

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**WEDNESDAY, JUNE 5, 2013**

**3:30-4:30PM**

*(Lighthouse Community Centre, Qualicum Bay)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-4

Minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held February 27, 2013.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**CORRESPONDENCE**

5

**P. & J. Mclean to RDN Parks and Opens Space Advisory Committee, Electoral Area 'H',**  
RE: Request for Funding - Electrical Upgrades to the Lighthouse Community Centre

**UNFINISHED BUSINESS**

**REPORTS**

6-14

Monthly Update of Community and Regional Parks and Trail Projects – February/ March 2013

15-20

Monthly Update of Community and Regional Parks and Trail Projects – April 2013

Community Parks and Trails Strategy – Update *(verbal, handout)*

Henry Morgan CP: Park Construction – Update *(verbal)*

21-22

Water Access Report – Review of Priorities

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

*That \$6,850 in Electoral Area 'H' Community Parks funding be provided for the Lighthouse Community Centre electrical system upgrade as requested by the Bow Horn Community Club.*

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

***Community Parks and Trails Strategy Open House to follow – 5:00-7:30pm***

**NEXT MEETING:**

**September 25, 2013**

**10:00am**

**Lighthouse Community Centre**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
February 27<sup>th</sup>, 2013**

**Attendance:** Bill Veenhoff, Chair, Director, RDN Board  
Barry Ellis  
Richard Leontowich  
Valerie Weismiller  
David Wiwchar  
Nancy Robertson  
Dagmar Seydel

**Staff:** Elaine McCulloch, Parks Planner  
Wendy Marshall, Manager of Parks Services  
David Palidwor, Superintendent of Park Planning and Development

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**CALL TO ORDER**

Chair Veenhoff called the meeting to order at 4:30 pm

**MINUTES**

MOVED V. Weismiller, SECONDED D. Seydel that the minutes of the November 28, 2012 be approved.

CARRIED

**REPORTS**

**Monthly Update of Community and Regional Parks and Trail Projects – November, December 2012**

**Monthly Update of Community and Regional Parks and Trail Projects – January 2013**

Ms. Marshall gave a summary of the Community and Regional Parks and Trails Projects Report for November/December 2012 and January 2013 for Electoral Area 'H'.

**Water Access Update**

V. Weismiller and N. Robertson completed a desk-top review of all 49 water accesses in Electoral Area 'H' from Shaw Hill to Deep Bay and shortlisted those at which development seems most achievable. V. Weismiller, N. Robertson, R. Leontowich and B. Veenhoff will walk these on Saturday, March 2, 2013 and they will meet at the Lighthouse Community Hall at 9:00am. They will look at which are easiest to upgrade and prioritize those which are the most feasible. Staff will review the list and build it into the 5 year project plan.

R. Leontowich would like to know who puts the large logs up at Sunny Beach when this is supposed to be an access. Ms. Marshall noted she will look into this.

### **Henry Morgan CP Phase 1 Construction-Project Update**

Ms. McCulloch provided an update on the Henry Morgan Community Park Construction Project. The public tender for Henry Morgan Park closed on November 30, 2012 and by January 2013 the tendering was completed. IWC from Nanaimo was the successful contractor and J. Hoots from the Lower Mainland was the successful contractor for the pump track. She noted that the playhouse will not be built by the Ballenas woodworking shop as previously hoped but by Jonker Building and Construction at a competitive price. The contractors are confident that the work can be completed in 6 weeks, weather permitting. A sod turning event will be held for the public on March 8<sup>th</sup>.

MOVED N. Robertson, SECONDED R. Leontowich that the reports be received.

CARRIED

### **NEW BUSINESS**

#### **Dunsmuir Community Park Porta-Potty**

Limbing of trees near the entrance of the park has been completed in order to improve visibility into the park. A discussion regarding the ongoing vandalism of the porta-potty at Dunsmuir Community Park resulted in the suggestion that the porta-potty be removed at this time. It may be re-installed once the community consultation regarding the park re-design is completed in 2014.

MOVED B. Ellis, SECONDED N. Robertson that staff contact the tennis club about removing the porta-potty.

CARRIED

#### **Parkland Classification**

Mr. Palidwor provided a summary of the RDN Community Parks and Trails Strategy which is now underway. The project is expected to be completed by September 2013.

Mr. Palidwor provided a handout titled "Community Parks Classifications and Land Suitability Criteria". Mr. Palidwor explained each "new" classification in detail. Mr. Palidwor handed out RDN Area F (Community) Park Classifications. He asked the POSAC if a subcommittee of members could provide a review of this Draft classification list. V. Weismiller, N. Robertson, B. Ellis, D. Wiwchar and D. Segal were appointed to review the list and provide comments to Mr. Palidwor (and POSAC members) by April 1, 2013.

### **ADJOURN**

MOVED N. Robertson, SECONDED D. Seydel that the meeting be adjourned at 5:35pm.

CARRIED

5-Mar-13

Hello Bill

This is to request funding to add and upgrade a portion of the electrical system at The Lighthouse Community Centre for the Bow Horne Bay Community Club to improve safety and efficiency for the Lighthouse Country Fall Fair. (per our meeting at The Sandbar Café sometime ago).

Our quotes from three electrical contractors range		
from	\$4217 to	\$7,485 plus taxes
In addition we will need a trench dug to bury a line		\$250 plus taxes
(including sand)		
Miscellaneous wooden mounting posts, crash bar		
pipes, lock boxes and cement		\$600 plus taxes

All electrical companies are responsible for permits and inspections and is included in their prices.

It has been recommended by all electricians that we upgrade the main panel to eliminate one sub-panel. Apparently the existing panels are no longer made and some of the breakers are becoming difficult to obtain.

We feel this would clean up the electrical service to a safer and more efficient level.

This upgrade will provide outdoor electrical services used for various events for the community. We also believe this will enhance the value of the property for the RDN as it is RDN land.

Thanks for your consideration.

Pat & Jim  
on behalf of The Bow Horne Bay Community Club

## Parks Functions Report

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**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**

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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 20<sup>th</sup> 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 2<sup>nd</sup> 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 4<sup>th</sup> 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 6<sup>th</sup> 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 11<sup>th</sup> POSAC meeting agenda package and attended the meeting.

### ***Area H***

A sod turning event took place on March 8<sup>th</sup> 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 11<sup>th</sup>. 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 5<sup>th</sup> and were approved by the Regional Board on February 26<sup>th</sup>. 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 20<sup>th</sup>. 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 20<sup>th</sup> 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*

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Manager of Parks Services

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General Manager Concurrence

## Parks Functions Report

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**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**

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

### **Electoral Area Community Parks**

#### **Area A**

Staff prepared and distributed the April 17<sup>th</sup> 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 22<sup>nd</sup> 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](http://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 30<sup>th</sup> 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.



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Manager of Parks Services



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General Manager Concurrence

## REPORT

The “Beach Access Committee” met on Sat. 02 March. We viewed and prioritized the following designated beach accesses for development.

We need to meet with MOT to agree on size and placement of “Beach Access” signage. This signage should be numbered according to the 2000 RDN inventory, and also indicate whether car-top boat launching is possible.

The sites numbered as follows are fine and just need signage:

# 18 Sunny Beach Rd. (car-top boat launch)

# 42 Shoreline Drive

#47 Deep Bay Drive (on the Spit)

The following need some clean-up as well as signage:

# 17 Baywater Rd. (Sandbar)

# 19 Franksea Road

# 22 Guitar Lane - Possibly checking to see where the survey stakes are on right-hand side of trail.

# 11 Alert Road needs signage plus Log Removal. (so it can be used for car-top boat launching)

# 15 Cochrane Rd. needs signage and improved drainage (also car-top boat launching) It is necessary to meet with the Qualicum First Nation before doing anything here – as it borders their land.

# 23 Crane Rd. would benefit from a permanent porta-potty. Signage could indicate car-top boat launching.

# 31 Bowser Road needs a garbage can and signage.

# 46 Deep Bay Drive needs garbage can and signage.

# 48 “The Spit” needs garbage can and signage.

The following sites are easily accessible, and benches, garbage cans, and signage are recommended.

# 14 Lawrence Rd.

# 25 Henson Rd.

# 26 Noonday Rd.

# 45 Deep Bay Drive adjacent to Deep Bay Fishing Resort. Seaweed harvesting has left access vulnerable to erosion. Will need some shoreline protection (there are some concrete slabs at the site ) Bench, garbage can and signage recommended here.

The following sites have been looked at and are going to need extra work to open up access. These accesses are for future consideration.

#10 Mayser Rd. The best access in Zone 1 (under power lines)

# 27 Bass Road - 55% slope

Between # 42 and # 43 - north end of Shoreline Beach – not designated as beach access – but is being well used.

# 41 Ocean Trail (the Gully) need survey marks to find out where the access can be put – before doing anything.