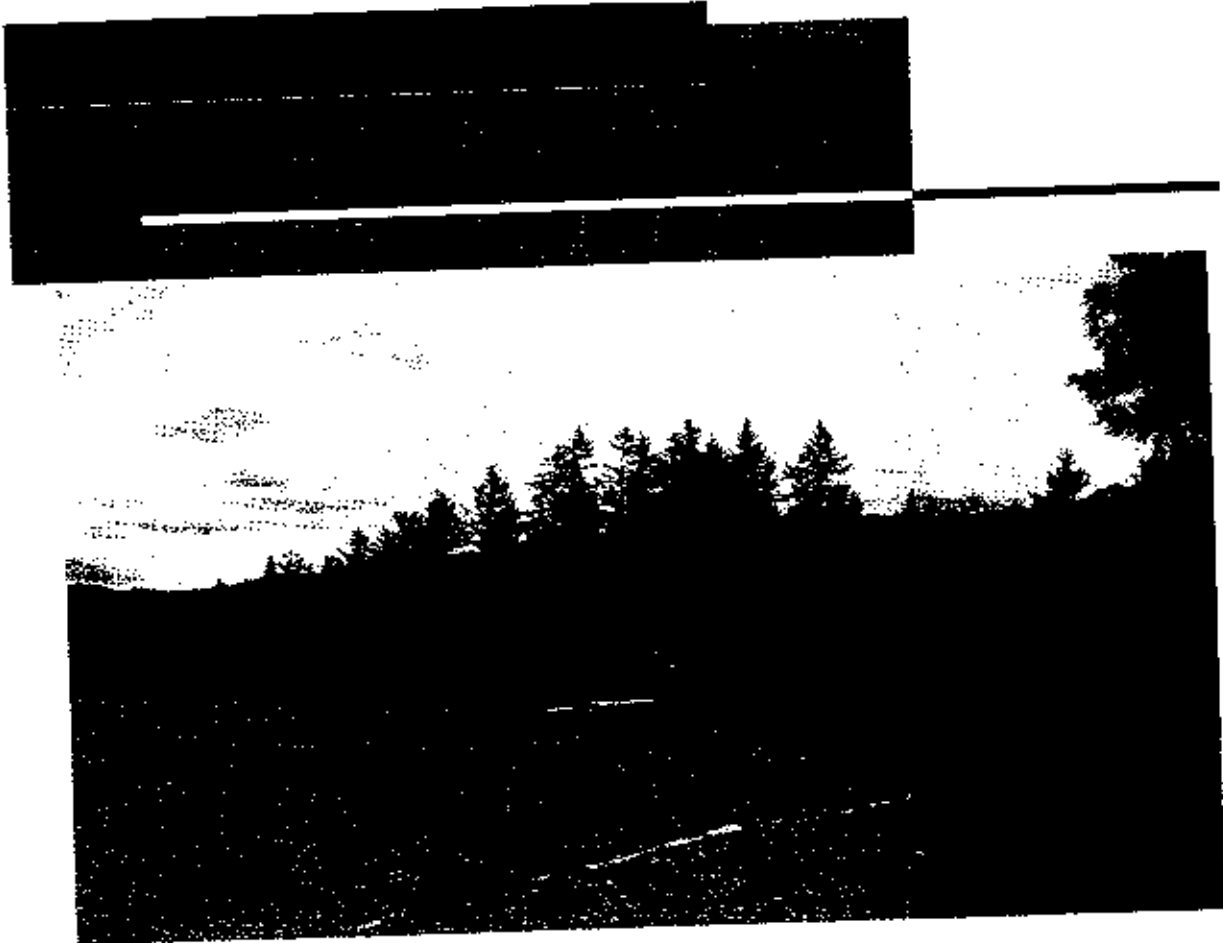


Attachment No. 1



HORNE LAKE REGIONAL PARK DRAFT MANAGEMENT PLAN

Publication Date: March 2003
Recreation and Parks
Ph: (250) 248-3252
Fax: (250) 248-3159
Email: recparks@rdn.bc.ca
www.rdn.bc.ca
Regional District Office



Horne Lake Regional Park –Management Plan

Table of Contents

Section 1 – Introduction	1
1.1 Purpose of the Management Plan.....	1
1.2 Interim Management Plan.....	1
Section 2 - RDN Regional Parks.....	1
2.1 Regional Parks and Trails.....	1
2.2 Park System Plan – Vision and Goal.....	2
Map No. 2.1 – Regional Park System.....	3
Section 3 - Horne Lake Regional Park.....	1
3.1 Background Summary.....	1
3.2 Vision	3
3.3 Objectives	4
3.4 Setting and Context	6
3.5 Relationship to Other Land Uses.....	2
Map No. 3.1 – Horne Lake Regional Park.....	5
Map No. 3.2 – Horne Lake Trail.....	7
Map No. 3.3 – Horne Lake Regional Park Land Interests.....	7
Section 4 - Management Policies	1
4.1 Introduction	1
4.2 Accessibility	2
4.3 Safety and Security.....	4
4.4 Environment.....	6
4.5 Park Use	9
4.6 Standards.....	10
4.7 Operations and Administration.....	12
4.8 Economic Development	13
4.9 Cooperation.....	14
4.10 Park Use Zones.....	16
Map No. 4.1 – Park Use Zones.....	16
Section 5 - Operating and Administrative Management	1
5.1 Park Operator – Operations.....	1
5.2 RDN – Administration.....	3
Table No. 5.1 – RDN Administration	5

Table of Contents (continued)

APPENDIX

- I. Facilities and Uses
- II. Capital Plan & Works
- III. Standards and Regulations
 - Schedule No. 1 Public Control and Emergency Procedures
 - Schedule No. 2 Facility Maintenance Standards
 - Schedule No. 3 Campground and Boat Launch Operations
 - Schedule No. 4 Financial and Administrative Management
- IV Ancillary Uses

SECTION 1 - Introduction

1.1 Purpose of the Management Plan

This management plan is an administrative document that guides the management and operation of Home Lake Regional Park (HLRP) for the next five-years. It sets out objectives and policies for the management of the natural, cultural and recreational features of the Home Lake Regional Park. This plan sets out the roles and responsibilities for day-to-day operations and includes a capital plan, which defines proposed development actions to be undertaken within the next five years. The plan also references some of the anticipated future actions that are proposed to be undertaken beyond the five-year time frame as these issues have been identified as part of the public consultation process or are have been recognized as part of ongoing operations.

If this plan is endorsed by the Board of Regional District of Nanaimo (RDN), it is intended that the park will be operated by a private contractor. The RDN proposes to enter into a five-year contract for park operations for the period from April 1, 2003 to March 31, 2008. This plan will provide the guiding framework for the day-to-day operations and the long-term management objectives of the Home Lake Regional Park for this five-year period. During this period of operation the RDN will be responsible for the administration of the operating contract, a number of supporting administrative actions as well as the implementation of those improvements identified in the capital plan. The RDN will also be directly involved in preparing public information and promotional materials for the park and will respond to public inquires and obtain feedback on park policies and operations. A review of this plan and assessment of the success of the operating contract will be considered together with longer term planning and management objectives prior to proceeding with a future operating contract for the period 2008-09.

1.2 Interim Management Plan

In January 2002, Home Lake Regional Park was acquired by the RDN as a result of the subdivision of recreational property surrounding the lake. In February 2002, an advisory committee was appointed by the RDN Board to provide advice and recommendations on the management of the new Regional Park. The advisory committee had representation from the RDN Board, Spider Lake community, Home Lake Strata Corporation, Ministry of Water, Land and Air Protection, Federal Fisheries and Oceans, BC Parks, and RDN staff. The committee's role was:

- a. to provide the Regional Board with an understanding of issues related to operating the Home Lake Regional Park as a public facility;
- b. to solicit and identify public concerns;

- c. to bring different perspectives to the development of the management plan; and
- d. to advise the RDN Board on the most appropriate actions.

The critical issues identified during the initial planning process included the need to: resolve the various encumbrances on the property; establish park bylaws; undertake a park design and environmental assessment; and reduce the deficiencies of park facilities. During the interim planning process, stakeholders agreed that the park be self-supporting and that it be managed by private contract. The existing BC Parks model was also identified as a model that would be used to develop and manage the HLRP. The Interim Management Plan provided the initial strategic management direction for the park and addressed immediate actions for the operation of the Horne Lake Regional Park. The Interim Management Plan also outlined a number of objectives that were developed to guide the Horne Lake Regional Park operations for the first year. During this period the RDN was responsible for the administration and management of the park and a private contractor was hired to carry out operations or until the endorsement of this plan.

The Interim Management Plan was completed on April 16, 2002 and has provided a framework for this five year management plan.

SECTION 2 - RDN Regional Parks

2.1 Regional Parks and Trails

The RDN Regional Parks function was established in 1989. Regional parks are lands deemed to be significant for the population of the whole region. As a result, the costs associated with acquiring regional parks and of developing major capital items within regional parks are funded by residents of the eight electoral areas. The operation of regional parks (maintenance costs, etc) is shared between the three municipalities (City of Nanaimo, City of Parksville and Town of Qualicum Beach) and the electoral areas.

Horne Lake Regional Park is one of six regional parks and one of two regional campgrounds. Other Regional Parks include: Beachcomber in Electoral Area 'E'; Benson Creek Falls above Brannen Lake in Electoral Area 'D'; Little Qualicum River in Electoral Area 'F'; Nanaimo River in Electoral Area 'A'; and Descanso Bay on Gabriola Island in Electoral Area 'B', which was acquired in May 2002 as the second regional campground (*see Map No. 2.1*).

In 1994, the "Official Regional Park Plan Designation Bylaw 921, 1994" was adopted. Bylaw No. 921 is a guiding document that recognizes existing and potential parks and open space sites in the region, including Regional Parks. This Bylaw also advocates actions to secure and manage parks and open spaces, and defines various means by which the RDN can secure park land. The vision and goals of Bylaw No. 921 are outlined in Section 2.2 and 2.3. It is anticipated that Bylaw No. 921 will be reviewed within the next two years to reflect the changes that have occurred within the regional park system.

Bylaw No. 921 establishes three park service types of regional park, greenbelts, and community parks, in addition to further park land classification. Campgrounds were not identified as being part of the Regional Park Function in Bylaw No. 921; therefore, the proposed Regional Park Plan revision must include this use as part of the regional park function. In addition, other changes have occurred that need to be reflected in a new regional park plan.

It is anticipated that the proposed Regional Park Plan revision will be a broad policy document that defines the RDN's capacity to acquire, develop, maintain and manage regional parks, trails, and open spaces. It is anticipated that park plans will be developed for each Electoral Area where a community based vision for locally significant parks, trails, and open spaces is identified. In addition, Electoral Area park plans are anticipated to outline strategies for the acquisition, protection, development and management of community parks and open spaces in the individual plan area. Electoral Area 'E' is currently the only Electoral Area for which a community parks plan has been developed. Together the revised Regional Park Plan and the Electoral Area parks plan will provide comprehensive guidance for parks planning in the RDN.

2.2 Park System Plan – Vision

The vision for the regional park system defined in Bylaw No. 921 considers the public's desire, legal constraints, the spirit and intent of the park services, and the needs of the Regional District of Nanaimo. It is outlined as follows: *The Regional District will establish, develop and operate a park system for the security, protection and stewardship of lands within the region which maintain livability, provide environmental and natural resource protection and accommodate outdoor recreational pursuits.*

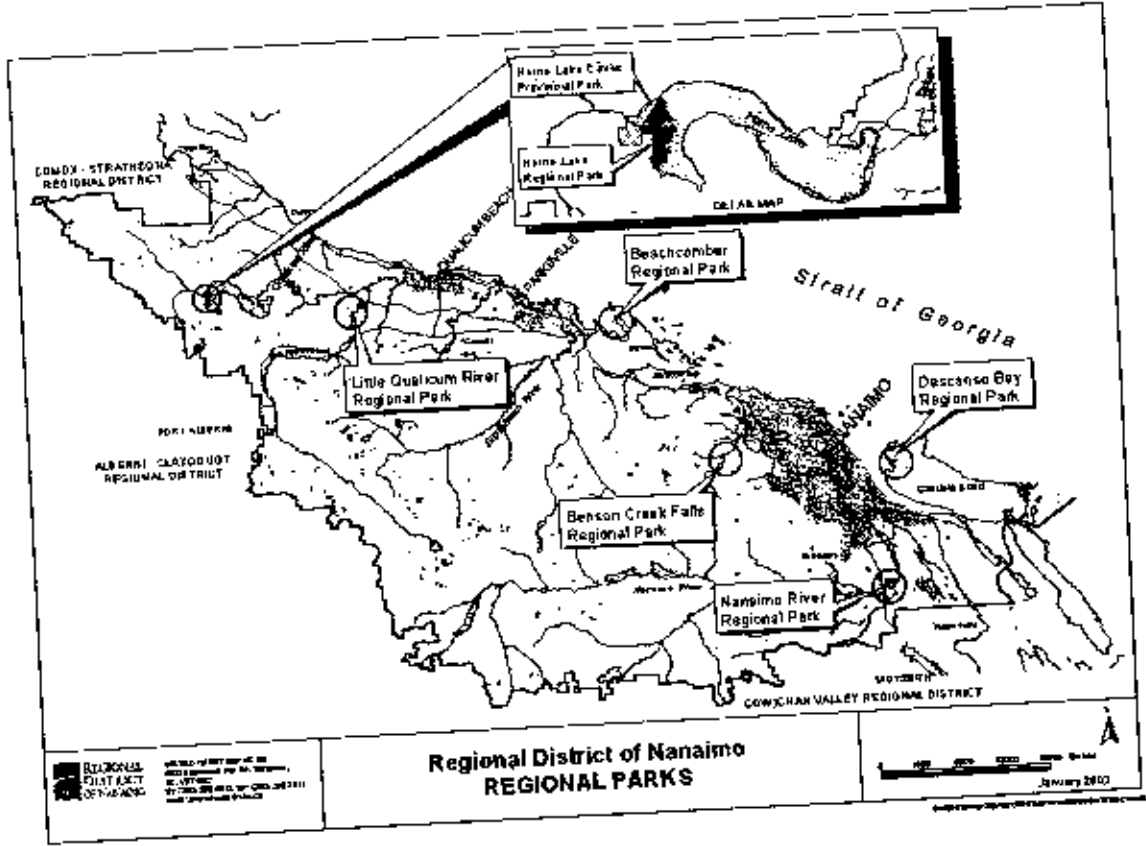
2.3 Parks System Plan – Goal

The goal for regional parks as outlined in the Regional Park plan is as follows:

To secure and protect for all time, a system of park sites and trails, which provide representation of the four distinct landscapes of the region, as well as sites that include unique natural and historic features and experiences of regional significance. Regional park lands will accommodate the enjoyment and appreciation of the sites in a manner that assures their natural qualities are unimpaired for generations to come. Regional trails will provide for linear outdoor recreational opportunities that link components of the Regional District Park System, other park and protected areas, and the neighbourhoods of the Regional District.

Horne Lake Regional Park is over 105 ha in area and includes 2.9 kms of lakefront and 2.5 km of riverfront. Horne Lake is a popular fishing lake and contains various species of salmonids and fresh water fish. There are significant geologic formations adjacent to the regional park including the world-renowned Horne Lake Caves Provincial Park, which attracts tens of thousands of visitors each year. Horne Lake has been a recreational destination since the early 1920's and continues to attract visitors each year. Visitor statistics from the 2002 season supports the regional designation of HLRP as a greater number of visitors came from outside the Oceanside area. The historic Horne Lake Trail, which will provide a multi-user recreational trail between the east and west side of the island will also connect to the existing and future system of trails. As a result of these various factors, Horne Lake Regional Park meets the criteria of a regional park.

Map No. 2.1 Regional Park System



SECTION 3 - Horne Lake Regional Park

3.1 Background Summary

Horne Lake is located in Electoral Area 'H' of the Regional District of Nanaimo (RDN).

Horne Lake Regional Park, located at the west end of Horne Lake, is 105 ha in area and contains a variety of natural environmental features including the Qualicum River, 2.9 kilometers frontage on Horne Lake, rock bluffs, riparian vegetation, and mature forested areas (*see Map No. 3.1*). The Park has been extensively logged and forestry cover is limited to the waterfront areas and, to a lesser extent, the Qualicum River corridor. Vegetation is typical of the area: Douglas-fir, hemlock, spruce, some pine, salal, roses, and other native shrubs. Wildlife includes deer, bear, the occasional cougar, and lots of waterfowl. Horne Lake is regularly stocked with Chinook, Coho and Cutthroat trout by Federal Fisheries and Oceans (DFO) and Ministry of Water, Land, and Air Protection (MWLAP) and contains a variety of fresh water and salmonid species making it a popular sport fishing location.

The facilities at the park serve outdoor recreational opportunities including camping, swimming, picnicking, fishing, boating, cycling, hiking, and programmed recreation. In 2002, 869 parties camped at the regional park.

3.2 Vision

Horne Lake Regional Park is an accessible public park located in a spectacular natural setting on the shores of Horne Lake. The management of the park will require ongoing cooperative relationships with the adjacent Horne Lake Caves Provincial Park, owners of the adjacent strata corporation and resource properties, as well as various public agencies and area residents. The management objectives are intended to continue to allow for a variety of park uses that have historically occurred at the park that will be located, designed, and operated in a way that is sensitive to the natural environment. The park will offer a safe and enjoyable experience for visitors with a focus on outdoor recreation and camping. Management policies and standards are intended to provide quality park facilities in a safe and secure setting with a goal to minimize hazards and avoid environmental conflicts. The park will be self-supporting with a management plan that incorporates sustainable and best management practices and respects the interests of the community and adjacent landowners. Horne Lake Regional Park will also provide economic and tourism spinoff benefits and opportunities for local and regional businesses.

3.3 Objectives

- 3.3.1 Accessible**
To provide a public regional park that is accessible for the benefit, enjoyment and use for all residents of the region and beyond.
- 3.3.2 Public Safety**
To create and operate a park that is secure and provides an enjoyable, safe experience for park visitors and recognizes and strives to minimize natural and man-made hazards.
- 3.3.3 Environment**
To strike a balance between the impacts of human use and development, which affect the natural environment by incorporating sustainable and best management practices and by promoting educational and interpretative programs with respect to the natural environment.
- 3.3.4 Park Use**
To provide a park that is focused on outdoor recreation that is carried out in a natural setting and provides a wide range of activities including, but not limited to: boating, swimming, individual and group camping, hiking, biking, horseback riding, programmed recreation, interpretation, and education.
- 3.3.5 Standards**
To develop Horne Lake Regional Park to have quality facilities and standards that correspond with RDN bylaws and are on par with, or better than, provincial parks of similar size and scope.
- 3.3.6 Operations and Administration**
To develop and operate Horne Lake Regional Park to be self-supporting.
- 3.3.7 Economic Development**
To provide spin off economic and tourism opportunities in the communities near the park, as well as the region as a whole.
- 3.3.8 Cooperation**
To liaise with adjacent landowners and senior agencies in the planning, management, and operations of Horne Lake Regional Park.

3.4 Setting and Context

Horne Lake is located in the northwest corner of the Regional District of Nanaimo and within the Beaufort Range, the most easterly mountain range on Vancouver Island. Horne Lake Regional Park is located at the western end of Horne Lake at the end of Horne Lk Caves Road. The park is approximately 35 kilometres from Qualicum Beach and Parksville, and 70 kilometres from Nanaimo. Horne Lake can be accessed via Horne Lake Road off Highway 19. Horne Lake Road and Horne Lk Caves Road are gravel roads used by logging trucks and recreational visitors.

In 1855, Adam Horne, a fur trader employed by the Hudson's Bay Company, was instructed to find an overland route across Vancouver Island. A rough trail created and well used by First Nations linked the east and west sides of Vancouver Island. Recognized as a viable route, it began being used as a trade route by many non-native settlers to reach the Alberni Valley. The trail became known as the Horne Lake Trail and was gazetted in 1911. This gazette cuts through the park property and stakeholders have been meeting to discuss options for developing this multi-purpose linear trail (*refer to Map No. 3.2 for the Horne Lake Trail*).

The Regional Park is bounded by Horne Lake Caves Provincial Park to the northwest, and private forest lands to the west and south. The Park property is bisected on an east-west axis by the Qualicum River, which flows into Horne Lake at the Regional Park. The Park is situated on a fluvial fan on low level ground, with rock bluffs rising along the western edge of the property. Lake levels are controlled by a dam at the east end of the lake that is owned and operated by Federal Fisheries and Oceans (DFO). In 2002, DFO reconstructed the dam and lowered the height of the spill elevation to 120.8 metres GSC elevation. As a result of the controlled lake levels, at the time of subdivision a covenant was registered on the titles of the park and the properties owned by the Horne Lake Strata Corporation. This covenant defines a flood construction elevation and requires that new construction or structural alterations to existing buildings meet the flood construction elevation.

Since the late 1980s, previous owners operated a private campground in the park. In recent years, all campsites were leased on a seasonal pass arrangement and a settled community of Horne Lake campers and programmed recreation providers developed. The primary use of the Park property has been forestry, as a result, the majority of the property has been cleared.

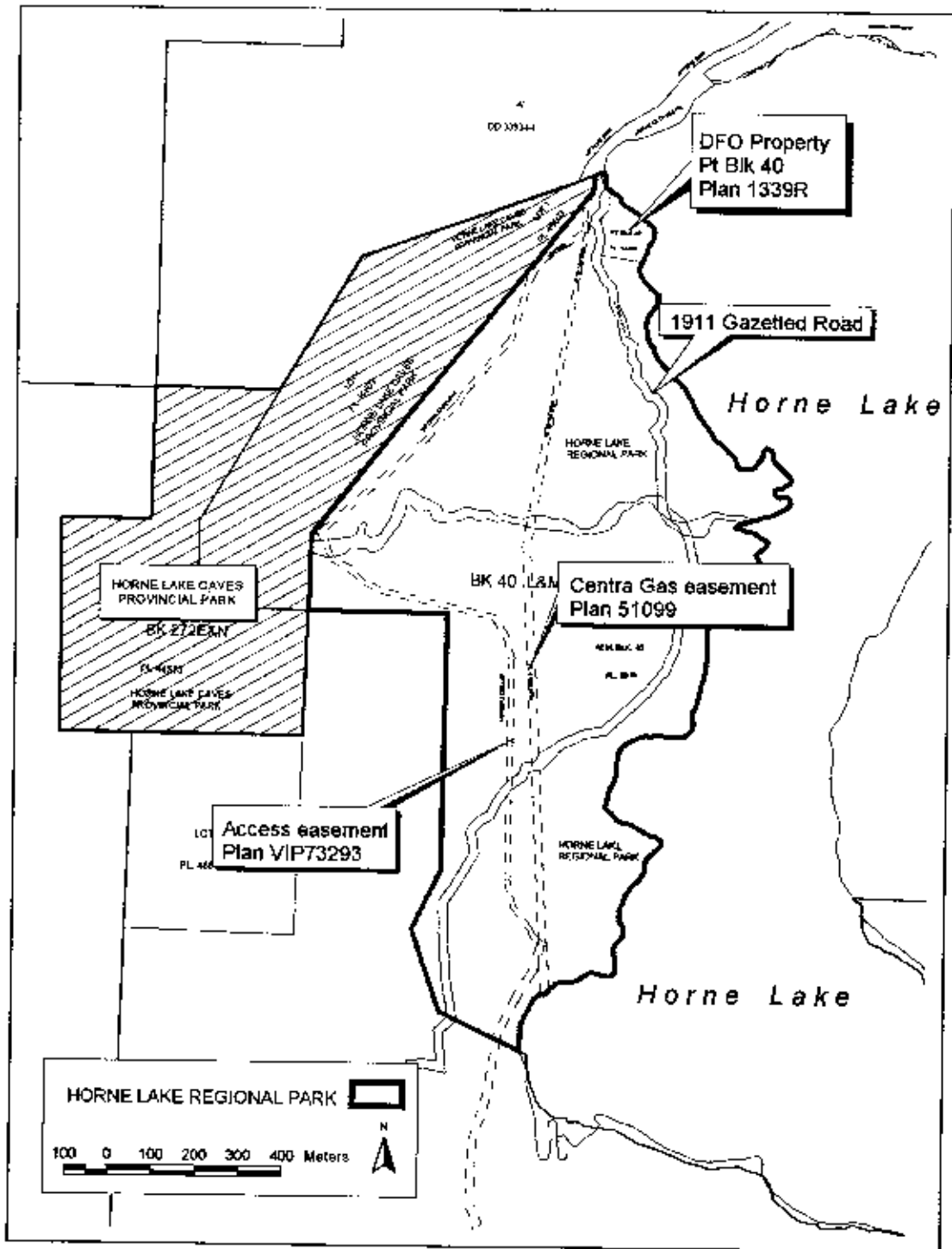
In 2002, the RDN opened the campground for public camping. A total of 83 individual and group sites were available. The park was open from June to October and was operated on a contract basis by a park operator. There were a total of 869 parties that stayed at the campground in 2002. There are no figures for day-use visitors. In future years, it is anticipated that, with increased promotion of the park and more facilities available, more visitors will stay for a longer duration.

3.5 Relationship to Other Land Use

There are three encumbrances on the park property including: the Centra Gas right of way that bisects the property from north to south; an historical gazetted road (1911 Horne Lake Gazetted Road); and an access easement for the property owner directly south of the park. In addition, DFO owns a separate parcel (Pt. Block 40, Plan 1339R) at the entrance to the park. Access to the south end of the park is through BC Parks' property (see Map No. 3.3). The westerly half of the park is currently included within the Forest Land Reserve, which is a Provincial land use designation that relates to the past forest management use and taxation classification over that portion of the park. The majority of the park is also situated below the flood level of Horne Lake and is subject to flood management requirements in relation to the operation of water control structures and a spill-way operated by DFO. These independent land and management interests have been recognized as part of this plan and have resulted in various administrative and operating requirements that will ensure ongoing cooperative relationships.

The ongoing management and future development of HLRP must consider the impacts of adjacent land uses and the needs of adjacent landowners. West of the Horne Lake Regional Park is the Horne Lake Caves Provincial Park, a 123 ha day-use park containing world renowned caves that is visited by tens of thousands of people. Island Pacific Adventures offers guided tours at the caves and in October 2002 secured a seven-year contract to manage and operate the provincial park. The lands southwest of the park are active forest lands and this activity is apparent from the cut blocks surrounding the lake. Due to the access easement through HLRP, forestry trucks will be traveling through the park. There are 400 recreational properties surrounding the north and southeast portion of the lake that are owned by members of the Horne Lake Strata Corporation. The regional trail system identifies the 1911 Horne Lake Gazetted Road as an important link between the RDN and the west coast of the island.

Map No. 3.3
Home Lake Regional Park Land Interests



SECTION 4 - Management Policies

4.1 Introduction

This section is divided into specific topics that relate to the management, operations and administration of the park. Each topic area includes the management objective, a brief discussion of the topic area, and policies that form the guiding framework for the day-to-day operations and longer-term management of the park for the five years between 2003 and 2007. These policies are anticipated to be reviewed and revised after 2007.

4.2 Accessibility

4.2.1 Management Objective

To provide a public regional park that is accessible for the benefit, enjoyment and use for all residents of the region and beyond.

4.2.2 Discussion

Most recently, the occupancy of the park was by long term pass holders whereby individual groups and families leased specific campsites on an annual basis. Visitors to the area or regional residents were unable to stay at the campground unless they were pass holders or their guests. As a result, the Regional Board and the advisory committee for the interim planning process agreed that the Horne Lake Regional Park be open and accessible to all. User fees will be charged for services provided at the park.

4.2.3 Policies

4.2.3(a) Public Access

- i) The park is open to the general public for day-use within designated areas or designated trails and routes from 7 am to 11 pm.
- ii) Access to the park shall be restricted to registered guests only between the hours of 11 pm and 7 am.
- iii) The park is open for day-use year round and for camping for a six-month minimum period (May to October); however, the Park Operator may extend the camping season with permission from the RDN.
- iv) Certain areas of the park may be subject to natural hazards, flooding or environmental conservation requirements and may be closed to public access as designated in this plan or as identified by park signage.

- v) Access through the park is discouraged unless confined to designated trails, easements or public rights of way.
- vi) Vehicle access to the park is controlled by two main gates at the north boundary of the park that are open during operating hours and a gate at the south boundary of the park will not be open for general public access.
- vii) Vehicle access through the park from north to south, to lands beyond, is only permitted for those parties that have secured this access by easement.

4.2.3(b) Universal Design

- i) Accessibility and universal design matters shall be considered in any new facility development or upgrading projects to accommodate park visitors with different levels of ability.

4.2.3(c) User Fees

- i) User fees shall generally be consistent with rates charged for similar services or activities within BC Parks.
- ii) User fees for camping and boat launch shall be determined by the RDN.
- iii) User fees for other park services and programs may be determined by the park operator, with permission of the RDN.

4.3 Safety and Security

4.3.1 Management Objective

To create and operate a park that is secure, strives to protect public safety, and minimizes hazards.

4.3.2 Discussion

Risk Management concerns have an important role in the decision-making process for Horne Lake Regional Park. Through careful risk identification, evaluation, and communication practices, liability in the park can be managed. In the course of protecting the natural environment and providing various recreational opportunities, not all risk can be eliminated.

In 2002, the Municipal Insurance Association (MIA) of BC conducted a survey to identify exposure to liability and to assist the RDN to manage these exposures. These recommendations have been implemented.

There are specific risks within the Park property that must be managed. The lake is prone to flooding and as a result, there is a covenant registered on title that defines a flood construction elevation for new development or structural alteration of existing buildings. The covenant also requires that a flood preparedness and response plan be developed and be implemented in the event of a potential flood event. Rock fall and fire are potential natural hazards at the

park that must be planned for and managed. Horne Lake and the surrounding areas are considered "high" to "extreme" fire risk by Ministry of Forests. It must be noted that the Park is outside any Fire Protection area. There is a range of existing and potential uses at the park, as well as divergent uses on adjacent lands. Therefore, day-to-day and long-term park management policies recognize the need to reduce conflicts between park visitors as well as with adjacent landowners.

4.3.3 Policies

4.3.3(a) Vehicles

- i) Vehicles are to be restricted to designated roads or other designated access routes.
- ii) Vehicle parking is restricted to designated parking areas and campsites.
- iii) Speed limits within the camping areas of the park shall not exceed 10 km/hour and speed limits on the main toads shall not exceed 40 km/hour.
- iv) The operation of unlicensed off road vehicles is not permitted in the park.

4.3.3(b) Flood Hazard

- i) Flood response and evacuation shall be undertaken according to the Flood Preparedness and Evacuation Plan as brought into effect by the RDN.
- ii) Due to the flood hazard associated with the Qualicum River and Horne Lake, the park may have restricted access during the period November to May or as identified by the Flood Preparedness and Evacuation Plan.
- iii) Any new construction of buildings intended to be occupied or used for storage or the structural alteration of the existing buildings occupied or used for storage must meet the flood construction elevation as outlined in the covenant registered in favour of DFO.

4.3.3(c) Rock Fall Hazard

Due to possible rock fall hazards, rock climbing in the park is not permitted without written permission from the RDN.

4.3.3(d) Hazard Trees

The disturbance and removal of native vegetation is not permitted in the park without the permission of the RDN. The RDN may authorize the removal of hazardous trees, for the management of invasive non-native species, and for approved park development.

4.3.3(e) Wildlife

In order to avoid conflicts between wildlife and people, the feeding of animals is not permitted and food should be properly stored.

4.3.3(f) Campfires

- i) Campfires and barbeques are only permitted in designated areas and campfires must be confined to approved fire pits and all other outdoor burning is prohibited.
- ii) Campfires may be restricted during specified periods as determined by the General Manager of Community Services.

4.3.3(g) Fire Protection

- i) The RDN shall liaise with adjacent landowners regarding fire protection.
- ii) Horne Lake Regional Park is not within a local fire protection area and therefore the Ministry of Forests is the recognized fire protection provider.

4.3.3 (h) Nuisances

- i) Campsite occupants shall respect the privacy and use and enjoyment of the park by not causing disturbances after 11 pm and before 7 am.
- ii) The operation of motorized equipment other than equipment that is incidental to campground use is not permitted in the park
- iii) The operation of motorized equipment (c.g. generators) outside the campground must be approved by General Manager of Community Services

4.3.3(i) Enforcement of Park Rules

- i) Horne Lake Regional Park is owned by the RDN and is operated under the authority of the RDN and visitors are subject to rules and regulation as set out in this Plan.
- ii) Where a bylaw regulating park uses has been adopted by the RDN the provisions of the bylaw take precedence over this Plan and the rules as set out in this Plan shall be in addition to any regulations as set out in the bylaw.
- iii) Bylaw enforcement officers shall be designated by bylaw.
- iv) The Park Operator and their employees and designated employees of the RDN may enforce the rules as set out in this Plan and shall refer all criminal acts to the RCMP

4.4 Environment

4.4.1 Management Objective

To strike a balance between the impact of human use and development on the natural environment by incorporating sustainable and best management practices and by promoting education and interpretation about the natural environment.

4.4.2 Discussion

Since the acquisition of the Horne Lake Regional Park, the RDN has been incorporating best management practices in the development and management of the park. The previous campsite layout was deemed unsustainable and as a result numerous waterfront campsites were removed. The park has been divided into five land use management zones that are detailed in Section 4.10. The waterfront in the north park is within the Intensive Recreation Zone, however this zone comprises 9% of the park property. Low impact uses are supported in the Natural Environment Zone, which comprises 47% of the park property.

This plan designates the Qualicum River riparian area and a large area of the south park to be within the Conservation Zone (27% of the park property), recognizing the sensitivity of this area due to the extensive erosion that has occurred on the river banks. While much of the park has been logged priority for reforestation in the park will be within the Conservation Zone.

Long-term management of the park will incorporate best practices in order to minimize the existing impacts on the natural environment and actions will be taken to rehabilitate some of the disturbed areas where possible. In addition, interpretation and education efforts at the park, as well as the programmed recreation initiatives will stress the value of the natural environment and the roles that individuals play in protecting it.

4.4.3 Policies

4.4.3(a) Park Use Guidelines

- i) Uses within Intensive Recreational zones shall avoid damage of any significant natural features and adjacent natural environment and conservation zones.
- ii) Uses within natural environment and conservation zones shall not impact the natural environment and are not encouraged outside designated activity areas or trails.
- iii) Where feasible, new facilities or services shall be sited on disturbed sites to recognize environmental protection and conservation values.

4.4.3(b) Development Guidelines

- i) Any land alteration and development activity shall incorporate the principles and guidelines detailed in *Environmental Objectives, Best Management Practices and Requirements for Land Developments*, March 2001 by MWLAP and DFO/MELP Stewardship Series.
- ii) The disturbance and removal of native vegetation is not permitted in the park without the permission of the RDN and may be authorized for the removal of hazardous trees, for the management of invasive non-native species, and for approved park development.
- iii) The alteration of land is not permitted in the park without the permission of the RDN and may be authorized to enhance ecosystems native to the

park, minimize erosion, or mitigate natural hazards and to accommodate approved park development.

- iv) The introduction of animals or planting of vegetation is not permitted in the park without permission of the RDN and may be authorized to enhance ecosystems native to the park, to minimize shoreline erosion, and to landscape approved park development
- v) The development of trails, campsites, and other land alteration activities including vegetation removal shall not take place within 30 metres from the top of bank of the Qualicum River or from the natural boundary of Horne Lake, unless otherwise permitted by the RDN.
- vi) The development of park uses and facilities shall be undertaken to be consistent with the Park Use Zone map, Map No. 4.1.

4.4.3(c) Interpretation and Education

- i) Interpretation and education may be provided by the Park Operator or licensee
- ii) The creation of historical interpretation and education materials will be developed in consultation with other government agencies, First Nations, and the tourism industry.
- iii) Interpretation and education services will be made available to all park visitors.
- iv) Interpretation, education and programmed recreation services will promote an understanding of and appreciation of the natural environment of the park.

4.4.3(d) Rehabilitation

The enhancement or rehabilitation of disturbed natural areas shall be encouraged.

4.4.3(e) Waste Management

Park management and development shall incorporate the principles of reducing, reusing, and recycling waste.

4.4.3(f) Hunting and Trapping

Hunting and trapping is not permitted in the park. However, control of particular species may be required for public safety or protection of the property and may be authorized by the RDN.

4.5 Park Use

4.5.1 Management Objective

To provide a park with a focus on outdoor recreation that is carried out in a natural setting and provides a wide range of activities, including but not limited

to boating, swimming, individual and group camping, hiking, biking, horseback riding, programmed recreation, interpretation, and education.

4.5.2 Discussion

Horne Lake Regional Park offers a variety of uses and activities. The RDN is committed to providing opportunities for appropriate outdoor activities that foster visitor enjoyment as well as appreciation and respect for the region's natural environment. The uses at the park include a 60-site campground, day-use area and related facilities, boat launch, trails, designated programmed recreation area, and swimming. Programmed recreation, interpretation and educational activities reflect the desire to educate park visitors to respect the natural environment. In addition, limited retail and rentals services are permitted to provide park visitors with greater amenities. Special events related to outdoor recreational activities are also permitted at the park. The campground serves both individual campers, as well as opportunities for group camping for school, church, service clubs and others in the region and beyond. These additional uses enable a greater revenue stream and have the potential to benefit adjacent recreational property owners, as well as visitors to HLRP and the adjacent BC Park. In 2002, 869 parties stayed at the campground, however there are no figures for day-use visits. The RDN anticipates that with increased advertising and exposure, improvements to the facilities, and increased opportunities for outdoor activities, the numbers of visitors will increase.

4.5.3 Policies

4.5.3(a) Permitted Uses

Permitted uses within Horne Lake Regional Park are detailed in Appendix No. I. B, and shall be undertaken within the appropriate zone as detailed in Section 4.10.

4.5.3(b) Camping

- i) Camping within the park is only permitted within designated areas, as shown on Map No. 4.1, and is subject to registration, terms of agreement and campground fees as set out in Appendix III, Schedule No. 3
- ii) The development or removal of camping facilities shall be the responsibility of the RDN.

4.5.3(c) Sales

Retail sales within the park are only permitted by the Park Operator or licensee and shall be conducted as detailed in Appendix IV.

4.5.3(d) Rentals

Equipment rental within the park is permitted by the Park Operator or licensee and shall be conducted according to Appendix IV.

4.5.3(e) Special Events

- i) Special events not organized as registered programmed recreation and not exceeding 100 participants and spectators may be permitted with the approval of the General Manager of Community Services.
- ii) Special events that are expected to exceed 100 participants and spectators are subject to a Special Event Permit as approved by the RDN.
- iii) Special events must meet the following conditions:
 01. The special event is an appropriate outdoor recreation activity.
 02. The special event will have minimal environmental impact.
 03. The site selected will be sensitive to the natural environment and the experience of other park visitors.
 04. No permanent or temporary facilities or structures associated with the service or activity is erected or constructed, without permission of the RDN.
 05. On site advertising for special events shall be limited to one sign, sandwich board or banner.

4.5.3(g) Programmed Recreation

- i) Programmed recreation may be provided by the Park Operator or licensee and shall be conducted according to the terms of agreement set out in Appendix IV.
- ii) Programmed recreation may occur within designated areas as shown on Map No. 4.1.
- iii) Programmed recreation services shall be available to all park visitors.
- iv) Programmed recreation services shall promote an understanding of and appreciation of the natural environment of the park.

4.5.3(h) Horse riding and Mountain Biking

Horse riding and mountain biking will be permitted on designated routes only. The overnight keeping of horses is not permitted in the park.

4.5.3(i) General

- i) Possession or consumption of alcoholic beverages outside of a reserved campsite is prohibited.
- ii) Pets are the responsibility of their owner and shall be kept under control at all times.

4.5.3(j) Research

Research which contributes to the knowledge of natural and cultural history and to environmental and recreational management will be encouraged, providing it does not detract from park visitors' use and enjoyment of the park

4.6 Standards

4.6.1 Management Objective

To develop Horne Lake Regional Park to have quality facilities and standards that correspond with RDN bylaws and are on par with or better than provincial parks of similar size and scope.

4.6.2 Discussion

Forestry has been the primary land use on the park land prior to the RDN acquiring the park and a portion of the park land remains within the Forest Land Reserve. As a result the distribution of the recreation uses and related facilities was undertaken with no long-term management or design and is therefore somewhat haphazard.

Existing camping and day-use facilities are basic but are in good shape. The main recreational facilities in the park include the operator's house with appliances, a generator shed, wood shed, signs, information kiosks, trails, roads, parking lots, ten toilets (one of which is sited on the DFO parcel), two drinking water pumps, 60 site campground, programmed recreation area, gazebo, and boat ramp. The existing facilities are generally adequate for the next five years and the proposed development actions outlined in Appendix II, Capital Plan and Works, are intended to reduce deficiencies and improve the standards at the park. The lack of electricity at the park is a limiting factor. In addition to the recreational uses and facilities, there is a gravel pit and quarry on the park property. The pit and quarry provides excellent material for park improvements.

Existing and new facilities will be constructed to protect the natural environment, support outdoor activities, and meet operational needs. The location of existing facilities and future development are shown on Map No. 4.1.

4.6.3 Policies

4.6.3(a) Facility Standards

As facilities require upgrading or new construction, buildings and structures shall be constructed to RDN standards where applicable or generally follow Provincial standards as a guideline to address public safety concerns, ensure adequate performance, follow best practices and manage risk.

4.6.3(b) Development

- i) Recreational uses and trail facilities shall only be developed within designated areas in accordance with the approved Capital Plan and as shown on Map No. 4.1.
- ii) No new development is anticipated within years 1 to 5 of this plan, except as identified in the Capital Plan outlined in Appendix II.
- iii) The design and maintenance of park facilities shall:

01. Avoid or minimize impacts on the natural environment
02. Blend colour, scale, style, and materials with the natural environment
03. Avoid conflicts between existing park users and facilities
04. Provide good access and circulation for vehicles and non-motorized movement within the park
05. Avoid or mitigate potential impacts on adjacent landowners
06. Provide safety for users
- iv) When realigning existing trails and routes or developing new ones priority shall be given to:
 01. The provision of looped trails or consideration for return journeys incorporating a number of trails, where appropriate;
 02. Providing links within the trail network and between camping areas and other facilities;
 03. Providing linkages between BC Parks and the regional park, the regional trail system and where appropriate, private land.
- v) The provision of camping areas will be reviewed periodically and camping areas may be removed, reduced in size or related based on the following:
 01. Demand;
 02. Damage to natural and physical resources; or
 03. Conflicts with day-use or other uses.
- vi) The installation or construction of apparatus for outdoor recreational activities or programmed recreation is not permitted, without the permission of the RDN.
- vii) The RDN will be responsible for capital works. Any capital improvements undertaken by the Park Operator that are not chattels, remain the property of the RDN.

4.6.3(c) Environmental Standards

Environmental standards shall be consistent with Provincial and Regional Health Authority protocols and standards.

4.6.3(d) Gravel Extraction

Gravel and stone deposits within the park shall only be used for park development and other works as approved by the RDN.

4.7 Operations and Administration

4.7.1 Objective

To develop and operate Horne Lake Regional Park to be self-supporting.

4.7.2 Discussion

The Regional Board and the Advisory Committee for the interim planning process gave direction that the park be managed to be self-supporting. The Advisory Committee and Regional Board also required the park be managed by a

private contractor. As part of the subdivision process the Regional Board agreed that the Home Lake Strata Corporation have the option for first refusal to enter into a five-year contract to manage the park. For the 2002 season park management was undertaken by the previous park caretaker, which was secured on a contract basis.

Management refers to the day-to-day services that enhance visitor's use and enjoyment of the Home Lake Regional Park, while protecting the natural environment and visitor safety. The management of the Home Lake Regional Park is critical in achieving the goals and objectives of the park. Park management by the Park Operator includes a variety of responsibilities including: maintaining and repairing facilities, maintaining equipment and signs, coordinating bylaw enforcement, and managing the campground, day-use area and boat launch.

4.7.3 Policies

4.7.3(a) Operating Contract

- i) The RDN will endeavor to secure an operating contract for park management and operations.
- ii) The park operating contract will seek to provide park management and operation on a cost recovery basis.
- iii) Park operations will recognize all park policies and designations as set out in this plan.

4.7.3(b) Financial Management

- i) Fees related to the sale of products or programs, other than camping and boat launch fees that are defined in Appendix III, Schedule No. 4, may be established by the Park Operator.
- ii) An annual financial statement summarizing all park operations shall be prepared by the Park Operator to the satisfaction of the RDN.

4.7.3(c) Maintenance

- i) An annual maintenance inspection and risk management evaluation shall be conducted by the Park Operator to the satisfaction of the RDN.
- ii) Routine maintenance of buildings, structures, grounds and facilities shall be conducted as outlined in Appendix III, Schedule No. 2.

4.7.3(d) Marketing, Promotion, and Communication

- i) The Park Operator shall develop an annual marketing strategy, in consultation with the RDN.
- ii) The RDN shall review and/or prepare all promotional materials.
- iii) Public input on future park improvements and services may be obtained through formal and informal surveys and subsequent park plan reviews.
- iv) The RDN shall undertake the development of any signage and the Park Operator shall be responsible for installation and ongoing maintenance.

4.7.3(e) Volunteers

Volunteers may be used in the day-to-day operations and development of capital works at the park.

4.3.3(f) Signage General

Signage and advertising may only be placed in the park with the approval of the RDN.

4.7.3(g) General

The resolution of issues not specifically identified in this plan shall be decided by the General Manager of Community Services.

4.8 Economic Development

4.8.1 Objective

To provide spin off economic and tourism opportunities in the communities near the park, as well as the region as a whole.

4.8.2 Discussion

Statistics from the 2002 season show that 44% of the campground visitors came from within the region. Visitors from the rest of Vancouver Island comprised 33% of the visitors, and visitors from elsewhere in the province, elsewhere in Canada and from outside of Canada comprised only 14% of the visitors. In 2002, the park operated at 14% capacity. Increased advertising should result in an increase in the number of visitors coming and staying at the park. The adjacent Horne Lake Caves Provincial Park receives thousands of visitors each year and in 2002 was recognized by Attractions Canada as the 'Best Natural Outdoor Site in BC'. This recognition has the potential to increase the numbers of visitors to both the provincial and the regional park. An increase in the number of visitors and longer stays from visitors outside the region has the potential to provide economic benefits to businesses within the local communities as well as the region.

4.8.3 Policies

4.8.3(a) Regional Tourism

Where possible, the RDN will participate in efforts to promote regional tourism through the promotion of the park.

4.9 Cooperation

4.9.1 Objective

To liaise with adjacent landowners and senior agencies in the planning, management and operations of Horne Lake Regional Park and to cooperate with the holders of the encumbrances that exist at the park.

4.9.2 Discussion

While some of the adjacent land uses are compatible with the recreational uses at the park, for example, Horne Lake Provincial Park and Horne Lake Strata lands, others, for example, industrial forestry operations, are less than compatible. There are three charges on the park property that are not related to recreational uses and include the Centra gas right of way that bisects the property from north to south; an historical gazetted road, 1911 Horne Lake and Alberni Road, and access easement for the property owner directly south of the park. Federal Fisheries and Oceans (DFO) owns a separate parcel (Pt. Block 40, Plan 1339R) at the entrance to the park. In addition, the park house and other out buildings are sited on the historical gazette. Access to the south park is through BC Parks property. Developing the historical gazette into a trail is currently being discussed by the stakeholders, including the RDN, Horne Lake Strata Corporation, and the Qualicum First Nation. As a result, strategies and controls that reinforce positive relationships and minimize potential conflicts between adjacent landowners and charge holders on park property need to be incorporated into this Plan.

4.9.3 Policies

4.9.3(a) Adjacent Landowners

- i) The RDN and the Park Operator will liaise with adjacent landowners to cooperate on matters of mutual interest or benefit related to park operations including:
 01. Public access;
 02. Nuisance and vandalism;
 03. Security issues;
 04. Emergency issues (flood, rock slide, fire); and
 05. Special events.
- ii) The RDN will seek to work with all adjacent landowners to promote park objectives and enhance natural processes on private lands.
- iii) An operating agreement will be sought with DFO for the parcel, Pt. Block 40, Plan 1339R Newcastle District.

4.9.3(b) Charges

- i) Public agencies and private companies that own or control land within Horne Lake Regional Park will be encouraged to ensure their activities conform to and are consistent with, this Plan.

- ii) The siting of any park facilities shall consider the location of existing charges on the land to minimize conflicts.

4.10 Park Use Zones

A system of park use zones has been developed to provide a framework in which to manage the Horne Lake Regional Park and indicates the types and levels of use appropriate throughout the park. The park use zones are guided by the vision for future use and development of the park. The zones are intended, to protect and enhance environmentally sensitive or natural features, to recognize historical uses and public preferences for park use and to assist in minimizing existing and potential conflicts between uses and activities. The park use zones will also provide a baseline for assessing the suitability of future activities and development proposals.

The park has been divided into five management zones that correspond to the capacity of the park to accommodate different intensities of park use. The locations of each zone are shown on the Map No. 4.1.

4.10.1 Intensive Recreation Zone

The management objective of this zone is to provide high use and readily accessible visitor services and facilities. This zone is oriented to intensive, concentrated outdoor recreation activity. Current uses include day-use facilities; campground; gates and other visitor control structures; boat launch and boating activities; service facilities including rentals and concession; and management facilities. Day-use and the campground will be developed at the optimum carrying capacity of the land and water and in accordance with the policies in this Plan.

4.10.2 Programmed Recreation Zone

The management objective of this zone is to provide an opportunity for the use of an area of the park for programmed recreation and education activities. These activities could be conducted by the Park Operator or a third party and could include wilderness camping, group recreation and related facilities.

4.10.3 Natural Environment Zone

The objective of this zone is to protect natural values, to provide low impact recreation opportunities in a largely undisturbed natural environment and to provide appropriate non-vehicular recreation. The types of activities permitted shall have a low to moderate impact on the natural environment and are intended to be dispersed over a large area and include hiking and passive recreation. Development will be limited to trails, necessary signs, fencing and temporary facilities for research and management.

4.10.4 Conservation Zone

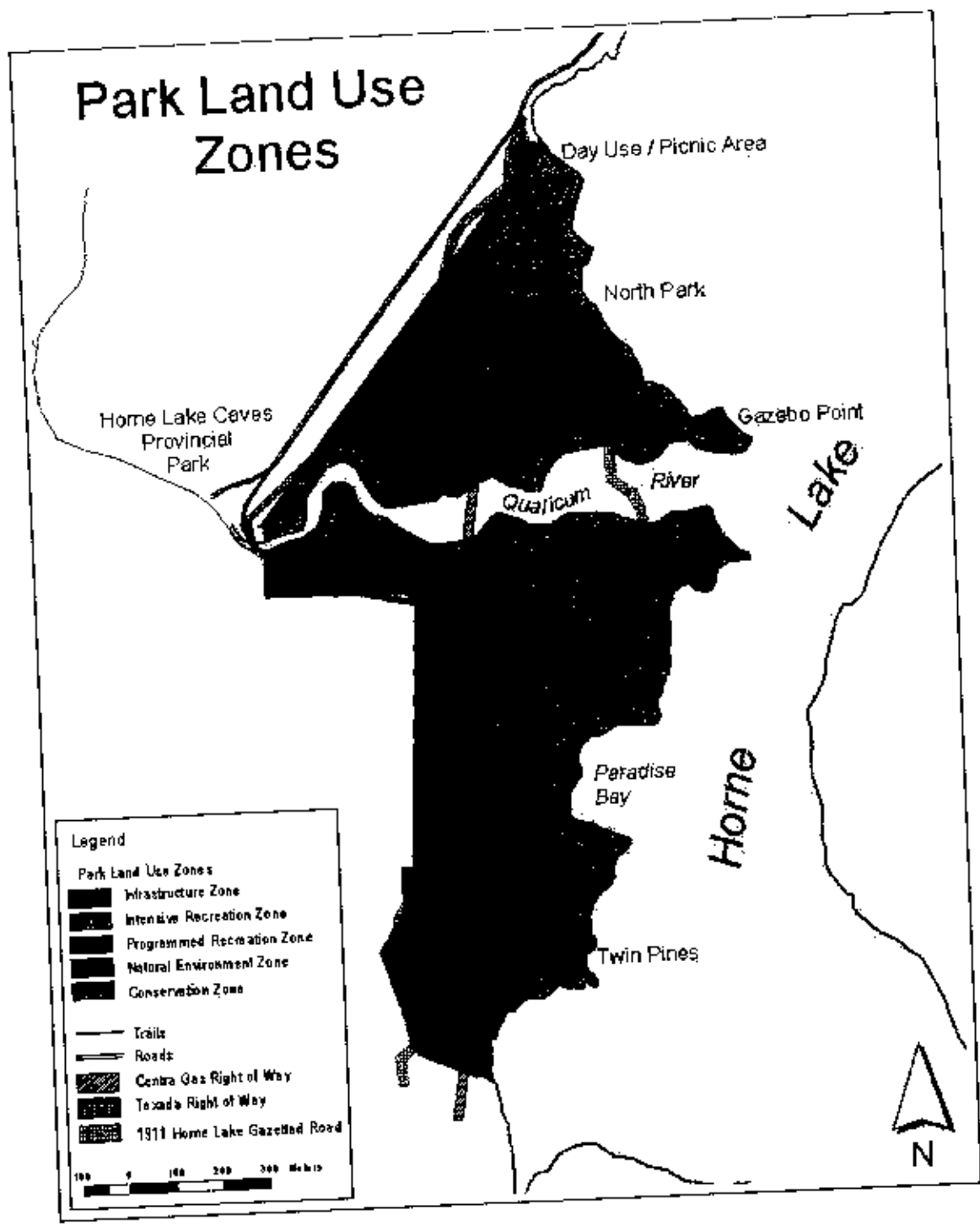
The objective of this zone is to protect and enhance the natural landscape and fish and wildlife habitat. No motorized vehicles or intensive recreational

activities are allowed. Conservation of natural values takes precedence over human use. This zone includes existing forest land, riparian land, wildlife and trail corridors, and other buffers. Development will be limited to trail, necessary signs and fencing.

4.10.5 Park Infrastructure Zone

The objective of this zone is to provide necessary park service structures in locations where natural values are minimal. The uses associated with this zone result in considerable landscape modification. Development includes parking lots, necessary roads, service yards, administrative buildings, visitor control structures, storage areas and gravel and rock extraction.

Map No. 4.1
Park Use Zones



SECTION 5 - Operational and Administrative Management

This section details operational requirements for the Park Operator and administration requirements for the RDN. These requirements will be incorporated into the contract between the RDN and the Park Operator. The requirements outlined below for the Park Operator are mandatory and to be fulfilled throughout the five-year term of the contract with the exception of Sections 5.1.4 (b) to (d) which are optional. Table No. 5.1 details the timing for the RDN to fulfill the administrative requirements. The timing of these activities could be modified due to unforeseen emergencies and/or opportunities. This section is broken down into the same topic areas found in Section 4.

5.1 Park Operator - Operations

5.1.1 Accessibility

- a) Park operating season and hours shall be consistent with Section 4.2.3 (a) of this plan.
- b) User fees for camping and boat launch shall be charged as outlined in Appendix III, Schedule No. 4 and will be reviewed on an annual basis, together with the RDN.
- c) User fees shall not be charged for general parking, day-use, and passive recreation at the park.
- d) Any user fees for other services provided by the Park Operator, shall require approval by the RDN.
- e) Secure gates daily to maintain open/close hours.
- f) Ensure designated trails and routes remain open for park visitors.

5.1.2 Safety and Security

- a) Follow measures for public safety, public control and emergency procedures as outlined in Appendix III, Schedule No. 1.
- b) Secure \$5 million liability coverage annually and additional insurance as required.
- c) Maintain facilities in good repair as outlined in Appendix III, Schedule No. 2.
- d) Provide full time onsite security for the duration of the contract.
- e) In the event of emergency, the Park Operator may be required to close the park or sections therein.
- f) Ensure signage is posted and brochures are available identifying the various potential hazards.
- g) Purchase a spill kit for the boat launch prior to the 2003 operating season and replace items as necessary.
- h) Ensure safety and first aid supplies provided by the RDN are readily available and replace items as necessary.

- i) Clean the ditch and/or seed exposed soils as outlined in EBA Engineering Feb 2002, at the beginning of each operating season.
- j) Monitor park for hazards, resolve immediately and/or advise the RDN immediately.
- k) In the event of flood and/or other emergency requiring evacuation, the Park Operator shall follow the Flood Preparedness and Evacuation Plan.
- l) Park Operator shall enforce park rules, bylaws and policies.

5.1.3 Environment

- a) Maintain supplies of informational brochures, on wildlife hazards, wildlife/human interaction, local wildlife and plant species, and low impact camping and make them available to park visitors.
- b) Maintain a fisheries information board near the boat launch and update with information about regulations, and species identification.
- c) Shall be familiar with and have on site the following documents: Environmental Objectives, Best Management Practices and Requirements for Land Developments, March 2001 by MWI/AP and DFO/MELP Stewardship Series.
- d) Grounds maintenance shall be undertaken according to Appendix III, Schedule No. 2.
- e) The development and implementation of any interpretation and Education initiatives requires permission from the RDN.
- f) Firewood gathered on the park land shall consist of trees that have previously been felled and shall only be undertaken by the Park Operator.

5.1.4 Park Use

- a) Operate the campground and boat launch as detailed in Appendix III, Schedule No. 3.
- b) Programmed recreation activities, if undertaken, shall be undertaken to consistent with Appendix IV.
- c) Operate a concession as detailed in Appendix IV.
- d) Provide rentals as detailed in Appendix IV.
- e) Ensure special events are undertaken to be consistent with policies and bylaws.

5.1.5 Standards

- a) Maintain all buildings, structures, grounds and other facilities in good repair and in accordance with Appendix III, Schedule No. 2.

5.1.6 Operations and Administration

- a) Undertake the day-to-day operations of Horne Lake Regional Park as detailed in Appendix III, Schedule Nos. 1 - 4 (Public Control and Emergency Procedures, Facility Maintenance Standards, Campground and Boat Launch Procedures, and Financial and Administrative Procedures).
- b) Undertake all repairs and upgrades to equipment and facilities costing less than \$500.
- c) Conduct an annual review of facility maintenance, park operations, etc, together with the RDN.

- d) Monitor and maintain public information displays in the park and at other designated locations in the region, on an ongoing basis.
- e) Maintain memberships and advertising initiatives undertaken by the RDN in 2003 season (Tourism Vancouver Island, BC Accommodation Guide, Visitor's Choice).
- f) Provide the RDN with regular reporting as detailed in Appendix III, Schedule Nos. 1 – 4 and Appendix IV.
- g) An alternative registration system to the existing self-registration system may be implemented by the Park Operator, with permission from the General Manager of Community Services.
- h) Undertake marketing initiatives as required by the annual marketing strategy.

5.1.7 Cooperation

- a) Work with chargeholders and their agents to reduce conflicts and to provide access, as required.
- b) Report issues related to adjacent landowners or chargeholders to RDN.

5.2 Regional District of Nanaimo – Administration

5.2.1 Accessibility

- a) Review user fees, the length of the season, and other operational issues as required, on an annual basis.

5.2.2 Safety and Security

- a) Secure liability coverage as required.
- b) Adopt a bylaw to designate a bylaw officer as required, including the Park Operator.
- c) Undertake annual assessment of the cutslope adjacent to the bridge to determine if additional measures are required (EBA Engineering Feb 2002 report).
- d) Formalize fire protection arrangement with the Horne Lake Strata Corporation and permit related facilities at the Park, as required.
- e) Develop a Flood Preparedness and Evacuation Plan jointly with the Horne Lake Strata Corporation, DFO, and MWLAP.

5.2.3 Park Use

- a) Undertake annual review of the boating guidelines with Horne Lake Strata Corporation prior to the campground operating season.

5.2.4 Standards

- a) Complete an annual review of campsite suitability. Note the number of campsites shall be reduced to 60 by removing campsites 1 to 4, 17 to 24, and 39 to 44 (total 18 sites).
- b) Obtain extraction permits for gravel pit and rock quarry, as required.

- c) Review general maintenance of park annually. Note the RDN intends to remove the trailer, root cellar and other debris scattered around the park property, prior to the 2003 operating season.
- d) Conduct an annual review of capital works, together with the Park Operator.

5.2.5 Operations and Administration

- a) Assess requests for repairs and upgrades to equipment and facilities costing more than \$500.
- b) Undertake development actions consistent with the Capital Plan as detailed in Appendix No. II.
- c) Maintain the Horne Lake Regional Park section on the RDN website and up date it as required.
- d) Join Tourism Vancouver Island for 2003 season and begin process to advertise in BC Accommodations Guide for 2004 season.
- e) Establish comments cards for park users to be located at information kiosks and self-reservation system, as required.

5.2.6 Economic Development

- a) Maintain links on the RDN website to local Chambers of Commerce and other local governments in the region, as required.

5.2.7 Cooperation

- a) Continue working with Texada Land Corporation or subsequent owners to ensure the bridge is regularly maintained and repaired.
- b) Obtain Park Use Permit from BC Parks for continued access through the Provincial park property, prior to the 2003 operating season.
- c) Resolve issues associated with the location of the 1911 Horne Lake Gazetted Road in partnership with stakeholders.
- d) Resolve issues associated with parcel Pt. Block 40, Plan 1339R at the entrance of the park.
- e) Continue to work with other users of the property, i.e. Centra Gas, Texada Land Corp (or subsequent owners), and DFO, to minimize potential conflicts.
- f) Continue working with other stakeholders to develop the 1911 Horne Lake Gazetted Road.
- g) Obtain necessary permits or permission for the construction or placement of any structures or improvements on lands not owner by the RDN.

Table No. 5.1 – Regional District of Nanaimo Administration

Administrative Requirements				Short term	Mid term	Long term
Actions	As Required	Prior to Year 1	Annually	Year 1 to 2	Year 2 to 5	Year 5 +
Operational issue review						
Secure liability insurance						
Delegate bylaw officer						
Assess outslope						
Discuss fire protection with HLSC						
Develop flood preparedness plan						
Review boating guidelines with HLSC						
Reduce campsites to 60						
Obtain mines permit						
Remove debris on property						
Capital works review						
Undertake repairs over \$500						
Undertake capital works						
Review promotional material						
Maintain RDN website						
Join Tourism VI						
Develop comment cards						
Discuss bridge maintenance and repairs						
Obtain park use permit						
Resolve Home Lake trail issues						
Resolve 1911 Home Lake Gazetted Rd.						
Resolve DFO parcel issues						
Minimize conflicts with other users						

APPENDIX I – Facilities & Uses

A. Facilities

1. Day Use Area and Swimming Area

Picnic tables, pit toilets, and open areas. Swimming areas are demarcated and life rings are located at the swimming areas. No lifeguard is present and visitors swim at their own risk. The Qualicum River offers additional potential swimming or wading area.

2. Campground

There are a total of 60 individual camping sites spread out over three distinct areas including north main campground and two smaller camping areas in the south: Twin Pines and Paradise Bay.

All sites contain fire rings and picnic tables, site identification post with site number and clip for self-registration.

The Programmed Recreation area is in the north campground.

A gazebo is sited at the southerly end of the north campground in an open grassed area.

3. Boating

Boat launch and boat trailer parking. Small boats (cat-toppers, canoes and kayaks) can launch from a variety of locations on the gravel shore.

4. Administration Area

Park Operator's house includes office, manager residence, and wood storage area. The house contains appliances including a fridge and stove that run on propane and a generator. The house has potable water served by a well and gravity fed system. There is no septic field or pump and haul tank. A small concession that sells dry goods operates from the park house.

5. Infrastructure

Ten double pit toilets serve the park and there are two sources of potable water in the north campground for park users. Two large garbage containers service the campgrounds and smaller garbage containers service the day use area. There are four gates within the park boundary. There is a self-registration system, various signage and information kiosk at the cabin, and first aid equipment. There is no electricity at the park.

B. Permitted Uses

1. Permitted uses in the park include:

- a) campground (individual and group)
- b) park operator's house
- c) concession and administration
- d) picnicking
- e) boat launching facilities
- f) wilderness educational activities and programmed recreation
- g) special events
- h) water sports
- i) rentals related to park activities
- j) hiking, cycling and horse riding
- k) guiding, and
- l) sales related to the campground and wilderness recreation uses.

APPENDIX II - Capital Plan & Works

A. Capital Plan

This section details the capital works that are to be undertaken in the next five years, as well as longer term development actions that will be undertaken beyond the five year term of this plan. Table No. 1 prioritizes the actions for years 1 to 5. The action items that are marked with an * are anticipated to be undertaken after the first five years. The focus of the works for the first five years is to reduce the deficiencies and to improve the standard of the park facilities. The lack of electricity is a limiting factor as to what the RDN can achieve at the park.

The RDN will be responsible for undertaking capital works at the park and intends to undertake the works according to the priority list defined here. The RDN may undertake capital works in addition to those outlined in the Capital Plan. The ability to do the works is dependent upon receiving sufficient funds that will be provided from the sources outlined below. As well, priorities may be modified as a result of emergencies and unforeseen opportunities arising.

Funding for these development actions will be from revenues received from park operations as defined in the Park Operator's agreement.

B. Capital Works

1. Security and Safety

- a) *Undertake remaining actions as outlined in EBA Engineering Feb 2002 report including: detailed assessment by a rock mechanics engineer, post signs identifying the potential rock fall hazard, and erect a barrier of lock blocks along the side of the road.

2. Environment

- a) *Undertake a bio physical inventory of wildlife and vegetation including areas for enhancement potential
- b) Undertake a reforestation assessment.
- c) Undertake an erosion prevention and restoration plan for the north and south banks of the Qualicum River.
- d) Construct barrier on the north bank of the Qualicum River to direct visitors away from the eroded banks.
- e) Replant riparian vegetation on the north bank of the Qualicum River.

3. Park Use

- a) *Establish a playground at the day use area.
- b) *Establish trails between Gazebo Point and the bridge; bridge and Centra gas right of way in the south; Twin Pines and Paradise Bay on the lake front; north south trail located behind the gravel pit and quarry. Trails shall include interpretative signage.
- c) *Increase length of boat ramp for low water.
- d) *Increase size of trailer parking area in the north campground.
- e) *Develop a trailer parking area in the south campground.
- f) *Purchase and locate swimming docks at the north and south campgrounds.
- g) *Purchase and install wharves to dock boats.
- h) *Undertake a Park Design.
- i) *Establish equestrian facilities.
- j) *Renovate and relocate Park Operator's house.

4. Standards

- a) Install either a pump and haul tank or septic field for the Park Operator's cabin.
- b) Purchase an inverter for the generator.
- c) Install toilets in south park.
- d) Open lanes in north park.
- e) Purchase picnic tables, as required.
- f) Develop two new wells in south campground.
- g) *Establish group camping facilities.
- h) *Establish laundry facilities in the main campground and south campground.
- i) *Establish showers in the main campground and south campground.
- j) *Establish a sewage disposal system for RVs in the main campground area.

5. Management

- a) Erect signs on Highway 19, Highway 19a, Home Lake Road and Home Lake Caves Road.
- b) Erect miscellaneous signage (hazards, information, etc)

6. Cooperation

- a) *Survey the park property including the DFO parcel, including the existing elevation of the cabin for flood protection purposes and determine the accurate location of the water holding tank, well and conduit.

Table No. 1 - Capital Works

CAPITAL WORKS		2003 - yr 1	2004 - yr 2	2005 - yr 3	2006 - yr 4	2007 - yr 5
	Development Actions 2003-2007					
Environment	Reforestation assessment		3250			
	Erosion restoration plan				5000	
	Fence off top of bank GP					1500
	Replant riparian vegetation					6500
Park Use	Blaze/brush existing trails	25	25			
	Construct parking south park	400				
Standards	Install pump and haul tank or septic system at cabin		3500			
	Purchase inverter			3600		
	Install toilets in southpark		2500	2500		
	Open lanes in northpark	200				
	Purchase new picnic tables				1500	
	Install wells southpark	3000			3000	
Management	Erect signage on highways	5000	2500	2500		
	Erect misc signage	500	200	200	200	200
	Estimated Costs	9125	11975	8800	9700	8200
	Development Action 2007 - 2013					
	EBA Works					
	Biophysical inventory					
	Erect playground					
	Establish new trails					
	Increase length of boat ramp					
	Increase trailer parking in north park					
	Develop trailer parking in south park					
	Locate swimming docks in north and south					
	Install boat wharves					
	Undertake park design.					
	Establish equestrian facilities					
	Renovate and relocate cabin					
	Establish laundry facilities					
	Establish shower facilities					
	Establish RV Sani Station					
	Survey Block 40 including DFO parcel					

APPENDIX III – Operating Guidelines

Schedule No. 1 Public Control & Emergency Procedures

A. General Requirements

1. Public Safety and Security

- a) Regulate the movement and activities of Park users within the Park.
- b) Ensure all facilities and public spaces are safe for public use.
- c) Maintain all first aid kits and other safety equipment provided by the Regional District and located at Park House, Paradise Bay, North Park, and the waterfront.
- d) Participate in water and other safety training, and carry out safety protocols as directed.
- e) Advise the Regional District of structural and equipment failures and hazards.
- f) Remove hazards of immediate threat to the public or contract staff at the Park.

2. Security

- a) Maintain full time security on Regional Park property and monitor for hazards.
- b) Uphold approved Park policies, rules and by-laws.
- c) Monitor and control public use of the Park to prevent damage to the natural environment, and to reduce conflicts between park visitors and adjacent landowners.
- d) Regulate the use, movement and parking of vehicles, trailers and boats within the Park and along the Park waterfront.
- e) Alert authorities with respect to all unlawful disturbances on land and water, and in the case of fire or emergency.
- f) Maintain a detailed record of all incidents. Submit records monthly.
- g) Contact the Regional District within 24 hours of an incidence requiring police, fire or ambulance assistance at the Park.

B. Public Control

The Park Operator must control the park area to ensure the safety and security of Park Users and their property. The following actions must be taken when controlling the public:

1. Use Good Public Relations

- a) Always be in uniform, neat and tidy.
- b) Always identify yourself first thing as Park Staff and establish your authority.
- c) Be pleasant but firm, show authority.

- d) Always use the public relations approach (*see Attachment 3*).
- 2. Assess the Risk of Dealing With a Person or Group**
- a) Observe and analyze each potential conflict situation before acting.
 - b) Assess personal risk (*see Attachment 4*).
 - c) Prepare your approach before acting.
- 3. Be aware of what defines an offence at the Park.**
- a) Generally, it is an offence when a Park User:
 - i) creates or causes a deliberate unnecessary disturbance
 - ii) does not obey a posted sign or posted Park Rules
 - iii) parks in a way that interferes with use of roads or hurts vegetation
 - iv) drives on an unauthorized road
 - v) speeds
 - vi) has liquor out and is not in a campsite
 - vii) has liquor anywhere and is less than 19 years of age.
- 4. Begin warning people.**
- a) Identify yourself and assert your position of authority.
 - b) Identify the offence being committed.
 - c) Give them one chance to correct their behaviour. Only if very minor disturbance should more than one warning be given.
- 5. Order a Park User to leave Park (eviction)**
- a) *See Attachment 2.*
- 6. Authority behind enforcement at Park**
- a) The Park Operator has considerable authority at common law to approach, direct, and order Park Users to comply or conform with rules, signs and safety. Failure of Park Users to do as requested can result in eviction orders. Failure to leave as requested places Park Users in trespass.
 - b) Always call the RCMP if the Park User is not doing as requested. ***Do not use force.***
 - c) The Park Operator has the authority to arrest any Park User found committing theft, damaging property, impaired driving, assault and other serious (indictable) offences. Advise the Park User of the reason for the arrest, and request that they await the arrival of the RCMP. Reasonable force can be used to detain a Park User until the RCMP arrives. Nevertheless, it is ***not recommended that force be used.***
- 7. Laying Charges**
- a) The Park Operator can ask the RCMP to charge a Park User when an offence is seriously affecting the enjoyment of the Park by other Users.
 - b) The Park Operator must be able to identify the accused and provide necessary information (*see Attachment 5*).

8. Reporting

- a) The Park Operator must file an incident report and submit it to the RDN on a monthly basis.

9. Routine Checks

- a) The Park Operator must check and secure the Park at night.
- b) Only registered campers should remain in the Park after 11 pm. This policy must be strictly enforced to ensure consistency.

10. Controlling Access within Park

- a) Keep roads clear and ensure parking is in authorized areas only. Authorized areas are marked.
- b) Vehicles can only be towed if in an area marked as a tow-away zone.
- c) Complete an incident report.

11. Noise Control

- a) Noise control will be maintained by the Park Operator as required to:
 - i) establish quiet hours in the Park between 11:00 p.m. and 7:00 a.m.; and
 - ii) ensure that no equipment is operated in the Operating Area between 11:00 p.m. and 7:00 a.m. that may annoy or disturb park users, except as required to respond to emergencies.

C. Public Control Guidelines

To maintain a high degree of peace and order within the park, the Park Operator must take the action indicated below:

1. Rules and Bylaws

- a) Inform Park Users of park rules as necessary and request their compliance.

2. Violations

- a) Advise Park Users who are contravening park rules that they are in violation and may be subject to enforcement action or eviction if they do not stop their activity.
- b) Order the eviction of Park Users who do not comply with warnings.

3. Complaints and Disturbances

- a) Record and report to the RDN complaints by Park Users about disturbances or other undesirable or illegal activities in the Park on a monthly basis.

4. Infractions of Law

- a) Record and report to the RDN and the RCMP serious breaches of the peace or infractions of the law within 24 hours of their occurrence.

5. RDN Property

- a) Check the facilities and all equipment in the park for theft, damage or vandalism and report any occurrences immediately to the RDN.

6. Park User Property

- a) Record and report all incidents of theft, damage or vandalism of Park Users property to the RDN.

7. Reporting Incidents

- a) Compile daily statistics on a Public Safety/park Security Report for the Park.
- b) Complete a Complaint/Occurrence Report for more serious incidents.

8. Notebooks

- a) Notes should be made in a notebook as soon as possible after an incident occurs. Details that should be recorded include:
 - i) time, dates, place and weather conditions
 - ii) full names, addresses and dates of birth
 - iii) description of the park users involved
 - iv) what you personally saw and did
 - v) what you heard (conversations of others)
- b) Accurate records enable the RDN to deal with any criminal or civil proceedings that may arise at a later date.
- c) Notebooks used by the Park Operator should be retained and kept in a safe place.

D. Public Safety Guidelines

If any of the following situations take place in the park, the Park Operator must take the following actions:

1. Any area in the park or any building becomes unsafe for Park Users.

- a) Close off the place/building and redirect the public away, including with temporary sign.
- b) Notify RDN (752-7199 and 248-3252).
- c) Fill out an Incidence Report (*see Attachment 1*).

2. Any area in the park or any building becomes hazardous.

- a) For fire: call 911 immediately and RDN (248-3252). Organize local resources. Use wet towels for grass fires. Do not endanger yourselves or public by trying to put out fire.
- b) For animals: call conservation officer/911 and RDN.
- c) For water problems: remove hand pumps and post sign that water not potable. Call RDN.
- d) In all cases, move people out of hazard's way. As required, organize an evacuation.
- e) Fill out an Incidence Report (*see Attachment 1*).

3. **A Park User is acting in an unsafe manner.**
 - a) Tell them to stop. Provide only one warning. If they don't stop, move to eviction procedures (*see Attachment 2*).
 - b) Fill out an Incidence Report (*see Attachment 1*).

4. **A Park User needs minor first aid.**
 - a) Provide basic first aid.
 - b) Encourage Park Users to see their doctors if any doubt.
 - c) Fill out an Incidence Report (*see Attachment 1*).

5. **A Park User is missing.**
 - a) Collect basic information about missing person: age, sex, features, condition, clothing wearing, other members of party, who saw them last, where, when.
 - b) Call 911 immediately. Follow orders of RCMP.
 - c) Call RDN (248-3252).
 - d) Organize groups to look in different areas, including water.
 - e) Fill out an Incidence Report (*see Attachment 1*).

6. **A Park User is ill or injured.**
 - a) Stabilize person as best as possible.
 - b) Call 911 immediately, and help direct ambulance to person.
 - c) Contact RDN.
 - d) Fill out an Incidence Report (*see Attachment 1*).

7. **A Park User dies.**
 - a) Do not move body, but cordon off private space. Remains at the scene.
 - b) Call 911 immediately, and help direct RCMP/ambulance to person.
 - c) Contact RDN.
 - d) Fill out an Incidence Report (*see Attachment 1*).

E. Emergency Procedures

The Park Operator and staff must be thoroughly familiar with emergency procedures.

1. **Emergency Information**
 - a) All employees must know emergency telephone numbers and that information must be accessible to park users at all times.
 - b) Current emergency contacts and telephone numbers must be posted for both staff and Park Users at the Park Operator's cabin, information kiosks.
 - c) The Park Operator should establish and maintain a system of communication to provide regular and emergency telephone contact.
 - d) The location of the nearest payphone must also be posted.
 - e) The emergency information list must include:
 - i) Park Operator
 - ii) RCMP

- iii) RDN
- iv) Ambulance Service
- v) Fire Department
- vi) Hospital
- vii) Forest Service 1 800 663-5555

2. Fire Suppression

- a) The Park Operator must ensure that its staff is familiar with fire suppression procedures and is fully trained in the operation of all fire fighting equipment.
- b) In the event of a fire, the Park Operator must:
 - i) Undertake initial action to control any fire that threatens public safety and the Park and immediately notify the RDN
 - ii) Evacuate Park Users to a safe area upon the first sign of danger, and
 - iii) Notify the RDN and the Forest Service (telephone 1-800-663-5555) and give complete directions and location of any fire that cannot be extinguished with initial action.

3. Storms and Floods

- a) In the event of a heavy storm where falling trees or large waves pose a danger to the safety of Park Users, the Park Operator must caution Park Users immediately and consult the RDN or RCMP.
- b) If deemed necessary by the RDN or RCMP the Park Operator must advise the Park Users to evacuate the Park and ensure that all Park Users leave the Park.

4. Evacuation Procedures

- a) If the Park must be evacuated, the Park Operator must, in accordance with procedures provided by the RDN, advise park users of the potential danger, request that park users leave the park, and close the park until the danger is passed.

Attachment 1 - Incidence Report

- 1. Where**
- 2. Date and time**
- 3. Who in authority at scene**
- 4. Type of incident (tick and describe)**
 - a) Injury
 - b) Death
 - c) Theft
 - d) Eviction (note whether a registered camper or boater)
 - e) Loss
 - f) Damage (to park, park user's property, park staff's property)
 - g) Wild animal
 - h) Hazard
 - i) Found or unclaimed liquor
 - j) Missing person
 - k) Lost or found property
 - l) Other
- 5. Activity involved**
 - a) Camping
 - b) Boating
 - c) Water (non-boating)
 - d) Day-use
 - e) Other
- 6. Victim**
 - a) Full name
 - b) Date of birth
 - c) Address
 - d) Phone
- 7. Witness(es)**
 - a) Full name
 - b) Date of birth
 - c) Address
 - d) Phone
- 8. Advised**
 - a) RCMP
 - b) RDN
 - c) Conservation Officer

9. Assistance provided

- a) First Aid
- b) Search
- c) Rescue
- d) Ambulance

10. Charge laid (describe offence)

11. Describe Incident

12. Dollar loss

- a) Park
- b) Victim
- c) Park Operator

Attachment 2 - Evicting A Park User

Conduct Justifying an Eviction Order

Disturbances

All forms of noise can result in ordering a Park User to leave. Disturbances caused by fighting, screaming, shouting, singling, swearing, insulting or obscene language, being drunk, and impeding or molesting other persons do not require a warning before eviction is ordered.

Give one warning for loud music, noisy generators, and other relatively minor infractions. Continuation after a warning is issued constitutes a deliberate and unnecessary disturbance.

Unauthorized Presence

A non-registered Park User in the Park after 11 pm, or in areas closed by signs (for example, the Centra Gas work area) is automatically a trespass.

Refusal to Stop after Warning Issued

Deliberate non-compliance with a warning is unacceptable conduct.

Unsafe Activity

Using a sling shot, discharging a firearm, speeding a vehicle, etc. may require direct eviction without a warning. Less serious examples of unsafe activity should be first addressed with a warning (give the person a chance to correct their behaviour).

Eviction Procedures

Advise Park User that due to conduct (identified above), they are being evicted. Evict the entire party as required.

Advise the Park User(s) that they are barred from returning for the season as a registered user.

Failure to obey the eviction order places the Park User in trespass under Section 41 of the *Criminal Code of Canada*. Repeat the eviction order.

Call the RCMP to assist as required.

DO NOT USE FORCE.

Attachment 3 - Public Relations Approach

Think ahead

Be calm, cool and collected.

Decide your approach depending on the situation.

Use effective body language

Present yourself as a friendly and concerned authority figure.

Do not let circumstances ruffle the way you present yourself.

Use the power of a smile to diffuse situations.

Speak effectively

Listen to all sides of a dispute.

Control voice tone, volume and inflection to show concern without emotion.

Do not swear or use obscene or insulting language

Give cautions, warnings and orders without abuse or contempt.

Attachment 4 - Assessing Personal Risk

Examine the situation well before approaching people.

Look at body language.

Rate the Park User's behaviour and approach as appropriate.

Condition White

Park User is relaxed or resting.

APPROACH

Condition Yellow

Park User is alert and active.

APPROACH

Condition Orange

Park User is showing some stress, is agitated, excited – usual when an offence is being committed.

APPROACH WITH CAUTION

Condition Red

Park User is showing high degree of stress, is swearing or using obscene or insulting language, could be confrontational or violent.

DO NOT APPROACH, seek assistance.

Condition Black

Park User is exhibiting panic, loss of control, fear, hate, dangerous behaviour, violence.

DO NOT APPROACH, seek assistance.

Attachment 5 - Information Required to Lay a Charge

Accused

Full Name

Address

Birth date

Date of offence

Time and place

What specific offence was observed

For example, "Saw Park User cause disturbance by swearing."
Note that consuming liquor means you saw liquor being drunk.

Proof of Identification (Park User is not required to provide this, you can just ask)

Birth certificate

Driver's License

M.V. Registration

Credit card

Schedule No. 2 Facility Maintenance Standards

The Park Operator will be responsible for the overall maintenance and operation of park facilities, including the costs to operate and maintain the park facilities.

The RDN will only be responsible for capital repairs and replacements of existing facilities that are outlined in the Capital Plan.

A. Facility Maintenance Guidelines

1. To enhance service quality and efficiency, the Park Operator is expected to use best practices to maximize the life of Operating Area facilities and to ensure their continued sustainable and economic service over that life.
2. The RDN expects the Park Operator to act with a high degree of independence. While the RDN will maintain control on the quality of facility maintenance, routine on-site supervision by RDN representatives will be minimal.
3. The Park Operator shall meet "brand" and facility maintenance requirements, including the delivery of a high quality RDN service to the public, ensure their safety and security and protect the natural and cultural values.
4. Facilities will meet or exceed health and safety standards and be in compliance with all applicable legislation, regulations and RDN policies that directly impact facility design, operation, maintenance and reporting.
5. Facilities and services will meet or exceed performance levels as defined for satisfaction surveys.

B. Operational Maintenance

The Park Operator will be responsible for funding and conducting all campground operational maintenance for the duration of the Contract.

1. General

- a) Routine maintenance (e.g. servicing, cleaning, inspection) of buildings, furnishings, roads, grounds and utilities to ensure that safe, clean and attractive conditions are maintained in all areas. Routine maintenance includes grass cutting, removal of invasive plants e.g. broom, garbage collection, campsite cleaning and waste removal.
- b) Minor repair and replacement, including repair of broken fixtures, furnishings and signs, leaking taps, broken windows and door hardware in buildings and other similar types of work.

- c) All labour, materials, supplies, parts, hardware, paint, vehicles, equipment, tools and clothing required to carry out routine maintenance, and minor repair and replacement.
- d) All repairs and replacements to plumbing and mechanical or electrical equipment must be carried out by qualified licensed tradespersons.
- e) Repair and replacement costs up to and including \$500.
- f) RDN approval will not be required for operational maintenance.

2. Vehicle and Equipment Maintenance

- a) Vehicle and equipment maintenance will be performed by the Park Operator as required, to ensure that they are clean, mechanically sound and suitable for the Park Operator's operations under the Contract.

3. Campground/Day Use Area Maintenance

- a) Ensure campsite facilities are in a safe and fully operational condition.
- b) Maintain campsites and surrounding area in a clean and tidy condition free of all litter, broken glass, garbage and foreign material.
- c) Maintain fireplaces in a clean condition clear of ashes, coals and unusable wood.
- d) Maintain tables and concrete pads in a clean condition free of all cobwebs, dirt, grease and debris; and ensure soil is kept away from wood on table bases.
- e) Retain campsite shape and definition by removal of weeds, encroaching vegetation and overhanging limbs a minimum of 0.5 metres surrounding the campsite and driveway shoulders, raking the site and shoulders to present an overall clean and neat appearance.
- f) Ensure water is properly drained away from campsites (by ensuring ditches and culverts are kept clear and properly flowing).
- g) Ensure number posts are maintained in good repair, in a firm vertical position and visible by controlling weed and brush growth. Replace any number posts damaged by vehicles or by vandalism.

4. Picnic Tables

- a) Ensure picnic tables and park benches are kept safe and fully functional.

5. Garbage Collection

- a) Ensure that all garbage containers are in good repair and fully functional.
- b) Ensure that garbage containers are in a clean and sanitary condition free of stains and offensive odours.
- c) Garbage shall be emptied before becoming overfull or at a frequency so as not to attract bears or other animals and delivered to a refuse dump operating in accordance with provincial laws and regulations. Garbage bags to be replaced as necessary.
- d) Maintain area surrounding the garbage containers free of all litter, debris, garbage and weeds.

6. Recycling

- a) Ensure recycling containers are located beside the large garbage containers in North Park and at the quarry road.

- b) Empty as required.

7. Firewood Provision

- a) Ensure firewood is available for sale to park users throughout the Operating Season.
- b) No beetle/bug infested firewood shall be used.
- c) Firewood may be collected from fallen trees around the park property.
- d) Ensure no Park Users scavenge their own wood.

8. Hazard Trees

- b) The Park Operator shall undertake a semi-annual hazard tree assessment of the park property by a qualified professional.
- c) Hazard tree removal shall be undertaken by a qualified professional.
- d) The Park Operator will provide the RDN with detailed information when a tree or group of trees fails as a result of natural failure
- e) Hazard trees may be cut for firewood.

9. Signs Maintenance

- a) Ensure signs are in good repair, clean condition, visible and maintained in a firm vertical position with sign message oriented to provide maximum viewing exposure.
- b) Responsible for the maintenance of all informational and operational signage.
- c) Maintain immediate area surrounding signs free of garbage, grass, weeds and brush.
- d) Maintain information in a neat and orderly appearance; remove outdated and/or unauthorized notices and post information as required.

10. Self-reservation System

- b) Ensure there is an adequate supply of self-registration envelopes in the racks and in the office.
- c) Ensure posts are in good repair, clean condition, and maintained in a firm vertical position.

11. Parking Lots and Road Maintenance

- a) Ensure all parking lots and roads are in good repair and fully functional condition, and all ditches kept free of encroaching brush.
- b) Maintain parking lots, roads and facilities in a clear condition free of litter, rocks, weeds, debris, garbage and foreign material.
- c) Maintain smooth parking lots and road surfaces.
- d) Ensure shoulders, edges and ditches are free of encroaching vegetation and overhanging limbs to present an overall neat appearance.
- e) Ensure culverts, ditches and bridges are clear to allow for proper drainage.
- f) Ensure all curbs, barriers and vehicle control devices are properly aligned and in good condition, including line paint (road and parking lot marking).
- g) Ensure emergency vehicle access is maintained at all times.

12. Gate Valves

- a) The top packing of the valve stems should be lubricated annually.

13. Painting and Staining

- a) All facilities that have paint or stain finish must be maintained free of major chips, scratches, flaking and fading.
- b) Painting and staining must be completed as outlined below in Start Up Maintenance section.

14. Pit Toilet Maintenance

- a) Ensure pit toilet buildings and fixtures are in a safe and fully functional condition.
- b) Maintain pit toilets and fixtures in a clean and sanitary condition free of dust, dirt, stains, mould, cobwebs, graffiti, garbage, excess water, unpleasant odours and all foreign material.
- c) Ensure roof is kept clean and clear of branches, leaves, moss, litter, dirt and debris.
- d) Provide as required toilet paper, deodorant and deodorizing chemical (lime products not to be used).
- e) Maintain area surrounding the pit toilet free of all litter, debris, garbage, weeds, encroaching vegetation and overhanging limbs.
- f) Ensure a minimum space of 0.6 metres between faecal level and floor level. Remove as required to a sewage disposal site operating in accordance with provincial laws and regulations.

15. Gazebo Maintenance

- a) Ensure gazebo is in a safe and fully functional condition.
- b) Maintain the gazebo in a clean condition free of dust, dirt, stains, litter, grease, excess water, graffiti, cobwebs, debris and foreign material.
- c) Maintain tables in a clean condition free of all cobwebs, dirt, grease and debris.
- d) Maintain area surrounding the gazebo free of all litter, debris, garbage, weeds and encroaching vegetation.
- e) Ensure roof is kept clear of branches, twigs, moss or other debris.
- f) Ensure that shakes or shingles are cleaned to remove needles between rows and courses.
- g) Ensure eaves troughs and downspouts are kept clean and free flowing.
- h) Ensure water is properly drained away from the structures.

16. Trail Maintenance

- a) Ensure all trails, walkways, paths, and steps are safe and in a fully functional condition.
- b) Maintain trails, walkways, paths, steps, and adjacent areas in a clean condition free of litter, garbage, rocks, limbs, windfall trees, encroaching vegetation and other foreign material that may pose a hazard or restrict park user access.
- c) Ensure culverts and ditches and bridges are clear to ensure proper drainage.

17. Fence Maintenance

- a) Maintain all fencing in a good state of repair.
- b) Repair immediately any damage to fencing that poses a safety hazard; and when this is not possible, secure the area from public access until repairs can be done.

18. Boat Launch Maintenance

- a) Ensure facilities are in a safe and fully functional condition.
- b) Maintain facilities and concrete or paved areas free of all litter, garbage, driftwood, weeds, sand, gravel, mud and all foreign material.
- c) Maintain gravel or fill material in the spaces at approximately 1" below the pad surface so that material will not foul the pad surface.
- d) Repair erosion adjacent to boat launch.
- e) Ensure a spill kit for boating is located at the boat launch area. Replace items as necessary.

19. Beach Area Maintenance

- a) Ensure buoys and other facilities and equipment in the beach area are in a safe and fully functional condition.
- b) Maintain beach area free of litter, garbage, broken glass, driftwood, weeds and all foreign materials.
- c) Maintain fireplaces in a clean condition clear of ashes, coals, and unusable wood with unburned wood piled neatly adjacent to the fireplace.
- d) Ensure marker buoys and other facilities and equipment in the beach area are in good repair, adjusted to allow for water level fluctuations and are properly aligned.
- e) Ensure all components of rescue stations are available for use when needed if present in Operating Area.
- f) Water quality testing of Home Lake shall be done on a monthly basis using Regional Health Dept. protocols.
- g) Ensure first aid supplies are available. Replace items as necessary.

20. Lawn Mowing

- a) Ensure lawns are mowed, and in a clean and tidy condition free of all litter, garbage, debris, foreign materials and excess grass clippings.
- b) Ensure that immediate areas surrounding trees, sign posts, stairs, fences, buildings and edges along walkways are trimmed to present a neat and tidy appearance.

21. Pesticide, Herbicide and Fertilizer

- a) Maintenance involving the use of pesticides, herbicides or fertilizer will only be performed after appropriate licensing has been acquired and written approval of the RDN has been obtained.
- b) Apply products according to the product manufacturer's directions

C. Water System Maintenance

1. General

- a) Ensure that drinking and bathing waters are tested at least monthly, or in accordance with arrangements made with the local Provincial Health Inspector, and that records are maintained and submitted to the RDN monthly.
- b) Meet Provincial Health Inspector's standards for monitoring chlorine levels as required.
- c) Ensure that water systems are safe and in a fully functional condition and meet provincial standards.

2. Water Posts

- a) Maintain water posts and immediate area in a clean and sanitary condition free of mould, sand, gravel, weeds, litter, garbage and foreign material to present a neat appearance.
- b) Service taps, replace washers and springs regularly.
- c) Ensure drains are sanitary, free running and clear of accumulated debris.

3. Hand Pumps

- a) Maintain hand pumps and immediate area in a clean and sanitary condition free of mould, sand, gravel, weeds, litter, garbage and foreign material to present an overall clean and neat appearance.
- b) Ensure drains are clear and running freely.
- c) Maintain water pump free of rust. Lubricate and paint as required. Replace gaskets, orings and washers regularly and as required.

4. Water Source and Distribution Lines

- a) Ensure water quality of water distribution system as per provincial Health Authority.
- b) Ensure water quality equipment is operating as designed and is serviced according to manufacturer's instructions.
- c) Provide water treatment as required.
- d) Service pumps and like equipment as required, before start-up, and in accordance to manufacturer's instructions.
- e) Operate and inspect all valves to ensure operability.
- f) Test pressure reducing valves regularly to ensure operability.

D. Start-Up Maintenance

The Park Operator shall, within two weeks prior to the opening date, carry out and complete start-up maintenance as listed below:

1. Water System

- a) Ensure system reactivation and disinfection are in accordance with Provincial Health Inspector standards.

2. Paint and Stain

- a) One third of picnic tables, benches, and outhouses will be treated on a rotating basis annually with Cetol (078 natural with “23 Plus” (UV Protection).
- b) Prior to treating all surfaces must be adequately prepared prior to application of paint/stain including: remove all graffiti removed, scrape and sand, and wash the tops, ends and all exposed surfaces with tri-sodium phosphate (TSP).

E. Winterizing Operations

The Park Operator shall, within an agreed number of days following the closing date of each Operating Season, carry out and complete winterizing operations as listed below:

1. Water System

- a) All seasonal systems and unprotected portions of all-weather systems should be drained before freezing occurs. Blow out lines to ensure no water is left in lines to freeze.
- b) Inspect low point drains to ensure they are clear and operational.
- c) Drain well lines and pumps.
- d) Close all drain valves to prevent entry of contaminants.
- e) Pump out outhouses.

F. Preventative Maintenance

1. Preventative Maintenance Amount

- a) The Park Operator will be responsible for funding all preventative maintenance to a pre-determined annual amount of \$500, i.e. Preventative Maintenance Amount.
- b) The Preventative Maintenance Amount does not include operational maintenance costs, which are funded separately by the Park Operator. RDN approval will be required for preventative maintenance projects.

2. Preventative maintenance

- a) Scheduled repair or component replacement of park facilities to keep them in optimum working condition e.g. road grading, roof repair, facility painting programs, furniture replacement, trail repair, campsite graveling, vegetation restoration; and
- b) Scheduled overhauls and diagnostic maintenance to prevent breakdowns and extend facility life-span. This will include regular inspection of the park facilities

- and the establishment of a facility maintenance plan (a component of the annual operating plan presented to the RDN for review) which will outline priority projects to ensure facilities remain safe, meet industry standards and comply with the Park Operator's operating standards.
- c) Should the cost estimate of a specific preventative maintenance project presented to the RDN for approval be unacceptable to the RDN, and with no agreement on an adjusted price, the RDN reserves the right to seek alternative estimates from other Contractor's. The RDN will then hire a Contractor to complete the project, the cost being covered by the Park Operator.
 - d) If the Park Operator should expend less than the Annual Preventative Maintenance Amount the RDN may direct the Park Operator to:
 - i) carry over available funding to the next year;
 - ii) undertake new projects with approval of RDN;
 - iii) submit the outstanding amount to the RDN; or
 - iv) cover the cost of a project(s) contracted by the RDN to another entity.
 - e) Under unique circumstances the Park Operator may have to expend more than the Annual Preventative Maintenance Amount during a given year e.g. emergency repair and replacement projects, or completing additional preventative maintenance projects as directed to by the RDN. These expenditures beyond the Annual Preventative Maintenance Amount will be offset against the coming year's Preventative Maintenance Amount.
 - f) The Park Operator will supply all the project management requirements to carry out efficient and cost effective preventative maintenance repair and replacement projects that have received approval from the RDN.
 - g) The Park Operator will have to estimate costs and schedule projects appropriately to ensure funding is available for annual preventative maintenance and scheduled condition assessments

F. Operation And Maintenance Records

1. Records

- a) Ensure a record system is established and maintained for facility operations and maintenance.
- b) Maintain up-to-date operating logs for all dynamic facilities and critical facility components where applicable, e.g. pumps, generators, machinery, etc.
- c) Maintain records of all maintenance, repair and replacement activities.
- d) Maintain a work order system with sufficient detail that permits the RDN to:
 - i) determine compliance with the annual operating plan;
 - ii) ensure quality work;
 - iii) identify and track maintenance, repair and replacement costs;
 - iv) identify undesirable operating and maintenance issues (e.g., frequent disruptions to service; undue costs; poor performance).
- e) Maintain a copy of all records, and have them available at all times for inspection by the RDN.

G. Facility Maintenance Plan

1. Facility Maintenance Plan

- a) Annually submit proposed preventative maintenance projects for the RDN to review and provide written approval, as part of the annual operating plan.
- b) Identifies projects by priority, based on available funding from annual preventative maintenance account.
- c) Annually report on preventative maintenance projects completed, as part of the annual operating plan.
- d) Maintain up-to-date records on preventative maintenance repairs and replacement projects available at all times for inspection.
- e) Submitted projects for the facility maintenance plan reflect the following funding priorities:
 - i) Priority 1 – those projects that incur significant public health and safety risks, will create significant additional costs for the Operating Area if deferred, or are critical to the success of the Park Operator's business plan,
 - ii) Priority 2 – those projects that are important, but can be deferred to a later year in the Contract term without materially affecting the Park Operator's business plan, those that are either not critical to public health and safety or that will create a medium level of additional cost for the Operating Area if deferred.
 - iii) Priority 3 – those projects that are less important and will only cause minor increased costs if delayed beyond the current Contract term.

Schedule No. 3 Campground & Boat Launch Operations

A. Camping

1. Hours of Operation

- a) Park gates open at 7 am and close at 11 pm.
- b) Park is open to all public, including cyclists and equestrians.
- c) Check-out time for all camp sites no later than 11 am; check-in time ends at 10 pm.

2. Parking

- a) All vehicles must be parked in designated parking areas or campsites at all times.
- b) No parking on any campground lanes, Park roads or in vicinity of boat launch.

3. Garbage

- a) Garbage cans provided in day-use area at north end of Park.
- b) All campers to use large container garbage cans.
- c) All cans and bottles to be placed in recycle bins as provided by Park Operator.

4. Number of People and Vehicles per Campsite

- a) Maximum of eight (8) people per single campsite, no more than four (4) of which can be adults, an adult being 16 years of age or over.
- b) For group camping, party must include at least 15 people, with minimum of five (5) people per site. One vehicle with trailer or towed vehicle permitted per campsite.
- c) No more than one RV per site.

5. Length of Stay

- a) Maximum length of stay is 14 days, not necessarily consecutively.
- b) Additional stays may be allowed if vacancies permit; to be determined by Park Operator.

6. Campfires

- a) Campfires in metal fire pits only.
- b) Wood sold by Park Operator at campsites.
- c) No scavenging for wood by Park Users permitted in Park.
- d) Campers to remove all garbage from fire pit and campsite before vacating Park.

7. Overflow Camping

- a) The Park Operator may permit overflow camping in up to five designated overflow camping sites as long as the camping is limited to 9 p.m. to 9 a.m.
- b) The camping fee will be \$20 per night.
- c) Any further overflow camping constitutes emergency response and no fee is to be charged. Overflow camping is not to be promoted.

B. Boating

1. Boat Launch Hours of Operation

- a) Boat launch ramp opens at 7 am and closes no later than 9:30 pm or dusk, whichever is earlier and as determined by Park Operator.
- b) All boats must be out of the water by closing time.

2. Boat Launching and Trailer Parking

- a) All boaters must self-register; registration vault located at approach to boat ramp.
- b) Boat launch fees as shown in Appendix III, Schedule No. 4.
- c) All registered boaters to have Home Lake Boating Map and Regulations (provided at registration) on-board at all times.
- d) All boats arriving on a trailer must be launched from the boat ramp.
- e) No parking of vehicles or trailers at or around boat launch.
- f) Day-users must park vehicle and boat trailer in a designated boat trailer parking area.
- g) Car-top boats may be walked down to the water at any location except designated swimming areas.

3. Leaving and Approaching Boat Ramp

- a) Depart from boat ramp straight out into Lake; approach boat ramp straight on.
- b) Drop off water-skiers using counter-clockwise turn on south side of boat ramp.
- c) No boating within swimming areas marked with buoys.

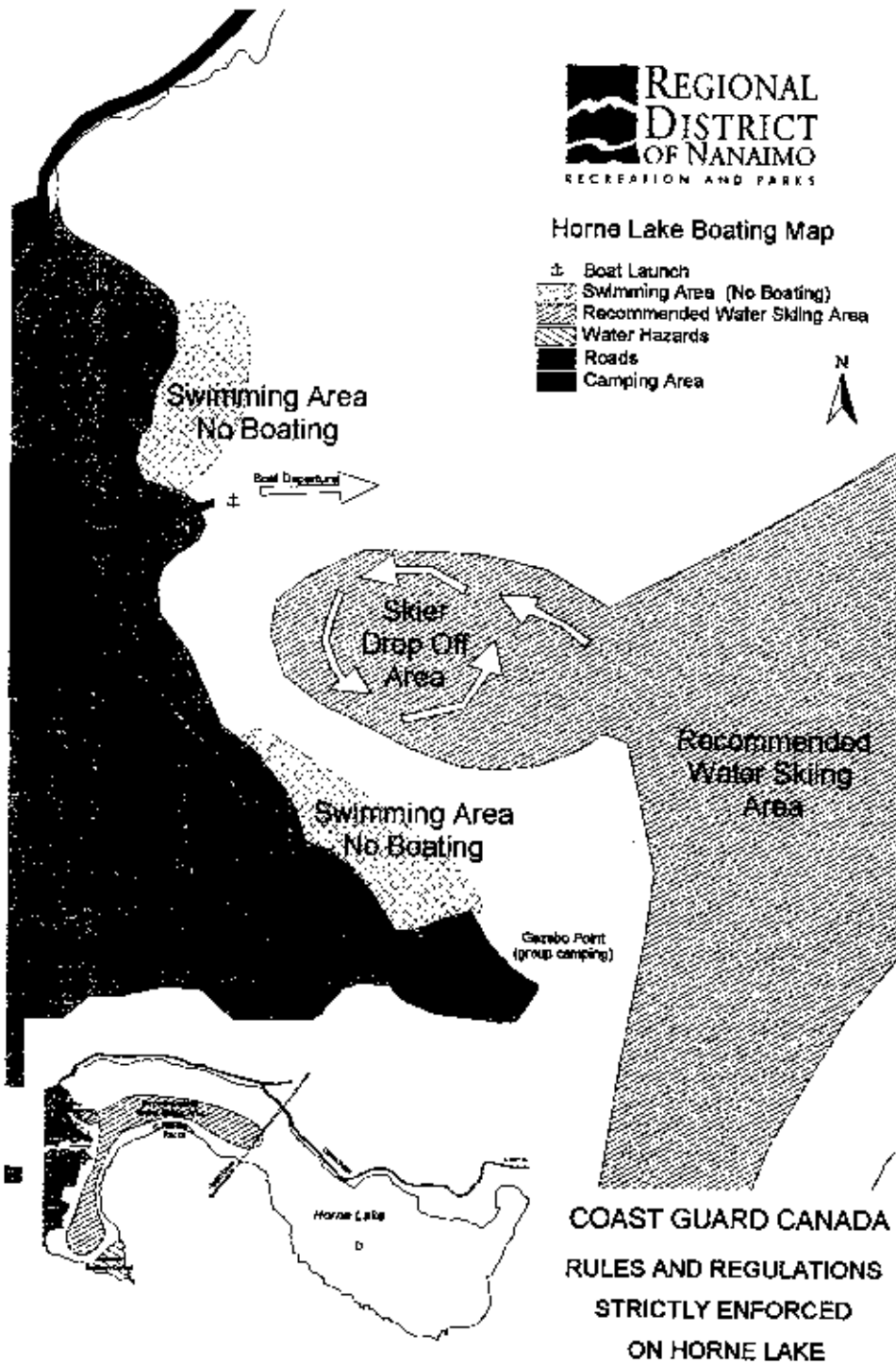
4. Mooring and Beaching

- a) In North Park, boats may be beached or anchored in designated areas during the day and overnight. At Southend campsites (Paradise Bay and Twin Pines), boats may only be anchored day or night – no beaching at any time.
- b) The public shoreline should be unobstructed by boats or boat attachments in all places save the designated boat beaching area at North Park.

4. Boating

- a) Recommended water-skiing area is shown on Map No. 5.1.
- b) Canadian Coast Guard (CCG) shoreline speed restriction: 10 km/h (5.4 knots or 6.2 mph) while operating within 30 m (100 ft) of shore.
- c) CCG regulations strictly enforced at Home Lake.
- d) Nearest fuelling facilities at Bowser and Qualicum Beach.
- e) See Home Lake Boating Map for hazards around Home Lake, and watch for sudden high winds and waves.
- f) No septic discharge or garbage to be thrown into Lake.

Map No. 5.1
Recommended Water Ski Area



Schedule No. 4 Financial & Administrative Management

A. Financial And Administrative Requirements

1. Banking Procedures

- a) Establish a dedicated bank account to which the campground revenue (i.e. campsite fees boat launch, firewood, and concession) will be transferred on a daily basis.
- b) Be responsible for bank transfer service fees and refunds.
- c) Prepare and submit revenue and activity reports to the Regional District on a monthly basis.
- d) Ensure cash kept at Park house is secure and self-registration vaults are secure.
- e) Contact a local financial institution each Monday morning for the US dollar exchange rate. This rate must be posted on the information board at the Park House and used for seven days.

2. Self-Registration

- a) Operate and maintain the self-registration system for collecting camping and boat launch fees at north park and at the Southend campsites.
- b) Purchase self-registration envelopes unless otherwise supplied by the RDN.
- c) Empty self-registration vaults at least twice per day and confirm compliance by campers and boaters on a daily basis.
- d) Ensure the self-registration envelope racks are stocked.
- e) The Park Operator may operate an alternative registration system to the existing self-registration system, with permission from the RDN.

3. Park User Fees

- a) All parties must pay the full appropriate fee for service provided
- b) Camping fees outlined below apply to the season May 1 to October 31.
- c) Camping fees for the period November 1 to April 30 shall be half of the regular rates.
 - i) North Park – Sites 1-24
\$15 per night per single site
 - ii) Gazebo Point – Sites 25-44
\$15 per night per single site (Sites 25-32)
\$20 per night per single site (Sites 33-44)
 - iii) Paradise Bay – Sites 45-71 (7 single and 10 double wide sites)
\$20 per night per single site
\$40 per night per double site
 - iv) Twin Pines – Sites 72-83
\$20 per night per single site

- d) Overflow Camping
\$20 per night in five designated sites
- e) Boat Launch
\$5 for boats with trailer parked in Park
\$2 for Horne Lake Strata Corporation members
No charge for boats transported on top of a vehicle.
- f) Campfire Wood
- g) The Park Operator shall establish fees for firewood

4. Group Camping Rates

- a) The nightly camping fee for non-profit groups, schools or guide/scout troops camping at HLRP outside of the programmed recreation area is \$2 per person per night.

5. Camping Reservation Service

- a) Supply, maintain and operate a cell phone line to receive reservations and inquiries 24 hours a day from May 1 to October 31, and during regular business hours for the rest of the year.
- b) There will be no charge for reservations.
- c) Credit card information must be provided with all reservations, however payment must be made in cash upon arrival at Park.
- d) Missed reservations will result in a credit card charge for one night and cancellation of the reservation.
- e) Reservations can be made one month ahead for regular sites and two months ahead for group camping sites.
- f) For reservations, call RDN Parks Department and when operational, the Park Operator cell phone.
- g) All reservations to be confirmed by Park Operator with a reservation number.

6. Refunds

- a) Any park user who does not wish to stay after paying for a campsite, is entitled to a refund for the remaining prepaid fees provided the campsite is vacated prior to 11:00 a.m.
- b) A park user, after occupying a campsite overnight is entitled to a refund if an exceptional circumstance occurs such as an emergency evacuation, stolen or vandalized property, damage to property or injury by a natural occurrence and a medical emergency (refunded upon receipt of a medical or death certificate).
- c) Document all refunds.
- d) Note: Ideally, the park user should vacate before 11:00 a.m., but as it may not be possible to contact the Park Operator or its staff prior to this deadline, some discretion should be used. The Park Operator should also bear in mind the desirability of keeping the customer satisfied and avoiding conflict.

7. Unpaid Charges

- a) Park users who have not paid a required fee will be charged double the regular rate.

8. Visitor Use Statistics

- a) Maintain accurate daily records of visitor use by recording statistics including place of origin; number in party; number of adults and children; and number of nights.
- b) Submit records monthly during the Operating Season.
- c) Visual counts of the day use area are to be taken once daily during the peak use period.

APPENDIX IV - Ancillary Uses

A. Programmed Recreation

1. Area

- a) Programmed recreation shall operate in the area designated on Map No. 4.1.

2. Permitted Uses

- a) The permitted uses in the designated area include:
 - i) staff accommodation,
 - ii) administration area,
 - iii) eight tee pees including three fire pits,
 - iv) temporary eating shelter to a maximum of 200 m² in area,
 - v) temporary outdoor recreation facilities including obstacle course and zip line, beach access, float for rescue boat, wilderness trail walk, and beach games area.

3. Programmed Recreation Operations:

- a) The Adventure Camp shall operate during the spring and fall seasons.
- b) Spring session is April 15 to June 30 and fall session is Sept. 2 to October 15
- c) Family and child-only adventure camps and day programming for park visitors shall be provided during the summer season (July 1 to September 1).
- d) Programmed recreation operations shall not negatively impact other park visitors.

4. Programmed recreation contractor:

- a) Must secure adequate liability insurance.
- b) Shall provide monthly user statistics to the RDN
- c) Shall meet with RDN for an annual review

B. Concession

1. Location

- a) The Park Operator may establish a concession to be sited at the park entrance in the Infrastructure Zone.

2. Licensee

- a) The Park Operator may allow a licensee to operate a concession.

3. Concession Building

- a) The concession may consist of a cart, trailer or stand and shall not exceed 10 m².
- b) Any sun/rain shelter must be supported by the cart, trailer or stand and shall have a minimum canopy height of 2 metres.

- c) The cart, trailer or stand shall be elevated above the flood construction elevation of 121.7 m GSC.

4. Products

- a) The concession shall sell only pre-packaged dry goods.
- b) Foods requiring any preparation or cooking are not permitted.
- c) Vending machines are not permitted.

5. Signage

- a) One non-illuminated sign is permitted for the concession provided that the sign:
 - i) Does not exceed 0.27 m².
 - ii) Is displayed on the exterior wall face of the cart, trailer or stand.
 - iii) Is professionally constructed.

6. Garbage

- a) The vendor will be responsible for litter created by products from their concession, as well as the cleanliness of their unit and surrounding area within 5 metres.
- b) The vendor shall supply suitable garbage receptacle lined with a plastic garbage bag and the garbage shall be removed on a daily basis.

7. Insurance

- a) Any vendor shall carry \$1,000,000 liability insurance.

8. General

- a) No eating area is permitted.
- b) Concession business shall not detract from Park Operator's ability or availability to carry out duties as Park Operator.
- c) The RDN generator shall not be used for concession operation.

C. Rentals

1. Location

- a) Equipment rental shall take place from the concession or Park Operator's house

2. Permitted Rentals

- a) Non-motorized boat rentals including appropriate safety equipment.
- b) Bicycles including appropriate safety equipment
- c) Equipment relating to camping, fishing and caving.

3. General

- a) All rental equipment shall be maintained in good repair.
- b) Rental equipment shall be stored above the flood construction elevation.

**Attachment No. 2
Written Submission**

Island Pacific Adventures Ltd.

**Box 3531 Stn. Main Courtenay, B.C. V9N 6Z8
(250) 339-0555 ph. or fax**

Horne Lake Caves Provincial Park / Teepee Adventure Camp

March 12, 2003

Regional District of Nanaimo Planning Staff
Joan Michel
Brigid Reynolds
Tom Osbourne
Robert Lapham

RE: Horne Lake Regional Park Draft Management Plan

Dear Sir / Madam;

Following a telephone conversation with Brigid Reynolds on March 10th, 2003, I am writing to comment and give input to the Draft Management Plan for Horne Lake Regional Park. Overall, the plan is well written and provides a concise framework for operating the campground and outdoor education facilities at this new park. I must commend the efforts of the RDN planning staff and committee members in producing such a thorough and clear Plan. The inclusion of programmed recreation in the park's operations should certainly prove to be a wise move and is welcome news to many who share our vision of outdoor education. My comments are meant to be helpful and provide some insight gained from several years of operating this campground.

Section 4

Map No. 4.1

The size of the programmed recreation area is too small. It is not possible to include all the allowed uses within the described area. My suggestion would be to move the southern boundary another 100m. toward the Big Qualicum River.

4.10.3 Natural Environment Zone

The delivery of programmed recreation must include a trail to deliver the Wilderness Skills program as well as an area for Orienteering activities. Both of these programs will have some minor impacts associated with their use. Is it the intention within this plan to accommodate these uses within the Natural Environment Zone?

Section 5

5.1.2 (c) the amount of liability insurance required (\$5M) is prohibitive. Recently, the insurance industry has gone through some drastic changes regarding premiums and liability limits. It was very

difficult and expensive to secure \$2M coverage (even with a 14-year, zero claims history) and I was led to believe that any more coverage might not be possible. Why does the RDN require such an amount when BC Parks requires only \$2M?

Appendix II Capital Plan

The existing caretaker's house should be re-located to an area that would support a septic field. Using a pump & haul tank for this use is not practical when proper disposal is available. There are other issues that also indicate the house must be moved from its present location. This should be reflected in Year 1 of the capital plan. Ongoing maintenance such as the roof, water and heating systems could be dealt with in later years.

Appendix III – schedule 4

- 5a. inquiries and reservations cannot be maintained 24 hours a day.
- 5c. accepting credit cards should be at the operator's discretion. Not wise to have cash-only.
- 5c. policies regarding the reservation system should be consistent with Discover Camping

I hope these comments will be considered in the final plan. Please contact me to discuss further if you wish.

Sincerely,

Richard Varela – Program Director
Island Pacific Adventures Ltd.
(250) 339-0555
adventure@homelake.com

Comments received from Tim Ewart, Ministry of Forests

Vision Statement and Objectives = Fine, no comment.

Policies - Accessibility = Fine, no comment

Policies - Safety and Security = Horne Lake and surrounding area is considered at "high" to "extreme" fire risk (hazard mapping project completed 1996, Ministry of Forests-maps provided to RDN in 1997). Typical summer weather conditions, high public use, and creation of large areas of logging slash in the area have made this an area of concern for our Department. As mentioned in the plan, the area is outside any Fire Protection area. As indicated in the plan, the MOF would respond to a fire in the area and has agreements in place with local fire departments (Bow Horne Bay is closest) to voluntarily respond outside thier area.

Having said that, it must be clear that the jurisdictional responsibility for any fire within the Regional Park(s) is the RDN's. In most, if not all cases we would be looking for recovery of our suppression costs. Historically (last 10 years) we have not experienced any significant fires at Horne Lake Park. Prevention is the key, and I'm encouraged to see the measures in place/planned, such as security, gates, fire rings. Also, it appears that the park operator will liase with adjacent land owners in regards to fire safety. I've also noted the provision of 5 million dollar liability insurance.

Some items that I would appreciate clarification on :

-Does insurance coverage include wildland fire protection?

-What fire response capability does the Park/RDN have (fire tools, personnel)

-Is there a fire prevention program for the park/RDN?, and if so, what measures will be in place (campfire closure formula, signage, standards for campfire rings/fires)

-Is there a fire response protocol for the park/RDN? This should include contact phone numbers for key persons, who to call in the event of a fire, what initial actions to take.

-Is there a requirement for park operators to have a basic level of wildland fire suppression training? Note that it is a WCB requirement now for persons working in the forest/persons who may be required by their job to suppress forest fires, to have training (Series 100 fire suppression as minimum).

I will be meeting with Tom Osborne of the RDN Parks Department in April to review the plan further considering the items outlined above.