

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION

WEDNESDAY, JUNE 19, 2013

7:00 PM

(Cedar Heritage Centre, 1644 MacMillan Road)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-6 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 17, 2013.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

CSCES Agreement

Grant Approvals

CORRESPONDENCE/COMMUNICATIONS

REPORTS

PARKS

7-12 Monthly Update of Community and Regional Parks and Trails Projects – May 2013

Cedar Skate Park Update (verbal)

5 Year Goals and Projects(handout)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

COMMISSIONER ROUND TABLE

IN CAMERA

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

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

September 18, 2013

7:00pm

Cedar Heritage Centre

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING HELD
WEDNESDAY, APRIL 17, 2013 AT 7:00PM
AT CEDAR HERITAGE CENTRE**

Attendance: Alec McPherson, RDN Director, Chair
Eike Jordan
Bernard White
Jim Fiddick
Angela Vincent
Carolyn Mead
Patti Grand
Chris Pagan

Staff: Sandra Pearson, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Kerri-Lynne Wilson

CALL TO ORDER

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

MINUTES

MOVED Commissioner Fiddick, SECONDED Commissioner Jordan that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 20, 2013 be received.

CARRIED

MOVED Commissioner Vincent, SECONDED Commissioner Jordan that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Grant Sub-Committee meeting held March 6, 2013 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOVED Commissioner Vincent, SECONDED Commissioner Jordan, that the following Electoral Area 'A' Recreation and Culture Grant applications be approved:

Community Group	Current Request 2013	Recommended 2013
Cedar 4H Club Portable Toilet, hand washing supplies, Animal feed, Cellphone Rental, Animal lease or Purchase, shavings, A.G Info Handouts, info signage.	\$1500.00	\$1500.00
1st Cedar Scouts Camping gear – Wheeler coolers, Propane tanks, Bows, Arrows, Coleman Stoves, Lanterns, Lightweight Backpack stoves.	\$1489.84	\$1489.84

Cedar Family of Community Schools Digital Camera for Photography program (Fall 2012 application resubmitted in January 2013)	\$450.00	\$450.00
Cedar Family of Community Schools Equipment for Gymnastics – Foam learning beam, low-training beam, Trestle climbing frame/Horizontal bar.	\$944.00	\$944.00

CARRIED

Ryn Donation Update

Ms. McCulloch reported that she reviewed all information regarding a potential donation from the estate of Mr. Ryn. Additionally she spoke with RDN planning and finance staff who identified an \$18,207.76 cash in-lieu of parkland contribution paid in 2005 by Ms. Ryn’s husband’s company in relation to a subdivision approval. Ms. McCulloch has subsequently spoken to Ms. Ryn and it was determined that no further follow up was necessary.

CORRESPONDENCE/COMMUNICATIONS

MOVED P. Grand SECONDED C. Mead that the following Correspondence be received:

M. Ryn, Cedar Community Association to D. Banman, RDN, RE: Cedar Community Hall – Funding Utilized

D. Slater, St. Phillip Cedar Anglican Church, to S. Pearson, RDN, RE: Floor Painting with Grant in Aid.

CARRIED

REPORTS

PARKS

Monthly Update of Community and Regional Parks and Trails Projects – Feb/Mar – 2013 (*handout*)

Ms. McCulloch gave an update of the Area A Community Parks and Trails Projects. She noted that the Nelson Rd. boat launch stairs have been repaired and re-opened for public use. Commissioner Fiddick said that in the first storm, it looks like the stairs could be wiped out again. Ms. McCulloch will provide further information regarding the stair design at a future meeting.

Habitat Conservation Trust Fund (HCTF) who funded \$21,000 towards the Quenell Lake Car-top Boat Launch, is pleased with the work that has been done.

Cedar Skate and Bike Park Project Timeline(*handout*) and Design Plan(attached)

Ms. McCulloch reviewed the detailed design and construction timeline for the skateboard/bike park. Commissioner White asked if there was a covered area in the design. Ms. McCulloch said a covered sitting area may be a possibility in a future phase. Ms. McCulloch noted that with the lease of the adjacent lot for parking, the main entrance to the park is now on the west side; the south entrance will remain as an emergency/maintenance access.

The Commission discussed the naming of skateboard/bike park and the possibility of the youth being involved, as well as The Cedar Skate Park Association. Chair McPherson said he will contact Vicki Suddaby.

MOVED Commissioner Jordan SECONDED Commissioner Grand that the Reports be received.

CARRIED

NEW BUSINESS

Cedar Heritage Centre - Capital improvements Update

Ms. Pearson reported that the HVAC improvements were completed and building feels comfortable and warm. The Cedar Heritage Centre should notice a difference in their expenses as the new system will be much more energy efficient. RDN Staff will meet in the near future to plan out the timing for the final efficiency updates (i.e., doors) and the 2013 capital projects (i.e., exterior painting, gutters and downspouts and landscaping).

Cedar School and Community Enhancement Society Agreement (*verbal*)

Ms. Pearson gave an update of the renewal of the CSES agreement. She noted that the agreement was not ready for the deadline for this meeting but it was agreed that it would be emailed to Commission members for their review and then forwarded to the next Regional Board meeting as per Director McPherson's suggestion.

Ms. Pearson noted the most significant change in the agreement is that it is now a Lease agreement, not a Licence of Use agreement due to the changes with not having RDN staff at the building. This new agreement also includes funding to assist CSCES through a monthly management fee and a monthly utility fee until the energy efficiency upgrades are completed this year.

Electoral Area 'A' Recreation and Culture Budget 2013 Revision (March 26/13)

Chair McPherson spoke to the revision of the Electoral Area 'A' tax requisition for 2013 by an increase of \$25,000 for reserve fund purposes. The current bylaw allows the tax requisition funding to increase from the current tax level from .10 to .15 to collect the additional \$25,000.

Parks - 5 Year Goals and Projects

The Commission had a discussion regarding the Five Year Parks Goals and Projects Plan. The Commissioners discussed and prioritized several project on the Five year plan and will finish the list at the next meeting in June. When the feedback discussions are completed, Ms. McCulloch will prioritize the projects in the Planning Worksheet for review.

COMMISSIONER ROUND TABLE

Commissioner Pagan – The proposed School District 68 facility plan has serious implications in Area 'A' especially regarding the closure of community fields and gyms.

Commissioner Grand – Reported she was a School Board trustee in Ontario and at that time, they could not close a school unless it sat unused for 5 years and had explored options for repurposing. She enquired as to whether the same process is required for School District 68. Director McPherson said it was a different process in the Province of BC.

Commissioner Jordan – She opposes any school closures and thinks the community will speak against it. She has had requests from people for an outdoor sports field with play park and exercise equipment.

Commissioner Vincent. – Would like to focus on trails and kids access around schools.

Commissioner Mead – School closures would affect children’s recreation that use the school facilities.

B. White – Was surprised about the news of SD68 potential school closures. He is careful as to where he takes his children due to the dangerous roads. Transportation needs to be a priority. Will talk to Director McPherson about the local transit plan.

IN CAMERA

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

Time: 9:20pm

ADJOURNMENT

This meeting was adjourned at 9:28pm

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: June 10, 2013

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

During May 2013 staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

At Nelson Road boat launch staff brushed and weed eaten the site and removed debris from the ramp.

Following a call from a park neighbour, staff met an arborist at Janes Road Community Park to assess several hazard trees. Falling work is scheduled for June.

Staff reviewed the final construction documents and, as per the License of Use Agreement with School District 68, provided the project specifications and construction drawing for their review and approval.

Area B

Water quality testing continued at Rollo McClay Community Park. Water well maintenance work is still underway in an effort to overcome the turbidity issue that was identified. The mowing and maintenance contract is continuing on schedule. Additional lock repair work was completed on the Gabriola Recreation Society portable storage building. Pruning and brushing work was also carried out.

Staff requested additional trail pruning along the access trails to several Whalebone Area Community Parks.

Staff sought qualified contractors for a bank stabilization project in the 707 Community Park.

Tree trimming work was carried out at the Huxley Park driveway entrance to improve user safety. A garbage clean-up was also carried out.

Additional trail GPS data was gathered at 707 Community Park.

Staff organized and attended a skateboarder “drop-in” at Huxley Park on May 16th as part of the stakeholder interview component of the Huxley Park Master Plan process.

Staff organized and attended a Mudge Island Water Access Open House on May 25th. A second follow-up survey was prepared and distributed at the Open House and was available on-line through the rdn.bc.ca/parks webpage from May 25th through June 16th.

Area C - East Wellington/Pleasant Valley

Mowing and site maintenance work was begun at Anders Dorritt Community Park.

At Creekside Community Park staff contacted a contractor to order grading work at the parking lot.

Area E

At Prawn Road Community Park staff brushed the trail head area and removed litter.

Staff prepared and distributed the May 13th POSAC meeting agenda package and attended the meeting.

Staff attended a meeting with the consultants for the Fairwinds project to review details regarding the Phased Development Agreement.

Area F

Staff continued to provide design comment on the Phase 1 construction drawings for Meadowood Park and met with a representative of the Corcan-Meadowood Residents Association on site to discuss concerns with the rough grading of the site.

The Recreation and Parks Department will be assisting with the installation of an underground electrical line to supply farmer's market vendors at Errington Community Park. The removal of several hazard trees was also carried out at the park. BC Hydro conducted line clearing operations along the Errington Road boundary of the property.

A site meeting was held with MoTI regarding the Carrothers Rd and Price Rd trails. Parks staff will now proceed to a permit application to use the undeveloped road allowances. Staff also liaised with private landowners regarding the Carrothers Rd Trail. Staff reviewed the trail plans with Cranswick and Price Rd neighbours.

Staff met with an Errington War Memorial Hall Board representative and MoTI to review parking improvements along Veterans Way adjacent to Errington Community Park, to be paid for by the Hall Board and Farmers Market. MoTI will require an engineered plan that addresses roadside drainage and vehicle parking.

Staff prepared and distributed the May 6th POSAC meeting agenda package and attended the meeting. Staff provided an update of the Arrowsmith Community Trail for the meeting.

Staff brushed the trail and cleared vegetation at the Middlegate entrance at the Alberni Community Trail.

At Harris Crescent Community Park staff brushed and cleared the trail and removed garbage.

At the Malcolm Property staff brushed the trail and met with an arborist to discuss upcoming hazard tree removal, scheduled for June.

Area G

A building assessment by an engineering company was ordered for the Women's Institute Hall at Dashwood Community Park.

Staff prepared and distributed the May 22nd POSAC meeting agenda package and attended the meeting.

Area H

Playground development work continued at Henry Morgan Community Park and staff delivered 30 donated trees to site for planting. Staff also followed up with a playground equipment supplier following the receipt of damaged slide assembly components. The construction work is nearing 90% completion. The major park components that have not been completed include the 2 tree root wad features and the 'driftwood' play component. In addition to these components the contractor will need to address a list of other minor deficiencies before the project is considered complete. An official park opening date has yet to be determined. The public can view the park construction progress; however, it is important to note that the park is still a construction site and the public is restricted from entering.

Tree thinning operations commenced at Oakdowne Community Park. This project is a continuation of work begun last year by Ministry of Forests Coastal Fire Base, for the purpose of improving safety along this urban wildfire interface zone.

Staff contacted a park neighbour at Isle Wood Drive Community Park regarding a trespass issue.

Community Parks and Greenways Strategy

The final Open House including survey for Phase 2 is scheduled for June 5th in EA H. Public engagement summaries for all 4 Electoral Areas will follow and these will be posted on the RDN website. Two other studies are being finalized, namely the Trail Design Guidelines and Construction Standards and the Cultural Mapping project and these works will be integrated with the public input into the draft final report that will be reviewed by the Advisory Committee and the four EA POSACS in July. Public input will then be sought through a survey to be posted on the RDN website in August.

Regional Parks

Beachcomber Regional Park

Park staff conducted park inspections and maintained trails.

Benson Creek Falls Regional Park

A park site meeting was held with Operations staff, the Environmental Consultant, and the Management Plan Consultants to review and experience the park conditions, facilities, issues and opportunities. Communication materials were produced including a project logo, website, online survey, signs, Open House poster, postcard, social media calendar and stakeholder contact lists. Letters of invitation were sent to First Nations.

Staff met with local residents to determine potential locations for Blockwatch signs (to be supplied and installed by residents).

Coats Marsh Regional Park

Staff continued working to update the draft caretaker agreement. The draft agreement was reviewed by the lawyer and this draft will be sent to The Nature Trust for their review.

Park staff and the Vancouver Island Conservation Land Management Program crew removed broom.

Englishman River Regional Park

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

Park staff and GIS staff collected GPS information at the park.

Horne Lake Regional Park

Staff continued to work with the new Park Operator (RLC) on settling in at park, establishing summer staffing, and communication arrangements with the public. Staff worked with the webmaster and reception staff at Oceanside Place on identifying all possible means of directing the public through to RLC.

Staff obtained a MoTI permit to install additional directional signage along Horne Lake Rd and Horne Lake Caves Rd. Two old signs will be updated and four new ones added.

Park staff delivered posts for the campsite numbers. The Park operator has made continuous improvements at the campground getting it ready for this summer's camping season.

Lighthouse Country Regional Trail

Park staff conducted trail maintenance and inspections.

Little Qualicum River Estuary Regional Conservation Area

Staff worked with the BC Conservation Foundation on hosting a one-day workshop with Biologist Dave Polster concerning restoration of the spit. The workshop was held at Oceanside Place and at the spit and was well attended by all agencies (DFO, MFLNRO, BCCF, CIPC) as well as the QB Streamkeepers and Guardians of the Mid-Island Estuaries. Volunteers felt workshop well worth it, and agency representatives enjoyed opportunity to focus on spit and estuary issues.

Little Qualicum River Regional Park

Park staff conducted trail maintenance.

Moorecroft Regional Park

With the help of several volunteers from the Moorecrofters and Nature Trust, over 1,000 native plants were planted and woody debris and mulch installed on the former building sites. Signs were installed for information and parks staff have been watering and applying deer repellent to the plants. An invasive removal project was planned for early June; however, it had to be cancelled as not enough people signed up by the deadline.

Trails were widened in some spots and new surfacing installed and an old trail was blocked off with woody debris to stop public from entering private property. A flight of stairs was built to the old craft hut site.

Park staff and GIS staff collected GPS information at the park

Morden Colliery Regional Trail

Park staff conducted trail maintenance and removed a danger tree near the Nanaimo River. Bridge maintenance was also done as per an engineer inspection report. As well bike jumps were removed.

Park staff and GIS staff collected GPS information on the regional trail.

Mount Benson Regional Park

Staff received and reviewed a revised draft covenant from NALT. A meeting was held with NALT covenant committee representatives and further changes to the document were identified. NALT revised the draft and this has now been forwarded to the RDN lawyers for review. NALT continues to seek out another (back-up) conservancy to go on the covenant.

Park staff brushed the Witchcraft Trail and repaired a vandalized railing on the Witchcraft boardwalk.

Nanaimo River Regional Park

Park staff and GIS staff collected GPS information at the park and conducted park maintenance.

Top Bridge Regional Trail

Park staff conducted trail maintenance.

Trans Canada Trail

Park staff conducted trail maintenance.

Parksville - Qualicum Links

Staff received a permit from MoTI for the installation of a PQB Links map sign at the Barclay Crescent Millennium Bridge. Staff continued to work with Parksville, Qualicum and the RDN Mapping Department on the final map details.

Staff attended the quarterly meeting of the Cycling Working Group.

Witchcraft Lake Regional Trail

As part of finalization of trail use agreement with the Province, staff conducted a site visit with VIU Woodlot manager 0020, Ministry of Forests, Lands and Natural Resource Operations (Recreation Sites and Trails division) to inspect the trail routing, conditions and future plans.

Miscellaneous

Staff concluded work with RDN Mapping on park properties to be included in the new Wildfire Response Agreement with MFLNRO. All associated shape files were transferred to the Ministry. Staff reviewed the various park tenures with Ministry staff and it was decided that for the purpose of the Agreement, no trails are to be included and Crown Lands will examine adjusting their standard licence documentation to reflect the wildfire agreements.

Staff attended the three day BC Recreation and Parks Symposium. This year's theme was Building Healthy, Creative and Green Communities and included a strong focus on natural environments and play.

Park Use Permits and Events

- Approved a park use permit with Arrowsmith Search and Rescue to use riverside at Top Bridge Community Park for the water rescue portion of the all Vancouver Island SAR practice being held in Oceanside the first week in June.
- Attended a site visit at Lions Community Park regarding the 2013 Bluegrass Festival. Temporary snow fending to be installed by Parks along the Regional Trail where it joins the open event field. Reviewed festival plans and use of Lioness Blvd entrance. Park use permit issued.
- Worked with Park Operator on planning Oceans Day 2013. Created poster and buttons. Website was updated to promote event; also Facebook. Organized tents.
- Worked with the Mid Vancouver Island Habitat Enhancement Society on their 2013 Run the River event; park use permit approved for June 9th event. Provided assistance with maps, prizes and parking signage.

Recommendations

That the Parks Update Report for May 2013 be received as information.



Manager of Parks Services



General Manager Concurrence