

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY COMMITTEE

TUESDAY JULY 2, 2013

7:00 PM

(Gabriola Island Women's Institute Hall)

A G E N D A

PAGES

CALL TO ORDER

Election of Secretary

DELEGATIONS

Erin Mancor – Youth/Children Input into Huxley Park Master Plan

Motion to receive late delegation.

MINUTES

3-4 Minutes of the Regular Electoral Area 'B' Parks and Open Space Advisory Committee meeting held April 2, 2013.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

CORRESPONDENCE/COMMUNICATIONS

5 **N. Crozier, POSAC member to E. McCulloch, RDN Parks Planner**, RE: Resignation from the Electoral Area 'B' Parks and Open Space Advisory Committee

6 **J. Hill, RDN to S. Betts**, RE: Appointment to the Electoral Area 'B' Parks and Open Space Advisory Committee

7-9 **Dr. John W. Peirce, President, GaLTT to Director Houle, RDN Board**, RE: Request for RDN to obtain a trail license from MOTI across the "Honeysuckle gravel pit"

UNFINISHED BUSINESS

Huxley Community Park Planning Process - Update

Mudge Island Water Access Planning (handout)

REPORTS

10-18 Monthly Update of Community Parks and Regional Parks and Trails Projects – Feb/Mar 2013

19-24 Monthly Update of Community Parks and Regional Parks and Trails Projects – April 2013

25-30 Monthly Update of Community Parks and Regional Parks and Trails Projects – May 2013

Motion to receive Reports.

NEW BUSINESS

Community Works Project – Roadside Trail along portion of North Road

Agenda's – Electronic Distribution

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

November 5, 2013 – 7:00pm

Gabriola Women's Institute Hall

Disbursement: H. Houle (Chairperson), M. Dickinson, J. Eastick, J. Young, J. Phillipoff, T. Osborne, W. Marshall,
E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'B' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
TUESDAY APRIL 2, 2013, 7:00PM
AT GABRIOLA WOMEN'S INSTITUTE HALL**

Attendance: Howard Houle, Director, RDN Board, Chair
Jacinthe Eastick
Megan Dickinson
Randy Young
Jim Phillipoff

Staff: Elaine McCulloch, Parks Planner

CALL TO ORDER

Chair Houle called the meeting to order at 7:00 p.m.

New member, Jim Phillipoff, was welcomed and introduced to the committee.

Election of Secretary

MOVED J. Eastick, SECONDED J. Young, that J. Phillipoff be nominated for the position of Secretary.

As there were no other nominations, H. Houle declared J. Phillipoff as Secretary.

MINUTES

The October 30, 2012 POSAC meeting did not have a quorum.

MOVED M. Dickinson, SECONDED J. Phillipoff that the notes of the Oct 30, 2013 meeting be received.

CARRIED

UNFINISHED BUSINESS

Huxley Community Park Planning Process

E. McCulloch provided a brief overview of the Huxley Community Park Planning Process. The Open House date is set for Saturday, July 13th from 10am to 1pm at the Women's Institute Hall. POSAC members are encouraged to attend.

707 CP - South Road Gate

A gate will be installed on private property to provide emergency access through 707 Community Park from South Road. Staff will negotiate an agreement with the affected landowner.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects – November/December 2012

Monthly Update of Community Parks and Regional Parks and Trails Projects – January 2013

Director Houle provided a summary of the Community Parks and Regional Parks and Trails Projects – November/December 2012 and January 2013.

Electoral Area 'B' Community Park 2013 Detailed Project Plan

E. McCulloch provided an update on the Electoral Area 'B' Community Park 2013 Detailed Project Plan.

Electoral Area 'B' Community Park 5-Year Project Planning: 2013-2017

E. McCulloch provided an update on the Electoral Area 'B' Community Park 5-Year Project Planning: 2013-2017. The following changes are noted:

- Change 707CP: gate installation (North Rd) to 707CP: gate installation (South Rd)
- Remove Rollo CP: Parking Lot improvements from 2013 project list and place in 2014 project list.

Draft – Mudge Island Water Access: Survey #1 Compilation of Responses

E. McCulloch presented the Draft – Mudge Island Water Access: Survey #1 Compilation of Responses. The final report will be posted on the rdn.bc.ca/parks website.

The committee discussed the planning logistics of the Mudge Island Water Access Open House with members of the audience. The open house will be held on Saturday, May 25th from 1-3pm. POSAC members are invited to attend.

MOVED M. Dickinson, SECONDED J. Phillipoff that the reports be received.

CARRIED

NEW BUSINESS

Change of Meeting Time

It was the Committee's decision to keep the 7pm meeting time for future meetings.

IN CAMERA

That pursuant to Section 90(1)(c) and (e) of the Community Charter the Board proceed to an In Camera meeting for discussions related to land issues.

TIME: 8:10pm

ADJOURNMENT

MOVED J. Phillipoff that the meeting be adjourned at 8:25 p.m.

From: [McCulloch, Elaine](#)
To: [Harvey, Ann-Marie](#)
Subject: FW: POSAC - Nancy Crozier
Date: Wednesday, June 26, 2013 1:50:05 PM

From: Nancy Crozier [<mailto:nantscro@telus.net>]
Sent: Friday, April 12, 2013 6:13 PM
To: McCulloch, Elaine
Cc: Howard Houle; Jacinthe & Peter Eastick; Nancy Crozier; Randy Young; cherylmars@shaw.ca; Wendy Strachan
Subject: POSAC - Nancy Crozier

Elaine McCulloch

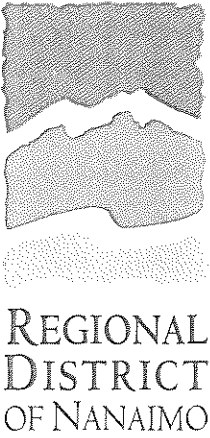
Parks Planner ,RDN Recreation & Parks

Dear Elaine and Howard,

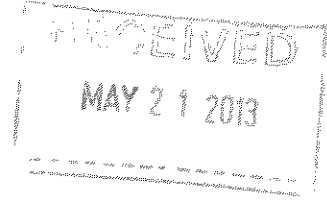
I am sorry that I was not present at the last 2 POSAC meetings and have come to the decision to step down from this board.

I don't feel I can give quality time & attention to the issues on POSAC and feel that a new member should be recruited in my stead.

I have so enjoyed the time I have spent with RDN staff and the members on this advisory commission. Thank you .
Nancy Crozier



May 14, 2013



Samuel Betts
2655 Islands View Drive
Gabriola Island, BC
V0R 1X7

Dear Mr. Betts:

Re: Appointment to the Electoral Area 'B' Parks & Open Space Advisory Committee

Please be advised at a regular meeting of the Board of the Regional District of Nanaimo held April 23, 2013, you were appointed as the Gabriola Recreation Society representative on the Electoral Area 'B' Parks & Open Space Advisory Committee, with a term expiring December 31, 2014. I have attached a membership list for your information and the Terms of Reference.

On behalf of the Board, I would like to thank you for accepting this responsibility. Should you require any further information with respect to your appointment, please do not hesitate to contact this office.

Sincerely,

Jacquie Hill
Manager of Administrative Services

JH:nat

cc: T. Osborne
Director Houle
Board Follow Up, April 23, 2013

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca



GaLTT, PO Box 56, Gabriola Island, BC, V0R 1X0
email: info@galtt.ca

June 23, 2013

Mr. Howard Houle
Area B RDN Representative
Sent by email: HowardHoule@yahoo.ca

**Subj.: Request for RDN to obtain a trail license from MOTI across the
"Honeysuckle gravel pit"**

Dear Howard,

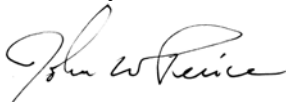
GaLTT asks if the RDN could approach MOTI to obtain a trail license across the Honeysuckle gravel pit in order to formalize public access along a very popular trail.

We have discussed this matter with Johnathon Tilley of MOTI, who has confirmed that MOTI still considers this land to be a valuable gravel reserve (which opinion does not appear to reflect geological reality, but that is beside the point). MOTI is unwilling to issue a trail licence to a private body such as GaLTT, so we approached the Islands Trust Fund. They do not see this project as having long-term conservation value so they are unwilling to assist us. So we turn to the RDN. Could you please take this matter up with the Parks Dept. and ask them to request the described trail licence? GaLTT stands ready to assist in moving this process forward in any way that we can help.

On the next page I attach for easy reference an image of the land with the cadastral from RDN map and an image of the trails on the gravel pit parcel from Randy Young's web site www.gabriolafuturevision.org.

This item is on the agenda for the public meeting with MOTI for Monday night.

Sincerely,



Dr. John W. Peirce, P. Geo.
President, GaLTT

Cc: Johnathon Tilley, MOTI, johnathan.tillie@gov.bc.ca



For simplicity, the trail licence should cover the main east-west logging road from the end of the Honeysuckle road allowance on the west to the end of Wild Cherry Terrace on the east, and also the short north-south trail that skirts the east side of the existing clearing and exits the property near the southwest corner of the property.



Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 15, 2013

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

At Pylades Drive beach access staff inspected the washroom enclosure and trail, removed dog feces from the trail and brushed the trail corridor. Minor maintenance work was also conducted at Ritten Road boat launch.

Additional stair improvement work was carried out at the Nelson Road boat ramp to fix the lower step in the high tide area. A cleanup of the site also took place.

Staff prepared and distributed the February 20th PRCC meeting agenda package including the Active Transportation Plan Summary of Recommended Actions; Summary of Potential Community Park Projects; 5 year Planning Worksheet; 2013 Detailed Project Plan and attended the meeting.

In response to an audit request from the Habitat Conservation Trust Fund (HCTF) – the funding source for the Quennell Lake Car Top Boat Launch development project – staff provided a financial summary for the project and attended a site meeting with representatives from HCTF and the Ministry of Forests, Lands and Natural Resource Operations.

Area B

Two park entrance signs were installed at Huxley Community Park. The newly stripped and refinished signs were constructed by park volunteers nearly 20 years ago, and are now on new timber posts and located adjacent to the parking area entrance. A park cleanup and pruning was also completed, including the removal of a flight of concrete steps placed in the park skateboarding area. Graffiti removal and prevention work at Huxley Community Park was carried out, with an anti-graffiti coating applied to the main target wall near the parking lot.

At Rollo McClay Community Park a large broom removal project was undertaken by volunteers. Hazard tree work originally scheduled to occur in March has been postponed due to bird nesting season. A park clean-up was also completed. Final plumbing and electrical work around the irrigation pond was also carried out in March.

Beach access stair replacement work continues at South Road Community Park. Completion of this project is now expected in mid-April.

Parks Staff attended a meeting with representatives from RDN Planning and Islands Trust Planning to discuss the Island's Trust initiative to review and update current land use designations and zoning categories of parks on Gabriola Island to ensure that the designations and zoning are appropriate to their particular use.

Staff prepared and distributed the April 2nd POSAC meeting agenda package including the 2013 Detailed Project Plan and the 5 year Planning Worksheet-2014-2018 and attended the meeting.

Staff prepared the draft Mudge Island Water Access-Survey #1 Compilation of Responses.

Staff worked on the Huxley Community Park Planning Process Request for Consultant Services.

Area C - Extension

At Extension Miners Community Park staff cleared the trails and kiosk of debris and removed garbage from the site. A hazard tree was also removed.

Area C - East Wellington/Pleasant Valley

Site clearing at Anders and Dorrit's Community Park is now substantially completed, with heavy equipment and disposal bins now moved off the property. Additional clean-up work and reseeding of disturbed areas will be carried out in the coming weeks.

At Creekside Community Park staff cleared and brushed the walking trail and removed garbage.

A playground inspection was completed at Meadow Drive Community Park.

Area E

Staff provided a response to a Planning referral regarding the outstanding parks-related items requiring attention by Fairwinds before their rezoning application can be considered complete.

Staff completed the draft Phase 1 Community Consultation summary for the Blueback Community Park Planning Process.

At Prawn Road Community Park staff cleared debris and removed garbage from the trail. At Park Place Community Park staff conducted a trail inspection and monitored newly planted Garry Oak trees. At Blueback Community Park staff removed overgrown blackberry bushes and carried out a park clean up at Jack Bagley.

Staff prepared and distributed the March 4th POSAC meeting agenda package and attended the meeting.

Area F

Hazard tree identification and marking was completed along the Carrothers-Leffler section of the ACT trail. On site planning continued, in order to discuss setbacks, culvert selection and neighbour notification. Staff Worked with surveyor on confirmation of the Carrothers Rd plan, and survey of the Price Rd undeveloped road allowance. The 2008 Carrothers Rd plan was confirmed and clarified, and

the southern boundary marked on the ground with stakes. The Price Rd. survey shows that the existing footpath is entirely within the road allowance so trail just needs to be formalized.

Staff liaised with the Errington Community Hall Board regarding their interest in improving road edge for parking along Community Park side of Veteran's Road. A site meeting with MoTI will be arranged when the Ministry staff come to review the Carrothers development plan.

Staff corresponded and attended a site meeting with a community member interested in developing a bike park in the Coombs-Errington area.

Staff attended a meeting with the Corcan-Meadowood Road Association (CMRA) to discuss community contributions to the Phase 1 development of Meadowood Community Park.

A hazard tree assessment was carried out, and an arborist report was ordered following neighbour complaints of hazard trees adjacent to private property, at a community park next door to the Errington Fire Hall. Report results and follow up tree falling work is expected for April.

Staff received and approved requests from BC Hydro for hazard tree removal at two community park sites. This work is likely to be conducted in April.

At Malcolm Park staff removed fallen debris from the trail. At Errington Community Park staff cleaned and removed garbage from the property. A hazard tree inspection was also completed, and tree falling and limbing work ordered. At Harris Crescent Community Park staff removed garbage and inspected the trails

Staff prepared and distributed the March 6th POSAC meeting agenda package and attended the meeting. At the meeting a report on the Arrowsmith Community Trail (ACT) work was presented.

Area G

Staff attended a meeting with RDN Planning staff, Ministry of Transportation representatives and the applicant to clarify the rezoning and subdivision requirements for 691 Wembley Rd.

Staff met with the Engineer to discuss the design of the San Pareil boardwalk. An inquiry was submitted to Crown Lands regarding development restrictions related to San Pareil parcel where the boardwalk ran and it was confirmed no covenants encumber the lands. Once the boardwalk design is completed, it will be submitted to MoE for approvals.

Water skiing jumps were removed from the groundwater retention ponds at River's Edge Community Park. A large amount of illegally dumped garbage was also removed from the site.

Septic tank assessment work began at Dashwood Community Park. Follow up investigation as well as tree pruning is scheduled for April.

Staff investigated a report of an excavator trespassing and conducting land clearing on park land at Columbia Drive Community Park and are following up with this issue.

Park identification signs were replaced at both Boulton and Maple Lane Community Parks and additional hazard tree work was carried out at Riley Road Community Park. At Maple Lane Community Park staff replaced the entrance sign, removed old tires, and cleared the trail.

Staff attended a site meeting with POSAC members, RDN Planning staff and the applicant to discuss the proposed park land dedication in conjunction with the proposed rezoning for 691 Wembley Rd.

Staff attended a pre-application subdivision meeting with RDN Planning staff and the applicant to discuss potential park land dedication in conjunction with an upcoming subdivision application for 743 Drew Rd.

Staff prepared and distributed the March 11th POSAC meeting agenda package and attended the meeting.

Area H

A sod turning event took place on March 8th to celebrate the construction start for Henry Morgan Park. Elected officials from the Province and the RDN were on hand to recognize the community efforts that contributed to this new facility including a Provincial grant in the amount of \$85,000.

The contractors have made some progress during March with clearing, grading, silt control and base preparation for the sport court and bike pump track. Works have been delayed due to high water table issues that will require additional drainage works. Engineering consultants are working with staff on a solution and work is expected to resume early in April.

Site clean-up and understory pruning were completed at Dunsmuir Community in order to improve security and visibility of the park from the road. A new entrance sign was also installed.

Staff liaised with Ministry of Forests and Range staff regarding a forest land interpretive sign to be installed at Wildwood Community Park.

Staff also liaised with BC Hydro regarding the potential installation of a security gate in the Corcan/Bayliss Road area, in order to curb ongoing illegal dumping activity. Follow up work to continue in April.

Staff received a request from a local contractor to make improvements to a set of beach access stairs at a Ministry of Transportation and Infrastructure (MOTI) site on Shoreline Drive. Additional internal discussion and with MOTI staff are required before proceeding.

Staff contacted a park neighbour regarding trespass of a wood property boundary fence along the northwest boundary of Islewood Drive Community Park. Fence removal and follow up work expected to occur in April.

Staff conducted a site meeting with a park neighbour following their report of a hazard tree at Leon Road Community Park. There was no hazard found to exist.

A park clean-up was completed at Dunsmuir Community Park.

Community Parks and Greenways Strategy

Open House events for each of the four Electoral Areas were completed by March 11th. Public engagement summaries are being developed including the results of the online surveys. Staff are reviewing the feedback and creating draft maps and visions for each area. Staff are also preparing for the next round of surveys and Open Houses scheduled to begin in May.

Regional Parks

Arboretum

Park staff met with volunteers to discuss a plan to stop vandals from entering the park with 4x4 vehicles. Volunteers installed the new rocks for barriers for off road vehicles in March. A volunteer work party consisting of 11 people installed a new entrance sign and new tree identification signs.

Benson Creek Falls Regional Park

The Terms of Reference for the development of a 10-year management plan (2013-2023) were recommended for approved by RPTSC meeting on February 5th and were approved by the Regional Board on February 26th. Staff visited the park with Ursus Consulting who is undertaking an Environmental Overview of the park. The Request for Proposal package was prepared and posted on the RDN website, Civic Info and BC Bid. The deadline for proposals is April 15.

Park staff completed a sign inventory and replaced a post and sign along the trail. Park staff also cleaned up garbage that was dumped in the parking area and conducted park inspections and maintained trails.

Coats Marsh Regional Park

Staff met with the engineer who is creating working drawings for the berm to prevent flooding onto the neighbour's property. The drawing will be completed by the end of April for Ministry approval with construction taking place in August.

Park staff monitored the pond leveler and grass seeded the berm.

Descanso Bay Regional Park

Park operator installed new gates, removed trees leaning on the Ivory Road chain link fence and installed speed bumps.

Park staff pruned the trees along the main roads and day use area and delivered new fire rings.

Water services staff conducted maintenance on the water system.

Staff received the 2012 year-end financial report and occupancy statistics from the park operator with no significant change from 2011 figures.

Englishman River Regional Park

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

Staff replaced vandalized trail signage at the Middlegate Road trailhead. The Community Fisheries Development Centre work crew completed construction of the new trail linking the bridge to the park.

Staff visited the park to investigate improving the entrances to the park at Allsbrook and Middlegate (e.g. organizing signage, trail entrance signs).

Horne Lake Regional Park

Staff continued to work with the new park operator, RLC, on set-up and agreement conditions. Staff introduced them to the Horne Lake Strata management and reviewed programmed recreation plans. Work was concluded with the park operator on four new park maps and updates of all park rules, regulations and processes as presented to the public. Staff worked with the RDN web master to conclude updates to all park pages and dealt with various technical issues, and complications related to the old park operator's web site. A comment card for park users was also developed.

A meeting was arranged with Island Timberlands to introduce the new park operator and discuss various park operations, gate issues and use of the easement road. The company has repaired and secured the south gate. Staff provided the company with the MoTI road research report on the 1911 Horne Lake Rd.

A surveyor was hired to identify the flood covenant height at the park entrance area, and to demarcate the edge of the 1911 Horne Lake Rd. This information is needed for any development at the site. Staff then worked with RLC regarding entrance area building plans.

Staff began working with MoTI on a sign permit application process for additional direction signs along Horne Lake Rd and Horne Lake Caves Rd.

Park staff inspected an ATV trespass issue near the BC Parks caves parking lot. RLC (the new park operator) offered to plug the holes with rock from our gravel pits as a short term solution.

Park staff delivered new fire pits to the campground, they also delivered cleaned freshly wrapped fire hose.

GIS staff and park staff GPS'd the park campgrounds, trails, roads and facilities to create a new map.

Park staff along with an engineer assessed the Qualicum River logging bridge as it was struck by a tree during a high water event.

Park staff conducted a danger tree assessment with a staff member from RLC.

Lighthouse Country Regional Trail

Staff made an application to MoTI for permission to install directional signage at Lioness Blvd.

Park staff cleared trails.

Little Qualicum River Estuary Regional Conservation Area

The terms of reference was concluded for vegetative restoration, invasive species removal and volunteer training at spit, in partnership with the BC Conservation Foundation. Training will be provided to volunteers from the Qualicum Beach Streamkeepers and the Guardians of the Mid-Island Estuaries.

The BC Conservation Foundation undertook first night swim in fish channel with more to follow throughout the spring in order to monitor fish stocks in the now deeper channel.

Staff received a draft interim report on the Canada Goose management research from the Guardians of the Mid-Island Estuaries and staff are following up on information in the report.

Park staff repaired a sign post in the beach access parking area on Surfside Road.

Little Qualicum River Regional Park

Stairs were built at the swimming spot where there is a steep eroding bank. Park staff removed graffiti from a tree, cleaned up garbage in the parking lot and installed two trail counters.

Moorecroft Regional Park

The 2013-2023 Moorecroft Regional Park Management Plan was posted on the RDN website along with information updates. Information and regulatory signage about fencing for environmental protection, dogs on leash and trail closures were developed and installed in the park. A temporary park entrance sign is being developed to inform visitors of the upcoming changes in the park.

Building removals have started at the park to remove 18 buildings as identified in the Management Plan. The demolition zone in the park has been closed to public access and signs for a detour route installed throughout the park at each trail head. A media release was prepared and information regarding the demolition posted on the website. A Hazmat team removed high level lead paint and asbestos from a couple of buildings. In preparation for the demolition parks staff removed light bulbs, light ballasts and character windows, recycled chemicals and paint found in separate buildings, disconnected the power, and emptied the wood shed.

Staff worked with the park volunteers, the Moorecrofters, on the development of communication materials for Moorecrofter fundraising events (posters, postcards).

Staff installed more split rail fence at Vesper point

Morden Colliery Regional Trail

Staff investigated the upgrading of the trail tenure with Crown Lands and was directed to start the process when the existing licence of occupation expires in 2015. A survey will be required, along with extensive FN consultation.

Mount Benson Regional Park

Staff continues to work on the covenant. Staff received a revised draft covenant from NALT. The draft covenant and map were reviewed and actions identified for the follow-up meeting scheduled for late March.

Park staff hiked up the trail system to remove several wind thrown trees from winter storms.

Nanaimo River Regional Park

The Forest Genetics section of the Tree Improvement Branch of the Ministry of Forests, Lands and Natural Resource Operations, the Canadian Forest Service and Yellow Point Propagation conducted tests with densometers to compare genetically enhanced Douglas-fir in the research plantation in the park. They are to remove 100 trees from site for further testing in April. Staff worked with the various

agencies on getting approvals and to issues a media release. Interpretive material to explain the falling and the other research projects in place at the park was developed with the help of forest scientists.

Park staff conducted trail maintenance.

Top Bridge Regional Trail

Staff approached the City of Parksville to discuss their plans to upgrade the old trail structures along the riverside within Top Bridge Mountain Bike Park, part of the Regional Trail. A meeting will be held in the summer to discuss further.

Park staff conducted trail maintenance.

Trans Canada Trail

Staff worked with Compliance and Enforcement staff at the MFLNRO and BC Hydro regarding damage to the Spruston Rd kiosk from falling in area. It was determined that the tree fell naturally and was cleaned up by an unidentified person. Arrangements were made to repair the kiosk.

Staff contacted Harmac in regard to the use of their waterline for trail. The company responded that they do not want to consider any such public use of the lands unless their facilities are buried.

Parksville - Qualicum Links

MoTI completed the installation of way marking signage along the French Creek section of the PQB Links. The Town of Qualicum Beach completed their signage as well so the entire route is now way-marked.

Staff worked with the Oceanside Cycling Coalition event committee on preparation for the Way Marking Celebration scheduled for Saturday April 20th. Both City of Parksville and Town of Qualicum Beach will be participating.

Staff worked with Mapping on the development of a revised PQB Links map for use at the April 20th event. The maps will also be installed at each end of the Links as well as at Barclay Crescent Bridge, and will be used in the revised Parks and Trails Guide.

Witchcraft Lake Regional Trail

Staff liaised with the VIU Woodlot Manager regarding the recreational use of the woodlot and efforts by the Nanaimo Mountain Bike Club and rogue cyclists to build trails in the Woodlot. The development of a VIU woodlot interpretive sign as the trail enters the Crown lands was discussed.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Contract administration work for annual park maintenance contracts was continued in March. Staff also conducted an interview with a Ballenas Secondary School student regarding work training opportunities. A Parks Operations building safety inspection was completed and submitted to the Joint Health and Safety Committee.

Staff held a conference call with the MFLNRO concerning their cancellation of all Fire Control Cost Sharing Agreements and their initiation of a new agreement and program. There will be little change for the RDN and likely less cost in annual fee. Staff then worked with MFLNRO on the revised Fire Control Cost Sharing Agreement. Staff reviewed the intended content and duplication of lands where RDN trail runs over private forest lands and then worked with Mapping to update Schedule A and provide the Ministry with park shape files.

Staff worked with Recreation staff to conclude on park pages for the Active Living Guide, and to prepare for Golden Shoe Hunt 2013.

Staff obtained a briefing from MFLNRO on the Douglas-fir Protected Area land use designation, along with others, e.g., Old-growth, that are being applied to lands around the Region such as the Stewart Rd Crown parcels in Area E. Trails will be permitted in the Doug-fir Protected Areas.

Work started on a park donation program. Staff researched programs in other jurisdictions and will begin pulling together a draft policy.

Park Use Permits and Events

- Began park use permit work with Mid Vancouver Island Habitat Enhancement Society regarding 2013 Run the Third Annual River 5 km walk-run event
- Approved a park use permit application from the Gabriola 4-H club for the operation of the Rollo McClay concession during the 2013 ball season (April – August).
- Continued to liaise with Bluegrass Festival planners regarding a 2013 event permit.

Recommendations

That the Parks Update Report for February and March 2013 be received as information.

Original copy signed by W. Marshall

Original copy signed by T. Osborne

Manager of Parks Services

General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 7, 2013

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff prepared and distributed the April 17th PRCC meeting agenda package and attended the meeting.

Staff reviewed the Cedar Skateboard/Bike Park construction drawings and provided design comment to the consultant. Staff also provided site information to the consultant regarding existing culvert locations and specifications.

Staff prepared and submitted the January – March 2013 Periodic Progress Report for the Cedar Skateboard Bike Park Community Recreation Grant.

Garbage clean-up work was carried out at Nelson Road boat launch.

Area B

Water quality testing was conducted at Rollo McClay Community Park. Research is underway to determine more suitable treatment options, and drinking water delivery has been ordered for the interim. Grading work was completed at the McClay Way entrance. Sand, seed and fertilizer has been ordered for the park, and the mowing and maintenance contract has begun for the season. Lock repair work was also undertaken. Brushing work was carried out.

Beach access stair construction was completed at South Road Community Park.

Signage was posted at Huxley Park notifying park users of planned changes to the skate park area. A garbage clean-up was also carried out.

Park clean-up work was carried out at Cox Community Park.

GPS data was gathered for future access gate installation at 707 Community Park.

Area C – Extension

Staff confirmed that progress on the engineering drawings for the Extension Miners CP bridge is currently awaiting design feedback from the community.

Area C - East Wellington/Pleasant Valley

At Meadow Drive Community Park staff removed orchard stakes from the planted trees, inspected tree health, and performed a playground inspection.

Staff prepared and distributed the April 22nd POSAC meeting agenda package including the 2013 Detailed Project Plan and the 5 year Planning Worksheet-2014-2018 and attended the meeting.

Water level monitoring work was conducted at Anders Dorrit Community Park, along with site assessment for possible parking lot development.

Area E

At Schooner Ridge Path staff repositioned a large boulder that had been moved out of place.

Brushing work was carried out at Stone Lake Drive Community Park.

Area F

Survey work was completed at Carrothers Rd (ACT 2) and staff are looking into trail agreements along the right of way. The survey was also completed at Price Rd (ACT 5) and the existing path is well located within the undeveloped road allowance and is ready to use. The trail will be formalized through an MoTI permit and signs installed at each end. Staff have begun looking into trail agreements and surveys required for ACT 6.

Initial planning work was carried out for the installation of an underground electrical line to supply farmer's market vendors at Errington Community Park.

Staff reviewed the Meadowood CP Phase 1 construction drawings and provided design comment to the consultant.

Staff prepared and submitted the January – March 2013 Periodic Progress Report for the Phase 1 Meadowood Park Community Recreation Grant.

Area G

Cost information was obtained for the addition of chain link fence at Dashwood Community Park. Additional building and site improvement cost information is being sought over the spring. Significant park brushing and clearing work improved aesthetics and security around the playground site.

Brushing and clearing trail corridors was carried out at Lee Road Community Park and Hawthorne Community Park. The playground equipment was power washed at Boulton Community Park and staff installed a new post and sign at Rivers Edge Community Park.

Staff met with RDN Planning Staff and the developer's agent regarding the proposed park land dedication proposal in association with the subdivision application for 743 Drew Road. Staff attended a follow-up site meeting to walk to walk the proposed park land and provided comments to RDN planning staff.

Area H

At Henry Morgan, work on the park facilities is progressing well now that the consultants have sorted out the drainage issues. The asphalt sport court is installed, grading work completed and pathways are

laid out. The hill slide and rock scramble were also roughed in. Scheduled for completion in mid-May is the bike pump track, landscaping and the playhouse. Hydroseeding the grass areas will follow to allow for some 'greening up' into June. An official park opening date has not been established yet.

Staff brushed and cleared all Beach Accesses and carried out trail bushing and pruning at Gainsburg Community Park, Thompson Clarke Trail, Rose Community Park and McColl Road Community Park. Ongoing garbage clean-up work was completed at Dunsmuir Community Park.

Community Parks and Greenways Strategy

Public engagement summaries have been completed for Phase 1 and the next round of Open Houses including survey #2 will begin in Early May with the last Open House in Early June. Advertisements for the Open Houses and summary information is posted on the RDN website at the following link www.rdn.bc.ca/parks.

Regional Parks

Arrowsmith CPR Regional Trail

Staff obtained an update from the Island Timberlands' blog regarding the status of the upper trail closure and updated the RDN web site accordingly. The trail remains closed above McBey Creek during the weekday.

Beachcomber Regional Park

Park staff conducted park inspections and maintained trails.

Benson Creek Falls Regional Park

Five proposals were received from consultant firms for the Management Plan. Golder Associates Ltd. was hired and the initial meeting was held on April 30th to provide project resources and to confirm terms of the contract and work plan for the coming months.

Park staff pressure washed the Weigles sign.

Coats Marsh Regional Park

Working drawings for the berm are being prepared for Ministry approval. The target for completion of the tender drawings is June for an August construction window.

Descanso Bay Regional Park

Park staff delivered new fire rings to the campground.

Englishman River Regional Park

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

Staff pressure washed kiosks, in ground garbage cans and bench. Park staff also GPS'd the park with the GIS department.

Over 180,000 Chinook fry were placed in the rearing pond at the Park hatchery complex by Community Fisheries staff.

Horne Lake Regional Park

Park operators RLC continue to prepare for this summer's camping season. Park staff GPS'd the park with the GIS department.

Staff worked with MoTI on a permit to install additional directional signage along Horne Lake Road and Horne Lake Caves Road. A request was submitted to amend the existing permit. However, MoTI is cancelling earlier permits granted for park signage on Hwy 19A and lower Horne Lake Road and requiring a new permit for any new signage. As well, MoTI advises that existing Hwy 19 signage needs updating as it become too weathered.

Staff liaised with the Park Operator, RDN Building Inspection, and Fortis on permitting and siting of a BRITCO trailer to serve as park office and store. The surveyor is to provide sign-off on accuracy of his building layout from the flooding covenant.

Horne Lake Regional Trail

Staff reviewed the project with Qualicum First Nation councilor including the outstanding request to the Province to assign Heritage Trail status to the route, and the need to engage Port Alberni-side FNs in the heritage trail effort before the Province will consider doing so. The QFN is interested in helping move the file forward, and in participating in the development of area tourism initiatives. Research material on the 1911 Horne Lake Road will be provided to them.

Lighthouse Country Regional Trail

Park staff pressure washed the kiosks and two in ground garbage cans.

Staff received permit from MoTI for permission to install directional signage at Lioness Blvd. Sign production is underway.

Little Qualicum River Estuary Regional Conservation Area

Park staff made some adjustments to the new stairs and additional reflective tape was installed on the new fence at the swimming area.

Little Qualicum River Regional Park

Staff liaised with the QB Streamkeepers regarding invasive removal training scheduled as part of the BC Conservation Foundation's biologist contract to plan re-vegetation of spit. A site visit was held with the biologist, BC Conservation Foundation, and the Guardians of the Mid-Island Estuaries to review the approach to the work.

Staff reviewed archaeological records for the spit and the Province's update of proximate registered sites were noted.

An inquiry was made to Crown Lands regarding moving forward with a boundary adjustment at spit. A follow up call will be made in May.

Moorecroft Regional Park

The building removal project has now been completed. The contractor prepped the demo areas removing rubble and adding soil in some locations for planting of native species. Parks staff then met with Streamside Nursery to select species for the restoration project and worked with the

Moorecrofters volunteers to coordinate a planting day planned for May 1. On the site of the old work shed, the contractor built an addition to the existing parking lot.

Staff carried out other work including replacing vandalized no shellfish harvesting signs and putting recycling decals on the garbage cans. The park was GPS'd with staff from the GIS department.

Morden Colliery Regional Trail

Staff met with BC Parks regarding efforts to restore the tipple, and any opportunities for RDN Parks to work with BC Parks on advancing this project.

Nanaimo River Regional Park

The Forest Genetics section of the Tree Improvement Branch of the Ministry of Forests, Lands and Natural Resource Operations, the Canadian Forest Service and Yellow Point Propagation harvested the 100 trees selected. Once the trees were felled further tests were conducted in regards to density of the 50 year old Douglas Fir.

Park staff pressure washed the kiosks and the in ground garbage can.

Top Bridge Regional Trail

Park staff conducted trail maintenance.

Parksville - Qualicum Links

In conjunction with the Oceanside Cycling Coalition, staff organized, promoted and carried out an event to celebrate the formal extension of the Links to the downtowns of Parksville and Qualicum Beach and the way marking of the entire route including installation of route maps at each end and at the Barclay Crescent Millennium Bridge.

Witchcraft Lake Regional Trail

Staff revised an Operating Agreement for the s.57 trail received from MFLNRO and confirmed with RDN mapping that the Schedule of Lands showing the s.57 trail location is accurate.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public.

Staff joined MoE's Local Government Working Group on Species and Ecosystems at Risk and completed a spreadsheet on RDN activity. Staff participated in a conference call of BC local governments and sharing of activities being undertaken.

Work continued on the new Wildfire Response Agreement (WRA), which replaces the Province's cancelled Fire Control Cost Sharing Agreement. Clarification was obtained from MFLNRO about the inclusion of Mudge and DeCourcay Island parks and they will be included. Staff worked with Mapping on the production of shape files for now 20 park and trail properties to be covered by the WRA, and confirmed all park and trail areas to constitute the record. Staff received the new version of the Wildfire Response Agreement from MFLNRO.

The first trail counters were installed throughout the district and the first test data received. Staff are continuing to place trail counters and to test the date over the next few weeks.

Park Use Permits and Events

- Liaised with the Bluegrass Festival planners, and RDN Nanaimo special event permit administrator, regarding the 2013 event permit as well as permitting for the Fall Fair.
- Addressed park use permit inquiry about a multi-day music festival on Gabriola.
- Began discussion about Oceans Day 2013 with the Descanso Bay Regional Park Operators.

Recommendations

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



Manager of Parks Services



General Manager Concurrence

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 eated 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 Errington School 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 send 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