

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE

Wednesday July 9, 2014

7:00 PM

(ARROWSMITH HALL)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-5 Minutes of the regular Electoral Area 'F' Parks and Open Space Advisory Committee meeting held March 17, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

6 **T. Osborne, RDN to R. Koop, School District 69, RE: Facility Use Partnership Opportunities with SD 59.**

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

7-14 Monthly Update Regional and Community Parks and Trails Projects – Feb-Mar 2014

15-20 Monthly Update Regional and Community Parks and Trails Projects – April 2014

21-27 Monthly Update Regional and Community Parks and Trails Projects – May 2014

Meadowood Community Park Construction Update (verbal)

28 Malcolm Community Park Signage Update (verbal)

5-year Project Planning: 2014-2018

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

Monday, November 17, 2014

7:00pm

Arrowsmith Hall

Distribution: J. Fell, D. Edgeley, C. Anderson, A. Jablonski, B. Smith, E. Billingsley, R. Nosworthy, T. Osborne,
W. Marshall, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)
REGULAR COMMITTEE MEETING HELD
MONDAY MARCH 17, 2014**

AT THE ARROWSMITH HALL, COOMBS

ATTENDANCE: Chair Julian Fell
Alfred Jablonski
Barbara Smithh
Colin Anderson
David Edgeley
Earl Billingsley
Reg Nosworthy

STAFF: Wendy Marshall, Manager of Parks Services

CALL TO ORDER

Chair Fell called the meeting to order at 7:13 p.m.

Election of Secretary

MOVED R. Nosworthy, SECONDED A. Jablonski to elect Barbara Smith as Secretary.

CARRIED

MINUTES

MOVED R. Nosworthy, SECONDED A. Jablonski that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) on Dec 2, 2013 be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

R. Nosworthy noted that signage for Malcolm Park is not completed. He also advised that there were many windfalls needing clearing. B. Smith stated that all trails are in rough condition due to the recent snowfall.

COMMUNICATIONS/CORRESPONDENCE

MOVED R. Nosworthy, SECONDED A. Jablonski that the following Correspondence be received:

J. Diewold, Errington Elementary, **Re: Errington School Trail signage**

CARRIED

REPORTS

MEADOWOOD COMMUNITY PARK UPDATE

Wendy Marshall presented the Meadowood Layout and Materials Plan for Phase 1. There had been a slight revision due to overly soft ground. The RDN has applied for a BC Tire funding for a rubber based playground surfacing. Wendy Marshall stated that the project is short of funds by \$50,000. As such, the RDN has looked into the Area F POSAC Reserve Fund and allocated \$49,000 towards the Meadowood Project. The Budget calculation is also based on "in kind" donations. Wendy Marshall advised that in total there is \$66,000 in reserve. Wendy Marshall says \$150,000 needed in all.

B. Smith presented a list of funding sources obtained from the Horse Council of BC Share the Trails Workshop she attended in early March.

E & N REGIONAL RAIL TRAIL UPDATE

Wendy Marshall gave a status update of the E&N trail. The RDN has received \$2.6 Million gas tax funding for the first phase of this long-term project. Two sections of trail will be designed along the E&N right of way corridor beside the rail track. One will run along the Alberni line from Springwood Park in Parksville to Coombs. The other will run along the Victoria line from Springwood Park to Lowry Road. R. Nosworthy advised that 2 volunteer groups have maintained the Alberni Track. There used to be a siding in Coombs and there is a proposal from one of these groups to rebuild this siding to use for a railway museum. There are some challenges to deal with in the design including a creek crossing and a narrow highway underpass.

MONTHLY UPDATE REGIONAL AND COMMUNITY PARKS AND TRAIL PROJECTS – June to December 2013 MONTHLY UPDATE REGIONAL AND COMMUNITY PARKS AND TRAIL PROJECTS - January 2014

COMMUNITY PARKS AND TRAILS STRATEGY FINAL REPORT

Only the new members received this report and Wendy Marshall advised that this would be delivered to the existing members also.

2014 PARKS WORK PLAN

Wendy Marshall reviewed information and the list of all work projects overseen by Elaine McCulloch and Jonathan Lobb. All projects for 2014 were reviewed.

MOVED A. Jablonski, SECONDED D. Edgeley that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATION OR COMMUNICATIONS

The request sent by Jeannie Deiworld of Errington Elementary School for a trail site map and signage guidelines was reviewed. The site map can be found on the RDN web site.

MOVED R. Nosworthy, SECONDED D. Edgeley that Barbara Smith be appointed to liaison with Ms. Dieworld on her request for a site map and signage.

CARRIED

NEW BUSINESS

Accessible Trails

Chair Fell stated that Minister Don McRae has funds available for accessible trails and questioned whether this is a possibility for Meadowood Park. After discussion, it was felt that such a trail development was feasible. Chair Fell will investigate how to access the funding. E. Billingsley suggested the Oceanside Accessibility Group for possible input.

School Closure

Chair Fell advised that the District School District intends to close and dispose of portable classrooms at Parkville Elementary School. He proposes to look into acquiring one or two for temporary use in Meadowood for a Community Hall.

Errington Trails

Smith reviewed the joint application of the Silver Spur Riding Club and the Central Island Back Country Horsemen for s. 57 Forest and Range Practices Act acknowledgement of the multi use trail system in existence on the Crown land at the base of Little Mountain in Errington. These two Clubs plan to maintain and rehabilitate the trails, which will include constructing a culvert on a swampy section of that trail system and dealing with garbage. The application and Map of the trails was presented.

MOVED A. Jablonski, SECONDED R. Nosworthy, that the Regional District support the Silver Spur Riding Club and Central Island Back Country Horsemen in their application under Section 57 of the Forest and Range Practices Act to maintain the unmanaged trail system on the Crown Land adjacent to Little Mountain, Errington.

CARRIED

IN CAMERA

MOVED A. Jablonski, SECONDED D. Edgeley 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.

CARRIED

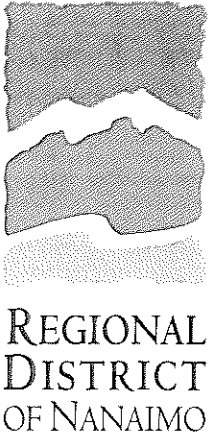
TIME:

AJOURNMENT

MOVED R. Nosworthy that the meeting adjourn at 8:45 pm.

CARRIED

Chairperson



June 25, 2014

School District 69 (Qualicum)
100 East Jensen Avenue
PO Box 430
Parksville, BC
V9P 2G5

Attention: Rollie Koop, Superintendent of Schools

Dear Mr. Koop:

Re: Facility Use Partnership Opportunities with School District 69 (Qualicum)

This letter is to inform School District 69 (Qualicum) that at the Regional District of Nanaimo Board Meeting on June 24, 2014 the following resolution was approved:

"That staff proceed to meet and review facility use partnership opportunities with School District 69 (Qualicum) for the schools that are slated for closure in September 2014 and report back to the District 69 Recreation Commission and Board."

Staff at the Regional District look forward to our continued conversation with School District staff as we review partnership opportunities that will lead to ensuring these valuable community assets can be maintained and accessed for community services by area residents.

If you could please contact my office at 250-248-3252 and we will arrange a suitable time to meet and discuss the above Regional Board directive.

Sincerely,

Tom Osborne
General Manager, Recreation and Parks Services

cc P. Thorkelsson, CAO
District 69 Recreation Commission
Electoral Area F Parks and Open Space Advisory Committee
W. Marshall, Manager of Parks Services
D. Banman, Manager of Recreation Services
H. King, Superintendent of Recreation Program Services

RECREATION AND PARKS DEPARTMENT

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

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

RDN Website: www.rdn.bc.ca

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

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: June 18, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff continued to work on finalizing the outstanding construction elements of the Cedar Skate Park with the contractor. Final inspection and acceptance of the park will happen this summer/fall once the grass has established and the additional drainage has been completed. New sign installations were also completed. Ongoing and regular garbage collection and maintenance visits were conducted. A replacement parking curb was ordered for the parking lot.

Staff helped organize and attended the skate park official opening on May 24th. Over 250 attended the opening which included a skate event hosted by local club.

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

Staff removed dumped garbage and bicycle jumps at Woodridge Place Community Park.

Area B

Staff continued to develop a site plan for the proposed upgrades to the Davidson Bay water access parking lot. The Ministry of Transportation and Infrastructure and Emcon were contacted to inquire if they were able to aid in construction logistics. There was ongoing discussion with the immediate neighbours regarding the design of the parking lot.

Maps showing the parks on Gabriola Island Parks were provided to GaLTT.

For the Huxley Community Park Plan staff prepared a questionnaire summary from the responses received from the second open house. Over 170 responses were received. Staff met with the Area Director and the consultant to review this public input and to develop a proposed design direction for the final preferred concept plan to be presented and discussed with the POSAC at their June 3rd meeting.

At Rollo McClay Community Park water delivery was conducted, and ongoing water system maintenance work was performed. Garbage collection was also continued, along with service to several beach access sites on the island. Fertilizer was delivered to the park for spreading by the maintenance contractor.

Following a report from a Joyce Lockwood Community Park visitor, staff investigated a damaged bridge on adjacent. Federally owned lands, and posted appropriate safety signage. Park ID and directional signage was also posted at the park.

Area C – Extension

Construction plans for a pedestrian bridge in Extension Miners Community Park were finalized between contractors and staff. Site planning and preparatory work was conducted. Installation work is scheduled to begin mid-June pending delivery of concrete abutments.

Staff met with a developer regarding a potential park land donation in Extension.

Area C - East Wellington/Pleasant Valley

Staff continued to investigate potential development options for Anders and Dorrit's Community Park. Staff prepared and distributed the Electoral Area 'C – EW/PV' May 12th POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

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

Area E

Staff developed a Terms of Reference for the development of the Blueback Community Park concept plan, including the design direction for the park. Gemella Designs was retained to complete the concept plan and develop cost estimates for the project. Staff met with the consultant on site for a start-up meeting.

Staff met on site with an arborist and Ministry of Transportation and Infrastructure staff to assess several hazard trees reported by neighbours of Collins Crescent Community Park. Planned tree work will be conducted by MOTI this year.

Trail brushing was carried out at Stone Lake Drive Community Park.

Area F - Meadowood Community Park

A contract was signed with Milestone Equipment Contracting Ltd. for the construction of Meadowood Park Phase 1 to start in early June. The monthly meeting with the Corcan-Meadowood Community Association was conducted. Staff submitted the BC Recreation Grant quarterly report. Pro bono services of Darcy Pickles TimberWorks was coordinated to assist the volunteer construction of a kiosk for the park.

At Errington Community Park trail brushing and clearing work was carried out. Hazard tree removal work was also completed, and wood chips piled for upcoming volunteer trail improvements.

Park planning work was carried out for ongoing development at Meadowood Way Community Park.

Area G

Staff reviewed a rezoning application and provided comments to the planning department regarding potential parks implications.

Staff responded to illegal dumping call at Tara Crescent Community Park.

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

Hazard tree assessment work was conducted at Maple Lane Community Park following a call from a park neighbour. No tree removal is required.

Area H

Staff liaised with Ministry of Forests regarding ongoing forest fire abatement work at Oakdowne Community Park.

Planning work is underway for beach access stair replacement at Shoreline Drive.

Hazard tree removal work was conducted at Dunsmuir Community Park, along with repairs to a damaged tennis court backstop.

Parks and Building Inspection staff liaised regarding ongoing trespass issues at Islewood Drive Community Park. Follow up correspondence was sent to the park neighbour.

Permission was obtained from MOTI to install trail signs on road allowance adjacent to Henry Morgan Community Park.

Community Works Projects

Area B

Staff reviewed the preliminary plans for the Village Trail and preliminary cost estimates, in consultation with the Area Director. Preliminary plans offered many extras, which brought the estimated project costs up above a realistic value. The Consultants will be working to simplify the design plans following input from Parks Staff and Area Director. In addition, a site meeting with the Ministry of Transportation in early June will provide added input that will influence the ultimate trail design.

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

Parks and Planning staff will be meeting with MoTI in mid-June to discuss community pedestrian connections along and around the Wembley Rd area.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Contract letting for mowing and park maintenance work was completed. Electrical and brake equipment upgrades were completed for two fleet vehicles

Morden Colliery Bridge

A draft feasibility report for a future pedestrian bridge crossing over the Nanaimo River was completed by Harold Engineering and reviewed by staff. A finalized report outlining bridge design options and construction costs will be completed in June.

Regional Significant Gas Tax Project

Survey work within the corridor continues and preliminary design work for the Rail Trail is underway. Parks staff met with the French Creek Residents Association, a neighbouring landowner (cattle farmer) and with Morningstar Golf course about the project. On-going liaison with neighbouring landowners and community stakeholders will occur as the project moves along. In addition, letters were mailed to the Nanoose First Nation, Qualicum First Nation and the Ermineskin Band (Alberta) who owns land along the corridor. Additional correspondence with the Agricultural Land Commission and Ministry of Environment will continue as well, as the trail will pass through Agricultural Land Reserve and intersects streams and watercourses. Best management practices for locating the trail in proximity to varying landuses/ecological habitats will be required.

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.

Big Qualicum River Regional Trail

Park staff conducted trail inspections and maintained trails.

Coats Marsh Regional Park

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

Descanso Regional Park

Park staff conducted site inspections. The park operator continues to work with the RDN on the Descanso Bay park improvement plan. GIS Staff and Parks Staff GPS'd the majority of the park for inventory and park maps. Staff assisted the park operator with Oceans Day 2014 event planning and preparation of posters, social media and website information.

Horne Lake Regional Park

Park staff installed new posts with the Park Operators as a part of the campground improvement project throughout the campground.

Englishman River Regional Park

Park staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees. Staff met with the adjacent land owner regarding ATV trespass. The owner blocked the unsanctioned entrance.

Lighthouse Country Regional Trail

Park staff conducted park inspections, maintained trails and collected trail counter data.

Little Qualicum River Regional Park

Park staff were made aware of damage to the bridge that crosses the Little Qualicum River within the park boundary. The bridge is currently maintained privately by way of easement for gravel extraction operations. The easement-holder would like to cease use and maintenance of the bridge. RDN Parks staff are looking into the process for dissolving the easement and all related implications that will result from the bridge becoming the responsibility of the RDN.

Park staff conducted park inspections and maintained trails.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area. Qualicum Streamkeepers were provided with the LQE Restoration Project report prepared by Dave Polster, to guide their stewardship project planning for the season. Annual partnership meetings are planned with BCCF and DUC for June.

Mount Benson Regional Park

Park staff conducted park inspections and maintained trails. Fire and emergency location signage was installed. Staff and N.A.L.T. marked out the new “Old Road Loop” trail that branches off the Te-Tuxw-Tun trail.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails. Park staff installed trail signage and new crosswalk signage at the Woobank Road intersection.

Moorecroft Regional Park

The Nature Conservancy of Canada, Provincial Ministry staff and RDN staff conducted a joint covenant monitoring inspection. Park staff conducted park inspections and maintained trails. Trail counter data was collected.

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

Parks staff have been consulting with the Backcountry Horseman’s Society regarding sections of the TCT that are unsuitable for horses. An alternative route was proposed by the BCHS. Parks staff have also consulted with the Nanaimo Mountain Bike Club about the proposed re-alignment of the trail, as they are also main users of the TCT. A short section of the proposed realignment is on private property. Parks Staff met with the private landowner to discuss the opportunity to realign the trail. The remainder of the section to be realigned is on crown land and will be pursued through the Province.

Park staff conducted trail inspections and maintained trails.

Witchcraft Regional Trail

Staff is working with the Nanaimo Mountain Bike Club to plan a ‘park to park’ trail linkage between Westwood Lake, Witchcraft Lake RT and south of Benson Creek Falls RP, utilizing the Harrow Road R/W, which is currently under a MoTI permit with RDN. Park staff conducted trail inspections and maintained trails.

Miscellaneous

Acquisition

Staff continued to assess potential regional parkland acquisitions including site visits, research, mapping and rating of the lands through the Rating and Criteria Framework. Reports were completed for review by the Regional Parks and Trails Select Committee in June.

Asset Management

Parks staff attended sessions regarding the RDN Asset Management project. Parks staff provided information on park assets and current operational and maintenance activities. A full day session was held to review the status of the current RDN Asset Management program and to explore options for moving forward with the program.

Provincial Land Tenures

Staff worked with consultants and the province regarding the renewal and upgrade of crown land tenures for the Morden Colliery Regional Trail and Benson Creek Falls Regional Park. Survey estimates and property title searches were gathered by staff as part of the tenure application process.

Rezoning in Area G

Parks staff and Planning Staff met to discuss two different rezoning applications in Area G and possible related amenity contributions in the form of improved pedestrian connections in the surrounding area.

Trail Counter Data

Month	BRP #1	BRP #2	E&N Trail Lowery Rd.	E&N Trail #2	LCRT Linx Road	LCRT Lioness Blvd.	Moorecroft La Selva Place
2014-02-01					622	604	
2014-03-01	3,869		33	56	109	1,103	822
2014-04-01	2,683	501	52	95	5,325	146	553
2014-05-01	3,191	530	61	81	1,498	1,563	409

Operational and Efficiency Review

Parks Staff continue to be involved with inter-departmental meetings.

Park Use Permits and Events

- 4 permits set up; 2 inquiries

- Permit events in May: Fishing Derby at Quennell Boat Launch (Area A); Watershed Field Trip to Nanaimo River RP; Cedar Skate Park Opening

Publications and Communications

- Draft Parks submission was developed for 2-page spread in the Active Living Guide – Fall edition.
- Ongoing distribution of the Regional Parks and Trails Guide as needed.
- Ongoing updates of the Parks website pages as required.

Parks-GIS staff meeting

Parks and GIS staff continue to work on the production of mapping standards for Parks and Trails maps.

Staff Training

- Two Parks staff participated in the in-house 1-day Workplace Emergency First Aid Training.
- Staff attended the 2-day Vancouver Island Trails Network Conference in Courtenay.

Recommendations

That the Parks Update Report for May 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 'F' Community Parks


5-Year Project Planning: 2014-2018







PLANNING WORKSHEET

July 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 staff and funding constraints.

-  current year project
- completed projects

	Park Code	Budget Notes	General Notes
Ongoing Projects			
			in-house: staff time
			in-house: staff time
			in-house: staff time
			in-house: staff time
High Priority Projects (2014/2015)			
		\$141,036	2014 budgeted amount (includes \$54,750 Provincial Community Recreation Grant funding)
		\$5,000	2014 budgeted amount
		-	in-house: staff time
		-	in-house: staff time
		\$6,000	
		-	from 2014 signage budget (\$2,000)
2015		\$8,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Medium Priority Projects (2016/2017)			
2016/17		\$8,000	(\$2,000+\$8,000)
2016		\$20,000 - \$25,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)
2017		\$10,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Low Priority Projects (2018/2019)			
2018/19		\$20,000 - \$25,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)
2019		\$10,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Additional Project Suggestions			