

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, DECEMBER, 2013
3:00PM – 5:00PM

(Nanoose Place, 2925 Northwest Bay Road, Nanoose Bay)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

2-4 Minutes of the Regular Electoral Area 'E' Parks and Open Space Advisory Committee meeting held May 13, 2013.

5-8 Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee Seminar meeting held October 28, 2013.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Fairwinds Update (verbal)

Attached Community Parks and Trail Strategy (CPTS) Final Draft

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

9-10 2014 Advisory Committee Appointments - R. Rogers, P. Law

11-12 Volunteer Mileage Reimbursement Policy

ADJOURNMENT

Motion to adjourn

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY
REGULAR COMMITTEE MEETING HELD
Monday May 13, 2013
At Nanoose Place, Nanoose Bay**

Attendance: Director Geo Holme - Chair
Peter Law – Secretary
Gordon Wiebe
Robert Rogers
George Jarvis
Vicki Voros

Staff: Elaine McCulloch, Parks Planner
Dave Palidwor, Superintendent of Park Planning and Development
Wendy Marshall, RDN Manager of Park service

Regrets: Randy Orr

CALL TO ORDER

Director Holme called the meeting to order at 3:30pm

MINUTES

MOVED G. Wiebe, SECONDED G. Jarvis that the minutes of the March 4, 2013 meeting of the Nanoose Bay (Area E) POSAC be approved.

CARRIED

UNFINISHED BUSINESS

Blueback Park Implementation

A timeline and events spreadsheet was provided by Ms. McCulloch. She pointed out that we are now at the end of Phase 1 of a 3 Phase process to determine the park's new design, to be completed by the spring of 2014.

P.Law asked whether some of the requests from the diving fraternity can be accommodated in this small park (parking, staging area, toilets). Ms. McCulloch thought they could be considered in the design.

R.Rogers asked about the high recreational dive use at the park now, and whether the commercial use by outfitters/instructors is going to be allowed to operate as they have in the past. Ms. McCulloch indicated there are issues in how this park is being used by commercial operators without proper permitting, and that this will have to be part of the process going forward.

R. Rogers asked about how the Dive Community will be engaged through the process. Perhaps we can encourage their early involvement if we organized a meeting at Blueback Park sometime in the mid to late summer. Ms. McCulloch will organize this.

REPORTS

Fairwinds Rezoning Update

Ms. Marshall provided an update on the rezoning application. She noted that RDN planners have met with Fairwinds to negotiate park issues over the past number of months. She indicated that a meeting may be scheduled with Area E POSAC in August to discuss/comment on the Fairwinds application.

Director Holme commented that he had attended a “public” meeting called by the Fairwinds Community Association to discuss the status of the Fairwinds CDP process. He stated that there was pressure being applied by the developer to speed up the RDN approval process. He stated the application process is proceeding, but due to the number of issues and players involved, they are about two months behind.

Electoral Area ‘E’ Community Parks and Trails Strategy (CPTS)

Mr. Palidwor provided a summary of the results of the Community Parks and Trails Strategy Survey for Area E. He handed out the following material:

1. Community Parks and Trails Strategy – Electoral Area E Public Engagement #1 Summary: Survey and Open House.
2. RDN Area E Park “Classifications” (by park)
3. CPTS Draft Key Principles
4. (Community) Parks Class Comparison

Mr. Palidwor commented that only 14 residents responded to this survey. He noted that half of the respondents were from the Fairwinds area. The sample size is so small that the RDN cannot derive any conclusive results from the survey. He noted that a “Parks Classification” was recently completed by an Area E POSAC “subcommittee”. This was helpful for this CPTS process, however these classifications are not written in stone, and can be changed over time.

An Executive Summary was then reviewed by Mr. Palidwor, where he provided a staff analysis and recommendations:

- The need for a community park in the Beachcomber area.
- There is a community desire for improved and managed “water access sites” in the Northwest Bay area, Craig bay, Madrona Point and Nanoose Harbour area.

Mr. Palidwor provided a summary of what to expect in Phase #2 of the CPTS. The 2nd Open House was held immediately after the POSAC meeting.

P.Law asked about the Area E Park Classification table, and why the subcommittee had not identified any parks in the “surplus” category, specifically Crab Road. Subcommittee members provided their rationale for not placing this park in a surplus category.

G. Jarvis gave positive note to the proposal for having a link trail between Red Gap and Moorecroft Reg. Park.

Monthly Update of Community Parks and Regional Parks and Trails Projects -Feb/March 2013

Ms. McCulloch provided a brief summary of the Community Parks and Regional Parks and Trails Projects for Area E – Feb and March 2013.

Electoral Area ‘E’ Community Parks 2013 Detailed Project Plan

Ms. McCulloch asked POSAC members whether they had any objections to allowing the results of the Blueback Park - Community Survey to be made public (to be posted on the RDN Parks website). POSAC members had no concerns.

Ms. McCulloch referred to the Community Parks Area E 2013 Detailed Project Plan. There are two projects slated for 2013: A letter to Schooner Cove Yacht Club and the Blueback Park Master Plan.

P.Law asked about why this park remediation project is going to take so long to implement? Ms. McCulloch responded that her workplan for other RDN Electoral Areas limits her time to deal with this project. She indicated that the biggest workload for the project this year will be to hire a consultant who will develop a design through open houses and stakeholder interviews.

MOVED G. Wiebe, SECONDED R. Rogers to receive the reports.

CARRIED

ADJOURNMENT

MOVED G. Wiebe, SECONDED R. Rogers that the meeting be adjourned at 4:30 pm.

CARRIED

Chairperson

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE ELECTORAL AREA 'E'
PARKS AND OPEN SPACE ADVISORY COMMITTEE
FAIRWINDS PARK DEDICATIONS AND IMPROVEMENTS SEMINAR
MONDAY, OCTOBER 28, 2013
9:00AM

(Oceanside Place, 830 West Island Hwy, Parksville)

Attendance: George Holme - Chair
Peter Law
Robert Rogers
Vicki Voros
Frank van Eyde (alternate)

Staff: Elaine McCulloch, Community Parks Planner
Kelsey Cramer, Regional Parks Planner
Wendy Marshall, RDN Manager of Park Services
Jeremy Holm, Manager of Current Planning
Ann-Marie Harvey, Recording Secretary

Fairwinds Representatives:
Russell Tibbles, Bentall Kennedy (Canada, LP)
Paul Fenske, Ekistics
Jeanette Elmore, Ekistics

Regrets: Randy Orr
Gordon Wiebe
George Jarvis

CALL TO ORDER

Chair Holme called the meeting to order at 9:05am.

INTRODUCTIONS

Attendees introduced themselves around the table.

NEW BUSINESS

Zoning Amendment Process

Mr. Holm gave an overview of the amendment applications received July 2012. The applications will consist of two bylaws related to land use regulations, one specific for Lakes District and one specific for Schooner Cove. There is also an amendment to the zoning bylaw that relates to the subdivision servicing standards that has not gone to the board for review.

The Phase Development Agreement (PDA) is being developed and it will outline phasing, park land dedication, improvements for dedicated parklands. At the discretion of the Regional Board it can be a 20year agreement. The steps for the approval of the amendment application and PDA area as follows: committee consideration of the amendment application, board consideration of the first and second bylaw readings, a public consultation hearing, and Board consideration of a third reading of the bylaw, and then approvals.

Presentation – Fairwinds Representatives

Mr. Fenske presented the information that was presented the September Public Open House:

- **Lakes District Community and Regional Park Phasing**

The phasing is broken into six general phases, four of them sequential and two independent phases.

- Phase 1 is Parks dedications in Dolphin Ridge and the Summit of the Notch.
- Phase 2 is Enos Lake
- Phase 3 is the area in the Northwest, encompassing the large Garry Oak Meadows
- Phase 4 is the Gateway - the 4 way stop down to Enos Lake
- The two independent phases are Dolphin Lake independent phase and Enos Lake independent phase in and around the lake head and the D&D entrance. Within those larger phases are sub-phases which contain community parks.

Mr. Law asked, why is the land around Enos Lake not dedicated in the first phase? Mr. Fenske said it has to do with the servicing of water and sanitary services and the fact that developing the land around the lake would trigger transfer of ownership of the lake bottom.

Mr. Rogers asked if the Enos Lake dedication will be at the end of Phase Two. Mr. Fenske stated that the sub-phases A, B & C are within the phasing and that park dedication would happen within sub-phase A of Phase Two. Mr. Rogers asked if until that Phase Two dedication happens, it still gives Fairwinds the opportunity to restrict access? Mr. Fenske said is does technically but over the last 29 years Fairwinds has been very open to people using the lake and those areas would still be open to use.

- **Lakes District Parks and Trails Improvements**

Mr. Fenske summarized the content of trails and community parks and pathways within the Phases and clarified that the improvement to the parks will be built by Fairwinds before the property is transferred to the RDN.

- **Standards – Regional and Community Parks**

Mr. Fenske reviewed the guidelines and standards and the level of maintenance for the Community Parks. Mr. Holm noted that the higher level of service would be funded by a Service Area established for Fairwinds.

Ms. Varso asked asked for clarification on the 'option to purchase' in the PDA. Mr. Tibbles clarified that the RDN has the option to purchase that land at a later time. Mr. Holm said the RDN has 2 years from the time of dedication to purchase the land. The Lookout starts later on in the development when it is dedicated. Mr. Tibbles also explained that an appraisal mechanism to determine fair market value is included in the PDA.

- **Schooner Cove Boardwalk and Pathway Improvements**
 - Three basic phases – Phase One – The Village, the land of the existing tarmac, hotel and boat launch , Phase Two water front land, develops with infrastructure to and improved Dolphin Drive, Phase Three is the completion of the neighborhood with 'The Commons' where the tennis court site is adjacent to Dolphin Drive.
 - Schooner Cove has no public parks where the land is actually dedicated. There is public access to the waterfront greenway and the public pathway/boardwalk.

- **Standards - Boardwalk and Pathway**
 - Mr. Fenske reviewed the Pathways Standards brochure.

Mr. Rogers asked if there would be any restriction to public access in the future. Mr. Tibbles said they would be protected by Statutory Rights of Way.

Mr. Law asked for clarification on the construction of the waterfront walkway and future repairs. Mr. Fenske explained the decked structure proposed and possible options to build.

Mr. Rogers asked if transit was being anticipated in the area. Mr. Tibbles noted that the density would need to be there for the RDN to consider it, but transit plans are a part of their plans and a healthy vibrant community.

Regional Park Management Plan and Community Parks Development Plan

Ms. Marshall explained the process for the Regional Parks Management Plan development and explained that the plan will get underway shortly after the PDA is signed. The Management Plan Terms of Reference (TOR) has been developed and will be part of the PDA. An advisory committee for the planning process will have representation from Electoral Area E POSAC, the Regional Parks and Trails Select Committee, staff, First Nations and Fairwinds.

Mr. Van Eyde asked Ms. Marshall if the current staff level is enough to manage the new addition of parkland. Ms. Marshall stated that this issue of maintenance and staffing levels could be examined as part of the management plan.

Mr. Law asked if the plan includes the lake. Ms. Marshall replied that the Enos Lake Water Monitoring Plan and the Garry Oak Ecosystem Management Plan will be developed at the same time and that the information from those plans will feed into the Regional Park Management Plan.

Mr. Law stated that he felt the Enos Lake Water Monitoring Plan should be part of the Regional Park plan but should also be linked the Development plan. Mr. Fenske explained that the Enos Lake Water Monitoring Plan and Storm Water function would be part of the engineering service with the RDN. The management of the lake edge and docks would fall to the Parks Department.

Mr. Law mentioned that the TOR for the Management Plan refers to the Garry Oak meadow and not the eco system. He feels that it should be more focused on the ecosystem. Mr. Tibbles said this was looked at in the neighborhood plan.

Mr. Law sees a large reliance on professionals and feels we should be relying on the community and public to monitor Enos Lake and the Garry Oak Meadows. Mr. Tibbles noted that Fairwinds is very serious about environmental solutions and accountability and wants transparency and objectivity that a third party provides.

Ms. Marshall explained the Community Parks Programs and said that Fairwinds will develop a detailed development plan for each community park as they come on with each phase. The detailed plans will be forward to the POSAC for their review at that time.

QUESTIONS / OTHER

Ms. Varos asked about the Lakes District Community Centre and where it would be located. Mr. Fenske said it would not be a public building run by the RDN; it would be private but may be open for public use and membership and would be park of Phase Two.

Mr. Van Eyde asked the only community consultation has been thought this POSAC Committee? Mr. Holm said no, there have been open houses and public consolation throughout the process.

Mr. Rogers thanked Fairwinds for having this presentation. He would have like to have had it sooner but does appreciate it. As a comment he noted that it seems to provide a good size of parks space and is impressed with it.

ADJOURNMENT

MOVED F. van Eyde that the meeting adjourned at 11:25.

CARRIED

Chairperson



BOARD APPOINTMENTS
ADVISORY COMMITTEES/ COMMISSIONS

Application for Consideration by the Board for Appointments to Regional District of Nanaimo Advisory Committees and Commissions

Please check position(s) for which you are applying:

Electoral Area 'A' Parks, Recreation and Culture Commission		Electoral Area 'B' Parks & Open Space Advisory Committee	
Electoral Area 'F' Parks & Open Space Advisory Committee		Electoral Area 'G' Parks & Open Space Advisory Committee	
Electoral Area 'H' Parks & Open Space Advisory Committee		East Wellington/Pleasant Valley Parks & Open Space Advisory Committee	
Nanoose Bay Parks & Open Space Advisory Committee		Board of Variance	
Grants-in-Aid Committee		District 69 Recreation Commission	
Agricultural Advisory Committee		Drinking Water and Watershed Protection Technical Advisory Committee	

Name:	
Civic Address:	City:
Mailing Address (if different than above):	
Postal Code:	Email:
Home Phone:	Work Phone:
Occupation:	
Employer:	

Please attach additional pages if required for the following questions:

History of Community Involvement:
Do You Belong to any Community Affiliations (please specify):
Reason for Seeking Appointment:

I, _____, hereby signify that I am willing to accept an appointment to the Regional District of Nanaimo Advisory Committee(s)/Commission(s).

Candidate's Signature

Date

The purpose of this form is to provide information which will assist the Board in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

Submit to:

Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2
Phone: 250.390.4111, Toll Free: 1.877.607.4111, Fax: 250.390.4163, Email: corpsrv@rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>Volunteer Mileage Reimbursement</i>	POLICY NO:	A2.19
		CROSS REF.:	
APPROVAL DATE:	June 25, 2013	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 1

PURPOSE

To provide for reimbursement of mileage costs for members of the public appointed to RDN Committees, Commissions and Boards for attendance at meetings.

POLICY

The Regional District of Nanaimo (RDN) will reimburse members of the public who are members of RDN Committees, Commissions and Boards for mileage costs to attend the meetings for the Committees, Commissions or Boards to which they have been appointed.

Mileage will be reimbursed at the rate established by “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997”.

This Policy does not apply to appointees from other local governments or organizations that will be providing reimbursement of mileage costs to their representatives.

MILEAGE CLAIMS PROCEDURE

Claims shall be submitted on the RDN “Mileage Expense Claim” form at the end of the month in which expenses were incurred, effective April 2013.

All expense claims will be processed following regular accounts payment procedures.

Expense claims shall be deemed payable only if submitted within 90 days of the month end in which they are incurred. No claim for a previous year will be paid if submitted after January 15th of the following year.

Please note that, for some committees, staff may submit claims on behalf of the members. Members should confirm with the staff liaison that this is the case and not assume that claims are being submitted on their behalf.



MILEAGE EXPENSE CLAIM

NAME: _____

MAILING ADDRESS (or c/o your department): _____

FOR MONTH / YEAR: _____

Postal Code

DATE	DETAIL	MILEAGE		
		OPENING	CLOSING	TRAVEL
GL DESC:				

TOTAL KM or Miles
(circle one)

Km/M	Rate	Total Amount Claimed	Account Code	Amount Before GST Total amt / 1.05	GST A / N	PST A / N	CC	For Finance Use Only (OBO)
			1		A	N		
			1		A	N		
			1		A	N		
			1		A	N		
			1		A	N		
			1		A	N		

CLAIM TOTAL

Claimed by: _____

Approved by: _____