

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, OCTOBER 20, 2014
7:00PM

(Nanoose Place, 2925 Northwest Bay Road, Nanoose Bay)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-5 Minutes of the Regular Electoral Area 'E' Parks and Open Space Advisory Committee meeting held June 2, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

CORRESPONDENCE/COMMUNICATIONS

6-7 E. Soderling to RDN Board of Directors, Re: Blueback Community Park

8-9 E. McCulloch, RDN to E. Soderling, Re: Blueback Community Park

10 J. Spence to T. Osborne, RDN Re: Brickyard Community Park Open Liquor

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

11-20 Monthly Update Regional and Community Parks and Trail Projects – June-August 2014

21-27 Monthly Update Regional and Community Parks and Trail Projects – September 2014

Blueback Community Park Concept Plan Update (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Committee appointment to the Fairwinds Management Plan Advisory Committee
(one POSAC member required)

ADJOURNMENT

Motion to adjourn

NEXT MEETING

TBD

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY

REGULAR COMMITTEE MEETING HELD

June 02 2014

19:00

(Nanoose Place, Nanoose Bay)

- Present:** George Holme - Chair
Scott Rowswell – Secretary
Walter Kirschner
Randy Orr
Gordon Wiebe
Frank Van Eynde
Elaine McCulloch - RDN Parks Planner

Not Present: Vicki Voros

CALL TO ORDER

The Chair called the meeting to order at 19:00.

The Chair welcomed Frank Van Eynde as a standing member of the committee replacing Gordon Jarvis who has resigned.

DELEGATIONS

No delegations in attendance.

MINUTES OF LAST MEETING

The Secretary noted that the minutes issued were changed from those created. Consequently, no motion to accept the minutes was passed. The minutes as written will be re-issued and a motion to accept them introduced at the next meeting.

OPEN

OPEN ITEMS

FAIRWINDS REZONING

The chair provided an update on the re-zoning application - which has been passed by the RDN. This item will now be closed pending further developments as regards the development of parks and open spaces as the development proceeds at which time it will be included in the Work Program.

CLOSED

REPORTS

The Parks Functions Reports dated Feb 13, 2014, April 7, 2014 and May 9, 2014 were reviewed.

Proposed: that the Parks Function Reports be received.

Moved F Van Eynde, Seconded R Orr

Carried

WORK PROGRAM REVIEW

5 YEAR PLAN

E McCulloch reviewed the draft of the 5 Year project Plan.

The report does not show project distribution by year. It will be updated for the next meeting to show a 5 year view.

Blueback Park is the area E priority project for 2014. \$70,000 has been reserved in the budget for the completion of planned activity.

Davenham Community trail is shown on the plan as 2 projects. It was recommended that these be combined into a single project and included in the Medium Priority Category.

It was recommended that the category "Additional Project Suggestions" be renamed "CPTS Identified Projects" as it was felt this better represents the source of the identified activity and indicates these projects are derived from planning activities which have received approval.

OPEN

2014 WORK PLAN

E McCulloch reviewed progress on the Blueback Community Park project.

A budget of \$70,000 has been approved for the project. Targeted completion date remains Dec 2014, but this is seen as a stretch and it is likely that construction will roll into Q1 15.

An initial concept design for the park was presented. The concept was felt to be directionally sound and there was significant discussion. Comments included:

- Area scuba companies currently using the area as a location for open water certification of new divers be approached for contributions to the park enhancements. As these activities are business oriented and represent one of the most significant uses of the park, it was felt that this is a justified measure.
- The potential be explored that the area reserved for dive group staging (# 3 on the concept) can be moved to the area immediately above the beach as this is more likely to be where divers will group to prepare for dives and rest between dives.
- That the need for a change area be reviewed. It was felt a standalone change shelter as shown might be more than is necessary. It was agreed that a porta potty installed within a wood structure as shown in the insert bubble on the concept was good.
- The area shown as the "Restoration Area" on the concept and which is currently covered by Blackberry bushes be considered as a discrete phase of the project given the magnitude of the project to remove and permanently eliminate the Blackberry.
- The surfacing of the parking area was discussed and the need to pave it and to provide reserved handicap parking questioned. This will be reviewed in more detail as the plan is developed.

- The concept that the area shown as seating (#4 on the concept) be left as undeveloped as possible (i.e. no picnic table or other structure provided) was considered good.
- The need to remove the cedar standing in the centre of the park (#2 on the concept) is to be reviewed.
- The concept that an interpretive sign (#5 on the concept) be installed which identifies the locations viewed across the water as well as describing the underwater geography and sea life was considered good.

OPEN

Proposed: that the work plan documents be received.

Moved W Kirschner, Seconded R Orr

Carried

NEW BUSINESS

No new Business

ADJOURNMENT

Proposed: at 20:30 that the meeting be adjourned there being no more business.

Proposed G Holme, Seconded S Rowswell

Carried

1640 11 Ave NE
Salmon Arm BC
V1E2V1

August 5, 2014

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Attention: Board of Directors

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input checked="" type="checkbox"/>
GMS&CD		GM T&SW	
GM R&CU		DF	
AUG 13 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

We are the owners of the property at 3427 Tyee Crescent which borders the east side of the Blueback Community Park in Electoral Area E in the Regional District of Nanaimo. This park, as you are aware, is used very extensively by both private divers and various commercial dive stores in the region. It is not uncommon to see 20+ divers using the beach for recreational and training purposes on a weekend and to observe frequent dive trips to the beach during the week.

The reason we are writing you is to make you aware of an intolerable situation that is resulting from the divers' use of the park and to request action on your part to resolve the problem.

The majority of the divers' use of the park involves doing more than one dive. Because they are required to have a waiting period between dives, the combined diving time and waiting time very often exceeds 3 – 4 hours spent at the park. Frequently, they will eat lunch during the waiting time. As a result, they frequently have to urinate and/or defecate. To achieve this, they are making use of our property as to do so is much more convenient because they do not have to change out of their diving gear and go to the facilities available to them at the location described on the notice to users posted on a tree at the base of east trail in the park. The resulting mess and smell on our property is completely unacceptable to us. We have witnessed dive instructors telling their divers to make use of our property for these purposes. Recently, after informing a diver that it was unacceptable for him to come on our property for this purpose, we observed him simply urinating on the east trail from the parking area to the beach.

It is our understanding that Bylaw 1399 entitled *Park Use Regulations in the Regional District of Nanaimo* has a Section 5.3 entitled Public Conduct, which contains the following regulation:

c) All persons shall use toilets to relieve themselves if toilets are provided in a park. Where no toilet is provided, no person shall relieve themselves in public view or within 300 metres of a private residence outside the park.

As there are at least 3 private properties which are well within 300 metres of the park, the bylaw specifically prohibits anyone relieving themselves either in the park or on our property. It is very apparent to us that this regulation is not being enforced. We would assume because the dive shops making use of the park are commercial enterprises that they have entered into a Park Use Permit as per section 5.16(ii) of the bylaw. If such is the case, then they are also clearly in violation of section 5.17(d)vi of the bylaw. We request that all of the following actions be taken by the RDN Board:

1. That the commercial dive shops making use of the park be reminded of the bylaw and specifically that notice be given to them that they and their clients are contravening regulation sections 5.3(c) and section 5.17(d)vi when they use our property or the park for the purpose of relieving themselves.
2. That the above mentioned section 5.3(d) of the regulation be clearly posted at the entrance to the park along with the list of penalties for contravening the bylaw for the information of all users of the park.
3. That regular inspections by the bylaw enforcement office be made to enforce the bylaw at Blueback Community Park.
4. That the RDN Board either provide the necessary sanitary facilities to enable divers to relieve themselves at the park or that the RDN board invoke regulation 5.17(a)iii of the bylaw and require the commercial dive stores using the park to provide sanitary facilities approved by the Board.

We further request that the RDN board inform us as to what action they have taken or will take to stop the contraventions of the bylaw. We trust that RDN will take action as we have suggested to prevent any further violations of the bylaw at Blueback Community Park and that we will not have to communicate further on this issue.

Thank you for your prompt attention to this matter. Should you require any further information, please contact David Wood, 1640 11 Ave NE, Salmon Arm BC phone: 250-833-2492 email dg_wood@shaw.ca

Regards,



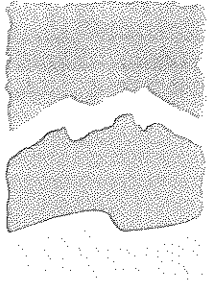
Elizabeth Soderling



Jean MacLennan

(Powers of Attorney for Wilma Bleakley) - Owner 3427 Tyee Crescent, Nanoose Bay, BC

Cc: George Holme
Director, Electoral Area E



REGIONAL
DISTRICT
OF NANAIMO

September 10, 2014

Elizabeth Soderling and Jean MacLennan
1640 11 Ave NE
Salmon Arm BC
V1E 2V1

Re: Blueback Community Park Toilet Facilities

Thank you for your letter identifying your concerns regarding the use of Blueback Community Park and your neighbouring property by divers and dive outfitter companies. The issue regarding the lack of toilet facilities has been brought to our attention through the community consultation carried out as part of the master planning process currently underway for the park, and now additionally by your recent letter.

The draft concept master plan for Blueback Community Park currently includes the following elements: a porta potty with wooden surround, a possible change room, altered main access trail alignment (moved away from eastern property line, shared by 3427 Tye Crescent), an expanded parking lot (six spaces total), restoration to native vegetation (removal of some of the existing blackberries and replanted with native vegetation); and interpretive signage. Once the master plan is complete, work on the park will likely be completed in phases; final completion of the park may not occur until 2020.

Recognizing that the proposed improvements to Blueback Community Park will likely take a number of years and waiting for these improvements to be completed would not address your concern in a timely manner, the Regional District of Nanaimo will commit to the following actions:

1. Contacting local dive shops to remind them of Bylaw 1399 and that they and their clients are contravening regulation section 5.3(c) and section 5.17(d)vi when they use your property or the park for relieving themselves;
2. Installation of a temporary porta potty at the park (a permanent porta potty to be installed once the proposed park improvements have been completed);
3. Installation of a park sign requesting park users use the porta potty to relieve themselves.

The Regional District cannot commit to doing regular inspections by the bylaw enforcement office to enforce Bylaw 1399 at this time. However, with the addition of a porta potty at the park and a new sign we can expect that this issue will ultimately be resolved.

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:

Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4
Tel: (250) 248-3252
Fax: (250) 248-3159
Toll Free: 1-888-828-2069

Ravensong Aquatic Centre

737 Jones Street
Qualicum Beach, BC
V9K 1S4
Tel: (250)752-5014
Fax: (250)752-5019

RDN Website: www.rdn.bc.ca

If your concerns continue once the above actions have been completed by the Regional District, please feel free to contact me and we can work together to come to a resolution.

Sincerely,

A handwritten signature in black ink, appearing to read "Elaine McCulloch". The signature is fluid and cursive, with a long horizontal stroke at the end.

Elaine McCulloch
Parks Planner
emcculloch@rdn.ca.ca
250-248-3252

Cc: George Holme, Director, Electoral Area E
Frank Van Eynde, Alternate Director, Electoral Area E
Tom Osborne, General Manager Recreation and Parks, RDN
Wendy Marshall, Manager Parks Services, RDN

-----Original Message-----

From: Osborne, Tom

Sent: Monday, August 25, 2014 12:00 PM

To: 'Jay & Liz Spence'

Cc: George Holme; Mcarrigy; Marshall, Wendy; Armet, Tom; Frank Van Eynde

Subject: RE: Brickyard Bay

Jay,

Thanks you for relaying the concerns that have been raised in the local community near Brickyard Community Park in Nanoose Bay.

RDN Park staff will review the signage in place and can install park behaviour (bylaw) signage.

I am glad to hear the RCMP have attended the park in efforts to reduce inappropriate public behaviour.

Regards,

Tom

Tom Osborne

General Manager of Recreation and Parks Services

Regional District of Nanaimo Recreation and Parks Dept.

-----Original Message-----

From: Jay & Liz Spence [<mailto:jay.liz.spence@gmail.com>]

Sent: Monday, August 25, 2014 11:51 AM

To: Osborne, Tom

Cc: George Holme; Mcarrigy

Subject: Brickyard Bay

Tom, Further to our conversation earlier today, it seems that the complexion of the visitors to Brickyard Bay is changing as it is becoming better known. It has been brought to my attention, as Chairperson of Nanoose Community Services, that more young adults are taking over from the previous families that so enjoyed the local oasis. Residents on the water have witnessed parties with smoking ,drinking [throwing bottles and cans in the ocean],loud portable music, urinating openly that have forced local families to relocate or abandon the point, the rocks or beach. Police have been called. Difficult, as this is a community resource that is shared but too good not to be enjoyed by all. The best and first thing to do would likely be to place signs itemizing the rules you have for community parks then supervise the adherence to those rules. If the behaviour continues, we have a case that needs to be addressed more firmly. Never like to complain, but nature is for everyone to enjoy, not just for the self interested. Jay

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 17, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

During June, July and August staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

A bronze recognition plaque was installed at the park as per the requirements of the Skate Park construction Provincial grant funding. Staff also completed and submitted the April-June 2014 periodic progress report to the Province. Staff worked with the North Cedar Improvement District Fire Department to water the newly seeded areas of the park. Staff continued with site inspections, maintenance work and garbage collection at the Cedar Skate Park.

Staff prepared and distributed the June 18th PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

Staff repaired a viewing area landing and removed trees and brushed the trail at Woodridge Place Community Park.

Maintenance work was carried out, and maintenance planning work was begun for the Morden Colliery Trail plaza/trailhead.

Staff continued to provide support to an in-camera land acquisition for potential park and attended meetings on the subject.

Staff attended a SD68 Playfield Pre-construction meeting at the new Cedar Elementary School site.

Staff provided a planning report regarding a request for acceptance of park land dedication as part of a subdivision at 1965 Walsh Rd. The applicant proposed to dedicate 0.4 hectare (1.0 acre) of park land. The dedication consists of wetland located along Macmillan Rd. and would accomplish many of the Electoral Area A Official Community Plan parks objectives.

Area B

At Rollo McClay Community Park water delivery was continued throughout the summer due to siltation issues with the water well on site. Garbage collection was also continued, along with service to several beach access sites on the island. Additional areas at the park were also cleared/brushed and are now being mowed regularly.

Road brushing work was completed at 707 Community Park, along with a park inspection to assess signage needs.

Park maintenance and brushing was completed at Joyce Lockwood Community Park.

Staff liaised with community members regarding the use of a water well at Clamshell Community Park, where several fruit trees were also planted by community volunteers.

A site visit with community volunteers was conducted to approve a section of newly laid out trail at Cox Community Park.

Staff provided information and support to a community member who was interested in asking the POSAC to consider developing a dog-off leash park in one of the existing community parks on the island.

Staff provided information and support to the Gabriola Softball Association regarding the process of requesting permission and funding for a kids playground at Rollo McClay Community Park.

Staff continued to work with the consultant to develop the Huxley Park Master Plan.

Staff prepared and distributed the June 3rd POSAC meeting agenda package, attended the meeting, reviewed and edited the meeting minutes.

Staff attended a Gabriola Local Trust Committee and RDN Protocol Meeting in June.

Area C – Extension

A new bridge was constructed at Extension Miners Community Park. Planning work for upcoming stair and sign work is also underway.

Forest fire signage was posted at Nanaimo River Canyon Community Park.

Area C - East Wellington/Pleasant Valley

In June, staff completed an assessment and report for the vacant Olesen residence in Anders and Dorrit's Community Park in consideration of future park development. The report was presented to the POSAC. Site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. Staff met on site with a contractor to order new gate work at the park. Contracted mowing services also continued for this site.

Staff contacted the Nanaimo Horticultural Association and the Vancouver Island University (VIU) Horticultural Program to inquire if either group were interested in working with the RDN to renovate and maintain the existing residential gardens at Anders and Dorrit's Community Park. Staff met with a VIU horticultural instructor to discuss their potential involvement with the project. VIU students will be undertaking a plant identification and design project during the 2014 fall semester and will also be providing some pruning and plant clean-up on site.

Staff prepared and distributed the June 23rd POSAC meeting agenda package, attended the meeting, reviewed and edited the meeting minutes.

Area E

In June, a planning referral and planting plan was completed by park staff for a residential development application impacting vegetation along the south boundary of Stone Lake Drive Community Park.

Staff continued to work with the consultant to develop Blueback Park Master Plan. Staff met with a local kayaking company to review the draft plan and to discuss design and management issues and opportunities. Staff also investigated the possibility of using goats to remove the existing blackberries in the park. However, the site is too large and the blackberries too tall for goats to be effective at this time.

New signage was posted at Brickyard Community Park.

Trail brushing was carried out along the Schooner Ridge Trail and at Stone Lake Drive Community Park.

Staff prepared and distributed the June 2nd POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area F

At Errington Community Park additional trail brushing and clearing work was carried out. Staff met on site with park stewards to discuss upcoming park improvements scheduled for the fall. A new bike rack was also installed at the park. Hazard tree removal work was also carried out.

A Permit to Construct Works was received from Ministry of Transportation and Infrastructure for vehicle barricade placement at Price Road, scheduled for September.

A trail counter was installed at Carrothers Road trail.

Staff developed a draft signage plan for Malcolm Community Park.

Meadowood Community Park Phase 1 construction was underway over the summer, with completion of fencing, playground installation, gravel paths, asphalt play court and tree planting. Remaining work includes hydroseeding, and RDN-installed amenities (signs, garbage can, toilet surround, bike rack, wheelstops) and volunteer construction of the picnic pavilion. Pro bono services were coordinated with Sorenson Engineering and Pickles TimberWorks toward construction of the pavilion. A building permit was taken out for the project by staff. Monthly update meetings have taken place with the CMRA parks group. Park opening is anticipated for Spring 2015.

Staff prepared and distributed the July 9th POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area G

Staff responded to illegal dumping call at Riley Road Community Park. New signage was posted and a letter sent to area residents.

Local volunteers painted portions of the Women's Institute Hall at Dashwood Community Hall. Park brushing and trail maintenance work was also carried out.

Playground equipment at picnic tables were pressure washed at Neden and Maple Lane Community Parks.

New signage was posted at Miller Road Community Park. Hogweed removal was also carried out by staff and area volunteers.

Staff worked with the developer to complete the MOTI pathway that connects Sanika Close to the new Oceanside Elementary School.

Staff met with the developer to discuss trail construction through the future community park which will be dedicated through subdivision at 691 Wembley Rd (near the old Yellowbrick Rd and Wembley Rd. intersection).

Staff provided Parks comments regarding a rezoning application at 1032 Robertson Blvd.

Area H

Directional signs were posted throughout Oakdowne Community Park.

Improvements were made to the MOTI beach access at Shoreline Drive.

Park maintenance work was carried out at Dunsmuir Community Park.

Following permission from MOTI, directional trail signage was posted along Esary Road, directing visitors to Henry Morgan Community Park.

Brushing and trail improvements were completed at Leon Road Community Park and Deep Bay Creek Community Park.

Staff attended a meeting with MOTI staff and the Area Director regarding widening road shoulders for cyclists and pedestrians along 19A. MOTI staff are doing a table top study and will report back in September.

Staff developed a site layout plan and ordered a new Oogle swing and play surfacing for Henry Morgan Community Park.

Staff attended the Rural Economic Development discussions held in Deep Bay on June 3rd.

Staff prepared and distributed the June 25th POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Staff completed and submitted the Final 2014 progress report, financial summary and metrics spreadsheets to the Province as per the requirements of the Henry Morgan Park construction grant funding.

Miscellaneous

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

Staff provided information regarding the planning and construction process of Cedar Skate Park to the Village of Cumberland.

Staff provided some large Regional District Parks maps to the SD69 Aboriginal Studies Instructor to use as a base map for a “Aboriginal Place Naming” class project.

Community Works Projects

Area B

Staff, the Area Director and Consultants met on site with the Ministry of Transportation in early June to hear the Ministry’s input on the concept of a separated trail along North Rd. Input they provided will influence the trail design. Consultants are revisiting some options along the new and future Madrona developments and will be preparing 85% complete design drawings once the options have been narrowed down based on anticipated cost, expected impact to the existing conditions (e.g. trees), and trail comfort and experience. Parks Staff will submit a package to the Ministry of Transportation for permit approval and review prior to completion of the design drawings and project tender.

Area C - East Wellington/Pleasant Valley

Staff and the Area Director met on site with the Ministry of Transportation in early June to discuss options for improving pedestrian safety along sections of Jingle Pot Rd. Narrow conditions at stream crossings and where there is a steep embankment next to the shoulder limit the possibility of widening the shoulder continuously along the road. Staff will be reviewing options prior to proceeding.

Area G

Parks and Planning staff met with MoTI in mid-June to discuss community pedestrian connections along and around the Wembley Rd area. Parks staff subsequently met with Ministry of Transportation Staff to walk Wembley and Lowry’s Rd and assess the possibility of separated trail or widened shoulder. Parks Staff met to discuss the options further with the Area Director. Because roads are outside the management of the RDN, more discussion with MoTI is required to formulate a plan for how to improve pedestrian connectivity in rural areas and who will be responsible for these improvements.

Morden Colliery Bridge

In June and August, staff reviewed and edited drafts of the feasibility study for a pedestrian bridge crossing within an undeveloped portion of the Morden Colliery Regional Trail and over the Nanaimo River. A final report will be submitted by Harold Engineering in the September.

Regional Significant Gas Tax Project – E&N Rail Trail

Survey work within the corridor is complete and preliminary design work for the Rail Trail is underway. Parks staff and Consultants have participated in several consultations with neighbours to the proposed trail and with other community groups or agencies with an interest in the project.

A meeting with two neighbouring landowners was held to discuss options for locating the trail on their property due to constraints within the adjacent narrow railway corridor. Consultants are looking at preliminary cost estimates to keep the trail within the corridor and if needed (due to high cost) the option of moving the trail outside the corridor will be examined further.

Parks staff and Consultants met with the Ministry of Environment to discuss permit approval requirements at Romney Creek – a watercourse along the trail route that may require culvert extension. Conversations with the neighbouring landowner are also underway to secure a statutory right-of-way for the culvert extension on the private property.

Parks Staff & Area F Director met over the phone with the E&N Division of the Canadian Historical Railway Association, who have interest in utilizing the railway corridor in Coombs for storing and displaying several railway cars. There is a long-term vision to develop a railway and community interpretation centre at this location and this vision was considered in relation to the current trail planning underway.

Parks staff met with the City of Parksville staff to discuss a connection to the trail through Springwood Park. When a plan is prepared, it will be provided to Council for review. Formal submissions have been made to the Island Corridor Foundation and the Agricultural Land Commission for the proposed trail development.

Over the fall design work will be on-going. Staff are beginning to prepare for a community Open House, planned for October.

Regional Parks and Trails

Arboretum

Park staff conducted park inspections, park maintenance and garbage removal.

Beachcomber Regional Park

Park Staff conducted trail maintenance and park inspections. Trail counter data was collected and the park was GPS'd by the GIS department.

In July and August, staff completed research, photography, graphic design, mapping and site design work for a future park info kiosk in Beachcomber Regional Park. Kiosk installation is scheduled for early October, 2014.

Benson Creek Falls

Park staff conducted park inspections and maintained trails.

Big Qualicum River Regional Trail

Park staff met with DFO staff to discuss signage along the regional trail. Plans are for a September install.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler.

Descanso Regional Park

Park staff conducted site inspections. Park operator continues to work with the RDN on the Descanso Bay park improvement plan. Hazard trees were removed for public safety.

Horne Lake Regional Park

Parks Staff developed a park information sign for installation in the kiosk at the adjacent Horne Lake Caves Provincial Park. The sign will be installed later this summer.

Park staff with Park Operators continues with the campground improvement project.

Englishman River Regional Park

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees. Staff met with the adjacent land owner regarding ATV trespass. The kiosk, garbage's and gates were power washed. Signs were removed from trees and new posts were installed. Park staff inspected trees with the Volunteer Warden and removed or recorded wildlife trees. A boulder was moved at the Allsbrook Kiosk to allow for wheelchair accessibility.

Lighthouse Country Regional Trail

Park staff conducted park inspections, maintained trails and collected trail counter data. The North Loop Signs at the McColl road trail head were removed from trees and installed on posts.

Interpretive sign locations were marked and signposts were fabricated (black powder coated steel posts).

Little Qualicum River Regional Park

Parks Staff met with the RDN's solicitor to seek guidance on the process for transferring management of the private bridge over the LQR to the RDN. The bridge over the river is within the regional park, but has been managed privately through easement by a gravel company. The road to the bridge on both sides of the river is private land and not managed by the RDN. The solicitor is reviewing the legal requirements for transferring the bridge given that the gravel company no longer intends to use the bridge.

Park staff conducted park inspections and maintained trails.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area.

Park staff participated in the CAGO forum on the development of a goose management strategy for the Englishman and Little Qualicum estuaries. The annual meeting with DUC took place in June with discussion of projects and upcoming priorities. A proposal from BCCF for woody debris goose enclosures was reviewed in consultation with DUC, with a high priority being placed on development of an ecological monitoring program. The Qualicum Streamkeepers workplan for the estuary was reviewed.

Mount Benson Regional Park

Park staff and N.A.L.T. removed trees blocking the trail on Rafe's Way. Other trail maintenance was conducted throughout the park.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails. The two Thatcher Bridges were re-decked as per the recommendation of an Engineer inspection.

Moorecroft Regional Park

Park staff conducted park inspections and maintained trails. Trail counter data was collected. Park Staff met with an Architect and Structural Engineers to discuss what renovations are required to bring Kennedy Lodge up to code.

The Snaw-Naw-As First Nation was assisted with collection of driftwood for their healing garden.

Arrangements were made within the current RDN Coastal Animal Services contract for weekly patrols at the park for dog on leash compliance (no ticketing).

The Moorecroft Stewards volunteer group was assisted with presentation materials for their fundraising booth at the Art in the Garden weekend in Nanoose.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Staff met with a project manager from the airport to conduct a site visit where tree topping was to occur. A boulder was moved at the Frey Road trailhead to allow for wheelchair accessibility.

Parks staff have begun to look at improving the interpretive signage program in the park and have received a quote for the graphic design of interpretive signage in the research forest area. Staff have also looked at potential locations and preliminary design for benches in the park.

Top Bridge Regional Trail

Park staff conducted park inspections, maintained trails.

Trans Canada Trail

Parks and GIS staff GPS'ed proposed changes to the trail alignment heading south from the kiosk at the end of Spruston Rd. The new alignment improves accessibility for equestrians. An application was submitted to the private land owner and the Province (crown land) that are affected by the realignment.

A 2-year licence renewal was granted by the private landowner for all sections of the TCT that pass over their land.

Park staff conducted trail inspections and maintained trails.

Witchcraft Regional Trail

Park staff conducted trail inspections and maintained trails.

Fairwinds Lakes District - Regional Park Management Plan

In August, a Request for Proposals was issued to prospective consultants for the development of a 20-year management plan for the future Regional Park within the Fairwinds Lakes District. Approximately 100 ha of parkland will be dedicated within 4 or 5 separate development phases over the next 20 years. The planning process for the management plan will run from September 2014- June 2015.

Miscellaneous

An MOTI permit amendment was completed for Nanaimo Mountain Bike Club to develop a multi-use trail on the Harrow Road ROW that will connect from Westwood Lake to Benson Creek Falls Regional Park.

Parks staff met with Recreation Program staff to discuss Parks Programming and the direction to take. Recreation staff have now issued an RFP for Parks Programming.

Staff met with representatives of Tourism Vancouver Island (TVI) regarding the Hiking Trails Strategy – Phase I. TVI is looking for grants towards the project from local governments. A report was forwarded to the board to provide \$2,500 in funding in 2014.

Staff had the annual meeting at the Coastal Fire centre to review the Cost Sharing Fire Agreement.

Asset Management

Staff have participated in meetings and provided information and feedback to consultants for an asset management program for the RDN. The draft report is expected by fall.

2015 Budget

Preparation of the 2015 budget is underway. Staff have completed the 2014 projections and work continues on the 2015 Operational and Capital budgets. Staff received training in the FMW Capital module.

Parks Building

Staff have worked with a lawyer and the landlord to draft a lease for the new parks operations utility building. Construction has begun and staff are monitoring the progress. The expected move in date is December 1.

Provincial Land Tenures

In June, staff submitted an application to the Province for an early lease renewal for Crown Lands that constitute Benson Creek Falls Regional Park. Geotechnical assessment for future bridge and stairs is tentatively scheduled for October pending application approval.

In July and August, park staff continued research and mapping work for a 30-year Crown Land lease application for Morden Colliery Regional Trail in consultation with survey consultants and the Province.

Trail Counter Data

Month	BRP #1	BRP #2	Carrothers Trail	E&N Trail #2	E&N Trail Lowery Rd.	Moorecroft La Selva Place
2014-06-01	3,375	727	1,530	85	1,168	1,113
2014-07-01	593	442	1,174	73	63	1,010
2014-08-01	2,413	619	114	109	22	1,020

Operational and Efficiency Review

Parks Staff continue to be involved with inter-departmental meetings.

Park Use Permits and Events

- 4 park event:
 - Kindergarten field trip to Moorecroft Park (June)
 - CMRA Canada Day celebration at Meadowood CP (July)
 - Teddy Bear Picnic at Jack Bagley Field (July)
 - Cancer Ride at ERRP Silver Spur Riding Club (August)
 - Gabriola Tennis Club Tournament (August)
- 5 inquiries/future bookings

Inter-departmental Meetings

Parks and GIS staff continue working on the production of mapping standards for RDN Parks and Trails maps. Progress has been made in moving towards the production of more park maps by the mapping department.

Staff participated in the RDN Interdepartmental Meeting in June.

Staff Training

Staff participated in the Vancouver Island Trails Network Conference in Courtenay in June.

Recommendations

That the Parks Update Report for June, July and August 2014 be received as information.



Manager of Parks Services



General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: October 14, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff continued to work with the contractor to complete the outstanding deficiencies at the Cedar Skate Park. A bronze plaque was installed and ongoing and regular garbage collection and maintenance visits were conducted.

Staff attended a site meeting with School District 68 staff regarding their field and playground upgrades at Cedar Elementary School. The purpose of the meeting was to inform the Regional District of the planned works. The contractor for the works used the Cedar Skate Park overflow parking area as a staging site for their works; this was done under agreement with the Regional District. The contractor agreed to return the site to as was or better condition once they were complete. The contractor also re-graded the Skate Park parking lot at no cost to the community.

Staff attended a site meeting with School District 68 and Ministry of Transportation and Infrastructure staff regarding Safer Walk Route planning for the new Cedar Elementary School.

Staff prepared and distributed the September 17th PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

Staff worked with the Nanaimo Skateboard Association to plan a Skate Jam event held on September 14th at the Cedar Skate Park. Along with issuing a Park Use Permit for the event an event map was developed by staff to provide information on parking and site set up for park events.

Staff met on site with the maintenance contractor to examine weeding and brushing maintenance plans for the Morden Colliery Trail plaza/trailhead.

Area B

Staff continued to work with the consultant to develop a Preferred Concept Plan for Huxley Park.

Staff provided park information and advice to a community member interested in developing a dog park on Gabriola Island.

At Rollo McClay Community Park water delivery continued due to siltation issues with the water well on site.

A secure, temporary cap was placed on the water well at Clamshell Community Park.

Lumber from downed hazard trees was milled into materials required for stair and landing repair work at Hummingbird Community Park.

Area C – Extension

Following completion of a new bridge at Extension Miners Community Park, park staff met on site to plan additional planting and site development work. Staff completed the site plan in consultation with community members. Park upgrades, which include fencing, bench and picnic table installation, and new trees and shrubs, will be completed by park staff in October. Stairs and a memorial plaque are scheduled for installation in Spring 2015.

Staff attended a site meeting with Planning staff and a developer regarding a potential OCP amendment /rezoning application which involves potential park land dedication.

Area C - East Wellington/Pleasant Valley

Staff continued to implement the first steps of the Anders and Dorrit's Community Park Master Plan: a land survey of the area surrounding the existing house; working with VIU students to identify the existing ornamental vegetation and to develop design options for the park; and investigating house removal options.

Ongoing site inspections and garbage clean up work were carried out at Anders and Dorrit's Community Park. An existing gate was re-hung, and a pedestrian access added at the north entrance to the park. Contracted mowing services also continued for this site.

Tree inspections and garbage removal work was completed at Meadow Drive Community Park.

Area E

Staff responded to a neighbour's complaint regarding the lack of toilet facilities at Blueback Community Park.

Trail pruning and garbage removal work was completed at Brickyard Community Park.

Area F

Milestone Contracting completed their final contract obligations of tree planting and hydro seeding of Meadowood CP. Park Operations hired a contractor to build toilet surround and install bollards. Planning staff are working with pro bono professionals and CMRA volunteers to build the picnic pavilion.

Staff met on site at Errington Community Park to discuss ditch clearing. This work is scheduled for October. Trail brushing and widening work was also carried out.

Staff met on site to examine plans for barricade placement at Price Road. This work has now been rescheduled for November.

Trail counter information was collected for Carrothers Trail.

Area G

Staff provided a final inspection for a trail through a community park which is to be dedicated as a result of the subdivision at 691 Wembley Rd (near Yellowbrick Rd.) The trail was built by the developer as part of their rezoning requirements.

Staff met with community members regarding potential improvements to the Admiral Tryon Rd. (Damion Rd.) water access. Staff provided advice as to how to make a request to the POSAC should the community members want to ask for community park funding and/or ongoing maintenance for the site.

Further to a request from RDN Water Services, staff met on site with consultants at Lee Road Community Park to GPS and examine the location of two water wells.

Area H

Staff prepared a site plan for the Henry Morgan Community Phase 2 construction which includes a swing and a porta potty with surround.

Trail maintenance work was carried out at McColl Road, Islewood Drive, Thompson Clarke and Shoreline Drive.

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. Project forecasting/costing work was completed.

Community Works Projects

Rec and Parks staff and management are researching costs and logistics of moving SD69 portables to the Meadowood area for use as community hall. Report to the Board will be prepared to determine if project will go forward under Community Works funding.

Area B

Parks Staff met on site with Consultants and the adjacent landowner at Intrascap Developments to review a specific culvert location along the trail route that requires coordination. Consultants are finalizing the 85% design package which will be submitted to MOTI in early October.

Regional Significant Gas Tax Project

Preliminary design work for the Rail Trail is on-going. Engineering design is currently focussing on water management and culvert design at various points along the trail route. Parks staff and Consultants have been preparing for the upcoming Open House on Oct. 9th. Newspaper ads, email and mail-out invitations and social media will advertise the event. Poster boards being prepared highlight sections along the trail route, the three main access points in Coombs, at Lowry's Rd and at Springwood Park. Example images of typical site amenities will be provided as well as an overview of the project timeline. A point-point slide show will run in the background.

Parks staff met with the City of Parksville to discuss the trailhead at Springwood Park in more detail. In advance of the upcoming Open House, Parks staff will present to City of Parksville Council in early October.

Parks staff also met with both the Qualicum and the Nanoose First Nations Chiefs (separately) to introduce and discuss the rail trail project in more detail.

Packages are being prepared for submission to MOTI to further explore the requirements and options for the road crossings along the trail route.

Regional Parks

Arrowsmith CPR Regional Trail

Park staff conducted trail inspections and maintained trails.

Beachcomber Regional Park

Preparations for the installation of a new entrance kiosk were completed by staff, including final design review and revision, permit application submission to the Ministry of Transportation and Infrastructure, and coordination of contractors. The kiosk is scheduled for installation in early October, 2014.

Park Staff conducted trail maintenance and park inspections. Trail counter data was collected.

Benson Creek Falls Regional Park

Staff checked trails for hazard trees, removed debris from trails, removed garbage. Staff removed alders for visibility of “No Parking” signage (Creekside). Staff removed garbage from parking lot and trail. Staff also seeded berms at the Creekside parking lot. ‘No parking’ flyers were provided to the Volunteer Park Warden and the Neighbourhood Watch group for use as friendly reminders to vehicles still parking at Jameson Rd. The parking situation at Jameson Rd will continue to be monitored and staff will respond to public inquiries. Geotechnical study terms of reference were developed for stairs project.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler. Park staff investigated proposed new trail.

Descanso Bay Regional Park

Park staff conducted site inspections. Capital works were completed for 2014.

E&N Regional Trail

Trail counter data was collected.

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 also moved two cedar tables from hatchery to Top Bridge for a “Watershed Stewardship Tour”. Park staff installed a picnic table at Long Run.

Horne Lake Regional Park

Park staff continue to work with Park Operators on campground improvement projects.

Lighthouse Country Regional Trail

Park staff conducted park inspections, maintained trails and collected trail counter data. Staff brushed/cleared Lioness crossing as per agreement. Staff also installed new interpretive signage.

Capital works have started at the Lighthouse Lioness Parking Lot.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area.

Staff met on site with Ducks Unlimited staff and BCCF staff to review proposed restoration planting project. Information was provided for the Mid-Island Guardians goose survey. Staff have liaised with the Qualicum Streamkeepers in support of their volunteer projects at the Spit, e.g. invasives removal.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails.

Moorecroft Regional Park

Park staff conducted park inspections and maintained trails. Trail counter data was collected. Staff removed garbage. Staff picked up six cedar picnic tables from Brannen Lake and distributed in park, also anchored/locked tables in place. A draft 'Dogs in Moorecroft Park' brochure has been produced and is now being reviewed by staff and operators. Routine leash patrols are being conducted by Coastal Animal Services.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails. Staff removed old signage and installed new post/signage along property boundary.

Mount Arrowsmith Massif Regional Park

Park Staff conducted trail maintenance and park inspections.

Mount Benson Regional Park

Park staff vacuumed glass debris from summit and conducted trail inspections.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Staff removed "Tree work" signage, cleared invasive holly in research forest and pruned trails.

Top Bridge

Park staff conducted park inspections, maintained trails.

Trans Canada Trail

Park staff conducted trail inspections and maintained trails. Staff cleared trail at Haslam Bridge entrance. Staff measured wire rope and ordered for a replacement.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections and maintained trails. Staff are working with the Nanaimo Mountain Bike Club with plans to develop a non-motorized trail on the undeveloped Harrow Rd ROW, which will connect from Westwood Lake, Witchcraft Lake RT to Benson Creek Falls RP. The MOTI permit was amended to include trail development along the whole length of Harrow Rd ROW.

Fairwinds Lakes District - Regional Park Management Plan

Staff organized the review of proposals, selection of consultants, transfer of mapping data, photos and reference documents, and the booking of meeting times and venues. An introductory meeting and Fairwinds site tour were held with chosen consultants, Urban Systems, on Sept 23. An Advisory Committee Meeting is scheduled for November 5 followed by the first Open House on November, 18.

Trail Counter Information

Month	BRP #1	BRP #2	Carrothers Trail	E&N Trail #2	E&N Trail Lowery Rd.	Moorecroft La Selva Place
2014-05-01	3,204	529	1,228	81	154	459
2014-06-01	3,375	727	1,530	85	1,168	1,113
2014-07-01	593	442	1,174	73	63	1,010
2014-08-01	2,341	558	99	114	20	1,017
2014-09-01	1,258	211	44	210	48	890

Miscellaneous

2015 Budget Development

Staff continued to work on the 2015 Operational and Capital Budgets.

Park Use Permits and Events

2 events: Watershed Field Trip at Top Bridge and Cedar Skate Event (over 300 kids)
4 PUPs inquiries/in process

Operational and Efficiency Review

Parks staff attended a meeting to resume work on the O&E Review and review draft recommendations prepared to date.

Website

Parks staff created a new page on the Parks website to provide quick access to General Information and Regulations.

Recommendations

That the Parks Update Report for September 2014 be received as information.



Manager of Parks Services



General Manager Concurrence