

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE

MONDAY, May 14, 2012

7:00PM

(Errington War Memorial Hall)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive delegation.

Motion to receive late delegation.

MINUTES

- 3-6** Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held February 20, 2012.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 7** **Glen Brown, Province of BC**, RE: Approved Community Recreation Program Application – Meadowood Drive.

Motion to receive Communication/Correspondence.

UNFINISHED BUSINESS

REPORTS

- 8-15** March 2012 Community and Regional Parks and Trail Projects Report
- Electoral Area 'F' 2012 Budget Review (attachment to follow via email)
- Little Qualicum River Regional Park Management Plan / Meadowood Community Park Master Plan Update – Workshop #1 Review (verbal)

Errington School Trail Opening – update (verbal)

Arrowsmith Community Trails: next steps (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

COMMITTEE INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

Monday, October 15, 2012, 7:00pm
Errington War Memorial Hall

Distribution: J. Fell (Chairperson), R. Nosworthy, S. Donald, B. Smith A. Jablonski, S. Chomolok,
K. Sheaff, T. Osborne, D. Palidwor, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY, FEBRUARY 20, 2012, 7:00PM
AT ERRINGTON WAR MEMORIAL HALL**

Attendance: Julian Fell, Director, RDN Board, Chair
Leanne Salter, Alternate for Reg Nosworthy, District 69 Recreation Commission
Electoral Area 'F' Appointee
Skye Donald
Steve Chomolok
Alfred Jablonski
Barbara Smith
Kebble Sheaff

Staff: David Palidwor, Acting Manager Park Services
Joan Michel, Parks and Trails Coordinator
Elaine McCulloch, Parks Planner

Regrets: Reg Nosworthy

CALL TO ORDER

Chair Fell called the meeting to order at 7:05pm.

ELECTION OF SECRETARY

Chair Fell called for nominations for the position of Secretary.

MOVED A. Jablonski, SECONDED S. Donald, that Ms. Barbara Smith be nominated for the position of Secretary.

CARRIED

As no other nominations were received, Chair Fell declared Ms. Smith as Secretary.

MINUTES

The following errors in the October 24, 2011, minutes were noted:

- On page six, the misspelling of Mr. Sheaff's surname.
- On page six, first paragraph, should read "...#1 budget was increased from \$15,000 to \$22,000....".
- On page six, fourth paragraph second line, should read "...dated October 2011, be received.....".

MOVED A. Jablonski, SECONDED K. Sheaff, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 24, 2011, be approved as amended.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED A. Jablonski, SECONDED K. Sheaff, that the following Correspondence be received:

- S. Cross, Re: Malcolm Property Trail Name Request.
- E. McCulloch, RDN, to Arrowsmith Agricultural Association, Re: Facility Upgrade Funding Request Denied.

CARRIED

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch summarized the Community Parks and Regional Parks and Trails projects reports for October through to January 2012.

Ms. Michel stated, as requested by Ms. Smith, she would investigate why a team from the Coastal Invasive Plant Committee had not been requested to assess Electoral Area 'F' parks.

MOVED A. Jablonski, SECONDED S. Chomolok, that the Reports be received.

CARRIED

Bylaw No. 804.04

Further to a request from the POSAC at their October 24, 2011 meeting, the Committee reviewed the Bylaw No. 804.04, which outlines the intent to support other community facilities for funding. The process requires a letter of request forwarded to the Regional District.

Errington Elementary Trail Project Update

Ms. Michel provided a verbal update on the trail to Errington Elementary School, the first official Arrowsmith Community Trail or ACT 1. The official trail opening event is scheduled for Saturday, April 28, 2012. The Friday prior, the school will be sending all classes out for a tour of the new trail.

Ms. Michel discussed naming the new trail and sought ideas from the Committee. Ms. Smith suggested the Errington Elementary School students be tasked with bringing forward suggestions for a name for the new trail.

The next phase of the community trail and low-traffic road route project, ACT 2, involves completion of roughed in trail along undeveloped Carrothers Road. This narrow and somewhat difficult route has been surveyed. A hazard tree assessment is required after which a permit can be concluded with the Ministry of Transportation and Infrastructure. The goal is see the trail developed to at least rough footpath standards in 2012.

Ms. Michel referred the Committee to the ACT Project map handout showing proposed ACT 3 to 6 projects. By year-end 2012, the goal is to see surveys completed for as many of these phases as possible. She noted that the ACT project map currently only covers Errington and part of Coombs, so needs to be expanded to include all of Area 'F'.

Meadowood Community Park Grant Application/Phase 1 Concept Plan Review

Ms. McCulloch advised that the Meadowood Way Park project was one of three 2011 Provincial Small Community Recreation Program grant applications submitted by the Regional District. She stated information on grant approval should be received by the end of March. The proposed project budget of \$100,000, includes \$54,500 in grant funding, \$5,000 raised by the Meadowood/Corcan residents with the balance of \$40,500 to be funded through the Electoral Area 'F' Community Parks budget.

Meadowood Community Park Planning Process

Mr. Palidwor reviewed the Meadowood planning process being undertaken in conjunction with the Little Qualicum River Regional Park and the "in kind" services being offered by Meadowood/Corcan residents.

Ms. Michel suggested the Committee review the Regional District website regarding Moorecroft Regional Park to get insight into the park management planning process.

Committee Appointments to Little Qualicum River Regional Park Management Plan/Meadowood Community Park Design Advisory Committee

MOVED A. Jablonski, SECONDED S. Donald, that Mr. Nosworthy be appointed to the Little Qualicum River Regional Park Management Plan/Meadowood Community Park Design Advisory Committee.

CARRIED

MOVED B. Smith, SECONDED K. Sheaff, that Mr. Jablonski be appointed to the Little Qualicum River Regional Park Management Plan/Meadowood Community Park Design Advisory Committee.

CARRIED

Five Year Project Plan and the Detailed Project Plan

Ms. McCulloch reviewed the Five Year Project Plan for 2012 to 2015 and the Detailed Project Plan for 2012, including how her working hours are allocated for Electoral Area 'F' projects.

Ms. McCulloch advised the Malcolm Park Plan will be completed when the park access from the parking lot of the Whiskey Creek Store is finalized.

MOVED A. Jablonski, SECONDED S. Chomolok, that the Five Year Project Plan be received.

CARRIED

Chair Fell advised he will request information for the Electoral Area 'F' Community Parks Budget beginning with the year 2007 when the Parks and Open Space Advisory Committee was struck.

MOVED B. Smith, SECONDED L. Salter, that the yearly breakdown of the Electoral Area 'F' Community Parks Budgets from and including the year 2007, be provided to the Committee.

CARRIED

Chair Fell stated should the grant application for the Meadowood Way Park project be successful, this project would be the main focus of attention in the near term, as he feels as there is a strong local need for this project to be completed.

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

In regard to the request to name the main trail in Malcolm Community Park after Steve Cross, the community volunteer who was instrumental in seeing the trail developed, Ms. Michel reviewed policy and protocol regarding the naming of parks and trails. A geographical name is the first and preferred choice for place names. Naming parks or trails after a person, while not prohibited, does require special consideration and community support. Examples where this has been done were discussed, e.g., the recently named Alice Antonelli Trail in Wildwood Community Park (Area 'H').

MOVED A. Jablonski, SECONDED K. Sheaff, that the trail in the Malcolm Community Park, be named after Steve Cross.

CARRIED

MOVED L. Salter, SECONDED K. Sheaff, that the Correspondence S. Cross, re: Malcolm Property Trail Name Request, be referred to staff for follow-up.

CARRIED

ADJOURNMENT

MOVED L. Salter, SECONDED A. Jablonski, that the meeting be adjourned at 9:10pm.

Chair

Harvey, Ann-Marie

Subject: FW: Approved Community Recreation Program Application

From: INFRA, CSCD CSCD:EX [<mailto:INFRA@gov.bc.ca>]
Sent: Monday, March 26, 2012 11:21 AM
To: Hewitt, Nicole
Subject: Approved Community Recreation Program Application

Mr. Joe Stanhope, Chair
and Members of the Board
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Chair Stanhope and Board Members:

On behalf of the Province of British Columbia (Province), I am pleased to inform you that your grant application to the *Community Recreation Program* for **16052 - Meadowood Drive Community Park (Phase 1) - Playground & Sport Court** has been approved in the amount of \$54,500 .

The Ministry of Community, Sport and Cultural Development (Ministry) welcomes the opportunity to support your efforts in addressing improvements to recreational spaces and opportunities for physical activities in the Regional District of Nanaimo.

The Province is steadfast in its commitment to helping communities across B.C. access the resources they need to be economically-resilient and family-friendly.

The Chief Administration Officer of your community will be receiving a contribution agreement which needs to be signed and returned to the Ministry as soon as possible.

Thank you for the continued leadership you are giving to your community and congratulations on your successful application.

Sincerely,



Glen Brown
Executive Director

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 5, 2012

FROM: Dave Palidwor
Acting Manager of Parks Services

FILE:

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

For the month of March 2012 staff has been involved with the following projects and issues:

Electoral Area Community Parks

Area A

Staff was informed that the Cedar Skateboard/Bike Park Community Recreation Grant submission was successful and responded to the provincial granting agency's request for a review and approval of the official project description. Staff notified the Commission and other involved community members that the project had received \$439,410 (70% of the estimated project cost) in grant funding.

Staff met with representatives from the Ministry of Transportation and Infrastructure and Provincial Fisheries to discuss the proposal for developing a car top boat launch on Quennell Lake. A land survey of the existing Ritten Rd boat launch site was completed and staff worked through a number of design options for the site.

Staff attended a meeting with the developer of Cedar Estates to discuss the development process of the Morden Colliery Trail.

At Nelson Road staff completed a garbage clean-up and cleared the beach access stairs of tidal debris. Staff also liaised with the RCMP and Ministry of Transportation and Infrastructure regarding an abandoned boat and trailer at the site.

Staff conducted invasive species removal at the Pylades Road beach access, and delivered an invasive species control brochure to the neighbour in an effort to control ivy at the site.

Thelma Griffiths-Staff ordered and replaced bolt assemblies in 2 spring toys, cleaned garbage debris from park.

Area B

Staff reviewed the 707 Community park trail names and proposed an alternative naming pattern for a trail intersection in the northwest quadrant of the park to the POSAC members.

Staff enlisted an engineering company to provide a plan for necessary irrigation pond redevelopment at Rollo McClay Community Park. A cistern pump was also repaired at the park. Staff also liaised with the

mowing contractor regarding mowing schedules, aerating, and field maintenance startup activity for the coming seasonal maintenance contract.

Boulders were delivered and placed at the Ricki Avenue access to the 707 Community Park in order to curb recent ATV access.

Hazard tree work was conducted at a Whalebone area Community Park.

Staff met with members of the Gabriola Recreation Society to discuss the user agreement and management of Rollo McClay Community Park.

Staff met on site with a contractor to discuss improvements at Huxley Community Park and booked dust control servicing from Emcon Services Ltd., to occur later in the spring.

Staff processed and approved park use permit application from the Gabriola 4H Horse Club to run the Rollo McClay concession from May through September. VIHA reports on the Club's operations from last year all in order.

Staff investigated and worked with GRS Programmer on a revised bike polo event at Huxley Park and not involving the tennis courts.

East Wellington/Pleasant Valley

Staff prepared the draft Electoral Area 'C' EW/PV Five-Year Project Plan and the 2012 Detailed Project Plan.

Staff prepared and distributed the POSAC orientation binder, the March 12th PRCC meeting agenda, and attended the meeting.

At Meadow Drive Community Park staff top dressed portions of the grassed area and conducted a park clean-up.

Area E

Staff met with Fairwinds Development proponents on site to investigate proposed trail routing in the Lakes District Neighborhood Plan.

A land survey of the undeveloped panhandle leading into Schooner Ridge Footpath from Rockhampton was completed in order to assess potential development options.

Staff investigated site conditions at Schooner Ridge Path in Fairwinds following a request for crane access through the park to a neighbouring site. Staff also met on site to examine recent survey work done and to discuss future development options.

At Jack Bagley field staff visited site several times to remove dog waste and garbage left by park users.

At the Ainsley Road beach access staff inspected site stair conditions and removed debris from the stairs.

Staff removed branch debris from park trails at Brickyard Community Park and Park Place Community Park

Trail planning staff investigated intentions regarding DL33 trail with MFLNRO staff and briefed management.

Area F

Staff was informed that the Meadowood Community Park Recreation Grant submission was successful and responded to the provincial granting agency's request for a review and approval of the official project description. Staff notified the POSAC and other involved community members that the project had received \$54,500 (55% of the estimated project cost) in grant funding.

Electrical and security lighting work was completed at Errington Farmer's Market Community Park and a park clean-up was conducted.

Staff inspected the trail and cleared trail debris along the Arrowsmith Community Trail.

Staff worked on ACT 1 trail official opening and official naming with ACES, POSAC, and the Errington school principal.

Area G

Staff met with an adjacent land owner concerning access and continued to work with an engineering company towards creek bank stabilization works planned for Miller Road Community Park. This work is expected to occur this summer.

At Top Bridge staff collected mapping data along a section of new trail and installed a new trail information sign on Resort Drive.

At Columbia Drive Community Park staff performed a hazard tree inspection and cleaned garbage from the park and at the beach access staff inspected road conditions and cleaned garbage from the site.

At Lee Road Community Park staff inspected for possible tree hazards and noted that a large Cedar being monitored had fallen into the creek.

Staff inspected trails and removed branch debris at Hawthorne Rise Community Park.

Staff monitored garbage collection and toilet service contracts.

Area H

Staff prepared the draft Electoral Area 'H' Five-Year Project Plan and the 2012 Detailed Project Plan.

Staff prepared and distributed the POSAC orientation binder, the March 28th PRCC meeting agenda, and attended the meeting.

Staff was informed that the Henry Morgan Community Park Recreation Grant submission was successful and responded to the provincial granting agency's request for a review and approval of the official project description. Staff notified the POSAC and other involved community members that the project had received \$85,000 (40% of the estimated project cost) in grant funding.

Staff attended a site visit with Planning staff, the developer and his agent at 2900 Leon Rd. to discuss potential impacts of the proposed rezoning and subsequent development of the property may have on the adjacent park land. Parks staff requested that an arborist report be provided by the developer that addresses these concerns.

Staff reviewed the Cash in Lieu of Park Land proposal associated with the Subdivision Application for 6620 Island Highway West.

Replacement signage due to vandalism was posted at Hunts Creek Bridge.

At Illusion Lake Community Park staff inspected the site and removed a considerable amount of garbage and debris.

Staff continued to work on renewal of the Lions Community Park lease. Society confirms it will not be entertaining camping requests except for large events being held at the Community Park. Work also begun on park use permitting for the Bluegrass Festival.

Provided information on regional and community trails plans and park use to VIU student working on Area Director's traffic calming study.

Met with RDN Planning staff to discuss trail routing, E&N crossings and ROW's for lands on Oceanside between Nile and Thames Creeks.

Other Community Park Projects

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public.

Regional Parks and Trails

Arboretum

Park staff issued a grass mowing contract.

Beachcomber Regional Park

The location for a portable toilet was finalized on site with work expected over the next month.

Coats Marsh Regional Park

Park staff continued to monitor beaver debris, pond leveler and water level of the marsh.

Survey work undertaken by consultants in preparation for permit application and Phase 2 flood mitigation work.

Descanso Bay Regional Park

Staff worked with Park Operator on 2011 report action items.

Staff conducted a park inspection and delivered filters for the water treatment system

New roofs were installed on the four outhouses.

Englishman River Regional Park

Staff visited the park to look at a new potential trail route from the Allsbrook Road parking lot to the fish channels. The current trail is close to the river and the intent is to find a new trail that is further away. Staff also cleaned the kiosk at Allsbrook and installed a no camping/fire/atv sign.

Staff provided a park use permit application to the Mid Vancouver Island Habitat Enhancement Society for Run the River event in early June and initiated work with Silver Spur Riding Club for a summer Cancer Ride event.

Provided a letter of direction and support to the Community Fisheries Development Centre in regard to partnering on the 2012 development of the connector trail from the Top Bridge Crossing to the DFO weir, restoration of the old outtake bridge, installation of culvert and trail at the west end of the Beaver Pond, and other miscellaneous works in the 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 cut and removed several trees that came down on the main access road and trails.

Park staff installed new trail signs at middle gate and by the fish hatchery.

Horne Lake Regional Park

Web site updated with revised park maps and campground rules.

Assisted the Park Operator with their new registration system.

Received update from Ministry of Forests staff that long standing rave site located on Crown land outside of Caves Park was finally cleaned out.

Park Staff completed a danger tree assessment in both campgrounds with the park operator. A few trees were identified for removal and pruning.

Lighthouse Country Regional Trail

Discussed official opening with RDN Communications Coordinator (date still to be confirmed).

Met with a local trail user on a medi-scooter to improve access issues.

Park staff removed windblown trees from the north loop trail system.

Investigated closing of road allowance between Thames and Crossley Road with mapping and planning staff and discussed instituting computer 'flags' into RDN land system.

Little Qualicum River Estuary Regional Conservation Area

Staff reviewed the CAGO project with Guardian members and DUC and confirmed with the Canadian Wildlife Service that the Guardians are permitted to addle Canada Goose eggs at the spit.

Provided the Qualicum Beach Streamkeepers with information about some of the invasive weeds to be removed at the spit (sheep sorrel).

Staff obtained final lease and covenant with DUC to be forwarded for Board approval.

Liaised with the BC Conservation Foundation about their application to the Habitat Conservation Trust Fund for Large Woody Debris works at Englishman and Little Qualicum estuaries. Grant funds were received but proposed works need to be reviewed given need to approach spit by water.

Little Qualicum River Regional Park

Park planners prepared background information and coordination work for the joint LQRRP Management Plan and Meadowood Community Park Masterplan process including: continued stakeholder contact for LQR RP management plan and arrangement of first Advisory Committee meeting for April 11; working with facilitation consultant to plan first Workshop for April 28th; developing stakeholder information packages – letter, backgrounders on LQRRP and Meadowood Community Parks, context maps, project flowchart, invitation to the Workshop; preparing newspaper advertisement and drafting survey questionnaires.

Moorecroft Regional Park

Staff reviewed the Summary of Feedback from the second round of public engagement for the management plan prepared by O2 Consultants and posted it online.

Staff confirmed the next Advisory Committee meeting for May 2nd and have arranged for the president of the Archaeology Society of BC to attend and give a brief presentation.

Staff visited the park and reviewed the condition of the cabins considered for retention in more detail. Overall condition is quite poor and a RDN building inspector has been requested to prepare a report to describe the work and cost required to bring buildings up to code.

Staff and consultants met with Chief Bob of the Nanoose First Nation to better understand park values and future opportunities from the Nanoose First Nation perspective. Staff and consultants also met with School District 69 representatives. The School District has expressed interest in Moorecroft from a curriculum perspective, so the meeting in late March was an opportunity to hear some ideas and consider how this information might influence the management plan. Both meetings revealed a strong interest in children learning about nature in the park. A classroom facility (or possibly longhouse structure) is desired by both parties – the SD indicated the possibility of working with the woodlot manager adjacent to Moorecroft who has constructed a learning facility at his woodlot in Port Alberni.

Received notice from Bylaw Enforcement that the person caught removing cedar from the property has been fined under Bylaw 1399 – the first such use of the parks bylaw.

Park Staff carried out the following works at Moorecroft Regional Park:

- Fire barrels removed from park as they were used for refuse.
- Trails GPS'd for trail maintenance plan.
- No motorized vehicle regulatory signs were installed at two entrances.
- Construction of protective fencing and signage to prevent park users from entering and disturbing rare wood fern area.

Morden Colliery Trail

Staff prepared a letter to the Province from the EA A Director and the RDN Board Chair in support of the Friends of the Morden Mine Society and their drive to see the tipple site restored.

Staff responded to a letter from MISSI regarding linkage of Hemer Provincial Park and Boat Harbour in order to complete the MCRT: reaffirmed that this has been a stated RDN parks goal for some time, and we are optimistic that this will happen in the long term.

Mount Benson Regional Park

Staff reviewed the site for kiosk placement. Plans have been drafted and will be submitted to the MoTI with permit application. Plans will also be shared with the City of Nanaimo. Final editing of the kiosk sign and map were also completed.

Benson Creek Falls Regional Park

Staff are investigating partnership opportunities with Nanaimo Mountain Bike Club and Ministry of Forests on trails in the adjacent Crown Woodlot and along Jamieson Rd trail and the need for a trailhead south of Regional Park.

Nanaimo River Regional Park

Staff met with Executive Director of The Land Conservancy to review the request for harvesting within the Douglas-fir research plot. Follow up meeting is planned with The Land Conservancy, Ministry of Forests and Dan Piggott.

Park staff removed a large amount of grow operation materials left in the park.

Park staff have begun installation of a split rail fencing along the river to keep the public away from the eroding river bank.

Parksville Qualicum Links

Staff researched way-finding marker options and other materials and circulated within working group.

Request received from French Creek Residents Association to use gas tax money for improvements to PQL route in Area G.

Top Bridge Regional Trail

Map sign installed at Rathtrevor trail head. Advised Parksville Info Centre about new map sign and related resort area signage, and provided copies of kiosk maps for Top Bridge Regional Trail, Englishman River Regional Park and others. Also circulated to City of Parksville, RLC at Rathtrevor and BC Parks.

Trans Canada Trail

Staff continued to liaise with TCT national staff regarding Cedar area users' efforts to see TCT moved.

Other

Arboriculture Conference

Staff attended the conference in Parksville. Speakers addressed the Sustainable Sites Initiative, common tree pathogens, the importance of trees and greenspace in our communities and preventative tree maintenance practices.

Regional Parks and Trails Select Committee

Staff attended the first RPTSC meeting with the new elected officials.

Partnerships

Important Bird Area sign has been erected at the Wildlife Management Area access on Surfside Drive.

Provided assistance to the PQ News on park and trail maps for their Oceanside summer magazine.

Staff reviewed the Off-road vehicle conference call meeting notes and provincial framework summary notes received from UBCM. Followed up with the Province's project manager about the bylaw capacity of regional districts which continues to be raised as an issue. Discussed this further with UBCM staff and provided input on basis of issue: if regulation is achieved through highways legislation where RDs have no jurisdiction, then there will be a discrepancy in capacity between municipalities and RDs to make full use of new regulations. Set up April meeting with Bylaw staff.

Provided Strathcona Regional District parks manager with examples of private land licences.

Liaised with City of Nanaimo recreation staff about park use permits for their programs that make use of RDN parks and trails.

Recommendations

That the Parks Update Report for March 2012 be received as information.

Original signed by D. Palidwor

Manager of Parks Services

Original signed by T. Osborne

General Manager Concurrence