

REGIONAL DISTRICT OF NANAIMO

**EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, OCTOBER 27, 2014
7:00 PM**

(East Wellington Fire Hall, 3269 Jingle Pot Road)

A G E N D A

PAGES

CALL TO ORDER

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 23, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

UNFINISHED BUSINESS

REPORTS

- 5-11 Monthly Update of Community Parks and Regional Parks and Trails Projects – May 2014
- 12-21 Monthly Update of Community Parks and Regional Parks and Trails Projects – Jun-August 2014
- 22-28 Monthly Update of Community Parks and Regional Parks and Trails Projects – September 2014
- Jingle Pot Rd road side trail update (verbal)
- Anders and Dorrit’s Community Park House Removal Update (verbal)
- Creekside Community Park/Benson Falls Regional Park Parking Update (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

DIRECTORS UPDATE

NEW BUSINESS

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

TBD

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 23, 2014, 7:00PM

(East Wellington Fire Hall, 3269 Jingle Pot Road)

Attendance: Maureen Young, Director RDN Board, Chair
Judith Wilson
Bruce Erickson
Doug Cawthorne

Staff: Elaine McCulloch, Park Planner
Lesya Fesiak, Park Planner
Wendy Marshall, Manager of Parks Service

Others: Charles Pinker, Alternate Director RDN Board
Jill Scyrup (resident of East Wellington)
Kristyna Clark (resident of East Wellington)
Carl Jones (resident of East Wellington)

Regrets: Rick Heikkila

CALL TO ORDER

Chair Young called meeting to order at 7:07 p.m.

MINUTES

MOVED J. Wilson, SECONDED B. Erickson that the Minutes of the EW/PV Parks and Open Space Advisory Committee meeting held May 12, 2014 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

W. Marshall reported on meeting with the Ministry of Transportation and Infrastructure (MOTI), dealing with pathway along Jingle Pot Road from Fire Hall east to Nanaimo City boundary. Another meeting will be held with MOTI to deal with pros and cons of Jingle Pot Road and possibility of a trail or path.

A letter from resident Ken McCallum with suggestions how to improve Jingle Pot Road from Fire Hall to City boundary was received by M. Young.

E. McCulloch reported that Mountain View School students were notified about new bike racks at Meadow Drive Community Park.

New criteria and guidelines for the Community Works Funds are expected soon.

E. McCulloch confirmed that the main entrance gate at Meadow Drive Community Park is locked open.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects – April 2014

Ms. McCulloch gave a summary of the April 2014 Regional and Community Parks and Trail Projects report.

Anders and Dorrit's Community Park Development Report

L. Fesiak provide a report on options available for the park: Concept Design 1 and Concept Design 2
The committee had a lengthy discussion on the report's contents.

MOVED D. Cawthorne, SECONDED B. Erickson that the Regional District proceed with the removal or demolition of the vacant Olsen residence, located in Anders and Dorrit's Community Park, as a first stage of parkland development outlined in Concept Design 1.

CARRIED

Meadow Drive Picnic Shelter Update (D. Cawthorne)

D. Cawthorne provided a verbal report on Meadow Drive Park picnic shelter. Conceptual plans were provided. D. Cawthorne to provide cost estimates at the next Committee meeting.

MOVED J. Wilson, SECONDED D. Cawthorne to receive reports.

CARRIED

ADJOURNMENT

MOVED D. Cawthorne, SECONDED J. Wilson that the meeting be adjourned at 8:55 p.m.

CARRIED

Chairperson

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: June 18, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff continued to work on finalizing the outstanding construction elements of the Cedar Skate Park with the contractor. Final inspection and acceptance of the park will happen this summer/fall once the grass has established and the additional drainage has been completed. New sign installations were also completed. Ongoing and regular garbage collection and maintenance visits were conducted. A replacement parking curb was ordered for the parking lot.

Staff helped organize and attended the skate park official opening on May 24th. Over 250 attended the opening which included a skate event hosted by local club.

Staff continued to provide support to an ongoing investigation into a potential park land acquisition.

Staff removed dumped garbage and bicycle jumps at Woodridge Place Community Park.

Area B

Staff continued to develop a site plan for the proposed upgrades to the Davidson Bay water access parking lot. The Ministry of Transportation and Infrastructure and Emcon were contacted to inquire if they were able to aid in construction logistics. There was ongoing discussion with the immediate neighbours regarding the design of the parking lot.

Maps showing the parks on Gabriola Island Parks were provided to GaLTT.

For the Huxley Community Park Plan staff prepared a questionnaire summary from the responses received from the second open house. Over 170 responses were received. Staff met with the Area Director and the consultant to review this public input and to develop a proposed design direction for the final preferred concept plan to be presented and discussed with the POSAC at their June 3rd meeting.

At Rollo McClay Community Park water delivery was conducted, and ongoing water system maintenance work was performed. Garbage collection was also continued, along with service to several beach access sites on the island. Fertilizer was delivered to the park for spreading by the maintenance contractor.

Following a report from a Joyce Lockwood Community Park visitor, staff investigated a damaged bridge on adjacent. Federally owned lands, and posted appropriate safety signage. Park ID and directional signage was also posted at the park.

Area C – Extension

Construction plans for a pedestrian bridge in Extension Miners Community Park were finalized between contractors and staff. Site planning and preparatory work was conducted. Installation work is scheduled to begin mid-June pending delivery of concrete abutments.

Staff met with a developer regarding a potential park land donation in Extension.

Area C - East Wellington/Pleasant Valley

Staff continued to investigate potential development options for Anders and Dorrit's Community Park. Staff prepared and distributed the Electoral Area 'C – EW/PV' May 12th POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. Contracted mowing services also continued for this site.

Area E

Staff developed a Terms of Reference for the development of the Blueback Community Park concept plan, including the design direction for the park. Gemella Designs was retained to complete the concept plan and develop cost estimates for the project. Staff met with the consultant on site for a start-up meeting.

Staff met on site with an arborist and Ministry of Transportation and Infrastructure staff to assess several hazard trees reported by neighbours of Collins Crescent Community Park. Planned tree work will be conducted by MOTI this year.

Trail brushing was carried out at Stone Lake Drive Community Park.

Area F - Meadowood Community Park

A contract was signed with Milestone Equipment Contracting Ltd. for the construction of Meadowood Park Phase 1 to start in early June. The monthly meeting with the Corcan-Meadowood Community Association was conducted. Staff submitted the BC Recreation Grant quarterly report. Pro bono services of Darcy Pickles TimberWorks was coordinated to assist the volunteer construction of a kiosk for the park.

At Errington Community Park trail brushing and clearing work was carried out. Hazard tree removal work was also completed, and wood chips piled for upcoming volunteer trail improvements.

Park planning work was carried out for ongoing development at Meadowood Way Community Park.

Area G

Staff reviewed a rezoning application and provided comments to the planning department regarding potential parks implications.

Staff responded to illegal dumping call at Tara Crescent Community Park.

Planning work continued for upgrades to the Women's Institute Hall at Dashwood Community Park.

Hazard tree assessment work was conducted at Maple Lane Community Park following a call from a park neighbour. No tree removal is required.

Area H

Staff liaised with Ministry of Forests regarding ongoing forest fire abatement work at Oakdowne Community Park.

Planning work is underway for beach access stair replacement at Shoreline Drive.

Hazard tree removal work was conducted at Dunsmuir Community Park, along with repairs to a damaged tennis court backstop.

Parks and Building Inspection staff liaised regarding ongoing trespass issues at Islewood Drive Community Park. Follow up correspondence was sent to the park neighbour.

Permission was obtained from MOTI to install trail signs on road allowance adjacent to Henry Morgan Community Park.

Community Works Projects

Area B

Staff reviewed the preliminary plans for the Village Trail and preliminary cost estimates, in consultation with the Area Director. Preliminary plans offered many extras, which brought the estimated project costs up above a realistic value. The Consultants will be working to simplify the design plans following input from Parks Staff and Area Director. In addition, a site meeting with the Ministry of Transportation in early June will provide added input that will influence the ultimate trail design.

Area C - East Wellington/Pleasant Valley

Staff have arranged a meeting with MoTI for early June to address pedestrian safety along sections of Jingle Pot Rd and discuss options for improving the roadside condition.

Area G

Parks and Planning staff will be meeting with MoTI in mid-June to discuss community pedestrian connections along and around the Wembley Rd area.

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 letting for mowing and park maintenance work was completed. Electrical and brake equipment upgrades were completed for two fleet vehicles

Morden Colliery Bridge

A draft feasibility report for a future pedestrian bridge crossing over the Nanaimo River was completed by Harold Engineering and reviewed by staff. A finalized report outlining bridge design options and construction costs will be completed in June.

Regional Significant Gas Tax Project

Survey work within the corridor continues and preliminary design work for the Rail Trail is underway. Parks staff met with the French Creek Residents Association, a neighbouring landowner (cattle farmer) and with Morningstar Golf course about the project. On-going liaison with neighbouring landowners and community stakeholders will occur as the project moves along. In addition, letters were mailed to the Nanoose First Nation, Qualicum First Nation and the Ermineskin Band (Alberta) who owns land along the corridor. Additional correspondence with the Agricultural Land Commission and Ministry of Environment will continue as well, as the trail will pass through Agricultural Land Reserve and intersects streams and watercourses. Best management practices for locating the trail in proximity to varying landuses/ecological habitats will be required.

Regional Parks and Trails

Arboretum

Park staff conducted park inspections and park maintenance.

Beachcomber Regional Park

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

Benson Creek Falls

Park staff conducted park inspections and maintained trails.

Big Qualicum River Regional Trail

Park staff conducted trail inspections and maintained trails.

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. The park operator continues to work with the RDN on the Descanso Bay park improvement plan. GIS Staff and Parks Staff GPS'd the majority of the park for inventory and park maps. Staff assisted the park operator with Oceans Day 2014 event planning and preparation of posters, social media and website information.

Horne Lake Regional Park

Park staff installed new posts with the Park Operators as a part of the campground improvement project throughout the campground.

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 owner blocked the unsanctioned entrance.

Lighthouse Country Regional Trail

Park staff conducted park inspections, maintained trails and collected trail counter data.

Little Qualicum River Regional Park

Park staff were made aware of damage to the bridge that crosses the Little Qualicum River within the park boundary. The bridge is currently maintained privately by way of easement for gravel extraction operations. The easement-holder would like to cease use and maintenance of the bridge. RDN Parks staff are looking into the process for dissolving the easement and all related implications that will result from the bridge becoming the responsibility of the RDN.

Park staff conducted park inspections and maintained trails.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area. Qualicum Streamkeepers were provided with the LQE Restoration Project report prepared by Dave Polster, to guide their stewardship project planning for the season. Annual partnership meetings are planned with BCCF and DUC for June.

Mount Benson Regional Park

Park staff conducted park inspections and maintained trails. Fire and emergency location signage was installed. Staff and N.A.L.T. marked out the new “Old Road Loop” trail that branches off the Te-Tuxw-Tun trail.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails. Park staff installed trail signage and new crosswalk signage at the Woobank Road intersection.

Moorecroft Regional Park

The Nature Conservancy of Canada, Provincial Ministry staff and RDN staff conducted a joint covenant monitoring inspection. Park staff conducted park inspections and maintained trails. Trail counter data was collected.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Park surveys were attached to both kiosks for the public to provide comment on park services.

Top Bridge Regional Trail

Park staff conducted park inspections, maintained trails and installed a new concrete garbage can at the Industrial Way trailhead. Park surveys were attached to the kiosk for the public to provide comment on park services.

Trans Canada Trail

Parks staff have been consulting with the Backcountry Horseman’s Society regarding sections of the TCT that are unsuitable for horses. An alternative route was proposed by the BCHS. Parks staff have also consulted with the Nanaimo Mountain Bike Club about the proposed re-alignment of the trail, as they are also main users of the TCT. A short section of the proposed realignment is on private property. Parks Staff met with the private landowner to discuss the opportunity to realign the trail. The remainder of the section to be realigned is on crown land and will be pursued through the Province.

Park staff conducted trail inspections and maintained trails.

Witchcraft Regional Trail

Staff is working with the Nanaimo Mountain Bike Club to plan a ‘park to park’ trail linkage between Westwood Lake, Witchcraft Lake RT and south of Benson Creek Falls RP, utilizing the Harrow Road R/W, which is currently under a MoTI permit with RDN. Park staff conducted trail inspections and maintained trails.

Miscellaneous

Acquisition

Staff continued to assess potential regional parkland acquisitions including site visits, research, mapping and rating of the lands through the Rating and Criteria Framework. Reports were completed for review by the Regional Parks and Trails Select Committee in June.

Asset Management

Parks staff attended sessions regarding the RDN Asset Management project. Parks staff provided information on park assets and current operational and maintenance activities. A full day session was held to review the status of the current RDN Asset Management program and to explore options for moving forward with the program.

Provincial Land Tenures

Staff worked with consultants and the province regarding the renewal and upgrade of crown land tenures for the Morden Colliery Regional Trail and Benson Creek Falls Regional Park. Survey estimates and property title searches were gathered by staff as part of the tenure application process.

Rezoning in Area G

Parks staff and Planning Staff met to discuss two different rezoning applications in Area G and possible related amenity contributions in the form of improved pedestrian connections in the surrounding area.

Trail Counter Data

Month	BRP #1	BRP #2	E&N Trail Lowery Rd.	E&N Trail #2	LCRT Linx Road	LCRT Lioness Blvd.	Moorecroft La Selva Place
2014-02-01					622	604	
2014-03-01	3,869		33	56	109	1,103	822
2014-04-01	2,683	501	52	95	5,325	146	553
2014-05-01	3,191	530	61	81	1,498	1,563	409

Operational and Efficiency Review

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

Park Use Permits and Events

- 4 permits set up; 2 inquiries

- Permit events in May: Fishing Derby at Quennell Boat Launch (Area A); Watershed Field Trip to Nanaimo River RP; Cedar Skate Park Opening

Publications and Communications

- Draft Parks submission was developed for 2-page spread in the Active Living Guide – Fall edition.
- Ongoing distribution of the Regional Parks and Trails Guide as needed.
- Ongoing updates of the Parks website pages as required.

Parks-GIS staff meeting

Parks and GIS staff continue to work on the production of mapping standards for Parks and Trails maps.

Staff Training

- Two Parks staff participated in the in-house 1-day Workplace Emergency First Aid Training.
- Staff attended the 2-day Vancouver Island Trails Network Conference in Courtenay.

Recommendations

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

Original copy signed by W. Marshall

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: 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 Intrascapè 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