

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING
WEDNESDAY, FEBRUARY 17, 2016
7:00 PM**

(Cedar Heritage Centre)

A G E N D A

PAGES

CALL TO ORDER

ELECTION OF DEPUTY CHAIR

ELECTION OF GRANT SUB-COMMITTEE

DELEGATIONS

Motion to receive late delegations

MINUTES

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

Motion to approve Minutes

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

PARKS

7-19 Monthly Update of Regional and Community Parks and Trail Projects –Nov 2015-Jan 2016

RECREATION

Sport Court Update

2016 Budget Timeline and Process (handout)

Motion to receive Reports

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

BCRPA Symposium – April 2016

Canada 150 – Sub- Committee Terms of Reference

COMMISSIONER ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

April 20, 2016
Cedar Heritage Centre

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, NOVEMBER 18, 2015
7:00PM**

(CEDAR UNITED CHURCH)

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Patti Grand
John O'Connor
Kerri-Lynne Wilson
Bernard White

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

Regrets: Angela Davies
Andrew Thornton
Graham Gidden

CALL TO ORDER

Chair McPherson called the meeting to order at 7:01pm.

DELEGATIONS/PRESENTATION

L. Gourlay, VICCS – RE: Beautification & Heritage Project Partnership Invitation

Mr. Gourlay presented on the Beautification and Heritage Project. They are looking for resources for partnerships and funding sources and would like to tap into the Canada 150 funds. They would like to find a community room/ place to display Cedar/ South Wellington mementos or heritage items for Canada 150.

MINUTES

MOVED Commissioner O'Connor, SECONDED Commissioner Grand that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held Sept 16, 2015 be adopted.

CARRIED

MOVED Commissioner Wilson, SECONDED Commissioner Grand that Minutes of the Electoral Area 'A' Parks, Recreation and Culture Grants Sub-Committee meeting held October 21, 2015 via email be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Commissioner Fiddick clarified that his interest in Water Access #A-20 (Pace/Headland Rd) at the last meeting was to find out if the existing driveway to Canadian Pacific Algae Ltd. is within the MoTI road

allowance, not whether the existing trail is within the undeveloped road allowance. E.McCulloch advised that private driveways are often legally built within MoTI road allowances. However, based on the GPS data that was collected by Parks Staff it looks like the majority of the driveway is located on private property. The RDN does not typically direct public trail along private driveways. In this case, the existing trail to the ocean can be contained within the MoTI undeveloped road allowance. The existing stairs to the beach are within the public road corridor; the existing boat ramp leads directly from private property.

Commissioner Fiddick left the meeting at 7: 40pm citing a possible conflict with the next agenda item.

MOVED Commissioner Wilson, SECONDED Commissioner White that the following Electoral Area 'A' Recreation Grant in Aid application be approved:

Organization	Description	Requested
CEDAR FAMILY OF COMMUNITY SCHOOLS	For funding toward equipment for a 10 week youth empowerment program for girls in 3 rd to 7 th grade through fun and interactive physical activities.	\$ 739.74

CARRIED

MOVED Commissioner White, SECONDED Commissioner Wilson that the following Electoral Area 'A' Recreation Grant in Aid application be approved:

Organization	Description	Requested
CEDAR COMMUNITY ASSOCIATION	To purchase 32 chairs and cart to use for events at the Cedar Hall and their community activities.	\$ 2,128.00

CARRIED

The Commission discussed some of the guidelines for the grants that are currently in place and whether the applications met the requirements of the current guidelines.

MOVED Commissioner Grand, SECONDED Commissioner White that the Grants Sub-Committee meet to review changes to the current guidelines for grant applications.

CARRIED

Commissioner Fiddick returned to the meeting at 7:55pm.

COMMUNICATIONS/CORRESPONDENCE

NONE

REPORTS

PARKS

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

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

Ms. McCulloch took questions about the reports from Commissioners.

RECREATION

CSCES Update (verbal)

Ms. King updated that she received the signed lease from CSCES and will now be signed by the RDN. This lease extended the current agreement by 1 year.

MOVED Commissioner Grand, SECONDED Commissioner O'Connor that the Update reports be received.

CARRIED

Recreation Facility, Programs, and Sports Field Service 2015 Survey Report

Mr. Banman summarized the Recreation Facility, Programs and Sports Field Service Survey Report for the Commissioners and its relevance to the Electoral Area 'A' community.

MOVED Commissioner Fiddick, SECONDED Commissioner Wilson that the Recreation Facility, Programs, and Sports Field Service 2015 Survey Report be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Commissioners had a positive response to Mr. Gourlay's presentation and discussed what their role could be to support the organization's efforts for Cedar community beautification and heritage information collection for Canada 150 events.

MOVED Commissioner Grand, SECONDED Commissioner Fiddick that the Commission form a Canada 150 Sub-committee in 2016.

CARRIED

NEW BUSINESS

Snuneymuxw First Nation Sport Court Draft Agreement (handout)

Mr. Banman gave a summary of the agreement and is hopeful it will be presented in a staff report early in 2016.

2016 Business Plan (handout)

2015 Work Plan (handout)

Mr. Banman gave a summary of the information provided on these handouts.

Morden Colliery Regional Trail Bridge Development Open House (December 2, 5:30-7:30 Cedar Heritage Center)

Ms. McCulloch reminded the Commission of the upcoming open house about the Morden Colliery Regional Trail Bridge.

Commissioner Term Expiries (Vacant, Fiddick, Davies, O'Connor)

Mr. Banman reminded Commissioners of the upcoming term expiries.

COMMISSIONER ROUND TABLE

Commissioner Wilson – She has noticed neighbours of the skate park always picking up garbage around the park. Nice to see but wished there was a way to give appreciation to them.

Commissioner Fiddick – Celebrating his 54th wedding anniversary tonight. He mentioned the group petitioning for Boat Harbour access. He listed all of the now limited access to horse riding that used to be open and accessible for horse riders to get around the area.

Commissioner O'Connor– He showed the Commission a book titled Ghost Towns and Mining Camps that showed a picture of Cassidy.

Commissioner White – He noted that the Fire Department had dealt with a number of car accidents this month. Would like to see a focus on safe walking and higher visibility on the roads.

Commissioner Grand – Lack of volunteerism in the community and hopes to seem more gratitude for those that do spare their time. Director McPherson mentioned that Ladysmith has a Good Citizen Award and feels it would be a great asset to the community in Cedar. Mr. Banman mentioned there is a National Volunteer Week each year and ,in the RDN, during that week the letters are sent to all volunteers. He said staff could bring back some more information about it next meeting. Director McPherson asked if staff could talk to Ladysmith regard their forms and process for 'Good Citizen' recognition.

IN CAMERA

MOVED Commissioner Grand, SECONED Commissioner O'Connor that pursuant to Section 90(1) (e) of the Community Charter the Committee resume to an In Camera Committee meeting to consider items related to land and legal issues.

Time: 9:25PM

CARRIED

ADJOURNMENT

MOVED Commissioner Grand that the meeting be adjourned at 9:40pm.

CARRIED

Chair

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: January 12, 2016

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission –Feb 18, 2016
All POSAC’s, RPTSC, EA ‘A’ PRC

FILE:

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

RECOMMENDATION

That the Parks Update Report for November and December 2015 be received as information.

During the last two months of 2015 staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

At Nelson Road boat launch staff removed wood debris from the ramp and cleared the stairs. At Ivor Road Community park staff responded to a neighbour’s phone call regarding hazard trees. The trees were removed and a faller was contacted to schedule an arborists report on several standing stems. At Cedar Skate Park staff removed garbage, checked/cleaned the toilet enclosure and removed graffiti.

Area B

With much appreciated assistance and effort from local volunteers, a new playground was designed and installed at Rollo McClay Community Park. In addition, staff conducted maintenance work at the park’s retention pond. Parks staff met with local Gabriola Island dog park advocates to discuss the possibility of developing a dog park at Rollo McClay CP.

In consultation with community volunteers, signage assessment work was carried out at 707 Community Park. Development and installation of the signs is expected to occur throughout the winter with assistance from area park stewards.

Along the Whalebone Area trails and parks, survey work was completed to accurately locate and mark property boundaries. Lumber and debris was removed from the trails.

Staff installed new posts and regulation signage throughout various Electoral Area B Community Parks, as well as conducted garbage clean ups. A stolen loading zone sign was replaced at El Verano boat launch and has since been stolen again.

Area C – Extension

Staff ordered plants and oversaw installation of several native plant species in Extension Miners Park Community Park to replace trees and shrubs lost during summer drought. The final design for a future memorial sign in Extension Miners Community Park was submitted for production in December. Installation is anticipated in April 2016.

At Nanaimo River Canyon Community Park staff removed garbage and cleaned the park entrance.

Area C - East Wellington/Pleasant Valley

At Anders and Dorrit's Community Park staff conducted park inspections and modified and secured the grape arbor with diagonal supports.

At Meadow Drive Community Park planning and operations staff coordinated the installation of a concrete bench for the playground area. A concrete vault toilet was ordered and is scheduled for installation in February 2016. A contract for a future picnic shelter (scheduled for installation in summer 2016) was awarded in December following review of three proposals by local timber framers. Park staff removed arbor ties from the park and cleaned up the old pumpkins from Halloween.

At Benson Meadows Path park staff removed a boulder from the ditch which was blocking a culvert at a neighboring resident's driveway. Once at the scene it was found that the blocked culvert was not due to the trail upgrade but a poorly constructed headwall when the development was first built.

Park staff removed garbage from the parking lot at Creekside Community Park.

Area E

Staff cleared debris off trails at Brickyard Community Park and regularly removed garbage at Jack Bagley Field.

At the request of a park neighbour staff installed a park boundary sign as well as a park use regulation sign at Sea Ridge Drive Trail. MoTI consulted parks staff regarding kayak company use of Nanoose Area water accesses.

Parks staff ordered and oversaw the installation of several native tree species in Stone Lake Drive Community Park. A contractor installed a new cedar community park sign.

Construction at Blueback Community Park ceased early December due to poor weather conditions. Operations are expected to recommence early 2016 when conditions are favourable again.

Staff reviewed and approved a proposal by the Nanoose Place Society to install a picnic shelter adjacent to the Nanoose Place Community Centre.

Area F

Parks staff met with the Area F POSAC Trails sub-committee to discuss next steps for developing the ACT trails.

At Harris Crescent Community Park staff responded to a complaint regarding a hazard tree, removing the trees and debris. A fire pit was cleaned up by the stage at the Errington Farmers Market.

Area G

At Lee Road Park Community Park staff went to a call regarding stream bank erosion that was occurring on the park side of French Creek. Staff observations determined that this was natural stream morphology and there was no imminent danger. Staff will monitor the bank erosion over time. This was reported back to the concerned resident.

At Dashwood Community Park staff straightened and re-cemented basketball standards. The "S" hooks for the swings were also replaced.

Staff installed expanded metal on the bridges at Hawthorne Rise and at River Edge Drive staff removed garbage reported by a local resident.

A developer's contractor and a tree faller removed several identified hazard trees at Blue Water CP at their cost. Shortly after removal RDN parks staff planted the area with donated Hemlock and Spruce plugs.

Staff met with an Area G landowner to discuss a potential parkland acquisition.

Area H

At Deep Bay Community Trail Park staff repaired the parks/neighbour's fence that was rotten and blew over during a high wind event. At Henry Morgan staff seasonally cut the ornamental grass and conducted other park maintenance. Garbage was removed from Dunsmuir Community Park.

Community Works Projects

Area A

Staff coordinated a public Open House event (held Dec. 2nd) for the future bridge development over the Nanaimo River within the MCRT. Tasks included development of a project website, ads and social media updates, information boards and a public survey, hall booking, event set-up and participation.

Area B

Staff concluded work with the landscape architect consultant on the Village Way design. Working with structural and civil engineering consultants, staff completed the application package for MoTI and submitted for review. Work continued with the engineering consultant on a schedule of quantities and cost estimates. Meetings were held with MoTI to go over design concerns and with the Area Director and engineer to review design and cost approaches.

Area C - Extension

The new stairs were inspected at Extension Miners and the trail maintenance work was carried out.

Area F

Trail surfacing compaction and identification signage installs have now been completed at the Price Road section of the Arrowsmith Community Trail.

At the recommendation of the subcommittee and with the approval of the Area Director, parks staff designed and prepared trail construction contract documents for a public trail within the Cranswick undeveloped road allowance to connect the end of Cranswick Rd to Matterson Road. A MoTI trail

construction permit was received and a contract was awarded to undertake development. A culvert was installed and grubbing completed; the remainder of trail construction will be completed in the spring of 2016.

Area E

At Claudet Road CP park staff installed a bear proof garbage can and improved drainage on the trails. Further trail improvements will occur in the month of January as weather points out any other potential deficiencies. Park staff removed protruding roots in certain sections of the trail. A split rail fence was installed; water service chain link fence will be installed Early December. Park staff drafted up signs for the new park and had them produced and installed.

Regional Significant Gas Tax Project

E&N Rail Trail

Staff worked with the environmental consultant on the submission of a Sec 9 Notification to MFLNRO. Staff also worked with the engineering consultant on development and BC Bid issue of a Request for Qualifications, due mid-January. A Development Permit Application package was completed and submitted to Development Services. Staff worked with the City of Parksville on a revised route through Springwood Park including holding several meetings on preliminary drawings, surveying and general arrangements. A draft Memorandum of Understanding was submitted to the Island Corridor Foundation regarding delayed Alberni Line compliance with road crossing regulations. The ALC Panel decision regarding Rail Trail along Alberni Line was received with fencing required along the ALR lands. Staff prepared and submitted an appeal to the ALC. Staff worked with the engineering consultant on approval submissions to ICF and SVI. Staff submitted a revised Church Rd crossing application to MoTI. Staff engaged a gravel consultant to assist in development of final specifications and consulted with other Island RDs for their specs. Staff reviewed updated cost estimates and required design changes.

Regional Parks and Trails

Coats Marsh Regional Park

Contract prices were obtained and a contractor selected for development of a pedestrian trail at the park. Area neighbours were notified in writing of the upcoming construction, expected to occur in January, though is weather-dependent. Provincial Wildlife permits have been received and an environmental consultant has been retained in order to satisfy Federal Government requirements for development of the site, with regards to safeguarding amphibian species.

Descanso Bay Regional Park

Park staff prepared a Request for Proposals for the 2016-2020 operation of Descanso Bay Regional Park. Siting and design of a change room for the park day use area was completed. Campground advertising was purchased for the online Destination BC website(www.helloBC.com).

Englishman River Regional 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 installed trail closure signs on an unsanctioned trail near Top Bridge at the request of The Nature Trust of British Columbia. Park staff are working with the GIS department mapping and making new directional signage for the park.

An eighth year of water quality, benthic invertebrate and spawning fish monitoring was completed along DFO's fish channel by VIU students, with help this year from the Mid-Island Habitat Enhancement Society. As usual, financial assistance was provided by RDN Parks to help with laboratory costs.

Park staff removed a deer carcass reported by a Conservation Officer.

Horne Lake Regional Park

A contractor repaired the boat launch as lake levels were low enough to do so. Park staff met with the Coastal Fire Centre to discuss work / training opportunities. Staff drafted new signs to replace existing damaged, incorrect or old signage. Website maps were updated. Campground advertising was purchased for the online Destination BC website (www.helloBC.com).

Little Qualicum River Regional Park

Staff contacted Ministry of Transportation staff and the adjacent landowner regarding installation of vehicle barricades and control of gated park access.

A gate key was distributed to DFO for the purpose of access for a successful river restoration project involving the depositing of salmon carcasses in the river.

BC Conservation Foundation inspection of their four Large Woody Debris structures showed they were generally in good order.

Moorecroft Regional Park

Staff installed expanded metal on the Caretakers House stairs. Due to high rain events causing flooding at certain spots on the trail staff installed trail drainage to relieve flooding/ponding.

Staff reviewed submitted proposals for architectural services pertaining to Kennedy Hall, the Caretaker's residence and a future washroom. A contract was awarded in December.

Staff toured Miss Moore's cabin with board members of the Parksville Museum who, later in 2016, will assess the building's potential for restoration and management by the museum.

Morden Colliery Regional Trail

Staff conducted site visits with interested contractors to obtain price quotes for trail resurfacing work.

Mount Benson Regional Park

Staff concluded negotiations with NALT on the final conservation covenant. Staff organized publications of notice of Board's intent to charge park titles with a covenant, and web information page on the process. Staff worked with the lawyer, NALT and Corporate Services on final document preparation and inclusion in January Board agenda.

New trail head signs were designed by staff and fabricated. Each sign has a map showing their location with emergency phone numbers and coordinates to their position. NALT will be installing them when weather permits.

Staff using utilities tractor put in small drainage ditches across the Old Road Loop trail.

Nanaimo River Regional Park

Staff put up high water and thin ice signs in the park. The trail and stairs were cleared of leaves.

Parksville - Qualicum Links

Staff liaised with the Chair of the Greater Nanaimo Cycling Coalition, now representing D69 given the folding of the Oceanside Cycling Coalition group.

Trans Canada Trail

Staff liaised with the TCT headquarters regarding Cedar route plan being promoted by an area resident and confirmed no change in ability to realize new route through Cedar in the short term.

Further to direction from Island Timberlands, staff posted temporary trail closure notices on the Extension Ridge Trail.

Miscellaneous

Staff installed thin ice signage and "Caution High Water" signs at various parks in the district.

Staff assisted with the Winter Wonderland set-up at Oceanside Place.

Staff provided the Capital Regional District with background information on Haslam Creek Suspension Bridge and copy of as-built plans, and park agreements list.

Staff participated in the VIU Shadow-Mentor Program, providing a VIU Recreation student an opportunity to shadow with Park staff for a day. Tasks included site visits and an Open House set-up.

Staff attended a meeting regarding Brant closures within the Parksville-Qualicum Wildlife Management Area.

Work continued on some in camera land issues and acquisitions.

Fire

Staff attended the Coastal Fire Centre's regional meeting on revisions to the fire control cost sharing agreement model and responded to survey request for parkland conditions.

Off-Road Vehicles

Staff liaised with the Province on the application of new law and issues concerning local enforcement services' awareness of the new and existing law. Staff participated in the UBCM conference call on the new law's application including on Regionally-owned lands, and confirmed the RDN's interest in exploring the possibility. Staff also advised NCC, TNT, and DUC of the potential for application of the new law to their lands.

Geese Management

Staff attended several meetings with other regional and island partners and experts on Geese Management. A regional committee has been formed and staff will continue to sit on the committee. The goal is to move forward with Geese Management within the Region.

2015 Budget Development

The final changes were made to the preliminary budget and the parks budgets were presented to the senior management team and each EA budget to the Area Director. In January, the budget will be updated to include carry forward projects and to update the year end surplus based on the final 2015 expenditures.

Sharepoint

Staff held several meetings with IT staff to review new park libraries and means of transferring files to the new Sharepoint system efficiently. Work will continue on clarifying the process and training the parks team.

Park Use Permits and Events

Area A

- Concluded a park use permit with VIU's G.R. Paine Horticultural Centre for the removal of wild ginger propagules from the Douglas-fir plantation at Nanaimo River Regional Park by Tamagawa Program students receiving training in sustainable harvesting techniques. The majority of young plants propagated will be planted out at Milner Garden and Woodlands; the balance will be returned to NRRP for planting out.

Area B

- Concluded a park use permit with the 4H Club for Rollo McClay Community Park concession use while community volunteers worked with Parks staff to build the new park playground.

Area G

- Concluded annual December Bird Count permit with the Arrowsmith Naturalists for survey at Englishman River Regional Park and the Little Qualicum River Estuary Regional Conservation Area.
- Liaised with film company about potential Movie of the Week shoot locations in Parksville area; no Park Use Permit concluded.

Website and Communications

Staff updated pages including the Park Highlights list and Mount Benson Regional Park page plus created a Witchcraft Lake Regional Trail page.

The park pages for Spring-Summer 2016 Active Living Guide were created.



Manager of Parks Services



General Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: Feb 5, 2016

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission
All POSAC's, RPTSC

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- January 2016

RECOMMENDATION

That the Parks Update Report for January 2016 be received as information.

Regional and Community Parks and Trails

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

Electoral Area Community Parks

Area A

Staff continued investigation of a significant hazard tree issue at Ivor Road Community, following a call from a neighbour after a tree fell from the park onto private property and caused minor damage. An arborist has been consulted and staff will be considering tree and risk management issues before proceeding with additional work at the site.

Staff removed a large amount of wood debris from the Nelson Boat ramp.

At the Cedar Skatepark staff removed dumped garbage and completed a park inspection. A contractor was enlisted to remove a large amount of spray paint graffiti from the skateboarding bowl and ramps.

Area B

Following the construction of a new playground at Rollo McClay Community Park, staff have been investigating drainage management options for the site. During January there have been repeated incidents of significant graffiti issues at the park. Cost estimate info was sought from a fencing contractor for planned improvements to the upper and lower ball fields. This work is scheduled for March.

Staff replaced stolen park signage twice at El Verano Community Boat Launch.

Staff liaised with community volunteers regarding signage work that needs to be conducted at both 707 and Cox Community Parks.

Following survey work in the Whalebone area Community Parks, staff have been working on a development plan for increased and improved signage for these Community Parks, as well as examining options for dealing with a small number of trespass issues.

Trees in the park on Decourcy Drive were checked for signs of root rot following a report from an adjacent property owner after a tree fell down and caused damage to his property. An arborist will be contracted to do an assessment of the stand.

Park naming information was provided to DeCourcy Island residents to consider at their February 7th Resident's Association meeting.

Staff attended a site meeting with the developer and Director Houle regarding their upcoming subdivision application at 1520 McCollum Rd to discuss potential parkland dedication options. Once an application has been made it will be referred to the Area B POSAC for consideration.

Area C – Extension

At Extension Miners Community Park staff installed expanded metal tread material to newly constructed stairs and landings.

Area C – East Wellington / Pleasant Valley

At Creekside community park staff removed garbage from the parking lot.

Area E

At Stone Lake Drive Community Park staff removed scotch broom and cleared debris from trails.

Staff updated a 5-Year Park Project Plan scheduled for final review by the POSAC in February.

Area F

Following completion of trail development work at Price Road, some additional grading and trail improvements were conducted during January.

Following the parking lot development at Errington Community Park, parking curbs/wheel stops were added. Some minor grading and surfacing work will be required for the site and is scheduled for mid-February. Staff also received a report of vandalism, littering and health concern issues at the park. This has been reported to the RCMP.

Staff installed park regulatory signage at and conducted a park clean-up at Meadowood Community Park.

At French Creek School Community Park staff removed garbage and debris and conducted a playground inspection.

Staff attended a site meeting with the development agent regarding the proposed rezoning amendment and subdivision application on Springhill Rd.

Area G

At Blue Water Community Park staff cut high stumps and removed them from site along with other miscellaneous wood debris left behind in park. Staff also prepared a planting plan for future street-side planting.

At Columbia Drive Community Park staff removed garbage from site.

Area H

Park staff conducted maintenance on all beach accesses.

At Oakdowne Community Park concrete barriers were installed to prevent vehicular access from Oakdowne Rd. to Larkdowne Rd.

At Henry Morgan Community Park the Pump Track was weeded and a portion of the trail.

A report to the board was prepared to recommend acceptance of the Province's offer to renew the licence of occupation for Oakdowne Community Park for a 30-year term.

Community Works Projects

Area A

Staff prepared a board report regarding an equestrian-accessible bridge design option for the future Nanaimo River crossing along the MCRT.

Area B

Further to a MoTI-called halt to Village Way project design and approval work, and higher level efforts to resolve jurisdictional scope issues, staff worked on clarifying the nature of roadside trails that have been permitted in other Vancouver Island regions.

Area E

At Claudet Community Park staff installed drainage along trail entrance and improved entrance area with gravel surfacing. Staff also repaired existing trail drainage.

Regional Significant Gas Tax Project

E&N Rail Trail

The RFQ process was concluded. Nine compliant submissions were received and five firms pre-qualified to bid on a project tender. Staff obtained updated cost estimates for the project and prepared a report for the February Board meeting regarding project funding sources, RFQ results and move to tender. As well, a report to the Board was prepared to obtain approval to defer some regulatory compliance along the inactive Alberni Line of the E&N. Staff continued to deal with SVI and the ALC on plan approval and revision to fencing requirements.

Regional Parks and Trails

Beachcomber Regional Park

Park staff conducted park inspections carried out maintenance on the box stairs.

Benson Creek Falls Regional Park

Staff designed and installed a sign regarding vehicles blocking driveways.

Coats Marsh Regional Park

The trail development work scheduled for the southern edge of Coat's Marsh continues to be on hold due to rainfall issues. It is anticipated that we will be able to commence this project later in February.

Descanso Bay Regional Park

Cost estimates for the construction of a change room at the park have been received. Development of this amenity is expected to occur in February.

UV bulb replacement and water treatment system maintenance work was carried out at the park.

A two month (January-February 2016) contract extension for the Descanso Bay Regional Park Operator was awarded to the current operator. The 2016-2020 Park Operator RFP was issued on January 5th. Five interested proponents attended the mandatory site meeting on January 14th. The deadline for proposals is February 2 and the start date for the new contract is March 1st, 2016.

A membership was taken out with the BC Lodging and Campgrounds Association and advertisements for Descanso Bay Regional Park were placed on the Travel BC, Campingrvbc, GoRVing websites as well as in the Super Camping print guide.

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.

Horne Lake Regional Park

Staff dealt with Fortis on a new requirement for annual permitting of structures on their SRW.

A membership was taken out with the BC Lodging and Campgrounds Association and advertisements for Horne Lake Regional Park were placed on the Travel BC, Campingrvbc, GoRVing websites as well as in the Super Camping print guide.

Lighthouse Country Regional Trail

Staff repaired poorly draining areas of trail.

Little Qualicum River Regional Park

Heavy equipment and boulder placement work was carried out at LQRRP with the goal of barricading access by ATV's and off road vehicles. Following completion of this project, vandals used heavy equipment to backfill a trench and move several boulders in order to gain access to the barricaded area. Further work is expected to be conducted in February, with ongoing plans to install video surveillance at the site. Prior attempts at installation of security cameras resulted in the theft of the hardware from the park. Staff also met with an adjacent landowner regarding security and illegal dumping issues, requesting notification of any observed malevolent behaviour in the area.

Staff conducted several park inspections in the course of monitoring vehicle access, and also discovered the theft/removal of a large cedar tree.

Moorecroft Regional Park

Work continued with the consultant on the design of the accessible washroom and design for upgrades at Kennedy Hall. Four design options were received and discussed. Costing for the preferred option was obtained for budgeting purposes.

Morden Colliery Regional Trail

An application to the Agricultural Land Commission related to future trail development between the Nanaimo River and Cedar Road was submitted on January 18. There is an estimated 2-month application processing period.

Staff prepared mapping, elevational data, and site plans for the upcoming trail development work along the parking lot to Thatcher Creek section of the trail.

Mount Benson Regional Park

Staff completed preparatory work involved with moving the park conservation covenant through the January Board meetings. Further to Board approval, staff began work with lawyers on the execution and registration of the document.

Parksville Qualicum Beach Links

At Barclay Crescent staff GPS'd trees along park boundary regarding call from park neighbor and arranged for arborist report on trees.

Trans Canada Trail

A web notice was issued that the Extension Ridge Trail closure brought down by landowner Island Timberlands would be extended through the winter until industrial logging activities in the area are completed.

Witchcraft Lake Regional Trail

Park staff gps'd and took measurements of existing parking lot to look at future expansion and improvements.

Miscellaneous

Staff assisted Tourism Vancouver Island with the Phase II Trails Strategy project and responded to the consultant's initial questionnaire.

Staff attended the Greater Nanaimo Cycling Coalition Forum and provided a short presentation on RDN planning work.

Staff began work on updating MIA with regard to agreements and term dates for the purpose of the RDN's annually issued insurance certificate.

Work continued with Recreation staff on the roll-out of the Spring-Summer Active Living Guide and communication to park staff of recreation events being programmed in parks.

The Parks Budgets were updated for actual surplus and project carry-forwards. Changes were also made to update projects costs from previous estimates.

Staff tested the new SharePoint filing system for parks documents. Staff training and a roll over to the new system will take place in February.

Staff continued work on two acquisition files.

Park Use Permits and Events

Parks permits approved and in process include:

Area F

- Work was initiated on the Coombs Family Picnic permit for use of French Creek School Community Park in June.

Area H

- Renewed the MFLNRO permit for the last stage of research at Wildwood Community Park concerning climate change effects on the growth of coastal Douglas-fir and coastal Western Hemlock forests. As was done at Nanaimo River Regional Park in regard to the forest research conducted there, summary research findings will be shared with Wildwood users through simple interpretive signage.



Manager of Parks Services



General Manager Concurrence