

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 19, 2014  
7:00 PM**

*(Cedar Heritage Centre)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

Election of Deputy Chair

Introduction of New Member

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-6 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 20, 2013.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

Beach Assesses & Undeveloped Rights-of-Way – verbal report from Commission

**REPORTS**

***PARKS***

7-18 Monthly Update of Regional and Community Parks and Trail Projects -June –Dec 2013

19-20 Community Parks & Trails – 2014 Work Plan *(verbal)*

Skate Park Construction Update *(verbal)*

***RECREATION***

Skate Park Official Opening Update *(verbal)*

*Motion to receive Reports.*

**NEW BUSINESS**

2014 Recreation Planning Session

2014 Budget Update

Appointment of 2014 Grant Committee

BCRPA Symposium 2014

**COMMISSIONER ROUND TABLE**

**IN CAMERA**

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

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

**April 16, 2014**

**7:00pm**

**Cedar Heritage Centre**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, NOVEMBER 20, 2013  
7:00PM  
AT CEDAR SECONDARY SCHOOL LIBRARY**

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Angela Vincent  
Kerri-Lynne Wilson  
Carolyn Mead  
Patti Grand  
Chris Pagan  
Bernard White

**Staff:** Dean Banman, Manager of Recreation Services  
Hannah King, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Eike Jordan

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:08PM.

**DELEGATIONS**

The scheduled delegation did not attend the meeting.

**MINUTES**

MOVED Commissioner Vincent, SECONDED Commissioner Grand that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 11, 2013 be received.

CARRIED

MOVED Commissioner Mead, SECONDED Commissioner Vincent that the Minutes of the Electoral Area 'A' Recreation Grants Sub-Committee meeting concluding October 24<sup>th</sup>, 2013 via email be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

Chair McPherson updated the Commission about his inquiry to the Board about a Volunteer Appreciation luncheon and that was off the table at the Board and would be in conjunction with any planning sessions that may take place in the future.

The Commission continued the discussion about whether or not there is a need for security cameras at the new Cedar Skatepark when it opens to prevent graffiti and other activity around the park.

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that staff investigate the cost including signage and installation of security cameras at Cedar Skateboard Park.

CARRIED

It was noted that since the next Commission meeting is not scheduled until February, that an email of the report and feedback of the Commission may be done via email so that a decision can be carried out by the opening of the park.

### **Grants In Aid Approvals**

MOVED Commissioner Grand, SECONDED Commissioner Wilson that the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$1,227.00 to purchase lightweight tables.

CARRIED

MOVED Commissioner Wilson, SECONDED Commissioner White that the Electoral Area 'A' Grant-In-Aid application for Cedar School & Community Enhancement Society, be approved for a total of \$889.00 to purchase art supplies.

CARRIED

### **CORRESPONDENCE/COMMUNICATIONS**

MOVED Commissioner Grand, SECONDED Commissioner Vincent that the following correspondence be received:

D. Smith, Cedar 1<sup>st</sup> Scouts to S. Pearson, RDN, **RE: Thank you for Grant Funds**

CARRIED

### **REPORTS**

#### ***PARKS***

#### **Regional and Community Parks and Trail Report Sept/Oct 2013 *(verbal)***

Ms. McCulloch gave an update of the EA 'A' parks and trails.

#### **Skate Park Construction Update *(verbal)***

Ms. McCulloch gave an update of the Skatepark construction, noting that a donation from Bedrock is anticipated and an outhouse will be constructed at the end of the project, depending on the budget costs.

#### **5 Year Parks Goals and Projects List**

Ms. McCulloch reviewed the list of 5 year goals and Project list. The commission discussed the Commissioners getting together to view the beach accesses and formalize a list of possible, viable accesses to develop. Chair McPherson said he would email Commission members some dates in January for 4 hours on a Saturday or Sunday.

**Cedar Skate Park Tender Award Board Report** *(for information only)*

This report was on the agenda for the information of the Commission.

MOVED Commissioner Mead, SECONDED Commissioner White that the reports be received.

CARRIED

**NEW BUSINESS**

**School District 68 Facility Closures – Community Space**

The Commission discussed the impact of any SD 68 facility closures and how it would affect recreation offered to the community.

**Federal Gas Tax Transfer Funds**

Chair McPherson explained the Federal Gas Tax funds. In 2006 they were to be used for cleaner air/water and active transportation. For 2013 they have been expanded to include use for short railway and recreation facility upgrades and hopes to hear more about this criteria next year.

**Skate Park Grand Opening Sub-Committee**

The Commission discussed the official Opening of the Cedar Skateboard Park in the spring of 2014. Commissioners Grand, White and Fiddick volunteered to sit on the sub-committee and adhoc members from the public and associations would be included on the Sub-Committee.

MOVED Commissioner Grand, SECONDED Commissioner White that staff be directed to structure a Cedar Skate Park Grand Opening sub-committee to be comprised of Commission members, Cedar Skate Park Association representative(s) and staff.

CARRIED

**2014 Budget Schedule**

Mr. Banman explained the process of the budget timeline and said more information would be available for the February meeting.

**2014 Commission Appointments – Jim, Chris, Eike, Angela**

The Commission members whose terms are about to expire were reminded of the process to reapply.

**COMMISSIONER ROUND TABLE**

Commissioner Mead is excited about the possibility of a library in Cedar and will send any letter of support necessary.

Commissioner McPherson welcomed Hannah King to her position with the RDN.

Commissioner Grand is looking forward to the opening of the Skateboard Park.

Commissioner Pagan feels Cassidy area is disconnected from the community and is hoping for some linking of trails and transit to Cassidy.

**IN CAMERA**

MOVED Commissioner Grand, SECONDED Commissioner MEAD, that pursuant to Section 90(1) (e) of the Community Charter the Commission proceed to an In Camera Commission meeting to consider items related to land issues.

**TIME: 9:00pm**

CARRIED

**ADJOURNMENT**

MOVED Commissioner MEAD that the meeting be adjourned.

CARRIED

**TIME: 10:01pm**

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*Chair*

## Parks Functions Report

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

**DATE:** January 8, 2014

**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 June to December, 2013 staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

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

##### Skateboard Park

Staff continued to work towards the completion of the Cedar Skateboard Park construction project. This involved working with van der Zalm and Associates (VDZ), the design consultant, to finalize construction drawings, specifications and a construction contract to be included in the final tender package. The tender package was provided to the School District No. 68 for review and comment prior to tender issue. Staff coordinated the tendering process, between July 10, 2013 and July 31, 2013. Staff and the consultant reviewed the three compliant bids and recommended awarding the contract to New Line Skate Parks Ltd. This recommendation was put forward in a staff report and the Board awarded the construction contract to New Line Skate Parks Ltd. at their August 27<sup>th</sup>, 2013 meeting. Staff issued the contract and attended a start-up site meeting on September 4<sup>th</sup>.

During the course of construction staff have attended five construction inspection / progress site meetings with New Line, VDZ and School District 68 staff representatives as well as a number of additional meetings with New Line and VDZ to coordinate minor changes to the project. One of these changes was the addition of a seventeen-car gravel parking lot on the adjacent leased area. As this leased area is within the Agricultural Land Reserve, staff requested and received permission from the Agricultural Land Commission to construct the gravel parking lot. As per the lease agreement for the land, staff requested and received permission for the parking lot and outhouse from School District 68. Staff designed a park rules sign and coordinated sign construction for the rules sign as well as for the park entrance sign.

Staff worked with local concrete suppliers to determine if and how to proceed with their previously stated interest in contributing a financial or in kind donation to the project. As a result of these discussions, Bedrock Read-Mix Ltd. made a cash contribution of \$2,500 towards to project.

Staff attended a meeting with recreation staff to discuss the official opening of the park.

Staff completed and submitted three periodic progress reports to the Province as per the requirements of the Skate Park construction grant funding.

## Other

Staff met twice with a landowner interested in potentially donating a portion of his land to the community as a park. These talks concluded with the landowner deciding they would need to think about the donation further.

Staff met with another landowner interested in potentially donating land to the community as park. These talks concluded upon the determination that the land was not suitable for community park use.

Staff prepared and distributed the June 19<sup>th</sup>, September 11<sup>th</sup> and the November 20<sup>th</sup> Area A PRCC meeting agenda packages, attended the meetings and reviewed the meeting minutes.

Following a call from a park neighbour, and subsequent arborist assessment, several hazard trees were removed at Janes Road Community.

Several site inspections along with blackberry removal and log removal were carried out at Nelson Road boat launch. New signage was installed and park maintenance work was also carried out at Pylades Drive Beach Access.

## **Area B**

In an initial questionnaire distributed in late 2012, Mudge Island residents were asked to provide feedback on issues and concerns regarding the existing Ministry of Transportation and Infrastructure water accesses. Respondents were asked to prioritize potential water access development opportunities they wish for the RDN to address. In May 2013, staff developed a second questionnaire focused on clarifying these development priorities. This second survey was distributed at an open house held on May 25<sup>th</sup>, 2013 at a water access site on Mudge Island. The online questionnaire was open from May 25<sup>th</sup> to June 16<sup>th</sup>, 2013. Staff involvement in the open house included arranging for the venue & the site set-up, coordinating boat transportation to the event for the POSAC members, developing and printing display material and the questionnaire, developing and distributing event advertising, as well as attending the event. Once the online questionnaire #2 was closed, staff compiled the input and produced a questionnaire #2 summary as well as a list of recommendations for the POSAC to consider – this information was presented to the POSAC at their November 5<sup>th</sup>, 2013 meeting.

Through direction from the Area B POSAC, the RDN has embarked upon a public process to ask Gabriolans how they would like Huxley Community Park to be improved and managed over the next 10 years. A stakeholder meeting between RDN staff, the Area Director and POSAC members and local skateboarders was held on May 16<sup>th</sup>, 2013. The Gabriola Island community was asked to share its vision and concerns about the park at an open house event on July 13<sup>th</sup>, 2013 as well as through an on-line questionnaire which ran from July 15<sup>th</sup> to September 7<sup>th</sup>, 2013. Staff involvement in the skateboarder meeting, open house & questionnaire included the following: developing & distributing event advertising, arranging for the venues and the site set-up, preparing and developing event display boards and supplies, attending the events and summarizing the feedback received.

In November, a local landscape architecture firm, Topographics, was hired under contract to complete the additional stakeholder interviews and to develop concept designs for Huxley Community Park that will be presented to the community for further feedback in the spring of 2014. The preferred option will be developed into a final master plan which will be presented to the RDN Board for consideration later in 2014.

Following a BC Online request, a qualified contractor was selected for bank stabilization work at the top of Christine Close, in 707 Community Park. Staff liaised with the contractor and a project schedule was



established. The work was carried out between October 30 to November 8, 2013. Rock scaling took place and fencing was installed to intercept any rock fall towards the house.

Water quality testing continued at Rollo McClay Community Park. Water well maintenance work to overcome the turbidity and high iron counts was successful, with favourable readings being reported to VIHA. Several light bulbs were replaced following a vandalism incident. Park mowing and maintenance work went well over the summer, as we benefited from the newly re-lined irrigation pond. Park driveway visibility pruning was also conducted. Hazard tree removal work was carried out, and an arborist report was received for a significant veteran tree in the park.

Some pruning work was carried out along sections the Whalebone Area Parks, and a signage assessment took place, as a result of numerous aging and missing signs throughout that area. Several park clean-ups were conducted at Huxley Community Park. Seeding work was completed at South Road Community Park in order to slow the erosion of soils adjacent to newly replaced beach access stairs.

New signage was installed at Malaspina Galleries Community Park.

Staff responded to a referral from the Islands Trust regarding their proposal to rezone a number of parks on the island.

Staff prepared and distributed the July 2<sup>nd</sup> and the November 5<sup>th</sup> Area B POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

#### ***Area C - Extension***

Several meetings were held with the Area Director and local community members to discuss the Bridge for Extension Miners Community Park. The design was discussed with the engineer and modifications made. Discussions with the RDN Building Inspection department also took place. A section 9 notification was submitted and approved.

A Section 9 Notification was submitted to Ministry of Environment for the pending installation of a footbridge at Extension Miner's Community Park.

Staff attended a site meeting and a follow up meeting to review a possible access to the river as part of a lot line adjustment on a property.

#### ***Area C - East Wellington/Pleasant Valley***

Staff received a request from a resident for an additional bike rack at Meadow Dr. Community Park. The POSAC reviewed the request and upon staff recommendation, decided to purchase and install the bike rack in 2014. The bike rack was ordered in December for install in early 2014.

Through direction from the Area EW/PV POSAC, the RDN has embarked upon a public process to ask local residents how they would like Anders Dorrit Community Park to be improved and managed over the next 10 years. The community was asked to share its vision and concerns about the park at an open house event on September 5<sup>th</sup> as well as through an on-line questionnaire which ran from September 5<sup>th</sup> 2013 to January 10<sup>th</sup>, 2014. Staff involvement in the open house & questionnaire included the following: developing & distributing event advertising, arranging for the park to be cleaned up and safe for the public to view, and to have the field mowed to create a temporary parking lot, meeting set-up, preparing and developing event display boards and supplies and attending the event.

Mowing and trail clearing was completed at Anders Dorrit Community Park. A tree was removed and brushing and canopy height raising work was conducted to improve park visitor safety and park security. Residence windows were boarded up, additional signage was posted, and the patio area was closed off for safety reasons.

Staff prepared and distributed the June 17<sup>th</sup> EW/PV POSAC meeting agenda, attended the meeting and reviewed the meeting minutes.

Staff cleared and graded the parking lot at Creekside Community Park.

### ***Area E***

Staff attended three meetings with planning staff and the applicant to review a development proposal and to look at the site. The applicant has decided not to proceed with the application at this time.

Staff prepared and distributed the May 13<sup>th</sup> and the December 16<sup>th</sup> Area E POSAC meeting agendas, attended the meetings and reviewed the meeting minutes. Staff prepared and distributed the October 28<sup>th</sup> Area E POSAC Fairwinds rezoning information seminar, attended the meetings and reviewed the meeting minutes.

A new park identification sign was installed at Brickyard Community Park. Trail brushing and clean-up work was completed at Stone Lake Drive Community Park.

### ***Area F***

Monthly meetings were held with members of the Corcan Meadowood Residents Association (CMRA) to inform them of Meadowood Park development progress. The CMRA park sub-committee meetings will be held monthly leading up to and during construction. A Meadowood Park development website was set up. Staff worked on a volunteer agreement for rough grading set and the contract sent out for signature. A tender preparation agreement was set up with Gemella Design. Staff attended a CMRA meeting on May 29<sup>th</sup> to discuss the construction timeline and potential donations for the park. Staff completed and submitted three periodic progress reports to the Province as per the requirements of the Skate Park construction grant funding.

With some funding assistance from the Regional District of Nanaimo, park stewards organized and paid for the installation of an underground electrical line to supply farmer's market vendors at Errington Community Park. This will allow for refrigeration to take place on site, and broaden the availability of meats on market days.

Staff prepared and distributed the May 6<sup>th</sup> and the December 2<sup>nd</sup> Area F POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

Staff met with an area resident after receiving a request to stem ATV access at a Ministry of Transportation and Infrastructure site at Price Road. Following an arborist assessment, numerous hazard trees were removed at Malcolm Property.

Staff conducted GPS data collection work along the Carrothers Trail, to be developed this fall; part of the RDN's Alberni Community Trail System. Staff worked on private land agreements with owners for trail purposes.

### **Area G**

Local volunteers painted portions of the Women's Institute Hall at Dashwood Community Park, and resurfaced the trail with wood chips. Further to its being ordered in June, a building assessment of the Women's Institute Hall from an engineering company was finally received. This information will allow for accurate replacement and repair budgeting for the hall and its services/utilities. Pruning and trail brushing work was also completed at the park.

### Development Applications

Staff continued to work with planning staff to secure parkland dedication and park development at a Wembley Road rezoning and subdivision. Rezoning negotiations resulted in a \$32,000 community amenity contribution for future trail development within the Stanhope Road undeveloped road right-of-way connecting Wembley Road to Ackerman Road. In addition, a covenant was placed on the development property which requires the developer to construct a gravel trail through the new park, thereby linking the internal road network.

Staff attended three meetings with planning staff and the applicant to review a proposal on Drew Road and to look at the site. In consultation with planning staff, staff reviewed and provided recommendation on the proposed cash-in-lieu of park land dedication proposal. Staff organized and attended a POSAC site visit, a special POSAC, and a Public Information meeting on June 12<sup>th</sup>.

Additional hazard tree work was completed at River's Edge Community Park, reported by horse trail users in the area. Staff responded to a hazard tree request and also installed vehicle barricades at Miller Road Community Park. A hazard tree was also removed at Centre Road Community Park as well as at River's Edge Community Park, following reports from neighbours.

Staff prepared and distributed the May 22<sup>nd</sup> and the December 9<sup>th</sup> Area G POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

### **Area H**

The majority of the park development work at Henry Morgan Community Park is now completed. A new park entrance sign was installed. Additional hazard tree work took place in October. The basketball backboard was repaired, and the interior of the playhouse was completed. A fence was installed at the basketball court. Staff also planted eleven additional trees at the park. Department staff organized and participated in the ribbon cutting ceremony to open Henry Morgan Community Park. Additional parking lot drainage works were installed underground.

Tree thinning and burning operations continued at Oakdowne Community Park in order to improve this urban wildfire interface zone. Tree thinning operations at Oakdowne Community Park were shut down once 'forest fire season' descended on the province, requiring the use of firefighting staff that were conducting the thinning work at the park. Staff met on site again in early September, once the project had started back up. This project is a continuation of work begun last year by Ministry of Forests Coastal Fire Base, for the purpose of improving safety along this urban wildfire interface zone. GPS data collection work and an assessment for signage needs was also carried out.

A pedestrian footbridge was constructed over a creek at Leon Road Community Park, under a Section 9 Notification process via Ministry of Environment.

Site clean-up and brushing and other maintenance work was carried out on several occasions at all MOTI beach accesses developed by the RDN under permit from MOTI.

A new bollard was installed at Dunsmuir Community Park, and the portapotty and privacy surround was removed. Both items were in direct response to increasing vandalism at the

Park clean-up work was carried out at Wildwood Community Park and the surrounding trails.

Staff followed up with Bylaw Enforcement regarding a trespassing fence issue at Isle Wood Drive Community Park. A BCLS survey was ordered and received by staff, the fence is now removed, and the relocation of three sheds all partially sited on the park property is expected in the near future.

Stair and trail maintenance work was carried out at Thompson Clarke Connector Trail.

Staff prepared and distributed the June 5<sup>th</sup> and the December 4<sup>th</sup> Area H POSAC meeting agendas, attended the meetings and reviewed the meeting minutes.

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

During the summer the second series of open house were held in each electoral area and on line surveys were created and posted to the website. The comments were gathered and compiled for the draft document. During the fall, meetings were held with staff and the consultant to review the information gathered over the summer and then to assess for missing or incomplete information. Both staff and the consultant researched and also interviewed other local governments to provide more complete information. The draft document was then reviewed and presented to both the advisory committee and the POSACS for electoral areas E, F, G, and H. Staff also met with the archeology consultant. The maps were updated to reflect the comments received. The final edit was done to incorporate comments and the document will be presented at the January 2014 Board meeting.

### **Community Works Projects**

Jingle Pot Roadside Trail: Staff met with Area Director to discuss the idea of a roadside pedestrian route along Jingle Pot Road. A meeting will be coordinated in January to discuss the idea with community representatives and seek a clear understanding of community needs along this corridor.

North Road Trail: Staff met with the Area Director to walk the potential trail location along North Road on Gabriola Island. A terms of reference for the design of the off-road trail was developed and Consultants have been retained to coordinate the required survey, arborist study and design work for the trail. Preliminary meetings with the Ministry of Transportation and Infrastructure indicated support for the trail as it will be located within the MoTI right-of-way. Trail design work will begin in early 2014. Staff will be working to contact stakeholders early in 2014 and a public Open House about the proposed trail project will be held mid-late spring.

Morden Colliery Bridge: Staff are drafting a Request for Proposals for the design of a bridge crossing over the Nanaimo River. The project will include studies, survey, design and if feasible, construction of bridge and trail connection to downtown Cedar. Staff have contacted the Province about upgrading the existing license over the crown land corridor to a lease.

## **Regional Parks**

### ***Arboretum***

Park staff reinstalled chain link fence which was reported by the RCMP. The fence was rolled and ready for transport by the thieves. Several parks inspections were carried out.

### ***Arrowsmith CPR Regional Trail***

Park staff installed trail closure notices for the CPR trail that travels through Island Timberlands private property. Notice states that the trail is closed during the work week and opens on weekends.

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

Park staff conducted park inspections and maintained trails. A new water proof garbage can lid was installed on the existing base.

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

Work continued on the Benson Creek Falls Management Plan. Plans were made and advertisements created and distributed for the open houses. The first open house was held on June 22 at Creekside Place Community Park and was well attended. Throughout the summer, staff held ongoing meetings with key stakeholders (i.e. Province, aggregate private property owners, Emergency Services, Woodlot managers, recreation groups). Staff also did on the ground assessment of issues including alternate entry routes and parking locations. Several parking options developed and presented to stakeholders. Second open house for review of the draft Management Plan was held at Mountain View School, East Wellington on October 23. Draft plan was reviewed by Advisory Committee and then recommended for approval at the Dec 3 RPTSC meeting. Minor modifications are being prepared for the January Board meeting

Park staff conducted park inspections, maintained trails and re-decked two of the bridges on the Weigles Road entrance. Data was collected from the trail counters. Park staff installed warning signs and open house notices for the new management plan. A new fence was installed at the top bank overlooking the waterfall.

### ***Big Qualicum River Regional Trail***

An engineer bridge inspection on the Hunts Creek Bridge was conducted.

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

A berm was constructed in the park to control water flooding onto an adjacent land owner's property. Staff worked with an engineering firm for the design of the berm. A tender was released and a contractor selected. Construction took place during August and then a follow up planting of live willow stakes took place in the fall. The live willow stakes were removed from a donor site and prepped before they were planted in the berm. A new bridge was installed at the pond leveler site in order the access the berm location.

Park staff removed the old pond leveler and assembled and installed a new pond leveler. Park staff and The Nature Trust of BC assessed for the location of a potential new trail. Park staff and the Vancouver Island Conservation Land Management Program crew removed broom at the North end of the Marsh. Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler. The park was GPS'd by park staff and the GIS department.

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

Park staff completed a hazard tree assessment in the regional campground. The park was also GPS'd by the GIS department and Park Staff

### ***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 brushed trails and maintained bridges. The deep garbage cans were emptied and the Allsbrook Road parking lot was graded. During the summer month's graffiti was removed from posts and signs. Park staff completed minor maintenance to Top Bridge due to small findings found during an Engineer bridge inspection. Trails, bridges and stairs were cleared of fall debris.

Park staff installed seasonal no skating signs due to thin ice forming during a cold snap and installed new directional signs on the new trail connecting Top Bridge Community Park with Englishman River Regional Park. Park staff posted extreme fire warning signs during the extreme fire hazard period. A new post and regulation sign was installed at the clay banks due to this place being a highly used campfire area. Park staff cleaned and updated the regional kiosks and maps.

A new park entrance was built at the Allsbrook Kiosk to provide easy access to ERRP around the gate on the road. At that time more boulders found on site were placed to prevent ATV access. Over the summer very few if any ATV's gained access.

The gate at the end of Allsbrook leading to Top Bridge Community Park has been closed for the season. Old signs were replaced with new signs.

Parks Staff and Water Stewardship Staff met to walk the Englishman River Regional Park and discuss logistics for school field trips to the park in 2014. The field trips will focus on activities for elementary school children to learn about the water cycle, where our drinking water comes from, and how we share this valuable resource amongst various human user-groups and the fish, wildlife and plants that depend on it as well.

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

Staff toured the park with the new Park/Campground Operator RLC to assess priorities for improvement in the park, working towards the Concept Plan for park development. Park trails were walked to identify the connection with BC Parks Caves Parking lot and areas were flagged for campground upgrades. Plans were then made for capital improvement to start in January. Early in 2014, RDN staff will be looking to further design and develop aspects of the plan in a phased approach.

A trail linking the BC Parks parking lot and the Regional parking lot was brushed out. No lifeguard on duties signs were moved above the high water mark.

Park staff and RLC park operators installed new campsite posts with a new numbering system and staff worked with RLC to create current park maps and information panels for 3 kiosks. RLC erected a split rail fence at the Gazebo point conservation area and removed trip hazards around out houses. RLC continue to make positive improvements to the campground.

Park staff joined Ministry of Forests to see if mountain pine beetle was discovered in the park. As it turned out it was actually a less serious agent a Sequoia Pitch Moth.

Park staff installed new directional signs on Highway 19. Park staff painted the Highway 19 signs white to maintain continuity as well as placed permit stickers on the back of the signs themselves. The park operators' deck has been renovated.

Staff renewed and updated advertising for Horne Lake Regional Park on HelloBC.

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

Staff have been working with a consultant in the development and design of interpretive sign layouts for installation in 2014.

Staff worked with Emcon to have a directional sign installed on the Lions Way ROW.

Park staff resurfaced portions of the trail and conducted a fall clean-up of the trail. Data was collected from the trail counters. Park staff conducted trail maintenance and inspections. The newly replaced fence at the railway crossing was stained.

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

Staff reviewed the Central Vancouver Island Estuary Rehabilitation and Resident Canada Goose Management Project Report by Guardians of Mid-Island Estuaries Society and the second payment installation of \$10,000 was provided to the group. Staff assisted BCCF in the review of the draft and 'next steps' section of the Little Qualicum Estuary Restoration Project Report by Polster Environmental Services Ltd.

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

Park staff made stair improvements to a swimming area at the river. A directional sign was installed to lead the public to the parking area off of Meadowood Way. Barriers were installed with reflectors to prevent ATV's getting access to the river. Two posts with regulatory signage were stolen a day after the install at that site. Park staff repaired bottom step of stairs at the swimming area. Park staff conducted park inspections and maintained trails.

The Coastal Invasive Plant Committee crew removed the brush and deciduous from under the power line prepping the site for a plant. Park staff planted 1050 native plant species restoring low-growing native species that are compatible with the overhead electrical wires. Staff coordinated with BC Hydro to obtain a \$2000 contribution towards the purchase of the native shrubs for the hydro corridor.

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

The caretaker agreement with current park caretakers, Guy and Donna Monty, was renewed for 2013-2014.

Park staff conducted park inspections and maintained trails. Park staff installed new directional signage in the park and installed seasonal no skating signs at Skipsey Lake due to thin ice forming during a cold snap. A new operations shed was built by the caretakers house. Hazard trees were removed from the park.

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

- Grass seeded some restoration areas with coastal native grass species. These areas were signed.
- Staff removed garbage from the park.

- Park staff water the newly planted shrubs and trees weekly.
- Park staff applied deer repellent on the newly planted stock weekly.
- An old fort was removed from the park.
- Extreme fire hazard signs were posted at the park during the extreme fire hazard period.
- An Energy Audit Report was done on Kennedy Lodge.
- An old trail is continuously blocked off with woody debris to stop public from entering private property.
- The NCC annual report was prepared, outlining projects over the year in the park.
- Development of conservation awareness signs for Vesper Point.
- Development of draft dog strategy for the park.
- Ongoing communication with Moorecrofters and public inquiries.

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

Park staff conducted park inspections and maintained trails. Park staff removed old, “deemed a potential hazard” benches. An engineer bridge inspection was conducted on both of the Thatcher Bridges. Park staff and GIS staff collected GPS information on the regional trail.

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

Park staff installed new orange trail markers on the sanctioned Witchcraft Lake Regional Trail and Cougar loop. Staff also installed posts and directional signage along the Witchcraft Regional Trail. Over 200 wind thrown trees were cleared from the trails after a major wind storm event. Park staff cleaned paintball marks and graffiti off the Witchcraft Lake Bridge.

Park staff installed trail closure signs at the beginning and end of the Old Logging Road Loop. Park staff and NALT staff have begun to construct the Old Logging Road Loop.

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

Siting of portable toilet location, fencing, steps, stairs, trail improvements. Three sets of box stairs were installed along the trail. New directional signage was installed at these locations. A cedar toilet surround was also installed at the Frey Road entrance. MOTI permit for Frey Rd works (stairs, split rail fencing, signs). The Fry Road entrance trail counter data was collected over the summer. Trail vegetation maintenance was conducted to accommodate equestrian park users. Park staff installed split rail fence along two steep bank areas along the trail. A new trail location was approved by TLC, park staff cleared the trail and installed directional signage. The deep garbage can was emptied on the Frey Road trailhead. Park staff conducted park inspections and maintained trails. Park staff cleaned and updated the regional kiosks and maps.

Parks Staff and Water Stewardship Staff met to walk the Nanaimo River Regional Park and discuss logistics for school field trips to the park in 2014. The field trips will focus on activities for elementary school children to learn about the water cycle, where our drinking water comes from, and how we share this valuable resource amongst various human user-groups and the fish, wildlife and plants that depend on it as well.

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

Park staff conducted park inspections and maintained trails. The kiosk on Resort Way was cleaned and updated.



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

Arrangements were made with Scott Signs to repair vandalism to Spruston Road kiosk sign. The sign was damaged beyond repair, and will need replacement estimated at \$1000.

Park staff conducted park inspections and maintained trails. A new Extension Ridge trail sign was installed. An engineer bridge inspection was conducted on the Haslam suspension bridge and a new Extension Ridge trail sign was installed.

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

Signage to mark the route was created in partnership with the City of Parksville and the Town of Qualicum Beach and installed along the route.

### ***Regional Significant Gas Tax Project***

E&N Rail with Trail: Work to prepare the Request for Proposals (RFP) for the design of the RDN's first piece of E&N Rail with Trail (from Coombs to Parksville to French Creek) has been on-going. Staff met with the City of Parksville to discuss a trailhead at Springwood Park. Staff met with the Ministry of Transportation to discuss options around roadside connections if segments of the trail are not feasible within the rail right-of-way. Staff also met and discussed with other jurisdictions who have completed sections of E&N trail (City of Nanaimo, District of Lantzville, and Cowichan Valley Regional District) and collected information on their experience planning and designing the trail. The RFP is intended to go out at the end of January and will seek a project management firm to coordinate the site survey, preliminary studies and complete the design work for the first 10km section of trail in the RDN.

### ***Fairwinds***

Staff continued to review of the Phased Development Agreement, parks standards and the Terms of Reference for the Management plan. Several regular meetings were held to reviewing the phasing of park dedication and other issues. Staff also attended the Public Meeting in September.

### ***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. Contract administration work for annual park maintenance contracts was continued throughout the summer. Parks Operations building safety inspections were completed and submitted to the Joint Health and Safety. Seasonal 'thin ice' safety signage was posted in affected parks. CSA Park playground inspections were completed across the district, and new park maintenance signage was installed at eight affected parks.

Parks Guidelines: The new RDN Parks and Trails Guidelines was completed. Staff meetings were held to review standards and work on the draft document, including collecting facility images and specifications. The draft guidelines were recommended for approval at the December 3 Regional Parks and Trails Select Committee meeting, and minor modifications are being prepared for the January Board meeting.

Breathe Guide: The Regional Parks Breathe Guide 2014 update has been completed and 8,000 copies of the guide will be printed in early 2014.

Trails: Staff attended an inter-jurisdictional meeting to examine the overall trail network on Vancouver Island, looking at gaps in the system and where priorities for filling some of the gaps are falling.

Representatives from the RDN, CVRD, CRD, TransCanada Trail, Vancouver Island Spine Trail and Island Corridor Foundation attended the meeting.

Parks Building: Staff have been involved in seeking a new building for all parks planning and operations staff, who are currently split between two facilities. To date the process has involved reviewing existing building lease opportunities and looking at a build-to-suit lease option.

Staff assisted with Winter Wonderland set up at Oceanside Place.

2014 Budget: Staff compiled the projects costs in preparation for the creation of the 2014 budget. The 2013 budget was reviewed and any uncompleted project costs carried forward to 2014. The projections for 2013 were inputted to the system as were the costs for both operations and capital for Regional and Community Parks. The work plan for 2014 was then created.

Staff continue to follow the Off-Road Vehicle legislation currently under development by the Province of BC.

Staff participated in a Green Medicine: Building bridges between health care and the great outdoors Webinar.

**Park Use Permits and Events**

- Park Use Permit set up for Meadowood Community Halloween event.
- BC Hydro took out a PUP to replace anchors for two hydro poles on the ROW which border Cox Community Park and Descanso Bay Regional Park on Gabriola Island.
- Staff met with a representative from the Mid-Vancouver Island Habitat Enhancement Society regarding the planning of the 2014 River Run that will be held in Englishman River Regional Park in the summer.

**Recommendations**

That the Parks Update Report for June-December 2013 be received as information.



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Manager of Parks Services



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General Manager Concurrence

## 2014 Parks Work Plan

### COMMUNITY PARKS AND TRAILS

Community Parks and Trails Strategy (Northern EAs)	Completion of strategy for E, F,G and H	January	
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per CPTS	November	
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	December	
Community Park Signage	Increase signage in developed parks	December	
Contract Management	Renew and manage contracts for Parks maintenance	ongoing	
POSAC Meetings	Prepare agendas, minutes and attend meetings	ongoing	
Park Acquisition Review – IC (EA A)	Review and secure new community park site if applicable	June	
Cedar Skateboard and Bike Park (EA A)	Completion of project	January	
Cedar Skateboard and Bike Park (EA A)	Official opening of project	April	
Morden Colliery Trail Bridge (EA A)	Design and Costing for Tender of multiuse bridge over Nanaimo River	September	
Beach Access and Undeveloped Road Right-of-Ways (EA A)	Work with committee to create plan for development	May	
Nelson Road Boat Launch (EA A)	Repairs to edge of ramp	July	
Huxley Community Park Plan (EA B)	Completion of park development plan	April	
North Road Roadside Path (EA B)	Design and Costing for Tender of multiuse path	July	
Skateboard Park Site (EA B)	Locate site for future skateboard park	June	
Mudge Island BA development – phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	September	
Whalebone CP Clean up and reclaim entrances (EA B)	Develop a plan to survey and clear entrances and clean and improve existing park sites. Carry out first phase.	October	
Rollo McClay CP Water Reservoir Upgrades (EA B)	Complete berm and seed	April	
Gate 707 CP (EA B)	Create agreement with landowner and install gate	June	
Park Acquisition Review – IC (EA B)	Review and secure new community park site if applicable	September	
Honeysuckle Trail (EA B)	Work with GALTT and MOTI on trail permit and development	October	
Extension Miners CP Bridge and Trail (EA C Extension)	Complete design and install bridge and trail	July	

Jingle Pot Roadside Path (EA C EW/PV)	Design and Costing for Tender of multi-use path and/or expanded roadside	July	
Andres Dorrit Community Consultation (EA C EW/PV)	Complete the community survey and compile and assess results	January	
Andres Dorrit CP Phase I – House studies, other studies or design work (EA C EW/PV)	Complete studies and designs as determined through the community consultation process.	November	
Blueback CP Development– (EA E)	Complete planning process and develop phase I	December	
Meadowood Way CP Development–(EA F)	Complete Design, Tender and Install	July	
ACT – Next phase (EA F)	Plan and develop next phase of trails	November	
Errington Park Upgrades (EA F)	Work with community to upgrade park for the 100 year anniversary	November	
Operator agreement Errington CP (EA F)	Complete the agreement with the Errington Hall Society	April	
Land Agreements ACT Trails (EA F)	Complete agreements with private land owners	February	
Malcolm Signage Plan (EA F)	Create a signage plan and install	September	
Columbia Beach Well Capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	September	
Little Qualicum Hall upgrades (EA G)	Develop multiyear plan for hall repairs and proceed on priority items	December	
Wembley Road Roadside Path (EA G)	Design and Costing for Tender of multi-use path and/or expanded roadside	October	
Oceanside Cycling Coalition (EA G)	Attend meetings with local community groups for Active Transportation	ongoing	
Henry Morgan Community Park Phase II (EA H)	Install swings and Portapotty	July	
Essary Trail Development (EA H)	Work with volunteers to complete the trail	May	
Agreement Lighthouse CP (EA H)	Complete agreement for park management with the Lions Club	April	
Oakdowne CP Signs (EA H)	Install Signs as per plan	March	
Shoreline Drive Stairs (EA H)	Install new stairs	April	
Water Access Planning (EA H)	Work with POSAC to prioritize and implement first phase	September	