

**REGIONAL DISTRICT OF NANAIMO**

**EAST WELLINGTON AND PLEASANT VALLEY  
PARKS AND OPEN SPACE ADVISORY COMMITTEE  
MONDAY, OCTOBER 26, 2015  
7:00 PM**

*(East Wellington Fire Hall, 3269 Jingle Pot Road)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-5 Minutes of the regular East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held June 22, 2015.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**UNFINISHED BUSINESS**

**REPORTS**

6-16 Monthly Update of Community Parks and Regional Parks and Trails Projects – Jun-Aug 2015

17-24 Monthly Update of Community Parks and Regional Parks and Trails Projects – September 2015

Anders and Dorrit's Park Garden Work Update *(verbal)*

Benson Creek Falls Regional Park Parking Lot *(verbal)*

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

Meadow Drive bench, toilet and shelter installation *(handouts)*

POSAC Member Term Expiry (Erickson, Wilson, Heikkila)

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

TBD

**Distribution:** M. Young (Chairperson), R. Heikkila, B. Erickson, D. Cawthorne, J. Wilson, L. Boon , C. Pinker (*Alternate*)  
T. Osborne, W. Marshall, L. Fesiak

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY  
PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, JUNE 22, 2015  
7:00PM**

***(EAST WELLINGTON FIRE HALL, 3269 JINGLE POT ROAD)***

- Attendance:** Maureen Young, Director, RDN, Chair  
Rick Heikkila  
Bruce Erickson  
Doug Cawthorne  
Judith Wilson
- Staff:** Wendy Marshall, Manager of Park Service  
Elaine McCulloch, Park Planner  
Lesya Fesiak, Park Planner
- Others:** Charles Pinker, Alternate Director, RDN Director
- Regrets:** Leo Boon
- Residents:** Bernice Lind  
Valerie Jones  
Carl Jones

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**CALL TO ORDER**

Chair Young called the meeting to order at 7:09 P.M.

**INTRODUCTION**

**New Area C - East Wellington / Pleasant Valley Park Planner - LESYA FESIAK.**

The Committee welcomed Lesya Fesiak the new RDN Parks representative for the East Wellington Pleasant Valley Parks and Open Space Committee. Ms. McCulloch explained the new park portfolios that parks staff have been assigned. The committee thanked Elaine for all her help as Park Planner for last 7-8 years.

MOVED R. Heikkila, SECONDED B. Erickson to receive the late delegation.

CARRIED

## **MINUTES**

MOVED R. Heikkila, SECONDED B. Erickson that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee regular meeting held March 30, 2015 be approved.

CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

Creekside Park – Committee members confirmed that the vehicle parking issue has greatly improved since the addition of new signage by Park staff and the implementation of regular parking monitoring by Footprints Security.

## **REPORTS**

**Monthly Update of Community Parks and Regional Parks and Trails Projects – April 2015**

**Monthly Update of Community Parks and Regional Parks and Trails Projects – May 2015**

Ms. McCulloch took questions from the committee regarding the two monthly reports.

### **Benson Meadow Roadside Path Update**

The Committee confirmed that ATV and motor cycle use on the pathway has decreased since the placement of boulders by Park staff.

### **Creekside Trail**

The Committee discussed the presence of an informal pathway along Creekside Place. An absent delegate had suggested to Chair Young for a formal development of the path, however the path would not connect to the existing Meadow Drive roadside trail. No action was discussed.

### **Anders and Dorrit's Park House Removal Update**

The committee discussed house removal and septic tank / septic field demolition.

MOVED R. Heikkila, SECONDED D. Cawthorne that the Reports be received for information.

CARRIED

## **NEW BUSINESS**

### **Anders and Dorrits' CP-VIU Student Design Concepts**

Five design proposals by VIU Horticulture Program students were presented to the committee by Ms. McCulloch. The student designs will be used for reference only when developing a park master plan in the future.

**Meadow Dr. CP: Picnic Shelter & Bathroom Discussion**

The Committee did a walk through at Meadow Drive Community Park to discuss picnic shelter, toilet and bench design and locations. Ms. Fesiak will meet with Committee member Doug Cawthorne and a timber framer in July or August to review picnic shelter design options. Cost estimates and design options for all three amenities will be provided at the next meeting.

**2015 Area C-EW/PV Community Parks Budget Summary**

The budget was discussed by Committee Members and Ms. McCulloch who also provided clarification on Regional vs. Community budgets.

**Comments from Public**

Residents Valerie and Carl Jones noted that POSAC Meeting notices had been posted too late for the June 22, meeting. The meeting had been moved forward one week but notices were not posted earlier so there was a short timeline before the meeting.

**ADJOURNMENT**

MOVED R. Heikkila, SECONED B. Erickson that the meeting be adjourned at 9:00pm.

CARRIED

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Chairperson

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**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**

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## 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 17<sup>th</sup> 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 22<sup>nd</sup> 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 22<sup>nd</sup>.

Staff prepared and distributed the June 10<sup>th</sup> 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 9<sup>th</sup> 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 18<sup>th</sup>. 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 7<sup>th</sup> Annual Oceans Day and provided event posters and keepsake buttons.

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.

***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/or 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 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.



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Manager of Parks Services



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General Manager Concurrence



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

**DATE:** October 9, 2015

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

**MEETING:** D69 Recreation Commission –October  
15,2015  
All POSAC's, RPTSC

**FILE:**

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- September 2015**

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## RECOMMENDATION

That the Parks Update Report for September 2015 be received as information.

### Regional and Community Parks and Trails

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

#### Electoral Area Community Parks

##### *Area A*

Park staff worked with Herold Engineering to revise design drawings for a future kiosk structure at Cedar Plaza.

Parks and GIS staff gps'd the trails along undeveloped road water access locations #18 and #20. It was confirmed that the current trail locations do not trespass on neighbouring properties. Planning for stair construction will continue through the fall.

Staff prepared and distributed the September 16<sup>th</sup> Electoral Area A Parks, Recreation and Culture Commission meeting agenda package, attended the meeting and reviewed the meeting minutes.

Site maintenance and cleanup work was completed at the Cedar Skate Park, following a large skateboarding competition/event. Additionally, staff repaired a leaking holding tank at the washroom site.

Blackberry removal and garbage clean-up work was carried out at Nelson Road Boat Launch.

A new sign was installed at Pylades Drive beach access, and the toilet door was repaired.

**Area B**

Staff worked with the Gabriola Softball Association to order Playground equipment for Rollo McClay Community Park. The project was funded with matching funds through the Softball Association and the Electoral Area B Community Works funds. Parks staff is providing continuing support to the Softball Association for the installation of the playground.

Contracted parking lot grading and re-surfacing and trail surfacing work commenced at Rollo McClay Community Park. This work will be completed in October.

At Malaspina Galleries Community Park the access trail was resurfaced and raised to improve drainage.

Site assessment and signage planning work continued for the parks and trails in the Whalebone Parks area. Staff have contracted a surveyor to accurately locate and mark several sections of the access trails along Whalebone Drive. Following notification to several park neighbours in the area, this surveying work will commence in mid-October.

**Area C – Extension**

Revisions to a draft memorial sign commemorating the opening of Extension Miners Community Park was completed by staff following community input. The sign will be printed in October and installed in Spring 2016.

Staff coordinated the installation of stairs in Extension Miners Community Park, to be completed in October 2015. The work will be completed by community volunteers.

Drainage assessment work was begun at Extension Miners Community Park. Work to remediate some drainage and erosion issues will take place over the winter.

Staff provided support to the Extension Recreation Commission's playground installation project which is planned to be installed on MoTI undeveloped right-of-way the first weekend in October. RDN Parks holds a Permit to Construct Works with MoTI for the installation.

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

Park staff compiled design options and cost estimates for park development in Meadow Drive Community Park (including an outdoor toilet, a bench and a picnic shelter) for presentation to POSAC in October.

At Andres Dorritt Community Park, staff installed a bollard for access control. A contractor was hired to landscape the gardens and maintain the trees.

Park staff monitored use on the Benson Meadows Path and staff graded the parking lot at Creekside Community Park.

**Area E**

Piles of blackberry roots and stems at Blueback Community Park were raked up and removed from site by Sellentin's Habitat Restoration & Invasive Species Consulting. Herold Engineering Ltd. drafted plans for needed drainage at the park. Staff developed washroom/porta potty surround design specifications. Staff submitted a Request for Review application to the Department of Fisheries and Oceans (DFO) to

ensure that a notification to DFO was not required for the planned park construction. DFO advised that no notification is required.

Staff ordered plants and met with a landscape contractor to coordinate tree planting in Stone Lake Drive Community Park for this October. Park staff cleared a plugged culvert at Stone Lake Drive.

Staff removed garbage and cleared trail of debris at Brickyard. Garbage was regularly removed from Jack Bagley field.

#### **Area F**

Parks and Planning staff worked with the owner of the Evergreen Estates development to arrange for roadside parking improvements along Veterans Rd adjacent to Errington Community Park. The planned in-kind works will satisfy the terms of the rezoning approval that required the owner to provide \$10,000 of construction value towards park improvements in the Errington area. Staff submitted an application for a Permit To Construct Works to Ministry of Transportation for the parking area.

The increased presence of a volunteer Park Steward/Warden has led to a significant reduction in the volume of vandalism issues at Meadowood Community Park. However, portable buildings scheduled for installation at the park and currently being warehoused at a public site in Parksville have been twice broken into by vandals, requiring maintenance/repair work to be conducted by parks staff.

The Price Road section of the Arrowsmith Community Trail system has been substantially completed by a contractor. Trail surfacing compaction and identification signage installs will be completed in mid-October.

The Recreation and Parks Department gave permission to BC Hydro's vegetation management contractor to remove two hazard trees in a community park adjacent to and interfering with utility poles.

#### **Area G**

Staff removed garbage regularly from Columbia Drive and visited the Dashwood Hall with MIA for an insurance / liability inspection.

#### **Area H**

Parks staff provided presentation materials, organized and attended an Open House at Dunsmuir Community Park. The open house was an opportunity to gather input regarding future park upgrades either in Dunsmuir Park or at another local park in the area. Staff worked with the Bow Horn Bay Community Association to submit a Temporary Food Services Permit to Island Health to allow hot dogs to be served at the Open House. Staff prepared Dunsmuir Community Park for an open house by scrapping and power washing the tennis and basketball courts. Broom was also removed from the fence around the tennis court. Approximately 60-70 community members attended the event; POSAC members attended and helped gather community input.

Staff prepared and distributed the September 16<sup>th</sup> Electoral Area H Parks and Open Space Advisory Committee meeting agenda package, attended the meeting and prepared the meeting minutes.

At Baywater Beach Access staff graded the site and moved broken concrete. At Buccaneer Beach Access staff installed a new public access sign. At Shoreline Drive new stairs were constructed and are now being protected by lock blocks. At Sunnybeach staff removed a large log as per request. Weed eating and garbage removal took place at most Beach Access sites.

Staff liaised with the Lions Club (leaseholders on property) concerning insurance, field improvement plans and planning for Bluegrass Festival 2016.

Coastal Fire Centre crews continue fuel management in Oakdowne Community Park.

Park staff installed a garbage can at the Lighthouse Community Pullout.

## **Community Works Projects**

### ***Area B***

Staff worked closely with the project consultants and the Area Director to move along the Village Way design. Staff concluded on a number of design issues and provided detailed feedback on draft plans. Advice was obtained from a land consultant on pursuing works located on private property adjacent to the road allowance.

### ***Area E***

At Claudet Community Park, a tree falling contractor walked the trails that are going to be developed and fell or modified hazardous trees as per WCB requirement. Staff drafted up a tender document and invited contractors to a site viewing to provide bids for the trail development works.

## **Regional Significant Gas Tax Project**

### ***E&N Rail Trail***

Work continued on the design. Staff provided input required for the revised submission to the Agricultural Land Commission panel. The signed 'Issued for Approval' plans were received from the engineering consultant and six applications to MoTI were prepared and submitted. The plan review process with ICF and SVI was initiated and a site review on the rail with SVI and rail crossings specialist was carried out. Staff met with City of Parksville engineering and parks staff to review the route through the City lands (Springwood Park) and to examine the impact of proposed water line development. Further to a site visit, a new route was proposed through Springwood Park. Staff also dealt with the engineer and consultants on instructions for sensitive lands and work with a private land consultant on a possible new road and crossing. A meeting was held with ICF and SVI to review the approach to works on an inactive rail line and it was agreed that there is a need for additional information about some crossings, in particular Church Rd.

## **Regional Parks and Trails**

### ***Arboretum***

Staff and Arboretum volunteers hosted a tour of the Arboretum property for the City of Nanaimo Culture and Heritage Commission on September 30<sup>th</sup> at their request. The Commission is considering adding the property to the City of Nanaimo's Community Heritage Register.

***Arrowsmith CPR Regional Trail***

Staff liaised with Island Timberlands and obtained clearance to end the summer trail closure. A notice was issued and the website updated.

***Beachcomber Regional Park***

Park staff conducted park inspections and trail maintenance.

***Benson Creek Falls Regional Park***

Park staff conducted park inspections and trail maintenance. Staff responded to complaint regarding garbage dumping.

***Benson Regional Trail***

Staff continued to work with the Nanaimo Mountain Bike Club on concept planning for the regional trail connection between Westwood Lake, the Witchcraft Regional Trail trailhead and Benson Creek Falls Regional Park.

***Coats Marsh Regional Park***

Staff worked with the Nature Trust to submit a Notice of Change in Use application to Environment Canada's Ecological Gifts Program to construct the proposed trail in Coats Marsh RP as per the management plan recommendations.

***Descanso Bay Regional Park***

The campfire ban at Descanso Bay Regional Park was lifted and the web site updated.

***Englishman River Regional Park***

Park Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Park staff continue to block access breaches to keep ATV's out of the park.

As in previous years, the RDN contributed to the cost of VIU's fall environmental monitoring of the fish channel for DFO. VIU will now produce a report on eight years of monitoring the fish channel.

***Horne Lake Regional Park***

Park staff conducted park inspections. Staff worked with RLC to deliver and install recycle bins/bases.

***Lighthouse Country Regional Trail***

Park staff conducted trail inspections and trail maintenance. Staff installed new road signage on HWY 19A and resurfaced bridge approaches.

Staff liaised with MoTI and a private landowner on a driveway construction up Lioness Blvd and crossing of the trail along the Gazetted Highway; obtained construction schedule and safety plan.

***Little Qualicum River Regional Park***

Staff met on site with a contractor to plan for improved vehicle barricades at the park's Qualicum side access point where a large steel gate has been bypassed by someone removing large boulders. Additional vehicle barricades are required closer to the bridge. This work is expected to occur in October.

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

Park staff conducted park inspections and trail maintenance. New directional signage was installed along HWY 19A, Northwest Bay Road, and Stewart Road to get to the park.

Staff met with a consultant to outline options to get building design and construction underway for the new washroom, the Kennedy Hall upgrades and the upgrades to the caretaker house.

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

Park staff completed a planting design, hired a landscape contractor and ordered plants for a restoration planting along a section of the Morden Colliery Regional Trail at Cedar Plaza.

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

Park staff conducted park inspections. Staff installed new road directional signage on Kilpatrick Road.

With camera provided by Parks, the Volunteer Park Warden identified Whiskey Jacks on the mountain, not recorded there by area ornithologists in over 15 years.

Staff received feedback from NALT on the draft conservation covenant and reviewed the feedback with lawyers.

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

Staff met on site with a local park steward, to assess the rate of erosion of a portion of the river bank. Staff will continue to monitor the situation.

### ***Ammonite Falls Regional Trail***

Park staff conducted trail inspections and trail maintenance. Numbered trail markers were GPS'd to produce a map for emergency services.

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

Liaised with Island Timberlands and obtained clearance to end the summer trail closure. Issued notice and updated the web site.

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

Park staff installed number stickers on the orange trail markers for safety purposes. These numbers can be given to emergency services such as search and rescue to help locate where they are.

### **Miscellaneous**

Park Staff installed new entrance signs in area G and E CP's. Staff will be updating the other areas in the month of October.

Park Staff are removing "No Smoking- Extreme Fire Hazard" signs as work is completed in areas of placement. Web site updated to remove 2015 smoking ban postings.

Park Staff pruned the trees along the back road at Oceanside Place as requested by the recreation department.

Two property assesses were carried out for potential parks. For one property, staff rated the site using the Parks Rating and Criteria Framework. For the other, an initial site visit took place. Staff continue to work on another potential park file.

Staff continued work on the community park name and civic address confirmation project.

Staff continued to work with IT on transition of all parks files to the SharePoint system.

Park staff created signs for volunteers to install at the Big Qualicum River Hatchery.

Staff liaised with City of Nanaimo staff on plans to convene an Island meeting on the Canada Goose (CAGO) problem.

Staff created the 2016 Budget and Capital and Financial Plans. Budgeting work will continue through October and November.

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

Parks permits approved and in process include:

#### Area A

Staff worked with the Nanaimo Skateboard Association on final preparations for the Sunday September 13<sup>th</sup> fundraising event at the Cedar Skatepark. Staff addressed issues in event organization and unmet permit conditions and responded to participant complaint that resulted.

#### Area C

Staff addressed an old park use permit application for a fundraiser run up the mountain, and a more recent effort to organize a similar event in support of Nepalese earthquake victims. Staff discussed the events with NALT and clarified with both groups that the Witchcraft Lake Regional Trail and Mount Benson Regional Park trails and related access facilities are in the condition needed to handle a launch of 'Benson Grind' events and expectations at this time. The focus on conservation at the regional park and concluding the park conservation covenant were noted.

#### Area E

Began working with Nanoose Elementary, with launching the first outdoor nature class under the new provincial curriculum. Initial focus will be on Moorcroft and Englishman River Regional Parks.

#### Area G

Staff continued to work with the Mid-Vancouver Island Habitat Enhancement Society on a five-year report on their River Run event at Englishman River Regional Park.

#### Area H

Staff continued to work with the Mid-Island Bluegrass Society on a five-year report on their Bluegrass event at Lions Community Park. Staff liaised with the Society and the Lions Club in regard to 2016 plans and the apparent need to seek an alternative venue given growing limitations on overnight camping at the park.

Staff worked with mid-Island equestrians on plans for a 2016 Bowser ride.



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Manager of Parks Services



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General Manager Concurrence