

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION

WEDNESDAY, June 20, 2012

7:00 PM

(Cedar Heritage Centre, 1644 MacMillan Road – Teen Room)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-7

Minutes of the regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held May 1, 2012.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

UNFINISHED BUSINESS

REPORTS

PARKS

8-13

Monthly Update of Community and Regional Parks and Trails Projects – April 2012

Monthly Update of Community and Regional Parks and Trails Projects – May 2012
(to be distributed)

14

2012 Budget Highlights – Community Parks Electoral Area 'A'

Quennell Lake Boat Launch Update (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Recreation Master Plan Review Session

Parks Project Planning Session

Multi-Use Indoor Facility Feasibility Study

COMMISSIONER ROUND TABLE

COMMISSION INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

Motion to adjourn.

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Board proceed to an In Camera Commission meeting to consider items related to land issues.

NEXT MEETING

Wednesday, September 19, 2012, 7:00pm
Cedar Heritage Centre

Distribution: A. McPherson (Chairperson), K. Wilson, S. Wilson, , J. Fiddick, E. Jordan, C. Mead, B. White, C. Pagan, A. Vincent-Lewis, T. Osborne, D. Palidwor, D. Banman, S. Pearson, E. McCulloch

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD TUESDAY MAY 1, 2012
AT CEDAR HERITAGE CENTRE, 7:00PM

Attendance: Alex McPherson, RDN Director, Chair
Eike Jordan
Angela Vincent-Lewis
Jim Fiddick
Chris Pagan
Carolyn Mead
Shannon Wilson
Bernard White (7:30)

Staff: Dean Banman, Manager of Recreation Services
David Palidwor, Acting Manager of Park Services
Sandra Pearson, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Kerri-Lynne Wilson

CALL TO ORDER

Chair McPherson called the meeting to order at 7:00pm.

MINUTES

MOVED Commissioner Fiddick, SECONDED Commissioner S. Wilson that the minutes from the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 15, 2012 be approved.

CARRIED

MOVED Commissioner S. Wilson, SECONDED Commissioner Vincent-Lewis that the minutes from the Electoral Area 'A' Parks, Recreation and Culture Grant-in-Aid Sub-Committee meeting held March 15, 2012 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Chair McPherson asked Ms. Pearson about her findings into a link to Google for an online information site for community contacts and facilities available to the public in Electoral Area 'A'. Ms. Pearson stated this would have been a task for the Recreation Programmer to do. With the board's decision to cease recreation services in Area A, she has been waiting to see what the next steps are. From what she understands it is not a simple task and will require some research.

Chair McPherson also asked about Ms. Vincent-Lewis' request for maps for the Trans Canada Trails. Mr. Banman responded that staff brought those maps tonight.

Chair McPherson asked about Cedar School and Community Enhancement Society's grant request of \$1500 stating that the minutes of the Grant-in-Aid Committee shows a recommendation for \$1000 towards the purchase of a pool table, pool cues, craft supplies and healthy snacks for the Friday night youth program and honorarium for a youth leader.

Ms. Pearson acknowledged she had made an error. The committee recommended \$1000 towards the purchase of a pool table, pool cues, craft supplies and healthy snacks for the Friday night youth program only (no honorarium support).

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner S. Wilson, SECONDED C. Mead that the following correspondence be received:

- B. Stupich and K. St. Cyr, Cedar Family of Community Schools, Re: Grant-in-Aid Extension Request.
- G. Brown, Ministry of Community, Sport and Cultural Development, Re: Cedar Skateboard/Bike Park Grant Approval.
- T. Osborne, RDN, to Ministry of Community, Sport and Cultural Development, Re: Community Recreation Program: Contribution Agreement – Cedar Skateboard/Bike Park
- S. Pearson, RDN, to Cedar Community Association, Re: Cedar Community Grant Funding 2012.
- T. Osborne, RDN, to School District 68, Re: Cedar Skateboard/Bike Park Funding.
- M. Newton to D. Banman, RDN, Re: Programs in Area A.
- M. Ryn, Cedar Community Association to D. Banman, RDN, Re: Appreciation for Financial Support.
- J. Baker, to A. McPherson, RDN Director, Re: Proposed Boat Launching Site on Quennell Lake.
- W. & J. Fraser, to RDN, Re: Quennell Lake Boat Launch.
- T. Osborne, RDN, to School District 68, Re: Cedar Skateboard/Bike Park Land Use Agreement.

CARRIED

REPORTS

PARKS

Monthly Update of Community Parks and Regional Trails Projects February 2012.

Ms. McCulloch reviewed the Community and Regional Parks and Trails Projects for February 2012.

Monthly Update of Community Parks and Regional Trails Projects March 2012.

Ms. McCulloch reviewed the Community and Regional Parks and Trails Projects for March 2012.

Cedar Skateboard/Bike Park Update (verbal)

Ms. McCulloch confirmed the approval of the Community Recreation Program grant for the Cedar Skateboard/Bike Park in the amount of \$439,410. She stated that staff will work with the School District 68 to discuss a Land Use Agreement for the site. Completing Construction and Tender documents is on the Work Plan for 2012.

Ritten Road Car-top Boat Launch Update (verbal)

Ms. McCulloch gave an update of the Ritten Road Boat launch. The RDN hosted an Open House on April 17, 2012. Over 60 people attended the event. Attendees were presented two concept design options for the boat launch. Ms. McCulloch mentioned the concerns of some people at the Open House being: parking onsite vs. on the road, speed on the lake, making sure that all the money is available for 1 phase only. Ms. McCulloch provided an order of magnitude cost estimate for \$24,000 for the construction of the boat launch (not including the dock) and noted that there is the potential for grants from the BC Fisheries and other organizations, as well as, in kind labour and material from the community.

Commissioner Fiddick asked Ms. McCulloch about signs on Lake Quennel and what was going to be done about speed enforcement. Ms. McCulloch responded that the lake is Federal jurisdiction and she believes that our bylaw enforcement officers do not monitor that area.

MOVED Commissioner Fiddick, SECONDED Commissioner S. Wilson, that staff corresponds with Transport Canada to provide more signage for speed and address the size of boats and jet skis.

CARRIED

Monthly Update Electoral Area 'A' Recreation and Culture Services February to April 2012

Ms. Pearson summarized her report highlighting that the Grant-In-Aid sub-committee met on March 14, 2012 to review 6 applications and make recommendations for Commission's approval. She also stated that since the board's decision on March 27 much of her time has been spent on reorganization of the recreation services.

MOVED Commissioner Meade, SECONDED Commissioner S. Wilson, that the reports be received.

CARRIED

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

Electoral Area A Grant-in-Aid Program

Mr. Banman stated that based on the decision of the board on March 27, the commission may have to look at how grant applications are assessed. He said the priority is still getting the grants to the community, but we need to look at the delivery system being used and if it is in line with the obligations we have related to our collective agreement with CUPE Local 401. In the future, staff will be asking the RDN Board, Grant-in-Aid committee and Commission to review the Grant-in-Aid process. At this point, Commission's responsibility is to review the minutes and to vote on the recommendations presented. The results will be sent to the RDN board for their consideration and disbursement.

Chair McPherson said that some of the grant applications state the funds will be used for honorariums and he assumes they will be approved. However, the recommendations will go to the board and the board may send back or delay decision after receiving feedback that they do not fit within the confines of the collective agreement due to the ceasing of the recreation and culture services.

Commissioner S. Wilson asked how the honorarium would not fit within the confines of the union. Chair McPherson stated that in the CUPE union agreement if a member is laid off or a program service ceases there is an 18 month period in which you cannot in any way shape or form have other people do that work for pay. An honorarium would be considered remuneration.

MOVED Commissioner B. White, SECONDED E. Jordan, that the following grants be approved for a total of \$6,700.

CARRIED

Organization	Description	Requested
Cedar District 4-H Senior Advisory Council	Beban Barnyard – portable toilets and handwashing, animal feed, shavings, signage, farm info hand outs	\$1,500
Cedar Family of Community Schools	15 boxes of clay, offset costs for honorariums, materials including glazes and kilne shelves	\$ 500
Cedar School and Community Enhancement Society	Pool tables, pool cues, craft supplies, funds for pizza party	\$1,000
Scouts Canada - 1 st Cedar Scouts	Canoes and paddles	\$1,500
St. Philip Anglican Church of Canada, Cedar	'Young and Alive' – day long activity program for children 5-11 yrs old, One day/week in summer, Pro-d days in Fall	\$1,500
Wheatsheaf Fastball Club	Assist with costs of holding 4 th Annual Art and Marion Hutt Memorial Tournament (Mens' Fastball) May 4-6	\$ 700

NEW BUSINESS

Service Delivery Model

Chair McPherson gave a summary of the history of the previous Commission's execution of the Service Delivery Model. A member of the gallery asked: In the 9 years that tax money has been collected for the Recreation Service Function, how much has been collected?

Mr. Banman stated it would have been from approximately 2006 and that he would not want to comment without checking the figures. The member asked for a figure of how much of that money went directly to support the participants of the programs. Mr. Banman stated that the subsidy rate was percentage based on Adult, Senior or Child and that staff could provide that number to him and the commission.

Members of the Commission and members of the gallery discussed their views and opinions about how the services would best be handled and the challenges with the management of the services.

COMMISSION ROUND TABLE

Commissioner Pagan asked what the status was of School District 68's old Cassidy school field and if there was any interest from the RDN in this field. Ms. McCulloch said there had been a concern of a contamination of nails in the field and that the RDN would not be interested until the School Board addressed this issue.

Commissioner S. Wilson stated that it is important to have a community process and dialogue with community members to obtain their opinions when making decisions about services. Commissioner Wilson commended the Parks staff for the work done in obtaining the skate park grant as it will be very beneficial for the community.

Commissioner Vincent-Lewis said she agreed with Commissioner Wilson's thoughts on the importance of communicating with the community. Also she noted that she is starting a Cedar Drop in Soccer for any age.

Commissioner Jordan inquired about access to the river along Morden Colliery Trail at the bottom of Yonning Acres. Commissioner McPherson stated that the land would have to be purchased in order for public access to be attained. Ms. McCulloch advised that the Morden Colliery is a Regional trail and is overseen by the Regional Parks and Trails Select Committee. Ms. Michel, Parks and Trail Coordinator is having a Community Information Session about the area in the Fall.

Commissioner Fiddick inquired about the smaller parks that are less than an acre that are identified for development in the 5 year plan. He questioned whether the small number of people using these parks would warrant spending community parks dollars on them. He asked whether the money for those parks could be combined and used for something like beach accesses. Commissioner McPherson stated that those are items due to be looked at in the future but are not budgeted for in 2012.

Commissioner White commented that there are nine buses a day in Cedar and that is up from seven.

Commissioner Meade said the Newcomers group she is a part of is at about 9-10 people. She mentioned Badminton now has up to 10+ people.

ADJOURNMENT

MOVED Commissioner Vincent-Lewis that the meeting be adjourned at 9:15pm

Chair

TO: Dean Banman
Acting General Manager of Recreation and Parks

DATE: May 14, 2012

FROM: Dave Palidwor
Manager of Parks Services

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects

For the month of April 2012 staff has been involved with the following projects and issues:

Electoral Area Community Parks

Area A

Staff responded to mapping requests concerning the Trans Canada Trail, Morden Colliery and other trail corridors.

Staff prepared two concept plans for the proposed cartop boat launch on Quennell Lake. The public was invited to an Open House on April 17th to discuss the concept plans with RDN Parks and Provincial Fisheries staff. A questionnaire was distributed to those that attended the open house and was also made available to the wider community through the RDN website.

Area B

Staff worked with VIHA to correct their paperwork on the Rollo Concession operation and clarified that the RDN does not operate it, but permits others to do so. Also investigated concession fridge ownership and repair.

At Rollo McClay Community Park a number of maintenance items were attended to, including replacement of eaves-trough downspouts, installation of a new vent screen at the portable, fencing repairs on the ball diamond backstops, seed and fertilizer were delivered and spread on both fields, and an inspection of the pond liner completed. An engineered plan for the replacement of the pond liner has now been ordered from Levelton Engineering Ltd. Well-head area fencing repairs are also underway.

Staff also made a site visit to Rollo McClay Community Park with Water Services staff to examine the water treatment and delivery system. Maintenance responsibility for drinking water provision at the park is being transferred to RDN Regional and Community Utilities.

Staff worked with the Gabriola Recreation Society and the East Vancouver Bike Polo Association to conclude a permit for a bike polo event Easter weekend at Huxley CP. Event was successful and passed without incident.

A hazard tree was removed at Blue Heron Community Park, and several hazard trees were removed at the community park off the east end of Queequeg Turnabout.

Two handrails were added to the existing bleachers at Huxley Community Park.

Aeration of the ball fields has been completed, and mowing of the ball fields and four Whalebone area parks has begun for the season.

Area C

An arborist report was received regarding two fruit trees at Extension Miners Community Park.

Staff consulted with area kayakers and VIU/NALT Nanaimo River group to confirm a name for the new community park located on Nanaimo River Road and known for decades as the A-frame after an old Boy Scouts camp structure. The recommended Park name is Nanaimo River Canyon CP, in recognition of the unique terrain now serviced by viewing trail.

East Wellington/Pleasant Valley

Mowing has begun for the season at Meadow Drive Community Park.

The RDN has received title to a new community park on Jinglepot Road, that was donated as part of the Olesen estate. The park is to be named Anders Dorrit Park. Staff are assessing the condition of the house and grounds and attending to any hazardous conditions prior to allowing public access.

Area E

In response to community requests, the SD69 has reinstalled the garbage can at Jack Bagley Community Park so this will result in less clean up in that area by RDN staff.

Staff is monitoring reports of unauthorized vehicle access to a section of the Schooner Ridge Path in Fairwinds and are planning to place a vehicle barricade at the entrance.

Area F

Staff prepared all materials and advertising for the first Meadowood Community Park Workshop held on April 28. Input was received on vision, principles, issues and preliminary park elements. Over 20 people/stakeholders participated. A summary of input received from the Workshop participants and the online questionnaires will be produced following close of the survey in mid-May.

Staff worked with the POSAC to determine a name and logo for the first ACT Trail: group concluded on Errington School Trail.

Staff worked with the Area Director, POSAC, School, PAC and Arrowsmith coordinators on the ACT 1 trail opening event. Staff also worked with Errington Elementary School Principal on gathering and training a crew of student nature guides and singers for the official opening. The event was attended by approximately 60 people.

Area G

Staff conducted several meetings with consultants, partners, and an adjacent property owner in the course of planning work for an upcoming bank stabilization project at Miller Road Community Park. Legal documentation with the prime contractor, BC Conservation Foundation, is nearing completion. A

site visit to a recent, similar project on the same water course was also conducted. Work is scheduled to begin in mid-July.

An invasive plant species sweep of the Miller park property saw the removal of a large volume of Giant Hogweed throughout the park. Additional, supporting work was also conducted on neighbouring properties by Friends of French Creek Society volunteers.

At Hawthorne Rise Community Park staff completed brushing along the trails and boulevard.

Area H

At Dunsmuir Community Park staff painted over graffiti covering a toilet surround and cleaned up garbage and debris.

At Franksea Road (a Ministry of Transportation and Infrastructure beach access) staff responded to a complaint regarding dumping and trespass by adjacent property owner and resolved the problem.

Parks staff reviewed the rezoning application for 2900 Leon Road (Dias). Due to concern regarding the impact of land clearing on the subject parcel in relation to the trees located in the linear park adjacent to the subject property, parks staff requested an arborist report. Staff reviewed the arborist report and recommended that the identified hazard trees in the park be cleared at the time of land clearing on the subject property. Due to the difficulty of coordinating the removal of the trees in the park, the applicant has provided cash-in-lieu and parks will proceed with the hazard tree removal when required.

Vegetation management activities were undertaken at McColl Road Community park.

Staff met with Ministry of Forests staff to discuss urban interface fire risks and abatement options within RDN park properties.

Staff worked with the Lions and Hall Board representatives regarding the Hwy signage and a proposed new lane connection between the Hall and Community Park properties. New Highway sign will include a panel for the Lighthouse Country Regional Trail.

Regional Parks and Trails

Arboretum

A steel forestry gate was installed at the Arboretum entrance.

Beachcomber Regional Park

A portable washroom and cedar surround was installed including new stairs.

Coats Marsh Regional Park

Park staff continued to monitor beaver debris, pond leveler and water level of the marsh.

Descanso Bay Regional Park

New siding was installed on the park office and skirting repair was also completed.

Staff worked with RDN Water services staff to develop an emergency response plan document for the water system and to apply for a new drinking water permit .

Staff received the 2011 year-end report and occupancy statistics from park operator. No significant change from previous years.

Staff initiated Oceans Day planning with park operator.

Englishman River Regional Park

Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Park staff cut and removed several trees that came down on the main access road and trails.

Park staff installed new trail marking signs.

Staff met with BC Hydro regarding revegetation planning for the riparian area.

Horne Lake Regional Park

Park staff removed the old generator building.

Staff assisted with an ATV vandalism incident at Southpark. RCMP has been provided with video showing people burning a picnic table. RCMP is being encouraged to undertake more ATV patrols.

Lighthouse Country Regional Trail

Staff developed detailed drawings for the improvements to the parking area and trail surfacing. A tender package will be distributed to contractors in mid-May. The official opening of the trail is set for June 23.

Little Qualicum River Estuary Regional Conservation Area

Parks staff removed an old section of fence along the boundary because of damage from 'king' tides. The old T-bar posts and wire were removed from the area. This section was measured and new fencing material has been ordered for the repairs.

Staff met with the Guardians of the Mid-Island Estuaries Society in order to review a draft agreement in support of Canada Goose research at the Little Q and Englishman estuaries.

Staff worked with legal counsel to finalize a 99 year lease with Ducks Unlimited Canada.

Little Qualicum River Regional Park

Staff prepared all materials and advertising for the first Workshop held on April 28. Input was received on vision, principles, issues and preliminary park elements for both parks. Over 20 people/stakeholders participated. A summary of input received from the Workshop participants and the online questionnaires will be produced following close of the survey in mid-May.

Moorecroft Regional Park

Staff prepared for the Advisory Committee meeting in early May. Consultants provided a preliminary draft of management policies and action items for review.

Park Operations staff carried out the following works at Moorecroft Regional Park:

- Fence built to protect rare coastal wood fern along Vesper Point.
- Removal of old windows and bedframes from under Stringer Hall
- Septic fields were tested and it is affirmed they are still useable
- Pruned back shrubs along the main road into the park.

Morden Colliery Trail

Staff received notice from the Province of the registration of NCID's water line SRW across the trail. Amendments to the SRW agreement in order to better protect trail interests were included as requested.

Nanaimo River Regional Park

Staff arranged a site meeting with The Land Conservancy Executive Director and Vancouver Island Land Manager, Ministry of Forests research scientists, propagation specialists and parks staff in order to review the history and status of the various research plantations at the park. Forestry staff will develop a limited harvest proposal so wood strength can be tested; they will also provide the stories behind the plantations for use in interpretive signage.

Park staff has installed two split rail fence sections along the river to keep the public away from the eroding river bank.

Parksville Qualicum Links

Staff hosted the second quarterly cycling working group meeting of 2012 with representatives from the Oceanside Cycling Coalition, City of Parksville and Town of Qualicum Beach. Reviewed Bike to Work Week plans, and developed a game plan for adding way markers to the PQ Links route. Bike to Work Week will be used to test some painted symbols within the Town and City.

Staff met with local cyclists to discuss safety issues with the Barclay Crescent Bridge railing and will be adding a 'rub' rail along the bridge.

Other

Staff updated the park inventory (two new Area C community parks officially transferred to the RDN).

Recreation and Parks staff met with Information Services mapping staff to vet previously collected GPS field data and to prioritize/schedule future collection sites.

Improvements were made to the operations shop, including items stemming from a health and safety inspection. Safety equipment was organized and a Work Safe BC facility inspection was conducted.

Approving two park use permits for DFO with regard to a 2011 coho smolt count on the Englishman River, and bolstering of the south side of the beaver pond in order to prevent side channel water and fish from entering the main stem.

Staff met to discuss aspects of future parkland dedication through the Fairwinds project. A list of items to consider/request of the developer was generated for further review.

RDN parks staff met with City of Nanaimo staff and a representative from the Nanaimo Mtn. Bike Club to review desired future biking connections in the City and region, as well as to receive an overview of correspondence between the MBC and other agencies/organizations to date.

Staff met with Bylaw Enforcement staff to review the Province's off-road vehicle initiative.

Recommendations

That the Parks Update Report for April 2012 be received as information.

Original signed by D. Palidwor

Original signed by D. Banman

Manager of Parks Services

Acting General Manager Concurrence

TO: EA G Posac **DATE:** June 1, 2012
FROM: Dave Palidwor **FILE:**
 Manager of Parks Services
SUBJECT: 2012 budget highlights – Community Parks EA -A

Tax Requisition

Department Name	2012 Forecast
Community Parks EA A	123,340 – tax requisition

Capital Projects:

Skateboard Park – \$625,000 (\$439,410-grant funds; \$139,000-reserves; \$46,590-community fund raising)
 Cedar Plaza Entrance (information kiosk) * – \$100,000 (from reserves)

Maintenance:

Allowance for general maintenance & operations (mowing, tree management, miscellaneous)	\$ 8,000
Boat Launch garbage service	\$ 3,000
Nelson Road Boat Launch Porta Potty rental	\$ 2,000
Pebble Beach Porta Potty rental	\$ 2,000

Development Costs:

Beach access work	\$ 2,000
Stairs/railings Nelson access	\$ 4,000
Whiting Way **	\$ 5,000

Signage:

Whiting Way **	\$ 2,000
Thelma Griffiths interpretive	\$ 5,000
General	\$ 2,000

Professional Fees:

Whiting Way assessments **	\$ 5,000
Cedar Plaza Entrance (drafting)	\$ 2,000

Transfer to other Organizations:

Cedar Community Hall (50% of renovations)	\$21,000
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Transfer to future reserves: \$39,000
 (\$3,000 from operating; \$36,000 from Cedar Estates developer – yet to be received)

* Development contingent on receiving \$36,000 from Cedar Estates therefore no longer on 2012 work plan.

** Provided for in the 2012 budget but no longer on 2012 work plan; .Funds to be used at Quennell Lake Boat Launch.