN biosolids have been utilized for forest fertilization since 1992 at a woodlot leased by Vancouver Island University, from TimberWest. VIU did not renew its lease upon expiry on May 31, 2017. As a result, the RDN approached TimberWest directly for permission to continue operating the biosolids management program on their land.

Coordination of land use with the local mountain bike club was a condition of TimberWest's agreement to continue accepting RDN biosolids on their land. At the May 23, 2017 meeting, the Board authorized the RDN to enter into concurrent four year agreements with TimberWest and NMBC from June 1, 2017 to May 31, 2021 to enable continuation of the forest fertilization program. The Board also authorized a four month extension to the agreement with the firm managing the biosolids application program (SYLVIS) while a competitive procurement process was undertaken to establish a long-term contract for Qualified Professional Services for biosolids management.

The Regional Landfill is presently the contingency site for RDN biosolids when the TimberWest lands are not accessible due to winter weather conditions. However, disposal at the Regional Landfill is not a beneficial use of biosolids. An alternate contingency site is required for effective operations and to fulfil the motion carried at the March 17, 2017 Liquid Waste Management Plan Monitoring Committee meeting "that the Liquid Waste Management Plan Monitoring Committee supports the continued beneficial reuse of biosolids over long term disposal at the Regional Landfill." Thus, the RDN investigated potential biosolids contingency sites.

SYLVIS Forest Fertilization

SYLVIS has been involved with the biosolids forest fertilization program since the origin of the program and has provided Qualified Professional Services in order to meet local site and regulatory requirements. The current agreement with SYLVIS to manage the program expires in October 2017.

Major components of the scope of work for managing the biosolids forest fertilization program includes: developing and implementing application plans; onsite storage and application of biosolids at the woodlot; ensuring application meets all requirements of Organic Matter Recycling Regulation (OMRR); undertaking monitoring and maintaining records in accordance with regulatory requirements.

In June 2017, the RDN issued a Request for Expressions of Interest on BC Bid to shortlist qualified firms with the capacity to operate a biosolids forest fertilization program. SYLVIS was the only firm to submit an Expression of Interest to operate this program. SYLVIS is an integrated biosolids management firm in Western Canada that has qualified professionals on staff as required to perform regulatory reporting under the BC Organic Matter Recycling Regulation (OMRR), and also has the specific experience and the equipment necessary to operate a biosolids forest fertilization program locally. The RDN negotiated with SYLVIS to ensure that the rates for the fertilization program were cost-effective for the RDN. RDN legal counsel developed a new agreement with SYLVIS for the operation of the forest fertilization program to May 31, 2021 (Attachment 1).

Harmac Soil Fabrication

Harmac will be closing portions of its pulp mill landfill over the next 20 years and proposes to beneficially use RDN biosolids to fabricate soil for use as cover material during its landfill closure activities. This option was tested and proven viable in April 2017. The Harmac fabricated soil program serves as an excellent long-term contingency and winter weather management option.

The soil fabrication site would only have the capacity to handle a portion of the annual production of RDN biosolids. The site could receive from 420 to 1,600 tonnes of biosolids per year. The maximum amount of biosolids that Harmac could receive over 20 years is 8,400 tonnes.

ALTERNATIVES

1. (a) Enter into an agreement with SYLVIS to continue fertilization activities with RDN biosolids to May 31, 2021. The total cost of the fertilization program, over the term of the agreement, is estimated to be \$1,700,000 including contract fees and additional task activities. (b) Enter into negotiations with Harmac to fabricate soil for cover material at the Harmac landfill for the beneficial use of RDN biosolids.
2. Not enter into agreements with SYLVIS and Harmac and deposit the biosolids at the landfill. Biosolids may be sent to the RDN Regional Landfill for a short-term period until a suitable alternative is secured. Disposal of biosolids at the landfill adds cost, consumes limited landfill space, and is inconsistent with the RDN's Zero Waste policy, increases RDN costs, and is not recommended.
3. Provide alternate direction to Staff.

FINANCIAL IMPLICATIONS

Alternative 1:

SYLVIS Forest Fertilization

Fees for the management of biosolids in forest fertilization will be charged using a two-tier rate structure for production up to and including 4,000 tonnes per year, and for production above this limit. Fees will be charged as outlined below. Total tonnage rates paid by the RDN to SYLVIS and VIU under the previous agreement are provided for comparison.

	Base Rate (\$/tonne) (≤ 4,000 tonnes per year)	Discount Rate (\$/tonne) (> 4,000 tonnes/year)
Previous VIU/Sylvis Agreement (2017 Total Rate)	\$110.91	\$68.17
New Sylvis Agreement (2017 Rate)	\$94.31	\$68.48

The agreement includes a 3% annual increase consistent with the previous SYLVIS/VIU agreement.

Additional tasks, not included in the tonnage rates will be required from time to time. These include: site lifetime assessment; trail planning and construction; snow removal and weather related costs; and

stockpile construction and repair, will be required on an as needed basis, and are estimated to cost \$180,000 over the term of the agreement.

Total Forest Fertilization Cost:

It is estimated that 15,800 tonnes of biosolids will be managed in the forest fertilization program from November 1, 2017 to May 31, 2021. Total forest fertilization costs including contract fees and additional task activities are estimated to be \$1,700,000 over the term. The new agreement is expected to decrease overall costs over the term, when compared to the previous VIU/SYLVIS agreement.

Alternative 2:

Disposal at the Landfill

The current tipping fee for biosolids disposal at the Regional Landfill is \$125/tonne. This represents an increase in cost in comparison to the proposed forest fertilization program of \$76,800/year over the term. Transportation rates to send biosolids to the Regional Landfill and the Forest Fertilization site are equivalent and are under a separate tender.

Sending biosolids to the Regional Landfill would have a negative impact on the remaining of the life of the landfill and is inconsistent with the RDN's Zero Waste Policy. Biosolids are also an operationally challenging material for the Landfill to manage.

STRATEGIC PLAN IMPLICATIONS

Beneficial use of biosolids supports the 2016 to 2020 Strategic Plan's Focus on the Environment. Biosolids serve as an alternative to chemical fertilizers as a means to improve soil fertility in forestry sites where nutrients are limited.

The alternative to recycling biosolids would be disposing biosolids in the Regional Landfill. Diverting biosolids from the landfill is consistent with the RDN's Zero Waste policy.

Adrian Limpus
alimpus@rdn.bc.ca
3 October, 2017

Reviewed by:

- S. De Pol, Manager, Wastewater Services
- L. Gardner, Manager of Solid Waste
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Biosolids Management Program Agreement, 2017, RDN and SYLVIS Environmental Ltd.

BIOSOLIDS MANAGEMENT PROGRAM AGREEMENT

made effective as of this __ day of _____, 2017.

BETWEEN

Regional District of Nanaimo ("RDN")

a municipal corporation constituted
under the laws of the Province of British Columbia
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(hereinafter referred to as "**RDN**")

AND

SYLVIS Environmental Inc. ("SYLVIS")

a corporation constituted under
the laws of the Province of British Columbia,
427 Seventh Street
New Westminster, BC V3M 3L2

(hereinafter referred to as "**SYLVIS**")

WHEREAS:

- A. The RDN owns and operates two wastewater treatment facilities, one located at 4600 Hammond Bay Road, Nanaimo BC, ("GNPCC") and the other at 957 Lee Road, Parksville BC ("FCPCC"). Both facilities are operated under wastewater discharge permits approved by the Ministry of Environment of the Province of British Columbia;
- B. SYLVIS can provide private, technical and operational expertise in the area of residuals land applications, and has been managing the Beneficial Use of Biosolids from the FCPCC and the GNPCC for the past five years;
- C. RDN has entered into an agreement with TimberWest to use a portion of TimberWest Lands, as defined in this Agreement, for the application of Biosolids;
- D. The RDN considers that the application of the Biosolids on the woodlot will assist the RDN in meeting the Liquid Waste Management Plan of the RDN;
- E. RDN wishes to engage SYLVIS to manage the application of Biosolids on that portion of TimberWest Lands and SYLVIS agrees.

NOW THEREFORE in consideration of the premises and of the mutual covenants and obligations hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which the RDN and SYLVIS each as a "**Party**" and collectively, the "**Parties**", hereto agree as follows:

1. DEFINITIONS

In the Agreement the following words have the following meanings:

- a) "**Agreement**" means this Agreement.
- b) "**Application Site**" means the portion of the TimberWest lands where Biosolids may be applied to the land for Beneficial Use of Biosolids in accordance with the OMRR.

- c) "**Beneficial Use**" and "**Beneficially Used**" means the application of Biosolids as a soil conditioner, in the preparation of fabricated soil, or as a fertilizer.
- d) "**Biosolids**" means municipal wastewater sludge generated from GNPCC and/or FCPCCC that has been treated such that it meets the definition for Class A or Class B Biosolids as specified in the OMRR.
- e) "**Biosolids Transporter**" means the transportation company retained by RDN to transport Biosolids from FCPCCC and GNPCC to the Storage Facility identified by SYLVIS on the Application Site.
- f) "**Contingency Site**" means a site approved by the RDN for the Beneficial Use of Biosolids in the event that Biosolids cannot be delivered to or applied at the Application Site.
- g) "**Disposal Site**" means a site including but not limited to the RDN Landfill, where Biosolids are taken when they cannot be Beneficially Used.
- h) "**Dispute**" means when one Party has a disagreement with the other Party with regard to a matter within the scope of this Agreement.
- i) "**Environmental Incident**" means the discharge of waste to the environment contrary to applicable environmental laws.
- j) "**FCPCCC**" means the French Creek Pollution Control Centre, an RDN facility at 957 Lee Road, Parksville, BC.
- k) "**Force Majeure**" means occurrences beyond the control of the Party affected, including, but not limited to, changes in legislation, acts of God, fires, floods, explosions, riots, war, rebellion, sabotage and atomic or nuclear incidents, but lack of finances shall in no event be deemed to be an occurrence beyond a Party's control.

- l) "**GNPCC**" means the Greater Nanaimo Pollution Control Centre, an RDN facility at 4600 Hammond Bay Road, Nanaimo, BC.
- m) "**Intellectual Property**" means all trade-marks, patents, copyrights and all other Intellectual Property rights owned or created by the RDN or SYLVIS during the Term of this Agreement.
- n) "**Land Application Plan**" means a Land Application Plan submitted in respect of the Application Site pursuant to the OMRR.
- o) "**Licence of Occupation**" means the Licence of Occupation granted by TimberWest to the RDN for use of the TimberWest Lands.
- p) "**MOE**" means the Ministry of Environment, or any Ministry, which may have jurisdiction in relation to the production of Biosolids and the land application of Biosolids during the term of this Agreement.
- q) "**NMBC Agreement**" means the Agreement between RDN and the Nanaimo Mountain Bike Club governing the shared use of the TimberWest Lands.
- r) "**OMRR**" means the Organic Matter Recycling Regulation, B.C. Reg. 18/2002, as amended from time to time.
- s) "**Program**" means the Biosolids Management Program of the RDN.
- t) "**Storage Facility**" means any location on the Application Site where the RDN delivers Biosolids from the GNPCC and FCPC that is compliant with OMRR and additional requirements as indicated in Schedule C.
- u) "**SYLVIS Work**" means, unless the context otherwise requires, the whole of the work, equipment, labour, matters and things required to be done, finished and performed by SYLVIS under this Agreement in relation with the generation, transportation, acceptance, storage, processing, and Beneficial Use or Disposal

of Biosolids generated at GNPCC and FCPCC, as set forth in this Agreement including, without limitation, Schedule A.

- v) "**TimberWest Lands**" means the lands of which TimberWest is the beneficial owner in fee simple legally described as:

PID: 009-842-586

Block 355, Dunsmuir District

PID: 009-842-616

Block 463, Dunsmuir District, Except Part in Plan 27690; and

PD:009-438-203

Block 505, Nanoose District

- w) "**Works**" means any improvements constructed on the Application Site by SYLVIS as permitted by TimberWest, including trails, signs, storage facilities and materials used in the construction of the works.
- x) "**Year**" means twelve (12) consecutive months, starting on January 1st and ending on December 31st.

2. INTENT OF AGREEMENT

- 2.1 The intent of the Agreement is that SYLVIS will carry out the SYLVIS Work on the Program in a manner that ensures the long-term Beneficial Use of Biosolids.

3. TERM AND AMENDMENT

- 3.1 The term of this Agreement shall be for a period commencing with the date of execution of this contract by the RDN to May 31, 2021 (the "Term").

- 3.2 If the Licence of Occupation granted to RDN by TimberWest is renewed, following its expiry on May 31, 2021, the Parties, may by agreement, renew this Agreement for an additional period of time, not to exceed the renewal term of the Licence of Occupation, on the same terms and conditions contained herein.
- 3.3 The Agreement shall not be amended unless such amendment is in writing and signed by each Party, except as follows:
- i) Each Party's Representative has the right to add to or amend its own Designate positions or persons as required in Schedule D. Such amendments shall be provided in accordance with Section 39 to all Parties.

4. SCHEDULES

- 4.1 The following Schedules are expressly incorporated into and form part of the Agreement:
- i) Schedule A – SYLVIS Work
 - ii) Schedule B – Fee Schedule
 - iii) Schedule C – Termination Schedule
 - iv) Schedule D – Representatives and Contacts
- 4.2 In the event of any inconsistencies or conflicts between the terms of the main body of this Agreement and any Schedules, Appendices or other documents attached to and forming part of this Agreement, the terms of the main body of this Agreement shall prevail, unless otherwise stated in this Agreement.

5. SERVICE

- 5.1 The SYLVIS Work is set out in Schedule A.

6. CHANGES TO SYLVIS WORK

- 6.1 The RDN Representative, as defined in Section 21, may, without invalidating the Agreement, and upon agreement by the Parties, make changes by altering, adding to, or deducting from the SYLVIS Work.
- 6.2 If such changes directed by the RDN Representative affect the Fees payable to SYLVIS, this will be negotiated and agreed to between the Parties prior to making such changes. If the Parties cannot agree on the value of changes, resolution shall be dealt with in accordance with the provisions of Section 16.
- 6.3 Except in an emergency endangering life or property, no change to the SYLVIS Work shall be undertaken by SYLVIS without written order of the RDN Representative and no claims for additional Fees shall be valid unless the change was so ordered by the RDN.

7. FEES AND PAYMENT

- 7.1 The RDN will, on receipt of an invoice and supporting documentation submitted in compliance with this Agreement, pay to SYLVIS compensation for SYLVIS Work under this Agreement.
- i) The RDN will make payment to SYLVIS in accordance with section 1.1, 1.2, 1.3, and 1.4 of Schedule B upon confirmation of Beneficial Use by SYLVIS of the Biosolids on the Application Site as identified in Schedule A.
 - ii) The RDN will make payment to SYLVIS in accordance with section 1.5 of Schedule "B" for winter weather site management activities upon satisfactory completion as identified in Schedule "A".

- 7.2 The invoices submitted by SYLVIS under Section 7.1 must identify all applicable taxes and the RDN will include these amounts in the payment of the invoice.
- 7.3 The responsibilities of SYLVIS for final invoicing upon expiry or earlier termination of this Agreement are outlined in Schedule C.
- 7.4 The RDN shall make payment within thirty (30) days of receipt of an invoice and any required supporting documentation from SYLVIS. SYLVIS shall deliver an invoice at the end of each month.

8. PAYMENT WITHHELD

- 8.1 The RDN may withhold payment, on notice to SYLVIS, by specifying the ground or grounds relied on, the whole or part of any progress payment to the extent necessary to protect the RDN from loss due to one (1) or more of the following:
- i) failure to perform the SYLVIS Work in accordance with the Agreement.
 - ii) failure by SYLVIS to make prompt payments as they become due to their subcontractors for equipment or labour.
 - iii) if there exist unsatisfied claims for damages caused by SYLVIS to anyone employed in connection with SYLVIS Work.

9. BIOSOLIDS PRODUCTION

- 9.1 RDN will ensure that the quality of the Biosolids to be delivered to the Application Site under this Agreement will be a minimum of Class B, in accordance with OMRR.
- 9.2 RDN will record the number of loads and actual weight of Biosolids delivered to the Application Site.

10. BIOSOLIDS TRANSPORTATION

10.1 Except as otherwise provided in this section, the RDN shall arrange for transport of Biosolids, at its cost, to the Application Site, Contingency Site, or Disposal Site.

10.2 SYLVIS's responsibilities for transportation of Biosolids upon expiry or earlier termination of the Agreement are set out in Schedule C.

11. SITES

11.1 Application Site:

- i) RDN will ensure that the Application Site is available for Beneficial Use of Biosolids for the Term of the Agreement.
- ii) SYLVIS must ensure it does not do or fail to do anything that will cause the RDN to be in violation of the terms of the Licence of Occupation.

11.2 Contingency Site:

- i) The Contingency Site will be determined by the RDN with notice to SYLVIS.

11.3 Disposal Site

- i) The Disposal Site will be the RDN Landfill located at 1105 Cedar Road, Nanaimo, BC.

12. STORAGE OF BIOSOLIDS

12.1 SYLVIS shall, at its cost, maintain sufficient storage capacity at the Application Site for Biosolids at all times during the Term of this Agreement.

12.2 Notwithstanding section 10.1, if SYLVIS is unable to provide sufficient storage for Biosolids delivered to the Application Site, the RDN may require Biosolids from the Application Site to be transported to the Contingency Site, or to the Disposal Site if the Contingency Site is unavailable, at SYLVIS' cost and may deduct the amount for transport and disposal from any payment due to SYLVIS. If no payment is owed to SYLVIS, then SYLVIS shall pay the amount of such transportation and disposal to the RDN within thirty (30) days of receipt of an invoice from RDN.

12.3 The SYLVIS' Work related to Storage Facilities is outlined in Schedule A.

13. BENEFICIAL USE OF BIOSOLIDS

13.3 SYLVIS shall make Beneficial Use of Biosolids.

13.4 SYLVIS shall ensure that the Beneficial Use of Biosolids meets all requirements of OMRR and applicable best management practices for land application of Biosolids.

14. DISPOSAL OF BIOSOLIDS

14.1 SYLVIS shall not deposit, sell, supply or provide Biosolids or Biosolids products to any other site for disposal or to any other person or corporation without the specific approval of the RDN Representative, acting reasonably.

15. INSPECTION OF WORK

15.1 The RDN Representative and his or her designate will at all times have access to all aspects of the Program. SYLVIS is responsible for taking reasonable measures to facilitate access to areas where SYLVIS Work is being conducted for inspection.

15.2 Periodic inspections can be made by RDN to verify that the SYLVIS Work is being carried out in conformity with the requirements of this Agreement. Except in the case of emergency, notification of a planned inspection should be given a minimum of one week in advance so that both Parties' representatives may have the opportunity to be present at the inspection.

15.3 Where any deficiency in performance pertaining to the requirements of this Agreement is found during an inspection, the RDN shall forthwith notify SYLVIS in writing. SYLVIS, upon receipt of such notification by the RDN, will work with the RDN to determine corrective action which will rectify the deficiency and will carry out corrective measures, which shall ensure full performance in conformity with the requirements of this Agreement.

15.4 An inspection of SYLVIS Work by RDN does not relieve SYLVIS of its responsibility to perform the SYLVIS Work in accordance with the Agreement.

16. DISPUTE RESOLUTION

16.1 If a Dispute arises between the Parties:

- i) Should the Parties not be able to resolve the Dispute within fourteen (14) days of identification, the Parties will schedule a teleconference involving the Representative Designate for each Party;
- ii) Should the Dispute remain unresolved thirty (30) days after the date of identification, the identifying Party will provide written notification to each Party's Representative and within seven (7) days, schedule a face to face meeting with the Representatives; and

iii) Should the Parties' Representatives not be able to settle the Dispute within sixty (60) days of original written identification (16.3 (ii) above), the Parties will refer the matter to the arbitration of a single arbitrator mutually agreed to by the affected Parties. If the Parties cannot agree on an arbitrator, the Dispute shall be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre. Each Party shall bear their own legal costs unless determined otherwise by an Arbitrator. The administrative cost of arbitration shall be borne equally by the Parties involved in the Dispute.

16.2 SYLVIS shall not delay any SYLVIS WORK while resolving any Dispute and shall keep accurate and detailed records of any work done under protest.

16.3 An approval to be given by the RDN under section 14, or a decision in the sole discretion of a party is not subject to arbitration under this Agreement.

17. TERMINATION

17.1 SYLVIS shall have the right to terminate the Agreement if the RDN fails, upon receiving notice from SYLVIS, to resolve any of the following matters within sixty (60) days:

- i) In the event of any order of any court or other public authority, other than the RDN, causing the Program to be stopped or suspended, and when the period of such stoppage or suspension exceeds ninety (90) days, and when such stoppage or suspension occurs through no act or fault of SYLVIS or its respective agents, or servants;
- ii) If the RDN fails to pay SYLVIS, except as provided in the Agreement, any sum certified as payable by the RDN Representative within thirty (30) days from the due date of payment, and fails to remedy such default within thirty (30) days of SYLVIS's written notice of default;

and in the event of such termination, this Agreement shall be at an end.

17.2 For termination under Section 17.1(i), as a result of such stoppage or suspension, the RDN shall have no liability to SYLVIS for any loss of profits, damages or expenses.

17.3 For termination under Section 17.1(ii), the RDN shall pay SYLVIS for loss of profits, damages and expenses directly arising from RDN's default. The amount due to SYLVIS for SYLVIS Work performed and losses sustained shall be approved by the RDN Representative acting reasonably upon the receipt of records from SYLVIS summarizing the loss of profits, damages and expenses.

17.4 The RDN shall have the right to terminate the Agreement if SYLVIS fails, upon receiving notice from the RDN Representative, to resolve any of the following matters within sixty (60) days:

- i) Material default under this Agreement by SYLVIS;
- ii) SYLVIS has become insolvent or commits any act of bankruptcy;
- iii) In the event of any order of any court or other public authority, other than the RDN, causing the Program to be stopped or suspended, and when the period of such stoppage or suspension exceeds ninety (90) days, and when such stoppage or suspension occurs through no act or fault of SYLVIS or their respective agents, or servants;

and in the event of such termination this Agreement shall be at an end.

17.5 The RDN shall have a right to terminate the Agreement in the event TimberWest provides written notice to RDN terminating the Licence of Occupation in accordance with the conditions stated in the Licence of Occupation. If the Licence of Occupation is terminated, the RDN will provide SYLVIS with at least 7 days' notice of the termination to permit SYLVIS to fulfill its obligations under Schedule C.

17.6 Upon termination under Section 17.4 or 17.5, the RDN shall pay SYLVIS for all SYLVIS Work performed to the date of Termination. SYLVIS shall not have any claim for any further payment in respect of Work performed and the RDN will not be liable for any such loss of anticipated profits, damages, or expenses incurred by SYLVIS, except those identified under Section 18.

17.7 Once a Party has made reasonable, but unsuccessful efforts to resolve a Dispute as identified in Section 16, this Agreement may be terminated without cause during the Term by either Party, upon giving a minimum of one hundred and eighty (180) days written notice to the other Party.

18. RESPONSIBILITIES UPON EXPIRY OR EARLIER TERMINATION

18.1 SYLVIS' tasks, upon expiry or earlier termination of the Agreement, are set out in Schedule C.

18.2 Upon expiry or earlier termination of the Agreement, all Biosolids deposited at Storage Facilities located on the Application Site shall be Beneficially Used or removed to contingency sites or Disposal Site(s) by SYLVIS, in accordance with Schedule C.

18.3 If Biosolids are not Beneficially Used or removed in accordance with Schedule C, the RDN may, in its sole discretion cause all remaining Biosolids to be removed and all expenses and costs related to clearing the Storage Facilities shall be deducted from any payment due to SYLVIS. If no payment is owed to SYLVIS, then SYLVIS shall pay all expenses and costs immediately to the RDN upon demand.

19. PERMITS AND LICENCES

19.1 SYLVIS shall be responsible for all associated costs to procure all permits, certificates or licenses required to perform SYLVIS Work and to meet all requirements under federal, provincial, and local laws, regulations and bylaws

affecting the execution of the SYLVIS Work, save insofar as the Agreement specifically provides otherwise.

20. LAWS AND REGULATIONS

20.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada where applicable.

20.2 SYLVIS must comply with all statutes, regulations and bylaws and orders of authorities having jurisdiction applicable to SYLVIS Work, including, without limitation, OMRR and all other orders and requirements of the MOE applicable to the SYLVIS Work.

21. REPRESENTATIVES AND CONTACTS

21.1 During the Term of the Agreement, each Party's Representative will be the persons identified in Schedule D.

21.2 Ensuring the proper execution of a Party's responsibilities under this Agreement will be the responsibility of the Representative of that Party.

21.3 The Representative for each Party may appoint a Representative Designate responsible for day to day management and administration including invoicing, payment, environmental and safety compliance. Each Party's Representative Designate will be the person identified in Schedule D.

21.4 If, in the opinion of a Representative of a Party, the other Party fails to perform any part of their responsibilities, the Representative shall give notice in writing to the other Party to complete the Work in a timely manner. If the Party receiving such notice disagrees with the Representative's notice, the matter shall be dealt with as a Dispute in accordance with the provisions of Section 16 of this Agreement.

21.5 Each Party shall advise the other Parties of changes to the contact information in Section 1.0 of Schedule D and shall use reasonable efforts to keep contact information in Section 2 of Schedule D up to date. Amendments to Schedule D may be made in accordance with Section 3.3.

22. RECORD KEEPING

22.1 SYLVIS shall maintain all records and documentation as required to meet Organic Matter Recycling Regulation requirements.

22.2 Copies of all records relating to this Agreement shall be made available for inspection by the RDN.

23. CONFIDENTIAL AND PROPRIETARY INFORMATION

23.1 Each Party shall advise the other Party when information is confidential or proprietary. Both Parties are responsible for ensuring all reasonable measures are taken to protect a Party's confidential and proprietary information.

23.2 No license or conveyance of any rights to any other Party is granted or implied by the exchange of confidential or proprietary information between the Parties.

24. INTELLECTUAL PROPERTY

24.1 Each Party's right to use the Intellectual Property of the other Party is limited to those rights expressly set out in this Agreement. No Party shall acquire any rights or interest to any other Party's Intellectual Property other than as provided for herein. Any rights or interest so acquired shall terminate on the expiry or earlier termination of the Agreement.

24.2 Nothing in this Agreement shall diminish the Intellectual Property rights of any Party to this Agreement unless expressly provided herein. All usage of the Intellectual Property shall be in accordance with the policies and usage guidelines of the Party owning the Intellectual Property.

24.3 The Parties make no representations, extend no warranties and assume no responsibilities that the rights granted hereunder will not infringe on the rights or interests of others in any patents or trademarks not licensed hereby. The Parties represent that to their best knowledge, their copyrights, patents, and trademarks do not, as of the date of this Agreement, infringe the rights of any third party.

24.4 If it becomes advisable at any time, at the sole discretion of a Party ("Owner"), for the other Party to modify or discontinue the use of the Owner's Intellectual Property, the other Party agrees to do so.

25. ENVIRONMENTAL MONITORING AND INCIDENTS

25.1 SYLVIS' responsibilities regarding environmental monitoring have been identified as part of SYLVIS Work in Schedule A.

25.2 SYLVIS shall pay all its own costs and expenses relating to environmental monitoring and incidents unless expressly identified within the Agreement or agreed to in writing.

25.3 SYLVIS shall be responsible for identifying, managing, mitigating and rectifying Environmental Incidents resulting from SYLVIS Work.

26. PUBLIC AND MEDIA RELATIONS

26.1 SYLVIS' role and responsibilities regarding public and media relations have been identified as part of SYLVIS Work in Schedule A.

26.2 All publications and publicity, regardless of media, with respect to this Agreement requires the expressed written consent of each Party's Representative prior to being issued.

26.3 Each Party will pay all its own costs and expenses concerning all public and media relations matters unless expressly identified within the Agreement or agreed to in writing.

26.4 The Parties will use their best efforts to finalize a Communications Plan and Complaints Management Plan within six (6) months of the commencement of this Agreement.

27. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (British Columbia)

27.1 All records and Personal Information as defined in the *Freedom of Information and Protection of Privacy Act* (the "Act") received, collected, created, used, disclosed and disposed of by the RDN as a result of this Agreement are subject to the provisions of this Act. SYLVIS is considered a third party under 23(4)(b) of the Act.

27.2 All records and Personal Information (as defined in the Personal Information Privacy Act "PIPA") received, collected, created, used, disclosed and disposed of by SYLVIS as a result of this Agreement are subject to the provisions of PIPA.

28. SAFETY REQUIREMENTS

28.1 At any time during the Term of the Agreement, SYLVIS shall upon written request by RDN, provide reasonable evidence of compliance with the terms of this Agreement by SYLVIS and its subcontractors.

28.2 SYLVIS shall be solely and completely responsible for ensuring the safety of all persons employed and property during the performance of the Work.

28.3 SYLVIS shall be liable for any and all injuries or damages which may occur to persons or to property due to any act, omission, neglect or default of SYLVIS, or of that SYLVIS' employees, workers, agents or contractors.

28.4 SYLVIS shall comply with the provisions of the *Workers Compensation Act* (British Columbia) and shall satisfy the RDN's Representative that a safety program has been developed in accordance with the Occupational Health and Safety Regulations, Safe Work Practices and procedures of the Worker's Compensation Board.

28.5 SYLVIS will meet the SAFE standards as required by TimberWest.

29. FORCE MAJEURE

29.1 Delays in or failure of performance by any Party under this Agreement shall not constitute default hereunder or give rise to any claim for damages if and to the extent such delay or default is caused by a Force Majeure.

29.2 If performance of this Agreement, in the reasonable opinion of the RDN, is made impractical by Force Majeure, RDN will notify the SYLVIS in writing of the RDN's intent to either (a) agree to terminate the Agreement, or (b) agree to amend the SYLVIS Works as required by the existence of the Force Majeure.

29.3 If SYLVIS is unable to perform the SYLVIS Work due to Force Majeure, SYLVIS shall provide written notice to RDN detailing the event believed to be one of Force Majeure and the expected impacts on the SYLVIS Work so that the RDN may make a determination in accordance with section 29.2.

29.4 The Parties shall not be liable to each other to continue performance under the terms of this Agreement if any Party is unable to perform because of activities or circumstances of Force Majeure.

30. LIENS

30.1 SYLVIS shall remove or cause to be removed any claim of lien filed or registered against any land owned or held under a Licence of Occupation by the RDN that arises out of SYLVIS Work. Such removal shall be effected by SYLVIS immediately upon demand by the RDN or the RDN Representative.

30.2 Notwithstanding anything elsewhere contained in the Agreement, SYLVIS shall indemnify and hold harmless the RDN from all demands, damages, costs, losses and actions arising in any way out of claims of lien or liens which arise out of anything done or to be done under the Agreement whether the lien period binding on SYLVIS has expired or not.

30.3 The obligations imposed on SYLVIS by the provisions of this section shall not extend to a claim of lien properly and lawfully filed by SYLVIS.

31. ASSIGNMENT OR SUBCONTRACTING

31.1 SYLVIS shall not subcontract, sell, transfer, or assign the Agreement or any part of the Agreement, or his right, title, or interest in the Agreement, or his obligations under the Agreement without the prior written consent of the RDN, such consent to be at the sole discretion of the RDN, except for an assignment to a bank of the payments to be received under the Agreement.

32. INDEMNITY

32.1 SYLVIS shall release, save harmless and indemnify RDN and its officers and employees, servants, and agents from and against all claims, actions, costs, expenses, judgments, damages, fines and fees of whatever kind, including solicitors' fees on a solicitor and own client basis, which RDN or any other person, partnership or corporation may have or incur and which arises out of or in connection with any breach of this Agreement or negligent act or omission of SYLVIS, its agents, employees or subcontractors in the execution of SYLVIS Work and otherwise in the performance of or failure to perform the Agreement.

32.2 The RDN shall release, save harmless and indemnify SYLVIS and its officers and employees, servants and agents, from and against all claims, actions, costs, expenses, judgments, damages, fines and fees of whatever kind, including solicitors' fees on a solicitor and own client basis, which SYLVIS or any other person, partnership or corporation may have or incur and which arises out of or in connection with any breach of this Agreement or negligent act or omission of the RDN, its agents, employees or subcontractors in the performance of or failure to perform the Agreement.

33. INSURANCE

34.1 SYLVIS, at its sole expense, will, unless otherwise agreed to in writing, carry insurance covering its operations under this Agreement at all times and maintain, and require its subcontractors to maintain, at least the following insurance coverage:

- i) Workers' Compensation coverage as required by the laws of the province of British Columbia;
- ii) Commercial general liability insurance in an amount not less than \$5,000,000 per occurrence, including non-owned automotive liability insurance against liability for personal injury, bodily injury, and death or broad form property damage or loss, arising from accidents or occurrences on or in the vicinity of the Application Site due to the use or occupation of the Application Site for the purposes of Biosolids land application;
- iii) Automotive insurance coverage with inclusive limits of not less than five million dollars (\$5,000,000) affording third party liability and accident benefits insurance, as provided by the Insurance Corporation of British Columbia in accordance with the *Insurance (Vehicle) Act* for all license vehicles owned, leased, rented or used in the performance of this contract;

- iv) Broad form fire-fighting expenses liability insurance in an amount not less than \$1,000,000 per occurrence; and
- v) Pollution Liability insurance with a single limit of no less than five million dollars (\$5,000,000) for each occurrence.

34.2 SYLVIS shall not operate or allow entry onto the Regional District property or the Application Site, any unlicensed motor vehicle. Unlicensed mobile equipment will be insured for physical damage and liability.

34.3 Copies of certificates of coverage shall be provided to the RDN prior to commencement of the work. Wherever the word "RDN" or "RDN Representative" or "SYLVIS" or "SYLVIS Representative" is to appear in these policies, the legal name shall be inserted.

34.4 SYLVIS shall be responsible for any deductible amounts under their own policy.

34.5 Every policy of insurance required to be maintained will:

- (a) name the RDN and TimberWest as an additional insured;
- (b) be placed with insurers licenses to do business in Canada with at least a "A" financial strength rating or better by A.M. Best;
- (c) be primary and will not require sharing of any loss by any insurer;
- (d) contain provisions for cross liability and severability of interest; and
- (e) be endorsed to provide that the insurer will not make any material adverse changes to the policy that would impact the insurance required without first giving the RDN at least 30 days written notice.

34. ENTIRE AGREEMENT

34.1 This Agreement shall supersede all communications, negotiations and Agreements prior to the execution and delivery hereof.

34.2 This Agreement constitutes the entire Agreement of the Parties with respect to the subject matter hereof and, except as stated in this Agreement, or in any instruments or documents to be executed and delivered pursuant to this Agreement, contains all the representations, undertakings and agreements of the Parties respecting the subject matter thereof. All Schedules and Appendices attached hereto form part of this Agreement.

35. ORAL AGREEMENTS

35.1 No oral instruction, objection, claim, or notice by any Party to the other shall affect or modify any of the terms or obligations contained in the Agreement, and none of the provisions of the Agreement shall be held to be waived or modified by reason of any act whatsoever, other than by a waiver or modification in writing and agreed to by the Parties.

36. NON WAIVER

36.1 Any failure by any Party or a Party's Representative at any time, or from time to time, to enforce or require the strict keeping and performance of any of the terms or conditions of the Agreement will not constitute a waiver of such terms or conditions and will not affect or impair such terms or conditions in any way or the right of the Party or the Party's Representative at any time to avail itself or himself of such remedies as it or he may have for any breach of such terms or conditions.

36.2 No provision in the Agreement, which imposes or may be deemed to impose extra or specific responsibilities or liabilities on another Party to the Agreement, shall restrict the general or other responsibilities or liabilities of the other Party in any way.

37. BINDING EFFECT

37.1 The Agreement shall enure to the benefit of and be binding upon the Parties and their successors, executors, administrators, and permitted assigns.

38. NOTICES

39.1 All notices required or permitted to be given under this Agreement will be given in writing to each Party's Representative and will be deemed to have been received by the Representative, if personally delivered, on the day of receipt, if mailed, on the third business day, or emailed, upon receipt of the email, in PDF file format attached to email, using the mailing and or email addresses listed in Section 1.0 of Schedule D.

39. SURVIVAL

39.1 Sections entitled "Dispute Resolution", "Permits and Licenses", "Laws and Regulations", "Record Keeping", "Confidential and Proprietary Information", "Intellectual Property", and "Indemnity" shall survive the expiry or earlier termination of this Agreement.

SIGNED BY the Parties or their duly authorized Representatives as of the date first above written.

REGIONAL DISTRICT OF NANAIMO

by its authorized signatories:

Per: _____
Name: William Veenhof
Title: Board Chair

REGIONAL DISTRICT OF NANAIMO

by its authorized signatories:

Per: _____
Name: Joan Harrison
Title: Director, Corporate Services

SYLVIS ENVIRONMENTAL INC.

by its authorized signatories:

Per: _____
Name: Mike Van Ham
Title: President

SCHEDULE A – SYLVIS WORK

1.0 PRODUCTION - BIOSOLIDS QUALITY

SYLVIS shall:

- 1.1 conduct testing in accordance with OMRR to ensure that Biosolids in storage are suitable for land application, and make results available to RDN on request.
- 1.2 coordinate annual sampling programs with the RDN to ensure that Biosolids are tested regularly throughout the year for compliance with OMRR.
- 1.3 If any sample results indicate that Biosolids in a Storage Facility, do not meet the quality requirements specified in this Agreement:
 - i) inform the RDN within three business days from the time of receipt of analysis,
 - ii) work collaboratively with the RDN to identify a solution for remediation of the Biosolids for use on the License Area.
 - iii) if no remediation is possible, then arrange for removal of the Biosolids from the Storage Facility, at the RDN's expense.

2.0 PRODUCTION - BIOSOLIDS QUANTITY

SYLVIS shall:

- 2.1 maintain accurate records of the quantity of Biosolids Beneficially used at the Application Site for the preceding month and provide the records to the RDN within two (2) business days after receipt of Biosolids production records from RDN.

3.0 BIOSOLIDS TRANSPORTATION AND DELIVERY

SYLVIS shall:

- 3.1 provide the RDN with operating parameters for delivery of Biosolids to the Application Site and notify the RDN of any failures by the transportation provider to comply with the operating parameters.
- 3.2 provide direction on where to deliver Biosolids within the Application Site directly to the Biosolids Transporter on a day to day basis.
- 3.3 maintain all unpaved public roads needed by the Biosolids transporter for the safe delivery of the Biosolids to the Application Site Storage Facilities.
- 3.4 maintain all Application Site storage access roads needed by the Biosolids transporter for the safe delivery of the Biosolids to the Application Site Storage Facilities.
- 3.5 notify the RDN if the Application Site is not accessible for delivery of Biosolids so that the RDN can approve and coordinate delivery of Biosolids to the Contingency Site.

4.0 SITES

SYLVIS shall:

- 4.1 obtain approval from RDN for use of the Contingency Site, prior to its use.

5.0 STORAGE OF BIOSOLIDS

SYLVIS shall:

- 5.1 maintain sufficient storage capacity for Biosolids at the Application Site for Biosolids at all times during the Term of this Agreement at its cost.
- 5.2 ensure that at no time is there more than the equivalent of nine (9) months of Biosolids production stored in total at the Application Site.

5.3 provide sufficient signage to reasonably discourage unauthorized entry onto Biosolids Storage Facilities.

5.4 ensure that Storage Facilities are maintained in a clean manner, are clearly labelled and are operated in compliance with requirements of this Agreement and OMRR.

6.0 BENEFICIAL USE

SYLVIS shall:

6.1 ensure that the Beneficial Use of the Biosolids at the Application Site meets all requirements of OMRR, this Agreement and applicable best management practices for land application of Biosolids, provided the Biosolids meet Class B requirements upon delivery.

6.2 obtain and renew Land Application Plans as required by the Organic Matter Recycling Regulation for the duration of the contract.

6.3 notify the RDN and other relevant stakeholders of application schedules at least one (1) week prior to application commencement and make this information available to the RDN for placement on the Biosolids website.

6.4 consult with RDN to determine relevant stakeholders requiring notifications.

6.5 provide the RDN with updates every two weeks on the operations of the Program.

7.0 FEES

7.1 SYLVIS shall submit an invoice monthly indicating the number of tonnes of Biosolids Beneficially Used at the Application Site and the rate per tonne set out in Schedule B.

8.0 ENVIRONMENTAL MONITORING & INCIDENTS

SYLVIS shall:

- 8.1 conduct testing or monitoring as required to meet the requirements of this Agreement and the OMRR, and will provide the results and data to RDN, upon request.
- 8.2 maintain documented procedures to manage potential Environmental Incidents resulting from SYLVIS Work, including spill response procedures, and to identify, manage, rectify, mitigate, and record Environmental Incidents.
- 8.3 notify RDN within twenty-four (24) hours of any Environmental Incidents that may result in disciplinary action from Provincial and Federal Ministries, or media coverage.

9.0 SAFETY

SYLVIS shall

- 9.1 document and follow safe work procedures related to SYLVIS Work. Procedures will meet the requirements of WorkSafe BC and any other application procedures identified in the Best Management Practices for Biosolids land applications in BC. SYLVIS shall make all procedures available to RDN upon request.
- 9.2 ensure that when WorkSafe BC Certification is required for tasks within the Application Site, individuals completing these tasks will have the appropriate WorkSafe BC certification.
- 9.3 maintain documented procedures related to SYLVIS Work, to identify, manage, rectify, mitigate and record safety incidents. SYLVIS shall make all procedures and records available to RDN upon request.
- 9.4 notify RDN within twenty-four (24) hours of any safety incidents that may result in disciplinary action from Provincial and Federal Ministries, or media coverage.

10.0 PUBLIC AND MEDIA RELATIONS

SYLVIS shall:

- 10.1 participate in the development of a Communications Plan in conjunction with RDN and other relevant stakeholders to address public and media requests.
- 10.2 manage all public and media relations in accordance with the Communications Plan
- 10.3 participate in a minimum of two general open houses per year, hosted by the RDN, one at FCPC and one at GNPCC, to present the Biosolids Management Program.
- 10.4 jointly host a stakeholder engagement session once per year with the RDN. The session may include Application Site tours and application demonstrations.
- 10.5 contribute to the RDN Biosolids website as requested. The website is to be used for updates on research projects, annual reports, complaints portal, monthly news releases, upcoming land applications, and FAQ's among other things.
- 10.6 maintain signage at the Application Site to notify the public of Biosolids operations as required by OMRR and other applicable laws.

11.0 COMPLAINTS MANAGEMENT

SYLVIS shall:

- 11.1 participate in the development of a Complaints Management Plan in conjunction with the RDN to manage complaints from the public. This may form part of the Communications Plan identified in Section 10.1.
- 11.2 manage all complaints in accordance with the Complaints Management Plan.

12.0 ANNUAL REPORTING

SYLVIS shall:

- 12.1 participate in an annual meeting coordinated by the RDN, to be held before the end of February each year to review the Biosolids Management Program from the previous year and discuss any improvements to the Program. For the meeting to proceed the Representative Designate from RDN and SYLVIS must be present.
- 12.2 provide information as requested by the RDN for completion of an Annual Report compiled by the RDN and made available to the Ministry of Environment and the general public.
- 12.3 complete annual reports summarizing compliance and non-compliance with the Land Application Plan and OMRR. The Compliance report will be made available to the RDN upon request.

13.0 BIOSOLIDS TRANSPORT COORDINATION

SYLVIS shall:

- 13.1 coordinate transportation of Biosolids to Storage Facilities near to where applications are planned or that are snow-free in winter months.
- 13.2 ensure Storage Facilities that are snow-free have sufficient capacity in the winter months to accept Biosolids delivered to the Storage Facilities.
- 13.3 monitor and manage Storage Facilities and roads for snow status and access issues; arrange for snow plowing of the Application Site roads and to enable Storage Facilities access.
- 13.4 monitor (in consultation with the Biosolids Transporter) road conditions for potential maintenance and notify the RDN which roads require maintenance and the type of maintenance.
- 13.5 based on road monitoring, work with the RDN to produce an annual road maintenance plan.
- 13.6 implement road maintenance activities upon ratification of the road maintenance plan on an as required basis.

13.7 undertake road maintenance, snow removal and Storage Facility maintenance, where they pertain solely to Biosolids management.

14.0 STORAGE FACILITY MANAGEMENT

SYLVIS shall:

14.1 manage Biosolids stockpiles efficiently to maximize the storage capacity of each Storage Facility.

14.2 only store Biosolids within Storage Facilities that have a sealed base and containment barriers.

14.3 ensure Biosolids are tarped from October 1 to March 31 of each year, as stipulated in the OMRR.

14.4 assess the Storage Facilities for lock block stability and potential paving repairs.

15.0 APPLICATION PLANNING

SYLVIS shall:

15.1 manage Biosolids trails for access (e.g. windfalls).

15.2 notify the RDN of the plan to apply Biosolids in the application areas.

15.3 identify streams, wetlands, and lakes and other resource features and accurately map them.

15.4 accurately map the proposed application areas and associated features of importance.

15.5 evaluate sites for setback requirements from wetlands, streams, trails or any other significant resource feature (e.g. bear den).

15.6 ensure that inspections and evaluations of Application Sites are documented and signed off by SYLVIS' Project Manager prior to Beneficial Use of Biosolids.

16.0 NANAIMO MOUNTAIN BIKE CLUB LAND USE COORDINATION

16.1 The RDN and the Nanaimo Mountain Bike Club (NMBC) have entered into an agreement to coordinate shared land use of the Application Site ("NMBC Agreement"). SYLVIS will ensure that all conditions of this agreement are followed as pertain to the shared use of the License Area. A copy of the NMBC Agreement is attached as Appendix 1.

16.2 SYLVIS will not apply Biosolids in the Biking Area south of Weigles Road, within 30 m of the Future Bike Trails, and within the 30 m boundary areas as defined by the NMBC Agreement (collectively the "Protected Area").

16.3 If SYLVIS spreads Biosolids in the Protected Area, SYLVIS will remediate and remove all Biosolids material at its own expense within a reasonable period of time of the becoming aware of Biosolids having been spread on the Protected Area.

16.4 SYLVIS will provide enhanced notification of Biosolids applications along mountain bike trails outside of the Future Bike Trails network.

17.0 SYLVIS – APPLICATIONS

SYLVIS shall:

17.1 apply Biosolids on an ongoing basis as required to comply with OMRR.

17.2 manage any equipment issues, weather issues, stakeholder issues, and Storage Facility issues to adhere, where possible to the agreed application schedule.

18.0 SYLVIS – RECORDS

SYLVIS shall:

18.1 maintain detailed records and maps showing Biosolids application locations, dates and volumes.

18.2 provide these records to the RDN on request.

19.0 ENVIRONMENTAL MONITORING

SYLVIS shall:

19.1 conduct water quality testing or monitoring of selected streams and make available results to RDN upon request as a continuation of the monitoring program undertaken by Vancouver Island University.

20.0 TIMBERWEST RULES

SYLVIS shall:

20.1 Observe, abide by and comply with:

- i) Any rules and regulation provided by TimberWest in respect of the use and occupation of the Application Site, including rules related to fire hazards and public safety.
- ii) The Safe Road Use Procedures as defined in the TimberWest License of Occupation, which TimberWest reserves the right to change, from time to time, in its sole discretion and as such rules apply generally or to SYLVIS specifically.
- iii) Any condition imposed by TimberWest in connect with any approval granted by TimberWest to the RDN pursuant to this agreement
- iv) all applicable laws with respect to SYLVIS's use of the Application Site and construction of Works.

21.0 CONSTRUCTION

SYLVIS shall:

- 21.1 Not Construct any Works on the Application Site without the prior written approval of RDN; provided however that SYLVIS may construct Works on the Application Site that are described in the Land Application Plan approved by TimberWest in writing.
- 21.2 Remove at its cost any Works forthwith upon the written direction of TimberWest if such Works have been constructed without the prior written approval of TimberWest or were not described in the Land Application Plan approved by TimberWest in writing, or if such removal is required by TimberWest in connection with the conduct of its business activities including its wood harvesting operations on the Application Site.
- 21.3 Not trim, cut or destroy any trees, whether downed or standing on the Application Site without the prior written approval of TimberWest unless such trimming or cutting is included in the then current Land Application Plan.
- 21.4 construct the Works in a good and well-made manner as determined by TimberWest.

22.0 FIRES

SYLVIS shall:

- 22.1 Not start or permit any open fires or any fire menace on the Application Site except with the prior written approval of TimberWest and then only in strict compliance with all the requirements of the Wildfire Management Branch of the Ministry of Forests, Lands and Natural Resource Operations and any conditions that may be imposed by TimberWest;
- 22.2 take every reasonable precaution to prevent the escape of fire on or to any of the TimberWest Lands or timber located on the TimberWest Lands;
- 22.3 develop and implement fire prevention and suppression measures that comply with the *Wildfire Act* (British Columbia) standards; and to submit a record of those measures to RDN for approval by TimberWest; and

22.4 observe, abide by and comply with all applicable provisions of and regulations under the *Wildfire Act* (British Columbia) and any other statute that has been or may hereafter be made in respect of the prevention and suppression of fires, including the duty to immediately report any wildfire to the Wildfire Management Branch of the Ministry of Forests, Lands and Natural Resource Operations, TimberWest, a peace officer or a fire emergency response telephone number, and to immediately take action to contain, extinguish or limit the spread of wildfire, if practicable.

23.0 HAZARDOUS SUBSTANCE

SYLVIS shall:

23.1 not bring or permit to be brought onto the Application Site, and will not use or permit the use of the Application Site, or any part thereof, directly or indirectly, for the handling of any Hazardous Substance, except in strict compliance with all applicable laws and with the prior written approval of TimberWest.

23.2 not release nor permit the release of any Hazardous Substance into the environment or into culverts or drains on the Application Site.

23.3 If any Hazardous Substance is brought onto the Application Site or created upon the Application Site:

(a) SYLVIS will immediately notify RDN and TimberWest in writing of the presence of such Hazardous Substance and will take any action in respect of such Hazardous Substance that may be reasonably required by RDN or TimberWest forthwith upon receipt of same; and

(b) Such Hazardous Substance will be the sole and exclusive property of SYLVIS and not of RDN or TimberWest, notwithstanding the expiration or earlier termination of this Agreement.

23.4 On or before the expiry or earlier termination of this Agreement, SYLVIS will remove all Hazardous Substances which have been brought onto or created on or about the Application Site by SYLVIS or SYLVIS' representatives, including any Hazardous Substances which may have been released into the environment.

23.5 Notwithstanding the foregoing, upon written notice to SYLVIS, RDN or TimberWest may undertake remediation of any contamination of the Application Site at the cost and expense of SYLVIS, which cost will be paid by SYLVIS within 30 days after receipt of an invoice therefor.

24.0 CONDITION OF TIMBERWEST LANDS

24.1 SYLVIS shall keep those portions of the Application Site used by SYLVIS in a safe, clean and sanitary condition satisfactory to TimberWest, acting reasonably.

25.0 STORAGE

25.1 SYLVIS shall not to store any tools, apparatus, equipment, supplies or materials on the Application Site without the prior written consent of RDN or TimberWest, in its sole discretion.

SCHEDULE B – FEE SCHEDULE

1.0 CONTRACT FEES

1.1 RDN will pay to SYLVIS for completion of the Beneficial Use of Biosolids:

- a) A rate of \$94.31 per metric tonne of Biosolids for up to and including 4,000 metric tonnes of Biosolids Beneficially Used at the Application Site. After 4,000 tonnes have been delivered in any Year, the rate per metric tonne will be 68.48 per metric tonne for any additional Biosolids delivered, except as provided in (c) of this section.
- b) The fees shall be paid based upon the volume of Biosolids Beneficially used at the Application Site.
- c) In the event that RDN is unable to deliver 4,000 metric tonnes to the Application Site in one Year, the outstanding tonnage will be carried forward to the following Year or to the end of Term, to be paid at the rate per tonne for the Year in which it was to have been delivered.
- d) Fees referred to in this section shall be increased at a compounding rate of 3% each Year of this Agreement,

The rate increase for a partial calendar year will be determined using the following formula:

$$3\% \times \text{Number of Months in Partial Calendar Year} / 12$$

1.2 Despite section 1.1(a) in the case of a partial calendar year the amount payable to SYLVIS by the RDN shall be as follows:

- (a) \$94.31 per tonne for the first 4000 tonnes or less ; and
- (b) \$68.48 per tonne thereafter.

- 1.3 For the purpose of section 1.1(c) the minimum tonnage amounts used to determine carry forward totals for partial year periods set out in Column 1 of Table A shall be as set out in Column 2 of Table A:

For the purpose of section 1.1 (c), there will be no minimum tonnage applicable for the 2017 partial calendar year.

Table A

Time	Tonnage
2017	Not Applicable
January 1 to May 31, 2021	2,000

- 1.4 For the purpose of 1.1 (c), in the event of early termination in the middle of a calendar year of the agreement, the following process would be followed to determine minimum tonnage.

Minimum tonnage for the partial year at the end of Term will be calculated by multiplying the monthly minimum tonnage in Column 2 of Table B for the particular year in Column 1 of Table B by the number of months in the partial year.

Table B

Time	Minimum Tonnage (per month)
2018	333.33
2019	333.33
2020	333.33
2021	400

- 1.5 RDN will pay the following amount to SYLVIS for completion of the following winter weather site management activities subject to prior approval by the RDN.

Time	Unit Cost
Snow Removal	
Road to Stockpile A	\$390
Road to Stockpile B	\$510
Road to Stockpile C	\$620
On-site Biosolids Transportation (to accommodate winter weather conditions) ¹	\$4,700 per day

1. Includes time for 2 SYLVIS employees, 2 gravel trucks, and the SYLVIS wheel loader. Depending on the transport route and site conditions, this could account for the movement of 120-160 tonnes of biosolids.

- 1.6 Despite any other provision in this Agreement, the rates for the fees payable by the RDN under this Agreement may not be increased through the arbitration process under section 16 of this Agreement unless the RDN agrees.

SCHEDULE C – TERMINATION SCHEDULE

1.0 RESPONSIBILITIES UPON END OF TERM

1.1 SYLVIS will ensure that the tasks set out in Column 2 of Table 1 are performed and completed by the date shown in Column 1, except as otherwise expressly stated.

Table 1. Timeline and Responsibilities on End of Term

Date	Action	Reference
May 3, 2021	Last day Biosolids may be delivered to the Storage Facilities on the Application Site	Agreement Section 10
May 17, 2021	Last day by which Biosolids contained in Storage Facilities must be Beneficially Used at the Application Site.	Agreement Section 18
	Last day by which any Biosolids contained in Storage Facilities not intended to be Beneficially Used at the Application Site must be removed to the Contingency Site.	Agreement Section 18
May 31, 2021	End of term of Agreement	Agreement Section 3
June 30, 2021	Delivery of final invoice under this agreement	Agreement Section 7

2.0 RESPONSIBILITIES UPON EARLY TERMINATION

2.1 SYLVIS will ensure that the following tasks set out in Column 2 of Table 2 are performed and completed by the date shown in Column 1, except as otherwise expressly stated for termination under section 17.5 of the Agreement.

Table 2. Timeline and responsibilities upon termination prior to end of term

Date	Action	Reference
30 calendar days prior to termination date	Last day for delivery of Biosolids to the Storage Facilities on the Application Site.	Agreement Section 10
14 calendar days prior to termination date	Last day for Biosolids contained in the Storage Facilities to be Beneficially Used at the Application Site or removed to the Contingency Site or Disposal Site.	Agreement Section 18
termination date	Last day for any Biosolids contained in Storage Facilities to be removed by RDN, in the event that SYLVIS does not remove the Biosolids to a Disposal Site.	Agreement Section 18.1
termination date	End of term of Agreement	Agreement Section 17
30 calendar days after termination date	Delivery of final invoice from SYLVIS under this agreement	Agreement Section 7

3.0 RESPONSIBILITIES ON EARLY TERMINATION OF LICENCE OF OCCUPATION

3.1 SYLVIS will ensure that the following tasks set out in Column 2 of Table 3 are performed and completed by the date shown in Column 1, except as otherwise expressly stated for termination under section 17.5 of the Agreement.

Table 3. Timeline and Responsibilities on Termination of Licence of Occupation

Date	Action	Reference
10 Days prior to date of early termination of Licence of Occupation	Final day for delivery of Biosolids to the Storage Facilities on the Application Site.	17.5
2 Days prior to date of early termination of Licence of Occupation	Final day for Biosolids contained in the Storage Facilities to be Beneficially Used at the Application Site or removed to the Contingency Site or Disposal Site.	17.5
30 calendar days after termination date	Delivery of final invoice from SYLVIS under this agreement	Agreement Section 7

SCHEDULE D – REPRESENTATIVES AND CONTACTS

1.0 NOTICES

1.1 All notices will be delivered to the following mailing or email addresses:

- i) Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Attention: Sean De Pol
Email: sdepol@rdn.bc.ca

- ii) SYLVIS Environmental Services
427 Seventh Street
New Westminster, BC V3M 3L2
Attention: Mike Van Ham
Email: mvanham@sylvis.com

PARTY REPRESENTATIVES AND REPRESENTATIVE DESIGNATES

1.2 All other communications will be conducted between appropriate contacts as listed in Table 4 below:

Table 1. Contact Information

	CONTACT	CONTACT NAME	CONTACT DETAILS
Representative	RDN	<i>Sean De Pol</i> Director of Water and Wastewater Services	Phone: 250-390-6560 Email: sdepol@rdn.bc.ca
	SYLVIS	<i>Mike Van Ham</i> President	Phone: 604-777-9788 Cell: 604-341-7345 Email: mvanham@sylvis.com
Representative Designate for day to day management and administration	RDN	<i>Adrian Limpus</i> Engineering Technologist	Phone: 250-390-6560 Email: alimpus@rdn.bc.ca
	SYLVIS	<i>Christian Evans</i> Project Manager	Phone: 604-777-9788 Cell: 604-209-2002 Email: cevans@sylvis.com

Tenders were evaluated against the tender requirements, and it was determined that the lowest compliant bid was submitted by Brandt Tractor Ltd.

ALTERNATIVES

1. That the purchase of a John Deere 544KII from Brandt Tractor Ltd. for an amount of \$231,000 be approved.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The current financial plan has scheduled replacement of the wheel loader in 2017. The cost of the new John Deere wheel loader is less than the approved budget amount of \$295,000.

STRATEGIC PLAN IMPLICATIONS

The purchase of the John Deere 544KII from Brandt Tractor is consistent with the Strategic Plans focus on funding infrastructure in support of our core services employing an asset management focus.



Larry Gardner
LGardner@rdn.bc.ca
September 15, 2017

Reviewed by:

- R. Alexander, General Manager, RCU
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer