

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
WEDNESDAY, SEPTEMBER 19, 2012
7:00 PM**

(Cedar Heritage Centre, 1644 MacMillan Road)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-5 Minutes of the regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held June 20, 2012.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

UNFINISHED BUSINESS

REPORTS

Recreation

Cedar Heritage Centre Captial Work Update (verbal)

Recreation Grants Update (verbal)

PARKS

6-15 Monthly Update of Community and Regional Parks and Trails Projects – June-August 2012

Cedar Estates Update (verbal)

Quennell Lake Boat Launch Update (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Schedule Date for Planning Session

Cedar Schools and Enhancement Society Contract

16-26

Park Land Dedication Process – for discussion

COMMISSIONER ROUND TABLE

COMMISSION INFORMATION (Separate enclosure on blue paper)

ADJOURNMENT

Motion to adjourn.

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Board proceed to an In Camera Commission meeting to consider items related to land issues.

NEXT MEETING

Wednesday, November 21, 2012, 7:00pm
Cedar Heritage Centre

Distribution: A. McPherson (Chairperson), K. Wilson, S. Wilson, , J. Fiddick, E. Jordan, C. Mead, B. White,
C. Pagan, A. Vincent-Lewis, T. Osborne, W.Marshall, D. Banman, S. Pearson, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD WEDNESDAY, JUNE 20, 2012
AT CEDAR HERITAGE CENTRE, 7:00PM**

Attendance: Alec McPherson, RDN Director, Chair
Eike Jordan
Angela Vincent-Lewis
Jim Fiddick
Chris Pagan
Kerri-Lynne Wilson

Staff: Tom Osborne, General Manager of Recreation and Park Services
Dean Banman, Manager of Recreation Services
Sandra Pearson, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Carolyn Mead
Bernard White
Shannon Wilson

CALL TO ORDER

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

MINUTES

MOVED Commissioner Vincent-Lewis, SECONDED Commissioner Pagen, that the minutes from the May 1, 2012 meeting be approved.

CARRIED

REPORTS

Monthly Update of Community and Regional Parks and Trails Projects – April 2012

Monthly Update of Community and Regional Parks and Trails Projects – May 2012

Ms. McCulloch gave a brief summary of the April and May Community and Regional Parks and Trails Project Reports.

2012 Budget Highlights – Community Parks Electoral Area 'A'

Ms. McCulloch reviewed the 2012 project budget.

It was noted that the previously proposed tipple kiosk project has now been changed to an interpretive sign kiosk at the trail head in Cedar.

Commissioner Fiddick asked about status of the steps and railing at the Nelson Road boat ramp. Mr. Osborne stated that staff have been to the site and it has been deemed the railing safe but will follow up on the erosion issue at the site.

Quennell Lake Boat Launch Update

Ms. McCulloch reported that the next steps for the Quennell Lake Boat Launch is to meet with the Ministry of Environment (MoE) to confirm the final design and to identify projects the community can help out with. The next step will be to make an application for Section 9 with MoE and Ministry of Transportation and Infrastructure (MoTI). She stated that once in-kind donations are identified, preparation for the final working drawings and cost estimates will be done, and then a Tender/Request for Quotes will be placed. Ms. McCulloch sees construction starting in late August/September.

MOVED Commissioner K. Wilson, SECONDED Commissioner Jordan, that the update reports be received.

CARRIED

NEW BUSINESS

Recreation and Parks Planning Session

Mr. Banman explained to the Commission that traditionally the Commission has met in the fall to review the Electoral Area A Recreation and Cultural Services Master Plan (2007) and plan ahead the priorities for the coming year. It was suggested that the Commission also discuss park initiatives at the same time and could tour the community parks system. Ms. McCulloch said this would also be an opportunity to discuss what the commission would like to focus on and budget for the next year.

The Committee agreed scheduling a date for a planning session in the fall would be appropriate.

Multi-Use Indoor Facility Feasibility Study

The Commission discussed advancing discussions on the planning of a future Multi-Use Indoor Facility in the area and what level of study could be taken to proceed to the next steps. A tour of other communities for some insight was suggested. Staff were asked to provide some background information as part of the fall planning session on examples from other communities of facilities or facility amenities that may be worth considering in Electoral Area 'A'.

MOVED Commissioner K. Wilson, SECONDED Commissioner Jordan that the verbal project and planning reports be received.

CARRIED

COMMISSION ROUND TABLE

Commissioner Jordan told the Commission about her positive experience at the BCRPA Symposium.

Commissioner Vincent-Lewis mentioned the field conditions at North Cedar Intermediate School where her soccer program is held are somewhat hazardous and lacking upkeep with knee high grass. She mentioned it to the school coordinator but thought she would bring it to the Commission's attention.

Commissioner Pagen stated he finds it unfortunate that there are no tennis courts available in Area A.

QUESTION AND ANSWER

A local resident asked what steps the Commission will be taking with Area A Recreation Services since the dismantling of the RDN Recreation Programmer position and how the community can be involved in the planning and improvement of future recreation programming.

Through discussion, Chair McPherson said at this point services have returned to the volunteers offering services. He gave the community member a few suggestions as to how to become involved and to contact existing service providers in the area. Another community member referred the resident to the Community School Coordinators and programs run through Cedar Secondary School.

ADJOURNMENT

MOVED Commissioner Pagen, that the meeting be adjourned at 8:34pm

CARRIED

IN CAMERA

MOVED Commissioner Pagen, SECONDED Commissioner Fiddick, that pursuant to Section (90) (1) (e) of the Community Charter the Commission (Commission) proceed to an In Camera meeting to consider land issues.

CARRIED

Chair

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 12, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff completed maintenance planning for the Nelson Road boat ramp. Construction is expected to commence in September.

Staff prepared the Electoral Area 'A' 2012 Budget Highlights Report, prepared and distributed the June 20th PRCC meeting agenda package and attended the meeting.

Staff prepared and submitted the April-June Periodic Progress Report for the Cedar Skateboard Bike Park Community Recreation Grant.

Staff attended site meetings with Provincial Fisheries representatives and the neighbour to discuss development plans at the Quennell Lake Boat Launch. Staff also prepared and submitted a MoTI Permission to construct works application, a MoF Licence to Cut Application and contacted TimberWest, the owner of the bottom of Quennell Lake, to ask permission to install the proposed dock.

Area B

At Rollo McClay Community Park staff inspected the water system along with Water Services staff. Pressure washing and clean-up work was also conducted. The engineered plan for the replacement of the irrigation pond liner was also received. Staff also received a cost estimate for parking lot improvements.

With a great deal of help from community volunteers and members of GaLTT, sign installation began at 707 Community Park. Two large hazard trees were removed from the park near the north boundary. Following a permit application to Ministry of Transportation and Infrastructure, a damaged footbridge was replaced with a steel culvert along the trail on Tin Can Alley which leads into 707 Community Park.

A plan for a set of replacement beach access stairs was received for South Road Community Park. Contractor selection and development work is expected to take place this fall.

Mowing and irrigation system maintenance work continued both at Rollo McClay Community Park and at several waterfront parks in the Whalebone area.

Removal notices were posted for abandoned boat trailers at the El Verano boat launch parking area.

Area C - Extension

Staff acquired a site survey of the Extension Miners Community Park in preparation for the construction of a covered bridge over the creek. Staff followed up with Harold Engineering regarding the design of the bridge.

GPS mapping data was collected at a newly acquired park on Nanaimo River Road.

Area C - East Wellington/Pleasant Valley

Mowing and grounds maintenance work continued at Anders and Dorrit's Community Park. A site assessment was conducted and submitted to Ministry of Environment, with the goal of removing a number of structures, fencing and a bridge at the site. Replacement of the bridge with a culvert is expected to be approved by the Ministry, and carried out in early fall. Haying of the field was also completed. Safety signage was posted and GPS work was also conducted at the park.

Staff prepared the Electoral Area EW/PV 2012 Budget Highlights Report, prepared and distributed the June 11th POSAC meeting agenda package and attended the meeting.

Staff responded to a memorial bench request for a site near Maxey Road, and liaised with Ministry of Transportation and Infrastructure and Canada Post.

Playground maintenance work and tree watering was completed at Meadow Drive Community Park.

Area E

Planning and partner consultation was carried out in preparation for a vehicle barrier installation at Schooner Ridge Path in Fairwinds.

Staff prepared the Electoral Area E 2012 Budget Highlights Report, prepared and distributed the June 4th POSAC meeting agenda package and attended the meeting.

Staff met with Planning to discuss the recently submitted Fairwinds Lakes District and Schooner Cove rezoning applications.

Staff planted Garry Oak seedlings at Park Place Community Park following a request from a park steward. Ongoing watering of the new seedlings will be primarily conducted by the steward.

Staff provided site assessment feedback for community garden development work planned for Nanoose Place.

Area F

Staff continued with LQRRP/MCP stakeholder meetings including BC Hydro, Dashwood Fire Department, Mr. Ozero (gravel pit operator), students from Qualicum Middle School and Kwalkium Secondary School.

Staff attended a LQRRP/MCP Advisory Committee meeting to discuss the Phase 1 Engagement Summary and to review the draft concept plans, vision, principles and design goals and draft agenda for workshop #2. Staff attended the workshop on June 16th and prepared and distributed the Summary Notes for the

attendees. Staff prepared and distributed Workshop #2 Summary Notes to the attendees of the second LQRRP/MCP workshop held on June 16th.

Staff prepared and submitted the April-June Periodic Progress Report for the Meadowood Community Park Community Recreation Grant.

Staff liaised with the Farmer's Market Association and Veteran's Hall Board members, seeking completion of a community driven washroom construction project at the park.

Hazard tree inspection and tree removal work was carried out at the Malcolm Trail.

Area G

The erosion control and habitat enhancement project on French Creek was successfully completed the first week of September. Approximately sixty meters of eroding riverbank was reinforced with boulders and cedar rootwads that provide cover for salmon and trout. Local stream keepers will assist with riparian planting this fall and a monitoring program over the next 2 years. The project was managed by the BC Conservation Foundation, a local non-profit group that has successfully completed numerous habitat improvement projects in RDN watersheds.

Staff conducted a hazard tree assessment and arborist report for two newly dedicated park properties in the Wembley Road area. On one site staff worked with the developer to prepare applications to MoTI for a development permit and to MFLNRO for a Licence to Cut for tree removal along the future path. Staff prepared Trail Development Standards for the proposed multi-use trail between Wembley Road and Ackerman Road.

Staff prepared the Electoral Area G 2012 Budget Highlights Report, prepared and distributed the June 25th POSAC meeting agenda package and attended the meeting.

Staff met with RDN Planning, the developer and their agent in regards to a proposed rezoning application for 691 Wembley Rd (on the corner of Wembley Rd and Yellowbrick Rd) and discussed their proposed subdivision parkland dedication. Once a rezoning proposal including an amenity contribution of \$32,000 towards the development of the Stanhope Trail and subdivision plan with 5% parkland dedication was submitted by the developer, Parks staff attended a site visit with Planning, the developer and their agent and submitted parks comments to Planning. Staff attended the Public Information Meeting that was held by Planning on August 13th at Oceanside Place at which the public was informed of the proposal and were invited to ask questions and provide feedback on the proposal.

Hazard tree removal and pruning work was carried out at Boulton Community Park. Staff are also in the process of assessing several Cottonwood trees. A board report will be prepared this fall discussing the trees and the issues they cause to neighbours.

Following a vandalism and theft incident, two new memorial plaques were ordered and installed on a donated bench at the Johnstone Road beach access site.

Staff liaised with Ministry of Transportation and Infrastructure regarding a resident complaint about herbicide use on a beach access site.

Area H

Further to a proposal by Ministry of Forests Coastal Fire Centre, staff continued planning and public notification for urban forest fire interface work scheduled for Oakdowne Community Park. This work is currently scheduled for this fall.

Staff conducted brushing work at several area beach access and community park sites. A beach access site bench was relocated due to bank erosion.

Staff contacted BC Hydro regarding a request for a gate installation in the Corcan Road area, following numerous dumping incidents. Trails from the dump site connect to Oakdowne Community Park.

A gathering at Wildwood Community Park was organized to commemorate Alice Antonelli, who led the community's effort to regain park tenure at Wildwood. "Alice's Trail" signage was erected along the main park trail. An interpretive signage fund was initiated in Alice's memory with \$225 raised and tax receipts issued.

Staff is working with the consultant team to complete tender drawings and documentation to secure permits for Phase 1 construction works for the Henry Morgan Park Project. Staff anticipate going out to tender construction in early November. Staff coordinated with BC Hydro to have a utility pole removed from Henry Morgan Community Park and relocated on the neighbour's property.

Staff prepared the Electoral Area H 2012 Budget Highlights Report, prepared and distributed the June 27th POSAC meeting agenda package and attended the meeting.

Community Parks Greenways Strategy and Standards

Staff is preparing to move forward with the Community Parks Greenways Strategy for Electoral Areas 'E', 'F', 'G', and 'H'. The goal of this project is to position the EA's to proactively respond to opportunities for expanding community parks and trails through development, capital works, and partnerships. The objectives include developing a community-based parks and trails classification system including standards and criteria; identifying significant local natural, cultural and historical features that contribute to community character and enjoyment; and to develop trail design guidelines and construction standards to be used in all seven Electoral Areas. Inventory and analysis work has begun and the public engagement process is scheduled to begin in January 2013.

Regional Parks

Arboretum

Volunteers continue to source out donations to refurbish and update the historical Arboretum. Signs have been made to replace all of the old species identification signs. Staff met at the Arboretum property to review the installation location of a new park entry sign that is being prepared by community volunteers. The site currently lacks formal parking; therefore staff prepared a concept plan to locate a small (7 car) parking lot off Phoenix Way. Because this RDN owned property is within the City of Nanaimo limits, staff is confirming whether any limitations to the installation of the parking area exist. The parking and sign could be installed in the next month or two if there are no limitations.

Arrowsmith CPR Regional Trail

Received notice from Island Timberlands about start of 2012 road building season and need to reactivate week-day closure of Trail above McBey Creek. The company was advised that staff would repost notices at trail and on RDN web site. Staff reviewed the company's revised roading and harvesting plan for trail area: no road across any upper loop trail, and no harvesting across oldest section of trail.

Staff responded to Island Timberland's call about a doused campfire at top of trail in ACRD's park. Staff liaised with the Alberni Clayoquot Regional District CAO on their getting involved with a Fire Control Cost Sharing Agreement and perhaps closing their gates during times of high fire risk.

Benson Creek Falls Regional Park

Park staff installed more directional signs on the Jameson Rd entrance through the VIU woodlot and cleaned off the three bridges off of Weigles Road.

Coats Marsh Regional Park

Park staff continued to monitor beaver debris, pond leveler and water level of the marsh. Staff are undertaking some minor improvements to the caretaker's cabin to improve safety and livability.

Descanso Bay Regional Park

Park staff helped the park operator by painting the four washroom buildings. New signs were installed and all buildings painted.

Staff worked with Utilities staff on the inclusion of water testing results for the park drinking water system on web site. Park Operator reports that more and more campers are referencing RDN web site.

Staff investigated the DFO sewage contamination notice that affected the park and briefed the park operator.

Staff assisted the Communications Coordinator with videoing of park for HelloBC website.

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.

Trailhead barriers were placed at the Middlegate entrance to prevent ATV's from accessing the park. The project required several visits back to the site to fix the barriers due to retaliation and vandalism from the ATV users.

Staff liaised with The Nature Trust regarding the erosion of the Clay Banks. TNT's new Executive Director was toured through the park and examined the Clay Banks. River drinking water quality is being affected.

Horne Lake Regional Park

Staff worked with the Park Operator on identifying and paying for a candidate to take the Province's small water systems operations course and provide required daily maintenance for the new park

drinking water system. Staff assisted Utilities staff with obtaining historical information about wells at park.

Park staff along with RDN Water & Utility Services repaired the North Park road entrance and campsites. Water treatment improvements were also conducted during the site visit.

Received 2012 inspection report from Tourism BC: both campground and staff given good reviews.

Lighthouse Country Regional Trail

Bids for work on drainage and accessible surfacing at the Lioness Blvd trailhead and trail were received, mandatory site visit held and the work tendered. Staff obtained a Ministry of Transportation and Infrastructure development permit for works, prepared the contract for the successful bidder and dealt with insurance, bid bonds, security and interest payment. Staff organized a meeting of local mediscouter users and the contractor in order to confirm the re-alignment of baffles at rail. Prior to the opening, during construction, staff attended several field reviews with the contractor to check installation and note areas of deficiency for adjustment to match the drawings that were prepared. The official trail opening occurred on the 23rd of June, following the completion of the trail surfacing works by Kivela Contracting. Interpretive signage along the trail informed visitors about local ecology.

Staff met with the Nile Creek Enhancement Society board members to review the initial planning of a Nile Creek crossing and general approaches to bridging. Visited the aluminum bridge over Nash Creek to examine the various ways of reducing the recreational footprint in sensitive riparian areas.

Little Qualicum River Estuary Regional Conservation Area

Parks staff installed a portion of the new fence. The remaining fence is slated to be installed September – October.

Further to the Regional Board's approval of a 99-year lease and revised covenant, staff worked on the execution of the documents by Ducks Unlimited Canada and RDN, and registration with Land Titles.

Staff also worked with the BC Conservation Foundation on advancing their proposal to restore the fish channel. Staff participated in a site meeting with the Ministry of Forests, Lands and Natural Resource Operations and worked with BCCF to ensure that Ministry concerns were met. Initial restoration work involving raising the invert and water level within the channel has been completed, and so far water is holding. Installation of large woody debris via helicopter will follow in the coming months.

QB Streamkeepers completed work at the spit on invasive species and they are interested in continuing to be involved with at the spit.

Little Qualicum River Regional Park

Staff met with representatives from the Dashwood Fire Dept. in mid-June, to complete the stakeholder consultation aspect of the LQR management plan. Further edits to the plan, goals and objectives, an online survey, website updates and mapping material was prepared by staff for the second Workshop, held June 16. Focus was on the draft concept plan for the regional park, the draft vision, goals and objectives. Over July and August, following the workshop, staff drafted the complete LQRRP management plan and coordinated with mapping to produce the final concept map, based on input received throughout the overall process. The draft will be presented to the Advisory Committee and at a final open house for the project in October.

Moorecroft Regional Park

Staff and consultants prepared for the final open house for the project, held June 16th in the park. Attendees were providing input on the draft management plan and concept plan. A final Advisory Committee meeting was held in July to review the final draft plan and implementation strategy. The committee reviewed input from the last Open House and provided input on dog management in the park, as well as the many other park management topics and new capital projects proposed for the park. Following this meeting, staff met to review the full plan in detail, focusing on the implementation section of the plan, and provided feedback to the consultants for preparation of the final draft management plan by the end of August. The plan will be presented to the RPTSC and Board in October.

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

- Redesigned the parking area and access
- Removed an old wood shed
- Caretaker house improvements
- Ongoing trail improvements
- New signs were installed in the parking area
- Park staff informed about an old open hole. Hole was secured and filled immediately.
- Trail brushing maintenance
- Park staff liaised with FLNRO water stewardship branch regarding a pond leveler for Skipsey Lake
- Power poles were maintained

Morden Colliery Regional Trail

Received notice from BC Parks that a large landowner is offering to eco-gift two parcels at the southeast corner of Hemer Provincial Park for park expansion. One parcel provides opportunity to extend the Regional Trail closer to Boat Harbour. A site visit is planned in September to find the old rail route through the new parcel.

Mount Benson Regional Park

Staff completed signage for the kiosk to be located at the Witchcraft Lake trail head to MBRP. A meeting with the City of Nanaimo confirmed the location of the kiosk and trail surfacing to be used around the kiosk. Installation will happen this fall, or early spring.

Using a draft agreement provided by the City of Nanaimo, staff began the paperwork on authorization of Regional Trail on City lands around and over Witchcraft Lake, the official trailhead for Mount Benson Regional Park. A site meeting was held and the draft agreement edited and returned to the City for consideration.

Staff obtained confirmation from the Recreation Sites Branch of MFLNRO that the Minister has approved the regional trail route official status under s.56 of the Forest Act. Work has now begun on the trail operating agreement with the Ministry.

Park staff cleaned off the Witchcraft floating boardwalk and brushed the MOTI row.

Nanaimo River Regional Park

Park staff conducted trail maintenance as well as installed more new directional signage at the Douglas fir growth and yield study site. Staff liaised with the Coastal Fire Centre and Forestry researchers in preparation for fuel abatement work within research plots.

Park Staff investigated a neighbours concern regarding the possibility of invasive Giant Hogweed growing in the park. As it turned out the plant was the native species Cow Parsnip which is very similar in nature.

San Pareil Boardwalk

An application to construct a new boardwalk was forwarded to the Provincial and Federal governments. A letter was received from the Ministry of Forests, Lands, and Natural Resource Operations denying the application. The boardwalk is considered to be inconsistent with the conservation priorities established in the Wildlife Management Plan.

Parksville - Qualicum Links

Held second 2012 quarterly meeting with local cyclists and staff from the City of Parksville and Town of Qualicum Beach to continue discussion on how to waymark the PQB Links route. Both municipalities are interested in seeing route marked through their jurisdictions as well, and not just within French Creek (Area G).

Danger trees were removed from the Barclay Bridge Site.

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 numerous information requests were received from the public.

Staff continued to work with the Oceanside Cycling Coalition in their efforts to get the Ministry of Transportation and Infrastructure to upgrade non-vehicular passage across the Hwy 19A bridge over French Creek. Following a site meeting with MoTI regional staff, and the press, the Ministry ordered an in-house engineering assessment of potential bridge fixes, including cost figures, to be completed by the end of October. Concrete no-stops at the bridge approaches have now been painted, and further signage will be installed to help communicate the difficult passage for non-vehicular and medi-scooter users at this bridge.

Recreation and Parks staff met with Information Services mapping staff to vet previously collected GPS field data and to prioritize/schedule future collection sites.

Staff worked to follow up on a number of park sites that had been affected by recent falling operations completed at the direction of BC Hydro.

Improvements were made to the operations shop, including items stemming from a health and safety inspection. Safety equipment was organized and a Work Safe BC facility inspection was conducted.

Provided Tourism BC fact checker with information on regional parks and trails for the Oceanside Vacation Planner.

Joined representatives of the Downtown Nanaimo Business Improvement Area and the City of Nanaimo Director of Parks, Recreation and Culture in a first meeting on coordinated trail planning for the City.

Assisted consultants for the Nanaimo Economic Development Commission who are working on a Tourism Strategic Plan for the Nanaimo area (including Areas A, B, C, Lantzville and Nanaimo).

Staff posted no smoking extreme fire hazard signs at Regional Trails and Parks.

Park Use Permits and Events

Concluded park use permit application for wedding at Brickyard CP.

Researched Natural Resources Canada's fireworks certification programs as regards the Meadowood Way/Corcan Rd Residents' Association park use permit application for a Halloween fireworks show and the long standing displays at Errington CP. Liaised with Dashwood and Errington fire chiefs along with the Finance Manager about fire department roles and issues.

A second annual Lighthouse Country Bluegrass Festival was held at Lions CP over the Canada Day long weekend under park use permit. Event went well despite poor weather and organizers expect to continue the event in future.

Worked with Park Operator at Descanso Bay on two park use permit applications (memorial pot luck and a wedding). Both applications approved. Another successful Oceans Day event was also held at the Park.

Approved the Silver Spur Riding Club's park use permit for their annual Bob Preuss Memorial Cancer Ride held early August. Event went well.

Worked with the Invasive Species Council of BC and their contractor Coastal Invasive Plant Committee on a park use permit application concerning Eurasian Milfoil at Horne Lake Regional Park. Permanent information signage erected at the park boat ramp; researchers provided with free boat launches to undertake monitoring at Horne Lake. Permit approved.

Assisted Arrowsmith Naturalists with park use permit application for two field trips to park as part of Naturalists' Island Conference late September. Park Caretaker, Guy Monty, to act as guide for the field trips. Also provided Naturalists with maps and management plans for handouts at the conference.

Completed a park use permit approval process for Learn to Fish Program, a free program for children to be delivered at Horne Lake Regional Park over course of summer. Assisted with program promotion and SHAW website information.

Approved park use permit for fall environmental monitoring of the fish channel in Englishman River Regional Park by VIU students in partnership with DFO.

Initiated a park use permit application for one-day shoot at Englishman River regional Park in late September for a Discovery Channel film segment on beavers, as part of a show on Vancouver Island wildlife, part of a series of shows on the wildlife of large islands around the world.

Worked with Bike for Your Life organizers on use of PQB Links route. Key for Barclay Crescent Bridge bollards provided to organizers.

Recommendations

That the Parks Update Report for June, July and August 2012 be received as information.

Original copy signed by W. Marshall

Original copy signed by T. Osborne

Manager of Parks Services

General Manager Concurrence

10.0 Enhancing and Maintaining Park Land, Green Space, Natural Areas, Recreational Opportunities and Culture

Unlike other areas of the province, the eastern side of Vancouver Island, including Electoral Area 'A', lacks large tracts of Crown land. This is primarily a result of the E&N Land Grants of 1884-1925 which has resulted in much of the land in Electoral Area 'A' being under private ownership.

Area residents wish to see parks which reflect the rural nature of their community which includes the opportunity to use parkland for a range of rural uses including horseback riding, nature appreciation, and community gardens. Cooperation between all levels of government is required to achieve this vision.

The focus of this section is to establish a strategy for Electoral Area 'A' to enhance recreation and culture.



Sustainability Implications

RDN's Role

The RDN's role is to assist the community in achieving its recreational and environmental protection goals through the use of a range of tools including policies that apply at the time of rezoning, DPA's, advocacy policies, and through the subdivision process.

Environmental Implications

Preserving a range of interconnected and intact functioning natural ecosystems is critical in maintaining and supporting the lifecycle requirements of countless plant and animal species within the plan area. One of the key ways in which ecosystems can be protected is through preservation of green space and natural areas. Other than parks (provincial, regional and community) and a limited amount of other lands which have been protected through the years by covenant or other agreement, most of Electoral Area 'A's environmentally sensitive lands are not formally protected.

Social and Cultural Implications

Adequate and appropriately located park land, trails, green space, and opportunities for recreation and culture are important contributors to the quality of life for area residents. They are also important determinants in the ability to build and maintain diversity in the community. Facilities such as the Cedar Hall, the Cedar Heritage Centre, and the South Wellington Hall are an important part of the community's history and culture. Therefore they must be maintained or new facilities constructed to meet the needs of both existing and future residents.

The plan area contains a number of archaeological sites. The Province protects these sites, whether known or unrecorded, through the *Heritage Conservation Act*. This protection applies to both private and Crown land and a provincial heritage permit is required prior to altering or developing within an archaeological site.



Strategic Direction and Goals

Section 10.0 helps achieve the Community Vision by contributing towards community goals 6, 7, 8, 9, 10, 12, 13, 15, and 18. Please refer to Section 3.3 for a list of community goals.

10.1 Creating Opportunities for Parks, Trails, Outdoor Recreation and Culture

Parks and open space are fundamental to the health and wellness of the residents in a community. Parks may take on a range of functional uses such as passive recreational opportunities including hiking and walking, protection of wildlife habitat, sports fields and children's playgrounds, or for transportation linkages. The OCP identifies the integration of community, regional, and provincial parks through a network of trails to provide alternative routes and links within the community.

Currently there are twelve community parks dispersed throughout Electoral Area 'A' that comprise approximately 36 ha. The Nanaimo River Regional Park comprises approximately 54 ha and is the only regional park in the plan area. The Land is owned by The Land Conservancy (TLC) of Canada who entered into a long term lease with the RDN to manage it as a regional park and conservation area.



There are also three provincial parks within the plan area including Morden Colliery, Hemer, and Roberts Memorial that cover a combined area of about 102 ha. The *Regional Parks and Trails Plan 2005-2015*, supports an extension of the Morden Colliery Regional Trail to connect the Morden Colliery Provincial Park and Hemer Provincial Park by a bridge across the Nanaimo River and trail development from the Nanaimo River through to Boat Harbour.

In 2005, a detailed community trails study of Area 'A' was prepared to identify potential parkland acquisitions and connections with existing park amenities, resource lands, natural areas, or Crown lands. The study provided essential information for the *Regional Parks and Trails Plan*.

The purpose of this section is to incorporate the recommendations of the 2005 Community Trails Study as well as the current wishes of Electoral Area 'A' residents. **In addition, this section seeks to assist the Electoral Area 'A' Parks, Recreation, and Culture Commission in determining the suitability of lands for public use should an opportunity become available.**

Objectives and Policies

Section 10.1	Policy/Objective
Objective 10.1.1	Provide improved parks and outdoor recreational opportunities by increasing the amount, location, and variety of park land for a range of outdoor activities.
Policy 10.1.1	Lands designated Park Land/Green Space/ Natural Areas are shown on Map No. 3



Section 10.1	Policy/Objective
Policy 10.1.2	Existing and proposed park land and trail network are shown on Map No.8.
Policy 10.1.3	Park land and trails shall be permitted and encouraged in all land use designations.
Policy 10.1.4	<p>Residents of Electoral Area 'A' have stated a need for additional park land to:</p> <ul style="list-style-type: none"> a. Provide access or improve existing access to the waterfront, including the sea and all streams, including the Nanaimo River; b. Provide opportunities for horseback riding, community gardens, and demonstration of agricultural practices; c. Provide waterfront park land; d. Provide opportunities for water based recreation (i.e. children's water park); e. Provide trail linkages or future trail linkages or the expansion of existing parks forming interconnected natural corridors, heritage ways, or trail ways such as historical railways and logging roads and unconstructed dedicated road or easement rights-of-way between the waterfront, existing parks and community land uses such as schools; f. Provide sites for the protection of locally significant environmentally sensitive features; g. Provide sites for active or passive outdoor recreation activities including sports fields with lighting for night time use, and playgrounds; h. Preserve sites with heritage values such as petroglyphs; i. Provide viewpoints or opportunities for nature appreciation; and j. Create focal features such as a small green space within the Cedar GCB.
Policy 10.1.5	The RDN will continue to develop the regional trail system along the former Morden Colliery right-of-way to connect the Morden Colliery Historic Provincial Park across the Nanaimo River and beyond to Boat Harbour. The dedication of park land will be required at time of subdivision for those properties, which provide trail connections to the Morden Colliery Regional Trail.
Policy 10.1.6	At the time of subdivision of land adjacent to the ocean or a watercourse, the RDN shall recommend to the Approving Officer that full access to all water bodies be required and where more than one access to a water body is a requirement of subdivision, the RDN shall support the consolidation of accesses to create a larger access for a wider variety of uses.
Policy 10.1.7	The RDN will support and encourage obtaining lands for park and trail purposes along the Nanaimo River where it can be shown that the construction of a trail and public use would not have a negative environmental impact.



Section 10.1	Policy/Objective
Policy 10.1.8	The RDN should, when the opportunity for park land is minimal in terms of size or of low benefit or value to the immediate neighbourhood, consider taking cash in lieu of land to contribute towards the purchase of larger parcels of land which can be enjoyed by community.
Policy 10.1.9	The RDN should work towards the establishment of a comprehensive trail system linking the GCB's with the surrounding residential and industrial communities and which also provide greenway linkages to existing and future parks.
Policy 10.1.10	Recreational facilities and activities should be focused on lands inside the GCB's. However, outdoor recreational uses may be supported outside the GCB's where the surrounding landscape, natural amenities, and scale of development serves the community.
Policy 10.1.11	Although park land is supported for the protection of locally-significant environmentally sensitive features, protection of these features should be in addition to the minimum five percent park land dedication in the <i>Local Government Act</i> .
Policy 10.1.12	Park land proposals must provide a benefit for the community and those lands with little or no benefit to the community should not be accepted.
Policy 10.1.13	Land being considered for park land must be maintained in its natural state and should not be cleared or otherwise disturbed. Cleared and disturbed lands should only be accepted where the proposed park land is to be used for recreational uses which require cleared lands or where there are verifiable opportunities for carbon sequestration projects
Advocacy Policy 10.1.14	Where dedication of park land is desired, developers are encouraged to dedicate greater than five percent park land.
Policy 10.1.15	The RDN shall encourage and support volunteer assistance in the development and management of community parks and trails.
Policy 10.1.16	The RDN recognizes that public involvement early in the planning process, during acquisition, and throughout the development of Community Parks, is essential for the success of parks, recreation, and cultural services in the plan area.
Policy 10.1.17	This plan supports the establishment of a Development Cost Charge Bylaw for community parks purposes.
Policy 10.1.18	The Regional District shall evaluate the suitability of park land proposals and may also consider parks and publicly accessible open space provision through means other than subdivision approval in accordance with Section 10.2 of this plan.
Policy 10.1.19	The RDN should consider zoning parks for their intended use.
Policy 10.1.20	All trails proposed on lands located within the ALR shall require approval from the Agricultural Land Commission and should be developed and used in accordance with the Ministry of Agriculture publication titled " <i>A Guide to Using and Developing Trails in Farm and Ranch Areas</i> ".



Section 10.1	Policy/Objective
Advocacy Policy 10.1.21	The City of Nanaimo and the Cowichan Valley Regional District are encouraged to work with the RDN to create integrated parks and trail systems network that spans jurisdictional boundaries.
Policy 10.1.22	The RDN shall not support encroachment permits, issued by the MOTI, to private individuals to occupy road ends adjacent to the ocean or a watercourse unless the encroachment existed prior to the adoption of this plan and where such encroachment does not compromise the potential for future public use in the road rights-of-way.
Policy 10.1.23	This plan supports the recommendations identified in the RDN Electoral Area 'A' Community Trails Study.
Policy 10.1.24	This plan supports the recommendations identified in the RDN Electoral Area 'A' Recreation and Cultural Services Master Plan.
Policy 10.1.25	The RDN shall consider the creation of an invasive plant management policy for all RDN community parks where invasive plant species are an identified concern.
Policy 10.1.26	This plan recognizes that the existing community meeting and recreation facilities such as the South Wellington Hall, the Cedar Heritage Centre, and the Cedar Community Hall are highly valued by the community and as such the RDN should work with the Cedar Community Association and other appropriate agencies and groups to consider and identify opportunities for partnership on building upgrades and maintenance to ensure that these facilities remain available for public use.

Implementation Actions	Timing (Immediate, Short Term, Long Term, Ongoing)
Amend 'RDN Land Use and Subdivision Bylaw No. 500, 1987' by creating zoning designations for all parks in the plan area.	Short Term
Update the Electoral Area 'A' Community Trails Study.	Long Term

10.2 Acquisition of Park Land, Green Space, and Natural Area

Park land, green space, and natural areas can be acquired through various means such through the rezoning process, land dedication through subdivision, private donation, eco-gifting, or through purchase by the RDN or a private land holding entity such as a land trust or other conservation-based organization.

The RDN Board currently supports the policy of "*Availability for Acquisition*". This means that the RDN will only consider sites for public use where there is a willing seller or donor of land, access, tenure, or covenant. In accordance with Section 877 of the *Local Government Act*, this OCP identifies the approximate location, amount, and type of present and proposed recreational land uses. In the case of proposed or potential park and trail, it must be noted that an agreement with property owners affected must be reached prior to any land being considered for public use.



The following objectives and policies work towards the plan area resident’s desire to maintain and enhance park land, green space, and natural areas within Electoral Area ‘A’.

Objectives and Policies

Section 10.2	Policy/Objective
Objective 10.2.1	Support an innovative and multi-faceted approach to the acquisition of park land, green space and natural areas.
Policy 10.2.1	<p>Pursuant to the <i>Local Government Act</i>, at the time of subdivision, the Regional District shall determine whether the owner of land being subdivided shall:</p> <ol style="list-style-type: none"> a. Provide, without compensation, useable park land equivalent to 5% of the parcel size and in a location acceptable to the Regional District of Nanaimo; or b. Pay to the RDN an amount that equals 5% of the market value of all of the land being subdivided; or c. Provide a combination of land and cash to the satisfaction of the Regional Board.
Policy 10.2.2	Notwithstanding Policy 10.2.1 above, the RDN may accept a greater amount of land and/or cash if it is voluntarily offered and agreed to between the RDN and applicant of subdivision.
Policy 10.2.3	<p>The RDN may consider accepting park land at the time of subdivision or rezoning on any lands within the plan area where there is an opportunity for park dedication to meet one or more of the following preferred park criteria:</p> <ol style="list-style-type: none"> a. The land improves access to water including the ocean and any other watercourse; b. The land is identified for park land, trail, or conservation area by this plan or any other RDN parks and trails plan; c. The land connects parks and natural areas, contributing to an interconnected greenways network that links neighbourhoods to parks, schools, and cultural resources; d. The land includes areas for the protection of environmentally sensitive lands to be retained in a natural undisturbed state, or archaeological features to be protected. Generally, as environmentally sensitive lands cannot be developed, the protection of these lands should be in addition to the minimum park land dedication requirements pursuant to the <i>Local Government Act</i>; e. The land includes viewpoints and opportunities for nature appreciation and/or focal features such as a public square or community gathering space in rural villages; f. Land that is a single contiguous parcel(s) is preferred; g. Lands that provide opportunities for both outdoor recreation and a verifiable carbon sequestration project; h. The subject property contains a locally or regionally significant feature or ecosystem that if preserved or managed would result in a net benefit to the community; i. Notwithstanding lands deemed appropriate for environmental protection by a qualified environmental professional, the land in question must be useable for both passive and active recreational uses and be suitable for a



Section 10.2	Policy/Objective
	<p>uses such as baseball diamonds, tennis courts, children's tot lots, basketball courts; and,</p> <p>j. Preference shall be given to the acquisition of those lands identified on Map No. 4 and 8 for future community and regional parks, trails, corridors, and natural areas. However, other lands may be considered in accordance with the criteria outlined in this policy.</p>
Policy 10.2.4	This plan supports the acquisition of lands along the Nanaimo River and associated upland riparian areas as opportunities arise due to their environmental sensitivity, their importance to the plan area, and in order to preserve intact riparian corridors, which may also provide opportunities for low impact walking and/or multi-use trails.
Policy 10.2.5	The RDN shall, when considering a rezoning application, consider requiring dedication of land for the purpose of park land, green space, and/or natural areas as part of a community amenity contribution secured through amenity zoning or other means. Park land acceptance should be in accordance with Policy 10.2.3 above.
Policy 10.2.6	Innovative and multi-faceted approaches to the acquisition of park land, green space, and natural areas may be supported which may include, but are not limited to, eco-gifting, private public partnerships, private land donation, conservation covenants, and density transfer.
Advocacy Policy 10.2.7	Non-government agencies and conservation-based organizations are encouraged to continue to work with the RDN and with the private sector to acquire and manage lands suitable for conservation.
Advocacy Policy 10.2.8	Non-government agencies and conservation-based organizations are encouraged to hold and enforce conservation-based covenants on behalf of plan area residents and the RDN.



REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT: <i>Review of the Consideration of Park Land in Conjunction with the Subdivision Application Process</i>	POLICY NO: C1.5 CROSS REF.:
EFFECTIVE DATE: April 13, 2004	APPROVED BY: Board
REVISION DATE: July 25, 2006 December 12, 2006	PAGE: 1 of 3

PURPOSE

To provide a consistent approach and procedures for the review of park land dedication or cash in-lieu-of park land dedication or a combination of both as part of the subdivision review process where an Electoral Area Official Community Plan provides this option to the Regional Board.

BACKGROUND

Pursuant to the *Local Government Act*, where official community plan policies are in place with respect to the provision of park land, the Regional District will require an applicant, as part of a subdivision application, to provide park land or cash in-lieu-of park land or a combination of both.

PROCEDURES

Where the applicable Electoral Area Official Community Plan (OCP) provides direction to the Regional Board in its consideration of park land dedication at the time of subdivision pursuant to section 941 of the *Local Government Act*, and the park land proposal is consistent with the applicable OCP policies, the process involving Parks and Open Space Advisory Committees (POSAC) will be as follows:

1. Planning staff will hold a preliminary meeting with the designated Parks staff on the subdivision application.
2. Planning staff will coordinate, at a mutually convenient time, a preliminary meeting with the applicant, applicable Electoral Area Director, Electoral Area POSAC and the designated Parks staff. This meeting will be conducted on the property under consideration for subdivision, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday, excluding statutory holidays.
3. Based on outcomes from the meeting (see Step No. 2), the applicant will prepare the necessary park land dedication or cash in-lieu-of park land proposal information for review by staff, the Electoral Area Director, and the Electoral Area POSAC.

If the applicant is proposing acceptance of cash in-lieu-of park land and the applicable OCP policies support this for the proposed subdivision, proceed to Step 6. If not, proceed to Step 4.

4. Planning staff will compile referral information on the park land dedication proposal for review and comment by the applicable POSAC. The referral to the POSAC will include the relevant application information, applicable OCP policies, applicable Park Plan policies, a return date for POSAC comments in advance of the Public Information Meeting noted below in Step 7, and any other relevant information from RDN parks and trails planning documents or information from any applicable documents from Provincial Ministries.
5. The applicant will stake and/or flag the boundaries of the area proposed for park land in addition to the subdivision's parent parcel boundaries. Parks and Planning staff will coordinate a site meeting with the applicant and the applicable POSAC and Electoral Area Director between the hours of 9:00 am and 4:00 pm, Monday through Friday excluding statutory holidays. When the Regional Director deems it necessary, the meeting will be held at mutually convenient time for the Regional Director and the applicable POSAC to attend.
6. The park land dedication or cash in-lieu-of park land proposal will be discussed at the regular scheduled POSAC meeting of which the applicant can attend. If time is of the essence, Parks staff will coordinate an earlier meeting at a mutual convenient time for the POSAC, the Electoral Area Director, Parks staff and the applicant. The POSAC will then submit recommendations and comments on the form attached to the policy for consideration by the Regional Board. The POSAC in its recommendations of the proposal will take into account applicable park land policies, park land operational matters and any other park related issues that the committee may wish to have taken into consideration by the Regional Board in its assessment of the submitted park land proposal.
7. The Planning Department, in consultation with the Electoral Area Director, will directly arrange for the holding of a Public Information Meeting (PIM) on the proposal if it provides for park land dedication or cash in-lieu-of park land.
8. Public notification for a Public Information Meeting will include one newspaper advertisement not less than 3 days nor more than 10 days prior to the date of the meeting, notices of the meeting mailed to all property owners within 100 metres of the subject property, and notice of the meeting forwarded to the members of the applicable POSAC. A sign at the subject property will be posted that will notify area residents of the Public Information Meeting.

At the PIM, a document will be distributed that summarizes the park land or cash in-lieu-of park land proposal and includes the recommendations from the POSAC on the proposal.

9. Following the Public Information Meeting, and if required, Planning staff will coordinate subsequent meetings with the applicant, the Electoral Area Director and Parks staff to review information received from the Public Information Meeting and comments from the applicable POSAC. The applicant may be requested to revise the park land proposal based on feedback from the POSAC, the Public Information Meeting, the Electoral Area Director and RDN staff.
10. Planning staff will then prepare a report on the request for acceptance of park land or cash in-lieu-of park land dedication or a combination of both for the consideration of the Electoral Area Planning Committee of the Regional Board. This report will include the following information, but not be limited to:

- (a) The referral form with recommendation and comments from the applicable POSAC;
- (b) The summary proceedings from the PIM;
- (c) A technical evaluation that includes applicable official community plan objectives and policies and other matters, relative to the proposal; and,
- (d) A recommendation(s).



PARK LAND DEDICATION REVIEW

Referral Form

Parks and Open Space Advisory Committee

Advisory Committee Name: _____

In conjunction with the subdivision application for the property legally described as:

and located at _____

Attachments:

- Location map
- Park Proposal Map
- Other _____

The Parks and Open Space Advisory Committee has reviewed the request submitted by the applicant/owner and forwarded by the Regional District Planning Department for either dedication of park land or cash in-lieu-of park land or a combination of both and has the following advisory comments and recommendations to the Electoral Area Planning Committee and the Regional District Board:

Comments:

Recommendations:

Date: _____

Note: POSAC comments and recommendations must be submitted to the RDN Recreation and Parks Department two business days prior to the Public Information Meeting.