

**REGIONAL DISTRICT OF NANAIMO**  
**ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE**  
**WEDNESDAY, SEPTEMBER 16, 2015**  
**10:00 AM**

*(Lighthouse Community Centre, Qualicum Bay)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**ELECTION OF SECRETARY**

**DELEGATIONS**

N. Morton & J. Sanders – Lighthouse Softball Association  
**RE: Lighthouse Community Park softball field improvements**

*Motion to receive delegation.*

**MINUTES**

3-4 Minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held May 20, 2015.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

5 5 Year Planning Review 2015-2019  
Centennial Community Park Open House - discussion

**CORRESPONDENCE/ COMMUNICATIONS**

6-7 M. Puckrin to Director Veenhof, RDN, **RE: Water Access #12**

**UNFINISHED BUSINESS**

**REPORTS**

8-15 Monthly Update Regional and Community Parks & Trail Projects – April 2015

16-23 Monthly Update Regional and Community Parks and Trail Projects – May 2015

24-34 Monthly Update Regional and Community Parks and Trail Projects – June – Aug 2015

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

POSAC Members Term Expiry 2015

**DIRECTOR'S UPDATE**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**Next Meeting**

TBD

Distribution: B. Veenhof (Chairperson), D. Seydel, N. Robertson, B. Ellis, V. Weismiller, D. Wiwchar, T. Osborne,  
W. Marshall, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY**

**REGULAR COMMITTEE MEETING**

**WEDNESDAY, MAY 20, 2015**

**10:00 AM**

**(Lighthouse Community Centre, Qualicum Bay)**

**ATTENDANCE:** Bill Veenhof, Chair, Director, RDN Board  
David Wiwchar  
Nancy Robertson  
Dagmar Sedel

**STAFF:** Wendy Marshall, Manager of Park Services  
Elaine McCulloch, Parks Planner

**REGRETS:** Valerie Weismiller  
Barry Ellis

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**CALL TO ORDER**

Chair Veenhof called the meeting to order at 10:00am.

**ELECTION OF SECRETARY**

No secretary was elected. This item needs to appear on the next meeting's agenda when more committee members are present. E. McCulloch will take the minutes for this meeting.

**MINUTES**

MOVED N. Robertson, SECONDED D. Sedel that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held March 6<sup>th</sup>, 2015 be approved.

CARRIED

**UNFINISHED BUSINESS**

**Water Access Signage**

E. McCulloch provided a verbal update regarding the progress made regarding the installation of the water access signage for access numbers #47, #42, #36, #31, #24, #23, ## 17, #11. Staff will install typical water access signage. The signs can be updated once permission has been granted by the local First Nations through a consultation process.

**REPORTS**

**Monthly Update Regional and Community Parks and Trail Projects – January - February 2015**  
**Monthly Update Regional and Community Parks and Trail Projects – November – March 2015**

Ms. McCulloch gave a summary of the Regional and Community Parks and Trail Projects reports.

**Area H POSAC Outreach Report**

B. Veenhof presented the summary report for the May 10<sup>th</sup>, 2015 Area H POSAC Outreach event put on by the POSAC members.

## 5 Year Planning Review 2015-2019

The following additions/changes were made to the Planning worksheet:

### High Priority 2015

Add: Dunsmuir area POSAC outreach event

### High Priority 2016

Add: Trail Mapping: continue to provide support to volunteer group

Add: McColl Rd, trail signs

### Medium Priority 2017/2018

Add: Connecting School Trail

Add: Henry Morgan Playground Improvements

Add: Lighthouse Regional Trail connection to Bowser/Deep Bay

Move: Dunsmuir CP Park Development

### Additional Project Suggestions

Add: Dunsmuir CP Park Development

Add: Support roadside safety improvements

Add: Stairs to Qualicum Bay – water access development

MOVED N. Robertson, SECONDED D. Sedel that the reports be received.

CARRIED

## NEW BUSINESS

### **Dunsmuir CP – POSAC Outreach Event**

Date: Friday, September 18<sup>th</sup> evening

Purpose: To gather park improvement ideas from local residents.

N. Robertson to ask volunteer group if they would like to help coordinate the event. E. McCulloch to work with local volunteers to put on the event; ad mail posters to local residents; provide posters to POSAC members to put up before the September long weekend; provide map & sticky notes to capture community feedback. Ideas for the event include BBQ, bouncy castle.

## DIRECTOR'S UPDATE

B. Veenhof provided an update on the proposed Rest Stop at Horne Lake Rd and the Inland Hwy.

## ADJOURNMENT

MOVED D. Wiwchar that the meeting be adjourned at 11:35 am.

CARRIED

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Chair

## RDN Electoral Area 'H' Community Parks

### 5-Year Project Planning: 2015-2019

#### PLANNING WORKSHEET

September 2015 includes updated info from May 20th, POSAC meeting

A suggested schedule for completion of each phase of the process is presented in the following chart.

current year project	Park Code	Budget Notes	General Notes
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#### Ongoing Projects

Administrative support for Electoral Area 'H' POSAC			in-house: staff time
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#### High Priority Projects (2015/2016)

Water Access signage #47, #42, #36, #31, #24, #23, #18, #17, #11		\$4,000	2015 budgeted amount
Shoreline Drive stair repairs		\$10,000	2015 budgeted amount
Maintenance Contract - Henry Morgan		\$8,500	2015 budgeted amount; estimate
Oakdowne CP: Crown Lease renewal & acquisition of surrounding properties		\$0	in-house: staff time
Dunsmuir Area: POSAC outreach event		\$0	in-house: staff time
Trail Mapping Support to Volunteer Group			
McCull Rd - trail signs			make signage reflect that horses are welcome
Dunsmuir Area: community consultation re: park needs & design		\$10,000	2016 order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2016
Wildwood CP: signage improvements		\$7,500	\$7,500 from Community Parks + \$7,500 from Regional Parks

#### Medium Priority Projects (2017/2018)

Connecting School Trail			
Henry Morgan playground improvements			high fence behind bball hoop; improved log play structure, play equipment additions to picnic shelter
Lighthouse Regional trail connection to Bowser/Deep bay			min. req'd \$ from Community to develop; to turn into Regional Trail in future as funding becomes available
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2017
Islewood Dr. trail linkage & signage		\$10,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)

#### Low Priority Projects (2019)


#### Additional Project Suggestions

Dunsmuir Area: community park development	B-32	\$50,000 - \$100,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only) \$20,000 available for development from re-zoning amenity contribution; PL2011-178 - Deas - 2900 Leon Road
Support roadside safety improvements			
E&N community trail by rail			
Stairs to Qualicum Bay - water access development			Identify where existing beach accesses are in this area - put maps showing where they are in restaurants/bulletin board
Lions CP: community consultation & park concept plan			

#### Completed Projects

2015	Thompson Clarke Trail Lease Renewal		\$0	in-house: staff time
2015	Park Open house: presentation materials & attendance		\$0	in-house: staff time
2015	Contribution of Lighthouse Community Hall Upgrades		\$20,000	2015 budgeted amount
	Oakdowne Trails: signage plan and sign installation		\$4,000	
	Henry Morgan CP: play equipment installation		\$12,000	
	Henry Morgan CP: porta potty surround		\$3,000	
	Essary Rd: trail development & signage		\$1,000	
	Shoreline Drive Stair Repair		\$5,000	
	Contribution of Lighthouse Community Hall Upgrades		\$20,000	2014, from Community Works funds

**From:** Bill Veenhof  
**Sent:** Monday, June 15, 2015 10:37 AM  
**To:** McCulloch, Elaine  
**Subject:** Fwd: Area H Update - May 2015

Is this one of the beach accesses we are targeting?

Bill Veenhof  
Director, Area H  
778-424-2810

Follow me on Facebook at <https://www.facebook.com/pages/Re-elect-Bill-Veenhof-for-RDN-Area-H/601034586674892>

Begin forwarded message:

**From:** "Mary Jane Puckrin" <[mj@netventures.ca](mailto:mj@netventures.ca)>  
**Subject:** RE: Area H Update - May 2015  
**Date:** June 2, 2015 at 11:03:34 PM PDT  
**To:** "Bill Veenhof" <[Bill.Veenhof@shaw.ca](mailto:Bill.Veenhof@shaw.ca)>

Hi Bill,

I live at 5400 Island Hwy W. The beach access is, across the road, about four properties up island from my address. In general, to describe it, it is half way between the Horne Lake Rd exit and Shaw Hill. But these are very broad descriptions. Come on over, or send a POSAC person over, and I will walk you to the beach access. If you didn't know about it, you wouldn't find it. One feels like one is trespassing on someone's property because it has been included in the lawn, feel of the lot. They keep the grass cut and it is just a continuation of their property. At one point years ago, I contacted the RDN because the cement post had been knocked over and semi buried. The RDN put it back in place. I don't know what the situation is with it now. The people who live on either side (parents and daughter) are nice people....but this is a beach access and, in my opinion, been taken away from us to feel comfortable using.

I have actually given up using the access. It is not worth the fight and struggle with neighbors. I accept that I live on the 'other' side and forget wanting/liking to walk over to the ocean.

It would be nice if it was somehow divided off, made to look like it was a place to be without being in someone else's yard.

Mary Jane Puckrin  
757-8854

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**From:** Bill Veenhof [<mailto:Bill.Veenhof@shaw.ca>]  
**Sent:** June-02-15 4:08 PM  
**To:** Mary Jane Puckrin  
**Subject:** Re: Area H Update - May 2015

Mary Jane: Which beach access are you referring to? The POSAC has many in mind for signage and clearing.

Bill Veenhof  
Director, Area H  
778-424-2810

Follow me on Facebook at <https://www.facebook.com/pages/Re-elect-Bill-Veenhof-for-RDN-Area-H/601034586674892>

On May 27, 2015, at 9:56 PM, Mary Jane Puckrin <[mj@netventures.ca](mailto:mj@netventures.ca)> wrote:

Hi Bill,

Thanks for keeping us updated with Area H newsletters.

In reading about the work of Area H POSAC, I was wondering if one day they could look at the beach access near where I live. In my opinion it's entrance has been kept very hidden. Over many years one adjoining property has groomed their lot and the beach, so that the beach access looks like it is part of the property's lawn. The two adjoining properties are now owned by two generations of the same family. In the past, when they have had family reunions, they have used the beach access for tents and parking, making it difficult, and embarrassing to manoeuvre. The past owner of the property (now deceased) had actually become annoyed at me for using the path and requested I use her driveway as she didn't want the path to be obvious (worn and visible).

Thanks for considering this,  
Mary Jane Puckrin

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

**DATE:** May 20, 2015

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

**MEETING:** D69 Recreation Commission –May 21,2015  
All POSAC's, RPTSC

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- April 2015**

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## RECOMMENDATION

That the Parks Update Report for April 2015 be received as information.

### Regional and Community Parks

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

#### Electoral Area Community Parks

##### **Area A**

At the Cedar Skate Park a large volume of graffiti was removed. The Parking lot was re-graded for the second month in a row following damage done by park visitors, and site clean-up work was carried out. A damaged bollard was also re-installed at the site. A vandalized sign was removed.

Park staff and GIS staff GPS'd Thelma Griffiths and the Cedar Skate Park for inventory and planning purposes.

Staff met with RDN planning staff and the Fire Chief regarding a potential dry hydrant installation at the Quenelle Lake Boat Launch.

A tree fort was removed at the Morden Colliery Community Trail. Garbage clean-up work was also carried out.

Staff provided planning information to the BBCTRA Nanaimo Trail Ride planned for June 20<sup>th</sup>.

Staff provided advice to a Whiting Way Community Park neighbour regarding his inquiry regarding the possibility of extending the existing dyke across the southern end of the wetland.

##### **Area B**

Received the Province's offer to renew the licence of occupation over Joyce Lockwood Community Park and initiated processing of renewal.



Staff continued to work with and complete the outstanding items regarding the Huxley Community Park Master Plan. Staff collaborated with the Gabriola Island Lions Club to submit a grant application for the playground at Huxley Community Park. Park maintenance requests were received from user groups, and staff is working to schedule pressuring washing of the tennis and ball hockey courts at Huxley Community Park. Tennis court signage was ordered and received from the manufacturer, with installation expected for May/June.

Staff met with community members and a playground supply representative regarding the potential playground equipment installation possibilities at both Huxley Park and Rollo-McClay Park.

Water delivery/supply work was ongoing at Rollo McClay Community Park. The field mowing contract continued, and additional fertilizer was ordered.

A large, fallen hazard tree was removed from a neighbour's yard adjacent to Malaspina Galleries Community Park.

### ***Area C – Extension***

At Extension Miners Community Park staff added soil and seeded the area around the new picnic table.

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

Park staff installed new signage at two locations on the Meadow Drive Trail cautioning people that there is a bend in the trail ahead. Staff also cleared brush, removed debris, and installed posts and signage.

At Creekside Community Park staff graded the parking lot and removed garbage.

At Anders and Dorrits Community Park staff contracted the decommissioning of the old septic tank for the residence (now demolished/removed). The security chain gate was repaired and stabilization of the existing grape trellis was also carried out.

### ***Area E***

Staff continued to develop and refine the Blueback Community Park Concept Plan. Staff also met with a vegetation management specialist regarding the recommended way to treat the invasive blackberry issue at the park.

Staff attended two site visits to the pending community park dedication on Oakleaf Drive; one with senior management and other with members of the Parks and Open Space Committee.

Park staff conducted a site visit with MOTI and submitted a Road Permit for Claudet CP development.

Jack Bagley-Staff removed garbage, painted over graffiti.

At Stonelake Community Park brushing work was completed.

Graffiti was removed from the parking area at Jack Bagley Community Park.

**Area F**

The Coastal Fire Centre initial attack crews and park staff installed signage and removed hazard trees in Malcom CP.

At Malcolm Community Park staff liaised with Ministry of Forests Coastal Fire Base and installed several new posts and signs.

Hydro seeding work was completed at Meadowood Community Park. Several incidents of vandalism to the security fence surrounding the project were dealt with. Weed reduction work was also carried out by the park development contractor. A picnic table was ordered for the site, to be installed in May or June.

Staff liaised with a community volunteer regarding upcoming tree removal, brushing and trail development work at Errington Community Park. Following the removal of numerous trees a group of volunteers assisted with removal of the downed timber and branches, which was chipped and hauled away by a contractor.

Mowing work continued at our newly-acquired community park at the French Creek Community School. Staff contacted park neighbours prior to the removal of several trees and brushing work along the fenced perimeter. This work was carried out by a contractor.

**Area G**

Playground equipment was pressure washed and invasive blackberry was removed at Boulton Community Park.

Other pressure washing work in Area G included tables and benches at Neden Community Park and a crash gate at Lee Road Community Park.

Staff provided continuing support to a Dashwood resident regarding the possibility of a community garden in Dashwood Park.

**Area H**

Staff continued to assist community trail volunteers with the production of local (non-RDN) trail maps.

Staff concluded work on the renewal of the RDN's ROW licence at the Sunny Beach water access, and renewal of the private land use agreement for the Thompson Clarke – Ocean Trail.

Staff contacted the Lions Society regarding updated insurance for use of Lions Community Park.

Building materials for the construction of two new pedestrian footbridges were ordered, for installation at Islewood Community Park.

Trail brushing work and vandalized sign replacements were completed at Oakdowne Community Park.

**Miscellaneous**

Staff continued work on clarifying park names and civic addresses for the RDN's approximately 200 community parks, trails and open spaces.

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 several information requests were received from the public. All playground inspections were completed throughout the district. Parking curbs were ordered and installed at the Parks function's new office building at 1490 Springhill Road.

### **Community Works Projects**

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

Design work for the Village Trail is on-going. A pre-construction cost estimate will shed light on whether the project will be phased or constructed at one time. The project's construction schedule will be determined following any phasing decisions and MOTI's approval.

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

Park staff toured Claudet Road Community Park with the Area Director to review the potential trail layout. Park staff conducted a site visit with MOTI and submitted a Road Permit for trail development.

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

Staff prepared and distributed a package on the Arrowsmith Community Trail Price Road Trail project (ACT 4) to approximately 20 neighbours in the trail vicinity. Staff liaised with one neighbour concerning falling and drainage issues. Hazard trees were removed.

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

Staff and consultants met to review the 75% design drawings and discuss next steps. Preliminary cost estimates are indicating that a phased construction process will be required and will be determined in May. Submissions to the Island Corridor Foundation (ICF) and Southern Rail (SVI) will occur in May. Additional submissions will occur following any input from the ICF and SVI.

### **Regional Parks**

#### ***Arboretum***

Park staff conducted park inspections and park maintenance. Volunteers built a picnic table for the park. Park Staff GPS'd the Arboretum to develop a kiosk map.

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

Work was completed on the two-year renewal of the RDN's licence from Island Timberlands over the upper section of the trail.

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

Park staff conducted park inspections and trail maintenance.

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

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Park staff graded the parking lot.

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

Park staff conducted trail inspections.

***Coats Marsh Regional Park***

Park staff and a structural engineer conducted an annual inspection of the park residence. Park inspections were carried out.

***Descanso Bay Regional Park***

Park staff conducted park inspections. The park operator and park staff located a disturbed midden reported by an archaeologist. The midden was capped with soil and wood chips.

Staff prepared an eight-month extension of the existing Park Operator contract with a view to undertaking a formal request for park operations proposals in the fall of 2015.

Staff liaised with the Park Operator regarding 2014 year-end finances and statistics, and Oceans Day 2015.

***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.

A retaining wall was built in the park along a trail. A final inspection was completed by an Engineer and Building Inspection department.

Park staff installed wildlife awareness decals on the kiosk.

Staff worked with the Park's longstanding volunteer park warden on resolving transfer of weekly report images. The warden was supplied with a new RDN digital camera.

***Horne Lake Regional Park***

Park staff conducted park inspections. RLC and RDN staff conducted an annual hazard tree assessment. Annual planning session was conducted on site to review operational tasks for this year.

The quarterly meeting with the Park Operator RLC was held.

***Lighthouse Country Regional Trail***

Park staff conducted trail inspections and trail maintenance. Park staff installed no horse signage at each end of the Nash and Ridgewil Bridge locations and on less used trail heads along the trail.

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

Staff worked with the BC Conservation Foundation on the addition of mulch to the 2014 plantings along the fish channel. Staff reviewed the Guardians of the Mid-Island Estuaries's final Canada Goose Project report and conferred with co-landowner Ducks Unlimited on acceptance and next steps. Release of final \$10,000 to the Guardians was recommended.

***Little Qualicum River Regional Park***

Staff removed an illegal campsite from the park. Staff got new pins and new locks for the gates (which had been previously cut to gain access) and installed signage stating the bridge is closed. A contractor installed concrete barriers at each end of the bridge to block vehicles from going onto the bridge which was deemed unsafe by an engineering firm.

**Moorecroft Regional Park**

Park staff conducted park inspections and trail maintenance.

**Morden Colliery Regional Trail**

Park staff conducted trail inspections and maintained trails. Park staff removed a fort from the trail. Staff met with Area A residents with regards to future expansion of the Morden Colliery Regional Trail.

**Mount Arrowsmith Massif Regional Park**

Staff liaised with the Alpine Club of Canada Vancouver Island Chapter on volunteer participation in trail maintenance at the Regional Park. A meeting was held to discuss a work project in May.

**Mount Benson Regional Park**

Park staff conducted park inspections and replaced a broken sign post with a new one at the te'tuxw'tun trailhead. Coastal Fire Centre Initial Attack Crews assessed the park for potential helipad locations. A meeting with NALT to review a draft park covenant is scheduled for May.

**Nanaimo River Regional Park**

Park staff conducted park inspections and trail maintenance.

**Top Bridge Regional Trail**

Park staff installed speed bumps on the road to the parking lot with associated signage on telespar. Park staff installed wildlife awareness decals on the kiosk by the suspension bridge.

**Trans Canada Trail**

Park staff conducted trail inspections. Staff loosened the cables on the trees at the Haslam Bridge and installed a new cable. Gravel was spread on the Haslam Trail trailhead.

**Witchcraft Lake Regional Trail**

Park staff conducted trail inspections.

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

Park staff completed a second draft of the Management Plan which was reviewed by the Snaw-naw-as First Nation on April 14 and the project Advisory Committee on April 15. Preparations for the May Open House, including final plan revisions, web and newspaper notices, a public survey and presentation panels, were completed in late April.

**Miscellaneous**

Park staff attended a section 9 meeting held by Ministry of Forests, Lands and Natural Resource Operations.

Staff participated in UBCM's conference call on the Province's new Off-road Vehicle legislation.

**Operational and Efficiency Review**

Staff met to discuss departmental efficiencies and opportunities to improve on them. This information was provided for incorporation into the O&E report. Parks staff also held a planning day to review workflow and distribution to identify inefficiencies in the work processes. Recommendations were

created and incorporated into the O&E report. Parks staff incorporated additional information into the draft report.

### ***Website and Communications***

Staff provided input on parks for the spring issue of Regional Perspective. Staff reviewed the final product of Tourism Vancouver Island's inventory of Island and Sunshine Coast trails. Staff continued to supply various locations, e.g., Tourism Nanaimo, and RDN offices with copies of the Regional Parks and Trails Guide and individual park maps.

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

Staff worked on internal procedures and tracking mechanisms for park use permits. Staff explored the new event insurance product being offered to local government by the Municipal Insurance Association. Staff continued to provide advice to the North Island Film Commission and various commercial outfits on potential locations and land ownership.

May park use permits completed and inquiries received including:

#### Area A

- Worked with the Nanaimo Skateboard Association on a park use permit for a September fundraiser at the Cedar Skate Park.
- Staff liaised with RDN WaterSmart regarding Grade 4/5 school field trips to Nanaimo River Regional Park during the spring and fall.
- Staff assisted the RCMP with park use permit for three dive training exercises at the Regional Park, with the first having passed very well.

#### Area B

- Staff concluded work on the Gabriola Land and Trails Trust's park use permit for guided walks through Cox, 707 and Petroglyph Trail community parks as well as Descanso Bay Regional Park.

#### Area C

- Staff worked with the BC Competitive Ride Association on routing for their 2015 mid-Island event using the Pipeline Trail section of the Trans Canada Trail.

#### Area E

- Staff clarified the park use permitting process for Jack Bagley Community Park with the Recreation side of the Department.
- Staff liaised with the National Conservancy of Canada regarding park use permit activities at Moorecroft Regional Park.

#### Area F

- Staff assisted the Arrowsmith Community Recreation Association with a park use permit for the June Coombs Family Picnic at the French Creek School Community Park.
- Staff liaised with the Unicorn Farm owners regarding a park use permit for outdoor summer music classes at the same park.

Area G

- Staff addressed park use applications for the Silver Spur's annual summer Ride for Hospice through the Rivers Edge community parks and at Englishman River Regional Park,
- Processed an application for the Mid-Vancouver Island Habitat Enhancement Society's June River Run in Englishman River Regional Park.
- Processed a permit for the RDN WaterSmart's Grade 4/5 school tours to be held at Englishman River Regional Park during the spring and fall.

Area H

- Staff began work with the Mid-Island Bluegrass Society on a park use permit for the late June 2015 Bluegrass Festival at Lions Community Park.



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Manager of Parks Services



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General Manager Concurrence

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

**DATE:** June 10, 2015

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

**MEETING:** D69 Recreation Commission –May 21,2015  
All POSAC’s, RPTSC

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- May 2015**

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**RECOMMENDATION**

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

**Regional and Community Parks and Trails**

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

**Electoral Area Community Parks**

**Area A**

Park staff reviewed design work for a possible information and seating kiosk at Cedar Plaza in collaboration with a community designer and builder.

Due to another incident at the Cedar Skate Park a large volume of graffiti was removed. This is two months in a row the department has dealt with similar vandalism at the site. Staff provided a summary of expenses for the construction of the Cedar Skate Park to the Province, a reporting requirement of the Community Recreation Grant.

Site brushing, garbage collection and maintenance work was carried out at three beach access sites (Nelson Road, Ritten Road, and Pylades Road).

A new Community Park located on Mac Millan Rd in Cedar was officially transferred to the RDN on April 16<sup>th</sup>.

**Area B**

Staff prepared a board report and associated documents supporting a 30-year renewal of the licence of occupation from the Province for Joyce Lockwood Community Park. The renewal was supported by the Board.

Staff completed a review of community park names, and prepared a report for the POSAC on naming protocols and some suggested name revisions for Area B.



Water delivery/supply and chlorine monitoring work was ongoing at Rollo McClay Community Park. The field mowing contract continued, and summer fertilization of the field took place. Park and field user data was collected to better determine/schedule water delivery requirements for the park.

Staff liaised with community members regarding a proposed playground development for Rollo McClay Community Park and worked with a playground distributor to develop playground design options and cost estimates.

Staff worked with the Gabriola Island Lion's Club to prepare and submit a Coop Community Spaces grant application for the proposed playground at Huxley Park. A damaged fence was repaired at the Park.

### ***Area C – Extension***

Park staff conducted a park inspection at Nanaimo River Canyon Community Park. Access (key) was granted by TimberWest's Couverdon Real Estate department for RDN staff to access the site on the existing road which travels through Timberwest property. RDN staff and Couverdon met to discuss a joint venture for management of their property and the park.

### ***Area E***

At Nanoose Road Community Park staff brushed all walking trails and the playground area.

At Collins Crescent Community park staff removed garbage from the park and responded to a call from a neighbour about motorcycle and bicycle jump construction. This site will be monitored for additional development in the coming months.

Staff continued to work with the Landscape Architecture consultant to refine the concept plan for Blueback CP.

Staff prepared and distributed the May 27<sup>th</sup> Electoral Area E POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

### ***Area F***

At Meadowood Community Park staff completed playground, parking lot, and park development work, and installed several signs. Tree watering was also conducted throughout the month on new plantings. The park was opened for public use on May 29<sup>th</sup>. Recreation and Parks staff started planning the Meadowood CP Grand Opening event scheduled for June 22<sup>nd</sup>.

At Errington Community Park a large volume of trail surfacing and development work was completed, and the former tennis court area was cleared. Parking lot grading and improvements were also completed.

Contracted tree falling and brushing work was completed at French Creek Community School. The playground equipment was inspected and pressure washed.

### ***Area G***

Parks staff attended a meeting with the RDN Planning Department, the Ministry of Transportation and Infrastructure and the French Creek Residents Association to hear from the Association on some of the concerns they have with the form and character of subdivision and transportation planning in their

community. The meeting clarified some of the constraints and parameters within which subdivisions, roads and greenspaces are planned in the Regional District context and that it is quite different than in a municipal setting. There was a strong desire for greater community input to these processes. Intent to hold bi-annual meetings was discussed and may be a first step in continuing open dialogue between the Association, MOTI and the RDN.

Trail and park brushing work was carried out at Barclay Crescent Bridge, Miller Road Community Park, Lee Road Community Park, Hawthorne Rise Community Park and Boulton Community Park.

Staff liaised with RDN Utilities regarding upcoming broom removal work at River's Edge Community Park.

### ***Area H***

Staff continued to work with the Director and area volunteers on the mapping of non-RDN trails in Qualicum Bay – Bowser.

Staff worked with MoTI staff to confirm that their records of old RDN water access permits are complete.

Two pedestrian footbridges were constructed at Islewood Community Park.

Park maintenance including garbage removal, pressure washing, and trail brushing was conducted at Deep Bay Community Park, Henry Morgan Community Park, McColl Road Community Park, Rose Park, and several MOTI beach access sites.

Two hazard trees were removed at the Ocean Trail/Thompson Clarke Trail.

Staff provided display material for the H Parks Open House held on May 10<sup>th</sup>.

Staff prepared and distributed the May 20<sup>th</sup> Electoral Area H POSAC meeting agenda package, attended the meeting and provided the meeting minutes.

## **Community Works Projects**

### ***Area B***

Design work is nearing completion for the Village Trail project. Following design completion, a pre-construction cost estimate will be prepared and will provide an indication of whether construction phasing over time is required. The project's construction schedule will be determined following any phasing decisions and MOTI's approval.

### ***Area C – East Wellington***

Since the improvements to the Benson Meadows Path were completed in February, the Parks Department has received a number of complaints from residents that motorized vehicles (ATVs, dirt bikes) were using the trail. As per the RDN's Park Use Bylaw No. 1399, motorized vehicles of this type are prohibited from all RDN Parks and Trails. Signage on the trail informs users of this rule. With input from the RDN's Bylaw Department, Parks Staff distributed a letter to the neighbourhood reiterating this message. Park staff monitored use on the Benson Meadows Path and due to complaints regarding ATV usage and overall trail safety, barriers were placed to stop ATV's from speeding on the path.

**Area F**

Staff clarified the development plan for the Price Road Trail ACT4 with MoTI and neighbour. Work will now proceed in mid-June.

**Regional Significant Gas Tax Project**

The Rail Trail project is currently at 75% design completion and work is underway to move towards finalizing design along the entire 10.9km route. Preliminary cost estimates indicate that a phased construction process will be required. Staff will be presenting phasing options to the Regional Parks and Trails Select Committee in June. Once a decision is made on which portion of the project to construct first, staff can move forward with acquiring the necessary permits and approvals for that portion of trail construction. A target for tendering that portion of trail can also be established.

Depending on project phasing and funding availability, staff have begun to investigate the option of locating a trail head and parking area on a parcel of Crown land that is situated adjacent to Church Rd and bordered by the rail corridor. The decision to proceed with an application to the province for the use of this land will depend on the Board's direction on overall project phasing.

Staff met with City of Parksville staff to share information on both the RDN Rail Trail project and the City's Water Service project, which plans for trail within the railway corridor from the Englishman River to the City's Springwood Park. Ongoing coordination is required as both of these exciting projects move forward. Staff also continued correspondence with the Agricultural Land Commission and the Island Corridor Foundation on the status of the trail design.

**Regional Parks****Arboretum**

An existing kiosk in the Arboretum is currently standing empty. Staff have drafted information that could be posted on the vacant sign and intend to review the information with the volunteers who have been very active with the site over the last number of years. The future vision for the site has yet to be confirmed, pending a meeting between the RDN Parks and Solid Waste Departments to establish a clear park boundary that can be brought forward for park planning purposes. Planning of the property, located in the City of Nanaimo, will need to abide by City zoning and regulations. Park staff conducted park inspections and trail maintenance.

**Beachcomber Regional Park**

Park staff conducted park inspections and trail maintenance.

**Benson Creek Falls Regional Park**

Park staff conducted park inspections and trail maintenance. Staff monitored the illegal parking issue on the Jameson Rd, Creekside Place corner. Illegal parking is still occurring but at a lesser rate. Park staff are directing the public to contact the RCMP as this is an infraction of the Motor Vehicle Act. RDN Bylaw are also monitoring the situation.

**Big Qualicum Regional Trail**

Park staff conducted trail inspections.

***Coats Marsh Regional Park***

Park staff conducted park inspections. A new trail has been located by staff on the south side of the wetland. The trail is to be built this year once it has been reviewed by Natures Trust staff.

***Descanso Bay Regional Park***

Staff prepared the Oceans Day 2015 event poster and buttons, and assisted the Park Operator with event gear. Event notices were posted on the RDN web site and scheduled into Facebook and Twitter.

***Englishman River Regional Park***

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Park staff installed more barriers to prevent ATV's from entering the park. Staff also repaired a vandalized sign.

***Lighthouse Country Regional Trail***

Staff worked with MoTI and an applicant for a driveway permit along Lioness Blvd and across the 1950 Gazetted Highway on conditions for development and sharing of the road allowance with the Regional Trail. Site meeting held and plan determined which should see little major change to existing Regional Trail development at the Lioness parking lot and trailhead area, with any major change to be completed at the cost of the driveway applicant. Park staff conducted trail inspections and trail maintenance.

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

Final report from the Guardians of the Mid-Island Estuaries on a Canada Goose management plan strategy accepted and last payment of \$10,000 released to the group. Park staff conducted park inspections.

***Little Qualicum River Regional Park***

Park staff conducted park inspections. Staff continue to repair vandalized signs at the closed bridge. Fortunately the pins on the gates are still securing access and the concrete barriers remain in place.

***Moorecroft Regional Park***

Park staff conducted park inspections and trail maintenance.

***Morden Colliery Regional Trail***

Park staff conducted trail inspections and maintained trails.

***Mount Arrowsmith Massif Regional Park***

Staff joined Russ Moir and Mike Hubbard from the Alpine Club of Canada Vancouver Island (ACCVI) on a hike to review the erosion issues on the Judges Route. A volunteer team went up to define and repair a section of the route the following day. Staff followed up on the outcome of the work party and worked with the ACCVI members and the RDN Finance Director on clarifying the nature of the RDN's volunteer insurance package.

***Mount Benson Regional Park***

Staff prepared a report summarizing the outcome of the Mount Benson Regional Park Management Plan Five-Year Review meeting that was held in February between RDN Staff and Nanaimo & Area Land Trust Staff. Major accomplishments in the park over the last five years are noted as well as upcoming projects planned for the next five years. Suggested refinements to the wording of two of the management policies (Policies 1 and 7) and an updated Park map are also presented for Board approval. These proposed revisions stem from a need to improve the clarity of these two policies as they are reflected in the draft Covenant document that has also been prepared by the RDN and NALT for the property.

Work continues on the draft covenant. Staff worked with the RDN lawyer, forwarded the new draft to NALT, discussed new revisions with the lawyer and then met with NALT to discuss outstanding points of disagreement. There are one or two outstanding points to be worked out. The final park covenant document will be ready for Board consideration in the fall.

Park staff conducted park inspections. GIS and parks staff GPS'd trails and signs on Mount Benson. Park directional signs have been produced for NALT to install in June.

***Nanaimo River Regional Park***

Park staff conducted park inspections and trail maintenance. Staff repaired a vandalized split rail fence which was erected for public safety and to prevent further erosion.

***Parksville - Qualicum Links***

Park staff conducted trail inspections.

***Top Bridge Regional Trail***

Staff provided input for an article on the Regional Trail to be published in Eyes on BC.

***Trans Canada Trail***

Park staff conducted trail inspections and removed hazard trees along the Pipeline trail.

***Witchcraft Lake Regional Trail***

Staff repaired expanded metal which was bent due to a dirt bike.

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

An Open House was held on May 13 to receive feedback from the public on the draft management plan. Park staff coordinated final plan revisions based on feedback received at the Open House and through an online public survey (available on the project website from May 1 to May 22). The plan will be submitted to the Regional Parks and Trails Select Committee and the Regional Board for review in June.

**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 several information requests were received from the public. Gas venting was installed in the Parks Operations workshop.

A few staff attended the Regional District Parks pre-BCRPA Symposium meetings in Victoria and a couple also attended the Symposium.

Staff provided input on trail data for the Regional Growth Management Strategy Review.

### ***Website and Communications***

Staff clarified temporary trail closure information and link to Island Timberlands blog on RDN web site. Staff initiated work on parks content for Fall/Winter Active Living Guide.

### ***Operational and Efficiency Review***

Staff continued to work on recommendations and final edits to the final report

### ***Workload Distribution Meeting***

Staff met to discuss a new format for division of work across the RDN Parks and Trails network. Currently, staff time is allocated to either Regional or Community Parks & Trails. However, for several reasons (e.g. high demand at the Community level, lack of one point of contact for each community on all park related questions, etc.) the idea to divide workload by Electoral Area was proposed through the Operational and Efficiency review. Staff met to discuss how this change might unfold in the coming months.

### ***Project Summary Sheet***

Staff have prepared an Information Summary Sheet as a means to track key information about Park projects and to help with information sharing between projects of a similar nature. The sheet is in draft form and needs to be tested with a project to check its usefulness and make any edits that might arise from a trial run.

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

Staff worked with the RDN Finance Director on subscribing to the new event insurance program on offer from the Municipal Insurance Association.

Parks permits approved and in process include:

#### Area A

- Worked with the Nanaimo Skateboard Association on a September fundraiser at the Cedar Skate Park.
- Park use permit to the RCMP for underwater search training extended to include an additional session in May. Site considered excellent for training purposes. Final training session scheduled for September.

#### Area B

- Approved a park use permit to the Local Island Trust Committee regarding a public meeting to be held at Sea Fern Lane Community Park on Mudge Island.
- Worked with the Legislative Coordinator and the Gabriola Softball Association on a permit for a mid-June ball tournament (including beer garden) at Rollo McClay Community Park; permit approved.

#### Area C

- Worked with RDN Water Services on permit for a proposed upper watershed weather station and snow pillow monitor to be installed at Mount Arrowsmith Massif Regional Park by the Province.

Provided information concerning a 2009-12 weather station at the Park that was permitted to the Ministry of Forests.

- Continued to assist the BC Competitive Ride Association with event planning along the Pipeline Trail section of the Trans Canada Trail.

Area E

- Assisted bride-to-be with September wedding ceremony plans involving Beachcomber Regional Park or Brickyard Community Park.
- Worked with a seniors group looking to host a picnic at Moorecroft Regional Park.

Area F

- Worked with the Arrowsmith Community Recreation Association on a permit for the 35<sup>th</sup> Coombs Community Picnic, to be held at the French Creek School Community Park in June.
- Concluded work on a park use permit to Corcan Meadowood Residents Association for Canada Day celebrations (including beer garden and fireworks) at Meadowood Community Park. Permit approved subject to permission from Coastal Fire in respect of fireworks.

Area G

- Assisted the Mid-Vancouver Island Habitat Enhancement Society with event preparations for the fifth annual River Run at Englishman River Regional Park; park use permit approved.
- Reviewed the park use permit application from the Silver Spur Riding Club for the 17<sup>th</sup> annual Vancouver Island Memorial Ride, which for ten years now has been held at Englishman River Regional Park and also involves the Rivers Edge community parks and Top Bridge.

Area H

- Continued work with the Mid-Island Bluegrass Society on a Festival permit for the end of June at Lions Community Park.




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Manager of Parks Services




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General Manager Concurrence

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

**DATE:** September 10, 2015

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

**MEETING:** EA 'A' PRCC , D69 Recreation Commission –  
September 2015  
All POSAC's, RPTSC

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- June, July, August 2015**

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## RECOMMENDATION

That the Parks Update Report for June, July and August 2015 be received as information.

### Regional and Community Parks and Trails

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

#### Electoral Area Community Parks

##### *Area A*

At the Cedar Skate Park staff performed weekly watering of newly planted trees, pruned trees and removed weeds in the beds. Brushing and weeding work was completed along the Morden Colliery Trail and throughout the Cedar Plaza area. At Nelson Road boat launch staff removed garbage and cleared blackberry. Planning for a privacy surround for the portable toilet at this site was also begun. At Pylades Road beach access staff cleared the trail performed beach access stair maintenance work. At Ritten Road Boat Launch staff conducted brushing work and removed illegally dumped garbage.

Staff toured a number of MOTI water access sites with Parks, Recreation and Culture Commission members to review potential development opportunities to improve public access to the water.

Staff prepared and distributed the June 17<sup>th</sup> Electoral Area A Parks, Recreation and Culture Commission meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff coordinated conceptual design work and preliminary cost estimates for a future kiosk structure at the Cedar Plaza entrance to the Morden Colliery Regional Trail. A surveyor was contracted to complete a legal and topographic survey of the existing plaza in order to move forward with final design and engineering work. In August, staff met with the project designer and Herold Engineering to begin engineer design work on the future kiosk structure for Cedar Plaza.



**Area B**

Water delivery/supply and chlorine monitoring work continued at Rollo McClay Community Park throughout the summer. The field mowing contract remains underway. Dugout benches were replaced at the ballfield, and the concession building and dugouts were painted.

Regulatory parking signage was replaced at El Verano boat launch following a theft/vandalism incident, and beach access stairs at several sites were inspected for damage and wear and tear.

At Hummingbird Community Park staff removed and rebuilt the landing for the beach access stairs. Site assessment and signage planning work was started for the parks and trails in the Whalebone Parks area. Survey work will be ordered in September to clarify property lines along some sections of the trails connecting the parks.

Illegally dumped garbage was removed from Huxley Community Park.

Staff worked with a Landscape Architect consultant to prepare detailed construction drawings and costing for the proposed phase 1 construction / upgrades for Huxley Park and prepared a grant application for the Canada 150 Infrastructure grant. If the grant application is successful Phase 1 construction would include the replacement of the sport court perimeter dasher boards, tennis court resurfacing, a new community plaza and site preparation for the playground.

Staff assisted the Islands Trust with an inquiry regarding waterfront at the bottom of Brickyard hill. Staff also assisted an Islands View Drive waterfront resident with undeveloped road allowance and trail bisecting property. GaLLT contacted and dealt with landowner to rectify erroneous community directional signage to access.

The Licence of Occupation renewal (30 years) for Joyce Lockwood was received from the Province and processed for signature.

**Area C – Extension**

At Extension Miners Community Park staff completed trail brushing and clearing work. At Nanaimo River Canyon staff made several site visits, removing garbage and a rope swing. GIS staff GPS'd the park trails and a park regulatory sign was also installed.

Staff met with a representative from the Extension Recreation Commission to discuss potential site layout options for the installation of new playground equipment next to the Extension Community Hall. RDN Parks holds a Permit to Construct Works with MOTI as the playground will be located on undeveloped MOTI road allowance. The Commission has already purchased the equipment and will be doing the installation. Park staff along with GIS staff relocated the boundary pins for the work area.

Staff investigated a water storage tank proposal by the Cranberry Fire Department, including a site visit and meeting with the fire chief. Proposal review will continue following formal plan submission by the fire department.

A final draft of a memorial sign commemorating the opening of Extension Miners Community Park was completed by staff in August with approval from the area director. The sign will be printed in September and installed in October 2015.

In August, final approval from the federal and provincial governments was received on a draft plaque recognizing Community Works Fund contribution for improvements completed in Extension Miners Community Park in 2014. The plaque will be manufactured in September and installed in the fall.

***Area C – East Wellington / Pleasant Valley***

Trail brushing, tree pruning, garbage collection, and sign replacement work was carried out at Ander's and Dorrit's Community Park.

Staff prepared and distributed the June 22<sup>nd</sup> Electoral Area C POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff met with horticulture contractor at Anders and Dorrits Park in June and August to discuss required weeding of ornamental flower beds and pruning of trees and shrubs to be completed in late summer and autumn.

In August, design options and cost estimates for an outdoor toilet in Meadow Drive Community Park were compiled by park staff for presentation to POSAC in October.

***Area E***

Staff carried out a large volume of trail brushing, clearing and garbage removal work at Park Place, Blueback, Jack Bagley, Stone Lake Drive, and Brickyard Community Parks.

Staff continued to work with the Landscape Architecture consultant to refine the concept plan for Blueback CP. Staff met with MOTI staff regarding the planned reconfiguration and expansion of the existing parking area and worked with a civil engineer to design a drainage system for the park. The brushing of the blackberry bushes from the site was completed. Park Staff conducted bird surveys prior to brushing blackberry at the park. Stems that were missed by the contractor due to their proximity to stumps and rock were weed-wacked by Park Staff. Garbage was also removed. A plant restoration plan was completed by staff in August with planting by a contractor anticipated in October 2015. The plan includes approximately 20 Douglas-fir and 20 native alders for forest regrowth.

***Area F***

At Meadowood Community Park staff performed weekly watering of newly planted trees, installed two new cedar picnic tables, painted the basketball court key and installed new park signage. Throughout the summer the Recreation and Parks Department dealt with numerous and significant vandalism issues. Damage to the playground, toilet, privacy surround, fencing, signs and picnic tables is being regularly sustained and then repaired by staff and contractors.

Along Arrowsmith Community Trail staff completed brushing and clearing work.

At Errington Community Park (and Farmer's Market) staff installed numerous new trail identification signs, conducted hazard tree removal work, and brushed and cleared walking trails. Staff also met with a contractor to get a quote on improving the roadside parking along Veterans Rd.

A significant amount of trail brushing work was completed at Malcolm Community Park. Garbage removal, new signage installations and site inspections were carried out at the newly-acquired French Creek School Community Park.

Staff met with a teacher volunteer to review the proposed interpretive trail signage plans for the Errington School Trail. The project was spearheaded by the Errington Elementary School and was funded through their successful grant writing campaign. The signs were designed and installed by local community volunteers.

Staff attended and helped with the Meadowood Community Park Official Opening Event on June 22<sup>nd</sup>.

Staff prepared and distributed the June 10<sup>th</sup> Electoral Area F POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

### **Area G**

At Neden Community Park staff removed old fencing along Neden Road, and installed an arbour/entrance and new cedar split rail fence along Neden Road and Wembley Road. The original, volunteer-built park identification sign was removed, sanded, refinished and reinstalled.

Regular park and bike jump inspections and garbage removal work was conducted at Columbia Drive-Community Park. At Lee Road Community Park trail brushing and tree pruning and removal work was carried out. Fence repair and maintenance was also dealt with. At Miller Road Community Park staff cut and decommissioned a drainage pipe adjacent to French Creek, and conducted trail brushing and clearing. At Barclay Bridge staff brushed the trail and conducted bridge maintenance work. Trail brushing, improvements and garbage removal work as completed at Dashwood Community Park.

Staff met with BC Hydro on site at River's Edge Community Park to discuss removal of a large amount of Scottish Broom along the utilities corridor adjacent to the park's northern boundary.

Staff prepared and distributed the June 29 Electoral Area G POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

### **Area H**

A seating bench was repaired and refinished at Baywater Road beach access. A new concrete slab is scheduled for installation in the fall

Staff continued to liaise with Ministry of Forests Coastal Fire Base regarding the ongoing forest fire abatement project underway at Oakdowne Community Park. Several new signs were installed at the park, to replace vandalized/stolen ones. Trail brushing and inspection work was also carried out.

Sill and approach work/improvements were carried out adjacent to the two new pedestrian footbridges recently constructed at Islewood Community Park, along with signage installations.

At Henry Morgan Community Park a new portable toilet and privacy surround wall was constructed. Logs and timber frame components at this playground were refinished/restained.

Trail and site brushing and garbage removal work was carried out at Sunnybeach Road, Wildwood, Crane Road, Rose Park, and Nile Road Community Parks. At Shoreline Dr. new stairs were constructed and are now being protected by lock blocks.

At Leon Road staff responded to a neighbor complaint regarding tree removal, upon visiting staff inspected property pin location and determined no violation was committed.

Staff reviewed existing signage at the following Area H water access sites: #47 (Deep Bay Dr), #42 (Shoreline Dr), #36 (Buccaneer Beach Rd), #31 (Bowser Rd), #24 (Nile Rd), #23 (Crane Rd), #18 (Sunny Beach Rd), #17 (Baywater Rd), #11 (Alert Rd). Park staff also designed public access signs and installed them at 9 existing accesses.

Park staff created signs for volunteers to install at the Big Qualicum River Hatchery. Staff worked with the Electoral Area H Director, community trail volunteers, Woodlot manager and MFLNRO Recreation Officer on community trails project. Community trail operations on Crown lands was clarified.

Staff prepared and distributed the June 9<sup>th</sup> Electoral Area H POSAC meeting agenda package, attended the meeting and provided the meeting minutes.

Staff corresponded with the Lighthouse Slo Pitch Association regarding their desire to improve the fields at the Lions Community Park.

Staff worked with POSAC members to plan the upcoming Centennial Community Park Open House on September 18<sup>th</sup>. Posters, postcards and other additional advertising material were developed and distributed.

Staff discussed Oakdowne Community Park and Oakdowne Adjunct II trails outstanding licence renewals with the Province. The process for expanding the trails licence over two parcels to full licence over five parcels was explored.

## **Community Works Projects**

### ***Area B***

Staff continued to work with Village Way contractors on the project design. Additional survey and civil engineering was obtained. A site meeting was held with contractors and the Electoral Area Director to review plans for the 1.5 km path course, in particular as concerns drainage from North Road. Another site meeting was held with the Director and the Village Vision group in regard to community participation in the second phase of project involving amenities. Ongoing meetings were held with the contractor and the civil engineer. The draft final design has been received.

Staff worked with the Gabriola Island Softball Association to plan a new playground at Rollo McClay Community Park. The RDN will provide matching funding of \$12,000 for the project through the Electoral Area B Community Works Fund.

### ***Area E***

Park Staff conducted bird surveys prior to thinning the corner of Claudet and NW Bay to improve intersection sight lines.

### ***Area F***

A resolution was prepared for Board approval of funding to carry out Price Rd Trail (Arrowsmith Community Trail 4).

## **Regional Significant Gas Tax Project**

### ***E&N Rail Trail***

Work continued with the planning for the trail. It was clarified that the scope of the trail from Springwood Park to Coombs will end at Station Rd in Coombs. Staff worked regularly with the project management consultant on plan development and conclusion on approach to the Romney Creek crossing (gabion wall). A Statutory Right of Way required for the trail was concluded and registered with Land Titles. 'Ready for approval' drawings were received and reviewed. Plan review and the final approval process was initiated with SVI/ICF, MoTI, RDN Planning, MFLNRO and the ALC. Staff Prepared for and attended meeting with Area F and G Directors in regard to project financing.

## **Regional Parks and Trails**

### ***Arboretum***

Park staff conducted park inspections, removed garbage, removed an old fence and conducted trail maintenance.

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

Further to direction from Island Timberlands, the trail was closed to the public through July and August.

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

Park staff conducted park inspections and trail maintenance and installed bridge number signs.

### ***Benson Regional Trail***

Staff liaised with the Nanaimo Mountain Bike Club on the planning of trail to link Westwood Lake Park in the City of Nanaimo with the Witchcraft Lake Regional Trail trailhead (which connects to Mount Benson Regional Park) and the Ammonite Falls Regional Trail (which connects to Benson Creek Falls Regional Park). Staff met with the Club to review their proposed alternate route. Staff liaised with Planning on a s57 referral from MFLNRO for the Club's route and the City of Nanaimo regarding the club's proposed water crossing on City property.

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

Park staff installed a new kiosk at the CPR trailhead to replace the old kiosk.

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

Park staff conducted trail inspections and met with DFO staff regarding trails. Signs have been designed and produced.

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

Park staff visited the park to assess the location of a future trail along the south side of the lake. The plans for the trail were discussed with the Natures Trust and approval for the trail needs to be obtained from staff at the ECO gifting program. Once approvals are in place, construction will begin.

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

Staff delivered RDN tents for Park Operator's 7<sup>th</sup> Annual Oceans Day and provided event posters and keepsake buttons.

Staff addressed a written complaint about the Park Operator by a prospective camping group (band playing the ferry pub). A written response was provided with no further feedback received.

The 2014 financial and occupancy report was received from Park Operator and reviewed. Staff met with the Operator and obtained a more detailed expenditures report for the last five years for use in the upcoming Park Operator RFP.

Staff arranged for a reprint of the park brochure and worked with the Park Operator to clarify how specific sites are booked.

Staff liaised with Finance regarding new invoicing process for handling monthly payments from Park Operator.

### ***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 worked with the volunteer park warden, Bylaw Services and Animal Control Services on pursuit of dangerous dog complaint.

Staff worked with the Hatchery Manager/Park Caretaker and DFO to see extra flow and temperature monitoring conducted in the side channel given the severe drought conditions. Staff liaised with BCCF regarding low main stem water levels and exposed large woody debris structures. The Hatchery Manager/Park Caretaker dealt with a break in at the Hatchery buildings and theft of small equipment.

A contractor conducted service road improvements as the hatchery bridge has now been closed by the means of a bollard.

Park staff installed bridge number signs.

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

Park staff conducted park inspections. Staff installed barriers to stop ATV traffic and new Bear proof garbage cans were delivered to site.

Staff installed a bollard in South Park (Ridgeview trail) and filled potholes throughout park as requested by RLC

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

Park staff conducted trail inspections and trail maintenance. Park staff installed bridge number signs. Staff responded after storm events, clearing large fallen tree across trail and removed debris from trail.

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

Staff liaised with BCCF, QB Streamkeepers and DUC on watering and monitoring of vegetation plantings along the fish channel. Staff provided QB Streamkeepers with honorarium for assistance at spit with watering as well as invasive species removal.

The draft report on Canada Geese (CAGO) was received from the Guardians of the Mid-Island Estuaries. The Guardians are invited to present findings at the September Board. Staff investigated, obtained and reviewed detailed background material on CAGO work within the Capital Regional District.

***Little Qualicum River Regional Park***

Staff continue to repair vandalized items and remove fire rings in the park. Fortunately the pins on the gates are still securing access however the concrete barriers have been removed allowing access once again. Staff will replace missing barriers.

***Moorecroft Regional Park***

Park staff met with a representative from the Moorecroft Stewards (a five-member community group working to promote Moorecroft and support RDN initiatives), to provide an update on park projects.

In August, staff met with the curator from the Parksville Museum to discuss the possible relocation and management of Ms. Moore's Cabin by the museum. The proposal will be reviewed by the museum Board in September.

Park staff conducted park inspections and trail maintenance. Park staff have built a couple of split rail fences, one is for safety at Mrs. Moore's and the other to protect the ecologically sensitive area at Skipsey Lake.

***Morden Colliery Regional Trail***

An application for a 30-year Lease of the seven Crown parcels that constitute the Morden Colliery Regional Trail was completed on July 31 by park staff. The application required the submission of 25 files including a management plan outlining proposed development within the MCRT, location maps, detailed site plans, photos, legal surveys, title searches and First Nations correspondence.

***Mount Benson Regional Park***

Further to a May meeting with NALT and with feedback from the lawyer, staff updated the draft covenant. Staff worked with the GIS department on a covenant map and submitted the updated covenant to NALT for review and discussion in September.

Staff met with the volunteer park warden and provided him with a digital camera to use on almost daily trips up the mountain.

***Nanaimo River Regional Park***

Park staff conducted park inspections and trail maintenance. Staff removed large piles of broom from random volunteer efforts.

***Ammonite Falls Regional Trail***

Trail signage was installed in June.

***Trans Canada Trail***

Staff liaised with MoTI concerning upcoming changes to the property management of the DL 20 gravel pit property through which runs TCT route.

***Witchcraft Lake Regional Trail***

Staff removed graffiti from the kiosk.

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

The final Management Plan for the Fairwinds Lakes District Regional Park was completed by staff and submitted for Regional Parks and Trails Select Committee and Board review in June along with a staff report. The plan was officially approved in principal on June 23, pending submission of the final Enos Lake Protection and Monitoring Program (Appendix E of the management plan) by the developer.

### **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 several information requests were received from the public.

Seasonal campfire/smoking and hazard warning signs were posted, in accordance with notifications received from Ministry of Forests and local fire protections agencies. Staff prepared media notices, Park page updates and social media posts regarding the wildfire risk, the ban of campfires at both campgrounds, the smoking ban at all parks and trails, and the closure of the TCT and Arrowsmith CPR Regional Trail due to wildfire risk. Staff researched the approach that other local governments were taking to deal with the wildfire risk in their parks and participated on an RDN committee regarding the dry summer.

Staff attended internal training on Sharepoint, the new budgeting software and participated in a webinar on Emergency Planning for large events.

Park staff worked with GIS staff to create printable PDF's on our website. This is being reviewed before making it open to the public. Park Staff and GIS staff continued to collect data for mapping purposes and Community Park inventory purposes.

Park staff began developing the 2016 budget. The year-end projections were calculated and staff assembled the work plan for 2016. Budget development will continue through the fall.

Parks and IT staff have meet and begun the work of moving Parks files to Sharepoint folders. Staff are currently cleaning out old files and will merge the two existing parks filing systems: the parks operations folders and the folders that were used for Oceanside Place staff.

Staff prepared park pages for the Fall/Winter Active Living Guide and assisted Recreation staff with the Island Timberlands Blog and adult hike program planning. Staff worked with Eyes on BC writer on article about Top Bridge area trails and arranged for distribution of the Regional Parks and Trails Guide to Nanaimo, Parksville and Qualicum Beach Info Centres, along with Ravensong and OP.

A template for a Project Information Sheet was completed by park staff in June as a way to standardize organization and documentation of tasks, responsibilities and budgeting for each park project. Completed sheets will also serve as a quick reference to staff members unfamiliar with the project.

Staff continued work on the community park name and civic address confirmation project. Statistics were updated for community parks.

Staff prepared a letter of support for Tourism Vancouver Island in their bid to ICET for funding to support Phase II of the VI-Sunshine Coast Trail Project.



Staff continued to work on acquisition files for both Regional and Community Parks. Potential parkland was visited and assessed, meetings were held, agreements were drafted and future investigations were initiated on several files.

Park staff ordered road signs for some of the parks. Permission was obtained by MOTI via permit.

Park staff removed tree from front of Arena building.

Park playground inspections were carried out to meet Canadian Standards Association requirements.

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

Parks permits approved and in process include:

#### Area A

- Held site meeting with the Nanaimo Skateboard Association regarding the September fundraiser at the Cedar Skatepark; concluded on permit conditions and approved permit.

#### Area B

- Approved a park use permit for a wedding at Descanso Bay Regional Park.

#### Area C

- Concluded permit with MFLNRO for a hydro-climatic monitoring station at Mount Arrowsmith Massif Regional Park; obtained actual location information.
- Worked with Nanaimo group on permit for a Nepal fundraiser involving Westwood Lake and a run up to the top Mount Benson.
- Concluded work with Backcountry Horseman group on permit for Pipeline section of TCT; permit approved.
- Dealt with and approved a permit for the National NDP party in regard to a media event at the park entrance sign for Benson Creek Falls Regional Park.
- Addressed and declined a permit request by the Mid-Island Velo Association to set up a bike course at Anders and Dorrit's CP for a series of evening events. Group referred to POSAC to discuss such a use.

#### Area E

- Concluded park use permit for QF's annual Teddy Bear Picnic at Jack Bagley Field. Liaised with Legislative Coordinator regarding associated permits.
- Worked with seniors group on permit for use of Vesper Pt picnic area; permit approved.

#### Area F

- Concluded permit for Arrowsmith Community Recreation Association and Coombs Community Picnic at French Creek School Community Park; assisted group with site access.
- Concluded work on a park use permit to Corcan Meadowood Residents Association for Canada Day celebrations (including beer garden and fireworks) at Meadowood Community Park. Permit approved subject to permission from Coastal Fire in respect of fireworks.

#### Area G

- Arranged park use permit with Nanoose Heart and Stroke for park and hatchery visit.

- Liaised with Hatchery Manager regarding WaterSmart Gr IV/V classroom visit.

Area H

- Approved permit for Mid-Island Bluegrass Society's Festival at Lions Community Park; liaised with Legislative Coordinator for additional permits.



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Manager of Parks Services



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General Manager Concurrence