

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION

WEDNESDAY, November 21, 2012

7:00 PM

(Cedar Heritage Centre, 1644 MacMillan Road)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-6 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 19, 2012.

7 Minutes of The Electoral Area 'A' Recreation And Culture Grant-In-Aid Program Sub-Committee concluding October 17, 2012 via email.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

That the Commission endorses the following Electoral Area 'A' Grant-In-Aid application be approved:

St. Philip Anglican Church of Canada for a total of \$1,500 to purchase lightweight tables.

UNFINISHED BUSINESS

REPORTS

PARKS

8-12 Monthly Update of Community & Regional Parks and Trails Projects – September 2012

13-18 Monthly Update of Community and Regional Parks and Trails Projects – October 2012

19 2012 Electoral Area A Detailed Project Plan – updated November 2012

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

- 20 Planning Session – Mission Statement
- 20 Planning Session – “Role of Commission”
- 2013 Commission Appointments

COMMISSIONER ROUND TABLE

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

TBD
Cedar Heritage Centre

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

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 28th 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

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
RECREATION AND CULTURE GRANT-IN-AID PROGRAM SUB-COMMITTEE
MEETING HELD VIA EMAIL CORRESPONDENCE, CONCLUDING OCTOBER 17, 2012**

Attendance: C. Pagan, Commissioner
A. Vincent-Lewis, Commissioner
S. Wilson, Commissioner

Staff: S. Pearson, Superintendent of Recreation Program Services
A. Harvey, Senior Secretary

Director A. McPherson approved the review of the grant applications (one) via email correspondence.

The budget for the 2012 Grant-In-Aid was presented as follows:

Annual Budget 2012	\$25,245	
Grant funds disbursed to date in 2012	\$ 5,565	
Grant funds returned in 2012	\$ 0	
Grant funds remaining in 2012		\$19,680

REVIEW OF FALL 2012 APPLICATIONS

One application was received for funding with a request of **\$1,700**. Following is a general summary of the application:

Organization	Description	Requested
St. Philip Anglican Church of Canada, Cedar	Replace existing heavy wooden tables (15) with 15 lightweight, polyethylene tables. The church hall and tables are used as a distribution centre for the Loaves and Fishes weekly program, Sparks, and several other church and community functions.	\$1,700

St. Philip Anglican Church of Canada, Cedar

This application pertains to the purchase of new lightweight tables for their hall. These polyethylene tables will be easier for volunteers to move (many of these volunteers are seniors) about the hall. The existing wooden tables will be recycled to another community facility free of charge. With the recent painting of the hall floor, they are concerned that it will be scratched by the wooden tables being dragged across the hall. The church reaches out to the community by hosting Loaves and Fishes once a week, and supporting the local Sparks group. Other hall rentals are set at cost-recovery.

The Committee endorsed \$1,500 towards the cost of lightweight tables, to the maximum allowable grant of \$1,500.

RECOMMENDATION(S)

That the Electoral Area 'A' Grant-In-Aid application for St. Philip Anglican Church of Canada, Cedar, be approved for a total of **\$1,500** to purchase lightweight tables.

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: October 12, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects – September 2012

During September staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

Staff prepared and distributed a Request for Quotes for the development of the Quennell Lake Car Top Boat Launch. A contract was awarded to Milestone Contracting and work began on September 17th with substantial completion on September 28th. Staff provided project management support for the project. Staff submitted a signage request to MoTI for additional safety signage, no parking and no exit signage.

Staff met on site at Nelson Road with a contractor to determine site maintenance costs, and liaised with permitting authorities regarding site development. Work program delays have pushed project commencement to October.

Staff met on site with an arborist to assess a large maple tree requiring removal at Thelma Griffiths Community Park. This work will be completed in early October.

Staff responded to a dumping complaint in the Kipp Road Community Park area.

Staff prepared and distributed the September 19th PRCC meeting agenda package and attended the meeting.

Staff attended a site meeting and provided comments to Planning regarding a subdivision application on 1768 Cedar Road. A public trail through this property is identified in the Draft Cedar Main Street Report.

Area B

Following receipt of the engineered plan for the replacement of the irrigation pond liner at Rollo McClay Community Park, staff obtained project costing and conducted site meetings with contractors. Materials purchasing for the project was completed. Pond liner and pump house replacement work will begin in October. Site prep, plumbing and utility work is currently underway.

With ongoing assistance from community volunteers and members of GaLTT, sign installation continued at 707 Community Park.

Project notification was submitted to DFO for replacement beach access stairs at South Road Community Park. Contractor selection and development work is expected to take place this fall.

Mowing and irrigation system maintenance work continued both at Rollo McClay Community Park and at several waterfront parks in the Whalebone area.

Staff monitored contracted garbage collection work at several sites on Gabriola Island.

Area C - East Wellington/Pleasant Valley

Mowing and grounds maintenance work continued at Anders and Dorrit's Community Park. Project approval was received from Ministry of Environment for removing a number of structures, fencing and a bridge at the site. This work is expected to begin in the fall.

Area E

Site planning work was begun for stair construction at Jack Bagley Community Park. Retaining wall replacement at the site was completed by School District #69.

Staff prepared and submitted comments to Planning regarding the Fairwinds Lakes District and Schooner Cove Rezoning application.

Area F

In preparation for the final Open House event October 13th, staff worked on the logistics and documentation including Phase 2 Engagement Summary, overall Preferred Concept Plan, Phase 1 Park plan, cost estimates, survey questionnaire, and updating the website.

Site inspection and water treatment equipment assessment was completed at Errington Community Park, in partnership with Water Services staff.

A tree assessment is underway on Carrothers and Cranswick for the next stage of the Arrowsmith Community Trail development.

Area G

Following the completion of bank stabilization and restoration work at Miller Road Community Park, Marine Transport Canada signage was posted on site. Replanting work will take place this fall and staff are arranging for follow up inspections to ensure the efficacy of the works. Approximately sixty meters of eroding riverbank was reinforced with boulders and cedar root wads that provide cover for salmon and trout.

Staff conducted a hazard tree assessment and additional pruning work at Boulton Community Park.

Two new picnic tables were ordered and received for installation at Neden Community Park. A garbage can was also ordered for the site. Install of all items will be completed in October.

Park cleanup and maintenance work was carried out at Columbia Drive Community Park.

Area H

A site meeting with a contractor was held to examine stair replacement options for a beach access site at Shoreline Drive.

Staff continues to work with the consultant team to complete tender drawings and documentation to secure permits for Phase 1 construction works for the Henry Morgan Project. Staff anticipate going out to tender for construction in early November.

Community Parks and Greenways Strategy

Staff has completed the Board report and Draft Terms of Reference for consideration at the October 9th Board meeting.

Regional Parks

Arrowsmith CPR Regional Trail

Park staff posted trail closure signs at the trailheads for active logging in the area.

Park staff replaced a vandalised McBey Bridge sign.

Beachcomber Regional Park

Park and trail inspections were conducted.

Benson Creek Falls Regional Park

Park staff conducted park inspections.

Coats Marsh Regional Park

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

Englishman River Regional Park

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Staff prepared trail construction signs to alert public about trail construction work being done in October.

Horne Lake Regional Park

Staff met with the Park Operator to review issues and the upcoming contract expiry. Work and discussion on the new contract is underway and a RFP will be issued for the operation of the park.

Lighthouse Country Regional Trail

Research was started on an interpretive sign program for RDN Parks with a goal of the development of a production-ready pilot interpretive sign project for this park by end of year. Plans for installing a double accessible toilet building at the parking lot are underway with construction planned before year end.

Little Qualicum River Estuary Regional Conservation Area

Parks staff finished installing the new fence.

Work continued on the restoration of the fish channel with woody debris being placed in the channel. The work is being carried out by the BC Conservation Foundation.

Little Qualicum River Regional Park

The Management Plan process is now in its last phase. The third Advisory Committee meeting was held on Oct. 3 and the final public open house is planned for October 13. The DRAFT Management Plan is completed and will be available for comment on the RDN website.

In preparation for the final Open House event October 13th, staff worked on the logistics and documentation including Phase 2 Engagement Summary, draft Final Concept Plan, survey questionnaire, website update, and the draft Final LQR Mgt Plan including implementation priorities and costs over the next 10 years.

Moorecroft Regional Park

Edits on the final draft Management Plan were relayed to the consultant. The latest draft is available on RDN website for comment. A news release going out by Oct 22 will inform public of plan highlights and requirement for dogs on-leash in the park. The plan is slated for Regional Park and Trail Select Committee Review in December and Board Review and adoption in January.

Temporary information sign about the Pond Leveller installation at Skipsey Lake was put up.

Park Staff carried out the following works at Moorecroft Regional Park:

- Staff started to install a pond leveler at Skipsey Lake to reduce flooding caused by beaver activity.
- Removed old picnic table from Vesper point and replaced it with three new tables
- One new picnic table was placed by the old playground area
- New boardwalk construction has started

Morden Colliery Regional Trail

Park staff inspected and maintained the trail.

Mount Benson Regional Park

Construction of trailhead kiosk is planned for this fall. Trailhead sign is in final stage for production.

Work continued on the agreements for access from Benson View Road into the park. Final edits on an agreement with the City of Nanaimo are taking place and the agreement is expected to be ready for board approval in November. The section 56 application for trail through a crown lot has been approved by the Province. A board report on the trail will be prepared for the November board. The MoTI permit application for the section of Witchcraft Trail on Harrow Rd. was approved.

Park staff cut back Alder on each side of the Te-Tux-Tin trail.

Nanaimo River Regional Park

Park staff cleaned maintained the trail and stairs. Garbage was also removed from the park.

Trans Canada Trail

Park staff GPS'd the trails and sign locations creating a working inventory. Staff also cut back vegetation covering stairs at the Harwood Mines trail entrance and those locations that required vegetation removal.

Staff met with representatives of International Mountain Biking Association (IMBA). IMBA are hosting a training session and are looking at the TCT as a potential site to carry out the training.

Parksville - Qualicum Links

Staff met with representatives from MOTI to discuss way-finding markings along the route. MOTI has now agreed to allow signs. The signs specifications were discussed and a draft produced. Work will continue on the sign specifications in October.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public

Park Use Permits and Events

A successful one-day shoot at Englishman River regional Park took place in late September for a Discovery Channel film segment on beavers, as part of a show on Vancouver Island wildlife, part of a series of shows on the wildlife of large islands around the world.

Recommendations

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

Original copy signed by W. Marshall

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 2, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

During October staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

Site development work was completed at a Ministry of Transportation and Infrastructure site at Ritten Road. This public water access has now been improved with the construction of a gravel parking lot for increased parking, porta potty and garbage can.

At Pylades Road beach access staff cleared the trail and removed garbage.

Staff met on site with a contractor to order site maintenance work at Woodridge Community Park and the Morden Colliery Trail entrance.

Further to a report from a park neighbour, a large maple tree and a cottonwood tree were removed at Thelma Griffiths Community Park. Staff also bought and refinished wood for installation (in November) on a damaged picnic table.

Staff prepared and submitted the July-September Periodic Progress Report for the Cedar Skateboard Bike Park Community Recreation Grant.

Area B

Work is now underway for replacement of the aging irrigation pond liner at Rollo McClay Community Park. Brush clearing and fencing work started in October and will run into November. Temporary disconnection of electricity to the concession building is a necessary part of this project.

A hazard tree was removed at Malaspina Galleries Community Park and staff responded to a hazard tree complaint along the park boundary of one of the Whalebone area trails.

Staff requested and received project pricing information for the replacement of beach access stairs at South Road Community Park. Contractor selection will occur in early November, and construction work will begin following the DFO mandated work window of December 1st.

Mowing and irrigation system maintenance work continued both at Rollo McClay Community Park and at several waterfront parks in the Whalebone area. Final irrigation system drainage work was also completed in October.

Building, fence and sign maintenance work was carried out at Huxley Community Park.

Staff monitored contracted garbage collection work at several sites on Gabriola Island.

Staff prepared and distributed the October 30th POSAC meeting agenda package, 5 year Planning Worksheet, and attended the meeting.

Staff prepared the Draft Mudge Island Water Access Development Questionnaire for discussion at the October POSAC meeting.

Staff met on site to discuss the process for the Huxley Park Planning Project to be carried out in 2013. Staff also visited Rollo McClay Park to view the parking lot in order to assess the plans for expansion next year. Ivory Way Beach Access was also visited and future upgrades were discussed.

Area C - Extension

At Extension Miners Community Park staff removed branch material from the park and trail and cleaned the benches.

Area C – East Wellington

Mowing and grounds maintenance work continued at Anders and Dorrit's Community Park.

Area E

At Jack Bagley Community Park staff removed garbage and conducted an on-site meeting with a contractor for replacement of some stairs. The School District which co-manages the site with the RDN has now completed the replacement of a retaining wall in the parking area.

At Nanoose Road and Brickyard Community Parks staff conducted trail maintenance work.

Additional regulatory signage was ordered and received, for a scheduled installation at Nanoose Place in early November.

Staff prepared and distributed the November 5th POSAC meeting agenda package, and 5 year Planning Worksheet.

Area F

Staff held the final Open House event on October 13th to receive public comments on the Draft Final Plan for Meadowood Way Community Park. Results from the Open House and online survey will be summarized as part of the final report to the EA F Posac. The Phase 1 design plan is being finalized with a target date of January for construction tender and park construction in the spring. Staff also presented the Meadowood Community Park planning process and Preferred Concept Plan at the Corcan-Meadowood Residents Association's Annual General Meeting held on Sunday, November 21st.

Staff met with three representatives of the Errington War Memorial Hall Association Board to review a draft RDN-Association operating agreement for Errington Community Park. The essential points of agreement were discussed.

Staff prepared and submitted the July-September Periodic Progress Report for the Meadowood Community Park Community Recreation Grant.

At Errington Community Park staff cleared the trails and removed garbage.

Area G

Staff continued with tree assessment issues at Boulton Community Park, following a park neighbour complaint.

Staff responded to a hazard tree report at a small Community Park property on Riley Road.

The installation of two new picnic tables and a garbage can was completed at Neden Community Park. Tree pruning and garbage removal was also carried out.

The bank replanting work at Miller Road was completed on October 26th with the aid of several volunteers from the Friends of French Creek and a local resident. They worked hard, in the rain, to install close to 200 native shrubs and trees and live alder cuttings.

Area H

The Drainage Plan for Henry Morgan has been completed and submitted for the Development Permit. The design plan has been revised to incorporate drainage works and based on the detailed cost estimate in order to stay within budget. Staff has issued a Request for Quotation for the design/build of the pump track component that will be received November 5th. Tender documents are being finalized to reflect the design changes with a target date of November 12th for public tender.

Thinning and pruning operations were carried out at Oakdowne Community Park. This work follows careful planning and notification of area residents. The intent of this treatment is to reduce the fuel loading and conifer crown closure to reduce the intensity of a wildland fire in this urban interface area while creating defensible space for fire management crews. Completion of the project, along with controlled burning of the removed fuel is now scheduled for the following spring.

At Thompson Clarke Trail staff cleared debris off the trail, removed debris from the ditch, and repaired a broken fence.

At Buccaneer Beach Road staff repaired a broken bench.

At Dunsmuir Community Park staff met with the RCMP following a substantial graffiti and vandalism incident.

Community Parks and Greenways Strategy

Staff is working on Phase 1 – Inventory and Analysis including developing base maps, researching background reports, and creating a dedicated web page and draft survey in preparation for a meeting with the Advisory Committee in January.

Regional Parks

Beachcomber Regional Park

Park staff cleaned off the stairs and trails. Removed a damaged moorage sign and ordered a new one.

Benson Creek Falls Regional Park

Park staff cleaned off the bridges and trails.

Coats Marsh Regional Park

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

Descanso Bay Regional Park

Park Roads and one campsite were graded and upgraded where drainage issues were identified. Old stairs were removed for safety purposes.

Englishman River Regional Park

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge 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 met with the Community Fisheries Development Centre crew leader for future trail improvements.

Horne Lake Regional Park

Staff began work on the RFP for the Park Operator for 2013-2018. Staff is working with the current park operator to clean up the park so that it is in neat and tidy condition for review by prospective park operators in November.

Park staff delivered new fire pits, signs, and posts.

Lighthouse Country Regional Trail

The terms of reference is completed for the development of an interpretive sign program for Lighthouse Country Regional Trail. A consultant will be sourced next for completion of contract by end of year.

The site plan is completed for the staging area including an accessible portable toilet and handicapped parking. The construction is to be completed by year end.

Park staff brushed and maintained the trail.

Little Qualicum River Estuary Regional Conservation Area

Parks staff cleaned up old metal pieces scattered in the estuary. The material was brought to a recycling facility.

Staff worked with the lawyer to pursue the correction of the Land Titles' description of the newly registered covenant, as per discussions with Ducks Unlimited Canada. The work is completed and the record is now correct.

Staff obtained an update from the BC Conservation Foundation on the successful completion of hardscaping works at the spit fish channel. The vegetation phase is now being planned.

Little Qualicum River Regional Park

The Management Plan process is now in its final phase. The third Advisory Committee meeting was held on Oct. 3 and the final public open house was held October 13 and on October 21st with the Corcan Meadowood Residents Association. The DRAFT Management Plan is completed and will go to the Regional Parks and Trails Select Committee in December for their consideration and recommendation to the Board.

Moorecroft Regional Park

A news release announcing the final draft management plan and highlights went out Oct 22. The plan is slated for Regional Parks and Trails Select Committee review in December and Board review in January 2013.

An interpretive sign about the purpose and benefits of the Pond Leveler installation at Skipsey Lake is being developed.

A plan is being developed for split rail fencing at Vesper Point for protection of Garry Oak habitat. The fencing to be installed by Spring 2013 and is being partially funding by a grant.

Park Staff carried out the following works at Moorecroft Regional Park:

- Staff removed a large amount of garbage and recycling
- Staff cleaned under the boat house
- Parking stall lines were painted on the logs in the parking area
- Pond leveler on Skipsey Lake was completed at Skipsey Lake
- A split rail fence was installed at Skipsey Lake
- Kennedy Lodge main entrance redesigned for fire requirements
- Boardwalk constructed on west trail

Morden Colliery Regional Trail

Park staff inspected and maintained the trail.

Mount Benson Regional Park

The construction of the trailhead kiosk will go ahead in November. The trailhead sign is in final stage for production pending verification of trail mapping with GIS department.

Nanaimo River Regional Park

Park staff conducted trail maintenance.

Top Bridge Regional Trail

Park staff conducted trail maintenance.

Trans Canada Trail

A Sign for Extension Ridge Trail being replaced and redesigned in coordination with Island Timberlands.

Staff met with the TCT Vancouver Island Director and Trails BC Director to review the RDN's short term ability to install a Nanaimo River crossing, to complete the proposed RDN/CVRD Timberlands Rd

trailhead re-route, and to identify an urban route for cyclists between Haslam Creek and the south side of Nanaimo at Cedar Rd that can be signed in time for the 2017 25th anniversary of the TCT.

Witchcraft Lake Regional Trail

Further to the RDN Board’s approval of a licence from the City of Nanaimo for trail through and across their Witchcraft Lake parklands, staff advised the City to proceed with issuing the RDN formal copy for signature. The City will now obtain approval from its Council.

Parksville - Qualicum Links

Staff received list of way marking sign locations from MoTI, along with route confirmation from City of Parksville and Town of QB staff. The quarterly meeting was held with the cycling working group and an agreement on route and signage was reached. An opportunity for a December announcement to be investigated with an official opening as part of May Bike to Work Week.

Received notice from Island Timberlands that they do not support development of a short bypass trail for cyclists at the Harewood Mines Rd trailhead in order to avoid the eroding trough beside the staircase. This was to have been carried out by way of a December International Mountain Bicycle Association training course in partnership with the Nanaimo Mountain Bike Club. The Club advises that they will instead be holding the course at Westwood Lake and creating a separate mountain bike trail there with the support of the City.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public.

Staff met with the Coastal Invasive Plant Committee operations leader to identify where they will conduct inventory this year and invasive removal in Nanaimo River Regional Park.

Park Use Permits and Events

Concluded work with the Meadowood-Corcan Residents Association and Dashwood Fire Department on a MCRA park use permit application to hold a second annual fireworks/bonfire/Halloween event at Meadowood Way Community Park. This event will feature display level fireworks produced by two federally certified supervisors. Park use permit approved.

Recommendations

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

Original copy signed by W. Marshall

Original copy signed by T. Osborne

Manager of Parks Services

General Manager Concurrence

RDN ELECTORAL AREA 'A'

Community Parks

2012 Detailed Project Plan

November, 2012

A suggested schedule for completion of each phase of the process is presented in the following chart.
This schedule is provided for planning purposes only and is subject to change to accommodate the needs of staff and fundraising efforts.

✓ completed tasks

TASK	DESCRIPTION	PARK	HRS	2012 TIMELINE												
				JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Administrative support for PRC Commission			100													
Cedar Skateboard Bike Park (upon securing 100% funding):			45													
✓ 1.1	Technical Working Drawings, Specification & Tender Documents - 85% review															
1.2	Land Use Agreement with SD68															
1.3	Community notification of project scope & timeline (prepare advertising material)															
1.4	Technical Working Drawings, Specifications & Tender Documents - 100% completion															
1.5	Prepare Contract Documents															
1.6	Tender Administration															
1.7	Contract Administration															
Quennell Lake (Ritten Rd) Boat Launch:		BA-58	100													
✓ 3.05	Land survey															
✓ 3.10	Develop Concept Drawings & cost estimates															
✓ 3.15	Provincial Fisheries review of concept drawings															
✓ 3.20	Revise Preferred Concept & cost estimates															
✓ 3.25	PRC Commission site visit															
✓ 3.30	Stakeholder review of Preferred Concept															
✓ 3.35	Community Meeting preparation															
✓ 3.40	Implement Community Meeting						17-Apr	▲								
✓ 3.45	Prepare meeting minutes															
✓ 3.50	Revise Preferred Concept & Cost Estimates; Develop Specifications															
✓ 3.55	Provincial Fisheries review & approval of Preferred Concept, Cost Estimates & Specs															
✓ 3.60	Submit Staff Report to PRCC - Public Process, Preferred Concept & Cost Estimates								20-Jun	▲						
✓ 3.65	Prepare Working Drawings, detailed Cost Estimates & Specs															
✓ 3.70	Submit MoE/ Section 9 (Works in & About a Stream) Notification															
✓ 3.75	MoTI Permit application for 'Permission to Construct Works'															
✓ 3.80	Submit Final Working Drawings & Cost Estimates to Provincial Fisheries for funding															
✓ 3.85	Prepare Request for Quotes Documents															
✓ 3.90	Review quotes & issue P.O.															
✓ 3.95	Construction Administration; Field Inspection Services															
Cedar Plaza Kiosk (tipple)		A-6	0													
2.1	Review kiosk drawings & confirm cost estimates															
2.2	Prepare Technical Working Drawings, Specifications & Tender Documents															
2.3	Prepare Contract Documents															
2.4	Tender Administration															
2.5	Contract Administration; Field Inspection Services															
Whiting Way Community Trails		A-12	0													
4.1	GPS existing trails & prepare base map															
4.2	Prepare Environmental Assessment															
4.3	Flag & GPS preferred trail route															
4.4	Develop Trail Concept Plan, Signage Plan & Cost Estimates															
4.5	Prepare Summary Report - submit to PRC Commission for review & direction															

TOTAL PROJECT HRS: 245
TOTAL PARK PLANNER PROJECT HRS AVAILABLE: 224

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD WEDNESDAY, MARCH 17, 2010
AT CEDAR HERITAGE CENTRE, 7:00PM**

Vision and Mission Statements

Staff presented Vision and Mission statements for the Commission's consideration based on information compiled at a January workshop. The workshop was held to develop the statements as these were key priorities identified in the Recreation and Culture Master Plan.

MOVED Commissioner Rangno, SECONDED Commissioner D. Burnett, that the Electoral Area 'A' Parks, Recreation and Culture Vision Statement be approved as:

"Electoral Area 'A' Parks, Recreation and Culture Services strives to realize inclusion for all through the development and enhancement of parks, recreation, and culture opportunities; leading to the enriched well being of area residents."

CARRIED

MOVED Commissioner S. Wilson, SECONDED Commissioner Rangno, that the Electoral Area 'A' Parks, Recreation and Culture Mission Statement be approved as:

"To provide and facilitate parks, recreation and culture services that reflect the community's rural values; that protect and sustain the environment; that embrace the community's diversity and heritage, and that strives to satisfy the growing need for accessible services in an effective manner making optimal use of available resources."

CARRIED

**MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING HELD ON TUESDAY, APRIL 13, 2010 AT 7:01 PM
IN THE RDN BOARD CHAMBERS**

COMMISSION, ADVISORY & SELECT COMMITTEE

Electoral Area 'A' Parks, Recreation and Culture Commission.

MOVED Director Burnett, SECONDED Director Johnstone, that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held March 17, 2010 be received for information.

CARRIED