

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, June 2, 2014
7:00PM

(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

3-4 Minutes of the Regular Electoral Area 'E' Parks and Open Space Advisory Committee meeting held February 3, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

UNFINISHED BUSINESS

REPORTS

5-11 Monthly Update of Community and Regional Parks and Trails Projects – January 2014

12-19 Monthly Update of Community and Regional Parks and Trails Projects – Feb – Mar 2014

20-25 Monthly Update of Community and Regional Parks and Trails Projects – April 2014

Blueback CP Concept Plan *(verbal with handout)*

26 Electoral Area 'E' Five Year Planning Worksheet

Fairwinds Update *(verbal)*

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

Motion to adjourn

NEXT MEETING

October 6th 7:00pm

Nanoose Place

Disbursement: G. Holme, G. Wiebe, R. Orr, V. Voros, F. Van Eynde, S. Rowswell, W. Kirschner, T. Osborne,
W. Marshall, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD**

FEBRUARY 03, 2014

7:00pm

(Nanoose Place, Nanoose Bay)

Present: George Holmes - Chair
Scott Rowswell – Secretary
Walter Kirschner
Vicki Voros
Randy Orr
Frank Van Eynde

Staff: Elaine McCulloch - RDN Parks Planner

Regrets: Gordon Wiebe
George Jarvis

CALL TO ORDER

Chair Holmes called the meeting to order at 7:00pm.

Chair Holmes thanked the departed members, Peter Law and Robert Roberts for their contributions and welcomed the new members, Scott Rowswell and Walter Kirschner.

Scott Rowswell volunteered to act as Secretary, replacing Peter Law.

MINUTES

MOVED R. Orr, SECONDED S. Rowswell that the Minutes of the December 16 2013 meeting be approved.

CARRIED

REPORTS

Monthly Update of Regional and Community Parks And Trails Projects – June-December 2013

Ms. McCulloch gave a summary of the monthly report.

Electoral Area 'E' Community Parks and Trails Strategy (CPTS)

The CPTS has been adopted by the RDN Board and committee members received a copy of the final document.

5 Year Plan

Ms. McCulloch reviewed the draft view of the 5 Year project plan. The plan is to be updated for the next meeting to set the current year to 2014.

Ms. McCulloch identified, and it was accepted by the committee, that under normal circumstances manpower constraints limit the amount of activity in Area E to one project in a year.

Blueback Park is the area E priority project for 2014.

2014 WORK PLAN

Ms. McCulloch reviewed the draft of the work plan for 2014.

The focus will be on Blueback Park. Budget detail will not be confirmed until March 31. Targeted completion date is Dec 2014, but this is seen a likely not obtainable and it is likely that construction will roll into 2015.

Suggestion was made that that the Committee review the plan it be modified to show major actions by Quarter rather than monthly. It was agreed this will make ongoing review simpler as it allows more flexibility in scheduling work actions within the plan year. Ms. McCulloch will update the document to reflect this for the next meeting.

MOVED W. Kirschner, SECONDED R. Orr that the work program documents be received.

CARRIED

ADJOURNMENT

MOVED G. Holme, SECONDED R. Orr that the meeting be adjourned at 8:30.

Chairperson

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: February 13, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

During the month of January Parks staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

Staff continued to work towards the completion of the Cedar Skateboard Park construction project. Staff approved a number of additional changes to the construction contract including the following: installation of cedar split rail fencing, sign posts and additional boulders; an expansion of the skate-able surface by adding concrete to the “viewing area” as well as an additional skate bench; and installing additional drainage along the eastern property line to mitigate the pooling water occurring on the neighbours property (this work will occur this spring when the ground is drier).

Staff began investigation into appropriate video monitoring equipment for the Cedar Skatepark in conjunction with Information Services staff; conducting a site visit and seeking cost estimates for provision and installation of hardware. Garbage and recycling bins were ordered for the park, to replace temporary ones upon arrival.

Staff contacted the RCMP and the North Cedar Improvement District Fire Department to inform them of the park opening date and to invite them to go for a walk through inspection of the park with parks staff.

Substantial completion of the construction contract was received on January 31st, 2014 and the RDN took possession of the site on February 1st, 2014. The contractor will continue to be on site until the remainder of the deficiencies are completed, however the park is open for use.

Staff completed and submitted the Sept-Dec 2013 periodic progress report to the Province as per the requirements of the Skate Park construction grant funding.

Area B

Staff continued to work with Topographics Ltd., on the stakeholder interviews for the Huxley Park Master Planning Process.

Following up on November rock scaling work conducted at 707 Community Park, two site visits were made in order to conduct a stability assessment of the remaining rock on site. Additional scaling of one boulder is scheduled for February.

At Rollo McClay Community Park the drinking water well and system has been shut down for the winter to preserve water quality and supply. Adjustments were made to the overflow line and irrigation pond bank to preserve bank integrity. Additional work is scheduled for the spring.

Staff met on site with a contractor and liaised with Ministry of Transportation, RDN Bylaw Services staff and the neighbouring landowner in order to define and preserve private driveway access at El Verano boat launch. Boulder placement and signage replacement work is scheduled for early February.

Signage assessment, park clean-up work and garbage service continued at Huxley Community Park.

Staff coordinated the removal of stored materials from Arbutus Building Supply.

Area C - East Wellington/Pleasant Valley

A vandalism and a break-in issue was dealt with at Anders and Dorrit's Community Park.

Trail maintenance work was conducted at Meadow Drive Community Park, and park clean up and garbage collection service was continued.

Area E

Prawn Road trail head received brushing and maintenance work.

Area F

GPS data collected along the Carrothers Trail was submitted for inclusion into a landowner agreement, required prior to conducting hazard tree removal and trail development work, anticipated to begin in the spring.

Staff received requested survey and site plan data to accompany a Ministry of Transportation Permit to Construct Works application for the development of roadside parking at the park. Staff also followed up on required construction drawings for the washroom at Errington Farmer's Market Community Park. RDN Water Services staff upgraded wellhead protection in the park, and accessible parking signage was provided to the Errington War Memorial Hall board.

Area G

Four large hazard trees were removed from Centre Road Crescent Community Park, following an arborist assessment in late 2013.

Area H

Parks staff received a warranty report on the willow tunnel at Henry Morgan Community Park. The tunnel has been severely damaged by deer. Staff will look at options for its repair and/or replacement this spring.

The connector trail from Thompson Clark Drive to Ocean Trail received maintenance work including ditch and trail clearing.

Staff conducted GPS data collection at Oakdowne Community Park and began work on a signage plan for to improve visitor orientation and better define the park boundary.

Staff continued to monitor progress and liaise with RDN Bylaw Services on the removal of three trespassing sheds at Isle Wood Drive Community Park.

Work on the Meadowood Community Park development continues with the preparation of the final construction drawings and tender documents by Gemella Design Ltd. Rough grading of the Phase 1 site is underway by pro bono contractors. Regular monthly meetings are being held with the CMRA to provide project updates.

Community Works Projects

Area B

Staff prepared and distributed a letter to landowners and businesses along North Road, in the vicinity of the proposed trail. The letter introduced the project and invited early comments from those who will be adjacent to the trail. Staff and consultants met with Planning Staff from the Islands Trust to introduce the trail project and discuss any Islands Trust planning projects related to the proposed trail project. Survey work along the north side of the road right-of-way occurred and the consultants are beginning to look at the trail route and design in more detail. Stakeholder consultation will be ongoing and a public Open House about the proposed trail project will be held mid-late spring.

Area C - East Wellington/Pleasant Valley

A meeting to discuss pedestrian use along Jingle Pot Road and discuss options for improving pedestrian safety will be held with select community members and the Area Director in February. The meeting will provide parks staff with more detail on the issues prior to initiating a process for looking at options to improve this narrow corridor for pedestrian use.

Community Parks and Trails Strategy

The Community Parks and Trails Strategy was approved by the Board. Staff will now carry out the actions identified for 2014. The Strategy is being included in POSAC information binders.

Regional Parks

Arboretum

Park staff conducted park inspections.

Beachcomber Regional Park

Park Staff removed an old wooden ladder that was affixed to a large Arbutus. Two trail counters were installed at the entrances to the park to gather base line data for a new management plan. New bold 'no moorage' signage was installed, replacing the friendlier version as some members of the public have not complied with the bylaw. Staff also installed new posts and signage and removed old signs from trees.

Parks staff looked at the potential for locating a kiosk entry sign at the access to the park. This park is a candidate to receive a kiosk later in 2014/2015.

Benson Creek Falls Regional Park

Park staff installed warning signs on the new chain link fence at the falls as well as installed warning high water level signs throughout the park. Data was collected from the trail counters. The trail counters have now been removed from the park. A windthrown tree was also removed from one of the trails.

The Benson Creek Falls 2014-2024 management plan was approved by the Committee of the Whole and by the Board. Immediate action plans for 2014-15 include Creekside Community Park parking lot improvements; secure agreement for the Weigles Rd Loop route; establish agreement for geotechnical review of the Ammonite Falls descent and Benson Creek Crossing; engineered design and environmental plan for stair access to Ammonite Falls; develop stair access and viewing platform to Ammonite Falls and slope remediation.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler. New directional signage was also installed along with regulation signs.

Descanso Bay Regional Park

Park staff had an arborist remove the identified hazardous trees from the regional campground. An additional speed bump was installed to reduce speeders. Park staff delivered the last 13 fire rings to replace all old fire rings as well as a UV bulb for the water treatment system.

Englishman River Regional Park

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

Park staff installed warning high water level signs throughout the park. A regulation sign was installed at the Middlegate entrance where it was promptly removed. The sign was replaced the next day.

Horne Lake Regional Park

Park staff completed brushing a trail linking the BC Parks parking lot and the Regional parking lot. Capital works such as road building, adding camp sites, installing septic tank have been underway. Ten new fire rings were delivered to the park.

Park staff met with the RCMP and contractor to inspect the damage done to a trail by a member of the public over a weekend. More ATV barriers were installed.

Park staff conducted a site visit with an engineer to improve the damaged boat launch. A Section 9 notification was submitted to MFLNRO. Park staff also acquired a burning permit from the Forest Service to burn waste debris from construction. Staff prepared a plan for improvements to the group site parking area, allowing for bus and RV access. Group site improvements were flagged for construction. Staff requested a quote for survey work in the area near the boat launch with the intent to design a boat launch parking area. A staff meeting is planned for the end of February to discuss aspects of the concept plan and next steps for the park.

Lighthouse Country Regional Trail

Park staff removed a tree that snapped both rails of a boardwalk. After doing so the rails were repaired. Park staff cleared all culverts of debris and power washed the toilet surrounds.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails. Park staff installed warning high water level signs throughout the park

Moorecroft Regional Park

Park Staff installed speed bumps, reflectors and signage at the entrance and in the parking lot area. The garbage was picked up by staff. Vesper Point closed signage was removed. A trail counter was installed at the trailhead by La Selva Place in order to measure trail use.

Salvage windows were sold to Demxx for \$240 and the funds were used to purchase plants and deer fencing for the new native plant garden next to the Caretaker house.

Staff continue to liaise with the Moorecroft Stewardship Group on volunteer and fundraising opportunities for Moorecroft Park.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails.

Mount Benson Regional Park

Park staff and NALT staff continue to brush and construct the Old Logging Road Loop. Park staff installed fire reporting signs along the boundary that have their location and contact numbers to report a fire. NALT volunteers installed more trail counters as per a volunteer warden's request.

Nanaimo River Regional Park

Park staff brushed and repaired a neighbour's fence. Park staff installed warning high water level signs throughout the park. Data was collected from the trail counters and the trail counter has been removed from site.

Top Bridge Regional Trail

Park staff conducted park inspections and maintained trails.

Trans Canada Trail

Park staff conducted park inspections and maintained trails.

The vandalized Spruston kiosk sign was replaced by Scott Signs Ltd at a cost of \$1,316.

Witchcraft Lake Regional Trail

Staff prepared and submitted the 2013 Annual report to the Ministry of Forests, Lands & Natural Resource Operations for the Section 56 (Recreation Sites and Trails BC) that was established to formalize Witchcraft Lake Regional Trail through the Vancouver Island University Crown Land Woodlot to Mount Benson Regional Park.

Regional Significant Gas Tax Project

E&N Rail with Trail: Staff prepared the Request for Proposals (RFP) for the design of the RDN's first piece of E&N Rail with Trail (from Coombs to Parksville to French Creek) and prepared advertising material

and website content. Several engineering firms were also notified when the RFP was made public in early February. Proposals are due at the end of February. Pending proposal submissions and Board approval in March, the project may begin in April.

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. Seasonal signage was posted at various park locations. Contract administration work for annual park maintenance contracts has continued throughout the month. Parks Operations building safety inspections were completed and submitted to the Joint Health and Safety Committee. Staff also attended an RDN Joint Health and Safety Committee meeting.

New Parks Building – staff have been involved in seeking a new building for all parks planning and operations staff, who are currently split between two facilities. Staff retained the services of Delinea Design to prepare a floor plan for the proposed building. The plan is necessary for the landowner to determine feasibility of a build-to-suit lease option. Following landowner’s review and costing, an agreement will be drafted if the building can be constructed and leased for the set budget.

The new Parks and Trails Guidelines were approved by the Committee of the Whole and the Regional Board. The Guidelines will be implemented in park development and will continue to be developed with detailed specifications.

Final editing and updating of 2014 Breathe Guide with Capewell Design and GIS department is complete. Guide will be printed in February and then distributed to Visitor Centres and RDN offices and facilities.

Staff prepared the parks section of the Spring Active Living Guide (photos, park news, ads, review of recreation activities in parks).

Staff researched and provided a response to a Planning Dept. referral for the Nanaimo Mountain Bike Club Trail Section 69 Trail application to the Province. The proposed trail crosses the Benson Creek Falls Regional Park access.

Trail Counters

Month	BCFRP Jameson Road	BCFRP Weigles Road	LCRT Linx Road	LCRT Lioness Blvd.	LQRRP Proposed Stairs	NRRP Fry Road Entrance
2013-05-01	1,023	1,388		1,623	66	1,093
2013-06-01	1,218	1,108	1,245	1,336	24	1,103
2013-07-01	1,256	1,118	1,315	2,697		2,351
2013-08-01	1,163	1,625	1,235	2,319		1,350
2013-09-01	962	1,834	841	1,552		374
2013-10-01	1,183	1,833	695	1,001		1,375
2013-11-01	1,027	1,606	706	1,250		1,153
2013-12-01	859	1,846	653	1,124		1,010
2014-01-01	1,382	1,925	566			1,196

Park Use Permits and Events

A Park Use Permit (PUP) was approved for the Gabriola Streamkeepers to research, monitor and run educational programs at Winthuysen Creek in Descanso Bay Regional Park.

PUP inquiries/in process:

- Two wedding inquiries for LCRT and Moorecroft.
- River Run walk/run fundraiser for Mid Vancouver Island Habitat Enhancement Society in ERRP for June 8th.
- Drinking Watershed Protection Program setting up Grade 4-5 school field trips to NRRP and ERRP over the months of May-June and Sept-Oct.

Recommendations

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



Manager of Parks Services



General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 7, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff attended the “soft opening” for the Cedar Skatepark on February 1st, approximately fifty people were present. Planning and construction of a new toilet at the Cedar Skatepark was completed, along with an anti-graffiti coating on the concrete parking curbs. Regular garbage collection and maintenance visits were conducted, and a contractor was organized for ongoing washroom servicing work. Staff also continued to work with the contractor to complete the remaining deficiencies on the project.

A damaged porta-potty surround was repaired at the Quennell Lake boat launch, with additional boulders installed to prevent further (vehicle) damage.

Staff prepared and distributed the February 19th PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area B

Final rock scaling work was completed at 707 Community Park. Staff also met on site with an adjacent landowner and a tree falling contractor regarding several hazard trees along the park boundary.

At Rollo McClay Community Park, a new pump was installed and plumbing work completed at the irrigation pond in order to achieve suitable water levels for planned berm work. A utility access road was constructed for the pond area, and the berm was sanded and seeded. Tree pruning and site grading work was also completed. Garbage service continued at the park, along with several beach access sites on the island.

An access agreement was completed with the landowner adjacent to the southern boundary of 707 Community Park. A gate was ordered, for installation on private land and is scheduled for April.

Staff met with an El Verano Drive boat launch resident regarding access issues, and then conducted boulder placement at the site in order to properly define private driveway access on site.

Removal of an old park entrance sign was carried out at Huxley Community Park.

Snow removal was conducted on bridges at Joyce Lockwood and Cox Community Parks.

Staff prepared a report regarding the referral request for the proposed Islands Trust park land rezoning bylaw. The report outlined what implications the proposed bylaws will have concerning the management of parks on the island.

Staff continued to work with the consultant to develop concepts for the Huxley Park Master Plan. Staff organized and attended an open house on March 29th, 2013.

Staff prepared and distributed the February 4th Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff visited Davidson Bay on Mudge Island to review potential parking lot improvement options.

Staff continued to provide support to an ongoing investigation into a potential park land acquisition.

Staff met with members of the Gabriola Recreation Society and RDN Recreation Staff to review projects and issues at various parks.

Area C – Extension

In March, a design for the future pedestrian bridge in Extension Miners Community Park was finalized by Harold Engineering in consultation with community members and park staff. In preparation for building permit application, park staff completed a bridge site plan and hired Levelton Consultants to conduct geotechnical assessment and soil prep recommendations. A building permit application will be submitted in April upon receipt of engineers' drawings and reports.

Park clean up and maintenance work was carried out at Extension Miner's Community Park.

Area C - East Wellington/Pleasant Valley

A site visit with a contractor was made and staff liaised with park users in order to determine an appropriate location for a newly ordered bike rack for Meadow Drive Community Park. Installation is planned for April. Weeding and trail maintenance work was also carried out at the site.

A questionnaire regarding the potential options for Anders and Dorrits' Community Park was available to the public both at the September 5th, 2013 open house and online between September 5th and January 10th, 2014. Staff prepared a summary of the forty-nine (49) responses that were received. The park web page has been updated and a link to the summary provided.

Several hundred plant pots were removed from Anders and Dorrit's Community Park, and donated to the Nanaimo Area Land Trust's nursery program. Site inspections were also carried out at the park. A draft parking plan for Anders and Dorrits' Community Park was prepared by staff in March as a first stage of park development.

Staff prepared and distributed the February 24th Area C –East Wellington Pleasant Valley POSAC meeting agenda package. The meeting was postponed to a later date due to the snow.

Area E

Two hazard trees noted during a site inspection at Nanoose Road Community Park were removed, and a high 'wildlife stump' retained.

Staff prepared and distributed the February 3rd Areas E POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area F

The Meadowood CP Phase 1 Construction tender was posted in late March with an April 11th closing. Monthly information meetings have been conducted with the CMRA Park Subcommittee. An application was submitted for the BC Tire Stewardship 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. The community emphasis now is on coordination of in-kind and donated materials for the park development, e.g. RDN compost, boulders, timbers, pavilion construction. The quarterly Recreation Grant report for 2013 was submitted.

Hazard tree removal work was carried out at Malcolm Community Park.

Staff met on site with a contractor regarding replacement of stairs at Errington Community Park. This work is scheduled for April.

Area G

Contractor consultation and planning was carried out regarding building upgrades at the Women's Institute Hall at Dashwood Community Park. Janitorial work and contract approval was carried out for the hall.

At Neden Way Community Park staff cleaned garbage from park trails.

At Miller Road Community Park staff inspected trails, and cleared debris and garbage.

Snow removal work was carried out at Barclay Crescent Bridge.

Staff prepared and distributed the March 10th POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area H

Staff liaised with Ministry of Forests regarding the start-up of forest fire abatement work at Oakdowne Community Park.

Community Parks and Trails Strategy - Developers' Information Package – Parkland Dedication

A draft guide was prepared by park staff in March. The document is intended to simplify the parkland dedication process at time of subdivision by providing developers with a succinct outline of desirable parkland types and instances that warrant cash-in-lieu.

Community Works Projects

Area B

Staff continued to work with consultants on the preliminary design work for the trail. Staff, consultants and Area Director met with select neighbours along the proposed trail route to talk about potential conflicts with signs and/or fences in the road right-of-way. Staff and the Area Director met with staff from the Ministry of Transportation to review the preliminary design and seek guidance on specific questions relating to road drainage, potential future crosswalks and the potential for future bike lanes along the trail route. Staff also prepared for the open house, updating online information and creating a questionnaire. The public Open House, held at the end of March, saw over 100 people. The event was a joint effort between the Village Trail and Huxley Community Park. Ongoing design work will continue through the summer.

Area C - East Wellington/Pleasant Valley

Staff met with select community members and the Area Director to talk about how to improve pedestrian safety along Jingle Pot Rd. Staff will follow up with MoTI regarding the possibility of improving the shoulder along sections of the road.

Area G

Staff met to discuss development permits in the area around Wembley Mall and opportunities for improving pedestrian access through this area. Staff will be coordinating with the City of Parksville and MoTI to work on this initiative. Staff also met with the Oceanside Cycling Coalition to reconnect on the topic of improving cycling opportunities in the area. Correspondence with this group will continue with trail projects underway in this area.

Morden Colliery Bridge

In March, staff coordinated survey work with Harold Engineering for the undeveloped portion of the Morden Colliery Regional Trail right-of-way. Neighbouring land owners were notified by mail with regards to the land survey (early April), and future trail development and bridge construction. Staff prepared a project site context map for coordination purposes with the Engineers who will be working on the bridge design.

Regional Significant Gas Tax Project

Staff received 9 submissions from engineering firms bidding on the design of the RDN's first piece of E&N Rail with Trail (from Coombs to Parksville to French Creek). The Evaluation Committee reviewed all proposals and made a recommendation to the Board. The Board approved the contract to Koers and Associates and the project is scheduled to begin at the beginning of April.

Park Staff installed two trail counters along the pre developed trail.

Regional Parks and Trails

Arboretum

Park staff met with the volunteers to develop a work plan and the beginnings of a management plan for the land. Park staff installed a surveillance sign and angled the tree id posts. Park staff visited the Arboretum to review the current status of the land and reviewed its potential for the future.

Beachcomber Regional Park

Park Staff posted letters on illegally moored vessels indicating that the vessels would be removed after two weeks. One boat was impounded after the two weeks ended. A hazardous tree was then removed after all vessels were removed. Park Staff conducted trail maintenance cleaning the stairs and collected trail counter data. Of the two trail counters installed one was stolen this month and has been replaced with another counter. Data is being collected at this location for management plan purposes.

Benson Creek Falls

Park staff conducted park inspections and maintained trails. Park staff inspected a report regarding the fence being compromised at the falls and that it was being undermined by flow from the falls. This was not the case. The fence was wiggled to some degree but was made stable in a short order of time. Park staff stabilized the fence at the falls, and installed boundary and directional signs. Park Staff met with MOTI staff to review installing no parking signs and expanding Creekside Community Park parking lot to accommodate parking for BCFRP.

Big Qualicum River Regional Trail

Park staff conducted park inspections and maintained trails. Park Staff installed new directional trail signage.

Coats Marsh Regional Park

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

Descanso Regional Park

Park staff used leaf blowers to clean the sites, trails and roads. Park staff also installed new sign posts made out of the hazard trees previously felled and milled on site with the Park Operator. The Park Operator installed replacement signs, new site number signs along with the last of the new fire rings.

A Park Operator Agreement is being prepared for 1-year renewal, and 2013 Campground reports were requested from the Operator.

Horne Lake Regional Park

Park staff completed brushing a trail linking the BC Parks parking lot and the Regional parking lot. Further campground improvements were completed in the park such as new trails, roads and group site improvements.

Staff met with the Park Operator to review the Annual Report on the first year of operation.

Englishman River Regional Park

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

Park staff made two picnic tables out of a windthrown cedar. They were delivered to the Hatchery for Watershed school field trips.

Lighthouse Country Regional Trail

Park staff removed a tree which fell over the railway tracks near the crossing. A trail and bridge inspection was conducted after the snow storm. Park staff cleaned the bridges that span over Nash and Ridgewil, cleared grass at the Lioness staging area and collected trail counter data.

The development of 5 interpretive signs along the trail is in the final design phase, with production and installation planned for early summer.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails. Staff cleaned off the stairs at the swimming area. Park staff installed warning high water level signs throughout the park

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area.

Mount Benson Regional Park

Park staff and NALT staff continue to brush and construct the Old Logging Road Loop. Park staff installed fire reporting signs along the boundary that have their location and contact numbers to report a fire. NALT volunteers installed more trail counters as per a volunteer warden's request. Staff cleared snow and ice from the Witchcraft Lake boardwalk.

Staff met with members of NALT to review the progress on the covenant. Small changes were made to the document and accompanying maps.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails. Four hazard trees were removed at the bridge site near Cedar Plaza. Park Staff met with MOTI staff to review installing a crosswalk and associated signs on Woobank Road.

Staff met on site to review the possibility of a kiosk at the trailhead on Cedar Rd.

Moorecroft Regional Park

Park Staff repaired a section of split rail fence at vesper point after it was pushed over during one weekend. A danger tree was removed and a regulation sign was installed to act as a bollard at the main entrance. Park staff conducted park inspections and maintained trails. Trail upgrades were completed in the park before the nesting bird window. Trail counter data was collected.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Park staff and Water Services moved a boulder at the Frey Road entrance to allow for wheelchair accessibility. Park staff removed a hazardous tree from the trail.

Parksville-Qualicum Links

Park staff removed snow and ice from the bridge during and after the storms.

Top Bridge Regional Trail

Park staff conducted park inspections and maintained trails.

Trans Canada Trail

Park staff conducted park inspections and maintained trails. Park Staff looked at the requested rerouting of a section identified by the Backcountry Horsemen’s Society as being currently too dangerous for horses.

Staff met with a representative from the TCT to look at roadside options for a detour route around the Nanaimo River. None of the options offer an easy fix, meaning more than simply putting up some signs would be required. Narrow road shoulders and reduced visibility in some areas along Haslam and Cedar Roads do not offer a safe alternative for trail users. In the long-term, the E&N rail corridor will offer the best route for the TCT, however this will not be in place for several years.

Witchcraft Regional Trail

Park staff cut back brush from the trail to expose trail markers.

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. Quarterly playground inspections were also completed across the district. Contract administration work for annual park maintenance contracts has continued throughout the month. Parks Operations building safety inspections were completed and submitted to the Joint Health and Safety Committee. New tires were purchased/installed on one of the department’s fleet vehicles.

Trail Counter Data

Month	Beachcomber RP #1	E&N Trail #2	E&N Trail Lowery Rd.	LCRT Linx Road	LCRT Lioness Blvd.	Moorecroft La Selva Place
2013-07-01				1,315	2,697	
2013-08-01				1,235	2,319	
2013-09-01				841	1,552	
2013-10-01				695	1,001	
2013-11-01				706	1,250	
2013-12-01				653	1,124	
2014-01-01				592	1,535	
2014-02-01				622	604	
2014-03-01	3,770	52	31	16	1,266	907

Please Note Trail Counters were moved to new locations. Lighthouse Country Regional Trail trail counters have remained in place. Also numbers should be divided by two as people go past the counter twice to return to their vehicle or home.

Operational and Efficiency Review

Staff have been involved in interviewing other staff and doing research on benchmarks and preparing questions for stakeholders.

Park Use Permits and Events

- Gabriola Streamkeepers received a permit for a stream stewardship work at Winthuysen Creek at Descanso RP.
- A PUP was set up for the RDN Watershed Protection group to do school group tours in May-June, Sept-Oct for Nanaimo River RP and Englishman River RP.
- BCCF completed a PUP for BCIT restoration ecology students to tour restoration projects at Big Qualicum River RP.
- The Parks dept. assisted the Recreation dept. with selection of Golden Shoe park sites for this year's hunt.

Publications and Communications

- The 2014 Breathe Guide was produced and distributed to major RDN facilities and public venues, e.g. Visitor Centres, Nanaimo Aquatic Centre, etc. as well as an on-line version published on the RDN website.
- The Parks section of the Spring 2014 Active Living Guide was prepared and published.

Recommendations

That the Parks Update Report for February and March 2014 be received as information.

Original copy signed by W. Marshall

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence

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

RDN Electoral Area 'E' Community Parks

5-Year Project Planning: 2015-2019

PLANNING WORKSHEET

June 2014

A suggested schedule for completion of each phase of the process is presented in the following chart. This schedule is provided for planning purposes only and is subject to change to accommodate changing community priorities, staff resources and fundraising efforts.

- ⚙ current year project
- ✓ completed projects

	Park Code	Budget Notes	General Notes
Ongoing Projects			
Administrative support for Electoral Area 'E' POSAC	n/a		
Fairwinds rezoning/subdivision application	n/a		
Roadside Trails: investigate trail development adjacent to major Nanoose rds	n/a		
Develop a Memorial Bench Policy	n/a		
High Priority Projects			
⚙ Create Developer Information Package	n/a		
⚙ Blueback CP: park design; cost estimates; investigate grant opportunities	E-04	\$70,000	2014 budgeted amount
Blueback CP: park construction	E-04		
Davingham Community Trail: survey; planning/design	n/a	\$5,000	order of magnitude cost estimate; not based on official estimate (for budgeting purposes only)
Medium Priority Projects			
Davingham Community Trail: construction	n/a	\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process
Wall Estate (Craig Creek): trail & signage improvements	E-22	\$10,000	order of magnitude cost estimate; cost to be determined through planning/design process
Low Priority Projects			
Investigate feasibility of a new trail from Northwest Bay Rd to Schirra Drive along undeveloped Nanoose Rd ROW	n/a		
Implement the Fairwinds Community Parks Development Program as per the PDA	n/a		
Additional Project Suggestions			
Stone Lake Dr CP: park design & management direction	E-32	\$10,000	order of magnitude cost estimate; cost to be determined through planning/design process
Collins Cres. CP: park design & management direction (loop trail?)	E-07	\$20,000-\$50,000	order of magnitude cost estimate; cost to be determined through planning/design process
Dolphin Lk: directional signage	E-24		investigate through Fairwinds rezoning process
Rowland Place: add parking & picnic area	E-29	\$25,000	order of magnitude cost estimate; cost to be determined through planning/design process
Schooner Ridge Footpath: park/trail access	E-25		
Schooner Ridge Footpath: trail improvements	E-25		