

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 18, 2015  
7:00 PM

*(Cedar Heritage Centre)*

A G E N D A

PAGES

CALL TO ORDER

WELCOME NEW MEMBERS/INTRODUCTION

DELEGATIONS

*Motion to receive late delegation.*

MINUTES

3-6

Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held October 21, 2015

*Motion to approve Minutes.*

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

7

V.Sudaby, Cedar Skate Park Association to E. McCulloch, RDN, **Re: Picnic Table Donation**

8

H. King, RDN to K. St. Cyr, Cedar Family of Community Schools, **Re: 2014 Grant Application**

REPORTS

**PARKS**

9-16

Monthly Update of Regional and Community Parks and Trail Projects–Nov-Dec 2015

Nanaimo Bridge Crossing (verbal)

Beach Access Report (Commission)

**RECREATION**

Recreation Update (verbal)

-Cedar Sport Court

-SD 68

*Motion to receive Reports.*

## **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

### **NEW BUSINESS**

- |       |                                  |
|-------|----------------------------------|
| 17-21 | 2014 Accomplishments             |
| 22    | 2015 Budget                      |
| 23-36 | 2015 Recreation & Parks Workplan |
|       | Grant Committee Election         |
|       | BCRPA Symposium                  |

### **COMMISSIONER ROUND TABLE**

### **ADJOURNMENT**

*Motion to adjourn.*

### **NEXT MEETING**

**April 15,2015**  
**7:00pm**  
**Cedar Heritage Centre**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND  
CULTURE COMMISSION REGULAR MEETING  
HELD WEDNESDAY, NOVEMBER 19, 2014  
7:00PM  
(CEDAR UNITED CHURCH)**

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Bernard White  
Angela Vincent  
Andrew Thornton

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

**Regrets:** Eike Jordan  
Carolyn Mead  
Patti Grand  
Kerri-Lynne Wilson

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**CALL TO ORDER**

7:00pm - There was not enough members for a quorum. Commissioner White had advised he would be late so the committee waited for him to arrive so there was a quorum.

Chair McPherson called the meeting to order at 7:38 PM.

**MINUTES**

Chair McPherson noted the error in the roundtable comments that the Friends of Morden Mine did not contribute \$23,500 to the engineering study. The correct amount is \$1,000 from the Friends of Morden Mine.

MOVED Commissioner Vincent, SECONDED Commissioner White that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held September 17, 2014 be received as amended.

CARRIED

MOVE Commissioner White, SECONDED Commissioner Thornton that the Minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission Grant Sub-Committee ending October 8, 2014 via email be received.

CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

### **Grant Approvals**

MOVED Commissioner White, SECONDED Commissioner Vincent that the Electoral Area 'A' Grant-In-Aid application for Cedar Family of Community Schools be approved for a total of \$440.00 to purchase equipment for a community cooking bin.

CARRIED

## **COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner White, SECONDED Commissioner Fiddick that the following Communications/Correspondence be received:

T. Stone, Ministry of Transportation and Infrastructure to J. Stanhope, RDN Board, **RE: Playground Zone Signs**

D. Banman, RDN, to P. Sabo, School District 68, **RE: School District 68 and RDN Meeting**

CARRIED

## **REPORTS**

### **Monthly Update of Regional and Community Parks and Trail Projects–September 2014**

### **Monthly Update of Regional and Community Parks and Trail Projects–October 2014**

Ms. McCulloch was available to answer questions related to the monthly updates. There were no questions.

MOVED Commissioner Thornton, SECONDED Commissioner White that the Monthly Update reports be received.

CARRIED

### **Water Access Report/Priorities (*Commission*)**

Commissioners will introduce the project at the next meeting in February with the new commission members and will meet following that to make a more detailed priority list. The following potential priorities were discussed.

A20 – Driftwood Rd. (at Bostrom Rd)

- Nice pathway
- Cut back the bush and add a little culvert
- Make it more visible with a sign for public awareness. A standard MoTI post sign
- A permit to MOTI would be necessary

#10- Pylades Dr.

- Make a pathway down to the beach
- Already has a bench

Viewpoints for memorial bench areas:

- Cedar by the SEA
- Seaspray
- End of Barnes Road

## **Nanaimo River Pedestrian Crossing at MCRT Feasibility Study Report (For Information)**

Chair McPherson noted the costs included a fairly large contingency of 30%.

MOVED Commissioner White, SECONDED Commissioner Vincent that the Water Access and MCRT Feasibility Report be received for information.

CARRIED

## **RECREATION**

### **Planning Session Notes w/ Inventory List**

Ms. King gave an update of the tasks that staff were asked to do in the planning session. She noted that that there was correspondence to meet with the school district done and a brochure summarizing the grant criteria and application process was done up for distribution and copies given to the commission members to distribute. An invitation was extended to Arrowsmith Community Recreation Association and Gabriola Recreation Society to come and present on their experiences to the commission in April.

### **Facility Usage Survey RDN Board Briefing – School District 68 only - Nov 2010 Recreation Facilities and Sport fields Services Agreements Report- Nov 2012**

As this agreement is up for renewal in mid- 2015, it will be discussed in future meetings and this was a chance to review the history for future discussions.

MOVED Commissioner White, SECONDED Commissioner Vincent that the reports be received for information.

CARRIED

## **NEW BUSINESS**

### **Cedar Sport Court**

Chair McPherson updated that he had a phone call from Snuneymuxw First Nation and they noted they would be taking this proposal to the band council before Dec 19. They still are planning to take a trip up to Courtney and Campbell River to tour their recreation sport courts and Chair McPherson would attend as well and bring some photos back to the commission. He noted that the barrier for improving the court in the past was that the associated upgrade costs had been too high for the Snuneymuxw First Nations.

MOVED Commissioner Thornton, SECONDED Commissioner White that the Regional District of Nanaimo enter into a contribution agreement for up to \$120,000 of Electoral Area 'A' Community Works Funds with Snuneymuxw First Nation for the construction of a sport court, subject to the conclusion of an agreement between the two parties for long term community use.

CARRIED

### **Commission Applications/Renewals**

Chair McPherson noted there are two members not returning next year and 3 terms expiring. He hopes to encourage some applicants from other areas of the Electoral Area and hopes the others will reapply. Applications were distributed.

**IN CAMERA**

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

**TIME: 8:20pm**

CARRIED

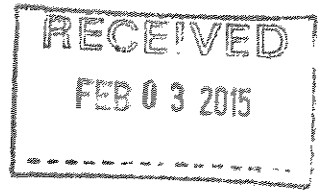
**ADJOURNMENT**

MOVED Commissioner Vincent that the meeting be adjourned at 8:22pm.

CARRIED

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*Chair*



Hi Elaine,

Sorry this has taken so long. It took me awhile to do the paperwork + to hear back from them that the Society was dissolved.

The table looks great. Please let me know when you have it installed.

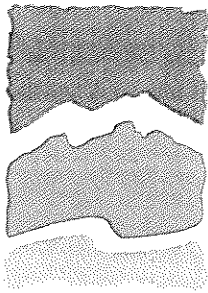
Please see enclosed a cheque for the picnic table for the Cedar Skate Park.

Thank you for doing this for the Cedar Skatepark Association.

Take care

Sincerely  
Uit Suddaly.

Cheque recieved: \$2,385.94.



REGIONAL  
DISTRICT  
OF NANAIMO

February 6, 2015

Cedar Family of Community Schools  
c/o Woodbank Primary School  
1984 Woodbank Road  
Nanaimo BC, V9X 1K6

Attn: Karen St. Cyr

Dear Ms. St. Cyr;

**RE: 2014 Grant in Aid Application**

On behalf of the Electoral Area 'A' Recreation and Culture Commission I am pleased to inform you that the Cedar Family of Community Schools grant in aid application has been approved by the Regional Board on Tuesday, January 27, 2015.

Enclosed please find a cheque in the amount of \$ 440.00 to help cover the cost of purchasing cooking equipment for the community cooking bin. These funds must be utilized as described in your application. Please note this money may not be used to for honorariums, wages, or consumable program supplies. As a condition of receiving these funds you are expected to submit a summary report within 60 days of the purchase of the materials (form attached and available online at [www.rdn.bc.ca](http://www.rdn.bc.ca)).

The Commission wishes you continued success in your endeavors and is pleased to be able to support the community recreation services the Cedar Family of Community Schools provides.

Yours in recreation,

Hannah King  
Superintendent of Recreation Program Services

2 Encl.

cc. Director A McPherson  
Board follow up, Legislative Coordinator

RECREATION AND PARKS DEPARTMENT

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Tel: (250)752-5014

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RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)



## Parks Functions Report

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**TO:** Tom Osborne  
General Manager of Recreation and Parks

**DATE:** January 23, 2015

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

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

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

### **Electoral Area Community Parks**

#### ***Area A***

Graffiti was cleaned off the skateboard park and wood debris was removed from the Nelson Boat Ramp.

Staff prepared and distributed the November 19<sup>th</sup> PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

#### ***Area B***

The Whalebone Community Parks received a cleaning up. Old wooden chairs and other debris were removed.

Staff prepared and distributed the November 4<sup>th</sup> Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff met with the consultant for the Huxley Park Master Plan to provide feedback and suggest revisions to the draft plan.

Staff corresponded with a representative from the Huxley Ball Hockey Association regarding options for upgrading/repairing the sport court.

Staff corresponded with a representative from the Gabriola Softball Association regarding a potential location of a playground at Rollo McClay Community Park.

#### ***Area C – Extension***

Staff coordinated draft design work with community members on commemorative park signs scheduled for installation in spring 2015.

Staff attended a pre-application meeting with a developer interested in rezoning and subdividing property in Extension; feedback was provided regarding potential parkland dedication/development opportunities.

***Area C - East Wellington/Pleasant Valley***

Staff met with Vancouver Island University Horticultural Program students to receive and provide feedback on their term project final presentations. Five groups presented their unique designs for the plaza and picnic area at Anders and Dorrit's Community Park.

***Area E***

Parks staff conducted a site visit to the parkland dedication at Oak Leaf Drive. The developer was advised of required modifications.

***Area F***

Meadowood Community Park: Volunteers worked with Pickles TimberWorks to install a timberframe picnic pavilion in the park. After the roof is installed in January, final RDN Building inspection will be scheduled. A \$3,000 donation was received from Coastal Community Credit Union toward the park development, as well as a \$250 private donation. A bike rack, a garbage can and 11 parking curbs were installed at the park.

Drainage issues at the Dashwood 2 Fire Hall were investigated. Parks staff will meet with the Fire Hall members and quotes for the work will be requested.

At Harris Crescent staff removed garbage and debris and carried out brushing and limbing of overgrown branches.

The ditch at the Errington Farmers Market was inspected and was modified during the December storm events. A fire pit was removed from the stage area.

Staff prepared a draft trail map sign for Malcolm Community Park.

Staff prepared and distributed the November 17<sup>th</sup> Area F POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff continued to provide support to the Silver Spur Riding Club for their Little Mountain Provincial Section 57 Trail application. Staff provided First Nations consultative advice.

***Area G***

Staff prepared and distributed the November 12<sup>th</sup> Area G POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff attended a meeting with RDN Planning and MoTI staff regarding the Earthbank rezoning application.

The trail and stairs at Miller Road Community Park were cleared of leaves and debris. A dead tree at Maple Lane Community Park was assessed and it was removed.

***Area H***

Staff installed a log retaining wall around the newly installed swing in Henry Morgan Park. The log wall retains the Softfall playground surfacing and kids can walk on the top of the logs. The playground surfacing was installed and the area made ready for use.

Staff worked with the Director, landowners and community volunteers on the development of local skills in map making in respect of non-RDN area trails. Volunteers were trained in the use of loaner GPS units.

New maps and direction signs were installed at Oakdowne Community Park and trees were removed across the trail. The post and regulation sign was re-installed.

A new directional sign for Wildwood Community Park was installed off the Highway 19A.

A new sign was installed at Deep Bay Community Trail and the trail cleaned of leaves and debris.

### **Miscellaneous**

Staff met with City of Nanaimo parks staff to review their "Volunteers in Parks" program.

Staff completed the 2015 POSAC meeting scheduling and venue booking.

### **Community Works Projects**

#### ***Area B***

Parks Staff met with two representatives from the MOTI to discuss preliminary feedback to the 85% design package for the Village Trail. MOTI would like to see any more engineering involvement in the design of the walls and guardrails that will be required. The civil and structural engineers on the project will be reviewing the design in detail following MOTI's input and will be engaged to ensure the final design conforms with MOTI's standards.

#### ***Area C - Extension***

At Extension Miners Community Park work continued on the landscaping around the new bridge. Large rocks were moved from the front of the park to an area close to the bridge and shrubs and trees were planted. Two sections of split rail fence were built and regulation and no trespassing signage was installed. A concrete pad was poured and a picnic table installed.

#### ***Area F***

Parks staff assisted with preparing the report to the Board regarding the purchase and moving of surplus portables from School District 69 to the School District lands adjacent to Meadowood Community Park.

#### ***Area G***

Parks staff continued to look at trail connections in the French Creek area between Wembley Mall and Oceanside Elementary School. Staff will be preparing a report for consideration by the Board that itemizes the trails and proposed costs, to be covered by Community Works Funds. The Ministry of Transportation has been requested to look at opportunities to improve Wembley Rd.

#### ***Morden Colliery Bridge***

Staff provided community members with information regarding a feasibility study for a bridge crossing over the Nanaimo River (and within the Morden Colliery Regional Trail corridor) which was approved by the Board in October.

### ***Regional Significant Gas Tax Project***

Consultants continue to finalize the E & N trail and drainage design. A meeting with residential stakeholders along a section of the proposed alignment was held to review the alignment. The option of locating the trail on a portion of their property, and the appropriate mechanism for doing so, is under consideration.

### **Regional Parks**

#### ***Arboretum***

Park staff removed a squatter's tent and belongings from site. Park staff filled in old soil test pits located in the research forest.

#### ***Arrowsmith CPR Regional Trail***

Park Staff conducted a site inspection at the trail head to look at options for the kiosk replacement. Parks Staff designed and produced a new trailhead sign to replace the existing sign on site. The information was updated and the GIS department prepared a new map. The sign will look similar to the trailhead kiosks located at other sites. Production is underway and installation will likely occur in the spring.

#### ***Beachcomber Regional Park***

A new kiosk was installed at the park entrance. A regulation sign was re-installed further down the trail. Garbage was removed from site. A restoration planting was completed for the area of the newly installed information kiosk.

Parks staff drafted a Terms of Reference for the first Management Plan for this regional park. The Terms of Reference will require Board approval to proceed. The intent is to prepare the management plan, including all associated public consultation, in-house by RDN staff. Specialized consultants in ecology and archaeology will be retained to provide preliminary baseline data for the park. It is anticipated that the management planning process will get underway in the spring of 2015.

#### ***Benson Creek Falls Regional Park***

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Staff redecked a couple of the bridges on the Weigles Rd. side of the park.

Parking patterns continue to be monitored at Jameson Road and the upgraded Creekside Place Community Park parking lot. Local residents continue placing NO PARKING flyers on vehicles still parking on Jameson Road. Staff responded to public inquiries about the new signs and are in discussions with MOTI and the RCMP regarding potential next steps for enforcement and towing.

#### ***Big Qualicum Regional Trail***

Park staff conducted trail inspections.

#### ***Coats Marsh Regional Park***

Park staff conducted park inspections.

#### ***Descanso Bay Regional Park***

Park staff conducted park inspections.

### ***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 removed fallen and hanging trees throughout the trails. Two new posts and trail directional signage were installed. Park Staff assessed a possible stair location in the park.

### ***Horne Lake Regional Park***

Park staff conducted park inspections and reviewed project progress.

### ***Lighthouse Country Regional Trail***

Parking lot upgrades were completed at the Lioness trailhead. Trail inspections were done on the main and north loop. Staff installed the new directional sign off the old Island highway for the north loop. The main trail and bridges were cleared of leaves and debris. Erosion caused by severe rain was repaired along the trail.

### ***Little Qualicum River Estuary Regional Conservation Area***

Park staff conducted park inspections. Under PUP, parks staff worked with BCCF, Qualicum Beach Streamkeepers and DUC to install deer fencing and 1,000 native plants at the Estuary over a 2-day period. Staff provided background information for a feature article written up in the Oceanside Star. DUC will prepare monitoring protocols for the project and BCCF will work with QB Streamkeepers to maintain the plantings over the first years. Fencing is to be removed by BCCF after plants reach above deer-browse height.

The Mid-Island Guardians were advised by RDN (in consultation with DUC) that the last installment (\$10K) will be dispersed after receipt of the Goose Strategy, which is anticipated by March 2015.

### ***Little Qualicum River Regional Park***

Parks Staff drafted a report on the current status of the bridge over the LQR, within the LQRRP. An engineering assessment will provide cost estimates for improvements to the bridge and recommendations on its repair or replacement. Park staff conducted ditch maintenance and repaired the culvert at the parking lot.

Park staff conducted park inspections and maintained trails.

### ***Moorecroft Regional Park***

Park staff conducted park inspections and maintained trails. Staff contracted repairs to the Caretaker House washroom. A dedication bench (Michael's bench) that broke loose from its foundation during the December king tides was rescued by Park staff. The family was informed and staff will re-secure the bench on higher ground at Cooks Point.

Coastal Animal Services continues to conduct regular off-leash patrols of the main trails of the park. Verbal warnings (3) and written warning notices (1) are now being issued. A dog brochure is being developed to further communicate the leash rule to visitors.

### ***Morden Colliery Regional Trail***

Park staff re-installed a post and no trespassing sign at the end of trail. The trail was cleared of leaves and debris. Park staff re-installed the fence and the bench at the Nanaimo River due to more erosion that occurred during high water events.

### ***Mount Arrowsmith Massif Regional Park***

Park staff conducted park inspections.

### ***Mount Benson Regional Park***

A contractor built the Old Road Loop Trail. Park staff conducted park inspections.

Staff continued to work with park partners NALT on a park conservation covenant. Legal input obtained by both RDN and NALT, and research into other covenants carried out. A revised draft was prepared and submitted to RDN lawyers.

### ***Nanaimo River Regional Park***

Park staff sprayed the newly planted trees with deer repellent. A new section of split rail fence was added to existing fence where the river bank is eroding.

### ***Parksville - Qualicum Links***

Park staff conducted trail inspections.

### ***Top Bridge***

Park staff conducted park inspections. Park staff installed a new post and signs up at the PV parking lot.

### ***Trans Canada Trail***

Park staff conducted trail inspections.

Staff continued to liaise with TCT BC representatives and neighbouring jurisdictions on signing the road portion of the route as concerns the 2017 25<sup>th</sup> anniversary goal to see the TCT connected across Canada in time for 150<sup>th</sup> anniversary celebrations.

### ***Witchcraft Lake Regional Trail***

Park staff conducted trail inspections.

### ***Fairwinds Lakes District - Regional Park Management Plan***

In November, staff coordinated the first Advisory Committee meeting, and the first Open House event, which included the revision of presentation panels by consultants, event promotion such as poster design and distribution, paper ad placements, social media updates, and the development of a project website and online survey.

In December, staff continued to work with project consultants on draft plan and public survey review, media updates and stakeholder consultation. A second Open House event is scheduled for March 2015.

### ***Miscellaneous***

Playground inspections were completed. Thin ice signs were installed at various Regional and Community Parks.

Staff continued to provide support to several in-camera land acquisitions for potential regional and community park.

Staff assisted the Ministry of Transportation and Infrastructure in their most recent examination of potential road development between Port Alberni and the Horne Lake area.

Staff updated the All Parks inventory, distributed it to other departments, and began work on parks statistics.

Staff posted invites to the Fairwinds Open House at various park locations throughout the district.

Staff liaised with Chief Recalma of the QFN regarding their assistance in confirming support for a heritage trail through Horne Lake by FN groups to the west.

### ***Bear and Cougar Awareness***

Many people understand they ought to be aware of cougars and bears while visiting RDN parks and trails. Some people however, do not realize they may encounter these animals while in our parks. Conservation and ensuring habitat protection is a high priority for all parks. In an effort to remind park visitors that they may see large wildlife while visiting parks, staff produced stickers that will be placed on existing kiosks and signs. A QR Code on the sticker will direct those who are interested to the RDN website to learn more and review typical recommended responses in the event of an encounter with either animal.

### ***2015 Budget Development***

Work continued on the 2015 budget. Meetings were held with the Electoral Area Directors and the budget revised accordingly.

### ***Park Use Permits and Events***

On December 14<sup>th</sup> the 115th Annual Christmas Bird Count was conducted at ERRP by volunteers and members of the Arrowsmith Naturalists.

Parks staff consulted with the Recreation Department in the development of new recreation programming in RDN Parks, to be delivered by RLC Park Services over a 3-year term. New offerings include Junior Ranger programs, teen trail running, birthday parties in parks, summer day camps and school field trip bookings. At no cost to the Parks Department, these new programs will more fully utilize regional parks such Moorecroft, Englishman River, Lighthouse Country and Big Qualicum Regional Trails.

Parks staff assisted RDN Recreation Department with the set-up of the annual Winter Wonderland at Oceanside Place.

### ***Website and Communications***

Staff compiled content and created a new webpage to remind park visitors that RDN Parks are home to bears and cougars. The website is linked to the stickers that will be located on existing kiosks and signs.

Parks staff prepared RDN community and regional parks promotional information for the Spring/Summer 2015 Active Living Guide.

Staff gave a presentation on RDN Parks at the regular November meeting of the Nanoose Naturalists.  
Staff briefed the new Nanoose Probus walking group on area trails and use of the RDN webmap.

**RECOMMENDATION**

That the Parks Update Report for November and December 2014 be received as information.



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Manager of Parks Services



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General Manager Concurrence



## RECREATION AND PARKS SERVICES

### *Recreation Program Services:*

- Provided registered programs to 4,692 participants including 2,074 preschool, children and youth in summer camps.
- Offered an expanded afterschool drop in sports program in Qualicum Beach that has been well attended.
- Offered extended (30 days) summer day camps for students during the provincial teachers' job action.
- Five Canada Summer Jobs students were placed with the department.
- Developed and launched the Grade Five Activity Pass and Grade Six Activity Card to help promote physical fitness in this age group.
- Developed and launched the Corporate and Volunteer Group Recreation Pass.
- Developed a Terms of Reference for the RDN Employee Wellness Committee.
- Continued active involvement and support of District 69 events including Qualicum Beach Day, Qualicum Beach Family Day, Kite Festival, Kidfest, Terry Fox Run, Youth Week, Hi Neighbour Day, Nanoose Family Day, Volunteer Week, and Storybook Village.
- Continued the Financial Assistance Program to enable low-income individuals & families to access facilities and programs. Over 153 households will receive subsidies by year-end totaling \$29,140 in access to department programs & facilities, the majority being for public swim admissions.
- Supported 35 recreation projects and initiatives through funding by the District 69 Recreation Commission's Community and Youth Grants, totaling \$47,720.
- Coordinated over 2,718 field bookings in District 69 with 138 field use contracts completed.
- Leaders In Training (LITs): 27 LITs were trained for summer leadership volunteer opportunities; LITs completed a total of 365 training hours, and completed 1,750 hours of volunteering in July and August.
  - LITs volunteered at five RDN summer programs- Storybook Village, Kite Fest, Kid Fest, Ocean
  - Mile Swim and Terry Fox Run.
- Year four of the implementation of the Youth Recreation Strategic Plan with:
  - Fourth year of financial support of free and low cost events at arena and third year at the aquatic centre;
  - Fourth year of Youth Recreation Advisors (YRAs). Representation comes from middle and secondary schools with ages of YRAs ranging from 11-18 years;
  - Third year of grant funding available to secondary schools. Grant deadline extended to early 2015 to give schools time to put together applications with the late start of the 2014/2015 school year. Youth Recreation Advisors review and approve applications;
  - Third year of grant funding available for rural organizations. Grant deadline extended to early 2015 to coincide with school grant applications. Youth Recreation Advisors review and approve applications; New drop-in, low cost and afterschool programming;
  - Second year of RDN Youth website and Facebook page;
  - First year Youth Programmer is chairing Youth Link and managing email information distribution for the Youth Link network.
- Final full year of agreement with Island Health – Integrated Health Network (IHN) to provide seated fitness programs to IHN (and public) clients. IH-IHN also sponsored their clients with two or more designated chronic illnesses with access to RON recreation services.
- Coordination of the 2nd annual celebration of Active Aging Week (September 22-27, 2014) with 28 advertised events hosted for free by 10 community partners: Island Health, VIU Centre for Healthy Aging and VIU Elder College, PGOSA, Qualicum Beach Seniors Centre, The Career Centre, ACRA, Hot n

Cool Yoga Club, Alzheimer Society, Nanoose Place, and Paradise Adventure Mini Golf.

- Founding member of Oceanside Health and Wellness (OHWN) Committee and began working with Island Division of Family Practice, Island Health and other OHWN partners on community health and wellness initiatives.
- Provided 1,100 hours of inclusion service to 26 participants.
- Completed the seventh year of recreation service delivery in EA 'H' working with the local elementary school, the Lighthouse Recreation Commission, and the Deep Bay Research Field Station. Supported local parent group offering sports programs. Hosted the first in a series of Park 'n' Play drop in community gatherings over the summer at the Henry Morgan Community Park.
- Active Living Guide - 15,000 delivered semi-annually by unaddressed ad mail; 18,500 produced twice per calendar year.
- Fifth year of the RON Performance Recognition Awards program which recognizes District 69 residents for outstanding achievement in athletics or arts.
- Implementation of Fees and Charges Bylaw for District #69 recreation facilities and programs.
- Continued support as a founding member of the Vancouver Island Sport Tourism Council and Oceanside Sport Tourism initiatives.
- Implement and complete capital maintenance projects as required and work with Cedar School and Community Enhancement Society (CSCES) on management of Cedar Heritage Centre.
- Completed new three year funding and service agreement with Gabriola Recreation Society.
- Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS).
- Completed five year rental agreement with SD#69 for dedicated RON recreation program space at the former Qualicum Beach Elementary School site.
- Completed feasibility study for Ballenas Track, now working on shelf ready plan with SO# 69 and local Track and Field Club.
- Developed and delivered annual planning session for Electoral Area 'A' Parks, Recreation and Culture commission members.
- Organized and delivered a tour of Woodbank and North Cedar Intermediate schools for Electoral Area 'A' Parks, Recreation and Culture commission members.
- Coordinated the official opening of the Cedar Skate Park.

#### ***Ravensong Aquatic Centre (Aquatic Services):***

- Continued operation of the Aquatic Centre and provided over 4,700 hours of use and 90,000 admissions for public sessions.
- Provided learn to swim programs for 2,140 children.
- Continued participation in the RON Asset Management Planning Group.
- Provided higher level aquatic leadership instruction to 203 learners.
- Aquatic programs that were offered and supported away from Ravensong, within the community, included Qualicum Beach Mile Swim, School Salmon Observation, Polar Bear Swim at Parksville Beach, various School District 69 outings to the beach, Horne Lake Summer First Aid, and Little Qualicum River Hatchery.
- Completed 2014 annual maintenance items during shutdown; sound system replacement, re-grout leisure tank, upgrade domestic hot water system, re-condition chlorine system.
- Commenced an aquatic safety audit of the Ravensong Aquatic Centre with the Lifesaving Society of BC/Yukon.
- Continued with facility and equipment preventative maintenance schedules and programs.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RON recreation facilities.

### ***Oceanside Place (Arena Services):***

- Developed and implemented additional programs designed to enhance hockey and skating skills through camps and programs for female hockey players, drop in hockey for youth, birthday parties for youth, and public skate sessions for adults.
- Continuing arena operation provided over 7,800 hours of arena use and over 21,000 people in attendance for public skating sessions.
- Extended Winter Wonderland and developed a New Year's event for the Community.
- Participated in the development of the Vancouver Island Sport Tourism Committee's bid for the 2016 National Women's U18 Hockey Championship.
- Participated in the RON Asset Management Planning Group.
- Continued with facility and equipment preventative maintenance schedules and programs.
- Upgraded the ice plant control system's hardware and software.
- Continued to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RON recreation facilities.
- Continued to host local and regional tournaments involving youth, adults and seniors.
- Continued with the development of year two of the vending agreement with Complete Vending, in accordance with the Healthy Food and Beverage Initiative.
- Implemented training sessions for use of PAD (AED) for public user groups.
- Completed advertising updates for facility advertising and Zamboni advertising agreements.
- Enhanced facility concession services by establishing a seating area and in accordance with the Healthy Food and Beverage Initiative.
- Completed a three phased review and update for facility signage.
- Completed capital projects for lighting replacement, boiler replacement and water treatment.
- Provided a report to the District 69 Recreation Commission and the RON Board regarding the implications the changes to the City of Parkville's permissive tax bylaw will have on the Parkville Curling Club and District 69 Arena.
- Completed a building assessment on the D69 Arena and assisted the Parkville Curling Club in implementing recommendations.

### **Parks Services:**

- Development of the Park and Trails Guidelines.
- Permit applications were processed and issued for community events, tours, and commercial filing for parks and trails system.
- Lease for new Parks Operations Building negotiated and signed.
- Completed maintenance, safety inspections, cleanup, and repair of all Community and Regional Park sites.
- Continued working with partners, operators, contractors and caretakers to deliver parks services.
- Continued to respond to requests for information and support from Committees, RDN Board, other local governments and residents.
- Assisted in the completion of the RDN Asset Management report.
- Developed the preliminary 2015 Budget.
- Park Assessments:
  - Completed assessments, meetings, reports and negotiations for potential parklands in various Electoral Areas;
  - Negotiated a Licence of Use for Meadowood School Site;
  - Negotiated a Licence of Use for French Creek School Site.

### ***Community Parks:***

- Completion and opening of the Cedar Skate and Bike Park (EA A).
- Development of Community Parks and Trails Strategy for Board approval in 2014 (EA's E,F,G,H).
- Repairs completed to the edge of the Nelson Road Boat Launch (EA A).
- Whalebone Community Park clean and reclaim of entrances completed (EA B).
- Old wells at Whalebone Community Parks were decommissioned (EA B).
- Completed berm around Rollo Water Reservoir (EA B).
- Completed agreement and gate install at 707 Community Park (EA B).
- Worked with GALT to install a new trail in Cox Community Park (EA B).
- Preliminary design completed for the Village Trail (EA B).
- Completed a building assessment of the Extension School (EA C Extension).
- Worked with the community to install a covered bridge and trail in Extension Miners Community Park (EA C Extension).
- Completed a community consultation at Anders Dorrit Community Park (EA CEW/PV).
- Completed assessment of roadside trail options along Jingle Pot (EA CEW/PV).
- Completed drainage improvements and plantings at Errington CP (EA F).
- Completed the detailed design, tender and install of an adventure playground and sport court at Meadowood Way Community Park (EA F).
- Completed assessment of roadside trail options in French Creek (EA G).
- Completed swing install at Henry Morgan Community Park (EA H).
- Assisted volunteers to clear the Essay Road Trail (EA H).
- Assisted volunteers with GPS work on Area H Trails (EA H).
- Completed a funding agreement for Lighthouse Centre Capital Upgrades (EA H).
- Installed signs in Oakdown Community Park (EA H).
- Installed ramp to beach at Shoreline Drive Beach Access (EA H).
- Ongoing support to Community Park Advisory Committees (all EA's).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EA's).

### ***Regional Parks and Trails:***

- The Regional Parks Brochure was updated, printed and distributed.
- Beachcomber:
  - kiosk designed and installed.
- Benson Creek Falls Regional Park:
  - the Management Plan was completed for Board approval in January;
  - Designed and installed parking upgrades at Jamison Road;
  - Park lease renewal negotiated for 30 years.
- Coats Marsh Regional Park:
  - the flood mitigation berm was completed and a new pond leveler was installed.
- Descanso Bay Regional Park:
  - completed projects include road and campsite upgrades.
- E&N Trail:
  - Preliminary assessments completed;
  - applications made to MOTI and ALR;
  - design completed to 50%.

- Fairwinds- Lakes District Regional Park:
  - concluded park dedication phasing and development agreements as part of rezoning of the Fairwinds Lakes District Lands;
  - commenced the development of the Parks Management Plan for the Regional Park per the Phased Development Agreement with Fairwinds;
- Horne Lake Regional Park:
  - new generator was purchased and installed;
  - completed projects include new road and campsite development, campsite upgrades, caretaker house repairs, trail signage;
  - highway signs and the Horne Lake Road directional signs were replaced.
- Lighthouse Country Regional Trail:
  - completion of staging area at Lighthouse Community Park Entrance;
  - interpretive signs developed and installed.
- Little Qualicum River Regional Park:
  - bridge assessment and legal advice obtained for transfer of easement back to the RDN;
  - ATV control and signage installed.
- Little Qualicum River Estuary Regional Conservation Area:
  - continued working with partners on invasive plant removal; worked with partners to install three plant enclosures.
- Morden Colliery Regional Trail:
  - report and assessment on bridge options over the Nanaimo River was completed;
  - completed repairs and upgrades to the Thatcher Creek Bridges.
- Moorecroft Regional Park:
  - trails upgraded;
  - boat house roof replaced;
  - completed building assessment of Kennedy Hall;
  - renovated the bathroom in the caretakers house;
  - arranged for animal control to visit the park to help with dog off leash issues;
  - installed trail signage.
- Mount Benson Regional Park:
  - the Witchcraft Lake Trail Agreement yearly report was completed;
  - the emergency access road was upgraded;
  - trails in park were developed and upgraded.
- Nanaimo River Regional Park:
  - removed broom and planted 100 new trees.
- TransCanada Trail:
  - trail realigned after consultation with equestrian group and land owners;
  - licence renewal completed.
- Park Assessments:
  - completed three assessment and Board reports for regional parkland.

# RDN Electoral Area 'A' Community Parks

## 5-Year Project Planning: 2014-2018

### PLANNING WORKSHEET

February 2015

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 budget & staffing resources.

- ⚙ current year project
- ★ maintenance item

	Park Code	Budget	Budget Notes	Notes
<b>Ongoing Activities</b>				
				Administrative support for PRC Commission
<b>High Priority Projects (2015/2016)</b>				
⚙	Cedar Skate Park: install picnic table	A-15	\$2,300	2015 budgeted amount funds provided by Cedar Skate Association - donation of \$2,386
⚙	Cedar Plaza: Kiosk construction c/w interpretive signage; replanting; benches	A-6	\$40,000	2015 budgeted amount \$22,331 - funds provided by developer as condition of rezoning; \$2,500 - funds provided by developer-cash in lieu of benches; \$15,000 from Regional Parks & Trails
⚙	Water Access (MoTi undeveloped roads) assessment & upgrades - by Commission	n/a	\$5,000	2015 budgeted amount as per recommendations made by the Commission in 2015
⚙ ★	Maintenance Contracts:			actual costs TBD
	Cedar Plaza	A-6	\$8,500	2015 budgeted amount \$4,500 from Community Parks budget, \$4,000 from Regional Parks budget; actual costs TBD
	Thelma Griffiths	A-11	\$8,500	2015 budgeted amount actual costs TBD
	Skate Park	A-15	\$8,500	2015 budgeted amount actual costs TBD
	Trail Planning (MOTI undeveloped roads) assessment - by Commission			
<b>Medium Priority Projects (2017/2018)</b>				
	Quennell Lake Car Top Boat Launch: dock	BA-58	\$15,000	order of magnitude cost estimate; not based on official estimate
	Nairne Rd. to Morden Colliery Regional Trail Connection		\$5,000	trail already constructed, requires legal R.O.W.
<b>Low Priority Projects (2019/2020)</b>				
	Macmillan Rd to Woodridge Rd: boardwalk connection	A-10; A-13		
	Kipp Rd: development of public access points and a trail network	A-9		planning to wait until there is a development application on adjacent lands (City of Nanaimo)
	Whiting Way CP: park master plan (trail connections)	A-12		potential connection to Yellowpoint Ecopark (CVRD)
	Thelma Griffiths: design & installation of historical signage	A-11		staff to follow up with SWACA; if not interested in the project remove from project list
	Property Assessment for Acquisition #1 (in camera item)			
<b>Additional Project Suggestions</b>				
	Community Trail development in South Wellington			commission members to investigate
	Parkland acquisition or lease for Cassidy			
	Roadside trail development as per 2009 Active Transportation Plan			Investigate grant opportunities - Holden Corso may be a priority
	Trail acquisition-western edge of York Lake			Re. Cedar Main Street Town Center Plan
		Completed cost		
<b>Completed Projects</b>				
2014	Cedar Skateboard Bike Park: grand opening	A-15	-	
2014	Cedar Skatepark: construction	A-15	\$590,000	based on grant amount
2014	Property Assessment for Acquisition #4 (in camera item)			
2013	Cedar Skatepark: construction drawings (to 100%) & tender		\$31,228	
2013	Property Assessment for Acquisition #3 (in camera item)			
2013	Property Assessment for Acquisition #2 (in camera item)			
2012	Quennell Lake car top boat launch		\$5,671	Total cost: \$30,483 (contributions: MFLNRO \$21,812; Mid-Island Castaways Fly Fishing Club \$1,000; community member \$2,000)
2012	Cedar Skateboard Bike Park: grant application		\$0	
2012	Cedar Skateboard Bike Park: construction drawings (to 85%)		\$21,228	these funds came from the \$139,000 reserve fund previously set aside for skateboard bike park
2012	Cedar Skateboard Bike Park: detailed geotechnical report		\$5,000	
2012	Cedar Plaza: Kiosk (tipple) concept & construction drawings	A-6	\$1,080	
2012	Pebble Beach BA: MOT lease; porta potty, g.can & dog sign	BA-6	\$7,205	

## RECREATION AND PARKS SERVICES

### WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Completed
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Recreation and Parks Service Area will participate in the review	June 2015	-	Ongoing.

### 2014

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Parks Operations Building	Secure site, building and yard for Parks Planning and Operations staff and equipment	<del>June</del> <del>Sept</del> <del>Dec</del> Mar 2015	-	Site secured and approved by Board. Lease signed. Building under construction. Move date to Jan due to construction delays.
Donation Program	Complete the Parks Donation Policy	<del>Nov</del> Mar 2015	-	Delayed by staffing issues.
Asset Management	Work with consultants on review of asset management program	July	✓	Complete.

### 2015

<i>All Parks Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Website Upgrades	Assess web pages and continue to create pages to provide timely information to residents	ongoing	+	
Parks Maintenance	Continue with park and infrastructure inspections and maintenance programs	ongoing	+	

Parks Services	Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services	ongoing	+	
GIS and Mapping	Continue to work with GIS staff to map trails and facilities and update the RDN mapping system	ongoing	+	
Invasive Plant Program	Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans	ongoing	+	
First Nations identification on signs	Work with First Nations to determine how to proceed for both Regional and Community Park Signage	2015	+	

## 2014

<b>Community Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy	<del>Nov</del> June 2015	+	Underway.
Community Park signage	Increase signage in developed parks	<del>Dec</del> Feb 2015	-	Delayed due to staff resources.
Beach access and undeveloped road Right-of-Ways (EA A)	Work with committee to create plan for development	<del>May</del> Sept Mar 2015	-	Commission working on Plan. Committee continues to work on plan.
Nelson Road boat launch (EA A)	Repairs to edge of ramp	<del>July</del> Oct Dec	✓	Complete.
Huxley Community Park Plan (EA B)	Completion of park development plan	<del>Apr</del> July <del>Jan</del> Mar 2015	-	Topographic's Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Spring 2015.



Village roadside path (EA B)	Design and costing for tender of multiuse path	July <del>Dec</del> Mar 2015	-	Topographic's Landscape Architecture retained and work underway. Plan forwarded to MOTI for review. Final drawings and costing being prepared. MOTI has asked for Engineered drawings for some sections of trail and Engineer review of the project.
Whalebone Community Park clean-up & reclaim entrances (EA B)	Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase	Oct	✓	Complete.
Rollo McClay Community Park water reservoir upgrades (EA B)	Complete berm and seed	Apr	✓	Complete.
707 Community Park gate (EA B)	Create agreement with landowner and install gate	June	✓	Complete.
Honeysuckle Trail (EA B)	Work with GALTT & MOTI on trail permit & development	<del>Oct</del> Feb	-	Staff have GPS'd route to determine if the trail is on MOTI land.
Decourcy Drive Stairs – MOTI (EA B)	Submit a permit to MOTI to construct stairs		✓	Complete.
Extension School (EA C)	Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission	Nov	+	Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept.
Extension Miners Community Park bridge and trail (EA C)	Complete design and install bridge and trail	July <del>Dec</del> Mar 2015	-	Bridge completed. Trail design is completed and installation is almost complete. Stairs in the park will be built by community volunteers in the spring.
Jingle Pot roadside path (EA C EW/PV)	Design and Costing for Tender of multi-use path and/or expanded roadside	July 2015	✗	Meeting with neighbours taken place and meeting with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. Letter sent to MOTI asking them to expand the road shoulder along the road.
Andres Dorrit community consultation (EA C EW/PV)	Complete the community survey; compile and assess results	Jan	✓	Survey completed.
Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV)	Complete studies and designs as determined through the community consultation process	<del>Nov</del> Jan 2015	-	Report prepared for the June POSAC meeting and decision is to remove house. Staff are reviewing options for removal for the October POSAC meeting. House will be removed in Jan

Blueback Community Park development (EA E)	Complete planning process and develop Phase I	Dec Mar 2015	-	Draft plan was presented to POSAC and changes are being incorporated into the plan.
Meadowood Way Community Park development (EA F)	Complete design, tender and install	July Sept	✓	Complete. Opening to be held in Spring.
Errington Park upgrades (EA F)	Work with community to upgrade park for the 100 year anniversary	Nov	✓	Meeting held with Errington War Memorial Society members to review upgrades to the park. 2014 work completed
Errington Community Park (EA F) operator agreement	Complete the agreement with the Errington Hall Society	Apr Dec Mar 2015	-	Delayed due to staff resource issues.
Malcolm Park signage plan (EA F)	Create a signage plan and install	Sept Jan 2015	+	Staff assessing trail head access and signs for trails are being ordered. Trails GPS'd and signs will be installed in Jan.
Columbia Beach well capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	Sept Nov Feb 2015	-	Lee Rd wells added to the list. Locations need to be verified to confirm which wells are on RDN land.
Little Qualicum Hall upgrades (EA G)	Develop multiyear plan for hall repairs and proceed on priority items	Dec	✗	Staff investigating funding options. Community Work Funds available but POSAC would like funds to be raised by the community. Staff to revisit in September 2015.
Wembley Road roadside path (EA G)	Design and costing for tender of multi-use path and/or expanded roadside	Dec 2014	✗	Discussions and site visit with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI.
Henry Morgan Community Park Phase II (EA H)	Install swings and porta potty	July Oct	✓	Complete.
Essary Trail development (EA H)	Work with volunteers to complete the trail	May	✓	Volunteers cleared trail. Signs installed. Complete.
Agreement Lighthouse Community Park (EA H)	Complete agreement for park management with the Lions Club	Apr Dec	-	Delayed due to staff resource issues.
Oakdowne Community Park signs (EA H)	Install signs as per plan	Mar June Oct 2014	✓	Complete.
Shoreline Drive stairs (EA H)	Install new stairs	Apr July 2014	✓	Complete.
Lighthouse Centre Capital Upgrades and Maintenance Funding	Complete a funding agreement with the Lighthouse Community Centre Board	Oct 2014	✓	Capital Plan received from the Lighthouse Community Centre Board. Drafting contract. Funding approved by RDN Board. Contract sent for signature.

## 2015

Community Parks & Trails Services	action	due date	progress	comment
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	Mar 2015	-	Delayed due to staff resources.
Contract Management	Renew and manage contracts for park's maintenance	ongoing	+	New mowing contracts issued.
Village roadside path (EA B)	Trail Construction	2015	+	
Skateboard Park Site (EA B)	Locate site for future skateboard park	2015	+	<i>Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtaining permission at the fire hall. Search for a new site will take much longer.</i>
Mudge Island beach access development – Phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	Sept Nov TBD 2015	-	Davidson Bay site design underway. Archeological review required. Project commencement dependent on findings.
Decourcy Drive Park (EA B)	Create a trail and lookout in parkland	TBD New	+	Timing of project to be determined by POSAC through the five-year project plan.
Joyce Lockwood Lease renewal	Renew Existing lease	May 2015	+	Waiting for documents from the Province.
Arrowsmith Community Trail (ACT) next phase (EA F)	Plan and develop next phase of trails	2015	+	Costing underway for next phase of development. Small group from POSAC working on priorities and standard of development
Land agreements ACT trails (EA F)	Complete agreements with private land owners	Feb Oct 2015	-	Work delayed due to staff resource issues. Now part of Arrowsmith Community Trail project.
Meadowood Portable	Report on acquiring and placement of portable in vicinity of park	New	+	Initial discussion with SD 69 taken place on securing and moving a portable to site. Report being drafted for Jan Board. Relocation and upgrading of portable project to commence following Board approval.
French Creek Paths and Trails	Design and construct trails and paths in undeveloped Road Right of Ways.	Dec 2015	+	

Oceanside Cycling Coalition (EA G)	Attend meetings with local community groups for Active Transportation	ongoing	+	
Water access planning (EA H)	Work with POSAC to prioritize & implement first phase	Sept 2015	+	First Phase signage will be installed in 2015.

## 2014

<b>Regional Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Brochure	Complete the design; print and distribute copies	Feb 2014	✓	Complete.
Goose control	Continue to monitor and review progress of the Guardians of the Estuary	<del>Sept</del> Mar 2015	+	Waiting for report from the Guardian of the Estuary group
Morden Colliery Regional Trail Lease	Work with Province to upgrade and renew the lease	<del>Sept</del> Apr 2015	-	Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province. Next step is to consult with First Nations.
Morden Colliery Regional Trail bridges	Repair and upgrade Thatcher Creek bridges	<del>May</del> Aug	✓	Complete.
Lighthouse Country Regional Trail Staging Area	Completion of staging area at Lighthouse Community Park entrance	Sept	✓	
Lighthouse interpretive signs	Produce and install signs	<del>Apr</del> July	✓	Signs ordered and will be delivered mid-June.
Benson Creek Falls Mgmt. Plan	Complete management plan	Jan	✓	Plan adopted by Board Jan 28/14.
Benson Creek Falls Regional Park	<ul style="list-style-type: none"> <li>Geotechnical study for placement of stairs to Ammonite Falls</li> </ul>	<del>May</del> July May 2015	-	Delayed waiting for decision from province on early lease renewal. RFP under development.
	<ul style="list-style-type: none"> <li>Design and install stairs to Ammonite Falls</li> </ul>	July 2015	+	Due to change in capital budget, design will be done in 2015 and build/install will follow.
	<ul style="list-style-type: none"> <li>Design &amp; install parking upgrades at Jamison Road</li> </ul>	<del>Apr</del> June	✓	Work completed September.
Descanso Regional Park upgrades	Campsite and road improvements	<del>May</del> Oct 2014	✓	Underway. Off season work now underway.

Englishman River Regional Park trail development	Trail upgrades and installation of directional signage	<del>Oct</del> Mar 2015	✓	Underway.
Horne Lake Boat Launch Upgrades	Repair and upgrade boat launch	<del>May</del> Oct 2014	✓	Delayed due to budget review and adoption. Further delay due to the high level of the lake. Water levels to remain high for the next year. No repairs needed if the water level is high.
Horne Lake generator	Replacement of generator	Apr	✓	Complete.
Horne Lake Regional Park facility upgrades	Upgrade and relocation of campsites per concept plan	Dec	✓	Complete.
Moorecroft Regional Park - trail upgrades	Update and improve accessibility to sections of trail system	July	✓	Complete.
Moorecroft Regional Park - facility upgrades	Boat house roof replacement and Kennedy Hall upgrades	Oct	X	Completed boat house roof. Assessment completed for Kennedy Hall upgrades. Kennedy Hall moved to future year. Washroom for 2015.
Moorecroft Regional Park - dog issues	Work with bylaw to create a strategy for dog management	<del>May</del> <del>Aug</del> <del>Nov</del> Mar 2015	-	Delayed due to staff resource issues. The park is now patrolled by animal control and staff have the ability to issue warning tickets. Pamphlet under development.
Mount Benson covenant	Work with NALT to complete the covenant	<del>June</del> <del>Sept</del> <del>Nov</del> Apr 2015	-	Delayed due to staff resource issues. Staff have met with NALT and have the draft covenant. A review of the management plan is now required.
Nanaimo River Regional Park - facility upgrades	Upgrade stairs to river	Nov	X	Not proceeding due to environmental constraints.
Nanaimo River Regional Park - invasive species	Removal of invasive species at park	Nov	✓	Complete.
Morden Colliery Mine tipple	Funding to society for engineering report for the tipples restoration	April	✓	Study complete.
TransCanada Trail	License renewal with Island Timberlands	July	✓	Complete.
TransCanada Trail	Realign portion of trail for improved accessibility for equestrians	July	-	Agreement in place with Island Timberlands. Waiting for approval from Province for realignment of section through crown land. Now need to get an exemption for Ministry of Environment. Waiting for the exemption approval.
Morden Colliery Trail Bridge (EA A)	Design and costing for tender of multiuse bridge over Nanaimo River	June 2015	+	Herold Engineering retained Mar 11/14 to perform work. Report on bridge options was advanced to RPTSC and EA A PRC for comment in October. Board approved design Nov. Trail design underway.

## 2015

<b>Regional Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Park Warden Program	Continue to work with volunteers	ongoing	+	
Caretaker Agreements	Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks	ongoing	+	
Operator Agreements	Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks	ongoing	+	
Partnerships	Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRERCA, ERRP, CMRP and MRP	ongoing	+	
Regional Park signage	Install signs and kiosks as per budget plan	Jan 2015	-	Beachcomber kiosk installed. CPR Trail kiosk to be installed by mid Jan.
Management Plan renewals	Create a plan and strategy to review and update plans	<del>Oct</del> Sept 2015	-	Delayed due to workload. Underway
E&N Rail Trail (Coombs to Parksville to French Creek)	Design, including preliminary studies, survey and public consultation	<del>Jan</del> Apr 2015	+	RFP issued and Koers Engineering selected. Work is underway.
E&N Rail Trail (Parksville to Coombs)	Tender and construction of trail	Summer 2015	+	
E&N Rail Trail (Parksville to French Creek)	Tender and construction of trail	Summer 2016	+	
Benson Creek Falls access	Work with woodlot manager and province on the trail selection and agreement	Feb 2015	+	Waiting to receive paperwork from province. Verbal agreement reached.
Benson Creek Falls licence	Work with province to explore early renewal	Mar 2015	+	Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years. Payment made. Staff waiting on official paperwork.
Fairwinds Regional Parks Management Plan	Development of Management Plan	June 2015	+	Planning commenced Sept. Urban Systems retained. 1 <sup>st</sup> Open House completed.

Little Qualicum River Regional Park Bridge	Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river.	Dec	+	Met with lawyer and received direction on legal process and associated implications of taking over the bridge. Board report for Feb RPTSC completed.
Little Qualicum River Estuary	Continue to work with partners on invasive plant removal and upgrades to the fish channel	ongoing	+	
Regional Park Zoning	Work with Planning Department to rezone parks.	2015	+	
Top Bridge Trail Upgrades	Work with City of Parksville to Upgrade facilities	TBD	+	Meeting to be held to determine timeline. Parksville is currently undertaking the upgrades.

## 2014

<i>Recreation Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Fees and Charges	Complete annual revenue of fees and charges related to recreation services and create bylaw	May July 2014	✓	
Membership Pass Program	Expand existing Active Living Card to include options for corporations and organizations	April June 2014	✓	
Grade Five Activity Card and Grade Six Activity Pass	Created Grade Five Active pass and Grade Six Activity Card to promote physical activity	June 2014	✓	
Electoral Area 'A'	Recreation Facility feasibility and program inventory through EA 'A' Parks, Recreation and Culture Commission	Ongoing into 2015	+	Possible use of SD#68 or alternate property use. Woodbank Elementary and North Cedar Intermediate schools were toured by Parks, Recreation and Culture Commission and Recreation staff. Also see "School District 68 Facilities".

## 2015

<i>Recreation Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
2006 D69 Recreation Services Master Plan  2007 Electoral Area 'A' Master Plan	Review and compare applicable recommendations that may have an impact on 2014	Ongoing into 2015	+	Youth Strategic Plan, Parks programming, SD#69 partnerships, developing community recreation program space.

Asset Management	Participate in RDN Asset Management working group	Quarterly into 2015	+	Staff attended workshop and best practices sessions May 16 and 30. Phase I complete moving to Phase II upon Board approval in 2015.
Website	Review Recreation Services presence on RDN website	Ongoing into 2015	+	Ongoing, will develop a phased approach to changes that may occur prior to OER being complete.
Safety	Staff re-familiarization on safety plan manuals and emergency preparedness	Apr 2015	+	Ongoing and will further develop as per final OER recommendations.
Sport Tourism	Aid in the implementation of the joint communities plan to promote sport tourism as per the 2011 Advanced Sport Tourism Workshop	Ongoing into 2015	+	See comments under Oceanside Place – Sport Tourism.
School District 69 Facilities	Keep apprised of SD#69 school closure process and if directed by Board meet formally on opportunities.	Ongoing into 2015	+	Secure portables for Meadowood Community Centre to be temporary placed on licensed SD#69 property next to Meadowood Community Park. Work with SD#69 in repurposing French Creek Community School grounds and facility. Work with Corcan Meadowood Residents Association on operating agreement of Meadowood Community Centre.
School District 68 Facilities	Keep apprised of SD#68 school closure process and if directed by Board meet formally on opportunities.	Ongoing into 2015	+	Attempting to schedule a meeting with SD#68 staff on: 1) Cedar Heritage Centre land lease (expires 2020) and Cedar Heritage Centre lease with CSCES (expires 2015) 2) SD68 plans for school facilities in the communities of Cedar, South Wellington 3) Safe walk routes 4) Sport court project with SNF and Cedar Ball Hockey Association 5) Community School Co-coordinator's role in community recreation programming 6) Extension school upgrade 7) Field development around Cedar Elementary
Electoral Area 'A'	Recreation Facility feasibility and program inventory through EA 'A' Parks, Recreation and Culture Commission	Ongoing into 2015	+	Community Works Fund project - Snuneymuxw First Nations Sport Court - EA A.
Computerized facility booking and program registration software update	Existing system no longer supported as of 2016. RFP for replacement system	Feb 2015	+	RFP complete, award pending and finalized in early 2015.




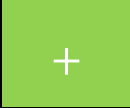

## 2014

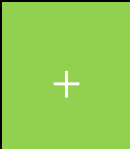



<i>Ravensong Aquatic Centre</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility Maintenance – Capital	Implement and complete maintenance capital plans	Sept 2014	✓	Complete.
Ravensong Aquatic Centre Land Lease	Work with Town of Qualicum Beach on renewal of the land lease occupied by Ravensong Aquatic Centre.	2015	-	Awaiting Town of Qualicum Beach's response on renewal of lease.
Facility Services	Continue to update and develop facility signage	Sept 2014	✓	Complete.

## 2015

<i>Ravensong Aquatic Centre</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	Quarterly	+	
Aquatic Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of aquatic services	Ongoing	+	Anticipated specific recommendations may come from OER. Two permanent part time positions combined into one FTE.
Pool Audit	Lifesaving Society to review pool protocols/procedures	Dec and into 2015	+	BC/Yukon Lifesaving Society audit completed December 2014. Recommendations to be reviewed with implementation 2015.
Mechanical Systems Optimization Review	Verification review of upgraded mechanical systems to ensure operating at optimal levels	Feb 2015	+	Specific to RAC solar energy system. Feasibility of photovoltaic opportunities.
Business Plan Metrics	Continue to focus on revenue generating opportunities, new programming and partnerships	Ongoing	+	
Business Plan Metrics	Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage.	Ongoing	+	
Business Plan Metrics	Maintain and work to enhance marketing strategies to increase participation rates (e.g. MS Society, VIHA, schools, business, community events)	Ongoing	+	
Recreation Facilities Sustainability Strategy	Continue to coordinate with Energy and Sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	Quarterly	+	Report to next CCAF meeting to include potential projects: D69 Arena (Curling Club); RAC mechanical Systems Optimization Review; OP electrical upgrade; electric ice resurfacer; OP heat recovery; RAC photovoltaic opportunities.

<i>Oceanside Place</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Sport Tourism	Maintain and increase if possible sport tourism initiatives related dry and ice use. Continue to encourage and promote nine sport tourism related events of Oceanside Place	Ongoing	+	Vancouver Island Skate International, hockey tournaments (adult minor), Generals hockey camp, female hockey camp, National Women's U18 Hockey Championship.
Sport Tourism	Participate in VISTC bid for the 2015 or 2016 National Women's U18 Hockey Championship	Sept 2014	✓	Bid submitted and anticipate an announcement from Hockey Canada in 2015.
Arena Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of arena services	ongoing	+	Anticipated specific recommendations may come from OER.
Business Plan Metrics	Continue to focus on cost reduction and revenue generating opportunities in programs and services	ongoing	+	
Business Plan Metrics	Increase the number of dry floor activities & events during the shoulder season (increase the utilization of dry floor use to 20% or 1,264 hours of use)	ongoing	✓	Roller derby, great garage sale, health humongous feasibility, lacrosse tournament, 2014 BC Summer Games lacrosse, Pickleball, 2015 Quilt Show.
Facility Maintenance - Capital	Implement and complete maintenance capital plans	Nov 2014	✓	
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	quarterly	+	
Facility Services	Continue to update and develop facility signage	Sept 2014	✓	
Recreation Facilities Sustainability Strategy	Continue to coordinate energy and sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	quarterly	+	Report to CCAF next meeting to included potential projects; Cedar Heritage Centre, D69 Arena (curling club), RAC Mechanical Systems Optimization Review results, OP electrical upgrade, electrical ice resurfacer (Zamboni ) feasibility.

District 69 Arena (Parksville Curling Club)	Work with Club on options to reduce/remove the tax assessment. Provide to RDN Board staff report related to resolution #14-264.	Sept		That staff prepare a report on the impacts the Parksville Curling Club and the District 69 Arena facility is facing with the reduction and removal of the Permissive Tax Exemption by the City of Parksville for the leased parklands, and to provide options that will ensure the club and the regional district facility can be sustained in the long term.
District 69 Arena (Parksville Curling Club)	Provide to RDN Board staff report related to resolution #14-2742	2016		That the Regional District consider alternative facility uses for the District 69 Arena and associated costs as part of the 2016 Recreation Services Master plan process for District 69.
District 69 Arena (Parksville Curling Club)	Related to resolution #14-2741	April 2015		That the Parksville Curling Club continue with capital plan responsibilities as per the existing lease agreement and staff be directed to review funding options, including grants, to replace systems and upgrade the facility to continue as a curling club.

<i>Recreation Program Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Facility Maintenance – Cedar Heritage Centre	Implement and complete capital maintenance projects as required and work with CSCES on management of building	ongoing		
Contract Services	Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS)	Ongoing		GRS contract renewed.
Business Plan Metrics	Continue to respond to D69/EA 'A' Commissions, RDN Board, industry, innovation and community direction in the area of recreation services	ongoing		Related to “SD#68 Recreation Facilities” and “Electoral Area A” items listed above under “Recreation Services”.
Business Plan Metrics	Ongoing assessment of program evaluation to ensure program offerings are relevant, accessible and needed within District 69 - match relevant program services to the needs and wants of the community (school enrollment, demographics, Recreation/RDN Master Plans)			Golf and parks programming RFPs issued and awarded.

Business Plan Metrics	Promoting benefits of programs & events that align with Active Aging, Canadian Physical Activity, Sport 4 Life guidelines, RDN Employee Wellness Program		+	
Youth Recreation Strategic Plan	Year 4 implementation of recommendations from 5 year Youth Strategic Plan (2011-2015):	ongoing	✓	Includes the implementation of Youth Art program, delivery of developmental asset programming.
Ballenas Track resurfacing and Multiplex	Work with SD69 and OTF on Board per Resolution # 14-260-264	Dec-2014 March 2015	-	<ol style="list-style-type: none"> <li>1) That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.</li> <li>2) That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund.</li> <li>3) That the Regional District, School District #69 and Oceanside Track and Field Club prepare Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School.</li> <li>4) That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.</li> </ol>
Field and facility use and development	Complete meetings with Parksville, Qualicum Beach & SD69 on possible usage fees on sport fields / courts	2014 May 2015	-	SD69 Staff busy with school closures and labour dispute, RDN staff busy with other 2014 work plan items. Meeting to be scheduled.
Partnerships and Collaborations	Review and identify strategic partnerships	Ongoing	+	Oceanside Wellness and Health Network, Island Integrated Health.
Meadowood Community Hall Operation Agreement	Develop an operating agreement for mgmt of the future community recreation facility at Meadowood Community Park with CMRA	July 2015	+	Agreement to coincide with completion and upgrade of portables at site.
Creation of Community Programming Space	Work with community and SD#69 to secure programming space at QBES	Dec 2014	+	5 year rental agreement signed with SD#69 for the uses of program space at QBES signed