

REGIONAL DISTRICT OF NANAIMO

**EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, FEBRUARY 24, 2014**

7:00 PM

(East Wellington Fire Hall, 3269 Jingle Pot Road)

A G E N D A

PAGES

CALL TO ORDER

Election of Secretary

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-4 Minutes of the regular East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held June 17, 2013.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

UNFINISHED BUSINESS

REPORTS

5-16 Monthly Update of Community Parks and Regional Parks and Trails Projects – June-Dec 2013

17-23 Monthly Update of Community Parks and Regional Parks and Trails Projects – January 2014

24-25 Community Parks and Trails Work Plan –EW/PV

Anders and Dorrit’s Community Park Public Consultation Summary (*handout*)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

26-27 Volunteer Mileage Reimbursement Policy

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

June 23, 2014
East Wellington Fire Hall

Distribution: M. Young (Chairperson), C. Pinker (Alternate), R. Heikkila, B. Erickson, D. Cawthorne, J. Wilson,
T. Osborne, W. Marshall, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR MEETING HELD
MONDAY, JUNE 17, 2013, 7:00PM
(East Wellington Fire Hall, 3269 Jingle Pot Road)**

Attendance: Maureen Young, Director RDN Board, Chair
Judith Wilson
Rick Heikkila
Bruce Erickson

Staff: Elaine McCulloch, Park Planner

Regrets: Doug Cawthorne
Charles Pinker

CALL TO ORDER

Chair Young called meeting to order at 7:08 p.m.

MINUTES

MOVED R. Heikkila, SECONDED J. Wilson that the Minutes of the April 22, 2013 meeting be received.

CARRIED

CORRESPONDENCE

Jen Merner, Bike Rack at Meadow Drive Community Park

The Commission requested that funds for an additional bike rack at Meadowood CP be included in the 2014 budget and that Mountain View School be informed once the bike rack has been installed.

UNFINISHED BUSINESS

Anders Dorit CP: Community Consultation

The Committee decided to change the Opening to September 5, 2013 after which the park will be open to the public. The Committee discussed Open House Planning (Draft Survey, Display Boards, Advertising, Logistics) It was agreed that parking signs are needed in the driveway of the park. Once the hay field is cut it can be used for parking for the Open House.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects – April 2013

Monthly Update of Community Parks and Regional Parks and Trails Projects – May 2013

Ms. McCulloch reviewed Monthly Updates of Community and Regional Parks

Meadow Drive Picnic Shelter Update

D. Cawthorne did not attend and could not give this update.

MOVED R. Heikkila, SECONDED J. Wilson that the reports be received.

CARRIED

NEW BUSINESS

Benson Creek Falls Management Plan-Open House June 22, 2013

Committee members took pamphlets to be handed out in the community.

COMMITTEE ROUND TABLE

The Committee discussed Nanaimo Mountain Bike Club wanting a bike trail from Witchcraft Lake, along Harrow Road right of way to Dumont Road.

ADJOURNMENT

MOVED J. Wilson, SECONDED R. Heikkila that the meeting be adjourned at 9:15 p.m.

CARRIED

Chairperson

Parks Functions Report

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

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 27th, 2013 meeting. Staff issued the contract and attended a start-up site meeting on September 4th.

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 19th, September 11th and the November 20th 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 25th, 2013 at a water access site on Mudge Island. The online questionnaire was open from May 25th to June 16th, 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 5th, 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 16th, 2013. The Gabriola Island community was asked to share its vision and concerns about the park at an open house event on July 13th, 2013 as well as through an on-line questionnaire which ran from July 15th to September 7th, 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 2nd and the November 5th 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 5th as well as through an on-line questionnaire which ran from September 5th 2013 to January 10th, 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 17th 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 13th and the December 16th Area E POSAC meeting agendas, attended the meetings and reviewed the meeting minutes. Staff prepared and distributed the October 28th 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 29th 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 6th and the December 2nd 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 12th.

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 22nd and the December 9th 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 5th and the December 4th 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.



Manager of Parks Services



General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: February 13, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff continued to work towards the completion of the Cedar Skateboard Park construction project. Staff approved a number of additional changes to the construction contract including the following: installation of cedar split rail fencing, sign posts and additional boulders; an expansion of the skate-able surface by adding concrete to the “viewing area” as well as an additional skate bench; and installing additional drainage along the eastern property line to mitigate the pooling water occurring on the neighbours property (this work will occur this spring when the ground is drier).

Staff began investigation into appropriate video monitoring equipment for the Cedar Skatepark in conjunction with Information Services staff; conducting a site visit and seeking cost estimates for provision and installation of hardware. Garbage and recycling bins were ordered for the park, to replace temporary ones upon arrival.

Staff contacted the RCMP and the North Cedar Improvement District Fire Department to inform them of the park opening date and to invite them to go for a walk through inspection of the park with parks staff.

Substantial completion of the construction contract was received on January 31st, 2014 and the RDN took possession of the site on February 1st, 2014. The contractor will continue to be on site until the remainder of the deficiencies are completed, however the park is open for use.

Staff completed and submitted the Sept-Dec 2013 periodic progress report to the Province as per the requirements of the Skate Park construction grant funding.

Area B

Staff continued to work with Topographics Ltd., on the stakeholder interviews for the Huxley Park Master Planning Process.

Following up on November rock scaling work conducted at 707 Community Park, two site visits were made in order to conduct a stability assessment of the remaining rock on site. Additional scaling of one boulder is scheduled for February.

At Rollo McClay Community Park the drinking water well and system has been shut down for the winter to preserve water quality and supply. Adjustments were made to the overflow line and irrigation pond bank to preserve bank integrity. Additional work is scheduled for the spring.

Staff met on site with a contractor and liaised with Ministry of Transportation, RDN Bylaw Services staff and the neighbouring landowner in order to define and preserve private driveway access at El Verano boat launch. Boulder placement and signage replacement work is scheduled for early February.

Signage assessment, park clean-up work and garbage service continued at Huxley Community Park.

Staff coordinated the removal of stored materials from Arbutus Building Supply.

Area C - East Wellington/Pleasant Valley

A vandalism and a break-in issue was dealt with at Anders and Dorrit's Community Park.

Trail maintenance work was conducted at Meadow Drive Community Park, and park clean up and garbage collection service was continued.

Area E

Prawn Road trail head received brushing and maintenance work.

Area F

GPS data collected along the Carrothers Trail was submitted for inclusion into a landowner agreement, required prior to conducting hazard tree removal and trail development work, anticipated to begin in the spring.

Staff received requested survey and site plan data to accompany a Ministry of Transportation Permit to Construct Works application for the development of roadside parking at the park. Staff also followed up on required construction drawings for the washroom at Errington Farmer's Market Community Park. RDN Water Services staff upgraded wellhead protection in the park, and accessible parking signage was provided to the Errington War Memorial Hall board.

Area G

Four large hazard trees were removed from Centre Road Crescent Community Park, following an arborist assessment in late 2013.

Area H

Parks staff received a warranty report on the willow tunnel at Henry Morgan Community Park. The tunnel has been severely damaged by deer. Staff will look at options for its repair and/or replacement this spring.

The connector trail from Thompson Clark Drive to Ocean Trail received maintenance work including ditch and trail clearing.

Staff conducted GPS data collection at Oakdowne Community Park and began work on a signage plan for to improve visitor orientation and better define the park boundary.

Staff continued to monitor progress and liaise with RDN Bylaw Services on the removal of three trespassing sheds at Isle Wood Drive Community Park.

Work on the Meadowood Community Park development continues with the preparation of the final construction drawings and tender documents by Gemella Design Ltd. Rough grading of the Phase 1 site is underway by pro bono contractors. Regular monthly meetings are being held with the CMRA to provide project updates.

Community Works Projects

Area B

Staff prepared and distributed a letter to landowners and businesses along North Road, in the vicinity of the proposed trail. The letter introduced the project and invited early comments from those who will be adjacent to the trail. Staff and consultants met with Planning Staff from the Islands Trust to introduce the trail project and discuss any Islands Trust planning projects related to the proposed trail project. Survey work along the north side of the road right-of-way occurred and the consultants are beginning to look at the trail route and design in more detail. Stakeholder consultation will be ongoing and a public Open House about the proposed trail project will be held mid-late spring.

Area C - East Wellington/Pleasant Valley

A meeting to discuss pedestrian use along Jingle Pot Road and discuss options for improving pedestrian safety will be held with select community members and the Area Director in February. The meeting will provide parks staff with more detail on the issues prior to initiating a process for looking at options to improve this narrow corridor for pedestrian use.

Community Parks and Trails Strategy

The Community Parks and Trails Strategy was approved by the Board. Staff will now carry out the actions identified for 2014. The Strategy is being included in POSAC information binders.

Regional Parks

Arboretum

Park staff conducted park inspections.

Beachcomber Regional Park

Park Staff removed an old wooden ladder that was affixed to a large Arbutus. Two trail counters were installed at the entrances to the park to gather base line data for a new management plan. New bold 'no moorage' signage was installed, replacing the friendlier version as some members of the public have not complied with the bylaw. Staff also installed new posts and signage and removed old signs from trees.

Parks staff looked at the potential for locating a kiosk entry sign at the access to the park. This park is a candidate to receive a kiosk later in 2014/2015.

Benson Creek Falls Regional Park

Park staff installed warning signs on the new chain link fence at the falls as well as installed warning high water level signs throughout the park. Data was collected from the trail counters. The trail counters have now been removed from the park. A windthrown tree was also removed from one of the trails.

The Benson Creek Falls 2014-2024 management plan was approved by the Committee of the Whole and by the Board. Immediate action plans for 2014-15 include Creekside Community Park parking lot improvements; secure agreement for the Weigles Rd Loop route; establish agreement for geotechnical review of the Ammonite Falls descent and Benson Creek Crossing; engineered design and environmental plan for stair access to Ammonite Falls; develop stair access and viewing platform to Ammonite Falls and slope remediation.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler. New directional signage was also installed along with regulation signs.

Descanso Bay Regional Park

Park staff had an arborist remove the identified hazardous trees from the regional campground. An additional speed bump was installed to reduce speeders. Park staff delivered the last 13 fire rings to replace all old fire rings as well as a UV bulb for the water treatment system.

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 installed warning high water level signs throughout the park. A regulation sign was installed at the Middlegate entrance where it was promptly removed. The sign was replaced the next day.

Horne Lake Regional Park

Park staff completed brushing a trail linking the BC Parks parking lot and the Regional parking lot. Capital works such as road building, adding camp sites, installing septic tank have been underway. Ten new fire rings were delivered to the park.

Park staff met with the RCMP and contractor to inspect the damage done to a trail by a member of the public over a weekend. More ATV barriers were installed.

Park staff conducted a site visit with an engineer to improve the damaged boat launch. A Section 9 notification was submitted to MFLNRO. Park staff also acquired a burning permit from the Forest Service to burn waste debris from construction. Staff prepared a plan for improvements to the group site parking area, allowing for bus and RV access. Group site improvements were flagged for construction. Staff requested a quote for survey work in the area near the boat launch with the intent to design a boat launch parking area. A staff meeting is planned for the end of February to discuss aspects of the concept plan and next steps for the park.

Lighthouse Country Regional Trail

Park staff removed a tree that snapped both rails of a boardwalk. After doing so the rails were repaired. Park staff cleared all culverts of debris and power washed the toilet surrounds.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails. Park staff installed warning high water level signs throughout the park

Moorecroft Regional Park

Park Staff installed speed bumps, reflectors and signage at the entrance and in the parking lot area. The garbage was picked up by staff. Vesper Point closed signage was removed. A trail counter was installed at the trailhead by La Selva Place in order to measure trail use.

Salvage windows were sold to Demxx for \$240 and the funds were used to purchase plants and deer fencing for the new native plant garden next to the Caretaker house.

Staff continue to liaise with the Moorecroft Stewardship Group on volunteer and fundraising opportunities for Moorecroft Park.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails.

Mount Benson Regional Park

Park staff and NALT staff continue to brush and construct the Old Logging Road Loop. Park staff installed fire reporting signs along the boundary that have their location and contact numbers to report a fire. NALT volunteers installed more trail counters as per a volunteer warden's request.

Nanaimo River Regional Park

Park staff brushed and repaired a neighbour's fence. Park staff installed warning high water level signs throughout the park. Data was collected from the trail counters and the trail counter has been removed from site.

Top Bridge Regional Trail

Park staff conducted park inspections and maintained trails.

Trans Canada Trail

Park staff conducted park inspections and maintained trails.

The vandalized Spruston kiosk sign was replaced by Scott Signs Ltd at a cost of \$1,316.

Witchcraft Lake Regional Trail

Staff prepared and submitted the 2013 Annual report to the Ministry of Forests, Lands & Natural Resource Operations for the Section 56 (Recreation Sites and Trails BC) that was established to formalize Witchcraft Lake Regional Trail through the Vancouver Island University Crown Land Woodlot to Mount Benson Regional Park.

Regional Significant Gas Tax Project

E&N Rail with Trail: Staff prepared 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) and prepared advertising material

and website content. Several engineering firms were also notified when the RFP was made public in early February. Proposals are due at the end of February. Pending proposal submissions and Board approval in March, the project may begin in April.

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. Seasonal signage was posted at various park locations. Contract administration work for annual park maintenance contracts has continued throughout the month. Parks Operations building safety inspections were completed and submitted to the Joint Health and Safety Committee. Staff also attended an RDN Joint Health and Safety Committee meeting.

New 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. Staff retained the services of Delinea Design to prepare a floor plan for the proposed building. The plan is necessary for the landowner to determine feasibility of a build-to-suit lease option. Following landowner’s review and costing, an agreement will be drafted if the building can be constructed and leased for the set budget.

The new Parks and Trails Guidelines were approved by the Committee of the Whole and the Regional Board. The Guidelines will be implemented in park development and will continue to be developed with detailed specifications.

Final editing and updating of 2014 Breathe Guide with Capewell Design and GIS department is complete. Guide will be printed in February and then distributed to Visitor Centres and RDN offices and facilities.

Staff prepared the parks section of the Spring Active Living Guide (photos, park news, ads, review of recreation activities in parks).

Staff researched and provided a response to a Planning Dept. referral for the Nanaimo Mountain Bike Club Trail Section 69 Trail application to the Province. The proposed trail crosses the Benson Creek Falls Regional Park access.

Trail Counters

Month	BCFRP Jameson Road	BCFRP Weigles Road	LCRT Linx Road	LCRT Lioness Blvd.	LQRRP Proposed Stairs	NRRP Fry Road Entrance
2013-05-01	1,023	1,388		1,623	66	1,093
2013-06-01	1,218	1,108	1,245	1,336	24	1,103
2013-07-01	1,256	1,118	1,315	2,697		2,351
2013-08-01	1,163	1,625	1,235	2,319		1,350
2013-09-01	962	1,834	841	1,552		374
2013-10-01	1,183	1,833	695	1,001		1,375
2013-11-01	1,027	1,606	706	1,250		1,153
2013-12-01	859	1,846	653	1,124		1,010
2014-01-01	1,382	1,925	566			1,196

Park Use Permits and Events

A Park Use Permit (PUP) was approved for the Gabriola Streamkeepers to research, monitor and run educational programs at Winthuysen Creek in Descanso Bay Regional Park.

PUP inquiries/in process:

- Two wedding inquiries for LCRT and Moorecroft.
- River Run walk/run fundraiser for Mid Vancouver Island Habitat Enhancement Society in ERRP for June 8th.
- Drinking Watershed Protection Program setting up Grade 4-5 school field trips to NRRP and ERRP over the months of May-June and Sept-Oct.

Recommendations

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



Manager of Parks Services



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	

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Volunteer Mileage Reimbursement</i>	POLICY NO:	A2.19
		CROSS REF.:	
APPROVAL DATE:	June 25, 2013	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 1

PURPOSE

To provide for reimbursement of mileage costs for members of the public appointed to RDN Committees, Commissions and Boards for attendance at meetings.

POLICY

The Regional District of Nanaimo (RDN) will reimburse members of the public who are members of RDN Committees, Commissions and Boards for mileage costs to attend the meetings for the Committees, Commissions or Boards to which they have been appointed.

Mileage will be reimbursed at the rate established by “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997”.

This Policy does not apply to appointees from other local governments or organizations that will be providing reimbursement of mileage costs to their representatives.

MILEAGE CLAIMS PROCEDURE

Claims shall be submitted on the RDN “Mileage Expense Claim” form at the end of the month in which expenses were incurred, effective April 2013.

All expense claims will be processed following regular accounts payment procedures.

Expense claims shall be deemed payable only if submitted within 90 days of the month end in which they are incurred. No claim for a previous year will be paid if submitted after January 15th of the following year.

Please note that, for some committees, staff may submit claims on behalf of the members. Members should confirm with the staff liaison that this is the case and not assume that claims are being submitted on their behalf.

