

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 16, 2015
7:00 PM**

(Cedar Heritage Centre)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegations.

MINUTES

2-7 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held June 17, 2015.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

REPORTS

PARKS

8-18 Monthly Update of Regional and Community Parks and Trail Projects – June-August 2015

Cedar Plaza Kiosk Update

RECREATION

Cedar Sport Court Update

Cedar Heritage Centre Update

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

19-22 EA 'A' Recreation and Culture Review - Sep 9 2015 Commission Handout

COMMISSIONER ROUND TABLE

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

November 18, 2015
Cedar United Church

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, JUNE 17, 2015
7:00PM
(CEDAR HERITAGE CENTRE)**

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Patti Grand
Andrew Thornton
Graham Gidden
John O'Connor
Kerri-Lynne Wilson
Angela Vincent

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

Regrets: Bernard White

CALL TO ORDER

Chair McPherson called the meeting to order at 7:05 PM.

DELEGATIONS/PRESENTATION

No Delegations

MINUTES

MOVED Commissioner Grand, SECONDED Commissioner Gidden that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 15, 2015 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

NONE

COMMUNICATIONS/CORRESPONDENCE

There was no Communications/ Correspondence.

REPORTS

PARKS

Monthly Update of Regional and Community Parks and Trail Projects – April 2015

Monthly Update of Regional and Community Parks and Trail Projects – May 2015

Ms. McCulloch answered any questions from Commissioner about these reports.

MOVED Commissioner Grand, SECONDED Commissioner Wilson that the Monthly Update of Regional and Community Parks and Trails Projects be received.

CARRIED

Cedar Plaza Kiosk Update

Ms. McCulloch gave a history of the Cedar Plaza Kiosk project. She noted that the budget had been scaled back to \$40,000 and showed a mockup of a tippie headframe kiosk that could be constructed within this budget by Mr. Gary Britt.

MOVED Commissioner Fiddick, SECONDED Commissioner O'Connor that staff proceed with the tippie/headframe concept and design for the Cedar Plaza Kiosk project.

CARRIED

Water Access Priority Development Sites Update

Commissioners visited some priority water access points.

#10 - off Pylades

#4 – didn't go. Sandstone and no beach.

#20 – Driftwood Road – fairly level and easy to access. Would need some blackberry clearing and better parking, would need stairs down to beach. Has a lot of potential.

#18 - Headland Rd. - Good location. Next to Fish farm

The commission discussed some of the issues at each site.

MOVED Commissioner Gidden, SECONDED Commissioner Fiddick that staff be directed to commence in 2015 the concept, design and permitting of the A-20 beach access in Electoral Area 'A' and allocate the project's costs in the 2016 budget.

CARRIED

MOVED Commissioner Gidden, SECONDED Commissioner Fiddick that the property boundaries at A-18 beach access at Headland Rd be verified.

CARRIED

RECREATION

Cedar Heritage Building Work Update (*verbal*)

Ms. King gave a summary of the stairs work that was done to the Cedar Heritage Centre and noted the roof would be done in August.

Lease and Site Licence Agreement with Cedar School & Community Enhancement Society

Mr. Banman gave a summary of the report in the agenda.

MOVED Commissioner Grand, SECONDED Commissioner Vincent that staff be directed to approach the Cedar School and Community Enhancement Society and extend the current Lease and Site Licence Agreement between the Regional District of Nanaimo and the Cedar School and Community Enhancement Society which is due to expire December 31, 2015, for a one year term to December 31, 2016.

CARRIED

Cedar Sport Court Update (*verbal*)

Mr. Banman updated the commission with the progress of the Cedar Sport Court with Snuneymuxw First Nations. Staff has been in discussions with Snuneymuxw First Nations and Herold Engineering working towards an agreement. The Community Works Funds agreement is being reviewed by Snuneymuxw First Nations lawyers and RDN lawyers. When that agreement is signed and approved work can begin. Chair McPherson expects this to be about September.

MOVED Commissioner Vincent, SECONDED Commissioner O'Connor that Recreation reports be received for information.

CARRIED

BCRPA Symposium Report

Commissioner Thornton handed out a summary of the workshops he attended at the BCRPA Symposium and reviewed some of the highlights of his experience at the Symposium. He noted that the presentations would be available on the BCPRA website.

MOVED Commissioner Grand, SECONDED Commissioner Wilson that the BCRPA Symposium report be received.

CARRIED

NEW BUSINESS

Sesquicentennial Information Handbook

Mr. Banman summarized the information the hand book provides and described the two types of grants being offered. One had a deadline of today and was for upgrade current facilities and was shovel ready. The other is for Canada 150 events and has a deadline of next year sometime. He said that staff will have this handbook and links to the grant websites put on the RDN website for people to access and direct people to.

COMMISSIONER ROUND TABLE

Commissioner Wilson told the Commission about her trip as the VP of Spirits Mission to Vanderhoof to participate in a spay/neuter clinic in Saik'uz First Nations community.

Commissioner Vincent asked about the Beautification Project that was discussed at the last meeting. Chair McPherson said that some potential projects came to the board but did not qualify.

Commissioner O'Connor gave a summary of his experience at the BCRPA Symposium. He found it very organized. He inquired about how the action items at the symposium could be put into action in Cedar. He would like to know how we can incorporate the recreation program with the arts program.

Mr. Banman explained that as a Commission you have the ability to ask staff to have an item placed on the agenda. Prior to each meeting the agenda is accepted and then when the agenda reaches the item all that is required to speak to the item is a commission member to move and second that the agenda item be discussed. The Commission can recommend that staff follow an action presented in a resolution and this recommendation is then forwarded onto the RDN Board. If the RDN Board endorses the recommendation then staff will carry out the direction.

MOVE Commissioner O'Connor, SECONDED Director Grand that staff be directed to investigate and report on what synergies could be brought together between Recreation and Arts in Electoral Area 'A'.

CARRIED

Commissioner Grand thanked Commissioner O'Connor for the motion as she felt that same way when she attended the Symposium last year and wanted to see the incorporation of the arts into the community. She is going to Cumberland United Church to a play about coal miners, 7:00pm June 18th. She noted Commissioner Fiddick's wife has a play that would fit in this community's history.

A partnership is being discussed between the Gabriolian arts community and this area to attend plays in each area and working around the ferry times.

Commissioner Fiddick told the Commission about him volunteering to trek around Yellowpoint to map the ecosystems in the area and attended a dinner put on by the CVRD in thanks for the work. He encouraged Commission members to take a look at the map of the ecosystems of that area.

Commissioner Fiddick asked about the conversation the commission had about putting a garbage can/porta potty at the Cable Bay Trail head. Chair McPherson said he would discuss it at the next Nanaimo Rec and Parks Commission meeting.

Commissioner Gidden told the Commission the CVRD is was tracking a person putting up wooden owls on the trees in parks. It is considered vandalism and one park staff counted 80 owls on trees posted with 3.5" dowels in to the trees and it is causing damage to the trees. The individual has been located and has said he will stop and didn't realize the concern. They have been seen in RDN parks and told the Commission and staff to be aware and let him know if any new owls are found.

He mentioned to Ms. McCulloch that the Morden Colliery cobble trail surfacing near the bridges makes very difficult to run or push a stroller through.

Notice of motion for next meeting – Central Community parkland and the disposal of unused parkland to acquire a central community park.

Commissioner Thornton mentioned he is open to more meetings informally to discuss projects. Chair McPherson said that transparency is important when discussing projects moving forward and keeping things in the public forum so that perception isn't that some are moving things forward without consultation.

Chair McPherson updated the Commission on the Friends of Morden Mine Society folding their organization after 12 yrs. They have exhausted all avenues and the Regional Parks and Trails Select Committee passed a motion from a report not to devote any more time or resources to this project at this time. He encouraged Commission members to read the report on the June 16 RPTSC agenda that is on the RDN website.

IN CAMERA

MOVED Commissioner Grand, SECONDED Commissioner Vincent that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land and legal issues.

Time: 9:15pm

CARRIED

ADJOURNMENT

MOVED Commissioner Grand that the meeting be adjourned at 9:50pm.

CARRIED

Chair

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: September 10, 2015

FROM: Wendy Marshall
Manager of Park Services

MEETING: EA 'A' PRCC , D69 Recreation Commission –
September 2015
All POSAC's, RPTSC

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- June, July, August 2015

RECOMMENDATION

That the Parks Update Report for June, July and August 2015 be received as information.

Regional and Community Parks and Trails

During June, July and August staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

At the Cedar Skate Park staff performed weekly watering of newly planted trees, pruned trees and removed weeds in the beds. Brushing and weeding work was completed along the Morden Colliery Trail and throughout the Cedar Plaza area. At Nelson Road boat launch staff removed garbage and cleared blackberry. Planning for a privacy surround for the portable toilet at this site was also begun. At Pylades Road beach access staff cleared the trail performed beach access stair maintenance work. At Ritten Road Boat Launch staff conducted brushing work and removed illegally dumped garbage.

Staff toured a number of MOTI water access sites with Parks, Recreation and Culture Commission members to review potential development opportunities to improve public access to the water.

Staff prepared and distributed the June 17th Electoral Area A Parks, Recreation and Culture Commission meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff coordinated conceptual design work and preliminary cost estimates for a future kiosk structure at the Cedar Plaza entrance to the Morden Colliery Regional Trail. A surveyor was contracted to complete a legal and topographic survey of the existing plaza in order to move forward with final design and engineering work. In August, staff met with the project designer and Herold Engineering to begin engineer design work on the future kiosk structure for Cedar Plaza.

Area B

Water delivery/supply and chlorine monitoring work continued at Rollo McClay Community Park throughout the summer. The field mowing contract remains underway. Dugout benches were replaced at the ballfield, and the concession building and dugouts were painted.

Regulatory parking signage was replaced at El Verano boat launch following a theft/vandalism incident, and beach access stairs at several sites were inspected for damage and wear and tear.

At Hummingbird Community Park staff removed and rebuilt the landing for the beach access stairs. Site assessment and signage planning work was started for the parks and trails in the Whalebone Parks area. Survey work will be ordered in September to clarify property lines along some sections of the trails connecting the parks.

Illegally dumped garbage was removed from Huxley Community Park.

Staff worked with a Landscape Architect consultant to prepare detailed construction drawings and costing for the proposed phase 1 construction / upgrades for Huxley Park and prepared a grant application for the Canada 150 Infrastructure grant. If the grant application is successful Phase 1 construction would include the replacement of the sport court perimeter dasher boards, tennis court resurfacing, a new community plaza and site preparation for the playground.

Staff assisted the Islands Trust with an inquiry regarding waterfront at the bottom of Brickyard hill. Staff also assisted an Islands View Drive waterfront resident with undeveloped road allowance and trail bisecting property. GaLLT contacted and dealt with landowner to rectify erroneous community directional signage to access.

The Licence of Occupation renewal (30 years) for Joyce Lockwood was received from the Province and processed for signature.

Area C – Extension

At Extension Miners Community Park staff completed trail brushing and clearing work. At Nanaimo River Canyon staff made several site visits, removing garbage and a rope swing. GIS staff GPS'd the park trails and a park regulatory sign was also installed.

Staff met with a representative from the Extension Recreation Commission to discuss potential site layout options for the installation of new playground equipment next to the Extension Community Hall. RDN Parks holds a Permit to Construct Works with MOTI as the playground will be located on undeveloped MOTI road allowance. The Commission has already purchased the equipment and will be doing the installation. Park staff along with GIS staff relocated the boundary pins for the work area.

Staff investigated a water storage tank proposal by the Cranberry Fire Department, including a site visit and meeting with the fire chief. Proposal review will continue following formal plan submission by the fire department.

A final draft of a memorial sign commemorating the opening of Extension Miners Community Park was completed by staff in August with approval from the area director. The sign will be printed in September and installed in October 2015.

In August, final approval from the federal and provincial governments was received on a draft plaque recognizing Community Works Fund contribution for improvements completed in Extension Miners Community Park in 2014. The plaque will be manufactured in September and installed in the fall.

Area C – East Wellington / Pleasant Valley

Trail brushing, tree pruning, garbage collection, and sign replacement work was carried out at Ander's and Dorrit's Community Park.

Staff prepared and distributed the June 22nd Electoral Area C POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff met with horticulture contractor at Anders and Dorrits Park in June and August to discuss required weeding of ornamental flower beds and pruning of trees and shrubs to be completed in late summer and autumn.

In August, design options and cost estimates for an outdoor toilet in Meadow Drive Community Park were compiled by park staff for presentation to POSAC in October.

Area E

Staff carried out a large volume of trail brushing, clearing and garbage removal work at Park Place, Blueback, Jack Bagley, Stone Lake Drive, and Brickyard Community Parks.

Staff continued to work with the Landscape Architecture consultant to refine the concept plan for Blueback CP. Staff met with MOTI staff regarding the planned reconfiguration and expansion of the existing parking area and worked with a civil engineer to design a drainage system for the park. The brushing of the blackberry bushes from the site was completed. Park Staff conducted bird surveys prior to brushing blackberry at the park. Stems that were missed by the contractor due to their proximity to stumps and rock were weed-wacked by Park Staff. Garbage was also removed. A plant restoration plan was completed by staff in August with planting by a contractor anticipated in October 2015. The plan includes approximately 20 Douglas-fir and 20 native alders for forest regrowth.

Area F

At Meadowood Community Park staff performed weekly watering of newly planted trees, installed two new cedar picnic tables, painted the basketball court key and installed new park signage. Throughout the summer the Recreation and Parks Department dealt with numerous and significant vandalism issues. Damage to the playground, toilet, privacy surround, fencing, signs and picnic tables is being regularly sustained and then repaired by staff and contractors.

Along Arrowsmith Community Trail staff completed brushing and clearing work.

At Errington Community Park (and Farmer's Market) staff installed numerous new trail identification signs, conducted hazard tree removal work, and brushed and cleared walking trails. Staff also met with a contractor to get a quote on improving the roadside parking along Veterans Rd.

A significant amount of trail brushing work was completed at Malcolm Community Park. Garbage removal, new signage installations and site inspections were carried out at the newly-acquired French Creek School Community Park.

Staff met with a teacher volunteer to review the proposed interpretive trail signage plans for the Errington School Trail. The project was spearheaded by the Errington Elementary School and was funded through their successful grant writing campaign. The signs were designed and installed by local community volunteers.

Staff attended and helped with the Meadowood Community Park Official Opening Event on June 22nd.

Staff prepared and distributed the June 10th Electoral Area F POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area G

At Neden Community Park staff removed old fencing along Neden Road, and installed an arbour/entrance and new cedar split rail fence along Neden Road and Wembley Road. The original, volunteer-built park identification sign was removed, sanded, refinished and reinstalled.

Regular park and bike jump inspections and garbage removal work was conducted at Columbia Drive-Community Park. At Lee Road Community Park trail brushing and tree pruning and removal work was carried out. Fence repair and maintenance was also dealt with. At Miller Road Community Park staff cut and decommissioned a drainage pipe adjacent to French Creek, and conducted trail brushing and clearing. At Barclay Bridge staff brushed the trail and conducted bridge maintenance work. Trail brushing, improvements and garbage removal work as completed at Dashwood Community Park.

Staff met with BC Hydro on site at River's Edge Community Park to discuss removal of a large amount of Scottish Broom along the utilities corridor adjacent to the park's northern boundary.

Staff prepared and distributed the June 29 Electoral Area G POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area H

A seating bench was repaired and refinished at Baywater Road beach access. A new concrete slab is scheduled for installation in the fall

Staff continued to liaise with Ministry of Forests Coastal Fire Base regarding the ongoing forest fire abatement project underway at Oakdowne Community Park. Several new signs were installed at the park, to replace vandalized/stolen ones. Trail brushing and inspection work was also carried out.

Sill and approach work/improvements were carried out adjacent to the two new pedestrian footbridges recently constructed at Islewood Community Park, along with signage installations.

At Henry Morgan Community Park a new portable toilet and privacy surround wall was constructed. Logs and timber frame components at this playground were refinished/restained.

Trail and site brushing and garbage removal work was carried out at Sunnybeach Road, Wildwood, Crane Road, Rose Park, and Nile Road Community Parks. At Shoreline Dr. new stairs were constructed and are now being protected by lock blocks.

At Leon Road staff responded to a neighbor complaint regarding tree removal, upon visiting staff inspected property pin location and determined no violation was committed.

Staff reviewed existing signage at the following Area H water access sites: #47 (Deep Bay Dr), #42 (Shoreline Dr), #36 (Buccaneer Beach Rd), #31 (Bowser Rd), #24 (Nile Rd), #23 (Crane Rd), #18 (Sunny Beach Rd), #17 (Baywater Rd), #11 (Alert Rd). Park staff also designed public access signs and installed them at 9 existing accesses.

Park staff created signs for volunteers to install at the Big Qualicum River Hatchery. Staff worked with the Electoral Area H Director, community trail volunteers, Woodlot manager and MFLNRO Recreation Officer on community trails project. Community trail operations on Crown lands was clarified.

Staff prepared and distributed the June 9th Electoral Area H POSAC meeting agenda package, attended the meeting and provided the meeting minutes.

Staff corresponded with the Lighthouse Slo Pitch Association regarding their desire to improve the fields at the Lions Community Park.

Staff worked with POSAC members to plan the upcoming Centennial Community Park Open House on September 18th. Posters, postcards and other additional advertising material were developed and distributed.

Staff discussed Oakdowne Community Park and Oakdowne Adjunct II trails outstanding licence renewals with the Province. The process for expanding the trails licence over two parcels to full licence over five parcels was explored.

Community Works Projects

Area B

Staff continued to work with Village Way contractors on the project design. Additional survey and civil engineering was obtained. A site meeting was held with contractors and the Electoral Area Director to review plans for the 1.5 km path course, in particular as concerns drainage from North Road. Another site meeting was held with the Director and the Village Vision group in regard to community participation in the second phase of project involving amenities. Ongoing meetings were held with the contractor and the civil engineer. The draft final design has been received.

Staff worked with the Gabriola Island Softball Association to plan a new playground at Rollo McClay Community Park. The RDN will provide matching funding of \$12,000 for the project through the Electoral Area B Community Works Fund.

Area E

Park Staff conducted bird surveys prior to thinning the corner of Claudet and NW Bay to improve intersection sight lines.

Area F

A resolution was prepared for Board approval of funding to carry out Price Rd Trail (Arrowsmith Community Trail 4).

Regional Significant Gas Tax Project

E&N Rail Trail

Work continued with the planning for the trail. It was clarified that the scope of the trail from Springwood Park to Coombs will end at Station Rd in Coombs. Staff worked regularly with the project management consultant on plan development and conclusion on approach to the Romney Creek crossing (gabion wall). A Statutory Right of Way required for the trail was concluded and registered with Land Titles. 'Ready for approval' drawings were received and reviewed. Plan review and the final approval process was initiated with SVI/ICF, MoTI, RDN Planning, MFLNRO and the ALC. Staff Prepared for and attended meeting with Area F and G Directors in regard to project financing.

Regional Parks and Trails

Arboretum

Park staff conducted park inspections, removed garbage, removed an old fence and conducted trail maintenance.

Arrowsmith CPR Regional Trail

Further to direction from Island Timberlands, the trail was closed to the public through July and August.

Benson Creek Falls Regional Park

Park staff conducted park inspections and trail maintenance and installed bridge number signs.

Benson Regional Trail

Staff liaised with the Nanaimo Mountain Bike Club on the planning of trail to link Westwood Lake Park in the City of Nanaimo with the Witchcraft Lake Regional Trail trailhead (which connects to Mount Benson Regional Park) and the Ammonite Falls Regional Trail (which connects to Benson Creek Falls Regional Park). Staff met with the Club to review their proposed alternate route. Staff liaised with Planning on a s57 referral from MFLNRO for the Club's route and the City of Nanaimo regarding the club's proposed water crossing on City property.

CPR Regional Trail

Park staff installed a new kiosk at the CPR trailhead to replace the old kiosk.

Big Qualicum Regional Trail

Park staff conducted trail inspections and met with DFO staff regarding trails. Signs have been designed and produced.

Coats Marsh Regional Park

Park staff visited the park to assess the location of a future trail along the south side of the lake. The plans for the trail were discussed with the Natures Trust and approval for the trail needs to be obtained from staff at the ECO gifting program. Once approvals are in place, construction will begin.

Descanso Bay Regional Park

Staff delivered RDN tents for Park Operator's 7th Annual Oceans Day and provided event posters and keepsake buttons.

Staff addressed a written complaint about the Park Operator by a prospective camping group (band playing the ferry pub). A written response was provided with no further feedback received.

The 2014 financial and occupancy report was received from Park Operator and reviewed. Staff met with the Operator and obtained a more detailed expenditures report for the last five years for use in the upcoming Park Operator RFP.

Staff arranged for a reprint of the park brochure and worked with the Park Operator to clarify how specific sites are booked.

Staff liaised with Finance regarding new invoicing process for handling monthly payments from Park Operator.

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 worked with the volunteer park warden, Bylaw Services and Animal Control Services on pursuit of dangerous dog complaint.

Staff worked with the Hatchery Manager/Park Caretaker and DFO to see extra flow and temperature monitoring conducted in the side channel given the severe drought conditions. Staff liaised with BCCF regarding low main stem water levels and exposed large woody debris structures. The Hatchery Manager/Park Caretaker dealt with a break in at the Hatchery buildings and theft of small equipment.

A contractor conducted service road improvements as the hatchery bridge has now been closed by the means of a bollard.

Park staff installed bridge number signs.

Horne Lake Regional Park

Park staff conducted park inspections. Staff installed barriers to stop ATV traffic and new Bear proof garbage cans were delivered to site.

Staff installed a bollard in South Park (Ridgeview trail) and filled potholes throughout park as requested by RLC

Lighthouse Country Regional Trail

Park staff conducted trail inspections and trail maintenance. Park staff installed bridge number signs. Staff responded after storm events, clearing large fallen tree across trail and removed debris from trail.

Little Qualicum River Estuary Regional Conservation Area

Staff liaised with BCCF, QB Streamkeepers and DUC on watering and monitoring of vegetation plantings along the fish channel. Staff provided QB Streamkeepers with honorarium for assistance at spit with watering as well as invasive species removal.

The draft report on Canada Geese (CAGO) was received from the Guardians of the Mid-Island Estuaries. The Guardians are invited to present findings at the September Board. Staff investigated, obtained and reviewed detailed background material on CAGO work within the Capital Regional District.

Little Qualicum River Regional Park

Staff continue to repair vandalized items and remove fire rings in the park. Fortunately the pins on the gates are still securing access however the concrete barriers have been removed allowing access once again. Staff will replace missing barriers.

Moorecroft Regional Park

Park staff met with a representative from the Moorecroft Stewards (a five-member community group working to promote Moorecroft and support RDN initiatives), to provide an update on park projects.

In August, staff met with the curator from the Parksville Museum to discuss the possible relocation and management of Ms. Moore's Cabin by the museum. The proposal will be reviewed by the museum Board in September.

Park staff conducted park inspections and trail maintenance. Park staff have built a couple of split rail fences, one is for safety at Mrs. Moore's and the other to protect the ecologically sensitive area at Skipsey Lake.

Morden Colliery Regional Trail

An application for a 30-year Lease of the seven Crown parcels that constitute the Morden Colliery Regional Trail was completed on July 31 by park staff. The application required the submission of 25 files including a management plan outlining proposed development within the MCRT, location maps, detailed site plans, photos, legal surveys, title searches and First Nations correspondence.

Mount Benson Regional Park

Further to a May meeting with NALT and with feedback from the lawyer, staff updated the draft covenant. Staff worked with the GIS department on a covenant map and submitted the updated covenant to NALT for review and discussion in September.

Staff met with the volunteer park warden and provided him with a digital camera to use on almost daily trips up the mountain.

Nanaimo River Regional Park

Park staff conducted park inspections and trail maintenance. Staff removed large piles of broom from random volunteer efforts.

Ammonite Falls Regional Trail

Trail signage was installed in June.

Trans Canada Trail

Staff liaised with MoTI concerning upcoming changes to the property management of the DL 20 gravel pit property through which runs TCT route.

Witchcraft Lake Regional Trail

Staff removed graffiti from the kiosk.

Fairwinds Lakes District - Regional Park Management Plan

The final Management Plan for the Fairwinds Lakes District Regional Park was completed by staff and submitted for Regional Parks and Trails Select Committee and Board review in June along with a staff report. The plan was officially approved in principal on June 23, pending submission of the final Enos Lake Protection and Monitoring Program (Appendix E of the management plan) by the developer.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and several information requests were received from the public.

Seasonal campfire/smoking and hazard warning signs were posted, in accordance with notifications received from Ministry of Forests and local fire protections agencies. Staff prepared media notices, Park page updates and social media posts regarding the wildfire risk, the ban of campfires at both campgrounds, the smoking ban at all parks and trails, and the closure of the TCT and Arrowsmith CPR Regional Trail due to wildfire risk. Staff researched the approach that other local governments were taking to deal with the wildfire risk in their parks and participated on an RDN committee regarding the dry summer.

Staff attended internal training on Sharepoint, the new budgeting software and participated in a webinar on Emergency Planning for large events.

Park staff worked with GIS staff to create printable PDF's on our website. This is being reviewed before making it open to the public. Park Staff and GIS staff continued to collect data for mapping purposes and Community Park inventory purposes.

Park staff began developing the 2016 budget. The year-end projections were calculated and staff assembled the work plan for 2016. Budget development will continue through the fall.

Parks and IT staff have met and begun the work of moving Parks files to Sharepoint folders. Staff are currently cleaning out old files and will merge the two existing parks filing systems: the parks operations folders and the folders that were used for Oceanside Place staff.

Staff prepared park pages for the Fall/Winter Active Living Guide and assisted Recreation staff with the Island Timberlands Blog and adult hike program planning. Staff worked with Eyes on BC writer on article about Top Bridge area trails and arranged for distribution of the Regional Parks and Trails Guide to Nanaimo, Parksville and Qualicum Beach Info Centres, along with Ravensong and OP.

A template for a Project Information Sheet was completed by park staff in June as a way to standardize organization and documentation of tasks, responsibilities and budgeting for each park project. Completed sheets will also serve as a quick reference to staff members unfamiliar with the project.

Staff continued work on the community park name and civic address confirmation project. Statistics were updated for community parks.

Staff prepared a letter of support for Tourism Vancouver Island in their bid to ICET for funding to support Phase II of the VI-Sunshine Coast Trail Project.

Staff continued to work on acquisition files for both Regional and Community Parks. Potential parkland was visited and assessed, meetings were held, agreements were drafted and future investigations were initiated on several files.

Park staff ordered road signs for some of the parks. Permission was obtained by MOTI via permit.

Park staff removed tree from front of Arena building.

Park playground inspections were carried out to meet Canadian Standards Association requirements.

Park Use Permits and Events

Parks permits approved and in process include:

Area A

- Held site meeting with the Nanaimo Skateboard Association regarding the September fundraiser at the Cedar Skatepark; concluded on permit conditions and approved permit.

Area B

- Approved a park use permit for a wedding at Descanso Bay Regional Park.

Area C

- Concluded permit with MFLNRO for a hydro-climatic monitoring station at Mount Arrowsmith Massif Regional Park; obtained actual location information.
- Worked with Nanaimo group on permit for a Nepal fundraiser involving Westwood Lake and a run up to the top Mount Benson.
- Concluded work with Backcountry Horseman group on permit for Pipeline section of TCT; permit approved.
- Dealt with and approved a permit for the National NDP party in regard to a media event at the park entrance sign for Benson Creek Falls Regional Park.
- Addressed and declined a permit request by the Mid-Island Velo Association to set up a bike course at Anders and Dorrit's CP for a series of evening events. Group referred to POSAC to discuss such a use.

Area E

- Concluded park use permit for QF's annual Teddy Bear Picnic at Jack Bagley Field. Liaised with Legislative Coordinator regarding associated permits.
- Worked with seniors group on permit for use of Vesper Pt picnic area; permit approved.

Area F

- Concluded permit for Arrowsmith Community Recreation Association and Coombs Community Picnic at French Creek School Community Park; assisted group with site access.
- Concluded work on a park use permit to Corcan Meadowood Residents Association for Canada Day celebrations (including beer garden and fireworks) at Meadowood Community Park. Permit approved subject to permission from Coastal Fire in respect of fireworks.

Area G

- Arranged park use permit with Nanoose Heart and Stroke for park and hatchery visit.

- Liaised with Hatchery Manager regarding WaterSmart Gr IV/V classroom visit.

Area H

- Approved permit for Mid-Island Bluegrass Society's Festival at Lions Community Park; liaised with Legislative Coordinator for additional permits.



Manager of Parks Services



General Manager Concurrence

Creating Synergies Between Recreation and Arts in Electoral Area 'A'

Hannah King, Superintendent of Recreation Program Services

September 16, 2015

EA 'A' Parks Recreation and Culture Commission

In June the Electoral Area 'A' Parks, Recreation and Culture Commission requested a review regarding the potential synergies between recreation and cultures services in Electoral Area 'A' and at the July 28, 2015 the following resolution 15-572 was approved by the Regional Board:

"That staff be directed to investigate and report on what synergies could be brought together between Recreation and Arts in Electoral Area 'A'.

This information report will present tactics and potential options to develop synergies between Recreation and Arts for consideration.

It should be noted that implementation of some of the options presented would require the establishment or alterations to the delivery system within Area 'A' as they relate to recreation and culture services i.e. program delivery, communication methods, and subcommittees. Staff would be available to assist in developing required systems as per the direction of the Commission and Regional Board.

For the purpose of this report the terms art and culture are being used synonymously. There is no attempt being made to define either art or culture. Culture in particular is a concept that is understood uniquely depending on the individual and/or community.

The following information is a collection of tactics to create synergy between culture and recreation. The tactics have been grouped into four areas of focus; Communication & Outreach, Funding, Direct Programming, and Heritage. All of the tactics would require further development.

I. Communication & Outreach:

- Include within the membership definition of the Terms of Reference for the Commission that consideration will be given to Recreation and Culture Grant applicants that can demonstrate ties to community cultural groups or experience either professionally or personally in the fields of arts and culture to encourage a balance of recreation, parks and cultural interests.
- Ongoing promotion within local publications identifying how and who to contact regarding recreation, culture and parks issues i.e. a monthly banner ad in the Take 5 publication.
- Conduct a cultural/arts inventory to identify current groups and organizations. This work could be the task of a Commission subcommittee or by a hired third party. The final

compilation would become a valuable community resource and the process of gathering the information could be a catalyst for conversation around how best to work collaboratively i.e. create synergies. This resource could be housed within the existing Area 'A' web page on the RDN website and on community partner websites. See the www.arrowsmithcalendar.com as an example.

- Attend AGM's and/or monthly meetings of local community groups and share information about Grants-in-Aid program and other initiatives.
- Make personal contact with current presidents/executives of community groups and organizations and explore potential joint projects and initiatives.
- Continue to foster existing relationship with Snuneymuxw First Nations and explore joint initiatives and opportunities to share and learn about the cultural significance of the Nation within the area.
- Host or co-host a community forum in the Area to encourage dialogue across sectors (recreation/culture) and ultimately identify common goals that the PRCC can then review and align with. Commission could sponsor a speaker/facilitator to provide a workshop session on a topic of mutual interest to recreation and cultural groups i.e. grant writing, volunteer management, event planning.
- Communicate with Recreation Commissions and Departments in neighbouring communities and ensure their membership and staff are aware of current initiatives including Grants-in-Aid Program.
- Where possible help support the implementation for the Official Community Plan which was developed for the Area with resident input; therefore in turn helping bring to life a plan that conceptualized the Area's sense of culture.

II. **Funding:** currently the Area 'A' PRCC Recreation and Culture Grants-in-Aid program is structured making arts groups eligible to apply for funding. Considering recent levels of grant application, it is likely there is a lack of awareness of funding availability within the communities.

There are a number of tactics the Commission could apply in order to increase awareness and thus directly support local arts and culture groups:

- Include Grants-in-Aid information in communication efforts on a frequent basis
- Edit the current Grants-in-Aid application package to include specific examples of arts events and programs i.e. dance festivals, theatrical performances, drama camps, cultural workshops.
- Contact local schools to let them know they may be eligible for Grant- in-Aid funding for specific school events and initiatives.
- Mail application forms to identify community groups with a letter of invitation to apply for Grants- in- Aid funding.

- III. **Programming:** Groups delivering recreation within any community no matter of the delivery system in place, have to take into account the culture of the area. Currently the Area 'A' Commission does not include direction or specific expectations within the contract for License of Use of the Cedar Heritage Centre, the scope of the contract is solely building management. The contract's use clause states that the tenant shall use the premises solely for a community centre, which for the purposes of the agreement includes community uses such as, but not limited to, special events, programs/activities, meetings, rentals, community gatherings for all ages, community internet and preschool/daycare uses.

In other Electoral Areas within the Regional District contracts for delivery of recreation services include specific mandates to provide said services and requirements regarding reporting on the services provided. This is an option the Area 'A' PRCC could explore as future direction. Alternatively, a secondary contract could be negotiated with a party for delivery of recreation services within Area 'A'.

Within a contract for recreation delivery services the Commission could chose to include direction that requires a certain percentage of programs offered be culture focused. Currently within the District this level of specificity is not required however culture (loosely defined) programs do appear in program inventories. The following is a sampling of 'culture/arts' programs delivered in other District communities:

- Cartooning and Graphic Novels for Youth
- Guitar Lessons
- Design and Painting
- Youth Rock Band
- Dance Camp & Drama Camp
- French Soccer Camps

As with traditional recreation based programs these examples of culture programs are the result of existing relationships between community partners. For example in District 69 this past summer a series of arts based camps offered by the Regional District were delivered by way of contract with the local Arts Council. The possibilities for cultural programming are only limited by current community resources and expertise.

Some potential program offerings within Area A include:

- Drama Camps offered by the Yellow Point Drama Society
- An artisan workshop series through the spring featuring a different type of artistry each week/month
- Rural heritage walking tours lead by local experts to various RDN park sites

IV. Heritage:

The world heritage is also often used in conjunction with culture. The two are inextricably linked when it comes to defining a community's sense of self. Some examples and suggestions as to how to recognize and celebrate heritage are noted below:

- Working with local museums, archives and historical societies and long-time residents research the area's history to get a sense of what has shaped the community. Encourage community dialogue by way of hosting community gatherings in informal settings such as coffee shops or at the Heritage Centre. Local history experts or local archivists could present an overview or timeline of the community and then also record stories shared during the event.
- Area 'A' Commission could commission a historian to research and document the Area's history.
- Other communities have, in partnership with the local theatre group, commissioned the writing of a theatrical production that portrays the area's heritage to then be staged by the theatre group.
- The Area 'A' Commission recently approved in concept a design schematic for a community information kiosk as a part of a park development plan that honours the community's past industrial heritage. Continued direction such as this one would assist in the creating of a sense of place within the Area.

Summary

This report has presented a number of possible tactics to develop synergies between Recreation and Arts for the consideration of the members of Area 'A' Recreation and Culture. Four tactical areas of focus are; Communication & Outreach, Funding, Direct Programming, and Heritage. If upon review of this information Commission members would like staff to further develop strategies formal direction would be required.