

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**WEDNESDAY, MAY 20, 2015**

**10:00 AM**

*(Lighthouse Community Centre, Qualicum Bay)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**ELECTION OF SECRETARY**

**DELEGATIONS**

*Motion to receive delegation.*

**MINUTES**

3-5 Minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held March 6, 2015.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**CORRESPONDENCE/ COMMUNICATIONS**

**UNFINISHED BUSINESS**

Water Access Signage

**REPORTS**

6-14 Monthly Update Regional and Community Parks & Trail Projects –Jan-Feb 2015

15-22 Monthly Update Regional and Community Parks and Trail Projects – March 2015

23 Area H POSAC Outreach Report

24 5 Year Planning Review 2015-2019

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**DIRECTOR'S UPDATE**

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**Next Meeting**

Wednesday, September 16, 2015

10:00am

Lighthouse Community Centre

Distribution: B. Veenhof (Chairperson), D. Seydel, N. Robertson, B. Ellis, V. Weismiller, D. Wiwchar, T. Osborne, W. Marshall, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
FRIDAY, MARCH 06, 2015  
10:00 AM  
(Lighthouse Community Centre, Qualicum Bay)**

**ATTENDANCE:** Bill Veenhof, Chair, Director, RDN Board  
David Wiwchar  
Valerie Weismiller  
Nancy Robertson

**STAFF:** Wendy Marshall, Manager of Park Services  
Elaine McCulloch, Parks Planner

**REGRETS:** Dagmar Sedel  
Barry Ellis

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**CALL TO ORDER**

Chair Veenhof called the meeting to order at 10:00am.

**ELECTION OF SECRETARY**

No secretary was elected. This item needs to appear on the next meeting's agenda when more committee members are present. E. McCulloch will take the minutes for this meeting.

**MINUTES**

MOVED D. Wiwchar, SECONDED V. Weismiller that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held October 15<sup>th</sup>, 2014 be approved.

CARRIED

**REPORTS**

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

**Monthly Update Regional and Community Parks and Trail Projects – November – December 2014**

Ms. McCulloch gave a summary of the Regional and Community Parks and Trail Projects reports.

**Shoreline Drive Ramp / Stair Repair**

W. Marshall provided a verbal report on the state of the storm damaged ramp at the Shoreline Drive water access site. The ramp was washed out from water running off the road upslope from the ramp, not from wave action at the toe. A culvert was blocked forcing the water to run down the road. Parks staff are looking into the possibility of getting funding for the repair through the Provincial Emergency Program (PEP). Replacement will cost approximately \$3,500. Funds to cover the repair have been included in the 2015 budget should they be required. The committee expressed a preference for the damaged ramp to be replaced with box steps. Parks staff were requested to contact MoTI to investigate the possibility of replacing the culvert.

MOVED V. Weismiller, SECONDED N. Robertson that the reports be received.

CARRIED

## **NEW BUSINESS**

### **2014 Accomplishments**

E. McCulloch explained that this document was primarily for the Committee's information and offered to answer any questions. B. Veenhof commented that the RDN's Bear and Cougar Awareness communication needs to include information about wolves as well as this is becoming a problem in the Bowser area.

### **2015 Workplan**

E. McCulloch explained that this document was primarily for the Committee's information and offered to answer any questions. No questions were asked.

### **5 Year Planning Review 2015-2019**

E. McCulloch reviewed the 5 Year Planning Review 2015-2019 document with the Committee.

### **Oakdowne Community Park Update**

W. Marshall provided a verbal update on the status of the Park and trails. The Park property is leased from the Crown however the RDN manages the trails outside of the park through a Licence of Use from the Crown. The Committee was asked if they would like staff to investigate the possibility of the RDN requesting a Licence of Occupation for all the Crown parcels surrounding the park where the trail currently goes through. W. Marshall cautioned that ATVs do currently use the Crown Lands in the area which is legal however ATV use in RDN parks is prohibited as per Bylaw No. 1399.

The Committee requested that staff look into the possibility of leasing the crown lands through which the existing trail goes through and managing them as community park. B. Veenhof suggested that the RDN look into allowing ATV's in some portion of the park. Staff was requested to see if the existing trails are shown on the RDN public website.

## **DIRECTOR'S UPDATE**

B. Veenhof provided the following updates;

### **Bowser Trail-Bashers**

Volunteers have been trained the use the GPS and have provided the info to the RDN. Sheena will connect with the RDN to develop the maps. The Hall will host the maps on their website. B. Veenhof will be investigating the different possibilities for using the maps to boost tourism in the area. He hopes to have a map product for this summer.

### **Bowser Elementary Roadside Trail**

The Bowser Elementary School PAC has approached B. Veenhof with their concern about kids walking down Faye Rd to the school as well as the safety of the parking situation at the school. He is investigating the potential of creating a roadside trail and will likely bring this item forward at a future Committee meeting.

### **Public Information Session**

B.Veenhof would like to host a public information session to ask the community what park and or trail projects they would like to see undertaken in their area. It was felt that a good time to get people's ideas would be at the Mother's Day Pancake Breakfast put on by the Lions at the Lighthouse Community Center. The Committee will be responsible for the event advertising and the summary of feedback that is gathered at the event.

The Committee directed Staff to prepare open house material and attend an open house to be held at the Mother's Day Pancake Breakfast on Sunday May 10<sup>th</sup>, 2015.

### **COMMITTEE ROUND TABLE**

**V. Weismiller** passed on that the GPS'ing volunteers were very happy and that a horse had been along the Lighthouse Country Trail and had damaged the bridges.

**D. Wiwchar** noted that he would like to see parking provided at the Deep Bay trail entrance. A map needs to be provided. It would be great if this trail could be extended and linked to the Deep Bay Marine Center.

### **ADJOURNMENT**

MOVED D. Wiwchar that the meeting be adjourned at 11:25 am.

CARRIED

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Chair

## Parks Functions Report

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

**DATE:** March 31, 2015

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

**FILE:**

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

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

### **Electoral Area Community Parks**

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

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

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

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

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

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

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

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

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

### ***Area B***

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

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

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

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

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

Staff continued to work on the Huxley Park Master Plan.

### ***Area C – Extension***

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

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

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

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

### **Area E**

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

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

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

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

### **Area F**

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

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

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

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

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

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

### **Area G**

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

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

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



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

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

### **Area H**

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

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

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

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

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

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

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

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

### **Miscellaneous**

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

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Project forecasting/costing work was completed.

## **Community Works Projects**

### ***Area B***

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

### ***Area C – Extension***

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

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

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

### ***Area E***

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

### ***Area F***

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

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

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

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

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

## **Regional Parks**

### ***Arboretum***

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

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

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

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

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

Park staff installed a trail closure sign by the falls.

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

Park staff conducted trail inspections.

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

Park staff conducted park inspections.

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

Park staff conducted park inspections.

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

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

### ***Englishman River Regional Park***

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

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

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

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

**Lighthouse Country Regional Trail**

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

**Little Qualicum River Estuary Regional Conservation Area**

Park staff conducted park inspections.

**Little Qualicum River Regional Park**

Park staff conducted park inspections.

**Moorecroft Regional Park**

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

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

**Morden Colliery Regional Trail**

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

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

**Mount Benson Regional Park**

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

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

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

**Witchcraft Lake Regional Trail**

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

**Nanaimo River Regional Park**

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

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

Park staff conducted trail inspections.

### ***Top Bridge***

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

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

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

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

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

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

### ***Miscellaneous***

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

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

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

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

### ***Publications***

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

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

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

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

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

**Budget 2015**

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

**Parks Building**

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

**Park Use Permits and Events**

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

**Staff Training**

Staff attended FMW budgeting software training.

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

**Website**

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

**Recommendations**

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



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Manager of Parks Services



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General Manager Concurrence

## Parks Functions Report

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

**DATE:** April 15, 2015

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

**FILE:**

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

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

### **Electoral Area Community Parks**

#### **Area A**

Surface water level monitoring continues at Cedar Skate Park, where septic tank work is planned for late spring. Following several reckless driving incidents, the parking lot was re-graded by staff. Several site visits were made to remove garbage from the site. A site plan and installation specifications were prepared for the proposed picnic table at Cedar Skate Park.

New signage was laid out and ordered for Thelma Griffiths Community Park. Planning continues for trail and park development work, currently scheduled for this summer.

Garden bed weeding work was conducted at the Cedar Road trailhead of the Morden Colliery Community Trail. Garbage clean-up work was also carried out.

New signs have been ordered for controlling park visitor parking behaviour at the Quennell Lake boat launch.

Garbage collection and site clean-up work was carried out at Nelson Road boat launch.

#### **Area B**

New, environmentally friendly toilets have now been installed at Rollo McClay Community Park, utilizing significantly less water than the previous models. This is in an effort to demonstrate environmentally responsible behaviour with regards to water conservation, and to reduce costs, given that all water used at this park site is delivered by tanker truck, following the decision to stop using the water well on the site last year. The existing well needed significant repairs. Parking lot grading work is also being planned for the summer. Mowing and fertilizing of the ball fields has now begun for the season and irrigation system maintenance work was completed.

Staff liaised with a park neighbour regarding an unauthorized and unsafe park access trail off the end of Brydie Avenue into 707 Community Park. Appropriate signage has been ordered, for install this spring, directing park visitors to proper access points.

Several park planning and maintenance issues surrounding Huxley Community Park were attended to.

Staff submitted a bylaw referral response for the Gabriola Island Local Trust Committee Proposed Bylaws Nos. 278 and 279. No parks related concerns were identified with the proposed bylaw.

Staff prepared a report reviewing the proposed Huxley Park Master Plan and to provide direction on the phasing of the park elements. The purpose of the Master Plan is as a guiding document for long term park development.

Staff prepared and distributed the March 16<sup>th</sup> Area B POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

#### ***Area C – Extension***

Extension Playground road permit application was submitted on behalf of the Extension Recreation Society.

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

Garbage removal and site clean-up work was carried out at Anders and Dorrit's Community Park. Staff will locate and decommission the septic tank for the (now demolished/removed) house this spring. Some trail surfacing and further stabilization of the grape trellis/arbor is also scheduled for April. The gate to the parking area will now be left open 24-7, barring any further vandalism incidents; in which case the Recreation and Parks Department will enlist the services of a security company to open and close the gate on a dusk to dawn schedule. A chain gate/barricade was installed at the south side of the parking lot, to bar vehicle access to the field.

Staff prepared and distributed the March 30<sup>th</sup> Area C East Wellington/Pleasant Valley POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

#### ***Area E***

Following consultation with an arborist and falling company, the removal of several previously topped hazard trees was completed at a small community park on Anchor Way.

The trail at Stone Lake Drive was inspected and a small lean-to structure was removed.

At Brickyard Community Park staff removed garbage and debris from park trails.

At Ainsley Place Community Park staff cleared stairs of debris and branches.

At Jack Bagley Community Park staff removed garbage from throughout the field/park area.

Park staff flagged proposed trails for future development at Claudet CP. A land survey was also completed to aid in the planning of the trail layout.

Staff continued to work on the concept plan for Blueback Community Park.

Staff met with the developer's agent to inspect the newly constructed parking lot at the proposed Oakleaf Community Park. Once the development property has received final subdivision approvals from the Ministry of Transportation and Infrastructure the park property will be handed over to the RDN.



### **Area F**

Further park maintenance and development planning continued through March. Staff again met with a local volunteer and representative from the Errington Memorial Hall to discuss plans for park improvements. A large number of hazard trees were removed. This will be followed up in April by a park volunteer work party to drag all the downed wood to a central location, at which point staff will chip and remove the resulting material. Trail measurements were collected as part of this planning process, and trail resurfacing work will be carried out in April.

Staff met on site at Meadowood Community Park to discuss outstanding items to be completed in April and May, prior to the official Park Opening Event scheduled for late spring. Existing parking curbs were secured to the ground and three more were ordered, for installation in late spring. Vandalism damage was again repaired around the enclosure for the portable toilet. This is the third similar incident since the park's development over the winter. The picnic pavilion final inspection was completed to close the building permit.

Mowing work was completed at the newly secured community park at the French Creek Community School. Park signage was designed/ordered and is expected to be posted in April. A contractor was enlisted to prune overgrown trees and shrubs around the fenced perimeter of the playing field. This work is anticipated for April, following consultation with adjacent property owners.

As part of the department's ongoing collection of trail visitor/user data, additional trail counter information was collected for Carrothers trail.

Malcom CP signage plan and site visits occurred in March. The Coastal Fire Centre has offered to do some park maintenance for training purposes within Malcom CP. This is scheduled to be completed in April.

Permit to proceed with trail development along an undeveloped stretch of Price Road in Errington was obtained from the Ministry of Transportation and Infrastructure. Work to develop the Price Road Trail, Arrowsmith Community Trail (ACT) 4, was tendered. Three contractors participated in a mandatory site visit and two contractors bid on the project; the contract was awarded to Kivela Contracting.

Staff prepared and distributed the March 11<sup>th</sup> Area F POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

### **Area G**

Materials for cedar split rail fencing for Neden Community Parks were ordered and received. Installation of a run of fence along both Wembley Road and Neden Road is expected to take place in May.

Seasonal bridge maintenance work was completed at Barclay Crescent Bridge.

Staff prepared and distributed the March 6<sup>th</sup> Area G POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

### ***Area H***

Building materials for the construction of two new pedestrian footbridges were ordered, for installation at Islewood Community Park.

Following consultation with the Electoral Area H Parks and Open Space Advisory Committee, staff have settled on a design for replacement stairs at the Ministry of Transportation and Infrastructure's Shoreline Drive beach access. This comes following significant damage sustained by the ramp and retaining wall at the site, during high tides and heavy rain events this past winter. Construction is scheduled for May-June.

At Henry Morgan Community Park staff cleared rocks from the berms which were required prior to planned topsoil dressing and seeding this spring. Staff removed garbage from the park, and cleared blowdown and branches from the trails.

Bridge maintenance and trail clearing work was carried out at the Leon/Marshall connector trail.

Park staff are working on an area H trail signage plan at Big Qualicum River Hatchery.

Staff pursued licence renewal for the Sunnybeach water access in Qualicum Bay with the Ministry of Transportation and Infrastructure; prepared report to the Board to support renewal as offered by the Ministry.

Concluded work on a third five-year land use agreement with the private landowners who allow for the Thompson Clarke – Ocean Trail in Bowser. Staff obtained a copy of the RDN's certificate of insurance showing coverage for public use of the lands and completed a board report in support of agreement renewal.

Staff prepared and distributed the March 6<sup>th</sup> Area H POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

### **Community Works Projects**

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

Design consultants are working to finalize the Village Trail plans following a meeting with MOTI in February. A submission to MOTI at the end of April is anticipated. The project tender could occur in May, following MOTI's permit approval and construction could begin in the summer.

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

The RFP process was completed for the Meadowood Portables and a consultant selection made. Staff are now preparing the contract. The portables at PES were further secured with windows and doors boarded, and a weekend security patrol was set up with Footprints Security.

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

The Ministry of Transportation and Infrastructure announced it will be improving the shoulder conditions along the south side of Wembley Rd, from the City of Parksville boundary to Wright Rd. RDN Parks will continue to work towards developing trails in the undeveloped road right-of-ways in the area and along Lowry's Rd to connect the future Rail Trail with Oceanside Elementary School.

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

Trail design is still underway in a couple of locations along the route of the future E & N Trail. Following completion of the 75% design drawings for the overall route, submissions can be made to the ICF, MOTI and other approving agencies for review. Assuming all approvals are in place by the fall and funding allocations match project costs, construction could begin in late 2015 or early 2016.

### **Regional Parks**

#### ***Arboretum***

Park staff conducted park inspections and park maintenance.

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

Park staff conducted park inspections and trail maintenance.

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

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Park staff installed "Parking Map" on Jameson Road as per RCMP recommendation. Parks staff continue to monitor the parking situation on Jameson Road. Web blogs and websites are continuing to be monitored for accurate visitor parking information. Footprints Security will continue conducting parking patrols over the summer on long weeks and will submit reports, and the RCMP will continue to respond to parking complaints as their staffing and resources allow.

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

Park staff conducted trail inspections.

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

Park staff conducted park inspections.

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

Park staff conducted park inspections.

The park operator agreement for Descanso Bay was renewed for the period 1 May to 31 December 2015. A tender for a new five-year operating agreement will take place in the fall of 2015.

#### ***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 obtained a building permit for a retaining wall to be built on one of the trails in the Month of April.

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

Park staff conducted park inspections. Staff picked up fire rings and delivered them to HLRP.

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

Park staff conducted trail inspections and trail maintenance.

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

Park staff conducted park inspections. The BCCF and Qualicum Bay Streamkeepers are monitoring the native plantings located in fenced enclosures. Staff received and are now reviewing the draft Goose Management Strategy from the Guardians, in preparation for final payment (\$10,000).

***Little Qualicum River Regional Park***

Park staff conducted park inspections. Staff contacted an engineering company to design bridge improvements and provide a tender package for the works to be completed.

***Moorecroft Regional Park***

Staff installed dog brochure boxes in three different locations in the park. A new septic line was installed from the caretaker's house to an existing septic field. RLC Park Services conducted a successful Spring 5-day kids' camp (Go WILD) with 20 kids at the park. A second toilet was ordered for the park for the camps and increased summer visits. Staff provided park information for the Moorecroft Stewards Spring newsletter. The Caretaker Agreement renewal (to March 2016) was completed by staff and signed by the park caretakers.

***Morden Colliery Regional Trail***

Park staff conducted trail inspections and maintained trails. Park staff installed trail courtesy signs at the tipple.

***Mount Arrowsmith Massif Regional Park***

Park staff conducted park inspections.

***Mount Benson Regional Park***

Park staff conducted park inspections. Staff cleaned the kiosk and removed seasonal signage.

***Nanaimo River Regional Park***

Park staff conducted park inspections and trail maintenance.

***Parksville - Qualicum Links***

Park staff conducted trail inspections.

***Top Bridge***

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

Briefing on the Top Bridge Crossing provided to the Alberni Times in regard to an initiative to bridge the ravine separating Port Alberni and old Alberni.

***Trans Canada Trail***

Park staff conducted trail inspections.

***Witchcraft Lake Regional Trail***

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

### **Miscellaneous**

All the developed beach access sites within the district were visited, inspected and cleaned up. Annual cleaning/servicing of the portable toilets/doors/structures was ordered from the supplier, to be carried out over the next three weeks. 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.

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

Staff completed revisions to the draft parks management plan and consultation with stakeholders and First Nations. A third Advisory Meeting was organized for April 15, and the final Open House event is scheduled for May 13, 2015.

### ***Provincial Land Tenures***

Staff continued to work with the Province and Local First Nations with regards to a 30-year Crown Land Lease application for the Morden Colliery Regional Trail and a Premature Lease Renewal for Benson Creek Falls Regional Park.

### ***New Parks Building***

Following the Parks function's move to a new, shared (Planning/Operations) facility, numerous housekeeping items were attended to such as assessing furniture, facility signage, safety/first-aid needs, electrical, plumbing and data/IT connections, parking, and site security. This work will continue throughout the spring and summer, and will include the development of several required procedures for addition to the district-wide Procedures Manual for facility operation and maintenance.

### ***Parks Statistics***

Staff completed a statistical review of the parks portfolio (e.g., acquisition over time, parks by tenure, square metres per capita), along with an initial compilation of overhead, maintenance and new development expenditures for the 1999-2014 period.

### ***Mount Arrowsmith Biosphere Reserve***

Staff assisted the Biosphere Reserve with the planning of a 24-hour Bio-blitz involving some RDN parks, and an Amazing Places video project. A letter of support was provided to the Biosphere from the RDN Chairman.

### ***Tourism Vancouver Island Top 100 Hiking Trails Project***

Staff continued to feed information to the consultants. Reviewed initial top 100 results, provided information on more RDN trail opportunities and discussed the limitations of the project approach with the consultants. Likely project will need to be revamped and a second phase is being contemplated.

### ***Publications***

- Staff provided review and edits of park information for the Spring Active Living Guide.
- Staff continued to distribute the Regional Parks and Trails Breathe Guide to visitor centres.

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

- Staff continued to receive regular reports from 2 VPWs (Mount Benson, ERRP).
- There are 6 active VPWs.

**2015 Budget Development**

**Park Use Permits and Events**

- 3 permits in process
- 2 permits completed
- 1 application cancelled
- Assistance provided to Island film scout looking for car ad location.

**Staff Training**

Three parks staff attended a Workplace Emergency First Aid training course.

**Website**

- As Island Timberlands are conducting logging activity in the Extension area, staff updated the parks website with IT information and blog link.
- The Dogs in Moorecroft Park brochure was posted on the Moorecroft Park webpage.

**Recommendations**

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



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Manager of Parks Services



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General Manager Concurrence

May 14, 2015

## Area H POSAC Outreach Report

From: Director Bill Veenhof

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The Area H POSAC held a Public Outreach session at the Lighthouse Community Centre, coincident with the Mother's Day Pancake Breakfast on 10 May 2015. The goal of this session was to solicit public comment on where the POSAC should focus its efforts in the future.

The local POSAC volunteers are to be commended for their support and interest. This ensured that this was a very successful event.

Approximately, 100 people reviewed and commented on the information presented.

There no negative comments about what the POSAC had done or was planning to do. This is a strong community affirmation that the POSAC is doing the right thing. The POAC received a great many positive and constructive comments, these follow. It is recommended that the POSAC review their 5-year plan in light of these comments.

- There was a great deal of discussion about the train and the sense that, the corridor would be better used as a hiking/cycling route. This said, there were some people who would like to continue to see the train.
- Everyone liked our work on beach access.
- A great many people want to see the Lighthouse Community Trail connected to Bowser/Deep Bay
- Everyone seemed to want comprehensive Area H trail maps (and which are dog friendly)
- Road side safety in Bowser and Qualicum Bay was very important:
  - We need wider (safer) shoulders in Bowser and Qualicum Bay
  - Beautify the Bowser Town Center with planters
  - We need street lights in our village centers (Bowser/Qualicum Bay)
  - Repaint the road lines
- We need the stairs to the beach off Shoreline Dr fixed
- We need a path from Bowser Elementary to Thompson Clarke Dr
- The trail signs near McColl Rd need to be fixed
- We need a set of stairs down to the beach in Qualicum Bay
- Henry Morgan Park:
  - Fix swing
  - Put in a better BB backstop
  - When are the washrooms coming in?
  - We need more playground stuff
- Pickle Ball Court(s)
- A boat launch a Sunny Beach

# RDN Electoral Area 'H' Community Parks

## 5-Year Project Planning: 2015-2019

### PLANNING WORKSHEET

March 2015

A suggested schedule for completion of each phase of the process is presented in the following chart.

☼ current year project

	Park Code	Budget Notes	General Notes
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#### Ongoing Projects

Administrative support for Electoral Area 'H' POSAC			in-house: staff time
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#### High Priority Projects (2015/2016)

☼ Water Access signage #47, #42, #36, #31, #24, #23, #18, #17, #11		\$4,000	2015 budgeted amount
☼ Contribution of Lighthouse Community Hall Upgrades		\$20,000	2015 budgeted amount
☼ Shoreline Drive stair repairs		\$10,000	2015 budgeted amount
☼ Maintenance Contract - Henry Morgan		\$8,500	2015 budgeted amount; estimate
☼ Thompson Clarke Trail Lease Renewal		\$0	in-house: staff time
☼ Oakdowne CP: Crown Lease renewal & acquisition of surrounding properties		\$0	in-house: staff time
☼ Park Open house: presentation materials & attendance		\$0	in-house: staff time
Dunsmuir Area: community consultation re: park needs & design		\$10,000	2016 order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2016
Wildwood CP: signage improvements		\$7,500	\$7,500 from Community Parks + \$7,500 from Regional Parks

#### Medium Priority Projects (2017/2018)

Dunsmuir Area: community park development	B-32	\$50,000 - \$100,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only) \$20,000 available for development from re-zoning amenity contribution; PL2011-178 - Deas - 2900 Leon Road
Islewood Dr. trail linkage & signage		\$10,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2017

#### Low Priority Projects (2019)


#### Additional Project Suggestions

E&N community trail by rail			
McCull Rd: park plan			
Lions CP: community consultation & park concept plan			

#### Completed Projects

Oakdowne Trails: signage plan and sign installation		\$4,000	
Henry Morgan CP: play equipment installation		\$12,000	
Henry Morgan CP: porta potty surround		\$3,000	
Essary Rd: trail development & signage		\$1,000	
Shoreline Drive Stair Repair		\$5,000	
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2014, from Community Works funds