

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE

WEDNESDAY MARCH 11th, 2015

7:00 PM

(ARROWSMITH HALL)

A G E N D A

PAGES

CALL TO ORDER

WELCOME NEW MEMBERS/INTRODUCTION

ELECTION OF SECRETARY

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-5 Minutes of the Regular Electoral Area 'F' Parks and Open Space Advisory Committee meeting held November 17, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

6 E. McCulloch, RDN to J. McKierahan, Ministry of Forests, Lands & NRO, **RE: Silver Spurs S.57 Application – Little Mountain Trails FCBC File: ATA 117776**

7 T. Osborne, RDN to E. Bailey, School District 69, **RE: French Creek School Land**

8 T. Osborne, RDN to E. Bailey, School District 69, **RE: Meadowood Property**

9 J. Diewold, Errington Elementary School to E. McCulloch, RDN, **RE: Errington School Trails**

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

10-17 Monthly Update Regional and Community Parks and Trail Projects
November -December 2014

Malcolm Community Park trail signage (verbal)

Arrowsmith Community Trail (ACT) Update – Price Rd (verbal)

Meadowood Community Park Portable Update (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

18-20 2015 Accomplishments

21-29 2015 Work Plan

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

June 10, 2015

Distribution: J. Fell, D. Edgeley, C. Anderson, A. Jablonski, B. Smith, E. Billingsley, R. Nosworthy, T. Osborne,
W. Marshall, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA F PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, NOVEMBER 17, 2014
7:00pm
ARROWSMITH HALL, COOMBS

ATTENDANCE: Julian Fell, director RDN Board, Chair
Alfred Jablonski
Barbara Smith
Colin Anderson
David Edgeley
Reg Nosworthy
Earl Billingsley

STAFF: Wendy Marshall
Elaine McCulloch

CALL TO ORDER

Chair Fell called the meeting to order 7:02 p.m. The agenda was approved.

MINUTES

MOVED A. Jablonski, SECONDED D. Edgeley that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated July 9, 2014 be approved.

CARRIED

COMMUNICATION/CORRESPONDENCE

MOVED R. Nosworthy, SECONDED B. Smith to receive the following correspondence:

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

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

CARRIED

BUSINESS ARISING FROM THE MINUTES

B. Smith advised that written approval from the RDN regarding the support for the Silver Spur Riding Club's s.57 Application over the trails on Crown land near Little Mountain had not as yet been sent. Ms. McCulloch advised that a letter introducing the Silver Spur Riding Club to the Nanoose First Nation had been drafted. B. Smith declined the offer of an introductory letter and requested that a letter of support be addressed to the Province of BC in its stead.

Chair Fell suggested that B. Smith await feedback from Ms. Diewold regarding the Errington School Trail project.

R. Nosworthy requested an update of the Malcolm Park trailhead enquiries by Ms. McCulloch. Ms. McCulloch advised that there had been weekly efforts made to obtain feedback from the present owner but it appeared that obtaining formal permission for the trail encroachment behind the Whiskey Creek store parking lot is not feasible at this time.

MOVED R. Nosworthy, **SECONDED** A. Jablonski that the trail head to Malcolm Park be located on Redman Road.

CARRIED

REPORTS

Monthly Update of Community and Regional Parks and Trail Projects

Ms. McCulloch referred to the Community Parks and Regional Parks and Trails Projects reports for June, July, August, September, and October, provided to the committee.

R. Nosworthy questioned what was the draft signage plan for Malcolm Park, as it appeared that very few people were aware of this “hidden gem”, the subject of a recent newspaper article. Ms. Marshall advised that MOTI has been resistant to directional road signage. C. Anderson commented that there was, for a period of time, a considerable amount of new garbage on the trail after the Malcolm Park story was published.

R. Nosworthy commented that the trail counter data is not consistent throughout the Reports and Ms. Marshall advised that RDN staff would revisit the accuracy of that data.

B. Smith asked whether there was a River’s Day Celebration in September on Englishman River and Ms. Marshall advised that there was just not enough attendance in previous years to warrant holding this event in 2014.

Arrowsmith Community Trail (ACT) Update

Chair Fell was pleased to report that he had investigated other funding for the ACT project and was able to allocate Community Works Funds for trail building. This money could only be used for the actual design and construction of trails, not for the staff time involved in contracting out the work. Chair Fell met with Joan Michel, RDN Parks and Trails Coordinator and walked the Carrothers and Price trail corridors. A determination is needed on what class of trail should be constructed.

MOVED D. Edgeley and **SECONDED** R. Nosworthy that there be a subcommittee struck and composed of Chair Fell , R. Nosworthy, D. Edgeley, and E. Billingsley to provide direction on trail development.

CARRIED

Meadowood Community Park Pavilion Update

A. Jablonski advised that Darcy Pickles is overseeing the Pavilion and the roofing and other materials have been obtained. Drawings and permits are in place.

Meadowood School site Community Park Lease

Chair Fell advised that a 10 year minus 2 day lease has been entered into with School District 69 on the 5 acre parcel adjoining the North West side of Meadowood Community Park.

Meadowood Community Park Portables

Chair Fell reviewed the ongoing possible costs of moving and reassembling portables.

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

CARRIED

NEW BUSINESS

B. Smith referred to the Community Parks and Trails Strategy Map of Whiskey Creek to Coombs area and asked if there was any movement to develop trails in that area. Chair Fell advised that the priority is to develop the trail system near the Errington School, next Coombs along with Meadowood Park and that there just was not enough population in the western side of Area F to warrant further trail development at this time.

Ms. McCulloch commented on the cost of couriering information to the AREA F POSAC members prior to the meeting, in addition to the email enclosures and delivery of material at the meeting. Only Chair Fell and R. Nosworthy wanted the information couriered at this time, the remainder of the Committee members are satisfied with having the agenda emailed to them with the understanding that they will be provided with a hard copy at the meetings.

IN-CAMERA

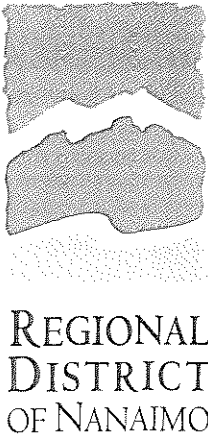
MOVED R. Nosworthy, SECONDED E. Billingsley that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

ADJOURNMENT

MOVED R. Nosworthy that the meeting be adjourned at 8:02 p.m.

CARRIED

Chairperson



November 18, 2014

South Coast Recreation District
Ministry of Forests, Lands and Natural Resource Operations
4885 Cherry Creek Road
Port Alberni, B.C. V9Y 8E9

Attn: Jessica McKierahan, Recreation Officer

Dear Ms. McKierahan:

Re: Silver Spurs S.57 Application – Little Mountain Trails FCBC File: ATA No. 117776

This letter is in support of the Silver Spurs Riding Club's Section 57 Application requesting designation of existing trails in the vicinity of Little Mountain.

The Regional District of Nanaimo Recreation and Parks Department recently completed a Parks and Trails Strategy that recognizes the trails in the area of Little Mountain as being an important part of the recreational trail network within the RDN. One of the top actions identified in the Strategy is to "encourage and support community interest groups to enter into trail building and/or management agreements with the Province for key recreational trails located on Crown land".

At the June 24, 2014 Regional District of Nanaimo Board Meeting the following resolution was approved:

That the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the Forest and Range Practices Act to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

Should you have any questions pertaining to the above resolution, please contact Wendy Marshall, Manager of Parks Services or Elaine McCulloch, Community Parks Planner at 1-888-828-2069.

Sincerely,

Elaine McCulloch
Regional District of Nanaimo, Parks Planner

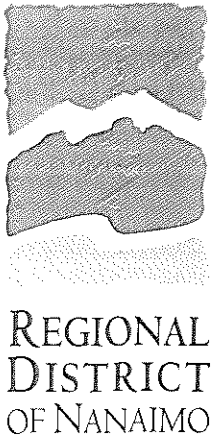
CC: T. Osborne, General Manager, Recreation and Parks
W. Marshall, Manager of Parks
J. Fell, RDN Director, Electoral Area "F"
Electoral Area "F" Parks and Open Space Advisory Committee
B. Smith, Silver Spurs Riding Club

RECREATION AND PARKS DEPARTMENT

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

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

RDN Website: www.rdn.bc.ca



December 23, 2014

School District 69
PO Box 430
Parksville, BC V9P 2G5

Attention: Erica Bailey, Secretary-Treasurer

Dear Ms. Bailey:

Re: School District 69/RDN – LOU Agreement – French Creek School Land

Please find attached one fully executed copy of the Licence of Use Agreement – French Creek School land between the School District 59 and the Regional District of Nanaimo for your records.

Also enclosed is a cheque in the amount of \$5.00 for the licence fee per this agreement.

If you have any questions or require additional information please contact me at 250-248-3252.

Sincerely,

Tom Osborne
General Manager, Recreation & Parks

ah

Encl. 2

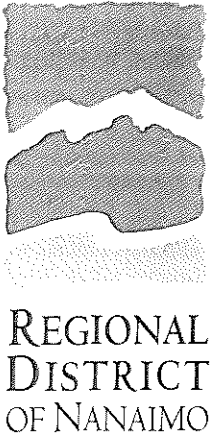
cc: W. Marshall, Manager of Park Services
J. Fell, RDN Area 'F' Director
Electoral Area 'F' Parks and Open Space Advisory Committee

RECREATION AND PARKS DEPARTMENT

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Tel: (250)752-5014
Fax: (250)752-5019

RDN Website: www.rdn.bc.ca



December 23, 2014

School District 69
PO Box 430
Parksville, BC V9P 2G5

Attention: Erica Bailey, Secretary-Treasurer

Dear Ms. Bailey:

Re: School District 69/RDN – LOU Agreement - Meadowood Property

Please find attached one fully executed copy of the Licence of Use Agreement – Meadowood Property between the School District 69 and the Regional District of Nanaimo for your records.

Also enclosed is a cheque in the amount of \$5.00 for the licence fee per this agreement.

If you have any questions or require additional information please contact me at 250-248-3252.

Sincerely,

Tom Osborne
General Manager, Recreation & Parks

RECREATION AND PARKS DEPARTMENT

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Fax: (250) 752-5019

RDN Website: www.rdn.bc.ca

ah

Encl. 2

cc: W. Marshall - Manager of Park Services
J. Fell, RDN Area 'F' Director
Electoral Area 'F' Parks and Open Space Advisory Committee

From: [McCulloch, Elaine](#)
To: [Harvey, Ann-Marie](#)
Subject: FW: Errington School Trails
Date: Monday, March 09, 2015 9:24:31 PM

For F agenda as correspondence.

From: Jeannie Diewold [mailto:jdiewold@sd69.bc.ca]
Sent: Monday, March 09, 2015 5:27 PM
To: McCulloch, Elaine
Subject: Errington School Trails

Great news! The Grant I applied for through BC Nature came through! The amount should cover the actual signs.

We tentatively have a photo op scheduled for this Thursday, and hope you can attend. I will confirm once I hear back. We probably have some things to discuss at this point as well!

Jeannie Diewold

Errington Elementary: 250.248.8446

From: McCulloch, Elaine [EMcCulloch@rdn.bc.ca]
Sent: March-25-14 10:37 AM
To: Jeannie Diewold; 'Barbara Smith'
Subject: Errington School Trails - Interpretive signage email 2 of 2

Elaine McCulloch

Parks Planner
RDN Recreation & Parks
Oceanside Place
830 West Island Highway
Parksville BC V9P 2X4

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Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: January 23, 2015

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Graffiti was cleaned off the skateboard park and wood debris was removed from the Nelson Boat Ramp.

Staff prepared and distributed the November 19th PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area B

The Whalebone Community Parks received a cleaning up. Old wooden chairs and other debris were removed.

Staff prepared and distributed the November 4th Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff met with the consultant for the Huxley Park Master Plan to provide feedback and suggest revisions to the draft plan.

Staff corresponded with a representative from the Huxley Ball Hockey Association regarding options for upgrading/repairing the sport court.

Staff corresponded with a representative from the Gabriola Softball Association regarding a potential location of a playground at Rollo McClay Community Park.

Area C – Extension

Staff coordinated draft design work with community members on commemorative park signs scheduled for installation in spring 2015.

Staff attended a pre-application meeting with a developer interested in rezoning and subdividing property in Extension; feedback was provided regarding potential parkland dedication/development opportunities.

Area C - East Wellington/Pleasant Valley

Staff met with Vancouver Island University Horticultural Program students to receive and provide feedback on their term project final presentations. Five groups presented their unique designs for the plaza and picnic area at Anders and Dorrit's Community Park.

Area E

Parks staff conducted a site visit to the parkland dedication at Oak Leaf Drive. The developer was advised of required modifications.

Area F

Meadowood Community Park: Volunteers worked with Pickles TimberWorks to install a timberframe picnic pavilion in the park. After the roof is installed in January, final RDN Building inspection will be scheduled. A \$3,000 donation was received from Coastal Community Credit Union toward the park development, as well as a \$250 private donation. A bike rack, a garbage can and 11 parking curbs were installed at the park.

Drainage issues at the Dashwood 2 Fire Hall were investigated. Parks staff will meet with the Fire Hall members and quotes for the work will be requested.

At Harris Crescent staff removed garbage and debris and carried out brushing and limbing of overgrown branches.

The ditch at the Errington Farmers Market was inspected and was modified during the December storm events. A fire pit was removed from the stage area.

Staff prepared a draft trail map sign for Malcolm Community Park.

Staff prepared and distributed the November 17th Area F POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff continued to provide support to the Silver Spur Riding Club for their Little Mountain Provincial Section 57 Trail application. Staff provided First Nations consultative advice.

Area G

Staff prepared and distributed the November 12th Area G POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff attended a meeting with RDN Planning and MoTI staff regarding the Earthbank rezoning application.

The trail and stairs at Miller Road Community Park were cleared of leaves and debris. A dead tree at Maple Lane Community Park was assessed and it was removed.

Area H

Staff installed a log retaining wall around the newly installed swing in Henry Morgan Park. The log wall retains the Softfall playground surfacing and kids can walk on the top of the logs. The playground surfacing was installed and the area made ready for use.

Staff worked with the Director, landowners and community volunteers on the development of local skills in map making in respect of non-RDN area trails. Volunteers were trained in the use of loaner GPS units.

New maps and direction signs were installed at Oakdowne Community Park and trees were removed across the trail. The post and regulation sign was re-installed.

A new directional sign for Wildwood Community Park was installed off the Highway 19A.

A new sign was installed at Deep Bay Community Trail and the trail cleaned of leaves and debris.

Miscellaneous

Staff met with City of Nanaimo parks staff to review their "Volunteers in Parks" program.

Staff completed the 2015 POSAC meeting scheduling and venue booking.

Community Works Projects

Area B

Parks Staff met with two representatives from the MOTI to discuss preliminary feedback to the 85% design package for the Village Trail. MOTI would like to see any more engineering involvement in the design of the walls and guardrails that will be required. The civil and structural engineers on the project will be reviewing the design in detail following MOTI's input and will be engaged to ensure the final design conforms with MOTI's standards.

Area C - Extension

At Extension Miners Community Park work continued on the landscaping around the new bridge. Large rocks were moved from the front of the park to an area close to the bridge and shrubs and trees were planted. Two sections of split rail fence were built and regulation and no trespassing signage was installed. A concrete pad was poured and a picnic table installed.

Area F

Parks staff assisted with preparing the report to the Board regarding the purchase and moving of surplus portables from School District 69 to the School District lands adjacent to Meadowood Community Park.

Area G

Parks staff continued to look at trail connections in the French Creek area between Wembley Mall and Oceanside Elementary School. Staff will be preparing a report for consideration by the Board that itemizes the trails and proposed costs, to be covered by Community Works Funds. The Ministry of Transportation has been requested to look at opportunities to improve Wembley Rd.

Morden Colliery Bridge

Staff provided community members with information regarding a feasibility study for a bridge crossing over the Nanaimo River (and within the Morden Colliery Regional Trail corridor) which was approved by the Board in October.

Regional Significant Gas Tax Project

Consultants continue to finalize the E & N trail and drainage design. A meeting with residential stakeholders along a section of the proposed alignment was held to review the alignment. The option of locating the trail on a portion of their property, and the appropriate mechanism for doing so, is under consideration.

Regional Parks

Arboretum

Park staff removed a squatter's tent and belongings from site. Park staff filled in old soil test pits located in the research forest.

Arrowsmith CPR Regional Trail

Park Staff conducted a site inspection at the trail head to look at options for the kiosk replacement. Parks Staff designed and produced a new trailhead sign to replace the existing sign on site. The information was updated and the GIS department prepared a new map. The sign will look similar to the trailhead kiosks located at other sites. Production is underway and installation will likely occur in the spring.

Beachcomber Regional Park

A new kiosk was installed at the park entrance. A regulation sign was re-installed further down the trail. Garbage was removed from site. A restoration planting was completed for the area of the newly installed information kiosk.

Parks staff drafted a Terms of Reference for the first Management Plan for this regional park. The Terms of Reference will require Board approval to proceed. The intent is to prepare the management plan, including all associated public consultation, in-house by RDN staff. Specialized consultants in ecology and archaeology will be retained to provide preliminary baseline data for the park. It is anticipated that the management planning process will get underway in the spring of 2015.

Benson Creek Falls Regional Park

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Staff redecked a couple of the bridges on the Weigles Rd. side of the park.

Parking patterns continue to be monitored at Jameson Road and the upgraded Creekside Place Community Park parking lot. Local residents continue placing NO PARKING flyers on vehicles still parking on Jameson Road. Staff responded to public inquiries about the new signs and are in discussions with MOTI and the RCMP regarding potential next steps for enforcement and towing.

Big Qualicum Regional Trail

Park staff conducted trail inspections.

Coats Marsh Regional Park

Park staff conducted park inspections.

Descanso Bay Regional Park

Park staff conducted park inspections.

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 removed fallen and hanging trees throughout the trails. Two new posts and trail directional signage were installed. Park Staff assessed a possible stair location in the park.

Horne Lake Regional Park

Park staff conducted park inspections and reviewed project progress.

Lighthouse Country Regional Trail

Parking lot upgrades were completed at the Lioness trailhead. Trail inspections were done on the main and north loop. Staff installed the new directional sign off the old Island highway for the north loop. The main trail and bridges were cleared of leaves and debris. Erosion caused by severe rain was repaired along the trail.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections. Under PUP, parks staff worked with BCCF, Qualicum Beach Streamkeepers and DUC to install deer fencing and 1,000 native plants at the Estuary over a 2-day period. Staff provided background information for a feature article written up in the Oceanside Star. DUC will prepare monitoring protocols for the project and BCCF will work with QB Streamkeepers to maintain the plantings over the first years. Fencing is to be removed by BCCF after plants reach above deer-browse height.

The Mid-Island Guardians were advised by RDN (in consultation with DUC) that the last installment (\$10K) will be dispersed after receipt of the Goose Strategy, which is anticipated by March 2015.

Little Qualicum River Regional Park

Parks Staff drafted a report on the current status of the bridge over the LQR, within the LQRRP. An engineering assessment will provide cost estimates for improvements to the bridge and recommendations on its repair or replacement. Park staff conducted ditch maintenance and repaired the culvert at the parking lot.

Park staff conducted park inspections and maintained trails.

Moorecroft Regional Park

Park staff conducted park inspections and maintained trails. Staff contracted repairs to the Caretaker House washroom. A dedication bench (Michael's bench) that broke loose from its foundation during the December king tides was rescued by Park staff. The family was informed and staff will re-secure the bench on higher ground at Cooks Point.

Coastal Animal Services continues to conduct regular off-leash patrols of the main trails of the park. Verbal warnings (3) and written warning notices (1) are now being issued. A dog brochure is being developed to further communicate the leash rule to visitors.

Morden Colliery Regional Trail

Park staff re-installed a post and no trespassing sign at the end of trail. The trail was cleared of leaves and debris. Park staff re-installed the fence and the bench at the Nanaimo River due to more erosion that occurred during high water events.

Mount Arrowsmith Massif Regional Park

Park staff conducted park inspections.

Mount Benson Regional Park

A contractor built the Old Road Loop Trail. Park staff conducted park inspections.

Staff continued to work with park partners NALT on a park conservation covenant. Legal input obtained by both RDN and NALT, and research into other covenants carried out. A revised draft was prepared and submitted to RDN lawyers.

Nanaimo River Regional Park

Park staff sprayed the newly planted trees with deer repellent. A new section of split rail fence was added to existing fence where the river bank is eroding.

Parksville - Qualicum Links

Park staff conducted trail inspections.

Top Bridge

Park staff conducted park inspections. Park staff installed a new post and signs up at the PV parking lot.

Trans Canada Trail

Park staff conducted trail inspections.

Staff continued to liaise with TCT BC representatives and neighbouring jurisdictions on signing the road portion of the route as concerns the 2017 25th anniversary goal to see the TCT connected across Canada in time for 150th anniversary celebrations.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections.

Fairwinds Lakes District - Regional Park Management Plan

In November, staff coordinated the first Advisory Committee meeting, and the first Open House event, which included the revision of presentation panels by consultants, event promotion such as poster design and distribution, paper ad placements, social media updates, and the development of a project website and online survey.

In December, staff continued to work with project consultants on draft plan and public survey review, media updates and stakeholder consultation. A second Open House event is scheduled for March 2015.

Miscellaneous

Playground inspections were completed. Thin ice signs were installed at various Regional and Community Parks.

Staff continued to provide support to several in-camera land acquisitions for potential regional and community park.

Staff assisted the Ministry of Transportation and Infrastructure in their most recent examination of potential road development between Port Alberni and the Horne Lake area.

Staff updated the All Parks inventory, distributed it to other departments, and began work on parks statistics.

Staff posted invites to the Fairwinds Open House at various park locations throughout the district.

Staff liaised with Chief Recalma of the QFN regarding their assistance in confirming support for a heritage trail through Horne Lake by FN groups to the west.

Bear and Cougar Awareness

Many people understand they ought to be aware of cougars and bears while visiting RDN parks and trails. Some people however, do not realize they may encounter these animals while in our parks. Conservation and ensuring habitat protection is a high priority for all parks. In an effort to remind park visitors that they may see large wildlife while visiting parks, staff produced stickers that will be placed on existing kiosks and signs. A QR Code on the sticker will direct those who are interested to the RDN website to learn more and review typical recommended responses in the event of an encounter with either animal.

2015 Budget Development

Work continued on the 2015 budget. Meetings were held with the Electoral Area Directors and the budget revised accordingly.

Park Use Permits and Events

On December 14th the 115th Annual Christmas Bird Count was conducted at ERRP by volunteers and members of the Arrowsmith Naturalists.

Parks staff consulted with the Recreation Department in the development of new recreation programming in RDN Parks, to be delivered by RLC Park Services over a 3-year term. New offerings include Junior Ranger programs, teen trail running, birthday parties in parks, summer day camps and school field trip bookings. At no cost to the Parks Department, these new programs will more fully utilize regional parks such Moorecroft, Englishman River, Lighthouse Country and Big Qualicum Regional Trails.

Parks staff assisted RDN Recreation Department with the set-up of the annual Winter Wonderland at Oceanside Place.

Website and Communications

Staff compiled content and created a new webpage to remind park visitors that RDN Parks are home to bears and cougars. The website is linked to the stickers that will be located on existing kiosks and signs.

Parks staff prepared RDN community and regional parks promotional information for the Spring/Summer 2015 Active Living Guide.

Staff gave a presentation on RDN Parks at the regular November meeting of the Nanoose Naturalists.
Staff briefed the new Nanoose Probus walking group on area trails and use of the RDN webmap.

RECOMMENDATION

That the Parks Update Report for November and December 2014 be received as information.



Manager of Parks Services



General Manager Concurrence

RECREATION AND PARKS SERVICES

Parks Services:

- Development of the Park and Trails Guidelines.
- Permit applications were processed and issued for community events, tours, and commercial filing for parks and trails system.
- Lease for new Parks Operations Building negotiated and signed.
- Completed maintenance, safety inspections, cleanup, and repair of all Community and Regional Park sites.
- Continued working with partners, operators, contractors and caretakers to deliver parks services.
- Continued to respond to requests for information and support from Committees, RDN Board, other local governments and residents.
- Assisted in the completion of the RDN Asset Management report.
- Developed the preliminary 2015 Budget.
- Park Assessments:
 - Completed assessments, meetings, reports and negotiations for potential parklands in various Electoral Areas;
 - Negotiated a Licence of Use for Meadowood School Site;
 - Negotiated a Licence of Use for French Creek School Site.

Community Parks:

- Completion and opening of the Cedar Skate and Bike Park (EA A).
- Development of Community Parks and Trails Strategy for Board approval in 2014 (EA's E,F,G,H).
- Repairs completed to the edge of the Nelson Road Boat Launch (EA A).
- Whalebone Community Park clean and reclaim of entrances completed (EA B).
- Old wells at Whalebone Community Parks were decommissioned (EA B).
- Completed berm around Rollo Water Reservoir (EA B).
- Completed agreement and gate install at 707 Community Park (EA B).
- Worked with GALT to install a new trail in Cox Community Park (EA B).
- Preliminary design completed for the Village Trail (EA B).
- Completed a building assessment of the Extension School (EAC Extension).
- Worked with the community to install a covered bridge and trail in Extension Miners Community Park (EAC Extension).
- Completed a community consultation at Anders Dorrit Community Park (EA CEW/PV).
- Completed assessment of roadside trail options along Jingle Pot (EA CEW/PV).
- Completed drainage improvements and plantings at Errington CP (EA F).
- Completed the detailed design, tender and install of an adventure playground and sport court at Meadowood Way Community Park (EA F).
- Completed assessment of roadside trail options in French Creek (EA G).
- Completed swing install at Henry Morgan Community Park (EA H).
- Assisted volunteers to clear the Essay Road Trail (EA H).
- Assisted volunteers with GPS work on Area H Trails (EA H).
- Completed a funding agreement for Lighthouse Centre Capital Upgrades (EA H).
- Installed signs in Oakdown Community Park (EA H).

- Installed ramp to beach at Shoreline Drive Beach Access (EA H).
- Ongoing support to Community Park Advisory Committees (all EA's).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EA's).

Regional Parks and Trails:

- The Regional Parks Brochure was updated, printed and distributed.
- Beachcomber:
 - kiosk designed and installed.
- Benson Creek Falls Regional Park:
 - the Management Plan was completed for Board approval in January;
 - Designed and installed parking upgrades at Jamison Road;
 - Park lease renewal negotiated for 30 years.
- Coats Marsh Regional Park:
 - the flood mitigation berm was completed and a new pond leveler was installed.
- Descanso Bay Regional Park:
 - completed projects include road and campsite upgrades.
- E&N Trail:
 - Preliminary assessments completed;
 - applications made to MOTI and ALR;
 - design completed to 50%.
- Fairwinds- Lakes District Regional Park:
 - concluded park dedication phasing and development agreements as part of rezoning of the Fairwinds Lakes District Lands;
 - commenced the development of the Parks Management Plan for the Regional Park per the Phased Development Agreement with Fairwinds;
- Horne Lake Regional Park:
 - new generator was purchased and installed;
 - completed projects include new road and campsite development, campsite upgrades, caretaker house repairs, trail signage;
 - highway signs and the Horne Lake Road directional signs were replaced.
- Lighthouse Country Regional Trail:
 - completion of staging area at Lighthouse Community Park Entrance;
 - interpretive signs developed and installed.
- Little Qualicum River Regional Park:
 - bridge assessment and legal advice obtained for transfer of easement back to the RDN;
 - ATV control and signage installed.
- Little Qualicum River Estuary Regional Conservation Area:
 - continued working with partners on invasive plant removal; worked with partners to install three plant enclosures.
- Morden Colliery Regional Trail:
 - report and assessment on bridge options over the Nanaimo River was completed;
 - completed repairs and upgrades to the Thatcher Creek Bridges.
- Moorecroft Regional Park:
 - trails upgraded;
 - boat house roof replaced;
 - completed building assessment of Kennedy Hall;

- renovated the bathroom in the caretakers house;
- arranged for animal control to visit the park to help with dog off leash issues;
- installed trail signage.
- Mount Benson Regional Park:
 - the Witchcraft Lake Trail Agreement yearly report was completed;
 - the emergency access road was upgraded;
 - trails in park were developed and upgraded.
- Nanaimo River Regional Park:
 - removed broom and planted 100 new trees.
- TransCanada Trail:
 - trail realigned after consultation with equestrian group and land owners;
 - licence renewal completed.
- Park Assessments:
 - completed three assessment and Board reports for regional parkland.

PARKS SERVICES

WORK PLAN PROJECTS AND ACTIVITIES

| | |
|---|--|
| + | On track |
| ✓ | Completed |
| - | Behind schedule / due date changed |
| X | Significantly delayed or reprioritized |

| | <i>action</i> | <i>due date</i> | <i>progress</i> | <i>comment</i> |
|--|---|-----------------|-----------------|----------------|
| Operational Efficiency and Services Review | All departments within the Recreation and Parks Service Area will participate in the review | June 2015 | - | Ongoing. |

2014

| <i>All Parks Services</i> | <i>action</i> | <i>due date</i> | <i>progress</i> | <i>comment</i> |
|---------------------------|--|--|-----------------|---|
| Parks Operations Building | Secure site, building and yard for Parks Planning and Operations staff and equipment | June Sept Dec Mar 2015 | - | Site secured and approved by Board. Lease signed. Building under construction. Move date to Jan due to construction delays. |
| Donation Program | Complete the Parks Donation Policy | Nov Mar 2015 | - | Delayed by staffing issues. |
| Asset Management | Work with consultants on review of asset management program | July | ✓ | Complete. |

2015

| <i>All Parks Services</i> | <i>action</i> | <i>due date</i> | <i>progress</i> | <i>comment</i> |
|---------------------------|--|-----------------|-----------------|----------------|
| Website Upgrades | Assess web pages and continue to create pages to provide timely information to residents | ongoing | + | |
| Parks Maintenance | Continue with park and infrastructure inspections and maintenance programs | ongoing | + | |

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|---------------------------------------|--|---------|---|--|
| Parks Services | Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services | ongoing | + | |
| GIS and Mapping | Continue to work with GIS staff to map trails and facilities and update the RDN mapping system | ongoing | + | |
| Invasive Plant Program | Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans | ongoing | + | |
| First Nations identification on signs | Work with First Nations to determine how to proceed for both Regional and Community Park Signage | 2015 | + | |

2014

| Community Parks & Trails Services | action | due date | progress | comment |
|--|--|--|-----------------|--|
| Community Parks and Trails Developer Information Package | Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy | Nov June 2015 | + | Underway. |
| Community Park signage | Increase signage in developed parks | Dec Feb 2015 | - | Delayed due to staff resources. |
| Beach access and undeveloped road Right-of-Ways (EA A) | Work with committee to create plan for development | May Sept Mar 2015 | - | Commission working on Plan. Committee continues to work on plan. |
| Nelson Road boat launch (EA A) | Repairs to edge of ramp | July Oct Dec | ✓ | Complete. |
| Huxley Community Park Plan (EA B) | Completion of park development plan | Apr July Jan Mar 2015 | - | Topographic's Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Spring 2015. |

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|---|--|---------------------------------------|---|---|
| Village roadside path (EA B) | Design and costing for tender of multiuse path | July Dec Mar 2015 | - | Topographic's Landscape Architecture retained and work underway. Plan forwarded to MOTI for review. Final drawings and costing being prepared. MOTI has asked for Engineered drawings for some sections of trail and Engineer review of the project. |
| Whalebone Community Park clean-up & reclaim entrances (EA B) | Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase | Oct | ✓ | Complete. |
| Rollo McClay Community Park water reservoir upgrades (EA B) | Complete berm and seed | Apr | ✓ | Complete. |
| 707 Community Park gate (EA B) | Create agreement with landowner and install gate | June | ✓ | Complete. |
| Honeysuckle Trail (EA B) | Work with GALTT & MOTI on trail permit & development | Oct Feb | - | Staff have GPS'd route to determine if the trail is on MOTI land. |
| Decourcy Drive Stairs – MOTI (EA B) | Submit a permit to MOTI to construct stairs | | ✓ | Complete. |
| Extension School (EA C) | Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission | Nov | + | Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept. |
| Extension Miners Community Park bridge and trail (EA C) | Complete design and install bridge and trail | July Dec Mar 2015 | - | Bridge completed. Trail design is completed and installation is almost complete. Stairs in the park will be built by community volunteers in the spring. |
| Jingle Pot roadside path (EA C EW/PV) | Design and Costing for Tender of multi-use path and/or expanded roadside | July 2015 | ✗ | Meeting with neighbours taken place and meeting with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. Letter sent to MOTI asking them to expand the road shoulder along the road. |
| Andres Dorrit community consultation (EA C EW/PV) | Complete the community survey; compile and assess results | Jan | ✓ | Survey completed. |
| Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV) | Complete studies and designs as determined through the community consultation process | Nov Jan 2015 | - | Report prepared for the June POSAC meeting and decision is to remove house. Staff are reviewing options for removal for the October POSAC meeting. House will be removed in Jan |

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| Blueback Community Park development (EA E) | Complete planning process and develop Phase I | Dec Mar 2015 | - | Draft plan was presented to POSAC and changes are being incorporated into the plan. |
| Meadowood Way Community Park development (EA F) | Complete design, tender and install | July Sept | ✓ | Complete. Opening to be held in Spring. |
| Errington Park upgrades (EA F) | Work with community to upgrade park for the 100 year anniversary | Nov | ✓ | Meeting held with Errington War Memorial Society members to review upgrades to the park. 2014 work completed |
| Errington Community Park (EA F) operator agreement | Complete the agreement with the Errington Hall Society | Apr Dec Mar 2015 | - | Delayed due to staff resource issues. |
| Malcolm Park signage plan (EA F) | Create a signage plan and install | Sept Jan 2015 | + | Staff assessing trail head access and signs for trails are being ordered. Trails GPS'd and signs will be installed in Jan. |
| Columbia Beach well capping (EA G) | Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park | Sept Nov Feb 2015 | - | Lee Rd wells added to the list. Locations need to be verified to confirm which wells are on RDN land. |
| Little Qualicum Hall upgrades (EA G) | Develop multiyear plan for hall repairs and proceed on priority items | Dec | ✗ | Staff investigating funding options. Community Work Funds available but POSAC would like funds to be raised by the community. Staff to revisit in September 2015. |
| Wembley Road roadside path (EA G) | Design and costing for tender of multi-use path and/or expanded roadside | Dec 2014 | ✗ | Discussions and site visit with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. |
| Henry Morgan Community Park Phase II (EA H) | Install swings and porta potty | July Oct | ✓ | Complete. |
| Essary Trail development (EA H) | Work with volunteers to complete the trail | May | ✓ | Volunteers cleared trail. Signs installed. Complete. |
| Agreement Lighthouse Community Park (EA H) | Complete agreement for park management with the Lions Club | Apr Dec | - | Delayed due to staff resource issues. |
| Oakdowne Community Park signs (EA H) | Install signs as per plan | Mar June Oct 2014 | ✓ | Complete. |
| Shoreline Drive stairs (EA H) | Install new stairs | Apr July 2014 | ✓ | Complete. |
| Lighthouse Centre Capital Upgrades and Maintenance Funding | Complete a funding agreement with the Lighthouse Community Centre Board | Oct 2014 | ✓ | Capital Plan received from the Lighthouse Community Centre Board. Drafting contract. Funding approved by RDN Board. Contract sent for signature. |

2015

| Community Parks & Trails Services | action | due date | progress | comment |
|---|--|----------------------------|----------|---|
| Community Park Maintenance Plans | Development and implementation of maintenance plans and schedules | Mar 2015 | - | Delayed due to staff resources. |
| Contract Management | Renew and manage contracts for park's maintenance | ongoing | + | New mowing contracts issued. |
| Village roadside path (EA B) | Trail Construction | 2015 | + | |
| Skateboard Park Site (EA B) | Locate site for future skateboard park | 2015 | + | <i>Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtaining permission at the fire hall. Search for a new site will take much longer.</i> |
| Mudge Island beach access development – Phase II (EA B) | Survey and develop sites as outlined in plan (see Board resolution) | Sept Nov TBD 2015 | - | Davidson Bay site design underway. Archeological review required. Project commencement dependent on findings. |
| Decourcy Drive Park (EA B) | Create a trail and lookout in parkland | TBD New | + | Timing of project to be determined by POSAC through the five-year project plan. |
| Joyce Lockwood Lease renewal | Renew Existing lease | May 2015 | + | Waiting for documents from the Province. |
| Arrowsmith Community Trail (ACT) next phase (EA F) | Plan and develop next phase of trails | 2015 | + | Costing underway for next phase of development. Small group from POSAC working on priorities and standard of development |
| Land agreements ACT trails (EA F) | Complete agreements with private land owners | Feb Oct 2015 | - | Work delayed due to staff resource issues. Now part of Arrowsmith Community Trail project. |
| Meadowood Portable | Report on acquiring and placement of portable in vicinity of park | New | + | Initial discussion with SD 69 taken place on securing and moving a portable to site. Report being drafted for Jan Board. Relocation and upgrading of portable project to commence following Board approval. |
| French Creek Paths and Trails | Design and construct trails and paths in undeveloped Road Right of Ways. | Dec 2015 | + | |

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| Oceanside Cycling Coalition (EA G) | Attend meetings with local community groups for Active Transportation | ongoing | + | |
| Water access planning (EA H) | Work with POSAC to prioritize & implement first phase | Sept 2015 | + | First Phase signage will be installed in 2015. |

2014

| Regional Parks & Trails Services | action | due date | progress | comment |
|--|--|------------------------------------|-----------------|--|
| Brochure | Complete the design; print and distribute copies | Feb 2014 | ✓ | Complete. |
| Goose control | Continue to monitor and review progress of the Guardians of the Estuary | Sept Mar 2015 | + | Waiting for report from the Guardian of the Estuary group |
| Morden Colliery Regional Trail Lease | Work with Province to upgrade and renew the lease | Sept Apr 2015 | - | Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province. Next step is to consult with First Nations. |
| Morden Colliery Regional Trail bridges | Repair and upgrade Thatcher Creek bridges | May Aug | ✓ | Complete. |
| Lighthouse Country Regional Trail Staging Area | Completion of staging area at Lighthouse Community Park entrance | Sept | ✓ | |
| Lighthouse interpretive signs | Produce and install signs | Apr July | ✓ | Signs ordered and will be delivered mid-June. |
| Benson Creek Falls Mgmt. Plan | Complete management plan | Jan | ✓ | Plan adopted by Board Jan 28/14. |
| Benson Creek Falls Regional Park | <ul style="list-style-type: none"> Geotechnical study for placement of stairs to Ammonite Falls | May July May 2015 | - | Delayed waiting for decision from province on early lease renewal. RFP under development. |
| | <ul style="list-style-type: none"> Design and install stairs to Ammonite Falls | July 2015 | + | Due to change in capital budget, design will be done in 2015 and build/install will follow. |
| | <ul style="list-style-type: none"> Design & install parking upgrades at Jamison Road | Apr June | ✓ | Work completed September. |
| Descanso Regional Park upgrades | Campsite and road improvements | May Oct 2014 | ✓ | Underway. Off season work now underway. |

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| Englishman River Regional Park trail development | Trail upgrades and installation of directional signage | Oct Mar 2015 | ✓ | Underway. |
| Horne Lake Boat Launch Upgrades | Repair and upgrade boat launch | May Oct 2014 | ✓ | Delayed due to budget review and adoption. Further delay due to the high level of the lake. Water levels to remain high for the next year. No repairs needed if the water level is high. |
| Horne Lake generator | Replacement of generator | Apr | ✓ | Complete. |
| Horne Lake Regional Park facility upgrades | Upgrade and relocation of campsites per concept plan | Dec | ✓ | Complete. |
| Moorecroft Regional Park - trail upgrades | Update and improve accessibility to sections of trail system | July | ✓ | Complete. |
| Moorecroft Regional Park - facility upgrades | Boat house roof replacement and Kennedy Hall upgrades | Oct | X | Completed boat house roof. Assessment completed for Kennedy Hall upgrades. Kennedy Hall moved to future year. Washroom for 2015. |
| Moorecroft Regional Park - dog issues | Work with bylaw to create a strategy for dog management | May Aug Nov Mar 2015 | - | Delayed due to staff resource issues. The park is now patrolled by animal control and staff have the ability to issue warning tickets. Pamphlet under development. |
| Mount Benson covenant | Work with NALT to complete the covenant | June Sept Nov Apr 2015 | - | Delayed due to staff resource issues. Staff have met with NALT and have the draft covenant. A review of the management plan is now required. |
| Nanaimo River Regional Park - facility upgrades | Upgrade stairs to river | Nov | X | Not proceeding due to environmental constraints. |
| Nanaimo River Regional Park - invasive species | Removal of invasive species at park | Nov | ✓ | Complete. |
| Morden Colliery Mine tipple | Funding to society for engineering report for the tipples restoration | April | ✓ | Study complete. |
| TransCanada Trail | License renewal with Island Timberlands | July | ✓ | Complete. |
| TransCanada Trail | Realign portion of trail for improved accessibility for equestrians | July | - | Agreement in place with Island Timberlands. Waiting for approval from Province for realignment of section through crown land. Now need to get an exemption for Ministry of Environment. Waiting for the exemption approval. |
| Morden Colliery Trail Bridge (EA A) | Design and costing for tender of multiuse bridge over Nanaimo River | June 2015 | + | Herold Engineering retained Mar 11/14 to perform work. Report on bridge options was advanced to RPTSC and EA A PRC for comment in October. Board approved design Nov. Trail design underway. |

2015

| Regional Parks & Trails Services | action | due date | progress | comment |
|---|---|-----------------------------|-----------------|--|
| Park Warden Program | Continue to work with volunteers | ongoing | + | |
| Caretaker Agreements | Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks | ongoing | + | |
| Operator Agreements | Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks | ongoing | + | |
| Partnerships | Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRERCA, ERRP, CMRP and MRP | ongoing | + | |
| Regional Park signage | Install signs and kiosks as per budget plan | Jan 2015 | - | Beachcomber kiosk installed. CPR Trail kiosk to be installed by mid Jan. |
| Management Plan renewals | Create a plan and strategy to review and update plans | Oct Sept 2015 | - | Delayed due to workload. Underway |
| E&N Rail Trail (Coombs to Parksville to French Creek) | Design, including preliminary studies, survey and public consultation | Jan Apr 2015 | + | RFP issued and Koers Engineering selected. Work is underway. |
| E&N Rail Trail (Parksville to Coombs) | Tender and construction of trail | Summer 2015 | + | |
| E&N Rail Trail (Parksville to French Creek) | Tender and construction of trail | Summer 2016 | + | |
| Benson Creek Falls access | Work with woodlot manager and province on the trail selection and agreement | Feb 2015 | + | Waiting to receive paperwork from province. Verbal agreement reached. |
| Benson Creek Falls licence | Work with province to explore early renewal | Mar 2015 | + | Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years. Payment made. Staff waiting on official paperwork. |
| Fairwinds Regional Parks Management Plan | Development of Management Plan | June 2015 | + | Planning commenced Sept. Urban Systems retained. 1 st Open House completed. |

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|--|--|---------|---|--|
| Little Qualicum River Regional Park Bridge | Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river. | Dec | + | Met with lawyer and received direction on legal process and associated implications of taking over the bridge. Board report for Feb RPTSC completed. |
| Little Qualicum River Estuary | Continue to work with partners on invasive plant removal and upgrades to the fish channel | ongoing | + | |
| Regional Park Zoning | Work with Planning Department to rezone parks. | 2015 | + | |
| Top Bridge Trail Upgrades | Work with City of Parksville to Upgrade facilities | TBD | + | Meeting to be held to determine timeline. Parksville is currently undertaking the upgrades. |