

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING  
WEDNESDAY, APRIL 20, 2016  
7:00 PM**

*(Cedar Heritage Centre)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive late delegations*

**MINUTES**

3-5 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 17, 2016

*Motion to approve Minutes*

**BUSINESS ARISING FROM THE MINUTES**

6-15 Grants Sub-committee TOR

16 Canada 150 Recommendations

**COMMUNICATIONS/CORRESPONDENCE**

17 J. Fiddick, Cedar Community Association to H. King, RDN RE: Grant Thank You

**REPORTS**

***PARKS***

18-24 Monthly Update of Regional and Community Parks and Trail Projects –Feb -Mar 2016

*Motion to receive Reports*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

Roadside Trails

**COMMISSIONER ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

June 15, 2016  
Cedar Heritage Centre

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, FEBRUARY 17, 2016  
7:00PM**

***(CEDAR HERITAGE CENTRE)***

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Patti Grand  
John O'Connor  
Bernard White  
Angela Davies  
Andrew Thornton

**Staff:** Hannah King, Superintendent of Recreation Program Services  
Elaine McCulloch, Parks Planner  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Kerri-Lynne Wilson  
Graham Gidden

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:07pm.

**ELECTION OF DEPUTY CHAIR**

Commissioner White nominated Commissioner O'Connor for Deputy Chair.

There being no further nominations, Chair McPherson declared Commissioner O'Connor Deputy Chairperson of the EA 'A' Parks, Recreation and Culture Commission for 2016.

**ELECTION OF GRANT SUB-COMMITTEE**

Commissioners White, O'Connor volunteered to serve as the EA 'A' Grants Sub-Committee for 2016. An email will be sent Commissioner Gidden to ask him to continue on the Sub-Committee for 2016.

**DELEGATIONS/PRESENTATION**

None

**MINUTES**

MOVED Commissioner White, SECONDED Commissioner O'Connor that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 18, 2015 be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

NONE

## **COMMUNICATIONS/CORRESPONDENCE**

NONE

## **REPORTS**

### **PARKS**

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

Ms. McCulloch took questions about the reports from Commissioners.

MOVED Commissioner O'Connor, SECONDED Commissioner Davies that the Monthly Updates be received.

## **RECREATION**

### **Sport Court Update**

Director McPherson updated that when the newly elected Snuneymuxw council is place the agreement process for the sport court will continue to be developed.

### **2016 Budget Timeline and Process (handout)**

Chair McPherson reviewed the budget handouts. Ms. McCulloch noted the parks projects set for 2016.

MOVED Commissioner White, SECONDED Commissioner O'Connor that the Recreation and Budget reports be received.

CARRIED

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

NONE

## **NEW BUSINESS**

### **BCRPA Symposium – April 2016**

The commissioners discussed attending the BCRPA Symposium and decided that Commissioner Thornton and Commissioner O'Connor would attend on behalf of the Commission.

### **Canada 150 – Sub- Committee Terms of Reference**

Commissioner Grand and O'Connor volunteered to sit on the Canada 150 Sub-Committee. Ms. King will email Commissioners Wilson and Gidden to ask if they would like to sit on this committee.

## **COMMISSIONER ROUND TABLE**

**Commissioner Davies** – She had her baby in October and is enjoying her time off in the community. She noticed the horse trail sign at Hemer Park was missing.

**Commissioner White** - Fire department has a building that will be burned down in a couple of months. He noted the Rainwater Harvesting book that the RDN provides and pointed out the resource publications that are available from the RDN and other sources that are good tools. Looking forward to gardening season.

**Chair McPherson** – He provided some information about Rainwater Harvesting and Emergency preparedness in response to Bernie’s comments. He noted the need for Emergency Services volunteers in the area.

**Commissioner O’Connor** – He enjoyed a trip to Budapest and Vienna and was amazed by the giant festivals in the parks and wondered how something similar would happen here.

**Commissioner Grand** – Asked about the possibility of the committee meeting socially. She noted that the Canada 150 could be the start of what John was speaking about for a festival.

**Commissioner Thornton** – He told the Commission that he is transitioning his career and pursuing social work. He will be completing a program this year.

**Commissioner Fiddick** – He is trying to organize a Farm/Rural safety information session with Tom Armet, fire department and Forest Services in the spring at the Cedar Hall.

There has been a new group formed called the Cedar Trail Stewards to look at all the trails in the Cedar area and access. They have a meeting on March 10<sup>th</sup> at the Cedar Community Hall. Boat Harbour area is their main concern.

Commissioner Fiddick mentioned the vandalism, dumping and gun shooting happening at the end of Spruston Rd. It has been reported to the Nanaimo RCMP. Chair McPherson suggested reporting to the Ladysmith RCMP as it would be their jurisdiction.

**ADJOURNMENT**

MOVED Commissioner Fiddick that the meeting be adjourned at 8:15pm.

CARRIED

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*Chair*



**ELECTORAL AREA 'A'  
RECREATION AND CULTURE  
GRANT-IN-AID PROGRAM**

**GUIDELINES AND APPLICATION FOR  
FUNDING**

# ELECTORAL AREA 'A' RECREATION AND CULTURE GRANT-IN-AID PROGRAM PROCESS AND GUIDELINES

**NOTE:** Please read all of the information provided before completing your application.

## GENERAL INFORMATION

The Electoral Area 'A' Parks, Recreation and Culture Advisory Commission representing the communities of Cedar, Cassidy, South Wellington and parts of Yellowpoint has established a Grant-in-Aid Program that targets local community organizations providing recreation and culture services within Electoral Area 'A'. The Program includes criteria to assist the Commission and RDN staff in reviewing and considering applications from a broad spectrum of opportunities.

The Regional District of Nanaimo (RDN) plays an effective role of facilitation by providing grant programs to assist community organizations in the provision of services to residents throughout the region. These grant programs help to support a wide variety of services including programs, events, and special projects and initiatives offered throughout the communities, and enhances the overall service delivery provided by the RDN.

Any local, non-profit organization is eligible for funding; charitable status is not required. Private or commercial organizations are not eligible.

## PROGRAM OBJECTIVE

To provide funds to assist local, non-profit organizations offering recreation and culture programs, special events or projects, which benefit specific communities or Electoral Area 'A' as a whole; targeting either specific age/gender categories including preschool, children, youth adult and seniors or combined age/gender categories.

## BUDGET

The Commission, in concert with RDN staff, recommends the annual apportionment for the overall Grant-in-Aid Program through the RDN budget process with final approval from the Regional Board.

Funding to a maximum of \$10,000 per year is disbursed upon Regional Board approval. When making your application, please remember that the objective is to assist as many local organizations as possible. Larger funding requests may be considered at the Commission's discretion and must also be approved through the Regional Board before disbursement.

Any unallocated grant funding may be carried over to the next budget year at the Board's discretion.

## ADMINISTRATION OF PROGRAM

1. A Committee will be appointed annually consisting of three representatives and one alternate of the Electoral Area 'A' Parks, Recreation and Culture Commission and RDN staff. The Committee will review and evaluate the Grant-in-Aid applications. Recommendations regarding successful grant recipients will be forwarded to the Electoral Area 'A' Parks, Recreation and Culture Commission for final review and recommendation to the Regional Board for approval.
2. The Committee may disburse approximately 1/2 (\$5,000.00) of the program funding available during each of the application terms; although, if deemed appropriate by the Committee and based on the nature of the proposal, larger expenditures, per term, may be recommended if funds are available.
3. All applicants will be notified regarding approval status; if approved; successful applicants should receive funding within 3 weeks of Regional Board approval.
4. The Committee will ensure, depending on the receipt of applications, that each community (Cassidy, South Wellington, Cedar and Yellowpoint) is equitably represented throughout the year and that a wide range of grant recipients including recreation/parks, sports, arts and culture are represented in the selection process.
5. Successful grant recipients will be required to provide a summary final report outlining the overall intent and final outcome of the program, event, or project, to include a budget of revenues and expenditures specifically identifying the RDN grant funding within the overall budget. Copies of receipts for purchases pertaining to the Grant-In-Aid funding are required upon submission of the final report.

The final report must be submitted to the Electoral Area 'A' Parks, Recreation and Culture Commission within 60 days of project completion. If the Report is not forthcoming the Commission will inquire about the funding, and may require the recipients to return the funding. Failure to provide a written report may result in future applications being denied. Formal agreements may be required depending on the nature of the application.

6. Successful grant recipients must begin using the funds for the approved purposes within six months of receiving the funds. Grant-in-Aid funding must be used for the sole purpose(s) as described in the application or the funds shall be returned to the Regional District.
7. Late submissions may or may not be considered at the discretion of the staff and the sub-committee depending on timing, priorities and available funding.



## APPLICATION PROCESS

1. Applications can be submitted at any time during the year, however there are two deadlines to allow for the timely review of applications:

- The last Friday in February for of services/events/projects occurring July 1-December 31
- The last Friday in September for services/events/projects occurring January 1-June 30

**\*Please note the overall process takes approximately 3½ months from the first advertisement to recipients receiving the funding.**

2. Once submitted a Committee will review the applications and make recommendations for consideration by the Commission and for final approval through the Regional Board.
3. Applicants **must** complete an application form included with this package.
4. For an application to be considered, it cannot be longer than **7 pages** including the application form.
5. Additional information provided via a word processing program must be at least **11 point** font size.
6. **No staples** please – your application will be photocopied for the sub-committee members.
7. Completed application forms clearly marked **“Electoral Area ‘A’ Recreation and Culture Grant-in-Aid Program”** must be delivered in a sealed envelope to:

**Attention:**                 **Senior Secretary**  
Electoral Area ‘A’ Parks, Recreation and Culture  
Regional District of Nanaimo  
830 West Island Highway, Parksville, BC, V9T 6N2  
Fax: 250-248-3159

## FUNDING CRITERIA

1. Funding will be considered for local Electoral Area ‘A’ organizations providing **recreation and culture** services in any of the following:
  - new programs
  - expansion of current programs
  - leadership development
  - new or expanded special events
  - special projects
2. When selecting grants higher priority may be given to the following applications:
  - representative of Electoral Area ‘A’ wide opportunities
  - representative of specific Electoral Area communities
  - offering services to a wide range and number of participants
  - new programs, events, projects may have preference over on-going annual programs, events, projects

3. Groups may apply for funding each term and each year; however, **the intent of Grant-in-Aid funding is not to subsidize on-going, annual programs and projects.** When making applications, applicants must understand that funding is not guaranteed year to year and to plan accordingly. **Organizations must consider long term sustainability and ensure each of the programs or projects can become self-supporting.**
4. Only non-profit groups qualify for funding.
5. Projects must be unique in nature – not duplicating services already provided in the community unless a demand can be demonstrated.
6. Demonstration of community support for the program, event or project, as measured by community participation, volunteer involvement, involvement from other community partners, and commitment from other funding sources as applicable.
7. Evidence of benefit to the community.
8. Evidence of sound program, event or project management and fiscal responsibility.
9. Funds cannot be used to support ongoing wages of regular staff or other professional fees; **however, costs associated with subsidizing honorariums to support program instructors may be considered.**
10. As a general guideline the amount requested cannot be greater than 50% of the total budget for the program, event or project. Larger disbursements may be considered at the Commission's discretion.
11. Commitment outlined regarding public recognition of the Regional District of Nanaimo / Electoral Area 'A' Parks, Recreation and Culture Commission contribution in applicable marketing and promotional materials.
12. Groups applying for more than one program, event or project may be considered depending on the availability of funding.
13. Projects receiving funding from the Regional District of Nanaimo Grants-In-Aid Program **will not** be eligible for additional funding from the Electoral Area 'A' Recreation and Culture Grant-in-Aid Program.
14. The Grant-in-Aid Program **may include capital items** depending on the nature of the funding request. **However, the Grant-in-Aid Program excludes requests for repairs, maintenance or capital improvements to community operated buildings or halls.** These types of requests should be directed to funding that may be provided by the Electoral Area Community Parks function.

#### **FURTHER INFORMATION**

Contact Senior Secretary,  
250-248-3252  
[recparks@rdn.bc.ca](mailto:recparks@rdn.bc.ca),

**ELECTORAL AREA 'A' RECREATION AND CULTURE GRANT-IN-AID PROGRAM**

**APPLICATION FORM**



Date of Application: (m/d/y) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**A. ORGANIZATION INFORMATION**

1. Name of Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ Alternate: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Fax Number: \_\_\_\_\_
2. How long has the organization been established? \_\_\_\_\_ year (s)
3. Is the organization non-profit? If "No" please explain rationale for applying.  
Yes \_\_\_\_\_ No \_\_\_\_\_

**B. PROGRAM / EVENT / PROJECT INFORMATION**

*Please ensure that you fill out the information completely to ensure your application is considered - if more space is needed please attach a separate sheet of information.*

1. Check **only one** of the following categories in **a), b) or c)**:  
a) New: Program \_\_\_ Event \_\_\_ Project \_\_\_  
b) Expansion/Enhancement of Existing: Program \_\_\_ Event \_\_\_ Project \_\_\_  
c) Ongoing annual (*have applied previously for the same*): Program \_\_\_ Event \_\_\_ Project \_\_\_
2. Please check one of the following that best describes the program, event or project:  
Recreation \_\_\_ Sports \_\_\_ Culture \_\_\_ Fine Arts \_\_\_ Performing Arts \_\_\_
3. Name of the Program/Event/Project: \_\_\_\_\_
4. Location: \_\_\_\_\_
5. Date(s): \_\_\_\_\_
6. Time(s): \_\_\_\_\_
7. Ages of targeted participants / audience: \_\_\_\_\_
8. Approximate number of participants / audience to be served: \_\_\_\_\_
9. Please check applicable area(s) of Electoral Area 'A' being served:  
Cassidy: \_\_\_ Cedar: \_\_\_ South Wellington: \_\_\_ Yellow Point: \_\_\_
10. Total amount requested: \$ \_\_\_\_\_ (budget details to be completed in Section C)

**Additional Information:**

Purpose / Goals and Objectives of Program / Event / Project: \_\_\_\_\_

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Brief Background Information of Organization and Services: \_\_\_\_\_

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Describe how you will evaluate the success of the program / event / project: \_\_\_\_\_

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Describe how you plan to market / promote the program / event / project: \_\_\_\_\_

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Provide a summary of the program / event / project including benefits to participants and the community, community support through volunteers and/or community partners:

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Please provide any other relevant information: \_\_\_\_\_

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**C. FINANCIAL INFORMATION**

1. Specify, in general, what the funds will be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Copy of a specific program / event / project budget included? Yes \_\_\_\_\_ No \_\_\_\_\_  
Give reason if no: \_\_\_\_\_

3. Copy of organization's financial statement included? Yes \_\_\_\_\_ No \_\_\_\_\_  
Give reason if no: \_\_\_\_\_

4. What other efforts is the organization undertaking to obtain other funding for this program / event / project?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Have any requests for other funding been granted? Yes \_\_\_\_\_ No \_\_\_\_\_  
Granted by: \_\_\_\_\_  
\_\_\_\_\_

Please outline on the following page the projected budget information including:

- all revenues associated with the project (fees, other grants, donations, etc.)
- all expenses associated with the project
- all revenues / costs for the project should be completed under the applicable column "**Projected**".
- in addition, please add any in-kind services and estimated value that are being donated

*Please ensure that you fill out the information completely to ensure your application is considered. Some of the following budget line items may or may not apply to your program / event / project - only complete what is applicable.*

*You may wish to submit your own budget information on a separate form and attach to the application, if desired or if a budget has already been completed.*

**PROGRAM / EVENT / PROJECT FINANCIAL / BUDGET INFORMATION:**

<b>EXPENSES</b>	<b>YEAR 20__</b>
	<b>Projected (To be completed for application)</b>
<b>Supplies / Equipment:</b>	
Facility / Venue Rental	
Permits	
Insurance	
Advertising Costs (marketing / publicity)	
Vehicle Rentals	
Administrative Costs (please specify, i.e. photocopying, fax, mail, etc)	
_____	
_____	
_____	
Equipment Rentals (Please specify, ie. tents, stage, lights, sound, etc)	
_____	
_____	
_____	
_____	
Materials / Supplies (Please specify the type of materials / supplies)	
_____	
_____	
_____	
_____	
Additional On-Site Costs (Please specify)	
_____	
_____	
_____	
_____	
Fundraising Expenses (please specify)	
_____	
_____	
_____	
_____	
Other (please specify)	
_____	
_____	
_____	
<b>Total Expenses = Line A</b>	<b>\$</b>

<b>REVENUES</b>	<b>YEAR 20__</b>
	<b>Projected (To be completed for application)</b>
<b>Earned Revenue:</b>	
Registration / Course Fees	
Admission / Ticket Sales	
Advertising Income	
Rentals	
Other (please specify): _____	
_____	
_____	
<b>B. Total Earned Revenue:</b>	
<b>Fundraising Revenue:</b>	
Donations – Charitable (Churches, Service Clubs, Societies, etc)	
Donations – Corporate (Businesses, Private Organizations)	
Cash Sponsorships	
Fundraising Events	
Other (please specify): _____	
_____	
_____	
<b>C. Total Fundraising Revenue:</b>	
<b>Other Government Revenue:</b>	
Municipal Grants	
Provincial Grants	
Federal Grants	
Other (please specify): _____	
_____	
_____	
<b>D. Total Government Grants:</b>	
<b>Total Revenues (Lines B + C + D) = Line E</b>	\$
<b>Line E – Line A (Revenues – Expenses) = total amount of Regional District Grant in Aid funding requested to cover shortfall</b>	\$

**Please Note:** If you are receiving any in-kind services for the program / event / project, please outline the type of service, the source donor, and estimated value:

<u>Type / Source</u>	<u>Estimated Value</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

## **Canada 150 Committee Recommendations**

The following recommendations were arrived at during a meeting of the Area 'A' Canada 150 subcommittee held March 29<sup>th</sup> attended by Commissioners Grand and O'Connor and RDN staff representative H. King.

### **Area A Canada 150 Subcommittee Recommendations:**

- 1) That the Area A PRCC grants in aid subcommittee give grant applications submitted on behalf of groups celebrating the 2017 sesquicentennial events priority consideration during the fall 2016 and spring 2017 in take periods.
- 2) That each member of the PRCC inform a minimum of two community groups (formal or not) regarding the availability of grant funds for events celebrating the sesquicentennial prior to the June 2016 Commission meeting.
- 3) That the Area 'A' Canada 150 subcommittee continue to research, notify, and make application or, support community group applications when suitable, to funding opportunities (grants) related to the Canadian sesquicentennial. Secured funds will be directed to the grants in aid budget and will in turn be distributed to successful grant in aid applicants.
- 4) That the Canada 150 subcommittee meet on an ad hoc basis and report back to the Commission as needed.
- 5) That the members of the Canada 150 subcommittee be the point of contact for media inquiries regarding the availability of funding for sesquicentennial groups in the electoral area.



From: Cedar Community Association  
President Jim Fiddick

March 29, 2016

To: Hannah King  
Superintendent of Recreation Program Services  
Regional District of Nanaimo  
Oceanside Place  
830 West island Highway  
Parksville, BC V9P 2X4

Dear Hannah;

Please extend thanks to the Electoral Area 'A' Parks, Recreation and Culture Commission for approving the Cedar Community (Hall) Association application for \$2128.00 grant-in-aid for the purchase of chairs for the Cedar Community Hall.

The capacity of the Cedar Hall is 300 people, due to wear and tear we are down to fewer than 190. Increased use of the hall means we need more than 200 chairs. The hall is well used in the past year: The Christmas Spectacular filled the hall to capacity and they had to rent 100 chairs. This spring so far, there have been three celebrations of life and two Boat Harbour information sessions that were so well attended, we used all the chairs and filled the hall to capacity, many people had to stand.

The new chairs will be well used as our hall becomes busier.

The board of the Community Association is very grateful for the assistance.

Jim Fiddick, president

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

**DATE:** April 14, 2016

**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- March 2016**

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## RECOMMENDATION

That the Parks Update Report for March 2016 be received as information.

### Regional and Community Parks and Trails

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

#### Electoral Area Community Parks

##### **Area A**

Staff worked with project engineers to complete a second round of design revisions for the future kiosk structure at Cedar Plaza scheduled for installation in Summer 2016.

Hazard tree management investigation continued for Ivor Road Community.

Drainage and water infiltration continues to be monitored at the Cedar Skatepark, where staff also repaired a vandalized electrical junction box, removed graffiti, and conducted a park clean up.

Staff removed a large log jam from the Nelson Road boat launch, which was deposited during a storm event.

##### **Area B**

VIHA's 2016 permit to the RDN to operate a water supply at Rollo McClay Community Park was received and posted at the park.

Staff prepared and distributed the March 1<sup>st</sup> Electoral Area B Parks and Open Space Advisory Committee meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff worked with community volunteers in the planning of pitching machine at Rollo McClay Community Park. Trail repair and drainage improvements were made. Graffiti was painted over on the Gabriola

Recreation Society building and the concession washroom doors. Water and chlorine level monitoring was carried out.

Following an arborist assessment, several hazard trees were removed from Decourcy Drive Community Park.

Pressure washing work was completed at Huxley Community Park. This included the tennis courts, ball hockey court and skateboarding area.

A damaged signpost was replaced at the Jeannette Road entrance to the 707 Community Park.

### ***Area C – Extension***

Staff coordinated site work completed by a landscape contractor in preparation for hydroseeding in April.

Staff completed draft designs for plaques acknowledging donated funds and labour for the covered footbridge in Extension Miners Park. The plaques will be manufactured in April.

At Nanaimo River Canyon Community Park staff removed a large volume of illegally dumped garbage.

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

Staff completed a toilet installation plan for Meadow Drive Community Park. Park staff installed a bench and a contractor made the concrete pad.

At Benson Meadows path park staff replaced boulders on the trail which continuously are being removed by dirt bikers. Staff are looking into other solutions.

At Creekside community park staff removed garbage from the parking lot.

### ***Area E***

Staff attended a meeting with a biologist at the site of the future Oakleaf Community Park in preparation for biological inventory and environmental assessment work.

At Schooner Ridge Trail staff removed Euphorbia from trail and disposed at Regional transfer station, and installed three new regulation signs/post.

At Blueback CP staff repaired damaged silt fence due to storm event.

At Brickyard CP staff removed garbage and cleared trails of debris.

At Ainsley Stairs staff inspected stairs and cleared debris.

At Stone Lake CP park staff talked to some kids who were reported to be cutting down trees to make forts.

At Carmichael CP trees were removed from the park without formal approval. Bylaw has sent a letter to those responsible.

### **Area F**

Staff prepared and distributed the March 9<sup>th</sup> Electoral Area F Parks and Open Space Advisory Committee meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff reviewed the November 26<sup>th</sup>, 2015 Arrowsmith Community Trails (ACT) Sup Group meeting minutes and updated the ACT map to reflect the proposed trail development priorities.

Staff provided support to the volunteer group regarding the Errington School Community Trail Interpretive Forest Trail entrance signage. The group will provide the signage for RDN staff to install and donate funds towards the installation of a bear-proof garbage can at the school trailhead.

Staff worked with Planning staff to provide comment regarding the rezoning application on Springhill Road.

At the recently developed Cranswick Road trail, staff met with a park neighbour, responding to a complaint of a fallen tree on their fence. Staff removed the tree and repaired the fence.

At Meadowood Community Park staff responded to a vandalism complaint. Staff noted some minor damage to grass area, and conducted a park clean-up. Staff also met on site with the fire chief and applicants of a Park Use Permit for an upcoming Bluegrass Festival. Logistics, health and safety, vehicle access and control, and parking area development were addressed, and will be dealt with this spring during the lead-up to the event.

### **Area G**

Staff prepared and distributed the March 7<sup>th</sup> Electoral Area G POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff completed a site assessment of an undeveloped road right-of-way that extends west of Stanhope Road in preparation for future community trail planning.

At Neden CP staff removed cedar split rail for MOTI road upgrades from Wembley Road access.

At Lee Road CP staff responded to complaint regarding a tree fallen across river, staff spoke to the Ministry of Forest Lands and Natural Resources seeking advice and was advised to leave the tree.

At Boulton CP staff picked up and installed two yards of gravel to alleviate a tripping hazard complaint from park user.

At Riley Road Staff responded to complaint regarding trees on the trail and removed the tree.

### **Area H**

The Crown Licence of Occupation renewal paperwork for Oakdowne Community Park was processed for signature and fee payment further to February Board approval to proceed. A Board report was prepared for Crown Licence of Occupation renewal for Oakdowne Community Park Adjunct II (trails on parcels adjacent to the main park).

Staff provided support to the volunteers working on the Bowser Cultural Learning Space project.

At Sunnybeach staff replaced old boards on a bench.

Directional signage was installed by a contractor and RDN staff at the Big Qualicum River Hatchery.

### **Community Works Projects**

#### ***Claudet***

At Claudet Road CP staff inspected park drainage and parking area.

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

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

An appeal of the Agricultural Land Commission's requirement to install over 1.5 km of fencing along the boundary of the Island Corridor Foundation (ICF) was successful. Project approval was received from Southern Vancouver Island Railway (SVI) for two proposed pedestrian rail crossings, and from the ICF's consulting engineer for the overall Coombs to Parksville rail trail proposal. Staff worked with ICF and RDN lawyers to refine the proposed Alberni Line compliance Memorandum of Understanding. Tender addenda were provided to the five pre-qualified firms bidding for the construction of the rail trail. Five tenders were publicly opened and later reviewed for completeness and compliance. A report to the April Board was prepared to provide tender results and a recommendation to advance to construction.

### **Regional Parks and Trails**

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

Staff disassembled park entrance sign re-stained/painted and replaced.

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

Staff monitored the marsh level and the operation of the Clemson Pond Leveler at the beaver dam location.

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

Staff met on site with the campground operator to assess numerous maintenance issues including hazard trees, campsites, beach access and road conditions. Road grading work is planned for the spring. New park signage and several padlocks were delivered to the park.

SHAW video shoot held at the Park as part of story on GaLLT.

#### ***Englishman River Regional Park***

Further to the RDN's request and complaints received from residential neighbours, MoTI has installed 'No Camping' signage at the end of paved Allsbrook Rd.

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.

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

Forest fire centre crews cut trees in the new campsites. Picnic tables were delivered to Horne Lake.

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

Vandalism and vehicle access continues to be an issue at this park. A culvert was replaced and another one was added due to pressure and road damage from beaver damming activity and seasonal high water. ATV and 4x4 vehicle barricades were added and some others improved following ongoing penetration by ATV users. The park identification sign was power washed.

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

Staff provided the Moorecroft Stewards with design information and confirmation of donated funds in consideration of a proposed entrance kiosk structure.

Park staff conducted park inspections and trail maintenance. Storm damage repair occurred in the park.

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

Staff coordinated garden maintenance work along a section of the MCRT east of Cedar Plaza which included pruning, tree staking, weeding, planting and soil work in preparation for hydroseeding in April.

Staff have now received final cost estimates for upcoming trail development work along the parking lot to Thatcher Creek section of the trail. These trail improvements are scheduled for the spring.

A large volume of donated Wild Ginger was planted along the Morden Colliery Trail in the vicinity of Thatcher Creek. Sign maintenance and pressure washing work was also carried out.

### ***Mount Arrowsmith Massif Regional Park***

Following a report from trail users, staff investigated and assessed an eroded section of trail close to the McBey Creek bridge. Signage work to redirect users to an improved trail and brushing was carried out to remedy the problem.

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

The conservation covenant and associated statutory right of way all in favour of the Nanaimo & Area Land Trust and the Cowichan Community Land Trust was submitted to Land Titles is now registered on the titles of the four park parcels. A draft memorandum of understanding to terminate the 2006 RDN-NALT Contribution Agreement was prepared.

Nanaimo Area Land Trust (NALT) installed new signs at the trail heads. The signs were designed by RDN staff and NALT. NALT, Search and Rescue and RDN met to go over the most recent rescue effort.

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

The kiosks, garbage can, and identification signs were power washed. Thin ice/season safety signage was taken down.

### ***Parksville Qualicum Beach Links***

MoTI agreed to replace the missing PQBL way-finding sign at the corner of Lee and Barclay.

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

The temporary closure of the Extension Ridge Trail section of the TCT was ended by landowner Island Timberlands; notice was posted on the RDN web site. Staff liaised with MFLNRO (Ministry of Forests, Lands and Natural Resource Operations) Enforcement and the Conservation Officer about use of firearms on Crown lands west of the Spruston Rd trailhead area. The activity is not prohibited.

The kiosks at Spruston and Harewood Mines were power washed. The trail closure signage at Extension Ridge was taken down. Staff installed new sign posts at Extension Ridge.

### **Miscellaneous**

Staff executed the copy of the 2016 Wildfire Response Agreement with the MFLNRO covering park and trail situated outside of local fire protection areas submitted to the Province.

Staff met with representatives of the Greater Nanaimo Cycling Coalition to review cycling infrastructure development efforts.

Staff participated in Tourism Vancouver Island's Hiking Strategy Workshop as part of consultant Stantec's work on developing a Sunshine Coast/VI hiking experience plan.

Staff provided a letter of support to the Nanaimo Mountain Bike Club in regard to their grant application to MEC.

Staff continued to assist the Capital Regional District with the use of the Haslam Creek Suspension Bridge engineered plans for a CRD bridge over the Goldstream River, and provided advice on suspension bridge development and maintenance.

Work continued on creating a Parks Sharepoint area and moving existing files into the system. Detailed instructions for inclusion in Parks Division policy were created.

An order for new copies of the Regional Parks and Trails Guide has been placed.

Staff continued to work on two potential regional park property donations.

Material Safety Data Sheet information was updated for the Operations shop.

The mowing and park maintenance contract for several community parks was completed and sent out to the contractor.

Staff developed a draft design for new Community Park entrance signs.

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

#### **Area A**

Over 60 young wild ginger plants were put in the ground around the Thatcher Creek Bridge along the Morden Colliery Regional Trail. These plants were propagated under permit to the VIU Horticulture Centre from stock at Nanaimo River Regional Park.

#### **Area B**

Issued a park use permit to the 4H Club to operate the Rollo McClay Community Park concession during ball season; VIHA copied. Reviewed Tourism Nanaimo's proposed InstaMeet photography event on Gabriola, so far not involving RDN park properties.

Area C

Began work with Tourism Nanaimo on a permit for an InstaMeet photography event along the Ammonite Falls Regional Trail and into Benson Creek Falls Regional Park mid-May. Addressed parking issues and assisted them with effort to plant in the woodlot or undertake broombusting activities.

Area E

Worked with a groom on a wedding permit application for mid-July at Moorecroft Regional Park.

Area F

Began work with the Bluegrass Society on a festival permit for use of Meadowood Community Park. The festival had been held under permit at Lions Community Park in Area H these last five years. Liaised with Dashwood Fire Chief and event organizers. Site visit scheduled for April 1<sup>st</sup>.

Area G

Met with the Mid-Vancouver Island Habitat Enhancement Society organizers of the River Run, held annually these last five years at Englishman River Regional Park, to review what learned, issues, and where want to go with the event.

Issued a park use permit to DFO regarding installation of an electronic fish counter at the metal weir over the C.W. Young Fish Channel at Englishman River Regional Park.

Area H

Worked with the Silver Spur Riding Club on planning a competitive ride in Bowser, with overnight camping proposed for the MFLNRO compound beside Wildwood Community Park. Will not likely involve any RDN park or trail.



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Manager of Parks Services



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General Manager Concurrence