

Recreation Facility and Sports Field 2023 Usage Report

The attached report is for information purposes.

This report was received as information at the February 13th, 2024, Regional District of Nanaimo Board Meeting.



REGIONAL
DISTRICT
OF NANAIMO

RECREATION FACILITY AND SPORTS FIELD 2023 USAGE REPORT

RECOMMENDATION

That the Board receive the Recreation Facility and Sports Field 2023 Usage Report as information.

BACKGROUND

Since 2000, the Regional District of Nanaimo (RDN) has shared in the annual operating cost of certain municipal recreation facilities and sports fields with the City of Nanaimo by way of the District 68 Sports Field and Recreation Services Agreement (Attachment 1). Also in 2000, the RDN entered into a similar agreement with the City of Parksville and the Town of Qualicum Beach, the District 69 Sports Field Services Agreement (Attachment 2). The agreements are only for the maintenance and operations and jurisdictions that own the facility or field are responsible for any capital improvements. Both Agreements expire December 31, 2025.

As per conditions within both District Agreements, a usage survey is to be completed every five years and the results are used to calculate the annual contribution amount of each contributing member. A usage survey was last completed in 2015 and one was scheduled to be completed in 2020. However, surveying was postponed due to Provincial public health orders addressing the COVID-19 pandemic, which severely curtailed the usage of recreation and sport facilities, programs and participation. With 2023 seeing a return of pre pandemic usage, the RDN retained consulting firm RC Strategies to conduct a new usage study (Attachment 3). The 2023 Recreation Facility Use Study report includes tabulation of the data gathered and a review of the methodology applied. The usage rates gathered are used in the calculation of tax requestions for the contributing service areas in both Agreements.

Southern Community Recreation Local Service Area was established under Bylaw #1059. The City of Nanaimo, District of Lantzville and Electoral Areas A, B and C share in the annual operating costs of this service. The service includes the City's two ice arenas, two pools, and eleven of the City's sports fields as well as two fields in the RDN, Electoral Area B (Rollo McClay) and in Electoral Area C (Extension and District Recreation Commission Sport Fields). Per section 4.1 (a) of the District 68 agreement, funding from each partner is calculated based on the average of the three most recent surveys (moving average) of sports fields and recreation facilities.

Northern Community Recreation Local Service Area was established under Bylaw #861. The City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G and H share in the annual operating costs of this service. The service includes annual operating funding for two City of Parksville sports fields (Springwood, Parksville Community Park), one Town of Qualicum Beach sports field (Qualicum Beach Community Park), and one sports field in Electoral Area E (Jack Bagley). Per section 4.1 (a) of the District 69 agreement, funding from each partner is calculated based on the average of the three most recent the surveys (moving average) of sports fields using only participating jurisdictions.

As per the District 68 Sports Field and Recreation Services Agreement and District 69 Sports Field and Recreation Services Agreement, when a new recreation field or facility is constructed, it is not included in the funding agreement until usage survey results indicate that it is regionally significant. For the purpose of these Agreements “regionally significant” has been determined to be usage of 10% or more from Regional District area residents attending facility public sessions, not including user group rentals.

The City of Nanaimo’s Oliver Woods Community Centre is a multipurpose community centre that opened in 2008. Some thought has been given to its use as a regionally significant recreation facility. While reported in the 2023 Recreation Facility Use Study, it should be noted that further refinement of the data related to Oliver Woods, included in the attached report, indicated that 4.1% of the public session attendance was attributed to Electoral Areas A, B, C and District of Lantzville. The data set for Oliver Woods in the attached report includes facility rentals and totals 8.8%, which is still below the 10% threshold and therefore not regionally significant.

The funding calculations for Oceanside Place (Bylaw #1358) for the District 69 partners is based on a fifty-fifty split between assessment and usage. Ravensong Aquatic Centre (Bylaw #899.03) apportionment is now solely based on usage.

Table 1 shows the trends in facility funding related to surveys conducted since 2010 and the percentage each contributing partners’ population makes up of the entire RDN populate based on the 2021 Census for comparative purposes. It is used to calculate the survey average % allocation in the Financial Implications tables below.

Table 1- RDN Contributing Partners Recreation Facilities and Sports Field Average Usage by Percentage*

Jurisdiction	Pools			Arenas			Sports Fields			Population
	2010	2015	2023	2010	2015	2023	2010	2015	2023	2021
Southern										
Nanaimo	88.8	91.2	91.7	84.1	86.8	86.0	85.3	89.4	89.3	83.9
Lantzville	4.7	3.9	2.5	5.0	4.1	5.4	7.1	4.3	4.7	3.2
EA A	3.7	1.9	2.6	5.8	5.8	4.5	3.4	2.5	2.9	6.3
EA B	1.1	1.0	0.7	0.2	1.0	0.4	0.6	0.5	0.4	3.8
EA C	1.7	1.9	2.5	4.9	2.3	3.7	3.6	3.3	2.8	2.8
Northern										
EA E**	NA	NA	4.5	13.3	11.3	11.3	12.0	13.4	13.2	13.4
EA F	16.2	21.6	16.7	9.6	12.8	14.0	20.2	16.1	15.2	16.3
EA G	17.6	20.7	18.2	23.3	22.4	23.1	17.1	22.3	19.5	16.1
EA H	8.1	7.0	7.1	2.6	4.2	4.8	5.0	4.8	5.6	8.5
Parksville	28.2	26.8	26.4	35.1	34.0	33.2	28.2	29.5	30.7	27.1
Qualicum Beach	29.8	24.0	27.1	15.8	15.3	13.7	17.5	13.9	15.8	18.5

* Only contributing jurisdictions

**EA E did not contribute to funding Northern Community Pool until 2024

FINANCIAL IMPLICATIONS

The financial implications of the 2023 survey results are presented in Tables 2 through 5. As per the agreements, the percentage of use from the 2023, 2015 and 2010 survey are averaged to determine the percentage used for the calculation of tax requisition in each contributing jurisdiction. This is consistent with calculations used in prior years tax requisitions.

Tables 2 and 3, Southern Community Recreation Facilities and Sports Fields and Northern Community Sports Fields present the total cost of these services respectively and not just the costs recouped by the RDN. The data contained in these tables is based on the 2024-2028 Approved Financial Plan, calculations will change once the 2024-2028 Financial Plan is amended in March when 2023 information from the municipalities is received and included.

Table 2- Southern Community Recreation Facilities and Sports Fields

	Facilities			Fields			2024 Budget	2024 Revised Allocation	Dollar Change
	2010 Survey average % allocation	2015 Survey average % allocation	2023 Survey average % allocation	2010 Survey average % allocation	2015 Survey average % allocation	2023 Survey average % allocation			
City of Nanaimo	87.6	88.0	88.1	85.7	87.1	88.0	10,947,935	10,970,007	22,072
Lantzville	4.1	4.0	4.3	6.0	5.8	5.4	547,783	564,048	16,265
EA A	4.6	4.3	4.1	4.8	3.1	2.9	505,475	480,543	(24,932)
EA B	1.4	1.1	0.7	1.4	0.5	0.5	124,303	92,087	(32,216)
EA C	2.3	2.6	2.8	2.3	3.5	3.2	340,421	359,232	18,811

Table 3- Northern Community Sports Fields

	2010 Survey average % allocation	2015 Survey average % allocation	2023 Survey average % allocation	2024 Budget	2024 Revised Allocation	Dollar Change
City of Parksville	30.1	29.7	29.5	219,240	217,764	(1,476)
Town of Qualicum Beach	19.6	16.7	15.7	123,276	115,895	(7,381)
EA E	11.2	12.2	12.9	90,058	95,225	5,167
EA F	15.8	16.3	17.2	120,324	126,967	6,643
EA G	18.6	20.3	19.6	149,851	144,684	(5,167)
EA H	4.7	4.8	5.1	35,433	37,647	2,214

Table 4- Oceanside Place

As mentioned above in the Background section of this report, the calculation of apportionment for Oceanside Place is based on 50% usage and 50% assessment. The 2024 budget column is based on the 2023 Completed Roll assessments, while the 2024 Revised Allocation column is based on the 2024 Completed Roll assessments. This is a result of the timing of the release of the rolls.

	2010 Survey average % allocation	2015 Survey average % allocation	2023 Survey average % allocation	2024 Budget (50% assessment /50% Usage)	2024 Revised Allocation (50% assessment /50% Usage)	Dollar Change
City of Parksville	35.1	34.6	34.1	665,914	667,132	1,218
Town of Qualicum Beach	15.8	15.6	14.9	387,864	377,756	(10,108)
EA E	13.6	12.4	12.0	343,241	333,646	(9,595)
EA F	9.6	11.2	12.1	265,513	282,388	16,875
EA G	23.3	22.8	22.9	428,394	424,907	(3,487)
EA H	2.6	3.4	3.9	145,910	151,007	5,097

Table 5- Ravensong Aquatic Centre

As of 2024, allocations for Ravensong Aquatic Centre are based entirely on usage and now includes Electoral Area E as a service contributor. The original 2024 budget calculation used the 2023 Revised Roll assessments, were based on 50% usage and 50% assessment and did not include Electoral Area E as a service contributor. The survey average allocation percentages are calculated as an average of the average (moving average) with only participating jurisdictions from the past 3 surveys.

	2010 Survey average % allocation	2015 Survey average % allocation	2023 Survey average % allocation	2024 Budget (50% Assessment/50% Usage)	2024 Revised Allocation (100% Usage)	Dollar Change
City of Parksville	28.3	27.5	27.1	646,578	585,713	(60,865)
Town of Qualicum Beach	29.8	26.9	27.0	560,073	603,530	43,457
EA E	-	-	1.5	-	100,217	100,217
EA F	16.2	18.9	18.2	381,243	371,917	(9,326)
EA G	17.6	19.2	18.8	423,708	405,323	(18,385)
EA H	8.1	7.5	7.4	215,445	160,347	(55,098)

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:

- D. Banman, Manager, Recreation Services
- T. Osborne, General Manager, Recreation and Parks
- T. Moore, Chief Financial Officer
- D. Holmes, Chief Administrative Officer

ATTACHMENTS

1. District 68 Sports Field & Recreation Services Agreement 2011
2. District 69 Sports Field Agreement 2011
3. 2023 RDN Recreation Facility Use Study

DISTRICT 68 SPORTS FIELD & RECREATION SERVICES AGREEMENT

THIS AGREEMENT made this 6 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 District 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

consequence of any act or omission on behalf of the Supplying Party, its agents, servants, employees or other person, shall not be the obligation or responsibility of the Receiving Party. The Receiving Party, their agents, servants or employees, respectively, shall be entitled to none of the rights, privileges or benefits of employees of the Supplying Party except as otherwise may be stated in this Agreement.

10.8 Entire Agreement

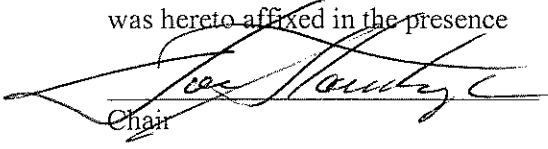
This Agreement shall constitute the entire agreement between the parties and shall supersede all prior written or unwritten negotiations, understandings and agreements.

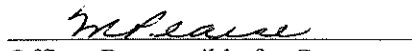
10.9 Arbitration

All disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of either party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the Commercial Arbitration Act (British Columbia). The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

The Corporate Seal of the
REGIONAL DISTRICT OF NANAIMO
was hereto affixed in the presence

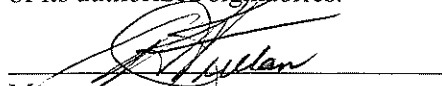

Chair

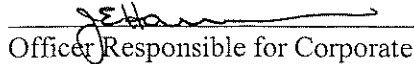

Officer Responsible for Corporate
Administration

of its authorized signatories:)

	Initial	Date
Content (Mgr)	DB	April 20, 2011
Approved (GM)	[Signature]	April 21, 2011
Legal Form (SMCA)	MLP	2/9/04
Authority (CAO)	[Signature]	May 5/11

The Corporate Seal of the
CITY OF NANAIMO
was hereto affixed in the presence
of its authorized signatories:


Mayor
John Ruttan, Mayor


Officer Responsible for Corporate
Administration
Joan Harrison
Manager of Legislative Services

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.

DISTRICT 69 SPORTS FIELD SERVICES AGREEMENT

THIS AGREEMENT made this 7 day of January 2011

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
(“**Regional District**”)

OF THE FIRST PART

AND:

CITY OF PARKSVILLE
100 E. Jensen Ave.
Parksville, BC
V9P 2H3
(“**Parksville**”)

OF THE SECOND PART

AND:

TOWN OF QUALICUM BEACH
201 – 660 Primrose Street
Qualicum Beach, BC
V9K 1S7
(“**Qualicum Beach**”)

OF THE THIRD PART

WHEREAS:

- A. Parksville, Qualicum Beach and the Regional District operate and maintain Sports Fields within their boundaries which are used by residents of Parksville, Qualicum Beach and the Regional District;
- B. The parties wish to provide continued access to Sports Fields to members of the public residing within the boundaries of Parksville, Qualicum Beach and within Electoral Areas E, F, G and H of the Regional District by way of agreement;

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 “**Commencement Date**” means January 1, 2011;
- 1.2 “**Cost of Operation and Maintenance**” in relation to Sports Fields, means the Net Costs for Sports Fields for the items set out in Schedule “A”, but does not include the Non-Shareable Costs

or debt;

- 1.3 “**District 69**” means that portion of the Regional District included within the boundaries of the City of Parksville, Town of Qualicum Beach, and Electoral Areas E, F, G, and H;
- 1.4 “**Electoral Areas**” means that portion of the Regional District included within the boundaries of Electoral Areas E, F, G and H;
- 1.5 “**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 Sports Fields;
- 1.6 “**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.
- 1.7 “**Parksville**” means the City of Parksville;
- 1.8 “**Participating Areas**” means Parksville, Qualicum Beach, and Electoral Areas E, F, G and H of the Regional District of Nanaimo;
- 1.9 “**Qualicum Beach**” means the Town of Qualicum Beach;
- 1.10 “**Regional District**” means the Regional District of Nanaimo;
- 1.11 “**Sports Field**” means land developed for the playing of baseball, softball and soccer and other sport activities which is owned and operated by either Parksville, Qualicum Beach or the Regional District, within Electoral Areas E, F, G or H, and includes the following:
- (a) Springwood Park (City of Parksville);
 - (b) Parksville Community Park (City of Parksville);
 - (c) Qualicum Beach Community Park (Town of Qualicum Beach)
 - (d) Jack Bagley Field (Electoral Area E); and

any Sports Field within Parksville, Qualicum Beach or the Regional District, which meets the criteria to be considered a Sports Field under Section 5.0;

- 1.12 “**Services**” means
- (a) operation and maintenance of Sports Fields in District 69; and
 - (b) permitting access to and use of Sports Fields by residents of the Participants to this Agreement.
- 1.13 “**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 the Services during the Term of the Agreement.

4.0 PAYMENT

- 4.1 Payments to Parksville and Qualicum Beach 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 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 will be made by the Regional District to Parksville and Qualicum Beach as follows:

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

- 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, Parksville, Qualicum Beach 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 municipal costs, budgeted current year Regional District costs and any prior year surplus or deficit as reported under the Regional District for sports fields in the Electoral Areas.

- (2) For the purposes of preparing the Regional District's financial plan, Parksville and Qualicum Beach 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 the subsequent five year period.

4.3 Payment Due Date

Parksville, Qualicum Beach and the Regional District respectively, shall pay over to each other the amounts calculated under 4.1(b), on or before August 1st 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

5.1 The Parties 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 within a municipality 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 Parksville and Qualicum Beach Sports Fields for the prior year. After the first year the Cost of Operation and Maintenance shall be as reported in the municipal accounts under Section 4.2.

5.3 Where a new Sports Field within an Electoral Area 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 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.

6.0 SURVEY

6.1 The usage survey of 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 from team registrations for the purposes of identifying the participating area.

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 payment under Section 4.1 represents a fair and reasonable reimbursement of the costs of the 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 user or other rates not be charged, either directly or indirectly, for the use of the Sports Fields to residents of Parksville, Qualicum Beach or Electoral Areas in excess of rates payable by or on terms other than those offered to residents of Parksville, Qualicum Beach or the Regional District.

9.2 Parksville, Qualicum Beach and the Regional District shall consult with each other with respect to the planning and coordination of future Sports Field development.

10.0 MISCELLANEOUS

10.1 Waivers

The failure at any time of any party to enforce any of the provisions of this Agreement or to require at any time performance by another 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 any 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 Parksville, Qualicum Beach 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 all parties.

10.4 Assignment

No assignment of this Agreement shall be made by any party without the written consent of the other parties. 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 & Parks Services

City of Parksville
100 E. Jensen Ave.
Parksville, BC V9P 2H3
Attention: Director of Administrative Services

Town of Qualicum Beach
201 – 660 Primrose
Qualicum Beach, BC
V9K 1S7
Attention: Corporate Administrator

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 Supplying Parties 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 consequence of any act or omission on behalf of the Supplying Party, its agents, servants, employees or other person, shall not be the obligation or responsibility of the Receiving Party. The Receiving Party, their agents, servants or employees, respectively, shall be entitled to none of the rights, privileges or benefits of employees of the Supplying Party except as otherwise may be stated in this Agreement.

10.8 Entire Agreement

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior written or unwritten negotiations, understandings and agreements.

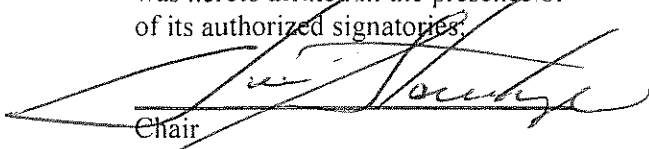
10.9 Arbitration

All disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated therewith or derived therefrom, may at the instance of either party, be referred to a Court of competent jurisdiction or to arbitration by delivery of a Notice of Arbitration in writing. If the parties cannot agree on a choice of arbitrator then each party may appoint an arbitrator and the two arbitrators so appointed must appoint a third arbitrator failing which the third arbitrator must be appointed by a Judge of the Supreme Court of British Columbia. Arbitration will be governed by the *Commercial Arbitration Act* (British Columbia). The place of arbitration shall be Nanaimo, British Columbia, Canada and the costs shall be borne equally by the parties.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

The Corporate Seal of the
REGIONAL DISTRICT OF NANAIMO
 was hereto affixed in the presence of
 of its authorized signatories.


(seal)



 Chair



 Sr. Mgr., Corporate Administration

	Initial	Date
Content (Mgr)	DB	Dec. 29/10
Approved (GM) (AGM)	DB	Dec. 29/10
Legal Form (SMCA)	mg	1/01
Authority (CAC)		Jan 11/11

SCHEDULE "A"

Cost of Maintenance and Operation

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 the Party's usual accounting practices;

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

Field Houses - means cleaning, supplies, lighting, heating and similar operating costs for change rooms and washroom facilities at each park

Water - means costs related to the irrigation of Sports Fields including operation and maintenance of wells and in ground irrigation systems

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

Fleet Maintenance - means the cost of repairing and maintaining vehicles used by parks staff, which is reasonably attributable to operation and maintenance of Sports Fields;

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 minor costs incidental to the Parks and Recreation Service.

Costs of Sports Field Operation and Maintenance do not include Capital Costs as defined herein.

Regional District of Nanaimo

2023

RECREATION FACILITY USE STUDY

Final Report

Submitted by: RC Strategies

Submitted on: January 29th 2024





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SECTION 1

INTRODUCTION

Typically, every five years, the Regional District of Nanaimo (the Regional District or the RDN) conducts a study to determine residency of the users of some regionally significant RDN financed indoor and outdoor recreation spaces. This information is used as input to calculations which apportion the net cost of providing those spaces to participating jurisdictions. Previous studies were conducted in 2005, 2010 and 2015. The study that was originally planned for 2020 was delayed due to the impacts of COVID-19.

Early in 2023, the Regional District commissioned RC Strategies to undertake this study. Data was gathered from a variety of sources and used to determine the percentage of users that reside in each of the participating geographic jurisdictions. Details of the methodology of the data collection and analysis process are included in **Appendix A**. However, it is worth noting that the uses of recreation spaces were divided into three categories as follows:

- » **Drop-in uses**, where a user decides, on a case-by-case basis, to visit and use the facility during a scheduled public access timeslot;
- » **Program uses**, where a user pre-commits to one or more uses through a registration process;
- » **Rental uses**, where a user is part of a group that rents a space within a facility and then controls the users and uses of the space during the rented timeslot.

There were enhancements this year to the way that drop-in uses were captured. In the past, drop-in uses have been determined through a sampling of users that were intercepted as they left a public session. Trained interviewers asked users for their physical address. The sample results were then used to project total proportions of drop-in uses. This year, the surveys continued to capture those drop-in users that did not pay via a pre-paid membership. However, there has been a significant increase in the proportion of users that purchased a pre-paid membership, so computer scan files were used to capture all drop-in users that paid for the use via a membership card. This added process significantly increased the amount of drop-in usage data that could be added to the analysis which in turn improved the statistical reliability of the overall results.

As in the past, program registration files were used to determine the residency of users who registered for program uses and a survey of facility user groups was used to obtain addresses of group members.

The results of this year's study are presented below and are organized by facility type. It is important to understand that due to rounding, some figures don't add to exactly 100%. However, the rounding does not detract from the accuracy of the calculations; just the presentation of them.

STATISTICAL RELIABILITY

The methodology used to conduct the data collection and analysis yielded sufficiently valid and reliable results that apportioning net costs of operation for pools, arenas, and sports fields to participating jurisdictions has a high level of accuracy. While no data is perfect, the consultants assert that the information available and its analysis generate results which are more reliable and valid than industry standard levels of confidence. Industry standard level of confidence in survey data is +/- 5.0% nineteen times out of twenty. For this study, the combination of data sources with different levels of reliability are complicated to combine into a cohesive confidence level. However, the overall result is almost certainly within 2% nineteen times out of twenty. This means that if the methodology were repeated consistently using the same general parameters, use by area of residency would have to shift by more than 2% for it to be reliably identified (nineteen times out of twenty) by the process. The level of reliability is improving over time rendering results which are more reliable in each iteration of this study.



SECTION 2

RAVENSONG AQUATIC CENTRE

Located in the Town of Qualicum Beach, the Ravensong Aquatic Centre has been funded by the Town of Qualicum Beach, the City of Parksville and Electoral Areas F, G, and H. Electoral Area E has recently been added to those participating and will be part of the funding in the future. Usage by jurisdiction of residency is one of the inputs used to apportion funding responsibility to ratepayers across the service area.

Figure One presents the raw usage data (uses and users) for the facility. The first row represents the actual number of drop-in swims recorded by the intercept survey of those that had not paid using a membership card. On this row, only users who paid for the use at the time of use are included. The second row represents membership scans associated with each use paid by a user who had purchased a membership. The third row represents the number of registrations a resident of each jurisdiction made in the program category for a program based at the facility in 2023. The fourth row represents the results of a survey of groups that rented space at the facility in 2023. The residency of members of those groups was coded as to geographical jurisdictions in which they reside.

KEY TO FIGURE COLUMN HEADINGS

A through H are Electoral Areas A through H

CoN is the City of Nanaimo

PV is the City of Parksville

QB is the Town of Qualicum Beach

LZ is the District of Lantzville

O is all Other use (outside the RDN)

Figure One

Summary of Raw Usage Data at Ravensong Aquatic Centre

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In Survey	0	0	0	22	88	37	43	26	104	103	2	29	454
Membership Scans	0	0	0	736	5,236	9,060	2,567	249	10,131	15,844	28	1,356	45,207
Program	0	0	3	189	627	818	262	58	1,318	1,154	35	57	4,521
Rentals	0	0	0	6	10	20	8	2	32	27	0	2	107

The data presented in **Figure One** have been turned into percentages in **Figure Two**.

Figure Two

Raw Usage Data for the Ravensong Aquatic Centre as Percentages

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In Survey	0%	0%	0%	5%	19%	8%	9%	6%	23%	23%	0%	6%	100%
Membership Scans	0%	0%	0%	2%	12%	20%	6%	1%	22%	35%	0%	3%	100%
Program	0%	0%	0%	4%	14%	18%	6%	1%	29%	26%	1%	1%	100%
Rentals	0%	0%	0%	6%	9%	19%	7%	2%	30%	25%	0%	2%	100%

As drop-in survey data and membership scans practically represent the same nature of unstructured and independent facility use (use not associated with an organized program or group), they need to be combined into a single category of drop-in use. Due to the accurate tracking of membership swipes used, a report on the percentage of membership passes used vs. the percentage of participants who used other methods of paying for admissions (cash, credit card and vouchers) was prepared. The 65% (membership) / 35% (intercept survey) split reflects the approximate distribution of these visits and was therefore weighted accordingly. **Figure Three** summarizes how these two data inputs were combined into the single Drop-In Use category.

Figure Three

Percentage Drop-In Use Calculations for Ravensong Aquatic Centre

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In Survey	0%	0%	0%	5%	19%	8%	9%	6%	23%	23%	0%	6%	100%
Membership Scans	0%	0%	0%	2%	12%	20%	6%	1%	22%	35%	0%	3%	100%
Intercept Survey @ 35%	0%	0%	0%	2%	7%	3%	3%	2%	8%	8%	0%	2%	35%
Membership Scans @ 65%	0%	0%	0%	1%	8%	13%	4%	1%	14%	23%	0%	1%	65%
Total Drop-In Use	0%	0%	0%	3%	15%	16%	7%	3%	22%	31%	0%	3%	100%

The raw data presented in **Figures Two** and **Three** needs to be further adjusted (weighted) as the proportion of total facility use by each of the three remaining categories (Drop In, Program, and Rentals) is not equal. The following **Figure Four** presents the assumptions used to proportion overall facility use by category based on feedback from RDN staff as to how total utilization is normally experienced at the facility.

Figure Four

Category of Use Weighting Assumptions for Ravensong Aquatic Centre

Category of Use	% of Total
Drop-in Use (combined Survey and Membership Scans)	50%
Program Use	40%
Rental Use	10%
Total	100%

Figure Five shows the final analysis of Ravensong Aquatic Centre use by location of residency.

Figure Five

Percentage of All Ravensong Aquatic Centre Uses from Each Jurisdiction

	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In	0.00%	0.00%	0.00%	1.50%	7.00%	8.00%	3.50%	1.50%	11.00%	15.50%	0.00%	2.00%	50%
Program	0.00%	0.00%	0.00%	1.60%	5.60%	7.20%	2.40%	0.40%	11.60%	10.40%	0.40%	0.40%	40%
Rentals	0.00%	0.00%	0.00%	0.60%	0.90%	1.90%	0.70%	0.20%	3.00%	2.50%	0.00%	0.20%	10%
Total	0.00%	0.00%	0.00%	3.70%	13.50%	17.10%	6.60%	2.10%	25.60%	28.40%	0.40%	2.60%	100%

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Five** could not be used as they are now. The Other category of use and jurisdictions which don't participate in the service need to be netted out with their share of usage distributed across the participating jurisdictions before final calculations are made. **Figure Six** presents the impacts of netting out the usage by non-funding jurisdictions across the past funding jurisdictions as well as the impacts of including Electoral Area E in the service as of 2024.

Figure Six

Net Overall Use of Ravensong Aquatic Centre Attributed to the Jurisdictions Funding the Service in 2023

Jurisdiction	% Usage Attributed to Each Participating Jurisdiction (excluding EA E)	% of Funding Responsibility (including EA E)
Electoral Area E	N/A	3.90%
Electoral Area F	14.80%	14.23%
Electoral Area G	18.75%	18.02%
Electoral Area H	7.24%	6.95%
City of Parksville	28.07%	26.98%
Town of Qualicum Beach	31.14%	29.93%

Figure Seven provides an averaging of the data from the three most recent usage studies in 2010, 2015, and 2023. The second last row averages the past three studies. The last row reallocates the use from non participating jurisdictions to those that levy taxes to help pay for the service and averages over the past three years.

Figure Seven

Ravensong Aquatic Centre Averaging of the Three Usage Studies (2010, 2015, 2023)

Study Year	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
2010	0%	0%	0%	5.2%	14.7%	16.0%	7.4%	0.1%	25.6%	27.1%	0%	3.9%	100%
2015	0%	0%	0%	3.9%	19.6%	18.7%	6.3%	1.0%	24.2%	21.8%	0.1%	4.3%	100%
2023	0%	0%	0%	3.7%	13.5%	17.1%	6.6%	2.1%	25.6%	28.4%	0.4%	2.6%	100%
Average Overall	0%	0%	0%	4.3%	15.9%	17.3%	6.8%	1.1%	25.1%	25.8%	0.2%	3.6%	100%
Average with only participating jurisdictions	N/A	N/A	N/A	4.5%	16.7%	18.2%	7.1%	N/A	26.4%	27.1%	N/A	N/A	100%

SECTION 3

OCEANSIDE PLACE ARENA

Located in City of Parksville, Oceanside Place Arena has two regulation sized ice sheets and some dry floor activity spaces. The facility is supported financially by Electoral Areas E, F, G and H as well as the Town of Qualicum Beach and the City of Parksville.

Figure Eight presents the raw usage data (uses and users) for the facility in 2023. The first row represents the actual number of drop-in visits recorded by the intercept survey of those that had not paid using a membership card. The second row represents membership scans associated with each use paid by a user who had purchased a membership. The third row represents the total number of program registrations a resident of each jurisdiction made for a program based at the facility in 2023. The fourth row represents the results of a survey of groups that rented space at the facility in 2023. The residency of members of those groups was coded as to geographical jurisdictions in which they reside.

Figure Eight

Summary of Raw Usage Data at Oceanside Place Arena

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In Survey	6	0	7	16	15	46	7	43	52	23	7	28	250
Membership Scans	0	0	0	497	245	821	226	9	1,474	945	0	43	4,260
Program	0	2	2	63	80	185	45	29	226	98	10	23	763
Rentals	1	0	2	86	108	154	35	47	228	93	6	61	821

The data presented in Figure Eight has been turned into percentages in **Figure Nine**.

Figure Nine

Raw Usage Data for the Oceanside Place Arena Expressed as Percentages

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In Survey	2%	0%	3%	6%	6%	18%	3%	17%	21%	9%	3%	11%	100%
Membership Scans	0%	0%	0%	12%	6%	19%	5%	0%	35%	22%	0%	1%	100%
Program	0%	0%	0%	8%	10%	24%	6%	4%	30%	13%	1%	3%	100%
Rentals	0%	0%	0%	10%	13%	19%	4%	6%	28%	11%	1%	7%	100%

As drop-in survey data and membership scans practically represent the same nature of Drop-in use, they need to be combined into a single category. Due to the accurate tracking of drop in use payment types a report on the percentage of membership passes used vs the percentage of participants who used other methods of paying for admissions (cash, credit card and vouchers) was prepared. The 47% (membership) / 53% (intercept survey) split reflects the approximate distribution of these visits and was therefore used to weight the two inputs accordingly. **Figure Ten** summarizes how these two data inputs were combined into the single Drop-In Use category.

Figure Ten

Overall Drop-In Use Calculations for Oceanside Place Arena

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Survey at .53	1%	0%	1%	3%	3%	10%	1%	9%	11%	5%	1%	6%	51%
Membership Scans at .47	0%	0%	0%	5%	3%	9%	2%	0%	16%	10%	0%	0%	45%
Total Drop-in	1%	0%	1%	8%	6%	19%	3%	9%	27%	15%	1%	6%	100%

The raw data presented in **Figures Nine** and **Ten** needs to be further adjusted (weighted) as the proportion of total facility use by each of the three remaining categories (Drop-In, Program, and Rentals) is not equal. The following **Figure Eleven** presents the assumptions used to proportion overall facility use by category based on feedback from RDN staff as to how total utilization is normally experienced at the facility. Normally, for arenas, about 80% of the use is in the rental category. However, the use of other dry floor spaces in Oceanside Place causes an increase in the program category at the expense of rentals.

Figure Eleven

Category of Use Weighting Assumptions for Oceanside Place Arena

Category of Use	% of Total
Drop-in Use (combined Survey and Membership Scans)	10%
Program Use	25%
Rental Use	65%
Total	100%

Figure Twelve shows the final analysis of Oceanside Place Arena use by location of residency with the weights from **Figure Eleven** applied.

Figure Twelve

Proportion of All Oceanside Place Arena Uses from Each Jurisdiction

Category	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In	0.13%	0.00%	0.15%	0.89%	0.59%	1.88%	0.40%	0.92%	2.73%	1.53%	0.15%	0.64%	10%
Program	0.00%	0.00%	0.00%	2.00%	3.00%	6.00%	1.00%	1.00%	8.00%	3.00%	0.00%	1.00%	25%
Rentals	0.08%	0.00%	0.16%	6.81%	8.55%	12.19%	2.77%	3.72%	18.05%	7.36%	0.48%	4.83%	65%
Totals	0.21%	0.00%	0.31%	9.76%	12.14%	20.07%	4.17%	5.64%	28.78%	11.89%	0.63%	6.47%	100%

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Twelve** could not be used as they are now. Jurisdictions which don't participate in the service need to be netted out with their share of usage distributed across the participating jurisdictions before final calculations are made. **Figure Thirteen** presents the impacts of netting out the 13.26% of usage by non-funding jurisdictions and apportioning them across the current funding jurisdictions.

Figure Thirteen

Net Overall Use of Oceanside Place Arena Attributed to the Jurisdictions Funding the Service

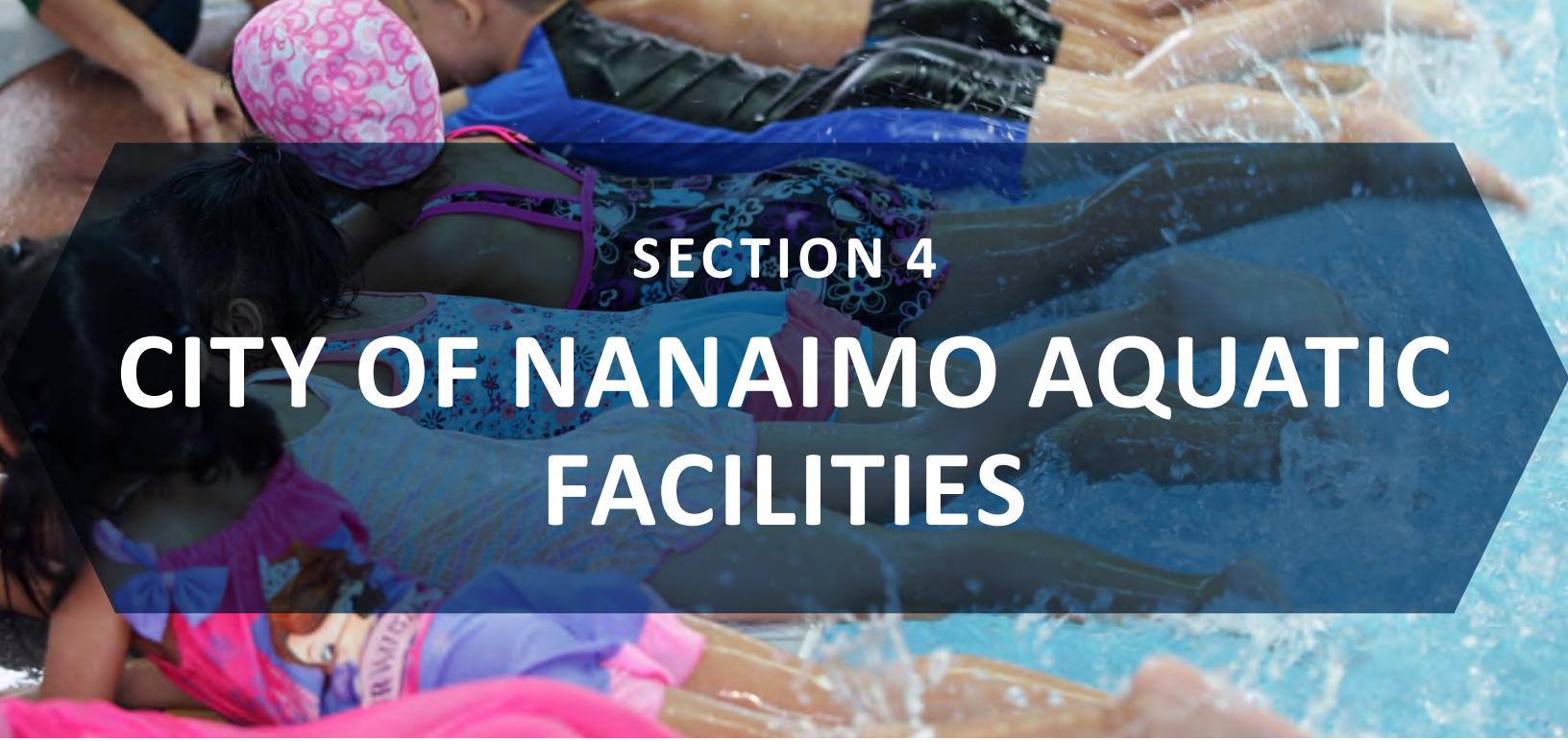
Jurisdiction	% Usage Attributed to Each Participating Jurisdiction
Electoral Area E	11.25%
Electoral Area F	14.00%
Electoral Area G	23.14%
Electoral Area H	4.81%
City of Parksville	33.18%
Town of Qualicum Beach	13.71%
Total funding	100%

Figure Fourteen provides an averaging of the data from the three most recent usage studies in 2010, 2015, and 2023.

Figure Fourteen

Averaging Percentage of the Past 3 Usage Studies for Oceanside Place Arena

Jurisdiction	2010	2015	2023	Average of 2010, 2015 and 2023
Electoral Area E	13.3	11.3	11.3	12.0%
Electoral Area F	9.6	12.8	14.0	12.1%
Electoral Area G	23.3	22.4	23.1	22.9%
Electoral Area H	2.6	4.2	4.8	3.9%
City of Parksville	35.1	34.0	33.2	34.1%
Town of Qualicum Beach	15.8	15.3	13.7	14.9%
Total funding	100%	100%	100%	100%



SECTION 4 CITY OF NANAIMO AQUATIC FACILITIES

There are two indoor aquatic centres in Nanaimo. The Beban Pool and the Nanaimo Aquatic Centre are operated by the City of Nanaimo but are tax supported by the jurisdictions in the Southern Recreation Area of the RDN.

The City of Nanaimo has decided to combine the uses of the two facilities and present the data for both facilities together. **Figure Fifteen** shows the raw numbers of visits to both pools presented as a total combined data set.

Figure Fifteen

Summary of Raw Usage Data at City of Nanaimo Pools

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-in Survey	27	12	24	18	22	9	3	1,057	36	11	28	118	1,365
Membership Scans	7,103	1,962	4,389	1,262	326	310	124	190,816	856	154	4,094	6,874	218,270
Program Registrations	273	63	267	143	30	17	4	11,148	36	42	289	237	12,549
Rentals	19	4	50	14	4	8	3	806	22	24	48	20	1,022

The data presented in *Figure Fifteen* has been turned into percentages in *Figure Sixteen*.

Figure Sixteen

Raw Usage Data for City of Nanaimo Pools as Percentages

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In Survey	2%	1%	2%	2%	2%	1%	0%	77%	3%	1%	2%	9%	100%
Membership Scans	3%	1%	2%	1%	0%	0%	0%	87%	0%	0%	2%	3%	100%
Program	2%	1%	2%	1%	0%	0%	0%	89%	0%	0%	2%	2%	100%
Rental Groups	2%	0%	5%	1%	0%	1%	0%	79%	2%	2%	5%	2%	100%

As drop-in survey data and membership scans practically represent the same nature of unstructured, casual facility use, they need to be combined into a single category of Drop-In Use. Due to the accurate tracking of membership swipes used, a report on the percentage of membership passes used vs the percentage of participants who used other methods of paying for admissions (cash, credit card and vouchers) was prepared. The 60% (membership) / 40% (intercept survey) split reflects the approximate distribution of these visits and was therefore weighted accordingly. *Figure Seventeen* summarizes how these two data inputs were combined into the single Drop-In Use category using those weights.

Figure Seventeen

Percentage of Drop-In Use for Nanaimo Pools

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Survey at .40	0.79%	0.35%	0.70%	0.70%	0.64%	0.26%	0.09%	30.97%	1.05%	0.32%	0.82%	3.46%	40%
Membership Scans .60	1.95%	0.54%	1.21%	0.35%	0.09%	0.09%	0.03%	52.45%	0.24%	0.04%	1.13%	1.89%	60%
Total Drop-In	2.74%	0.89%	1.91%	1.05%	0.73%	0.35%	0.12%	83.42%	1.29%	0.36%	1.95%	5.35%	100%

The raw data presented in **Figures Sixteen** and **Seventeen** needs to be further adjusted (weighted) as the proportion of total facility use by each of the three remaining categories (Drop In, Program, and Rentals) is not equal. The following **Figure Eighteen** presents the assumptions used to proportion overall facility use by category based on feedback from City of Nanaimo staff as to how total utilization is normally experienced at the facility.

Figure Eighteen

Category of Use Weighting Assumptions for City of Nanaimo Pools

Category of Use	% of Total
Drop-in Use (combined Survey and Membership Scans)	50%
Program Use	40%
Rental Use	10%
Total	100%

Figure Nineteen shows the final analysis of Nanaimo pool use by location of residency.

Figure Nineteen

Percentage of all City of Nanaimo Pool Uses from Each Jurisdiction

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In	1.37%	0.45%	0.95%	0.53%	0.37%	0.17%	0.06%	41.71%	0.65%	0.18%	0.97%	2.67%	50%
Program	0.87%	0.20%	0.85%	0.46%	0.10%	0.05%	0.01%	35.53%	0.11%	0.13%	0.92%	0.76%	40%
Rentals	0.19%	0.04%	0.49%	0.14%	0.04%	0.08%	0.03%	7.89%	0.22%	0.23%	0.47%	0.20%	10%
Totals	2.43%	0.69%	2.29%	1.13%	0.51%	0.30%	0.10%	85.13%	0.98%	0.54%	2.36%	3.63%	100%

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Nineteen** could not be used as they are now. The Other category and jurisdictions which do not participate in the service need to be netted out with their share of usage distributed across the participating jurisdictions before final calculations are made. **Figure Twenty** presents the impacts of netting out the 7.18% usage by non-funding jurisdictions and distributing it across the current funding jurisdictions.

Figure Twenty

Net Overall Use Attributed to the Jurisdictions Funding City of Nanaimo Pools

Jurisdiction	% Usage Attributed to Each Participating Jurisdiction
Electoral Area A	2.62%
Electoral Area B	0.74%
Electoral Area C	2.48%
City of Nanaimo	91.67%
District of Lantzville	2.54%
Total	100.00%

Figure Twenty-One provides an averaging of the data from the three most recent usage studies in 2010, 2015, and 2023.

Figure Twenty-One

Averaging of the Three Usage Studies (2010, 2015, 2023) for City of Nanaimo Pools

Jurisdiction	2010	2015	2023	Average of 2010, 2015 and 2023
Electoral Area A	3.7%	1.9%	2.6%	2.7%
Electoral Area B	1.1%	1.0%	0.7%	0.9%
Electoral Area C	1.7%	1.9%	2.5%	2.0%
City of Nanaimo	88.8%	91.2%	91.7%	90.6%
District of Lantzville	4.7%	3.9%	2.5%	3.7%
Total funding	100%	100%	100%	100%



SECTION 5

CITY OF NANAIMO ARENAS

The City of Nanaimo has two arena sites which comprise a total of four regulation sheets of ice. Two are located within the Beban Park Complex and two are at the Nanaimo Ice Centre. Operated by the City of Nanaimo, they are used by many users outside of the City as well. While data for Drop-In and Program uses was collected separately for the two facilities, the City elected to provide rental user data which combined the use of all ice facilities in the City and requested that the overall information be analyzed in a combined format.

Figure Twenty-Two presents the raw usage data (uses and users) for the two facilities in 2023. The first row represents the actual number of drop-in visits recorded by the intercept survey of those that had not paid using a membership card. The second row represents membership scans at both facilities associated with each use paid by a user who had purchased a membership. The third row represents the total number of registrations a resident of each jurisdiction made for a program based at the arenas in 2023. The fourth row represents the results of a survey of groups that rented ice at either site in 2023. The residency of members of those groups was coded as to geographical jurisdictions in which they reside.

Figure Twenty-Two

Summary of Raw Usage Data at City of Nanaimo Arenas

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Surveys	24	0	30	11	2	5	0	622	3	0	18	56	771
Membership Scans	378	107	79	85	69	40	17	7,567	95	6	287	582	9,312
Program Registrations	223	19	182	119	18	31	1	5,576	33	42	277	195	6,716
Rental Groups	171	13	146	50	11	24	6	3,118	21	15	213	270	4,058

The data presented in *Figure Twenty-Two* have been turned into percentages in *Figure Twenty-Three*.

Figure Twenty-Three

Raw Usage Data for the City of Nanaimo Arenas as Percentages

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-In Survey	3%	0%	4%	1%	0%	1%	0%	81%	0%	0%	2%	7%	100%
Membership Scans	4%	1%	1%	1%	1%	0%	0%	81%	1%	0%	3%	6%	100%
Program	3%	0%	3%	2%	0%	1%	0%	83%	1%	1%	4%	3%	100%
Total Arena Rental Groups	4%	0%	4%	1%	0%	1%	0%	77%	1%	0%	5%	7%	100%

As drop-in survey data and membership scans practically represent the same nature of unstructured and independent facility use, they need to be combined into a single category of drop-in use. Due to the accurate tracking of drop-in use payment types a report on the percentage of membership passes used vs the percentage of participants who used other methods of paying for admissions (cash, credit card and vouchers) was prepared. The 60% (membership) / 40% (intercept survey) split reflects the approximate distribution of these visits and was therefore used to weight the two inputs accordingly. *Figure Twenty-Four* summarizes how these two data inputs were combined into the single Drop-in Use category using the aforementioned weights.

Figure Twenty-Four

Percentage of Drop-In Use for City of Nanaimo Arenas

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Survey at .40	1.25%	0.00%	1.56%	0.57%	0.10%	0.26%	0.00%	32.27%	0.16%	0%	0.93%	2.91%	40%
Membership Scans at .60	2.44%	0.69%	0.51%	0.55%	0.44%	0.26%	0.11%	48.76%	0.61%	0.04%	1.85%	3.75%	60%
Total Drop-in	3.69%	0.69%	2.07%	1.12%	0.54%	0.52%	0.11%	81.03%	0.77%	0.04%	2.78%	6.66%	100%

The raw data presented in **Figure Twenty-Four** needs to be further adjusted (weighted) as the proportion of total use of both arenas by each of the three remaining categories (Drop-In, Program, and Rentals) is not equal. The following **Figure Twenty-Five** presents the assumptions used to proportion overall facility use by category based on feedback from Nanaimo staff as to how total utilization is normally experienced at the facility.

Figure Twenty-Five

Category of Use Weighting Assumptions for City of Nanaimo Arenas

Category of Use	% of Total
Drop-in Use (combined Survey and Membership Scans)	10%
Program Use	10%
Rental Use	80%
Total	100%

Figure Twenty-Six shows the final analysis of Nanaimo arena use by location of residency with the weights from **Figure Twenty-Five** applied.

Figure Twenty-Six

Percentage of All City of Nanaimo Arena Uses from Each Jurisdiction

	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Drop-in	0.33%	0.07%	0.21%	0.11%	0.05%	0.05%	0.01%	8.10%	0.08%	0.00%	0.28%	0.67%	10%
Program	0.33%	0.03%	0.27%	0.18%	0.0%	0.05%	0.00%	8.30%	0.05%	0.06%	0.41%	0.29%	10%
Rentals	3.37%	0.26%	2.88%	0.99%	0.22%	0.47%	0.12%	61.47%	0.41%	0.30%	4.20%	5.32%	80%
Totals	4.03%	0.36%	3.36%	1.28%	0.27%	0.57%	0.13%	77.87%	0.54%	0.36%	4.89%	6.28%	100%

It is important to note that when attributing the net costs for each of the participating jurisdictions, the percentages in **Figure Twenty-Six** could not be used as they are now. Jurisdictions which don't participate in the service need to be netted out with their share of usage distributed across the participating jurisdictions before final calculations are made. **Figure Twenty-Seven** presents the impacts of netting out the 9.45% of usage by non-funding jurisdictions and apportioning it across the current funding jurisdictions.

Figure Twenty-Seven

Use of City of Nanaimo Arenas Attributed to the Jurisdictions Funding the Service in 2023


Jurisdiction	% Usage Attributed to Each Participating Jurisdiction
Electoral Area A	4.46%
Electoral Area B	0.39%
Electoral Area C	3.71%
City of Nanaimo	86.00%
District of Lantzville	5.40%
Total funding	100%

Figure Twenty-Eight provides an averaging of the data from the three most recent usage studies in 2010, 2015, and 2023.

Figure Twenty-Eight

Averaging of the 3 Usage Studies (2010, 2015, 2023) for Nanaimo Arenas

Jurisdiction	2010	2015	2023	Average of 2010, 2015 and 2023
Electoral Area A	5.8%	5.8%	4.5%	5.4%
Electoral Area B	0.2%	1.0%	0.4%	0.5%
Electoral Area C	4.9%	2.3%	3.7%	3.6%
City of Nanaimo	84.1%	86.8%	86.0%	85.6%
District of Lantzville	5.0%	4.1%	5.4%	4.8%
Total funding	100%	100%	100%	100%



SECTION 6

SPORT FIELDS IN THE SOUTHERN COMMUNITY RECREATION SERVICE AREA

There are 21 sports fields listed in the side bar within the City of Nanaimo which are considered subregional in nature and which are used substantially by residents of the Southern Recreation Service Area. The operation of these fields is financed by Electoral Areas A, B and C as well as the District of Lantzville and the City of Nanaimo. Groups that have used these fields in 2023 were surveyed. The residency of members of those groups was coded as to geographical jurisdictions in which they reside. Use of these fields has been combined and is presented in the following Figures. The only category of use of these fields that has been captured is rental uses.

- Beban Artificial Turf 1 (Merle Logan)
- Beban Artificial Turf 2 (SATF)
- Beban Gyro Soccer/Ball 1-4
- Bowen West Ball/Soccer
- Caledonia Field Comox Field
- Departure Bay Field Ball/Soccer
- Deverill Field
- Elaine Hamilton Field Ball/Soccer
- Groveland Field
- Harry Wipper Field Ball/Soccer
- Mansfield - Ball/Soccer
- May Bennett/Pioneer Park - Ball/Soccer
- May Bennett/Pioneer Park - Football
- May Bennett/Pioneer Park - Rugby
- Pleasant Valley Field - Ball/Soccer
- Q'unq'inuqwtuxw Stadium Field
- Robins Park - Ball 1
- Serauxmen Fields - Ball 1-4
- Serauxmen Stadium
- Sid Clark Gyro Park - Ball 1-2
- Sherry Fields (Currently under reconstruction)

Figure Twenty-Nine presents the raw usage data (uses and users) for the sports fields in 2023.

Figure Twenty-Nine

Summary of Usage Data at Regionally Significant City of Nanaimo Sports Fields

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Field Rentals	219	34	212	78	22	43	12	6,916	31	26	365	287	8,245
Percentage of Field Rentals	2.7	0.4	2.6	0.9	0.3	0.5	0.1	83.9	0.4	0.3	4.4	3.5	100

As there is only one category of use recorded for sports fields, the breakdown in *Figure Twenty-Nine* represents all uses in 2023. However, not all jurisdictions contribute to the operation of these sports fields. So, the 6.0% of use by non-participating jurisdictions and those uses from outside of the RDN need to be netted out to and apportioned to the contributing jurisdictions to determine the proportion of funding for each. That summary is illustrated in *Figure Thirty*.

Figure Thirty

Net Overall Use of City of Nanaimo Sports Fields Attributed to the Jurisdictions Funding the Service in 2023

Jurisdiction	% Usage Attributed to Each Participating Jurisdiction
Electoral Area A	2.87%
Electoral Area B	0.43%
Electoral Area C	2.77%
City of Nanaimo	89.26%
District of Lantzville	4.68%
Total funding	100.00%

Figure Thirty-One provides an averaging of the data from the three most recent usage studies in 2010, 2015, and 2023.

Figure Thirty-One

Averaging of the Three Usage Studies (2010, 2015, 2023) for City of Nanaimo Sports Fields

Jurisdiction	2010	2015	2023	Average of 2010, 2015 and 2023
Electoral Area A	3.4%	2.5%	2.9%	2.93%
Electoral Area B	0.6%	0.5%	0.4%	0.5%
Electoral Area C	3.6%	3.3%	2.8%	3.23%
City of Nanaimo	85.3%	89.4%	89.3%	88.00%
District of Lantzville	7.1%	4.3%	4.7%	5.37%
Total funding	100%	100%	100%	100.00%

SECTION 7

SPORTS FIELDS IN THE NORTHERN COMMUNITY RECREATION SERVICE AREA

There are several sports fields within the City of Parksville, the Town of Qualicum Beach and Electoral Area E which are considered subregional in nature and which are used substantially by residents of the Northern Recreation Service Area. Those included in this study include Qualicum Beach Community Park sports fields in the Town of Qualicum Beach, the Springwood Park sports fields and the City of Parksville Community Park sports fields in City of Parksville, and the Jack Bagley field in Electoral Area E.

The operation of these fields is financed by Electoral Areas E, F, G and H as well as the City of Parksville and the Town of Qualicum Beach. The use of these fields has been combined and is presented in the following Figures. The only category of use of these fields that has been captured is rental uses.

Figure Thirty-Two presents the raw usage data (uses and users) for the sports fields in 2023 and that usage expressed as a percentage of total use.

Figure Thirty-Two

Summary of Raw Usage Data at District 69 Sports Fields

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Field Rentals	0	0	2	151	173	222	64	46	349	180	3	65	1,255
Percentage of Field Rentals	0.0	0.0	0.2	12.0	13.8	17.7	5.1	3.7	27.8	14.3	0.2	5.2	100

As there is only one category of use recorded for sports fields, the breakdown in **Figure Thirty-Two** represents all uses in 2023. However, not all jurisdictions contribute to the operation of these sports fields. So, the 9.3% of use by non-participating jurisdictions and those uses from outside of the RDN needs to be netted out to and apportioned to the contributing jurisdictions to determine the proportion of funding for each. That summary is illustrated in **Figure Thirty-Three**.

Figure Thirty-Three

Net Overall Use of District 69 Sports Fields Attributed to the Jurisdictions Funding the Service in 2023

Jurisdiction	% Usage Attributed to Each Participating Jurisdiction
Electoral Area E	13.23%
Electoral Area F	15.21%
Electoral Area G	19.51%
Electoral Area H	5.62%
City of Parksville	30.65%
Town of Qualicum Beach	15.77%
Total funding	100.00%

Figure Thirty-Four provides an averaging of the data from the three most recent usage studies in 2010, 2015, and 2023.

Figure Thirty-Four

Averaging of the 3 Usage Studies (2010, 2015, 2023) for District 69 Sports Fields

Jurisdiction	2010	2015	2023	Average of 2010, 2015 and 2023
Electoral Area E	12.0%	13.4%	13.2%	12.87%
Electoral Area F	20.2%	16.1%	15.2%	17.17%
Electoral Area G	17.1%	22.3%	19.5%	19.63%
Electoral Area H	5.0%	4.8%	5.6%	5.13%
City of Parksville	28.2%	29.5%	30.7%	29.47%
Town of Qualicum Beach	17.5%	13.9%	15.8%	15.73%
Total funding	100%	100%	100%	100.00%



SECTION 8 RECREATION FACILITIES IN THE SOUTHERN COMMUNITY RECREATION SERVICE AREA

Within the District 68 Sports Field and Recreation Services Agreement between the Regional District of Nanaimo (RDN) and City of Nanaimo, recreation services in City of Nanaimo facilities listed in the agreement that are regionally significant and available at no extra cost to RDN Electoral Areas A, B,C and District of Lantzville residents. Regionally significant is defined as when more that 10% of facility usage is by residents of RDN Electoral Areas A, B, C and District of Lantzville. Also within the agreement are provisions as to when and how new recreation facilities and sports fields are added to the Agreement.

The City of Nanaimo owns, operates and finances the Oliver Woods Community Centre which is located within the City. It requested that this facility be added to this study even though it is not currently part of a funding agreement. This study focuses on the double gym within the Centre.

While no intercept surveys were conducted at this site, membership card swipe data was collected and used in combination with the program registration data to determine the level of attendance at public sessions, which is how regional significance is determined according to the terms of the Southern Recreation Service Area Agreement. Data regarding the breakdown of the residency of membership of groups renting the facility has also been presented within the following tables for consistency but needs to be considered separately.

Figure Thirty-Five presents the raw usage data (uses and users) for the Oliver Woods Community Centre double gym in 2023.

Figure Thirty-Five

Summary of Raw Usage Data at Oliver Woods Community Centre Gyms

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Membership Scans	5	11	1	2	0	0	0	722	7	0	2	0	750
Program Registrations	455	173	155	143	73	82	10	18,560	144	45	783	499	21,122
Rental Groups	62	5	67	34	18	22	1	1,499	28	21	98	98	1,953

The data presented in *Figure Thirty-Five* have been turned into percentages in *Figure Thirty-Six*.

Figure Thirty-Six

Usage Data for Oliver Woods Community Centre Gyms Expressed as Percentages

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Membership Scans	1%	2%	0%	0%	0%	0%	0%	96%	1%	0%	0%	0%	100%
Program	2%	1%	1%	1%	0%	0%	0%	88%	1%	0%	4%	2%	100%
Rental Groups	3%	0%	3%	2%	1%	1%	0%	77%	1%	1%	5%	5%	100%

Figure Thirty-Seven illustrates the proportion of use the staff believe is associated with each of the three categories of use.

Figure Thirty-Seven

Category of Use Weighting Assumptions

Category of Use	% of Total
Drop-in Use (Membership Scans)	10%
Program Use	50%
Rental Use	40%
Total	100%

Figure Thirty-Eight represents all uses in 2023. As the facility is currently financed entirely by the City of Nanaimo, it is provided for information only.

Figure Thirty-Eight

Percentage Breakdown of all 2023 Use of Oliver Woods Community Centre Gyms by Jurisdiction

Category of Use	A	B	C	E	F	G	H	CoN	PV	QB	LZ	O	TOTAL
Membership Scans	0.1%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	9.6%	0.1%	0.0%	0.0%	0.0%	10%
Program Registrations	1.1%	0.4%	0.4%	0.3%	0.0%	0.2%	0.0%	43.9%	0.3%	0.1%	1.9%	1.2%	50%
Rentals Group Uses	1.3%	0.1%	1.4%	0.7%	0.4%	0.5%	0.0%	30.7%	0.5%	0.4%	2.0%	2.0%	40%
Totals	2.5%	0.7%	1.8%	1.0%	0.4%	0.7%	0.0%	84.2%	0.9%	0.5%	3.9%	3.2%	100%



SECTION 9 SUMMARY

Based on the analysis provided throughout this report, the consultants are able to draw a number of conclusions about the process.

1. The methodology used for this project is sufficiently valid and reliable to be used to apportion net costs of operation for pools, arenas, and sports fields. While no data is perfect, the consultants assert that the information available and its analysis generate results which are more reliable and valid than industry standard levels of confidence. Industry standard level of confidence in survey data is plus or minus 5% nineteen times out of twenty. For this study, the combination of data sources with different levels of reliability are complicated to combine into a cohesive confidence level. However, the overall result is almost certainly within 2% nineteen times out of twenty. In this study more than 344,000 usage data points were collected and analyzed. Because some (i.e. program registrations that may represent up to 10 uses each, and group members that used the facility potentially dozens of times) represent many uses, the data represents more than half a million uses; more than ten times the data collected in previous iterations of this study.
2. This means that if the methodology were repeated consistently, use by area of residency would have to shift by more than 2% for it to be reliably picked up (nineteen times out of twenty) by the process. Anything less could be the result of measurement error.
3. This level of reliability is better than in past surveys of use. The methodology is improving over time, rendering results which are more reliable.
4. The fact that each iteration of this study shows results similar to the previous ones, with only small, fairly consistent shifts in breakdowns by area, verifies this high level of reliability.
5. The methodology used for this project could fairly easily be incorporated into the City of Nanaimo and RDN operating plan and implemented internally in future, negating the need for retaining outside expertise to achieve the same outcome. However, the RDN and the City of Nanaimo may wish to have an objective outside agency collect the data on their behalf.



APPENDICES

Appendix A – Some Details of Study Methodology

Overview

The intent of the study, as outlined in a Request for Proposals document sent out early in 2023, is to determine through data collection and analysis the geographic residency of users of the following recreation facilities.

- » Ravensong Aquatic Centre
- » Oceanside Place Arena
- » Regionally significant District 69 Sports Fields
- » City of Nanaimo Aquatic Centres
- » City of Nanaimo Arenas
- » Regionally significant City of Nanaimo Sports Fields
- » Oliver Woods Community Centre

The above reference to geographical residency is intended to break down uses of the bulleted sites by each of the members of the RDN and an Other category for those users who reside outside the RDN.

As far as is reasonably possible, the data is intended to cover all of the 2023 calendar year. In fact, facility intercept survey sessions were scheduled during several public use sessions between March and November of 2023, program registration data covered all registrations made for programs delivered January through December of 2023, and surveys of user groups covered rental uses during all of 2023.

Facility use data was collected for all three broad categories of facility uses, namely;

- » Drop-in uses – where an individual elected on a case-by-case basis to drop into a public use session at a facility;
- » Program uses – where an individual elected to pre-commit to one or more uses by registering to a program offered at one of the above bulleted facility sites;
- » Rental uses – where a group was allocated a specific timeslot for use of a facility and then controlled the users and uses of that facility during the allocated time slot.

Different strategies and data sources were used to gather data in each of the above referenced three categories of uses as follows:

- » For Drop-in uses, those uses where a patron paid using a membership card were collected by way of computer files which tracked the membership card scans and attached them to a residential address of the card holder. For those uses where another form of payment was used, public sessions were selected and trained interviewers approached patrons as they exited the building and recorded their residential addresses. These sampled uses were then projected and combined with the computer files to estimate all Drop-in use.
- » For program uses, computer files were used to analyze the residential addresses of all program registrants.
- » For rental uses, all major user groups were surveyed and asked to submit the residential addresses of their members and those submissions were used to project all rental uses.

Intercept Surveys

Students were recruited through Vancouver Island University in Nanaimo and trained in survey techniques. A total of 50 data collection sessions were scheduled throughout the year at six sites. At each session two interviewers set up display boards that explained that a survey was happening and the reason for it. The interviewers then approached patrons as they left the building, asking initially about their payment method. For those that did not pay via a membership card, the patron was asked the number of individuals in the party that participated during this visit, and the address of each one that did. These addresses were entered into a data base and the GIS unit of the RDN then coded each address attaching one of the RDN's geographic jurisdiction to it (or Other). A total of 2840 valid records were realized in the 50 sessions.

Beban Park Pool	Day	Survey Hours
31-Mar	Friday	1:00- 3:30
05-Apr	Wed	11:00 -1:00
14-Apr	Friday	1:30-3:30
08-Aug	Tuesday	1:30-3:30
10-Aug	Thursday	3:00-5:00
18-Aug	Friday	2:00-4:00
20-Oct	Friday	1:30 2:45
21-Oct	Saturday	1:00-3:00
03-Nov	Friday	1:00-3:00

Nanaimo Aquatic Centre	Day	Survey Hours
25-Mar	Saturday	1:30 - 3:30
26-Mar	Sunday	6:00 - 8:00
03-Apr	Monday	6:00 - 8:00
29-Apr	Saturday	2:30-4:30
15-Jul	Saturday	2:30-4:30
16-Jul	Sunday	11:00-1:00
18-Jul	Tuesday	3:30-5:30
15-Oct	Sunday	1:00- 3:00
21-Oct	Saturday	4:00-6:00
25- Nov	Wednesday	6:00 - 8:00

Ravensong Aquatic Centre	Day	Survey Hours
25-Mar	Saturday	3:00-5:00pm
02-Apr	Sunday	3:30-5:30
12-Apr	Wednesday	6:30-8:30
15-Apr	Saturday	3:00 - 5:00 pm
16-Apr	Sunday	2:00 -4:00
09-Jul	Sunday	2:00-4:00pm
12-Jul	Wednesday	6:30-8:30
16-Jul	Sunday	2:00-4:00pm
17-Sep	Sunday	3:00-5:00pm
23-Sep	Saturday	3:00-5:00pm
04-Oct	Wednesday	6:00- 8:00 pm

Nanaimo Ice Centre	Day	Survey Hours
24-May	Wed	6:30-8:30
26-May	Friday	4:15 to 6:15
09-Jun	Friday	6:30-8:30
21-Jun	Wed	6:30-8:30
12-Oct	Thursday	6:15- 7:45
15-Oct	Sunday	4:00-6:00
19-Oct	Thursday	6:15 -7:45
22-Oct	Sunday	4:00-6:00

Frank Crane/ McNabb Arenas	Day	Survey Hours
02-Apr	Sunday	3:00 5:00
05-Apr	Wed	6:30 - 8:30
19-Apr	Wed	6:30-8:30
23-Apr	Sunday	3:00 5:00
26-Apr	Wed	6:30 - 8:30
28-Oct	Saturday	1:15 - 2:45
29-Oct	Sunday	12:00- 1:30
04-Nov	Saturday	1:15 - 2:45
05-Nov	Sunday	12:00- 1:30

Oceanside Place Arena	Day	Survey Hours
22-Apr	Saturday	12:15 - 2:00pm
29-Apr	Saturday	12:15 - 2:00pm
02-May	Tuesday	9:30-11:00
01-Oct	Sunday	12:00 1:30
07-Oct	Saturday	12:00 1:15
08-Oct	Sunday	12:00 1:30
13-Oct	Friday	6:30 - 7:45
27-Oct	Friday	6:30 - 7:45

List of Groups that Submitted Membership Addresses

A letter was sent to all groups of users that were allocated rental uses of all types of facilities within the scope of the study. It included a request to provide a list of the residential addresses of all members. Several follow-ups were added to the request. The majority of all groups, and the vast majority of major user groups submitted their members' addresses. Following is a list of the 108 groups that responded to the request. Their official names have not been checked. Instead, many are more common nicknames.

Oliver Woods Community Centre Gymnasium Users

Badminton Nanaimo (incl. Oddfellows)
LS Lassies Pickleball
Blunt Women's Basketball
Dueck Floor Hockey
Fab Academy Basketball
Gourmet Pickleball Group
Island Swish Basketball
Mariners Volleyball
Marshall Floor Hockey
Murray Sergeant Pickleball Group
Nanaimo Basketball
Nanaimo Pickleball Club
Nanaimo Ultimate Association
Nanaimo Power Wheelchair Soccer
Nanaimo Volleyball Club
North Bay Bucks Basketball
Probus Pickleball
Roadrunner Ball Hockey
Nanaimo Wheatsheaf Women's Soccer
Youth Badminton

Oceanside Place Arena User Groups

Ballenas Secondary Hockey Program
Oceanside Recreational Men's Hockey League
Brandon Skipness
Oceanside garden strata
C19MOB
Parksville NHL
French Creek Residents Association
Panthers Hockey
Golden Eagles
Sandy Shores Skate Club
Minor Lacrosse
VI U17 Team
Oceanside Minor Hockey
VIAHA impact hockey

Ravensong Aquatic Centre User Groups

Masters Swim Club
RAC Breakers
Ravensong Waterdancers
Special Olympics

Southern Recreation Area Field User Groups

Cdn. Amateur Football Association
Coed Recreational Soccer
Masters Soccer
Nanaimo 7 Aside Soccer
Nanaimo Hornets Rugby Club
Nanaimo Minor Baseball Assoc.
Nanaimo Minor Softball
Nanaimo Sport and Social
Nanaimo Ultimate
Nanaimo United Football Club
Nanaimo Women's Field Hockey
Mid Island Pirates Baseball
The Academy Soccer
VI Mariner College Prep
VI Raiders Football Club
VI Premier
Nanaimo Wheatsheaf Women's Soccer

Northern Recreation Area Field User Groups

Oceanside FC
Oceanside Minor Baseball Association
Oceanside Minor Softball Association
Oceanside Track and Field
Oceanside Women's Soccer
Oceanside Youth FC
PGOSA2
Qualicum Eagles Shady Rest
Parksville Royals

Nanaimo Indoor Aquatics User Groups

Canucks Autism Network
Nanaimo Diamonds Artistic Swimming
Ebbtides Swim Club of Nanaimo
Ravensong Aquatic Club (Breakers)
Nanaimo White Rapids Swim Club
Nanaimo Riptides Swim Team
Swimming Rockers Club
BC Special Olympics Swimming
Van Isles Masters Artistic Swimming
Ravensong Water Dancers Artistic Swim Club

Nanaimo Arena User Groups

Argue Hockey
Athletics 4 All
Bartlet Hockey
Briggs Hockey
Credit Union Mavrix Stars Hockey
Cross Family
Dhillon Hockey
Ecstasy Audio Hockey Group
Nanaimo Skating Club
Nanaimo Summer Hockey league
Nanaimo Tubbbbers
Parsons Hockey
Salish Storm Hockey Association
Seals Hockey
Grumpy Old Men Hockey
Harmack Hockey
Heslop Hockey
Jr B T2 Lacrosse League
Nanaimo Masters Lacrosse Association
Nanaimo Adult Hockey League
Nanaimo Casual Hockey League
Nanaimo Islanders Female Hockey Assoc.
Nanaimo Minor Hockey Association
Sr B Timbermen Lacrosse
Jr A Timbermen Lacrosse
VIU Mariners Hockey
VI Royals
Sr A Timbermen Lacrosse

Some Survey Research Terms

Survey Sample

When a survey is being implemented, the net “sample” is all respondents that get recorded into a data base. A questionnaire may get returned with no questions answered. In that case, it might be recorded as part of the returns, but it is not part of the net sample. The net sample is virtually always a subset of the population being surveyed. Very rarely is the entire population included in the results of a study.

Random Sample and Representative Sample

A random sample would be realized if every individual in the population would have an equal opportunity to respond and would be equally likely to respond. Equally likely to respond is challenging to determine as several variables will affect this such as reading levels and language as well as timing of the random sampling to name a few.

Since the bar to defend a sample as truly being random is so high, researchers rarely use that term but instead strive for the next best thing which is a representative sample. A representative sample is one to which RCS has applied some testing and feels is close to representative of the entire population on a variety of characteristics. RCS goes to great lengths to ensure that it can refer to its final survey samples as representative of the entire population, or comment on why and how it may over or under - represent certain subsets of it.

Statistical Reliability

Technically, the term statistical reliability can only be used if the sample is truly a random sample. However, most researchers make a reference to such statistical reliability even if the net sample cannot be defended as truly random. Reliability can be thought of as the likelihood of repeatability. A reliable survey sample is one that RCS can assert can be reliably replicated and therefore, from a research perspective, it can be relied upon it to give consistent answers that closely reflect the reality of what is happening in the overall population surveyed. If a survey project is repeated every five years and the answers are different, it can be assumed that the difference is “real” and not simply due to sampling error, or problems with the survey methodology. The degree of reliability is measured using a Confidence Interval.

Confidence Interval

A confidence interval is a statistical calculation of how reliable a sample is deemed to be. The interval is expressed in two parts. A loose “industry standard” level of confidence that is most often sought is to be 95% confident that the results are with plus or minus 5% of perfectly reliable. That means that if a survey was repeated 20 times, in 95% of those times (19 out of 20) the answers would be within 5% of the answers in the initial survey.

As an example, if a survey is designed with a methodology to reach the industry standard threshold of reliability, and once the survey is completed it finds that 50% of respondents said that their household used a swimming pool within the past year, it could be concluded that somewhere between 45% and 55% of households actually used the pool. If the same survey conducted five years later found that 60% said that their household had used that pool within the past year, it can be concluded with 95% confidence that the increased proportion of household use is “real” because the increase of 10% (from 50% to 60%) is outside the margin of sampling error of plus or minus 5%. If, however, the increase over the five-year period between surveys were only 3%, it could not be concluded with any level of confidence that it is a “statistically significant” difference in the result over that period. In fact, one could not rely on the small difference as actually representing an increase in proportionate use.

Sample Size

Statistical reliability is always a function of sample size. If a sample is truly random or at least representative, the larger the sample the more reliable it is and the higher the confidence in its result. There are confidence interval tables that show the resulting level of confidence for all sample sizes. Those tables show that there is a “law of diminishing returns”. If there are more than 25,000 adults in a population and the sample size is at least 1000, one could triple the sample size and not increase the resulting level of confidence significantly. Therefore, there is no need to spend more money trying to get 3000 returns once a study has realized the first 1000 survey returns. It may seem counterintuitive, but if one wants to know what thirty-five million Canadians are thinking or doing, once you have a random sample of 1000 of them, you don’t need to increase your sample size to get a more reliable picture of what you want.

Validity

Validity is completely separate from reliability. Validity has to do with how information is collected. If survey questions include some inherent bias, the answers are not likely valid. Bias can be inserted into questionnaire development in a number of ways. If a researcher is trying to ascertain a respondent's physical address there is very little chance of introducing bias into the question. However, as an example, if there were a fee structure for use of a facility that had a higher fee for a non-resident, that could introduce an incentive for a respondent not to be truthful in their answer and that could render the results somewhat less valid.

Mean/Median/Standard Deviation

In survey research, if one is testing an opinion or a behaviour or characteristic of the respondent that has a range of answers along a continuum, a researcher can calculate a **mean** or average answer or a **median** which is the mid point in the range of all stated answers and subsequent frequency distribution of answers can be created which is a graph showing where on the continuum most answers fall. In these cases a Standard Deviation of answers can be calculated which illustrates how much variability there is in the answers. That is, do most answers fall close to the mean (a small standard deviation) or are answers spread over a wider range (a larger standard deviation). For example, if one is asking about household income, there will be a mean along that series of answers which shows what the average household income is within the population surveyed. There will also be a median above which and below which the same number of households fall. And, a standard deviation can be calculated which shows how much "spread" there is on this single characteristic.

In the RDN usage study a respondent either uses a facility or doesn't. So, there is no continuum of answers, no mean, no median and no standard deviation of answers to calculate.

Mixing Data and Sample Types

In some cases, such as the RDN usage survey, research methodology can mix sources of data which complicates the mathematics of calculating confidence levels about where facility users live. One can have many sources of data with varying levels of reliability as follows:

- » All program registrants over a year – which represents a perfect 100% population of all program registrants (rather than a sample of them) of all programs at a pool and therefore is 100% reliable. There is no level of confidence interval. We are 100% confident of this data, or as close to it as we can be.
- » A complete data base of all drop-in users of a pool that paid via a purchased membership card that gets scanned for each drop-in to a public swim – as above, we have 100% confidence that we have a perfect reflection of all such drop-in users that paid using a membership card that requires a person to apply for the card with an address.
- » A representative sample of 800 drop-in pool users drawn at different times of the week and in different months that has a calculated confidence interval of 95% plus or minus 4%.
- » A list of all addresses of all members of most of the main pool user groups with a confidence interval of 95% plus or minus 5%

To get an overall confidence level in such a case, RCS combines all the levels of confidence in a way that reflects how much use is roughly associated with each source of data. In the above case, that confidence level would be "better" than the industry standard.

