

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING
WEDNESDAY, JUNE 18, 2014
7:00 PM

(Cedar Heritage Centre)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 3-4 Deborah Blum – Pace Road Beach Access
- 5-6 Tom & Sabine Molfenter -Shasta Road Beach Access
- 7-8 Daniel & Patricia Johnston - Shasta Road Beach Access
- 9 Sheri Colwell and Chris Petre - Headland Road Beach Access – Not Attending
- 10 Louise Thompson - Beach Accesses – Not attending

Motion to receive late delegation.

MINUTES

- 11-13 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 16,2014

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 14 H. King ,RDN (on Behalf of A. McPherson) to Cedar Skate Park Association, **Re: Thank you- Cedar Skate Park**
- 15 H. King ,RDN (on Behalf of A. McPherson) to A. Elliott, Re: Thank you - **Cake for Cedar Skate Park Opening**

BOARD AND COMMITTEE UPDATES

Community Works Fund

Morden Colliery Regional Trail – Nanaimo River Bridge

Morden Colliery Tipple Engineering Report

REPORTS

PARKS

16-21

Monthly Update of Regional and Community Parks and Trail Projects – April 2014

Monthly Update of Regional and Community Parks and Trail Projects – May 2014(handout)

Water Access Update (Commission)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

2014 Recreation Planning Session

COMMISSIONER ROUND TABLE

IN CAMERA

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

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

SEPTEMBER 17, 2014

7:00pm

Cedar Heritage Centre

From: [Deborah blum](mailto:Deborah.blum)
To: [Harvey, Ann-Marie](mailto:Harvey.Ann-Marie)
Cc: tom.molfenter@shaw.ca
Subject: RE: Support - Submission for the Public Meeting June 18, Cedar Heritage Centre at 7:00pm
Date: Wednesday, June 11, 2014 3:34:47 PM

Dear Anne Marie,

I add my voice to Tom/Sabine Molfenter's submission, with the following added points for the meeting's reference.

- The owners of the property on which the relevant trails are located, cut-off, without warning public use of the relevant trails and any de facto waterfront access.

- I was recently advised by a representative of the owners that NO ONE is permitted access on those trails, including community residents.

- This has dramatically, negatively impacted the use and enjoyment of the area by community members and the public. There is no de facto access to waterfront for residents such as myself.

- The remaining access, along Driftwood Road can't alone replace or alleviate the absence of access and enjoyment rendered by the trail system to which access has now been prohibited. The suggested access routes outlined on T/S Molfenter's mail would partially counteract the public's dramatic loss of enjoyment of the historically used trails.

- I'm aware that the Commission/Parks department faces prioritizing trail /park development options, and competing demands on resources. I therefore strongly support the establishment of walking trails (only) along the dedicated lanes in question - ie the end of Shasta Road to the North and the end of Headland Road to the South. The would require the minimum resources.

**Thank you very much - please let me know if I should convey any other information.
Best regards, Deborah (Blum)**

From: tom.molfenter@shaw.ca
> Date: Wed, 11 Jun 2014 15:06:44 -0700
> Subject: Submission for the Public Meeting June 18, Cedar Heritage Centre at 7:00pm
> CC: dblum256@hotmail.com
> To: AHarvey@rdn.bc.ca


>

> Dear Ann-Marie,

>

> We understand that you are the contact for any submissions for the above-mentioned meeting next Wednesday. We are attaching our submission and would appreciate a confirmation of receipt.

>

> Please contact us with any questions you may have at this time, via e-mail or phone at (250) 722-7282  (250) 722-7282

>

> We look forward to meeting you next Wednesday

>

> Tom and Sabine Molfenter

> 1925 Shasta Road

> Nanaimo, BC V9X 1N7

>

>

From: [Tom Molfenter](#)
To: [Harvey, Ann-Marie](#)
Cc: [Deborah blum](#)
Subject: Submission for the Public Meeting June 18, Cedar Heritage Centre at 7:00pm
Date: Wednesday, June 11, 2014 3:06:48 PM
Attachments: [Beach Trail Access Shasta Road June 11, 2014-1.doc](#)

Dear Ann-Marie,

We understand that you are the contact for any submissions for the above-mentioned meeting next Wednesday. We are attaching our submission and would appreciate a confirmation of receipt.

Please contact us with any questions you may have at this time, via e-mail or phone at (250) 722-7282

We look forward to meeting you next Wednesday

Tom and Sabine Molfenter
1925 Shasta Road
Nanaimo, BC V9X 1N7

Beach Access in the Shasta Road/Headland Road Area, Cedar

Submission by Tom and Sabine Molfenter, 1925 Shasta Road, June 11, 2014
for the Public Meeting on June 18, 2014 at the Cedar Heritage

For the past 20 some years, the property located between the end of Shasta Road to the North, and the end of Headland Road to the South has not been occupied by its various owners. Instead it was used extensively by the general public, i.e. local residents as well as individuals who drove to the area and parked their cars at the end of Headland Road to use the trails throughout this property as walking trails or to access the beach via these trails. These trails were also a critical link to connect the two roads for a 5 km loop Shasta Road – Lofthouse Road – Holden Corso Road – Pace Road – Headland Road that was very popular for running, walking, horseback riding and biking for individuals and groups of all ages. The area was especially attractive because of its natural environment – combining the marine environment with Douglas Fir/Arbutus/Garry Oak forests – and the low traffic density as the above-mentioned roads all “dead-end” in the area.

Current attempts by the owners to develop this property would cut off public access between the two roads on a permanent basis. In fact, the owners of the property have recently erected concrete and other barriers to cut off public use of these trails and access between these two roads mentioned above. However, several residents have been given verbal permission to continue to walk through the property.

Both the North and South boundaries of this property are flanked by dedicated public beach access lanes. If these lanes were developed as trails to commonly-accepted standards for trails/foot paths from the end of Shasta Road and Headland Road, the public would be able to access the beach in these two areas, and would also during low to medium tides be able to connect the two roads as part of the above-mentioned 5 km loop.

Until a recent change in ownership of this property, the neighbourhood was very fortunate to have public beach access as well as access through this property for over two decades. Without this “historic” access, there is only one established public beach access between the Cedar boat ramp and Reynolds Point in over 2 km of shoreline and it is through a 75-m long foot path off the end of Driftwood Rd/Bostrom Rd. which is maintained by adjacent landowners.

We support the establishment of trail access to the beach along these “dedicated” lanes but would not be in favour of any higher-level development such as a road or parking area.

Respectfully yours,

Tom and Sabine Molfenter

From: [Daniel Johnston](#)
To: [Harvey, Ann-Marie](#)
Subject: FW: Beach Access
Date: Wednesday, June 11, 2014 2:22:34 PM

Good afternoon,

We live at 1932 Bostrom Road. Our property is adjacent to one of the proposed corridors for new trail access to the beach (i.e. from the end of Shasta Road to the beach). We acknowledge that for a number of years much access to the beach has taken place through this private property. In the event that this property is developed (i.e. subdivided) into five acre parcels and access through such property is no longer available (as we understand is currently being contemplated), we are generally supportive of using one of the “beach accesses” identified on the RDN maps (end of Headland Road to the beach, end of Shasta Road to the beach) for trail access to the beach. We would only consider supporting a second new trail access if it could be demonstrated that the current level of access could not be maintained with only one additional new trail access. Our support is subject to two things:

- a) any such trail access must be safe (given the high bank nature of the access off Shasta Road, this trail route would not be safe – it would require infrastructure to make it safe (which we do not support) or an access easement through the private property to be subdivided to provide for a safe location for beach access (we believe that this is the more appropriate option for this trail access route and should be a condition of any subdivision, even if this route is not to be used for trail access to the beach in the short term);
- b) any such access should be limited to trail access only and designed in a manner consistent with the capacity of the current trail access (we would be strongly opposed to any trail design that would facilitate greater (vs. similar) access to the beach – specifics on this can be provided if necessary). The reasons for these concerns include both increased traffic off the beach onto our property, as well as increased roadside parking impacting another property we have (a five-acre parcel adjacent to our 1932 Bostrom Road parcel) – this property could be impacted by any significant parking by those seeking to use any new beach access established off Shasta Road.

Having said this, in our view, maintaining the current level of beach access does not need both of the potential trail accesses identified on the RDN map to be used. The existing access to the beach comes from the current access off the end of Shasta Road and an area close to the area that a trail off the end of Headland Road would terminate.

The current level of access can be maintained by using both the current trail access off the

end of Driftwood Road and a new trail access off the end of Headland Road. Using access at the end of Headland Road means that the only properties potentially impacted are the parcel being subdivided and the commercial property adjacent to it. This is the option we favour and support.

If for any reason a choice was made to establish trail access from the end of Shasta Road, we would expect the RDN to establish a hedge between the trail and our property to both maintain privacy and discourage incursions onto our property.

We would like to speak at the meeting being held on June 18th at the Cedar Community Centre to discuss this.

Sincerely,

Daniel and Patricia Johnston

Office 250-722-2855

Mobile 250-714-8655

From: [The Nut Farm](#)
To: [Harvey, Ann-Marie](#)
Subject: June 18, 2014 Parks Recreation and Culture Commission Public meeting
Date: Wednesday, June 11, 2014 2:47:04 PM

Hi there,
We are unable to attend the June 18th meeting but ask that you accept this email as a written submission showing our support for ensuring a beach access at the end of Headland Road in Cedar.

Thank you,
Sheri Colwell
Chris Petre
1881 Shasta Road

From: [Louise Thompson](#)
To: [Harvey, Ann-Marie](#)
Subject: Comments from More Neighbours Other than Blumm
Date: Wednesday, June 11, 2014 5:59:27 PM

Hi all,

David & I would like to weigh in on this subject since we would be directly affected by an access on the south side of our property. We feel compassion for our neighbours who may not have the same access to the property as before but we do not want access to the beach next to us. There are many reasons for this; we don't want to bring crime into our neighbourhood, people wandering by and casing our house while we are away, we don't want partying on the beach and having to worry about fires, people smoking and not careful with their cigarette butts and worrying about fires, we don't want the litter on the beach and we don't want the traffic by our place. It isn't that we don't want our neighbours to have access, it's just what the access will bring.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, APRIL 16, 2014
7:00PM
(CEDAR HERITAGE CENTRE)**

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Kerri-Lynne Wilson
Patti Grand
Bernard White
Angela Vincent
Eike Jordan
Carolyn Mead

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

Regrets: Andrew Thornton

CALL TO ORDER

Chair McPherson called the meeting to order at 7:03 PM.

CARRIED

MINUTES

MOVED Commissioner Grand, SECONDED Commissioner Vincent that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 19, 2013 be received as amended.

CARRIED

MOVED Commissioner Vincent SECONDED Commissioner Grand that the minutes of the Electoral Area 'A' Recreation Grants Sub- Committee held via email, ending March 20, 2014 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

MOVED Commissioner Mead, SECONDED Commissioner Jordan that the Electoral Area 'A' Grant-In-Aid application from the Cedar 4H Club be approved for a total of \$1,500.00 towards the club's expenses for materials.

CARRIED

REPORTS

PARKS

Monthly Update of Regional and Community Parks and Trail Projects –Feb -Mar 2014 Skate Park Construction Update (*verbal*)

Ms. McCulloch answered questions about the monthly report. She updated that park Staff met with MOTI staff to review installing a crosswalk and associated signs on Woobank Road crossing the Morden Colliery Trail. Permission was given for signs to be installed but not a crosswalk. MOTI will install when the signs are ready. Ms. McCulloch said she would inquire about having a horse rider on the sign as well as a hiker.

Chair McPherson commended the quick response of parks staff when he inquired about moving a boulder at NRRP that a community member told him about that is blocking access for a wheelchair to enter the trail. The boulder being there requires extra people to go to help get a wheelchair on to the trail. Park staff efficiently had the boulder moved and will now allow better access for wheelchairs.

Beach Assesses & Undeveloped Rights-of-Way – *verbal report from Commission*

Commissioner Fiddick gave an update of where the Commissioners went and potential beach accesses. The Commissioners will view some photos of the sites and discuss over email and will then meet to compile the information for a reference guide to future access development.

RECREATION

Skate Park Official Opening Update (*verbal*)

Ms. King gave an update of the plans for the Cedar Skate Park Opening with the Cedar Skate Parks Association. Formal opening will be at 11:00am with less formal events to follow.

MOVED Commissioner White, SECONDED Commissioner Mead that \$500 be allocated from the Electoral Area 'A' Community Parks Budget for the Cedar Skate Park Opening event.

NEW BUSINESS

Morden Colliery Tipple Funding

Chair McPherson told the Commission some history and background about the Morden Colliery Tipple and the current funding sources.

MOVED Commissioner Vincent, SECONDED Commissioner White that funding from the Electoral Area 'A' Community Parks Budget be approved of up to \$6,500 to the Friends of Morden Mine Society for the engineering study of the Morden Colliery Tipple if the Province of BC declines to participate in providing funding to the project.

CARRIED

School Tour Update

Ms. King gave a summary and pros and cons community use of the two schools (NCIS & Woodbank) the Commission members toured for the members that could not attend.

COMMISSIONER ROUND TABLE

Commissioner Mead – Take 5 talked about the Great South Wellington Fire 100yr anniversary and feels this is an example where the community communication is being lost and could be centralized a website.

Commissioner Grand – Feels the lack of communication is being felt with the lack of the programmer position that is needed with a small community. The community needs something to go to find out about these events/programs.

Commissioner Wilson- Has occurred that in the last 10 yrs. there is a lot of clearing on private lots with no development taking place with those sites and the invasive species is covering the lots. Is there anything that is done to prevent this happening on lots? Something to consider.

Commissioner White – Common community website. When lost the programmer was a significant loss to the community momentum that was gained when there was someone there. When something is started he would like to see it align with the RDN branding that is in place for a better buy-in to community support. Loves to see horses in the community and wants to see more in the parks.

IN CAMERA

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

TIME: 8:50pm

CARRIED

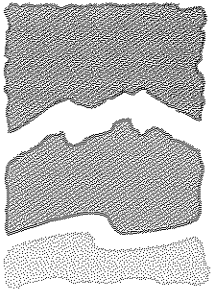
ADJOURNMENT

MOVED Commissioner Vincent that the meeting be adjourned.

CARRIED

TIME: 9:00pm

Chair



REGIONAL
DISTRICT
OF NANAIMO

May 30, 2014

1847 Woobank Rd.
Nanaimo BC
V9X 1G8

Dear Members of the Cedar Skate Park Association;

On behalf of the Electoral Area 'A' Parks, Recreation & Culture Commission I would like to express our gratitude for your dedication in bringing the Cedar Skate Park to reality. You each are incredible role models. You identified a need and pulled our community together. Your efforts have contributed to the well-being and sense of community for generations to come.

We understand the Skate Park was a long and at times challenging project, and we want you to know that the effort you all put in has not gone unnoticed. The park and the success of the opening event are tremendous examples of what a community can achieve when it works together.

Thank you once again,

Hannah King
Superintendent, Recreation Program Services

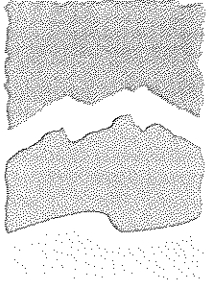
(On behalf of A. McPherson, Chair of EA 'A' PRCC in his absence.)

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4
Tel: (250) 248-3252
Fax: (250) 248-3159
Toll Free: 1-888-828-2069

Ravensong Aquatic Centre
737 Jones Street
Qualicum Beach, BC
V9K 1S4
Tel: (250)752-5014
Fax: (250)752-5019

RDN Website: www.rdn.bc.ca



REGIONAL
DISTRICT
OF NANAIMO

May 30, 2014

A. Elliott
2980 Norman Road,
Nanaimo BC
V9X 1K5

Dear Mrs. Elliott;

On behalf of the Electoral Area 'A' Parks, Recreation & Culture Commission I would like to express our gratitude for the cake you made for the recent Cedar Skate Park opening event. Much like the skate park itself, the details and care that you put into the cake were evident and very much enjoyed.

The event was a tremendous example of what a community can achieve when it works together, and your cake certainly helped make the event a true celebration.

Thank you once again,

Hannah King
Superintendent, Recreation Program Services

(On behalf of A. McPherson, Chair of EA 'A' PRCC in his absence.)

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:

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830 West Island Highway
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Ravensong Aquatic Centre

737 Jones Street
Qualicum Beach, BC
V9K 1S4
Tel: (250) 752-5014
Fax: (250) 752-5019

RDN Website: www.rdn.bc.ca

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 9, 2014

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

Two new garbage and recycling containers were installed at the Cedar Skate Park. Construction and chain link fencing was also removed. Following completion of this park development, ongoing and regular garbage collection and maintenance visits were conducted. Staff also continued research into options for the installation of a video surveillance system for the park.

Ramp debris and garbage were removed at the Nelson Road boat launch.

Trail brushing and garbage removal was carried out at Pylades Road beach access.

Staff provided information regarding the planning and construction process of Cedar Skate Park to the District of North Cowichan.

Area B

At Rollo McClay Community Park, ongoing well maintenance work is being conducted by Water Services staff, requiring the provision of purchased water for the washrooms and concession while staff work to correct a turbidity issue with the well water. Garbage service continued at the park, along with several beach access sites on the island.

Further to an agreement with a landowner adjacent to the southern boundary of 707 Community Park, a gate was installed on private property in order to control vehicle access into the park. This is the last of three gates planned for the park. Keys have also now been distributed to police, fire and ambulance services on Gabriola.

Staff continued to work on the Huxley Park Master Plan and updated the RDN webpage to provide the most recent information on the process.

Staff continued to develop a site plan for the proposed upgrades to the Davidson Bay water access parking lot. The Islands Trust planning department as well as the immediate neighbours were contacted to discuss the draft plans.

Park inspection and pruning work was carried out at Joyce Lockwood Community Park.

Area C – Extension

A building permit application for the future pedestrian bridge in Extension Miners Community Park, including final engineered drawings and geotechnical report, was submitted by staff. Building permit approval was received end of April and bridge construction is scheduled to commence mid-June.

Area C - East Wellington/Pleasant Valley

Site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. The contracted mowing services has also started up for this site.

A new bike rack was installed at Meadow Drive Community Park. Contracted mowing services were also commenced for this site.

Area E

Park inspection and hazard tree removal work was conducted at Brickyard Community Park.

Fallen trees were bucked and garbage removed at Dolphin Lake Community Park.

Area F

Replacement stairs were installed at the concession building at Errington Community Park. Trail brushing and pruning work was also completed. Staff met on site with a park volunteer and member of the Errington War Memorial Hall Board to examine options for park maintenance work scheduled for this year, including re-grading of drainage ditches in the park, and roadside parking improvements.

Staff provided planning assistance to the Silver Spurs Riding Club regarding their Giant Donkey Competitive Trail Ride planned for July 27th, 2014.

Area F

Staff reviewed and provided parks comments to the RDN Planning department regarding the Earthbank Resources rezoning application.

The Meadowood CP Phase 1 Construction tender closed April 11th, with the selection of Milestone Equipment Contracting Ltd of Nanaimo. Playground equipment was ordered by staff. Monthly information meetings have been conducted with the CMRA Park Subcommittee. A BC Tire Stewardship Grant was received (matching grant) to upgrade to rubber tire play surfacing. There is ongoing coordination of volunteers for completion of the rough grading the Phase 2 park area and to receive donations of in-kind materials for the park construction e.g. boulders, timbers, pavilion construction. The quarterly Recreation Grant report for Jan-March 2014 was submitted.

Area G

Staff responded to a call regarding hazard trees at Riley Road Community Park, and conducted brushing and garbage removal work.

Planning work continued for upgrades to the Women's Institute Hall at Dashwood Community Park.

Area H

Park sign planning work was completed for Oakdowne Community Park. Ordered signs and posts have been received and installation is currently planned for May. Staff maintained contact with Ministry of Forests regarding ongoing forest fire abatement work at the site.

Staff prepared and distributed the April 2nd POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

At Illusion Lake Community Park, staff installed new signage, and removed garbage and hazard trees.

Brushing and garbage removal work was completed at Sunnybeach Community Park.

Community Works Projects

Area B

Parks staff compiled the input received from the questionnaires that were distributed at the March 29th Open House and posted the summary on the project website. The Consultants continue to work on developing the design for the trail. A meeting has been arranged with the Ministry of Transportation in early June to review the design plans.

Area C - East Wellington/Pleasant Valley

Staff have arranged a meeting with MoTI for early June to address pedestrian safety along sections of Jingle Pot Rd and discuss options for improving the roadside condition.

Area G

Regional and Community parks staff have briefly discussed community trail connections in the area surrounding Wembley Rd and Parks staff have requested plans from the City of Parksville in relation to development in the area.

Morden Colliery Bridge

Survey work was completed along the undeveloped portion of the Morden Colliery Regional Trail right-of-way in anticipation of a future pedestrian bridge crossing over the Nanaimo River. A feasibility study and preliminary bridge design will be completed by Harold Engineering in May.

Regional Significant Gas Tax Project

The project start-up meeting for the E&N Rail Trail was held in early April between parks staff and Koers & Associates Engineering Ltd. The project is off to a good start, with survey work underway in April and to continue into May. An environmental report was also prepared that describes vegetation and wildlife within the corridor. Staff prepared letters that were sent neighbouring residences and landowners, introducing the project and letting them know about the survey work that will be underway. A second letter was prepared and distributed to approximately 30 mid-island stakeholders who may be interested in the Rail Trail project. Stakeholders include adjacent local-governments, school districts, tourism, recreation and business associations, and emergency response agencies. A questionnaire was included with the letter to solicit preliminary input to the project. Letters have been drafted to local First Nations and will be sent out in early May. Trail design work will begin following completion of the topographical survey. On-going community liaison will occur throughout the life of the project. The project website is www.rdn.bc.ca/railtrail

Regional Parks and Trails

Arboretum

Park staff conducted park inspections and park maintenance.

Beachcomber Regional Park

Park Staff conducted trail maintenance and park inspections. Trail counter data was collected.

Benson Creek Falls

Park staff conducted park inspections and maintained trails. Park staff installed new posts with regulatory signs, boundary signs and emergency location signs.

Big Qualicum River Regional Trail

Park staff conducted park inspections and maintained trails. Park Staff installed new directional trail signage and brushed out Hunts Creek Bridge.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler.

Descanso Regional Park

A one-year renewal (2014-15) of the Park Operator Agreement was set up for signature. The 2013 Annual Report was received from the Park Operator. Park staff conducted site inspections.

Horne Lake Regional Park

Park staff brushed and removed roots from the new trails. A hazard tree assessment was completed with RLC staff. Park staff applied grass seed on the berms and around the bathrooms at the group sites.

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 surveys were attached to the kiosk for the public to provide comment on park services.

Lighthouse Country Regional Trail

Park staff conducted park inspections, maintained trails and collected trail counter data. Park surveys were attached to the kiosk for the public to provide comment on park services.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails. Design and layout of five interpretation signs was completed and were ordered for production.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area.

Mount Benson Regional Park

Park staff conducted park inspections and maintained trails. Park surveys were attached to the kiosk for the public to provide comment on park services.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails.

Moorecroft Regional Park

Park staff conducted park inspections, maintained trails and installed new directional signs. Trail counter data was collected. Park surveys were attached to the kiosk for the public to provide comment on park services.

Staff continue to liaise with the Moorecroft Stewards volunteers to support their fundraising activities.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Park surveys were attached to both kiosks for the public to provide comment on park services.

Top Bridge Regional Trail

Park staff conducted park inspections, maintained trails and installed a new concrete garbage can at the Industrial Way trailhead. Park surveys were attached to the kiosk for the public to provide comment on park services.

Trans Canada Trail

Park staff conducted trail inspections and maintained trails.

Witchcraft Regional Trail

Park staff conducted trail inspections and maintained trails.

Miscellaneous

Numerous information requests were received from the public and followed up with a response from staff. Quarterly playground inspections were also completed across the district. Contract administration work for annual park maintenance contracts has continued throughout the month. Quotations for electrical and brake equipment upgrades were sought and received for two fleet vehicles. Staff also attended meetings as part of the Asset Management review process for the organization. More sessions are planned for May.

Provincial Land Tenures

Staff met with the province regarding the renewal and upgrade of crown land tenures for the Morden Colliery Regional Trail, Benson Creek Falls Regional Park and Moorecroft Regional Park. Tenure renewal applications will be prepared following completion of required survey work and site plans.

Trail Counter Data

Month	Beachcomber RP #1	Beachcomber RP #2	E&N Trail #2	E&N Trail Lowery Rd.	LCRT Linx Rd.	LCRT Lioness Blvd.	Moorecroft La Selva Place
2014-01-01					592	1,535	
2014-02-01					622	604	
2014-03-01	3,869		56	33	109	1,103	822
2014-04-01	2,683	501	95	52	5,325	146	553

Operational and Efficiency Review

Staff continued with their involvement in the department staff interviews. Staff also developed questions for specific stakeholder groups including park users, park partners and other local government park departments. Input from these groups continues to be received. Staff also reviewed job descriptions and policies and procedures.

Park Use Permits and Events

- A dry run of the Watershed School Field Trips took place at Nanaimo River RP and Englishman River RP.
- GALTT set up a Park Use Permit (PUP) to conduct guided nature hikes at Descanso RP, Cox and 707 Community Parks.
- Mid-Island Enhancement Society set up a PUP to conduct Streamkeeper monitoring of Englishman River RP.
- A PUP was set up by 4-H group to run a concession at Rollo McClay CP from April-September.
- Assistance provided to Mid-Island Enhancement Society in their preparations for the June 8 River Run.
- Permission letter written for the CMRA to support their application to the Air Forces for a fly-by at their Canada Day celebrations at Meadowood Park.

Publications and Communications

- Staff continue to distribute the Breathe Guide to public venues.
- The RDN parks websites continues to be updated and expired information removed.
- Parks staff continue to support and participate in the Cross-Departmental Committee (quarterly meetings).

Parks-GIS staff meeting

Parks staff had a positive meeting with GIS staff to review the current collection of park features and to discuss how we can work towards having our park maps produced by the GIS department.

Staff Training

- Staff participated in a ½ day seminar hosted by City of Nanaimo on the effective use of social media.
- Staff attended a four day BCRPA Regional Parks Workshop and Symposium.
- Staff attended a Trails Risk Assessment workshop.

Recommendations

That the Parks Update Report for April 2014 be received as information.

Original copy signed by W. Marshall

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence