

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, JANUARY 8, 2013
7:00 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATION

- 5 -14 **Julie Keenan and Dr. Nicole Vaugeois, Vancouver Island University**, re Funding request in support of Regional Innovation Chair in Tourism & Sustainable Rural Development.
- 15 **Fraser Wilson, Nanaimo & Area Land Trust**, re 2012 NALT activities and to request renewal of annual grant from the RDN to NALT.

MINUTES

- 16 - 25 Minutes of the regular Committee of the Whole meeting held Tuesday, November 13, 2012.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 26 - 31 **Rosemary Bonanno, Vancouver Island Regional Library**, re Appointment to the 2013 Vancouver Island Regional Library Board.
- 32 **Amanda Weeks, City of Parksville**, re 2013 Council Voting Representative Arrowsmith Water Service Management Board.
- 33 **Amanda Weeks, City of Parksville**, re 2013 Council Voting Representative Englishman River Water Service Management Board.
- 34 - 37 **Mark Brown, Town of Qualicum Beach**, re Qualicum Beach Airport Certificate.

REPORTS

Corporate Services

38 - 57 Vancouver Island Regional Library - Borrowing Alternative Approval Process.

Financial Services

58 - 61 Bylaw No. 1672 – A Bylaw to authorize the preparation of 2013 Parcel Tax Rolls.

Strategic and Community Development

62 - 66 Agreement between the City of Nanaimo and the Regional District of Nanaimo for Use of Nanaimo Animal Shelter Facilities.

Transportation and Solid Waste

67 - 73 Bylaw 1591.03 – Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw.

COMMISSIONS, ADVISORY & SELECT COMMITTEES

Electoral Area 'E' Parks and Open Spaces Advisory Committee

74 - 77 Minutes of the Electoral Area 'E' Parks and Open Spaces Advisory Committee meeting held Monday, November 5, 2012 (for information).

Electoral Area 'A' Parks, Recreation, and Culture Commission

78 - 80 Minutes of the Electoral Area 'A' Parks, Recreation, and Culture Commission meeting held Wednesday, November 21, 2012 (for information).

That an Electoral Area 'A' Grant-In-Aid be provided to St. Philip Anglican Church of Canada for a total of \$1,500 to purchase lightweight tables.

East Wellington and Pleasant Valley Parks and Open Spaces Advisory Committee

81 - 82 Minutes of the East Wellington and Pleasant Valley Parks and Open Spaces Advisory Committee meeting held Monday, November 26, 2012 (for information).

Regional Parks and Trails Select Committee

83 - 84 Minutes of the Regional Parks and Trails Select Committee meeting held Tuesday, December 4, 2012 (for information).

1. *That the engineering costs required for detailing the boardwalk plan for Ministry of Environment approval be deferred to the 2013 budget.*

85 - 138 2. *That the Little Qualicum River Regional Park Management Plan be approved.*

139 - 266 3. *That the Moorecroft Regional Park Management Plan be approved.*

Electoral Area 'G' Parks and Open Spaces Advisory Committee

267 - 269 Minutes of the Electoral Area 'G' Parks and Open Spaces Advisory Committee meeting held Monday, December 10, 2012 (for information).

270 - 280 *That staff continue to monitor the health of the five co-dominant cottonwood trees at Boulton Community Park and that staff make the residents around Boulton Park aware of the Tree Management Policy C1.1.*

Arrowsmith Water Service Management Board

281 - 283 Minutes of the Arrowsmith Water Service Management Board meeting held Monday, December 10, 2012 (for information).

284 - 287 *That the year 2013 Provisional Budget and the 2013-2017 Financial Plan as shown on Table 1, dated December 4, 2012, be adopted.*

Englishman River Water Service Management Board

288 - 290 Minutes of the Englishman River Water Service Management Board meeting held Monday, December 10, 2012 (for information).

291 - 294 *That the year 2013 Provisional Budget and the 2013-2017 Financial Plan as shown on Table 1, dated December 5, 2012, be adopted.*

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BOARD INFORMATION

295

Items received for Board Information, January, 2013.

ADJOURNMENT

IN CAMERA

That pursuant to Section 90(1)(f), (e), and (j) of the Community Charter the Board proceed to an In Camera meeting for discussions related to law enforcement, land acquisition, and third-party information.

O'Halloran, Matt

Subject: Presentation request - Committee of the Whole
Attachments: VIU_RIC_TSRD_InfoPkg.pdf

From: Sara Abraham [<mailto:Sara.Abraham@viu.ca>]
Sent: Monday, December 03, 2012 9:43 AM
To: Nohr, Tamie
Cc: Joe Stanhope
Subject: Presentation request - Committee of the Whole

Hello,

I am writing to request the opportunity to make a presentation to your Committee of the Whole in January 2013. The purpose of the presentation would be to inform the committee about the activities of VIU's Regional Innovation Chair in Tourism & Sustainable Rural Development, and to make a funding request in support of the chair's endowment.

Presenters would be:

- Julie Keenan, Director of Advancement & Alumni Relations (Julie.Keenan@viu.ca, 250.740.6602); and
- Dr. Nicole Vaugeois, Regional Innovation Chair in Tourism & Sustainable Rural Development (Nicole.Vaugeois@viu.ca, 250.753.3245 ext. 2772)

Julie & Nicole may also be accompanied by:

- Dr. Dave Twynam, Dean, Faculty of Management (Dave.Twynam@viu.ca, 250.740.6526); and
- Dan Hurley, Executive Director, University Relations (Dan.Hurley@viu.ca, 250.740.6150).

If you could let me know the date & time I would be grateful, as I couldn't find a schedule for 2013 on your web site. I am attaching an electronic copy of materials that may be helpful. If you would like us to provide any other materials in advance please let me know what would be suitable and what your deadline for receiving them would be.

-Regards, Sara Abraham

Research and Grants
Advancement & Alumni Relations Office
Vancouver Island University
Nanaimo, British Columbia, CANADA
Phone: 250-740-6601 Fax: 250-740-6491

We've moved to campus

Our new location is:
Building 310, 900 Fifth St., Nanaimo BC V9R 5S5

Fact Sheet



Regional Innovation Chair, Tourism & Sustainable Rural Development

BC Regional Innovation Chairs (RICs):

- A program of the BC provincial government through the Leading Edge Endowment Fund;
- Aimed at BC's regional and "special purpose" universities (complements the BC Leadership Chairs at BC's research-intensive universities);
- Purpose is "to support research, development and innovation that will bolster regional economic and social development";
- Each chair received a \$1.25 million initial endowment, which must be matched from other sources and supports the salary and activities of the chair.

VIU's RIC in Tourism & Sustainable Rural Development:

- Rural and remote communities in BC are experiencing economic shifts due to transitions in resource based sectors and growth in service and knowledge sectors.
- Given the rich natural and cultural resources in the province, tourism, recreation, arts and culture are being explored as potential ways to diversify rural economies.
- Tourism is highly competitive and labour-intensive, and small/rural communities often need support with respect to research and expertise to guide their efforts;
- The current chair, Nicole Vaugeois (PhD Tourism Planning and Development):
 - Works in cooperation with communities and organizations that need information to guide policy and planning decisions but lack research capacity;
 - Links research to teaching and training programs to build the workforce and research capacity in areas most relevant to rural regions;
 - Creates and fosters links among BC academic institutions and stakeholders in the rural regions.

The need:

- VIU needs to build the chair's endowment to make this work sustainable and provide communities with a support structure that is ongoing, stable and reliable.

Contact for more information:

Julie Keenan
Director, Advancement & Alumni Relations
Vancouver Island University
250.740.6602
Julie.Keenan@viu.ca

Nicole Vaugeois, PhD
BC Regional Innovation Chair,
Tourism & Sustainable Rural Development
250.753.3245 ext. 2772
Nicole.Vaugeois@viu.ca
<http://ruraltourismdevelopment.blogspot.ca/>

Regional Innovation Chair in Tourism & Sustainable Rural Development

CASE FOR SUPPORT: REGIONAL RURAL REVITALIZATION

Vancouver Island University (VIU) has a mandate for applied research in areas that are of regional importance. In cooperation with Thompson Rivers University, which has a similar mandate, VIU has created a Regional Innovation Chair (RIC) to foster rural revitalization through sustainable rural tourism. This initiative provides information, innovative ideas and insights to help Regional Districts and their member communities best utilize their natural and cultural amenities to bring in new revenue through tourism and benefit local residents.

The provincial RIC program provides ongoing support to rural regions of BC. To achieve long-term stability and continuity for each Chair's activities, matching funds from community partners are required. By contributing to the support of the RIC, BC's rural communities can rely on continued access to the benefits produced by the Chair that would not be affordable for individual communities on their own. This also encourages a collaborative, regional approach working within existing structures to solve common problems and bring about needed change.

WHAT THE CHAIR OFFERS

As the hub of an integrated applied research and training program, the RIC supports evidence-based policy and service development with:

- Access to academic and market research expertise (220 undergraduate and 20 graduate students training to do applied research and seeking community projects, with the oversight of a PhD-level supervisor);
- Linkages to an established network of public and private sector stakeholders, thought leaders and specialists;
- Access to specialized databases, survey reports and other research tools; and
- Advanced training and education opportunities for community leaders and professional staff.

In operation since 2008, the RIC has a well-established track record of responding to the research needs of rural communities, and introducing new models and approaches to communities in need of revitalization. Examples of recent activities include:

- Ongoing study of the long term benefits of young adult engagement in rural immersion activity;
- A series of "How-To" manuals ranging from community signage to tourism packaging and visitor research;
- Annual case studies and tourism audits;
- Workshops for community leaders and presentations as an invited speaker at events and conferences (topics included economic development, amenity-based rural development, visitor research and signage);
- Research/training opportunities in rural areas (three graduate projects, six undergraduate projects and 32 applied research placements in the 2011/12 academic year);
- With partners at TRU and UNBC, developed and populated a new Rural Tourism Web Portal.

Attracting families to live and work in rural areas is an important part of building healthy communities and creating a resilient labour force. On a regular basis the activities of the Chair bring in young professionals and post-secondary students to experience BC's rural regions. Only some will choose to remain, but all will become better equipped to understand and appreciate the realities of rural life. Those who become policy makers, decision makers and entrepreneurs will be able to bring the rural perspective into many other arenas that affect those realities.

FINANCING THE WORK OF THE CHAIR THROUGH AN ENDOWMENT

In accordance with the terms of the province's RIC program, long-term support for the work of the chair is intended to be provided through income from the Chair's endowment. An endowment of this sort is a form of "charitable purpose trust".

Contributions to a charitable purpose trust are held in perpetuity, and income can be disbursed only for the purposes defined when the trust was established. Neither the donor nor the trustee can vary the terms of the trust after the fact. The Vancouver Island University Foundation manages many such endowments on behalf of VIU, guided by an endowment management policy. All endowed funds are held in a pooled fund account with an investment management firm as selected by the Board.

In accordance with the endowment management policy, the disbursement rate for all endowments is established annually by the Board with advice from VIU Finance Department and VIU Foundation's Finance Committee. In order to maintain the value of the endowment fund over time, the rate is based on the lesser of average investment earnings in the previous three years and future projections for the next year as determined by the investment management firm(s).

In addition to endowment disbursements, other sources that support the chair's work include grants, contributions from VIU, contributions from partners and income from contracts.

EVALUATION AND ACCOUNTABILITY

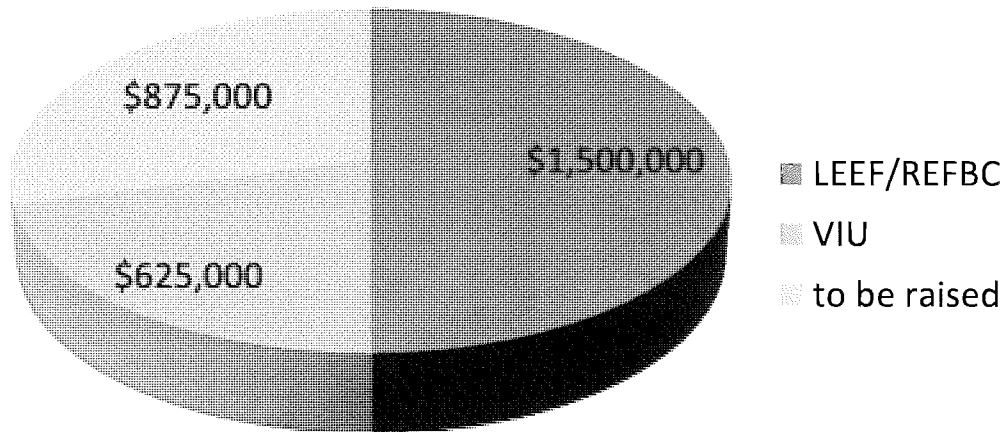
An important part of the RIC's responsibility is regular evaluation and reporting to funders of all activities. Please see the attached sample report.

NAMING OPPORTUNITIES

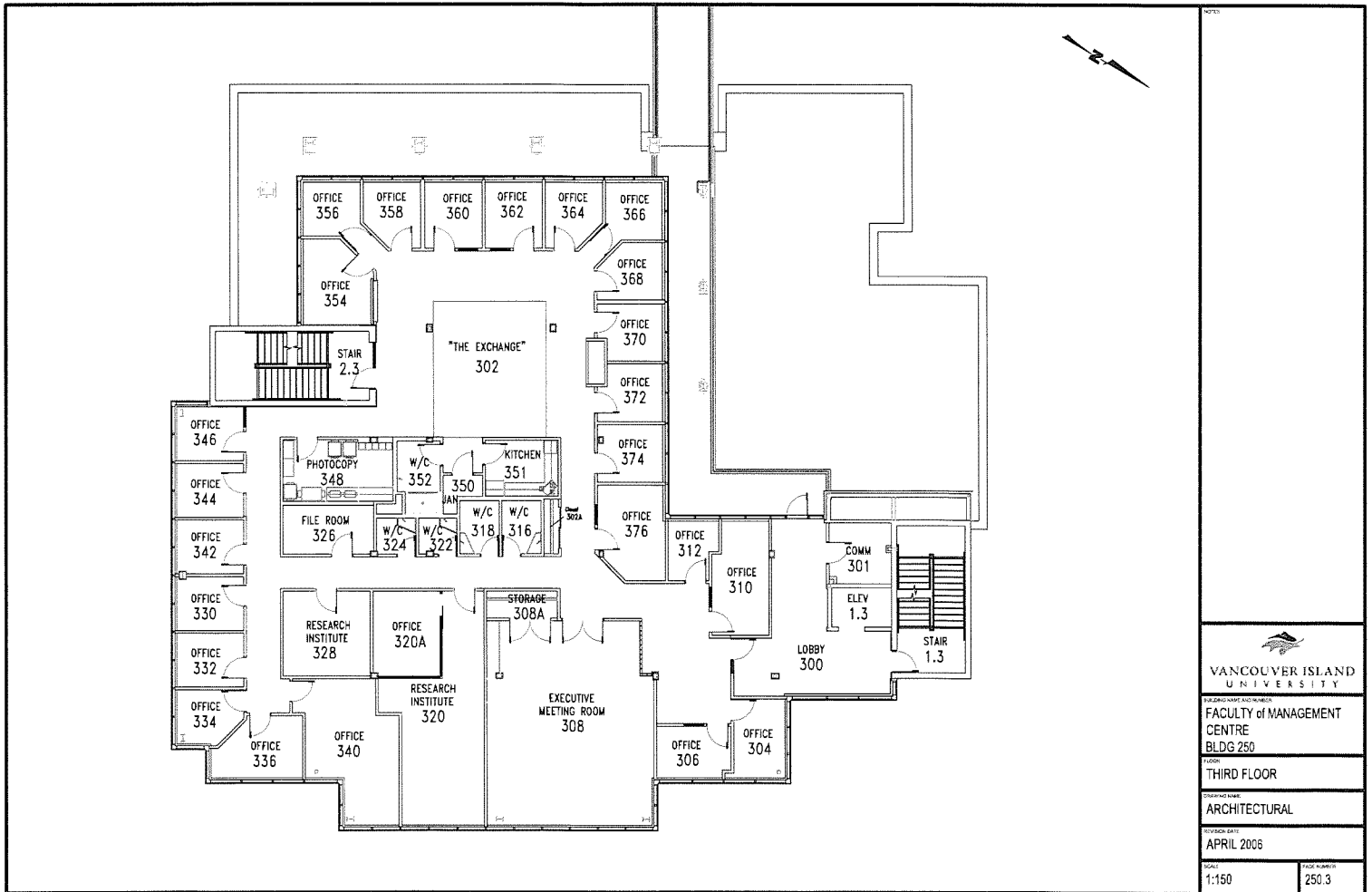
As part of our donor recognition program we are pleased to offer naming opportunities on a first come first served basis as listed below.

Named Chair in Tourism & Sustainable Rural Development	\$1,250,000 (\$250,000/year for 5 years)
Tourism & Sustainable Rural Development Research Lab	\$250,000 (\$50,000/year for 5 years)
Tourism & Sustainable Rural Development Research Office	\$150,000 (\$30,000/year for 5 years)
Named student fellowships (5)	\$125,000 (\$25,000/year for 5 years)
Named Tourism & Sustainable Rural Development lecture series	\$75,000 (\$15,000/year for 5 years)

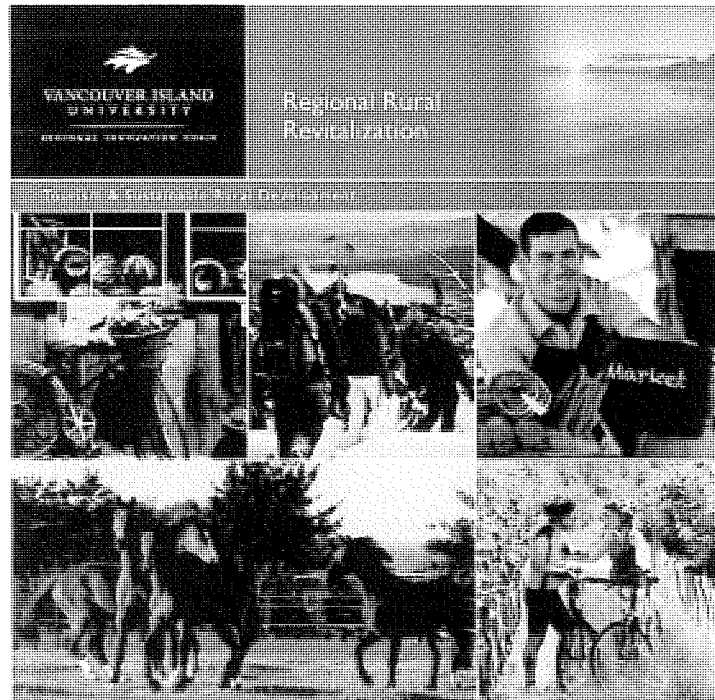
VIU Vision – Supporting Sustainable Rural Development



	LEEF, BC Real Estate Foundation	VIU contribution	to be raised
dollars	\$1,500,000	\$625,000	\$875,000



NOTES	
 VANCOUVER ISLAND UNIVERSITY	
BUILDING NAME AND NUMBER FACULTY of MANAGEMENT CENTRE BLDG 260	
FLOOR THIRD FLOOR	
DRAWING NAME ARCHITECTURAL	
REVISION DATE APRIL 2006	
SCALE 1:150	PAGE NUMBER 250.3



Supporters and Partners

VIU's Regional Innovation Chair in Tourism & Sustainable Rural Development

*Vancouver Island University
Thompson Rivers University
Vancouver Island University Foundation
Leading Edge Endowment Fund
Real Estate Foundation of BC
World Leisure Organization
Rural Development Institute
University of Northern BC*

Short report on 2011-2012 activities for the BCRIC in Tourism and Sustainable Rural Development

Dec 9, 2011

Recent Activity:

I have taught two courses this fall in the new MA Sustainable Leisure Management – “*Paradigms and Principles of Sustainability*” and “*Case Studies*”. The Case studies course was used to take the graduate students into the field to conduct a “**Gap Analysis of the Pacific Marine Circle Route**” based on a request by the Mayor of Lake Cowichan – Ross Forest and the Cowichan Watershed Board (two which I am a special advisor). The report is being completed and a presentation was made to the Watershed Board on November 3).

I was also teaching the TRMT 357: Advanced Research Methods course for 28 3rd year students. This involved supporting **6 research teams** in projects such as:

- a. **Trail Usage Study** – working for the RDN, we developed a system to obtain ongoing trail user data to provide Joan Micheal, Parks Planner, with information for decision making. Report will be out Dec. 12 and shared with Joan and other RDN staff.
- b. **Cowichan Wine and Culinary Festival** – working for the organizers of the Festival and Cowichan Economic Development I had a team of 7 students conduct a study on visitor experience. Presentation has been shared and report coming out Dec. 12 for the organizers.
- c. **Long term impacts of rural extension activity** – working with two students to follow up with participants from rural immersion activity since 2005 to gauge the impact on their career. Planning to share this in a journal as a follow up to a previous publication.
- d. **Community Branding Study** – working with four students to do content analysis on a sample of 20 mid sized BC communities websites, looking particularly at their branding. This will be shared via social media and in report format.
- e. **Sustainable marketing communications in adventure tourism** – working with four students to assess to what extent two sectors of adventure based tourism (skiing and wildlife viewing) are communicating their commitment to sustainability via the web. This will be shared with the Wilderness Tourism Association and via social media.
- f. **Parking for students with disabilities at VIU** – supporting two students to enhance parking for students with disabilities. They have done observation research, interviews with staff and secondary document analysis to propose recommendations for VIU. This was shared this week with positive reviews and they have been invited to share with a wider audience.

Graduate student supervision:

Supervising : a) **Erin Heaney**, MA SLM at VIU who is looking at the mutual gaze of hosts/visitors in the Caribbean context, b) **Marc Sorrie**, MA SLM at VIU who is looking at extracting factors for success in the development of route tourism, and d) **Martin Pariseau** MA SLM, who is looking at earth systems theory in the school system. I am also on the PhD committee for **Masuruli Masuruli** at UVic who is looking at community/protected area relations in Tanzania.

Other studies:

- **Protected Areas and Poverty Reduction Project** – as part of the applicant team, I have been supervising the development of a Blog to enhance the mobilization of knowledge around the PAPER project. We expect to launch this in January. I am also involved in governance/admin with the VIU team including Grant Murray, Rick Rollins and Ken Hammer.
- **Chemainus Visitor Study** – My summer work op completed her analysis on visitors to the Chemainus area this summer and shared that with the Business Improvement Association this month.

Recent knowledge mobilization:

- **Webinar** – the BC Healthy Living Alliance asked me to contribute to a webinar in November to share examples of small communities that have invested in healthy living. I profiled some of my work for the Feds on amenities and then profiled the trail system in the CVRD as an example.
- **BC Rural Tourism Portal** – I have a work op student helping to populate the new BC Rural Tourism Portal, an initiative between TRU, VIU and UNBC. We expect to launch this in the new year to coordinate knowledge on rural tourism development in BC.
- Presentation to the **Canadian Rural and Cooperatives Secretariat** on the results of the “Preparing for Amenity Based Rural Development Project” completed in April 2011.

Governance:

- I was recently elected onto the **Board of the Canadian Rural Revitalization Foundation**, so will work with colleagues at a national level. I also actively contribute as a member of the Canadian Rural Research Network.
- I am continuing to contribute on the new **Economic Development Commission** for Nanaimo on the Tourism Strategy Committee.
- I have been contributing to the **BC Tourism Labour Market Research Project** on the research team. Our work is almost complete with the strategy to be released this spring.
- I serve as a member of the **Knowledge Mobilization Partnership** project with the Ministry of Jobs, Tourism and Innovation.

Upcoming activities:

Abstracts have been submitted to:

1. The **BC Rural Network Conference** in Grand Forks June 8-10 to do a workshop on the identification and assessment of rural amenities – awaiting approval
2. The **Horses, Tourism and Leisure International Symposium** in Saumur, France May 9-11 – submitted an assessment of Equestrian tourism in BC.

Abstracts will be submitted for:

1. The **Interdisciplinary Tourism Research Conference** in Turkey, April 24-29 where I plan to present the work on the Pacific Marine Circle Route with Grad students.
2. The **International Rural Sociology** Conference in Lisbon, July 29-August 4
3. The **International Travel and Tourism Research Conference** – June 17-19 in Virginia Beach

Papers I am working on include:

- The “homogeneity dilemma” a policy paper on the ineffectiveness of one size fits all policies in rural areas
- Mentorship of undergraduate research – based on my observations and praxis with five years of work with undergraduate research placement activity

- The sharing of the Rural Amenity Typology developed for the Federal Government – which has to wait until they release the full report which is expected this spring.
- The Ministry of Jobs, Tourism and Innovation has asked me to work with them on the development of an updated “BC Signage Manual” to build on my original work (with Chrystal Stone) from 2007. I expect this work to commence this spring.

Projects I am seeking funding for:

1. Work on the nature of lifestyle entrepreneurship in rural communities – likely with partnerships with the Ministry of Jobs Tourism and Innovation
2. Funding to continue work with the Pacific Marine Circle Route to address gaps identified in the research this fall. Looking at Vancouver Foundation.
3. Amenity Based Rural Development in the Southern Gulf Islands – trying to do a fieldschool linked to ABRD in the Gulf Islands context in the spring of 2012 with students. Looking at the BC Real Estate Foundation and Canada’s Rural and Cooperatives Secretariat.
4. World Leisure Center of Excellence – seeking longer term funding to solidify the World Leisure Center of Excellence.

World Leisure Center of Excellence

Supervising two research assistants to utilize the SSHRC funding and develop a strategic plan for the WLCE here at VIU. The position paper was recently completed and the spring will be used to move forward on recommendations, position the center and apply for appropriate funding.

Final notes:

The fall academic term has mostly been spent teaching and supporting undergraduate and graduate student research activity. This has enabled me to work closely with a variety of community/regional stakeholders. I have been able to share and contribute provincially and nationally through webinar type work and through engagement with governance of various organizations. The spring will be spent writing papers, sharing with audiences in various conferences, supporting the development of the new WL center, and obtaining funding to fit the research priorities identified to date.

O'Halloran, Matt

From: Gail Adrienne <gail@nalt.bc.ca>
Sent: Friday, December 14, 2012 4:31 PM
To: O'Halloran, Matt
Subject: Re: Presentation to RDN Board

thanks. Matt
At this point, I don't think Fraser plans to use a laptop for his presentation.
BTW - the presenter will be Fraser Wilson
Cheers
Gail

----- Original Message -----

From: O'Halloran, Matt
To: Gail Adrienne
Sent: Friday, December 14, 2012 4:27 PM
Subject: RE: Presentation to RDN Board

Hello Gail,

I've added your delegation by NALT to the Agenda for January 8, 7pm, for a 10 minute presentation. Just let me know if you will require a laptop/projector for the presentation and we can have everything set up in time for the meeting.

Thanks
Matt

Matthew O'Halloran
Legislative Coordinator
Regional District of Nanaimo
250-390-6569
www.rdn.bc.ca

From: Gail Adrienne [<mailto:gail@nalt.bc.ca>]
Sent: Friday, December 14, 2012 4:21 PM
To: O'Halloran, Matt
Subject: Presentation to RDN Board

Hello Matt,

Tom Osborne has directed me to you to request that the Nanaimo & Area Land Trust be added to the Agenda of the January 8th RDN Board meeting. We would like to make a presentation to the Board at that time, reporting on NALT's activities for the past year and requesting a renewal of the annual grant from the RDN to NALT.
Please confirm that we are on the agenda for that date.

Thank you

Gail Adrienne
NALT Executive Director

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE MEETING OF THE WHOLE
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 13, 2012 AT 7:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Alternate	
Director S. Cuthbertson	Electoral Area B
Director M. Young	Electoral Area C
Director G. Holme	Electoral Area E
Director J. Fell	Electoral Area F
Director W. Veenhof	Electoral Area H
Director B. Dempsey	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director G. Anderson	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director H. Houle	Electoral Area B
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Also in Attendance:

P. Thorkelsson	A/ Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
T. Osborne	Gen. Mgr., Recreation & Parks
D. Trudeau	Gen. Mgr., Transportation & Solid Waste
S. Depol	A/ Gen. Mgr. Regional & Community Utilities
J. Hill	Mgr., Administrative Services
T. Nohr	Recording Secretary

CALL TO ORDER

The Chairperson welcomed Alternate Director Cuthbertson.

PRESENTATION

Jasper Lament, The Nature Trust of British Columbia, re Fundraising for Moorecroft Regional Park.

Mr. Lament presented the Board with a cheque for \$116,300, the proceeds from Nature Trust of British Columbia's fundraising efforts for Moorecroft Regional Park.

DELEGATIONS

Lynn Wood, Oceanside Hospice Society, re Hospice Society Grant Applications.

MOVED Director Willie, SECONDED Director Veenhof, that the Regional District of Nanaimo support Oceanside Hospice as a regional service provider.

CARRIED

LATE DELEGATIONS

MOVED Director Anderson, SECONDED Director Willie, that late delegations A. Sullivan, P. Makow, J. Bergot and M. Hooper be permitted to address the Board.

CARRIED

Andre Sullivan, Nanaimo Economic Development Corporation, re Island Corridor Foundation Request for Funding.

Mr. Sullivan spoke in support of the Island Corridor Foundation's request for funding.

Phil Makow, re Island Corridor Foundation Request for Funding.

Mr. Makow spoke in opposition to the Island Corridor Foundation's request for funding.

Jim Bergot, re Island Corridor Foundation Request for Funding.

Mr. Bergot spoke in opposition to the Island Corridor Foundation's request for funding.

Mike Hooper, CAO of Nanaimo Airport, re Nanaimo Airport Land Use Planning Process.

Mr. Hooper provided a verbal presentation regarding the Nanaimo Airport Land Use Planning Process.

COMMITTEE OF THE WHOLE MINUTES

MOVED Director Holme, SECONDED Director Anderson, that the minutes of the Committee of the Whole meeting held October 9, 2012, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Donna Smith, District of Lantzville, re Request to Renew Service Agreements.

MOVED Director Lefebvre, SECONDED Director Brennan, that the correspondence from D. Smith regarding the District of Lantzville's request to renew service agreements be received.

CARRIED

Dr. Judith Sayers and Mary Ashley, Island Corridor Foundation, re ICF Request for Funding.

MOVED Director Lefebvre, SECONDED Director Brennan, that the correspondence from Dr. Sayers and M. Ashley regarding Island Corridor Foundation's funding request be received.

CARRIED

Correspondence September – November, 2012, re Island Corridor Foundation Request for Funding.

MOVED Director Lefebvre, SECONDED Director Brennan, that correspondence from the public regarding the Island Corridor Foundation Society's request for funding be received.

CARRIED

Correspondence November, 2012, re Island Corridor Foundation Request for Funding.

MOVED Director Lefebvre, SECONDED Director Brennan, that further correspondence from the public regarding the Island Corridor Foundation Society's request for funding be received.

CARRIED

ADMINISTRATION

Island Corridor Foundation – Request for Funding.

MOVED Director Brennan, SECONDED Director Greves, that the Board approve funding through a Grants-in-Aid to the Island Corridor Foundation in the amount of approximately \$945K, based on \$2M to be shared amongst the Regional District of Nanaimo, Cowichan Valley Regional District, Comox Valley Regional District, and Alberni Clayoquot Regional District based on assessment.

MOVED Director McPherson, SECONDED Director Anderson, that the Board amend the main motion by adding the words "funding is contingent on Island Corridor Foundation receiving commitment from VIA Rail that passenger service will be reinstated".

CARRIED

The vote was taken on the amended motion with the final wording being as follows:

That that the Board approve funding through a Grants-in-Aid to the Island Corridor Foundation in the amount of approximately \$945K, based on \$2M to be shared amongst the Regional District of Nanaimo, Cowichan Valley Regional District, Comox Valley Regional District, and Alberni Clayoquot Regional District based on assessment. Funding is contingent on Island Corridor Foundation receiving commitment from VIA Rail that passenger service will be reinstated.

CARRIED

Letter of Understanding between the Gabriola Island Local Trust Committee and the Regional District of Nanaimo.

MOVED Director Cuthbertson, SECONDED Director Kipp, that the report on the Letter of Understanding between Staff of the Gabriola Island Local Trust Committee and the Regional District of Nanaimo be received for information.

CARRIED

FINANCIAL SERVICES

Request from the Nanaimo Community Hospice Society for Financial Support.

MOVED Director Johnstone, SECONDED Director Bestwick, that the \$25,000 request for funding by the Nanaimo Community Hospice Society and the information provided in this report be included in the 2013 – 2017 Financial Plan discussions for consideration with other funding requests from service organizations in the Regional District of Nanaimo.

CARRIED

Bylaws No. 1664, 1665, 1666, 1667, 1668, 1669, 1670, and 1671 – Reserve Fund Establishment Bylaws.

MOVED Director Willie, SECONDED Director Brennan, that “Transit Service Reserve Fund Establishment Bylaw No. 1664, 2012” be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Transit Service Reserve Fund Establishment Bylaw No. 1664, 2012” be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012” be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Planning Service Reserve Fund Establishment Bylaw No. 1665, 2012” be adopted.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cassidy-Waterloo Fire Protection Service Reserve Fund Establishment Bylaw No. 1666, 2012" be introduced and read three times.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cassidy-Waterloo Fire Protection Service Reserve Fund Establishment Bylaw No. 1666, 2012" be adopted.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Melrose Terrace Community Water Supply Service Reserve Fund Establishment Bylaw No. 1667, 2012" be introduced and read three times.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Melrose Terrace Community Water Supply Service Reserve Fund Establishment Bylaw No. 1667, 2012" be adopted.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Englishman River Community Streetlighting Service Reserve Fund Establishment Bylaw No. 1668, 2012" be introduced and read three times.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Englishman River Community Streetlighting Service Reserve Fund Establishment Bylaw No. 1668, 2012" be adopted.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cedar Community Storm Water Management Service Reserve Fund Establishment Bylaw No. 1669, 2012" be introduced and read three times.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Cedar Community Storm Water Management Service Reserve Fund Establishment Bylaw No. 1669, 2012" be adopted.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Regional Parks and Trails Service Reserve Fund Establishment Bylaw No. 1670, 2012" be introduced and read three times.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Regional Parks and Trails Service Reserve Fund Establishment Bylaw No. 1670, 2012" be adopted.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012" be introduced and read three times.
CARRIED

MOVED Director Willie, SECONDED Director Brennan, that "Gabriola Island Recreation Service Reserve Fund Establishment Bylaw No. 1671, 2012" be adopted.
CARRIED

Dashwood Firehall Redevelopment Update and Approval to Continue.

MOVED Director Veenhof, SECONDED Director Willie, that Johnston Davidson Architecture + Planning Inc. continue to be retained as the prime consultant for the redevelopment of the Dashwood firehall.

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that staff be authorized to spend up to \$50,000 to complete the programing, schematic design and design development phases of the Dashwood Fire Service building reserve fund for the purposes of final design.

CARRIED

MOVED Director Veenhof, SECONDED Director Willie, that up to \$50,000 be released from the Dashwood Fire Service building reserve fund for the purposes of final design.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

Nanaimo Airport Land Use Planning Process.

MOVED Director Ruttan, SECONDED Director Johnstone, that the Terms of Reference for the Nanaimo Airport Land Use Process Citizens Advisory Group be referred back to staff.

CARRIED

CURRENT PLANNING

Agricultural Area Plan Action Plan.

MOVED Director Johnstone, SECONDED Director Holme, that the report on the proposed Agricultural Area Plan - Action Plan be received.

CARRIED

MOVED Director Johnstone, SECONDED Director Holme, that staff be directed to proceed with Action 1 through 5 of the Agricultural Area Plan - Action Plan.

CARRIED

BUILDING, BYLAW & EMERGENCY PLANNING

District of Lantzville Service Agreements 2013/2014.

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Animal Control beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Building Inspection beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Bylaw Enforcement beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for Emergency Planning beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

MOVED Director Dempsey, SECONDED Director Holme, that the Service Agreement between the Regional District of Nanaimo and the District of Lantzville for GIS and Mapping Services beginning January 1, 2013 and ending December 31, 2014, be approved.

CARRIED

387 Dunsmuir Road, Electoral Area 'H' – Unsightly Premises (update).

MOVED Director Veenhof, SECONDED Director Lefebvre, that the report on the outcome of the Unsightly Premises Board Resolution in relationship to 387 Dunsmuir Road be received.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WASTEWATER

Maintenance of Privately-Owned Onsite Wastewater Treatment Systems – Home Septic Assessment Program.

MOVED Director Young, SECONDED Director Fell, that the Board receive the Report on Mandatory Maintenance Program for Private Onsite Wastewater Treatment Systems for information only, and that the Board continue to support the SepticSmart Program as it is currently being operated.

CARRIED

Biosolids Management Program Agreement.

MOVED Director Ruttan, SECONDED Director Willie, that the Board terminate the existing SYLVIS Environmental Inc. service contract for the management of French Creek Pollution Control Centre biosolids, and enter into a three party Biosolids Management Program Agreement between Vancouver Island University, SYLVIS Environmental Inc. and the Regional District of Nanaimo for the management of Regional District of Nanaimo biosolids in Vancouver Island University's Forest Fertilization Program, starting on January 1, 2013 and ending on March 31, 2017.

CARRIED

WATER AND UTILITY

Westerne Heights Water Utility – Petition for Engineering Assessment.

MOVED Director Fell, SECONDED Director Young, that the Board direct staff to petition the residents of the Westerne Heights Water Utility to borrow up to \$15,000 to complete the necessary engineering analysis and related capital costs associated with improving the water system to a Regional District of Nanaimo standard.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Solid Waste Management Regulation Bylaw No. 1531.04 – 2013 Tipping Fees.

MOVED Director Willie, SECONDED Director Brennan, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012” be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Brennan, that “Regional District of Nanaimo Solid Waste Management Regulation Bylaw No. 1531.04, 2012” be adopted.

CARRIED

COMMISSION, ADVISORY & SELECT COMMITTEE

Grants-In-Aid Advisory Committee

Minutes of the Grants-In-Aid Advisory Committee meeting held on Monday, November 5, 2012.

MOVED Director Young, SECONDED Director Johnstone, that the minutes of the Grants-In-Aid Advisory Committee meeting held on Monday, November 5, 2012 be received for information.

CARRIED

MOVED Director Young, SECONDED Director Johnstone, that Grant-in-Aid funds for District 68 be awarded to the following applicants:

Gabriola Arts Council	\$2,000
Jonanco Hobby Workshop Association	270
People for a Healthy Community Gabriola Society	3,980

CARRIED

MOVED Director Young, SECONDED Director Johnstone, that Grant-in-Aid funds for District 69 be awarded to the following applicants:

Forward House Community Society	\$1,242
North Island Wildlife Recovery Association	2,727
Oceanside Hospice Society	2,000
Parksville & District Association for Community Living	1,200
Qualicum Bay Lions Club	5,000

CARRIED

Minutes of the District 69 Recreation Commission meeting held on Thursday, October 18, 2012.

MOVED Director Veenhof, SECONDED Director Holme, that the Minutes of the District 69 Recreation Commission meeting held on October 18, 2012 be received for information.

CARRIED

MOVED Director Veenhof, SECONDED Director Holme, that the Board approve the following District 69 Recreation Youth Grants:

Arrowsmith Community Enhancement Society (ACES) – youth drop-in sports	\$1,351
Bard to Broadway Theatre Society – B2Glee Show Choir	780
Navy League of Canada – training expenses	1,500
The Whalers Football Support Society – storage bin	2,500

CARRIED

MOVED Director Veenhof, SECONDED Director Holme, that the Regional Board approve the following District 69 Recreation Community Grants:

Arrowsmith Agricultural Association – Family Day event	\$374
Kidfest – event	950
Oceanside Community Arts Council – 100 th Anniversary Event costs	1,500
Parksville & District Association for Community Living – Community Living month celebration	500
Parksville Elementary School PAC – noon hour/recess sports equipment	1,500
Ravensong Master Swim Club – pool rental	500

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the District 69 Recreation Commission respond to the September 28, 2012 correspondence from Ms. J. Hicks summarizing the meetings staff have held with Ms. Hicks to date, the challenges of aquatic scheduling, and a commitment to continue to look for ways to consider the needs of seniors and the broader community at the Ravensong Aquatic Centre.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Regional District submit an application to the Western Economic Diversification Canada Community Infrastructure Improvement Fund for 50% of the

eligible costs in replacing the lighting fixtures to a higher efficiency lighting system at the Howie Meeker and Victor Kraatz Arenas at Oceanside Place.

CARRIED

MOVED Director Veenhof, SECONDED Director Fell, that the Board consider in the 2013 budget process the request from the Arrowsmith Community Enhancement Society for an additional funding amount of \$9,700 for the service delivery of recreation services.

CARRIED

ADJOURNMENT

MOVED Director Anderson, SECONDED Director Holme, that pursuant to Section 90(1)(f),(i) and (j) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to law enforcement, legal advice, and third-party business interests.

CARRIED

TIME: 9:43 PM

The meeting was called adjourned at 10:02 PM.

CHAIRPERSON

CORPORATE OFFICER



November 23, 2012

Chair Joe Stanhope
Nanaimo Regional District
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Chair Stanhope,

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
NOV 26 2012			
DCS	<input checked="" type="checkbox"/>	BOARD	
CHAIR			

Re: Appointment to the 2013 Vancouver Island Regional Library Board

With the new year not too far off, it is time to consider your representation at the Board of Trustees of Vancouver Island Regional Library – the fourth largest library system in British Columbia that serves more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the central coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, “each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year, January 1 - December 31, 2013, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity...”

Provincial legislation requires certified resolutions to be submitted to Vancouver Island Regional Library by December 15, 2012. I enclose 2013 appointment forms for a Board member and alternate member to ensure we have accurate contact information.

VIRL Board of Trustees requires its members to complete a *Statement of Financial Disclosure* and, to that end, I enclose forms to be completed by your member and alternate member representatives. A copy of the form completed for municipal purposes is also acceptable.

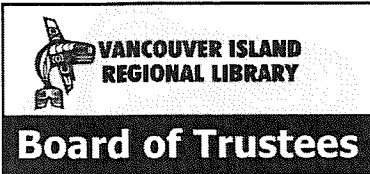
Please complete the enclosed forms and return, along with a copy of the certified resolution, by December 15, 2012 to Heather Mink Zuvich: fax 250.758.2482 or email hminkzuvich@virl.bc.ca.

Thank you for your continuing support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA, MLS
Executive Director

Cc: Paul Thorkelsson, CAO



2013 Appointment Form

Trustee

The _____ has appointed _____ as *Trustee* on the
Municipality *Board member title*
Vancouver Island Regional Library Board for the year 2013. The term of the appointment is
January 1 – December 31, 2013. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above
City: _____ Postal Code: _____

Email

Home: _____ Municipal: _____
Other: _____

Phone (please check preferred contact number)

Home: _____ Municipal: _____
 Other: _____

Birthdate (required for insurance purposes)

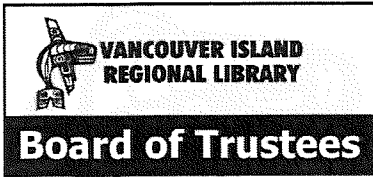
Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach certified copy of the resolution



2013 Appointment Form

Alternate

The _____ has appointed _____ as *Alternate* on the
Municipality *Board member title*
Vancouver Island Regional Library Board for the year 2013. The term of the appointment is
January 1 – December 31, 2013. This appointment will continue until a successor is appointed, as
provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided
under Section 18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
City: _____ Postal Code: _____

Email

Home: _____ Municipal: _____
Other: _____

Phone (please check preferred contact number)

Home: _____ Municipal: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach certified copy of the resolution

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

**(“local government” includes municipalities, regional districts and the Islands Trust)*

Form and Fact Sheets:

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: www.gov.bc.ca [type ‘Statement of Disclosure’ in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type ‘AG04003-a’ in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type ‘AG04003-b’ in the search bar].

Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party’s legal counsel.

What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<i>last name</i>	<i>first & middle name(s)</i>
Street, rural route, post office box:		
City:	Province:	Postal Code:
Level of government that applies to you: <input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority		

If sections do not provide enough space, attach a separate sheet to continue.

Assets s. – s. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

◆ Local government officials:

. . . to your local chief election officer

- with your nomination papers, and

. . . to the officer responsible for corporate administration

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

◆ School board trustees/ Francophone Education Authority directors:

. . . to the secretary treasurer or chief executive officer of the authority

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

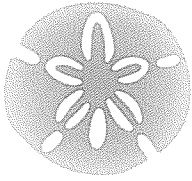
◆ Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*.

◆ Designated Employees:

. . . to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position



City of
Parksville



December 4, 2012

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Sir/Madam:

**2013 Council Voting Representative
Arrowsmith Water Service Management Board
File No: 2240-AR**

At the regular meeting of Council held December 3, 2012, Councillor Marc Lefebvre was appointed Council voting representative to the Arrowsmith Water Service Management Board for the year 2013. Mayor Chris Burger was appointed as Council's alternate representative.

Councillor Marc Lefebvre
11 - 450 Bay Avenue
Parksville, BC V9P 2K2

250 248-2292 (home)
E-mail: janetmarc@shaw.ca

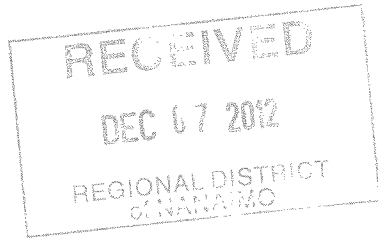
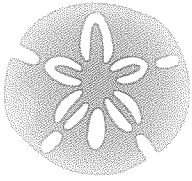
Mayor Chris Burger
128 Moss Avenue
Parksville, BC V9P 1L5

250 954-4661 (office)
250 240-8255 (cell)
E-mail: cburger@parksville.ca

Sincerely,

AMANDA WEEKS
Deputy Corporate Officer

cc: Councillor Lefebvre
Mayor Burger
Mike Squire, AWS Program Manager



December 4, 2012

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Sir/Madam:

**2013 Council Voting Representative
Englishman River Water Service Management Board
File No: 2240-AR**

At the regular meeting of Council held December 3, 2012, Mayor Chris Burger and Councillor Marc Lefebvre were appointed Council voting representatives to the Englishman River Water Service Management Board for the year 2013.

Mayor Chris Burger
128 Moss Avenue
Parksville, BC V9P 1L5

250 954-4661 (office)
250 240-8255 (cell)
E-mail: cburger@parksville.ca

Councillor Marc Lefebvre
11 - 450 Bay Avenue
Parksville, BC V9P 2K2

250 248-2292 (home)
E-mail: janetmarc@shaw.ca

Sincerely,

AMANDA WEEKS
Deputy Corporate Officer

cc: Mayor Burger
Councillor Lefebvre
Mike Squire, AWS program Manager



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 - 660 Primrose St.
P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

December 21, 2012

Via email:

jstanhope@shaw.ca

tmohr@rdn.bc.ca

pthorkelsson@rdn.bc.ca

Joe Stanhope, Board Chair
Director, Electoral Area G
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Mr. Stanhope:

QUALICUM BEACH AIRPORT CERTIFICATE

This correspondence is to request that the Regional District of Nanaimo assist the Town of Qualicum Beach with retaining the certification of the Qualicum Beach Airport. Please be advised that on November 21, 2012 the following information was sent to Trevor Heryet, Regional Director, Civic Aviation - Pacific - Transport Canada, 800 Burrard Street, Vancouver, B.C.:

"In August 2012 a survey at the Qualicum Beach Airport determined there were trees penetrating the approach surfaces (OLS - Obstacle Limitation Surface) for runways 11 and 29. Accordingly, after consultation with Transport Canada, appropriate measures were taken.

This included a temporary displacement of both runway thresholds and the issuing of NOTAMs (Notice to Airmen). The area under the OLS for Runway 11 is contained within the boundary of the Town of Qualicum Beach and by October 19th all penetrating trees were removed. If voluntary permission was not granted for the Town to enter to remove the trees, on lands within the Town boundaries Town Council had the option to authorize, by resolution, a remedial action requirement pursuant to section 72 and 73 of the *Community Charter*. Ultimately, all property owners in the area of Runway 11 co-operated with the Town and this was not necessary in this case.

This allowed Runway 11 to return to normal operations. At this time it was further decided the APAPI (Abbreviated Precision Approach Path Indicator) on Runway 29 should be turned off until that issue could be permanently resolved.

Unfortunately the owner of the land under the OLS for Runway 29 refused to permit tree topping or removal and, as the property is outside of the Town boundaries and under the jurisdiction of the Regional District of Nanaimo, the remedial action option under section 72 and 73 of the *Community Charter* was not available as it does not apply to regional districts.

Several legal procedures are being considered to permit removal of the trees, however each could, if successful, take at least one year to enact and very possibly longer. Another consideration is the enforcing of Canadian Aviation Regulation (CAR) 621.23 and 621.24 concerning the marking and lighting of obstructions. As the trees in question penetrate the OLS for Runway 29, then they, according to the regulation should be marked and lighted.

As the Qualicum Beach Airport is operating under a NOTAM and only one runway is available for night operations, Transport Canada is requiring the Town to submit a corrective action plan by December 18, 2012. The Town has determined, again in consultation with Transport Canada, that one of the following options must be implemented:

- Option 1:** Permanently displace the threshold of Runway 29,
- Option 2:** Surrender the airport certificate, or
- Option 3:** Amend the reference code of the Airport from 2B to 1A. The steeper OLS would meet certification requirements for about 2-3 years, based on estimated tree growth.

Each option was considered with the following conclusions.

- 1) **Option 1: Permanently displace the threshold of Runway 29**
Costly as the APAPI system and some runway lights will have to be relocated and runway markings removed and repainted. Additionally the relocation of the runway wing bar lights would involve modification of a taxiway and possible repaving. An allowance for tree growth would also have to be considered; over a two-year period this would require the displacement to be approximately 75 to 100 feet further than the current displacement. This would reduce the landing distance available from the original 3364 feet to 2793 feet; landing of a PA-31 Navajo (flown by both local carriers) would be acceptable but leaves little safety margin when considering night operations on wet runways. Larger aircraft would probably not use this runway due to the reduced LDA (Landing Distance Available). Assuming legal action is successful, the lighting systems would then have to be relocated back to their current position, again at significant cost. If legal action were not forthcoming in a 1-2 year period, further relocation of the threshold would not be practical and the airport would have to be de-certified.

2) Option 2: Surrender the airport certificate - continue operation as a registered aerodrome

We understand that certification is required if the airport has scheduled air service or the approach path is located in a built-up area. A registered aerodrome is a non-certified site with all aerodrome information published in the Canada Flight Supplement. The airport operator is still required to maintain certain minimum markings, and a certain level of safety. If an operator fails to maintain the minimum standards, the Minister could stop publishing the aerodrome's information in the Canada Flight Supplement. At this time, de-certifying is not recommended by all concerned as re-certification may take considerable effort or not be possible. While this option would reduce costly requirements imposed on certified airports through regulatory change in the past 5 years (e.g. Safety Management System, Wildlife Management, Emergency Planning, Fuel Spill Containment, etc.), it would also result in the Town losing access to government grants, a major consideration to small community airports. The local carriers (KD Air and Orca Airways) would not be assured of continued operation from a non-certified site and would be required to apply for an annual authorization from Transport Canada.

3) Option 3: Amend the reference code of the Airport from 2B to 1A. The steeper OLS would meet certification requirements for about 2-3 years, based on estimated tree growth

Requires Transport Canada approval but would have the lowest impact on operations. Larger aircraft (greater than 15 metre wingspan) would not be authorized to land but this would have minimal impact on typical Qualicum Beach Airport traffic (the PA-31 has a 12.4 metre wingspan). Costs would be reduced and when able, return to a 2B code airport could be achieved. A code 1A OLS is steeper (1:20) than a 2B OLS (1:25), necessitating a steeper glide path, however the aircraft type that utilize Qualicum Beach have had no difficulty with the 4-degree glide path (1:14) of the APAPI, currently operating under a Transport Canada deviation. The APAPI obstacle protection surface requirement of 2.85 degrees is similar to the code 1A OLS allowing the APAPI on Runway 29 to continue to operate during this period.

Option 3 is considered the most viable solution at this time considering safety and cost. It would permit the airport to continue to operate as a Transport Canada regulated airport for approximately 2 years based on estimated tree growth.

It is understood that if continued negotiation with the property owner, or legal action to alter the trees penetrating the approach surface of Runway 29 and located on the lands within the Regional District of Nanaimo is unsuccessful, the long term viability of Qualicum Beach as a certified airport is uncertain."

Considering the aforementioned, the Town of Qualicum Beach, has requested an exemption to the Aerodrome Reference Code, TP 312 Para 1.3.1 to permit the airport to be certified as a code 1A aerodrome until such time as the negotiations or legal process permits tree removal or no later than January 31, 2015.

The request by the Town of Qualicum Beach is for the Regional District of Nanaimo to do the following:

- 1) The Regional District of Nanaimo adopt a bylaw under section 725 and 797.1 of the *Local Government Act* in relation to nuisance trees;
- 2) Subject to the non-conforming provision (*Aeronautics Act*, s. 5.4(2)), the Federal Government could impose a federal zoning regulation that restricts the height of objects (defined to include natural growth objects). The Federal Minister of Transport can delegate this power to the Nanaimo Regional District pursuant to *Aeronautics Act*, s. 5.8.1.

This is the two-step process the RDN is involved with in regard to the Nanaimo Airport which is for the RDN to enter into an agreement between Transport Canada and RDN, then RDN to adopt bylaws to apply the delegated power. It is our understanding that Transport Canada (Ottawa) has not yet approved the RDN bylaws to go forward to the RND Board for readings and the RDN's solicitor has requested some minor amendments to the agreement.

Although it is a lengthy process, Town of Qualicum Beach is requesting to be part of the RDN agreement/bylaw approval process as it pertains to the Qualicum Beach Airport.

Yours truly,



M.D. (Mark) Brown
Chief Administrative Officer

pc. Mayor & Council, Town of Qualicum Beach
Paul Thorkelsson, Regional District of Nanaimo, Chief Administrative Officer



	Initial	Date
Content (Mgr)	JEH	Jan 3/12
Approved (GM)	JEH	Jan 3/12
Legal Form (CO)	JH	Jan 3/12
Authority (CAO)	MB	Jan 3/12

MEMORANDUM

TO: P. Thorkelsson
Chief Administrative Officer

DATE: January 8, 2013

FROM: J.E. Harrison
Director, Corporate Services

SUBJECT: Vancouver Island Regional Library Borrowing Alternative Approval Process

PURPOSE:

To initiate an Alternative Approval Process (AAP) for the purpose of obtaining elector approval to adopt a loan authorization bylaw to borrow funds on behalf of the Vancouver Island Regional Library for the purchase of the Downtown Harbourfront Library building.

BACKGROUND:

The Vancouver Island Regional Library (VIRL) has approached the Regional District of Nanaimo (RDN) seeking assistance to borrow up to \$9.5 million to purchase the Downtown Harbourfront Library building located at 90 Commercial Street in the City of Nanaimo.

At the December 11, 2012 Regular meeting, the RDN Board adopted the following motion:

MOVED Director Brennan, SECONDED Director Holme, that Vancouver Island Regional Library’s offer to Purchase 90 Commercial Street, Nanaimo, BC Air Space Parcel 1, Section 1, Plan VIP 65336 Land District 32 be referred to staff.

In 2011 “Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011” was adopted following an AAP, along with a loan authorization bylaw to allow the RDN to borrow up to \$8 million dollars for the purpose of undertaing the renovation and expansion of the library building located at 6250 Hammond Bay Road. The service area established includes all municipalities and electoral areas within the RDN.

As the service area has already been established by Bylaw No. 1632, the current request by the VIRL will require elector approval of the adoption of a loan authorization bylaw, “Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, 2013” (Attachment A) and an indebtedness agreement (Attachment B) outlining the VIRL’s commitment to cover the annual debt costs and to register a mortgage on the property to secure the borrowing.

As was done in 2011, elector approval will be sought by way of an AAP. As part of the AAP, the Board must set the deadline for receiving elector response forms, approve the elector response form and determine the number of electors of the area to which the AAP applies (all municipalities and Electoral Areas in the RDN).

Should the Board give Bylaw No. 1673 three readings at tonight's meeting and adopt the recommendations relating to the AAP, staff will proceed with forwarding the bylaw to the Ministry of Community, Sport and Cultural Development for the approval of the Inspector. Following approval, Staff will proceed with publishing the notice of the AAP. The deadline for receiving elector response forms must be established by the Board and be at least 30 days after the second publication of the notice. Staff suggest a deadline of 4:30 p.m. on Tuesday, April 9, 2013.

Staff have drafted an elector response form for the Board's consideration (Attachment C). This form must be approved by the Board.

Pursuant to section 86(1) of the *Community Charter*, approval of the electors has been obtained if, at the end of the time period for receiving elector response forms, the number of response forms received is less than 10% of the number of electors of the area to which the approval process applies. This process will apply to the whole of the RDN. The number of electors within the RDN is determined to be 112,533. Therefore, if less than 11,253 elector response forms are received prior to 4:30 p.m. on Tuesday, April 9, 2013, elector approval is deemed to have been obtained and the Board can adopt Bylaw No. 1673 and the indebtedness agreement can be executed.

Staff suggest that the Board also proceed with three readings of "Regional Library Capital Financing Service Security Issuing Bylaw No. 1674, 2013" (Attachment D) and "Regional Library Capital Financing Service Temporary Borrowing Bylaw No. 1675, 2013" (Attachment E) to ensure that, should elector approval be obtained, the funding for the property purchase can be provided to the VIRL as soon as possible.

ALTERNATIVES:

1. Proceed with first, second and third readings of the bylaws and approve the agreement as presented and authorize an alternative approval process.
2. Do not proceed with bylaw readings or approval of the agreement and direct staff to not proceed at this time.

FINANCIAL IMPLICATIONS:

Alternative 1

Under this alternative the Regional District of Nanaimo will borrow up to \$9.5 million dollars to be repaid over 25 years and transfer the funds to the VIRL. The VIRL will transfer to the Regional District of Nanaimo cash in the amount of \$608,115 to cover the annual debt payment.

On the VIRL side, the estimated \$608,115 debt payment will be an operating cost within their annual budget and will flow through the requisition to all of its members. As a result the debt repayment will be funded approximately as follows:

City of Nanaimo	\$118,450
District of Lantzville	\$ 5465
City of Parksville	\$ 18,065
Town of Qualicum Beach	\$ 13,785
Regional District (EA's only)	<u>\$ 60,750</u>
Total for Regional District of Nanaimo	\$216,515

Balance from other jurisdictions	<u>\$391,600</u>
Annual debt payment	<u>\$608,115</u>

The estimated impact of the new debt payment which will be assessed to Regional District members through their regular VIRL requisition is between \$.59 to \$.81 per \$100,000.

Alternative 2

The VIRL has investigated its options and has determined that it is fiscally responsible to purchase the building at 90 Commercial Street at this time. Delaying the AAP would mean that the VIRL will not be able to proceed with the purchase.

SUMMARY/CONCLUSIONS:

The Vancouver Island Regional Library (VIRL) has approached the Regional District of Nanaimo seeking assistance to borrow up to \$9.5 million to purchase the building at 90 Commercial Street in the City of Nanaimo. A Regional District can borrow funds on behalf of another public authority. The borrowing in this case would be secured by a mortgage on the library property. The Regional District and the VIRL would enter into an indebtedness agreement which commits the Regional District to borrow the funds and for the VIRL to cover the annual debt cost.

A service was established in 2011 to provide for the borrowing of \$8 million to update and expand the Hammond Road Library building. As such no new service establishing bylaw is required.

The estimated cost for the financing is \$608,115. This would be added to the VIRL operating budget and be cost shared among all of the VIRL members. Cash in the amount of \$608,115 raised from all the members of the VIRL will be transferred to the Regional District of Nanaimo to cover the annual debt cost. The portion of the debt cost which would be attributed to members in the Regional District of Nanaimo is estimated at \$216,515. This amount would be returned to the VIRL through its normal annual requisition from members in the Regional District of Nanaimo. The estimated cost of an additional \$216,515 is between \$0.59 and \$0.81 per \$100,000 of property assessment.

If the Board supports this initiative it is recommended that elector approval be obtained under the alternative approval process. For this purpose the number of electors is established at 112,533. Staff suggest that the deadline for submitting elector response forms be established as 4:30 p.m. on Tuesday, April 9, 2013.

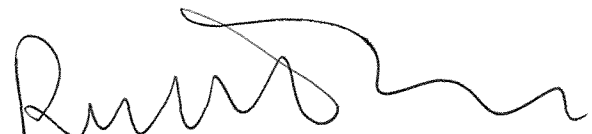
If less than 11,253 (10% of the total number of electors in the RDN) elector response forms are received prior to 4:30 p.m. on Tuesday, April 9, 2013, elector approval is deemed to have been obtained.

RECOMMENDATIONS:

1. That "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, 2013" be given three readings.
2. That the Board direct staff to proceed with an Alternative Approval Process for elector approval in the entire service area (the entire RDN) for "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, 2013" and an Indebtedness Agreement related to this funding.

3. That “Regional Library Capital Financing Service Security Issuing Bylaw No. 1674, 2013” be given three readings.
4. That “Regional Library Capital Financing Service Temporary Borrowing Bylaw No. 1675, 2013” be given three readings.
5. That the Board establish 4:30 p.m. on Tuesday, April 9, 2013 as the deadline for receiving elector responses for the Alternative Approval Process.
6. That the Board approve the Elector Response Form as attached.
7. That the Board determine the number of electors to which the approval process applies (the whole of the RDN) to be 112,533.


Report Writer


A.C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1673

**A BYLAW TO AUTHORIZE BORROWING FOR THE PURPOSE OF
PROVIDING FUNDS TO THE VANCOUVER ISLAND REGIONAL LIBRARY
FOR CAPITAL PURPOSES**

WHEREAS the Regional District of Nanaimo established the Regional Library Capital Financing Service pursuant to Bylaw No. 1632, cited as "Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011", for the purpose of borrowing funds on behalf of the Vancouver Island Regional Library to finance capital projects;

AND WHEREAS pursuant to Section 179(1)(b) of the *Community Charter*, the Board of the Regional District of Nanaimo has entered into an agreement with the Vancouver Island Regional Library to borrow funds to purchase 90 Commercial Street, Nanaimo, BC (Air Space Parcel 1, Section 1, Plan VIP 65336 Land District 32) for an estimated cost of \$9,500,000;

AND WHEREAS elector approval to enter into the agreement and adopt this bylaw has been obtained in accordance with Sections 819 and 823.1 of the *Local Government Act* by an alternative approval process;

AND WHEREAS the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District of Nanaimo;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. The Regional District of Nanaimo is hereby authorized to borrow funds on behalf of the Vancouver Island Regional Library to purchase 90 Commercial Street in Nanaimo, BC (Air Space Parcel 1, Section 1, Plan VIP 65336 Land District 32).
2. The total amount to be borrowed under the authority of this bylaw shall not exceed \$9,500,000.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.
4. The borrowing authorized relates to the Regional Library Capital Financing Service established pursuant to Bylaw No. 1632, cited as "Regional Library Capital Financing Service Establishment Bylaw No. 1632, 2011".
5. This bylaw may be cited for all purposes as "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, 2013".

Introduced and read three times this ____ day of _____.

Received the approval of the Inspector of Municipalities this ____ day of _____.

Received the approval of the Electors by Alternative Approval Process this ____ day of _____.

Adopted this ____ day of _____.

CHAIRPERSON

CORPORATE OFFICER

INDEBTEDNESS AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2013.

BETWEEN:

Vancouver Island Regional Library, an entity incorporated under the laws of the Province of British Columbia and having its head office at Box 3333, 6250 Hammond Bay Road, Nanaimo, British Columbia

(hereinafter referred to as the "VIRL")

OF THE FIRST PART,

--and--

Regional District of Nanaimo , an entity incorporated under the laws of the Province of British Columbia and having its head office at 6300 Hammond Bay Rd Nanaimo, British Columbia.

(hereinafter referred to as "Regional District")

OF THE SECOND PART.

WHEREAS the VIRL has requested the REGIONAL DISTRICT to borrow, on VIRL's behalf, to a maximum sum of Nine Million Five Hundred Thousand (\$9,500,000.00) Dollars, for the purchase of 90 Commercial Street Nanaimo BC, in the Province of British Columbia;

AND WHEREAS the VIRL desires to provide the REGIONAL DISTRICT with commitments with respect to obtaining such loan, and sufficient security and comfort for undertaking to secure the loan on behalf of the VIRL;

NOW THEREFORE THIS AGREEMENT WITNESSES THAT in consideration of the respective covenants and agreements of the parties contained herein, the sum of one dollar paid by each party hereto to each other party hereto, and other good and valuable consideration, (the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto), it is agreed as follows;

ARTICLE ONE – DEFINITIONS AND INTERPRETATION

1.1 Definitions. In this Agreement unless something in the subject matter or context is inconsistent therewith:

- a) **"Business Day"** means any day other than a Saturday or Sunday, or holiday, on which Canadian chartered banks are open for business in Nanaimo, British Columbia.
- b) **"Indebtedness"** means the obligations of the VIRL to the REGIONAL DISTRICT, as detailed in Article 2.2 of this Agreement;
- c) **"Loan"** means the amount that the REGIONAL DISTRICT will borrow from the MFA, which funds it will advance to the VIRL, to a maximum principal sum of Nine Million Five Hundred Thousand (\$9,500,000.00) Dollars, and interest thereon;

- d) **“Loan Agreement”** means the agreement between the MFA and the REGIONAL DISTRICT, which sets out the terms and conditions of the Loan;
- e) **“MFA”** means the Municipal Finance Authority of British Columbia;
- f) **“Mortgage”** means the mortgage to be granted by the VIRL in favour of the REGIONAL DISTRICT to be registered against the title to the property located at 90 Commercial Street, in the City of Nanaimo, in the Province of British Columbia.

ARTICLE TWO – THE LOAN AND INDEBTEDNESS

- 2.1 The Loan.** The REGIONAL DISTRICT hereby agrees that, on the terms and subject to the conditions set forth herein, and the terms agreed to with the MFA, it will secure the Loan from the MFA for the benefit of the VIRL, and then advance the Loan to the VIRL, for the purchase of 90 Commercial Street, Nanaimo by the VIRL.
- 2.2 The indebtedness.** The VIRL agrees to be liable to the REGIONAL DISTRICT for the aggregate of the following obligations:
- a) Payment of any and all obligations and liabilities owing by the REGIONAL DISTRICT to the MFA pursuant to the Loan Agreement and any other documents or security granted by the REGIONAL DISTRICT to the MFA pursuant thereto;
 - b) Payment of any and all costs or outlays, or any nature whatsoever, incurred by the REGIONAL DISTRICT with respect to the negotiation, preparation, execution and delivery of the Loan Agreement and this Agreement, as well as all actions under the Loan Agreement and this Agreement; and
 - c) The VIRL agrees to indemnify and hold the REGIONAL DISTRICT harmless from any costs, claims, outlays, expenses, and liabilities, or any nature whatsoever, that the REGIONAL DISTRICT may be responsible for, arising, directly or indirectly, out of this Agreement, or the negotiation, execution and delivery of the Loan Agreement, or the advancement of the Loan;

(all of which obligations, indebtedness and liabilities are herein collectively called the “Indebtedness”).

ARTICLE THREE – FORM OF THE MORTGAGE

- 3.1 Mortgage.** Prior to the REGIONAL DISTRICT obtaining the Loan from the MFA, the VIRL shall secure the Indebtedness by granting the Mortgage, which shall be registered as a first financial charge over the property located at 90 Commercial Street, in the City of Nanaimo, in the Province of British Columbia.

ARTICLE FOUR – REPAYMENT OF THE INDEBTEDNESS

- 4.1 Repayment of the Loan.** The VIRL shall pay to the REGIONAL DISTRICT all principal amounts of the Loan, together with any interest or other amounts payable, all in accordance with the terms and conditions of the Loan Agreement. It is the intent of the VIRL, that it will share in the costs of the borrowing amongst all its members as per all its other normal operating budget costs. It is also the intent of the VIRL, to ensure full payment of the regular repayment amounts of the Loan due, prior to the payment due date set out in the Loan Agreement.
- 4.2 Prepayments and Early Payments.** The VIRL shall be entitled to prepay any of the outstanding principal amount of the Loan, subject to the terms and conditions of the Loan Agreement, provided the VIRL also pays whatever penalties or restrictions on repayment are set out therein. However, any gains calculated by MFA, such as the early repayment of MFA gains earned through the investment of proceeds, shall be for the benefit of VIRL.
- 4.3 Repayment of other indebtedness.** If there are any payments required to be made by the VIRL to the REGIONAL DISTRICT in addition to payments on the Loan, then the VIRL shall make such payments to the REGIONAL DISTRICT within (30) days of receipt of an invoice from the REGIONAL DISTRICT detailing such obligations of the VIRL.
- 4.4 Type and Place of Payment.** All payments by the VIRL, shall be made or delivered to the REGIONAL DISTRICT at the following address:

6300 Hammond Bay Rd., Nanaimo, BC V9T 6N2

ARTICLE FIVE –CONDITIONS PRECEDENT

- 5.1** The obligations of the parties with respect to the consummation of any arrangements under this Agreement are subject to the waiver or fulfillment, in writing, of the following conditions precedent on the dates set out:
- a) The arrangement of the Loan Agreement between the REGIONAL DISTRICT and the MFA, on terms and conditions that are acceptable to the REGIONAL DISTRICT and the VIRL, in their sole respective discretions, on or before December 31, 2013, and
 - b) The agreement on the form and substance of the documents comprising the Mortgage, on terms and conditions acceptable to the REGIONAL DISTRICT and the VIRL, in their sole respective discretions, on or before December 31, 2013;

In the event that the foregoing conditions precedent are not waived or declared fulfilled, in writing by both parties, by the applicable dates set out above, then all obligations of the REGIONAL DISTRICT and the VIRL hereunder shall be null and void.

- 5.2** The obligations of the REGIONAL DISTRICT with respect to the consummation of any arrangements under this Agreement are subject to the waiver or fulfillment, in writing, of the following conditions precedent on the dates set out:

- a) The REGIONAL DISTRICT obtaining the necessary approval from its electors and from the supervising ministries of the Provincial Government, on terms and conditions that are acceptable to it in its sole discretion, on or before December 31, 2013; and
- b) The REGIONAL DISTRICT obtaining advance of the Loan from the MFA on or before December 31, 2013.

In the event that the foregoing conditions precedent are not waived or declared fulfilled, in writing by the REGIONAL DISTRICT, by the applicable dates set out above, then all obligations of the REGIONAL DISTRICT and the VIRL hereunder shall be null and void.

ARTICLE SIX – REPRESENTATIONS AND WARRANTIES

6.1 Representations and Warranties of the VIRL. To induce the REGIONAL DISTRICT to enter into this Agreement and to make the Loan, the VIRL makes the following representations and warranties which shall survive the execution and delivery of this Agreement and the Mortgage:

- a) Neither the execution and delivery of this Agreement nor compliance with the terms, conditions and provisions hereof, will conflict with or result in a breach of any of the terms, conditions, or provisions of:
 - i. any agreement, instrument or arrangement to which the VIRL is now a party or by which it is or may be bound, or constitute a default thereunder;
 - ii. any judgment or order, writ, injunction or decree of any court; or
 - iii. any applicable law or government regulation.
- b) No action of, or filing with any governmental or public body or authority is required to authorize, or is otherwise required in connection with, the execution, delivery and performance of this Agreement by the VIRL.

ARTICLE SEVEN – MORTGAGE COVENANTS

7.1 Covenants of the VIRL. From the date of this agreement and thereafter until the indebtedness is paid in full:

- a) The VIRL will notify the REGIONAL DISTRICT immediately if the VIRL shall default in a material manner in the payment of any of its indebtedness for borrowed money, whether such indebtedness now exists or shall hereafter be created. The VIRL also shall notify the REGIONAL DISTRICT immediately if there shall occur a material event of default under any mortgage, indenture or instrument (including without limitation this Agreement) under which there may be incurred or evidenced, any indebtedness of the VIRL for borrowed money, whether such indebtedness now exists or shall hereafter be created;
- b) The VIRL will comply with the requirements of all applicable laws, rules, regulations and orders of any governmental authority, a breach of which would materially and adversely affect the financial condition or businesses of the VIRL, except where contested in good faith and by proper proceedings;

- 8.6 Enurement.** This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and assigns.
- 8.7 Currency.** Unless otherwise provided for herein, all monetary amounts referred to herein shall refer to the lawful money of Canada.
- 8.8 Headings for Convenience Only.** The division of this Agreement into articles and sections is for convenience of reference only and shall not affect the interpretation or construction of this Agreement.
- 8.9 Governing Law.** This agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein and each of the parties hereto agrees irrevocably to conform to the exclusive jurisdiction of the Courts of such Province as located in Nanaimo, British Columbia.
- 8.10 Gender.** In this Agreement, words importing the singular number shall include the plural and vice versa, and words importing the use of any gender shall include the masculine, feminine, and neuter genders and the word "person" shall include an individual, a trust, a partnership, a body corporate, an association or other incorporated or unincorporated organization or entity.
- 8.11 Calculation of Time.** When calculating the period of time within which or following which any act is to be done or step taken pursuant to this Agreement, the date which is the reference date in calculating such period shall be excluded. If the last day of such period is not a Business Day, then the time period in question shall end on the first business day following such non-business day.
- 8.12 Legislation References.** Any references, in this Agreement to any law, by-law, rule, regulation, order or act of any government, governmental body or other regulatory body shall be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.
- 8.13 Severability.** If any Article, Section or any portion of any Section of this Agreement is determined to be unenforceable or invalid for any reason whatsoever, that unenforceability of invalidity shall not affect the enforceability or validity of the remaining portions of this Agreement and such unenforceable or invalid Article, Section or portion thereof shall be severed from the remainder of this Agreement.
- 8.14 Transmission by Facsimile.** The parties hereto agree that this Agreement may be transmitted by facsimile or such similar device and that the reproduction of signatures by facsimile or such similar device will be treated as binding as if originals and each party hereto undertakes to provide each and every other party hereto with a copy of the Agreement bearing original signatures forthwith upon demand.

IN WITNESS WHEREOF the parties have duly executed this Indebtedness Agreement
this _____ day of _____,

REGIONAL DISTRICT OF NANAIMO:

Per: _____
Chairperson

Per: _____
Corporate Officer

VANCOUVER ISLAND REGIONAL LIBRARY:

Per: _____
(Authorized Signing Officer)

Per: _____
(Authorized Signing Officer)



ALTERNATIVE APPROVAL PROCESS
ELECTOR RESPONSE FORM

(All of the RDN - City of Nanaimo, City of Parksville, Town of Qualicum Beach, District of Lantzville, Electoral Areas A, B, C, E, F, G & H)

“Regional Library Capital Financing Loan Authorization Bylaw No. 1673, 2013” authorizing the borrowing of 9.5 Million for the Vancouver Island Regional Library to purchase 90 Commercial Street in Nanaimo, BC (Air Space Parcel 1, Section 1, Plan VIP 65336 Land District 32), and Indebtedness Agreement between the RDN and the Vancouver Island Regional Library, which defines the commitments of both parties for the borrowing and debt repayment.

Pursuant to Section 86 of the Community Charter, I certify that:

- I am a person entitled to be registered as an elector (pursuant to the Local Government Act) within the Regional District of Nanaimo;
I have not previously signed an Elector Response Form with respect to this Bylaw and Agreement; and
I am OPPOSED to the adoption of “Regional Library Capital Financing Loan Authorization Bylaw No. 1673, 2013” which authorizes the borrowing of \$9.5 Million for the purpose of the VIRL purchasing 90 Commercial Street, and the RDN entering into an Indebtedness Agreement with the Vancouver Island Regional Library, which defines the commitments of both parties for the borrowing and debt repayment, without first obtaining the assent of the electors in a voting proceeding (referendum).

FULL NAME OF ELECTOR: (Please Print Full Name)

ELECTOR’S RESIDENTIAL ADDRESS: (State Full Address)

SIGNATURE OF ELECTOR:

DATE:

To be completed by Non-Resident Property Electors only
I am entitled to register as a non-resident property elector as an owner of the property located at the following address:

For this Elector Response Form to be counted, it must be submitted in person or by mail to be received by the Corporate Officer NO LATER THAN 4:30 PM ON TUESDAY, APRIL 9, 2013.

- Postmarks WILL NOT be accepted as the date of submission.
ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Forms may not be returned by email or by fax.

Approval of the electors by the alternate approval process is obtained if less than 11,253 Elector Response Forms are received by the stated deadline. Submit the Elector Response Form to:

Corporate Services Department
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
Phone: 250-390-4111/1-877-607-4111

Office Hours: (Monday, Tuesday, Thursday, Friday, 8:30 AM – 4:30 PM / Wednesday 8:30 AM – 5:30 PM)
excluding Statutory Holidays.

INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

Resident electors:

- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this elector response form;
- a resident of the Regional District of Nanaimo for at least 30 days before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

Non-resident property elector:

- not entitled to register as a resident elector in the Regional District of Nanaimo;
- age 18 or older;
- a Canadian citizen;
- a resident of British Columbia for at least 6 months immediately before signing this elector response form;
- a registered owner of real property in the Regional District of Nanaimo for at least 30 days before signing this elector response form;
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust;
- not disqualified by any enactment from voting in an election or otherwise disqualified by law;
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals, with the written consent of the majority of the owners, may register as a non-resident property elector; and**
- a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.

Note: No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

An accurate copy of this Elector Response Form may be utilized (either single-sided or double-sided), provided that it is made of the form prior to any electors signing such form, so that only Elector Response Forms with original signatures are submitted.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1674

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1673	Regional Library Capital Financing Service	\$9,500,000	Nil	\$9,500,000	25	\$9,500,000

Total Financing pursuant to Section 825 \$9,500,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

NOW THEREFORE, the Regional Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Nine Million Five Hundred Thousand Dollars (\$9,500,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, the anticipated revenues accruing to the Regional District from the operation of the said Regional Library Capital Financing Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Regional Library Capital Financing Service Security Issuing Bylaw No. 1674, 2013.

Introduced and read three times this ____ day of _____

Adopted this ____ day of _____

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

C A N A D A
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. cited as "Regional Library Capital Financing Service Security Issuing Bylaw No. 1674, 2013", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1675

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE ISSUANCE OF SECURITIES
WHICH HAVE BEEN AUTHORIZED**

WHEREAS pursuant to Section 834 of the *Local Government Act* a regional district may, where it has adopted a loan authorization bylaw, borrow temporarily without further assents or approvals, from any person under the conditions therein set out;

AND WHEREAS by "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, 2013", the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$9,500,000.00 for the purpose of providing funds to the Vancouver Island Regional Library service for a capital purpose;

AND WHEREAS no notice has been served on the Board or its Secretary in regard to quashing the said, "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, 2013";

AND WHEREAS the remaining authorized borrowing power under the said Bylaw No. 1673 stands at \$9,500,000.00;

AND WHEREAS the Board wishes to borrow temporarily before entering into long term debt;

NOW THEREFORE, the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$9,500,000.00 solely for the purposes specified in the said "Regional Library Capital Financing Service Loan Authorization Bylaw No. 1673, 2013".
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and Director of Finance of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Regional Library Capital Financing Service Interim Financing Bylaw No. 1675, 2013".

Introduced and read three times this ____ day of _____.

Adopted this ____ day of _____.

CHAIRPERSON

CORPORATE OFFICER



	Initial	Date
Content (Mgr)	[Signature]	Dec 28
Approved (GM)	[Signature]	Dec 28
Legal Form (CO)	JH	Dec 28/12
Authority (CAO)	[Signature]	Dec 28/12

MEMORANDUM

TO: W. Idema
Director of Finance

DATE: December 27, 2012

FROM: T. Moore
Manager, Accounting Services

FILE:

SUBJECT: Bylaw No. 1672– A Bylaw to authorize preparation of 2013 Parcel Tax Rolls

PURPOSE:

To introduce for three readings and adoption “2013 Parcel Tax Assessment Roll Bylaw No. 1672, 2013”.

BACKGROUND:

Section 806.1(2) of the *Local Government Act* requires that the Board adopt a bylaw to provide for the preparation of assessment rolls in order to levy parcel taxes. The “2013 Parcel Tax Assessment Roll Bylaw No. 1672, 2013” introduced with this report identifies twenty eight services for which parcel taxes form a part of the annual revenues.

When a parcel tax is to be imposed for the first time (ie either a new service or new parcel due to subdivision), a parcel tax review panel must be established to consider any concerns respecting the parcel tax roll. The types of corrections which can be addressed by the review panel include updating an owner’s name and address, considering whether a parcel is correctly included or excluded from the service and considering whether an exemption has been properly or improperly allowed. For the most part, owners simply call the Regional District office to provide corrective information and/or staff establish whether a property should be on the roll or not by reference to the establishing bylaw. In the last three years there have been no personal attendances at the review panel.

The review panel consists of 3 people, which may be any combination of staff and Board members. A tentative date for the review panel would be Thursday, February 21, 2013 between 4:30 pm and 5:30 pm in the Regional District Committee Room. Section 806.1(2)(b) of the *Local Government Act* requires that the authenticated parcel tax rolls be forwarded to the Surveyor of Taxes before February 28th, however, the Surveyor of Taxes office controls the time the rolls are received by our offices and therefore the dates outlined in this report may be amended slightly to ensure sufficient notice to property owners and Board appointed panel members.

ALTERNATIVES:

There are no alternatives to this process.

FINANCIAL IMPLICATIONS:

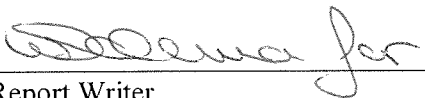
Advertising and mailing costs are provided in the 2013 budget for this purpose.

SUMMARY/CONCLUSIONS:


Pursuant to the *Local Government Act* this report introduces a bylaw which will provide for the preparation of parcel tax rolls for 2013. The parcel tax review panel will meet tentatively on Thursday, February 21, 2013 between 4:30 and 5:30 pm to hear any concerns regarding information contained in the parcel tax rolls.

RECOMMENDATION:

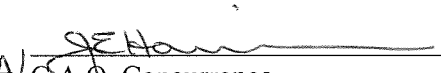
- 1. That the “2013 Parcel Tax Assessment Roll Bylaw No. 1672, 2013”, be introduced and read three times.
- 2. That the “2013 Parcel Tax Assessment Roll Bylaw No. 1672, 2013” be adopted.
- 3. That the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2013 parcel tax review panel.



 Report Writer



 Director



 A/C.A.O. Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1672

**A BYLAW TO PROVIDE FOR THE PREPARATION OF
PARCEL TAX ROLLS FOR THE YEAR 2013**

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to Section 806.1(2)(a) of the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax under Section 806.1(2);

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled, enacts as follows:

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2013 are to be prepared for the following services:

Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Northern Community Economic Development Service	Establishing Bylaw No. 1649, 2011
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
Regional Parks	Establishing Bylaw No. 1231, 2001
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Cassidy Waterloo Fire Protection Service Area	Establishing Bylaw No. 1388, 2004
Whiskey Creek Water Services	Establishing Bylaw No. 1605, 2010

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.
4. Parcel taxes for Regional Parks, Cassidy Waterloo Fire Protection, Drinking Water & Watershed Protection, Northern Community Economic Development and Crime Prevention & Community Justice Support shall be levied on the basis of a single amount for each parcel, which shall be defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only.
5. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
6. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
7. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:
Parcel of land less than or equal to .2 ha = 1
Parcel of land greater than .2 ha up to 1 ha = 2
Parcel of land greater than 1 ha up to 3 ha = 3
Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) and (4) above shall not be levied on folios with the following characteristics:
 - i) water, including but not limited to foreshore leases
 - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as "2013 Parcel Tax Assessment Roll Bylaw No. 1672, 2013".

Introduced and read three times this __ day of _____, 2013.

Adopted this __ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
CAO APPROVAL 	
EAP	
COW	✓
DEC 05 2012	
RHD	
BOARD	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: December 19, 2012

FROM: Tom Armet, Manager
Building, Bylaw & Emergency Planning Services

FILE: 2320 20 2010

SUBJECT: Agreement for Use of Nanaimo Animal Shelter Facilities – 2013/2014

PURPOSE

To approve an agreement between the Regional District of Nanaimo (RDN) and the City of Nanaimo for use of the Nanaimo Animal Shelter facilities by the Regional District animal control contractor.

BACKGROUND

The Regional District of Nanaimo provides animal control services in District 68 under agreement with Coastal Animal Control Services Limited. The City of Nanaimo owns the building used by our contractor, located at 1260 Nanaimo Lakes Road, and rents space to the RDN on a monthly basis. The initial agreement for use of the building was made in November 1995 and has been consistently renewed on a two (2) year basis since that time.

The RDN and the City of Nanaimo use the same animal control contractor who works from this facility. The City of Nanaimo is desirous of renewing the agreement with the RDN for rental of space in the building and has prepared the attached renewal agreement for the Board’s consideration. There are no practical alternatives to the rental of this facility from the City of Nanaimo.

ALTERNATIVES

1. Approve an agreement between the Regional District of Nanaimo (RDN) and the City of Nanaimo for use of the Nanaimo Animal Shelter facilities by the Regional District.
2. To not approve the agreement.

FINANCIAL IMPLICATIONS

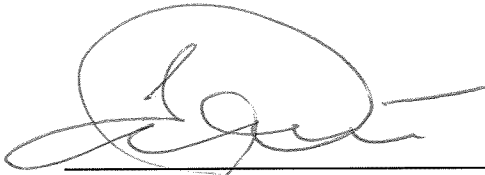
The Regional District of Nanaimo has leased space at the City of Nanaimo owned animal shelter facility continuously since 1995 at a monthly rate of \$250. The current agreement will expire on December 31, 2012 and the City of Nanaimo is proposing to renew the agreement for a further two (2) year period, ending December 31, 2014, at the same rate. The animal control budget currently reflects this rental cost.

CONCLUSION

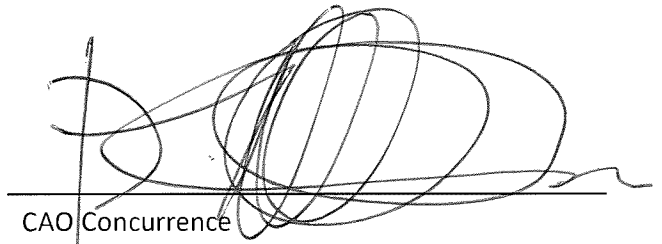
This is a proposal to renew the agreement between the City of Nanaimo and the Regional District of Nanaimo for use of their building at 1260 Nanaimo Lakes Road in conjunction with the delivery of animal control services for the RDN by Coastal Animal Control Services. There are no practical alternatives to the use of this facility.

RECOMMENDATION

That the agreement between the City of Nanaimo and the Regional District of Nanaimo for use of the animal shelter at 1260 Nanaimo Lakes Road for the administration of animal control services be approved for a two year period ending December 31, 2014.



Report Writer



CAO Concurrence

Attachment No. 1

CONSENT FOR CONTRACTOR USE OF SHELTER ON BEHALF OF RDN

LD000899

THIS AGREEMENT made this 25th day of October, 2012

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter call the "Regional District")

OF THE FIRST PART

AND:

CITY OF NANAIMO
455 Wallace Street
Nanaimo, BC
V9R 5J6

(hereinafter call the "City")

OF THE SECOND PART

WHEREAS:

- A. The City maintains an animal shelter on lands at 1260 & 1280 Nanaimo Lakes Road, legally described as Lot 1, Plan 8656, Subdivision of Sections 1, 3 and 4, Range 8, Mountain District and Sections 1 and 4, Nanaimo District, Plan 8656 (the "Shelter"); and
- B. The Regional District wishes to arrange for use of the Shelter by the contractor responsible for administration of the animal control program of the Regional District for Electoral Areas A, B, C and D (the "Contractor"); and
- C. The City uses the same Contractor to carry out its animal control program and has consented to the use of the Shelter by the Contractor on behalf of the Regional District.

NOW THIS AGREEMENT WITNESSES that in consideration of the premises and the permission hereby granted by the City of Nanaimo to the Regional District, the fee and the covenants hereinafter set forth and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties hereto covenant and agree each with the other as follows:

1. The Regional District's Contractor may use the Shelter in connection with the administration of the animal control program of the Regional District for Electoral Areas A, B, C and the District of Lantzville for a term of two years from January 1, 2013 to December 31, 2014 unless earlier terminated under this Agreement.
2. The Regional District shall pay to the City the sum of \$250.00 (plus HST) per month during the term of this Agreement, payable on or before the 1st day of each month.
3. Either party may terminate this Agreement on 90 days' written notice by either party.
4. If the Regional District continues to exercise the licence granted after the expiration of the term of it without objection by the City and without any written agreement providing otherwise, the Regional District shall be deemed to be a licensee from month to month, and either party may terminate on 30 days' written notice by either party.
5. The Regional District shall indemnify and save harmless the City of and from all claims, demands, actions, causes for action and expenses arising from the negligent act or omission of the Contractor carrying out the Regional District's animal control program except insofar as such claims, demands, actions, causes of actions or expenses arising from the negligence of the City, its officers or employees.
6. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
7. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
8. Wherever the singular, masculine and neuter are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
9. No remedy under this Agreement shall be deemed exclusive but shall, where possible, be cumulative with all other remedies at law or in equity.
10. This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties have executed this agreement as of the day and year first written above.

REGIONAL DISTRICT OF NANAIMO)
by its authorized signatories:)
)
)
_____)
)
_____)
)

)
CITY OF NANAIMO)
by its authorized signatories:)
)
)
_____)
Ted Swabey, General Manager,)
Community Safety & Development)
)
_____)
Kris King, Corporate Officer)

File: LD000899



RDN REPORT	
CAQ APPROVAL	<input checked="" type="checkbox"/>
EAP	<input type="checkbox"/>
COW	<input checked="" type="checkbox"/>
DEC 31 2012	
RHD	<input type="checkbox"/>
BOARD	<input type="checkbox"/>

MEMORANDUM

TO: Carey McIver
Manager of Solid Waste

DATE: December 21, 2012

FROM: Jeff Ainge
Zero Waste Coordinator

FILE: 5370-00

SUBJECT: **Bylaw 1591.03 - Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw**

PURPOSE

To introduce a bylaw to amend “Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010” to reflect the user fees in the 2013 – 2017 financial plan.

BACKGROUND

The Regional District’s residential garbage and recycling collection program is a compulsory service set up under Local Service Establishment Bylaw No. 793 and applies to the entire region with the exception of the City of Nanaimo. The program is funded entirely by user fees.

Attached to this report is the associated bylaw amendment to reflect the user fees applied in the 2013 financial plan.

The Collection Service

The Regional District’s curbside service provides weekly collection to over 27,000 households throughout the region, excluding the City of Nanaimo. The collection service is contracted to BFI Canada who operates from a facility in Parksville. Since 2010, single family households receiving curbside service have been sorting their household waste into three material streams: Food Waste which is collected weekly; Garbage which is collected every-other-week; and Recycling which is collected on the alternate week to Garbage.

Diversion Rates

In 2012, the diversion statistics showed continuous improvement. Table 1 shows the weights of materials collected at the curb expressed as kilograms per household. The impact on garbage weights resulting from implementing food waste collection is clear. The dip in recycling weights for 2011 can be attributed to removing glass containers from curbside blue box collection.

Table 1: Curbside Material Collected – Annual Comparison - Kg per household per year

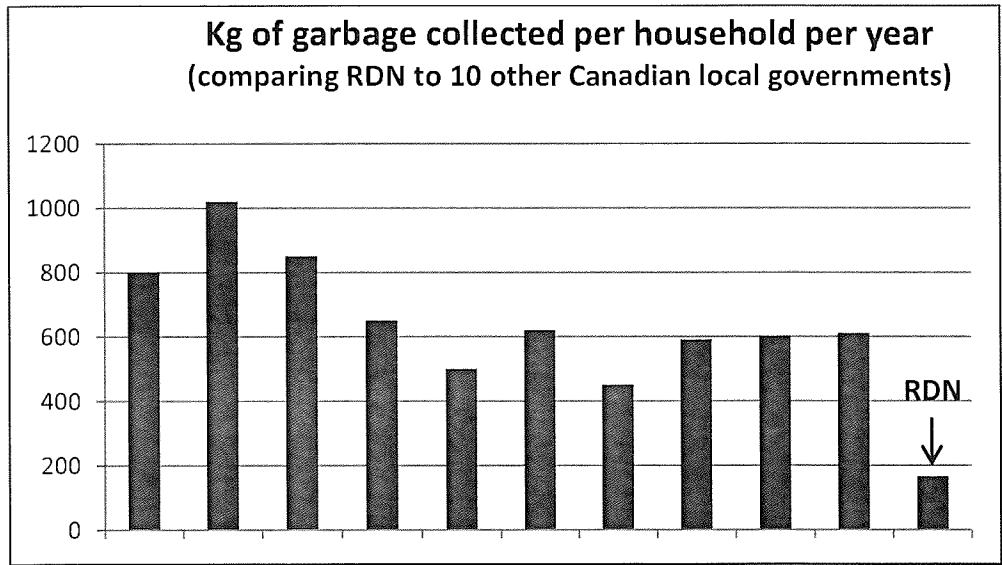
<i>Kg per household/yr</i>	2009	2010	2011	2012
Garbage (kg)	283	272	177	165
Recyclables (kg)	123	121	109	112
Food Waste (kg)	5	23	106	108

In terms of diversion, an impressive 57% of RDN curbside customers' household waste is now being diverted from landfill. The City of Nanaimo reports very similar diversion rates for those serviced by their collection program.

To compare our diversion performance against other jurisdictions such as those on the lower mainland, it is necessary to make an allowance for yard waste which is collected at the curb by many larger municipalities. By including a conservative estimate for self-haul yard waste from regional single family residences of 150 kg annually, the residential diversion rate would increase from 57% to 70%.

On the national level, the RDN is one of eleven local governments participating in the National Solid Waste Benchmarking Initiative. Table 2 highlights the performance of RDN residents in reducing household waste when compared with residents in other benchmarking communities located across the country.

Table 2: Benchmarking Comparison



Program Administration

In February 2012, the Board was advised of the unintended consequence of the implementation of food waste collection; namely an increased administration load for RDN and municipal staff resulting from managing the provision of the green bins for new utility account customers and providing replacements for lost, stolen or otherwise missing bins.

As indicated in the February 2012 report considered by the Board, staff are proposing a cost recovery mechanism for the containers and improved administrative protocols.

Cost Recovery for new and replacement Green Bins

The initial purchase of 55,000 green bins was made in 2010 and was funded from Solid Waste reserves. Those bins were supplied at no cost to all regional curbside customers (City of Nanaimo included), and the supply is now dwindling. Both the City of Nanaimo and RDN staff believe there is merit in staying involved with the supply of customized Beyond Composting "hot stamped" green bins to curbside customers. An order of 1,728 bins (one transport trailer) from the Ontario manufacturer will cost in the region of \$37,500 + taxes. Staff have made provisions in the 2013 program budget for this expense.

Staff propose that just as residents are responsible for purchasing a garbage can and blue box, that commencing in 2013 the provision of a new or replacement green bin is also a cost met by the resident. The City of Nanaimo has already implemented this cost recovery mechanism, and the Town of Qualicum Beach has amended its relevant Bylaw to the same effect. Both will be charging \$25 for a replacement or new account green bin. District of Lantzville staff have committed to the same. It is proposed that the RDN and its collection contractor set up green bin payment mechanisms for residents of the City of Parksville and electoral areas, just as used to be the case for blue boxes before they became widely available at local retailers.

Requiring customers to purchase replacement or new account green bins is the norm for other municipal programs, including, the District of North Cowichan, Town of Ladysmith, and District of West Vancouver.

The proposed price of \$25 is introduced in the revised Schedule A of the attached Bylaw amendment.

ALTERNATIVES

1. Adopt "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.03".
2. Do not amend the bylaw and amend the 2013 financial plan accordingly.

FINANCIAL IMPLICATIONS

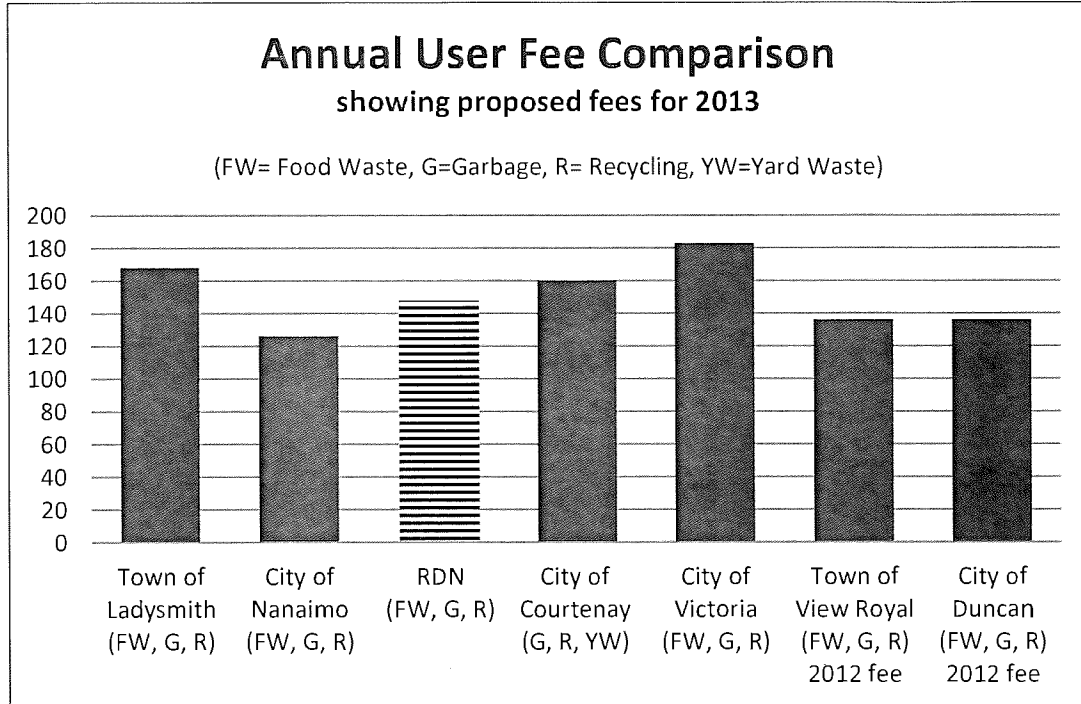
The 2013 user rates in the attached bylaw amendment vary slightly from those first proposed in March 2012. Prior years' operating surplus funds were used in 2010, 2011 and 2012 to offset collection cost increases resulting from new (2010) collection contract. Those offsetting funds have now been expended so staff confirm the rates from those previously proposed for 2013 will be need to be increased slightly to meet budget expectations.

The annual user fee for weekly food waste collection and bi-weekly garbage and recycling will increase from \$134.00 to \$147.75 (discounted prompt payment rates shown). The user fee for the service provided to the Town of Qualicum Beach (weekly food waste collection and bi-weekly recycling collection – not garbage) will increase from \$94.00 to \$106.60. Over 90% of customers take advantage of the prompt payment rate which applies a 10% discount if paid by the due date.

The Regional District curbside collection program is entirely funded by user fees. These fees are set each year and cover the expenses associated with collection (64%), disposal (19%), program communications (2%), costs of goods sold (1%) and administration (14%). The proposed user fee includes an increase in the contracted collection rates to reflect Consumer Price Index increases over the past year. An allocation for public education and outreach resources is included in the fees. The fees also take into account an increase in landfill tipping fees from \$115 per tonne in 2012 to \$120 per tonne in 2013. Tipping and transfer fees also increased from \$100 to \$105 per tonne for residential food waste and are factored into the user fee.

Table 3 shows fees from a number of local jurisdictions. The Regional District’s proposed 2013 user rate compares very favourably to nearby municipal programs of similar nature.

Table 3: Annual User Fee Comparison



SUSTAINABILITY IMPLICATIONS

The user fees for the solid waste and recycling collection service reflect the costs associated with the contracted collection, disposal, program administration, and education and communications. The curbside program contributes to the region’s sustainability goals by encouraging residents to reduce the amount of waste they send to the landfill thereby saving expensive landfill capacity as well as reducing GHG emissions.

As a result of food waste collection, the 27,000 households served by the Regional District’s collection program have succeeded in limiting the amount of their household waste going to landfill. In 2012, each household on average sent 165 kg of garbage to the landfill, while 220 kg of food waste and recyclables were diverted from disposal. This performance is mirrored by the City of Nanaimo collection program.

The residential waste sector makes up 25% of the total waste generated in the district; the commercial, industrial, and multi-family sectors account for the bulk of waste generation. The diversion achieved by residents through the curbside programs contributes to the region-wide multi-sector total diversion rate, which is currently 70% of all generated waste. This is closing in on the Solid Waste Management Plan goal of 75% diversion.

SUMMARY

The Solid Waste and Recycling Collection Service is funded entirely by user fees. The 2013 user fee increases by 10% for those residents receiving food waste, garbage and recycling collection service. The increase covers contracted collection service fee increases, and increased tipping fees at disposal facilities.

Staff proposes to implement a fee to recover costs associated with the ongoing provision of replacement and new account green bins.

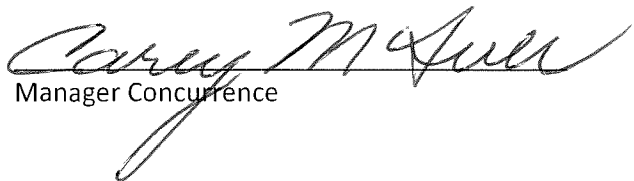
Staff recommends that the Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591 be amended to reflect the user fees in the 2013 financial plan.

RECOMMENDATIONS

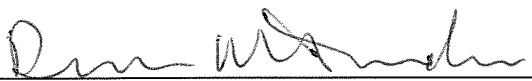
1. That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.03, 2013" be introduced and read three times.
2. That "Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.03, 2013" be adopted.



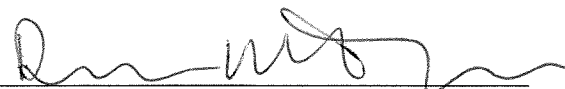
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1591.03

**A BYLAW TO AMEND THE SOLID WASTE AND RECYCLING
COLLECTION SERVICE RATES AND REGULATIONS BYLAW**

WHEREAS the Regional District of Nanaimo established the Solid Waste and Recycling Collection Service pursuant to Bylaw No. 793, cited as "Recycling and Compulsory Collection Local Service Establishment Bylaw No. 793, 1989";

AND WHEREAS the Regional District of Nanaimo adopted a rates and regulations bylaw in relation to the Solid Waste and Recycling Collection Service, cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates And Regulations Bylaw No. 1591, 2010";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to update user rates;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Amendments

"Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591, 2010" is amended as follows:

- (a) By deleting Schedule 'A' and replacing it with the Schedule 'A' attached to this bylaw.

2. Citation

This bylaw may be cited as "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.03, 2013".

Introduced and read three times this ___ day of _____, 2013.

Adopted this ___ day of _____, 2013.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Bylaw No. 1591.03, 2013".

Chairperson

Corporate Officer

SCHEDULE 'A'

BYLAW NO. 1591.03

User Fees associated with Collection of Garbage, Food Waste and Recyclable Materials

The rates in this schedule apply to the jurisdictions as outlined in the body of this bylaw.

Service Area	Prompt Payment Rate (rates rounded for convenience)	Payment after Due Date	Other Charges
Electoral Areas ⁽¹⁾	\$147.75	\$164.17	
City of Parksville ⁽¹⁾	\$147.75	\$164.17	
District of Lantzville ⁽¹⁾	\$147.75	\$164.17	
Town of Qualicum Beach ⁽²⁾	\$106.60	\$118.45	
Recycling Only ⁽³⁾	\$49.42	\$54.91	
Tags for set out of additional Garbage Containers (excluding Town of Qualicum Beach)	-	-	\$2.00 per garbage container
Green Bin food waste containers			\$25.00 ⁽⁴⁾ each

Explanation of Service Level Container Limits included in Basic Rate

(1) Service Level Basic Rates Container Limits =

The basic rate will include up to one container of Residential Garbage per collection period (one container per two weeks), one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(2) Service Level Basic Rates Recycling and Food Waste Collection for Town of Qualicum Beach =

The basic rate will include up to one container of Residential Food Waste per collection period (one container per week), and unlimited Recyclable Materials per collection period.

(3) Service Level Basic Rates Recycling Only Collection =

The basic rate includes unlimited Recyclable Materials only per collection period.

(4) \$25 charge for Green Bin food waste container includes taxes.

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY
REGULAR COMMITTEE MEETING HELD
MONDAY November 5, 2012**

Attendance: Director (alternate) Frank Van Eynde, Chair
Peter Law – Secretary
Gabrielle Cartlidge
Gordon Wiebe
Robert Rogers
Glenn Thornton
Randy Orr

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

Regrets: George Holme, Director

CALL TO ORDER

Chair Van Eynde called the meeting to order at 7:00pm

DELEGATIONS

Eve Flynn addressed the committee about the need for assistance in re-locating four trees that were planted by the Nanoose Bay Recreational Activity Center Society. There is an easement, approved by the RDN, to allow access to an adjacent commercially zoned property. The trees are located in the easement and need to be moved. Eve is requesting the POSAC to either approve some funding for hiring a contractor to move the trees, or request RDN Park Maintenance staff to provide some time to this project, as these trees are large and need some dirt moving equipment.

Daryl Pawluk wanted to bring to the POSAC's attention that the condition of the beach access trail at this road end is in rough condition. His suggestion was for the RDN to upgrade this road end, as it does not need too much work, and costs would be minimal.

MOVED R. Rogers, Seconded G. Wiebe that the delegations be received.

CARRIED

MINUTES

MOVED G. Wiebe, SECONDED R. Rogers that the minutes of the June 4, 2012 meeting be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Jack Bagley Park:

Wendy Marshall reported – work has been completed over the summer to remove the old unstable log retaining wall adjacent to the parking area on Powder Point Road, and replace it with a concrete block

wall. This project was cost shared with the School District and the RDN's share of the bill is not known at this time.

UNFINISHED BUSINESS

Blueback Community Park Consultation Process:

Ms. McCulloch provided a summary of how she thinks the staff can effectively sample public opinion on future upgrading of Blueback Community Park (E-04). She suggested that November 24th would be a good day to set up a tent in the small parking lot adjacent to the park, where she and some members of the POSAC could meet local residents and hand out opinion surveys. R. Rogers suggested the RDN have markers highlighting the Park Boundaries so that people can see the park layout.

To ensure that the survey is representative of Area E residents, it will be available to residents on the RDN website. Ms. McCulloch suggested that a 2 week window for receiving surveys should be sufficient. To encourage residents to respond to the survey, a number of posters are to be placed in the vicinity of Blueback CP. An advertisement in the local Nanoose newspaper (November 17th edition) is recommended.

REPORTS

Community Parks and Regional Parks and Trails Projects Report – May 2012.

Mr. Law had a question about the statement in the Area E Community Park summary about potential trail development in DL 33. Ms. McCulloch was not aware of this initiative, and will brief the committee at the next meeting.

Community Parks and Regional Parks and Trails Projects Report – June/August 2012.

P. Law asked for some clarification on the vehicle barrier installation on Schooner Ridge trail. Ms. McCulloch described a trespass situation is occurring with some regularity by vehicles driving up the ROW at the end of Foxrun Place to access the backyards of properties on Sheffield Place. This is part of Schooner Ridge Park. A road barrier is now in place.

P. Law asked for an update on the Parks Planners activities, with respect to the Fairwinds rezoning application. Ms. McCulloch indicated that she has provided input to the completeness of the application with respect to Parks. She has not done a detailed review of the application at this time.

Community Parks and Regional Parks and Trails Projects Report – Sept 2012.

R. Rogers asked if there will be any finding for stairs from the parking area to access the field (on either end of the new wall constructed) at Jack Bagley Park. Ms. Marshall indicated that she hoped there were funds available to build proper steps but it would depend on the costs to build the retaining wall.

5 year Project Planning: 2013-2017 Worksheet

Ms. McCulloch provided a summary of the spreadsheet attached to the agenda, and indicated this list is the active list of projects for Area E.

R. Rogers asked about the cost estimates for projects on the spreadsheet. He noted that in the June 4th meeting, the POSAC was provided a budget of \$12 K to re-develop the Blueback CP in 2012 yet there has been little progress on the project. R Rogers inquired as to what will become of the funds for this project.

Ms. McCulloch pointed out that the \$12,000 originally budgeted for surveying and planning for Blueback CP re-development is still in the budget. There is flexibility to move the remaining funds to 2013. The \$20,000 for 2013 is funding for construction in the coming year. Although there is no clear plan for the park at this time, an estimate must appear in the budget. She indicated that as the project planning proceeds, there will be better cost estimates. These detailed project costs will be part of (future) funding applications.

Moved G. Wiebe, Seconded R. Rogers that the reports be received.

CARRIED

BUSINESS ARISING FROM THE DELEGATIONS

Nanoose Place: Eve Flynn

R. Rogers indicated that he supports the Nanoose Place Recreational Activity Society, in their efforts to seek assistance in having four trees moved on the property to another location.

Moved R. Orr, Seconded G. Wiebe that the committee requests RDN Parks staff assist the Nanoose Place Society in their efforts to move four trees to a new location on the property, and provide resources/assistance to the Society when requested on future landscaping issues associated with the Development Permit of the adjacent commercial property.

CARRIED

Teds Road Beach Access: Daryl Pawluk's

Moved R. Orr, Seconded G. Wiebe that the committee request that RDN Parks staff review Teds Road Beach Access and conduct an on-site assessment of the conditions and provide recommendations for trail restoration and cost estimate(s).

CARRIED

NEW BUSINESS

Community Parks and Trails Strategy- Northern Electoral Areas

Ms. Marshall provided a summary of the efforts being made to develop a new strategy for how parks and trails are approved when land is developed. She noted that Area E does have a Parks and Trails Plan (2004), but this is a project that will integrate this plan with this new strategy for Northern Electoral Areas.

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

Ms. Marshall requested that the Area E POSAC nominate a member who will sit on the steering committee that will develop this new strategy.

R. Rogers volunteered as the Area E representative on this steering committee.

Process for Selling Community Park

P.Law requested that Ms. Marshall explain to the committee whether the RDN have a process for selling lands that have been designated as community parks (as per the subdivision of land requirements) but are not used by the public, or have no ecological value.

Ms. Marshall indicated that this issue has been tabled by other POSAC's in the RDN. There is no policy to allow the sale of Community Park assets in the RDN. This will be an item reviewed in the new Community Parks and Trails Strategy Committee.

ADJOURNMENT

MOVED by G. Wiebe, SECONDED by R. Orr that the meeting be adjourned at 8:45 pm.

Chair

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD
WEDNESDAY, NOVEMBER 21, 2012 7:00PM
AT CEDAR HERITAGE CENTRE

Attendance: Alec McPherson, RDN Director, Chair
Eike Jordan
Shannon Wilson
Bernard White
Jim Fiddick
Kerri-Lynne Wilson
Carolyn Mead
Chris Pagan

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

Regrets: Angela Vincent-Lewis

IN CAMERA

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

CARRIED

CALL TO ORDER

Chair McPherson called the regular meeting to order at 7:17pm.

MINUTES

Some typographical corrections were noted.

MOVED Commissioner White, SECONDED Commissioner Jordan that minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 19, 2012 be received with corrections.

CARRIED

MOVED Commissioner S. Wilson, SECONDED Commissioner Pagan that the minutes of the Electoral Area 'A' Recreation and Culture Grant-In-Aid Program Sub-Committee concluding October 17, 2012 via email be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOVED Commissioner S. Wilson, SECONDED Commissioner Jordan, that the Commission endorses the following Electoral Area 'A' Grant-In-Aid application be approved:

St. Philip Anglican Church of Canada for a total of \$1,500 to purchase lightweight tables.

CARRIED

REPORTS

PARKS

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

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

Ms. McCulloch provided a summary of the September and October Community and Regional Parks and Trails Projects for Electoral Area A.

2012 Electoral Area A Detailed Project Plan – updated November 2012

Ms. McCulloch briefly reviewed the Electoral Area Detailed Project plan.

MOVED Commissioner Fiddick, SECONDED Commissioner Mead that the update reports be received.

CARRIED

NEW BUSINESS

Planning Session – Mission Statement/Planning Session – “Role of Commission”

MOVED Commissioner Jordan, SECONDED Commissioner Mead to direct staff to schedule and coordinate a Recreation and Culture seminar after the February regular commission meeting date.

CARRIED

2013 Commission Appointments

Commissioners were reminded of the upcoming commission appointments.

COMMISSION ROUND TABLE

Commissioner Pagan noted that he likes the current Commission Vision and Mission statements and is looking for the commission's path/direction with this upcoming planning session.

Commissioner Mead said that it's nice to see the Plaza 49th space is being used and also found the parks tour very useful.

Commissioner S. Wilson appreciates the review of the commission's mission and the seminar/planning session will be a useful use of time.

Commissioner Fiddick mentioned the film Run of the River will be played December 17 at Cedar Heritage Centre.

Commissioner K. Wilson said she very much enjoyed the park tour at the planning session and seeing who on the commission lives where in the community.

Commissioner Jordan stated the park tour was the best part of the session and how nice it was to have an informal idea exchange.

Commissioner White stated being on the commission has been a great experience. He encouraged commissioners to donate to the "Movember" fundraiser with the North Cedar Fire Department.

ADJOURNMENT

MOVED Commissioner S. Wilson, SECONDED Commissioner K.Wilson that the meeting be adjourned at 9:02pm

CARRIED

Chair

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE MEETING
HELD MONDAY, NOVEMBER 26, 2012
7:00 P.M.**

Attendance: Maureen Young, Director RDN Board, Chair
Judith Wilson
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 7:07pm.

MINUTES

MOVED, R. Heikkila, SECONDED J. Wilson, that the minutes of the Regular Meeting held June 11, 2012 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Year 2013 - Monies amounting to \$25,000 allotted for project at Meadow Drive Community Park, Re: Picnic Shelter Update

Year 2013 - Monies amounting to \$20,000 allotted for Anders Dorrit's Park for Riparian assessments, building/ground assessments, surveys, biological study and development permit.

COMMUNICATIONS/CORRESPONDENCE

C. Knapp to POSAC EW/PV Committee, Re: Resignation due to the family moving out of town.

MOVED R. Heikkila, SECONDED B. Erickson that the Communications/Correspondence be received.

CARRIED

UNFINISHED BUSINESS

News Release: Letter about court action of cutting trees in Shady Mile area contrary to restrictive covenant.

REPORTS

Monthly Update of Community and Regional Parks and Trails Report -May 2012

Ms. McCulloch reviewed the Monthly Update of Community and Regional Parks and Trails Report - May 2012.

Monthly Updates of Community and Regional Parks and Trails - June / July / August 2012

Ms. McCulloch reviewed the Monthly Updates of Community and Regional Parks and Trails - June / July / August 2012.

Monthly Update of Community and Regional Parks and Trails Report - September 2012

Ms. McCulloch reviewed the Monthly Update of Community and Regional Parks and Trails Report - September 2012.

Monthly Update of Community and Regional Parks and Trails Report- October 2012

Ms. McCulloch reviewed the Monthly Update of Community and Regional Parks and Trails Report- October 2012.

Talked about finding and casting of large ammonite fossil at Benson Creek Falls Regional Park

5 YEAR PLANNING: 2013-2017

In Spring 2013 an open house will be held at Anders and Dorrit's Community Park to get the community's input.

MOVED J. Wilson, SECONDED R. Heikkila, that the reports be received.

CARRIED

NEW BUSINESS

2013 Committee appointments applications need to be sent to RDN.

ADJOURNMENT

MOVED R. Heikkila, SECONDED J. Wilson to adjourn at 9:15pm.

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING
HELD ON TUESDAY, DECEMBER 4, 2012 AT 12:00PM
IN THE RDN COMMITTEE ROOM**

Attendance: Director Diane Brennan, Chair, City of Nanaimo
Director Maureen Young, Electoral Area 'C',
Alternate Director Leanne Salter, Electoral Area 'F'
Director Brian Dempsey, District of Lantzville
Director Howard Houle, Electoral Area 'B'
Director Marc Lefebvre, City of Parksville

Staff: Tom Osborne, General Manager of Recreation and Parks
Paul Thorkelsson, Acting Chief Administrative Officer
Wendy Marshall, Manager of Park Services
Margaret Paridaen, Regional Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Director Joe Stanhope, Electoral Area 'G'
Director Julian Fell, Electoral Area 'F'
Director Dave Willie, Town of Qualicum Beach

CALL TO ORDER

Chair Brennan called the meeting to order at 12:05pm.

MINUTES

MOVED Director Houle, SECONDED Director Dempsey that, the minutes of the Regular Regional Parks and Trails Select Committee meeting held October 2, 2012 be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Houle, SECONDED Director Young, that the following correspondence be received:

J. Stanhope, RDN to **D. & C. Ross, M. & T. Hoffman, A. & N. Clark**, RE: Horn Lake Regional Campground – Concerns and Recommendations.

CARRIED

REPORTS

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

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

Ms. Marshall gave a summary of the September and October Regional Parks and Trails Projects.

MOVED Director Houle, SECONDED Director Lefebvre that the engineering costs required for detailing the boardwalk plan for Ministry of Environment approval be deferred to the 2013 budget.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle that the Monthly Update reports be received.

CARRIED

Little Qualicum River Regional Park Management Plan

Ms. Marshall gave a summary presentation of the Little Qualicum River Regional Park Management Plan.

MOVED Director Lefebvre, SECONDED Director Houle that the Little Qualicum River Regional Park Management Plan be approved.

CARRIED

Moorecroft Regional Park Management Plan

Ms. Marshall gave a summary presentation of the Moorecroft Regional Park Management Plan.

MOVED Director Lefebvre, SECONDED Director Salter that the Moorecroft Regional Park Management Plan be approved.

CARRIED

ADJOURNMENT

MOVED Director Houle, that the meeting be adjourned at 1:25pm to allow for an In Camera meeting.

CARRIED

IN CAMERA

MOVED Director Houle, SECONDED Director Lefebvre, that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

CARRIED

Chair



CAQ APPROVAL		
EAP		
COW		
NOV 26 2012		
RHD		
BOARD		
RPTSC		

MEMORANDUM

TO: Wendy Marshall
Manager of Parks Services

DATE: November 23, 2012

FROM: Margaret Paridaen
Regional Parks Planner

FILE:

SUBJECT: Little Qualicum River Regional Park Management Plan

PURPOSE

To review and approve the Management Plan for the Little Qualicum River Regional Park.

BACKGROUND

The Little Qualicum River Regional Park (LQRRP) is a 44 hectare (108.5 acre) riparian corridor property located in Electoral Area 'F'. The Regional District of Nanaimo (RDN) acquired the Little Qualicum River property in 1999 as parkland dedication from the Qualicum River Estates subdivision process. Unlike some other Regional Parks where management is through partnership or lease, the LQRRP is solely owned and managed by the RDN.

The LQRRP is a relatively small regional park but is important in supporting salmon and trout and numerous wildlife species. The park is somewhat impacted by a portion of the BC Hydro right-of-way which runs perpendicular to the river. As resource extraction (forestry and gravel) and residential development progress on surrounding lands, protection of the Little Qualicum River watershed becomes increasingly important. To date, there is little formal development in the park. Formal access is limited to the parking area off Meadowood Way Rd, which leads into the adjacent Little Qualicum Falls Provincial Park.

The Management Plan will guide the operations, development, and stewardship of the property based on a comprehensive analysis of the property's natural values and public consultation process. The plan confirms the long-term vision, principles, goals and objectives for the LQRRP and identifies shorter term management policies and actions for the period 2013-2022. The plan is to be reviewed after five years (2018) by a management steering committee and updated formally at ten-year intervals. This will be the Regional Park's first management plan since its acquisition 12 years ago.

PUBLIC AND STAKEHOLDER CONSULTATION IMPLICATIONS

Public input was received throughout the design process by way of two workshop sessions, an Open House, online surveys, select interviews and email and phone correspondence with stakeholders and interested members of the public. The projects were overseen by an Advisory committee with representation from the RDN Regional Parks and Trails Select Committee (RPTSC); the Area Director for Electoral Area 'F'; and the Electoral Area 'F' Parks and Open Space Advisory Committee. Due to proximity and timeliness, the management planning process for the regional park was coordinated in tandem with the site design process for the adjacent Meadowood Community Park.

The first public Workshop was held on April 28, 2012 in conjunction with the Meadowood Community Park Concept Planning process and was attended by 21 residents from Electoral Area 'F' (68%) and Qualicum Beach (17%). Of the 21 people there, nine (9) represented the LQRRP at two tables. Input was sought on: park issues, key words for the creation of a long-term vision statement, draft management principles and, park-use ideas for future management and development of the park. Forty-one (41) people completed the survey. The main management issues expressed were protection of the river and sensitive ecosystems, fire management, erosion along the river bank, impacts of local development, access issues and formal trails within the park.

The second Public Workshop for LQRRP and Meadowood was held on June 16, 2012 at the Lighthouse Community Center with 13 attendees, with three representing LQRRP. Participation in the second round of engagement was much less than the first round. Only two people completed the survey. There was general agreement and support for the draft vision and management goals that emphasized minimal development that protects the natural environment. Uses potentially shared with the community park were listed such as washrooms, parking, trail connections and a bike park, and partnership opportunities were reinforced.

The final Public Open House was held on October 13, 2012 with 17 people attending. The purpose of the session was to present the Management Plan and site concept, along with contextual panels of the complete process. Ten responses were received to the survey.

Staff received further public input on the draft final Management Plan at the Corcan Meadowood Residents Association AGM on Sunday October 21st with 20 residents attending. The plans for Meadowood and LQRRP were presented to the group and a static display was set up for input afterwards.

DISCUSSION

Guided by the vision and input received through public consultation and the Advisory Committee the Draft Final Management Plan was prepared (Appendix #1). The overall vision for the park includes maintaining a strong commitment to conservation and environmental stewardship; providing recreational activities that respect the park's ecology; and, a commitment to education and collaborative management with RDN stakeholders, volunteers and other organizations to achieve park projects. The Implementation Strategy (Appendix #2) translates the park management principles, goals and policies into detailed actions, which are divided into high, medium and low priority projects with costs over the ten year management plan period.

Implementation strategy highlights include:

- Install site amenities (picnic tables, signs, parking, toilet) at/near formal day-use/swimming areas.
- Formalize shared parking and a trail connection with the Meadowood Community Park.
- Develop an invasive species management program and prioritize target areas for restoration.
- Install fencing and stairs to control access around erosion prone areas along the river, notably at the section known as the Glory Hole.
- Install interpretive signage at key points within the park: day-use areas, restoration sites, etc.
- Formalize pedestrian trails to river access points within the natural environment zone of park.

Collaboration opportunities in the implementation strategy include:

- Work with BCCF and others to support monitoring efforts and to help communicate results.
- Maintain contact with Wicklow West and Ozero regarding the status of the haul road.
- Work with BC Hydro to ensure ongoing monitoring of native vegetation within the Hydro Corridor.

ALTERNATIVES

1. The Little Qualicum River Regional Park Management Plan be approved as presented.
2. The Little Qualicum River Regional Park Management Plan not be approved and alternative direction be provided.

FINANCIAL IMPLICATIONS

As noted in the Implementation Plan, over the next 10 years an estimated \$99,500 will be required to accomplish the high, medium, low and on-going aspects of the Management Plan. The total of for the high priority projects is \$49,000 to be carried out over the next three years. Medium priority projects total \$46,000 over the period 2016-2020. It can be expected that as additional projects are implemented, the operations costs will increase concurrently, and is estimated to require an additional \$4,500 over the 10 year management plan period.

Funding for development projects and operational activities will be from the Regional Parks Budget, and costs will be reassessed on a year by year basis. It is anticipated that in-kind support may be provided for the implementation of some of the action items (e.g. vegetation restoration).

SUSTAINABILTY IMPLICATIONS

The vision and goals of the LQRRP Management Plan emphasize the protection and enhancement of the Little Qualicum River Regional Park's river environment which in turn helps protect water and critical natural habitat, and benefits current and future generations.

The majority of the park will be kept undeveloped under Conservation Zoning, and recreation amenities will be minimal and restricted to the Natural Environment Zone. Opportunities for recreation and visitor education in the park help support healthy lifestyles and support for environmental sustainability.

The Plan includes working with community partners such as with BC Hydro to remove invasive species and introduce native species as well as supporting the riparian restoration activities of BCCF. These partnering relationships help build a more sustainable and resilient community.

SUMMARY

The LQRRP Management planning process was carried out over the past nine months and was integrated with the Meadowood Community Park design process. Public input was received through a variety of engagement modes including workshops, Open House and surveys. The overall vision for the park includes maintaining a strong commitment to conservation and environmental stewardship; providing recreational activities that respect the park's ecology; and, a commitment to education and collaborative management with RDN stakeholders, volunteers and other organizations to achieve park projects. The total cost to implement the plan is \$99,500 for capital development, plus \$4,500 in operational costs for the 10 year management plan period.

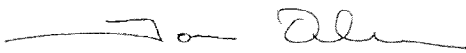
It is recommended that the Little Qualicum River Regional Park Management Plan be approved as presented as it will serve as a guiding document in the development and management of this Regional Park.

RECOMMENDATION

That the Little Qualicum River Regional Park Management Plan be approved as presented.



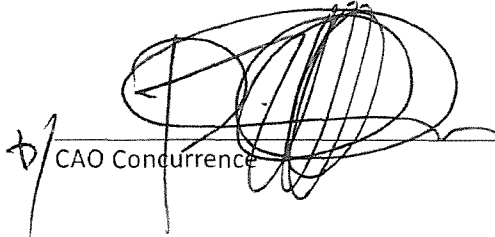
Report Writer



General Manager Concurrence



Manager Concurrence



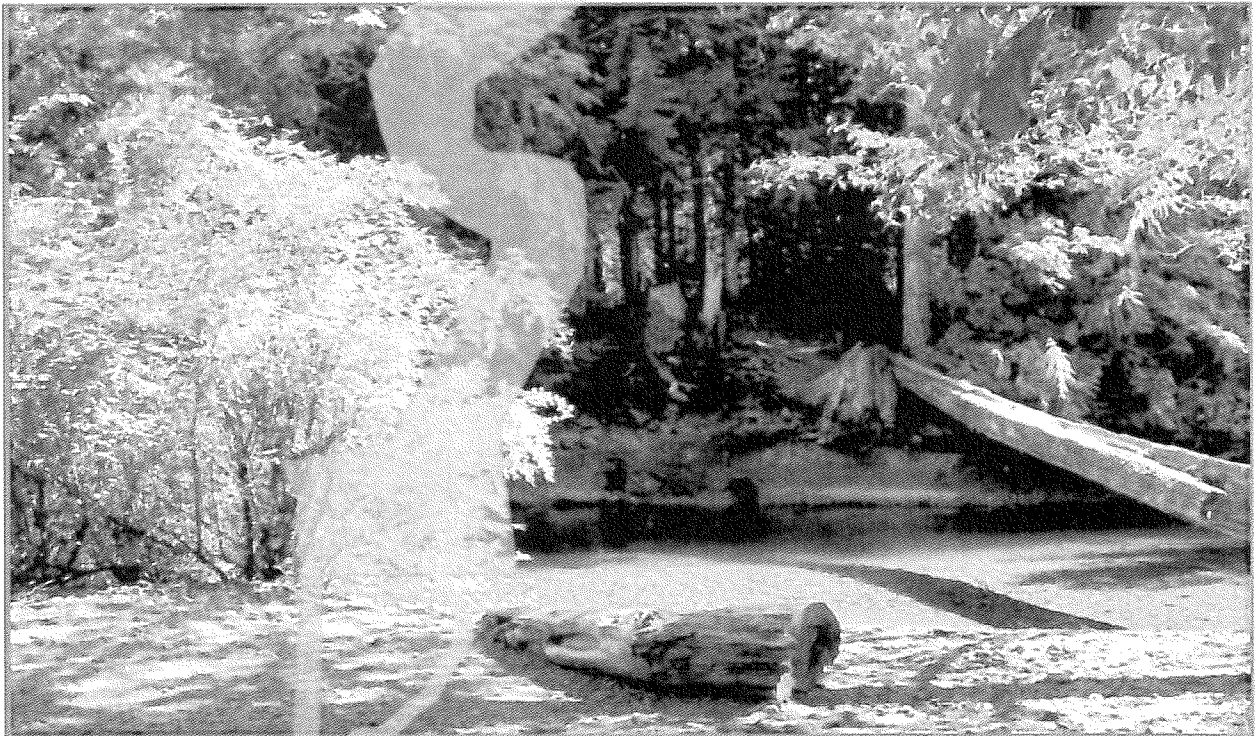
CAO Concurrence

Appendix I:

Little Qualicum River Regional Park Management Plan 2013-2022

Little Qualicum River Regional Park Management Plan

2013-2023



November 2012

DRAFT

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Acknowledgements

The Regional District of Nanaimo Recreation & Parks Department would like to acknowledge the support and effort of the following individuals for their contributions to this plan.

To all those individuals who participated at the workshop events and provided feedback and input to the recommendations outlined in this plan – your local knowledge and perspectives were essential to shaping the future of the Little Qualicum River Regional Park – thank you for participating!

Little Qualicum River Regional Park Management Plan Advisory Committee:

- Julian Fell, Area 'F' Director
- Marc Lefebvre, City of Parksville Councillor
- Dave Willie, Town of Qualicum Beach Councillor
- Alfred Jablonski, Area 'F' Parks and Open Space Advisory Committee
- Reg Nosworthy, Area 'F' Parks and Open Space Advisory Committee

Thank you for the guidance and insight you brought to the development of this management plan. Your attendance and participation at the public workshops was also greatly appreciated.

Consultants – thank you for your support planning and facilitating the public workshops.

- Neil Smith, Pacific Leadership Design Inc.
- Cara MacDonald & Nigel Gray, MacDonald Gray Consulting

The following **Regional District of Nanaimo Staff** were integral to the development of this plan:

- Kelsey Cramer, Parks Planner, Project Manager
- Elaine McCulloch, Parks Planner
- Dave Palidwor, Superintendent Park Planning and Development
- Margaret Paridaen, Parks Planner
- Chris van Ossenbruggen, Parks Operations Coordinator
- Pam Newton, GIS Technician
- Chrissie Finnie, Recreation Programmer
- Wendy Marshall, Parks Manager
- Tom Osborne, General Manager of Recreation & Parks Services

Executive Summary

The Little Qualicum River Regional Park (LQRRP) is a 44 hectare (108.5 acre) riparian corridor property located in Electoral Area 'F'. The Regional District of Nanaimo (RDN) acquired the Little Qualicum River property in 1999 as parkland dedication from the Qualicum River Estates subdivision process. The Little Qualicum River supports salmon and trout and numerous wildlife species. The park also encompasses a portion of the BC Hydro right-of-way which lays perpendicular to the river. As resource extraction (forestry and gravel) and residential development progress on surrounding lands, protection of the Little Qualicum River watershed becomes increasingly important. To date, there is little formal development in the park. Formal access is limited to the parking area off Meadowood Way Rd, which leads into the adjacent Little Qualicum Falls Provincial Park.

An RDN staff working group, with guidance and input from an Advisory Committee, coordinated the development of a management plan to guide the management, development and operations of the park over the next 10 years (2013-2023). The plan was developed through a comprehensive analysis of property values and public and stakeholder consultation through workshops, surveys and interviews. The plan confirms the long-term vision and goals for the LQRRP and identifies shorter term management policies and actions over the 2013-2022 period. Due to proximity and timeliness, the management plan process for the regional park was coordinated in tandem with the site design process for the adjacent Meadowood Community Park.

The overall vision for the park is expressed in three main principles of maintaining a strong commitment to conservation and environmental stewardship; providing recreational activities that respect the park's ecology; and, a commitment to education and collaborative management with RDN stakeholders, volunteers and other organizations to achieve park projects. A Conceptual Park Master Plan visually communicates the overall management approach for the Regional Park as well as shows the connections with the adjacent Meadowood Way Community Park.

Derived from overarching park management principles are practical policies and actions which are divided into high, medium and low priority. A detailed implementation plan outlines the prioritized capital projects and operational implications over the ten year management plan period. The total estimated cost to implement the plan is \$99,500 for capital development, and anticipated additional operational costs are estimated at \$4,500 a year when the improvements are completed.

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Part One: Introduction

The Little Qualicum River Regional Park (LQRRP) is a 44 hectare (108.5 acre) riparian corridor property located in Electoral Area 'F'. The Regional District of Nanaimo (RDN) acquired the Little Qualicum River property in 1999 as parkland dedication from the Qualicum River Estates subdivision process. Unlike most other Regional Parks where management is through partnership with environmental organizations or lease from the Crown, the LQRRP is solely owned and managed by the RDN.

Regional Context

The Regional District of Nanaimo manages 2,060 hectares of regional park, trail, and conservation lands in the mid-Vancouver Island area along with another 588 hectares of neighbourhood or community park and trail. The Regional Parks and Trails Master Plan (RPTMP), completed in 2005, sets out goals with respect to land management, stewardship and recreational use of regionally significant properties. A primary recommendation in the RPTMP for these regionally significant lands is to prepare individual Regional Park Management Plans. Together, the RDN and its partners aim to protect and steward the lands while at the same time provide rewarding and educational outdoor recreational experiences for residents and visitors.

About this Plan

The LQRRP Management Plan guides the operations, development, and stewardship of the property based on a comprehensive analysis of property values and public and stakeholder consultation. This is the Regional Park's first management plan since its acquisition in 1999. The plan confirms the long-term vision and goals for the LQRRP and identifies management policies and actions for the 2013-2023 period. The document serves to guide decision-making and provide direction on key park issues including environmental conservation, recreational uses, and park development over the next 10 years. A detailed implementation plan prioritizes capital projects and outlines operational implications.

A supplementary park master plan visually communicates the overall management approach for the Regional Park as well as connections with the adjacent Meadowood Way Community Park and Little Qualicum Falls Provincial Park.

Part Two: **Property Overview**

Conservation Values

The Little Qualicum River flows northeast from Cameron Lake to the Little Qualicum River Estuary in the Strait of Georgia. The estuary is protected as a Regional Conservation Area. Little Qualicum River Regional Park is in essence a river corridor park, located immediately downstream of the Little Qualicum Falls Provincial Park. Bordering both sides of one of Vancouver Island's large rivers, it protects 2.7 km of valuable riparian margin along the middle reaches of the river. The Little Qualicum River supports salmon and trout and numerous wildlife species. In-stream restoration works (the installation of large wood debris) carried out in 2004 to improve habitat for Steelhead within the park, are continually monitored by the BC Conservation Foundation (BCCF). As resource extraction (forestry and gravel) and residential development progress on surrounding lands, protection of the Little Qualicum River watershed becomes increasingly important. Tributaries that flow into the Little Qualicum River from surrounding lands could be subject to increased silt runoff and contamination, affecting downstream habitat for fish and other species that depend on the river.

The park occurs within the Coastal Douglas-fir Biogeoclimatic Zone (moist maritime subzone) and experiences the mildest climate in Canada. An Environmental Overview completed by Ursus Environmental in August 2011 describes six plant communities within the park ranging from treed swamps to dry upland mixed forest. The latter is of considerable conservation concern and red-listed by the BC Conservation Data Centre (CDC). In addition, the report describes the LQRRP to be "...minimally disturbed and supports natural forest cover." However, two areas of ecological concern include the hydro corridor and roadside east of the private bridge where invasive vegetation was documented (including Scotch Broom, Canada Thistle, and Tansy Ragwort) (Ursus Environmental, 2011). There are no recorded sites of archaeological interest within the park.

Recreation Values

Current recreational values within the park are limited. Public access to the river is compromised by steep banks and few developed trails. Local residents are likely to be the primary users of this park at this time.

Park Access

The park is currently accessed at 3 locations: 1) From a parking lot for 5-8 cars on the east side of Meadowood Way Rd through a short section of forest trail leading into Little Qualicum Falls Provincial Park; 2) pedestrian access under the hydro corridor on Galvin Place (BC Hydro right of way); and 3)

vehicle/pedestrian access off the private road originating from Corcan Road (Figure 1).

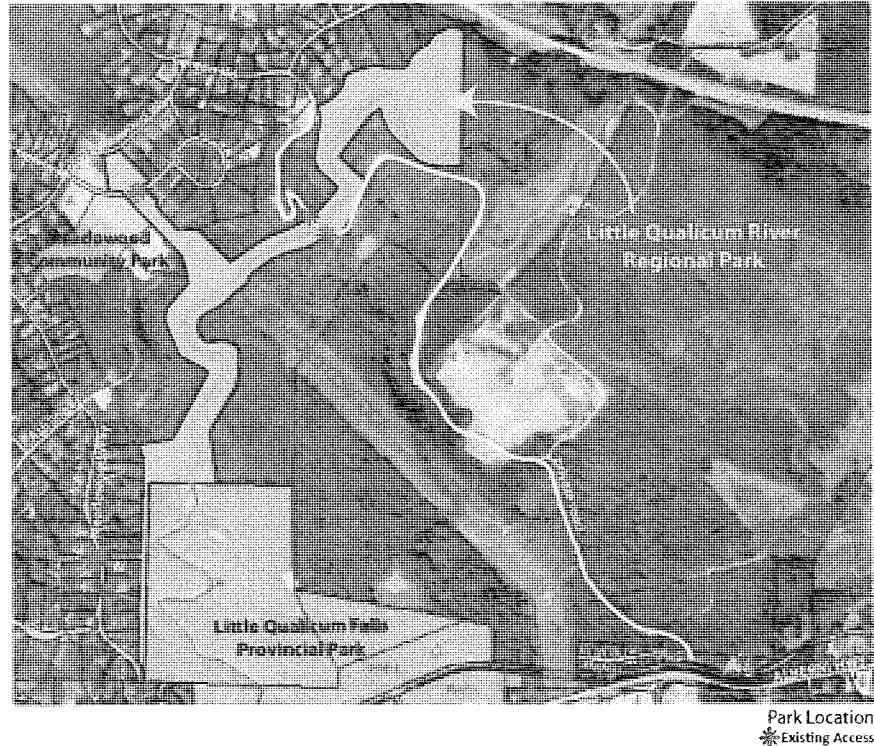


Figure 1. Map of LQRRP in relation to Meadowood Community Park and Little Qualicum Falls Provincial Park. (Regional Park access points indicated)

Other than the short trail that leads into the Provincial Park from Meadowood Way, there are no formally developed trails within the Regional Park. At Galvin Place, a gate controls vehicular access into the Regional Park within the hydro corridor right of way. From the end of Corcan Road, the private gravel road switchbacks down towards the river. The private gravel road serves and is maintained by the gravel extraction operations in the area (Ozero) and passes over the Little Qualicum River through an easement within the Regional Park. The road is gated on the weekends and during times of fire-risk in the summer and heavy snow in the winter. Many local area residents use this road to access the Alberni Highway (Hwy 4) during the week, when the gates are not locked.

Park Uses

Limited development of the park since its acquisition in 1999 results in few current opportunities for recreational uses. Given the topography and hydrology within the LQRRP including steep slopes, swamps and sensitive riparian habitat, any future development should not compromise the river by way of erosion, sedimentation or other physical impact to water quality (e.g. temperature

changes). To date the park is primarily used by local area residents. In the vicinity of the bridge, park users are able to easily access the “Glory Hole” for swimming, picnicking and fishing on both sides of the river (Figure 2). However, this access requires the use of the private road. In addition, campfire sites have been observed at two other locations along the river where trespassing across private property would have occurred to access the sites. Campfires are not permitted in regional parks.

ATV users are known to access the river near the bridge as well. Bringing ATVs within close proximity to the river is not desirable for the stability of the riparian ecosystem. ATV users also access the park within the hydro corridor, riding between the Regional and Community Parks and adjacent gravel extraction site.

The Little Qualicum Falls Provincial Park offers a number of amenities including camping facilities, washrooms, trails, and lake and river access day-use sites directly adjacent to LQRRP. The level of services provided within the provincial park may negate the need for substantial development within the regional park.

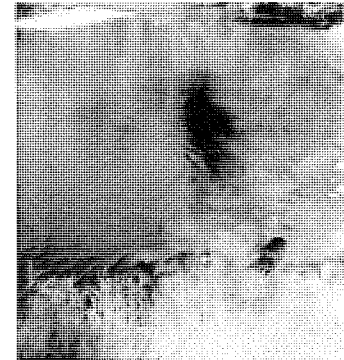


Figure 2. Dogs swimming at the Glory Hole.

Land Use / Electoral Area 'F' Official Community Plan

The LQRRP site is zoned Parks & Open Space 1 (P-1) in the Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002. The park is surrounded to the east and west by lands zoned Rural and Village Residential (R-1 & R-3) and are privately owned by Wicklow West Holdings. Meadowood Way Community Park borders the LQRRP to the west and will serve the Qualicum River Estates Village Centre as it develops. Approximately 20 Rural Residential (R-2) lots abut the regional park on the west and north edges. Electoral Area 'G' borders the park to the northeast (zoned RU-1V: Rural 1 and owned by Island Timberlands). A hydro corridor travels through the park from southeast to northwest.

In time, the Qualicum River Estates Village Centre will grow around the community park and west edge of the regional park. No timeline for this development was provided by the land-owner (Wicklow West Holdings, pers.comm.), but there will be the opportunity for trail connections between the parks and as new residential and commercial development occurs.

Legal Status & Encumbrances

The LQRRP property is legally described as LOT 1 BLOCK 359 NEWCASTLE DISTRICT PLAN VIP69346.

Compared to other regional park properties, the LQRRP property is heavily encumbered. Table 1 summarizes the various encumbrances, the implications of which will be considered in the policies and actions described later in this plan.

Table 1. List of encumbrances on the Little Qualicum River Regional Park property.

Encumbrance	Owner of Charge	Description
Covenant EM75385	Regional District of Nanaimo	Creation of Regional Park, including access areas granted for the purposes of public pedestrian access to and from the Regional Park and limited public parking for users of the Park.
Easement EN72440	Wicklow West Holdings Ltd.	Use and maintenance of the existing bridge that crosses the Little Qualicum River within the Regional Park.
Statutory Right of Way EN72443	Province of British Columbia (Ministry of Transportation)	Accommodation of surface runoff from highways and the construction and maintenance of storm drainage works by the Ministry provided such works do not materially damage the natural environment of the Park land.
Exceptions & Reservations M76300	Esquimalt & Nanaimo Railway	Standard encumbrance on all properties from the late 19 th century E&N Crown Land Grant.
Right of Way G89918	BC Hydro and Power Authority	Transmission and distribution of electricity and gas and associated works to erect, operate, maintain, remove and replace towers and poles.
Covenant EK116444	Province of British Columbia	No building or sewage system to be built on the land until a detailed geotechnical report is prepared.
Covenant N35832	Province of British Columbia	10m setback from top of bank where no buildings or drainage or sewage systems shall be located (lots 34 & 35) and specific setbacks from Kinkade Creek (outside Regional Park).
Covenant EK116448	Regional District of Nanaimo	No buildings to be located within 7.5m of swamp or marsh.
Covenant EM10126	Regional District of Nanaimo	No building to be located within 15m of Kinkade Creek (outside Regional Park).
Covenant EN72442	Province of British Columbia (Ministry of Transportation)	Future road dedication or return to Crown ownership of lands referred to in Right of Way G89918.

Part Three: **Park Planning Process**

Project Management

It is important to note that simultaneous to the development of the LQRRP management plan, RDN staff was also undertaking a park design project for the adjacent Meadowood Community Park. The project management outline described below applies to both projects, which were pursued together for efficient use of staff and community resources, to consolidate the public engagement processes and to provide an integrated view of each park in the context of the other.

A Staff Working Group, comprised of two Parks Planners, the Manager of Parks Services, and one Recreation Programmer, coordinated development of the management plan project. Other RDN staff resources including Planning, Mapping and Parks Operations staff were brought into the project as specific information or feedback was needed.

In addition, an Advisory Committee was selected to provide advice on materials produced prior to public review including: principles, vision statement, goals and objectives, issues, summaries from public input, management policies, and concept plans. The Advisory Committee was comprised of two representatives from the RDN Regional Parks and Trails Select Committee (RPTSC), two representatives from the Electoral Area 'F' Parks & Open Space Committee (POSAC), one representative from the Qualicum First Nation, and the Area Director for Electoral Area 'F'. The Advisory Committee also reviewed draft plans prior to presentation to the Regional Board.

The management plan is to be reviewed in five years (2018) by RDN Parks Staff and updated formally at ten-year intervals.

Inventory & Analysis

The initial stages of developing this plan began with a thorough review of relevant documents and studies to inventory major issues and opportunities with the site. Specific documents reviewed include:

- Legal documents: Electoral Area 'F' OCP and encumbrances on the property (see Part Two of this plan).
- LQRRP Environmental Assessment (see below)
- RDN Parks and Trails Master Plan (see below)
- Other information relevant to demographics, the river, adjacent Provincial Park and surrounding subdivision.

In addition to reviewing background documents, staff contacted key stakeholders to obtain further information as needed. A graphic site analysis map (Figure 2) highlights the ecological and geographical opportunities and constraints that were uncovered during the inventory and analysis phase of the project.

LQRRP Environmental Assessment

The RDN commissioned an “Environmental Overview of Little Qualicum River Regional Park” by Ursus Environmental in August 2011 (Appendix A). The report details plant communities and animal species that occur (or are expected to occur) in the park. Of particular conservation concern is the Dry Upland Mixed Forest community which is red-listed by the BC Conservation Data Centre. Other uncommon plants: Snowbrush (*Ceanothus velutinus*) and Hairy Manzanita (*Arctostaphylos columbiana*) were observed under the power lines off Galvin Place. While no red or blue-listed animal species were observed, there is suitable habitat within the park for the blue-listed red-legged frog. The Wildlife Tree Stewardship (WiTS) database did not reveal any nesting trees within the park. However, several large veteran trees and snags do exist in the park.

The environmental overview also detailed other environmental and park use data including erosion prone areas, invasive species occurrence, the location of two campfire spots, an abandoned car and existing informal foot or ATV trails in and around the park.

Regional Parks and Trails Master Plan (2005-2015)

The Regional Parks & Trails Plan classifies the LQRRP as a Regional Natural Area that protects the natural environment and provides a range of appropriate outdoor experiences. Specific improvements to the LQRRP include the addition of basic infrastructure such as signs, toilets, parking, and trails. To date, a parking lot, entrance sign and trailhead have been developed off Meadowood Way. Part Six of this plan provides more detail on future capital expenditures.

Additional Information

Demographics

Statistics Canada released updated census data in the spring of 2012. The RDN’s Electoral Area F has a population of 7,422, which represents an 11% increase from 2006. When broken down by age range, the Area F population saw a 1% decrease in the number of children ages 0-14, compared to a 10% increase in those aged 15-64 and 34% increase in those 65 and older (Statistics Canada, 2011).

The trend towards an aging population in this part of the regional district, and the rest of the Province is linked to recreational trends shifting towards more informal, individual activities, culture and the outdoors, over high-intensity, strenuous activities (BCRPA, 2006).

Little Qualicum Falls Provincial Park

Directly upstream of the LQRRP is the Little Qualicum Falls Provincial Park. This Provincial Park offers year-round camping, trails, picnicking, fishing and swimming. The park contains the impressive Little Qualicum Falls (Figure 3) and borders the south shore of Cameron Lake. Park amenities also include parking, toilets and an adventure playground. There are no plans for future acquisition or major improvements to the provincial park.



Figure 3. Little Qualicum River Falls in the Provincial Park.

RDN Parks staff explored the potential for a trail connection between the regional and provincial park. Steep terrain and swampy lowland limit the feasibility of this connection. In addition, BC Parks expressed concern over the introduction of an uncontrolled access to the provincial park in the vicinity of the waterfalls, which pose a safety risk for the public (BC Parks, pers.comm.).

River Habitat Enhancement Works

In 2004, as part of the Greater Georgia Basin Steelhead Recovery Plan, fish habitat enhancement was constructed in the Little Qualicum River, within the boundaries of the LQRRP. The Greater Georgia Basin Steelhead Recovery Plan is an initiative of the Ministry of Water, Land and Air Protection (now Ministry of Forests, Lands and Natural Resource Operations) and the BC Conservation Foundation (BCCF).

The works involved construction of large woody debris jams in the main channel of the LQR to provide rearing habitat for juvenile steelhead (Craig, 2005). Four locations were improved and are shown in Figure 4: LQRRP Inventory and Analysis. Monitoring of the installations includes structural reviews and assessments of use by juvenile steelhead and coho, and resident trout. The BCCF indicated no further works are planned along the river within the regional park (BCCF, pers.comm.). They did note however, that sensitive tributary habitat is located along the east side of the river on private lands, and that it would be desirable to maintain connectivity and protect these areas, if possible.

Surrounding Subdivision Development

RDN Parks staff met with Wicklow West Holdings, the land owner and developer of the lands surrounding the majority of the LQRRP. There are many constraints to further subdivision and development of the lands around LQRRP. The Village Centre concept in particular is a challenge because half of the property is geotechnically un-usable for development due to steep slopes. Other areas are limited by riparian setbacks, environmentally sensitive areas, current zoning and uncertain market demand (Timberlake Jones Engineering, pers.comm.).

Due to the lack of developable land on east side of river (salmon spawning channels, floodplain, steep slopes) and the great expense required to construct

a road and bridge crossing to current standards, subdivision and development on the east side of the river is not likely within the foreseeable future.

In terms of recreation connections and improvements, the land owner was amenable to the prospect of formalizing access agreements for trails or other park uses on his land (Wicklow West Holdings, pers.comm.).

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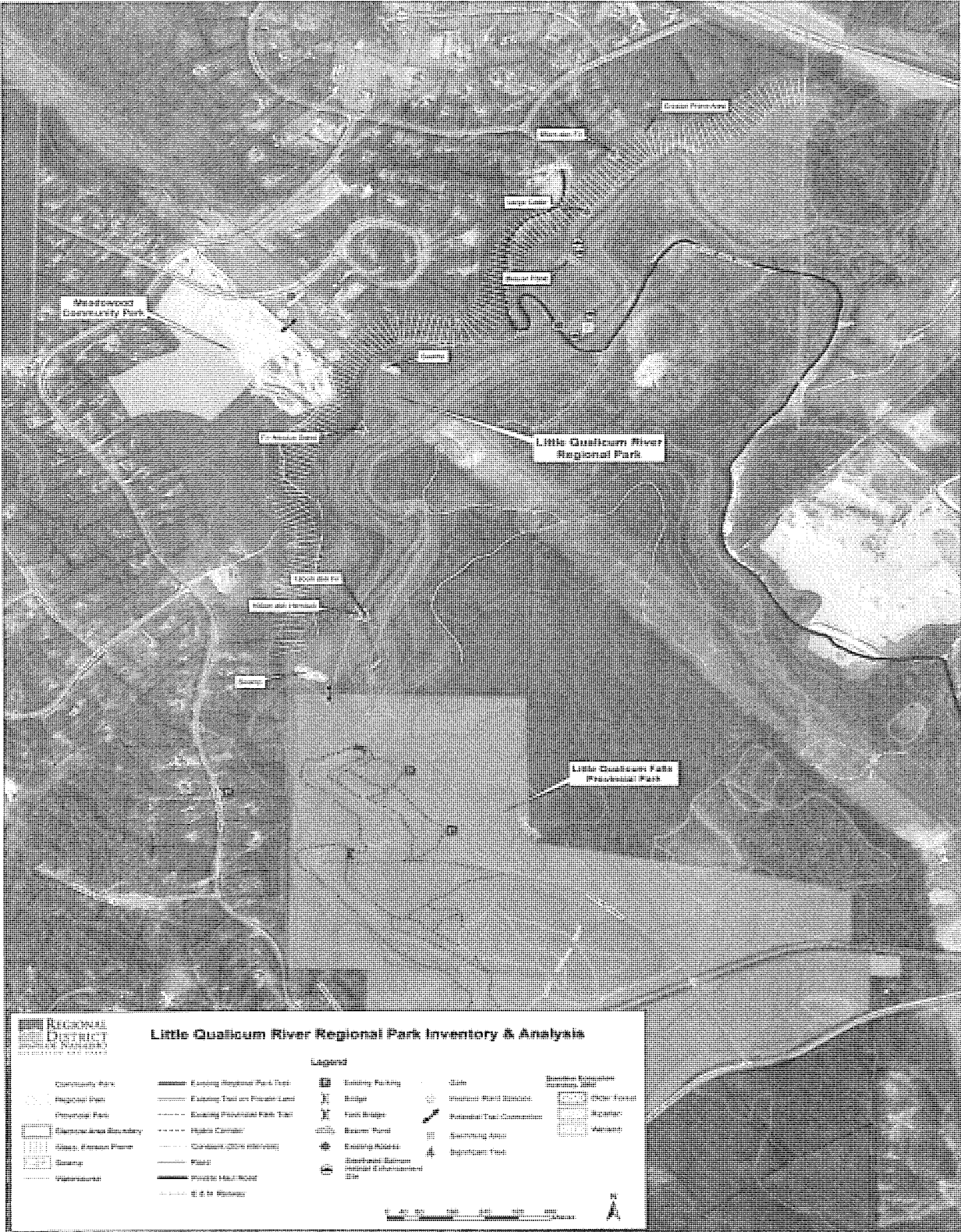


Figure 4. LQRRP Inventory and Analysis

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Public Consultation Approach

RDN staff undertook a comprehensive public engagement process, consistent with the RDN 'Public Consultation Policy.' Staff acquired information and feedback from the public and stakeholders at various stages during the development of the management plan. As previously noted, the engagement process for the management plan occurred concurrently with that for the Meadowood Community Park Design. Participants were asked to consider and offer feedback on both projects at once.

Several modes of engagement were used: two workshops, each with an online questionnaire (using Survey Monkey), stakeholder interviews, and a final open house to seek feedback on the draft plans near the completion of the projects. The RDN website also served as a window into the project and the various means of participation.

General advertisements broadcast the workshop sessions to the public (requesting RSVP), whereas stakeholders (Table 2) were sent direct invitations to the workshops. Key stakeholder interviews were conducted to acquire or clarify specific information. Consultants were retained to support RDN staff during the preparation and implementation of the workshops.

Table 2. Stakeholders invited to provide feedback during the LQRRP management plan project (and simultaneous Meadowood Community Park Design project).

Community/ Stewardship Organizations	Corcan-Meadowood Community Association, BC Conservation Foundation (BCCF), Mid-Vancouver Island Habitat Enhancement Society, Qualicum Beach Streamkeepers, Mid-island ATV Club, Parksville & Qualicum Beach Fish & Game Club, Arrowsmith Mountain Bike Club, Mount Arrowsmith Biosphere Foundation, Arrowsmith Naturalists, WiTS (wildlife tree stewardship – BC Nature), Parksville Chamber, Qualicum Beach Chamber
Government Agencies	BC Parks, Ministry of Environment – Parks & Protected Areas Division, Ministry of Environment, Ministry of Forests and Range, Department of Fisheries & Oceans, Qualicum First Nation, City of Nanaimo, City of Parksville, District of Lantzville, Town of Qualicum Beach
Other Organizations	Wicklow West Holdings, BC Hydro, Dashwood Fire Department (Fire Hall #1 & Meadowood Fire Hall), Island Timberlands, School District 69, Vancouver Island University, Arrowsmith Community Enhancement Society, Ozero Sand & Gravel

Engagement #1 Summary

Both the Survey and Workshop addressed similar content. Input was sought on: park issues, key words for the creation of a long-term vision statement, draft management principles and, park-use ideas for future management and development of the park (Figure 5). Forty-one (41) people completed the online survey, which was available from April 13 to May 11, 2012 on the RDN website. It was also available in hard copy at the Workshop. The majority of respondents were from Electoral Area 'F' (68%), or from Qualicum Beach (17%).

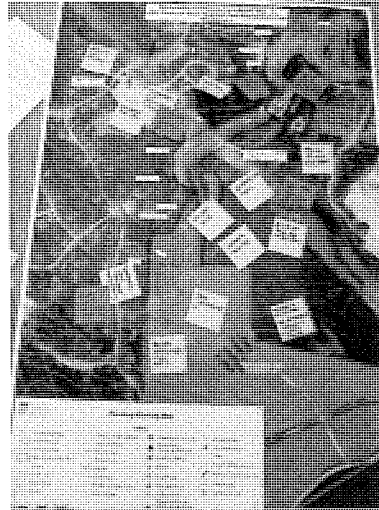


Figure 5. Workshop #1 participant input

Twenty-one (21) people attended the first Workshop, held on Saturday, April 28th from 1-4pm at the Qualicum Beach Civic Centre. Workshop participants were grouped to represent either the Community Park or the Regional Park. Of the 21 people there, nine (9) represented the LQRRP at two tables. However, all participants at the Workshop were invited to provide feedback on both parks.

In addition, six (6) key stakeholder interviews were conducted to gain further information from specific organizations about the LQRRP and implications for future management and development of the park. The organizations interviewed were: Mid-island ATV Club, BC Parks - Ministry of Environment Parks & Protected Areas, Wicklow West Holdings, BC Hydro, Dashwood Fire Department (Meadowood Fire Hall), and Ozero Sand & Gravel Operations.

A full summary of input received is available in Appendix B.

Engagement #2 Summary

Phase 2 engagement sought input on: draft vision, draft management goals, and the preliminary conceptual master plan. The survey sought more specific feedback on the park management objectives that support each goal. Participation in the second round of engagement was much less than the first round. It is speculated that the low participation rate may be related to the limited recreational opportunities available in the park and relatively few concerns about the environmental protection direction presented to date. Only two (2) people completed the online survey, which was available from June 8 to June 29, 2012 on the RDN website. It was also available in hard copy at the Workshop. Respondents were from Electoral Area 'F'. Thirteen (13) people attended the second Workshop, held Saturday, June 16 from 9-12noon at the Lighthouse Community Centre. Workshop participants were grouped to

represent either the Community Park or the Regional Park. Of the 13 people there, three (3) represented the LQRRP, however, as with the first Workshop, participants were invited to provide feedback on both parks.

A full summary of input received is available in Appendix B.

Open House Summary

Seventeen (17) people attended the Open House, held Saturday, October 13 from 10-12noon at the Qualicum Beach Civic Centre. Open House attendees could review the complete Little Qualicum River Regional Park Planning process posted throughout the room. A presentation was given that summarized the planning process and how the RDN developed the Park Conceptual Master Plan for the park. A brief question and answer period allowed participants to ask questions relating to the conceptual master plan and implementation strategy of the park. Staff were also invited to the Meadowood Corcan Neighborhood Association AGM on October 21 to present the draft Final Plan to approximately 20 residents.

An online survey addressed general questions about how effectively the management plan met the community needs and interests. Input was sought on: vision statement, management goals, and the draft master plan and implementation strategy. Participation in the third round of engagement was greater than the second round. Ten (10) people completed the online survey, which was available from October 9 to October 24, 2012 on the RDN website. It was also available in hard copy at the Open House. Respondents were from Electoral Area 'F', 'H' and Qualicum Beach.

A full summary of input received is available in Appendix B.

Part Four: **Understanding Issues & Opportunities**

Based on information uncovered during the inventory and analysis stage, as well as through community engagement (Workshops & Surveys and Stakeholder Interviews), several issues and potential opportunities arose.

In general, park issues that surfaced as the most important to address in the management plan fall into two primary themes – *Environmental Protection* and *Park Access*. As with other regional parks, *Partnerships and Collaboration* will also be an important aspect to managing the LQRRP.

Environmental Protection

Park Zoning

One of the primary messages heard for future park management is the need to identify park management zones for the park. This is consistent with the park zoning policy described within the Regional Parks and Trail Master Plan (Figure 6).

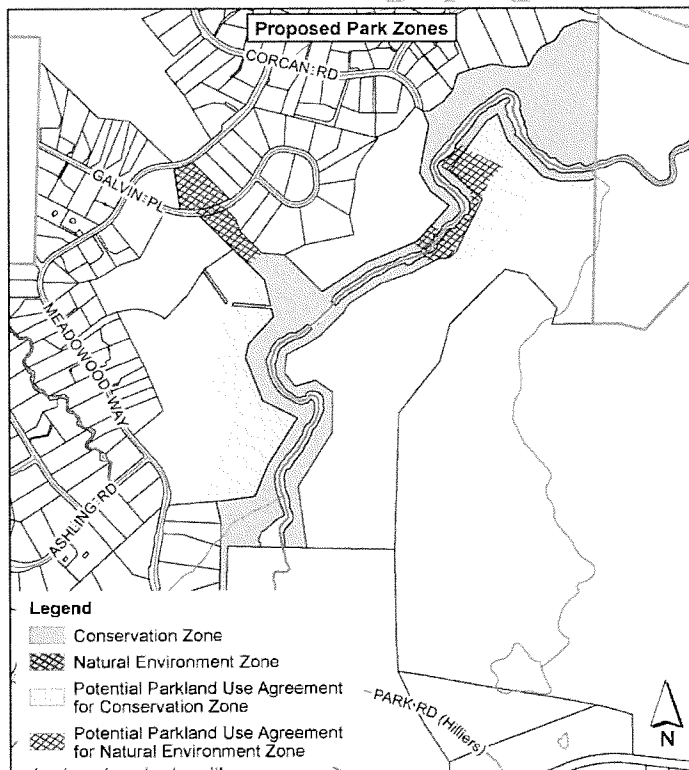


Figure 6. Proposed Park Zones for the Little Qualicum River Regional Park

The **Conservation Zone** would cover a majority of the park and also references areas of land outside the park boundary that are important to protect from future development. This zone aims to protect the natural environment.

The **Natural Environment Zone** would include areas that offer appropriate outdoor experiences and activities. The area under the hydro corridor and day-use opportunities near the river are examples of Natural Environment Zones within the park.

Habitat Management

Protection of the river, protection of rare and sensitive ecosystems and fire management were raised as three important issues to address. Protecting salmon spawning areas and erosion along the river bank were also noted.

Areas outside the current regional park boundary that are important spawning habitat were identified (Figure 7) and should be flagged for protection from future development.

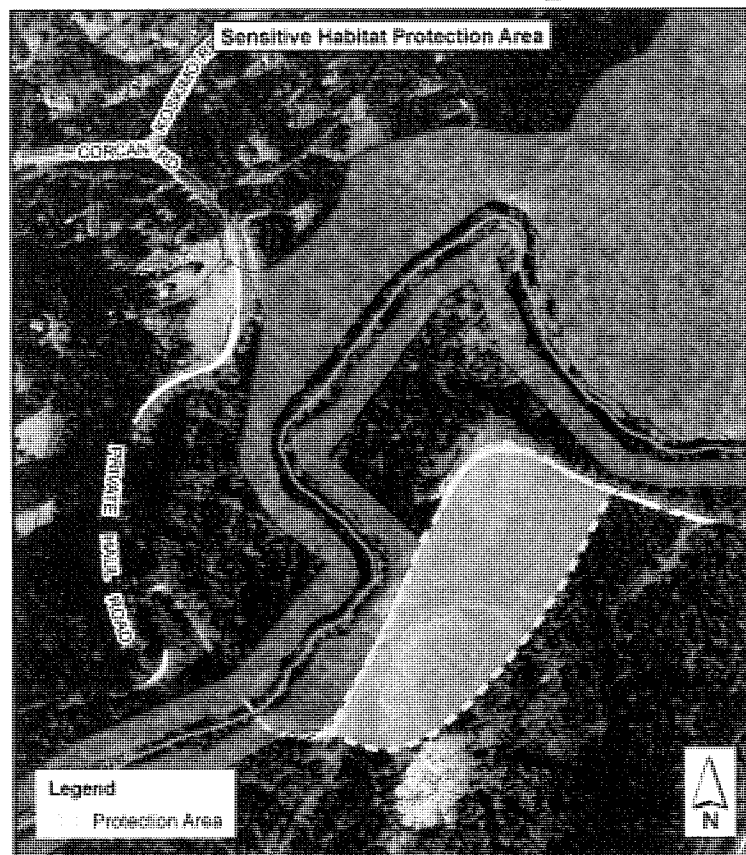


Figure 7. Sensitive Habitat Protection Area recommended for lands outside the current regional park boundary

Potential conflicts between park users and wildlife is a concern and effort should be made to keep active use areas and future trail development away from wildlife habitat areas (eg. riparian habitat, spawning and rearing areas, and treed and shrubby swamps).

Habitat management should be a collaborative effort, involving other agencies, organizations and governments.

Erosion and Water Quality

Steep slopes occur on both sides of the river. Activities that occur at the top of bank, on residential or other private property have the potential to impact the watershed and the LQR directly. Protection of vegetation on the steep slopes will help to reduce the risk of erosion.

The river itself is a dynamic system and natural scouring of the river bank will occur. This natural process can be accelerated by human activity, particularly if people repeatedly access the water from steep banks. The popular swimming hole, known as the Glory Hole, is an area that is showing signs of increased erosion due to public use (Figure 8).



Figure 8. Erosion of the river bank at the popular Glory Hole is accelerated by human use of the area

There is also concern of sedimentation from the gravel access road flowing into the river. Vegetation buffering and stormwater detention may help mitigate the issue.

Parkland Acquisition

Specific areas of natural habitat were highlighted as important to protect from future development. Due to the sensitive nature of the land surrounding the LQRRP, it is unlikely that much of this land is developable, and if it is pursued, environmental regulations/restrictions would apply. Therefore, the need to specifically acquire additional land is not as pressing since this land is not at high risk of being lost to development.

In addition to the sensitive areas, there is the possibility to work with the adjacent land owner to permit the use of additional land for day-use activity north of the Glory Hole on the east side of the river (Figure 9). Due to the challenges with accessing the site, day-use activity in this area would likely be walk-in, without public parking provided.



Figure 9. Potential areas for parkland use agreements, either for conservation or recreation in the natural environment zone.

Park Access

There are several challenges to formalizing pedestrian and vehicular access to the LQRRP for recreational purposes. Access topics include: few formal pedestrian trail access points to the park, insufficient parking and motorized access through the park by ATVs.

Existing formal access is provided on the east side of Meadowood Way Rd (Figure 10). A short section of forest trail leads from a parking lot for 5-8 cars, into Little Qualicum Falls Provincial Park.

The park is also accessed under the hydro corridor on Galvin Place. Motorized and non-motorized uses currently exist in this area. Existing trails meander in and out of the regional park property and would require formal agreement with the adjacent land owner for sanctioned use.

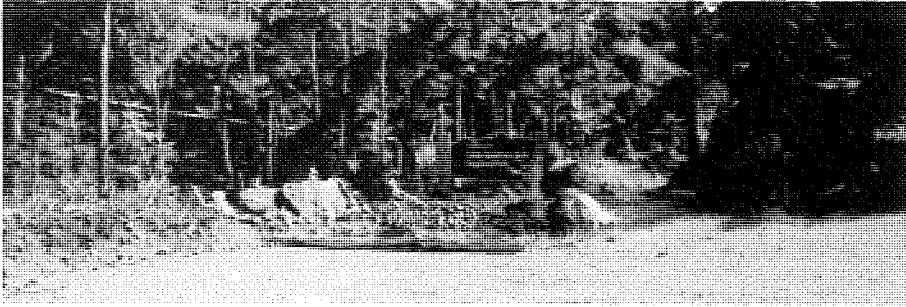


Figure 10. Existing parking lot and trailhead located off of Meadowood Way.

Finally, the private gravel haul road that originates from the end of Corcan Road and Melrose Place allows informal vehicle access to the regional park boundary and river. The road passes through the park at the bridge, by way of easement.

Parking

Community input indicated that the parking lot off Meadowood Way is not big enough for current park use. Expanding the parking lot is limited by adjacent properties.

In terms of high park use areas (near the Glory Hole), it would be desirable to locate parking on the west side of the river near the bridge. This, however, will require looking at the safety requirements of the gravel road to the bridge. In lieu of parking close to the bridge, there is the potential to develop parking at the end of Corcan Rd in the road right of way or on private land, with agreement from Wicklow West. This parking lot would serve weekend park visitors when the gate across the private road is closed. Visitors would have to access the river on foot, along the private access road.

Private Haul Road & Bridge

The private road and bridge originated during the logging activity that occurred on the lands surrounding the LQRRP prior to their purchase by Wicklow West Holdings. During the subdivision process for the Little Qualicum Estates area, the Regional District of Nanaimo acquired the LQRRP, which includes the bridge across the river. Access to the park was not well-planned, however, a Statutory Right of Way (SROW) was put in place to provide parking and public pedestrian access from the end of Corcan Rd to the regional park.

An easement through the park at the bridge location allows for ongoing use of the haul bridge for gravel extraction operations until the gravel operations at Meadowood and Ashling cease (Figure 11). Ozero Sand & Gravel currently controls and maintains the private gravel road from Corcan Rd to Melrose Pl. This road is gated on weekends and during heavy snow or risk of fire (Ozero Sand & Gravel, pers.comm.).

The SROW allows for pedestrian access from Corcan Rd, however, the narrow serpentine gravel road will not accommodate a separate pedestrian route to the river. Safety is the main concern and issue along this road. Should the Regional District wish to provide parking near the river or promote the use of this road by vehicles, an engineering study would be advised to determine required upgrades to the road. Opportunities for trail and parking within SROW will increase in time if/when gravel operations cease, however, access would only be to the river, as the SROW does not encompass private land on east side of river. A separate agreement for access to private lands on the east side of river and an additional engineering study to examine the safety upgrade requirements to the haul bridge safe for pedestrian and/or vehicular crossing would be required.

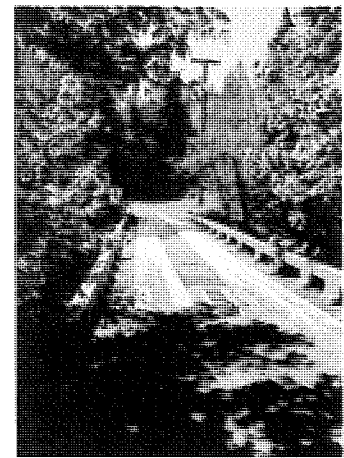


Figure 11. Haul bridge that crosses the river within the LQRRP.

Safety could be somewhat improved if some vegetation clearing could occur along the road within the regional park property on the east side of the bridge. Sight lines are impeded by the current vegetation at the sharp bend in the road.

Emergency Access

Of note is the importance of the haul bridge for emergency access across the river in the case of fire or other emergency. At minimum, pedestrian access across the river at this bridge, or another location, is important to maintain.

The local fire protection coverage for the LQRRP is partly covered by the Dashwood Fire Dept. However, the majority of the park is currently outside local fire protection coverage (Figure 12). Due to proximity, the Meadowood Fire Hall (part of Dashwood Fire Dept.) would likely be first responders to an emergency in the park (Dashwood Fire Dept., pers.comm.)

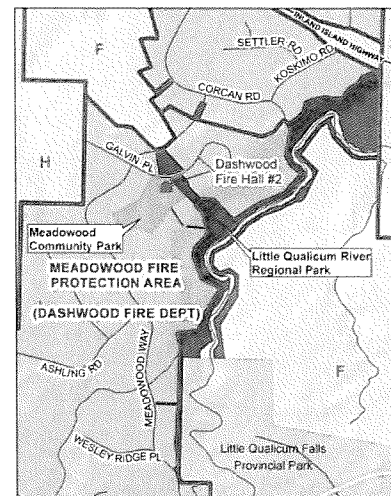


Figure 12. Fire protection coverage around the LQRRP

Trails & Connections

Narrow corridors and steep terrain limit the development of any trails to the river completely within the regional park boundary. To formalize trails from the top of bank to the river will require agreements with adjacent private landowners. One major existing trail is in place and could be formalized through an access agreement (Figure 13).

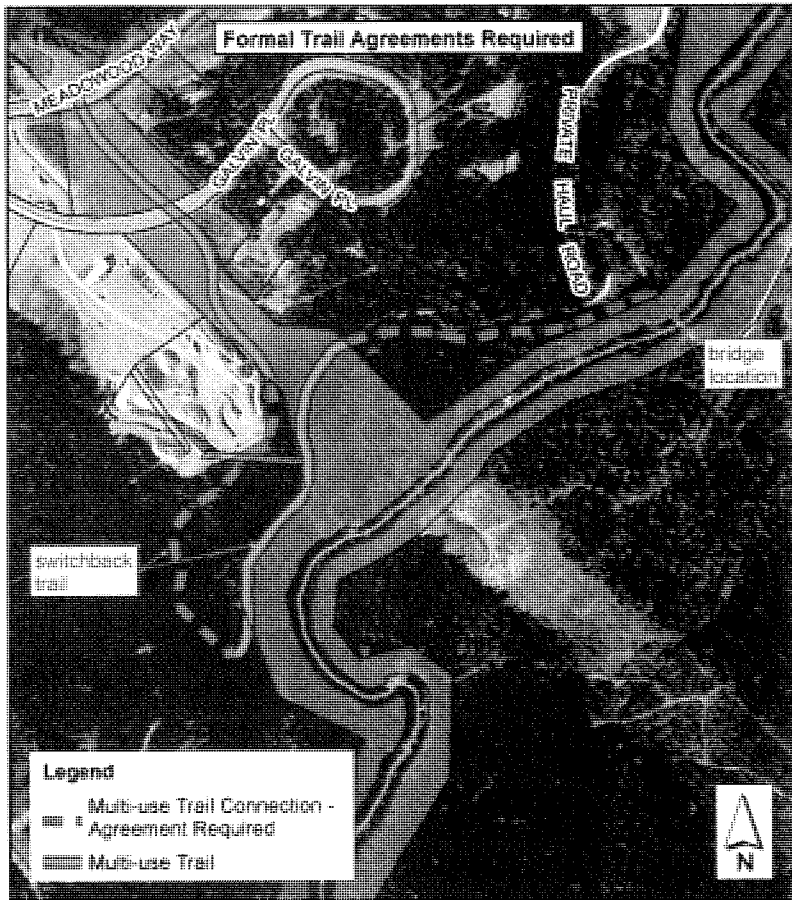


Figure 13. Formal trail agreements required to sanction the use of the switchback trail from the hydro corridor to the bridge.

The community pointed to the current use of a trail within the narrow band of park land that leads south from the Meadowood Way parking lot. This trail has not previously been recognized as a formal park trail, but there is the desire to see it formalized.

The strong desire to see a Conservation Zone designated in and around the park, means that trail development should be limited and should be done with

environmental sensitivity. At the time of future subdivision and development of the Qualicum Estates Village Centre, the RDN could work with the developer to ensure community and park connections are provided along new roads (eg. sidewalks).

Shared Roadways

Another form of community pedestrian connection is along roads. The RDN could work with the Ministry of Transportation and Infrastructure to formalize specific neighbourhood links between local amenities (eg. Meadowood Store, Meadowood Community Park, and LQRRP and the Provincial Park).

ATVs

ATVs and dirt bikes currently frequent the gravel pit site and the hydro corridor off Galvin Place. The only access to and across the river in this area is by way of the private haul road, a secondary trail that meanders in and out of the park boundary, and the haul bridge that crosses within the LQRRP.

ATV access to crown land and other destinations is increasingly compromised by land development (Mid-Island ATV Club, pers.comm.). The current Regional District bylaw does not permit motorized uses within parks. For ATVs to pass through the LQRRP at a designated crossing location (e.g. the bridge) the Regional Board would have to review and amend the Parks Use Bylaw to permit this use in parks. The main implication with permitting this use is accepting the liability for public safety of motorized-vehicle users and other users within the park. A second issue is the interface with private property, and directing motorized-vehicle users from parkland on to private land.

Recreation & Site Amenities

The most common topics for future park use and management as identified through the public engagement process emphasize trails, site amenities such as benches and signage, and ecological restoration including salmon habitat and invasive vegetation removal. It was noted that recreational activities should not coincide with areas of ecological significance, minimizing impacts on the river and the natural ecosystem. Uses such as horseback riding and biking should occur in appropriate areas.

Specific suggested site amenities improvements include:

- Interpretive signs to communicate about wildlife in the area and how to avoid conflicts (cougars, bears) and about regulations specific to fish – need to post fishing regulations if fishing permitted)
- Picnic tables, benches, garbage can, and toilet located in or near natural environment zones and where they will be serviceable for maintenance.

- ⇒ Garbage cans should be wildlife proof (eg. “big belly” garbage cans to reduce maintenance needs)
- ⇒ Consider composting toilet for reduced maintenance needs
- Trail development along the narrow band of regional park land south of Meadowood Way parking area is a high priority
- Multi-use gravel trails and revegetation with native species within the hydro corridor

Shared Uses with Meadowood Community Park

As the adjacent Meadowood Community Park develops, several community amenities will be provided that do not necessarily need to be duplicated within the regional park. Below is a list of uses that the community felt could be shared with the Community Park:

- Washrooms
- Parking
- Bike park

Partnerships & Collaboration

BC Hydro

RDN Parks staff met with BC Hydro to discuss possible recreational opportunities within the right of way. There are a number of compatible uses that could be considered. The main considerations are material use and maintaining set-backs from towers/guy wires (10m requirement), and wires (no closer than 6m), and maintaining access to the towers. Projects that reduce future maintenance for BC Hydro are preferred, such as in kind services of site prep/clearing and control practises to eliminate tall growing tree vegetation or where property owners have current and active invasive weed management programs (Figure 14).

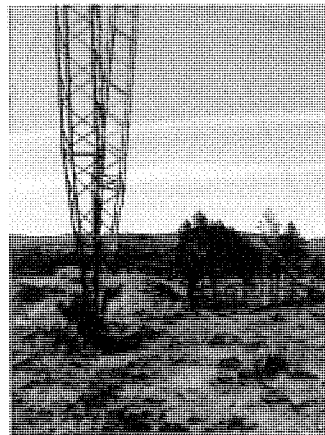


Figure 14. Vegetation in the hydro corridor is a mix of native and non-native invasive species.

Ministry of Transportation & Infrastructure

The MOTI indicated that there are no current plans for development in this area, and that MOTI must continue to retain maintenance access to existing roads and surface drainage infrastructure in regional park land.

The concept of community trail connections on road right of way shoulders would require collaboration with the MOTI.

BCCF & MOE

The BC Conservation Foundation and the Ministry of Environment (formerly Water Land and Air Protection) installed large woody debris at 4 locations in the river within the LQRRP to enhance steelhead habitat in 2004. Future opportunities for habitat enhancement within the river may exist and the RDN should continue to maintain a relationship with the BCCF and MOE regarding fish habitat and the river's health in general.

Adjacent Lands

The regional park is bordered by private residential lands, private development lands, the provincial park to the south, and Island Timberlands to the northeast. The Meadowood Community Park also adjoins the regional park along Galvin Pl.

Residential Interface

Only a small number of large lots currently border the regional park directly. The dry summers of this region pose the risk of fire. Following an Emergency Response Plan for the park, the RDN should communicate the risks and prevention measures to neighbouring landowners. Encroachment, dumping of green or solid waste and tree removal are other topics that may require education and communication with residential neighbours.

Private Development

Environmental and socio-economic factors limit the likelihood of future development around the regional park in the short-term. At the time of subdivision application, RDN Planning and Parks departments will need to discuss desired trail connections and/or park uses with the land owner. Environmentally sensitive areas will also require identification and protection, and development practices should aim to minimize impacts on the watershed and Little Qualicum River.

Island Timberlands

Island Timberlands owns land downstream (northeast) of the LQRRP. No implications due to logging on this land are expected to affect the management of the LQRRP.

Provincial Park

The Provincial Park offers many amenities that the regional park cannot. While these parks are adjacent, trail connections between them is unlikely due to environmental constraints. BC Parks would have to approve future proposals for trail connections in the future.

Community Park

There is the opportunity to pair certain services provided in the Community Park with needs of the regional park users. Collaboration and communication amongst RDN Parks staff will be required to take full advantage of this opportunity.

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Part Five: **Management Plan**

Future management of the LQRRP will be guided by an overarching vision, principles and more detailed management goals and objectives. These foundational elements of the management plan follow and reflect the community input that was received.

Vision

Bordering both sides of the Little Qualicum River, the Regional Park provides protection for a forest and river wildlife corridor within the greater watershed. Recreational activities minimize environmental impact and promote balance between park use and ecological integrity. Open communication encourages partnerships, stewardship, and long-term support for the park's vision.

Management Principles

The following principles provide the basis for requirements or obligations of management, creating the platform from which management goals and decisions arise.

1. A strong commitment to conservation and environmental stewardship will guide management initiatives.
2. Recreational activities within the park will respect natural features and practice a 'leave-no-trace'* code of conduct, protecting the park for all generations.
3. Through education and cooperative management, the RDN, stakeholders, volunteers and other organizations will work collaboratively to achieve park projects.

Principles of Leave No Trace
(refined for the LQRRP)

- ✓ **Plan Ahead and Prepare**
- ✓ **Travel on Durable Surfaces**
- ✓ **Dispose of Waste Properly**
- ✓ **Leave What You Find**
- ✓ **Respect Wildlife**
- ✓ **Be Considerate of Other Visitors**

* Leave No Trace Canada describes a behavioural attitude and ethic about protecting resources and future recreation opportunities (see www.leavenotrace.ca and side bar for more information).

Goals & Objectives

Management of the LQRRP will strive to achieve the following goals by meeting the objectives outlined below.

GOAL	OBJECTIVE
<i>The park's river, forest and shrubland ecosystems are protected and enhanced.</i>	New development in the park avoids locations where environmentally sensitive areas or wildlife use areas are known to exist.
	Protective fencing or barriers may be required to minimize erosion at key locations along trails or the river bank.
	Invasive vegetation is actively controlled by an inventory, removal and monitoring approach.
	Wildlife/Hazard trees are removed only in the event they pose a public safety risk.
	Protection options for adjacent privately-owned environmentally sensitive lands may be considered within the conservation zone.
<i>Outdoor recreation within the park minimizes environmental impact. Park users respect each other and nature.</i>	Public safety is considered above recreational or experiential activities within park development proposals.
	Site furniture is situated to enhance visitor enjoyment and minimize user-conflicts.
	Construction materials are selected to fit with the environment and are locally sourced, when possible.
	Leave-no trace Code of Conduct is expressed on signage and supported by regular park maintenance in day-use/natural environment zones of the park.
	Low-impact, non-motorized, passive activities are supported within the park.
	Interpretive signage, where appropriate, will educate park users about the park.

Potential future trails within park will be developed to limit environmental impacts.

Clear signage informs park visitors of park use regulations and recreational opportunities within the park.

A cooperative management approach enables collaboration on park access, development, stewardship and maintenance activities.

Neighbouring land managers are consulted regarding connections between community, regional and provincial parks and surrounding neighbourhoods.

Steelhead and other fish habitat is protected and enhanced with the collaborative efforts of the BCCF and MoE.

Volunteers are supported in park improvement and stewardship initiatives.

Information about park uses is posted on-line and on signage in the park.

Emergency response procedures are determined in collaboration with the local fire department, BC Forest Service, RCMP and other emergency responders.

Vegetation management within the hydro corridor is achieved through collaboration with BC Hydro.

Community partnerships or in-kind donations may support the development of park furnishings and trails.

Park projects are phased within an implementation strategy that defines capital and operating costs and partnership opportunities.

Policies & Actions

This section presents policies and actions that will guide the management, development and stewardship of the LQRRP over the 2013-2023 year period. Policies and actions are organized under the themes of the management goals. In several cases, the policies touch on more than one goal at a time, but are presented under the goal they most heavily reflect.

Ecosystems are Protected and Enhanced

Policy 1: Park Zoning

Park use zones will be established to manage the LQRRP for both conservation and appropriate recreational activities.

Action 1.1: *Establish and graphically display conservation and natural environment park zones, consistent with those described in the Parks and Trails Master Plan, on park maps and signage.*

Policy 2: Invasive Vegetation

Invasive vegetation within the park will be managed by inventory, removal and monitoring.

Action 2.1: *Develop an invasive species management program that aims to visually survey and map known locations in the park, and prioritize target areas for restoration to limit the spread to other sites in and around the park.*

Action 2.2: *Work with community volunteers and BC Hydro to remove and restore affected areas within the hydro right-of-way. Restored areas should meet BC Hydro's guidelines for planting near power lines.*

Policy 3: Protecting Adjacent Sensitive Lands

The RDN will identify areas of land on both east and west sides of river that could enhance habitat protection and/or recreational opportunities.

Action 3.1: *Communicate adjacent areas of ecological concern that merit protection to the Planning Department.*

Action 3.2: *Work with the developer to identify and secure areas of recreational interest for public use as park or trail, whether through acquisition or use agreement.*

Policy 4: Forest Management

Trails and day-use areas within the park will be monitored annually for hazard trees by operations staff. The majority of the park will be managed as natural forest land with minimal intervention by RDN staff.

Action 4.1: *Staff arborist annually inspects and documents trees of concern located along trails and in day-use areas.*

Action 4.2: *Remove hazard trees only if they pose an immediate threat to park user safety or property. Remaining trees provide wildlife habitat.*

Policy 5: River Management

The RDN will continue to support the work of BCCF and MOE, regarding the steelhead recovery program and other fish habitat enhancement works.

Action 5.1: *Work in collaboration with BCCF and others to support monitoring efforts and to help communicate results.*

Policy 6: Erosion Prevention & Mitigation

The RDN will monitor sections of trail and riverbank for erosion concern. Sedimentation of the river will require immediate attention.

Action 6.1: *Install fencing and stairs to control access at erosion prone area along the river at the Glory Hole location.*

Action 6.2: *Monitor trails for seasonal erosion or erosion due to recreational activities.*

Outdoor Recreational Minimizes Environmental Impact

Policy 7: Code of Conduct

The RDN will employ the “Leave No Trace” code of conduct within the park. Park users will be informed of the Leave No Trace principles on website and print material.

Action 7.1: *Update RDN website to include reference to Leave No Trace Canada for the LQRRP and all regional parks.*

Policy 8: Amenity Development

New recreational amenities will not be located within the conservation zone or other areas of the park that are known to be ecologically sensitive. Development will be concentrated within the Natural Environment zone.

Material selection will be compatible with native materials on site and will be sourced locally, when possible.

Action 8.1: *Install site amenities (picnic tables, signage, parking, portable toilet) at or near formal day-use/swimming areas.*

Action 8.2: *Prior to locating new trails or amenities within the conservation zone of the park, conduct bioinventory research to determine the appropriate siting of park amenities or trails.*

Policy 9: Park Access

Vehicular access/parking for the LQRRP will be provided as shared parking with the Meadowood Community Park, including the development of a trail connection from the community park to the regional park within the hydro corridor.

Vehicular parking specifically for the LQRRP will be limited to the end of Corcan Rd until a time when the road is upgraded to safety standards. Vehicle access and use of the private haul road is controlled by Wicklow West and Ozero. Liability associated with the road is also their responsibility. If the road was upgraded and vehicle access was legally granted, the RDN could explore the possibility of locating parking on the west side of the river within the SROW.

Pedestrian access from Corcan Rd to the park is legally possible within the SROW, however, since it is unsafe to have pedestrians and vehicles using the road at the same time, the RDN needs to ensure due diligence. Due to safety conflicts with active gravel trucks, the private haul road will be available for pedestrian access only on the weekends, when the gate at the end of Corcan Rd is closed.

Sanctioned use of the haul bridge (for pedestrians and emergency vehicles) would also require an engineering study and recommended upgrades to the bridge. The RDN could not provide for general vehicular access across the bridge without securing legal use of the private haul road on the east side of the river. Therefore, use of the bridge would be limited to pedestrians and emergency vehicles.

Action 9.1: *Formalize shared parking and a trail connection with the Meadowood Community Park.*

Action 9.2: *Work with MOTI or developer to formalize and install parking at the end of Corcan Rd.*

Action 9.3: *Maintain contact with Wicklow West and Ozero regarding the status of the haul road and associated controls.*

Action 9.4: *Pending the improvement of the road, look at developing additional parking with signage on the west side of the river near the bridge.*

Action 9.5: *Commission an engineering study to assess required safety upgrades to the haul bridge for safe pedestrian and emergency vehicle crossing to the remainder of the regional park on the east side of the river. The implementation of any upgrades will depend on the outcomes of the study.*

Policy 10: Trails & Shared Roadway Connections

The RDN will pursue agreements with the adjacent private land owner and the MOTI to formalize trails or roadway connections to and around the regional park.

Future development will present an opportunity for new roadway connections that should be explored with the Planning Dept and the developer at the time of subdivision application. This opportunity will provide an alternate route to a direct connection to the provincial park and will avoid new trail connections in sensitive lands.

Action 10.1: *Formalize a use agreement for the switchback trail that leads from the Hydro corridor, south on private land and turns back into regional park land, with the adjacent private land owner (Wicklow West).*

Action 10.2: *Formally recognize and upgrade if required, the existing trail within regional park land that heads south from the Meadowood Way parking lot.*

Action 10.3: *Work with Planning, future development, and MOTI to formalize roadway linkages (sidewalks) along new roads to the regional park.*

Action 10.4: *Work with MOTI to formalize shared roadway connections that support the overall Regional Parks and Trails Master Plan, including local connections between regional, community and provincial parks and other community amenities (eg. Meadowood Store).*

Policy 11: River Access

River access will be provided at specific locations within the Natural Environment zone. Signage will inform park users of the risks of recreating near water and will encourage proper precautions to avoid injury.

Action 11.1: *Formalize pedestrian trails to river access points, on both the east and west sides, within the natural environment zone of the park.*

Policy 12: Signage

Interpretive, regulation and directional signage will be installed to inform users about the park.

Action 12.1: *Install signage in the Corcan Rd parking lot informing visitors that the haul road to the river is only safe for pedestrian use when closed to vehicles. Signage indicating the length of the road/trail and its steepness should also be provided.*

Action 12.2: *Install interpretive signage at key points within the park: day-use areas, restoration sites, etc.*

Action 12.3: *Provide clear messaging about 'Leave No Trace' on park information material and signage.*

Action 12.4: *Install directional signage, small maps and regulatory signage at all trailheads and trail junctions, as well as type of trail and recreational uses permitted.*

Policy 13: Motorized Vehicles

ATV use in the area surrounding the LQRRP is prominent. Motorized vehicles (ATVs, dirt bikes) are not permitted within regional parks under the current Parks Use Bylaw. Given the strong interest for this use within the immediate community, the RDN will look to ways it can support the ATV community specifically around the LQRRP (eg. providing designated staging areas/parking for ATV users), acknowledging however, that such use will bring forth liability and safety management concerns and will set a precedent for other regional parks, that the Regional Board will have to consider.

Action 13.1: *Seek further direction from the Regional Parks and Trail Select Committee on the topic of ATV access through and/or staging areas at the LQRRP specifically.*

Policy 14: Pets

Pets must be under their owner's control at all times in the park.

Policy 15: Camping

Camping/camp fires were observed in the regional park. Camping is only permitted in designated campground parks (Descanso Bay, Horne Lake). Due to extreme fire risk in the summer months and emphasis on conservation management, camping and campfires will not be supported at the LQRRP.

Cooperative Management & Collaboration

Policy 16: Utility Corridor

The RDN will work with BC Hydro to restore and develop trail within the Hydro Corridor.

***Action 16.1:** Refer to BC Hydro documents: Rights-of way guidelines for compatible uses, and; Planting Near Power Lines, when planning/designing the area within the ROW.*

***Action 16.2:** Notify BC Hydro at least 1-year before desired works to plan for possible cost-sharing opportunities.*

Policy 17: Emergency Response

The RDN will coordinate with the Dashwood Fire Dept., the Coombs-Hilliers Fire Dept., the BC Forest Service Wildfire Management Branch, the RCMP and other emergency responders to prepare an Emergency Response Plan for the park (including fire-related concerns).

***Action 17.1:** Develop an Emergency Response Plan for the Regional Park in collaboration with the organizations noted above.*

***Action 17.2:** Implement and enforce temporary trail closures and/or smoking bans as necessary during peak fire season.*

Policy 18: Stewardship

The RDN will continue with existing and seek new opportunities to partner with other organizations and volunteer groups to assist with management and/or operational tasks in the park.

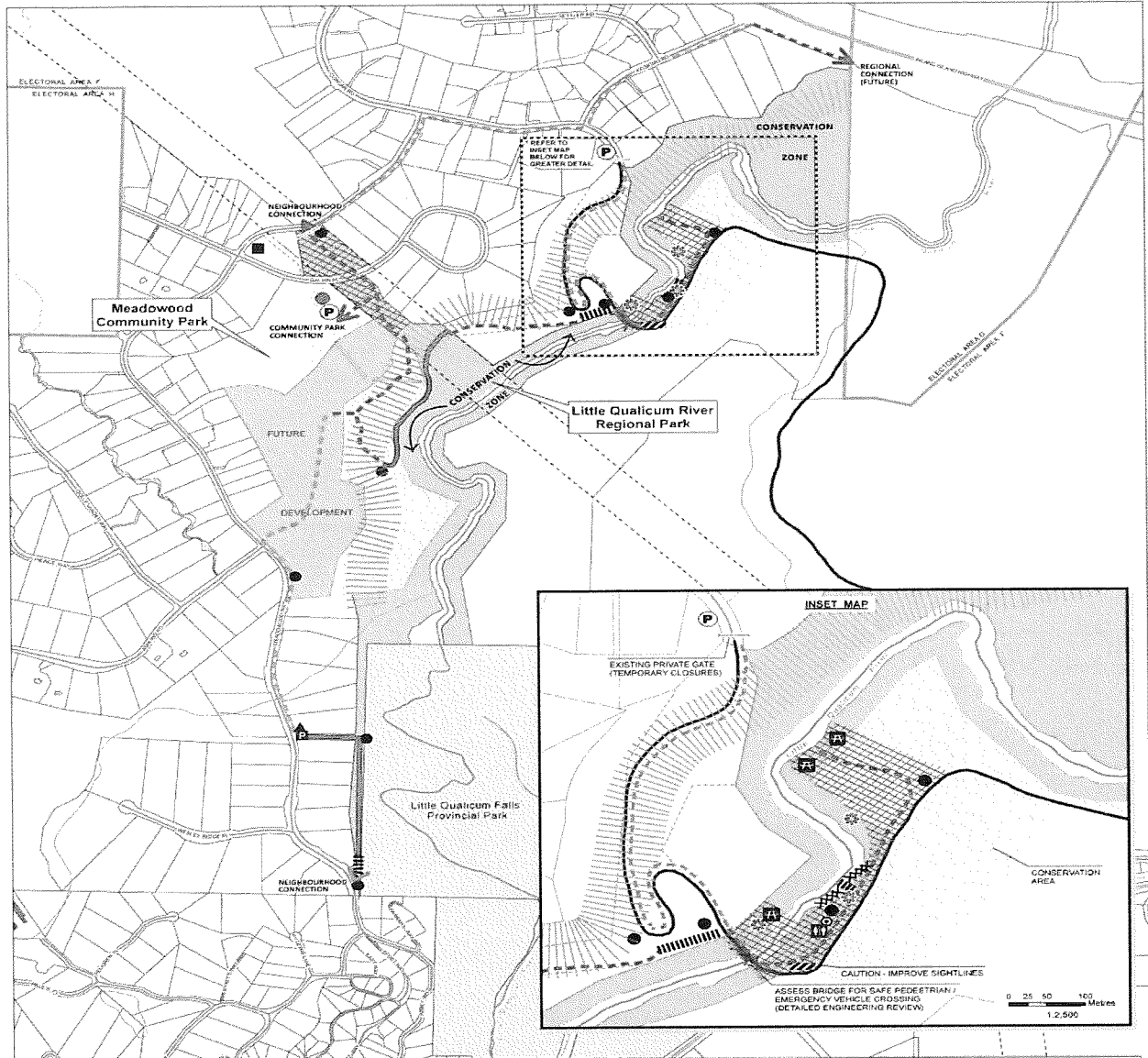
Action 18.1: Consider establishing a park warden program or stewardship group ('Friends of Little Qualicum River Regional Park') should the demand exist.

Action 18.2: Work with BC Hydro monitor the regeneration of native vegetation within the Hydro Corridor.

Conceptual Master Plan

The schematic Conceptual Master Plan for the future development of the LQRRP follows.

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REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

Little Qualicum River Regional Park Conceptual Master Plan

Legend

<p>Existing Trails & Amenities</p> <ul style="list-style-type: none"> Regional Park Trail Haul Bridge Parking Park Entry Sign <p>Proposed Regional Park Zones</p> <ul style="list-style-type: none"> Conservation Zone Natural Environment Zone Potential Parkland Use Agreement for Conservation Zone Potential Parkland Use Agreement for Natural Environment Zone 	<p>Proposed Trails & Amenities</p> <ul style="list-style-type: none"> Multi-use Trail Connection Shared Roadway Connection Weekend Pedestrian Access / When Gate Closed Day Use Area / River Access Caution Signage / Improve Sightlines Stairs Park Sign Fence Portable Toilet Picnic Table Garbage Can Vehicle Parking 	<p>Surrounding Lands</p> <ul style="list-style-type: none"> Community Park Provincial Park Future Residential Development Private Land Crown Land Electoral Area Boundary Steep Slope Private Haul Road Private Gate Easement / ROW Hydro Corridor Watercourse Road Highway E & N Railway Meadowood Firehall Meadowood Convenience Store
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Part Six: Implementation Plan 2013-2023

Little Qualicum River Regional Park
2013-2023 Management Plan

Part Six: Implementation Strategy 2013-2023

The anticipated costs to implement the actions outlined within this plan amount to \$99,500 for capital development and related studies. This value reflects an approximate estimate and is not a guaranteed cost figure. Cost estimates will be refined as detailed designs are prepared.

Goal Category:

REC - Recreation, ENV - Environmental Protection, COL - Collaboration

Project Codes:

CAP - Larger Capital Projects, DEV - Smaller park development projects, identified within park-specific budgets, OPP - General operational items and maintenance within parks, MGT - Planning, Legal, Research, Bylaw related projects.

The expected additional operational cost to implement this plan is in the order of \$4,500/year at build out.

Priority Projects Sort by Priority, then Project Code	Goal Category	Project Code	Priority	Year											Cost Estimate	Participation	Budget Notes		
				2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023					
Action 10.2: Formally recognize and upgrade if required, the existing trail from the Meadowood Way parking lot.	REC	CAP	1														\$1,000	RDN Staff	
Action 1.1: Establish and display conservation and natural environment park zones on park maps and signage.	ENV	MGT	1														\$0	RDN Staff	
Action 3.1: Communicate adjacent areas of ecological concern that merit protection to the Planning Dept.	ENV	MGT	1														\$0	RDN Staff	
Action 3.2: Work with the developer to identify and secure areas of interest for recreational park use.	ENV	MGT	1														\$0	RDN Staff	
Action 8.2: Prior to locating trails/amenities in conservation zone, conduct bioinventory to determine siting.	REC	MGT	1														\$4,000	Consultant services	Staff time to oversee/coordinate.
Action 6.1: Install fencing and stairs to control access around erosion prone area along river at Glory Hole.	ENV	CAP	2														\$7,500	Consultant & RDN Staff	(\$2,500 included for consultant design services (1 required))
Action 10.1: Formalize a use agreement for the switchback trail with the adjacent private land owner.	REC	MGT	2														\$0	RDN Staff	
Action 9.1: Formalize shared parking and a trail connection with the Meadowood Community Park.	REC	CAP	2														\$15,000	Contractor & RDN Staff	
Action 13.1: Seek further direction from the RPTSC on the topic of ATVs through staging areas at the LQRFP.	REC	MGT	3														\$0	RDN Staff	
Action 10.3: Work with Planning, etc. to formalize linkages (sidewalks) along potential new roads to regional park.	REC	MGT	2														\$0	RDN Staff	
Action 2.1: Develop an invasive species management program and prioritize target areas for restoration.	ENV	MGT	2														\$8,300	Consultant services	Staff time to oversee/coordinate.
Action 17.1: Develop Emergency Response Plan for the Regional Park in collaboration with appropriate organizations.	ENV	MGT	2														\$0	RDN Staff	
Action 12.4: Install directional and regulatory signage at all trailheads and trail junctions.	REC	CAP	3														\$2,000	RDN Staff	
Action 8.1: Install site amenities (picnic tables, signs, parking, toilet) at/near formal day-use/swimming areas.	REC	CAP	3														\$10,000	Contractor & RDN Staff	
Tally: High Priority Projects (Year 1-3)													\$49,500						
Action 5.2: Work with MOTI or developer to formalize and install parking at the end of Corcan Rd.	REC	CAP	4														\$5,500	Contractor & RDN Staff	
Action 12.1: Install signage at Corcan Rd parking lot about timing of haul road use and safety for pedestrians.	REC	CAP	4														\$500	RDN Staff	
Action 5.5: Commission an engineering study to assess safety upgrades to the haul bridge.	REC	MGT	4														\$15,000	Consultant	Staff time to oversee/coordinate.
Action 16.1: Refer to BC Hydro documents when planning/designing the area within the ROW.	COL	MGT	4														\$0	RDN Staff	
Action 16.2: Notify BC Hydro at least 1-year before desired works to plan for possible cost-sharing opportunities.	COL	MGT	4														\$0	RDN Staff	
Action 8.4: Pending improvement of the road, look at developing additional parking on the west side of the river.	REC	CAP	5														\$8,000	Contractor & RDN Staff	
Action 11.1: Formalize pedestrian trails to river access points within the natural environment zone of park.	REC	CAP	5														\$5,000	Contractor & RDN Staff	
Action 2.2: Work with volunteers and BC Hydro to remove and restore affected areas within the hydro ROW.	ENV	OPP	5														\$2,000	BC Hydro, Volunteer Support	Cost-sharing in kind support. Staff time to oversee/coordinate.
Action 12.2: Install interpretive signage at key points within the park, day-use areas, restoration sites, etc.	REC	CAP	6														\$5,000	RDN Staff	
Action 12.3: Provide clear messaging about 'Leave No Trace' on park information material and signage.	REC	CAP	6														\$0	RDN Staff	
Action 10.4: Work with MOTI to formalize shared roadway connections for regional trail linkages.	REC	MGT	7														\$5,000	MOTI & RDN Staff	
Action 18.1: Consider establishing a park-specific stewardship group should the demand exist.	COL	MGT	8														\$0	RDN Staff	
Tally: Medium to Low Priority Projects (Year 4-10)													\$46,000						
Action 6.2: Monitor trails for seasonal erosion or erosion due to recreational activities.	COL	OPP	On-going														\$0	RDN Staff	
Action 5.1: Work with BCCF and others to support monitoring efforts and to help communicate results.	ENV	MGT	On-going														\$0	RDN Staff	
Action 1.1: Update RDN website to reference Leave No Trace principles of conduct.	REC	OPP	As needed														\$500	RDN Staff	
Action 3.3: Maintain contact with Wicklow West and Ozera regarding the status of the haul road.	REC	MGT	On-going														\$0	RDN Staff	
Action 10.2: Work with BC Hydro to ensure ongoing monitoring of native vegetation within the Hydro Corridor.	COL	MGT	On-going														\$1,000	BC Hydro & RDN Staff	
Action 1.1: Staff arborist annually inspects and documents trees of concern along trails and in day-use areas.	ENV	OPP	On-going														\$0	RDN Staff	
Action 2: Remove hazard trees only if they pose an immediate threat to park user safety or property.	ENV	OPP	On-going														\$2,500	Contractor services	Staff time to oversee/coordinate.
Action 17.2: Implement/enforce temporary trail closures/smoking bans as necessary during peak fire season.	ENV	OPP	On-going														\$500	RDN Staff	
Ongoing Projects (Annually or As-needed Basis)													\$4,500						
Approximate Expected Plan Implementation Costs													\$99,500						

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http://www.bcrpa.bc.ca/about_bcrpa/documents/Trends.pdf

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Personal Communications:

Mid-Island ATV Club, pers.comm. Linda Owens, May 14, 2012.
Wicklow West Holdings and Timberlake Jones Engineering, pers.comm. Wally Campbell, John Garkut, May 15, 2012.
BC Parks, pers.comm. Sharon Erickson, Drew Chapman, May 29, 2012.
BC Hydro, pers.comm. Ray Read, Chris MacNeal, May 28, 2012.
Ozero Sand & Gravel, pers.comm. Dennis Ozero, May 29, 2012.
Dashwood Fire Dept. pers.comm. Nick Acciavatti, Harvey Twidale, June 19, 2012.
BCCF, pers.c omm. James Craig, April 28, 2012.
MOTI, pers.comm. Bob Wiley, March 7, 2012.

Appendices

APPENDIX A: Environmental Overview of Little Qualicum River Regional Park
(Ursus Environmental, August 2011)

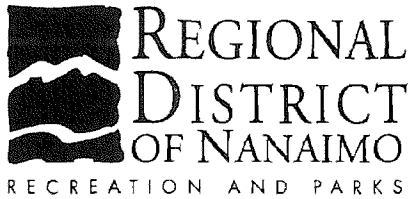
APPENDIX B: Community Engagement Summaries

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Appendix II:

Little Qualicum River Regional Park Management Plan 2013-2022

Implementation Plan



RDN REPORT		##
CAO APPROVAL		
EAP		
COW		
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RHD		
BOARD		
RPTSC		

MEMORANDUM

TO: Wendy Marshall
Manager of Parks Services

DATE: November 23, 2012

FROM: Margaret Paridaen
Regional Parks Planner

FILE:

SUBJECT: Moorecroft Regional Park Management Plan

PURPOSE

To review and approve the Moorecroft Regional Park Management Plan.

BACKGROUND

Moorecroft Regional Park (MRP) is located in Nanoose Bay, approximately 8 km east of the City of Parksville. The site is approximately 34.4 ha (85 acres) in total area and is located at the northern terminus of Stewart Road. The park is bordered by the Strait of Georgia (Salish Sea) to the east, crown land, currently under a woodlot lease to the south, and residential development to the north and west.

Prior to its designation as a Regional Park, the Moorecroft property served for 77 years as a camp; first as an all-girls camp, originally developed by Ms. Gertrude Moore in 1934, and then from 1955, as a summer camp operated by the United Church of Canada. Moorecroft Camp was named after Ms. Moore's family homestead in Ontario and eventually became a year-round camp rentable for retreats and field courses by schools and community groups. Following financial difficulties, the United Church began exploring options for sale of the property in 2010.

In March of 2011, the Regional District of Nanaimo (RDN) acquired Moorecroft Regional Park. As a condition of sale, the United Church of Canada placed a Conservation Covenant on the property with the Nature Conservancy of Canada (NCC), protecting over 90% of the park for ecological conservation.

The MRP Management Plan process was carried out between September 2011 and August 2012. Consultants O2 Planning and Design were retained to support the RDN in the production of the management plan, including all stakeholder and public engagement. The plan will guide management, development and operations of the Park over the next 10 years (2012-2022).

PUBLIC AND STAKEHOLDER CONSULTATION IMPLICATIONS

Public input was received throughout the MRP Management Plan by way of three Open House sessions, three surveys (two of which were offered as on-line postings), an interactive park mapping program, website updates, select stakeholder interviews and email and phone correspondence with stakeholders and interested members of the public. The project was overseen by an Advisory Committee composed of the Electoral Area E Director, two representatives from the Regional Parks & Trails Advisory Committee (now Select Committee), a representative from both the Nature Conservancy of Canada and The Nature Trust of British Columbia, and the Chief of the Snaw-Naw-As (Nanoose First Nation).

The first Public Open House was held on October 22, 2011 with 100 in attendance. The concurrent survey received 74 responses. A total of 8 stakeholder interviews were also conducted during the first round of public engagement. The focus of the session was to obtain input, information, and ideas on existing park uses, preferred management direction and an overall vision for the Park.

The second Public Open House was held on February 11, 2012 had 120 people attending. The purpose of the session was to receive input on a preferred Park Concept Design Scenario as well as to confirm the proposed vision, goals and principles for the Management Plan. The online map editor tool allowed respondents to interactively identify what they liked and disliked about different elements proposed in the Park Concept Design scenarios; 88 entries were received. The online survey received 65 responses.

There was a strong voice for more reference to traditional uses of the land by First Nations, and the potential cultural educational aspects that could be incorporated into the park. Further discussion with the Snaw-Naw-As Chief revealed the concept for a Long House Learning Centre in the park. The purpose of the Long House would be to provide a learning centre for Snaw-Naw-As traditions and to promote cultural and environmental values to all park visitors. This concept was presented at the third Public Open House.

The third Public Open House was held on June 16, 2012 at Kennedy Lodge and had 58 in attendance. The purpose of the session was to receive feedback on the draft Moorecroft Regional Park Management Plan. The final survey, available at the Open House and online, received 20 responses.

DISCUSSION

Throughout the consultation process, there was agreement among stakeholders and the public that the park should be preserved for day-use activities only, with a strong emphasis on ecological preservation, while providing opportunities for ecological and cultural learning for all visitors. The majority of feedback supported a simple, low impact approach with key amenity improvements. The Long House concept was well received, as was support for the removal of most of the existing buildings.

The topic of dogs in the park was prevalent throughout the planning process, with input ranging from wanting dogs allowed off-leash to not wanting dogs permitted in the park at all. For reasons of environmental protection and respect and safety of all park users, the final plan recommends that dogs be kept on-leash in the park at all times.

Guided by the vision and input received through public consultation, 18 high priority, 11 medium to low priority and 11 on-going capital and operational actions are identified in the Implementation Plan (Appendix 1). An additional 11 action items were identified as 'optional.' While the optional items

appear on the final Concept Plan in the Management Plan document (Appendix 2) for the park, they are not integral to the overall park function and can be considered for construction/addition as the need arises. Some of the action items are achievable by RDN staff, where others will require partnerships, volunteers, or external participation from consultants or contractors.

Major high priority implementation actions include:

- Planning for and demolishing existing buildings/facilities (Stringer Hall, Wood Shed, Splash Houses, Director's Cabin, 14 Cabins, and Light Standards).
- Developing a feasibility plan for the Long House / Learning Centre Concept with Nanoose First Nation.
- Developing and implementing an interpretive signage program for the park (both ecological and cultural aspects).
- Upgrading and maintaining Kennedy Lodge (new windows, flooring surface, light fixtures, paint, hand rails, front doors, exit and emergency lights, and furnace ducts).

Major ongoing/yearly implementation actions include:

- Facilitating a Moorecroft Regional Park Partnership Forum with key representatives from community, stakeholder and partner groups.
- Exploring options for private donations in accordance with future RDN policy on memorial benches/commemorative giving.

ALTERNATIVES

1. The Moorecroft Regional Park Management Plan be approved as presented.
2. The Moorecroft Regional Park Management Plan not be approved and alternative direction be provided.

FINANCIAL IMPLICATIONS

As noted in the Implementation Plan, over the next 10 years an estimated \$725,075 will be required to accomplish the high, medium, low and on-going action items. Included in this estimate are contingencies for design fees (10%) and construction (20%). The Optional items listed in the implementation plan are estimated to cost \$1,277,770 (including contingencies).

The cost estimate represents the total amount to implement the built infrastructure and facilities but does not include costs for ongoing park maintenance, programming and planning. Based on average operational expenditures over the last year for the park, staff has estimated that \$30,000 is required to maintain the ongoing and high priority projects each year (Appendix I). Operational requirements will be re-assessed at the time additional capital projects are considered for implementation. It can be expected that as additional projects are implemented, the operational costs will increase concurrently.

In general, management plan implementation costs will be reassessed on a year by year basis. Funding for development projects and administrative activities will come from the Regional Parks Budget. It can be expected that in-kind support is provided for the implementation of some of the action items (e.g. vegetation restoration), and that funding support through partnerships and grants will be required to implement large capital projects such as the Long House.

SUSTAINABILTY IMPLICATIONS

The vision and goals of the Management Plan emphasize the protection and enhancement of Moorecroft Regional Park’s environmental features, as defined by the Conservation Covenant, while providing opportunities for recreation and education throughout the park. More active recreational opportunities and facility programming will occur within the Development Zone of the park.

Actions outlined in the plan strive to achieve this balance by working in collaboration with partnering organizations (the NCC and Snaw-Naw-As) and the community. The cultural and natural history of the park will form the basis for future interpretive and educational programs, ranging from traditional First Nations use to the more recent historic Moorecroft Camp and acquisition as regional parkland.

Future economic benefits to the community can be expected as the park gains in popularity and further amenities and facilities are developed as described in the plan. In looking at a feasibility study for the Long House concept, there will be the opportunity to explore revenue-generation/eco-tourism opportunities with the First Nation communities who are involved.

SUMMARY

The MRP Management Plan process was carried out over one year from September 2011 to August 2012. The Management Plan is intended to guide park development and operations from 2012 to 2022 and includes a vision and policies that will assist staff in achieving the management goals described in the plan. Specific actions outline the 10-year management program for MRP and reflect the importance of conservation and education in the park, and the need to continue to work with partners to help bring the plan to fruition.

The Implementation Plan to accomplish the high, medium, low and on-going action items over the next 10 years is estimated at \$725,075 and the optional items are estimated at \$1,277,770 including contingencies. An additional \$30,000 will be required each year to maintain new facilities.

It is recommended that the management plan be approved as presented as it will serve as a guiding document in the development of this Regional Park.

RECOMMENDATION

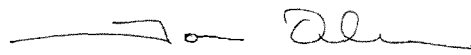
That the Moorecroft Regional Park Management Plan be approved as presented.



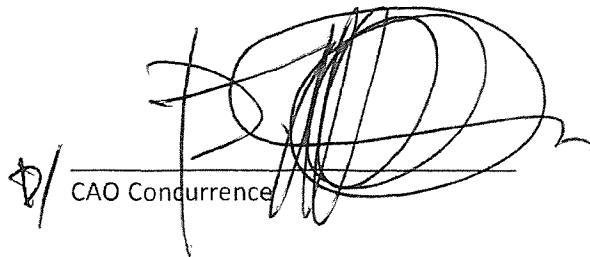
Report Writer



Manager Concurrence



General Manager Concurrence



CAO Concurrence

Appendix I:

Implementation Plan

Management				
Action	Goal	Year	Cost	Responsibility
Phase 1: High Priority (1-3 years)				
Plan for demolition of existing facilities, including: Stringer Hall, Wood Shed, Splash Houses, Director's Cabin, Cabins (14), Light Standards	Visitor safety + management	1	Staff time	RDN + Contractor
Develop feasibility plan for the Long House with Snaw-Naw-As (Nanoose First Nation)	Outdoor recreation, active	1	Staff time	RDN, NFN + Consultant
Develop emergency response plan, including fire risk plan	Visitor safety + management	1	Staff time	RDN
Explore feasibility of off-leash opportunities in woodlot south of park	Visitor safety + management	1	Staff time	RDN + Crown Woodlot
Develop a Garry Oak ecosystem recovery plan/Conduct invasive plant inventory	Ecological protection	1	\$1,000	RDN, GOERT + partners
Assess amphibian habitat at trail and road crossings	Ecological protection	1	Staff time	RDN
Install boardwalks at key locations/along sensitive areas of trails	Ecological protection	1	\$20,000	Contractor - COMPLETED
Assess and install water level control at Skipsey Lake	Ecological protection	1	\$2,000	RDN + Contractor
Construct split rail fence at Vesper Point	Ecological protection	1	\$19,250	RDN
Demolish buildings as per the schedule identified in the demolition plan	Visitor safety + management	1	\$121,000	RDN + Contractor
Demolish and remove existing light standards	Visitor safety + management	1	\$1,000	RDN + Contractor
Site amenity improvements: • Dog waste bag dispensers • Large wildlife-proof garbage container and small containers (5) • Bike racks • New benches (7) and new picnic tables (5) • Outdoor recreation, active living + learning	Outdoor recreation, active living + learning	1	\$10,000	RDN + Future RDN Donation Program
Upgrade and maintain Kennedy Lodge	Visitor safety + Management	1	\$60,000	RDN + Contractor
Develop and implement signage program for park usage: • Dog management signage • Signs at undesignated trail access points/park boundary • New way-finding signage and maps • Park kiosk and information signage	Outdoor recreation, active living + learning	1+2	\$18,000	RDN + Contractor
Explore park entry along northern and western boundaries and secure ROW if necessary	Outdoor recreation, active living + learning	2	Staff time	RDN, MOTI, adjacent community
Develop and implement interpretive signage program: Ecological and cultural interpretive signage + website	Outdoor recreation, active living + learning	3	\$15,000	RDN + Consultant
Renew foreshore lease for Block A, Lot 249	Ecological protection	3	Staff time	RDN + NFN
Secure Foreshore lease for Second Bay	Ecological protection	3	Staff time	RDN + NFN
SUBTOTAL HIGH PRIORITY CAPITAL EXPENDITURES			\$267,250	

Phase 2: Low Priority (4-10 years)				
Management				
Action	Goal	Year	Cost	Responsibility
Secure northern ROW as ecological buffer	Ecological Protection	4	Staff time	RDN + MOTI
Develop regional trail connections to the south + east of Moorecroft Regional Park	Outdoor recreation, active living + learning	4	Staff time	RDN, Crown + MOTI
Upgrade and maintain Caretaker's House: • New windows • Closet doors	Visitor safety + Management	5	\$15,000	RDN
Assess parking lot and upgrade if needed	Outdoor recreation, active living + learning	6	\$157,500	RDN + Contractor
Design and construct Long House	Outdoor recreation, active living + learning	6 ¹	Funding through partnerships and grants	RDN + Partners
Design and construct entry feature	Outdoor recreation, active living + learning	7	\$12,500	RDN + Contractor
Construct park operations storage shed	Visitor safety + Management	7	\$25,000	RDN + Contractor
Design and construct new day use/picnic shelter at Stringer Hall location	Outdoor recreation, active living + learning	7	\$28,000	RDN + Contractor
Construct recognition and donor wall	Community engagement + stewardship	8	\$12,500	RDN + Contractor
Upgrade and maintain Boat House: • New Roof • New floor/extra support • New sliding door and entrance door securement • Depending on future use - redesign inside and add electrical	Visitor safety + Management	8	\$35,000	RDN
Develop plan for future of Ms. Moore's Cabin	Outdoor recreation, active living + learning	2	Staff time	RDN + Parks Forum
SUBTOTAL LOW PRIORITY CAPITAL EXPENDITURES			\$285,500	

¹ Timing dependent on funding; could occur sooner than Yr.6

Ongoing, Yearly Operational and/or Capital works				
Management				
Action	Goal	Year	Cost	Responsibility
Monitor and enforce on-leash policy	Visitor safety + management	On-going	Staff time	RDN
Monitor visitor satisfaction	Outdoor recreation, active living + learning	On-going	Staff time	RDN
Continue ecosystem monitoring program with NCC	Ecological protection	On-going	Staff time	RDN + Partners
Facilitate Moorecroft Regional Park partnership forum (yearly meeting)	Community engagement + stewardship	On-going	Staff time	RDN + Partners
Supplementary nest box program at Skipsey Lake	Ecological protection	On-going	Staff time	RDN + Partners
Deliver public guided interpretive tours	Outdoor recreation, active living + learning	On-going	Staff time	RDN + Partners
Monitor the development and condition of informal trails	Outdoor recreation, active living + learning	On-going	Staff time	RDN
Maintain science research partnerships when interest arises	Ecological protection	On-going	Staff time	RDN + Partners
Explore options for private donations in accordance with future RDN policy direction	Community engagement + stewardship	On-going	Staff time	RDN
Invasive plant management throughout park; restoration planting within Development Zone	Ecological protection	On-going	In-kind	RDN + Volunteers
Implement surface water controls along trails and roads	Visitor safety + management	On-going	\$5,000	RDN + Contractor
SUBTOTAL ONGOING CAPITAL EXPENDITURES			\$5,000	
TOTAL CAPITAL EXPENDITURES (High, Med, Low and Ongoing)			\$557,750	
Contingency: 10% Design Fee 20% Construction			\$167,325	
TOTAL CAPITAL EXPENDITURES + CONTINGENCY			\$725,075	

Optional/assessed yearly based on operational needs				
Action	Management Goal	Year	Cost	Responsibility
Prepare detailed site servicing plan	Outdoor recreation, active living + learning	2	Staff time	RDN + Consultant
Construct barrier-free trails	Outdoor recreation, active living + learning	4	\$262,500	RDN + Contractor
Design and construct new boardwalk at Skipsey Lake	Ecological protection	5	\$94,400	RDN + Contractor
Design and construct natural playscape	Outdoor recreation, active living + learning	5	\$40,000	RDN + Contractor
Design and construct new day use / picnic shelters (2)	Outdoor recreation, active living + learning	6	\$56,000	RDN + Contractor
Design and construct pavilion in meadow	Outdoor recreation, active living + learning	7	\$140,000	RDN + Contractor
Implement plan for future Ms. Moore's cabin	Visitor safety + Management	7	\$15,000	RDN + Contractor
Design and construct new splash house, if required	Outdoor recreation, active living + learning	7	\$100,000	RDN + Contractor
Assess and widen entry road, if required	Visitor safety + management	8	\$85,000	RDN + Contractor
Install new waterline to Meadow, if required	Visitor safety + Management	8	\$125,000	RDN + Contractor
Upgrade electrical service, if required	Visitor safety and Management	8	\$65,000	RDN + Contractor
SUBTOTAL OPTIONAL CAPITAL EXPENDITURES			\$982,900	
TOTAL OPTIONAL CAPITAL EXPENDITURES			\$982,900	
Contingency: 20% Design Fee + 20% Construction			\$294,870	
TOTAL OPTIONAL CAPITAL EXPENDITURES + CONTINGENCY			\$1,277,770	

Expected Operational Costs for High Priority and Ongoing Capital Projects			
Operational Action	Year	Cost	Responsibility
Building repair/maintenance (including septic tank service)	Yearly	\$10,000	RDN + Consultant
General repair/maintenance (including toilet, gravel, trees, invasive)	Yearly	\$15,000	RDN
Electricity/water/propane	Yearly	\$5,000	RDN + Contractor
SUBTOTAL YEARLY OPERATIONAL EXPENDITURES		\$30,000	

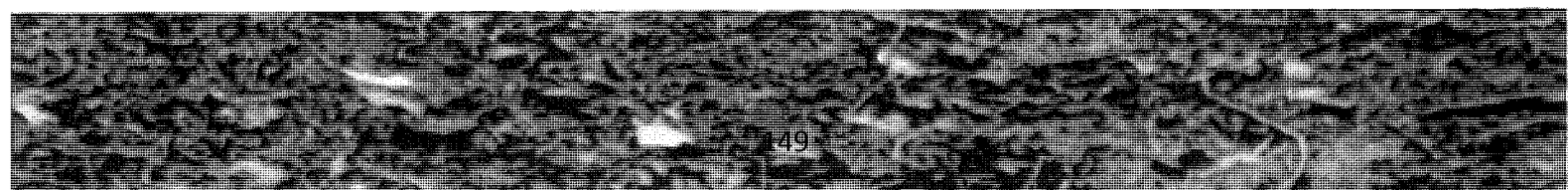
Appendix II:

Moorecroft Regional Park Draft Management Plan



Moorecroft Regional Park Management Plan: 2012-2022 Volume One

September 2012



DRAFT

ACKNOWLEDGEMENTS

The Moorecroft Regional Park Management Plan (2012 – 2022) is the result of collaborative efforts by the residents of the Regional District of Nanaimo, Snaw-Naw-As (Nanoose First Nation), partnering organizations, Regional District staff, the Moorecroft Regional Park Advisory Committee and the project team from O2 Planning and Design.

We wish to extend a great debt of gratitude to all those individuals and organizations that provided invaluable vision, critiques and input into the planning process. Our collaborative efforts have generated a plan that will continue the legacy of Moorecroft well into the future.

The consultant team would like to acknowledge the guidance and contributions provided by the following members of the Moorecroft Advisory Committee, RDN Staff, and Archaeological Society of British Columbia.

Moorecroft Regional Park Advisory Committee:

George Holme – Electoral Area E Director

Frank Van Eynde – Member Regional Parks & Trails Advisory Committee

Craig Young - Member Regional Parks & Trails Advisory Committee

Tim Ennis – Nature Conservancy of Canada

Thomas Reid – The Nature Trust of British Columbia

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O2 Planning + Design Inc in collaboration with Strategic Resource Solutions.

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EXECUTIVE SUMMARY

Moorecroft Regional Park is located in Nanoose Bay, approximately 8 km east of the City of Parksville. The site is approximately 34.4 ha (85 acres) in total area and is located at the northern terminus of Stewart Road, extending along the northeast coast of the Nanoose Peninsula to just beyond Arab Cove. The Regional District of Nanaimo (RDN) acquired Moorecroft Regional Park in partnership with The Nature Trust of British Columbia in March 2011.

The Moorecroft Regional Park Management Plan has been prepared to guide management, development and operations of the park over the next 10 years (2012-2022). The park is valued for its significant ecological features, including a sensitive Garry Oak ecosystem, its natural recreation setting and its cultural history. The most pressing management issue at Moorecroft Regional Park is balancing the potentially conflicting values of ecological preservation and protection with visitor use and the development of new facilities or experiences.

The management plan was developed using a phased planning process and by working with citizens, park users, stakeholder organizations, First Nations partners, and elected representatives from the RDN. Information gathered through public and stakeholder engagement activities provided direction for the development of a vision for the park and its strategic management framework, insight into the park's natural, recreational and cultural values, as well as feedback on the preferred Park Concept Design scenarios. A draft plan was also presented for stakeholder and public review.

Park Values

The park's natural, recreational and cultural values were researched and assessed early in the study process. Findings from this assessment contributed to the development of a vision for Moorecroft Regional Park as well as informed the management goals, policies, actions and design concepts of the park's management plan.

Natural Values

The natural environment at Moorecroft Regional Park is characterized by a sensitive Garry Oak ecosystem within the Coastal Douglas-fir (CDF) biogeoclimatic zone. The ecosystem at Moorecroft Regional Park represents a relatively contiguous swath of CDF forest in a landscape that is otherwise fragmented and should be protected as part of a broader effort to preserve biodiversity within the CDF zone.

Recreational Values

Moorecroft Regional Park is valued as an outdoor recreation destination for its natural setting and for the trail network that provides access through the park. While some existing amenities and infrastructure are serviceable, a large number of the buildings on the site are generally in poor condition and in most instances do not meet public safety and risk management requirements. Recreational uses tend to be low impact, passive activities. However, the potential for user conflict exists and should be addressed to minimize impacts to user experiences.

Scenic Values

The distinct coastal landscape contributes significantly to the aesthetics and character of Moorecroft Regional Park. Vesper point affords broad scenic vistas of the Strait of Georgia (Salish Sea) framed by a uniquely west coast Garry Oak ecosystem with rocky outcrops. A fine-grain, intimate landscape experience is provided by specific landscape features at the intertidal zone, the mature Douglas-fir and Big Leaf Maple forests, and Skipsey Lake. The diversity of views and places within the park provide truly unique experiences.

Cultural Values

Moorecroft Regional Park has long been a place of gathering, celebration and teaching; first through traditional Snaw-Naw-As use and then as a youth camp. These cultural histories are infused throughout the site and offer unique partnership opportunities with local First Nations to develop and understand cultural connections to ecological features within the park.

Vision

In 2022, residents and visitors alike recognize Moorecroft Regional Park as a destination for nature, community and learning. Moorecroft is a place to celebrate the region's ecological features, its history, local arts and vibrant First Nations culture.

The park's native biodiversity and cultural assets have been protected, and are enhanced. The park serves as a small, yet intact, refuge for wildlife in an increasingly fragmented landscape. Previously disturbed areas within the park have been reclaimed and non-native invasive species are under control.

Moorecroft operates through various partnership opportunities among the Regional District of Nanaimo, the Nature Conservancy of Canada, the Nature Trust of British Columbia, Snaw-Naw-As, academic institutions, and the private and not for private-profit sectors. Experiential learning opportunities, sustainable infrastructure and committed stewardship deliver enhanced visitor experiences.

Moorecroft Regional Park remains a place for families and visitors of all ages to enjoy.



Figure 1. Design Concept for Moorecroft Regional Park (Legend below and concept map opposite)

LEGEND

CIRCULATION

- Existing pedestrian trails to remain
- >>> RDN will work to formalize south, west, and north pedestrian park entries
- Upgrade existing trail for accessible use
- Upgrade existing trail access for vehicle access
- Vehicular access

BUILDINGS

- Existing buildings to be retained
- Proposed new buildings/structures

ZONES

- Conservation zone
- Development zone
- Watercourse
- Wildlife tree buffer
- Coastal Wood Fern
- Park boundary
- Split rail fence

AREAS

- 1 Garry Oak ecosystem recovery area

PARK STRUCTURES

- 2 Caretaker House - maintain and refurbish
- 3 Kennedy Lodge - facility for special events, RDN parks visitor centre, community fitness and wellness programs
- 4 Splash House - new building on Director's Cabin site, washrooms and showers
- 5 Large picnic shelter and pavillion for special events
- 6 Formalized park arrival with information kiok, donor's recognition wall, waste and recycling, and bicycle parking
- 7 Storage shed

- 8 Ms. Moore's Cabin - Options for maintenance and/or refurbishment to be considered
- 9 Long House - Ecological and cultural learning programming. Location (2 options) to be determined in design development.
- 10 Existing boathouse to be refurbished / rebuilt
- 11 Park entrance feature
- 12 Children's activity area

FACILITIES

- Wayfinding, regulatory, interpretive signs
- Pavilion
- Formalized viewpoint
- Covered picnic shelter
- Children's activity area
- Donor recognition wall
- Park information kiosk
- Bus layby
- Parking
- Waste or recycling receptacle
- Fresh water shower
- Picnic table
- Toilet / wash facilities
- Bench
- Secure bicycle parking
- Water fountain

BUILDING SUMMARY

Existing Buildings

23 - buildings currently exist within the park.

19 - buildings will be demolished. A detailed demolition plan will determine schedule and procedure for demolition.

4 - buildings will not be demolished: Caretaker's House, Kennedy Lodge, Boathouse, and Ms. Moore's Cabin. Refurbishments to be determined through a further study.

Proposed Buildings/Structures

- 1 - Long House/Learning Centre
- 3 - Covered Picnic Shelters
- 1 - Pavilion/Large Picnic Shelter
- 1 - Splash House/Washroom (on site of existing Director's Cabin)

Moorecroft Regional Park Management Plan Recommendations

Park Classification - Regional Natural Area

Four management goals were identified and defined. These goals represent the basis of the plan and inform the management objectives, policies and priority actions as well as the concept plan and design guidelines.

1. Conservation + Protection
2. Outdoor Recreation, Active Living + Learning
3. Visitor Management + Safety
4. Community Engagement + Stewardship

A concept plan was developed to outline the long-term conservation strategy and potential development in the park. The design concept translates the vision and policy direction into more detailed design recommendations and is presented below in the Moorecroft Regional Park Concept Plan (Figure 1).

The elements of the Concept Plan include:

- Demolition of existing structures
- Ecosystem recovery areas
- Multi-use grass meadow
- Gateways and Entrances
- Access Road and Parking
- The Central Development Area
- Trails, Pathways and Boardwalks
- Structures
- Wayfinding and Signage
- Natural Playgrounds
- Utility Infrastructure

Conservation is achieved through zoning recommendations that provide spatially explicit policy direction and clearly communicate management objectives for defined areas within the park. The zoning is presented below in Table 1. Consistent with the zoning strategy, all development elements are limited to the Development Zone or to areas of existing development footprint.

Table 1. Sizes of the Park Zones

Zone	Area (ha)	Percent of Park (%)
Conservation Zone	32.04	93
Intensive Recreation Use/Development Zone	2.09	7

The management plan also sets out an implementation strategy that includes phasing recommendations and a cost estimate. Phasing was recommended in terms of assigning high priority projects (1-3 years) and low priority projects (4-10 years) to policy action and design items over a 10-year time frame. The recommendations for all planning, operational and capital projects are presented in Table 2. Cost estimates are included for capital items only. Expected operational costs are presented in Table 3.

Table 2. Phasing Recommendations

Action	Management Goal	Year	Cost	Responsibility
Phase 1: High Priority (1-3 years)				
Plan for demolition of existing facilities, including: <ul style="list-style-type: none"> •Stringer Hall •Wood Shed • Splash Houses • Director's Cabin • Cabins (14) • Light Standards 	Visitor safety + management	1	Staff time	RDN + Contractor
Develop feasibility plan for the Long House with Snaw-Naw-As (Nanoose First Nation)	Outdoor recreation, active living + learning	1	Staff time	RDN, NFN + Consultant
Develop emergency response plan, including fire risk plan	Visitor safety + management	1	Staff time	RDN
Explore feasibility of off-leash opportunities in woodlot south of park	Visitor safety + management	1	Staff time	RDN + Crown Woodlot
Develop a Garry Oak ecosystem recovery plan/Conduct invasive plant inventory	Ecological protection	1	\$1,000	RDN, GOERT + partners
Assess amphibian habitat at trail and road crossings	Ecological protection	1	Staff time	RDN
Install boardwalks at key locations/along sensitive areas of trails	Ecological protection	1	\$20,000	RDN + Contractor - COMPLETED
Assess and install water level control at Skipsey Lake	Ecological protection	1	\$2,000	RDN + Contractor
Construct split rail fence at Vesper Point	Ecological protection	1	\$19,250	RDN
Demolish buildings as per the schedule identified in the demolition plan	Visitor safety + management	1	\$121,000	RDN + Contractor
Demolish and remove existing light standards	Visitor safety + management	1	\$1,000	RDN + Contractor
Demolish buildings as per the schedule identified in the demolition plan	Visitor safety + management	2	\$121,000	RDN + Contractor
Demolish and remove existing light standards	Visitor safety + management	2	\$1,000	RDN + Contractor
Site amenity improvements: <ul style="list-style-type: none"> • Dog waste bag dispensers • Large wildlife-proof garbage container and small containers (5) • Bike racks • New benches (7) and new picnic tables (5) • Outdoor recreation, active living + learning 	Outdoor recreation, active living + learning	1	\$10,000	RDN + Future RDN Donation Program

Action	Management Goal	Year	Cost	Responsibility
Upgrade and maintain Kennedy Lodge	Visitor safety + Management	1	\$60,000	RDN + Contractor
Develop and implement signage program for park usage: <ul style="list-style-type: none"> • Dog management signage • Signs at undesignated trail access points/park boundary • New way-finding signage and maps • Park kiosk and information signage 	Outdoor recreation, active living + learning	1+2	\$18,000	RDN + Contractor
Explore park entry along northern and western boundaries and secure ROW if necessary	Outdoor recreation, active living + learning	2	Staff time	RDN, MOTI, adjacent community
Develop and implement interpretive signage program: <ul style="list-style-type: none"> • Ecological and cultural interpretive signage + website 	Outdoor recreation, active living + learning	3	\$15,000	RDN + Consultant
Renew foreshore lease for Block A, Lot 249	Ecological protection	3	Staff time	RDN + NFN
Secure Foreshore lease for Second Bay	Ecological protection	3	Staff time	RDN + NFN
SUBTOTAL HIGH PRIORITY CAPITAL EXPENDITURES			\$267,250	
Phase 2: Low Priority (4-10 years)				
Secure northern ROW as ecological buffer	Ecological Protection	4	Staff time	RDN + MOTI
Develop regional trail connections to the south + east of Moorecroft Regional Park	Outdoor recreation, active living + learning	4	Staff time	RDN, Crown + MOTI
Upgrade and maintain Caretaker's House: <ul style="list-style-type: none"> • New windows • Closet doors 	Visitor safety + Management	5	\$15,000	RDN
Assess parking lot and upgrade if needed	Outdoor recreation, active living + learning	6	\$157,500	RDN + Contractor
Design and construct Long House	Outdoor recreation, active living + learning	6 ¹	Funding through partnerships and grants	RDN + Partners
Design and construct entry feature	Outdoor recreation, active living + learning	7	\$12,500	RDN + Contractor
Construct park operations storage shed	Visitor safety + Management	7	\$25,000	RDN + Contractor

1 Timing dependent upon funding; could occur sooner than year 6.

Action	Management Goal	Year	Cost	Responsibility
Design and construct new day use/picnic shelter at Stringer Hall location	Outdoor recreation, active living + learning	7	\$28,000	RDN + Contractor
Construct recognition and donor wall	Community engagement + stewardship	8	\$12,500	RDN + Contractor
Upgrade and maintain Boat House: <ul style="list-style-type: none"> • New Roof • New floor/extra support • New sliding door and entrance door securement • Depending on future use - redesign inside and add electrical 	Visitor safety + Management	8	\$35,000	RDN
Develop plan for future of Ms. Moore's Cabin	Outdoor recreation, active living + learning	2	Staff time	RDN + Parks Forum
SUBTOTAL LOW PRIORITY CAPITAL EXPENDITURES			\$285,500	
Ongoing, Yearly Operational and/or Capital works				
Monitor and enforce on-leash policy	Visitor safety + management	On-going	Staff time	RDN
Monitor visitor satisfaction	Outdoor recreation, active living + learning	On-going	Staff time	RDN
Continue ecosystem monitoring program with NCC	Ecological protection	On-going	Staff time	RDN + Partners
Facilitate Moorecroft Regional Park partnership forum (yearly meeting)	Community engagement + stewardship	On-going	Staff time	RDN + Partners
Supplementary nest box program at Skipsey Lake	Ecological protection	On-going	Staff time	RDN + Partners
Deliver public guided interpretive tours	Outdoor recreation, active living + learning	On-going	Staff time	RDN + Partners
Monitor the development and condition of informal trails	Outdoor recreation, active living + learning	On-going	Staff time	RDN
Maintain science research partnerships when interest arises	Ecological protection	On-going	Staff time	RDN + Partners
Explore options for private donations in accordance with future RDN policy direction	Community engagement + stewardship	On-going	Staff time	RDN
Invasive plant management throughout park; restoration planting within Development Zone	Ecological protection	On-going	In-kind	RDN + Volunteers

Action	Management Goal	Year	Cost	Responsibility
Implement surface water controls along trails and roads	Visitor safety + management	On-going	\$5,000	RDN + Contractor
SUBTOTAL ONGOING CAPITAL EXPENDITURES			\$5,000	
TOTAL CAPITAL EXPENDITURES (High, Med, Low and Ongoing)			\$357,750	
Contingency		(10% Design Fee)	\$167,325	
		(20% Construction)		
TOTAL CAPITAL EXPENDITURES + CONTINGENCY			\$725,075	

Optional / To be assessed yearly based on operational needs				
Prepare detailed site servicing plan	Outdoor recreation, active living + learning	2	Staff time	RDN + Consultant
Construct barrier-free trails	Outdoor recreation, active living + learning	4	\$262,500	RDN + Contractor
Design and construct new boardwalk at Skipsey Lake	Ecological protection	5	\$94,400	RDN + Contractor
Design and construct natural playscape	Outdoor recreation, active living + learning	5	\$40,000	RDN + Contractor
Design and construct new day use / picnic shelters (2)	Outdoor recreation, active living + learning	6	\$56,000	RDN + Contractor
Design and construct pavilion in meadow	Outdoor recreation, active living + learning	7	\$140,000	RDN + Contractor
Implement plan for future Ms. Moore's cabin	Visitor safety + Management	7	\$15,000	RDN + Contractor
Design and construct new splash house, if required	Outdoor recreation, active living + learning	7	\$100,000	RDN + Contractor
Assess and widen entry road, if required	Visitor safety + management	8	\$85,000	RDN + Contractor
Install new waterline to Meadow, if required	Visitor safety + Management	8	\$125,000	RDN + Contractor
Upgrade electrical service, if required	Visitor safety and Management	8	\$65,000	RDN + Contractor
SUBTOTAL OPTIONAL CAPITAL EXPENDITURES			\$982,900	

Action	Management Goal	Year	Cost	Responsibility
TOTAL OPTIONAL CAPITAL EXPENDITURES			\$982,900	
Contingency	(10% Design Fee)		\$294,870	
	(20% Construction)			
TOTAL CAPITAL OPTIONAL CAPITAL EXPENDITURES + CONTINGENCY			\$1,277,770	

Table 3. Operational Cost Requirements

Expected Operational Costs for High Priority and Ongoing Capital Projects			
Operational Action	Year	Cost	Responsibility
Building repair/maintenance (including septic tank service)	Yearly	\$10,000	RDN + Consultant
General repair/maintenance (including toilet, gravel, trees, invasive species, trails, signs)	Yearly	\$15,000	RDN
Electricity/water/propane	Yearly	\$5,000	RDN + Contractor
SUBTOTAL YEARLY OPERATIONAL EXPENDITURES		\$30,000	

A monitoring plan and review process, as well as an amendment process, has also been developed. The success of the management plan is dependent on informed decision-making and a commitment to continual improvement.

The Moorecroft Regional Park Management Plan effectively balances ecological conservation with nature-based recreation and education. Moorecroft Regional Park is destined to become a unique and valued destination in the Regional District of Nanaimo's parks and trails system.

1.0 INTRODUCTION

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1.1 Park Overview

The Regional District of Nanaimo (RDN) acquired Moorecroft Regional Park in partnership with The Nature Trust of British Columbia in March 2011. The park is located in Nanoose Bay, approximately 8 km east of the City of Parksville. The site is approximately 34.4 ha (85 acres) in total area and is located at the northern terminus of Stewart Road, extending along the northeast coast of the Nanoose Peninsula to just beyond Arab Cove.

Open to the public since March 2011, this ocean front park has a rich history as a place of traditional use by the Snaw-Naw-As (Nanoose First Nation) and as Moorecroft Camp under the direction of the United Church of Canada. It is valued for its significant ecological features, including a sensitive Garry Oak ecosystem, its natural recreation features and its cultural connection to the region. The acquisition of the park achieves strategic RDN recreation and parks objectives related to ecological preservation, enhanced regional recreation opportunities, and increased community use of parks.

The site provides an opportunity to balance ecological conservation with nature-based recreation and education. Prior to acquisition, 93% of the park was placed under a Conservation Covenant held by the Nature Conservancy of Canada to preserve and enhance the ecological values of the park. The most pressing management issue at Moorecroft Regional Park is balancing the potential conflict between environmental preservation and protection and visitor use as new facilities and programming experiences are developed.

1.2 Purpose of the Management Plan

The Moorecroft Regional Park Management Plan is intended to guide management, development and operations of the park over the next 10 years. The management plan establishes a clear vision, management goals, policies and actions to guide park management decisions, as well as design concepts and guidelines, and a strategy to implement the management plan. This management plan provides clear direction to the RDN and its partners on how to ensure the preservation and rehabilitation of the Park's important and sensitive ecosystems while providing quality, nature-based recreation opportunities and visitor experiences.

1.3 Plan Organization

The management plan is comprised of nine chapters intended to provide a user-friendly overview of the planning process and management framework that will guide the development and operation of Moorecroft Regional Park.

- Chapters one to three present the planning process, consultation and planning context that informed the development of the management plan.
- Chapter Four identifies the Park's natural, recreational and cultural values and assesses the issues and opportunities each presents.
- Chapter Five describes a vision and guiding principles for Moorecroft Regional Park and identifies the four core goals that inform the management plan.

- Chapter Six presents the park management objectives, policies and priority actions. For ease of use, these actions have been organized in a table according to each goal.
- Chapter Seven recommends park zoning requirements as well as a preliminary design concept for the developed area of the park.
- Chapter Eight outlines implementation priorities and describes how the plan will move from concept to implementation.
- Chapter Nine provides a framework for monitoring, evaluation and reporting activities.

1.4 Planning Process

The Moorecroft Regional Park Management plan was developed using a phased planning process.

Phase One Preliminary background research and data acquisition.

Phase Two Comprehensive review of background information and park inventory, including an integrated spatial analysis of social, cultural and natural environments to identify issues and opportunities at the site.

Phase Three Develop a strategic framework to outline the vision, principles and management goals for the park. Identify specific policies, priorities and conceptual designs to provide further management direction.

Phase Four Draft a preliminary park management plan for review and comment.

Phase Five Finalize and approve the management plan.

Community input was sought throughout the planning process in accordance with a public and stakeholder engagement strategy, described in greater detail in Chapter Two.

Figure 2 summarizes the five project phases and associated project timelines.

1.5 Legislative and Policy Context

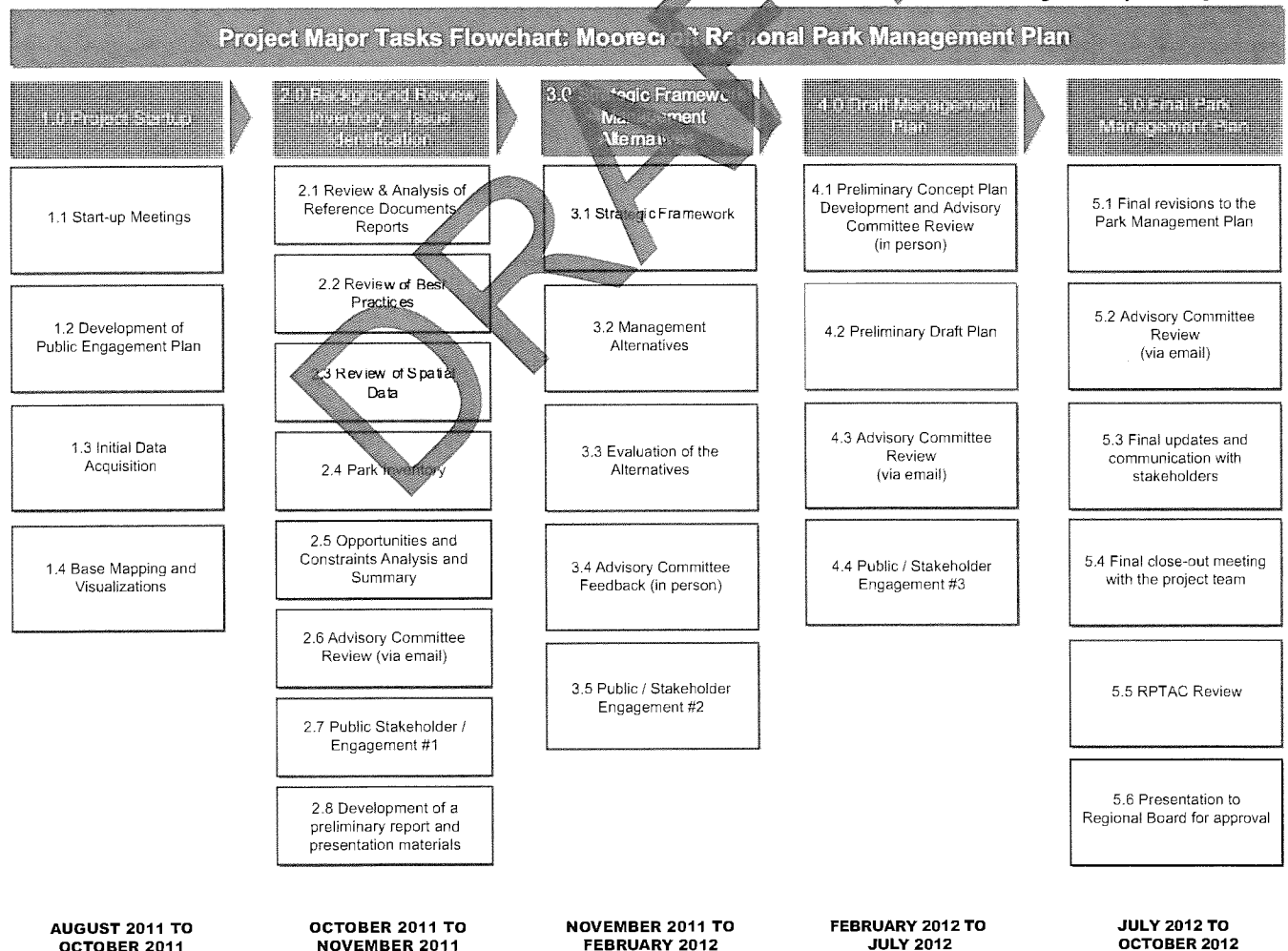
The management of Moorecroft Regional Park and the contents of this plan abide by the legislative requirements established in the Local Government Act; the Regional District of Nanaimo Park Use Regulations Bylaw No. 1399, 2004; Land Use and Subdivision Bylaw No. 500, 1987; the Moorecroft Conservation Covenant and Access Agreement; and is consistent with the priorities established in the following regional policies:

- RDN Regional Growth Strategy
- RDN Parks and Trails Plan
- RDN Youth Recreation Strategic Plan
- Nanoose Bay Official Community Plan
- RDN Public Consultation/Communication Framework Policy No. A1.23

Moorecroft Regional Park will be managed in accordance with relevant provincial and federal legislation and regulations including (but not limited to):

- Fisheries Act
- Species at Risk Act
- Navigable Waterways Protection Act
- Wildlife Act
- Fish Protection Act
- Occupational Healthy and Safety Act
- Local Government Act
- British Columbia Building Code (BCBC)

Figure 2. Moorecroft Regional Park Management planning Process



2.0 PUBLIC + STAKEHOLDER ENGAGEMENT

"Involving citizens is about creating ideas that have a better chance of working for them" (Bason, 2011). Following the concept of "co-creation", this management plan was developed by working with citizens, park users, stakeholder organizations, the Snaw-Naw-As (Nanoose First Nation), and elected representatives from the RDN.

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Centralized and decentralized engagement approaches were used throughout the planning process to enable convenient access to the planning process for all citizens and stakeholders, as depicted in Figure 3. All approaches were designed to facilitate meaningful participation for all those potentially affected by the development of the management plan. Opportunities to participate were provided early in the planning process and on an on-going basis throughout the project.

Public and stakeholder engagement included advisory committee meetings, held to coincide with key project milestones, and three engagement sessions comprised of centralized and decentralized activities. The first engagement session was held in Fall 2011 to seek initial input into the vision and management objectives for the management plan. The second engagement session was held in Spring 2012 to confirm the vision, goals and principles for the management plan, to provide feedback on conceptual design options and to comment on a proposed dog management strategy. The third engagement session was held in Summer 2012 to receive feedback on the draft management plan.

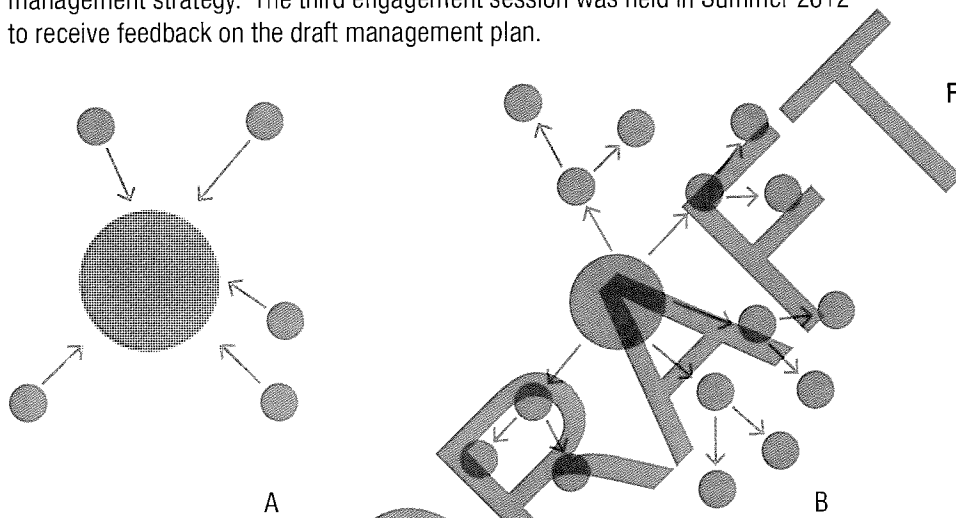


Figure 3. Centralized vs Decentralized Engagement

CENTRALIZED VERSUS DECENTRALIZED CONSULTATION

The typical centralized engagement model (A) forces the community to attend a small number of events. The decentralized model (B) builds on existing networks in the community and through technology. This increases effectiveness and efficiency, while creating early commitment to the plan.

2.1 Advisory Committee

Under direction of the Regional District of Nanaimo (RDN) Recreation and Parks Department, O2 Planning and Design Inc. was hired to develop the plan in conjunction with review and input from an advisory committee. The advisory committee met throughout the project to comment on key aspects of the plan, including:

- Feedback on the planning process and public engagement activities;
- Input on the direction of the management plan such as contributing to the development of the vision, principles, goals, policies and actions; and
- Input on the concept plan and implementation strategy.

Moorecroft Regional Park Planning Advisory Committee

- Area Director for Nanoose Bay (Electoral Area E)
- Nature Conservancy of Canada
- The Nature Trust of British Columbia
- RDN Regional Parks and Trails Advisory Committee
- Snaw-Naw-As (Nanoose First Nation)

2.2 Phase One Public Engagement Activities

The first set of community and stakeholder engagement activities was held to obtain input, information, and ideas on existing park uses, preferred management direction and an overall vision for the park. This input confirmed and elaborated background research on existing park uses and informed the development of a vision for the park and its strategic management framework. Activities included an open house, an online survey and stakeholder interviews, summarized in Table 4.

Table 4. Phase one Public Engagement Activities

Activity	Location	Participants
Open House	October 22, 2011 12:00 - 4:00pm Kennedy Lodge Moorecroft Regional Park	100 attendees
Survey	Available online from October 6, 2011 - October 31, 2011 and in paper at the Open House	74 survey responses
Interviews	Telephone interviews lasting 25-50 minutes conducted in October and November 2011	The Nature Trust of British Columbia Nanoose Bay Recreation and Activities Society Nanoose Naturalists BC Conference of The United Church of Canada Milner Gardens and Woodlands RDN Recreational Programming Past president of the Moorecroft Camp Society VIU Tourism and Sustainable Rural Development

Stakeholders and members of the public were asked to provide input on the following four themes:

- Current park uses
- Management issues (concerns, issues, opportunities, constraints, priorities)
- Appropriate activities, amenities, services, and facilities for the park
- Park vision

Information gathered from the public engagement activities was analyzed in detail and documented in a What We Heard summary report. The report is available under separate cover in Appendix A. Four key messages were heard through the first phase of public and stakeholder engagement activities.

Youth Engagement - Respondents clearly indicated that the park has been and continues to be important for engaging youth and strengthening environmental understanding with youth. Particularly, exposing youth to ecological values through recreational activities and hands-on learning opportunities was a vital element of this park. However, many respondents felt the need for greater input from youth in developing the park vision and identifying opportunities and barriers to achieving that vision. As confirmation, there were few youth in attendance at the open house, and few youth that completed the survey. Many recommendations focused on the need to directly engage youth in the management planning process.

Park Awareness - Based on discussions with participants at the open house and the survey responses, a considerable amount of the input received has been from residents near the park. This suggests that either many people in the RDN are not aware of the park and the management plan process, or they have chosen not to be engaged in the process. It is important that efforts are made to maximize opportunities for regional residents to visit the park and provide input of the future of the park. Of those who have visited the park and participated in the management plan process so far, many have indicated that the park is unique in the region and has the potential to be an iconic regional destination.

Level of Service - There are opposing perspectives on the future level of service associated with the park. Some respondents feel it should be a passive experience focused on ecological preservation with the majority of existing buildings and infrastructure removed and footprints rehabilitated. However, most respondents view the park to be a vibrant, regionally-significant natural destination that encourages active living, health, wellness, building community social capital, and creating nature-based learning opportunities, particularly with a focus on youth initiatives and connecting people and planet. This indicates that the intended role of the park in the regional park system should be explicitly stated from a policy perspective. Priority

actions should enable the park to positively contribute to both the local and regional community sense of place.

Sustainable Development and Environmental Stewardship - In light of the diverse range of perspectives on recreational opportunities, development of services and amenities, and environmental conservation, the consensus among public and stakeholder respondents is that a balance must be achieved between the human and natural values associated with the park. Recognizing the need to upgrade the facilities and services in the park, respondents do not wish to see any degradation of the park's core natural values and wish to protect and rehabilitate the sensitive ecosystems. This balance must ensure the long-term preservation of ecosystem functions, taking an environmentally precautionary approach to park service and amenity developments.

2.3 Phase Two Public Engagement Activities

The second set of community and stakeholder engagement activities was held to receive input on a preferred park concept design scenario as well as to confirm the proposed vision, goals and principles for the management plan. The online map editor tool allowed respondents to interactively identify what they liked and disliked about different elements proposed in the park concept design scenarios. Activities for this phase included an open house, an online survey and an online map editor tool, summarized in Table 5.

Table 5. Phase two Public Engagement Activities

Activity	Location	Participants
Open House	February 11, 2012 12:00-4:00pm Kennedy Lodge Moorecroft Regional Park	120 attendees
Survey	Available online from January 25, 2012 to February 29, 2012 and at a dedicated station at the open house. Paper copies were also available at the open house.	63 online survey responses 2 mail-in survey responses
Online map editor tool	Available online from January 25, 2012 to February 29, 2012 and at a dedicated station at the open house	88 entries

Information gathered from the public engagement activities was analyzed in detail and documented in a What We Heard summary report. The report is available under separate cover in Appendix A.

Based on the input received through stage two engagement techniques and discussions held with the advisory committee, the following overarching themes were identified:

- The majority of respondents felt that the vision, management goals and principles suitably represent the desired future of the park.
- Understanding First Nations traditional use and history of the site and collaborating with local First Nations for interpretive programming and park design elements in the park should be highlighted in the vision, goals, and principles.
- The majority of respondents felt that a blend of the low- and medium-use concept options best represent the desired future of the park.
- Basic/simple park facilities, services and amenities are the most consistently desired elements.
- There is consistently strong support for connecting families and children with nature through natural play areas.
- Leveraging existing partnerships, volunteer resources, and local stewards (similar to Camp Moorecroft) can help maximize the values of the park.
- There is a mix of opinions about formalizing the park entrances to the west and northwest of the park (linking adjacent residential areas using existing trails).
- There are mixed opinions regarding the potential for accommodating youth overnight for educational and nature-based learning experiences.
- There is consistently limited support for commercial overnight accommodations in the park.
- There is at least moderate support for the proposed options for managing dog activities with the recognition that more discussion is required. There was no consensus among respondents on what represents the most appropriate outcome.

2.4 Phase Three Public Engagement Activities

The third set of community and stakeholder engagement activities was held to receive feedback on the draft Moorecroft Regional Park Management Plan. Input provided through these activities helped to finalize the policy direction and priority actions identified in the plan and confirm the conceptual design of the park. Activities included an open house, and a survey, summarized in Table 3.

Table 6. Phase three Public Engagement Activities

Activity	Location	Participants
Open House	June 16, 2012 2:30 – 4:30 pm Kennedy Lodge Moorecroft Regional Park	58 attendees
Survey	Available online* from June 16 – 29, 2012. Paper copies were also available at the open house.	17 hard copy survey responses 3 e-mail comments

* A copy of the survey was available on-line; however, respondents were required to print and send their completed hard-copy to the RDN.

Stakeholders and members of the public were asked to provide input on the following three themes:

- Policy direction and priority actions
- Park concept and design guidelines
- Satisfaction with the draft Moorecroft Regional Park Management Plan

Information gathered from the public engagement activities was analyzed in detail and documented in a What We Heard summary report. The report is available under separate cover in Appendix A. Three key messages were heard through the second phase of the public and stakeholder engagement activities.

Dog Management Strategy - Open house attendees and survey respondents indicated the need for a dog management strategy, although there is no consensus for a strategy approach. The approach presented in the draft management plan proposed designating the meadow as the only off-leash area in the park. Some feedback suggested that the meadow is an inappropriate off-leash area as it presents high potential for conflict between off-leash dogs, children and families. Considerable feedback requested that the management plan either bans dogs altogether or has a strict on-leash policy in all areas of the park as dogs impede conservation and ecological protection goals. Conversely, some feedback was received suggesting that the dog off-leash area be larger.

Keep it Simple - Input on the draft park concept and design guidelines was generally positive. Consistent feedback was for the management plan to adopt a “keep it simple” approach by minimizing development and adopting traditional design concepts that are in keeping with the context of the site. Respondents support a park concept with little development and regularly maintained and upgraded trails.

Longhouse + Amenities are Key Priority Actions - Implementation priorities were strongest for actions that support Outdoor Recreation, Active Living and Learning. Specifically, the development of a feasibility plan for the Longhouse was identified as the most important priority. This focus on the Longhouse is consistent with feedback received through the survey. Other amenities that should be implemented as priorities include upgrading trails to four-season use and increasing trail accessibility for people with mobility needs. The provision of new benches and picnic tables was also indicated as a priority. Ecological Protection actions were also important priorities to respondents, including the development of a Fire-Smart Plan and a Garry Oak Ecosystem Recovery Plan.

3.0 PARK CONTEXT

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3.1 Site History

Moorecroft Regional Park is in the traditional Coast Salish territory of the Snaw-Naw-As (Nanoose) and Snuneymuxw (Nanaimo) First Nations. An archaeological site identified in the area in 1975 indicates ancient occupation by First Nation communities.

The park property was formally developed by Ms. Gertrude Moore at the beginning of the 20th century and began operating as an all-girls camp in 1934 (Huffman, 2008). Moorecroft Camp was named after Ms. Moore's family homestead in Ontario. In 1955 the United Church of Canada purchased the property. The property was first operated as a summer camp and then as a year-round camp rentable for retreats and field courses by schools and community groups.

The subdivision and development of nearby residential areas led to the purchase of 14 additional acres in 1976 to act as a buffer zone between Camp activities and adjacent housing. Improvements to the camp were made throughout the 1990s such as the construction of Skipsey Lake in 1992. Following financial difficulties, the United Church began exploring options for sale of the property in 2010. The site began operating as Moorecroft Regional Park in 2011.

3.2 Acquisition

In 2007, the United Church indicated support in-principle for the sale of the camp property. The property was sold to the RDN in 2011 to establish Moorecroft Regional Park. The Nature Trust of BC worked in partnership, through agreement, to raise funds to assist with acquisition of the park.

As a condition of sale by the United Church, a conservation covenant was registered on title at the time of acquisition and is administered by the Nature Conservancy of Canada (NCC). Through the zoning system established in the covenant, approximately 93% of park is protected "to reflect the public interest in the ecological values of the land and the amenities for conservation" (Nature Conservancy of Canada, 2011, p. 9).

The covenant recognizes that the majority of the forested lands and wetlands in the park are provincially listed as endangered or vulnerable. It states that the park is to allow natural ecological processes and disturbance regimes to take place with due consideration to maintaining human safety and reducing risks to adjacent private property. The covenant also recognizes the importance of public recreational opportunities, environmental and cultural programming, trails, and appropriate park infrastructure while ensuring protection of ecological features.

3.3 Land Use

Moorecroft Regional Park is approximately 34.4 ha (85 acres) in total area. The site is located at the northern terminus of Stewart Road and extends along the northeast coast of the Nanoose Peninsula to just beyond Arab Cove.

The Moorecroft site is composed of two parcels of land.

North parcel – Lot A, District Lot 110, Nanoose District, Plan 1777 (PID 006-884-849), and

South parcel – Lot 1 of District Lots 52 and 110, Nanoose District, Plan 31217 (PID 001-170-228).

Both parcels are zoned Recreation 1 (RC1) with 'V' subdivision district in the Nanoose Bay Official Community Plan. The zoning permits Campground, Outdoor Recreation and Residential Use, as follows:

- Campground Use is limited to a maximum of 60 camping spaces per parcel.
- Residential Use is limited to one dwelling per parcel with a minimum parcel size of 50 ha.
- Recreation is currently defined as “a recreational activity undertaken where the outdoor setting and landscape is a significant element in the activity, and the density of recreational users is not a significant element and includes playing field, botanical garden, arboretum, outdoor exhibit, golf course, driving range and mini golf where the course structures do not exceed 1m in height” (Regional District of Nanaimo, 1987, p. 3-35).

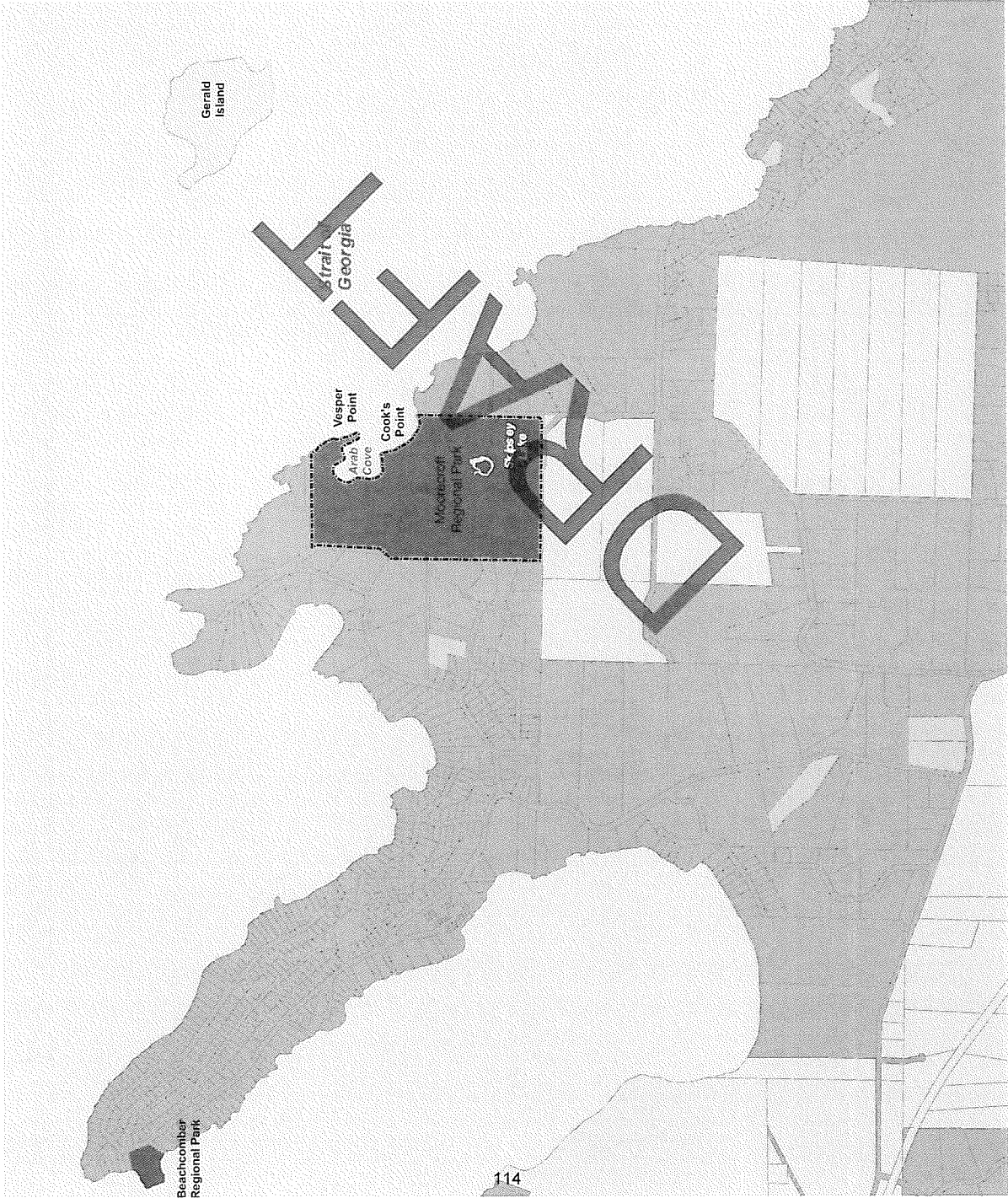
Adjacent land use is characterized by residential properties to the north, east, and west of the park. The Strait of Georgia (Salish Sea) shoreline extends along the northeastern portion of the park. Crown land, currently under a forestry lease, borders the south side of the park. A road right-of-way that has not been developed is immediately adjacent to the north side of the park boundary and is used by adjacent land owners to informally access the park. A foreshore lease covers Arab Cove adjacent to the park (Block A of Lot 249). This lease was acquired by the RDN from the previous owner and expires in 2016. The lease allows boat launching and swimming at Moorecroft. Land uses are illustrated in Map 1.

Map 1 Surrounding Land Use



Surrounding Land Use

- Legend**
- Road Right of Way
 - Park Boundary
 - Ocean
- Land Use Zoning**
- Community Park
 - Crown Lands
 - Private / Residential Lands
 - Regional Park



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3.3.1 Regional Land Use Framework

The acquisition of Moorecroft Regional Park satisfies land use and recreation objectives identified in regional and municipal plans such as the RDN Draft Regional Growth Strategy, the Regional Parks and Trails Plan, the RDN Youth and Strategic Plan and the Nanoose Bay Official Community Plan. In addition, the park is well positioned to capitalize on increased interest in outdoor recreation and tourism activities. Key objectives for each of these planning documents are presented below.

Regional Growth Strategy (RGS)

The Regional Growth Strategy defines “a regional vision for sustainable growth” for the RDN and acknowledges the importance of preserving sensitive ecological values and ensuring the successful stewardship of the environment, culture, and history of the region (Regional District of Nanaimo, 2011).

The acquisition of Moorecroft Regional Park ensures that residential development will not further encroach along the peninsula, thereby achieving a stated objective to “minimize impacts of development in coastal zones” (Regional District of Nanaimo, 2011, p. 23).

In accordance with RGS goals, the Moorecroft Regional Park Management Plan supports:

- Avoiding ecological damage related to human activity
- Enhancing the environment
- Celebrating the unique natural beauty, culture and history of the region
- Addressing climate change and maintaining resilience in adapting to climate change
- Providing new tourism facilities and developments to attract new visitors
- Providing new parks and trails and enhancing cultural and historic resources
- Collaborating and coordinating planning with First Nations

Regional Parks & Trails Plan 2005 - 2015

The Regional Parks and Trails Plan provides a framework for the management and expansion of the RDN's regional parks and trails system. The RDN currently manages approximately 2060 hectares of regional parks and 70 km of regional trails. Regional parks and outdoor recreation opportunities within the RDN are illustrated in Map 2.

The Regional Parks and Trails Plan “defines the future direction, policies, priorities and actions for Regional Parks and Trails over the next 10 years (2005-2015)” (Regional District of Nanaimo, 2005, p. 2) and establishes a clear vision and desired goals for the system.

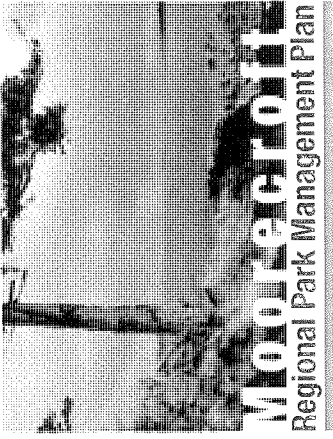
RDN regional parks and trails system goals

- Represent key landscapes and ecosystems of the Region.
- Encompass unique natural, historic, cultural and archaeological features.
- Assist in protecting watersheds and important habitats as part of the RDN's broader land use planning mandate.
- Promote the enjoyment and appreciation of regional parks and trails in a manner that assures their qualities are unimpaired for generations to come.
- Provide education and interpretation of the Region's natural features.
- Link components within the system as well as with other parks and trails in the Region and adjacent Regional Districts.
- Provide opportunity to all RDN residents to access and enjoy regional parks and trails.
- Assist the economy of the Regional District by attracting tourists and generating revenue, as appropriate, to support the parks and trails system.

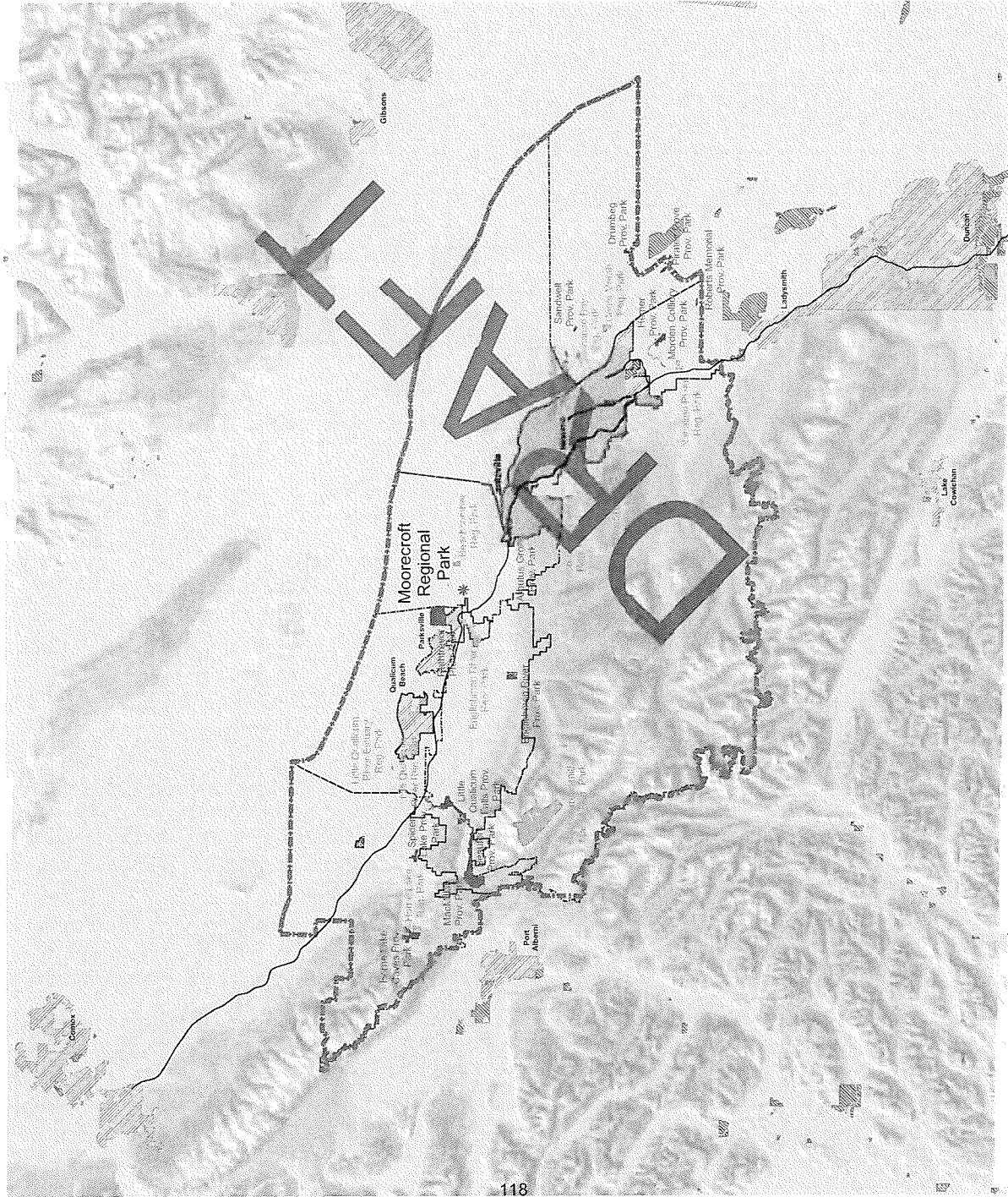
The Regional Parks and Trails Plan recognized the Moorecroft site as a priority acquisition based on its significant ecological, recreational and cultural values. The archaeological potential at the site, combined with partnership opportunities with Snaw-Naw-As, positions Moorecroft Regional Park as a unique site within the RDN regional parks and trails system.

A key objective of the Moorecroft Regional Park Management Plan was to determine a management class for Moorecroft Regional Park in relation to the regional park classification system established in the Regional Parks and Trails Plan. The recommended management class (Regional Natural Area) is discussed in Section 5.2. The overall regional park classification system is provided in Table 7.

Map 2: Regional Recreation Context



Regional Recreation Context



- Legend**
- Major Roads
 - Regional Parks
 - Provincial Parks
 - Regional District of Nanaimo
 - Electoral Boundaries
 - Municipal Boundaries
 - Indian Reserves



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RDN Youth Recreation Strategic Plan 2011-2016

The RDN Youth Recreation Strategic Plan guides the “planning and delivery of RDN youth recreation services” (Regional District of Nanaimo, 2011, p. 28). The Strategic Plan indicates that four major shifts are needed to better address youth recreation services in the RDN, including:

- Expanding the scope of youth recreation;
- Encouraging recreation which is driven by young people;
- Expanding the department’s community development role with strengthened communication; and
- Shifting from a program delivery role to a youth development approach.

In light of its past as a youth recreational and educational facility, Moorecroft Regional Park offers strategic opportunities to implement these shifts. These opportunities are further explored by policy direction and priority actions in Chapter 6.

Nanoose Bay Official Community Plan

The Nanoose Bay Official Community Plan (OCP) directs land use and development in Nanoose Bay. The OCP acknowledges the need to:

- Preserve the natural environment, important ecosystems, indigenous species and local wildlife.
- Preserve coastal lands, green spaces, viewscales and beach accesses (Regional District of Nanaimo, 2011, p. i).

The Moorecroft Regional Park Management Plan addresses these goals in accordance with the policies, priorities and bylaws contained within the Nanoose Bay OCP.

Table 7. Regional Park Classification

Management Class	Primary Focus
Regional Conservation Area	Protection of the natural environment. Limited, low impact outdoor activities permitted but may be restricted to specific areas. Environmental interpretive facilities permitted provided they have minimal impact.
Regional Natural Area	Protect the natural environment and provide opportunities for a range of appropriate outdoor experiences and activities. These areas protect key natural areas that are significant to the environmental character of the region. They are not as ecologically sensitive as RCA's but may contain some sensitive ecosystems.
Regional Recreation Area	Provide opportunities for a wide range of outdoor experiences, adventure activities and events; managed to accommodate a relatively high number of visitors.
Regional Trail	Connect regional parks to other parks and trails, key points of interest (natural and cultural) and communities. In or near urban areas, to encourage non-vehicular modes of transportation.

4.0 PARK VALUES

The RDN, community members and the Shaw-Naw-As people value Moorecroft Regional Park for its peaceful natural setting, ecological diversity, rich cultural history and recreational opportunities. This chapter describes the park's natural, recreational and cultural values and identifies potential impacts and opportunities to be addressed by the Moorecroft Regional Park Management Plan.

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4.1 Natural Values

This section provides an overview of the significant natural environmental features at Moorecroft Regional Park. These features have been fully assessed in the Baseline Documentation Report of the Moorecroft Covenant prepared by the Nature Conservancy of Canada. A Level 1 and 2 Environmental Site Assessment has also been conducted for the property and findings have been included in this section.

4.1.1 Geology, Landforms and Soil

Moorecroft Regional Park is located on the Nanoose Peninsula in the Nanaimo Lowland, extending south-eastwards along the east coast of Vancouver Island (Nature Conservancy of Canada, 2011). The Moorecroft property is relatively flat and reaches its highest point at the southwest corner. Within the general low grade of the property there are higher dry rocky outcrops and lower moist and flooded depressions. There are two rocky bays cutting into the property, Arab Cove and Second Bay (Figure 4), each bordered by bedrock headlands. The northern shore is steep bedrock, with elevations ranging from sea level in the northeast corner and south along the waterfront, reaching its peak of approximately 40 m above sea level in the southwest corner of the property (Ursus Environmental, 2011; Nature Conservancy of Canada, 2011).

Sedimentary rock that was overridden by ice during the Pleistocene underlies the shallow soils. The direction of ice movement is reflected in the rock formations on the property. The low relief was further reduced by glacial erosion and by the deposition of glacial and fluvio-glacial materials (Nature Conservancy of Canada, 2011). Soils are of the brunisolic type, and are moderately acidic. The soils on the park property have undergone moderate development, with limited weathering because of their young age and drier climate.

Figure 4. Second Bay



4.1.2 Water Resources and Hydrology

Ephemeral streams with pooling areas can be found throughout the park property and primarily run west to east. There are several wet areas in topographic depressions and lowlands on the park property.

Skipsey Lake is a wetland that was originally excavated in a donut shape. Skipsey Lake now displays features of a natural wetland (Figure 5). A swampy “island” dominated by Red-osier dogwood occupies the center of the wetland.

The surrounding wetland area is lined by cattails, downed wood and several herbaceous species. A stream follows the perimeter of the wetland area and flows toward the ocean. The downstream channel was modified with cobbles, likely when the wetland was dugout, with further evidence suggesting that many of the other watercourses on the property were modified. A weir at the wetland outflow once regulated the wetlands water levels. Beaver dams and mud barriers currently control water levels in select locations around the wetlands.

The coastal portion of the Moorecroft property fronts the Strait of Georgia (Salish Sea). The northern shore of the property consists of a rocky outcrop that drops off steeply at the coast. The Moorecroft property title excludes the intertidal and shore zone, however a foreshore lease that includes Arab Cove will continue to be held with the option of renewal by the RDN into the future.

Figure 5. Skipsey Lake



4.1.3 Vegetation

The park is dominated by young to mature Douglas-fir and Big Leaf Maple forests in the uplands and Arbutus and Shore Pine along the coastline (Nature Conservancy of Canada, 2011). Other significant trees in the park include Garry Oak, Red Alder, Western Red Cedar, Grand Fir, Western Hemlock, Black Cottonwood and White Pine. The White Pine is currently experiencing an outbreak of blister rust. Past development, resource extraction and fire prevention in the park has resulted in a relatively homogenous age class distribution (40 to 80 years old) and a relatively young forest structural stage. The understory is dominated by dull Oregon-grape and salal, a sparse herb layer, and a well-developed moss layer dominated by Oregon beaked moss (Nature Conservancy of Canada, 2011). Appendix B lists the vegetation species that have been identified in the park.

A Garry Oak ecosystem is located along Vesper Point near the northern edge of the site (Figure 6). This area of the park is sensitive to human disturbance. These ecosystems are typically rich in biodiversity and are populated by numerous at-risk species of plants, mammals, reptiles, birds, butterflies and other insects (GOERT, 2012). Coastal Wood Fern (*Dryopteris Arguta*), a known species at risk associated with the Garry Oak ecosystem, has been identified in the park. The Coastal Wood Fern is blue-listed provincially and nationally ranked as “special concern” by COSEWIC (GOERT, 2008). Garry Oak ecosystems in British Columbia occupy only 1 to 5% of their former area.

Figure 6. Garry Oak Ecosystem at Vesper Point



Numerous exotic invasive species common to southeastern Vancouver Island can be found in the park, including Scotch broom, holly plants and several herbs (i.e. including Canada thistle, bull thistle, foxglove, dandelion, dovefoot geranium and sheep sorrel) that grow in disturbed areas or are scattered throughout the property.

Two wildlife trees (veteran Douglas-firs) have been identified in the northern area of the park (Figure 7) and marked with yellow provincial wildlife tree signs. Bald Eagles are commonly observed perching on these trees. Wildlife trees are identified and maintained to ensure biodiversity in managed woodlots and parks as they provide habitat and food for various species of birds, mammals and insects.



Figure 7. Wildlife tree

4.1.4 Wildlife

Moorecroft Regional Park provides important habitat for a diversity of wildlife. Common species frequently spotted include Sitka Blacktail Deer, Bald Eagle, Rufus Hummingbird and Beaver. Appendix A lists the wildlife species that have been identified in the park.

The coastal area of the park receives moderate ocean exposure. This intertidal interface creates habitat for Jellyfish, Mussels, Limpits, Purple laver and several other brown seaweeds (Nature Conservancy of Canada, 2011). Harbour Seals and Sealions can often be seen from the shore. The two shallow unconsolidated rocky bays can be almost completely navigated by foot at low tide (Figure 8). Oysters, Barnacles, Rockweed and Sea Lettuce (Figure 9) dominate the bays. Purple Stars, Shore Crabs, Hermit Crabs, Sculpins and a diversity of sea weeds are also common (Nature Conservancy of Canada, 2011).

Four Red- or Blue-listed rare species (as per the Canada Species at Risk Public Registry) have been identified on the Moorecroft property (Nature Conservancy of Canada, 2011), including:

- Great Blue Heron,
- Northern Red-legged Frog,
- Stellar Sea Lion, and
- Western Painted Turtle.

Figure 8. Arab Cove at Low Tide



4.1.5 Ecological Units

The Nature Conservancy of Canada delineated nine ecological units to describe the park's ecological and physical characteristics and identify sensitive areas (Map 3).

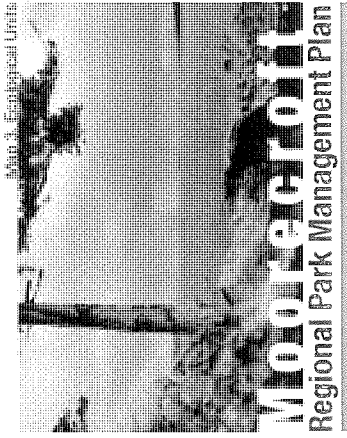
Ecological units were not identified in the developed portions of the property as the ecological value in these areas was deemed disturbed or degraded as a result of development. The Nature Conservancy determined that all non-intertidal ecological units on the property are Red- or Blue listed by the British Columbia Ministry of Environment (Nature Conservancy of Canada, 2011).

Moorecroft Regional Park Ecological Units

- Mesic forest,
- Dry forest,
- Moist forest,
- Hydro-Riparian,
- Coastal Woodland,
- Consolidated Intertidal,
- Unconsolidated Intertidal,
- Wetlands,
- Wetland Forest

Figure 9. Intertidal marine life at Second Bay

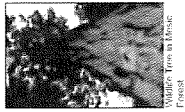
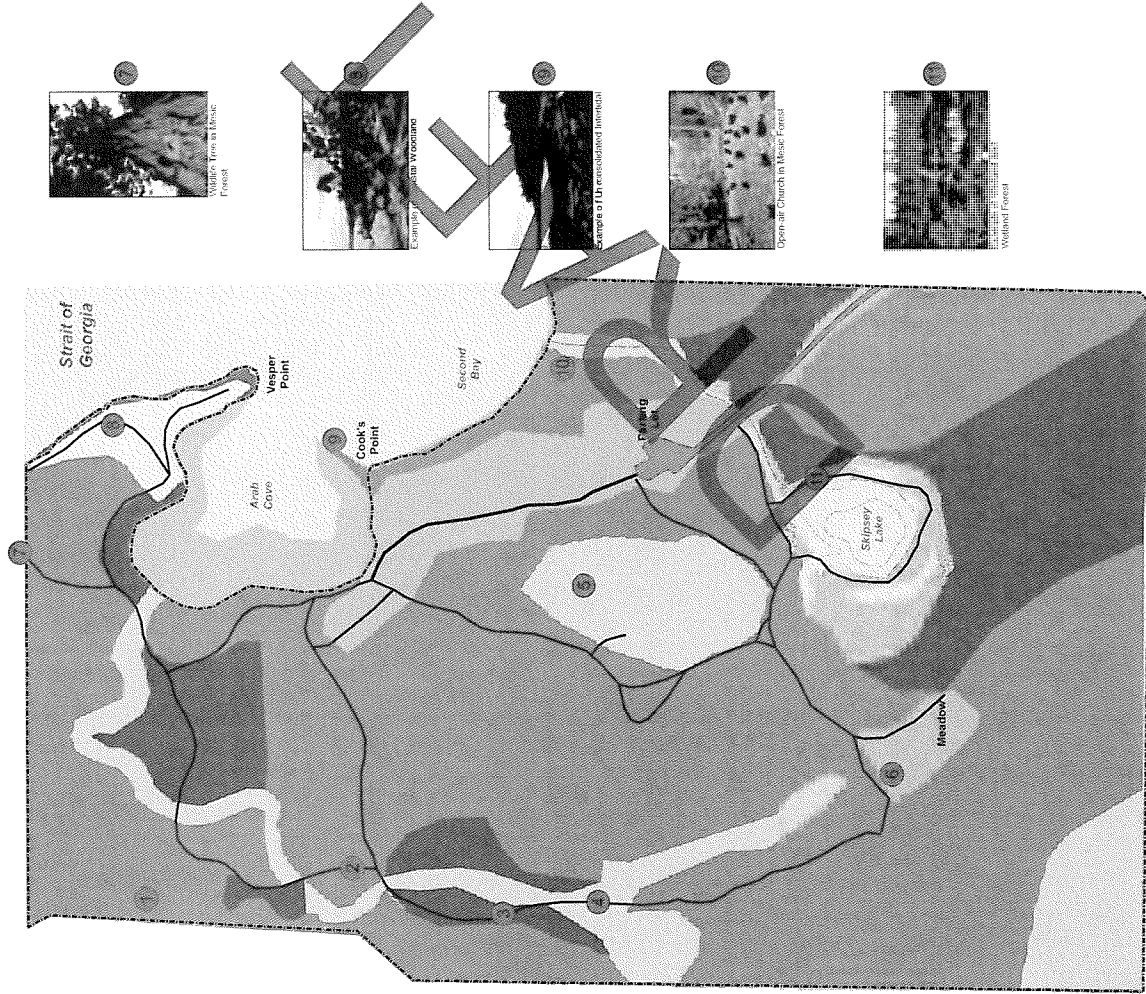




Ecological Units

Legend

- Park Boundary
- Formal Trails
- Road and Parking
- Ephemeral Creek
- Ocean
- Ecological Units**
- Coastal woodland
- Consolidated Intertidal
- Developed
- Dry Forest
- Mesic Forest
- Moist Forest
- Small Hydro-riparian Ecosystem
- Unconsolidated Intertidal
- Wetland
- Welland Forest



1



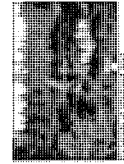
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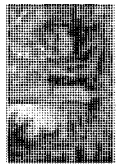
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4.1.6 Natural Disturbance Processes

Natural disturbances to the landscape include historic fire, windthrow, root rot, flooding from beavers and erosion from storms. Natural disturbance processes are an integral part of a healthy ecosystem, where many organisms and ecosystems depend on disturbance for survival. However, natural disturbance processes have been largely altered due to past land uses on site and public safety concerns from adjacent landowners. For example, two young alder stands in the mid-western portion of the property were cleared because of the danger the trees created by root rot (Nature Conservancy of Canada, 2011). Figure 10 demonstrates the Douglas-fir succession occurring in the Garry Oak stand on Vesper Point. Opportunities to restore, or mimic, natural disturbance processes will be important to maintaining ecosystem processes in the park.

4.1.7 Anthropogenic Disturbance, Restoration and Reclamation

Human disturbances to the property include trail development and use, development and operations of a camp, historic small-scale forestry operations, watercourse modification, timber removal for firewood, and human-induced fire (Ursus Environmental, 2011; Huffman, 2008). The impacts of these disturbances vary from affecting ecological processes, such as the 40-80 year age class distribution of forest stands on the site (Figure 11) to potential soil or groundwater contamination due to camp operations and building maintenance.

Figure 10. Douglas-fir regeneration in Garry Oak stand



A Level 1 and Level 2 Environmental Site Assessment was conducted prior to the RDN's acquisition of the site. The assessment concluded that there is a "low potential for significant soil and/or groundwater contamination resulting from past uses" (Ursus Environmental, 2011). Slightly elevated hydrocarbon levels for oil and grease parameters were detected around the flammable liquids storage shed where hydrocarbon-based products were stored; however, the levels identified did not exceed provincially-designated thresholds under the BC Hazardous Waste Regulation (HWR) and remediation is therefore not mandatory. As per recommendations in the report, bioremediation of the soil took place at the same time the storage shed was removed (summer 2011). In addition, buildings originally heated by oil were converted to lower-risk propane (Kennedy Lodge) and electric (Caretaker's House) heating systems.

Figure 11. Young forest stands following past site disturbances



4.1.8 Climate

Moorecroft Regional Park is within the Coastal Douglas-fir Moist Maritime Variant (CDFmm) biogeoclimatic zone. The area's average annual temperature is 9.6 degrees Celsius, with the average temperature of the coldest month being 3 degrees Celsius and 16.9 degrees Celsius for the warmest month. The average annual precipitation is 1091 mm, with 61 mm of that as snow. The CDF zone is characterized by warm, dry summers and mild, wet winters.

The CDF zone covers less than one percent of the province, which contains 70-80% of the zone's global range. The provincial government recognizes that "only fragments of these unique ecosystems remain in an old-growth state, and that the province is in danger of losing what is left" (BC Ministry of Environment, Lands and Parks, 1999, p. 1). Ninety-seven percent of ecosystem communities in the zone are of provincial conservation concern (Nature Conservancy of Canada, 2011). Due to the intensive development and landscape change within the CDF zone, much of the remaining ecosystems within the zone are considered provincially rare and are considered important to maintaining biodiversity in the region.

Major risks to the CDF zone include urban and industrial development, resource extraction activities, invasive species and disease, and the effects of climate change (BC Ministry of Forests, 1991; BC Ministry of Environment, Lands and Parks, 1999).

Climate models indicate that for southern British Columbia, by 2050 summers might get warmer by 1.5 to 4 degrees and drier by as much as 35%. Also, winters might be warmer by 1.5 to 3.5 degrees and wetter by 0 to 20% (Nature Conservancy of Canada, 2011, p. 20). Climate change has the potential to alter the disturbance regime, soils and vegetation as species and the ecosystem responds to shifts in temperature, moisture and weather patterns. Climate change is also anticipated to increase sea level changing marine habitats and posing risks to any built elements close to the shoreline. To date, the specific effects of climate changes on the park's ecosystems and the contribution of the park's ecological values to mitigating climate change are not yet fully understood.

4.1.9 Summary

The natural environment at Moorecroft Regional Park is characterized by a sensitive Garry Oak ecosystem within the Coastal Douglas-fir (CDF) biogeoclimatic zone. The park's natural environment is significant because it represents a relatively contiguous swath of CDF zone in a landscape that is otherwise fragmented by residential and forestry uses. Within this ecosystem, regional biodiversity and ecological processes are maintained. In conjunction with efforts to establish connections and corridors between existing protected areas, the ecosystem at Moorecroft Regional Park should be protected as part of a broader effort to preserve biodiversity within the CDF zone.

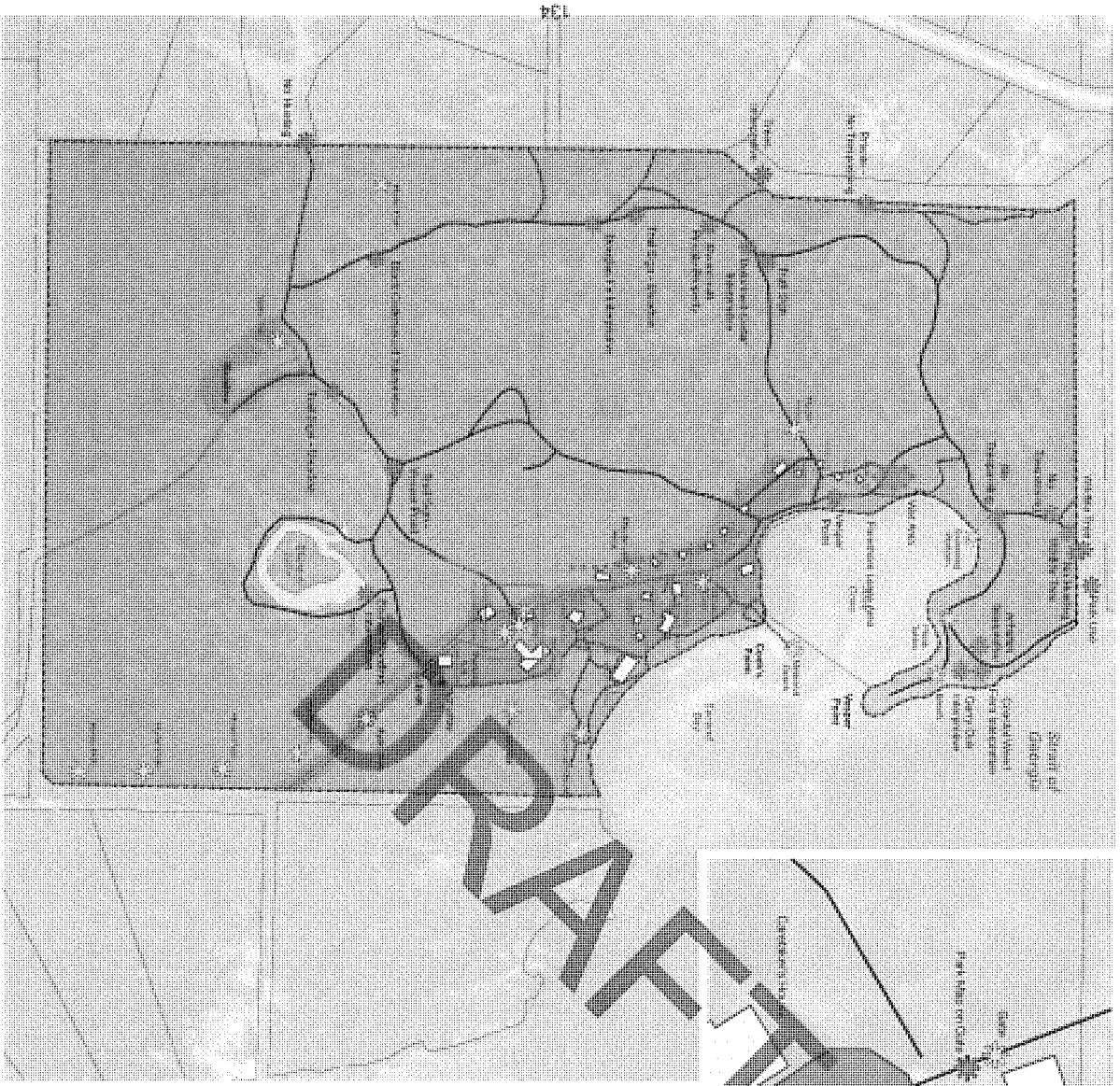
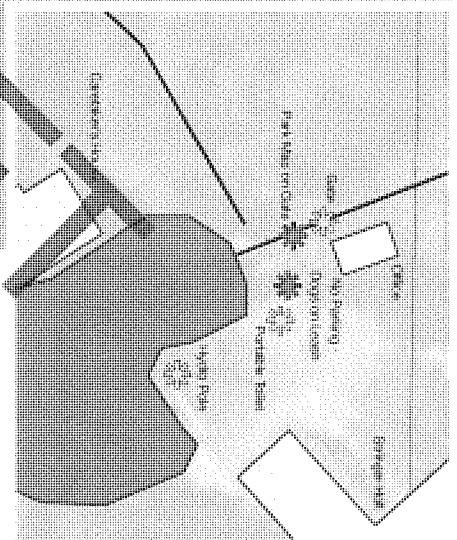
Management Issues and Opportunities

Issues

- Further development, greater visitation, and increased recreational activities may result in impacts to ecological values.
- Natural ecosystem disturbance processes have been altered, or stopped, by past and current site management practices.
- Natural ecosystem processes (i.e. windthrow, fire) may pose risks to public safety, adjacent residential property, and built park facilities.
- Beaver activity may alter the water level at Skipsey Lake and pose a flooding risk downstream, including the area around the Caretaker's House.
- Adjacent land development patterns threaten regional ecosystem connectivity and species movement.
- Exotic and invasive plant and animal species threaten ecological values.
- Some natural park features may be susceptible to impacts from climate change.

Opportunities

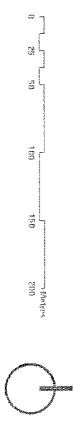
- As a regional example of a CDF zone and a Garry Oak ecosystem, the ecological values of the park are significant to conservation groups and may be useful for scientific research.
- Outdoor education opportunities exist to engage youth, residents and visitors on issues such as the regional ecosystem and conservation activities.
- Site issues (eg. invasive species, regional ecological and recreational connections, etc.) present opportunities to formalize long-term partnerships for park management and operations.



Map 4. Existing Facilities and Amenities

MOORCROFT
Regional Park Management Plan

- Legend**
- Amenity
 - Sign
 - Formal Trails
 - Informal Trails
 - Skipsey Lake
 - Buildings
 - Road and Parking
 - Ephemeral Creek
 - Park Boundary
 - Lot Boundaries
 - Zone A, Developed
 - Zone B, Undeveloped
 - Sedgic Field
 - Water Service
 - Wet Area / Eroded Trail



The Nature Trust
of British Columbia

REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

NATURE CONSERVANCY

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4.2 Recreational Values

This section describes the spectrum of recreation activities at Moorecroft Regional Park and the facilities and amenities that currently exist on the site. Information was gathered from multiple site visits, public input provided during public engagement sessions and observations from the resident caretaker. Map 4 shows the location of existing facilities and amenities.

4.2.1 Park Setting

Recreation activities occur within two primary zones at Moorecroft Regional Park. The Development Zone includes the area occupied by the former camp and is characterized by considerably modified areas including the parking lot and a network of buildings. This area is located at the entrance of the park and provides park access as well as amenities such as washrooms and a beach access.

The Conservation Zone occupies approximately 93% of the park and is protected by a conservation covenant registered on title of the property. A trail network extends through the park and provides visitors with access to the park's natural features, including the intertidal zone, mature Douglas-fir and Big Leaf Maple forests, Skipsey Lake (Figure 12) and Vesper Point.

Figure 12. Skipsey Lake



4.2.2 Recreation Activities

The park is currently used as a setting for nature appreciation and outdoor recreational activities. As Moorecroft is a new Regional Park, visitor experience programming to date has been limited to a handful of guided interpretive tours by RDN staff.

The recreation activities currently enjoyed at the park are relatively compatible with the park's sensitive environmental features. Instances of competing or conflicting visitor uses have been experienced in the park, as documented in the monthly Caretaker's report and as communicated by members of the public during public engagement sessions. With visitation levels expected to increase, there is potential for these conflicts to more significantly impact the park's ecological values and the quality of the visitor experience.

Recreation Activities

- Dog walking
- Diving*
- Hiking
- Interpretive tours
- Nature appreciation
- Paddling*
- Painting
- Photography
- Picnicking
- Sketching
- Swimming

*Vehicular access to the beach is not provided and users should be prepared to walk to the beach with their equipment.

Visitor Use Conflicts

- Soil compaction and vegetation damage
- Trail rutting and widening
- Increased wildfire risks
- Wildlife harassment and feeding
- Human encounters with wildlife
- Conflicts with off-leash dogs
- Conflicts with adjacent land owners
- Limited motorized vehicle (ATV) trespass on trails
- Littering

Some impacts are the result of uninformed and inexperienced users while others result from careless users and illegal activities. The community has expectations that the park and the values that it protects are maintained for future generations.

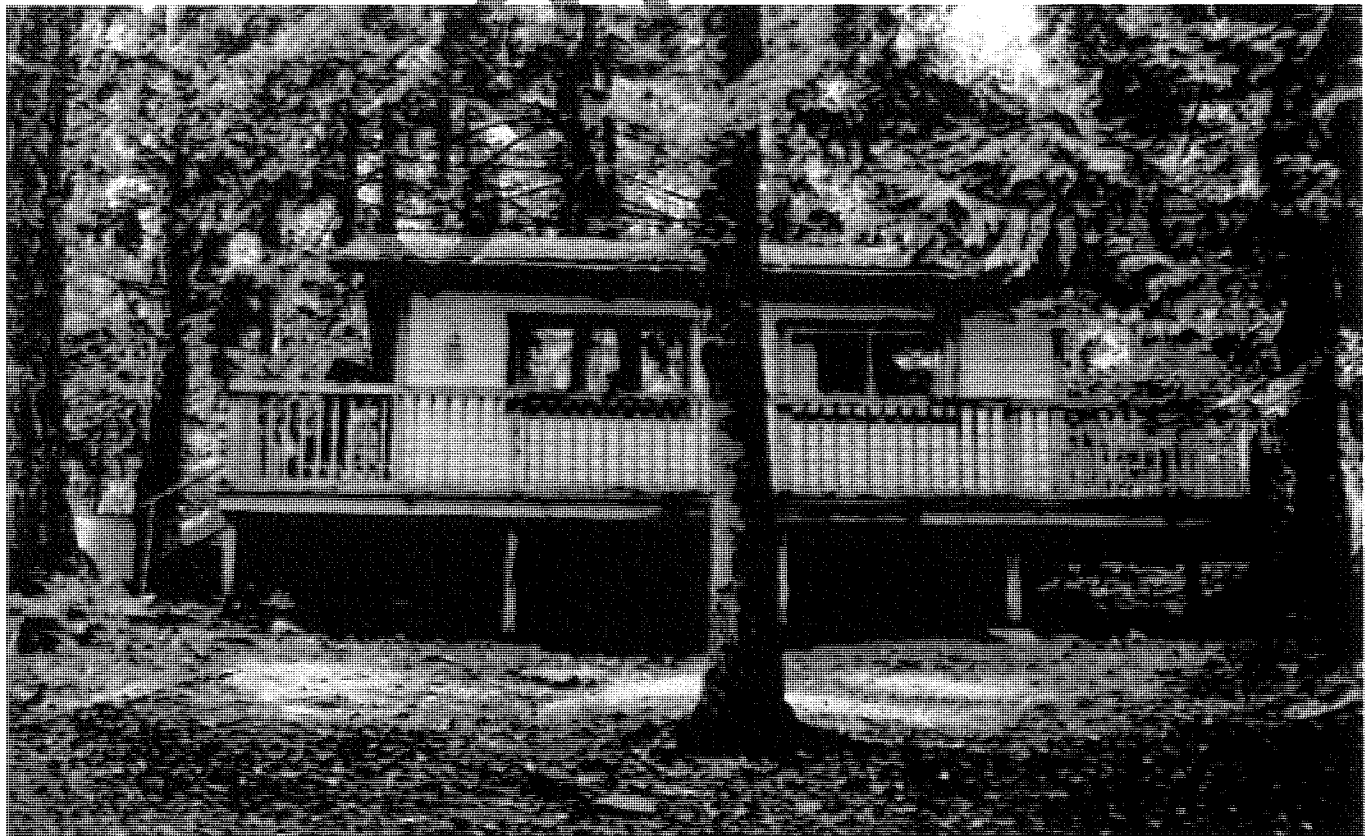
4.2.3 Park Amenities

The park is mostly forested, with development clustered near the park entrance at Stewart Road and heading north toward the shore in the Development Zone. Developed features on the site at acquisition included roads, a parking lot, a playing field, a children's playground, various clearings, an excavated water feature (Skipsey Lake), a network of trails and 27 buildings (Figure 13). Since acquisition, the playground and 4 buildings/cabins were removed due to hazardous conditions and safety concerns.

Buildings at Moorecroft Regional Park

- Kennedy Lodge (main lodge)
- Dining hall (includes a commercial kitchen)
- Two splash houses
- Caretaker's residence
- First-aid building
- Storage and auxiliary buildings
- 17 cabins

Figure 13. Existing cabin



In addition to the buildings, a suite of infrastructure and utilities are also present on the site, including:

- Access roads
- Informal volleyball court, an open-air church area and memorial bench at Cook's Point
- Firehose stations
- Hydro lines & poles
- Lighting
- Picnic tables
- A water weir at Skipsey Lake
- Vehicle parking
- Water lines

The trail system is one of the park's main recreation features. There is an extensive network of formal and informal trails throughout the park that vary in terms of their usage. The quality and condition of the trails also varies throughout the park with some trails showing rutting from vehicles and large muddy sections (Figure 14). Generally, the trails are dirt or grass trails that have been constructed over time. The main trail through the site follows the existing vehicle access route. Secondary trails are much narrower and cannot support vehicular traffic.

Figure 14. Main park trail showing rutting and mud



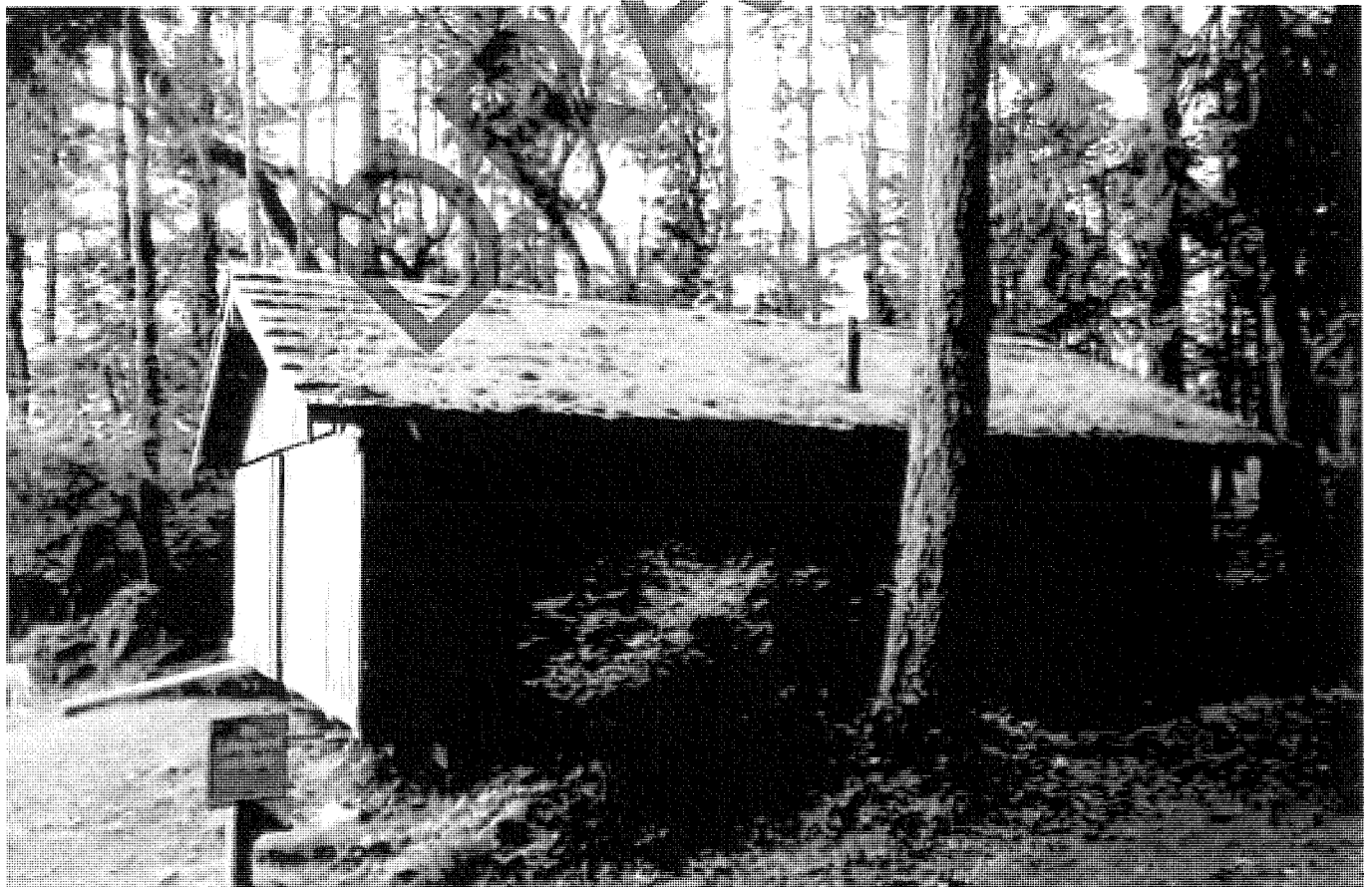
In 2011, the Regional District of Nanaimo commissioned a Risk Control Survey Report for the site. The report found that existing facilities and infrastructure were in varying states of disrepair and required significant maintenance attention (Figure 14). In many cases, the buildings require decommissioning in order to meet public safety and risk management requirements. Buildings deemed unsafe (Figure 15) have been closed to unauthorized access and labelled as such by the RDN.

The report also identified ancillary safety issues within the park including, tripping hazards along trails, human-wildlife conflicts, domestic dog attacks, wildfire and natural hazards such as bluffs, tides, open water and falling trees.

4.2.4 Summary

Moorecroft Regional Park is valued as an outdoor recreation destination for its natural setting and for the trail network that provides access through the park. While some existing amenities and infrastructure are serviceable, a large number of the buildings on the site are generally in poor condition and in some instances do not meet public safety and risk management requirements. In addition, user conflicts have the potential to escalate if left unaddressed, resulting in potential impacts to user experiences.

Figure 15. The Boat House - Typical building condition



4.2.5 Management Issues and Opportunities

Issues

- Infrastructure and amenities require upgrading or replacement to meet new servicing requirements and standards.
- Facilities and buildings require significant maintenance and, in some cases, do not meet public safety and risk management requirements.
- Potential for impacts to the natural environment such as vegetation impacts, wildlife harassment, and soil compaction, rutting and erosion resulting from improper trail use, human-wildlife conflicts and impacts from dogs.
- Potential for impacts to visitor experience resulting from user conflicts such as conflicts with dogs.
- Potential risk for wildfires and associated public safety and property risks.
- Current road and access routes do not meet standards for access by emergency responders.
- Potential for vandalism and improper park use (e.g. partying).
- Little is known about current visitor satisfaction.

Opportunities

- Improve visitor experience and conservation of ecological and cultural values through the active management of visitor impacts and facility safety.
- Provide regionally unique recreation and learning opportunities.
- Design programs and park infrastructure that enable both directed and self-directed learning opportunities.
- Improve understanding of visitor satisfaction and demands.
- Improve park infrastructure.
- Develop volunteer and stewardship opportunities to maximize the natural and human activities taking place in the park and to provide early warning of damaging practices or unexpected events.
- Regular research and monitoring to update and validate existing environmental and human-built conditions and maintaining a current understanding of Park visitors.

4.3 Cultural Values

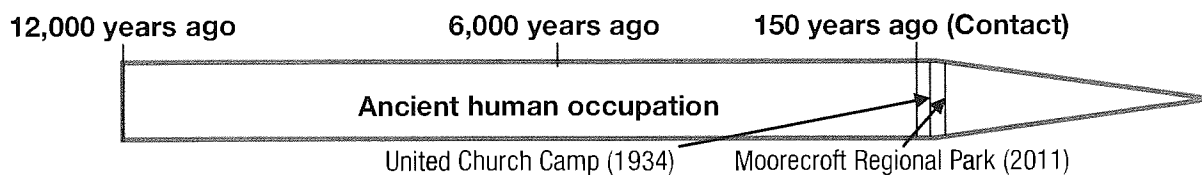
Moorecroft Regional Park has a rich cultural history dating from pre-contact with Europeans to its recent operation as a youth camp. Multiple groups ranging from the Snaw-Naw-As (Nanoose First Nation) to stakeholders including the United Church, community members and local businesses have an interest in maintaining the park's recent and historical legacy as a place of gathering, celebration and teaching. Figure 16 provides a chronological perspective of human occupation at the site and the relatively recent historic camp and new Regional Park.

4.3.1 First Nations

Moorecroft Regional Park is in the core traditional Coast Salish territory of the Snaw-Naw-As and within the traditional territory of the Snuneymuxw (Nanaimo First Nation). In 1975 an archaeological site was recorded on the Moorecroft United Church camp during a large survey of eastern Vancouver Island (Murton and Foster, 1975). Archaeological site DhSb-13 was noted in this location but did not undergo any assessment or further study beyond simply recording the presence of an ancient archaeological site. In 2011 the Regional District of Nanaimo requested an Archaeological Overview Assessment (AOA) for removal of one building on the site known as the "craft hut" to ensure archaeological site deposits were not disturbed during removal (Baseline Archaeological Services Limited, 2011). This review was restricted to the craft hut area.

In 2012, the Archaeological Society of British Columbia – Nanaimo Branch (ASBC-NB) observed the boundaries of site DhSb-13 had not been accurately recorded in 1975. The ASBC-NB recognized an update was needed especially in light of the newly acquired park, planning and public consultation process for the future of Moorecroft Regional Park. Using this as an opportunity to invite the public to learn more about archaeology, the ASBC-NB conducted a very brief preliminary field review of a small portion of the park to update the archaeological site boundaries. This work was done in an effort to ensure the ancient cultural values were identified and incorporated into the planning process in an attempt to prevent any impact. The ASBC-NB registered the new archaeological site boundary with the BC Archaeology Branch and presented their findings to the Moorecroft Advisory Committee on May 2, 2012.

Figure 16. History of Human Occupation at the Site



Archaeological sites are sensitive, fragile and are highly susceptible to destruction and to protect this site and out of respect for the ancient cultural values inherent in archaeological sites; specifics (content, location, etc.) will not be disclosed publicly.

Moorecroft Regional Park is a remnant of a much larger ancient landscape of natural and cultural ecological values that once existed everywhere. Surviving physical evidence of Snaw-Naw-As ancient occupation, land use and cultural traditions is a significant link to the past that not only survives as physical evidence in archaeological sites but also in environmental and historic data, oral tradition, and ethnography. All of these sources contribute to learning about ancient cultural landscapes. Moorecroft Regional Park presents a specific opportunity to work with Snaw-Naw-As to better understand and study this link to the past. This could provide a significant educational benefit to the community.

One of the physical archaeological features identified by the ASBC-NB during the brief preliminary site visit was a culturally modified tree, shown in Figure 17. Bark stripped Douglas-fir trees like this were used by Coast Salish people as an important fire starter and fuel resource as fir bark has been found to have the highest BTU of any wood species available in the Northwest coast and will burn in ambient wet winter conditions if harvested correctly. Given the challenging environmental conditions and exposed locations found on the Northwest Coast that many semi-sedentary hunter gatherer populations would have faced on a regular basis, resources such as fir bark would have been critical to survival.

Figure 17. Culturally Modified Douglas-fir Tree



4.3.2 Moorecroft Camp

Ms. Gertrude Moore originally opened Moorecroft Camp in 1934. The camp was operated as an all-girls camp and was named after Ms. Moore’s family homestead in Ontario. In 1955 the United Church of Canada purchased the property and ran it first as a summer camp and then as a year-round camp rentable for retreats and field courses by schools and community groups. Overnight accommodation was a vital component of the park, as was a focus on engaging youth in physical activity, nature appreciation and learning opportunities. The document “Moorecroft Camp: a look back” summarizes the vision and history of the camp (Huffman, 2008).

The majority of the buildings on the site were constructed after 1955, following the United Church’s purchase of the property. Many of these buildings were constructed off-site from surplus materials following the construction of a pulp mill at Port Alberni. Improvements to the buildings were made in the 1970s and again in the 1990s, including cabin winterization and the construction of new buildings such as the Caretaker’s House. Table 8 summarizes the major events at Moorecroft Camp.

Table 8. Timeline of Major Events at Moorecroft

Date	Key events or activities
1934	Ms. Moore establishes girls camp
1955	United Church of Canada purchased the property and started summer camp
1956	Road into Camp Moorecroft extended and completed
1969	Ms. Moore dies at the age of 75
1970	Local presbytery established Moorecroft Camp Committee to assume management and operation of the camp
1976	Purchase of 14 additional acres for Camp Moorecroft site Fireplace irons from the late Ms. Moore’s home in Ontario were shipped and installed in Ms. Moore’s cabin on site
1981	Camp Moorecroft hosts open house, free camping weekend and seafood dinner.
1970-1985	Capital improvements and growth of the camp, including winterization of key buildings, full time resident caretaker, purchase of camp vehicles, ongoing leadership training, year-round use established, and sailing camps and other activities promoted.
1986	30-year foreshore lease negotiated with the Province to 2016
1989-1992	Additional cabins constructed and structural improvements made to existing facilities. “Skipsey Lake” created (excavated) and stocked with trout.
1993-2001	Continued improvements and upgrades made to camp facilities. Ongoing training and updated camp standards manual completed. Peak of 425 summer campers, 29 “pre-campers” in 1995.
2002	Large deficit resulted in termination of all staff.
2003	Selective logging conducted.
2005	Initial recommendation made for the closure and sale of Camp Moorecroft.
2007	Presbytery supports “in principle” sale of the camp property.
2011	Moorecroft site is sold to the Regional District of Nanaimo with funding assistance from The Nature Trust of British Columbia to establish Moorecroft Regional Park.
2012	First Moorecroft Regional Park Management Plan completed.

4.3.3 Local Community and Businesses

Local businesses have been a key element in the ongoing operations and success of the Moorecroft Camp prior to its transfer to the RDN as a regional park. These businesses have provided funding and in-kind support to help ensure the Camp's goals and vision were achieved.

There are a number of enduring activities and long-term relationships that already exist between the park and the local community. Moorecroft Regional Park has the opportunity to continue as a venue for formalized learning activities offered throughout the year by Vancouver Island University, School District #69, and other organizations.

4.3.4 Summary

Moorecroft Regional Park has long been a place of gathering, celebration and teaching; first through traditional Snaw-Naw-As use and then as youth camp. These cultural histories are infused throughout the site in its the buildings, trees and archaeology. There is a desire to preserve this place and its cultural uses as the site enters a new phase as Moorecroft Regional Park.

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4.3.5 Management Issues and Opportunities

Issues

- The current understanding of Snaw-Naw-As traditional use of the site and cultural connections to the ecological features of the site are limited.
- The future use of the park will differ from previous uses of the site and these changes in use patterns may impact those who have previously used the site in different ways.
- Facility and amenity development will need to avoid archaeologically sensitive areas and/or adhere to provincial requirements/guidelines.

Opportunities

- Develop a unique recreation experience within the RDN regional parks and trails system based on the site's significant cultural history.
- Identify and develop partnership opportunities with the Snaw-Naw-As for cultural programming and site-sensitive development.
- To help build and maintain quality park experiences, leverage the long-term community relationships that were established when Moorecroft Camp operated.
- Continue the recent and historical legacy of the site as a place of gathering, celebration and teaching.
- Enhance relationships with other stakeholders to strengthen stewardship of the park and create of new visitor experiences.
- Engage and collaborate with children and youth to ensure the sustainability of the park for future generations and to address youth recreation service needs as identified by the RDN Youth Recreation Strategic Plan.

5.0 VISION, PRINCIPLES AND GOALS

Management decisions need to be guided by a shared long-term vision of the park's future. By describing the vision statement, principles, and management goals, this section provides the foundation and direction for the plan's policies and actions. The vision, principles and goals also serve as a foundation on which to base decisions on future management issues that arise but were not anticipated in this plan.

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5.1 Vision of Moorecroft Regional Park

In 2022, residents and visitors alike recognize Moorecroft Regional Park as a destination for nature, community and learning. Moorecroft is a place to celebrate the region's ecological features, its history, local arts and vibrant First Nations culture.

The park's native biodiversity and cultural assets have been protected, and are enhanced. The park serves as a small, yet intact, refuge for wildlife in an increasingly fragmented landscape. Previously disturbed areas within the park have been reclaimed and non-native invasive species are under control.

Moorecroft operates through various partnership opportunities among the Regional District of Nanaimo, the Nature Conservancy of Canada, the Nature Trust of British Columbia, Snaw-Naw-As (Nanoose First Nation), academic institutions, and the private and not for profit sectors. Experiential learning opportunities, sustainable infrastructure and committed stewardship deliver enhanced visitor experiences.

Moorecroft Regional Park remains a place for families and visitors of all ages to enjoy.

5.2 Park Classification

Park Classification - Regional Natural Area

A **Regional Natural Area** protects “the natural environment and provides opportunities for a range of appropriate outdoor experiences and activities. These areas protect key natural areas that are significant to the environmental character of the region. They are not as ecologically sensitive as Regional Conservation Area's but may contain some sensitive ecosystems” (Regional District of Nanaimo, 2005, p. 26).

Moorecroft Regional Park effectively contributes to achieving many of goals established in the Regional Parks and Trails Plan. Specifically:

Representation

- The park represents a relatively intact parcel of Coastal Douglas-fir zone.

Important Habitats

- Moorecroft protects habitat for a number of provincial red and blue listed species and a small portion of one of Canada's most endangered ecosystems – the Garry Oak ecosystem. The park also protects known wildlife trees, coastal bluffs wetlands and riparian areas.

Unique Cultural Features

- Moorecroft Camp and some buildings on site are recognized as cultural assets to the local community, though they do not have any provincial historical recognition.
- The park is also part of the traditional Snaw-Naw-As territory. The park protects archaeological sites important to the Snaw-Naw-As people.

Enjoyment, Appreciation, Education + Economics

- Magnificent views, attractive settings, ecological assets and the park's history provide an appealing foundation on which to build memorable visitor experiences.
- The visitor experiences prescribed in this plan will establish the park as a destination for both local and short haul tourists. This visitation is likely to stimulate some economic benefits in the immediate community.

Accessibility

- Moorecroft Regional Park helps achieve a more equitable distribution of parks for residents of Electoral Area E.

5.3 Guiding Principles

The following principles will guide the management of Moorecroft Regional Park:

Environmental Protection

- Recognize the ecological significance of the site and ensure the protection of its ecological values in accordance with the Conservation Covenant.

Collaboration

- Community, partners and stakeholders collaborate with the Regional District to manage Moorecroft Regional Park.

Character & History

- Built features and landscapes honour the park's historical and recent cultural legacies while harmonizing with the natural environment. Learning and connecting with nature should be infused into all amenities and park programming.

Healthy, Active and Enriched Living

- The park is a place for visitors to engage in activities that improve physical and mental well-being and quality of life.

Accessibility

- Built elements and programs, whether delivered by the Regional District or its partners, will strive to enable access for all; regardless of age, ability, or income.

Informed Decision-Making

- Park management decisions are based on the best information available to the Regional District and its Moorecroft partners. Ongoing monitoring will enable adaptive management and continuous improvement.

Connectivity

- Strive to achieve long-lasting connections between youth, families, the community and nature through park management decisions. Use trails to connect park visitors and adjacent communities with other recreational opportunities.

5.4 Management Goals

The management goals for Moorecroft Regional Park are summarized in Table 9.

Table 9. Management Goals and Objectives

Management Goals	Management Objectives
CONSERVATION + PROTECTION	The park's biodiversity, ecosystems, ecosystem processes, historic resources and scenic qualities are protected, enhanced and continue unimpaired.
	Research & monitoring inform adaptive management and support knowledge-based decision-making.
OUTDOOR RECREATION, ACTIVE LIVING + LEARNING	Outdoor recreation opportunities that promote healthy lifestyles, a connection with nature, personal growth, and a sense of community are enjoyed by visitors of all ages and abilities.
	The park serves as a directed and self-directed educational centre to enhance visitors' environmental literacy and their personal connection with the natural and cultural values of the site.
	Recreational experiences enjoyed by visitors to the site should generate an interest in the regional parks and trails system, enabled through connectivity to adjacent parks and recreation opportunities.
VISITOR MANAGEMENT + SAFETY	Visitors are responsible and respectful while enjoying the park. Park infrastructure and facilities are developed and maintained to provide a safe place to play, recreate, learn, contemplate and celebrate.
COMMUNITY ENGAGEMENT + STEWARDSHIP	Partners, stakeholders, First Nations and visitors are active stewards of the park and are engaged in park management, program delivery and maintenance.

6.0 OBJECTIVES, POLICY DIRECTION + PRIORITY ACTIONS

Policies and priority management actions are described in this chapter. These policies and actions will advance management of the Park towards the future vision while addressing the issues and opportunities that emerged through the planning process. The section is organized according to the goals established in Chapter 5.

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6.1 Conservation and Protection

Moorecroft Regional Park provides a unique and globally significant contribution of ecological features and sensitive ecosystems. The most pressing management issue in Moorecroft Regional Park is balancing the potentially conflicting values of ecological preservation and protection with visitor use and development of new facilities or experiences. Management strategies must focus on the avoidance and mitigation of further human-induced disturbance, while maintaining the ecological values and natural processes that are protected under the conservation covenant.

Table 10. Conservation and Protection Policies

Objective	Policies	Actions
<p>The park's biodiversity, ecosystems, ecosystem processes, historical values and scenic qualities are protected, restored and continue unimpaired, where they do not pose an unacceptable risk to public safety and built assets.</p>	<p>Maintain the diversity and abundance of the park's native terrestrial, marine and aquatic flora and fauna.</p>	<p>In accordance with the conservation covenant, prohibit new developments in the Conservation Zone.</p>
		<p>Maintain designated trails throughout the Conservation Zone and manage visitor use to those trails.</p>
		<p>Designate and manage the Garry Oak ecosystem system (Vesper Point) as a Special Management Area and actively control visitor access to designated trails.</p>
		<p>Install fencing and other control measures such as information signs to manage visitor access within the Garry Oak Ecosystem, Coastal Wood Fern site and other sensitive areas.</p>
		<p>Encourage the continued naturalization of Skipsey Lake.</p>
		<p>Discourage travel around Skipsey lake. Manage visitor use to the future boardwalk and viewing platform.</p>

Objective	Policies	Actions	
		As necessary, implement seasonal closures on trails near known raptor nests and perch trees during incubation and rearing times.	
		Work with partners and local volunteers to monitor and manage the White pine blister rust (<i>Cronartium ribicola</i>) in accordance with the Pine Stem Rust Management Guidebook, prepared by the BC Ministry of Forests.	
		Work with partners to establish a supplementary nest box program around Skipsey Lake targeting wood ducks, bats and small cavity nesting owls such as the Western Screech-owl.	
		Work with partners to assess amphibian habitat. Develop a strategy to minimize impact at trail and road crossings during seasonal migration times.	
		Formalize ROW agreement with the Ministry of Transportation and Infrastructure (MoTI) along northern park boundary to secure an ecological buffer to the park and eagle nest tree.	
		Install interpretive signage, with Quick Response (QR) codes, and work with partners to deliver interpretive programs to educate visitor's about the park's: <ul style="list-style-type: none"> • Ecological significance • Cultural significance • Wildlife • Vegetation • Species at risk • Restoration initiatives. 	
		Continue to restrict shellfish harvesting in Arab Cove (Foreshore Lease).	
		Using native planting, naturalize the development zone to enhance wildlife habitat and visitor experiences.	
	Work with partners to preserve and restore the ecological integrity of disturbed areas in park.		In partnership with the Garry Oak Ecosystem Recovery Team, prepare a Garry Oak Ecosystem Recovery Plan for the special management area.
			Work with partners and the future Moorecroft Regional Park partnership forum to coordinate and deliver Park Stewardship Days to: <ul style="list-style-type: none"> • Restore human disturbed areas • Manage non-native invasive species • Naturalize the development zone • Enhance wildlife habitat & nesting around Skipsey lake.

Objective	Policies	Actions
Research & monitoring inform adaptive management and support knowledge-based decision-making.	Support the continuation of natural ecosystem processes where they do not pose an unacceptable risk to public safety and built assets.	Maintain and avoid disturbance of the beaver dam at Skipsey Lake, to the extent that it does not pose an unacceptable risk to public safety and built assets. A pond leveller may be required to maintain water levels should public safety and built assets be at risk.
	Invasive flora and fauna species will be detected early and actively controlled in and adjacent to the park.	Work with partners and volunteers to remove existing non-native invasive species in and adjacent to the park.
		Work with partners to establish and implement an invasive species early detection and monitoring program.
		Encourage adjacent property owners to monitor and, if detected, expedite control of non-native invasive species.
	Promote habitat connectivity to, and minimize potential ecological impacts from, adjacent land use.	Renew the foreshore lease for Block A, Lot 249 in 2016.
		Proceed with securing the foreshore lease for Second Bay.
		Develop conservation stewardship partnerships with conservation organizations to communicate exemplary land management practices to landowners adjacent to the park.
	Pursue natural and social science research to enable knowledge based decision-making.	Continue to work with the NCC, on the Ecosystem Monitoring Program to evaluate progress towards the goals established in this plan.
	Work with interested partners to maintain a science research partnership for the park. The strategy is to include both natural and social science and inform park management.	
	Provide park use permits for key academic, research and conservation agencies that may be interested in monitoring potential effects of climate change on park terrestrial and aquatic ecosystems.	

6.2 Outdoor Recreation, Active Living + Learning

A recreation opportunity may be understood as the ability for a person to engage in a preferred activity within a preferred setting “to obtain a desired experience” (Clarke & Stankey, 1979). Three site-specific park planning, management and development considerations informed the policy direction for this goal.

Visitor Experience Programming

Facilitate directed and self-directed learning opportunities through visitor experience programming that deliver a high quality visitor experience. Programming should create enjoyable, engaging and interactive experiences that help visitors discover, value, protect and enjoy the park’s natural and cultural environments.

Primary Interpretive Themes

Utilize consistent messaging and incorporate the primary interpretive themes into visitor experience programming.

- Sensitive ecological features (terrestrial and marine)
- Ecosystem processes and values (terrestrial and marine)
- Plants and wildlife in the park (terrestrial and marine)
- History and cultural significance (including First Nations traditional uses) of the site
- Importance of partnerships in park acquisition and management

These primary themes will be refined during implementation and integrated into all park messaging, interpretive programming, communications and other initiatives aimed at improving visitors' understanding of the significance of the park.

Technology and Visitor Experience Programming

Effective visitor experience programming provides visitors the opportunity to engage in and learn about the park on their terms. Given widespread technology use, visitors expect that information is made available through new and evolving mediums such as social media, smartphones and tablets. Visitor experience programming at Moorecroft Regional Park should explore ways to incorporate technologies and social media.

Table 11. Outdoor Recreation, Active Living + Learning Policies

Objective	Policies	Actions
Outdoor recreation opportunities that promote healthy lifestyles, a connection with nature, personal growth, and a sense of community are enjoyed by visitors of all ages and abilities.	Provide a diverse range of modern, safe, inclusive and sustainable facilities and infrastructure that appeal to all visitors and minimize visitor impacts on the park's ecological values.	Demolish existing buildings not identified for refurbishment.
		Refurbish Kennedy Lodge to provide rental facility space for events.
		Build new splash house on site of existing Director's Cabin, based on park demand.
		Maintain the caretaker's house to support park operations.
		When and if needed, prepare a detailed site servicing plan to address the site's needs for: <ul style="list-style-type: none"> • Potable water • Electricity • Waste water and sewage • Internet.
		Follow approved environmental practices for decommissioning, removal and construction of buildings.
		Work with partners and youth to design and build a natural playscape.
		Design and construct a new day use / picnic area.

Objective	Policies	Actions
		Install wildlife proof garbage and recycling containers and dog waste bag dispensers throughout the park.
		Work with partners to design, construct and install park amenities (eg. benches, bike racks, picnic tables).
		Work with the Snaw-Naw-As (Nanoose First Nation) to examine the feasibility and explore opportunities to develop a Longhouse for cultural and community uses.
		Design and upgrade the existing parking lot to meet future needs and current standards.
		<p>Work with partners to develop a strategy for the future use of Ms. Moore's Cabin. Options include:</p> <ul style="list-style-type: none"> • Demolition • Natural decay on site • Refurbishment for preservation without public access • Refurbishment for public access
		As opportunities arise, seek funding to implement capital and operational goals.
	Provide and maintain a safe, sustainable and barrier free trail system to facilitate visitor experiences and to manage the impact of visitor use. Trails within the park will only permit self-propelled use.	To the extent possible, major trails within the Development Zone will be barrier free to accommodate visitors with mobility constraints.
		Develop regional connections through adjacent lands and within the RDN parks and trails system.
		Designate and maintain the existing trail system throughout the Conservation Zone.
		Continue working with the Crown woodlot tenure holder to explore, and if deemed possible, develop regional trail connections through Crown Lands to the south of the park.
		Through restoration and signage, discourage the development and use of informal trails from adjacent communities.
		<p>Work with MOTI and adjacent landowners to formalize a pedestrian park entry along the park's northern and/or western boundaries.</p> <p>The park entry should include way-finding and regulatory signage.</p>
		Install boardwalks along the park's trail system where necessary to protect sensitive habitat or minimize erosion.
		Evaluate park trails for decommissioning.

Objective	Policies	Actions
<p>The park serves as a directed and self-directed outdoor classroom to enhance visitors' environmental literacy and their personal connection with natural and cultural values of the site.</p>	<p>Provide visitors with self-guided interpretive opportunities to learn about and appreciate the unique environmental, social and cultural values of the park and region.</p>	<p>Work with RDN Recreation Programmers, Snaw-Naw-As (Nanose First Nation) and with representatives from the NCC, TNT, School District 69, Vancouver Island University, woodlot owner, and other potential partners to develop and deliver a strategy for ecological, and cultural educational programming in the park.</p> <p>Content may include information about the Park's:</p> <ul style="list-style-type: none"> • Unique vegetation • Wildlife trees • Ecosystem processes • Restoration initiatives • Archaeological sites • Cultural histories
		<p>Erect interpretive signs and displays throughout the park to implement the interpretive program.</p> <p>Ensure all interpretive displays contain QR codes re-directing visitors to web pages with additional interpretive information.</p>
	<p>Provide visitors with guided interpretive opportunities to learn about and appreciate the unique environmental, social and cultural values of the park and region.</p>	<p>Continue to deliver regular public guided interpretive tours of the park in collaboration with partners.</p>
		<p>Work with partners to coordinate and host public events to engage park visitors in learning about the unique environmental, social and cultural values of the park and region.</p>

6.3 Visitor Management and Safety

As Moorecroft Regional Park grows as a destination for residents and visitors, it will be important to ensure that increased visitation rates do not have undesirable impacts on the park's resources or the quality of the visitor experience. Three site-specific park planning, management and development considerations informed the policy direction for this goal.

Visitor Impacts

Use direct and indirect management techniques to respond to visitor impacts. Management techniques have been chosen based on the anticipated severity of the impact and the motivations of the impacting party.

Management techniques

Direct:

- Zoning,
- Rationing use as informed by carrying capacities,
- Activity restrictions,
- Park patrol and Bylaw officer presence, and
- Enforcement.

Indirect:

- Infrastructure design and/or alterations, and
- Information and education programming.

Public Safety and Emergency Response

Address the main safety issues within the park including facility and infrastructure conditions, tripping hazards along trails, human wildlife conflicts, domestic dog incidences, wildfire and natural hazards such as bluffs, tides, open water and falling trees. Maintain a strong relationship with local emergency responders (fire, RCMP, Search and Rescue) and the local Conservation Officer service to ensure continued public safety and emergency response throughout all aspects of regional park operations.

Compliance and Enforcement

Use a compliance model based on education, prevention and enforcement to ensure compliance and enforcement with district bylaws and provincial statutes (Figure 18).

Figure 18. Compliance Model

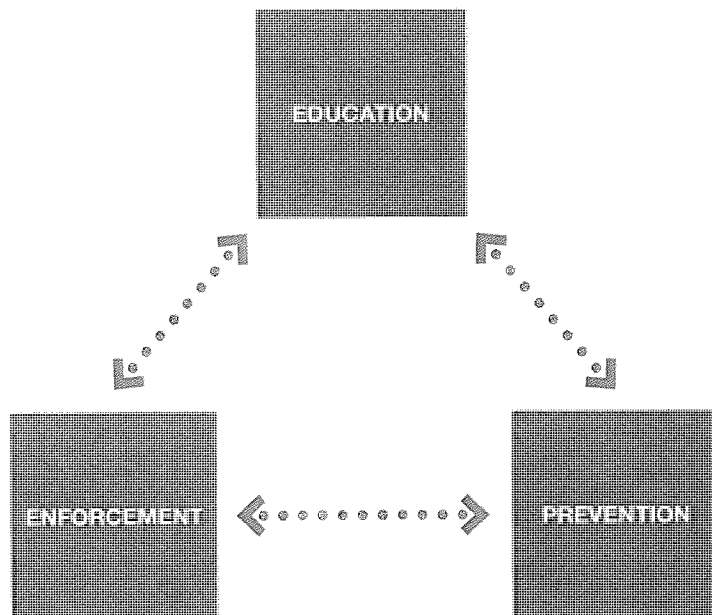


Table 12. Visitor Management and Safety Policies

Objective	Policies	Actions
<p>Visitors are responsible and respectful while enjoying the park. Park infrastructure and facilities are developed and maintained to provide a safe place to play, recreate, learn, contemplate and celebrate.</p>	<p>Educate and inform park visitors about visitor impacts to park resources, the visitor experience, responsible skills and ethics and relevant bylaws.</p>	<p>Install information signs and other media to educate visitors about responsible use of the park and the park bylaws.</p>
		<p>Adopt the principles of the international Leave No Trace program and apply the program to promote responsible enjoyment of the park.</p>
		<p>Using social, web and print media, educate the public about the issues and challenges facing the park and the actions used to address those issues.</p>
		<p>Continue to prohibit:</p> <ul style="list-style-type: none"> • Motorized recreation • Overnight camping • Campfires in the park.
	<p>Assure compliance with the RDN Park Use Bylaw</p>	<p>Work with Bylaw Enforcement to respond efficiently to recurring non-compliance issues.</p>
	<p>Manage commercial activities and special events within the park to minimize impacts to the park's resources and the visitor experience.</p>	<p>Require commercial dog-walkers to obtain a park use permit from the RDN. Until proven otherwise, individuals walking more than 4 dogs at one time are considered to be a commercial dog-walker and require a permit from the RDN.</p>
		<p>Require all other special events and commercial activities to obtain a park use permit.</p>
	<p>Dogs are required to be leashed at all times to minimize impacts to the park's environmental resources and conflicts with other visitors.</p>	<p>Install signs at key locations in the park to inform visitors of the on-leash park policy and their legal obligations.</p> <p>Signs will include QR codes and information to direct dog owners to local off-leash areas.</p>
		<p>Continue to formalize off-leash dog-walking opportunities in the woodlot to the south of the park.</p>
	<p>Improve and maintain an effective way-finding system throughout the park.</p>	<p>Construct and install a park entry kiosk.</p> <p>Construct and install way-finding signs.</p> <p>Work with provincial and local transportation and tourism authorities to erect way-finding signage near the junctions of:</p> <ul style="list-style-type: none"> • Highway 19 and NW Bay Road • Old Island Highway and NW Bay Road <p>Signage should direct visitors to the main park entry and parking lot.</p>

Objective	Policies	Actions
	Discourage access from the park to adjacent properties to minimize conflicts with adjacent property owners.	Clearly indicate Park boundary location.
		Install signs at each of the undesignated trail access points in the park that lead to adjacent properties to discourage visitor use of these routes.
	Trails and park facilities will be designed, developed and maintained to minimize ecological impacts and maintain a quality visitor experience.	Monitor visitor trespass on adjacent lands and, if necessary, close and restore undesignated trails around the boundary of the park as issues arise.
		Conduct regular trail inspections and maintenance efforts to maintain the quality of trails and avoid detrimental ecological impacts.
		Ensure the design and development of all trails and facilities in the park are in accordance with the design guidelines established in Chapter 7.
		Complete regular grading and resurfacing on the main access road entering the park.
	All park facilities will be brought into line with current safety codes, best building practices, and security measures.	Prepare a detailed demolition strategy to outline the most cost-effective and environmentally sensitive approaches to demolition of existing facilities that are not deemed to be salvageable.
		Complete a building assessment for potential uses of Kennedy Lodge including fire safety analysis and capital expenditure plans to determine the upgrades that are required to bring the building to an acceptable level of service for the specified use.
		Continue to upgrade and maintain the Caretaker's House.
		Prepare and implement a capital and major asset maintenance plan for the park.
	Actively monitor the park for, and respond to, public safety and property risks.	Develop an emergency response plan to proactively mitigate the risks of wildfires to public safety and property in and adjacent to the park.
		Continue on-going hazard tree assessment and management within the Development Zone and along trails in the Conservation Zone.
	Apply direct and indirect measures to minimize the risk and impacts of human wildlife conflicts.	Educate park visitors, through installation of park signs and visitor programming, about wildlife encounters and appropriate measures to reduce the possibility and impact of human wildlife encounters.
		Encourage park visitors to report aggressive wildlife encounters.
		Establish and maintain an effective relationship with the local Conservation Officer Service to ensure a timely and appropriate response to reported human wildlife conflicts.

Objective	Policies	Actions
		As appropriate, education, habitat modification, facility design, aversion techniques, relocations and site closures may be used to minimize or respond to human wildlife conflicts.
	Public safety emergencies in the park will be anticipated and proactively planned for.	District Bylaw Officers will maintain delegated authorities to enforce district bylaws and limited provincial statutes. For enforcement matters beyond the authorities of Bylaw officers, the district works with the local RCMP. Compliance issues within the park will be prioritized based on staff availability, severity of the infraction and in consideration of compliance issues in other regional parks.
		Work with the local Fire Department, RCMP, Emergency Medical Services, Conservation Officer Service and Ministry of Forests and Range to develop an Emergency Response Plan complete with clear policies and best practices to respond to emergencies that can be anticipated within the park.
	Initiate efforts to assess park visitor satisfaction and evaluate trends.	Work with partners to monitor visitor satisfaction to understand and track visitor perceptions and satisfaction.

6.4 Community Engagement and Stewardship

Community engagement, effective outreach, and inclusive practices contribute to the development of a strong sense of stewardship. Community engagement is a process of promoting change and achieving collectively valued objectives through an effective working relationship between local residents, visitors, park managers, partners, stakeholders and the Snaw-Naw-As. Effective development and management of Moorecroft Regional Park depends on informed and supportive community engagement that will work to integrate the park into the regional landscape. Five site-specific park planning, management and development considerations informed the policy direction for this goal.

Snaw-Naw-As (Nanoose First Nation)

Commit to an ongoing dialogue with the Snaw-Naw-As about the park's natural, cultural, and heritage resources and identify ways to incorporate traditional knowledge into park programming (e.g. relevant Aboriginal languages, naming conventions, and traditional ecological knowledge in interpretive information). Explore partnership opportunities for implementation and operational aspects of the plan.

Local Community and Businesses

Engage the public and local business stakeholders via outreach, in-house programs, relationship building, and partnerships. The communities and businesses in the region are key stakeholders in Moorecroft Regional Park.

Youth

Work to involve children and youth in the planning, operations, and management of the park to help build environmental literacy, appreciation of parks and protected areas and recreation activities that meet youth needs. The park may also provide youth with seasonal employment.

Partnerships

Develop partnerships between the Regional District of Nanaimo, the Nature Conservancy of Canada, the Nature Trust of British Columbia, the Snaw-Naw-As, academic institutions and the private and not-for profit sectors to ensure operations and management of the park is effective and responsive. Explore conservation stewardship partnerships with adjacent landowners.

Volunteerism

Encourage opportunities for volunteer collaboration and stewardship to maximize the natural and human activities taking place in the park and to cultivate an ethic of care and respect for park activities and amenities.

Volunteer Activities

- Park hosts
- Facility and trail development and maintenance
- Assisting with education and interpretation
- Assisting with resource management
- Assisting with special events
- Exhibit and publication development
- Photography
- Scientific studies and research

Research and Environmental Monitoring

Continue the practice of making informed, knowledge-based decisions that was used in the development of the Moorecroft Regional Park Management Plan by supporting research and monitoring opportunities. Use an inclusive and collaborative approach to observation, research and planning.

Table 13. Community Engagement and Stewardship

Objectives	Policies	Actions
Partners, stakeholders, First Nations and visitors are active stewards of the park and are engaged in park management and program delivery.	Inspire and embrace partners and citizens to actively contribute to the management, restoration, maintenance and protection of the park and delivery of visitor programs.	Work with partners, volunteers and the local community to establish a Moorecroft Regional Park Partnership Forum. The purpose of this group would be to, among other priorities: <ul style="list-style-type: none"> • Report maintenance concerns • Early detection of visitor impacts or other issues • Coordinate park stewardship day • Support restoration initiatives • Educate and inform visitors • Support maintenance • Observe and report instances of visitor non-compliance with park regulations or policies • Meet yearly with the RDN to provide feedback on park management activities.
		Work with partners to promote and publicize volunteer opportunities to regional residents.
		Work with partners, School District, educational institutions, and the local community to identify and establish new partnerships, collaborative student opportunities, or sponsorships with local businesses to assist in delivering park restoration, maintenance, construction, and programming.
		Work with partners and local businesses to develop marketing material, identify opportunities for promotional support and secure donations.
	Provide additional resourcing for park operations and development through fees for value-added services, grants, revenue generating project, donations, and fundraising with park partners and The Nature Trust of British Columbia and by supporting volunteerism.	Explore ways to generate revenues for park management from facility rentals and special events within the park.
	Partner with academic institutions, other government agencies, research organizations, and local First Nations to better understand and preserve ecosystem processes and cultural and heritage values associated with the park.	RDN will work with partners, local stewardship groups, other government agencies, and research organizations (including VIU) to conduct regular research and monitoring to update and validate existing environmental and human-built conditions and to help maintain a current understanding of visitation rates and visitor satisfaction of the park.
		Work with local First Nation(s) to incorporate relevant Aboriginal languages and traditional ecological knowledge in the park's interpretive information.

Objectives	Policies	Actions
	Celebrate and recognize the contributions of partners and volunteers to the management and improvement of the park.	Construct and maintain a Recognition and Donor Wall to celebrate the contributions of volunteers and partners to the park.
		Explore options for private donations in accordance with future RDN policy direction on donations and legacy funding.
		Maintain existing memorial bench on Cook's Point.

7.0 CONSERVATION AND DESIGN CONCEPT

The following sections outline the long-term conservation strategy and potential development in the park. Park zoning and the elements of the proposed design development concept are described.

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7.1 Zoning

Zoning establishes policy direction and management objectives for defined areas within a park. The Regional District of Nanaimo's Regional Parks & Trails Plan, 2005-2015 established the following park zones:

- Intensive Recreation
- Natural Environment
- Conservation

7.1.1 Management Intent

The zoning in Moorecroft Regional Park reflects the priority of protection of biodiversity, ecosystems and ecosystem processes. The Conservation and Intensive Recreation Use zones are consistent with the Conservation Covenant and Access Agreement. 93% of the park falls within the Conservation Zone. Table 14 presents the sizes of the park zones and Map 5 illustrates the zoned areas.

Zone	Area (ha)	Percent of Park (%)
Conservation Zone	32.04	93
Intensive Recreation Use/Development Zone	2.09	7

Table 14. Size of the Park Zones

Conservation Zone

The primary management intent of the Conservation Zone is to protect unimpaired in perpetuity, the park's biodiversity, visual qualities, ecosystems and ecosystem processes; where the continuance of these processes do not pose an unreasonable risk to public safety and adjacent public values.

The secondary management intent of the zone is to facilitate visitors' appreciation of the park's natural values through low-impact recreation opportunities as well as directed and self-directed educational programs. Park visitors will enjoy a largely unaltered landscape with few amenities, infrastructure and services provided in this zone. Infrastructure will be limited to that required for active management of visitor impacts. Any new development within this zone that extends beyond the footprint of existing development requires the written approval of the Nature Conservancy of Canada.

Intensive Recreation Use / Development Zone

The Intensive Recreation Use / Development Zone is consistent with the Development Zone identified in the Nature Conservancy of Canada's Conservation Covenant. The management intent of the Development Zone is to provide infrastructure that supports outdoor recreation and learning opportunities that promotes healthy lifestyles and a connection with nature and culture. Management of the zone will prevent the further deterioration of ecological values and take action to restore native vegetation, where practical. Visitors will find a modified, yet predominantly natural landscape with a range of safe, accessible and sustainable infrastructure and amenities that support the quality of visitor experiences.

7.2 Design Concept

The design concept translates the vision and policy direction into more detailed design recommendations to guide short, medium and long-term park capital improvements. The concept illustrates the physical improvements to the landscape, architecture, infrastructure and ecology of Moorecroft Regional Park.

The design concept (Figure 19) is based on input received from the RDN, Advisory Committee, stakeholders, and the public on three potential design concept scenarios. The input was used to determine a preferred future that best reflects the vision, management principles, and goals of the park.

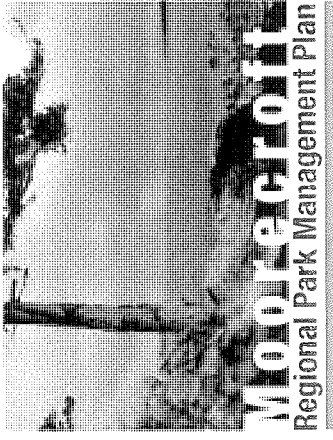
The park concept is founded on three underlying principles.

1. Protection and enhancement of the natural environmental and ecological processes.
2. Provision of a modest framework of appropriately designed infrastructure that supports and improves the visitor experience.
3. Ecological, cultural and economic sustainability

Key drivers for the design concept include:

- Public safety
- Areas of environmental sensitivity
- Archaeological resources
- Preservation of character and visual quality
- Accessibility
- Educational opportunities
- First Nations cultural opportunities
- Seniors and youth opportunities
- Desired uses and amenities
- Potential for renovation or removal of existing facilities
- Durability and resilience of materials, structures and facilities
- Parking and vehicular access improvements
- Full life cycle costing
- Maintenance and operational efficiency

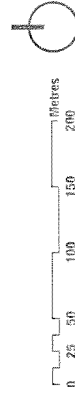
Map 5. Park Zoning + Existing Site Conditions



Moorecroft Regional Park Management Plan
Park Zoning + Existing Site Conditions

Legend

- Park Boundary
- Zone A: Developed
- Zone B: Conservation
- Lot Boundaries
- Existing Buildings
- Road and Parking
- Skipsay Lake
- Ocean
- Ephemeral Creek
- Formal Trails
- Informal Trails

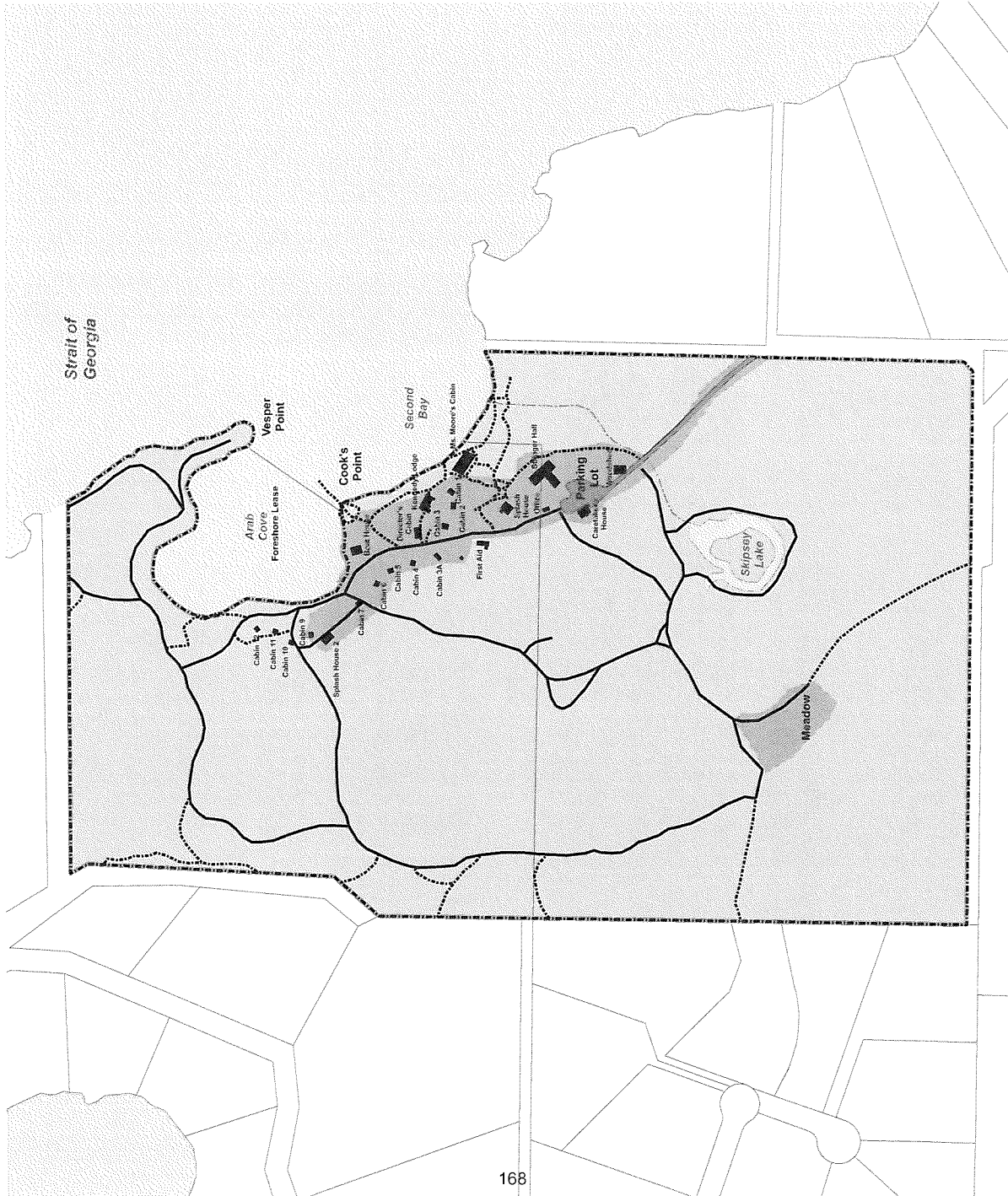


REGIONAL DISTRICT OF NANAIMO
RECREATION AND PARKS

The Nature Trust of British Columbia

NATURE CONSERVANCY OF NANAIMO

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7.2.1 Overview of the Concept Elements

The management plan interventions adopt two strategies:

1. Maintain or improve ecosystem function by excluding activities from areas sensitive to use and development.
2. Enhance visitor experience and understanding of the park with selective development of appropriate facilities and infrastructure.

Consistent with the zoning strategy, all development elements are limited to the Development Zone or to areas of existing development footprint. The elements of the plan fall into several categories:

- Demolition of structures
- Garry Oak ecosystem recovery areas
- Multi-use meadow
- Gateways and Entrances
- Access Road and Parking
- The Central Development Area
- Trails and Boardwalks
- Structures
- Wayfinding and Signage
- Natural Playgrounds
- Utility Infrastructure

7.2.2 Demolition of Structures

Following building assessments, it was determined that most of the existing park structures are beyond economic repair and repurposing. Many will be removed. The following structures will not be demolished and further study will determine their future use or need:

- The Caretaker House
- Kennedy Lodge
- Ms. Moore's Cabin
- The Boathouse

Where possible, the existing foundations will be reused for the new structures. For example, the existing Director's Cabin will be demolished and a new splash house and washroom facility may be constructed in its place, making use of the existing water services and septic system. A new picnic shelter is proposed within the footprint of Stringer Hall.

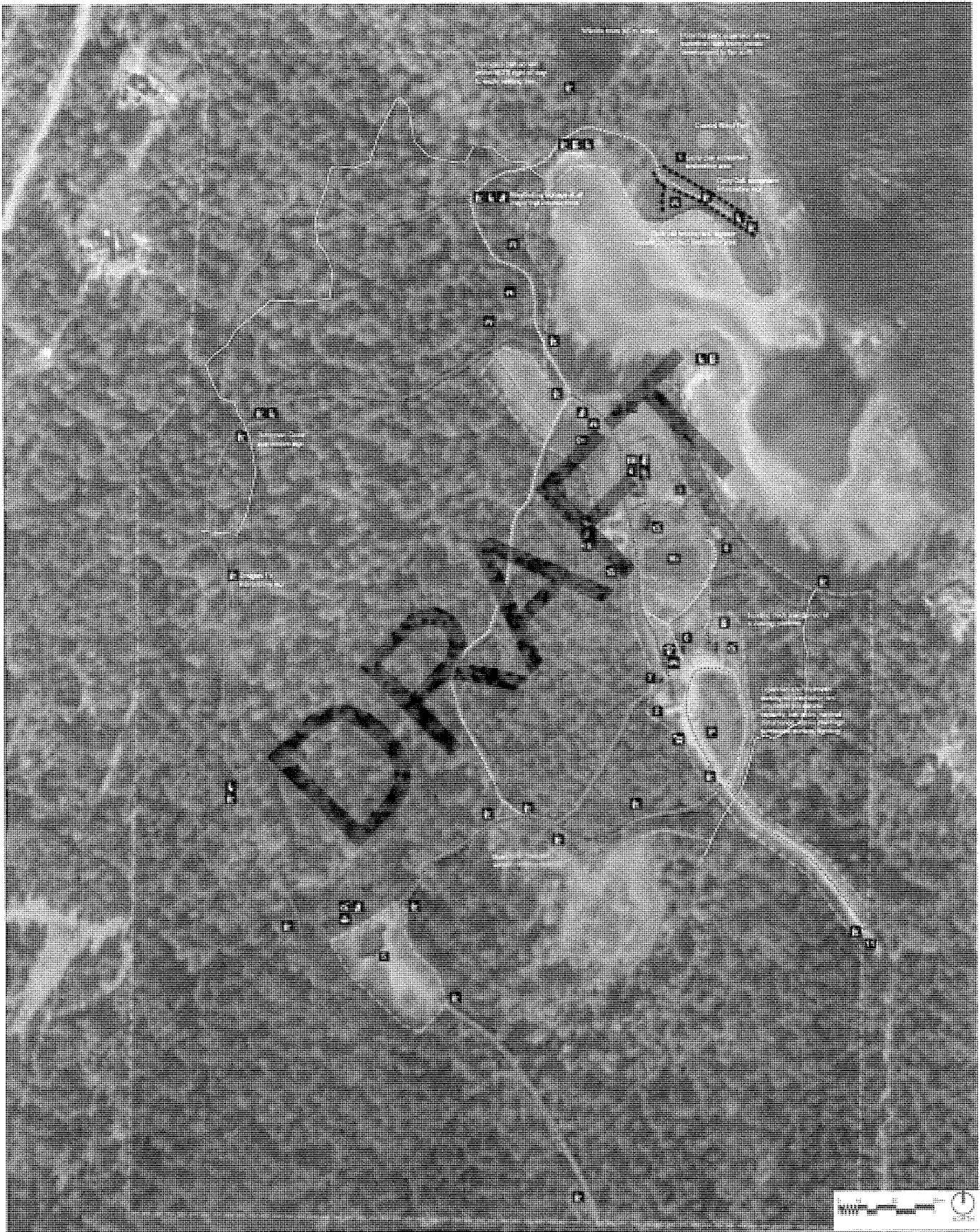


Figure 19. Design Concept for Moorecroft Regional Park (Legend below and concept map opposite)

LEGEND

CIRCULATION

- Existing pedestrian trails to remain
- >>> RDN will work to formalize south, west, and north pedestrian park entries
- Upgrade existing trail for accessible use
- Upgrade existing trail access for vehicle access
- Vehicular access

BUILDINGS

- Existing buildings to be retained
- Proposed new buildings/structures

ZONES

- Conservation zone
- Development zone
- Watercourse
- Wildlife tree buffer
- Coastal Wood Fern
- Park boundary
- Split rail fence

AREAS

- 1 Garry Oak ecosystem recovery area

PARK STRUCTURES

- 2 Caretaker House - maintain and refurbish
- 3 Kennedy Lodge - facility for special events, RDN parks visitor centre, community fitness and wellness programs
- 4 Splash House - new building on Director's Cabin site, washrooms and showers
- 5 Large picnic shelter and pavillion for special events
- 6 Formalized park arrival with information kiosk, donor's recognition wall, waste and recycling, and bicycle parking
- 7 Storage shed

- 8 Ms. Moore's Cabin - Options for maintenance and/or refurbishment to be considered
- 9 Long House - Ecological and cultural learning programming. Location (2 options) to be determined in design development.
- 10 Existing boathouse to be refurbished / rebuilt
- 11 Park entry feature
- 12 Children's activity area

FACILITIES

- Wayfinding, regulatory, interpretive signs
- Pavilion
- Formalized viewpoint
- Covered picnic shelter
- Children's activity area
- Donor recognition wall
- Park information kiosk
- Bus layby
- Parking
- Waste or recycling receptacle
- Fresh water shower
- Picnic table
- Toilet / wash facilities
- Bench
- Secure bicycle parking
- Water fountain

BUILDING SUMMARY

Existing Buildings

23 - buildings currently exist within the park.

19 - buildings will be demolished. A detailed demolition plan will determine schedule and procedure for demolition.

4 - buildings will not be demolished: Caretaker's House, Kennedy Lodge, Boathouse, and Ms. Moore's Cabin. Refurbishments to be determined through a further study.

Proposed Buildings/Structures

1 - Long House/Learning Centre

3 - Covered Picnic Shelters

1 - Pavilion/Large Picnic Shelter

1 - Splash House/Washroom (on site of existing Director's Cabin)

7.2.3 Garry Oak Recovery Area

A split rail fence will be installed to restrict access to the sensitive and important Garry Oak Ecosystem and Coastal Wood Fern community. The existing path and picnic area will be retained so visitors can still enjoy the outstanding ocean views. Visitors will be encouraged to stay on designated trails and in developed areas to allow for ecosystem recovery. The success of the recovery area will be monitored in conjunction with partners including the Garry Oak Ecosystems Recovery Team and the Nature Conservancy of Canada. The concept for the Garry Oak recovery area is illustrated in Figure 20 (refer to Figure 19 legend).

7.2.4 Multi-use Meadow

The meadow area in the southwest of the park will be encouraged for multiple purposes, such as small festivals and community events. Facilities include a modest performance shelter together with a large picnic area. Access to the meadow will be improved to allow for servicing. The concept for the meadow area is illustrated in Figure 21 (refer to Figure 19 legend).

7.2.5 Gateways and Entrances

A major gateway is suggested at the entrance to the park. Drawing inspiration from west coast architecture and art, the feature will provide a strong and recognizable sense of entry. Constructed of large cedar timbers and planks, it is appropriate to the location and character of the park. A similar feature with donor recognition wall, information kiosk, orientation mapping, storyboards and bike parking will be placed at the entry to the development zone off the parking area. The concept for the gateway and entrance area is illustrated in Figure 22.

Figure 20. Garry Oak Ecosystem Recovery Area

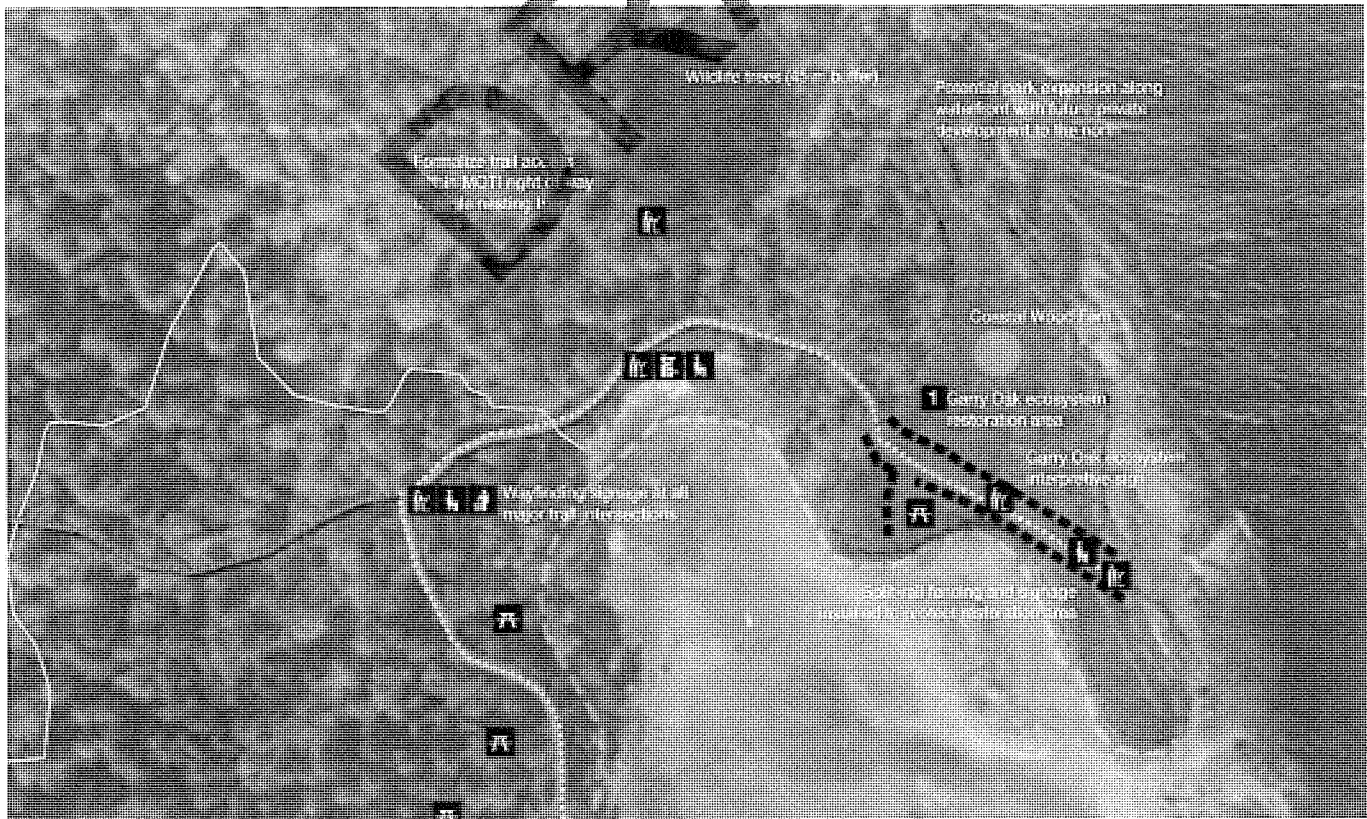


Figure 21. Multi-use Meadow, Access Trail and Boardwalk

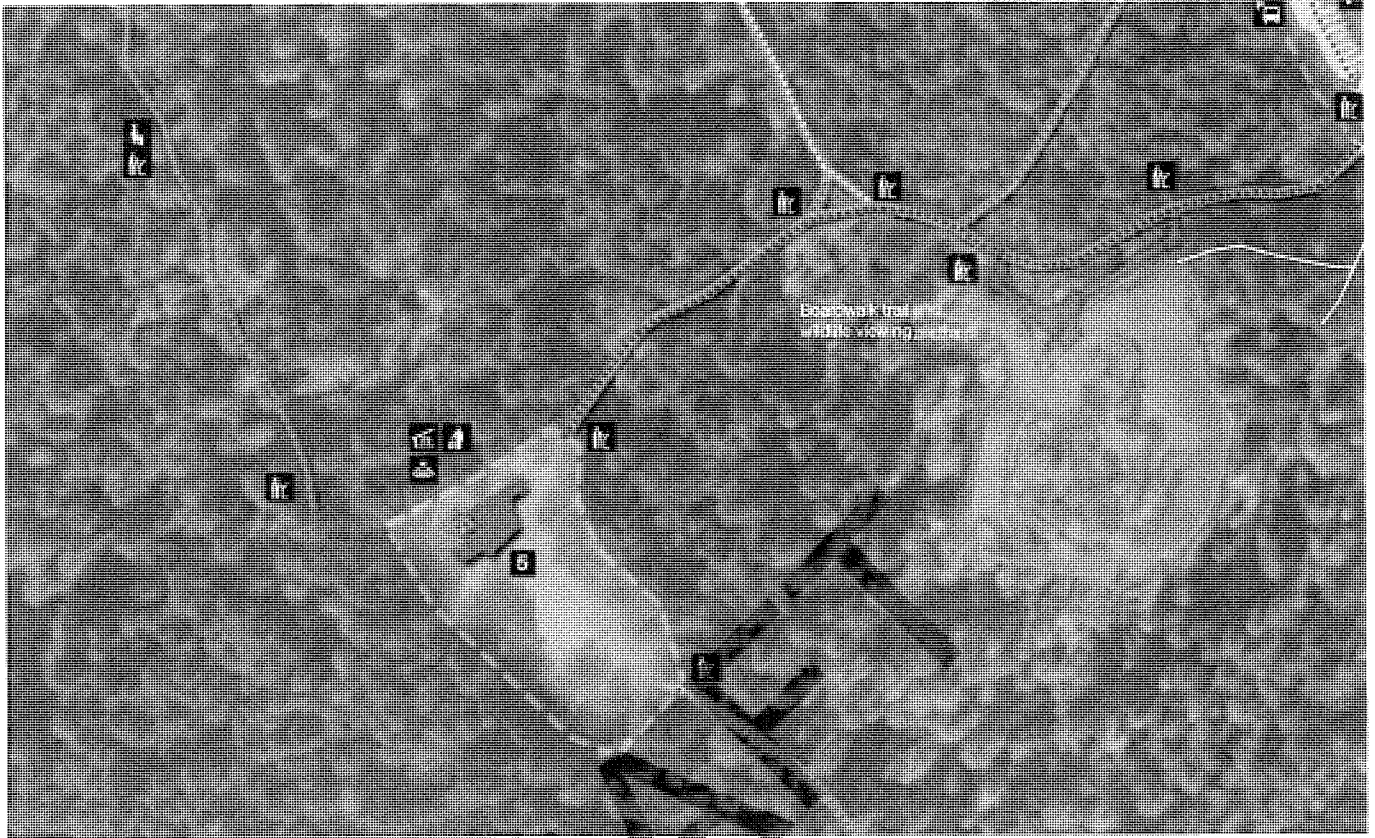
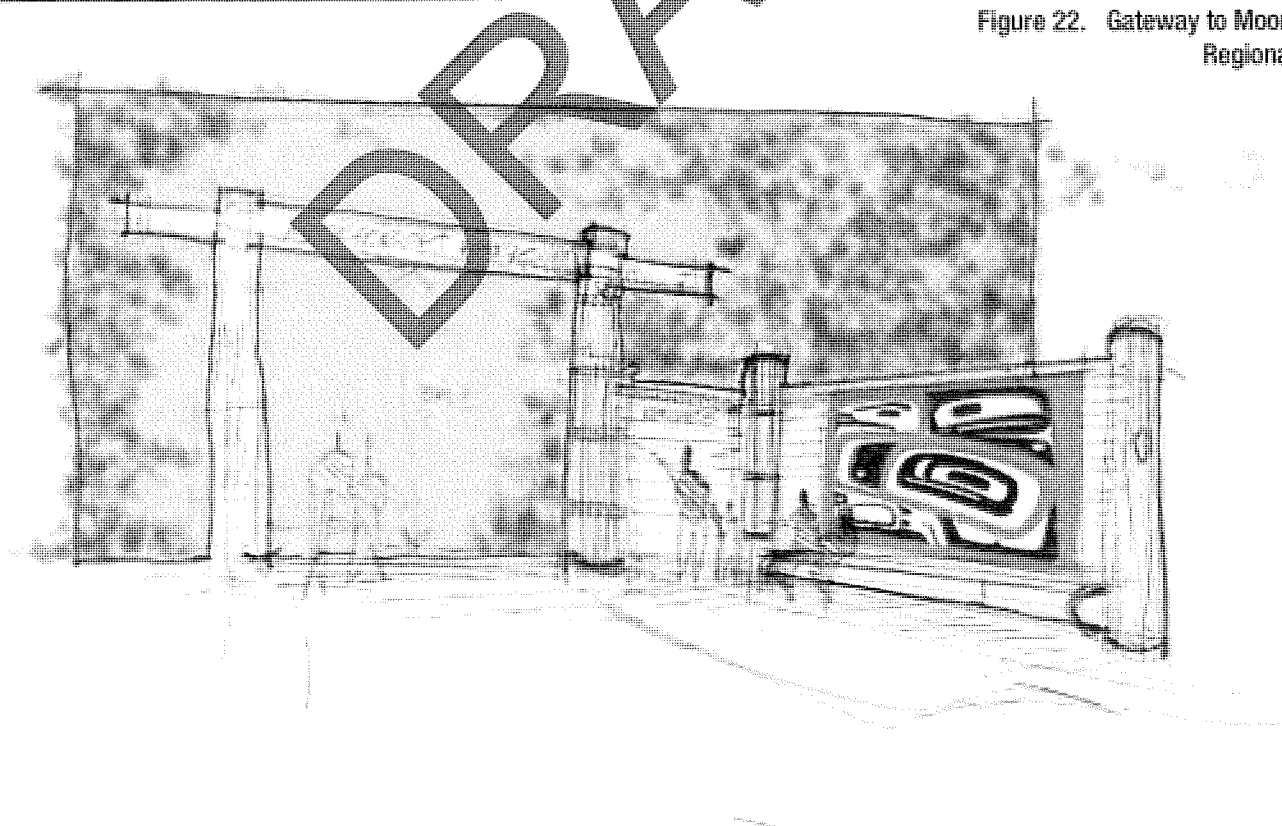


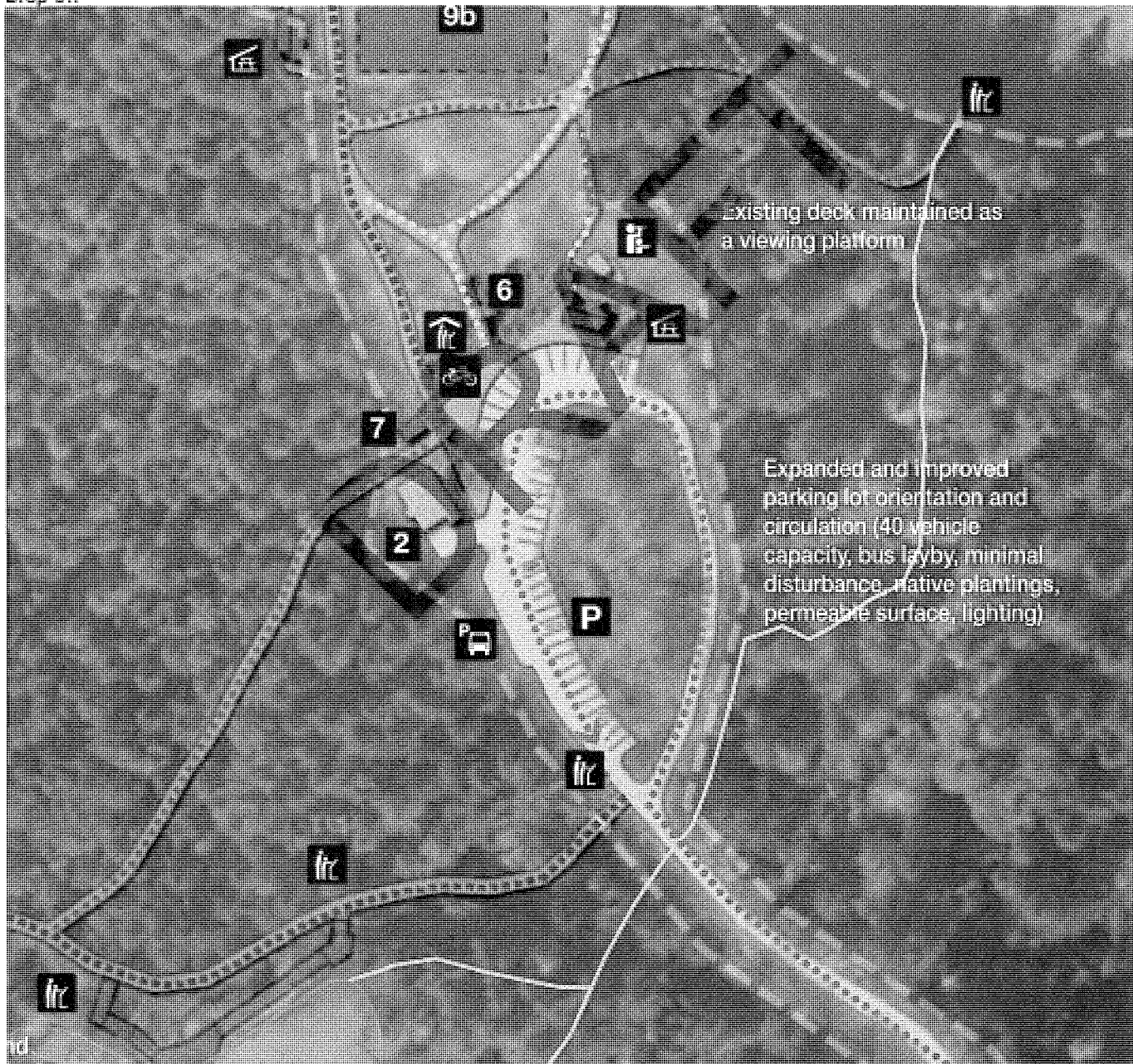
Figure 22. Gateway to Moorecroft Regional Park



7.2.6 Access Road and Parking

Parking is currently located to the southeast quadrant of the park and is accessed from Stewart Road. The lot is informally laid out with parking available for approximately up to 25 vehicles. Visitors are often forced to park along the road leading into the park during peak use times. School bus access is also required for up to 90 students arriving for various activities in the park. The parking lot will be reconfigured to provide an efficient vehicular organization and bus drop off. A one way, right in, circulation is provided. Surfacing of the lot will continue to be granular. Additional planting on the north side of the lot will be installed to reduce the visual impact from the interior of the park. The concept for the parking area is illustrated in Figure 23 (refer to Figure 19 legend).

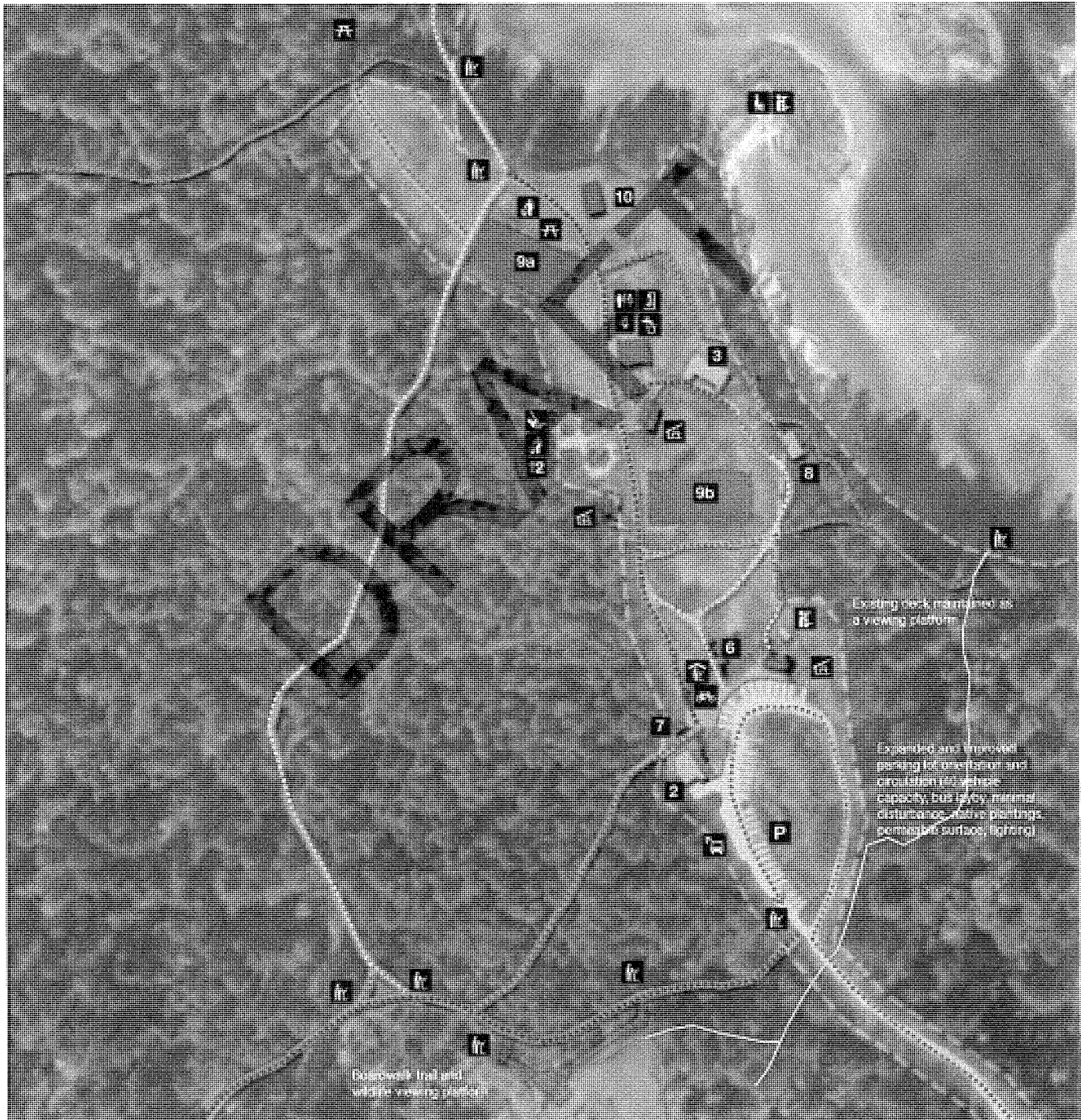
Figure 23. Redesigned Parking and Drop Off



7.2.7 The Central Development Zone

Development is clustered in the central development zone. The Caretaker House and Kennedy Lodge are retained and refurbished. The future of Ms. Moore's Cabin will be determined. A splash house and washrooms may be installed on the site of the Director's cabin. A children's play area and covered picnic area is provided. One of two potential Longhouse sites is in this area. The concept for the central development zone area is illustrated in Figure 24 (refer to Figure 19 legend).

Figure 24. Central Development Zone with Accessible Trails



7.2.8 Trails and Boardwalks

With the exception of additional minor circulation trails in the main development zone, no new trails will be constructed. Rather, existing alignments will incorporate tread and drainage improvements to ensure a stable surface and to avoid the creation of multiple tracks. All trails are indicated on the main plan (Figure 19). The main walkway and circulation route past Skipsey Lake, including the boardwalk, will aim to be wheelchair accessible.

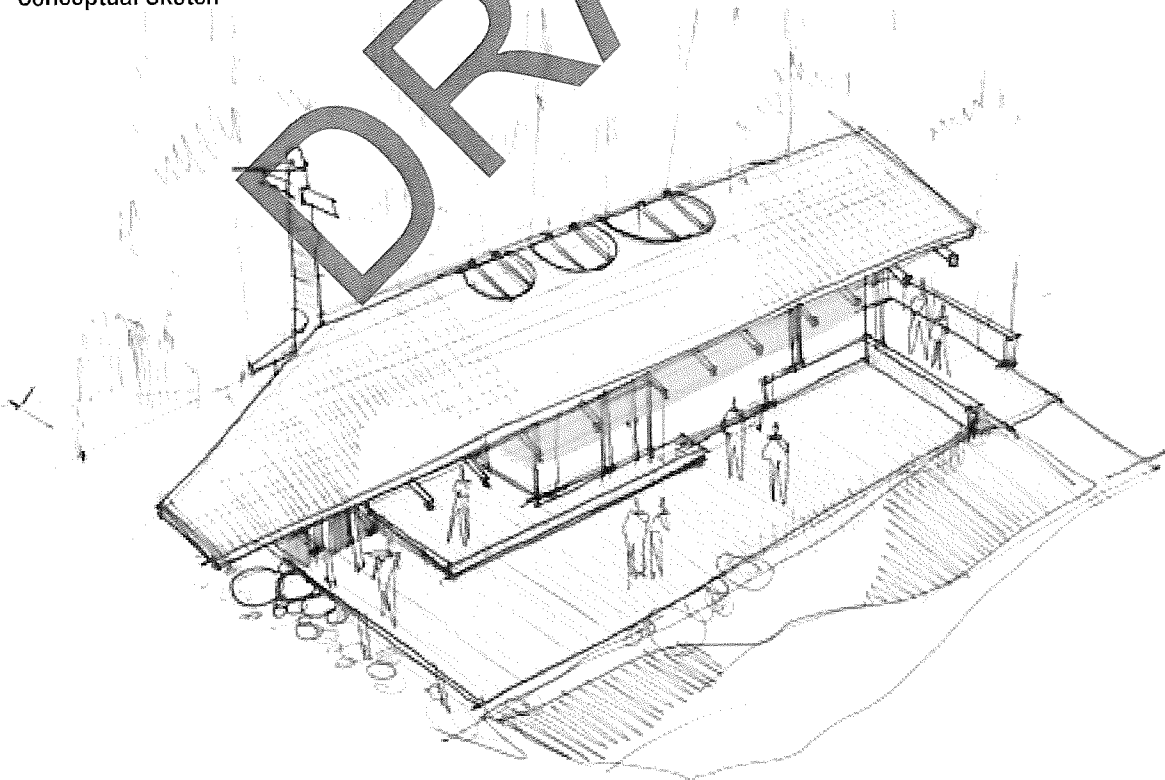
7.2.9 Structures

In support of the proposed park program, several structures are anticipated including:

- A refurbished or reconstructed boathouse
- A Longhouse
- Splash house and washrooms
- Picnic shelters

The conceptual sketches and photographs illustrated in Figure 25 to Figure 32 are included as potential precedents for the design character of the structures. Further development will occur as designs move into more detailed stages. A detailed program for the Longhouse will need to be developed in collaboration with

Figure 25. The Longhouse -
Perspective - Conceptual Sketch



potential partners including the Snaw-Naw-As (Nanoose First Nation). The intent of the Longhouse is to provide a learning centre for Snaw-Naw-As traditions and to promote cultural and environmental values to all park visitors.

The west coast architecture of Coast Salish First Nations provides a significant inspiration and typology for Moorecroft Regional Park and should be considered as part of the overall character and development of the park over time. Several examples of First Nations West Coast structures are provided for reference. Designers are encouraged to consult with Snaw-Naw-As representatives to ensure traditional architecture and artistic elements are incorporated within the development area.

Figure 26. The Longhouse - Plan and Elevation - Conceptual Sketch

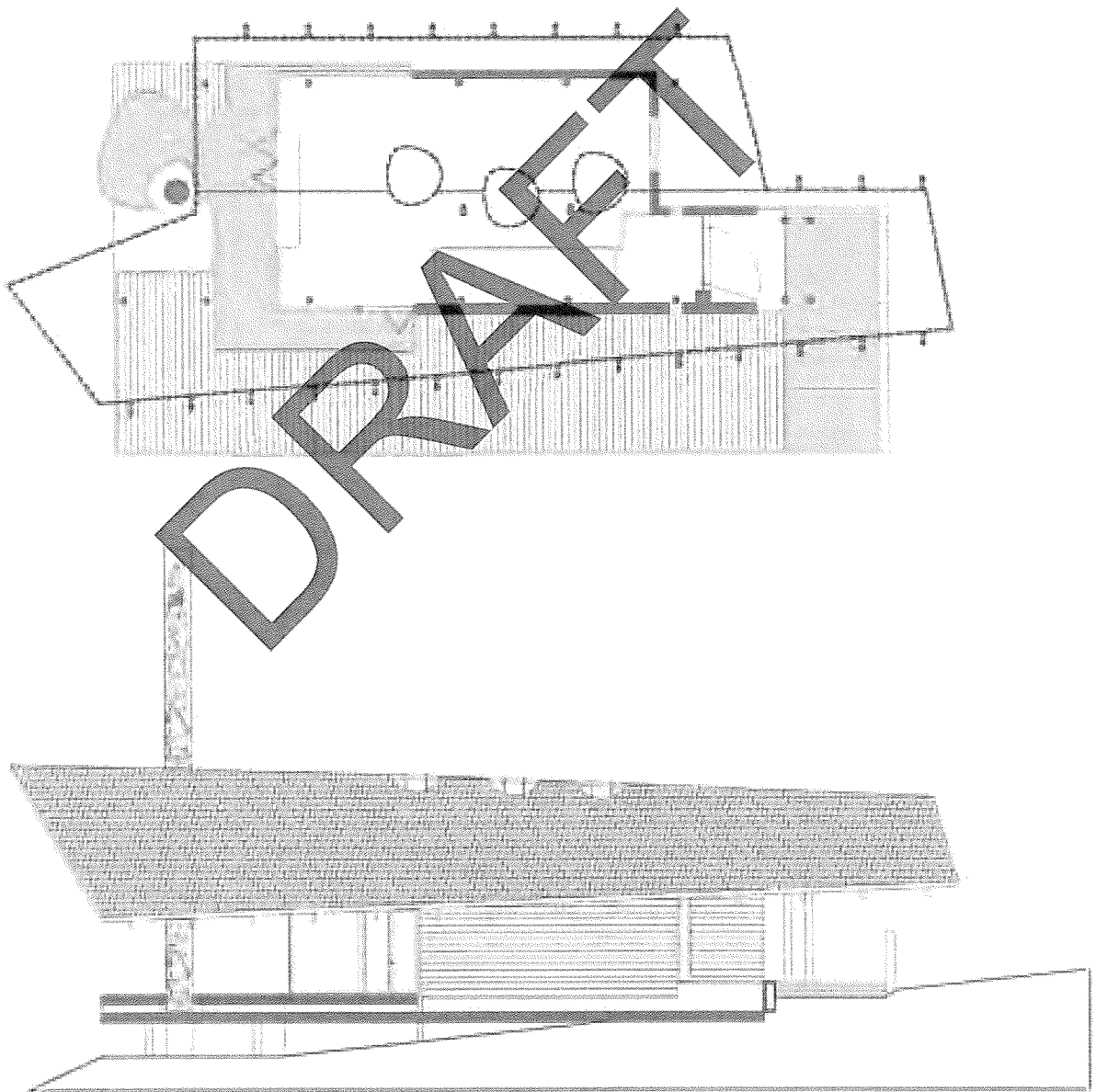


Figure 27. The Longhouse - Traditional or Contemporary Form

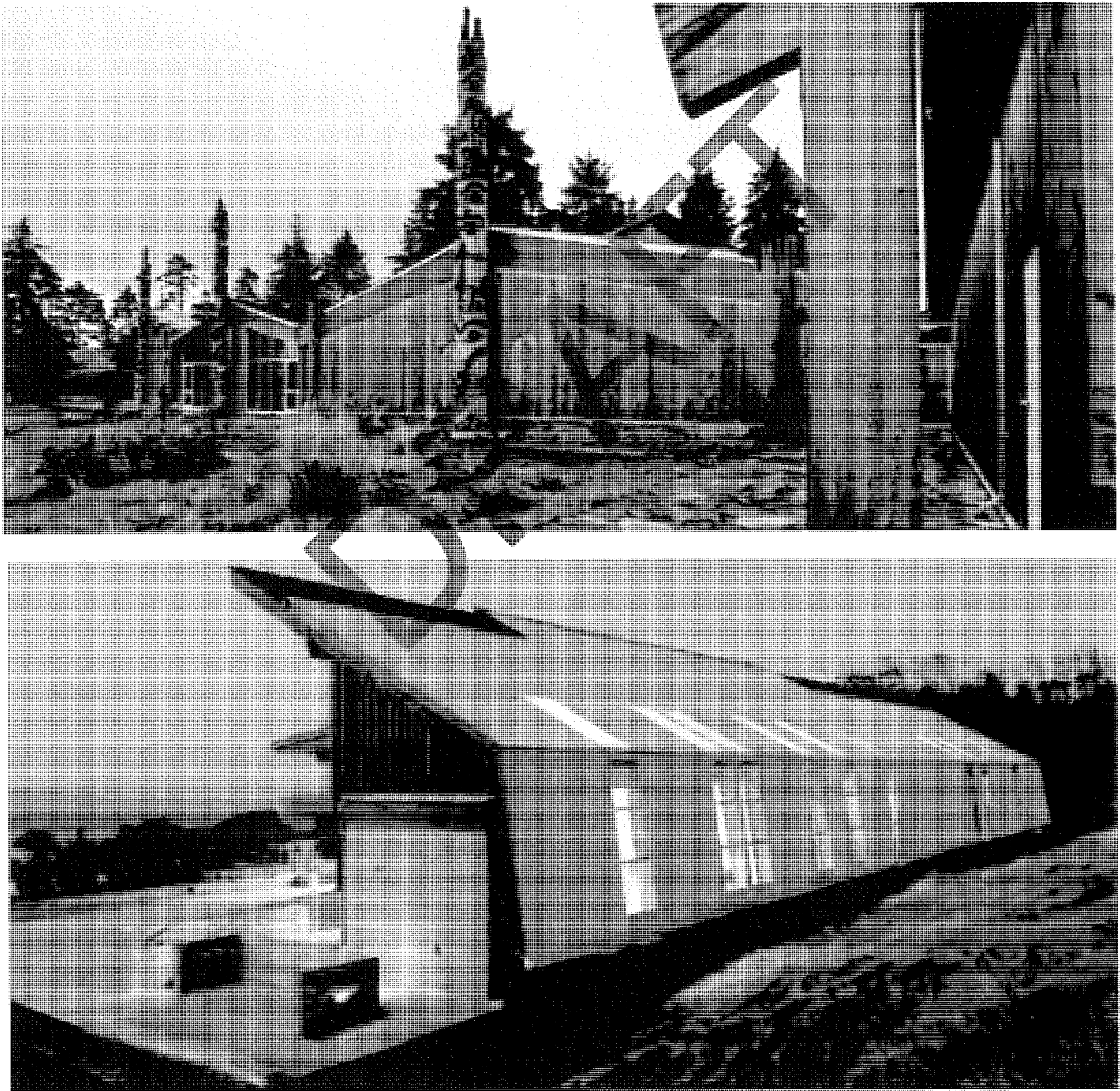


Figure 28. The Splash House and Washrooms - Conceptual Sketch

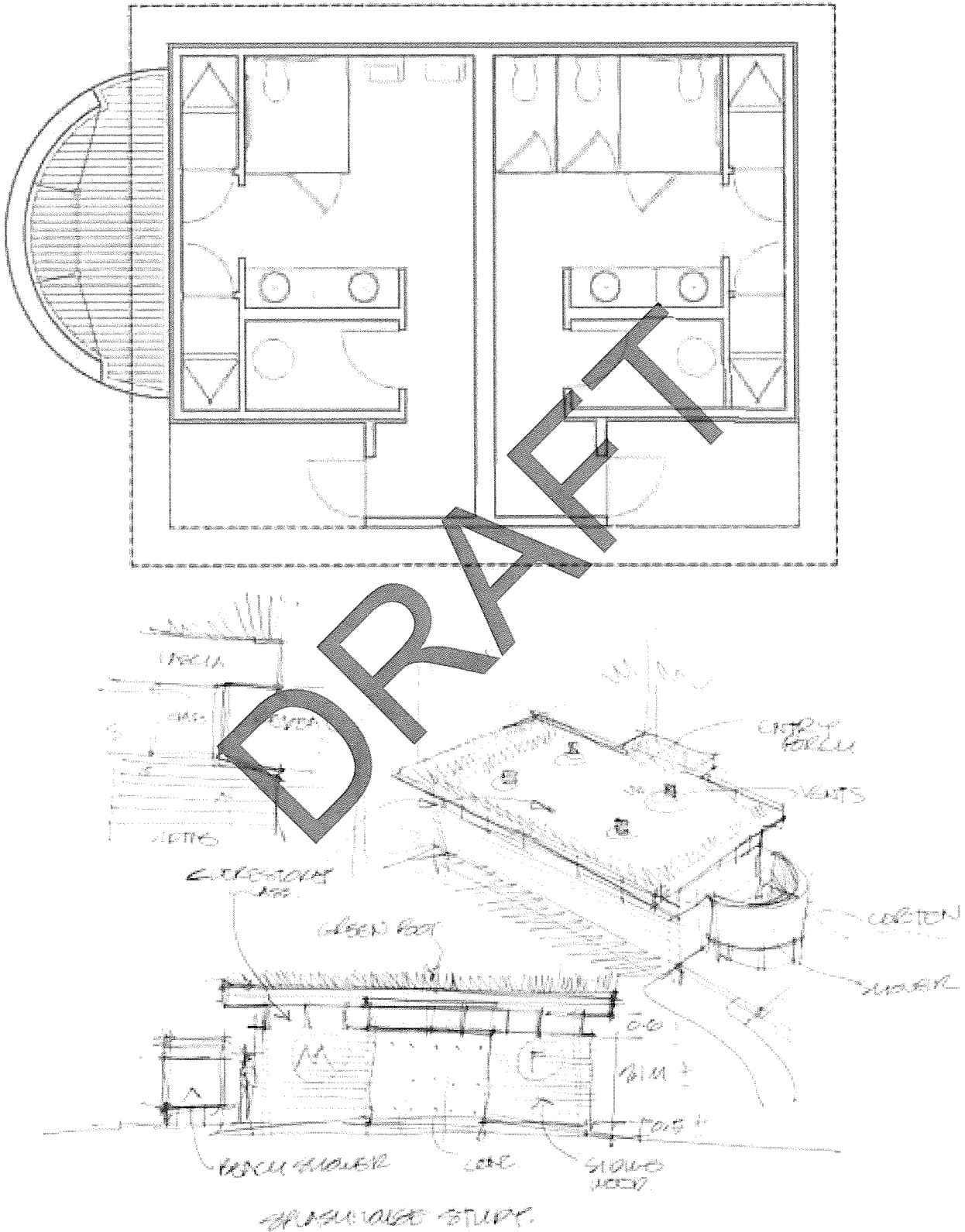


Figure 29. The Splash house and Washroom Precedents

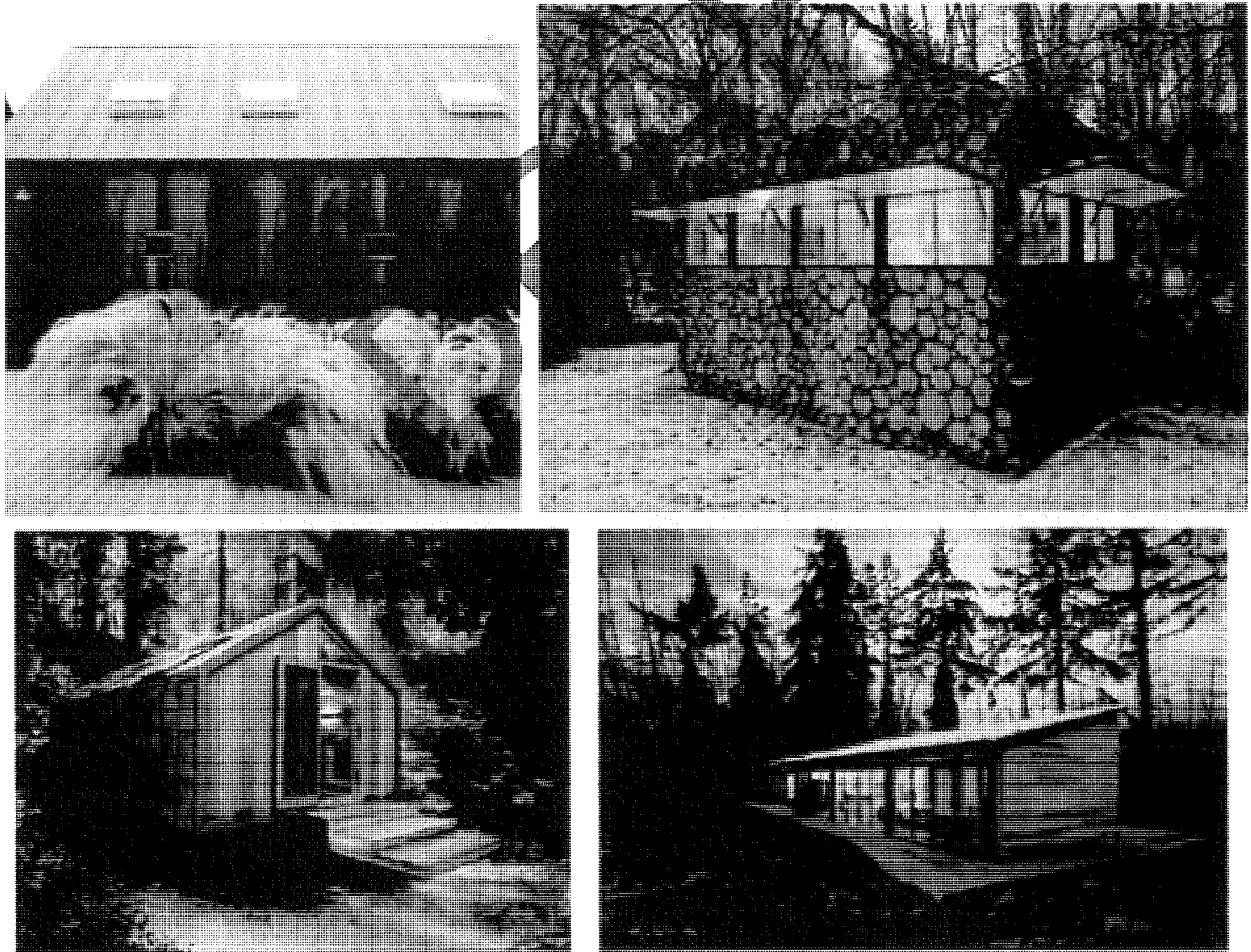
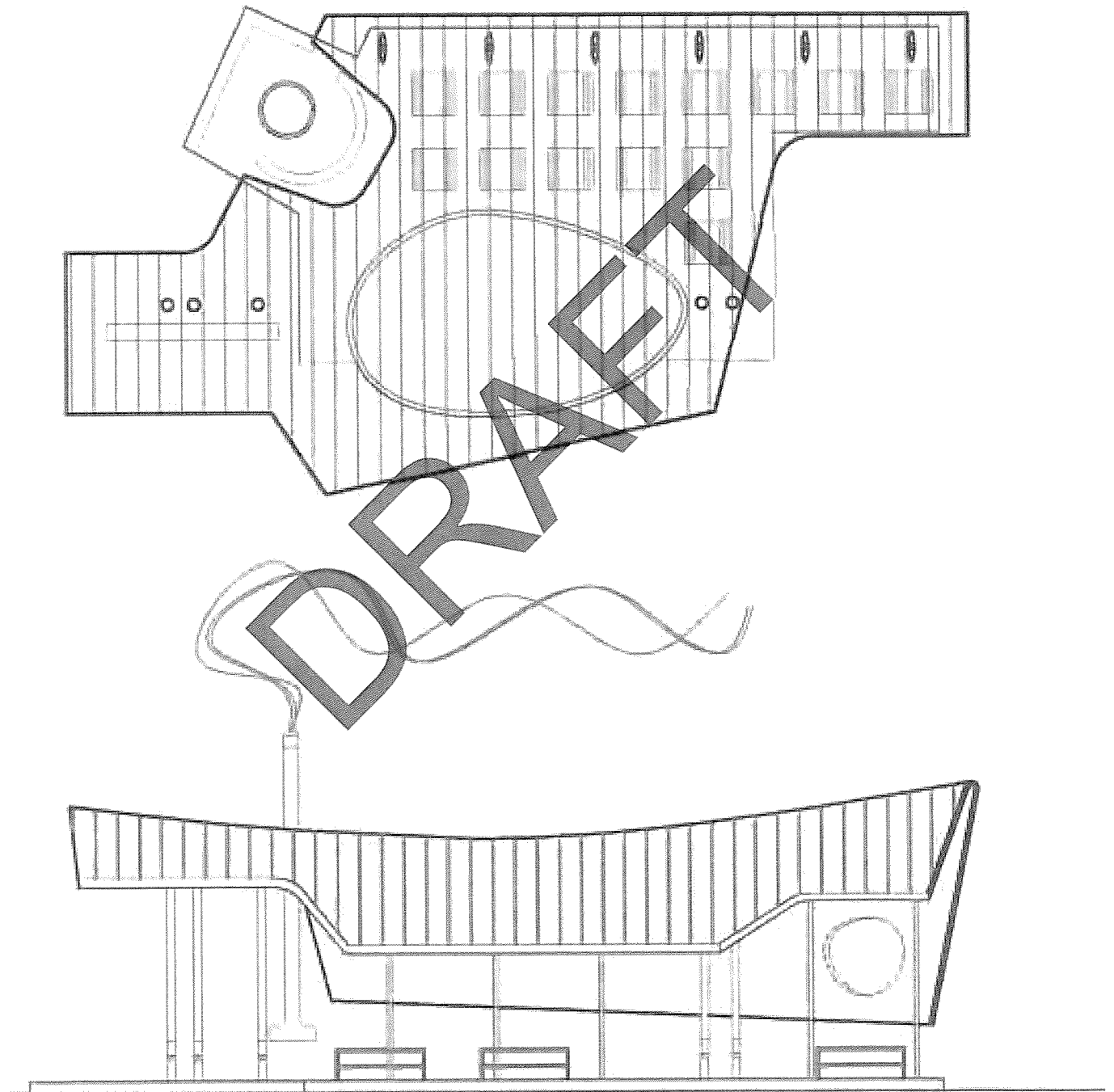


Figure 30. The Picnic Shelter -
Conceptual Plan and Elevation



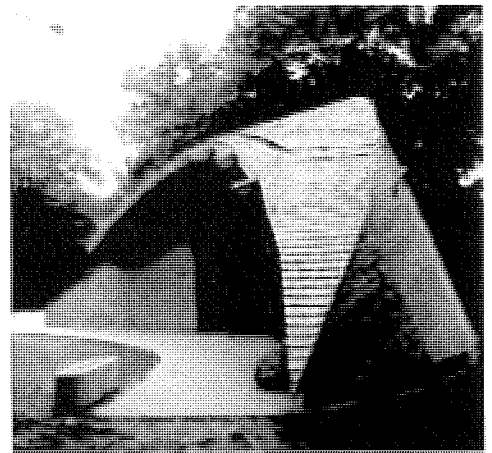
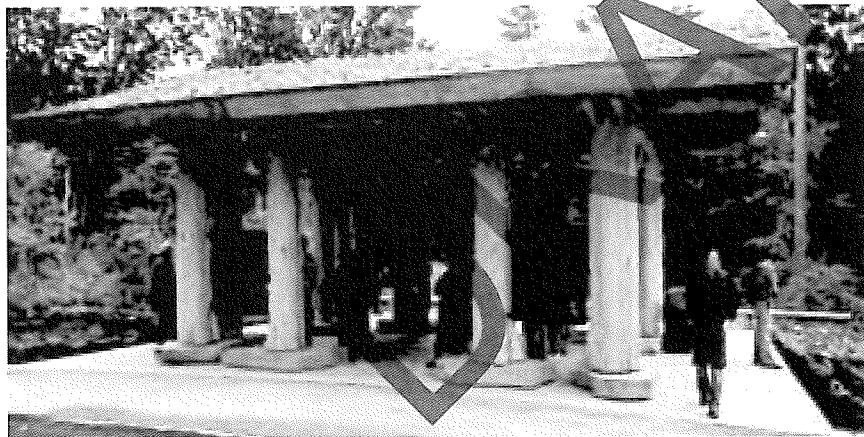
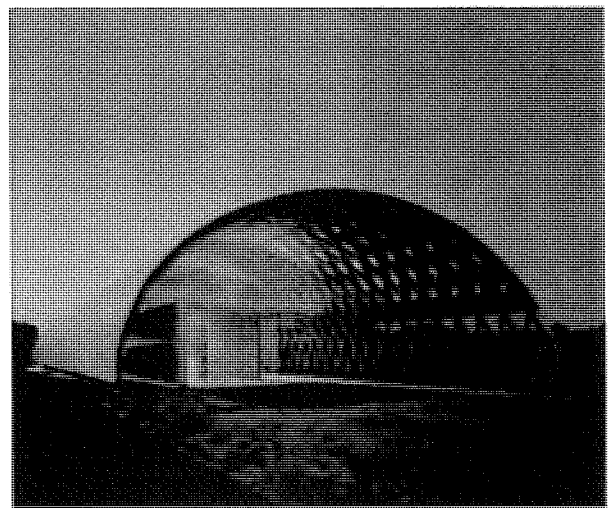
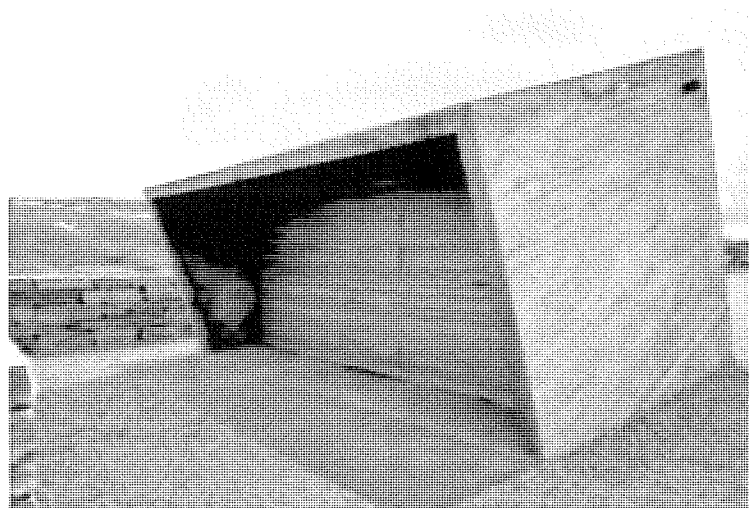


Figure 32. The Picnic Shelter - Potential Precedents



7.2.10 Natural Playgrounds

The development of “natural” playgrounds is encouraged on the Moorecroft Regional Park development site. This will enhance and improve the user experience of the park by providing environmental, health, and early development opportunities. Natural playground design takes into consideration, climate, ecology, habitat and natural features of the land. Hills, rocks and trees are incorporated to fit the playground into the existing landscape. This is a cost effective and sustainable approach in encouraging observation, exploration and discovery of the environment as well as creative problem solving. There are opportunities for the RDN to also enable schools to add features that support a given curriculum as in outdoor learning stations or outdoor gathering spaces for instruction.

7.2.11 Infrastructure + Utilities

The implementation of future utilities and services for Moorecroft Regional Park must conform to all Codes and regulations of the province and RDN. Key considerations in the design of services must include:

- Reliable, attractive (where visible), unobtrusive, easy to maintain, and economical to operate;
- Regulatory and other permitting agencies should be involved early when considering any innovative technologies;
- Emphasize ease of maintenance as well as ease of redesign and reconstruction to accommodate ongoing cost savings and technical innovation.
- Consider common underground utilities for water, gas, communications flows could be in easily opened sub-surface channels, not requiring breaking up existing trails and roads.
- Seek infrastructure technologies that can operate in a modular and/or decentralized fashion, whenever this is economically and technically feasible. Note: Modular and decentralized technologies save present investment so long as provision is made for adding additional capacity, as it is required.
- Design installation of infrastructure to maintain natural characteristics of the site, including landforms, slopes, water flows, wind flows, trees, and plants.

Water

- Future development will require additional engineering review to determine if current capacities to the site are adequate. Where possible utilize water efficient fixtures and systems throughout the development area.
- The redevelopment of the Director’s Cabin into a new splash house and washroom will require an engineering review to ensure adequate water supply.

Fire Protection

- Fire protection is available on the site however, a fire safety and response review by authorities is recommended prior to the development of future facilities. Due to the dense forest coverage of the site fire safety in the summer and shoulder seasons will be a priority.

Sanitary

- Four septic fields are located on the site. The two septic fields that previously serviced Splash House II and Stringer Hall require decommissioning to Vancouver Island Health Authority (VIHA) standards. The septic field that services the Caretaker's House requires repairs. The septic field that services the Director's Cabin is functional and may be used to service the new Splash House in this location. An additional septic field may be constructed to accommodate facilities in the Longhouse. This is dependent on the final location of the Longhouse and site conditions.
- Composting toilets may also be located throughout the park facility.

Solid Waste and Recycling

- The recycling of solid waste should be considered as part of the management plan. In the event that larger groups utilize the site for day activities, (school trips and overnight accommodation) the management of waste will require recycle and trash stations to be installed over and above the existing garbage collection areas. This may also provide an educational opportunity for school groups.

8.0 IMPLEMENTATION

The management, protection and use of Moorecroft Regional Park require an effective implementation strategy that is feasible and cost-effective. This chapter proposes phasing recommendations for the priority actions identified in this Plan and a preliminary cost estimate for its implementation.

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8.1 Phasing Recommendations and Preliminary Capital Cost Estimate

The phasing recommendations for the Moorecroft Regional Park Management Plan are organized according to the Management Goals proposed in Chapter 6. The recommendations for all planning, operational and capital projects are presented in Table 15. Cost estimates are included for capital items only. Expected operational costs are presented in Table 16.

The total cost to implement the complete design concept is estimated to be \$2,002,845. Of this total, several items have been identified as "Optional." If the optional items are omitted, the estimated cost to implement the Design Concept is \$725,075. Included in these estimate are contingencies for design fees (10%) and construction (20%).

Note that this estimate represents the total cost to implement the **built infrastructure and facilities** and does **not** include costs for ongoing park maintenance, programming and planning. All figures are opinions of probable costs, and are not guaranteed cost figures. Cost estimates will be refined as detailed designs are prepared. Due to the conceptual nature of the design plan, these figures may not reflect actual costs.

Table 15. The Phasing Recommendations

Action	Management Goal	Year	Cost	Responsibility
Phase 1: High Priority (1-3 years)				
Plan for demolition of existing facilities, including: <ul style="list-style-type: none"> •Stringer Hall •Wood Shed • Splash Houses • Director's Cabin • Cabins (14) • Light Standards 	Visitor safety + management	1	Staff time	RDN + Contractor
Develop feasibility plan for the Long House with Snaw-Naw-As (Nanoose First Nation)	Outdoor recreation, active living + learning	1	Staff time	RDN, NFN + Consultant
Develop emergency response plan, including fire risk plan	Visitor safety + management	1	Staff time	RDN
Explore feasibility of off-leash opportunities in woodlot south of park	Visitor safety + management	1	Staff time	RDN + Crown Woodlot
Develop a Garry Oak ecosystem recovery plan/Conduct invasive plant inventory	Ecological protection	1	\$1,000	RDN, GOERT + partners
Assess amphibian habitat at trail and road crossings	Ecological protection	1	Staff time	RDN
Install boardwalks at key locations/along sensitive areas of trails	Ecological protection	1	\$20,000	RDN + Contractor - COMPLETED
Assess and install water level control at Skipsey Lake	Ecological protection	1	\$2,000	RDN + Contractor
Construct split rail fence at Vesper Point	Ecological protection	1	\$19,250	RDN
Demolish buildings as per the schedule identified in the demolition plan	Visitor safety + management	1	\$121,000	RDN + Contractor
Demolish and remove existing light standards	Visitor safety + management	1	\$1,000	RDN + Contractor
Demolish buildings as per the schedule identified in the demolition plan	Visitor safety + management	2	\$121,000	RDN + Contractor

Action	Management Goal	Year	Cost	Responsibility
Demolish and remove existing light standards	Visitor safety + management	2	\$1,000	RDN + Contractor
Site amenity improvements: <ul style="list-style-type: none"> • Dog waste bag dispensers • Large wildlife-proof garbage container and small containers (5) • Bike racks • New benches (7) and new picnic tables (5) • Outdoor recreation, active living + learning 	Outdoor recreation, active living + learning	1	\$10,000	RDN + Future RDN Donation Program
Upgrade and maintain Kennedy Lodge	Visitor safety + Management	1	\$60,000	RDN + Contractor
Develop and implement signage program for park usage: <ul style="list-style-type: none"> • Dog management signage • Signs at undesignated trail access points/park boundary • New way-finding signage and maps • Park kiosk and information signage 	Outdoor recreation, active living + learning	1+2	\$18,000	RDN + Contractor
Explore park entry along northern and western boundaries and secure ROW if necessary	Outdoor recreation, active living + learning	2	Staff time	RDN, MOTI, adjacent community
Develop and implement interpretive signage program: <ul style="list-style-type: none"> • Ecological and cultural interpretive signage + website 	Outdoor recreation, active living + learning	3	\$15,000	RDN + Consultant
Renew foreshore lease for Block A, Lot 249	Ecological protection	3	Staff time	RDN + NFN
Secure Foreshore lease for Second Bay	Ecological protection	3	Staff time	RDN + NFN
SUBTOTAL HIGH PRIORITY CAPITAL EXPENDITURES			\$267,250	

Action	Management Goal	Year	Cost	Responsibility
Phase 2: Low Priority (4-10 years)				
Secure northern ROW as ecological buffer	Ecological Protection	4	Staff time	RDN + MOTI
Develop regional trail connections to the south + east of Moorecroft Regional Park	Outdoor recreation, active living + learning	4	Staff time	RDN, Crown + MOTI
Upgrade and maintain Caretaker's House: • New windows • Closet doors	Visitor safety + Management	5	\$15,000	RDN
Assess parking lot and upgrade if needed	Outdoor recreation, active living + learning	6	\$157,500	RDN + Contractor
Design and construct Long House	Outdoor recreation, active living + learning	6 ¹	Funding through partnerships and grants	RDN + Partners
Design and construct entry feature	Outdoor recreation, active living + learning	7	\$12,500	RDN + Contractor
Construct park operations storage shed	Visitor safety + Management	7	\$25,000	RDN + Contractor
Design and construct new day use/picnic shelter at Stringer Hall location	Outdoor recreation, active living + learning	7	\$28,000	RDN + Contractor
Construct recognition and donor wall	Community engagement + stewardship	8	\$12,500	RDN + Contractor
Upgrade and maintain Boat House: • New Roof • New floor/extra support • New sliding door and entrance door securement • Depending on future use - redesign inside and add electrical	Visitor safety + Management	8	\$35,000	RDN
Develop plan for future of Ms. Moore's Cabin	Outdoor recreation, active living + learning	2	Staff time	RDN + Parks Forum
SUBTOTAL LOW PRIORITY CAPITAL EXPENDITURES			\$285,500	

¹ Timing dependent upon funding; could occur sooner than year 6.

Action	Management Goal	Year	Cost	Responsibility
Ongoing, Yearly Operational and/or Capital works				
Monitor and enforce on-leash policy	Visitor safety + management	On-going	Staff time	RDN
Monitor visitor satisfaction	Outdoor recreation, active living + learning	On-going	Staff time	RDN
Continue ecosystem monitoring program with NCC	Ecological protection	On-going	Staff time	RDN + Partners
Facilitate Moorecroft Regional Park partnership forum (yearly meeting)	Community engagement + stewardship	On-going	Staff time	RDN + Partners
Supplementary nest box program at Skipsey Lake	Ecological protection	On-going	Staff time	RDN + Partners
Deliver public guided interpretive tours	Outdoor recreation, active living + learning	On-going	Staff time	RDN + Partners
Monitor the development and condition of informal trails	Outdoor recreation, active living + learning	On-going	Staff time	RDN
Maintain science research partnerships when interest arises	Ecological protection	On-going	Staff time	RDN + Partners
Explore options for private donations in accordance with future RDN policy direction	Community engagement + stewardship	On-going	Staff time	RDN
Invasive plant management throughout park; restoration planting within Development Zone	Ecological protection	On-going	In-kind	RDN + Volunteers
Implement surface water controls along trails and roads	Visitor safety + management	On-going	\$5,000	RDN + Contractor
SUBTOTAL ONGOING CAPITAL EXPENDITURES			\$5,000	
TOTAL CAPITAL EXPENDITURES (High, Low and Ongoing)			\$557,750	
Contingency	(10% Design Fee)		\$167,325	
	(20% Construction)			
TOTAL CAPITAL EXPENDITURES + CONTINGENCY			\$725,075	

Action	Management Goal	Year	Cost	Responsibility
Optional / To be assessed yearly based on operational needs				
Prepare detailed site servicing plan	Outdoor recreation, active living + learning	2	Staff time	RDN + Consultant
Construct barrier-free trails	Outdoor recreation, active living + learning	4	\$262,500	RDN + Contractor
Design and construct new boardwalk at Skipsey Lake	Ecological protection	5	\$94,400	RDN + Contractor
Design and construct natural playscape	Outdoor recreation, active living + learning	5	\$40,000	RDN + Contractor
Design and construct new day use / picnic shelters (2)	Outdoor recreation, active living + learning	6	\$56,000	RDN + Contractor
Design and construct pavilion in meadow	Outdoor recreation, active living + learning	7	\$140,000	RDN + Contractor
Implement plan for future Ms. Moore's cabin	Visitor safety + Management	7	\$15,000	RDN + Contractor
Design and construct new splash house, if required	Outdoor recreation, active living + learning	7	\$100,000	RDN + Contractor
Assess and widen entry road, if required	Visitor safety + management	8	\$85,000	RDN + Contractor
Install new waterline to Meadow, if required	Visitor safety + Management	8	\$125,000	RDN + Contractor
Upgrade electrical service, if required	Visitor safety and Management	8	\$65,000	RDN + Contractor
SUBTOTAL OPTIONAL CAPITAL EXPENDITURES			\$982,900	

TOTAL OPTIONAL CAPITAL EXPENDITURES		\$982,900
Contingency	(10% Design Fee)	\$294,870
	(20% Construction)	
TOTAL CAPITAL, OPTIONAL CAPITAL EXPENDITURES + CONTINGENCY		\$1,277,770

8.2 Operational Cost Estimate

Based on operational expenditures over the last year, Staff have estimated required costs to implement the Ongoing and High Priority projects described in this plan to be about \$30,000 per year (Table 16).

Operational requirements will be reassessed at the time additional capital projects are considered for implementation. It can be expected that as additional projects are implemented, the operations costs will increase concurrently.

Table 16. Operational Cost Requirements

Expected Operational Costs for High Priority and Ongoing Capital Projects			
Operational Action	Year	Cost	Responsibility
Building repair/maintenance (including septic tank service)	Yearly	\$10,000	RDN + Consultant
General repair/maintenance (including toilet, gravel, trees, invasive species, trails, signs)	Yearly	\$15,000	RDN
Electricity/water/propane	Yearly	\$5,000	RDN + Contractor
SUBTOTAL YEARLY OPERATIONAL EXPENDITURES		\$30,000	

9.0 PLAN MONITORING AND REVIEW

DRAFT

9.1 Monitoring of the Plan

Knowledge-based decision-making, adaptive management and accountability are important to the effective management of Moorecroft Regional Park.

Monitoring, evaluation and reporting is critical to enabling park managers, partners and interested parties to evaluate and track progress and ensure effective management responses to new insights and changing circumstances. This section defines the performance monitoring process and management plan review and reporting process. Performance indicators have not been determined and should be developed through a collaborative process with park partners.

9.2 Monitoring Process

An adaptive management process will guide the implementation of the Moorecroft Regional Park, as shown in Figure 33. Management Implementation reports will be prepared to document and highlight accomplished activities.

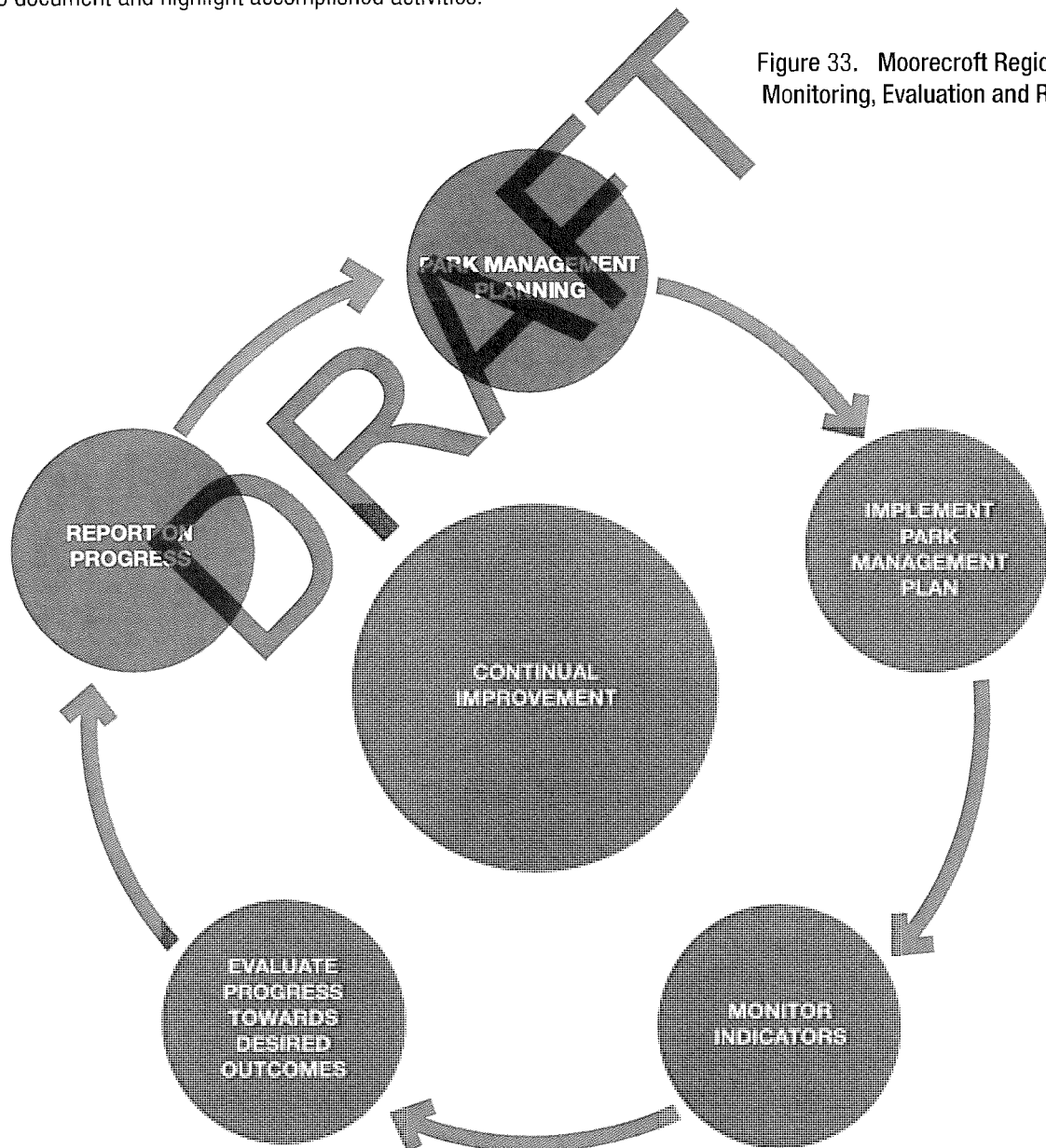


Figure 33. Moorecroft Regional Park Monitoring, Evaluation and Reporting Process

9.2.1 Plan Review and Amendment

The plan will be measured by its effectiveness in meeting defined outcomes, the effectiveness of identified strategies, and the success of actions taken to resolve management issues. Continual improvement is the driving motivation of adaptive management. To ensure continual improvement and the incorporation of the best available information, the Moorecroft Regional Park Management Plan will be reviewed and, if needed, amended every ten (10) years or as major management issues arise and are found to be inadequately addressed in the plan. If deemed necessary by park managers, the vision, management goals and objectives for the park will be examined, the understanding of issues facing the park will be updated and new policies and actions will be identified and pursued.

9.2.2 Performance Indicators

Progress towards achievement of management goals should be monitored, evaluated and reported based on meaningful, pragmatic, transparent and cost-effective indicators. The RDN will lead a collaborative process with park partners to identify and establish monitoring methods for relevant performance indications.

When the indicators are identified, the results of monitoring indicators should be reported on the park's website. Plan implementation report(s) will also be prepared annually to document and highlight the activities accomplished in support of this plan.

DRAFT

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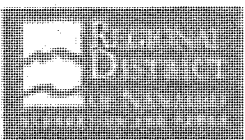
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DRAFT



REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTRICAL AREA "G" PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
MONDAY, DECEMBER 10, 2012 7:00pm**

Attendance: Joe Stanhope, Director, RDN Board
Brian Coath
Minnie Corbett
Jacqueline Thomson

Staff: Elaine McCulloch, Parks Planner

CALL TO ORDER

Director Stanhope called the meeting to order at 7:07 p.m.

DELEGATIONS

Correspondence from Michael Jessen, P.Eng was circulated regarding the cottonwood trees in Boulton Park and urged retaining the thirteen trees in question. Mr. Jessen also suggested a tree by-law. Ms. McCulloch noted that a tree by-law cannot be developed by the RDN under provisions of the Local Government Act.

MOVED B. Coath and SECONDED J. Thomson that the correspondence regarding cottonwood trees in Boulton Park be received and that staff contact Mr. Jessen accordingly.

CARRIED

MINUTES

MOVED M. Corbett, SECONDED B. Coath that the minutes of June 25, 2012 meeting be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Lee Road sign – Ms. McCulloch reported that the By-law Officer will look into placing a “No Dumping” sign at the Lee road location adjacent to the Sewage Treatment Plant.

CORRESPONDENCE/COMMUNICATIONS

Correspondence from Len Gibson regarding gravel on Wildgreen Way Trail connection – Ms. McCulloch provided a brief background to this request.

MOVED and SECONDED to receive the correspondence regarding gravel on Wildgreen Way Trail connection and to defer to the Community Parks and Trails Strategy – Northern Electoral Areas for consideration of the request.

CARRIED

REPORTS

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

Ms. McCulloch provided a brief report on the Community Parks and Regional Parks and Trails Projects for June, July and August.

Monthly Update of Community Parks and Regional Parks and Trails Projects - September 2012

Ms. McCulloch provided a brief report on the Community Parks and Regional Parks and Trails Projects for September 2012.

Monthly Update of Community Parks and Regional Parks and Trails Projects - October 2012

Ms. McCulloch provided a brief report on the Community Parks and Regional Parks and Trails Projects for October 2012.

2012 Detailed Project Plan

Ms. McCulloch provided a brief review of the 2012 Detailed Project Plan.

5 Year Project Planning 2013-2017

Ms. McCulloch led the Committee through the 5 Year Project Planning 2013-2017. Stanhope Trail was placed under the "Additional Project Suggestions" section of the plan.

MOVED B. Coath, SECONDED J. Thomson that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Boulton Parks Cottonwood Trees

Ms. McCulloch reviewed the staff reports concerning the cottonwood trees in Boulton Park and the recommendations presented by staff. The RDN's Tree Management Policy C1.1 was referenced and the management practices outlined.

MOVED B. Coath and SECONDED J. Thomson that staff continue to monitor the health of the five co-dominant cottonwood trees at Boulton Community Park and request that staff make the residents around Boulton Park aware of the Tree Management Policy C1.1.

CARRIED

NEW BUSINESS

Community Parks and Trails Strategy – Electoral Areas

Ms. McCulloch gave a brief report on the creation of the Community Parks and Trails Strategy – Northern Electoral Areas and outlined the proposed framework for this initiative.

Ms. McCulloch will be requesting input from the POSAC G Committee members in the future as this initiative rolls out.

Committee Appointments to the Community Parks and Trails Strategy Advisory Committee

MOVED J. Thomson and SECONDED M. Corbett that B. Coath be the representative from the POSAC G Committee on the newly formed Community Parks and Trails Strategy Advisory Committee.

CARRIED

2013 Committee Appointments

B. Coath advised that he has already submitted his application for re-appointment to the POSAC G Committee. J. Thomson stated that she is in the process of completing the necessary paperwork and will forward it to the RDN as soon as possible.

2013 Meeting Times

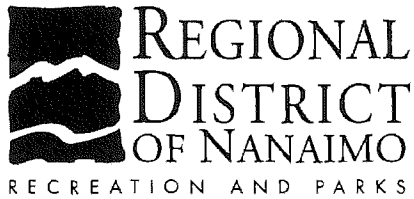
Ms. McCulloch led a brief discussion about the proposed meeting dates and times for 2013. The proposed meeting time for this committee will tentatively be 1:00 p.m. on a Thursday afternoon at Oceanside Place. Dates to be announced.

ROUND TABLE

ADJOURNMENT

MOVED J. Thomson and SECONDED B. Coath that the meeting be adjourned at 8:52 p.m.

Chair



RDN REPORT	
CAO APPROVAL	
EAP	
CGW	
DEC 05 2012	
RHD	
BOARD	
POSAC 'G'	

MEMORANDUM

TO: Tom Osborne
General Manager Parks and Recreation

DATE: December 4, 2012

FROM: Wendy Marshall
Manager of Parks Services

FILE:

SUBJECT: Boulton Community Park Cottonwood Trees

PURPOSE

To provide information on the issues with the thirteen Cottonwood trees in Boulton Community Park and determine a course of action.

BACKGROUND

On June 25, 2012 a delegation appeared at the Electoral Area G Parks and Open Space Advisory Committee (POSAC) regarding Cottonwood trees in Boulton Community Park. The neighbours of the park presented a petition requesting that the thirteen trees be removed from the park because of the cotton seed produced each year. The residents stated that the cotton was causing maintenance and health issues (*see Appendix #1*). In response, the Committee passed the following resolution.

“That the thirteen cottonwood trees surrounding Boulton Park be removed as per the delegation’s request and to replant with trees more suitable to the park.”

On July 24, 2012 the Area G POSAC resolution was discussed at the Regular Board Meeting and the following resolution was passed.

“That staff prepare a report on the cottonwood trees bordering Boulton Park with removal costs implications, options and future plantings.”

DISCUSSION

Boulton Community Park is a small .44 hectare park located in the Sandpiper neighbourhood of Electoral Area G. The park is surrounded residential properties and is accessed by two entrances off Nicolls Drive and Boulton Drive. The subdivision where the park is located was created in the late 1970’s and the park donated by the developer in 1982. Although there are no records regarding the

planting of these trees, it is assumed that they were planted in the late 70's or early 80's. In the late 1990's a playground was installed in the park with help from the surrounding residents.

Black Cottonwood trees are fast growing with very large roots systems that can spread as far as 15 meters. Their extensive root systems make them very stable and when healthy are less likely to be blown down. The trees prefer moist soil and grow to a height of 100 feet. Cottonwood trees can be an issue in residential areas due to leaf clutter, release of the cotton seed, rapid growth, large mature size, excessive root spread and suckering off roots and limb failure. As such they are not considered a great species for residential areas.

The Black Cottonwood pollinates for only two weeks in April followed by the white cotton seed in late May and early June. Many people complain of allergies to the cotton; however, the cotton is produced at a time when many other plants are flowering and it is likely that the allergies are a result of the pollen of other plants. Removing the cottonwood trees therefore, may not necessarily elevate allergy symptoms.

The trees in the park were examined by an RDN parks staff member who is a Certified Arborist. In the Arborist report (*Appendix #2*) it states that the Black Cottonwood trees that are located in the Boulton Community Park all look to be in good health. These trees show no signs of decay or pest infestation. They all have full and healthy crowns with no visible broken limbs. However there are five co-dominant trees that are showing included bark. Included bark can lead to a risk of failure between the two trees or large stems making them a possible risk to property. Targets include adjacent properties and park space including the playground. These trees will need to be monitored or removed. It should be noted that removal of a cottonwood tree can lead to excessive suckering along the extensive root system which can cause maintenance issues and infrastructure damage.

Because of the fast growing nature of the tree, pruning can be problematic because it causes excess suckering in the crown of the tree which in the end results in more branches and more seed production.

POLICY IMPLICATIONS

The RDN Tree Management in Parks Policy C1.1 (*Appendix #3*) states that trees on parkland will only be removed when they present a danger or are removed as part of an approved development project. It also states that trees will not be removed for non-hazardous situations. In 2006 a request was received to remove some cedar trees in this park. The request was denied by staff based on the Tree Management Policy.

In comparison, the City of Nanaimo regularly receives requests for removal of trees based on tree litter complaints. The City does not remove trees due to litter and this policy will be included in a new Tree Protection Bylaw currently being created by the City of Nanaimo staff.

There is concern that removing all the Cottonwood trees in the park would set a precedent and lead to other tree removal requests being brought due to non-hazardous issues.

ALTERNATIVES

1. That all thirteen Cottonwood trees in Boulton Community Park be removed and replaced with a new suitable tree species.
2. That the five co-dominant Cottonwood trees in Boulton Community Park be removed and replaced with a new suitable tree species.
3. That all thirteen Cottonwood trees be retained.

FINANCIAL IMPLICATIONS

The cost to remove the thirteen Cottonwood trees in the park would total \$8,970 based on a cost of \$690 per tree. The cost to remove the five co-dominant trees is \$4,400 based on a cost of \$880.00 per tree. This would be funded by the Electoral Area G Community Parks Budget.

The cost to replace the trees would be under \$2,000 depending on the size and species selected.

SUSTAINABILITY IMPLICATIONS

Trees provide many benefits to the environment and community. They remove pollutants from the environment, provide oxygen, and provide a cooling effect in the summer while providing homes and shelter for birds, insects and small mammals. Trees can also help in storm water management. Boulton Community Park does have drainage issues and these large trees help to control water by removing a large amount through their leaves. If these trees are removed drainage problems could increase in the park. Trees also provide an aesthetic beauty to the neighbourhood and park.

SUMMARY

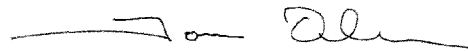
Boulton Community Park contains thirteen Black Cottonwood Trees. Neighbours adjacent to the park have requested that the trees be removed due to maintenance and health issues caused by the cotton seed produced by the trees in May and June. The trees in the park were examined by an RDN parks staff member who is a Certified Arborist. In the Arborist report it states that the trees are in good health with no signs of decay or pest infestation. However there are five co-dominant trees that are showing included bark making them a possible risk to property. The cost to remove these five trees is \$4,400.

RECOMMENDATION

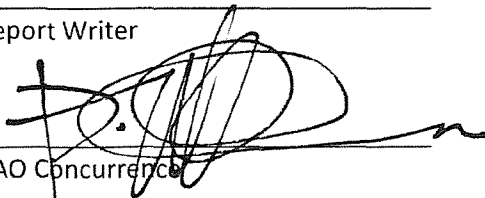
That the five co-dominant Cottonwood trees in Boulton Community Park be removed and replaced with a new suitable tree species.



Report Writer

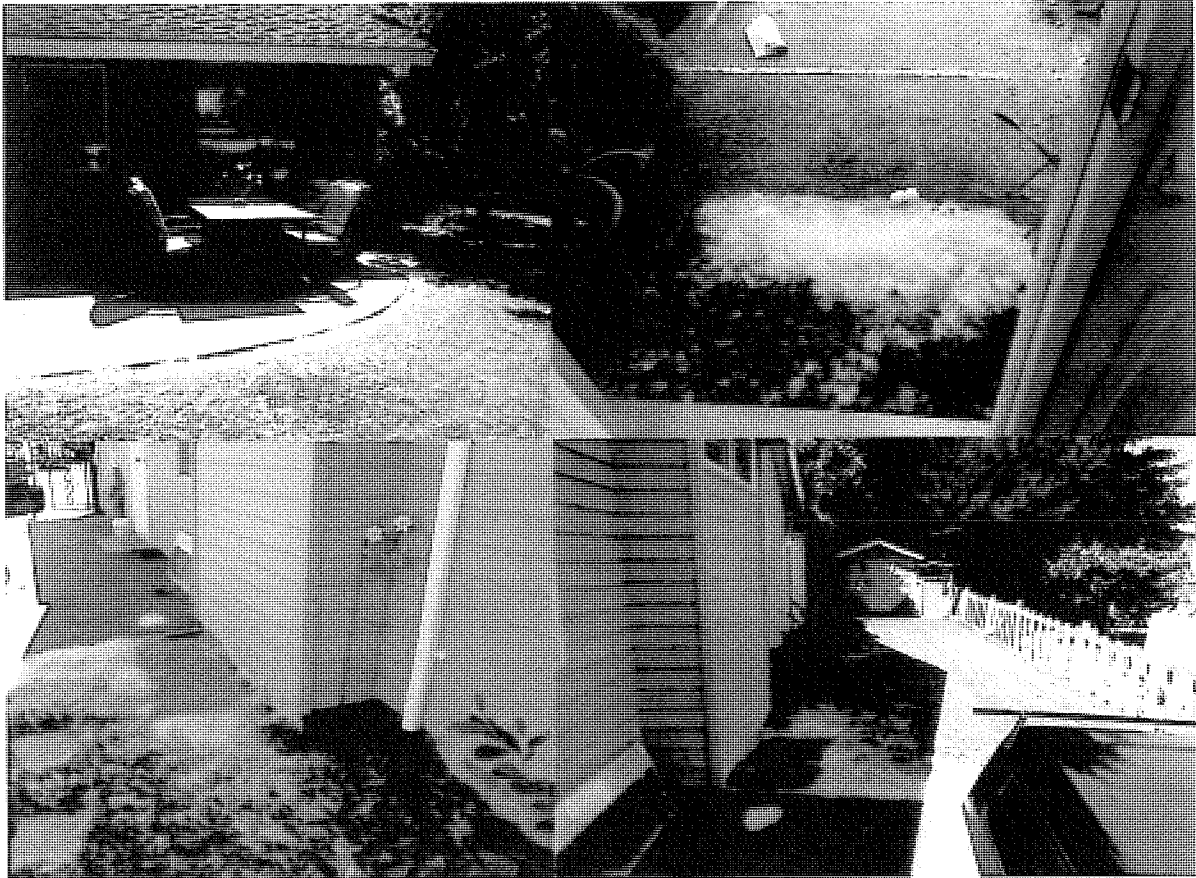


General Manager Concurrence


b/ CAO Concurrence

Appendix I:

Photos provided by Resident



Appendix II:

Arborist Report

Arborist Report for Boulton Community Park

Report submitted by: Travis Oman, Parks Technician, Regional District of Nanaimo

Certified Arborist # PN-6792A

Address: 1291 Boulton Drive, Qualicum Beach, British Columbia

Date of site visit: August 10, 2012

Date report is submitted: November 14, 2012

Description of proposed work on property

The park property has thirteen large Black Cottonwood trees within its boundary. There are some residents that neighbor the park that do not like the mess the trees leave in their yards. The residents are requesting that some or all the trees be removed.

Scope of work of Arborist

To check the health and structure of the Black Cottonwood trees within Boulton Community park.

Tree Assessment and Identification

Tree #1

Species: Black Cottonwood, 52cm DBH, 32 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay. This tree is co-dominant with tree #2 at the base of the trunk. This union will have included bark. Tree is also showing a significant lean towards residential property.

Course of action: Monitor or remove this tree.

Tree #2

Species: Black Cottonwood, 39 cm DBH, 32 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay. This tree is co-dominant with tree #1 at the base of the trunk. This union is showing included bark.

Course of Action: Monitor or remove this tree.

Tree #3

Species: Black Cottonwood, 50 cm DBH, 32 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Tree #4

Species: Black Cottonwood, 45cm DBH, 29 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Tree #5

Species: Black Cottonwood, 48cm DBH, 32 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Tree #6

Species: Black Cottonwood, 43cm DBH, 27 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Tree#7

Species: Black Cottonwood, 78 cm DBH, 31 meters in height.

Condition: The trees at DBH are co-dominant and there appears to be included bark. Trees are in good health with a full crown and no signs of decay.

Course of Action: Monitor or remove these trees.

Tree #8

Species: Black Cottonwood, 45 cm DBH, 24 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Tree #9

Species: Black Cottonwood, 58 cm DBH, 31 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay. The root at the surface has some mower damage and has extensive water sprouting.

Course of Action: Monitor or remove this tree.

Tree #10

Species: Black Cottonwood, 50 cm DBH, 28 meters in height.

Condition: Trees are in good health with a full crown and no signs of decay. The trees at breast height are co-dominant and there appears to be included bark.

Course of Action: Monitor or remove these trees.

Tree #11

Species: Black Cottonwood, 49cm DBH, 28 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Tree #12

Species: Black Cottonwood, 25 cm DBH, 20 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Tree #13

Species: Black Cottonwood, 63 cm DBH, 33 meters in height.

Condition: Tree is in good health with a full crown and no signs of decay.

Course of Action: Retain this tree.

Recommendations

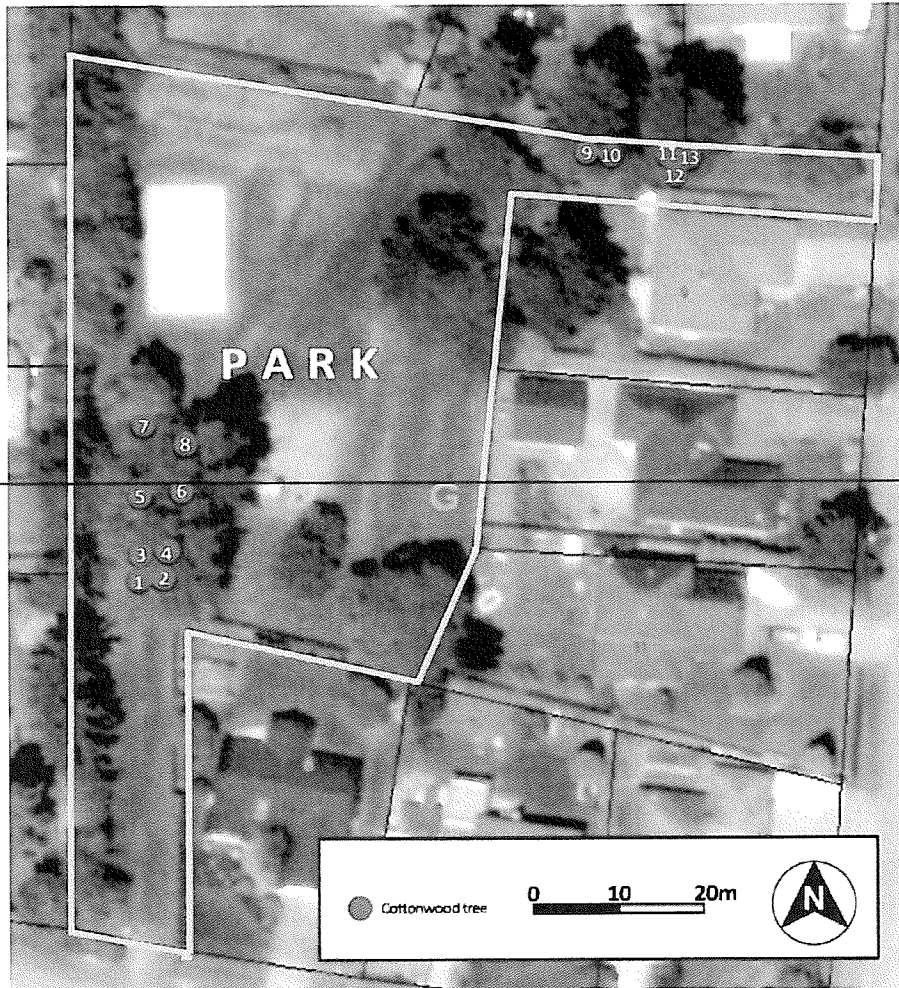
The Black Cottonwood trees that are located in the Boulton Community Park all look to be in good health. These trees show no signs of decay or pest infestation. They all have full and healthy crowns with no visible broken limbs. However there are three groups of co-dominant trees that are showing included bark. These trees are a risk to property and will need to be monitored or removed.

Black Cottonwood trees grow very quickly and like moist soils. They have very large roots systems that can spread as far as 15 meters. The roots will be found in moist soils. Their extensive root systems make them very stable and when healthy are less likely to be blown down. However in a high wind event limbs may break off.

The Black Cottonwood pollinates for only two weeks in April. The white cotton that falls in May and June does not cause any allergic reaction in people. At that time of year there are many different types of pollen in the air that can cause allergies (e.g. Grass).

These trees within Boulton Community Park are healthy and in very good condition. The trees that have co-dominant stems should be monitored or removed because the potential for property damage is high.

Boulton Community Park



Appendix III: Tree Management Policy

REGIONAL DISTRICT OF NANAIMO P O L I C Y

SUBJECT: <i>RDN Tree Management in Parks</i> <i>(Recreation & Parks)</i>	POLICY NO: C1.1 CROSS REF.:
EFFECTIVE DATE: December 13, 1988	APPROVED BY: Board
REVISION DATE: March 11, 1997	PAGE: 1 of 1

PURPOSE

To provide for the management of trees of trees on District controlled parkland.

POLICY

Removing or Pruning Trees

The removal or pruning of trees on District controlled parkland will be authorized only where the trees present a danger to life and/or property or the removal or pruning is specifically authorized as part of a District authorized development project. Trees on parkland will not be removed, pruned, thinned or topped for reasons related to opening up personal viewsapes or other non-hazardous situations. The Regional District will accept financial responsibility for all tree work involving hazardous trees.



**MINUTES OF THE REGULAR MEETING OF THE
ARROWSMITH WATER SERVICE (AWS) MANAGEMENT BOARD
HELD ON MONDAY DECEMBER 10, 2012 2:00 PM IN THE
PARKSVILLE FORUM**

Present:	M. Lefebvre, Chair C. Burger J. Stanhope G. Holme S. Tanner	City of Parksville City of Parksville (alternate) Regional District of Nanaimo Regional District of Nanaimo (alternate) Town of Qualicum Beach
Also Present:	P. Thorkelsson W. Moorman M. Donnelly W. Idema F. Manson M. Squire M. Brown B. Weir B. Farkas	Acting CAO, Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo City of Parksville City of Parksville Town of Qualicum Beach Town of Qualicum Beach Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 2:00 PM.

MINUTES

MOVED Director Stanhope, SECONDED Director Tanner, that the minutes of the regular meeting of the Arrowsmith Water Service Management Board held July 16, 2012 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Mike Squire letter to DFO, re Englishman River Water Intake – account of recorded minutes and public documents.

Alain Magnan, DFO, re Proposed Relocation of the Englishman River Water Intake

Mike Squire reply to DFO, re Englishman River Intake

Town of Qualicum Beach, re Appointment Letter

MOVED Director Stanhope, SECONDED Director Tanner, that the correspondence be received.

CARRIED

REPORTS

AWS Operations Update – M. Squire (powerpoint presentation)

M. Squire gave a powerpoint presentation updating the Board on AWS Operations. He indicated that the dam is currently over 50% full and the snowpack is at 1.5 feet. M. Squire reported that there has been a recent full inspection and dam audit from Dam Safety BC and it was found that seismic specifications are up to date for both provincial and federal regulations.

AWS Provisional Budget – Mike Squire (to be distributed)

M. Squire reviewed the 2013 Provisional Budget with the members.

MOVED Director Tanner, SECONDED Director Burger, that the AWS Management Board recommend the Joint Venturers adopt the Year 2013 Provisional Budget and the 2013-2017 Financial Plan as shown on Table 1, dated December 4, 2012.

CARRIED

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

OTHER

NEXT MEETING

The next meeting of the AWS Management Board will be at the discretion of staff.

ADJOURNMENT

The meeting was adjourned at 2:15 PM

CHAIRPERSON

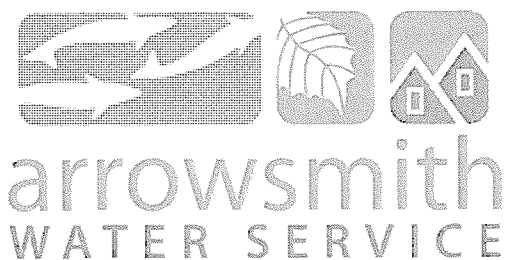
QUESTIONS

The Chair opened the floor to questions from the audience.

M. Jessen, Qualicum Beach, BC

M. Jessen stated that he and G. Buckingham have been involved in water sampling of the Englishman River. Mr. Jessen voiced his frustration with Environment Canada's website stating that the graphs and readings were not found on the website. In attempts to contact Environment Canada he had no response and also had little response from the provincial government. Mr. Jessen asked what source of data is used in relation to requirements of the operating rule.

M. Squire responded that he has also experienced frustration when trying to obtain information from Environment Canada's website. M. Squire added that actual flows were obtained through consultation with provincial staff and assistance from other shareholders namely the BC Conservation Society.



DATE: December 4, 2012

REPORT TO: ARROWSMITH WATER SERVICE
MANAGEMENT BOARD

FROM: ARROWSMITH WATER SERVICE
MANAGEMENT COMMITTEE

SUBJECT: 2013 PROVISIONAL BUDGET AND 2013 – 2017 FINANCIAL PLAN

ISSUE:

Arrowsmith Water Service (AWS) 2013 Provisional Budget and 2013 – 2017 Financial Plan.

EXECUTIVE SUMMARY:

A 2013 Provisional Budget is required as part of the Arrowsmith Water Service (AWS) Joint Venture agreement. A Five Year 2013 – 2017 Financial Plan is also required in an effort to identify future operations, maintenance and capital expenditures.

REFERENCE:

- AWS 2012 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated December 4, 2012 showing the recommended AWS - 2013 Provisional Budget and the AWS 2013 – 2017 Financial Plan.

BACKGROUND:

A Dam Safety Review Study was undertaken this year to meet the requirements of the 2007 Canadian Dam Association Guidelines, the British Columbia Water Act (BC Regulation 49/2000) and the British Columbia Water Management Branch Dam Safety Guidelines, Inspections and Maintenance of Dams. It was concluded that the Arrowsmith Dam is being operated in a diligent and responsible manner. The dam is performing as intended and that it meets the current design criteria. A series of recommendations were developed to facilitate continuous improvements in the management of the facility. These recommendations and resulting operational and capital costs have been incorporated into the 2013 – 2017 Financial Plan. One of the high priority recommendations was to complete a Dam Breach Study and develop an Inundation Map to identify potential downstream loss of life and damage. The cost for this work is estimated to be \$ 20,000 and is included in the 2013 Provisional Budget.

A Year 2013 AWS Provisional Budget and a 2013 – 2017 Financial Plan were developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years. A 2013 Provisional Budget and a 2013 – 2017 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

OPTIONS:

1. Adopt the recommended budget

The AWS Management Board could adopt the 2013 Provisional budget and the 2013 – 2017 Financial Plan reflected on Table 1.

2. Adopt a different budget, or defer adoption

The AWS Management Board could adopt a different 2013 Provisional Budget and 2013 – 2017 Financial Plan from that reflected on Table 1, or defer adoption to a different date. This would require that direction be given to the AWS Management Committee.

ANALYSIS:

1. The AWS Management Board could accept the 2013 Provisional Budget and 2013 – 2017 Financial Plan reflected on Table 1. This would allow completion of necessary operations and maintenance projects.
2. The AWS Management Board could reject the 2013 Provisional Budget and 2013 – 2017 Financial Plan reflected on Table 1. If this option is to be considered, the AWS Joint Venture Agreement requires the Management Board to recommend a Provisional budget to the Joint Venturers by December 15.

FINANCIAL:

The 2013 AWS Provisional Budget and 2013 - 2017 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

RECOMMENDATION:

THAT the AWS Management Board recommend the Joint Ventures adopt the Year 2013 Provisional Budget and the 2013 – 2017 Financial Plan as shown on Table 1, dated December 4, 2012.

**TABLE 1
ARROWSMITH WATER SERVICE
YEAR 2013 PROVISIONAL BUDGET & 2013 - 2017 FINANCIAL PLAN (\$)**

GL Account	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget
REVENUE														
Parksville Requisition (63.9%)	76,834	91,799	76,292	110,116	145,235	78,878	109,690	95,130	160,637	121,956	114,172	116,072	116,763	118,715
RDN Requisition (22.4%)	26,934	31,634	26,902	39,571	69,162	31,269	36,013	30,433	51,477	37,821	34,994	35,559	35,801	36,383
Qualicum Requisition (13.7%)	16,473	19,022	16,547	24,782	53,214	21,288	20,968	17,348	29,387	20,993	19,220	19,523	19,671	19,982
Joint Venture Requisitions	120,241	142,455	119,741	174,469	267,611	131,435	166,672	142,911	241,500	180,770	168,385	171,153	172,236	175,080
Other Revenue														
Logging Revenue	13,978	0	0	8,497		0	0							
Grants		7,500												
Transfer From Reserves														
Reserve for Future Expenditures	189,751													
Carry-Forward Reserve	22,706													
Total Other Revenue	236,435													
TOTAL REVENUE	356,676	149,955	119,741	182,968	267,611	131,435	166,672	142,911	241,500	180,770	168,385	171,153	172,236	175,080
EXPENDITURES														
Operating														
Administration														
4-2-25-7010														
Salaries and Wages	624	437	284	433	607	1,548	4,496	6,716	1,000	1,020	1,040	1,061	1,082	1,104
Memberships Sub								90						
Contracts	2,666		363	340			1,628	729						
Consulting							11,816	5,370						
Legal Fees							9,880		3,500	3,570	3,641	3,714	3,789	3,864
Audit fees	1,846	1,400	2,100	2,100	2,100	4,375	4,172	4,172						
Licenses and Insurance	37,505	38,659	43,033	44,267	45,544	45,197	49,226	31,628	45,500	46,410	47,338	48,285	49,251	50,236
Advertising								180						
Photocopy Supplies								74						
Office Supplies							91							
Tel / Cable							605							
Meetings	94	369	96	147	120	190	1,599	381	500	510	520	531	541	552
Parts, Materials & Supplies	135						408	999	500	510	520	531	541	552
Courier / Delivery							36	19						
Equip Res. Charge Out	50	44	10	72	77	107	20							
Total Administration	42,921	40,909	45,886	47,359	48,448	51,417	83,976	50,358	51,000	52,020	53,060	54,122	55,204	56,308
Operations														
4-2-25-7011														
Salaries & Wages	5,261	5,807	3,968	5,381	2,070	1,368	6,905	5,565	15,000	15,300	15,606	15,918	15,918	16,236
Contracts	2,568	2,568	3,726	10,519	5,086	2,505	3,690	7,940	6,000	6,120	6,242	6,367	6,367	6,495
Consulting	2,853				275				0	0	0	0	0	0
Licenses and Insurance	386	386	386	386	386	386	386	0	0	0	0	0	0	0
Meetings			128				365		500	510	520	531	531	541
Parts, Materials and Supplies	2,170	1,537	85	4,959	7,924	49	614	1,124	4,000	4,080	4,162	4,245	4,245	4,330
Oil and Gas								1,549	0	0	0	0	0	0
Natural Gas							988	1,422	0	0	0	0	0	0
Equip Res. Charge Out	897	1,116	469	792	283	123	236	105	1,500	1,530	1,561	1,592	1,592	1,624
Total Operations	14,154	11,413	8,763	22,038	16,023	5,449	13,819	16,283	27,000	27,540	28,091	28,653	28,653	29,226

GL Account	2005	2006	2007	2008	2009	2010	2011	2012	2012	2013	2014	2015	2016	2017
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
Maintenance	4-2-25-7012													
Salaries & Wages	4-2-25-7012-300	17,751	22,227	16,315	17,966	23,893	11,538	10,284	22,239	25,000	25,500	26,010	26,530	27,061
Conferences / Seminars / Travel	4-2-25-7012-307		24			250				0	0	0	0	0
Contract	4-2-25-7012-330		1,504	3,275	27,069	54,649	3,438	12,811	5,969	7,000	7,140	7,283	7,428	7,577
Consulting	4-2-25-7012-331	3,848	1,503	2,467		7,508		3,751	25,749	68,000	20,000	5,000	5,100	5,202
Equipment Lease and Rental	4-2-25-7012-340					213				0	0	0	0	0
Materials and Supplies	4-2-25-7012-450	12,196	16,848	2,782	17,956	4,363	2,426	3,406	13,030	15,000	10,000	10,200	10,404	10,612
Small Tools, Equipment & Furniture	4-2-25-7012-451		1,940		86	37	437	107	2,104	188	0	0	0	0
Courier and Delivery	4-2-25-7012-452				45	75	42		304	0	0	0	0	0
Gas & Oil	4-2-25-7012-460	689	2,780	2,242	1,190	203		1,985		3,500	3,570	3,641	3,714	3,789
Equip Res. Charge Out	4-2-25-7012-800	2,538	2,226	1,589	1,424	2,147	1,278	867	2,789	0	0	0	0	0
Total Maintenance		38,961	47,111	28,810	65,716	93,706	18,787	35,512	69,965	118,500	66,210	52,134	53,177	53,177
Road Maintenance	4-2-25-7013													
Salaries & Wages	4-2-25-7013-300					466	90	146	466					
Contracts	4-2-25-7013-330	0	25	0	0				5,796	15,000	5,000	5,100	5,202	5,306
Insurance and Licences	4-2-25-7013-400					600	611	611						
Equip Res. Charge Out	4-2-25-7013-800					65	15	24	44	0	0	0	0	0
Total Road Maintenance		0	25	0	0	1,131	715	780	6,306	15,000	5,000	5,100	5,202	5,306
Total Administration, Operations and Maintenance		96,037	99,459	83,459	135,112	159,307	76,368	133,888	142,911	211,500	150,770	138,385	141,153	142,236
Transfer to Reserves	4-2-25-7014-821	30,000	30,000	30,000	30,000	24,000	30,000	30,000	0	30,000	30,000	30,000	30,000	30,000
Total		126,037	129,459	113,459	165,112	183,307	106,368	163,888	142,911	241,500	180,770	168,385	171,153	172,236
Capital														
Capital Planning		22,706	4,980	727	4,480	84,304	16,714							
Equipment		8,182	15,516		13,373		8,353	2,784						
Engineering, Consulting, Legal Fees	4-6-25-9701-331													
AWS Road		199,751												
Radio Connection				5,555										
River Intake / Treatment Prop. Acquisition	4-6-25-9704-450													
Administration														
Total Capital		230,639	20,496	6,282	17,853	84,304	25,067	2,784	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)		356,676	149,955	119,741	182,966	267,611	131,435	166,672	142,911	241,500	180,770	168,385	171,153	172,236
Capital Planning Grant			7,500											
Transfer from Reserves		22,706												
TOTAL EXPENDITURES (with Grant)¹		356,676	142,455	119,741	182,966	267,611	131,435	166,672	142,911	241,500	180,770	168,385	171,153	172,236



englishman river
WATER SERVICE

**MINUTES OF THE REGULAR MEETING OF THE
ENGLISHMAN RIVER WATER SERVICE (ERWS) MANAGEMENT BOARD
HELD ON MONDAY, DECEMBER 10, 2012
Immediately following the AWS Management Board Meeting
IN THE PARKSVILLE FORUM**

Present:

Director J. Stanhope, Chair	Regional District of Nanaimo
Director G. Holme	Regional District of Nanaimo
Councillor M. Lefebvre	City of Parksville
Mayor C. Burger	City of Parksville

Also in Attendance:

P. Thorkelsson	Regional District of Nanaimo
W. Moorman	Regional District of Nanaimo
M. Donnelly	Regional District of Nanaimo
W. Idema	Regional District of Nanaimo
F. Manson	City of Parksville
M. Squire	City of Parksville
S. Tanner	Town of Qualicum Beach
M. Brown	Town of Qualicum Beach
B. Weir	Town of Qualicum Beach
B. Farkas	Recording Secretary

CALL TO ORDER

Chair Stanhope called the meeting to order at 2:25 PM.

DELEGATIONS

MINUTES

MOVED Director Holme, SECONDED Director Lefebvre, that the minutes from the regular meeting of the Englishman River Water Service Management Board held July 16, 2012, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Bill Wrathall, VIHA, re Proposed Aquifer Storage and Recovery Program

M. Lefebvre stated that he had recently attended the Aquifer Recharge Conference in Vancouver which was also attended by VIHA representatives who were very receptive to the ASR project.

MOVED, Director Lefebvre, SECONDED Director Stanhope, that the correspondence be received.

CARRIED

REPORTS

ERWS Program Update Report (M. Squire) powerpoint.

M. Squire provided the members with an update on the ERWS program.

In July 2012 a clay bank collapsed and the river station had to be shut down for the first time, using municipal wells as the backup source. Through discussion with the Ministry of Forests, Lands and Natural Resource Operations it has been suggested that by partnering with all levels of government there may be an opportunity to obtain grants for remediation of the Englishman River clay banks; project costs approximate \$1 million.

M. Squire stated that the Environmental Assessment Office considers water injected into the ASR as groundwater, and would therefore require a full environmental review if extraction were to be greater than 75 litres per second. As the time required to complete a full review (2-5 years) would be the biggest constraint on the implementation plan, we need to look at a reduced yield. Testing the ASR will confirm if a smaller yield will meet the demand. Full ASR well injection/extraction testing has been deferred to May 2013.

ERWS Provisional Budget (M. Squire) to be distributed

M. Squire reviewed the Englishman River Water Service 2013 Provisional Budget with the members.

MOVED Director Holme, SECONDED Director Lefebvre, that the Englishman River Water Service Management Board recommend the Joint Venturers adopt the Year 2013 Provisional Budget and the 2013-2017 Financial Plan as shown on Table 1, dated December 5, 2012.

CARRIED

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

C. Burger advised that he also recently attended the Aquifer Recharge Conference presented by The American Ground Water Trust and suggests that ASR will be commonplace in the future to maintain agricultural and residential needs. He indicated that the agencies attending the conference were very receptive and commented on the need to increase the public's knowledge of ASR.

OTHER

IN CAMERA

NEXT MEETING will be at the discretion of staff.

ADJOURNMENT

The meeting was adjourned at 3:40 PM.

J. Stanhope, CHAIRPERSON

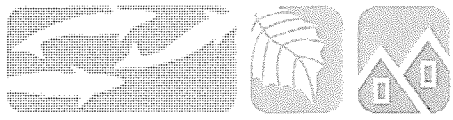
QUESTIONS

The Chair opened the floor to questions from the audience.

Elaine Hofer, Parksville, BC

Ms. Hofer made reference to the Aquifer Recharge Conference which she had also attended. Ms. Hofer voiced her concern about the Environmental Assessment Office review process being slow and asked if an economic study will be done.

M. Squire replied that he has asked the consultant team if the project will be feasible with a reduced yield.



englishman river WATER SERVICE

DATE: December 5, 2012

REPORT TO: ENGLISHMAN RIVER WATER SERVICE
MANAGEMENT BOARD

FROM: ENGLISHMAN RIVER WATER SERVICE
MANAGEMENT COMMITTEE

SUBJECT: 2013 PROVISIONAL BUDGET AND 2013 – 2017 FINANCIAL PLAN

ISSUE:

Englishman River Water Service (ERWS) Year 2013 Provisional Budget and 2013 – 2017 Financial Plan.

EXECUTIVE SUMMARY:

The ERWS joint venture between the City of Parksville and the Regional District of Nanaimo was established on July 1, 2011 and requires a formal Provisional Budget to address next year's operating and capital expenditures. A Five Year Financial Plan is also required in an effort to facilitate capital expenditures for the new intake, water treatment facility, Aquifer Storage and Recovery (ASR) and related infrastructure.

The next stage (Phase 2) of investigation is underway and will involve installing a full 400mm diameter ASR well ready for pilot testing during the spring/summer of 2013. Results from this pilot test will determine the feasibility of ASR and the potential role it will play in future water supply for the region. Following a review of the current 2012 – 2016 Financial Plan it has been determined no net changes are required and that there is sufficient funds identified in the budget to cover all engineering, administration and capital expenditures. A formal detailed budget review and update of the Implementation Plan will be required after completion of the preliminary design and value engineering. Preliminary design is scheduled to start on the new intake after approval of the Change of Works application currently being reviewed by the Provincial – Water Management Branch. Preliminary design of the Water Treatment Facility will follow after the ASR feasibility analysis.

Any potential delay in the capital planning process and associated engineering works will jeopardize the critical path of the Implementation Plan and the operating conditions established by the Vancouver Island Health Authority of requiring an enhanced level of water treatment process be constructed by year 2016.

REFERENCE:

- Englishman River Water Service Agreement – July 1, 2011,
- Table 1, dated December 5, 2012 showing the recommended ERWS Year 2013 Provisional Budget and the 2013 – 2017 Financial Plan.

BACKGROUND:

The Englishman River Water Service Joint Venture agreement between the City of Parksville and the Regional District of Nanaimo requires that on or before December 15 of the year preceding each fiscal year of the Joint venture, the Management Committee will submit to the Management Board for its review a provisional operating, maintenance and capital expenditure budget. With the formation of the Englishman River Water Service and further advancement of the Capital Plan, the 2012 – 2016 Financial Plan was reviewed and updated in an effort to outline funding requirements for operations and capital expenditures for the next five years. It was determined no net changes are required and the project is currently following the Implementation Plan. A year 2013 Provisional Budget and a 2013 – 2017 Financial Plan has been prepared for consideration by the ERWS Management Board. The proposed budget is shown on Table 1, attached.

OPTIONS:

1. The ERWS Management Board could accept the 2013 Provisional Budget and the 2013 – 2017 Financial Plan reflected on Table 1.
2. The ERWS Management Board could adopt a different 2013 Provisional Budget and 2013 – 2017 Financial Plan from that reflected on Table 1, or defer adoption to a different date. This would require that direction be given to the ERWS Management Committee.

ANALYSIS:

1. The ERWS Management Board could accept the 2013 Provisional Budget and the 2013 – 2017 Financial Plan reflected on Table 1. This would allow completion of necessary capital projects.
2. The ERWS Management Board could reject the 2013 Provisional Budget and the 2013 – 2017 Financial Plan reflected on Table 1. If this option is to be considered, the ERWS Joint Venture Agreement requires the Management Board to recommend a Provisional budget to the Joint Ventures by December 15.

FINANCIAL:

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74 % and RDN 26 %) as referenced in Schedule “C” of the Englishman River Water Service Joint Venture, dated July 1, 2011. Sufficient funds are available in the 2013 budget to cover all required operations, capital and Phase 2 engineering services.

The 2013 Provisional Budget and 2013 - 2017 Financial Plan set out the financial requirements needed for the ERWS staff to carry out necessary projects for the remainder of the fiscal year. Without this plan the capital projects and other major maintenance would be delayed or halted due to insufficient funds.

RECOMMENDATION:

THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt the Year 2013 Provisional Budget and the 2013 – 2017 Financial Plan as shown on Table 1, dated December 5, 2012.

TABLE 1
ENGLISHMAN RIVER WATER SERVICE
YEAR 2013 PROVISIONAL BUDGET & 2013 - 2017 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget
REVENUE								
Joint Venture Requisitions								
Parkville Requisition (74 %)	1,082,538	514,431	1,288,185	1,808,979	1,953,154	11,157,191	11,507,171	298,394
RDN Requisition (26%)	380,351	180,746	452,605	635,587	686,243	3,920,094	4,043,060	104,841
Total Joint Venture Requisitions	1,462,889	695,177	1,740,790	2,444,566	2,639,397	15,077,285	15,550,231	403,235
Other Revenue								
Grants	0	0	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0
TOTAL REVENUE	1,462,889	695,177	1,740,790	2,444,566	2,639,397	15,077,285	15,550,231	403,235
EXPENDITURES								
Operating								
Administration (Operating)								
Salaries / Wages	1,950	0						
Training	0	2,060	5,100	5,202	5,306	5,412	5,520	5,631
Conferences / Seminars	0	1,006						
Memberships	0	273						
Contracts	1,628	748						
Consulting	256	0						
Legal Fees	0	2,596	2,550	2,601	2,653	2,706	2,760	2,815
Audit Fees	0	4,172						
Tel / Cable	0	739						
Meeting Costs	8	478	1,020	1,040	1,061	1,082	1,104	1,126
Licences and Insurance	0	0	5,100	5,202	5,306	5,412	5,520	5,631
Small Tools, Equipment & Furniture	81	1,631	1,020	1,040	1,061	1,082	1,104	1,126
Minor Capital - Contracts	1,209							
Minor Capital - Parts / Materials	503							
Total Administration (Operating)	5,634	13,701	14,790	15,086	15,388	15,695	16,009	16,329
Total Operating	5,634	13,701	14,790	15,086	15,388	15,695	16,009	16,329

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	2017 Budget
Property Acquisition - Administration	7-6-28-9750-300	13,683	-2,877						
Property Acquisition - Contracts	7-6-28-9750-330	4,963	886						
Property Acquisition - Consulting	7-6-28-9750-331	6,574							
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	136							
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	1,200,550							
Total Property Acquisition		1,225,925	-1,991	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	48,421	30,087	41,333	42,160	43,003	43,863	44,741	45,635
River Intake / Supply Mains - Contracts	7-6-28-9751-330	358	256	112,000	13,500	33,750	3,600,000	2,900,000	90,000
River Intake / Supply Mains - Engineering	7-6-28-9751-331	10,685	17,681	288,000	652,500	1,067,500	463,500	450,000	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	103						
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	3,023	389						
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	2,189	727						
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	28	0						
Total River Intake / Supply Mains		64,703	49,243	441,333	708,160	1,144,253	4,107,363	3,394,741	135,635
Water Treatment - Administration	7-6-28-9752-300	23,513	38,285	41,333	42,160	43,003	43,863	44,741	45,635
Water Treatment - Contracts	7-6-28-9752-330	27,222	20,167	50,000	16,500	41,250	7,400,000	9,000,000	110,000
Water Treatment - Engineering	7-6-28-9752-331	78,978	120,453	352,000	797,500	852,500	566,500	550,000	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	9,057	22,949						
Water Treatment - Rent & Lease	7-6-28-9752-345	900	1,614						
Water Treatment - Insurance	7-6-28-9752-400	102	102						
Water Treatment - Parts and Materials	7-6-28-9752-450	1,759	525						
Water Treatment - Courier	7-6-28-9752-452	0	611						
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	159						
Water Treatment - Gas & Oil	7-6-28-9752-460	689	0						
Total Water Treatment		142,219	204,865	443,333	856,160	936,753	8,010,363	9,594,741	155,635
Aquifer Storage and Recovery - Administration	7-6-28-9753-300		38,868	41,333	42,160	43,003	43,863	44,741	45,635
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330		157,529	600,000	617,250	375,000	2,175,000	1,875,000	37,500
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	24,407	229,700	200,000	205,750	125,000	725,000	625,000	12,500
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340		1,806						
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423		120						
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450		743						
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800		593						
Total Aquifer Storage and Recovery		24,407	429,359	841,333	865,160	543,003	2,943,863	2,544,741	95,635
Total Capital		1,457,254	681,476	1,726,000	2,429,480	2,624,010	15,061,590	15,534,222	386,906
TOTAL EXPENDITURES		1,462,889	695,177	1,740,790	2,444,566	2,639,397	15,077,285	15,550,231	403,235



TO: Members of the Authority

FROM: Chair Frank Leonard

DATE: December 14th, 2012

RE: Moody's announces rating impact on issuers linked to the Province of British Columbia – MFA affirmed at Aaa Outlook Stable

On Wednesday of this week, Moody's revised the credit rating for the province of British Columbia. The rating outlook was adjusted to negative from stable, while maintaining the Aaa level.

In conjunction with the revision of the Province of British Columbia's outlook, Moody's announced yesterday evening that the MFA is affirmed at Aaa outlook stable. In the press release, Moody's states,

“The rating affirmation of MFABC reflects its strong institutional framework and substantial liquidity, along with its continued solid fiscal and financial position.”

We are very pleased with our continuing status. We are grateful to be on the shrinking list of triple A, outlook stable.

Should you have any questions please contact either:

Chair Frank Leonard
c/o District of Saanich: 250-475-5510

Robin Stringer
Chief Administrative Officer
250-383-1181 ext.: 222