

## Appendix I

# REGIONAL DISTRICT OF NANAIMO ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION

## Terms of Reference

### PURPOSE

To establish a Parks, Recreation and Culture Commission for Electoral Area 'A' to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding community parks and recreation & culture services and issues in Electoral Area 'A'.

### MEMBERSHIP

1. The Electoral Area 'A' Parks, Recreation and Culture Commission will be appointed by the Regional Board as follows:
  - the Electoral Area 'A' Director or designate;
  - the Regional Board Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission; and,
  - up to seven Members at Large who are residents of Electoral Area 'A'. Appointment selection will factor in representation for the communities of Cedar, South Wellington, Cassidy and the portion of Yellow Point in the Regional District of Nanaimo.
2. The Commission will consist of a maximum of nine members and may operate without all positions being occupied. A quorum shall consist of five members.
3. For the first year of operation only the terms for Members at Large shall be staggered with four members appointed for a two-year term and a maximum of three members appointed for a one-year term. Beginning in the second year a maximum of three new members will be appointed for a two-year term. The Area 'A' Director or designate and the Electoral Area 'A' appointee to the City of Nanaimo Parks, Recreation and Culture Commission will be on the Electoral Area 'A' Recreation and Culture Commission for the tenure of their respective Board appointments.

### PROCEDURES

1. The Commission shall elect a chairperson and a deputy chairperson at the first meeting of each calendar year.
2. The Commission may meet as required and will structure its activities to meet at least five times per year. The Commission is not required to meet every month of the year.
3. Minutes of Commission meetings will be forwarded to the Regional District Board for information.

## RESPONSIBILITIES

### *Recreation and Culture Services*

1. Make recommendations and provide advice to the Regional Board and staff regarding a wide range of Electoral Area 'A' recreation & culture program issues including planning, development and implementation of recreation and culture services.
2. Liaise, provide leadership and work with community and neighbourhood groups on a wide range of Electoral Area 'A' recreation and culture programs and services.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'A' recreation and culture programs and services.
4. Provide community input into planning documents including the development and updating of Electoral Area 'A' recreation and culture services master plans.

### *Electoral Area Community Parks*

1. Make recommendations and provide advice to the Regional Board regarding a wide range of Electoral Area 'A' parks and open space issues including:
  - the acquisition or tenure of community park sites as per RDN Policy A1-21 (*Land Acquisition Process*);
  - subdivision park land dedications as per RDN Policy C1-05 (*Review of Consideration of Parkland – Subdivision Application Process*);
  - the development and maintenance of community park sites; and
  - priorities for the expenditure of community park operating and reserve funds.
2. Liaise, provide leadership, and work with community and neighbourhood groups on a wide range of Electoral Area 'A' parks and open space matters including:
  - volunteer park development projects;
  - obtaining input regarding park planning and acquisition priorities;
  - trail system planning and development; and
  - Ministry of Transportation waterfront accesses.
3. Play a leadership role and provide a focal point for co-operation between community interests and the Regional District on Electoral Area 'A' parks and open space issues.
4. Provide community input into park planning documents including the development and updating of the Electoral Area 'A' community parks and trails master plan and specific community park development plans.
5. Work within the objectives and policies of the Regional Growth Management Plan, the Electoral Area Official Community Plan, the Area 'A' Community Trails Study, the Regional Parks & Trails Plan and any other statutory plans that are applicable to Electoral Area 'A'.

## **FINANCIAL CONSIDERATIONS**

The Commission will provide input on an annual basis to the Electoral Area Director and the Regional Board regarding the level of funding and priorities for the annual operating budget and long term financial plans for the Electoral Area 'A' Community Park Function and the Electoral Area 'A' Recreation and Culture Function. The Commission will also have the ability to look at a variety of other funding sources and strategies and make recommendations in their regard to the Regional District.

## **REPORTING AND AUTHORITY**

In the provision of their services to the Electoral Area 'A' Parks, Recreation and Culture Commission, Commission members have a responsibility to act in the best interests of their community and within the policies and guidelines established by the Regional District.

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION &  
CULTURE COMMISSION  
(File: 0360-20- EAPRC)

RDN REC & PARKS		
CMR & P	CAO	
MC & P	MC & P	
Area		
MAR - 9 2009		
TERM EXPIRES		
	Commission	
	Cost	

MEMBER

APPOINTED

Joe Burnett  
2520 Pylades Drive  
Ladysmith, BC  
V9G 1E5

2007 10 01

Phone: (250)722-2656 (res)

Dawn Burnett  
2520 Pylades Drive  
Ladysmith, BC  
V9G 1E5

*(Nanaimo Parks & Rec  
Commission)*

2007 10 02

2008 12 31

Phone: (250)722-2656 (res)

Lynnette Aldcroft  
2858 Twin Oaks Drive  
Ladysmith, BC  
V9G 1C7

2009 02 24

2009 12 31

Phone: (250)722-2692 (res)

\* Dave Flynn  
3780 Roberts Road  
Ladysmith, BC  
V9G 1C6

2009 02 24

2009 12 31

Phone: (250)245-1322 (res)

Ryan Rangno  
2659 Ritten Road  
Nanaimo, BC  
V9X 1W4

2009 02 24

2009 12 31

Phone: (250)722-0045 (res)  
(250)616-0996 (bus)

Shelagh Wynn Gourlay  
2800 Twin Oaks Drive  
Ladysmith, BC  
V9G 1C7

2009 02 24

2010 12 31

Phone: (250)722-3637

Krista Seggie  
2969 Granby Road  
Nanaimo, BC  
V9X 1S7

2009 02 24

2010 12 31

Phone: (250)245-0440 (res)  
(250)618-8286 (cell)

ELECTORAL AREA 'A' PARKS, RECREATION &  
CULTURE COMMISSION  
(File: 0360-20- EAPRC)

(continued)

MEMBER	APPOINTED	TERM EXPIRES
Kerri-Lynne Wilson 1720 Nairne Road Nanaimo, BC V9X 1M5  Phone: (250)722-3443	2009 02 24	2010 12 31
Shannon Wilson 1663 Janes Road Nanaimo, BC V9X 1P3  Phone: (250)722-7002 (res) (250)616-7984 (bus)	2009 02 24	2010 12 31

## Victoria Subdivision

### RDN Area A

SECTION	Start Point	Overall Rating	Estimated Cost	Distance (meters)	Average Cost per Meter	MAIN COMMENTS
VIC-1	RDN Boundary	E	\$169,106	760	\$225	
VIC-2	Timberlands Rd	E	\$383,411	1882	\$204	
VIC-3A	Vowels Rd	D	\$243,973	536	\$481	Steep slopes
VIC-3B	Haslam Creek	NP	0	30	-	Creek can be crossed via existing footbridge off corridor (Angus Rd); Spruston Rd difficult to cross due to blind corner and steep slopes back to corridor
VIC-4A	Spruston Rd north side	D	\$363,292	1335	\$412	Rock cut treatment required, steep banks
VIC-4B	Rock cut before Nanaimo River	NP	0	230	-	Significant rock cut and Nanaimo River Bridge crossing
VIC-5	N end Nanaimo River Bridge	M	\$205,194	621	\$330	
VIC-6	Nanaimo River Rd	M	\$367,105	983	\$373	
VIC-7A	Private Xing(1)	DD	\$177,549	314	\$566	Rock cut treatment and culverts required.
VIC-7B	Private Xing(2)	DD	\$539,260	1052	\$512	Track crossing from west to east side and rock cut treatment required.; retaining walls may be needed.
VIC-8	Minetown Rd (to City Boundary)	M	\$654,878	1900	\$345	
			<b>\$3,103,768</b>	<b>9643</b>		

Over a third of this portion of the corridor, from the southern RDN boundary to the Nanaimo City boundary, is rated difficult to not practical due to steep slopes, rock cuts and bridge crossings of Nanaimo River and Spruston Road. The difficult portions could be bypassed via diversions to Highway 1 or, in a few cases, parallel side roads.

**Table 4: Relationship of Difficulty Codes to Overall Ratings and Estimated Cost per meter of trail construction**

Overall Rating:	EASY			MODERATE			DIFFICULT			*VERY DIFFICULT	**NOT PRACTICAL
	\$200	\$250	\$300	\$350	\$400	\$450					
Est'd cost/m:										> \$500	Not costed
Difficulty Code:											
C & D	3 4 5 6 7 8 9 10	11 12									
B & E	3 4	5 6 7 8 9 10 11 12									
A & F			3 4 5 6 7 8 9 10 11 12								

\* **Very Difficult** (DD) generally reflects site-specific features that will require specific, typically more expensive treatment in trail construction; e.g., significant rock cuts, sink holes, retaining walls.

\*\* **Not Practical** (NP) was assigned, in most cases, to sections containing:

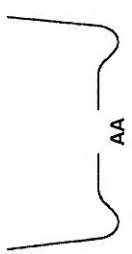


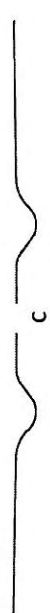
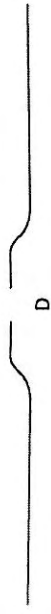
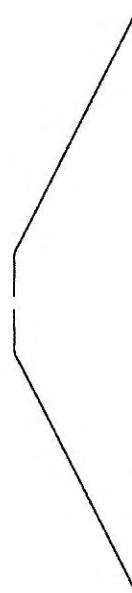
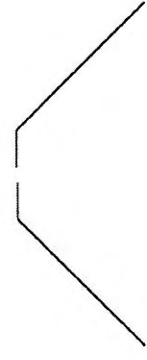
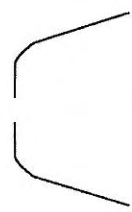
- Extensive river crossings; constructing cantilevered trails from the rail bridge/trestle was considered not feasible, and the river valleys are generally too steep and/or broad to consider a separate footbridge construction.
- Long stretches of very steep slopes and/or rock cuts on both sides of the rail; e.g., section VIC-16 from Rumming Road to Nanoose Beach Road.

For NP sections, suggestions are made for bypass routes. However, these are only suggested alternatives, and RDN staff may be aware of other more feasible routes. All options should be more fully investigated as part of future trail planning.

**Table 5: Road Crossings – Approximate types and cost ranges**

"EASY"	"MODERATE"	"DIFFICULT"
Stop sign (on trail) with or without bollards	Pedestrian-activated flashing light with or without advanced warning signs on road	Pedestrian activated stoplights with or without advance warning signs or signals on road
\$5000 - 15,000	\$30,000 – 45,000	\$60,000 +
E.g., private road Xings, most rural roads	E.g., Aulds, Ware, Northwest Bay, Beach Roads	E.g., most Highway 19/19A crossings

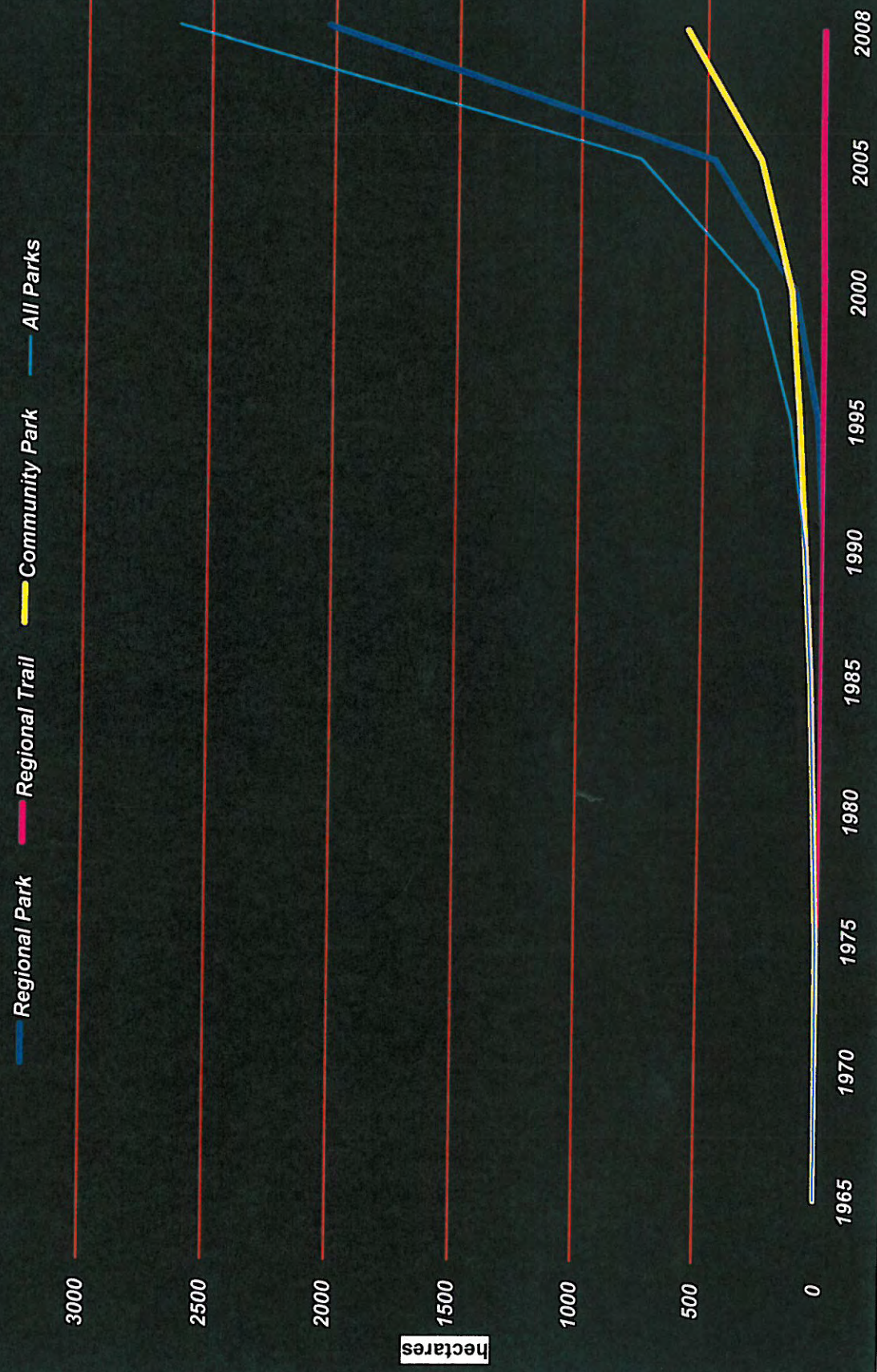
**Table 3: Corridor Cross Section (Grade Profile) Categories\* and General Ratings (depending on other parameters)**

 <p>AA</p>	<p>Very Difficult (DD) or Not Practical (NP) – e.g., rock cut, ravine</p>
 <p>A</p>	<p>Difficult to DD/NP</p>
 <p>B</p>	<p>Moderate to Difficult</p>
 <p>C</p>	<p>Easy to Moderate</p>
 <p>D</p>	<p>Easy to Moderate</p>
 <p>E</p>	<p>Moderate to Difficult</p>
 <p>F</p>	<p>Difficult to DD/NP</p>
 <p>FF</p>	<p>DD/NP – e.g., trestle, ravine</p>

\* Some subsections may be assigned a combined category, which indicates a change of grade within the corridor that may affect the difficulty of construction; e.g., FC indicates that the grade is initially steep then flattens within the corridor, potentially reducing the trail construction difficulty.

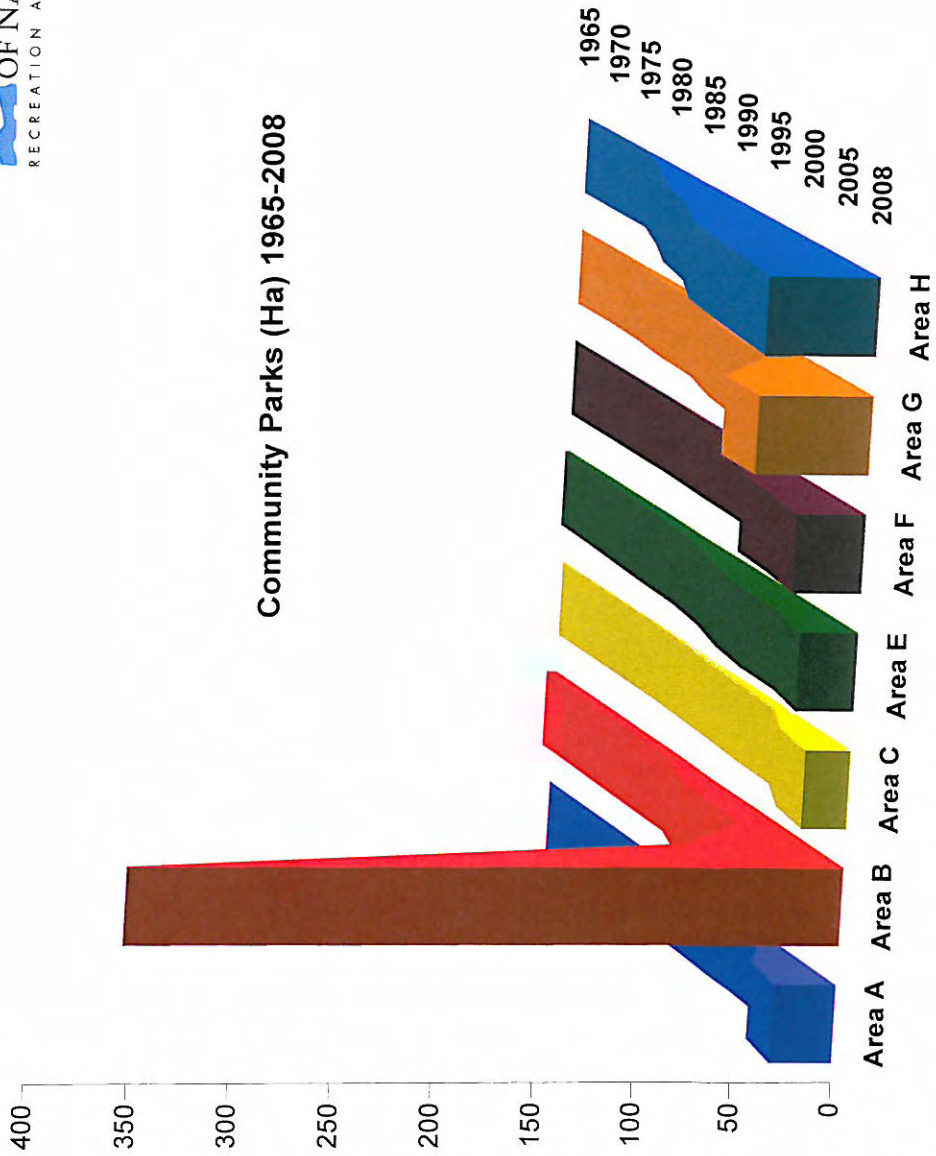


### RDN Parkland 1965 - 2008



**Electoral Area A**  
**2009 Community Park Budget**

<b>Revenues</b>	
Tax Requisition	\$79,800
Prior Year Surplus	\$39,710
Total Revenue	\$119,510
<b>Expenditures</b>	
Overhead, Wages	\$61,637
Development	\$12,500
Professional Fees	\$17,000
Transfer to Reserve	\$10,000
Total Expenditures	\$101,137
Surplus	18,373





### All Park Inventory

	Name (or proximate road)	Year Acquired	Size (ha)	Tenure	Civic
<b>Electoral Area A</b>					
<b>Regional Parks</b>					
	Nanaimo River	2000	56.0	99 yr Lease with TLC	
	<b>total</b>		<b>56.0</b>		
<b>Regional Trails</b>					
	Morden Colliery	1995	7.5	Crown Licence of occupation	
	<b>total</b>		<b>7.5</b>		
<b>Community Parks Trails &amp; Water Accesses</b>					
	Fawcett Rd	1961	0.2	park dedication	1625 Fawcett Rd
	Ivor Rd	1981	0.4	park dedication	2931 Ivor Rd
	Glynneath Rd	1984	0.1	park dedication	Glynneath Rd
	Addison Way	1985	0.4	RDN owned	2180 Addison Way
	Morden Colliery 3 bits	1994	0.6	park dedication	no civic; additions to MCRT near Cedar Rd
	MTC east	1998	2.1	RDN owned	no civic; chunk near Quail Grove Place
	Kipp Rd	2004	18.6	park dedication	Kipp Rd
	Woodridge Rd	2005	2.0	RDN owned	no civic; off end of cul de sac
	Thelma Griffiths	2005	2.1	RDN owned	Minto Ave
	Nelson Rd	2006	0.8	Crown Licence of occupation	foreshore off Nelson Rd
	Whiting Way	2007	4.1	RDN owned	no civic; off Whiting Way panhandle
	MacMillan Rd	2008	1.1	park dedication	no civic; lots of MacMillan Rd frontage
	<b>total</b>		<b>32.5</b>		
	<b>total Area A</b>		<b>96.0</b>		



