

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
TUESDAY OCTOBER 30, 2012 7:00 PM**

*(Gabriola Island Women's Institute Hall)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

**3-6** Minutes of the regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held May 29, 2012

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**UNFINISHED BUSINESS**

South Road CP Stairs update

Mudge Island Water Accesses – Community Consultation update

707 Signage update

**REPORTS**

**7-13** Monthly Update of Community Parks and Regional Parks and Trails Projects – May 2012

**14-23** Monthly Update of Community Parks and Regional Parks and Trails Projects – June-August 2012

**24-28** Monthly Update of Community Parks and Regional Parks and Trails Projects – September 2012

Rollo Parking Lot (verbal)

Huxley CP Community Consultation & Master Plan Process (verbal)

29

5-Year Project Planning: 2013-2017 Worksheet

*Motion to receive Reports.*

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

TBA

Disbursement: H. Houle (Chairperson), M. Dickinson, C. Williams, J. Eastick, N. Crozier, J. Young, S. O'Neill,  
T. Osborne, D. Palidwor, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
TUESDAY MAY 29, 2012, 7:00PM  
AT GABRIOLA WOMEN'S INSTITUTE HALL**

**Attendance:** Howard Houle, Director, RDN Board, Chair  
Jacinthe Eastick  
Megan Dickinson  
Nancy Crozier  
Randy Young

**Regrets:** Catherine Williams  
Stephen O'Neill

**Staff:** Elaine McCulloch, Parks Planner

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**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

R. Young requested two additions to New Business.

1. Implications of RDN approval of sidewalks and trails
2. Twin Beaches garbage.

H. Houle requested additions to Reports.

1. 2012 Budget Highlights – Community Parks EA B.
2. Five Year Project Plan: 2012-2016.
3. 2012 Detailed Project Plan.

MOVED N. Crozier, SECONDED J. Eastick, that the Agenda, as revised, be approved.

CARRIED

**MINUTES**

MOVED J. Eastick, SECONDED N. Crozier, that the Minutes of the Electoral Area 'B' Parks and Open Space Advisory Committee meeting held February 27, 2012, be adopted.

CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

J. Eastick requested that all references to Tin Can Alley Trail should include the word 'Trail' to avoid confusion with Tin Can Alley Road.

Bylaw No. 7799.07 Electoral Area 'B' community Parks Local Service, missing from the previous distribution, was provided.

## **REPORTS**

### **Monthly Update of Community Parks and Regional Parks and Trails Projects - April 2012**

The Rollo McClay Community Park maintenance of eaves-trough downspouts, vent screens, and ball diamond backstop fencing were completed. Seed, sand and fertilizer were provided to Gabriola Softball Association to spread on the fields.

Levelton Engineering Ltd. will provide an engineering plan for the replacement of the Rollo McClay Community Park irrigation pond liner.

The Rollo McClay Community Park water treatment and delivery system and the Descanso Campground water system responsibility will be combined with the RDN Regional and Community Utilities.

The Rollo McClay Concession has currently been awarded to the 4H club. J. Eastick requested information as to the award.

The Rollo McClay grass cutting is provided by the RDN, with seed, sand and fertilizer provided to Gabriola Softball Association as noted previously.

J. Eastick requested Rollo McClay Park utilization information.

The Easter bike polo event in Huxley Park went well.

### **South Road Stairs Update**

Cameron Murray has completed the design drawings, allowing the building contract to be awarded.

### **Tin Can Alley Trail Update**

Culvert installation to replace the existing broken bridge is planned for mid-June. A permit application to the Ministry of Transportation and Infrastructure will be submitted prior to the works taking place.

### **Christine Close Bank Stabilization Update**

Bank stabilization will take place in the coming months.

### **Mudge Island Water Access Update**

D. Laidlaw recently provided a tour of the existing Mudge Island MOTI water access sites for H. Houle and E. McCulloch. The information gathered will provide background for the upcoming community consultation regarding boat launches and access problems.

### **707 Sign Update**

Jonathan Lobb will coordinate with R. Young for GaLTT assistance with installation scheduled for mid-June, 2012. Trail names, sign markers, auguring, water and concrete will be provided by the RDN. N. Crozier volunteered to assist.

### **Budget Highlights**

Ms. McCulloch reviewed the 2012 Budget Highlights, noting that the summary only highlights the budget line items that are relevant to the Parks and Open Spaces Advisory Committee, and does not include Administration allocations of 14% and Cox Community Park purchase amounts.

### **RDN Electoral Area 'B' Community Parks 5-year Project Plan 2012-2016 and Detail 2012 Plan**

Ms. McCulloch reviewed the 5-Year Project Plan for 2012-2016 and the 2012 Detailed Plan, including how her working hours were allocated for Electoral Area 'B' Community Parks Projects.

H. Houle pointed out that the Community Works Fund may be available to provide a Parks Planner time to work on the South Road To Tin Can Alley path planning, avoiding removing time from the current overloaded projects. Time not available in 2012 will be deferred to 2013.

MOVED N. Crozier, SECONDED J. Eastick, that the reports be received.

CARRIED

## **NEW BUSINESS**

### **MOTI / Sidewalks**

The Committee was informed that the RDN is in the process of requesting legislative approval with MoTI and the Province of BC to obtain authority for construction and maintenance of sidewalks on MoTI land.

### **Twin Beaches**

The Committee was informed that the BC Parks Twin Beaches Park is entirely the responsibility of BC Parks, and is not eligible for a RDN garbage can. Current accumulation of garbage around the GaLTT doggy bag can could be reduced by removing the can, particularly with the bear in the area.

### **Community Works Funds**

The Committee discussed the possibility of Community Works Fund derived from the gas tax rebates, could be used to provide funds for the South Road to Tin Can Alley pedestrian/bike path.

**El Verano Boat Launch**

David Laidlaw, a resident of Mudge Island requested the RDN place a dumpster bin at the El Verano boat landing in order to provide a disposal method for beach garbage that ends up on the Mudge and Gabriola beaches. Provision of the bin would depend on a suitable location for the garbage truck pickup, would reduce parking availability, and would have to be paid through increased taxes for Mudge property owners.

**Village Path**

It was noted to the committee by J. Peirce that J. Ramsey and S. Earl from GaLTT have had advanced discussions with land owners concerning the village path. Planning for this project has not begun, and will depend on the right of way space available for the proposed 2 meter wide pedestrian/bike path. Crosswalks will be included in the plan, but crosswalk approval will remain with MoTI.

**South Road Graveyard**

The Committee was requested by J. Peirce for information on the beach access closure at the South Road Graveyard. H. Houle responded that a gravel permit on the road was obtained, but a beach road was constructed in order to access an adjacent lot.

**ADJOURNMENT**

MOVED by N. Crozier to adjourn the meeting at 7:48 pm.

CARRIED

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Chair

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

**DATE:** June 12, 2012

**FROM:** Dave Palidwor  
Manager of Parks Services

**FILE:**

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

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

### **Electoral Area Community Parks**

#### ***Area A***

Staff removed large Cherry tree at Thelma Griffiths Park and cleaned debris from playground equipment.

Staff reviewed the questionnaire feedback for the Quennell Lake Boat Launch and prepared a summary report of the results.

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

Park and community volunteers completed pressure-washing and maintenance work at the twin tennis courts at Huxley Community Park. Assistance also came from the Gabriola Fire Department with the use of a large, portable water reservoir.

At Rollo McClay Community Park water system maintenance and pest control work was undertaken.

Mowing and irrigation system maintenance work continued both at Rollo McClay Community Park and at several waterfront parks in the Whalebone area. Magnesium chloride was applied to both parking areas to control dust.

Staff conducted a site visit to assess culvert and trail development options for a community-built trail along an undeveloped Ministry of Transportation and Infrastructure road right of way.

Staff attended a tour of the Mudge Island water accesses in preparation for the upcoming public consultation process.

Staff updated the Electoral Area 'B' Five-Year Project Plan , the 2012 Detailed Project Plan and the 2012 Budget Highlights report.

Staff prepared and distributed the June 29<sup>th</sup> POSAC meeting agenda, and attended the meeting.

Staff continued to prepare the final signage plan for the 707 Community Park.

### **Area C**

#### ***East Wellington/Pleasant Valley***

Staff conducted preliminary site assessments at Anders Dorrit Community Park. Site meetings with a building moving contractor and RDN Building Inspection staff were part of the research that is currently underway to determine logistics and costs for two options for the site- either keeping or removing the vacant residential building on the property.

At Meadow Drive staff performed an inspection of the planted trees to ensure good health, and removed branch debris from the park. A playground inspection was also completed.

#### ***Extension***

At Extension Miners Community Park staff contacted a neighbor regarding a complaint about park trees, and provided them with a copy of a recently conducted arborist report. Staff also performed routine tree pruning and extensive weed eating.

### **Area E**

Staff followed up with the Ministry of Forests, Range and Natural Resource Operations for an update on the status of DL33 as regards potential trail development there. The Ministry will explore once harvesting has concluded.

Staff is monitoring reports of unauthorized vehicle access to a section of the Schooner Ridge Path in Fairwinds and is planning to place a vehicle barricade at the entrance.

Staff met with Property Resource staff from DND regarding the location of beach access stairs at Ainsley Road Community Park. A portion of the stairs trespass onto adjacent DND lands. Permission for the continued siting of the stairs was granted with the caveat that the Recreation and Parks Department note their location in a letter to DND. Any future reconstruction of the stairs will see their placement wholly within the community park property.

Garbage collection and site clean-up was conducted at Jack Bagley Community Park.

At Nanoose Road Community Park staff responded to a park neighbor's report of a fallen tree, removing the tree and repairing the fence.

At Stone Lake Drive Community Park staff performed extensive vegetation maintenance work.

Staff conducted pruning and a clean-up at both Park Place and Blueback Community Parks.

Following a report from a local stewardship group, staff removed Hogweed from an undeveloped park on Harlequin Road.

Staff updated the Electoral Area 'E' Five-Year Project Plan, the 2012 Detailed Project Plan and the 2012 Budget Highlights report.

Staff prepared and distributed the June 4<sup>th</sup> POSAC meeting agenda, and attended the meeting.



**Area F**

Staff held a site meeting at Errington Community Park with representatives of the Errington Hall Board and Farmers Market in order to review operations, facilities and active parties at the park in preparation for drawing up a formal operating agreement with the Hall Board. It was noted that the Errington Community Park will turn 100 years old in 2015, and a celebration will be in order. A number of park improvements desired for 2015 were identified.

Staff removed branch debris at Veteran's Memorial Community Park, left by BC Hydro line clearing operations, and performed considerable trail brushing and clearing throughout the property.

Vegetation and garbage removal was undertaken at Harris Crescent Community Park.

Staff prepared the Phase 1 Engagement Summary for Meadowood Community Park Master Plan planning process (online survey #1, workshop #1, and stakeholder consultation). Staff also reviewed the draft concept plans, vision, principles and design goals and prepared a draft agenda for workshop #2 for discussion by the LQRRP/MCP Advisory Committee.

Staff updated the Electoral Area 'F' Five-Year Project Plan, the 2012 Detailed Project Plan and the 2012 Budget Highlights report.

Staff prepared and distributed the June 14th POSAC meeting agenda, and attended the meeting.

Director Fell and Staff provided a tour of Meadowood Community Park and presented the development plans for the park to Minister Ida Chong.

**Area G**

A required Section 9 application (Changes In and Around a Stream) under the Water Act was submitted to Ministry of Forests, Lands and Natural Resource Operations for planned bank stabilization work on French Creek at Miller Road Community Park. Consultation with an adjacent landowner resulted in an access agreement for allowing construction vehicle access to the site. Permits from DFO are still being sought. Staff has also consulted with the Marion Baker Fish Hatchery, who is the downstream streamkeeper group, in order to coordinate the project with their upcoming release of over 20,000 salmon fry into the creek. Further community and partner consultation will occur in June leading up to the proposed start date in July. Staff also ordered and received safety signage for in-stream woody debris development, mandated by Marine Transport Canada, to be installed at the time of construction. A site meeting with an arborist was also held to determine hazard tree requirements prior to construction.

The parking lot at Top Bridge Community Park was graded.

At Lee Road Community Park staff performed a hazard tree inspection.

At Dashwood Community Park staff conducted brushing and trail maintenance work, and posted 'no motorized vehicles' signs.

Staff contacted a memorial bench donor following a vandalism and theft incident, and ordered new plaques, to be installed in June.

Following a report from a Dalmatian Community Park staff pruned a Douglas Fir tree on the property boundary and repaired a damaged fence.

Staff attended a meeting with Planning Staff and the developer regarding the proposed re-zoning and future subdivision of 691 Wembley Road.

### ***Area H***

Staff issued a park use permit for the 2nd Annual Lighthouse Bluegrass Festival (over the July 1st long weekend) after meeting with the Lions Society to discuss emergency exit options out for potential use by overnight Festival campers. In time, a gate will be added.

Staff worked with the Lions and Lighthouse Community Hall board on the installation of a controlled access between the Community Park and the Hall property. The new access will improve circulation between the two public properties during large events like the Fall Fair and Bluegrass Festival.

Staff worked with the Lions Society on their community information sign at the corner of Hwy 19A and Lions Way. The sign will advertise all the community agencies and facilities in the vicinity of the Community Hall including the Lions Community Park and the Lighthouse Country Regional Trail.

Staff worked with the family and friends of park champion Alice Antonelli on a small commemoration at Wildwood Community Park where the main trail is being named Alice's Trail. Trail signs ordered and installed.

Staff responded to various complaints from residents and the Fire Department about a neighbour misusing the Franksea water access and arranged for intervention by the Ministry of Transportation and Infrastructure.

Staff met on site at Oakdowne Community Park with Ministry of Forests staff to discuss urban interface fire risks and abatement options within RDN park properties.

Staff attended a site meeting at a proposed new Community Park on Leon road to conduct a hazard tree assessment including consulting with the adjacent property owner.

Staff conducted brushing work at several area beach access and community park sites.

A park clean-up was completed at Illusion Lake Community Park.

Staff attended a project meeting with the consultant regarding the preparation of final working drawing and tender documents for Henry Morgan Community Park.

Director Veenhof and Staff provided a tour of Henry Morgan Community Park and presented the development plans for the park to Minister Ida Chong.

## **Regional Parks and Trails**

### ***Arboretum***

Staff worked with the volunteers in their efforts to refurbish and update the historical Arboretum.

### ***Benson creek Falls Regional Park***

Park staff installed directional signs on the Jameson Rd entrance through the VIU woodlot.

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

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

Staff worked with legal counsel on the final legal paperwork for the acquisition of the park.

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

Staff conducted park inspections. Tents were delivered for Oceans Day festivities.

Staff assisted the Park Operator with promotional materials including a 2012 Oceans Day poster and 2004-2011 occupancy statistics for the park.

### ***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.

The gate at the end of Allsbrook Road is now opening at 7 am and closing at 9 pm during the summer months. Park staff emptied the deep bin garbage cans and the parking lot was graded.

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

Park staff removed the old generator building and recycled the old fuel tank.

The water treatment system was commissioned in May and has met Vancouver Island Health Authorities standard.

Staff worked with the Park Operator on a park use permit for the Learn to Fish Program. The free 2-hr Program will be delivered at the Park on three Fridays over the summer.

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

Staff prepared drawings, details and contract documentation and issued a Request for Quotations for drainage and accessible surfacing works at the Lioness Blvd trailhead and trail to the E&N. Staff recruited some local medi-scooter users during the design phase in order to refine some of the details. The successful contractor is completing the works in time for the June 23<sup>rd</sup> official Lighthouse Country Trail opening. Planning for the June 23<sup>rd</sup> official opening of the Lighthouse Country Regional Trail started with the assistance of a number of community groups including Area H POSAC, Lions Society Senior Housing Manager, Fire Department, area trail users, Oceanside mobility and sight impairment groups and a local Para-Olympian. Irene Wilson (Wilson Woodlot) was invited to act as official ribbon cutter with public officials.

Staff applied for an updated permit for works on Lioness Blvd from the Ministry of Transportation and Infrastructure.

Staff assisted the Lions Society with promotion for the June Prostate Cancer walk.

Staff met with Parksville Councillor and RDN Board Member Mark Lefebvre to discuss ways of marketing Lighthouse Country Regional Trail to assisted living and long-term care facilities.

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

Staff finalized the Ducks Unlimited Canada/ RDN 99-year lease and Section 219 covenant to be forwarded to the RDN Board for approval.

Staff met with the Qualicum Beach Streamkeepers on site to review their invasive plant removal and disposal strategies and with the BC Conservation Foundation regarding their proposed works to restore the spit fish channel.

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

Staff met with representatives from several stakeholder groups for input into the LQR management plan and the Meadowood park design. Stakeholders included: Mid-island ATV Club, Ozero Sand & Gravel, Wicklow West Holdings, BC Parks, BC Hydro. A meeting with the Dashwood Fire Dept is scheduled for mid-June. Staff has prepared all materials and advertising for the second Workshop, planned for June 16. Focus will be on the draft concept plan for the regional park, the draft vision, goals, and objectives. Ongoing work on the management plan will continue through the summer.

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

The second Advisory Committee meeting occurred May 2 and included a presentation from the Archaeology Society of BC with an update to the archaeologically sensitive areas at Moorecroft Regional Park. An action item from the meeting was to meet again with the Nanoose First Nation to clarify ideas around a long house/learning centre and other partnership ideas that have resulted during the planning process. The Nanoose Area Director, his Alternate, staff and consultants met with the First Nation representatives June 1 to begin to form this relationship around Moorecroft, and other potential opportunities within the RDN.

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

- Memorial bench on Cooks point was secured
- Porch was replaced on the caretaker house for safety reasons.
- Power poles and lines were assessed and decommissioned where necessary.
- Septic fields were assessed for performance and a quotation for repair work obtained.
- New signs were installed in the parking area.
- A secondary access road at the main entry was tested, using a school bus, to see what improvements are required for buses to use this route in order to free up parking space in the main parking area.

A storage building and the boathouse were broken into resulting in the loss of a minor piece of equipment. This was reported to RCMP.

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

Provided letter to property owner flanking both sides of Crown corridor that confirms no vehicular access is permitted across the Regional Trail.

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

Park staff conducted trail maintenance and installed new directional signage at the Douglas fir growth and yield study site.

**Parksville Qualicum Links**

Staff responded to a community request to modify the Barclay Crescent Bridge railing to make it safer for bicyclists.

**Top Bridge Regional Park**

Park staff conducted spring trail maintenance.

**Trans Canada Trail**

Update provided to the TCT BC/National on the status of the Timberlands Rd trailhead project and planning for a Nanaimo River Crossing. TCT advised of the appointment of new Vancouver Island TCT Director Clive Webber and Director at Large Dan Brown.

**Witchcraft Lake Regional Trail**

Obtained an update from the Ministry of Forests, Range and Natural Resource Operations about their bid to give s.56 status to the trail: the staff supported bid is with the Minister for formal approval. Once obtained, the Crown and the RDN can conclude an operating agreement for the trail.

**Other**

Some park staff attended various park and trail sessions at the annual BC Recreation and Parks Association Symposium held in Victoria including trail and park projects in the Cowichan Valley.

Staff provided assistance to various community groups including:

- Oceanside Cycling Coalition in planning and promoting Bike to Work Week 2012.
- CFB Comox with climbing locations for their SAR people
- local cyclists with their effort to see improvements made to the Hwy 19A bridge over French Creek
- Campbell River Rotary with planning recreational bridge development
- Nanaimo Mountain Bike Club with base mapping and to discuss coordinating organized access to private, Crown and VIU woodlot lands west of Nanaimo

Staff also assisted other RDN staff on various initiatives:

- Recreation Programmer with the locations Golden Shoe parks
- Communications Coordinator regarding videoing at the two campground parks for upload to HelloBC
- Long Range Planner requesting input about covenants and other means of increasing environmental sustainability in rural residential zones

**Recommendations**

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

*Original signed by D. Palidwor*

*Original signed by T. Osborne*

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Manager of Parks Services

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General Manager Concurrence

## Parks Functions Report

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**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**

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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 20<sup>th</sup> 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 11<sup>th</sup> 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 4<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup>.

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 25<sup>th</sup> 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 13<sup>th</sup> 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 27<sup>th</sup> POSAC meeting agenda package and attended the meeting.

## **Community Parks and Greenways Strategy**

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 23<sup>rd</sup> 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 16<sup>th</sup> 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*

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Manager of Parks Services

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General Manager Concurrence

## Parks Functions Report

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

**DATE:** October 12, 2012

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

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects – September 2012**

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

### **Electoral Area Community Parks**

#### **Area A**

Staff prepared and distributed a Request for Quotes for the development of the Quennell Lake Car Top Boat Launch. A contract was awarded to Milestone Contracting and work began on September 17<sup>th</sup> with substantial completion on September 28<sup>th</sup>. Staff provided project management support for the project. Staff submitted a signage request to MoTI for additional safety signage, no parking and no exit signage.

Staff met on site at Nelson Road with a contractor to determine site maintenance costs, and liaised with permitting authorities regarding site development. Work program delays have pushed project commencement to October.

Staff met on site with an arborist to assess a large maple tree requiring removal at Thelma Griffiths Community Park. This work will be completed in early October.

Staff responded to a dumping complaint in the Kipp Road Community Park area.

Staff prepared and distributed the September 19<sup>th</sup> PRCC meeting agenda package and attended the meeting.

Staff attended a site meeting and provided comments to Planning regarding a subdivision application on 1768 Cedar Road. A public trail through this property is identified in the Draft Cedar Main Street Report.

#### **Area B**

Following receipt of the engineered plan for the replacement of the irrigation pond liner at Rollo McClay Community Park, staff obtained project costing and conducted site meetings with contractors. Materials purchasing for the project was completed. Pond liner and pump house replacement work will begin in October. Site prep, plumbing and utility work is currently underway.

With ongoing assistance from community volunteers and members of GaLTT, sign installation continued at 707 Community Park.



Project notification was submitted to DFO for replacement beach access stairs at 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.

Staff monitored contracted garbage collection work at several sites on Gabriola Island.

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

Mowing and grounds maintenance work continued at Anders and Dorrit's Community Park. Project approval was received from Ministry of Environment for removing a number of structures, fencing and a bridge at the site. This work is expected to begin in the fall.

***Area E***

Site planning work was begun for stair construction at Jack Bagley Community Park. Retaining wall replacement at the site was completed by School District #69.

Staff prepared and submitted comments to Planning regarding the Fairwinds Lakes District and Schooner Cove Rezoning application.

***Area F***

In preparation for the final Open House event October 13<sup>th</sup>, staff worked on the logistics and documentation including Phase 2 Engagement Summary, overall Preferred Concept Plan, Phase 1 Park plan, cost estimates, survey questionnaire, and updating the website.

Site inspection and water treatment equipment assessment was completed at Errington Community Park, in partnership with Water Services staff.

A tree assessment is underway on Carrothers and Cranswick for the next stage of the Arrowsmith Community Trail development.

***Area G***

Following the completion of bank stabilization and restoration work at Miller Road Community Park, Marine Transport Canada signage was posted on site. Replanting work will take place this fall and staff are arranging for follow up inspections to ensure the efficacy of the works. Approximately sixty meters of eroding riverbank was reinforced with boulders and cedar root wads that provide cover for salmon and trout.

Staff conducted a hazard tree assessment and additional pruning work at Boulton Community Park.

Two new picnic tables were ordered and received for installation at Neden Community Park. A garbage can was also ordered for the site. Install of all items will be completed in October.

Park cleanup and maintenance work was carried out at Columbia Drive Community Park.

***Area H***

A site meeting with a contractor was held to examine stair replacement options for a beach access site at Shoreline Drive.

Staff continues to work with the consultant team to complete tender drawings and documentation to secure permits for Phase 1 construction works for the Henry Morgan Project. Staff anticipate going out to tender for construction in early November.

### **Community Parks and Greenways Strategy**

Staff has completed the Board report and Draft Terms of Reference for consideration at the October 9<sup>th</sup> Board meeting.

### **Regional Parks**

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

Park staff posted trail closure signs at the trailheads for active logging in the area.

Park staff replaced a vandalised McBey Bridge sign.

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

Park and trail inspections were conducted.

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

Park staff conducted park inspections.

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

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

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

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

Staff prepared trail construction signs to alert public about trail construction work being done in October.

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

Staff met with the Park Operator to review issues and the upcoming contract expiry. Work and discussion on the new contract is underway and a RFP will be issued for the operation of the park.

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

Research was started on an interpretive sign program for RDN Parks with a goal of the development of a production-ready pilot interpretive sign project for this park by end of year. Plans for installing a double accessible toilet building at the parking lot are underway with construction planned before year end.

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

Parks staff finished installing the new fence.

Work continued on the restoration of the fish channel with woody debris being placed in the channel. The work is being carried out by the BC Conservation Foundation.

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

The Management Plan process is now in its last phase. The third Advisory Committee meeting was held on Oct. 3 and the final public open house is planned for October 13. The DRAFT Management Plan is completed and will be available for comment on the RDN website.

In preparation for the final Open House event October 13<sup>th</sup>, staff worked on the logistics and documentation including Phase 2 Engagement Summary, draft Final Concept Plan, survey questionnaire, website update, and the draft Final LQR Mgt Plan including implementation priorities and costs over the next 10 years.

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

Edits on the final draft Management Plan were relayed to the consultant. The latest draft is available on RDN website for comment. A news release going out by Oct 22 will inform public of plan highlights and requirement for dogs on-leash in the park. The plan is slated for Regional Park and Trail Select Committee Review in December and Board Review and adoption in January.

Temporary information sign about the Pond Leveller installation at Skipsey Lake was put up.

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

- Staff started to install a pond leveler at Skipsey Lake to reduce flooding caused by beaver activity.
- Removed old picnic table from Vesper point and replaced it with three new tables
- One new picnic table was placed by the old playground area
- New boardwalk construction has started

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

Park staff inspected and maintained the trail.

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

Construction of trailhead kiosk is planned for this fall. Trailhead sign is in final stage for production.

Work continued on the agreements for access from Benson View Road into the park. Final edits on an agreement with the City of Nanaimo are taking place and the agreement is expected to be ready for board approval in November. The section 56 application for trail through a crown lot has been approved by the Province. A board report on the trail will be prepared for the November board. The MoTI permit application for the section of Witchcraft Trail on Harrow Rd. was approved.

Park staff cut back Alder on each side of the Te-Tux-Tin trail.

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

Park staff cleaned maintained the trail and stairs. Garbage was also removed from the park.

***Trans Canada Trail***

Park staff GPS'd the trails and sign locations creating a working inventory. Staff also cut back vegetation covering stairs at the Harwood Mines trail entrance and those locations that required vegetation removal.

Staff met with representatives of International Mountain Biking Association (IMBA). IMBA are hosting a training session and are looking at the TCT as a potential site to carry out the training.

***Parksville - Qualicum Links***

Staff met with representatives from MOTI to discuss way-finding markings along the route. MOTI has now agreed to allow signs. The signs specifications were discussed and a draft produced. Work will continue on the sign specifications in October.

**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

***Park Use Permits and Events***

A successful one-day shoot at Englishman River regional Park took place 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.

**Recommendations**

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

*Original copy signed by W. Marshall*

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Manager of Parks Services

*Original copy signed by T. Osborne*

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General Manager Concurrence

# RDN Electoral Area 'B' Community Parks

## 5-Year Project Planning: 2013-2017

### PLANNING WORKSHEET

October 2012

A suggested schedule for completion of each phase of the process is presented in the following chart. This schedule is provided for planning purposes only and is subject to change to accommodate the needs of staff and fundraising efforts.

- \* required projects identified in Risk Control Survey (2010), Municipal Insurance Association
- ✓ completed projects

	Park Code	2013	2014	2015	2016	2017	2013 Budgeted Amount	Budget Notes	General Notes
<b>High Priority Projects</b>									
Administrative support for Electoral Area 'B' POSAC							—		
Mudge Island water access - development							\$10,000		
Huxley CP: community consultation & park concept design	B-32						\$10,000		
Shaw Rd Water Access: stair design	GI-43						\$5,000		
707 CP: parcel consolidation	B-26						—	staff time	
707 CP: conservation covenant	B-26						—	staff time	
707 CP: trail access agreements	B-26						—	staff time	

<b>Medium Priority Projects</b>									
707 CP: gate installation	B-26						\$5,000		
Huxley CP: Phase 1 redevelopment?	B-32						\$20,000 - \$50,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
Shaw Rd Water Access: MoTI permit, stair construction, signage	GI-43						\$20,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
Eastholme Rd. Water Access: MoTI permit, survey, bench, signage	B-27						\$5,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
707 CP: plan/design parking area - North Rd.							\$2,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	

<b>Low Priority Projects</b>									
707 CP: develop parking area - North Rd.	B-26						\$20,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
707 CP: invasive plant mapping & removal	B-26								
707 CP: plan/design parking area - Coats Dr.	B-26						\$2,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
Rowan Rd. Water Access: MoTI permit, survey, trail development, signage	GI-52						\$5,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
707 CP: develop parking area - Coats Dr.	B-26						\$20,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
Review/install community park/water access signage	n/a								
Water Access Project (to be determined)	n/a								
707CP: management plan item (to be determined)	B-26								

<b>Maintenance Items</b>									
707 CP: bank stabilization at 880 Christine Close*	B-26						\$20,000		
The Strand Boat Ramp: repair	GI-87						\$5,000		
Joyce Lockwood Park (Whalebone Dr) stair upgrade*									pour concrete pad & beach & replace lower steps
Hummingbird CP (Whalebone Dr): repair of concrete stairs	B-5								
QueeQueg CP (Whalebone Dr): repair drainage/flooded stairs	B-7								

<b>Additional Project Suggestions</b>									
Rollo CP: parking lot improvements	B-14						\$25,000		
Macdonald Rd to Peterson Rd trail: MOTI Permit, boardwalk construction, signage	n/a								POSAC Motion: Feb 27, 2012
Rollo CP: boulder sitting/viewing area - lower field	B-14						\$2,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)	
Ivory Way Water Access - site assessment	n/a								
Sir Williams/Saint Catherines Water Access - site assessment	B-58								

<b>2012 Projects</b>									
✓ Spring Beach Water Access: stair construction	GI-44								stairs were completed by an unknown party
✓ 707 CP: installation of trail signage	B-26								
✓ Tin Can Alley Trail: MoTI permit, survey, water crossing	n/a								
Mudge Island water accesses - community consultation	n/a								
South Rd: removal & replacement of wood stairs to beach* & park sign install	B-10								
Huxley CP: site survey	B-32								
Rollo McClay Community Park: irrigation pond replacement	B-14								
Huxley CP: Master Plan Terms of Reference	B-32								