

REGIONAL DISTRICT OF NANAIMO

**EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, NOVEMBER 26, 2012
7:00 PM**

(East Wellington Fire Hall, 3269 Jingle Pot Road)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-4 Minutes of the regular East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held month June 11, 2012.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

Meadow Drive Community Park – Picnic Shelter Update

COMMUNICATIONS/CORRESPONDENCE

5 C. Knapp to POSAC EW/PV Committee, RE: Resignation

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

6-12 Monthly Update of Community & Regional Parks and Trails Projects - May 2012

13-22 Monthly Update of Community & Regional Parks and Trails Projects - June/July/August 2012

- 23-27 Monthly Update of Community & Regional Parks and Trails Projects - September 2012
- 28-33 Monthly Update of Community & Regional Parks and Trails Projects - October 2012
- 34 5-Year Project Planning: 2013-2017 Worksheet

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

2013 Committee Appointments

2013 Meeting Times

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

TBD
East Wellington Fire Hall

Distribution: M. Young (Chairperson), R. Heikkila, B. Erickson, D. Cawthorne, J. Wilson, C. Knapp, T. Osborne,
D. Palidwor, E. McCulloch

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING
HELD, MONDAY, JUNE 11, 2012.
AT EAST WELLINGTON FIRE HALL**

Attendance: Maureen Young, Director RDN Board, Chair
Judith Wilson
Doug Cawthorne
Cheryl Knapp
Rick Heikkila
Bruce Erickson

Staff: Elaine McCulloch, parks planner

Also in attendance: Charles Pinker, Alternate Director RDN Board

CALL TO ORDER

Chair Young called the meeting to order at 7:32 p.m.

MINUTES

MOVED, R. Heikkila , SECONDED D. Cawthorne, that the Minutes of the Regular meeting held March 12, 2012 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Meadow Drive Community Park

The Ministry of Transportation has installed two *Children's Play Area* highway signs along Meadow Drive.

REPORTS

Monthly Update of Community and Regional Parks and Trails March 2012.

Ms. McCulloch reviewed the monthly update of Community and Regional Parks and Trails Report - March 2012.

Monthly Update of Community and Regional Parks and Trails April 2012.

Ms. McCulloch reviewed the monthly update of Community and Regional Parks and Trails Report - April 2012.

2012 Budget Highlights

Ms. McCulloch reviewed Electoral Area C (East Wellington/Pleasant Valley) 2012 budget highlights.

2012 Detailed Work Plan/5 year Project Plan 2012-2016

Ms. McCulloch reviewed the revised 2012 Detailed Work Plan/5 year Project 2012-2016

Anders and Dorrit's Park – Open House (verbal)

The Committee went on a site tour of the new park preceding the official committee meeting on June 11th. Committee members had an informal tour of the house and walked around the property and river path. The Committee discussed the need for a summer 2012 open house to introduce the public to their newest park. It was agreed that a park open house was not necessary in 2012 but that one should be held as part of the public consultation process for the park in 2013 which will also include a community survey.

Parks staff will begin gathering the base line inventory for the property such as a riparian assessment, biological assessment, and coal mine shaft assessment.

Meadow Drive Community Park – Picnic/Washroom structure (verbal)

D. Cawthorne contacted different contractors for engineered plans for picnic/washroom structure on a concrete foundation. The main building will possibly have a washroom with a holding tank (to be pumped), two picnic tables and barbecue area, locked storage area, and possibly solar power flush system. Mr. Cawthorne will report back with further information at the November meeting.

MOVED R. Heikkila, SECONDED D. Cawthorne that the reports be received.

CARRIED

NEW BUSINESS

C. Pinker reported he never received committee package about the meeting or the notices to post.

The committee decided that they prefer agenda packages still be couriered to committee members.

ADJOURNMENT

MOVED D. Cawthorne, SECONDED R. Heikkila that the meeting be adjourn at 9:30 p.m.

CARRIED

Chair

From: Cheryl Knapp [<mailto:Cheryl.Knapp@nanaimo.ca>]
Sent: Tuesday, November 06, 2012 9:10 AM
To: Burgoyne, Linda
Subject: Resignation

This email will serve to inform you that I have need to resign from the Parks & Open Spaces Committee. I am moving to Winnipeg to join my husband who recently accepted a promotion and transfer with his company.

I have enjoyed my (limited) time with the Committee.

Thank you.

Cheryl Knapp

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

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 29th 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 4th 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 23rd official Lighthouse Country Trail opening. Planning for the June 23rd 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

Manager of Parks Services

Original signed by T. Osborne

General Manager Concurrence

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 neighbour's 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

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: 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 'C' (East Wellington/Pleasant Valley) 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 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 'C' - EW/PV POSAC	n/a	■	■	■	■	■			
Meadow Dr. CP: picnic shelter/toilet	C-09	■					\$25,000		
Anders & Dorrits Park: bldg & grounds assessments	n/a	■					\$20,000		
Anders & Dorrits Park: public consultation; open house	n/a	■							
Medium Priority Projects									
Anders & Dorrits Park: detailed design & cost estimates	n/a		■						order of magnitude cost estimate (for planning purposes only)
Creekside CP: bridge assessment, trail planning & development	C-10			■					
Anders & Dorrits Park: park development	n/a			■	■				
Creekside CP: bridge construction (if required)	C-10					■			
Meadow Dr CP: forest trail construction	C-09					■			
Other Projects									
Jinglepot roadside trail	E-32	■	■	■	■	■			
Maintenance Projects									
Signage - general	n/a	■					\$1,500	dev costs-signage (4861)	
Projects 2012									
✓ Anders & Dorrits Park: site clean up; safety work	n/a								
Meadow Dr CP: sign installation (grant requirement)	C-09								