

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A'  
PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING HELD WEDNESDAY, SEPTEMBER 19, 2012  
AT CEDAR HERITAGE CENTRE, 7:00PM**

**Attendance:** Alec McPherson, RDN Director, Chair  
Eike Jordan  
Angela Vincent-Lewis  
Shannon Wilson  
Bernard White  
Jim Fiddick  
Kerri-Lynne Wilson

**Staff:** Tom Osborne, General Manager of Recreation and Park Services  
Dean Banman, Manager of Recreation Services  
Wendy Marshall, Manager of Park Services  
Sandra Pearson, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Carolyn Mead  
Chris Pagan

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:06pm.

**MINUTES**

MOVED Commissioner K. Wilson, SECONDED Commissioner Fiddick, that the minutes from the June 20, 2012 meeting be approved.

CARRIED

**REPORTS**

***Recreation***

**Cedar Heritage Centre Capital Work Update**

Mr. Banman provided an update of the Cedar Heritage Centre Capital Repair work that was done in August. He stated that the lights, windows and repair of the roof leak have all been completed and came in approximately \$3,000 under budget. With the grant money that was available for the work and coming in under budget, it is hoped that some other items like the replacement of wooden doors will be able to be completed at later date.

Unfinished is the HVAC system that will be put to tender for a ductless system in a few weeks. The ductless system is proficient in 90% of the use, so the existing furnace system will stay in place as backup for when extreme heat or cold snap occurs. A review of this system will also determine if furnace improvements will be high efficiency electric or gas.

Future capital projects for 2013 for the Centre are under review which includes gutters, exterior paint, and roof replacement.

### **Recreation Grants Update**

Ms. Pearson gave an update on the Winter 2012 grants. They were dispersed in July to the recipients. Ms. Pearson handed out updated guidelines and requirements for grant applications to Commission members. She noted that the deadline for the next set of Grant applications is September 28<sup>th</sup> and that advertisements have been placed in the Nanaimo Daily News, Take 5 publication and posted on the Friesens reader board. After the deadline, a meeting with the Grant-in Aid Sub-committee will be set up.

### ***Parks***

#### **Monthly Update of Community and Regional Parks and Trails Projects – June-August 2012**

Ms. McCulloch summarized the Monthly Update of Community and Regional Parks and Trails Projects – June-August 2012 for Electoral Area A.

#### **Cedar Estates Update**

Ms. McCulloch updated that the RDN has have taken over maintenance responsibility of the Cedar Plaza from the developer and have received \$22,331.55 – cash in lieu of sidewalks and \$3,700 – cash in lieu of benches. She stated that these funds will be used in 2013 on the design and installation of a modified kiosk structure. This will likely be different from the original proposal of a more expensive “tipple” kiosk.

#### **Quennell Lake Boat Launch Update**

Ms. McCulloch reported that all permits have been received including: MoF License to Cut; MoTI Permit to Construct; Section 9 Notification for Works in and about a Stream.

A request for additional highway signage has been submitted which includes “No Parking” signage for along Ritten Road near the Boat Launch; as well as “Caution Blind Corner” and “No Exit” signage.

She stated that the original plans for the boat launch included a dock and associated ramp, however further discussions with the land owner of the lake bed are required before crews can place the dock anchors on the lake bed. The project is therefore proceeding with the site upgrades without the dock at this time, with the intention of working towards installing a dock at a later date.

The neighbours have been notified of the final plans and the construction timelines. Ms. McCulloch announced that the ground was broken at the site this past Monday, September 17th and the project should be completed by the end of September/early October. The estimated project cost is \$30,000-\$35,000 of which Provincial Fisheries providing between \$15,000-\$20,000 through grants from the HCTF (habitat conservation trust fund).

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

CARRIED

## **CORRESPONDENCE/COMMUNICATIONS**

**P. Sabo, School District 68**, Re: School Community Connections Program

MOVED Commissioner Vincent-Lewis, SECONDED Commissioner Jordan, that the correspondence be received.

CARRIED

## **NEW BUSINESS**

### **Schedule Date for Planning Session**

MOVED Commissioner S. Wilson, SECONDED Commissioner Fiddick that a date of Sunday, November 4, 2012 be set for the Electoral Area A Planning Session.

CARRIED

### **Cedar School and Community Enhancement Society Licence of Use Agreement – Cedar Heritage Centre**

Mr. Banman stated that a material part of the contact with CSCES was RDN staff working in the Cedar Heritage Centre and because of the staff change with the RDN and the change in working relationship with CSCES it is deemed necessary to sit down and discuss the current Licence of Use Agreement and any amendments that may have to take place. Because it is year 1 into a 3 year Agreement , direction from the Commission and Board is required to enter into discussions with the Cedar Schools and Enhancement Society regarding the revising the contract.

MOVED, J. Fiddick SECONDED S. Wilson, that the staff be directed to meet with Cedar School and Community Enhancement Society to discuss possible amendments to their current Licence of Use Agreement for the Cedar Heritage Centre and report back on proposed amendments for Commission and Board review and consideration.

CARRIED

### **Parkland Dedication Process**

The Commission discussed the process and merit of securing parkland dedications or Cash in Lieu of Parkland when subdivision applications are under review.

Ms. McCulloch reviewed the policies that are now in in place for the Commission and Board to follow when deciding on parkland dedication or Cash In Lieu of Parkland. She noted that most of small parcel parks dedicated in the past were done when the current policies and park planning staff were not in place.

## COMMISSION ROUND TABLE

**Commissioner Wilson** is excited to see the changes to the Nelson Road boat launch.

**Commissioner Vincent Lewis** reported the upcoming Friends of Morden Mine Open House at the Nanaimo Museum with speaker Tom Pattison.

## ADJOURNMENT

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson that the meeting be adjourned at 8:19pm to allow for an In Camera meeting to follow.

CARRIED

## IN CAMERA

MOVED Commissioner S. Wilson, SECONDED Commissioner K. Wilson, that pursuant to Section (90) (1) (e) of the Community Charter the Commission (Commission) proceed to an In Camera meeting to consider land issues.

CARRIED

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Chair