



**FRASER VALLEY REGIONAL DISTRICT
RECREATION, CULTURE AND AIRPARK SERVICES COMMISSION
MERGED OPEN MEETING AGENDA AND ADDENDUM**

Tuesday, March 5, 2019

6:30 pm

District of Hope Council Chambers
345 Wallace Street, Hope, BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

MOTION FOR CONSIDERATION

THAT the Agenda, Addenda and Late Items for the Recreation, Culture and Airpark Services Commission Open Meeting of March 5, 2019 be approved

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

3. MINUTES/MATTERS ARISING

3.1 Recreation, Culture and Airpark Services Commission Open Meeting - 01 22 19

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MOTION FOR CONSIDERATION

THAT the Minutes of the Recreation, Culture and Airpark Services Commission Open Meeting of January 22, 2019 be adopted.

4. FINANCE

4.1 DRAFT 2019-2023 Recreation, Culture & Airpark Services Financial Plan

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- Memo from Staff regarding the 2019-2023 Recreation, Culture and Airpark Services Financial Plan
- Presentation from Staff

4.2 Recreation, Culture and Airpark Services (RCAS) - Budget 301 (Regional Airpark)

- Refer to Memo from Staff in Item 4.1

MOTION FOR CONSIDERATION

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 301 be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

4.3 Recreation, Culture & Airpark Services (RCAS) - Budget 709 (Arena/DSAC)

- Refer to Memo from Staff in Item 4.1

MOTION FOR CONSIDERATION

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 709 be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

4.4 Recreation, Culture & Airpark Services (RCAS) - Budget 710 (Recreation)

- Refer to Memo from Staff in Item 4.1

MOTION FOR CONSIDERATION

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 710 be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

4.5 Recreation, Culture & Airpark Services (RCAS) - Budget 711 (Almer Carlson Pool)

- Refer to Memo from Staff in Item 4.1

MOTION FOR CONSIDERATION

THAT the Recreation, Culture & Airpark Services Commission recommend the DRAFT 2019-2023 RCAS Financial Plan for Budget 711 be forwarded to the Fraser Valley Regional District Board for inclusion in the 2019-2023 Five Year Financial Plan Bylaw.

4.6 RCAS 2019-2023 Capital and Major Maintenance Plan

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- 2019-2023 Capital and Major Maintenance Plan (distributed separately)
- DRAFT 2019 Capital and Major Maintenance Timeline

5. NEW BUSINESS

5.1 RCAS Commission Strategic Planning Session

16

- Memo from Staff regarding 2019 RCAS Strategic Planning Session

MOTION FOR CONSIDERATION

THAT a Recreation, Culture and Airpark Services strategic planning session be held in 2019.

5.2 Regional Airpark Spring Maintenance 19

- Email from Vancouver Soaring Association dated February 27, 2019
- Update from Staff

5.3 Revised RCAS Donation Policy 20

- Memo from Staff regarding Revised RCAS Donation Policy
- Revised RCAS Donation Policy

MOTION FOR CONSIDERATION

THAT the revised Recreation, Culture and Airpark Services Donation Policy be approved;

AND THAT staff provide quarterly updates of the Community Facility Use Grant to the RCAS Commission.

5.4 Community Better Challenge 25

- Memo from Staff regarding Community Better Challenge
- ParticipACTION Community Better Challenge Summary

MOTION FOR CONSIDERATION

THAT Staff be directed to create a committee for the Community Better Challenge from May 31 - June 16, 2019;

AND THAT Staff track patron physical activity at the recreation centre during the challenge.

5.5 VSA Short Term Land Lease 34

- Memo from Staff regarding Vancouver Soaring Association Short Term Land Lease

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board of Directors approve renewal of the Fraser Valley Regional District land lease agreement with the Vancouver Soaring Association (VSA) for the period of March 15, 2019 to November 17, 2019 in the amount of \$984.90 excluding GST with an option for annual renewal up to a maximum of five years;

AND THAT the letter of agreement be forwarded to the Fraser Valley Regional District Board for authorization and execution of the agreement.

6. RESOLUTION TO CLOSE MEETING

MOTION FOR CONSIDERATION

THAT the meeting be closed to the public, except for Senior Staff, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(c) of the *Community Charter* - labour relation or other employee relations.

7. RECONVENE OPEN MEETING

8. REPORTS BY COMMISSION MEMBERS

9. RISE AND REPORT OUT OF CLOSED MEETING

10. NEXT MEETING

REQUEST FOR DECISION regarding the date of the May meeting of the Recreation, Culture and Airpark Services Commission.

11. ADJOURNMENT

MOTION FOR CONSIDERATION

THAT the Recreation, Culture and Airpark Services Commission Open Meeting of March 5, 2019 be adjourned.

**FRASER VALLEY REGIONAL DISTRICT
RECREATION, CULTURE & AIRPARK SERVICES COMMISSION
OPEN MEETING MINUTES**

Tuesday, January 22, 2019
6:30 pm
District of Hope Council Chambers
345 Wallace Street, Hope, BC

Present:

Terry Raymond, Chair, Electoral Area A
Dennis Adamson, Vice Chair, Electoral Area B
Peter Robb, Director, District of Hope
Shanon Fischer, Member at Large, District of Hope
Dianne Davies, Member at Large, Electoral Area B
Peter Adamo, Member at Large, Electoral Area B

Staff Present:

Paul Gipps, Chief Administrative Officer
Jaime Reilly, Manager of Corporate Administration
Stacey Barker, Deputy Director of Regional Programs
Jody Castle, Manager of Recreation, Culture & Airpark Services
Mike Freimark, Assistant Manager of Recreation, Culture & Airpark Services

Regrets:

Hilary Kennedy, Member at Large, District of Hope

1. CALL TO ORDER By Staff.

Paul Gipps, CAO, called the meeting to order at 6:30 p.m.

2. ELECTION OF RECREATION, CULTURE & AIRPARK SERVICES COMMISSION CHAIR

Mr. Gipps called for nominations for the position of Chair of the Recreation, Culture and Airpark Services Commission.

Director Robb nominated Director Raymond.

Director Raymond accepted the nomination.

Commissioner Davies nominated Director Adamson.

Director Adamson advised that he would not let the nomination stand.

Staff called for nominations a second and third time.

Hearing none, Staff declared Director Raymond Chair of the Recreation, Culture and Airpark Services Commission for 2019.

3. ELECTION OF RECREATION, CULTURE & AIRPARK SERVICES COMMISSION VICE CHAIR

Mr. Gipps called for nominations for the position of Vice Chair of the Recreation, Culture and Airpark Services Commission.

Director Raymond nominated Director Adamson.

Director Adamson accepted the nomination.

Staff called for nominations a second and third time.

Hearing none, Staff declared Director Adamson Vice Chair of the Recreation, Culture and Airpark Services Commission for 2019.

4. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

THAT the Agenda, Addenda and Late Items for the Recreation, Culture and Airpark Services Commission Open Meeting of January 22, 2019 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

Carried

5. MINUTES/MATTERS ARISING

5.1 Recreation, Culture and Airpark Services Commission Open Meeting - 11 22 2018

ROBB/FISCHER

THAT the Minutes of the Recreation, Culture and Airpark Services Commission Open Meeting of November 22, 2018 be adopted.

Carried

5.2 Recreation, Culture and Airpark Services Commission Open Meeting - 01 11 2019

ADAMSON/ADAMO

THAT the Minutes of the Recreation, Culture and Airpark Services Commission Open Meeting of Jan 11, 2019 be adopted

Carried

6. NEW BUSINESS

6.1 Recreation, Culture and Airpark Services Commission Roles and Responsibilities

Items were provided for information.

6.2 Bylaw No. 1515 2019 Hope and District Recreation Fees and Other Charges Amendment

ADAMSON/ROBB

THAT the revised Fraser Valley Regional District Hope and District Recreation Centre Fees and Other Charges Amendment Bylaw No. 1515, 2019 be forwarded to the Fraser Valley Regional District Board for three readings and adoption.

Carried

6.3 Improving Energy Efficiency at the Hope and Area Recreation Centre

Stacey Barker, Deputy Director of Regional Programs, provided a brief overview of the scope of work for improving the Energy Efficiency of the recreation centre. Discussion ensued regarding costs and concepts for possible future expansion.

It was noted that staff will report back to the RCAS Commission after a proposed site visit to a similar geothermal project completed in 100 Mile House.

6.4 Dan Sharrers Aquatic Centre Lease Update

Paul Gipps, CAO, provided a brief update on the one year extension of the Dan Sharrers Aquatic Centre lease.

6.5 Green Ice Surface

DAVIES/FISCHER

THAT the arena ice surface be painted green for the period of March 13-18, 2019 in recognition of St Patrick's Day activities taking place at the recreation centre.

Carried

6.6 Dan Sharrers Aquatic Centre Maintenance Shutdown Period

ADAMSON/DAVIES

THAT the annual Dan Sharrers Aquatic Centre maintenance shutdown period be scheduled from August 18 through September 8, 2019.

Carried

6.7 2019 Ice Installation Date

ROBB/ADAMSON

THAT the ice be prepared for use on August 12, 2019 to accommodate a youth hockey camp with Hockey Ministries International.

Carried

6.8 Ride to Conquer Cancer Facility Booking

DAVIES/ADAMO

THAT the Dan Sharrers Aquatic Centre, Conference Centre and Arena be closed to the public on Sunday, August 25, 2019 for the purpose of hosting the Ride to Conquer Cancer Finish Line event.

Carried

6.9 Area B Volunteer Appreciation Dinner Facility Use Request

Director Adamson declared a conflict as Director of Electoral B and left the meeting at 6:50 p.m.

ROBB/ADAMO

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$179.50 to Area B, funded from the community facility use grant program, for the purposes of hosting a volunteer recognition dinner in the Conference Centre.

Carried

Director Adamson returned to the meeting at 6:52 p.m.

6.10 RiverMonsters Swim Meet Facility Use Request

ADAMSON/DAVIES

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$2,756.00 to the RiverMonsters Swim Club, funded from the community facility use grant program, for the purposes of renting the Dan Sharrers Aquatic Centre pool and conference centre to host a two day swim meet on June 8 and 9, 2019;

AND THAT the Recreation, Culture and Airpark Services Commission support the District of Hope special event application for the use of the 6th Avenue Park field to enable overnight camping for the swim meet.

Carried

6.11 Friends of Hope Library Facility Use Request

ROBB/ADAMO

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$129.50 to the Friends of Hope Library, funded from the community facility use grant program, for the purposes of hosting a fundraiser in the Conference Centre.

Carried

6.12 Hope and District Skating Club Ice Show Facility Use Request

ADAMSON/FISCHER

THAT the Recreation, Culture and Airpark Services Commission authorize a grant in the amount of \$444.00 to the Hope and District Skating Club, funded from the community facility use grant program, for the purposes of hosting the annual ice show scheduled for March 9, 2019.

Carried

7. STAFF AND STANDING REPORTS

7.1 Winter and Spring Program Guide

The winter and spring program guide was distributed for information.

8. RESOLUTION TO CLOSE MEETING

ADAMSON/DAVIES

THAT the meeting be closed to the public, except for Senior Staff, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance to Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(c) of the *Community Charter* - *labour relations or other employee relations*;

Carried

The Open meeting was recessed at 6:58 p.m.

9. RECONVENE OPEN MEETING

The Open meeting reconvened at 7:03 p.m.

10. REPORTS BY COMMISSION MEMBERS

None.

11. RISE AND REPORT OUT OF CLOSED MEETING

ADAMSON/DAVIES

THAT the vacant full time Head Lifeguard position be filled.

Carried

12. NEXT MEETING

The next meeting of the Recreation, Culture & Airpark Services Commission has been scheduled for March 5, 2019 at the District of Hope Council Chambers.

13. ADJOURNMENT

THAT the Recreation, Culture and Airpark Services Commission Open Meeting of January 22, 2019 be adjourned.

Carried

The meeting was adjourned at 7:05 p.m.

MINUTES CERTIFIED CORRECT:

Director Terry Raymond, Chair



CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-03-05
From: Mike Veenbaas, Director of Financial Services File No: 1720-20
Subject: DRAFT 2019-2023 Recreation, Culture & Airpark Services Financial Plan

STRATEGIC AREA(S) OF FOCUS

PRIORITIES

Support Healthy & Sustainable Community

Priority #4 Tourism

Provide Responsive & Effective Public Services

BACKGROUND

The Fraser Valley Regional District has been undergoing the 2019-2023 financial planning process following the general election in Fall 2018. One step in this process is the presentation of proposed financial plans for 4 service areas to the Recreation, Culture and Airpark Services (RCAS) Commission. Staff have prepared a report and presentation to be delivered that will allow the Commission the opportunity to provide direction and feedback on Staff proposals.

DISCUSSION

There are four services areas that fall under the purview of the RCAS Commission. Below is a summary of the proposed 2019 financial plan for each service to help provide some foundation information to the Commission. There will also be a financial plan presentation delivered at the March 5th meeting to provide further information and seeking direction/feedback from the Commission on the financial plan proposals.

709 - Hope & District Recreation Centre (Hope & Area B)

In recognition of increasing costs to area taxpayers and the need to balance the financial impact of increasing costs to service delivery, Staff have prepared a 2019 budget proposal with a 2.3% requisition increase that can be funded within the projected non-market change assessment growth. This growth represents new assessment values in the service area from development (subdivision, rezoning, new buildings).

The proposed requisition adjustment is needed to help fund inflationary increases to wages, including the additional expense of the new employer health tax, along with facility operating expenses such as utilities.

710 - Hope & District Recreation Programming (Hope, Area A & Area B)

With almost half of the Recreation Programming budget set aside for staff resources this budget also has cost inflationary pressures, coupled with the new employer health tax. This is partially funded with a nominal requisition increase of \$1,120 or 0.6% plus a reduction in the planned transfer to surplus for future operations. Staff are proposing the surplus transfer reduction option given that the service's surplus balance is estimated to be \$249,000 at the end of 2018, providing sufficient funding to a) address unplanned operational items or b) new one-time initiatives that the Commission would look to provide the community. Given that non-market change growth for this service is estimated at 2.5%, the net result of the small requisition increase will actually be tax rate decrease for taxpayers.

711 - Almer Carlson Pool (Area A)

In 2019 funds have been included to provide for phase 2 of the Building Exterior project (\$10,000), upgrade to the security system (\$5,000), repairs to the adjacent playing field (\$5,000) and a replacement pool vacuum (\$3,000). These are all funded from the pool's capital reserve, which has a balance of \$154,000. The proposed requisition increase of \$1,810 or 2.8% is needed to fund inflationary increases to wages plus the additional expense resulting from the new employer health tax. With a projected assessment growth from development in Electoral Area A of 1.0%, the proposed budget will result in a tax rate increase.

301 - FVRD Regional Airpark (Hope, Area A & Area B)

Staff are proposing a status quo 2019 budget for the airpark with a small requisition increase of \$2,240 to help allocate more funding to the capital reserve for future major maintenance and capital replacement/improvements. The airpark operations continue to be funded primarily from taxation at \$90,000 with supplementary funding of \$30,000 projected from land and building leases. In addition, the budget is set to see a \$10,000 net return on fuel sales. The single largest expense component of the airpark remains to be the contract services of the operator, budgeted at \$53,000. This is followed by the \$16,000 going into the capital reserve and \$12,000 for general administration/overhead support.

The proposed 2019 requisition represents a 2.6% increase over 2018 and is essentially fully funded by the assessment growth from development in District of Hope and Electoral Areas A & B. This means the requisition increase will result in a minimal tax rate increase.

COST

The proposed budgets and direction/feedback provided by the Commission will be included in the 5 year financial plan bylaw to be presented to the Regional Board for consideration on March 20th.

The table below summarizes the estimated property tax impact from the proposed financial plans:

Service	District of Hope		Electoral Area A		Electoral Area B	
	2019	2018	2019	2018	2019	2018
Recreation Centre	\$ 241.43	\$ 229.96	\$ -	\$ -	\$ 134.12	\$ 131.17
Recreation Programming	29.11	28.09	8.05	8.10	16.17	16.02
AC Pool	-	-	54.21	50.02	-	-
FVRD Airpark	<u>13.74</u>	<u>13.01</u>	<u>3.80</u>	<u>3.75</u>	<u>7.63</u>	<u>7.42</u>
	\$ 284.28	\$ 271.06	\$ 66.06	\$ 61.87	\$ 157.92	\$ 154.61
\$ Increase	\$13.22		\$4.19		\$3.31	
% Increase	4.9%		6.8%		2.1%	
Avg. Value	\$ 400,450	\$ 337,230	\$105,220	\$ 92,370	\$ 211,360	\$ 182,770
Avg. Value % Increase	19%		14%		16%	

The 2019 over 2018 increase reflects a higher value for an average residential property in District of Hope as a result of a) residential assessment values increasing at a greater rate than Area A & B and b) District of Hope having higher average residential assessment values as a base.

CONCLUSION

Staff have prepared updated financial plans for the Recreation Centre, Recreation Programming, AC Pool and FVRD Airpark service areas for the Commission to consider and provided direction/feedback. This information will then be consolidated with all FVRD services into a Five Year Financial Plan Bylaw.

COMMENTS BY:

Paul Gipps, Chief Administrative Officer:

Reviewed and supported

**FRASER VALLEY REGIONAL DISTRICT
SUMMARY OF PROPOSED 2015 TAX REQUISITION CHANGES - Recreation, Culture and Airpark Services
February 1, 2019**

#	Service Name	Total Tax Requisition			\$	Discretionary Explanation	\$	Non-Discretionary Explanation
		2018	2019	Difference				
301	Airpark - Hope, Area A & B	87,660	89,900	2,240	2,240		Allocate more funding to capital reserve	-
709	Hope Aquatic Centre & Arena	1,465,150	1,498,400	33,250	-		head lifeguard position, employer health tax	33,250
710	Recreation - Hope & District	189,280	190,400	1,120	-		increased wages, employer health tax	1,120
711	Almer Carlson Pool	63,790	65,600	1,810	-		increased wages, employer health tax	1,810
		<u>\$1,805,880</u>	<u>\$1,844,300</u>	<u>\$38,420</u>	<u>\$2,240</u>			<u>\$36,180</u>
							Total Difference	<u>\$38,420</u>

Draft 2019 Capital and Major Maintenance Timeline

		2019											
ARENA WORK PLAN		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
\$15,000.00	Building Security												
\$20,000.00	Keyless Entry												
\$7,800.00	Equipment Storage												
\$10,000.00	Janitor Closet Renos												
\$10,000.00	Tool/Storage Renos												
\$59,000.00	Mezz Renos												
\$150,000.00	Lift Upgrade												
\$12,000.00	Dasher Board Renovations												
\$7,500.00	Remote Monitoring for Ice Plant												
\$30,000.00	Score Clock												
\$75,000.00	Bleachers - upgrade (TBD)												
\$10,000.00	Window coverings for Conference Centre tinting of windows												
\$15,000.00	Concession Equipment												
\$6,000.00	Arena Natural Gas Isolation Valve												
\$6,000.00	Ice Edger												
\$15,000.00	Dehumidifier Dessicant Wheel												
\$3,000.00	Ammonia Piping Valve												
DSAC WORK PLAN													
\$4,000.00	Clocks												
\$12,000.00	Floor & Wall Tile Repair												
\$7,000.00	Speaker Upgrade												
\$5,000.00	Stairs for Pool												
\$15,000.00	NuStep - Senior Specific Equipment												
\$39,000.00	Pumps and Heaters - lifecycle replacements												
\$5,000.00	Pool Vacuum												
DOH	DSAC Windows and Doors Replacement Project												
DOH	Chemical Feed System and Pipe Replacement												
DOH	Exterior Façade Maintenance												
DOH	Roof Remediation												
DOH	Corrosion Assessment - steel beams in pool area												
AC POOL WORK PLAN													
\$5,000.00	Repairs to Field												
\$5,000.00	Security System												
\$15,000.00	Building Exterior - upgrade stairs and outside siding replacement												
FVRD REGIONAL AIRPARK													
\$5,000.00	Gas Shed Repair												
\$5,000.00	House Oil Tank Removal												
\$5,000.00	Waterline Repair												

Capital Equipment Purchases for 2019

Capital Equipment Purchases for 2019

Waiting on quote for building exterior before proceeding

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-03-05

From: Jody Castle, Manager of Recreation, Culture & Airpark Services File No:

Subject: RCAS Commission Strategic Planning Session

RECOMMENDATION

THAT a Recreation, Culture and Airpark Services strategic planning session be held in 2019.

STRATEGIC AREA(S) OF FOCUS

Foster a Strong & Diverse Economy

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

Strategic planning sessions are a means to achieving comprehensive and inclusive service delivery. Past RCAS strategic planning sessions were held in August of 2012 and 2015. Discussions regarding the preferred format has been considered in the past, and have included facilitated sessions with Commission members only, public sessions or a series of sessions between the facilitator and Commission followed by public consultation.

Hiring a facilitator provides a non-biased approach to strategic planning. The facilitator ensures the meeting stays on track, that everyone is able to participate, and that the hard questions get asked. Past strategic planning sessions were hosted by facilitators, and the quality of the session was dependent on the ability of the facilitator.

DISCUSSION

The strategic plan for 2014-2018 focused on these top five priorities.

- 1. Increase services to older adults, many who are new to the community, to meet their needs.**
 - a. Training grants awarded through Fraser Health have provided diversified seniors programming including Get up and Go and Osteofit.
 - b. Smaller weights have been added to the weight room, and personal training is currently available for all ages.
- 2. Focus on maintaining and replacing infrastructure as required.**
 - a. Upgrades to IT infrastructure have provided public wifi access as well as improved staff access.
 - b. New POS system was implemented in 2017-18. This system is cloud-based and enables staff access from any location, and provides users the opportunity to utilize online registration.
 - c. Cardio and weight room equipment was upgraded during a renovation of the fitness area and office spaces.
 - d. Capital infrastructure studies conducted in 2017-18 have provided guidance for future capital projects.
- 3. Review and evaluate options for effective marketing and communication of services.**
 - a. Working closely with FVRD Communications staff, RCAS has developed a social media presence. Regular communication occurs with patrons through Facebook and Instagram, with comments and questions being responded to during facility opening hours including weekends.
 - b. Program Guides are now developed in-house, allowing for greater flexibility, creativity and reduced costs. Guides are printed and distributed three times per year.
- 4. Focus on providing opportunities for people to improve their health and well-being in collaboration with appropriate sectors.**
 - a. A partnership with Hope and Area Transition Society and the YMCA brought forward MindFit – a program that encourages teens with anxiety to be active. One session ran successfully in 2018, with further programming anticipated in 2019.
 - b. The Healthy Communities Grant saw funding for recreational programming for Silver Creek and Boston Bar. Partnerships were created with Fraser Health, Silver Creek PAC and the Boston Bar / North Bend Enhancement Society to create new programs in both the Silver Creek and Boston Bar area.
 - c. A Joint Use Agreement was signed by the FVRD and School District 78 that enables students to access the facilities without charge at specified times, as well as opportunities to provide services to the community at schools during evenings and weekends (Club Child, drop in sports).
- 5. How to attract staff, particularly aquatic staff, and retain senior staff.**

- a. The aquatic training assistance program was developed to allow local residents to attend lifeguarding training courses at the recreation centre for a reduced cost, potentially providing trained individuals that could be hired as lifeguards in the future. 4 local residents accessed this program in 2018.

Staff are recommending that a strategic planning session be held and that the format include a session with Commission members, followed by a public session, and that all sessions be facilitated by a quality facilitator.

COST

2019 funding to a maximum of \$6,500 is available for this purpose.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

Jody Castle

From: Andrew Nicholson
Sent: Wednesday, February 27, 2019 5:27 PM
To: Jody Castle
Subject: Airfield Improvements

Hi Jody,

Thanks for your time today. Your support is awesome!

Below is the plan we were thinking of doing. If we could do this improvement for four - 20' wide by 450' long sections (2 at each end) that would be an amazing achievement for this year. In future years we could review how it worked and expand to other areas.

Process for Improving Specific Areas:

1. Shawn distribute soil over a marked section with tractor
2. We build and use something like this (<https://www.youtube.com/watch?v=SDWwv0zWk98> - jump to 3'45" to skip the intro) except 15' wide and pull behind 4WD to even out soil
3. Shawn rolls it (assuming roller can be allocated).
4. Add more soil.
5. We do step 2 again and scrape soil evenly
6. A whole bunch of our people seed it
7. Roll it one final time to embed seed and compress soil
8. After about 4-6 weeks we fertilise it.

The place in Abbotsford for seed is called TerraLink and the seed we bought is called Premium SportsTurf Mix.

As discussed we were thinking to get a group out to help for a couple of days in late March/early April so long as the airfield is not to wet.

Let me know what you think.

Thanks,
Andrew



CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-03-05

From: Jody Castle, Manager of Recreation, Culture & Airpark Services File No:

Subject: Revised RCAS Donation Policy

RECOMMENDATION

THAT the revised Recreation, Culture and Airpark Services Donation Policy be approved;

AND THAT staff provide quarterly updates regarding the Community Facility Use Grant to the RCAS Commission.

STRATEGIC AREA(S) OF FOCUS

Foster a Strong & Diverse Economy

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

In 2015, the meeting room policy (see attached) was developed and approved to manage requests for space deemed to be in the best interest of the community (All Candidates meetings, public hearings). Staff receive multiple requests from community groups and members that fall outside of this policy including fundraisers, tournament and school group activities. To provide guidance to staff to review, process and approve requests as well as reduce administrative time, the RCAS Donation policy was approved in May 2017. Using this policy, staff is able to process requests quickly, and track the value of donations within the POS system (ACTIVE).

In 2018, the RCASC approved the creation of a Community Facility Use Grant budget for 2019. This is included in the proposed 2019-2023 financial plan.

DISCUSSION

The Donation Policy was created to allow volunteer service groups and non-profit organizations to access the facility at a reduced rate. Examples of activities supported through this policy include library fundraisers, Hope Secondary School Leadership events, RiverMonsters Swim Meet and the Musical Ride. Reducing costs allows organizers to provide quality events for the community.

Requests for facility passes are common, and are often used for silent auctions or raffles for non-profit organizations. Historically, requests have also come for user groups for single use facility passes for all users attending an event. When user groups use the facility, their attendees may also use the facility however each person must pay a drop in fee. At times, this increases attendance, and therefore revenue, to the facility during an event (ie hockey tournament, Brigade Days). There are staffing costs associated with this type of event as additional staff may be required to ensure there is enough coverage if event attendees choose to use the facilities. In the past, requests for individual passes have not been granted except in special circumstances. Examples include riders in the Cops for Cancer Ride using the pool and shower facilities without charge. Staff have updated the Donation Policy to state that individual facility pass requests will not be considered except in special circumstances.

Donation requests under \$1000 that fit within the RCAS Donation Policy may be approved by staff if there is sufficient budget remaining in the Community Facility Use Grant. Staff are proposing quarterly updates to the RCAS Commission regarding donations made to the community.

COST

Value of 2019 Proposed Community Facility Use Grant: \$8,000

2019 Community Facility Use Grant Approvals

Organization & Event	Donation	Date of Event	Grant Approved
Hope Search and Rescue Training	Flight Centre	March TBA	\$101.50
Hope Garden Club – Brian Minter	Conference Centre	March 6	CANCELLED
Hope Secondary – Leadership Conference	Conference Centre and Kitchen	May 9	\$373.50
Hope Secondary Career Fair	Full Facility Arena and Mezz	May 2	\$285.50
South Coast Women’s Hockey Provincial Championship	Mezzanine and Conference Centre	March 29-31	\$484.00
Area B Volunteer Dinner	Conference Centre and kitchen	April 14	\$179.50
RiverMonsters Swim Meet	Pool and Conference Centre	June 8-10	\$2,756.00
Friends of Hope Library Trivia night	Conference Centre	March 8	\$129.50
Hope & District Skating Club Ice Show	Arena – 50% discount	March 9	\$444.00

Organization & Event	Donation	Date of Event	Grant Approved
Various	Facility Use Multi Pass		\$234.00
Various	Advertising on LED		\$198.00
	Community Facility Grant Subtotal:		\$5,185.50
	Grant Funds Remaining for 2019		\$2,814.50

CONCLUSION

The RCAS Donation Policy is intended to assist the RCAS Commission and Staff in managing requests for donation of recreation passes, advertising space, and facility and equipment rentals. Individual facility passes should not be considered under this policy unless under special circumstance. Staff is proposing that the revised RCAS Donation Policy be approved, and that quarterly updates be provided to the RCAS Commission regarding the Community Facility Use Grant.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.

Paul Gipps, Chief Administrative Officer

Reviewed and supported

FRASER VALLEY REGIONAL DISTRICT
Recreation, Culture & Airpark Services

DONATION POLICY

Date Issued: February 26, 2017

Date Amended: February 25, 2019

PURPOSE

The Recreation, Culture & Airpark Services Commission (RCASC), in an effort to manage requests for donation of recreation admission passes, facility and equipment rentals and advertising space, the following policy has been created.

POLICY

The Recreation, Culture & Airpark Services Commission recognizes the efforts undertaken by volunteer service organizations and various non-profit groups and is dedicated to assisting wherever financially viable. Each year, and on an ongoing basis, numerous requests for facilities and/or services are received.

The Recreation, Culture & Airpark Services Donation Policy and Procedure was developed to assist the Commission's efforts to fulfill as many community requests as possible while remaining accountable to area residents and taxpayers.

GUIDELINES

- a) One request (ie 10 pass) per organization will be prioritized per annum, subsequent requests will be considered on a case by case basis
- b) Individual facility pass requests (one time use) will not be considered except in special circumstances
- c) School requests will be considered on a case by case basis, not to exceed total value of \$2000 per school district
- d) All requests for donation must be made in writing, and approved by management
- e) Equipment/space donated is based on availability and is at the discretion of staff. Due to prior bookings and RCAS organizational requirements, requests identifying specific dates may not be accommodated
- f) Meeting space donation requests must be accompanied by a Meeting Space Application Form and must also meet the requirements of the Meeting Room Use Policy
- g) No monetary contributions will be made
- h) Requests valued at over \$1000 or new user group requests will be brought forward to the Recreation, Culture and Airpark Services Commission for consideration

PROCEDURE

A written request for donation can be dropped off or emailed to the Recreation Centre a minimum of two weeks prior to required donation date.

Donation requests should include the following information:

- Formal request letter on the non-profit organization's official letterhead
- Reason for request
- Donation request type (meeting space, passes, advertising, etc.)
- Fundraising event date (if applicable)
- Contact Information including:
 - Name of Organization
 - Contact Person
 - Address
 - Phone Number
 - Email Address

Donation requests can be submitted to:

Manager, Recreation, Culture & Airpark Services
1005-6 Avenue
Hope, BC
VOX 1L4
leisure@fvrd.ca

amendments:

02/19

housekeeping (title change)

(b) Individual facility pass requests (one time use) will not be considered except in special circumstances

CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission Date: 2019-03-05

From: Jody Castle, Manager of Recreation, Culture and Airpark Services File No:

Subject: Community Better Challenge

RECOMMENDATION

THAT staff create a committee for the Community Better Challenge from May 31 - June 16, 2019;

AND THAT an activity schedule be created for the challenge period;

AND THAT staff track patron physical activity at the recreation centre during the challenge.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

DISCUSSION

The Community Better Challenge is presented by the Government of Canada through ParticipACTION. It is a new challenge in 2019 calling on all Canadians to get active and incorporate physical activity where they live, work and play.

Fraser Health has approached staff and proposed that RCAS may be a good partner to lead the campaign during the contest period. Staff are recommending that a committee be formed with several community partners to create a variety of opportunities for recreation during this challenge period.

Participants in the challenge must register online and track their activity throughout the two weeks. Individual awards are available. Each activity minute is tracked to our community by postal code. The calculation takes into account the size of the community, so any community can win! The national winner of this contest has the opportunity to win a grand prize of \$150,000 for their community. Smaller regional prizes are also available.

COST

Grant funding up to \$1,000 is available to host community events.

CONCLUSION

The Community Better Challenge aims to get people moving, and at the same time provides an opportunity to promote the Hope and Area Recreation Centre and the programs that are available for people of all ages. The committee formed would build on existing partnerships that would provide a solid foundation for challenge programming.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and Supported.

Paul Gipps, Chief Administrative Officer

Reviewed and Supported.



Community Better Challenge

Are you ready for the 2019 ParticipACTION Community Better Challenge?

Engage your family, friends, neighbours and fellow community members to get active and your community could win \$150,000 to go toward physical activity initiatives and be crowned the title of **Canada's Most Active Community!**

**Grants now available.
Click below to apply!**

APPLY NOW

In the head-down busyness of our daily activities, it's easy to become isolated. Technology and time constraints lead us to send quick texts and emails over face-to-face conversations. A great way to build strong social connections with others is through physical activity and sport. Physical activities can break down walls and act as a building block to grow stronger communities by boosting the confidence and happiness of individuals, while connecting them to others with common interests. Want to connect more with individuals in your workplace, neighbourhood or organization? You may be ready to [Community Better](#).

What is the Community Better Challenge?



The Community Better Challenge is a national physical activity challenge that rallies communities coast to coast to smile and move more together. We are calling on all Canadians to get active and incorporate physical activity where they live, work and play. It's time to put down the phones and tablets for a few minutes and reconnect with neighbours and fellow community members.



As individuals or as part of an organization, we are asking Canadians to get active and track their physical activity minutes in an effort for their community to be recognized as one that champions active living. At the conclusion, we'll recognize and celebrate community achievements, crowning regional winners and ultimately appointing one community with

the designation of **Canada's Most Active Community!**

When will it take place?

The challenge will kick-off on May 31st and will wrap-up on June 16th. Make sure to get your community engaged and tracking their minutes throughout the entire challenge period, the more minutes the better, and every minute counts.

How will the challenge work?

Participants will be able to track their active minutes in two ways **starting May 31st, 2019**:

Download the ParticipACTION app! By doing so, minutes tracked through your app will automatically go toward your community score. The more you use the app, the greater chance your community will have of succeeding. Download the ParticipACTION app as of late-January to be eligible for individual rewards! Sign-up at www.participACTION.com and start tracking your physical activity minutes. Here you will be able to track minutes as an individual or on behalf of an organization. Individuals will also be able to track on behalf of their children.



In either case, your minutes will be determined by your community based on your postal code. Minutes will accumulate based on each community and will determine a community's overall "score". However, the calculation will take into consideration the varying size of communities, allowing everyone an equal chance to win! Not only will there be a national winner, we will have finalists and winners recognized from across all regions of Canada. So, whether you live in Moose Jaw, Saskatchewan or Montreal, Quebec, every community has equal opportunity to be named as the most active in Canada.



Who can participate?



The challenge will be open to all Canadians. Individuals over the age of 13 will be able to track their own minutes through the ParticipACTION app, while children will be able to have their own minutes counted toward their community with the support of their parent or guardian through the ParticipACTION website.

Organizations, schools, sport groups and workplaces are encouraged to spread the word about the challenge to their members and surrounding networks as well as track minutes on behalf of their organization. Come February, organizations will be able to register online and take advantage of ParticipACTION's tools and resources, which will enable them to host a new or existing event or program during the challenge, focusing on physical activity opportunities within their community.

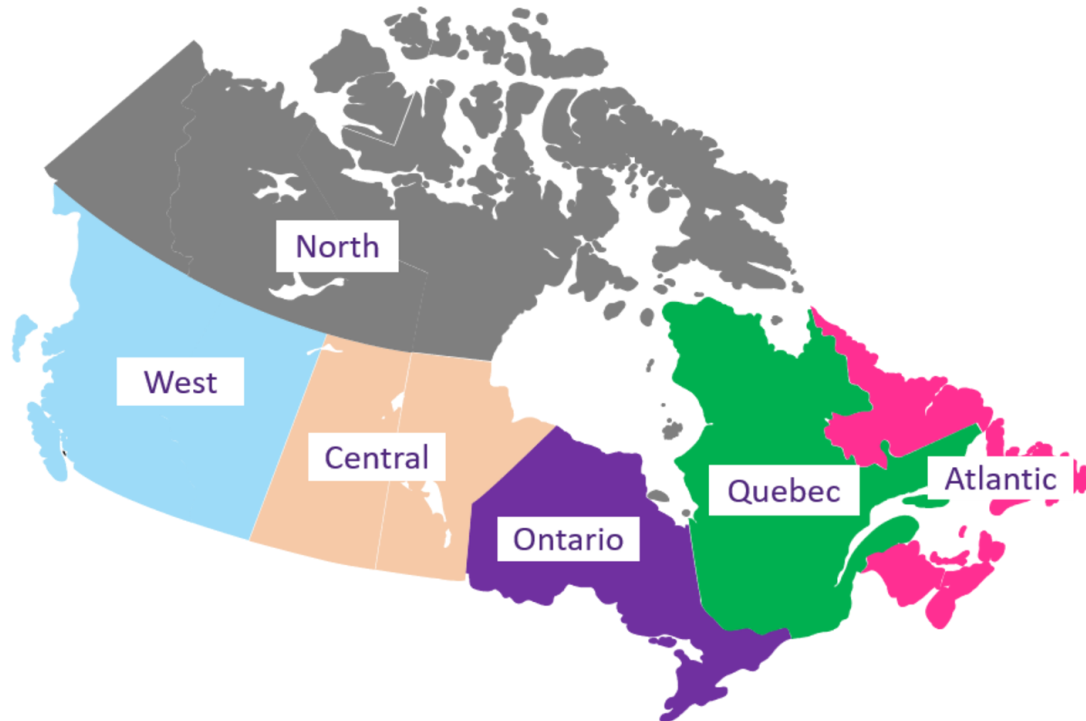
How can my community win?

Ultimately, it will come down to the community with the most tracked minutes based on the size of their community. Full challenge details including terms & conditions will be outlined on our website in early 2019.

What can my community win?



Communities will be able to win prizes in place of all as one of several regional prizes. Canada has been divided into six regions as outlined on the map below.



The prizing structure is as follows:

Category	# winners	amount
National Winner	1	\$ 150,000.00
Regional Winner	5	\$ 20,000.00

Want to be crowned Canada's most active community?

In order to increase opportunities for participants in your community to get active, we are looking to engage organizations to host events or deliver physical activity programs within their community. Register what you are already doing or create something new!

To help you get started, we will be providing digital and physical toolkits that will help you plan and promote your event or program. Toolkits will include posters, water bottles, balls/frisbees, signage and other promotional swag.

In addition, we will be offering grants to those organizations who are eligible.

Make sure to register your event at www.participACTION.com starting February 1st.



Apply for a grant for your event or program!



Starting in February, organizations and groups will be able to register their events and programs and apply for a grant between \$250 - \$1000 to help them promote physical activity during the Community Challenge!

For your event or program to be eligible, it must:

Take place in Canada.

Take place during May 31st, 2019 and June 16th, 2019.

Be registered on the ParticipACTION website as part of the Community Challenge.

Complete a post-event online survey within one month following the program or event completion.

Organizations/groups that may be eligible are:

Community, not-for-profit organizations and associations that can offer physical activity or sport participation opportunities in their community and/or who can promote and engage their citizens in the Community Challenge

Municipalities or members representing an unorganized territory

Schools

First Nations and Indigenous groups/associations

Multi-sport service organizations

National, provincial and local sport organizations

Other organizations that reach underserved groups and who demonstrate the need for funds to deliver physical activity or sport participation opportunities in their community and/or who can promote and engage those groups in the Community Challenge

Grant Applications will be accepted between February 1st and March 1st.

For further details, please download a copy of the Grant Application Guidelines.

[GRANT APPLICATION GUIDELINES](#)

[DOWNLOAD](#)

**Grants now available.
Click below to apply!**

[APPLY NOW](#)



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PARTICIPACTION



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CORPORATE REPORT

To: CAO for the Recreation, Culture & Airpark Services Commission
From: Milly Marshall, Director of EA Special Projects

Date: 2019-03-05
File No:

Subject: VSA Short Term Land Lease

RECOMMENDATION

THAT the Fraser Valley Regional District Board of Directors approve renewal of the Fraser Valley Regional District land lease agreement with the Vancouver Soaring Association (VSA) for the period of March 15, 2019 to November 17, 2019 in the amount of \$984.90 excluding GST with an option for annual renewal up to a maximum of five years;

AND THAT the letter of agreement be forwarded to the Fraser Valley Regional District Board for authorization and execution of the agreement.

STRATEGIC AREA(S) OF FOCUS

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

BACKGROUND

There are no significant changes from the 2018 VSA short term agreement with the exception of the lease term dates which have changed from April 1st to October 1st to March 15th ending November 17th (additional 4 weeks).

COST

Additional \$123.11 in land lease revenues from 2018.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and Supported.

Paul Gipps, Chief Administrative Officer

Reviewed and Supported.