

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE

WEDNESDAY, November 28, 2012

10:00 AM

(Lighthouse Community Centre, Qualicum Bay)

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 'H' Parks and Open Space Advisory Committee meeting held June 27, 2012

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

CORRESPONDENCE/COMMUNICATIONS

6

C. Midgley, RDN to L. Thorburn, Mid-Island Bluegrass Society, Re: Mid-Island Bluegrass Society Application & Lighthouse Bluegrass Festival 2012.

Motion to receive Correspondence/ Communications

UNFINISHED BUSINESS

REPORTS

7-16

Monthly Update of Community & Regional Parks and Trails Projects – June, July, August 2012

16-22

Monthly Update of Community & Regional Parks and Trails Projects – September 2012

23-27

Monthly Update of Community & Regional Parks and Trails Projects – October 2012

Henry Morgan CP Phase 1 Construction-Project Update (verbal)

28 2012 Electoral Area H Detailed Project Plan: November 2012

29 5-Year Project Planning: 2013-2017 Worksheet

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

30-39 Community Parks and Trails Strategy – Northern Electoral Areas

Committee Appointments to the Community Parks and Trails Strategy Advisory Committee (*one POSAC member required*)

Water Accesses - Planning Discussion

2013 Committee Appointments

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

TBD

Lighthouse Community Centre

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
WEDNESDAY, JUNE 27, 2012
10:00 AM**

Attendance: Bill Veenhof, Chair, Director, RDN Board
Barry Ellis
Richard Leontowich
Val Weismiller
Nancy Robertson

Staff: Wendy Marshall, Parks Manager
Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:00am.

MINUTES

MOVED V. Weismiller, SECONDED N. Robertson, that the minutes from the March 28, 2012 meeting be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Lions Club Highway Sign Kiosk

R. Leontowich reported that the Lions Club highway sign kiosk has been installed. The RDN supplied the *Lighthouse Country Trail* sign for the kiosk. An *Emergency Reception Center* sign will not be permanently displayed on the kiosk; a designated volunteer will put the sign in place in the event of an emergency.

REPORTS

Community Parks and Regional Parks and Trails Projects April 2012

Ms. McCulloch reviewed the Community and Regional Parks and Trail projects for April 2012.

Community Parks and Regional Parks and Trails Projects May 2012.

Ms. McCulloch reviewed the Community and Regional Parks and Trail projects for May 2012.

Henry Morgan Community Park – Construction Update

There will be a ground breaking ceremony mid-August. Committee members will be notified of the date once it is confirmed.

The project will go to tender mid-July. The Committee requested that the tender be structured in such a way that local contractors are able to provide bids. There was a discussion on how to

tender the playhouse. It was suggested that perhaps the playhouse could be a separate tender and that it be advertised in the local paper.

Five Year Project Plan 2012-2013

E. McCulloch reviewed the Five Year Project Plan. The Committee had a discussion on the park development priorities for Electoral Area H. It was decided that after Henry Morgan CP Phase 1 is completed (2012) that staff begin a public consultation/park design process for Dunsmuir CP (2013) and park construction (2014). Once Dunsmuir CP is completed, Henry Morgan CP Phase 2 will follow (2015/2016).

Dunsmuir CP (2013) – limb up trees and clear understory along the property line adjacent to the rail corridor to improve visibility into the park. Improving sightlines into the park will hopefully reduce the ongoing vandalism.

Wildwood CP (2013) – The work plan identifies that there is to be signage and trail head improvements at Wildwood Community Park. The committee decided that the trailhead is fine as is and that a sign kiosk (with an updated park map to include the new *Alice's Trail* name) be installed at the trailhead. Staff advised that as this is also a trailhead for the Lighthouse Regional Trail, there may be an opportunity to cost share the expenses for the new signage between Area H Community Parks and Regional Parks.

Detailed Project Plan 2012

E. McCulloch reviewed the Detailed Project Plan (2012). It included the construction of Henry Morgan CP Phase 1.

Budget Highlights

Ms. McCulloch provided a copy of the 2012 Budget Highlights -Community Parks Electoral Area H. Ms. McCulloch informed the Committee that the Area H Cash-in-lieu of Parkland account stands at \$185,582 and the Operating Reserve Account at \$76,089.

MOVED, N. Robertson, SECODNED B. Ellis, that the reports be received.

CARRIED

NEW BUSINESS

Beach Assesses

Ms. McCulloch will mail copies of the Beach Access Report to the committee members.

Each committee member will provide 2-3 priorities for beach access development for the next meeting. It was generally agreed that the easily improved beach accesses should be the highest priority.

Director Veenhof will send an email out to residents asking for their input on the subject.

There was discussion regarding a gated beach access located between the Resort and the Sandbar Café. Director Veenhof will request bylaw enforcement to investigate.

Lions Community Park - Garbage Pick Up

R. Leontowich reported that the contractor is no longer picking up garbage in the Lions Community Park. Parks operations will coordinate with the Lions Club to make sure garbage pick-up is resumed.

COMMITTEE ROUND TABLE

R. Leontowich reported that he has spoken with T. Silbernagel from MOTI regarding the removal of a danger tree located on MOTI right of way at the end of Lions Way at the entrance to the Senior Housing complex. He asked if this tree could be incorporated into the Henry Morgan Park construction. E. McCulloch said that she would look into the possibility.

ADJOURNMENT

MOVED N.Robertson that the meeting be adjourned at 11:10 am.

CARRIED

Chair



November 1, 2012

Linda Thorburn
Mid-Island Bluegrass Society
P.O Box 59
Bowser, B.C., V9P 2H5

Dear Ms. Linda Thorburn

**Re: Mid-Island Bluegrass Society Application
Lighthouse Bluegrass Festival 2013**

On behalf of the Northern Community Economic Development Select Committee, and the Regional District of Nanaimo Board of Directors, I write to inform that at the Regular Board Meeting held Tuesday October 23, 2012, the following recommendation of the Northern Community Economic Development Select Committee was carried:

That the Mid-Island Bluegrass Society request for funding be denied and that staff include the necessary electrical upgrade proposed for the Lion's Community Park in the Electoral Area 'H' Community Park Budget.

The Committee felt that since the Lion's Community Park is owned by the Regional District of Nanaimo, the costs of the upgrade should be borne through the community park service for Electoral Area 'H'. The \$5,000 proposed for the upgrade has been included for Board consideration in the 2013 Budget.

The Committee further considered that the \$3,000 requested for honoraria and festival operational costs were not an appropriate use of NCED funding.

Feel free to contact me at (250) 390-6568 if you wish to discuss your application further.

Sincerely,

Chris Midgley
Manager, Energy and Sustainability
Regional District of Nanaimo

cc.:

Paul Thorkelsson, Interim CAO and GM Strategic and Community Development, Regional District of Nanaimo
Tom Osborne, GM Recreation and Parks Services, Regional District of Nanaimo
Board Follow-up: Matt O'Halloran, Legislative Coordinator, Regional District of Nanaimo
Dir. G. Holme, Electoral Area E
Dir. J. Stanhope, Electoral Area G
Dir. M. Lefevbre, City of Parksville
Dir. J. Fell, Electoral Area F
Dir. B. Veenhof, Electoral Area H
Dir. D. Willie, Town of Qualicum Beach

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RDN Website: www.rdn.bc.ca

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 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 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

Parks Functions Report

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

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 17th with substantial completion on September 28th. 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 19th 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 13th, 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 9th 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 13th, 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

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 2, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Site development work was completed at a Ministry of Transportation and Infrastructure site at Ritten Road. This public water access has now been improved with the construction of a gravel parking lot for increased parking, porta potty and garbage can.

At Pylades Road beach access staff cleared the trail and removed garbage.

Staff met on site with a contractor to order site maintenance work at Woodridge Community Park and the Morden Colliery Trail entrance.

Further to a report from a park neighbour, a large maple tree and a cottonwood tree were removed at Thelma Griffiths Community Park. Staff also bought and refinished wood for installation (in November) on a damaged picnic table.

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

Area B

Work is now underway for replacement of the aging irrigation pond liner at Rollo McClay Community Park. Brush clearing and fencing work started in October and will run into November. Temporary disconnection of electricity to the concession building is a necessary part of this project.

A hazard tree was removed at Malaspina Galleries Community Park and staff responded to a hazard tree complaint along the park boundary of one of the Whalebone area trails.

Staff requested and received project pricing information for the replacement of beach access stairs at South Road Community Park. Contractor selection will occur in early November, and construction work will begin following the DFO mandated work window of December 1st.

Mowing and irrigation system maintenance work continued both at Rollo McClay Community Park and at several waterfront parks in the Whalebone area. Final irrigation system drainage work was also completed in October.

Building, fence and sign maintenance work was carried out at Huxley Community Park.

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

Staff prepared and distributed the October 30th POSAC meeting agenda package, 5 year Planning Worksheet, and attended the meeting.

Staff prepared the Draft Mudge Island Water Access Development Questionnaire for discussion at the October POSAC meeting.

Staff met on site to discuss the process for the Huxley Park Planning Project to be carried out in 2013. Staff also visited Rollo McClay Park to view the parking lot in order to assess the plans for expansion next year. Ivory Way Beach Access was also visited and future upgrades were discussed.

Area C - Extension

At Extension Miners Community Park staff removed branch material from the park and trail and cleaned the benches.

Area C – East Wellington

Mowing and grounds maintenance work continued at Anders and Dorrit's Community Park.

Area E

At Jack Bagley Community Park staff removed garbage and conducted an on-site meeting with a contractor for replacement of some stairs. The School District which co-manages the site with the RDN has now completed the replacement of a retaining wall in the parking area.

At Nanoose Road and Brickyard Community Parks staff conducted trail maintenance work.

Additional regulatory signage was ordered and received, for a scheduled installation at Nanoose Place in early November.

Staff prepared and distributed the November 5th POSAC meeting agenda package, and 5 year Planning Worksheet.

Area F

Staff held the final Open House event on October 13th to receive public comments on the Draft Final Plan for Meadowood Way Community Park. Results from the Open House and online survey will be summarized as part of the final report to the EA F Posac. The Phase 1 design plan is being finalized with a target date of January for construction tender and park construction in the spring. Staff also presented the Meadowood Community Park planning process and Preferred Concept Plan at the Corcan-Meadowood Residents Association's Annual General Meeting held on Sunday, November 21st.

Staff met with three representatives of the Errington War Memorial Hall Association Board to review a draft RDN-Association operating agreement for Errington Community Park. The essential points of agreement were discussed.

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

At Errington Community Park staff cleared the trails and removed garbage.

Area G

Staff continued with tree assessment issues at Boulton Community Park, following a park neighbour complaint.

Staff responded to a hazard tree report at a small Community Park property on Riley Road.

The installation of two new picnic tables and a garbage can was completed at Neden Community Park. Tree pruning and garbage removal was also carried out.

The bank replanting work at Miller Road was completed on October 26th with the aid of several volunteers from the Friends of French Creek and a local resident. They worked hard, in the rain, to install close to 200 native shrubs and trees and live alder cuttings.

Area H

The Drainage Plan for Henry Morgan has been completed and submitted for the Development Permit. The design plan has been revised to incorporate drainage works and based on the detailed cost estimate in order to stay within budget. Staff has issued a Request for Quotation for the design/build of the pump track component that will be received November 5th. Tender documents are being finalized to reflect the design changes with a target date of November 12th for public tender.

Thinning and pruning operations were carried out at Oakdowne Community Park. This work follows careful planning and notification of area residents. The intent of this treatment is to reduce the fuel loading and conifer crown closure to reduce the intensity of a wildland fire in this urban interface area while creating defensible space for fire management crews. Completion of the project, along with controlled burning of the removed fuel is now scheduled for the following spring.

At Thompson Clarke Trail staff cleared debris off the trail, removed debris from the ditch, and repaired a broken fence.

At Buccaneer Beach Road staff repaired a broken bench.

At Dunsmuir Community Park staff met with the RCMP following a substantial graffiti and vandalism incident.

Community Parks and Greenways Strategy

Staff is working on Phase 1 – Inventory and Analysis including developing base maps, researching background reports, and creating a dedicated web page and draft survey in preparation for a meeting with the Advisory Committee in January.

Regional Parks

Beachcomber Regional Park

Park staff cleaned off the stairs and trails. Removed a damaged moorage sign and ordered a new one.

Benson Creek Falls Regional Park

Park staff cleaned off the bridges and trails.

Coats Marsh Regional Park

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

Descanso Bay Regional Park

Park Roads and one campsite were graded and upgraded where drainage issues were identified. Old stairs were removed for safety purposes.

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.

Park staff met with the Community Fisheries Development Centre crew leader for future trail improvements.

Horne Lake Regional Park

Staff began work on the RFP for the Park Operator for 2013-2018. Staff is working with the current park operator to clean up the park so that it is in neat and tidy condition for review by prospective park operators in November.

Park staff delivered new fire pits, signs, and posts.

Lighthouse Country Regional Trail

The terms of reference is completed for the development of an interpretive sign program for Lighthouse Country Regional Trail. A consultant will be sourced next for completion of contract by end of year.

The site plan is completed for the staging area including an accessible portable toilet and handicapped parking. The construction is to be completed by year end.

Park staff brushed and maintained the trail.

Little Qualicum River Estuary Regional Conservation Area

Parks staff cleaned up old metal pieces scattered in the estuary. The material was brought to a recycling facility.

Staff worked with the lawyer to pursue the correction of the Land Titles' description of the newly registered covenant, as per discussions with Ducks Unlimited Canada. The work is completed and the record is now correct.

Staff obtained an update from the BC Conservation Foundation on the successful completion of hardscaping works at the spit fish channel. The vegetation phase is now being planned.

Little Qualicum River Regional Park

The Management Plan process is now in its final phase. The third Advisory Committee meeting was held on Oct. 3 and the final public open house was held October 13 and on October 21st with the Corcan Meadowood Residents Association. The DRAFT Management Plan is completed and will go to the Regional Parks and Trails Select Committee in December for their consideration and recommendation to the Board.

Moorecroft Regional Park

A news release announcing the final draft management plan and highlights went out Oct 22. The plan is slated for Regional Parks and Trails Select Committee review in December and Board review in January 2013.

An interpretive sign about the purpose and benefits of the Pond Leveler installation at Skipsey Lake is being developed.

A plan is being developed for split rail fencing at Vesper Point for protection of Garry Oak habitat. The fencing to be installed by Spring 2013 and is being partially funding by a grant.

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

- Staff removed a large amount of garbage and recycling
- Staff cleaned under the boat house
- Parking stall lines were painted on the logs in the parking area
- Pond leveler on Skipsey Lake was completed at Skipsey Lake
- A split rail fence was installed at Skipsey Lake
- Kennedy Lodge main entrance redesigned for fire requirements
- Boardwalk constructed on west trail

Morden Colliery Regional Trail

Park staff inspected and maintained the trail.

Mount Benson Regional Park

The construction of the trailhead kiosk will go ahead in November. The trailhead sign is in final stage for production pending verification of trail mapping with GIS department.

Nanaimo River Regional Park

Park staff conducted trail maintenance.

Top Bridge Regional Trail

Park staff conducted trail maintenance.

Trans Canada Trail

A Sign for Extension Ridge Trail being replaced and redesigned in coordination with Island Timberlands.

Staff met with the TCT Vancouver Island Director and Trails BC Director to review the RDN's short term ability to install a Nanaimo River crossing, to complete the proposed RDN/CVRD Timberlands Rd

trailhead re-route, and to identify an urban route for cyclists between Haslam Creek and the south side of Nanaimo at Cedar Rd that can be signed in time for the 2017 25th anniversary of the TCT.

Witchcraft Lake Regional Trail

Further to the RDN Board’s approval of a licence from the City of Nanaimo for trail through and across their Witchcraft Lake parklands, staff advised the City to proceed with issuing the RDN formal copy for signature. The City will now obtain approval from its Council.

Parksville - Qualicum Links

Staff received list of way marking sign locations from MoTI, along with route confirmation from City of Parksville and Town of QB staff. The quarterly meeting was held with the cycling working group and an agreement on route and signage was reached. An opportunity for a December announcement to be investigated with an official opening as part of May Bike to Work Week.

Received notice from Island Timberlands that they do not support development of a short bypass trail for cyclists at the Harewood Mines Rd trailhead in order to avoid the eroding trough beside the staircase. This was to have been carried out by way of a December International Mountain Bicycle Association training course in partnership with the Nanaimo Mountain Bike Club. The Club advises that they will instead be holding the course at Westwood Lake and creating a separate mountain bike trail there with the support of the City.

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 met with the Coastal Invasive Plant Committee operations leader to identify where they will conduct inventory this year and invasive removal in Nanaimo River Regional Park.

Park Use Permits and Events

Concluded work with the Meadowood-Corcan Residents Association and Dashwood Fire Department on a MCRA park use permit application to hold a second annual fireworks/bonfire/Halloween event at Meadowood Way Community Park. This event will feature display level fireworks produced by two federally certified supervisors. Park use permit approved.

Recommendations

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

Original copy signed by W. Marshall

Original copy signed by T. Osborne

Manager of Parks Services

General Manager Concurrence

RDN ELECTORAL AREA 'H'

Community Parks

2012 Detailed Project Plan

November 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.

✓ completed tasks

TASK	DESCRIPTION	PARK	HRS	2012 TIMELINE												
				JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2013
Administrative support for Electoral Area 'H' POSAC			50													
Henry Morgan CP:		E-25	150													
	phasing plan, construction & tender documents															
✓	1.1 100% working drawings, phasing plan & cost estimates - review															
✓	1.2 BC Hydro coordination to remove utility poles															
✓	1.3 MOTI & MOF permits for parking area															
✓	1.4 tender drawings & specifications - review															
✓	1.5 tender administration															
✓	1.6 neighbour contact, public notifications, website updates															
	construction															
	1.7 contract administration & field services support															
	1.8 coordination of community volunteers; materials donations															

TOTAL PROJECT HRS: 200

TOTAL PARK PLANNER PROJECT HRS AVAILABLE: 200

RDN Electoral Area 'H' Community Parks

5- Year Project Planning: 2013 - 2017

PLANNING WORKSHEET

November 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 changing community priorities, staff resources and fundraising efforts.

✓ completed project

	Park Code	2013	2014	2015	2016	2017	2013 Budgeted Amount	Budget Notes	General Notes
High Priority Projects									
Administrative support for Electoral Area 'H' POSAC	n/a	■	■	■	■	■	~		
Water Access Planning		■	■	■	■	■		staff time	
Henry Morgan CP: phase 1 park construction	H-19	■					\$75,000	\$75,000 Trsf from Reserve Fund (8203) \$85,000 Community Recreation Grant request	
Oakdowne Trails: signage plan & sign install	H-17	■					\$5,000		
Dunsmuir CP: survey & tree limbing	H-7	■					1,500		
Wildwood CP: signage kiosk	H-24	■					\$6,000	\$6,000 - Community Budget \$6,000 - Regional Budget	
Medium Priority Projects									
Oakdowne Trails: trail licence agreement (2014)	H-17		■						
Dunsmuir CP: community consultation & park concept plan	H-7		■				\$5,000-\$10,000	order of magnitude cost estimate (for planning purposes only)	
Dunsmuir CP: park construction	H-7			■			\$50,000-\$100,000	order of magnitude cost estimate (for planning purposes only)	
McColl Rd: park plan	H-27				■				
McColl Rd: improvements with community group	H-27				■		\$5,000-\$10,000	order of magnitude cost estimate (for planning purposes only)	
Henry Morgan CP: phase 2 park construction	H-19				■		\$50,000	order of magnitude cost estimate (for planning purposes only)	
Other Projects									
Lions CP: community consultation & park concept plan	H-14								
Islewood Dr.: trail linkage & signage	H-9								
E&N community trail by rail	n/a								
Operations/Maintenance Projects									
Installation of water access signs	n/a								
Gainsberg CP: entrance plantings	H1;H25								
Rose Park: signs	H-2								
Oceantrail/Moss Park: survey & trail assessment	H-3								
Illusion Lake: fire hazard reduction	H-15								
Additional Project Suggestions									
2012 Projects									
✓ Henry Morgan CP: phasing plan, construction & tender documents	H-19								
Shoreline Dr: stair maintenance									
Oakdowne Trails: GPS trails	H-17								



RDN REPORT		
<input checked="" type="checkbox"/>	CAO APPROVAL	<input checked="" type="checkbox"/>
EAP		
COW	<input checked="" type="checkbox"/>	
SEP 27 2012		
RHD		
BOARD		

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: September 27, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Community Parks and Trails Strategy – Northern Electoral Areas

PURPOSE:

To approve the Terms of Reference for the development of the Community Parks and Trails Strategy (CPTS) for Electoral Areas E, F, G and H.

BACKGROUND

In February, 2012, the Board approved the development of a Community Parks and Trails Strategy (CPTS) as a Community Works Fund project. The provision of Community Parks and Trails in the Electoral Areas is primarily accomplished through the land development process. Land development requirements and policies are implemented through the OCP's, Regulatory Bylaws, and the Subdivision Bylaw. While the Regional Parks and Trails Master Plan, 2005-2015, provides the direction, policies, priorities and actions for Regional Parks and Trails in the RDN, a similar document does not exist at the community level. Therefore, the provision of Community Parks and Trails tends to be ad hoc and reactive, as opposed to systematically planned. Trail design guidelines and construction standards are also absent from the OCP's and the Subdivision Bylaw.

The northern Electoral Areas were selected for the Strategy at this time as in recent years there has been high volumes of subdivision applications and approvals taking place in this half of the region with no master plan to assist in the community park dedication process. Upon completion of this project and based on Board direction, a Community Parks and Trail Strategy can be undertaken and funded by Community Works Funds, for Electoral Areas B, and C with updates to the trail planning documents previously completed in Electoral Area A.

PROPOSED TERMS OF REFERENCE

Through a comprehensive public engagement process, a CPTS will be developed that will include a Community Park and Trails classification framework; Community Park provision standard and acquisition criteria; and conceptual park and trail plans for Electoral Areas E, F, G, and H. (*Appendix 1*). Trail design guidelines and construction standards are also being developed by staff, with funding provided by Community Works Funds, as a separate document in tandem with the CPTS.

The Terms of Reference (Appendix II) provide a detailed outline of the work program for this project including the proposed schedule and public engagement approach and deliverables. The project is being managed by the Superintendent of Park Planning and Development (Temporary Employment Contract Position) with assistance from other RDN staff, as needed.

The Terms of Reference proposes that an Advisory Committee be established to provide advice and direction on the plan development and process. The proposed composition of the Committee consists of:

- The Electoral Area Director plus one representative from each of four northern Electoral Area Parks & Open Space Committees (POSAC) E, F, G, H
- One representative from Nanoose First Nation
- One representative from Qualicum First Nation
- One representative from K'omoks First Nation

PROPOSED SCHEDULE

The project is scheduled to be completed by September 2013 based on the following schedule.

Phase 1: Inventory & Analysis (Sep – Dec 2012)

Research, inventory & analysis, scope of work, base mapping, Web page, logistics, draft community survey.

Phase 2: Vision & Principles (Jan – Feb 2013)

Draft Issues, vision, principles, Advisory Committee review, workshop #1, online survey, Community Park and Trail mapping in each EA.

Phase 3: Plan Development (March – July 2013)

Park & trail classifications, park acquisition criteria, park provision guidelines, concept plans, Advisory Committee review, workshop #2, online survey, implementation priorities.

Phase 4: Final Plan & Implementation (August – Sept 2013)

Undertake final changes, Advisory Committee review, submit final plan for Board approval.

ALTERNATIVES

1. That the Terms of Reference for the Community Parks and Trails Strategy for Electoral Areas E, F, G and H be approved
2. That the Terms of Reference for the Community Parks and Trails Strategy for Electoral Areas E, F, G and H not be approved and alternative direction be provided.

FINANCIAL IMPLICATIONS

The Board approved the development of the CPTS in February 2012, as a Community Works Fund projects in the 2012 budget. The budget allocation from the Community Work Fund program for this project is \$50,000.

SUSTAINABILITY IMPLICATIONS

This project is consistent with several of the Sustainability Principles in the Regional Growth Strategy. Developing this strategy for Community Parks and Trails in Electoral Areas in collaboration with local residents will ensure that:

- The interconnectedness and interdependence of natural and human systems are recognized and respected
- The qualities of place that create pride and a sense of community are nurtured
- There is equity amongst all citizens and across generations, including future generations
- The decision-making process is based on participation, collaboration and co-operation with citizens, other authorities and organizations.
- Land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency

CONCLUSIONS

The Board approved in February 2012 the development of the Community Parks and Trails Strategy for Electoral Areas E, F, G and H as a Community Works Fund project. The CPTS will include a Community Park and Trails classification framework; Community Park provision standard and acquisition criteria; and conceptual park and trail plans.

The Terms of Reference (Appendix II) provide a detailed outline of the work program for this project including the proposed schedule, public engagement approach and deliverables. The process is to be guided by an Advisory Committee for the term of the project that includes representation from Electoral Areas E, F, G, H and local First Nations.

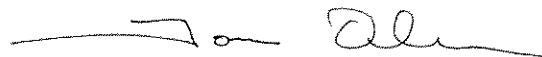
As the project has commenced and appointments to an Advisory Committee are required when the four northern electoral area Parks and Open Space Advisory Committees meet in this fall, it is recommended the Terms of Reference for the Community Parks and Trails Strategy be approved.

RECOMMENDATIONS

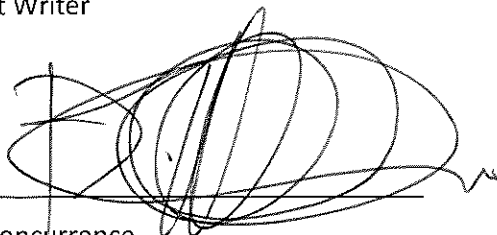
That the Terms of Reference for the Community Parks and Trails Strategy for Electoral Areas E, F, G and H be approved.



Report Writer

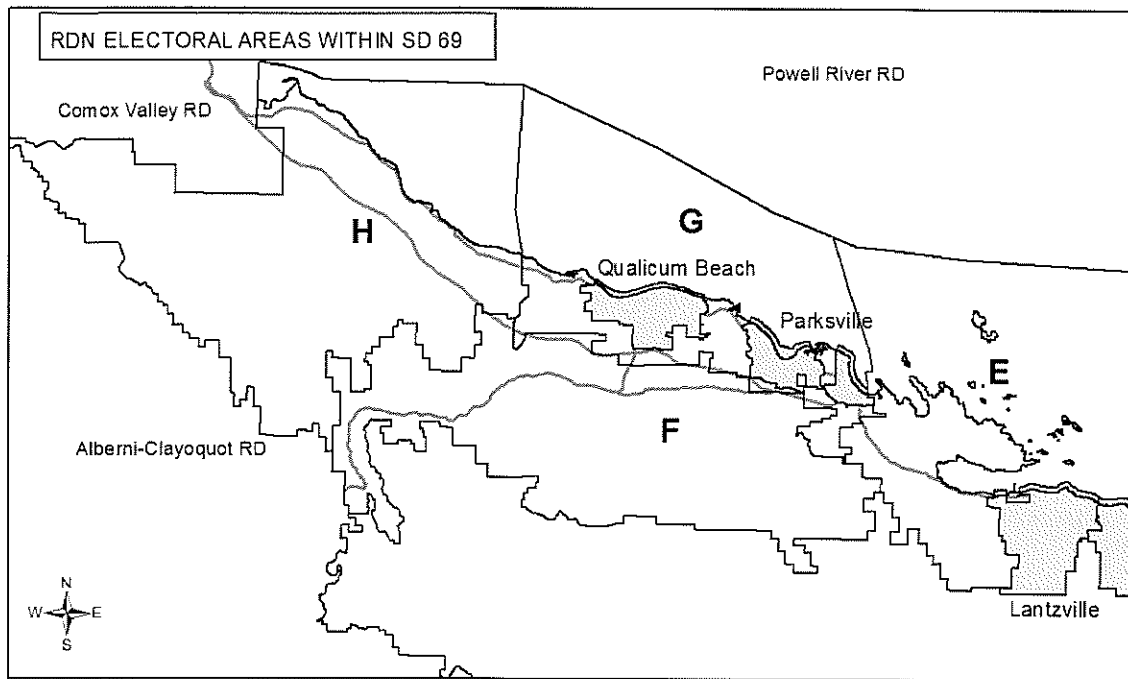


GM Concurrence



CAO Concurrence

APPENDIX I



APPENDIX II

Community Parks and Trails Strategy *Terms of Reference*

BACKGROUND

The provision of Community Parks and Trails in the Electoral Areas is primarily accomplished through the land development process. Land development requirements and policies are implemented through the OCP's, Regulatory Bylaws, and the Subdivision Bylaw. With regards to Community Parks and Trails, there are general parkland acquisition criteria but what is lacking is a park type classification system and park land provision guidelines. Therefore, the provision of Community Parks and Trails tends to be adhoc and reactive, as opposed to systematically planned. Trail design guidelines and construction standards are also absent from the OCP's and Subdivision Bylaw.

The Regional Parks and Trails Master Plan, 2005-2015, provides the direction, policies, priorities and actions for Regional Parks and Trails in the RDN. However, this guiding document only deals with parks and trails at the regional scale and does not address parks and trails at the community level. Community Parks and Trails are intended to provide for the needs of the local community and are not intended to attract or service the broader population. Each of the Electoral Areas has their own separate tax base and funding system to acquire and manage their system of Community Parks and Trails. Therefore, it is expected that these facilities would primarily benefit the local residents while complementing the regional system.

There is a need for more detailed plans that inform decisions at the community level and to ensure a systematic and holistic approach across the RDN. While individual EA OCP's include policies that encourage and support the provision of Community Parks and Trails, this plan will provide the next level of detail needed to respond to development applications in Electoral Areas E, F, G and H.

CONTEXT

The Community Parks and Trails Strategy (CPTS) will provide specific direction regarding the acquisition/protection, development and management of Community Parks and Trails. Although this plan focuses on the neighbourhood and community levels, it is intended to be complementary to the larger Regional Parks and Trails system. It is further understood that this strategy will include linkages and partnership opportunities between the neighbourhoods, communities, Electoral Areas, and First Nation territories. The completed document will provide both a long range plan to guide future Community Parks and Trails decision-making and a short term plan that lays out a program for the period 2013-2018. Trail design guidelines and construction standards will be developed by staff in tandem with the CPTS.

The CPTS is limited to Electoral Areas E, F, G, and H. Given the scope of this project and staff resources it is not possible to undertake all the Electoral Areas in one planning process. The three southern Electoral Areas will be done in the future pending funding and resources.

Each Electoral Area is unique in terms of landscape, character, demographics, growth rates, and socio-economics so it is important that each Electoral Area develops their own vision and Community Parks and Trails strategy. However, there are overarching principles, goals and objectives that are common to all Electoral Areas. Therefore the CPTS will provide a planning framework that is consistent for all Electoral Areas and it will provide separate plans for each Electoral Area E, F, G, and H that will be complementary to their respective OCP.

At present, Electoral Area E is the only Electoral Area in the RDN with a Parks and Trails strategy. The Parks and Open Space Plan for Nanoose Bay was completed in 2001 and includes recommendations at both the regional and community levels. Some of this work is reflected in the recently completed Lakes District Neighbourhood Plan in Fairwinds. This work will be included in the development of the CPTS and will provide a good reference point for work to be done in the other Electoral Areas.

PROJECT GOALS AND OBJECTIVES

Goals:

1. Develop a community-based parks and trails classification system and park provision guidelines in order to rationalize existing facilities and to plan for future needs within available resources.
2. Plan for a network of community connections that supports non-motorized circulation, promotes social interaction and is complementary to the regional trails system.

Objectives:

The following objectives are applicable to all of the Electoral Areas (E, F, G, H):

- Develop a Community Park classification framework
- Develop a Community Park land provision standard e.g. Hec/1000 population
- Review Community parkland acquisition criteria and revise as needed
- Identify significant local natural, cultural and historical features that contribute to community character and enjoyment
- Develop a Community Trails classification framework and map existing and proposed trails

The following objectives are specific to each of the Electoral Areas (E, F, G, and H):

- Develop a Vision for the Community Parks and Trails system in each Electoral Area.
- Develop Concept Plan identifying park requirements and trail connections that need to be formalized either through the development process and/or through RDN capital works/partnerships
- Set of specific implementation strategies

PLANNING APPROACH

The planning approach will be undertaken in four phases over the next year, as detailed in the following Table:

1. Inventory and Analysis
2. Visioning/principles
3. Plan Development
4. Final Plan and Implementation

SCHEDULE AND PROCESS

Timeline	Activity	Planning Phase	Outcomes
Sept – Dec	Staff working group	Inventory & Analysis	<ul style="list-style-type: none"> ▪ Research, base mapping, logistics, scope of work, analysis, web page, survey
Nov	Report to POSACs		<ul style="list-style-type: none"> • POSAC representation on Advisory Committee
Jan	Advisory Committee #1	Principles & Visioning	<ul style="list-style-type: none"> ▪ Terms of Reference, schedule, issues, vision, principles
Jan/Feb	Online survey		<ul style="list-style-type: none"> ▪ Vision, existing park & trail use, future needs
Feb	Workshop #1		<ul style="list-style-type: none"> ▪ Overview, principles & issues ▪ Map significant features, routing, destinations & park gaps for each EA ▪ Vision/themes



March/April	Staff working group	Plan Development	<ul style="list-style-type: none"> ▪ Draft Vision, Concept Plan, park & trail classifications, park acquisition criteria
May	Advisory Committee #2		<ul style="list-style-type: none"> ▪ Review vision, plan, classifications & criteria
June	Online Survey		<ul style="list-style-type: none"> ▪ Review plan , priorities
June	Workshop #2		<ul style="list-style-type: none"> • Review plan, priorities
July	Staff Working Group		<ul style="list-style-type: none"> ▪ Finalize plan



July	Advisory Committee #3	Final Plans & Implementation	<ul style="list-style-type: none"> ▪ Finalize plan ▪ Implementation ▪ Final Draft Plan
September	Board Report		<ul style="list-style-type: none"> ▪ Adopt Plan

PUBLIC ENGAGEMENT

It is proposed that an Advisory Committee be established to provide advice and direction on materials produced prior to public review including: vision statements, goals and objectives, issues, summaries from public input, concept plans and other deliverables such as park classifications, park land provision guidelines, and park acquisition criteria. The proposed composition of the Committee consists of:

- Director plus one representative from each of four northern Electoral Area Parks & Open Space Committees (POSAC) E, F, G, H
- One representative from Nanoose First Nation
- One representative from Qualicum First Nation
- One representative from K'omoks First Nation

The Term of the Committee will be for duration of the project and will end upon approval of the CPTS by the Regional Board.

Several modes of engagement are proposed and include: Advisory Committee; workshops; online questionnaires (using Survey Monkey); dedicated project page on the RDN website; email and telephone correspondence including interviews with key stakeholders. The RDN website will serve as a window into the project and the various means of participation. General advertising for engagement events will occur, with specific invitations provided to community interest groups.

PRELIMINARY ISSUES

Parks staff have generated a preliminary list of issues that will be broadened and better understood through the public consultation process and addressed in the Final Plans.

Trails

1. Connectivity
2. Safety
3. Design standards
4. Jurisdiction/ownership
5. Capital and operating costs

Parks

1. Land ownership
2. Land tenure
3. Implementation strategies e.g. dedication, cash in lieu, partnerships, etc.
4. Cost
5. Potential disposal of existing park land

PROJECT MANAGEMENT

The project will be managed by the Superintendent of Park Planning and Development with assistance from other RDN staff, as needed. RDN staff will be responsible for all aspects of project implementation including: administrative tasks, liaison and communication, technical output, research, writing, public consultation preparation and participation, and strategy development.

Graphics and technical support will also be needed. The services will include setting up the webpage; survey development and management; document formatting; workshop panels and logistics; concept plan and analysis graphics.

Preliminary list of stakeholders

Community organizations:

- Northwest Nanoose Residents Association
- Fairwinds Residence Association
- French Creek Residents Association
- Shorewood and San Pareil Owners and Residents Association
- Dashwood Residents Group
- Bow Horne Bay Community Club
- Corcan & Meadowood Residents Association
- Horne Lake Strata Association
- Mapleguard Ratepayers Association
- Spider Lake Community Association

Government Agencies and First Nation Councils:

- City of Parksville
- Town of Qualicum Beach
- Qualicum First Nation, Nanoose First Nation, K'omoks First Nation
- School District #69 (Qualicum)
- Ministry of Transportation and Infrastructure
- Ministry of Forests, Lands, and Natural Resource Operations
- Ministry of Environment

REFERENCE MATERIAL

The following is a preliminary list of reference documents:

RDN Public Consultation Policy

The Regional District of Nanaimo's Public Consultation/Communication Framework Policy No.A1.23 measures a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the CPTS will be achieved through meeting the following goals:

- Anyone likely to be affected by a decision shall have opportunities for input into that decision;
- The consultation process shall allow for a meaningful level of involvement;
- All positions and input received will be considered; not all input can and will be accommodated;
- The process shall recognize and take into account the different characteristics and abilities of the community;

- The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
- The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group;
- The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected;

Official Community Plans

- Nanoose Bay Official Community Plan Bylaw #1400, 2005
- Electoral Area F Official Community Plan Bylaw #1152, 1999
- Electoral Area G Official Community Plan Bylaw #1540, 2008
- Electoral Area H Official Community Plan Bylaw #1335, 2003

Other Documents

- Parks and Open Space Plan for Nanoose Bay 2001
- Regional Parks and Trails Plan 2005-2015
- Access to Water Sites, inventory and site descriptions for EA H, 2000
- Electoral Area A Community Trails Study, 2002