

REGIONAL DISTRICT OF NANAIMO

**REGIONAL PARKS AND TRAILS SELECT COMMITTEE
REGULAR MEETING
WEDNESDAY, JUNE 11, 2014
1:00pm**

(RDN Committee Room, 6300 Hammond Bay Road, Nanaimo)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-5 Minutes of the Regular Regional Parks and Trails Advisory Committee meeting held March 4, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

6 J. Daly, The Nature Conservancy to T. Osborne, RDN **Re: Moorecroft Covenant Monitoring**

7 F. Pattje, Acting Mayor, City of Nanaimo to J. Stanhope, RDN **Re: Application for E&N Rail Trail Reserve Funding**

8 J. Daly, The Nature Conservancy to T. Osborne, RDN **Re: Moorecroft Covenant Monitoring Visit Results**

Motion to receive Communications/Correspondence

UNFINISHED BUSINESS

REPORTS

9-16 Monthly Update of Community and Regional Parks and Trails Projects - Feb –March 2014

17-22 Monthly Update of Community and Regional Parks and Trails Projects - April 2014
E & N Rail Trail Project Update (verbal)

Morden Colliery Regional Trail – Project Update (Verbal)

Little Qualicum River Regional Park – Ozero Bridge Status (Verbal)

23-30

Nanaimo Region Trail Partnership Funding Agreement Report

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Incorporation of First Nations Information on Park Signage

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 and legal issues.

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

Tuesday, Oct 21,2014

12:00pm

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE
REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING
HELD ON TUESDAY, March 4, 2014 AT 12:00 PM
IN THE RDN COMMITTEE ROOM**

Attendance: Director Diane Brennan, Chair, City of Nanaimo
Director Howard Houle, Electoral Area 'B'
Director Maureen Young, Electoral Area 'C'
Director Leanne Salter, Electoral Area 'F' (Alternate)
Director Joe Stanhope, Electoral Area 'G'
Director Dave Willie, Town of Qualicum Beach
Director Jack de Jong, District of Lantzville
Director Chris Burger, City of Parksville (Alternate)

Staff: Tom Osborne, General Manager of Recreation and Parks
Paul Thorkelsson, Chief Administrative Officer
Wendy Marshall, Manager of Park Services
Kelsey Cramer, Regional Parks Planner
Wendy Idema, Director of Finance
Jenny Gibson, Recording Secretary

Regrets: Director Julian Fell, Electoral Area 'F'
Director Marc Lefebvre, City of Parksville

CALL TO ORDER

Chair Brennan called the meeting to order at 12:00 PM.

DELEGATIONS

Friends of the Morden Mine Society

The Friend of Morden Mine spoke of the current state of the Morden Colliery tipple and requested financial support from the Regional District to assist in funding an engineering study for the remediation and restoration of the structure which they estimated the study would cost in the range of \$30,000.

MINUTES

MOVED Director Stanhope, SECONDED Director Young that the minutes of the Regular Regional Parks and Trails Select Committee meeting held December 3, 2013 be approved.

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Director Stanhope, SECONDED Director Salter that the following correspondence be received:

1. E. Ricker, Friends of the Morden Mine Society to J. Dompierre, Parks Canada, Re: Designation of Morden Colliery
2. T. Osborne, RDN to C. Simpson, Regional Planning Manager, Re: Gabriola Island Draft bylaws 271 and 272 Referral to Zone Parks

3. L. Webster, Islands Trust Canada Trail to TPAC, Re: TPAC Update
4. J. Murphy, Trans Canada Trail to TPAC, Re: TPAC Update
5. Province of BC - ORV Legislation

REPORTS

Monthly Update of Community and Regional Parks and Trails Projects June-December 2013 and January 2014

Ms. Marshall gave a verbal update on current Regional Parks and Trail Projects.

MOVED Director de Jong, SECONDED Director Young that the update be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

MOVED Director Young, SECONDED Director Houle that the Board to approve funding to the Friends of Morden Mine Society of up to \$15,000 towards the engineering study of the Morden Colliery Tipple subject to funding being provided by other partners in the project.

CARRIED

NEW BUSINESS

E&N Rail Trail Project / Engineering and Design

Mr. Osborne gave an update on E&N Rail Trail Project which received the 2.6 million funding through the gas tax program. Proposals for engineering and design services are currently being reviewed by staff.

Morden Colliery Regional Trail / Nanaimo River Bridge Engineering and Design

An engineering and design study for the Morden Colliery Bridge over the Nanaimo River has begun, funded by the Community Works Funds for by Electoral Area A . Herold Engineering will be carrying out the work and updating the design and costs from a feasibility plan that was completed in 1999.

Islands Trust Park Rezoning Bylaw Referral Report

Mr. Osborne summarized the report to the committee.

MOVED Director Stanhope, SECONDED Director Young that the Island Trust Park Rezoning Bylaw Report be received.

CARRIED

MOVED Director Stanhope, SECONDED Director Young that the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to include a new permitted use to specifically allow special events in all park zones.

CARRIED

MOVED Director Stanhope, SECONDED Director Young that the Regional District Board recommends to the Islands Trust that Bylaw No. 272 be amended to provide Active Recreation Community Park (P3) zoning for Paisley Place Community Park.

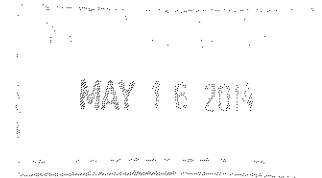
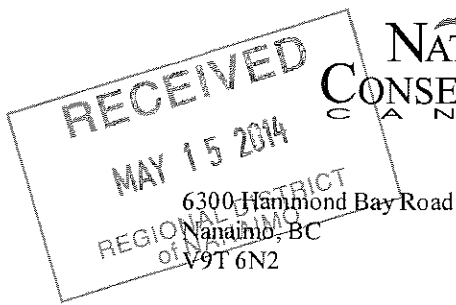
CARRIED

IN CAMERA

MOVED Director Slater, SECONDED Director Young, 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.

Time: 1:05pm

CARRIED



May 12, 2014

Dear Mr. Tom Osborne:

For many years we have worked together with you to protect British Columbia's natural heritage. Your Conservation Covenant Agreement with the Nature Conservancy of Canada (NCC) provides for regular site monitoring. I am writing to arrange your next site monitoring visit.

The purpose of this visit is to verify compliance with the restrictions in the Agreement. During the visit, staff will collect data relevant to the restrictions and once back in the office they will compare the data to the original Baseline Documentation Report and previous monitoring visits. Staff will also spend some time asking you about any changes you've seen on the property since our last visit and discuss any concerns or questions you may have about the restrictions. You might also take this opportunity to discuss with the staff any future plans you have for the property to ensure that your plans conform to the restrictions in the Agreement.

The intent of the agreement is:

- The parties each agree that general intent of this Agreement is to allow for the use of the Land as a Regional Park in a manner that does not Harm the Amenities, and the parties agree that this Agreement is to be interpreted, performed and applied accordingly.
- This Agreement shall be perpetual to reflect this public interest in the ecological values of the Land and the Amenities for conservation

We find it is most valuable to arrange a time and date that will allow you to be present for the visit. However, if this is not convenient, we are able to conduct the site monitoring on our own and coordinate a telephone interview with you.

After the monitoring visit you will receive a letter from NCC outlining any follow up that may be required as a result. You should read this document carefully to ensure you understand and agree with the findings.

Our staff members are available to meet on Friday May 16, 2014. Please let me know if this date is suitable. If it isn't we can discuss other options. I can be reached at Julia.Daly@natureconservancy.ca. or by phone at 250-479-3191 extension 248. Please do not hesitate to contact me if you have any questions.

Thank you for your continuing contribution to conservation. I look forward to speaking with you.

Sincerely,

Julia Daly
Nature Conservancy of Canada, West Coast Covenant Monitoring Intern





Mr. Joe Stanhope, Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

2014-MAY-29

Dear Chair Stanhope:

Re: City of Nanaimo Application to the Regional Parks and Trails Acquisition and Capital Budget - E&N Municipal Rail Trail Reserve Fund


The Nanaimo Transportation Master Plan recently passed by City Council puts a priority on making walking and cycling a more comfortable way to move throughout more parts of the City for people of all ages and abilities. Cycling is an important commuting and recreation option in Nanaimo for short to medium distance trips that are time-competitive with driving. The Nanaimo Transportation Master Plan seeks to significantly increase the number of cycling trips in the City and under the Plan's targets, the proportion of daily bicycle trips would grow from 1 to 4% by 2041, representing a five-fold increase in the number of daily cycling trips.

The E&N is the spine of the City's cycling network, connecting many of Nanaimo's most important destinations with gentle, consistent grades. Over the last decade the City of Nanaimo has constructed just over 8 kilometers of the E&N Trail. E&N Trail use in the Downtown section for April 2014 averages 70 people per hour and trail use increases significantly during the summer months. Many residents have indicated that they would consider cycling more if the quality of bicycle facilities were improved and the cycling network was expanded to serve more destinations such as downtown and Vancouver Island University.

Recently, Nanaimo City Council passed a motion supporting the development of the E&N Trail south from downtown to Seventh Street by 2019. This section of trail is approximately 2 kilometers and will be developed with the help of the Nanaimo Regional Rail Trail Partnership, who have initiated a fund-raising campaign.

To help achieve Council's goal for developing this section of the E&N Trail, the City requests that the Regional District of Nanaimo partner on this initiative by allocating \$150,000 from the Regional Parks and Trails Acquisition and Capital Budget - E&N Municipal Rail Trail Reserve Fund in 2014 for detailed design and \$150,000 in 2015 as a contribution to construction.

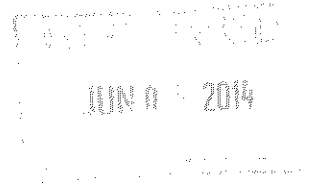
Sincerely,


Fred Pattje, Acting Mayor

pc: Mayor & Council
Director Diane Brennan, Chair, Regional Parks and Trails Select Committee
Councillor George Anderson, Chair, Transportation Advisory Committee
Andre Sullivan, Chair, Nanaimo Rail Trail Partnership
E. C. Swabey, City Manager, City of Nanaimo
Paul Thorkelsson, CAO, Regional District of Nanaimo
Tom Osborne, General Manager of Recreation and Parks Services, RDN
FP*TH*mjg
G:\2014 Files\Community Services (0440-20)\CORRChairRDN2014MAY29E&NRailTrail.docx



Regional District of Nanaimo
Recreation and Parks
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4



June 2, 2014

Dear Tom Osborne, General Manager of Recreation and Parks:

Re: Your Conservation Covenant Agreement with The Nature Conservancy of Canada ("NCC")

I am writing to follow up on the Nature Conservancy of Canada's (NCC's) monitoring visit to the Moorecroft property on May 20, 2014. The purpose of the monitoring visit was to verify compliance with your Conservation Covenant Agreement. During this visit NCC representatives did not observe any violations.

Thank you again for having Chris van Ossenbruggen join us for the site visit and for your continuing contribution to the protection of British Columbia's natural heritage. Generations to come will benefit from the vibrant environment and biodiversity you are helping to protect.

Please do not hesitate to contact me with any questions you may have.

Yours truly,

A handwritten signature in black ink, appearing to read "Julia Daly".

Julia Daly
West Coast Conservation Covenant Monitor
Nature Conservancy of Canada, BC Region
200-825 Broughton St, Victoria BC V8W 1E5
Julia.Daly@natureconservancy.ca
office: (250) 479 - 3191 x 231



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

Original copy signed by T. Osborne

Manager of Parks Services

General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: May 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 REPORT	
CAO APPROVAL	
EAP	
COW	
JUN 03 2014	
RHD	
BOARD	
<i>June 11 RPTSC</i>	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer **DATE:** June 3, 2014

FROM: Tom Osborne **FILE:**
General Manager, Recreation and Parks Services

SUBJECT: Nanaimo Region Rail Trail Partnership Finding Agreement

PURPOSE

To review a Funding Agreement with the Nanaimo Region Rail Trail Partnership.

BACKGROUND

During the 2014 Annual Budget review and approval process, the Regional Board approved providing \$15,000 in funds to become a founding member of the Nanaimo Region Rail Trail Partnership (NRRTP).

A Funding Agreement has now been developed with the NRRTP (attached as Appendix I) that provides the terms on how the funding is to be used and the commitments agreed to by the two parties.

The primary deliverables that the NRRTP will undertake are as follows:

1. Raise money and awareness for sections of the regional trail along the ICF rail corridor lands throughout the RDN.
2. Collaborate and work with the RDN and its member municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach in the design and construction of the regional trail along the ICF rail corridor lands.
3. Include an RDN representative, as appointed by RDN Board, at the partnership table that will provide input and vote on overall direction of the NRRTP and related expenditures. Other RDN representatives (RDN Board members and staff) may also attend NRRTP meetings, however the RDN is limited to one vote in total.
4. The NRRTP will include information on the regional trail, both constructed and planned, along the ICF corridor as deemed appropriate by NRRTP and the RDN.

ALTERNATIVES:

1. That the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved as presented in Appendix I.
2. That the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved with amendments.

FINANCIAL IMPLICATIONS:

A one-time amount of \$15,000 has been allocated in the 2014 Regional Parks and Trails Annual Budget as directed by the Regional Board for this agreement.

SUMMARY

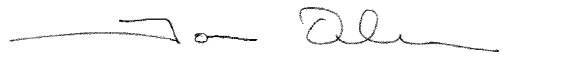
During the 2014 Annual Budget review and approval process, the Regional Board approved providing \$15,000 in funds to be a founding member of the Nanaimo Region Rail Trail Partnership (NRRTP).

A Funding Agreement has now been developed with the NRRTP (attached as Appendix I) that provides the terms on how the funding is to be used and the commitments agreed to by the two parties.

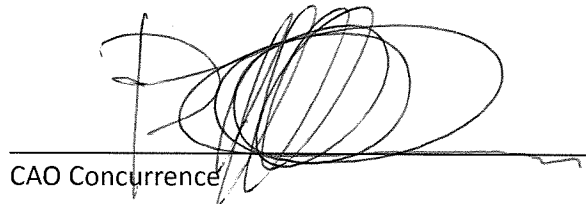
As the terms that have been developed are consistent with the Board's intent when the funding was approved during the budget approval process, it is recommended the Funding Agreement be executed.

RECOMMENDATION

That the Funding Agreement with the Nanaimo Region Rail Trail Partnership be approved as presented in Appendix I.



Report Writer



CAO Concurrence

Appendix I

FUNDING AGREEMENT

THIS AGREEMENT made this ___ day of _____ 2014.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(the "RDN")

(OF THE FIRST PART)

AND:

NANAIMO REGION RAIL TRAIL PARTNERSHIP
Box 375 Stn A
Nanaimo, BC V9R 5L3

(the "NRRTP")

(OF THE SECOND PART)

WHEREAS:

- A. The RDN has established the service of Regional Parks that provides for the development and management of a regional trail system.
- B. The RDN has an agreement with the Island Corridor Foundation (ICF) to develop, construct, and maintain a regional trail within the ICF rail corridor lands.
- B. The NRRTP has requested and the RDN has agreed to contribute certain funds to the NRRTP to become a founding partner by way of a Grant that will be used to advance the design and construction of a regional trail along the ICF rail corridor lands throughout the Regional district of Nanaimo.
- C. The RDN is authorized, pursuant to section 176(1)(c) of the *Local Government Act* to provide assistance for the purpose of benefiting the community or any aspect of the community.

NOW THIS AGREEMENT WITNESSES that in consideration of the premises, and the mutual

covenants and agreements herein contained, the parties hereto agree with each other as follows:

DEFINITIONS

"Grant" means funds provided to the NRRTP by the RDN pursuant to this Agreement to carry out Authorized Purposes.

"Authorized Purposes" means those services described in Schedule 'A' hereto and approved by the RDN.

1.0 TERM

The term of this Agreement shall be for a period of ten (10) years commencing on the 1st day of August, 2014 and terminating on the 31st day of July, 2023.

3.0 EARLY TERMINATION

3.1 This Agreement may be terminated by the RDN in the event that the RDN determines in its sole discretion that the Grant provided to the NRRTP is not expended for Authorized Purposes as defined in this Agreement.

3.2 If this Agreement is terminated as set forth above, the NRRTP shall remit to the RDN within thirty (30) days from the effective date of such termination, any amount of the Grant expended by the NRRTP on account of any expenditure which is not for an authorized purpose, and any unexpended amount of the Grant paid.

4.0 AMOUNT OF GRANT

4.1 The RDN hereby agrees to provide the NRRTP with a Grant to be expended on Authorized Purposes.

4.2 The RDN shall pay a one-time Grant of FIFTEEN THOUSAND (\$15,000.00) DOLLARS to the NRRTP by July 31, 2014, subject to early termination in Section 3.0 of this Agreement.

5.0 APPLICATION OF FUNDS

The NRRTP will use the Grant only for Authorized Purposes as set forth in Schedule 'A' to this Agreement.

6.0 BUDGET AND REPORTING REQUIREMENTS

The NRRTP shall deliver to the RDN on or before December 31st of each year a report on how the Grant provided has been utilized.

7.0 NRRTP TO MAINTAIN FINANCIAL RECORDS

7.1 The NRRTP must prepare, keep and maintain detailed financial records covering all aspects of the receipt and use of the Grant monies for Authorized Purposes provided for under this Agreement, including all associated expenses, in accordance with generally accepted accounting principles applied consistently.

7.2 The NRRTP shall make all financial books and records available for inspection, audit and copying by the RDN at all reasonable times.

8.0 MAINTENANCE OF THE NRRTP

The NRRTP agrees that it shall at all times during the term fulfil all of its obligations under the *Society Act* in order to maintain the NRRTP in good standing.

9.0 INDEMNITY

The NRRTP will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of the NRRTP in performing the functions and responsibilities of the NRRTP under the terms of this Agreement or the NRRTP's breach of the terms of this Agreement.

10.0 NOTICE

10.1 Any notice, direction or other instrument required or permitted to be given under this Agreement shall be in writing and may be given by the delivery of the same or by sending the same by mail, courier or fax, in each case addressed as set out above in this Agreement.

10.2 Any notice, direction or other instrument aforesaid will be deemed to have been given and received when delivered.

10.3 Either party may at any time give to the other party notice in writing of any change of address of the party giving such notice and from and after the giving of such notice the address or addresses therein specified will be deemed to be the address of such party for the purposes of giving notice hereunder.

11.0 TIME

Time is to be the essence of this Agreement.

12.0 BINDING EFFECT

This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

13.0 WAIVER

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

14.0 HEADINGS

The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

15.0 LANGUAGE

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

16.0 CUMULATIVE REMEDIES

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

17.0 LAW APPLICABLE

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

For the REGIONAL DISTRICT OF NANAIMO
by its authorized signatories:

_____)
_____)
_____)
_____)
_____)

For the NANAIMO REGION RAIL TRAIL PARTNERSHIP
by its authorized signatories:

_____)
Authorized Signatory _____)
_____)
_____)
Authorized Signatory _____)

SCHEDULE 'A' –

The NANAIMO REGION RAIL TRAIL PARTNERSHIP will provide the following services within the Regional District of Nanaimo (RDN) in the following ways:

5. Raise money and awareness for sections of the regional trail along the ICF rail corridor lands throughout the RDN.
6. Collaborate and work with the RDN and its member municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach in the design and construction of the regional trail along the ICF rail corridor lands.
7. Include a RDN representation, as appointed by RDN Board, at the partnership table that will to provide input and to vote on overall direction of the NRRTP and related expenditures. Other RDN representatives (RDN Board members and staff) may also attend NRRTP meetings, however the RDN is limited to one vote in total.
8. The NRRTP will include information on the regional trail, both constructed and planned, along the ICF corridor as deemed appropriate by NRRTP and the RDN.
9. The NRRTP is of the understanding that the RDN reserves the right to restrict the use of future RDN contributions into the NRRTP.