

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**Monday March 11, 2013**

**4:30-5:30pm**

*(Oceanside Place, Multipurpose Room)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

Welcome New Committee Members

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-5 Minutes of the regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held December 10, 2012.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**CORRESPONDENCE/COMMUNICATIONS**

6-7 Susan Mohan, Request for Funds-Building Maintenance Little Qualicum Hall

**UNFINISHED BUSINESS**

**REPORTS**

8-14 Monthly Update of Community & Regional Parks and Trails Projects – November/December 2012

15-19 Monthly Update of Community & Regional Parks and Trails Projects – January 2013

20-24 Proposed Park Land Dedication in Conjunction with Proposed Rezoning and Subdivision of Lot 1, District Lot 81, Nanoose District, Plan 1799 691 Wembley Road, Electoral Area 'G'.

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

Park Land Classification (to be circulated)

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

***Community Parks and Trails Strategy Open House to follow – 5:30-7:30pm***

**NEXT MEETING**

**May 22, 2013**

**4:30-5:30**

**Oceanside Place**

Distribution: J. Stanhope, M. Corbett, B. Coath, M. Foster, A. Douglas, R. Horte, T. Osborne, W. Marshall,  
E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTRAL AREA "G" PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
MONDAY, DECEMBER 10, 2012 7:00pm**

**Attendance:** Joe Stanhope, Director, RDN Board  
Brian Coath  
Minnie Corbett  
Jacqueline Thomson

**Staff:** Elaine McCulloch, Parks Planner

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**CALL TO ORDER**

Director Stanhope called the meeting to order at 7:07 p.m.

**DELEGATIONS**

Correspondence from Michael Jessen, P.Eng was circulated regarding the cottonwood trees in Boulton Park and urged retaining the thirteen trees in question. Mr. Jessen also suggested a tree by-law. Ms. McCulloch noted that a tree by-law cannot be developed by the RDN under provisions of the Local Government Act.

MOVED B. Coath and SECONDED J. Thomson that the correspondence regarding cottonwood trees in Boulton Park be received and that staff contact Mr. Jessen accordingly.

CARRIED

**MINUTES**

MOVED M. Corbett, SECONDED B. Coath that the minutes of June 25, 2012 meeting be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

Lee Road sign – Ms. McCulloch reported that the By-law Officer will look into placing a “No Dumping” sign at the Lee road location adjacent to the Sewage Treatment Plant.

**CORRESPONDENCE/COMMUNICATIONS**

Correspondence from Len Gibson regarding gravel on Wildgreen Way Trail connection – Ms. McCulloch provided a brief background to this request.

MOVED and SECONDED to receive the correspondence regarding gravel on Wildgreen Way Trail connection and to defer to the Community Parks and Trails Strategy – Northern Electoral Areas for consideration of the request.

CARRIED

## **REPORTS**

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

Ms. McCulloch provided a brief report on the Community Parks and Regional Parks and Trails Projects for June, July and August.

### **Monthly Update of Community Parks and Regional Parks and Trails Projects - September 2012**

Ms. McCulloch provided a brief report on the Community Parks and Regional Parks and Trails Projects for September 2012.

### **Monthly Update of Community Parks and Regional Parks and Trails Projects - October 2012**

Ms. McCulloch provided a brief report on the Community Parks and Regional Parks and Trails Projects for October 2012.

### **2012 Detailed Project Plan**

Ms. McCulloch provided a brief review of the 2012 Detailed Project Plan.

### **5 Year Project Planning 2013-2017**

Ms. McCulloch led the Committee through the 5 Year Project Planning 2013-2017. Stanhope Trail was placed under the "Additional Project Suggestions" section of the plan.

MOVED B. Coath, SECONDED J. Thomson that the reports be received.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **Boulton Parks Cottonwood Trees**

Ms. McCulloch reviewed the staff reports concerning the cottonwood trees in Boulton Park and the recommendations presented by staff. The RDN's Tree Management Policy C1.1 was referenced and the management practices outlined.

MOVED B. Coath and SECONDED J. Thomson that staff continue to monitor the health of the five co-dominant cottonwood trees at Boulton Community Park and request that staff make the residents around Boulton Park aware of the Tree Management Policy C1.1.

CARRIED

## **NEW BUSINESS**

### **Community Parks and Trails Strategy – Electoral Areas**

Ms. McCulloch gave a brief report on the creation of the Community Parks and Trails Strategy – Northern Electoral Areas and outlined the proposed framework for this initiative.

Ms. McCulloch will be requesting input from the POSAC G Committee members in the future as this initiative rolls out.

**Committee Appointments to the Community Parks and Trails Strategy Advisory Committee**

MOVED J. Thomson and SECONDED M. Corbett that B. Coath be the representative from the POSAC G Committee on the newly formed Community Parks and Trails Strategy Advisory Committee.

CARRIED

**2013 Committee Appointments**

B. Coath advised that he has already submitted his application for re-appointment to the POSAC G Committee. J. Thomson stated that she is in the process of completing the necessary paperwork and will forward it to the RDN as soon as possible.

**2013 Meeting Times**

Ms. McCulloch led a brief discussion about the proposed meeting dates and times for 2013. The proposed meeting time for this committee will tentatively be 1:00 p.m. on a Thursday afternoon at Oceanside Place. Dates to be announced.

**ROUND TABLE**

**ADJOURNMENT**

MOVED J. Thomson and SECONDED B. Coath that the meeting be adjourned at 8:52 p.m.

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Chair

*SUSAN MOHAN*  
*Coordinator for the Little Qualicum/Dashwood*  
*Emergency Preparedness*  
*258 Texada Road*  
QUALICUM BEACH BC,  
V9K 2G4

December 20, 2012

Wendy Marshall, Manager of Parks Services  
Regional District of Nanaimo Recreation & Parks Dept.  
830 W. Island Highway  
Parksville, BC  
V9P 2X4

Request for Funds for Building Maintenance

Little Qualicum Hall is situated in the RDN Community Park on Centre Road in Little Qualicum/Dashwood, in Area G. This hall has been operating for many years under the Little Qualicum Women's Institute until the park and hall were taken over by the RDN. The hall is badly in need of maintenance. The floor in the kitchen is sloping, a small part of the main hall floor needs to be repaired and a wheelchair ramp is needed.

Many hours of volunteer labor have kept the hall in great shape over the years, painting the exterior of the hall, maintaining trails on the grounds, cutting the grass, installing a new roof on the building, laying cedar chips on the trails, and various other maintenance actions as needed. These maintenance repairs were paid for by the community raising funds by bake sales, spaghetti dinners etc. We still have a large group who would volunteer to perform maintenance if it were possible.

Since the RDN has taken over the running of the park, our area residents are not allowed to participate in any upgrades. The playground equipment was purchased by the community, but volunteers were not allowed to install it. Few major repairs have been done by the RDN, to any extent, to maintain the upkeep of the hall and park, with the exception of trimming shrubs overhanging the trails and cutting grass in the park.

The community understands that we are one of a very few park areas that have a hall. Through hall rentals, the RDN receives revenue, which pays for the running of the hall.

As the largest Emergency Preparedness group of any rural area, with 80 households participating, the area stretches from the Little Qualicum Bridge to Mistaken Road, and from the ocean to Allgard Road and Huckleberry Lane, the community has the full support of the Regional District of Nanaimo Emergency Planning Department, part of the Strategic Planning Department. The hall and grounds play a critical role in Emergency Preparedness and would be the command centre and community gathering point in the event of an emergency.

The community of Dashwood relies on the park and hall as a central meeting place for many activities, and considers it to be an extremely important building and grounds.

We therefore request that funds be allocated and urgent maintenance to the hall be carried out as soon as possible before it becomes a disaster in itself.

Thank you in anticipation of a positive response.



Susan Mohan  
Coordinator for the Little Qualicum / Dashwood Emergency Preparedness  
and the undersigned residents of the Dashwood area.

c.c.

✓ Jani M. Drew, Emergency Coordinator  
Regional District of Nanaimo/District of Lantzville  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Joe Stanhope  
Electoral Area G Director  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

## Parks Functions Report

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**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** January 16, 2013

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

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

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

### Electoral Area Community Parks

#### **Area A**

Weeding, pruning and trail brushing was completed at both Woodridge Community Park and the Morden Colliery Trail entrance.

At Nelson Road staff removed storm debris from the ramps while at Pylades Road staff inspected the park for tree issues and cleared the trail. A damaged picnic table was repaired at Thelma Griffiths Community Park.

Staff prepared and distributed the November 21<sup>st</sup> PRC Commission meeting agenda package and attended the meeting. Staff prepared an Area A Parks work book and provided a parks tour to most of the Community Parks to Commission members at the November 4<sup>th</sup> PRC Planning Session.

#### **Area B**

Major works were completed for the replacement of an irrigation pond liner, and renovation of the interior of the pump house at Rollo McClay Community Park. Additional plumbing and fencing work is required to complete the project. A large, in-ground garbage can was also installed by the concession, and tree pruning along the hydro line was completed.

Staff prepared a webpage and online survey regarding Water Accesses on Mudge Island. A notification of the survey was mailed to all island residents. Residents were able to participate in the survey until December 10<sup>th</sup> and then extended until January 7<sup>th</sup>, 2013. Staff answered questions and took comments on the survey. Approximately ten survey responses were mailed in and inputted by staff.

Beach access stair replacement work was begun at South Road Community Park. Completion of this project is expected in mid-January.

The volunteer-constructed entrance sign at Huxley Community Park was removed and refinished. Installation will be carried out this winter.

Several large hazard trees were removed along a section of the Whalebone area trails.



Staff assisted the RDN Emergency Coordinator with park and trail mapping requests from the Gabriola Emergency Preparedness team.

***Area C - Extension***

Staff attended a site meeting with the applicant and their agent for a subdivision application on Myles Lake.

***Area C – East Wellington***

Site clearing and removal of fences and out-buildings was begun at Anders and Dorrit's Community Park. Hydro service was also reinstated at the house. Creek crossing and additional clearing work will continue into January.

Staff prepared and distributed the November 26<sup>th</sup> EW/PV POSAC meeting agenda package and attended the meeting.

***Area E***

Staff prepared a webpage and online survey regarding the Blueback Community Park public consultation process. Residents of Electoral Area 'E' were able to participate in the survey until December 10<sup>th</sup>. Staff organized; coordinated advertising for; and attended an Open House at the park on Saturday, November 24<sup>th</sup>. Approximately 25-30 people attended. Staff continued to answer questions and take comments on the Blueback Community Park online survey throughout December. The deadline for the online survey was extended until January 7<sup>th</sup>, 2013.

At Nanoose Road Community Park staff removed tree blow down and debris from trail. BC Hydro line clearing work was also carried out, to be completed in January. This involved the removal of two large arbutus trees along the road frontage.

Stair replacement work was completed at Jack Bagley Community Park. Staff installed additional parking signage at Nanoose Place and at Ainsley Road staff cleared the trail and stairs and repaired the approach.

Staff prepared and distributed the November 5<sup>th</sup> Area 'E' POSAC meeting agenda package and attended the meeting.

Staff attended a Fairwinds rezoning meeting with Planning Staff and the applicant's agent.

***Area F***

Results from the final Open House in October and online survey were summarized and were included in the final report. The Phase 1 design plan is being finalized with a target date of early 2013 for construction tender and park construction in the summer. Staff are also working with community volunteers to source labour and materials that could be used towards completion of Phase 1 construction.

Staff met with board members from the Errington Hall Society to discuss the operation agreement for Errington Community Park.

Trail maintenance and clearing work was carried out along the Arrowsmith Community Trail.

Staff prepared and distributed the November 19<sup>th</sup> Area 'F' POSAC meeting agenda package and attended the meeting.

### **Area G**

At Dashwood Community Park downspout and eaves trough maintenance and repair work was completed.

At Miller Road Community Park staff repaired stairs impacted by erosion and staff conducted trail maintenance work along the Stanhope Trail.

A community built sign was refinished and remounted on new posts at the entrance of Maple Lane Community Park following damage to one of the posts.

Staff reported to the board on the state of several large Cottonwood trees at Boulton Community Park in response to a park neighbour complaint. A hazard tree report was investigated at Riley Road Community Park.

Staff prepared and distributed the December 10<sup>th</sup> Area 'G' POSAC meeting agenda package and attended the meeting.

Staff attended a meeting with Planning staff, the developer and their agent regarding the rezoning application for 691 Wembley Rd (Yellowbrick).

The works at Miller Road are complete. Monitoring the structures after rain events has confirmed their integrity. Final report is expected in December.

### **Area H**

Public tender for the construction of the park closed on November 30<sup>th</sup> and the proposals were evaluated in December and the RDN has begun negotiating a final contract with IWC Excavating. The bid was over budget so the scope of work is being reduced to fall in line with the budget. Building and Development Permits have been received. The Hydro poles have now been moved out of the Park. Request for Quotations for the design/build of the pump track component were received November 5<sup>th</sup> and Jay Hoots was the successful candidate. Sports and playground equipment was ordered for the park.

At Sunnybeach Road staff removed storm debris. At Crane road staff removed storm debris and reported to the Department of Fisheries and Oceans following the discovery of a dead sea lion. At Thompson Clarke Trail the ditch and trail was cleared of debris.

Staff prepared and distributed the November 28<sup>th</sup> Area 'H' POSAC meeting agenda package and attended the meeting.

### **Community Parks and Greenways Strategy**

Staff continue to work on Phase 1 research. Staff has created and posted a dedicated web page on the RDN website. Work continues on the draft plans and preparations for the first Advisory Committee meeting in January.

## **Regional Parks and Trails**

### ***Beachcomber Regional Park***

Park staff inspected and maintained the trail and upgraded signs in the park and conducted trail maintenance.

### ***Benson Creek Falls Regional Park***

Park staff cleared winter storm debris off trails.

### ***Coats Marsh Regional Park***

Park staff assisted with the old barn demolition. Staff also cleaned the pond leveler for the winter months and removed some old barbed wire in the park.

### ***Descanso Bay Regional Park***

Park operator removed old barriers in the day use area and installed split rail fencing. Fencing was also installed along the cliffs on the points.

### ***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. High river signage was installed and winter storm debris cleared from trails. A sign inventory was also conducted.

Trail construction signs were posted to inform the public about what is happening over the next 6 months. The Community Fisheries Development Centre work crew built a new bridge at the beaver pond and pedestrian only signs were posted. The Community Fisheries Development Centre work crew are also developing a new trail.

### ***Horne Lake Regional Park***

Park staff removed the old life preserver stands on the beach and replaced them with no lifeguard on duty signs. Staff built stairs for the fuel tank. Park staff continue to monitor and trouble shoot the water and power system.

Parking lot improvements were carried out and the South road was graded.

Park staff photo inventoried the park (data collected includes signs, facilities and fire pits).

Staff prepared and issued an RFP for park operator 2013-2018. The mandatory site visit was held with participation by RDN Utilities and Regional Parks Operations Coordinator. Four companies participated in the site visit and three submissions were received by the RFP deadline. The successful proponent was RLC Parks Services, the same firm that operates most BC Parks on Vancouver Island. The five-year operator agreement with RLC was developed and it included clarification of standards, processes and expectations. Staff organized the first meeting between RDN Parks and RLC. Staff worked with outgoing park operator on picnic table inventory and registration history.

### ***Lighthouse Country Regional Trail***

Construction of the accessible parking area and installation of two portable toilets, surrounds and signage and parking lot improvements are completed.

Terms of Reference were developed for an interpretive sign program for Lighthouse Country Regional Trail Pilot. Preliminary design concepts were received from the consultant.

Park staff emptied the deep bin garbage cans and maintained the trail.

#### ***Little Qualicum River Estuary Regional Conservation Area***

Staff worked with BC Conservation Foundation on terms of reference for a vegetation plan at the spit to be cost shared. The plan will include specific directions regarding invasive removal that can be carried out by volunteer assistants QB Streamkeepers.

#### ***Little Qualicum River Regional Park***

The Little Qualicum River Regional Park Management Planning process is now in its final phase. Results from the October 13<sup>th</sup> Open House and online survey were summarized as part of the final submission to the RPTSC December 4<sup>th</sup> meeting for their consideration. The Management Plan will be before the Board for final approval at their January 22<sup>nd</sup> meeting.

#### ***Moorecroft Regional Park***

The Draft Moorecroft Regional Park Management Plan was reviewed at the December 4<sup>th</sup> RPTSC meeting and will go before the Board at their January 22<sup>nd</sup> meeting. Signage about park improvements and changes was posted in the park in conjunction with construction of split rail fencing at Vesper Point (for protection of Garry Oak habitat). Staff met with the Moorecrofters in December to discuss volunteer possibilities in the park.

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

- Staff installed two double bear proof garbage cans (One at Vesper Point and one in the parking lot)
- Ballenas Secondary School class is installing a split rail fence at Vesper Point to protect the sensitive rare Gary Oak ecosystem
- Staff delivered split rail fencing material for the students
- Staff installed expanded metal on the new boardwalk for traction
- Staff removed garbage from the barn
- Staff conducted trail maintenance
- Staff checked all of the cabins stairs to determine if they were a safety concern. Stairs on cabins 3B and 9 were removed.
- Parking lot loop road was repaired

#### ***Morden Colliery Regional Trail***

Park staff inspected and maintained the trail.

#### ***Mount Benson Regional Park***

The trailhead kiosk was completed as well as parking lot improvements. The trailhead sign board is being designed and will be installed in the spring. An emergency access bollard with signs is being fabricated and will be installed by the spring.

Park staff finished GPSing the Mount Benson trails. The City of Nanaimo located their boundary at the Witchcraft parking lot and removed a couple of trees where the new kiosk will be installed in December.

Staff participated in a meeting with the NALT Covenant Committee to provide feedback on their draft covenant. It was agreed to work together to produce a simpler document.

### ***Nanaimo River Regional Park***

Park staff conducted trail maintenance and emptied the deep bin garbage can on Frey road

### ***Top Bridge Regional Trail***

Park staff conducted trail maintenance.

### ***Trans Canada Trail***

Damaged signs for Extension Ridge Trail were removed and one sign replaced as requested by Island Timberlands.

### ***Parksville - Qualicum Links***

Staff worked with Parksville, Qualicum Beach and MoTI to conclude on a way-marking scheme for the Links Route. All signage to be installed during the last two weeks of March 2013 in advance of Bike to Work Week with MoTI paying for the RDN's share of road signage.

### **Miscellaneous**

Staff attended a district Joint Health and Safety Meeting.

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. A lift gate was ordered for one of the fleet vehicles.

Staff attended an International Mountain Bike Association (IMBA) Trail Care workshop held in Nanaimo. This was a great refresher course on trail layout and building techniques.

Park staff designed and produced fire and emergency signs for Parks that fall under the MoF Fire control cost sharing agreement.

Staff received MoTI's engineering study of the Hwy 19A bridge over French Creek and cost projections to fix the inadequate side-passage shared by pedestrians, medi-scooters and cyclists. Staff liaised with the Oceanside Cycling Coalition on the review process.

Staff attended the BC Hydro Distribution Line Services workshop on vegetation practices.

### ***Park Use Permits and Events***

Staff liaised with the Nanaimo Mountain Bike Club regarding pursuit of permit for mountain bike trail along the Harrow undeveloped road allowance. MoTI supports the plan given RDN holding a permit for the works. The Club will initiate exploration of the route including GPS, with a view to the RDN pursuing permit from MoTI in 2013.

Assisted North Island Film Commission with land information and contacts regarding TV filming at the base of the Saddle Route up Mount Arrowsmith.

**Recommendation**

That the Parks Update Report for November and December 2012 be received as information.

*Original copy signed by W. Marshall*

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Manager of Parks Services

*Original copy signed by T. Osborne*

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General Manager Concurrence

## Parks Functions Report

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**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** February 19, 2013

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

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

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

### **Electoral Area Community Parks**

#### ***Area A***

At the Nelson Road boat ramp improved parking signage was installed by Ministry of Transportation and Infrastructure, and storm debris was removed from the boat ramp.

Repairs were made to the toilet building at Pylades Drive beach access. At Ritten Road a garbage clean-up was carried out. A culvert was installed at Whiting Way Community Park, on a damaged section of causeway trail across the pond.

#### ***Area B***

At Rollo McClay Community Park plumbing, electrical, roof repair, painting, and fencing work is underway around the irrigation pond. A hazard tree assessment was ordered following a report from a park neighbour.

Beach access stair replacement work continues at South Road Community Park. Completion of this project is expected in mid-February.

#### ***Area C – East Wellington***

At Meadow Drive Community Park staff cleared garbage from the park and inspected the playground and swings. A hazard tree inspection was also carried out.

Site clearing and bridge replacement work continues at Anders and Dorrit's Community Park.

#### ***Area E***

Staff investigated potential parkland dedication opportunities at a property on Dorcas Point Rd by attending a site visit and through discussions with Planning staff and the potential future applicant.

At the Fox Run end of Schooner Ridge Path Community Park staff installed a new anti-vehicle bollard and large boulders to control unwanted access. Golf cart access for community members has been preserved at the site.

Staff conducted garbage clean up at Jack Bagley Community Park and at Brickyard Community Park staff cleared the trails and removed garbage. At Ainsley Road staff cleared the trail and stairs and repaired the approach.

Staff met on site to discuss requested tree removal and transplanting options at Nanoose Place in preparation for the possible development of the adjacent private lands.

#### ***Area F***

Trail planning and assessment work was carried out for the Arrowsmith Community Trail network. Staff reviewed the Carrothers Rd trail (ACT 2) and arrangements were made for an assessment of hazard trees by a professional faller. Fifteen trees were identified for removal and once the cost estimate is received a MoTI permit application will be submitted. Staff also completed an evaluation of Cranswick Rd (ACT 3) and the area is ready for volunteers to carry out initial trail blazing in 2013. Staff provided MoTI with a written brief on ACT progress.

Staff assisted local equestrians with an introduction to the Crown Lands Recreation and Trails Officer who provided both with RDN Crown lands mapping.

#### ***Area G***

Staff attended a meeting with Planning staff and Ministry of Transportation representatives to discuss the road and pedestrian network along Wembley Rd and Yellowbrick Rd in relation to the rezoning application for 691 Wembley Rd.

Staff cleared the trail and inspected newly installed bank stabilization works at Miller Road Community Park. Staff conducted a park clean up and trail clearing work at Columbia Drive Community Park.

Following one in December, another hazard tree report was investigated at Riley Road Community Park, resulting in the tree's removal.

#### ***Area H***

The tendering process for Henry Morgan is complete. IWC Excavating was selected as the contractor for the construction of Phase 1 works including play elements, pathways, landscaping, sport court, and temporary parking. Work has begun on sourcing materials and preparing the rootwad features. Clearing and grubbing is expected to take place during February if the weather conditions are favorable. The RDN has also hired Hoots Inc. to design/build the bike pump track. Works are scheduled to be completed by the end of April.

Staff visited Leon Rd/Marshall Rd parks to assess the feasibility of developing a trail/bridge connection through the parks.

Staff also visited Dunsmuir Community Park to look at future improvements. Staff liaised with a service contractor regarding ongoing vandalism issues at porta potty sites.

#### ***Community Parks and Greenways Strategy***

Staff continued to research and assemble information on parks and land use in the four Electoral Areas. The first Advisory Committee meeting was held in January. Based on a Committee recommendation the public engagement process has been expanded to include Open House sessions in each of the four Electoral Areas. The first Open House is scheduled for the end of February in Electoral Area H. A survey will be available on the RDN website prior to the Open House date. A second round of Open Houses will take place in May.



Staff coordinated and set the 2013 meeting dates for the Electoral Area A Parks, Recreation and Culture Commission and the Electoral Area B, East Wellington Pleasant Valley, E, F, G, and H Parks and Open Space Advisory Committee as well as the Open House dates for the Community Parks and Trails Strategy.

## **Regional Parks**

### ***Benson Creek Falls Regional Park***

Staff completed the Terms of Reference for the development of a 10-year management plan (2013-2023). The Terms of Reference and Staff Report will be forwarded to the Regional Parks and Trails Select Committee meeting on February 5<sup>th</sup> and for to the Board for approval late February.

Park staff completed a sign inventory and replaced a post and sign along the trail. Park staff also cleaned up garbage that was dumped in the parking area.

### ***Coats Marsh Regional Park***

The extent of the wetland has increased in recent years due to beaver activity which has resulted in increased water levels on an adjacent property. Parks has hired a consulting firm to assist with environmental approvals and engineered flood protection measures to control the flooding of the neighbour's land. Once the design and approvals are in place, the work will be scheduled for this summer during the dry season.

### ***Englishman River Regional Park***

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park and responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees. Park staff removed danger trees along the trails, cleaned up metal from the burn pile and maintained vegetation around the Allsbrook kiosk. As well Park staff installed split rail fence at the Middlegate ATV barrier.

The Community Fisheries Development Centre work crew continue to develop new trail connecting the park to the Top Bridge Trail.

### ***Horne Lake Regional Park***

Staff continue to work on the transition to a new contractor at Horne Lake. Staff worked with the outgoing park operator on the termination of services at the end of January, final payments, clearing out of goods, and transfer of operations to the new, incoming park operator, RLC Parks Services.

Numerous meetings were held on and off site with the new operator to get them familiarized and established at the park. Topics included reviewing requirements and proposals, and negotiating operating plans and systems. Staff also met with RLC, RDN Building Inspection, and Fortis on the set-up and location of operational structures at the park entrance. Staff met with RDN Utilities to clarify and correct their records and reports, and confirm water related processes as per VIHA requirements. A surveyor was hired to confirm flood covenant level at the park entrance and to update the survey record there and fire equipment inspection was conducted with the Fire Center. Staff continues to work on details of the five-year Agreement with RLC and has begun updating the HLRP pages on RDN web site.

### ***Lighthouse Country Regional Trail***

Staff liaised with MFRNRO regarding erection of a Douglas-fir protected area zone sign at an RDN park/trail site in Bowser area. The sign is to be added to an existing post at the entrance to Wildwood Community Park and Lighthouse Country Regional Trail (north loop).

### ***Little Qualicum River Estuary Regional Conservation Area***

Park staff inspected and repaired the western section of fence which was knocked over during a king tide event.

### ***Little Qualicum River Regional Park***

The 2012-2022 Little Qualicum River Regional Park Management Plan was approved by the Regional Board on January 22nd. The final plan will be posted on the RDN website.

### ***Moorecroft Regional Park***

The 2013-2023 Moorecroft Regional Park Management Plan was approved on January 22<sup>nd</sup>. The web page will be updated and the final management plan posted. Information and regulatory signage about fencing for environmental protection, dogs on leash and trail closures are being further developed. A temporary park entrance sign is being planned to inform visitors of the upcoming changes in the park. Staff have also been working and communicating with the Moorecrofters on possible volunteer opportunities.

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

- Ballenas Secondary School class installed a split rail fence at Vesper Point to protect the sensitive rare Gary Oak ecosystem
- Staff delivered split rail fencing material for the students
- New trail closure and park regulation signage was installed throughout the park
- Staff used steel wool and expanding foam to fill holes in Kennedy Lodge to keep mice out
- Doors and windows were repaired on Kennedy Lodge. Gutters were also installed.
- Structural Engineers assessed two buildings in the park

### ***Mount Benson Regional Park***

Four large trees were removed from trail just across the boardwalk at Witchcraft Lake. A new post and a no skating sign was installed by the lake

Staff met with the NALT conservation covenant specialist to discuss broad directions for a park covenant. It was clarified that the RDN intends to join NALT as a covenant holder, and the value of using the management plan process to underpin a covenant. More meetings will be held over the next few months to develop the covenant.

### ***Nanaimo River Regional Park***

Park staff completed a sign inventory. New posts and park regulation signage was installed throughout the park. Park staff inspected and maintained the trail.

### ***Top Bridge Regional Trail***

Staff received notice and photos of elaborate bicycle jumps within DL129 near the Trail. Staff contacted the landowner, advised of concerns, and made another attempt to hold a joint site meeting to review the trail in general. The jumps were removed swiftly by the landowner who appreciated the notice.

***Trans Canada Trail***

Staff conducted an assessment of damage to the Spruston Road TCT kiosk and a contractor will provide estimate for repairs. The damage was caused by the tree falling on the kiosk.

***Parksville - Qualicum Links***

The way-marking signage has been installed in Parksville and staff confirmed the way-marking signage plan for the Area G section with MoTI, who will complete the works for the RDN by the end of March.

The quarterly meeting of Cycling Working Group was held and a presentation made on Community Parks and Trails Strategy. A tentative Saturday date in mid-April was identified for a pedestrian-cyclist event to mark the official opening of the way-marked route, and an event planning committee established.

***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.

An ordered lift gate was received and installed on one of the parks operations vehicles, and hands-free systems were installed in all three parks vehicles to facilitate safe cellular phone use.

***Park Use Permits and Events***

- Staff assisted Nanaimo Search and Rescue with identifying site for survival skills training workshop and directed them to the VIU Woodlot manager.
- Staff received and approved a park use permit for MFRNRO to use the Park for boat launching as part of steelhead monitoring in the Englishman over the winter and spring.

***Recommendations***

That the Parks Update Report for January 2013 be received as information.

*Original copy signed by W. Marshall*

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Manager of Parks Services

*Original copy signed by T. Osborne*

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General Manager Concurrence

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**TO:** Electoral Area 'G' Parks & Open Space Advisory Committee      **DATE:** March 6, 2013

**FROM:** Lainya Rowett, Senior Planner      **FILE:** PL2012-035

**SUBJECT:** **Proposed Park Land Dedication in Conjunction with Proposed Rezoning and Subdivision of Lot 1, District Lot 81, Nanoose District, Plan 1799**  
**691 Wembley Road**  
**Electoral Area 'G'**

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#### PURPOSE

To provide information with respect to the consideration of park land dedication as part of the rezoning and subdivision applications in which the applicant proposes to create thirty-eight fee simple parcels.

#### BACKGROUND

The Regional District has received a rezoning application (No. PL2012-035) and a subdivision application (No. PL2013-018) for the property located at 691 Wembley Road. The property is 4.1 ha in area and is bordered by Yellowbrick Road, to the north; Arrowsmith Way to the west; and Wembley Road to the east in Electoral Area 'G' (see Attachment 1). The applicant proposes to rezone the property from Rural 1 Zone (Subdivision District 'F', minimum 1.0 ha parcel size) to Residential 1 Zone (Subdivision District 'Q') in order to permit subdivision of the property into thirty-eight residential lots (approximately 700 m<sup>2</sup> to 1,304 m<sup>2</sup> in area per lot) (see Attachment 2). Pending adoption of the proposed Amendment Bylaw No. 500.379, the lots sizes would meet the minimum parcel size pursuant to the District's Land Use and Subdivision Bylaw No. 500, 1987, with community water and sewer provided. The existing zoning of the property would otherwise limit subdivision to one-hectare lots.

As the proposed subdivision will create more than three new parcels the applicant is required to provide park land dedication and/or cash-in-lieu of park land pursuant to Section 941 of the *Local Government Act*. The applicant proposes to dedicate 2,227 m<sup>2</sup> as park land, which amounts to 5.4% of the total site area of the parent parcel; this exceeds the maximum 5% dedication that a local government may request. The park dedication is centrally located within the subdivision between proposed Lots 10, 11, and 21 to 25 (see Attachments 2 and 3). This location would provide a public connection between the proposed cul-de-sac and the extension from Lowry Place, which runs north to Oceanside Middle School (see Attachment 1).

Although the Electoral Area 'G' Official Community Plan Bylaw No. 1540, 2008 Map No. 4 does not identify a need for additional park land in this location, the proposed park reflects OCP policies to increase opportunities for interconnected greenways that link neighborhoods to parks, schools and cultural resources (see Policy 6.4.2). The park area would provide improved pedestrian connections to

the school as well as open space and opportunities for nature appreciation adjacent to the residential lots.

As part of the rezoning application, the applicant proposes to provide the following community amenity contribution in recognition of the increased development potential that would be achieved through rezoning:

- A soft-surface pedestrian trail through the proposed park dedication to connect the proposed cul-de-sac to the extension of Lowry Place; and
- A \$32,000.00 cash contribution towards the design and construction of an off-site multi-use trail to be located within the undeveloped Stanhope Road right-of-way between Wembley and Ackerman roads (see Attachment 1 for location of future trail).

These contributions will further enhance pedestrian connections through the subject property and near the site.

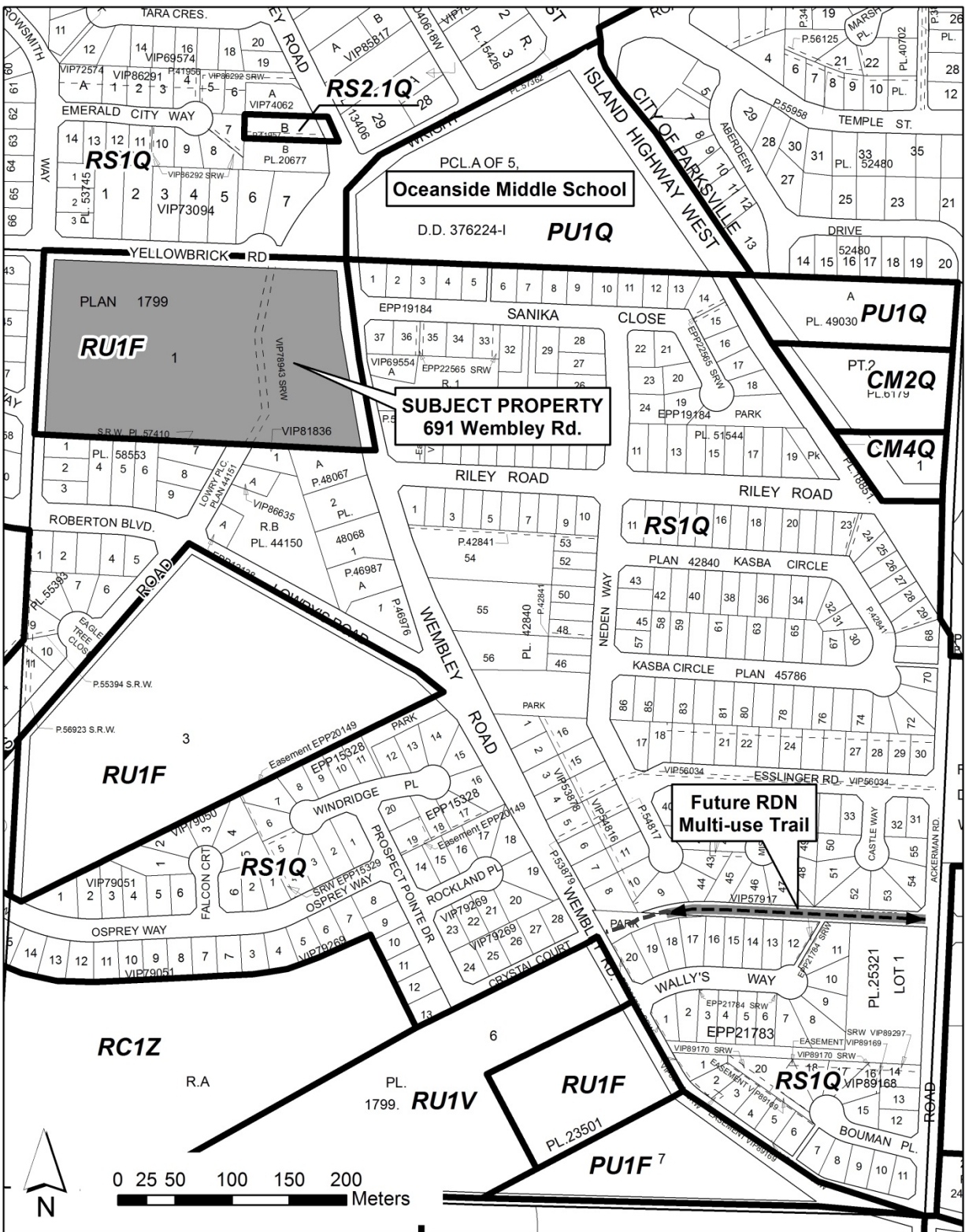
In order to ensure that future development adjacent to the park provides an appropriate interface and maximizes natural surveillance of the park area, the applicant will be required, through rezoning, to register a Section 219 restrictive covenant to ensure:

- Low, permeable fencing along the common boundaries of the residential lot and the park, and to encourage maintenance of landscaping to allow visual surveillance of the park;
- Buildings and structures on lots that back onto the park will be articulated with windows, porches, and decks that are oriented to maximize visual surveillance of park. Points of access to the park, such as gates, will be encouraged to provide a direct connection to the park from each lot; and,
- Dumping of yard waste or refuse in the park area will be prohibited.

The Electoral Area 'G' Parks and Open Spaces Advisory Committee (POSAC) is requested to provide comments concerning the subdivision application for consideration of park land dedication, to the Electoral Area Planning Committee (EAPC). These comments will be forwarded to the EAPC in a staff report.

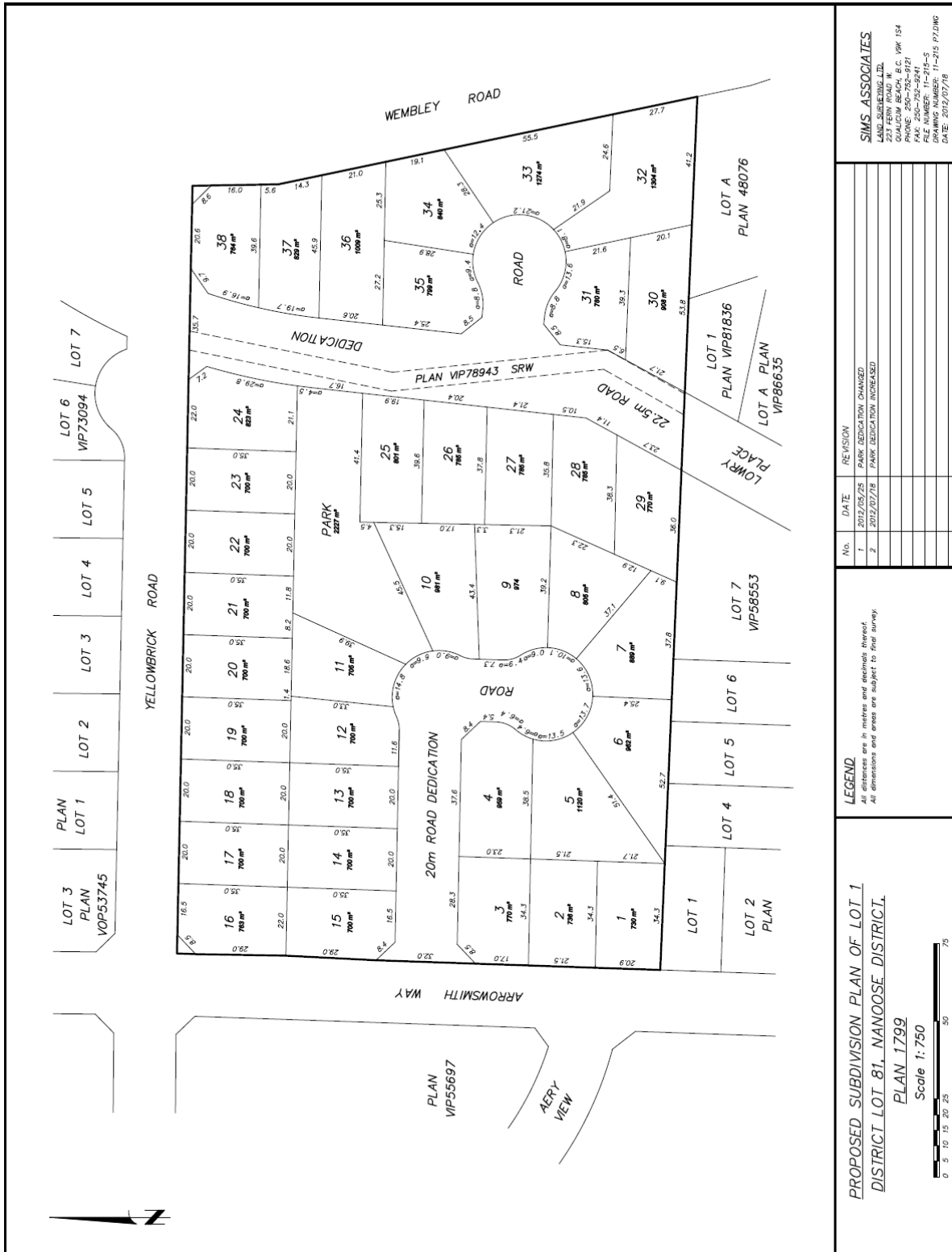
In addition, the proposed park dedication was presented in conjunction with the rezoning application at a public information meeting (PIM) held on August 13, 2012. At that time, the applicant was advised that a separate PIM for the consideration of park land may be waived if the proposed park dedication did not change at the subdivision application stage, and if the POSAC and Area Director supported waiving a second PIM. It is therefore requested that the POSAC also comment on whether or not it recommends a second PIM be held given that the proposed park dedication has not changed since it was presented at the PIM in August 2012.

**Attachment 1  
Location of Subject Property**



BCGS MAPSHEET: 92F.039.1.3

**Attachment 2  
Proposed Plan of Subdivision**



**Attachment 3**  
**Proposed Plan of Subdivision (Excerpt Detail of Park)**

