



AGENDA

SPECIAL DISTRICT 68 SPORTS FIELD AND RECREATION COMMITTEE

Wednesday, November 6, 2024, 1:00 P.M. - 4:00 P.M.

Boardroom, Service and Resource Centre

411 Dunsmuir Street, Nanaimo, BC

	Pages
1. CALL THE MEETING TO ORDER:	
[Note: This meeting will be live streamed and video recorded for the public.]	
2. INTRODUCTION OF LATE ITEMS:	
3. ADOPTION OF AGENDA:	
4. ADOPTION OF MINUTES:	
a. <u>Minutes</u>	1 - 5
Minutes of the Special District 68 Sports Field and Recreation Committee Meeting, held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2021-DEC-15, at 5:00 p.m.	
b. <u>Minutes</u>	6 - 11
Minutes of the Special District 68 Sports Field and Recreation Committee Meeting, held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Friday, 2024-FEB-16, at 1:00 p.m.	
5. PRESENTATIONS:	
a. <u>Update of Terms for Renewal and Timing of District 68 Sports Field and Recreation Services Agreement</u>	12 - 28
To be introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer, and Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.	
b. <u>Verbal Update re: Status of Contributing Agreement Survey</u>	
To be introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.	
c. <u>Verbal Update re: New and Future Recreation Facilities and Sports Fields</u>	29 - 30

To be introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer, and Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

d. South End Community Centre

31 - 33

To be introduced by Richard Harding, General Manager, Community Services/Deputy Chief Administrative Officer.

e. Expansion of Civic Merit Awards and Culture Merit Awards Program to Electoral Areas A, B, C, and the District of Lantzville

To be introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

f. Verbal Update on Electoral Area B Parks and Recreation Masterplan

To be introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

g. Verbal Update of South Wellington School Community School Conversion

To be introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

h. Parks Division Q3 2024 Update

34 - 46

To be introduced by Tom Osborne, General Manager, Recreation and Parks Services, Regional District of Nanaimo.

6. REPORTS:

7. OTHER BUSINESS:

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
SPECIAL DISTRICT 68 SPORTS FIELD AND
RECREATION COMMITTEE MEETING
ELECTRONIC MEETING
WEDNESDAY, 2021-DEC-15, AT 5:00 P.M.

- Present: Councillor Thorpe, Chair
Councillor Turley
V. Craig, Director, Electoral Area B, Regional District of Nanaimo
K. Wilson, Director, Electoral Area A, Regional District of Nanaimo
- Other: T. Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo
- Absent: W. Geselbracht, Director, Regional District of Nanaimo, District of Lantzville
C. Pinker, Alternate, Electoral Area C, Regional District of Nanaimo,
M. Swain, Director, Regional District of Nanaimo, District of Lantzville
- Staff: L. Wark, Director, Recreation Services
L. Mercer, Director, Finance
S. Snelgrove, Deputy Corporate Officer
K. Lundgren, Recording Secretary

1. CALL THE SPECIAL DISTRICT 68 SPORTS FIELD AND RECREATION COMMITTEE MEETING TO ORDER:

The Special District 68 Sports Field and Recreation Committee Meeting was called to order at 5:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda item 5(b) 2022 Budget Operations and Recreation Facilities – Add handout titled “City of Nanaimo – Regional District of Nanaimo Recreation Agreement 2019 - 2022”.

3. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF THE MINUTES:

It was moved and seconded that the Special District 68 Sports Field and Recreation Committee Meeting, held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2020-DEC-03, at 2:00 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Recreation Facilities and Sports Field Usage Survey Update

Introduced by Lynn Wark, Director, Recreation and Culture.

Presentation:

1. Tom Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo, provided the Committee with a verbal update regarding the usage survey of recreation facilities and sports fields. Highlights included:
 - The District 68 Sports Field and Recreation Services Agreement between the Regional District of Nanaimo (RDN) and the City of Nanaimo (City) has worked out well over the years
 - The agreement is in place until 2025
 - Part of the agreement requires a usage survey of recreation facilities and sports fields to be conducted every five years
 - The 2020 usage survey had been postponed due to COVID-19
 - The purpose of the usage survey is to ensure that the agreement is reflective of what is actually taking place in terms of usage
 - Services and infrastructure may influence usage

(b) 2022 Budget Operations and Recreation Facilities

Introduced by Lynn Wark, Director, Recreation and Culture.

Presentation:

1. Laura Mercer, Director, Finance, provided a verbal update on the 2019 - 2022 operating budget as it pertains to the District 68 Sports Field and Recreation Services Agreement. Highlights included:
 - Update includes a summary of recreation service agreement costs for 2019 to 2021 as well as projection for 2022
 - Facilities are broken down into cost centres that pertain to the RDN Recreation Agreement
 - The cost total for 2021 is an estimate as the year is not yet complete
 - 2019 recreation facilities applicable cost of \$8.3M dropped to \$7.7M in 2020 primarily due to COVID-19
 - Applicable costs increased to \$9.7M in 2021 as restrictions eased
 - Cost information is sent to the RDN and then allocated out to the various areas
 - Anticipate the 2022 costs to be similar to 2021, with an estimated 2022 cost of \$9.6M for facilities and \$2.4M for sports fields

Committee discussion took place. Highlights included:

- Challenge in making the projections due to uncertainties of the pandemic and changing restrictions
- Main Beban Park Pool currently closed and hopefully can be reopened soon
- Rates and fee structure update for Parks and Recreation user fees is overdue and will be coming forward in the future
- Cost centres, where only a portion of the costs is specific to the agreement, are indicated under “Partial amounts” on the City of Nanaimo – RDN Recreation Agreement handout

Committee discussion took place regarding the role of the Committee in setting user fees for facilities and the Committee meeting schedule.

Tom Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo, spoke regarding the dissolution of the Parks and Recreation Commission and the purpose of District 68 Sports Field and Recreation Committee is to allow electoral areas to be informed about City facilities and sports fields.

(c) Sports Fields and Recreation Facilities

Presentation:

1. Lynn Wark, Director, Recreation and Culture, provided the Committee with a PowerPoint presentation and update on the City’s sports fields and recreation facilities. Highlights included:
 - REIMAGINE Nanaimo into phase 3 of the process
 - Ongoing impacts from the pandemic; however, assuming a trend back to normal in 2022
 - Adhering to a variety of different health orders and vaccination checks which puts added pressure on Parks and Recreation staff
 - Electrical upgrade completed at Beban Park to install generator for emergency purposes
 - LED lights installed in Nanaimo Ice Centre
 - Issue at Beban Park Pool concerning water loss from the main tank; however, the smaller pools have remained open
 - Special sealant to be applied to the main tank over the next several days in effort to resolve the issue and hoping to reopen in January 2022
 - Several improvements to Beban Park Pool during the closure included art murals, new tiling, touchless sinks, and upgrades to accessible change rooms
 - Received report from accessibility audit conducted on the facility
 - Increase in outdoor recreation bookings and anticipate this trend to continue
 - The replacement of the boat at the Nanaimo Aquatic Centre and design taken to Advisory Committee on Accessibility and Inclusiveness to ensure accessibility

Committee discussion took place regarding the Serausmen Stadium Turf fields that need replacing and the lifespan of the turfs.

Lynn Wark, Director, Recreation and Culture, continued the presentation. Highlights included:

- Nanaimo Night Owls Baseball team starting May of 2022
- Serausmen Stadium undergoing improvements (outfield fencing, safety netting and seating)
- The Stadium District central plaza space and common entrance for ticketed events
- Harewood artificial turf fields contingent on grant application, multi-purposed and allowing for 3,000 hours of use
- Received approval for feasibility study in 2022 for a South End Nanaimo Community Centre

Committee discussion took place. Highlights included:

- Schedule for the community centre in the south end will be created as part of the feasibility study
- Ticketing and seating for the Vancouver Island Raiders football team at the Stadium District

Tom Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo, spoke regarding information sharing being a key factor in the Sports Field and Recreation Services Agreement to ensure that all members are informed.

6. OTHER BUSINESS:

(a) City of Nanaimo Athlete Recognition Award Program

Committee discussion took place regarding the City of Nanaimo Athlete Recognition Award Program. Highlights included:

- The City's athlete recognition award program recognizes athletes residing within the City; however, there is a gap for recognizing athletes residing in Electoral Areas A, B, C and District of Lantzville
- Addressing issue by reviewing terms of reference of the recognition ceremony
- Team recipients may include athletes outside of the City, however, the terms state that individual award recipients must reside within the City

7. QUESTION PERIOD:

There was no one in attendance to ask questions.

8. ADJOURNMENT:

It was moved and seconded at 5:53 p.m. that the meeting adjourn. The motion carried unanimously.

C H A I R

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER



MINUTES

SPECIAL DISTRICT 68 SPORTS FIELD AND RECREATION COMMITTEE MEETING

Friday, February 16, 2024, 1:00 P.M.
Boardroom, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

- Members:
- Councillor I. Thorpe
 - Councillor E. Hemmens
 - V. Craig, Chair, Regional District of Nanaimo
 - L. Melanson, Director, Electoral Area C, Regional District of Nanaimo
 - J. Stanley, Director, Electoral Area A, Regional District of Nanaimo
 - M. Swain, Director, District of Lantzville, Regional District of Nanaimo (arrived 1:02 p.m.)
- Other:
- T. Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo
 - T. Moore, Chief Financial Officer, Regional District of Nanaimo
- Staff:
- R. Harding, General Manager, Community Services/Deputy CAO
 - L. Mercer, General Manager, Corporate Services
 - W. Fulla, Director, Finance Department
 - D. Bailey, A/Manager, Accounting Services
 - K. Robertson, Deputy Corporate Officer
 - N. Sponaule, Communications Advisor
 - J. Vanderhoef, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Deputy Corporate Officer called the Special District 68 Sports Field and Recreation Committee Meeting to order at 1:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- a. Add - Agenda Item 4(f) Add - Regional District of Nanaimo report titled "Recreation Facility and Sports Field 2023 Usage Report".

3. ADOPTION OF AGENDA:

It was moved and seconded that the agenda, as amended, be adopted. The motion carried unanimously.

Director M. Swain entered the Boardroom at 1:02 p.m.

4. PRESENTATIONS:

- a. Selection of Chair and Alternate Chair and Introduction to Terms of Reference

Introduced by Karen Robertson, Deputy Corporate Officer.

It was moved and seconded that Councillor Thorpe be appointed as Chair of the District 68 Sports Field and Recreation Committee for the term ending 2026-NOV-03. The motion carried unanimously.

It was moved and seconded that Director, Lauren Melanson be appointed as Alternate Chair of the District 68 Sports Field and Recreation Committee for the term ending 2026-NOV-03. The motion carried unanimously.

Councillor Thorpe assumed the Chair.

Richard Harding, General Manager, Community Services/Deputy CAO, provided a summary of the history of the Committee and noted that the Committee will attempt to meet at least two times per year.

- b. Overview of District 68 Sports Field and Recreation Services Agreement (Contributing Agreement)

Introduced by Richard Harding, General Manager, Community Services/Deputy CAO, and Tom Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo. Highlights included:

- The agreement is one of two significant agreements held by the Regional District of Nanaimo (RDN). The other is with the City of Parksville
- The facilities identified in the agreement were identified 20 years ago

- A survey is conducted every five years to assess usage of the facilities
- The current agreement is in place until 2025-DEC-31
- Every jurisdiction is responsible for facilities within their area and the operational costs are combined and allocated based on usage
- Staff will be meeting to discuss updates to the agreement

Committee discussion took place. Highlights included:

- Many areas have grown and changed since 2010
- The goal is to identify issues that should be addressed and incorporated into an updated agreement
- Usage surveys have previously been Nanaimo-focused and might need to incorporate outlying areas moving forward
- Ensuring the facilities and services are shared around the community
- Clarification regarding what aspects of facilities are being included in the cost sharing
- Beban Park was originally a regional facility and became a City facility in the early 1990's. That change is part of the history behind the committee
- Staff will bring updates and proposed changes to the agreement to the committee for input

c. Status of Contributing Agreement "Recreation Facility and Sports Field 2023 Usage Report"

Introduced by Tom Osborne, General Manager, Recreation and Parks, Regional District of Nanaimo.

- Usage reports note the trends around how people are using the facilities
- Results suggest people are using the pools more than the arenas and fields

Committee discussion took place. Highlights included:

- Population density being impacted by the recent provincial housing legislation
- Usage is still bouncing back from COVID-19
- Oliver Woods Community Centre usage must meet a 10% threshold in order to be discounted based on the agreement
- Surveys include drop in user data and programming/membership data

- The City of Nanaimo Leisure Economic Access Pass (LEAP) program is available to residents of contributing areas
- The risk of not having this agreement in place is that different users could be charged different rates based on where they live
- Information regarding the status of the facilities and asset management plans for the facilities
- Confirmation that the facilities undergo regular inspections
- Staff can return to a future committee meeting to provide a condition assessment and asset management plan presentation

d. Overview of 2024 Parks and Recreation Operating Budget re: Services Covered in the Contributing Agreement

Introduced by Laura Mercer, General Manager, Corporate Services.

- Clarification that the City has a Capital Asset Management Policy which outlines what expenses fall into the capital category or operating category; however, the threshold is different for each asset type
- Generally repairs are operational and replacement tends to be capital
- Definitions section of the agreement speaks to non-shareable costs
- Updating thresholds to reflect current market costs

e. Verbal Update re: New and Future Recreation Facilities and Sports Fields

Introduced by Richard Harding, General Manager, Community Services/Deputy CAO.

- The City has many new projects that will not be discussed because they are not part of the agreement
- Suggested that the committee may want to consider adding the artificial turf fields to the agreement as they lower capital costs by reducing maintenance costs overall
- The Stadium District was established to create a central sporting area and through partnerships many upgrades and improvements have been made

Committee discussion took place. Highlights included:

- Clarification regarding the cost sharing agreement between the City and the School District 68 for the artificial turf field. The School District gets use of the field until 5 p.m. and then it's available for public use after that. This was previously a School District facility

when the agreement was created so it's not currently listed in the agreement

- Large event uses or rentals are not included in the agreement. The agreement is focused on individual users of the facilities
- Staff can provide a presentation, at a future meeting, regarding sports tourism, outlining the economic impacts on the community
- Revenues collected at facilities are used to offset overall operational costs

Richard Harding, General Manager, Community Services/Deputy CAO, provided an update on the proposed South End Community Centre and noted that Staff have identified a location south of Tenth Street that the City is hoping to purchase for a South End Community Centre.

Tom Osborne, General Manager, Recreation and Parks for the Regional District of Nanaimo, provided an update. Highlights included:

- The South Wellington School will become a community centre this year
- Currently working on the engagement phase of a Parks and Recreation master plan for Gabriola Island and anticipate the master plan will be completed in the next year

Committee discussion took place. Highlights included:

- Concerns regarding the South Wellington School Community Centre and South End Community Centre being too close to each other
- The Sandstone development and the impact of the development on parks and trails
- Seeing demographic changes and younger families looking for more recreation facilities. Concerns regarding keeping up with the current pace of growth
- Request for a capital asset report including future development
- Current costs of projects are a big deterrent
- Timeframe for the South End Community Centre will depend on direction from Council and the funding model selected
- Request for a breakdown of costs per user at facilities
- The City of Nanaimo recently updated its Fees and Charges Bylaw which will impact revenues

- Clarification regarding some of the numbers provided in the operating budget
- f. Regional District of Nanaimo report titled “Recreation Facility and Sports Field 2023 Usage Report”

This item was addressed under Agenda Item 4(c).

5. OTHER BUSINESS:

The next committee meeting will most likely be in November, 2024.

Richard Harding, General Manager, Community Services/Deputy CAO, will send RDN Directors a link to Council meeting agendas if any updates are provided regarding the South End Community Centre prior to the next meeting.

6. ADJOURNMENT:

It was moved and seconded at 2:36 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER

DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT

THIS AGREEMENT made this 6th day of May, 2011

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Rd.
Nanaimo BC
V9T 6N2
(**"Regional District"**)

OF THE FIRST PART

AND:

CITY OF NANAIMO
455 Wallace Street
Nanaimo, BC
V9R 5J6
(**"Nanaimo"**)

OF THE SECOND PART

WHEREAS:

- A. The Regional District established by Bylaw 1059 a service for pleasure, recreation and other community use known as the Southern Community Recreation Service which has as its participants the District of Lantzville and Electoral Areas A, B and C;
- B. By Agreement dated the 7th day of February, 1997 between Nanaimo and the Regional District, Nanaimo has provided access to Sports Fields (as defined herein) and recreational facilities and programs as a service to members of the general public residing within the District of Lantzville and Electoral Areas A, B and C;
- C. The Regional District wishes Nanaimo to continue providing access to Sports Fields and recreational services to members of the public residing outside of the boundaries of Nanaimo and within the boundaries of the Distrct of Lantzville and Electoral Areas A, B and C;
- D. The Regional District and Nanaimo wish to continue to permit the Regional District to have an ongoing voice in recreation service provision through, among other things, participation by representatives of the Regional District on a Parks, Recreation and Culture Commission established by Nanaimo;

NOW THEREFORE in consideration of the premises and mutual covenants and agreements contained in this Agreement, the parties covenant and agree as follows:

1.0 DEFINITIONS

In this Agreement:

- 1.1 **“Non-shareable costs”** shall generally mean the development of a new Sports Field or Recreation Facility and/or an upgrade to an existing Sports Field or Recreation Facility costing more than \$10,000 including but not limited to the construction of facilities or improvements, or the addition, replacement, repair or extension of fences, roofs, seating, irrigation systems, wells, drainage, lighting, backstops, goalposts, time clocks or similar game display signage or sod replacement.
- 1.2 **“Commencement Date”** means January 1, 2011.
- 1.3 **“Cost of Operation and Maintenance”** means:
- (a) in relation to Sports Fields, the Net Costs for Sports Fields for the items set out in Schedule “A”;
 - (b) in relation to Nanaimo Recreation Facilities, the Net Costs for Nanaimo Recreation Facilities for the items set out in Schedule “B”;
- but does not include Non-shareable costs or debt;
- 1.4 **“Electoral Areas”** means that portion of the Regional District included within the boundaries of Electoral Areas A, B, and C;
- 1.5 **“District 68”** means that portion of the Regional District included within the boundaries of Nanaimo, Lantzville and Electoral Areas A, B, and C;
- 1.6 **“Lantzville”** means the District of Lantzville;
- 1.7 **“Nanaimo”** means the City of Nanaimo;
- 1.8 **“Nanaimo Recreation Facilities”** means:
- (a) Beban Park;
 - (b) Bowen Park;
 - (c) Nanaimo Aquatic Centre;
 - (d) Nanaimo Ice Centre.
- 1.9 **“Net Cost”** means prior year actual expenditures for the Cost of Operation and Maintenance less cost recovery from fees and charges imposed for the use of Nanaimo Recreation Facilities and Sports Fields;
- 1.10 **“Participating Areas”** means Nanaimo, Lantzville and Electoral Areas A, B, and C of the Regional District of Nanaimo;
- 1.11 **“Recreation Services”** means recreation and community services offered at Nanaimo Recreation Facilities to residents of the Regional District Areas and Lantzville;

- 1.12 “**Regional District**” means the Regional District of Nanaimo;
- 1.13 “**Regional District Areas**” means that portion of the Regional District included within the boundaries of Lantzville, Electoral Areas A, B, and C;
- 1.14 “**Sports Field**” means land developed for the playing of baseball, softball and soccer and other sport activities which is owned and operated by either Nanaimo or the Regional District Areas and includes the following:

City of Nanaimo:

- a) Beban Park;
- b) Bowen West;
- c) McGirr Park;
- d) Elaine Hamilton Park;
- e) May Bennett Park;
- f) Caledonia Park;
- g) Robins Park;
- h) Gyro Park;
- i) Harewood Park;
- j) Pleasant Valley Park;
- k) Serauxmen Sports Fields; and
- l) Comox Field.

Regional District of Nanaimo:

- a) Rollo McClay (EA ‘B’); and,
- b) Extension Sports Field (EA ‘C’).

Any Sports Field within Nanaimo, or the Regional District, which meets the criteria to be considered a Sports Field under Section 5.0;

- 1.15 “**Sports Field Services**” means:
- (a) operation and maintenance of Sports Fields in District 68; and
 - (b) permitting access to and use of Sports Fields by residents of the Participating Areas.
- 1.16 “**Term**” means the period of time from the Commencement Date to December 31, 2025.

2.0 INTERPRETATION

2.1 A reference in this Agreement to:

- (a) the singular includes the plural and the plural includes the singular, unless the context otherwise requires;
- (b) the masculine, feminine or neuter includes a reference to the masculine, feminine or neuter, unless the context otherwise requires.

2.2 The headings of paragraphs, articles and sections of this Agreement are for convenience of reference only, do not form part of this Agreement and are not to be used in the interpretation of this Agreement.

2.3 This Agreement is to be governed and construed in accordance with the laws of the Province of British Columbia.

2.4 If any paragraph, article or section of this Agreement is declared or held invalid for any reason, the paragraph, article or section may be severed from the Agreement without affecting the validity of the remainder of the Agreement.

3.0 SERVICES

3.1 The Parties covenant and agree with each other to provide Sports Field Services during the Term of the Agreement.

3.2 Nanaimo covenants and agrees to provide Recreation Services during the Term of the Agreement.

4.0 PAYMENT

4.1 Commencing with 2011, payment to Nanaimo shall be made in accordance with the following:

(a) Cost share calculation:

Each party shall share in the Cost of Operation and Maintenance of Sports Fields and/or Recreation Services based on the percentage of use established by averaging data from the three most recent usage surveys. Surveys shall be conducted once every five (5) years with the next survey to be completed on or before October 30th, 2015, as set out in Section 6.0.

(b) Payment to Nanaimo:

Total costs reported by Nanaimo for cost sharing purposes	\$ xxxx
Less: the share calculated for Nanaimo under the formula in 4.1(a) above	\$(xxx)
Net amount payable to Nanaimo	\$ xxx

4.2 Annual Budget

(1) For the purpose of calculating annual contribution amounts under Section 4.1(b), in each year during the Term of this Agreement, Nanaimo and the Regional District respectively, shall provide to each other, on or before January 31st a statement of actual Costs of Operation and Maintenance compared to budget for the prior year ending December 31st. The costs to be shared shall consist of prior year actual costs of Nanaimo, budgeted current year Regional District costs net of any prior year surplus or deficit as reported by the Regional District for Sports Fields in the Regional District Areas.

(2) For the purposes of preparing the Regional District's financial plan, Nanaimo shall also provide to the Regional District annually along with the budget information in 4.2(1) above an estimate of the Cost of Operation and Maintenance for Sports Fields and Recreation Facilities for the subsequent five year period.

4.3 Payment Due Date

The amount payable to Nanaimo under 4.1(b) shall be remitted on or before August 2nd in each year during the Term of this Agreement.

4.4 Debt

The cost of providing the Services under this Agreement is a debt owed to the party providing the Service.

5.0 NEW SPORTS FIELDS/CITY RECREATION FACILITIES

5.1 The Participating Areas shall use best efforts to agree which Sports Fields shall be included in the inventory of Sports Fields by November 30th of each year.

5.2 Where a new Sports Field or Recreation Facility within Nanaimo is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields or Recreation Facilities as the case may be, for the prior year. After the first year, the Cost of Operation and Maintenance shall be as reported by the Nanaimo under Section 4.2(1).

5.3 Where a new Sports Field within the Regional District Areas is added under this agreement the Cost of Operation and Maintenance for the first year shall be the average Cost of Operation and Maintenance for all Sports Fields in the Regional District Areas for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the Regional District accounts under Section 4.2.

5.4 Where a new Recreation Facility is constructed, it shall not form part of this Agreement until a survey conducted pursuant to Section 4.1(a) is undertaken which demonstrates that 10% or more of the population from the Regional District Areas is attending public sessions at the facility.

6.0 SURVEY

6.1 The usage survey of Recreation Facilities and Sportsfields shall be:

- (a) conducted by the Regional District on or before October 31st in the years 2015, 2020 and 2025.
- (b) the survey shall collect street addresses for the purposes of identifying the participating area as follows:
 - (i) for aquatic centres the survey shall be based on drop-in public attendance, program registrations and group rentals
 - (ii) for ice arenas the survey shall be based on the addresses provided from team registrations and program registrations
 - (iii) for Sports Fields the survey shall be based on the addresses provided from team registrations
- (c) the data for aquatic centres shall be weighted as 50% from drop-in attendance, 40% from program registrations and 10% from facility rentals.
- (d) the data for arenas shall be weighted as 90% from team registrations and 10% from program registrations.

7.0 INDEMNITY

- 7.1 A party to this Agreement (hereinafter called the “**Supplying Party**”) that provides the Services to another party to this Agreement (herein after called the “**Receiving Party**”), shall indemnify, defend and save harmless the Receiving Party and its elected and appointed officers, employees, agents, successors and assigns from all manner of actions, causes of action, suits, debts, losses, liabilities, costs, expenses, claims and demands whatsoever (collectively “**Liability**”) arising out of any wrongful act, omission or negligence on the part of the Supplying Party, its elected or appointed officers, employees, agents, successors and assigns arising out of the Services provided under this Agreement., except to the extent of a wrongful act, or the Liability is caused by the omission in negligence of the Receiving Party.

8.0 PAYMENT RATES

- 8.1 The Parties acknowledge and agree that payments under Section 4.1 represent a fair and reasonable reimbursement of the costs of the Sports Field Services and Recreation Services to be provided under this Agreement.

9.0 COVENANTS OF THE PARTIES

- 9.1 It is a condition precedent to the obligations of the Parties under this Agreement that:
- (a) during the Term, Nanaimo shall maintain a Parks, Recreation and Culture Commission established by bylaw, with a composition, procedures, duties and powers as outlined in Schedule “C”; and
 - (b) user or other rates shall not be charged, either directly or indirectly, for the use of Sports Fields or Recreation Services to residents of another Participating Area in excess of rates payable by or on terms other than those offered to residents of the Participating Area in which the Sports Fields are located or the Recreation Services are provided.
- 9.2 Nanaimo and the Regional District Areas shall consult with each other with respect to the planning and co-ordination of future Sports Field and Recreation Facility development.

10.0 MISCELLANEOUS

10.1 Waivers

The failure at any time of either party to enforce any of the provisions of this Agreement or to require at any time performance by the other party of any such provision shall not constitute or be construed to constitute a waiver of such provision, nor in any way to affect the validity of this Agreement or any parts thereof, or the right of either party thereafter to enforce each and every provision of this Agreement.

10.2 Statutory Powers

Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by Nanaimo, Lantzville or the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

10.3 Modification

No waiver, modification or amendment of any of the provisions of this Agreement shall be binding unless it is in writing and signed by the duly authorized representatives of both parties.

10.4 Assignment

No assignment of this Agreement shall be made by either party without the written consent of the other. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

10.5 Survival

The articles, sections, subsections and paragraphs providing for the limitation of, waiver of, or protection against liability of the parties hereto shall survive termination, cancellation or expiration of this Agreement.

10.6 Notice

All notices and demands required or permitted to be given hereunder shall be in writing and may be delivered personally, sent by facsimile or may be mailed by first class, prepaid registered mail to the addresses set forth below. Any notice delivered or sent by facsimile shall be deemed to have been given and received at the time of delivery. Any notice mailed as aforesaid shall be deemed to have been given and received on the expiration of 5 business days after it was posted, addressed as follows:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Attention: General Manager, Recreation and Parks Services

City of Nanaimo
455 Wallace Street
Nanaimo, BC V9R 5J6
Attention: City Clerk

or to such other address or addresses as may from time to time be provided in writing by the parties hereto. If there shall be, between the time of mailing and the actual receipt of a notice, a mail strike, slow down or other labour dispute which might affect the delivery of that notice by the mails, then the notice shall only be affected if actually received by the person to whom it was mailed.

10.7 Independent Contractor

Where a party to this Agreement (hereinafter called the "**Supplying Party**") provides Sports Field Services to another party to this Agreement (herein after called the "**Receiving Party**"), the Supplying Party shall be deemed to be an independent contractor and not the agent of the Receiving Party. Any and all agents, servants or employees of the Supplying Party or other persons, while engaged in the performance of any work or services required to be performed by one of the under this Agreement, shall not be considered employees of the Receiving Party and any and all claims that may or might arise on behalf of the Supplying Party, their agents, servants or employees as a

SCHEDULE "A"

Costs of Sports Field Operation and Maintenance

Labour - includes wages and benefits;

Equipment - means all equipment involved in the maintenance or operation of Sports Fields, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with standard municipal accounting practices;

Materials - means all materials required to maintain and operate Sports Fields, including grass seed and fertilizer;

Field Houses - means change room and washroom facilities at each park and includes facility costs (cleaning, supplies, lighting, heating, etc.)

Water - means costs related to the irrigation of Sports Fields;

Electricity - for the operation of field lights at Sports Fields which are illuminated;

Fleet Maintenance - means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Sports Fields, including depreciation calculated in accordance with standard municipal accounting practices;

Vandalism - means annual costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection - means collection of litter from Sports Fields;

Departmental Overhead - means the following administrative costs attributable to Sports Fields operation and maintenance:

- salaries of parks maintenance administrative staff
- staff training
- staff meetings
- costs related to operation of parks works yard
- other miscellaneous costs incidental to Sports Fields (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs attributed to Sports Field Operation and Maintenance do not include the construction of structures or improvements.

SCHEDULE "B"

Beban Park, Bowen Park, Nanaimo Aquatic Centre and Nanaimo Ice Centre Costs of Operation and Maintenance

Facilities – means all buildings, structures, swimming pools, arenas, play fields, etc. located at Bowen Park, Beban Park or the Nanaimo Aquatic Centre.

Labour – includes wages and benefits;

Equipment – means all equipment involved in the maintenance or operation of the Facilities, including lawnmowers and vehicles and includes costs of operating plus an amount for depreciation calculated in accordance with Nanaimo's usual accounting practices;

Materials – means all materials required to maintain and operate the Facilities;

Utilities – means all utility costs required to operate the Facilities including, but not limited to: telephones, water fees, sewer fees, electricity, gas and oil.

Building Maintenance – means all costs that are required to maintain the Facilities in good operating condition, e.g. painting, flooring, HVAC, plumbing and electrical repairs, security, janitorial supplies;

Fleet Maintenance – means the cost of repairing and maintaining vehicles used by parks staff at the facilities, which is reasonably attributable to operation and maintenance of Nanaimo Recreation Facilities, including depreciation calculated in accordance with Nanaimo's usual accounting practices;

Vandalism – means costs for removing the effects of vandalism or repairing vandalized property;

Garbage Collection – means collection of garbage from the Facilities;

Program Costs – means those costs incurred for the provision of recreational programs to the public at the Facilities. Costs may include contract staff and recreation supplies.

Departmental Overhead – means the following administrative costs of the Parks and Recreation Service of the City of Nanaimo attributable to the operation and maintenance of the Facilities;

- Salaries of parks and recreation administrative staff
- Staff training
- Staff meetings
- Costs related to the operation of the parks works yard
- Other miscellaneous costs incidental to the Nanaimo Recreation Facilities Service (e.g. photocopying, office supplies, office equipment rental, advertising, bank charges, etc.)

Costs of Sports Field Operation and Maintenance do not include construction of structures or improvements.

SCHEDULE "C"

**Composition, Procedures, Duties and Powers of
Parks, Recreation and Culture Commission**

"PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020"

Consolidated Version

2011-FEB-15

Includes Amendments: 7020.01, 7020.02, 7020.03

CITY OF NANAIMO

BYLAW NO. 7020

A BYLAW TO ESTABLISH A PARKS, RECREATION AND CULTURE COMMISSION

WHEREAS the Council of the City of Nanaimo may, pursuant to Section 143(1) of the *Community Charter*, establish Commissions;

WHEREAS the Council of the City of Nanaimo has deemed it appropriate to establish a Parks, Recreation and Culture Commission;

THEREFORE BE IT RESOLVED that the Council of the City of Nanaimo, in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020".

PART I - GENERAL

2. Interpretation

In this Bylaw unless the context requires otherwise:

“Director of Parks, Recreation and Culture”	means the person duly appointed as such from time to time, and includes any person appointed or designated by the Director to act on their behalf.
“Member”	means a member of the Parks, Recreation and Culture Commission.
“Council”	means the City Council of the City of Nanaimo.
“Commission”	means the Parks, Recreation and Culture Commission.

3. The Role of the Commission

The role of the Commission is to provide policy advice to Council for the planning, development and the provision of City Parks, Recreation and Culture services and facilities.

4. Quorum

A quorum of the Commission shall be six (6) members; a quorum of the Parks Committee shall be three (3) members; a quorum of the Recreation Program and Facilities Committee shall be three (3) members; a quorum of the Cultural Committee shall be six (6) members.

5. Appointment of Members

The Commission shall consist of twelve (12) members, each appointed by Council as follows:

- (a) three (3) members of Council;
- (b) five (5) “at large” members who shall each be a resident of the City of Nanaimo;
- (c) one (1) member nominated from each of three (3) Electoral Areas of the Regional District of Nanaimo and one (1) member from the District of Lantzville who participate in the Nanaimo Recreation Centre function.

6. Terms of Appointment

- 6.1 All appointments to the Commission shall be for a term of three (3) years without remuneration.
- 6.2 The Mayor will appoint a member of Council as Chair. The Chair shall serve a three (3) year term, with successive terms at the pleasure of the Mayor. The other two Council representatives will serve on a rotating basis as Acting Chair in the absence of the Chair. (Bylaw 7020.01)
- 6.3 Every member shall continue to hold office until a successor is appointed.
- 6.4 Council may, by an affirmative vote of not less than two-thirds (2/3) of the Council members, remove a member of the Commission from office at any time.
- 6.5 Upon the resignation, the removal from office, or the death of any member during their term of office, Council shall appoint a successor in accordance with the provisions by which the vacating member was appointed.

7. Inaugural Meeting

7.1 The Commission shall meet for its Inaugural meeting, at 7:00 p.m. on the fourth Wednesday of April following the Municipal Election. (Bylaw 7020.03)

7.2 At the Inaugural meeting of the Commission, the members shall from amongst their number appoint, by resolution, persons to serve on the:

- (a) Parks Committee (5 Commission members)
- (b) Recreation Committee (5 Commission members)
- (c) Cultural Committee (4 Commission members)

and representatives to other Committees as deemed appropriate. (Bylaw 7020.02)

7.3 At the Inaugural meeting, or any regular meeting of the Commission, the Commission may appoint Committees as it deems necessary.

8. Notice of Regular Commission Meetings

8.1 On the Friday afternoon prior to a regular meeting of Commission, the Commission Secretary will have available for members to pick up at the Parks, Recreation and Culture administration office, a meeting agenda setting out all items for consideration.

8.2 At least 72 hours before a regular meeting of Commission, the Commission Secretary will post notice of the time, place and date of the meeting by way of posting an agenda at the Parks, Recreation and Culture administration office.

9. Location and Time of Regular Commission Meetings

9.1 Regular meetings of the Commission shall be held at least once (1) in each month excluding August and December, on the fourth Wednesday, at 7:00 p.m. in the Bowen Complex Conference Room, unless otherwise specified.

9.2 Prior to the beginning of each year, a tentative Commission meeting schedule shall be produced and posted at the Parks, Recreation and Culture administration office and on the City's website.

10. Attendance of Public at Meetings

- 10.1 Except where the provision of Section 90(1) or (2) of the *Community Charter* apply, all Commission meetings shall be open to the public.
- 10.2 Where the Commission wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with Section 92(a) and (b) of the *Community Charter*.

PART II – MEETINGS

11. The Chair

- 11.1 The Chair, when present, shall preside at all meetings of the Commission using Roberts Rules of Order to govern the meeting.
- 11.2 Where the Chair, or either Acting Chair, is not present at the time appointed for a meeting of Commission, the Commission shall by resolution appoint an Acting Chair for that meeting.
- 11.3 Every question submitted to a meeting shall be decided by a majority of the members present.

12. Delegations

- 12.1 All delegations requesting permission to appear before the Commission shall submit a written request, including a written synopsis clearly outlining their topic of concern.
- 12.2 Requests to appear as a delegation shall be submitted to the Commission Secretary by 1:00 p.m. on the Wednesday preceding the meeting for inclusion on the Commission agenda. These delegates will be allocated 10 minutes.
- 12.3 Requests to appear as a delegation received after 1:00 p.m. on the Wednesday, but prior to 1:00 p.m. on the Tuesday preceding the meeting, shall be included on the Late Correspondence Agenda, and allocated 10 minutes.

13. Correspondence

The deadline for the public to submit items to the Commission Secretary for inclusion on the Commission agenda shall be 1:00 p.m. on the Wednesday preceding the meeting. Items of correspondence received after that time will be included on the Late Correspondence Agenda.

14. Opening Procedures

- 14.1 Call Meeting to Order - At the hour set for a meeting to commence, and provided that a quorum is present, the Chair shall call the meeting to order.
- 14.2 Lack of Quorum - Should there be no quorum present within fifteen minutes after the time appointed for the meeting to commence, the Chair shall ask the Secretary to record the names of the members present and then adjourn the meeting.

15. Order of Business

- 15.1 The following headings and order of business shall be used:
- Presentations
 - Adoption of Minutes
 - Introduction of Late Items
 - Adoption of Late Correspondence Agenda
 - Receiving of Delegations
 - Chairman's Report
 - Receiving of Correspondence
 - Reports of Standing Committees
 - Director's Report
 - Committee/Commission Representative Reports
 - Items of General Information
 - Unfinished Business
 - Other Competent Business
 - Media Question Period
 - Public Question Period
 - Establish Next Meeting Dates
 - Adjournment
- 15.2 Notwithstanding the provisions under Section 15.1, it shall always be in order for the Commission to vary the order in which business on the Agenda shall be dealt with by a majority vote of the members present.

16. Special Meetings

- 16.1 A notice of the day, hour and place of a special meeting of the Commission, being a meeting other than a regular or adjourned meeting, shall be given at least 24 hours before the time of meeting by posting a copy of the notice at the regular Commission meeting place and by leaving one copy for each member of the Commission at the place to which they have directed notices to be sent. Notice may be waived by unanimous vote of all members of the Commission. Each copy of the notice shall be signed by the Chair or the Director of Parks, Recreation and Culture.
- 16.2 Any five (5) members of the Commission may, in writing, request the Chair to call a special meeting.

16.3 Where the Chair, within 24 hours after receiving the request, refuses or neglects to call the special meeting to be held within seven (7) days after they received the request, or where the Chair is absent, five (5) or more members of the Commission may call a special meeting and they shall sign the notice.

17. Minutes

17.1 Minutes of the proceedings of the Commission shall be legibly recorded in a minute book. The minutes shall be certified as correct by the Director of Parks, Recreation and Culture and signed by the Chair or other member presiding at the meeting or at the next meeting at which they are adopted.

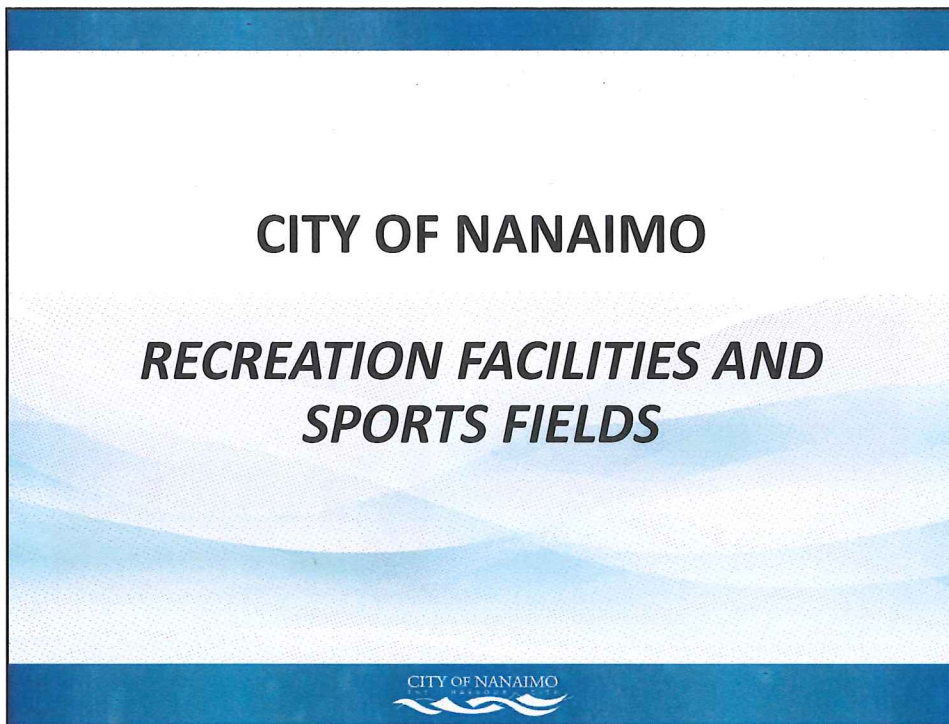
17.2 The minutes shall be open for inspection by any person who may make copies and extracts at all reasonable times on payment each time of \$0.25 per page or as specifically provided for under Section 194(1)(c) of the *Community Charter*.

17.3 Section 17.2 does not apply to minutes of a special meeting from which persons were excluded under Section 10.

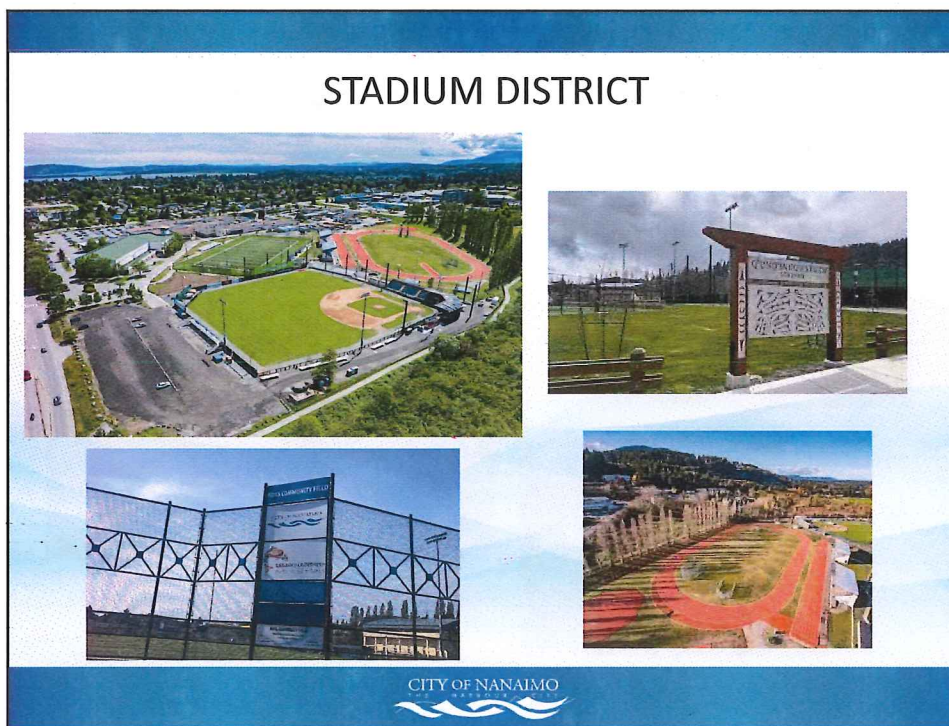
18. Unless otherwise stated in this bylaw, "COUNCIL PROCEDURE BYLAW 2005 NO. 7007" and all amendments thereto shall apply to meetings of the Commission.

PART III – REPEAL

19. "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2002 NO. 5564" and all amendments thereto are hereby repealed.

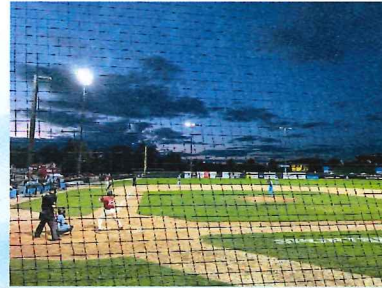
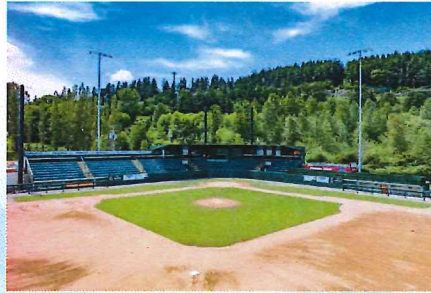


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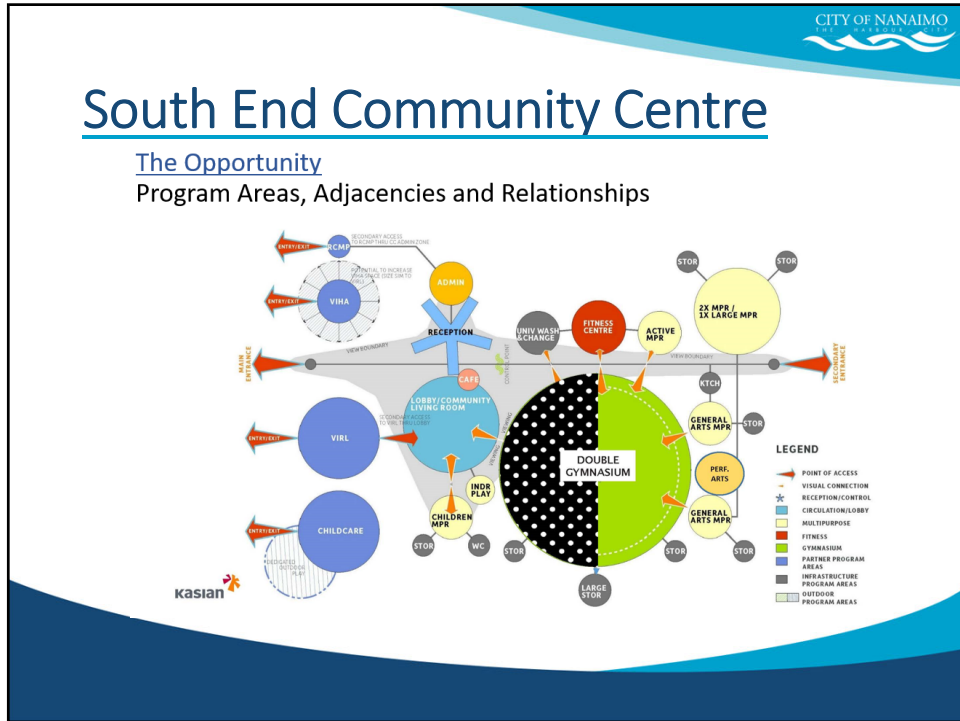
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4



1



2

South End Community Centre

The Opportunity

Potential Outline Functional Program

Space Type	m ²	ft ²
Recreation, Culture & Wellness	+/- 4,380	+/- 47,150
Primary Health Care	+/- 180	+/- 1,900
Child Care	+/- 450	+/- 4,800
Regional Library	+/- 470	+/- 5,000
Community Safety	+/- 120	+/- 1,300
Total	+/- 5,600	+/- 60,300

Recreation, Culture & Wellness features:

- ✓ community "living room"
- ✓ indoor walking track
- ✓ fitness room
- ✓ performing arts and culture space
- ✓ functional art
- ✓ double gymnasium
- ✓ spectator zone
- ✓ children's area
- ✓ multi-purpose rooms
- ✓ changerooms
- ✓ kitchen
- ✓ café
- ✓ indoor play area
- ✓ operational spaces

3

South End Community Centre

The Opportunity

What it *could* look like

SINGLE LEVEL OPTION

Total area:
5,000m²
(53,820 ft²)

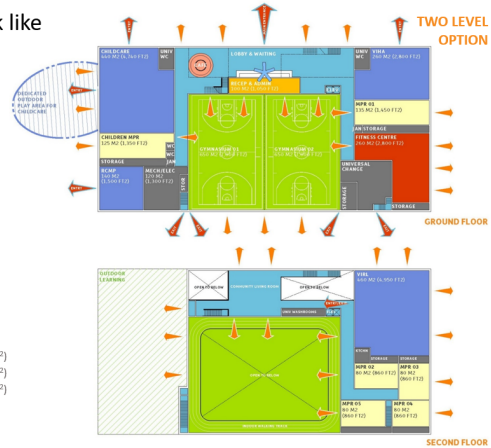
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South End Community Centre

The Opportunity

What it *could* look like



ground floor: 4,050m² (43,650 ft²)
 second floor: 2,120m² (22,800 ft²)
 total area: 6,170m² (66,450 ft²)





REGIONAL
DISTRICT
OF NANAIMO

PARKS DIVISION Q2 AND Q3 2024 UPDATE

RECOMMENDATION

That the Parks Division Q2 and Q3 2024 Update report be received for information.

BACKGROUND

Regional Parks and Trails

Arrowsmith CPR Regional Trail

A trail assessment was completed to identify trail infrastructure that may need to be repaired, replaced or rerouted. Staff will meet with the land partner, Mosaic Forest Management, to discuss implementation of the recommendations.

New trail signage to improve wayfinding and visitor information will be installed in Q3. Staff are reviewing options with the Ministry of Transportation and Infrastructure (MoTI) to improve signage along the Alberni Highway.

A new handrail and steps were installed on the McBey Creek pedestrian bridge.



Renderings of new trail signage



New handrail and steps on bridge

Benson Creek Falls Regional Park/Ammonite Falls Regional Trail

The Benson Creek Falls Regional Park Creekside Place Advisory Committee met to discuss neighbourhood parking issues. The committee members conducted vehicle counts at both the Creekside Place and Weigles Road parking lots over the May long weekend and continued to monitor the lots over the summer. To continue the efforts to reduce parking pressures at Creekside Place, options are being reviewed to promote the Weigles Road trailhead as an access point to Ammonite Falls. Requests to identify the Weigles Road parking lot as a trailhead for Ammonite Falls have been submitted to public map platforms, including Google Maps, Apple Maps, Alltrails and Open Street Map.

Benson View Regional Trail

Trail improvements are continuing in collaboration with Recreation Sites and Trails BC (RSTBC) to make the trail safer and more sustainable. Approximately 750 metres of trail has been rerouted and will be open to the public in Q4 2024. Staff are designing new signage to improve wayfinding along the trail, using the new collaborative RSTBC/RDN signage standard.

Nanaimo Search and Rescue received a grant from AdventureSmart to fund new reflective trail markers and educational signage about safe trip planning principles. Staff are designing the signage and it will be installed in Q4 2024.

Building permit applications are underway to install two trailhead kiosk signs where Benson View Regional Trail intersects with Outer Bypass and Gail's Trail.



New trail reroute.

Coats Marsh Regional Park

Approval to proceed with weir decommissioning while retaining the beaver dam has been granted by the RDN Board, The Nature Trust of BC and Environment and Climate Change Canada. Staff are currently working with the consulting project team on a dam decommissioning application to the BC Ministry of Forests. This work will include design, permitting, and public engagement.

In Q1 2024 the consulting team began an additional study of the lower weir pool to provide an environmental assessment of removing the weir and recommendations on mitigating habitat loss. This work was requested by the Board at the February 27, 2024, Board Meeting. An environmental assessment report is expected in Q3 2024. The results will inform a more detailed restoration plan to be included in the final decommissioning plan.

Responding to public input and the additional environmental assessment work has delayed construction to Fall 2025. An updated project schedule is as follows:

- Preliminary design and risk assessment: September 2023 – December 2023
- Public outreach and engagement: December 2023 – January 2024
- Habitat Risk Assessment, design and permitting: April 2024 – October 2024
- Construction tendering: April – May 2025
- Construction: Late Summer/Fall 2025

Descanso Bay Regional Park

In Q1 2024 the new campground office building was delivered and installed. The building will be used by the campground operator for an office and registration area.

Additional site upgrades completed in Q2 2024 include improving the gravel paths around the new office, installation of a privacy fence for the campground operator, and providing new cedar planters and picnic tables to further enhance the park entrance.



New prefabricated campground office building at Descanso Bay Regional Park.

Englishman River Regional Park

Implementation of the Riparian Trail Assessment four-year work plan is underway. Staff collaborated with Mid Vancouver Island Habitat Enhancement Society volunteers to implement the immediate action of closing unsanctioned trails by removing a small footbridge, adding split rail fencing and placing small woody debris on the trail to deter further use.

Signage has been posted to designate the Channel Trail as a trail where dogs must be kept on-leash, to protect salmon eggs, spawning and rearing habitat.

The bridge over the side channel on the Clay Banks Trail was replaced.



New bridge on Clay Banks Trail



New signage on Channel Trail

Lighthouse Country Regional Trail

Construction of the Nile Creek pedestrian bridge and trails to connect the north and south sections of the regional trail is underway and should be completed in Q4 2024. MoTI has issued a licence of occupation for the trail and bridge.

Sections of the south loop of the trail have been resurfaced and some of the small bridges are being replaced with culverts to improve maintenance access. The tap rail for visually impaired visitors has been replaced. Baffle barriers at the Lioness Boulevard railway crossing will be spaced further apart to improve accessibility for mobility scooters, wheelchairs, strollers and bicycles.



New tap rail



Baffles to be spaced further apart



New surfacing on trail

Moorecroft Regional Park

Resurfacing of the main trail around the park was completed in Q2 2024. Park users can now enjoy an accessible loop from the parking area, as well as to Vesper Point and the connection to La Selva Place.

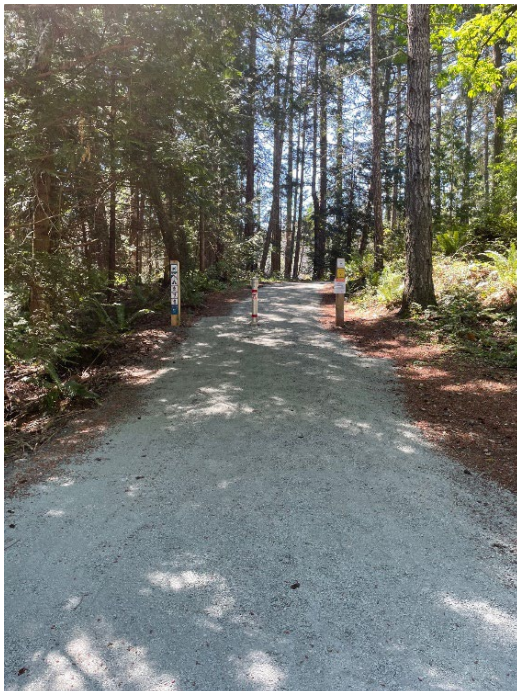
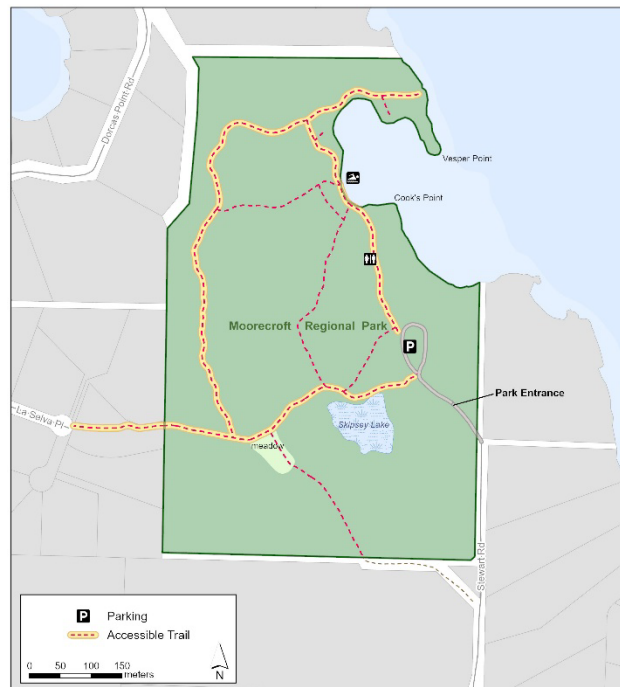


Photo of the new accessible trail



Map of accessible trail within park

Morden Colliery Regional Trail

The initial phase to complete a bridge type analysis and high-level costing for both Nanaimo River and Thatcher Creek has been awarded to ISL Engineering and preliminary work began in Q3 2024.

Mount Benson Regional Park

The park management plan update is continuing with the review of background information, environmental field reviews, a trail assessment, an archaeological overview assessment and development of a public engagement plan.

Top Bridge Regional Trail

The trail reroute through the City of Parksville right-of-way is now complete. Trailhead infrastructure from Industrial Way has been moved to the new entrance, including entry signage and a garbage bin. The Island Corridor Foundation has approved the trail reroute from the Englishman River trestle to the City of Parksville right-of-way, and construction is scheduled to begin in October 2024.



Photos of new trailhead and trail reroute through the City of Parksville right-of-way

Community Parks and Trails

Electoral Area A

Cassidy Parkland

The removal of the mobile home and storage shed is underway. Once removed, work to prepare the park for development will begin, including the construction of a new fence and decommissioning the septic system. Development of a public engagement plan will follow to determine the best way for residents to provide their input and help develop a vision for the park.

Cedar School Grounds Improvements

Based on input from the March 6 2024, Electoral Area A Parks, Recreation and Culture Committee Meeting, and additional requests for pickleball and a pump track, the RDN hired an external consulting firm, Lanarc Consultants, to create a concept for the School District 68 licence area that includes the multi-age playground and a pump track. The plan also included the conversion of the Cedar Secondary School tennis court into pickleball courts.

Staff are reviewing pickleball court options and will pursue a Joint Use Agreement with School District 68 for improvement and community use of the tennis court at Cedar Secondary School for the Board's consideration. An application for non-farm use has been submitted to the Agricultural Land Commission for the playground and pump track on the lands adjacent to the skate park. Following approval, staff will proceed with public consultation on the draft concept plan for Cedar Secondary School Grounds Improvements.

Pylades Community Park

The parking lot and trail have been resurfaced with fresh gravel.



Electoral Area B

Cox Community Park

Boardwalks were installed on Mallet Creek trail in a joint exercise with GaLTT and RDN park staff.



Gabriola Recreation and Electoral Area B Parks and Trails Master Plan

Development of the Master Plan is currently underway, drawing from the insights gathered through the initial consultation phase and addressing issues and gaps identified in the research report. The draft master plan will be reviewed by the Advisory Committee and First Nations before being presented to the wider community for further input and refinement, which is anticipated in Q1 2025. www.getinvolved.rdn.ca/ea-b-rpmp

Huxley Community Park

Design drawings for a new storage building adjacent to the tennis court were completed in Q4 2023, and a building permit was received in Q1 2024. A Request for Quotes was issued to five contractors Q2 2024 and one quote was received in early Q3. The pricing received was substantially higher than anticipated and the RFQ was cancelled as a result. Staff are preparing a tender to pursue a more competitive bidding process. The tender will be issued in Q3 and will close in Q4 2024. Pending successful tender results, the new tennis storage building will be completed in Q1 2025.

Orlebar Point

A 10-year Licence of Occupation for the management of the infrastructure and non-exclusive use of the lands at Orlebar Point was received and approved by the RDN Board in Q2 2024. The existing picnic tables have been removed and replacement tables and wheel stops for the parking area will be installed in Q3.

Electoral Area C East Wellington/Pleasant Valley

Anders and Dorrit's Community Park

New interpretive signage has been installed to provide information to park visitors about the history and unique tree species in the park.



New interpretive signage

A trail between the parking lot and River Walk bridges has been installed to improve access and manage drainage during periods of rainy weather.

Electoral Area C – Extension

Nanaimo River Canyon Community Park

Trail improvements from Nanaimo River Road through the park to the river are complete. Split rail fencing at key locations is anticipated to be installed in October 2024. The RDN has applied for a Licence of Occupation from Ministry of Transportation and Infrastructure for parking improvements and the installation of park entry signage. This work will be completed once the licence has been approved.

Extension School Lands Development

A Concept plan was developed in conjunction with Lanarc Consultants and Extension and District Recreation Commission to incorporate the long-term community vision for recreational use of the lands. The concept outlines a range of potential upgrades for both SD68 land and Extension Recreation Commission Land for future consideration. Priority improvements include an asphalt multi-sport court for ball hockey and basketball in the south portion of the School Board property adjacent to the existing playground.

A Licence of Use agreement with School District 68 (SD68) has been approved to utilize SD68 land for the development and maintenance of community amenities.

Park improvements will also include the development of a gravel parking area and will require a permit from the Ministry of Transportation and Infrastructure to install the roadside parking portion.



Proposed Concept Plan

Electoral Area E

Jack Bagley Community Park

In the spring of 2024, RDN parks services staff reached out to recreation staff, School District 69 (Qualicum) and key user groups to determine whether the proposed field improvements were still valid. Through consultation with School District 69, Oceanside Minor Softball, Oceanside Youth Soccer, Oceanside Minor Baseball and the RDN recreation services staff, it was determined that there is a growing demand for practice space. In addition, a fully turfed field allows for a variety of different sports and ages to use the space reducing localized wear on the field, thereby no longer requiring a skinned infield.

The park will include flexible field space that allows for a turfed baseball/softball field and a variety of field sports for various ages. The field will be improved through fraise mowing, fertilizing, topdressing, overseeding and aerating and will require full field closure for up to 12 months to allow for successful remediation. Additional improvements will include a new backstop with covered dugouts, new ball control fencing, and improved access from the parking lot.

Electoral Area F

Errington Community Park Farmers Market Structural Repairs

Structural stability work is complete on the farmer’s market stalls and picnic pavilion. Non-standard timber was used to reinforce and stabilize the structures to keep with the existing look and feel of the existing structures.



Photos of new reinforcements of the Errington Community Park pavilion and market stalls

Errington Community Park Sport Court

The RDN is researching plans to construct a multi-sport court in the park. The proposed court will include a tennis court, pickleball courts and basketball nets, with an optional additional court for basketball. Geotechnical testing has been completed to inform feasibility and costs. Concepts will be developed and presented to the Parks and Open Space Committee in October 2024.

Crown Land Adjacent Romain Road Community Park

An application for Crown Land Tenure for the two parcels adjacent to Romain Road Community Park was submitted and RDN staff have completed the management plan summary requirement for the application. The application is currently being reviewed by the Ministry.

Electoral Area G

French Creek Estuary Nature Preserve

The development of a management plan for the French Creek Estuary Nature Preserve is complete and will be presented to the Board in Q4 2024 for approval. Once completed, the management plan will present a long-term vision for the 23-acre Nature Preserve and identify a series of goals and actions to work towards. Public review of the draft Plan is complete and feedback has been incorporated into the management plan. www.getinvolved.rdn.ca/fce-nature-preserve

French Creek Community Park

A new split rail fence was installed in French Creek Community Park. The fence follows the existing trail and protects the adjacent forest and riverbank from foot traffic. The fence is funded in part through a Pacific Salmon Foundation grant that was received by the Friends of French Creek Conservation Society (FFCCS). In Q3 2024, staff contracted a graphic design firm to prepare interpretive signage for the park. This work is currently underway and the signs are expected to be completed and ready for installation in Q4 2024. Parks staff will continue to work with FFCCS on further path improvements and restoration planting in the park.

Rivers Edge Community Trails

Construction of a new roadside gravel trail along Kaye Road and Peterson Road, and a culvert and trail crossing in Stormwater Community Park were completed in Q2 2024. A landscape service contract has been retained for the maintenance of the trail network.



Photo of new culvert and trail crossing in Stormwater Community Park

Crown Land Adjacent Huckleberry Lane in Dashwood

Application for Crown Land tenure for one lot adjacent to Huckleberry Lane in Dashwood was submitted in August 2023 and is being reviewed by the province.

Lee Road Community Trail

After a new sewer line was installed by a developer to service a new subdivision, the trail corridor was planted with native trees and shrubs and the trail was re-instated. The restoration area will receive establishment watering over the next two summers.

Maple Lane Community Park

In Q4 2023, an engagement survey was developed and shared with the residents of the San Pareil neighbourhood to receive input on potential future improvements to the park. The results of the survey were compiled and shared with the community and the EA G POSAC in early 2024.

A draft concept plan was presented at the May 2024 POSAC meeting. Following a resolution from POSAC, staff are currently conducting another round of engagement in Q3 2024 to give the community an opportunity to provide feedback on the draft concept plan and the appropriate level of development for the park. Engagement results will be presented to the October EA G POSAC meeting for discussion.

Electoral Area H

Lions Community Park

Phase 3 improvements to the park will involve various upgrades to the ball diamonds. In Q1 2024 the existing concrete seating area was removed and new aluminum bleachers for both diamonds were installed in Q2 2024. Staff are working on future upgrades to the ball diamonds, which include turf improvements and installation of new infields. A contractor has been secured for the infield installation work, which will take place in the Fall.

Staff are working with community groups to improve park storage. Two modified shipping containers were delivered and installed in Q2 for additional storage space and a contractor has been arranged to complete repairs to the existing storage shed. Staff are also collaborating with Qualicum First Nation to create a totem pole and interpretive signage for the park.

Wildwood Community Park

Design work and environmental permitting to extend the Wildwood Creek culvert is complete. A Request for Quote was issued in Q2 2024, staff awarded the construction contract, and construction was completed at the end of August 2024. The new culvert extension will allow for improved maintenance access to Wildwood Community Park and to the north loop of the Lighthouse Country Regional Trail.

Deep Bay Community Trail

The boardwalk was replaced at this community trail to continue to protect the sensitive habitat along this trail.



Parks Services System Wide Achievements

Natural Areas Outreach

Invasive Species in Agriculture – Staff presented an “Invasive Species in Agriculture” workshop to members of the Nanaimo-Cedar Farmer’s Institute and residents of Cedar. Attendees learned about common invasives, legislation, management issues and emerging trends in invasive species management.

Youth Ambassador Program – In collaboration with the RDN’s Drinking Water and Watershed Protection staff, the Natural Areas Coordinator is organizing several outreach events for Cedar Secondary School and Kwalikum Senior Secondary School. Events will include invasive species removal and restoration planting to occur in September and October this year.

Parks Biodiversity Plan

The Parks Biodiversity Plan field work phase is complete and McTavish Environmental Consultants are working towards completing the draft biodiversity plan. The draft plan is projected to be completed in Q4 2024 and will be presented to the Board for approval.

Invasive Species Management

Invasive Species Removal – Staff and volunteers have collaborated on several invasive species removal projects, including:

- Removal of lamium, blackberry and reed canary grass in French Creek Community Park
- Cutting of daphne laurel at Buccaneer Beach Access
- Ongoing management of Scotch broom in collaboration with Broombusters
- Long-term invasive management and restoration planting in Queequeg Community Park, French Creek Estuary Nature Preserve, and Little Qualicum River Estuary Regional Conservation Area

Fire Risk

RDN Parks Wildfire Risk Management Strategy – Staff have begun preliminary investigation into the structure and development of the RDN Parks Wildfire Risk Assessment Strategy. This strategy will provide direction on how to balance wildfire risk management with ecological and recreational values in parks, and a structure for evaluating and prioritizing operational management actions.

Community Resiliency Investment Program – FireSmart – Parks staff are collaborating with RDN Emergency Services to identify opportunities for FireSmart activities that may be funded by the UBCM CRI Program for 2025. Emergency Services will submit applications for 2025 in September (2024).

Programs and Events

- *Science in the Park* events were held at Moorecroft Regional Park on April 7, and at Horne Lake Regional Park on June 9. The Moorecroft event had 79 children and families drop in, and the Horne Lake event had 59 children and families participate. The turnout, particularly at Horne Lake, is considered very good. The park operator at Horne Lake reported positive feedback from campers and from public who drove out to the park for the event. *Science in the Park* are drop-in, caregiver participation events, held in RDN parks by Nanaimo Science staff.
- Summer programs:
 - Summer hiring took place in March, with two temporary F/T staff (Summer Leader 1 and Summer Leader 2) hired to run a summer camp at Little Qualicum Hall/ Dashwood Community Park. This camp took place from July 2- August 31, Monday-Friday.
 - Nanaimo Science was contracted to run one three-day camp at Moorecroft Regional Park focusing on nature science.
 - Both camps filled to 100% capacity and have waitlists for the summer.
 - Learn to Fish programs took place in July and August at Horne Lake Regional Park. Both programs were full.

- The 18th Annual Golden Shoe Hunt took place March 29th through to May 10th. This event takes place throughout the region, with six shoes being hidden in six different parks over six weeks. Each week, an email was sent out to all signed up to the Get Involved page (~280 emails/week) and social media posts were made. The Get Involved page saw 2,200 total visits, with 54 new registrations for this hunt (in addition to the 200+ registrants from past years). A total of 98 entries were taken (through Get Involved or by tagging pictures with #goldenshoehunt2024) and three prize packs were awarded at the end of the hunt.

Parks Permits

- 18 permit applications were received and processed (or currently being processed) during the second quarter. Although Park Use Permits processed in 2024 are down from 2023, the permits are becoming more complex, with larger and more complex events.
- Some events taking place via permit in our RDN parks include:
 - Bike programs at Lion’s Community Park
 - Educational events and tours at various parks including Anders and Dorrit’s Community Park, Lighthouse Country Regional Trail, and Englishman River Regional Park through various entities including VIU and Mid Vancouver Island Habitat Enhancement Society.
 - The BC Bike Race July 4 (600 participants, in a large-scale mountain bike race that spans across Vancouver Island with one stage taking place in the City of Nanaimo, RDN, provincial and private lands).

FINANCIAL IMPLICATIONS

The projects outlined in this report have funds identified in the approved 2024-2028 Financial Plan.

STRATEGIC PLAN ALIGNMENT

Planning and Managing for Growth - Understand and develop an inter-connected framework of strategies and plans to manage growth to support complete communities, including planning, transportation, infrastructure, and fiscal sustainability.

REVIEWED BY:

- B. Legg, Superintendent Park Operations
- A. Gore, Superintendent Parks Planning and Development
- T. Osborne, General Manager, Recreation and Parks
- D. Holmes, Chief Administrative Officer