

**REGIONAL DISTRICT OF NANAIMO**

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

**MONDAY, NOVEMBER 17<sup>th</sup>, 2014**

**7:00 PM**

**(ARROWSMITH HALL)**

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-5 Minutes of the regular Electoral Area 'F' Parks and Open Space Advisory Committee meeting held December 2, 2013.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

6 R. Koop, SD 69 to T. Osborne, RDN, Re: **Notification of Playground equipment Removal from Following Former School Sites**

7 T. Stone, Ministry of Transportation to J. Stanhope, RDN Board, **RE: Playground Zone Signs.**

*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

**REPORTS**

8-17 Monthly Update Regional and Community Parks and Trail Projects  
June – August 2014

18-24 Monthly Update Regional and Community Parks and Trail Projects  
September 2014

25-32 Monthly Update Regional and Community Parks and Trail Projects  
October 2014

Arrowsmith Community Trails Update (verbal)  
*(selection of sub-committee)*

Meadowood Community Park Pavilion Update (verbal)

Meadowood School Site Community Park Lease (verbal)

Meadowood Community Centre Portables (verbal)

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

TBD

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE AREA F PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)**

**REGULAR COMMITTEE MEETING HELD**

**WEDNESDAY, JULY 9, 2014**

**7:00PM**

**AT THE ARROWSMITH HALL, COOMBS**

**Attendance:** Chair Julian Fell  
Alfred Jablonski  
Barbara Smith  
Colin Anderson  
David Edgeley  
Reg Nosworthy

**Staff:** Wendy Marshall  
Elaine McCulloch

**Regrets:** Earl Billingsley

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**CALL TO ORDER**

Chair Fell called the meeting to order 7:08 p.m. The agenda was approved.

**MINUTES**

MOVED A. Jablonski, SECONDED R. Nosworthy that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated March 17, 2014 be approved.

CARRIED

**COMMUNICATION/CORRESPONDENCE**

**Letter from T. Osborne, RDN to R. Koop, School District 69, RE: Facility Use Partnership Opportunities with SD 69.**

MOVED R. Nosworthy, SECONDED A. Jablonski to receive the correspondence.

CARRIED

**REPORTS**

**Monthly Update of Community Parks and Regional Parks and Trail Projects**

Ms. McCulloch referred to the Community Parks and Regional Parks and Trails Projects reports for April, May, and June, provided to the committee.

B. Smith advised there is no report as yet regarding the Errington School trail contact with Ms. Diewold.

Chair Fell advised that there is a Federal Fisheries Employment Program which may be a potential funding source for construction accessible trails. Access to this funding program requires a project in place by a non-profit group. It was speculated by Committee members that these funds might be used in the next phase of the Meadowood Community Park, where a community hall could be established. Pursuant to this, the Chair advised that a surplus portable from school closures might be available to use as a temporary community building at Meadowood Community Park, although there are other groups vying for those excess buildings. He will follow up with this.

B Smith advised that the Section .57 Recreation application started by the Silver Spur Riding Club has been sidetracked.

Ms. McCulloch reviewed the information taken from the trail counter data.

### **Meadowood Community Park Construction Update**

Ms. McCulloch advised that the Meadowood Community Park Phase 1 construction contract has been awarded to Milestone Equipment Contracting Ltd. and that work has begun. Tree planting and seeding cannot happen until the fall. Committee members were concerned about vandalism in the park and suggested that a surveillance camera be installed. Staff noted that legal advice has been sought regarding the legality of monitoring a public park with a camera and that it is not recommended to use cameras as a deterrent nor as a first response to vandalism issues in a park. Milestone Contracting Ltd. is responsible to secure the area until their contract has finished. Ms. McCulloch thanked A. Jablonski for his work to date on the pavilion.

Ms. McCulloch advised that the bridge over Little Qualicum River, through Little Qualicum Regional Park has been damaged and is closed. The present easement holder has been maintaining the bridge and with the closure of their business, bridge repair may become the responsibility of the RDN.

Continuing issue with damage done by ATVs, and it is hoped that the new legislation will address accountability for improper use of ATVs.

### **Malcolm Community Park Signage Update (verbal)**

Ms. McCulloch will continue to investigate the potential of developing a trailhead behind the Whiskey Creek Store.

Ms. Marshall will ascertain the status of the survey of Cranswick Road.

R. Nosworthy spoke about the need to have a bike corridor from Coombs to Errington School, and foresees a transportation problem now that French Creek School is closed.

### **5-year Project Planning: 2014-2018**

The 5-year project planning spreadsheet was reviewed. R. Nosworthy noted that some funds have been budgeted for trail development in 2014/2015. He is concerned that these funds may not be used as other projects, such as the Meadowood Community Park construction, have taken priority for staff time. Chair Fell suggested that the Community Works (CW) Fund (Federal Gas Tax Infrastructure fund administered in BC through UBCM) might be available for trail construction work and will look into this.

Ms. Marshall will distribute the Community Parks and Trails Strategy Final Reports to those members of POSAC who have not received it. This Report is providing information for the creation of a 5-year budget and a development package. A volunteer policy and guidelines will be developed as well.

Chair Fell reviewed the problems with lack of funding for the projects as Meadowood Project has used all of the funds available for parks and trails.

MOVED R. Nosworthy, SECONDED D. Edgeley to receive the Reports.

CARRIED

### **BUSINESS ARISING FROM DELEGATIONS AND COMUNICATIONS**

Letter of Tom Osborne dated June 25<sup>th</sup>, 2014 regarding facility use partnership opportunities with School District 69. Partnership opportunities will be welcomed.

### **NEW BUSINESS**

R. Nosworthy questioned what will be done with the French Creek School Building and whether it could be designated as a Heritage Building. However the RDN does not have a Heritage Commission to do so.

### **AJOURNMENT**

MOVED D. Edgeley to adjourn the meeting at 8:45 p.m.

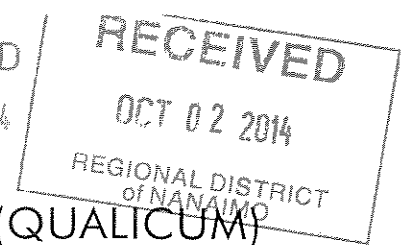
CARRIED

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Chair



RECEIVED  
OCT 06 2014



## SCHOOL DISTRICT No. 69 (QUALICUM)

September 30, 2014

Fred Manson, Chief Administrative Officer  
City of Parksville  
PO Box 1390, Parksville, BC V9P 2H3

Daniel Sailland, Chief Administrative Officer  
Town of Qualicum Beach  
PO Box 130, Qualicum Beach, BC V9K 1S7

Tom Osborne, General Manager of Recreation and Parks  
Regional District Nanaimo  
6300 Hammond Bay Rd., Nanaimo, BC V9T 6N2

Dear Mr. Manson, Mr. Sailland and Mr. Osborne:

### **NOTIFICATION OF PLAYGROUND EQUIPMENT REMOVAL FROM FOLLOWING FORMER SCHOOLS SITES:**

**a) French Creek Community School; b) Parksville Elementary School; c) Qualicum Beach Elementary School (140 Renz Road); and d) Winchelsea Elementary School**

Playground equipment located at the school sites noted above, which meets current safety specifications, has been relocated to former middle school sites. The equipment that remains at these school sites, with the exception of the new play structure behind French Creek Community School, is not up to current safety standards and as such presents a potential liability for the School District.

In order to mitigate our risk of liability, this equipment must be removed and taken out of service.

We recognize that this may be viewed as the loss of a community asset; however, the safety of children in our community is of paramount importance.

Respectfully,

Rollie Koop  
Superintendent of Schools  
School District 69 (Qualicum)

RK/hc

Copies via email: E. Bailey, Secretary Treasurer  
D. Stiglich, General Manager of Operations  
Principals/Vice-principals  
K. Wray, District Parent Advisory Chair



RDN CAOS OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	<input checked="" type="checkbox"/>
GMS&CD		GM T&SW	
GM R&CU		DF	
NOV - 3 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		

October 31, 2014

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

Reference: 229337

Dear Chair Stanhope:

**Re: Playground Zone Signs**

Thank you for your letter expressing concerns on behalf of local area residents regarding road signs at permanently closed school sites.

Safety is the ministry's highest priority, and ministry staff will work with the Regional District of Nanaimo (RDN) and the local school districts to review the concerns you raise. I understand a number of the permanently closed school sites, including South Wellington School, are currently available for sale or rent. Ministry staff will work with Regional District representatives to complete a review of the level of playground activity at these sites to assess whether playground or other warning signs should be put in place. Staff will continue to monitor these locations following any changes in property use to ensure signage remains appropriate.

I am advised our local Operations Manager, Johnathan Tillie, has scheduled a meeting with the RDN in the near future to discuss this issue in greater depth. If you have any questions regarding this issue in the meantime, please do not hesitate to contact Mr. Tillie by telephone at 250 751-3287 or by e-mail at [Johnathan.Tillie@gov.bc.ca](mailto:Johnathan.Tillie@gov.bc.ca). He would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,

Todd G. Stone  
Minister

Copy to: Johnathan Tillie, Operations Manager  
Vancouver Island District

## Parks Functions Report

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**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**

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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 18<sup>th</sup> 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 3<sup>rd</sup> 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 23<sup>rd</sup> 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 2<sup>nd</sup> 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 9<sup>th</sup> 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 3<sup>rd</sup>.

Staff prepared and distributed the June 25<sup>th</sup> 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.



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Manager of Parks Services



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General Manager Concurrence

## Parks Functions Report

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**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**

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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 17<sup>th</sup> 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 14<sup>th</sup> 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. 9<sup>th</sup>. 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.



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Manager of Parks Services



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General Manager Concurrence



## Parks Functions Report

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

**DATE:** November 10, 2014

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

**FILE:**

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

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

### **Electoral Area Community Parks**

#### **Area A**

Ongoing and regular garbage collection and maintenance visits were conducted at the Cedar Skate Park. Graffiti removal work was undertaken.

Staff attended a Cedar Elementary School Safer Walk Routes Advisory Committee meeting.

#### **Area B**

Trail brushing and clearing was completed throughout all Whalebone Area Parks.

At Rollo McClay Community Park water delivery continued due to siltation issues with the water well on site. Cost estimates were provided for potential playground development. The irrigation system was blown out and shut down for the season.

Two hazard trees were removed from Queequeg Community Park in the Whalebone area.

Staff met with a Folklife Village representative to discuss park maintenance and shared security issues at the Huxley Park. GPS collection work is scheduled for November in order to accurately locate the border between the two properties. Staff also met users on site to discuss the draft preferred concept plan.

Staff provided information and advice to a community group interested in having an off-leash dog park on Gabriola.

#### **Area C – Extension**

Trees and shrubs were ordered for fall planting at Extension Miners Community Park. Boulders were moved to shore up existing bridge access ramp.

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

Ongoing site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. Costing information was sought/received for an upcoming building removal project.

Staff met with Vancouver Island University Horticultural Program students to provide background information and answer questions regarding Anders and Dorrit's Community Park. The students are working on a design project for the plaza and picnic area.

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

Regulatory signage was posted at Brickyard Community Park.

Trail maintenance work was carried out at Prawn Road Trail Community Park.

Staff carried out a site review of a parkland dedication at Oak Leaf Drive. The developer is required to add a parking lot and manage storm water going into the park.

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

Drainage ditch construction was completed at Errington Community Park. A pedestrian footbridge was also replaced, new regulatory signage posted and additional trail brushing work continued.

Park user information was collected for Carrothers Road Trail.

Ongoing planning for ATV barricades and trail development work continued for Price Road (MOTI property). Additional grant funds being sought for increased scope of work, expected to occur in November.

A bike rack and garbage containers were received for upcoming installation at Meadowood Community Park. Wrap up work at Meadowood Community Park includes Milestone Contracting release of holdback and removal of construction signs; ongoing work with Meadowood volunteers to get the picnic pavilion built; monitoring of turf establishment and park safety.

Staff looked into the Province's process regarding the Silver Spurs' Section 57 trail application and provided advice.

The RDN Board and School District 69 developed and approved an agreement that allows the RDN to manage School District lands on Meadowood Way in Electoral Area F as a community park, and to potentially locate a community centre on the property. RDN Staff and the Corcan-Meadowood Residents' Association have toured the school district's surplus modular classrooms and have tentatively selected a set of portables suitable for community centre use.

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

Park signage was posted at Lee Road Community Park.

A hazard tree was removed at River's Edge Community Park.

Staff responded to a building vandalism issue at Dashwood Community Park.

Staff continued to get updates from community members and to provide advice regarding the community clean-up and planting at the Admiral Tryon water access.

### ***Area H***

A new swing set was installed at Henry Morgan Community Park. Playground safety surfacing is scheduled for installation in early November. Several trees were transplanted at the site, and a hazard tree was removed.

Park trespass issues were followed up with Building, Bylaw and Emergency Planning Services regarding an ongoing issue at Islewood Drive Community Park.

Staff met with the Director to review signage, GPS and map development assistance for community trail workers active on non-RDN trails in the Qualicum Bay-Bowser 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.

### **Community Works Projects**

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

The 85% design package for the Village Trail was submitted to MOTI for review and feedback. Comments received will be incorporated into the final design package.

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

Due to the site challenges, current emphasis has shifted from constructing a road side path on Jingle Pot Rd to focus on improving the existing road side path on Meadow Drive. A letter was sent to MoTI to provide 1.5 metre paved shoulders on Jinglepot to improve the safety for pedestrian and cycling use.

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

Staff met with the Director to review initial trail projects at Carrothers and Price, and with the Director and POSAC members at site.

Cost estimates for moving surplus School Board 69 portables to Meadowood are being investigated in preparation for a Board report in November.

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

Parks staff met twice with MoTI, RCMP and SD69/Oceanside Elementary School to discuss possible improvements and solutions for pedestrian safety and vehicle congestion along Wembley Rd and Wright Rd near the school. Changes to two road intersections are expected in November (conversion to 4-way stops) that will affect traffic flow and may have an impact on the congestion in the area. Following implementation of these changes, a third meeting will be held to review any positive or negative outcomes. In terms of the Wembley Rd corridor, conversations are on-going as to the best approach for improving pedestrian safety along this route.

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

Staff worked with the lawyer to produce an agreement for use of Community Work Funds to fund improvements at the Lighthouse Community Centre. The agreement was forwarded to the Board of Directors for the Lighthouse Hall Community Centre for their review.

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

Parks staff and Consultants hosted an Open House on Oct. 9<sup>th</sup> that saw over 150 attendees. Overall there is a lot of enthusiasm and support for the project. Concerns centred on the multi-use aspect of the trail and some concern over compatibility between different users. The trail is intended to be a multi-use trail open to walkers, cyclists, equestrians. Two stakeholder meetings also occurred in October; one with residents whose properties are bisected by the rail corridor and one with the Ministry of Transportation to discuss trail road crossings.

Prior to the Open House, staff appeared as a delegation at the City of Parksville's Council Meeting to introduce the project and the idea Springwood Park as a trailhead to the Rail Trail.

### **Regional Parks**

#### ***Arboretum***

Park staff removed garbage from the park entrance.

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

Park Staff brought an engineer to the McBey Bridge for a bridge inspection.

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

The park entrance sign was pressure washed. Garbage was removed from the trails and a possible property encroachment was investigated.

Met with an original resident of Beachcomber to discuss how the property came about as park; exchanged historical information and made contacts of use for next year's work on the park management plan.

Staff coordinated the installation of a new kiosk structure at the entrance of Beachcomber Regional Park. Final sign boards will be installed in early November.

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

Park Staff erected new signs for the parking lot and conducted trail maintenance. The parking patterns are being monitored and public inquiries are being responded to. Staff pressure washed park signs, removed signs from trees and removed trees crossing new trail through VIU property. Park Staff and GIS Staff completed GPSing the new trail leading the public to the park. The new trail is currently being reviewed by MFLNRO.

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

Park Staff and GIS Staff completed GPSing the trails.

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

Park staff conducted park inspections and maintained trails.

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

Park Staff and GIS Staff completed GPSing the park.

### ***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.

Staff installed a bike rail on a set of stairs near Allsbrook. Park staff pressure washed the kiosks, park identification signs and garbage cans. Staff brought an engineer to the Hatchery Bridge for a bridge inspection.

Worked with the BC Conservation Foundation on ways and means to remove, update and replace the old Steelhead Recovery Plan interpretive sign at the Long Run.

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

Park staff met with BC Park staff to discuss the BC Parks Caves Park parking lot issues. RLC continue to make park improvements such as sign installation, outhouse painting, generator maintenance and vapour barrier for the house. Coastal Fire Centre crew burned a debris pile for the park operator for training purposes.

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

Parking lot upgrades were started at the Lioness trailhead. Park staff pressure washed the kiosks and garbage cans. Staff had approximately 11 hazardous trees removed along the trail by a contractor. Clarification was received from the Ministry of Forests that the RDN can direct the public across the Linx Rd railway crossing and so staff can proceed to develop the small parking lot at the Linx Rd end of the South Loop trail.

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

Park staff conducted invasive species removal within the conservation area. Staff worked with the BC Conservation Foundation and Ducks Unlimited Canada on a park use permit for adding vegetation to the fish channel area. Staff also liaised with the Province on the project. Parks staff were approached by the Mount Arrowsmith Biosphere Reserve as well as the Province on potential projects at the estuary and staff will explore options. Assistance was provided to CAGO in their goose strategy research (survey distribution, park data).

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

Parks Staff are preparing a report on the process and implications 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. The easement holder has expressed interest in dissolving the easement. The topic is complex because the roads on either side of the bridge are private, and the route may be important for emergency response. Currently the bridge is damaged and closed and the RDN must consider to what level it will be repaired – for emergency use or for pedestrian/park use. Staff brought an engineer to the Ozero Bridge for a bridge inspection.

Park staff conducted park inspections and maintained trails.

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

Park staff conducted park inspections and maintained trails. Bathroom repairs are being conducted at the Caretaker House. The Caretaker Agreement is being reviewed for renewal. A dogs in park information brochure is being developed to help educate people on the need to control dogs in the conservation covenant area. Dog patrols are being conducted weekly by Coastal Animal Control Services.

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

Park staff replaced vandalised signs at the Cedar Plaza trailhead. A contractor removed 3 hazard trees along the trail.

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

A contractor repaired the service road leading into the park.

Staff reviewed the draft park covenant with the lawyers and explored ways and means to move forward with a covenant in tandem with a management plan review. Covenant options were researched.

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

Park staff planted 100 Douglas fir and 20L of donated Arbutus berries where a mower flailed broom and blackberry as a part of a restoration project.

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

Park staff conducted trail inspections. Staff met with park neighbor regarding trees bordering Barclay Bridge.

### ***Top Bridge***

Park staff pressure washed the entrance sign.

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

Park staff pressure washed graffiti off the kiosk and sign post at the Spruston trailhead. Staff briefed new TCT BC staff on outstanding TCT financial commitments to the RDN and Cowichan Valley Regional District in respect of the proposed joint Timberlands Road trailhead upgrade.

### ***Witchcraft Lake Regional Trail***

Park staff conducted trail inspections.

### ***Fairwinds Lakes District - Regional Park Management Plan***

Staff and project consultants met with community and Council members from the Snaw-naw-as First Nation to discuss the cultural and historical significance of the lands within the Fairwinds Lakes District as they pertain to future park development and management. Preparations were also completed for the first Advisory Committee meeting and the first Open House event in November.

### ***Morden Colliery Bridge***

Staff completed a report to the Regional Board outlining the key findings of an updated feasibility study for a bridge crossing over the Nanaimo River (within the Morden Colliery Regional Trail corridor), with recommendations on bridge structural type and accessibility. The study and staff recommendations were approved by the Board in October. Subsequent design development will therefore proceed under a steel truss bridge option, while an option for equestrian accessibility will be vetted through the public.

### **Miscellaneous**

Staff installed high water signage at all parks with rivers entrances. Staff also installed lock out crime signs in the regional parking areas.

Staff completed a survey on Important Bird Area areas. The survey is looking for perspectives on recreational disturbance of birds populations.

Staff assisted a University of Victoria graduate student working with the Capital Regional District on researching front country and back country camping trends and "best practices" campground management policies.

Staff continued to provide support to an in-camera land acquisition for potential Regional Park.

Staff continued to work with the Province with regards to a 30-year Crown Land Lease application for the Morden Colliery Regional Trail and a Premature Lease Renewal for Benson Creek Falls Regional Park.

Work continued on the new Parks Building lease with signing expected in November. The building is under construction and staff have met with the builder to review any issues.

### **Trail Counter Information**

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	2,341	558	99	114	20	1,017
2014-09-01	1,258	216	47	210	43	830
2014-10-01		237	52		41	817

### **2015 Budget Development**

Staff continued working on the 2015 budget input including developing the 5 year financial plan, capital plan and the business plans.

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

- RDN Water Services PUP for school group watershed tours in October: two at Nanaimo River RP and one at ERRP.
- Renewal of PUP for student monitoring of water quality and benthic invert sampling (VIU Restoration Biology Program under direction of Margaret Wright, DFO) over Oct-Dec, 2014 at ERRP.
- CMRA PUP for family Halloween event, Oct 31st at Meadowood Community Park. As the event anticipated over 600 people, a Special Occasion Permit was also required through Corporate Services.
- BCCF PUP for planting of 150 2-gal size native shrubs and trees at LQRE, with staff and Qualicum Streamkeeper volunteers planned for November.

**Staff Training**

Staff attended a two-day seminar on Community-Based Social Marketing. The seminar presented the process for uncovering barriers to behaviours we want to encourage (e.g. walking to school, using public transit) and developing programs to encourage or change the behaviour. This is viewed as a more effective means of accomplishing changes in behaviour than simply providing information through brochures, which is the common approach.

**Recommendations**

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



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Manager of Parks Services



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General Manager Concurrence