

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION  
REGULAR MEETING  
WEDNESDAY, APRIL 15, 2015  
7:00 PM**

*(Cedar Heritage Centre)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-6 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 18, 2015.

7-8 Minutes of the Grant in Aid Sub-Committee Meeting held March 5<sup>th</sup>, 2015 via email.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

Grant Approvals

**COMMUNICATIONS/CORRESPONDENCE**

**REPORTS**

***PARKS***

9-17 Monthly Update of Regional and Community Parks and Trail Projects – Jan-Feb 2015

Monthly Update of Regional and Community Parks and Trail Projects – March 2015 (*handout*)

18 5 Year Planning Worksheet - April 2015

Beach Access Report Commission Update (verbal)

**RECREATION**

19 Recreation Services Report

Cedar Sport Court Update (verbal)

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

## **NEW BUSINESS**

Arrowsmith Community Recreation Association Representatives

Gabriola Recreation Society Representatives

Cedar School and Community Enhancement Society Agreement

20-23 EA 'A' Budget Detail – Recreation & Parks

Heritage and Beautification Project

Discussion of Commission Priorities

## **COMMISSIONER ROUND TABLE**

## **ADJOURNMENT**

*Motion to adjourn.*

## **NEXT MEETING**

**June 17, 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, FEBRUARY 18, 2015  
7:00PM  
(CEDAR HERITAGE CENTRE)**

**Attendance:** Alec McPherson, RDN Director, Chair  
Jim Fiddick  
Bernard White  
Angela Vincent  
Patti Grand  
Andrew Thornton  
Graham Gidden  
John O'Connor

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

**Regrets:** Kerri-Lynne Wilson

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**CALL TO ORDER**

Chair McPherson called the meeting to order at 7:04 PM.

**WELCOME NEW MEMBERS/INTRODUCTION**

Commission members introduced themselves and spoke a bit about their backgrounds and where they live.

**MINUTES**

MOVED Commissioner Fiddick, SECONDED Commissioner White that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held October 21, 2014 be received.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner Grand, SECONDED Commissioner Vincent that the following Communications/Correspondence be received:

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

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

CARRIED

## **REPORTS**

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

Ms. McCulloch reported that some graffiti had been identified by RDN parks staff and removed. She noted it wasn't in a highly visible place.

MOVED Commissioner Grand, SECONDED Commissioner O'Connor that the Monthly Update of Regional and Community Parks and Trail Projects–Nov-Dec 2015 be received.

CARRIED

### **Nanaimo Bridge Crossing (verbal)**

Chair McPherson gave a brief review of the feasibility report and reported that the type of surface of the bridge needs to be determined and if equestrian accessibility is a need for the community. This will be done by way of a survey and he will be sure to advise the Commission when this is available. Funding sources for the bridge need to be determined. A public open house will be held in June before moving forward with the detailed design.

MOVED Commissioner White, SECONDED Commissioner Fiddick that the Nanaimo Bridge Crossing Update be received.

CARRIED

### **Beach Access Report (Commission)**

Chair McPherson thanked the Commissioners for their work on the Beach Access Report during the last year. Commissioner Vincent reported that the report is complete. The Commission discussed some priorities but decided to meet again to discuss further and then hold a site visit with Ms. McCulloch to discuss details about the chosen sites and present her with their priorities for each site.

Chair McPherson will email members to coordinate a date to meet.

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that the Beach Access Report be received.

CARRIED

## **RECREATION**

### **Recreation Update (verbal)**

#### **Cedar Sport Court**

Chair McPherson gave a history to the new members and people in the gallery of the Cedar Sport Court collaboration with Snuneymuxw First Nations. He noted that Herold Engineering have donated their services for engineering and design of the area. He hopes to have a report from Herold near the end of March. The Commission discussed some details of the proposed project and funding clarifications.

Chair McPherson is looking forward to the steps ahead with the Snuneymuxw First Nations and what the project will bring to the community.

#### **School District #68**

Ms. King updated that RDN staff are still waiting to meeting with the School District staff to talk about the possible relationships with Community Schools as requested from the Commission previously. She has met with the Community School Coordinator, Karen St. Cyr and was informed of the programs she is offering and what is happening through the schools. They discussed the underutilization of the grant program and

Karen offered some suggestions on that area. Ms. King will present these to the grant sub-committee to discuss.

MOVED Commissioner Grand, SECONDED Commissioner O'Connor that the Recreation Updates be received for information.

CARRIED

## **NEW BUSINESS**

### **2014 Accomplishments**

Chair McPherson explained the list of accomplishments for 2014, noting the Skate Park was the large project for 2014 in Area 'A'. Ms. King noted that this was to give the committee an idea of the projects in other Electoral Area's as well.

### **2015 Budget**

Chair McPherson explained the budget process and noted that the biggest changes for the area will be an increase to the maintenance budget due to the new maintenance standards for parks and the addition of the Cedar Skate Park. The Plaza Kiosk will be funded 50/50 by Community Parks and Regional Park budget. Surplus parks money is trying to build up a reserve for future facilities so that no borrowing is necessary when the time comes.

Ms. McCulloch will have summary of the final budget at the next meeting.

Commissioner Gidden asked if with the new parks standards, if the work will still be completed by part contractor, part staff. Ms. McCulloch replied that it will still be a split but more contracting as there are only two parks staff on the ground for the entire Regional District, Bowser-Cassidy and Gabriola Island. Contracts will be altered to achieve the new standards. She noted these new standards would be for the front country parks – for EA 'A' will be Thelma Griffiths, Cedar Skate Park and the Cedar Plaza. Other parks would be kept up with clearing of brush, ect. She reminded members that increased maintenance costs come with the development of Parks.

Ms. McCulloch reviewed the planning worksheet that was in the agenda and noted the projects and budget of the project priorities for Area 'A' Parks.

### **Grant Committee Election**

MOVED Commissioner Grand, SECONDED Commissioner Vincent that Commissioners O'Connor, Gidden and White be appointed to the Grant –in –Aid Sub Committee.

CARRIED

### **BCRPA Symposium**

The Commission decided to send Commissioner Thornton and Commissioner O'Connor to the 2015 BCRPA Symposium in Victoria May 6-8.

### **COMMISSIONER ROUND TABLE**

**Commissioner White** has been doing Firefighter Training. All is well.

**Commissioner Gidden** contacted Parks Operations about a hazardous tree at Thelma Griffiths. He mentioned the Daphne issue at Thelma and that he removed some. Ms. McCulloch discussed the Coastal Invasive Species and that the Daphne would be added to that list.

**Commissioner Grand** was at a meeting in Nanaimo at the Port Theatre and received a document about receiving Grants in the future and she thought it could be applied in Area 'A'. She gave it to Ms. King to review.

**Commissioner Thornton** is wondering when the Cranberry Firehall gymnasium might come available again? Chair McPherson thought about July or August. Commissioner Thornton inquired about the possibility for more commission meetings, formal or informal to get more done. Chair McPherson mentioned the beach access gatherings to inventory the beach accesses. He felt those to be very productive for the committee but also spoke of the need for transparency when meeting as a group with more than a quorum and the perception of moving forward without a formal meeting. He noted workplan workshops are a great way to get discussions progressing.

**Commissioner Fiddick** talked about Deborah Bloom and him meeting with BC Parks for equestrian access to Hemer Provincial Park for the potential of getting Morden Colliery railroad track into public hands so that we can get right to Boat Harbour. He would like to access all the way to the TransCanada Trail. He helped develop a parking lot on Spruston Rd for equestrians to back up horse trailers and now ATVers have started tearing up the area.

**Commissioner Vincent** mentioned that at the Ladysmith Heritage Commission meeting, the Nanaimo Archives spoke and they said in relation to Black History Month that while it's hard to find information hard to find black history in the area, with some research they found that in 1901 half of the black population in BC was in Extension.

**Chair McPherson** talked about the Morden Tipple and that the engineering plan was done and gives an idea of the costs that would be required. He said immediate work for safety would be \$45,000 and the Friends of Morden mine and staff are looking for funding options. He noted the need to celebrate our coal history and in his view is worthwhile saving and has the potential of being a great tourist attraction. The cost would entail 2.7million to restore it.

## **GALLERY GUESTS QUESTIONS**

Chair McPherson took some questions from the attendees in the gallery.

## **ADJOURNMENT**

MOVED Commissioner Grand that the meeting be adjourned at 9:29pm.

CARRIED

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*Chair*

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA 'A'  
RECREATION AND CULTURE GRANT-IN-AID PROGRAM SUB-COMMITTEE

HELD VIA EMAIL CORRESPONDENCE,  
MARCH 5<sup>TH</sup>, 2015

**Attendance:** B. White, Commissioner  
G. Gidden, Commissioner  
J. O'Connor, Commissioner

**Staff:** Hannah King, Superintendent of Recreation Program Services  
A. Harvey, Senior Secretary

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The budget for the 2015 Grant-In-Aid was presented as follows:

Annual Budget 2015	\$ 10,000.00
Grant funds disbursed to date in 2015	\$ 0.00
<b>Grant funds remaining in 2015</b>	<b>\$ 10,000.00</b>

**REVIEW OF SPRING/SUMMER 2015 APPLICATIONS**

The committee discussed through email the three applications that were submitted.

- The Grants Committee reviewed applications for Electoral Area 'A' Recreation Grants. It was discussed that priority is given to new applicants and/or projects that benefited people in all areas of Electoral Area 'A'. Three applications were received for funding with a total request of **\$3,678.00**.
- The Committee questioned if the Cedar 4H Club's application is being used as an assumed source of funding for operating and also if the majority of participant were from Electoral Area 'A' as a requirement of the application. Ms. King confirmed after speaking with the 4H Club that over half of their members are from Area A. As the requests for funding were under the \$5000 allocated for this grant period, their funding was approved but noted that had additional funding from to other organizations been submitted, their funding may have been scaled back and that this may happen in the future.

The Committee endorsed the total funding request of each application for the purchases related to their applications.

**RECOMMENDATION(S)**

1. That the following Electoral Area 'A' Recreation Grant in Aid applications be approved:

Organization	Description	Requested
CEDAR FAMILY OF COMMUNITY SCHOOLS	To purchase preschool equipment for a 5 week summer preschool camp at the Cedar Heritage Centre and for the preschool gymnastics program at Woodbank School . Items include 3 bikes and helmets and an Obstacle Course Kit.	\$678.00

1 <sup>st</sup> CEDAR SCOUTS	To purchase 15 pairs of snowshoes and 4 GPS equipment.	\$1500.00
CEDAR 4-H CLUB	To purchase signage, copy paper, shavings (animal bedding), animal lease or purchase, animal feed, portable toilet, cell phone rental, rakes, forks, shovels, nails, paint, crayons, cleaners, hand washing supplies, buckets, and brooms.	\$1500.00

**ADJOURNMENT**

The meeting adjourned March 17<sup>th</sup>.



## Parks Functions Report

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

**DATE:** March 31, 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 January and February staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

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

Staff conducted a design assessment of Cedar Plaza at the entrance to the Morden Colliery Regional Trail in preparation for future planting, kiosk construction, sign and bench installation.

At Cedar Skate Park staff have been monitoring and following up on flooding issues in the area around the porta-potty. The toilet tank servicing contractor has repeatedly pumped out the in-ground tank, which is required to keep surface water from accumulating until the water table subsides enough to allow for proper sealing of the unit. Several site visits were also made to clear garbage from the park. A stolen padlock at one of the driveway accesses was replaced. Staff ordered a new picnic table for the park. The funds for the table were provided through a final donation from the Cedar Skate Park Association. Staff met the skate park construction contractor to review the outstanding deficiencies and work should be completed by the end of March.

Following a windstorm staff removed a fallen tree from the neighbours yard cleaned up debris and repaired the property line fence at Pylades Road beach access.

At Woodridge Place Community Park staff cleaned dumped garbage from trail and repaired a rock retaining wall.

Ramp stabilization work was conducted at Nelson Road boat launch, with the delivery and placement of rock and boulders, to halt erosion of the road and ramp. Staff also removed garbage from the site and cleared storm/wood debris from the ramp.

A hazard tree was removed at Thelma Griffiths Community Park. Garden bed pruning and maintenance work was also completed. Supporting arbor stakes were removed from several planted trees at the site. Staff also met a park neighbour on site following a call regarding local flooding/high water issues.

At Quennell Lake boat launch a boulder barrier was reinstated following a vandalism incident. New signage needs were noted and signs were laid out for upcoming ordering.

Staff prepared and distributed the February 18<sup>th</sup> PRCC meeting agenda package and attended the meeting.

### ***Area B***

Further to the Islands Trust housekeeping rezoning of Gabriola parks, Parks staff examined park density history related to community and regional parks on the Island and advised the Trust accordingly.

At Rollo McClay Community Park, a contractor was hired to replace all the toilets/urinals in the men's and women's washrooms with low-flow models. A hot water tank was also ordered. Seasonal start-up maintenance and servicing work for the water system was completed. Staff was in contact with the Gabriola Softball Association representative regarding a proposed playground install in Rollo McClay Community Park.

A stair assessment was conducted for a beach access site on Decourcy Road owned and managed by Ministry of Transportation and Infrastructure (MOTI). Replacement of these stairs will be considered by staff and the Parks and Open Space Advisory Committee, prior to any action taking place.

Vegetation and debris was removed from a site on Queequeg Place along a section of one of the Whalebone area trails.

Park staff conducted a contractor site meeting at Davidson Bay to review plans for a parking lot upgrade.

Staff continued to work on the Huxley Park Master Plan.

### ***Area C – Extension***

Park Staff met with the Extension Rec Commission and MOTI staff to review a playground that is to be located on a road right of way between Extension School and Extension Community Hall. Staff is in the process of making a permit application to MOTI for permission to place the playground on MOTI road right-of-way.

At Extension Miners Community Park gravel was ordered to replace some borrowed from the neighbour during bridge development in late 2014. Fourteen cubic yards more of unwanted gravel fill was removed from the neighbours site and utilized at the Trans Canada Trail trailhead at Haslam. A temporary ditch was dug to keep the area around the picnic table from flooding. A longer term drainage solution will be incorporated into the site in the summer.

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

Park staff supervised a house demolition at Anders Dorrit Community Park. The house, carport and utility building at the park were demolished under permit and removed from the site. Staff assisted with site preparation for the removal, reinstated the brick patio after demolition was completed and secured the arbor trellis with 2x4 material. The safety/construction fence will remain on site until the septic tank is located and decommissioned, which is scheduled for March. Additional site improvements and clean-up continued at this park, with the location and removal of irrigation heads, barbed wire, wire around trees (originally placed by the donor to prevent beaver damage, but now interfering with growth), hoses and disused utility boxes. A new delineator sign was posted at the park entrance gate.

### **Area E**

Staff met with the immediate neighbours of Blueback Community Park to discuss the draft concept plan for the park redevelopment. Staff also met with local dive shops to get their input into the concept plan. A revised concept plan was prepared that incorporated the comments from these two groups as well as from the Area Director.

Staff prepared and distributed the February 25<sup>th</sup> POSAC meeting agenda package, 5 year Planning Worksheet, and attended the meeting.

At Crowsnest Community Park a falling company was hired to remove a hazard tree. At Anchor Way Community Park staff met with an arborist regarding a neighbor complaint about possible hazard trees.

The walking trail at Stone Lake Drive was cleared of debris and garbage picked up.

### **Area F**

Staff completed the GPS work required to complete the Malcolm Community Park signage plan. Staff attended a site visit to ground-truth the proposed signage installation.

Staff met at Meadowood Community Park with Dashwood Firehall 2 representatives to discuss drainage needs for the Firehall vicinity. Staff hired Milestone Contracting to install a culvert under the park access road, improve the area drainage and to complete the rough grading of Meadowood Community Park. The Meadowood CP pavilion was completed by volunteers and Pickles TimberWorks and RDN Building Bylaw was contacted for final inspection. Final finishing work is being conducted by staff in preparation for the park opening in late spring.

At Harris Crescent Community Park staff removed garbage from the creek and trails.

Staff met with a local volunteer and representative from the Errington Memorial Hall to discuss plans for park improvements to be completed in time for celebration of the parks centennial anniversary, this summer. Staff also cleared fallen trees and debris from the trails.

At Meadowood Community Park there were several vandalism incidents, requiring turf repair and cleaning work.

Staff provided parks' comments to RDN Planning regarding a rezoning application.

### **Area G**

Staff investigated and received the required approval to fill in the open well in Columbia Beach Community Park. A second well is not located on park property and the well location and information was forwarded to appropriate authorities.

At Boulton Community Park additional playground inspection work was conducted following an inquiry from a local daycare operation. The park was and remains CSA (Canadian Standards Association) compliant.

At Dashwood Community Park a faulty exterior light fixture was replaced, and neighbourhood volunteers installed acoustic baffles inside the Women's Institute Hall to improve sound/P.A/music

quality for hall rentals and events. A request for replacement of several damaged tables was received, which should be completed in March.

Fencing replacement planning work was carried out for Neden Community Park, with construction anticipated for April.

### **Area H**

Park staff worked with volunteers who are GPSing Area H trails situated on various lands. GPS results were examined and landownership clarified; Parks staff liaised with most of the landowners involved in order to confirm trail mapping by the community for public dissemination is acceptable. Park staff assisted the Lighthouse community group that will be preparing the trail map products with basic map making orientation.

Staff looked into getting a solution to the drainage issue for the new swing at Henry Morgan Community Park and addressing commercial salal pickers active at and around Oakdowne Community Park.

Several stolen signs were replaced at Oakdowne Community Park. Site surveys and planning work was completed for installation of ATV barricades at two park access points.

Staff assisted the Lighthouse Community Hall in development and approval of a new community sign, including reference to Lions Community Park and the Lighthouse Community Trail, for the corner of Lions Way and Hwy 19A.

Further to the upcoming expiry date of the five-year private land licence for Thompson Clarke – Ocean Trail, Staff updated the document and obtained approval from the private landowner to enter into a third agreement to cover the period 2015-2020, subject to board approval. At the site, staff cleaned debris from the trail and ditch, repairing a number of eroded areas in the drainage network.

At Henry Morgan Community Park porta potty construction work was commenced, to be completed in April, and garden beds were pruned and weeded.

At Islewood Community Park staff conducted site assessments for two required bridges, and cleared debris and vegetation from the trail.

At Shoreline Drive beach access safety signage and caution ribbon was posted following failure of the beach access ramp. Staff met with a contractor to assess ramp/stair replacement options, expected for installation in the spring.

### **Miscellaneous**

Staff liaised with other municipalities regarding parks maintenance schedules, prior to seeking a request for proposals for Electoral Area mowing contracts. Increased maintenance frequencies and levels are planned for 2015. Parks staff met on site at several community park sites to discuss these increased maintenance requirements and upcoming development and maintenance projects.

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. Project forecasting/costing work was completed.

## **Community Works Projects**

### ***Area B***

A meeting was held with the consultant, the Area Director and MOTI staff to review the Village Trail and to discuss the draft plans and engineering drawing requirements. Key issues along the trail were discussed. Engineered drawings will be required for walls. The consultants are making the final changes to the plan and the project engineers will review the plan and sign off. The consultant will have the plan ready for submission to MOTI in mid-April.

### ***Area C – Extension***

Staff completed design work, in consultation with the Federal and Provincial governments, for park signage acknowledging Community Works funding for the bridge and trail construction.

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

Construction has started on the Benson Meadows Path that runs along Meadow Drive and Ridgeview Drive within the MOTI Right-of-way. The path was originally installed during subdivision development but the path needed clearing of plant material and resurfacing. Alder branches were pruned and removed from the Ridgeview trail and sign posts were installed for the new path along with two pedestrian signs installed along Meadow Drive.

### ***Area E***

Park staff conducted a site reconnaissance of Claudet Community Park to locate trails that will be constructed within the park and along the boundary of Northwest Bay Road.

### ***Area F***

Park staff reviewed Price, Carrothers and Cranswick trail upgrades. Specifications for Price Rd development were prepared and work began on obtaining bids from contractors.

The Professional Services RFP for Meadowood Community Centre was prepared and advertised with the closing date of March 12, 2015.

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

In January, staff met with the consultant and members of the Agriculture Land Commission (ALC) to review the trail locations through agricultural land. The trail project was reviewed and issues for land owners discussed. A site visit was conducted to review a key area of concern. ALC staff will compile notes with recommendations and forward these for RDN staff review.

The consultant continues to work on refining the trail drawings. Staff continue to work on two land issues along the trail.

## **Regional Parks**

### ***Arboretum***

Park staff removed garbage from park. Park Staff reinstalled a stolen sign at the park entrance.

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

Park staff conducted park inspections and trail maintenance. Staff removed garbage.

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

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Park staff installed “No parking cars will be towed at owner’s expense” signs on Creekside Place and Jameson Road. Staff installed two more telespar posts and no parking signage up the gravel road to the yellow gate. The parking lot directional sign was changed to a larger sign. The Creekside parking lot was graded by staff with the Utilities tractor. Staff worked with Corporate Services to develop a media release about the improved Creekside Place parking lot and stepped up parking enforcement. Staff continue to post correct parking information on popular social media sites. Staff contracted Footprints Security Services to do parking patrols over two weekends and on long weekends over the summer. Staff continue to work with the RCMP to support their efforts with parking enforcement.

Park staff installed a trail closure sign by the falls.

### ***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.

Park staff worked with the park operator on an extension of the existing agreement to year-end 2015, by which point a formal tender for the contract will have concluded. Further to rezoning of parks on Gabriola by the Islands Trust, the fall tender for the operation of this park will include rentals in scope of work. Reviewed park operating and occupancy statistics since 2008, and clarified GST requirements with reference to commissions.

Staff liaised with the BC Marine Trails Network, which includes this campground park.

### ***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 assisted Arrowsmith Search and Rescue with gate access.

Staff built a flight of stairs on a steep section of trail to provide for easier access to the rest of the trail and existing stairs. Staff dealt with sloughing debris on a trail due to erosion and are continuing to monitor. A geotechnical assessment was conducted at the sloughing bank. Staff went to check on reported suspicious individuals in the park that were having a fire. They had left the area and the fire pit was dismantled.

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

Park staff conducted park inspections. The 2014 year-end report was received from the park operator and reviewed.

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

Park staff conducted trail inspections and investigated cattle roaming the trail.

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

Park staff conducted park inspections.

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

Park staff conducted park inspections.

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

Park staff conducted park inspections and maintained trails. Staff set the memorial bench at a new location at Cook's Point after it was washed into the bay during King Tide events, and the family was kept informed of the relocation. Staff dug a drainage ditch to divert water on an old road below Skipsey Lake. Park staff diverted water from the trail near the waterline. All trail surfacing has been completed and drainage issues addressed.

Staff toured the park with RLC Park Services to confirm learning sites and facility needs in preparation for day camps and school tours. A second portable toilet will be installed for the spring/summer season. Staff met with Shawn Flynn, Greenmax Woodlot Manager, to discuss off-leash areas. A Dogs in Moorecroft education brochure was produced, which encourages use of the neighbouring woodlot for off-leash dog walking.

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

Park staff conducted trail inspections and maintained trails. Several dead trees along the trail were removed and garbage was cleaned up at the site.

Staff continued to work with the Province and local First Nations with regards to a 30-year Crown Land Lease application for the Morden Colliery Regional Trail.

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

Staff installed new posts and signs at Cougar Loop and the Old Logging Road Trail locations. Park staff met with the GIS department to review trail head map updates.

A meeting was held with Park staff and NALT for a five year management plan review. All policies and actions from the plan were reviewed and amendments discussed. A summary document will now be produced and will accompany a report to the Regional Parks and Trails Select Committee.

A draft park covenant was received from the RDN lawyers and reviewed.

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

Park staff conducted trail inspections and installed new caution signage at the boardwalk.

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

Park staff conducted park inspections. Staff installed new wildlife informational stickers and trail stickers on the existing kiosks. Staff re-secured and cemented a split rail fence that was vandalised 2 times during the month of February. Staff GPS'd the remaining area adjacent to Dyke Trail to be planted as a part of an invasive species restoration project.

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

Park staff conducted trail inspections.

### ***Top Bridge***

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

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

Park staff conducted trail inspections. Staff installed new wildlife stickers on Spruston Kiosk and moved and spread 10 yards of road base gravel along the Haslam trailhead entrance. Staff also removed miscellaneous garbage from trail along Timberland, Crystal and McKay Lakes.

Notice was received from Island Timberlands regarding temporary closure of the northern part of the Pipeline section of the TCT during weekdays for the next three months. The RDN web site was adjusted accordingly.

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

In January and February staff continued to work with consultants on the development of a draft management plan following the first public Open House and survey in November. A second Advisory Committee meeting was held on February 18 and a final public Open House is scheduled for the spring.

### ***Miscellaneous***

Staff continued to provide support to several in-camera land acquisitions for potential regional parks.

Staff continued to develop park statistics, with overview statistics provided for board use.

Staff worked with the Mount Arrowsmith Biosphere Reserve on the BioBlitz initiative planned for June, which will involve some RDN park properties, and an Amazing Places project which will involve community input. Letter of support prepared for Board Chairman's signature regarding funding request to support the Biosphere's Amazing Places video work.

Staff participated in Tourism Vancouver Island's trail inventory project, which is intended to form the base for production and promotion of Vancouver Island and Sunshine Coast 100 best trails.

### ***Publications***

Edits of the Parks features were completed for the Spring Active Living Guide. A new Dogs in Moorecroft Park brochure was produced.

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

Staff developed new bear and cougar awareness stickers which were installed onto existing regional kiosk signs and trailheads.

### ***Volunteer Park Warden Program***

All past Volunteer Park Wardens (VPW) were contacted to confirm their involvement. There are five active VPWs that walk the RDN parks and trails and submit reports (Englishman River RP, Mount Benson RP, Benson Creek Falls RP, Trans Canada Trail and Nanaimo River RP). Three vests were returned from past VPWs.



**Budget 2015**

The carry over surplus and year end expenditures were reviewed. The budget was adjusted for any projects not completed in 2014 with the funds being carried forward to 2015.

**Parks Building**

Staff worked with the builder and the owner for the final finishing touches to the building and reviewed the plans for move in. Staff lined up movers and confirmed plans for the IT move with the RDN IT Department. Notice was given at the old location. Staff will be moving during mid-March.

**Park Use Permits and Events**

- Provincial Climate change research at Wildwood CP (year-long PUP)
- Soccer Jamboree at Rollo McKay CP Feb 28/15

**Staff Training**

Staff attended FMW budgeting software training.

Staff attended Public Consultation Training put on by the Planning Institute of BC.

**Website**

The RDN parks website was updated with information on Jameson Road parking, Dogs in Moorecroft brochure and the Meadowood Portables RFP.

**Recommendations**

That the Parks Update Report for January and February 2015 be received as information.



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Manager of Parks Services



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General Manager Concurrence

# RDN Electoral Area 'A' Community Parks

## 5-Year Project Planning: 2014-2018

### PLANNING WORKSHEET

April 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 for benches; \$15,000 from Regional Parks & Trails
⚙ Water Access (MoTI undeveloped roads) assessment & upgrades - by Commission	n/a	\$5,000		as per recommendations made by the Commission in 2015
⚙ ★ Maintenance Contracts:			2015 budgeted amount	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		

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**TO:** Electoral Area A PRCC A **DATE:** April 2015

**FROM:** Hannah King, Superintendent Recreation Program Services

**SUBJECT:** Community Recreation Program Services Report – Area A PRCC February/March 2015

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Cedar Heritage Centre

- The agreement with Cedar School and Enhancement Society comes to term December 2015. Staff will await direction from Commission regarding renewal.
- On site building manager has secured a quote for the replacement of the stairs on rear of building which lead to the parking lot between the Centre and the school facility. The work will be done in conjunction with the repair work that CSCES will be carrying out on the railings and handrail. The cost of the stair replacement is approximately \$9,000.00. Funds for this project will come from the contingency budget for 2016.
- Roofing- estimates for roof replacement are being collected and a contractor will be selected by month's end (April 2015). Initial quotes estimate the cost of the project will be between \$18-20K. The work will be carried out in August of 2016. This work was budgeted for in the 2016.
- There was a sewer line leak identified in late March. The leak was due to a blockage at the connection on the road right of way section. RDN utilities crews were called out and the situation was resolved. No damage has been noted to the Centre and the School District was notified.

General Manager and Manager of Recreation met with SD68 staff:

- 1) Cedar Heritage Centre land lease (expires 2020) and Cedar Heritage Centre lease with CSCES (expires 2015). Information item only to remind SD#68 that land lease goes to 2020 and that RDN anticipates a lease with a community organization like CSCES would continue
- 2) SD68 plans for school facilities in the communities of Cedar, South Wellington. SD#68 indicated they should know by spring sometime what the community access at these schools would be like. School fields are scheduled to be maintained at a level that makes them usable for the communities.
- 3) Safe walk routes. Shelved until school use determined
- 4) Sport Court project with SNF and Cedar Ball Hockey Association. RDN provided SD#68 with an update on the discussion ongoing with SFN on possible partnerships
- 5) Community School Co-coordinator's role in community recreation programming. RDN inquired about the future of community school and coordinator in EA 'A'. Graham or Pete from SD#68 will forward a request to Bob Esslinger to contact RDN to set up a meeting so this topic can be covered in detail.
- 6) Field development around Cedar Elementary. SD#69 at this time plans to keep all the school fields maintained for community use.

**RECREATION & CULTURE - AREA A  
FINANCIAL PLAN  
2015 to 2019**

	2014 Budget	2015 Proposed Budget	2016	2017	2018	2019	Total
<b>Operating Revenues</b>		<b>3.0%</b>	3.0%	3.0%	2.0%	3.0%	
Property taxes	(177,369)	<b>(182,690)</b>	(188,171)	(193,816)	(197,692)	(203,623)	(965,992)
	(177,369)	<b>(182,690)</b>	(188,171)	(193,816)	(197,692)	(203,623)	(965,992)
<b>Total Operating Revenues</b>	<b>(177,369)</b>	<b>(182,690)</b>	<b>(188,171)</b>	<b>(193,816)</b>	<b>(197,692)</b>	<b>(203,623)</b>	<b>(965,992)</b>
<b>Operating Expenditures</b>							
Administration	8,475	<b>10,553</b>	10,553	10,553	10,553	10,553	52,765
Professional fees	2,000	<b>17,000</b>	17,000	17,000	17,000	17,000	85,000
Building ops	17,000	<b>17,000</b>	17,000	17,000	17,000	17,000	85,000
Veh & Equip ops	525	<b>525</b>	525	525	525	525	2,625
Operating costs	40,151	<b>20,151</b>	20,151	20,203	20,203	20,255	100,963
Wages & benefits	23,981	<b>25,809</b>	26,325	26,852	27,389	27,800	134,175
Contributions to reserve funds	73,220	<b>83,220</b>	87,181	87,181	87,181	97,181	441,944
<b>Total Operating Expenditures</b>	<b>165,352</b>	<b>174,258</b>	<b>178,735</b>	<b>179,314</b>	<b>179,851</b>	<b>190,314</b>	<b>902,472</b>
<b>Operating (surplus)/deficit</b>	<b>(12,017)</b>	<b>(8,432)</b>	<b>(9,436)</b>	<b>(14,502)</b>	<b>(17,841)</b>	<b>(13,309)</b>	<b>(63,520)</b>
<b>Capital Asset Expenditures</b>							
Capital expenditures	15,200	<b>20,040</b>	200		81	2,600	22,921
<b>Net Capital Assets funded from Operations</b>	<b>15,200</b>	<b>20,040</b>	<b>200</b>		<b>81</b>	<b>2,600</b>	<b>22,921</b>
<b>Capital Financing Charges</b>							
<b>Total Capital Financing Charges</b>							
<b>Net (surplus)/deficit for the year</b>	<b>3,183</b>	<b>11,608</b>	<b>(9,236)</b>	<b>(14,502)</b>	<b>(17,760)</b>	<b>(10,709)</b>	<b>(40,599)</b>
Add: Prior year (surplus) / deficit	(36,321)	<b>(97,904)</b>	(76,296)	(75,532)	(80,034)	(87,794)	(417,560)
<b>(Surplus) applied to future years</b>	<b>(33,138)</b>	<b>(86,296)</b>	<b>(85,532)</b>	<b>(90,034)</b>	<b>(97,794)</b>	<b>(98,503)</b>	<b>(458,159)</b>

**Area A Recreation & Culture**
**5 Year Capital Plan**

	2015 Capital	2016 Capital	2017 Capital	2018 Capital	2019 Capital	<b>Total</b>
MJ-3171 MAJOR CAP - REC & CULTURE EA A						
2-3171-9612-000 CAPITAL - BUILDINGS						
Roof	20,000					<b>20,000</b>
<b>Total 2-3171-9612-000 CAPITAL - BUILDINGS</b>	<b>20,000</b>					<b>20,000</b>
<b>Total MJ-3171 MAJOR CAP - REC &amp; CULTURE EA A</b>	<b>20,000</b>					<b>20,000</b>
PC-3171 COMPUTER - REC & CULTURE EA A						
2-3171-9513-000 MINOR CAPITAL - COMPUTERS						
Staff					2,500	<b>2,500</b>
Manager ( shared)					100	<b>100</b>
General Manager ( shared)	40					<b>40</b>
Superintendent ( shared)		200				<b>200</b>
Senior Secretary ( shared)				81		<b>81</b>
<b>Total 2-3171-9513-000 MINOR CAPITAL - COMPUTERS</b>	<b>40</b>	<b>200</b>		<b>81</b>	<b>2,600</b>	<b>2,921</b>
<b>Total PC-3171 COMPUTER - REC &amp; CULTURE EA A</b>	<b>40</b>	<b>200</b>		<b>81</b>	<b>2,600</b>	<b>2,921</b>
<b>Total Area A Recreation &amp; Culture</b>	<b>20,040</b>	<b>200</b>		<b>81</b>	<b>2,600</b>	<b>22,921</b>

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

**DATE:** April 10, 2015

**FROM:** Elaine McCulloch  
Parks Planner

**FILE:**

**SUBJECT:** 2015 budget and reserve account highlights – Community Parks EA - A

**Tax Requisition**

Department Name	2014 Actual	2015 Actual	Change over 2014
Community Parks EA A	\$146,650	\$163,783	11.7%

**Surplus for 2015:**

**Budgeted 3,293**

**Professional / Legal Fees:**

There is 5,000 for legal fees.

**Development Costs:**

- Cedar Plaza – \$25,000 for kiosk. Funding of \$22,331 (cash in lieu of sidewalks) from developer
- Cedar Plaza – \$5,000 for benches
- Water Access Development –\$5,000

**Maintenance:**

There is \$30,500 for general maintenance.

This includes \$4,500 for Cedar Plaza maintenance; \$8,500 for Skate Park maintenance, \$8,500 for Thelma Griffiths maintenance, \$2,000 for plant renovation at Cedar Plaza, \$1,000 for graffiti removal, 4,000 for mowing, \$2,000 for tree work.

There is \$4,200 for garbage service.

**Transfer to Reserve:**

There is no transfer to reserves as forecast in the 5-year plan.

**Transfer to Other Organization:**

There is \$12,000 transferred to School District 68 for the Skate Park license fee.

**Cash in Lieu of Park Land Dedication Account:**

\$353,578

**Capital Reserve Account:**

\$291,873