

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION

REGULAR MEETING

WEDNESDAY, June 15th, 2016

7:00 PM

(Cedar Heritage Centre)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegations

MINUTES

3-4 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held May 18th, 2016

Motion to adopt the Minutes

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

REPORTS

5-12 Monthly Update of Regional and Community Parks and Trail Projects –April/May 2016
(handout)

Cedar Plaza Kiosk Update – L. Fesiak (Verbal)

Driftwood Rd beach access stairs update (verbal)

Roadside Trails (verbal update from Commission)

Motion to receive Report

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Cedar Heritage Centre Agreement

COMMISSIONER ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

September 21, 2016
Cedar Heritage Centre

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, MAY 18, 2016
7:00PM**

(CEDAR HERITAGE CENTRE)

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

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

Regrets: Angela Davies
Graham Gidden
Andrew Thornton

CALL TO ORDER

Chair McPherson called the meeting to order at 7:08pm.

DELEGATIONS/PRESENTATION

None

MINUTES

MOVED Commissioner Wilson, SECONDED Commissioner Grand that the Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 20, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

REPORTS

Recreation

Community Works Fund for Snuneymuxw Sport Court

Mr. Banman gave a summary of the report and answered questions from the Commissioners about the agreement.

Commissioners agreed that they would like to visit the site where the sport court work will be done. Mr. Banman will contact Snuneymuxw to arrange a time for the Commissioners to visit the site as a group.

MOVED Commissioner White, SECONDED Commissioner Wilson that the Regional District of Nanaimo Board enter into the Contribution Agreement as provided in Attachment I that provides up to \$300,000 in Electoral Area 'A' Community Works Funds to Snuneymuxw First Nation for use in the capital upgrade of the lacrosse box (sport court) located on Nanaimo River I.R. #4 in exchange for community use access as per the terms of the Agreement.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NONE

NEW BUSINESS

Canada 150

Chair McPherson mentioned that Sheila Gourlay of Cedar School and Community Enhancement Society (CSCES) asked him about the Cedar Heritage Centre creating a museum type area in the centre with all the heritage information that is stored away and the possibility of funding for that. He noted that Community Works Funds could be a possibility or could be a good project for Canada 150 grants and he will tell Ms. Gourlay that they can make an application for a grant to be considered.

COMMISSIONER ROUND TABLE

None

ADJOURNMENT

MOVED Commissioner O'Connor that the meeting be adjourned at 8:05pm.

CARRIED

Chair

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: May 6, 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- April 2016

RECOMMENDATION

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

Regional and Community Parks and Trails

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

Electoral Area Community Parks

Area A

Staff provided the Electoral Area Director with development costs for a selection of regional and community trail projects.

A picnic table was ordered for the Cedar Skate Park. Funds for the table were donated by the Cedar Skate Park Association. Also at the Cedar Skate Park staff cleaned up garbage, and repaired electrical lock box due to vandalism. Drainage and water infiltration continues to be monitored at the Park.

Final design revisions for the future kiosk structure at Cedar Plaza were submitted by staff to project engineers. Engineered drawings for building permit application are anticipated in May 2016.

Hazard tree management investigation continued for Ivor Road Community.

Area B

Staff completed a Board report regarding the Islands Trust proposed park land dedication subdivision application referral for 1520 McCollum Rd.

Staff received notification that the Gabriola Lions Club was unsuccessful in their Co-op Community Spaces grant application for playground construction at Huxley Community Park.

Staff met with an arborist and tree faller and subsequently had a large maple in Hummingbird Community Park pruned. Staff inspected the trails along Whalebone for any trespass issues. A patch of

Japanese Knotweed was cut down along Whalebone Drive within the road right-of-way outside of the Whalebone Parks. Several hazard trees were felled and chipped off of Queequeg in the Whalebone area trail system.

Field aeration and seeding, and the addition of sand and fertilizer were conducted at Rollo McClay Community Park. The fields are in great condition this season and receiving compliments from the Gabriola Softball Association. Ongoing monitoring of graffiti and vandalism was kept up at Rollo McClay Community Park, where water and chlorine level monitoring has also continued for the 2016 season. Remediation and repair work was carried out at the concession building following a small fire in the Coaches Storage area.

Area C – Extension

Staff contacted the Extension Recreation Commission to request a post-construction clean-up of the playground installed on the MOTI ROW next to the Recreation Commission property. Volunteers will be working on this in the upcoming month.

At Extension Miners Community Park staff approved final proofs for plaques acknowledging donated funds and labour for the covered footbridge in Extension Miners Park. The plaques will be ready for installation in June. Staff coordinated the hydro seeding of the picnic area in the park. Staff installed a new culvert at the park.

Staff provided comments on a planning referral regarding a proposed subdivision in Extension Village.

Area C – East Wellington / Pleasant Valley

At Benson Meadows path park staff replaced boulders on the trail which were removed by dirt bikers.

At Creekside community park staff graded the parking lot and installed a bear proof garbage can.

Staff coordinated and attended a community meeting at Creekside Place on April 21 with residents and the area Director to discuss issues related to the Creekside parking lot, unauthorized street parking and access to Benson Creek Falls Regional Park.

Area E

At Stone Lake Community Park staff repaired the concrete head wall for a culvert in one of the retention ponds.

At Blueback CP staff repaired the walkway and met with an arborist to look at the health of the trees in the park. The remainder of the drainage system was installed and rough grading completed.

Staff communicated with a number of interested local Dive Outfitters regarding the upcoming Director's Forum at which the management of Nanoose Public Water Accesses will be discussed.

Staff met with the Superintendent of the Fairwinds Golf Club to discuss the replacement of trees and shrubs that were removed without permission from an RDN-owned Community Park. Planting will be completed by Fairwinds in the fall of 2016 in accordance with a restoration plan prepared by park staff.

Area F

At the Cranswick Rd Trail, burning of small slash piles from trail construction was completed by the contractor. Staff also repaired a fence delineating the trail from a neighbouring private property due to tree damage and installed approximately 50 ft. of galvanized fence and five posts to support the existing fence. The remainder of the trail work is scheduled to be completed in May.

Staff reviewed the Little Qualicum River Estates subdivision application referral and provided parks comments.

Staff and the Dashwood Fire Department Chief met on site at Meadowood Community Park to with applicants for a Park Use Permit for the upcoming Bluegrass Festival, to discuss logistics and safety issues surrounding the event. Staff conducted a park clean-up at the site.

Staff liaised with the Friends of French Creek Society regarding Giant Hogweed removal at French Creek School Community Park. At the same site staff also removed garbage and debris from the playground area.

A price quote was received for fence repair work at Errington Community Park. The field mowing has begun for the season and the Errington Farmers Market had the season opening event on Saturday, May 30th. Staff also inspected the trails.

Area G

At Miller Road CP staff removed giant hogweed.

At Riley Road CP staff responded to neighbor complaint regarding trees down on the trail. Staff removed low limbs and trees blocking trail.

At Columbia Drive CP staff removed garbage from trails and garbage can.

At Lee Road CP staff inspected /assessed tree down across river.

At Dashwood CP staff installed four yards of pea-gravel in playground to increase surface level of fall material.

Staff reviewed a parkland dedication proposal related to an Area G subdivision application. A POSAC site tour of the proposal site was arranged for May 9.

Area H

MOTI (Beach Accesses)-Staff have been building and/or repairing all of the beach access benches. At Sunnybeach Water Access, staff graded the parking lot and realigned the wheel stops. At Shoreline Drive Water Access, staff improved applied two yards of crush gravel to the stairs to improve access to beach.

Staff participated in the planning of the OCP Public Outreach Open House scheduled for May 3rd, 2016.

Community Works Projects

Area A – Morden Colliery

Staff toured undeveloped sections of the MCRT with members of the Agricultural Land Commission as part of the application process for future trail development in the ALR, which includes the planned construction of two steel-truss multi-use bridges over the Nanaimo River.

Staff met with Herold Engineering to discuss budget and tasks related to detailed design work for the planned multi-use bridges over the Nanaimo River within the MCRT.

Area B -Village Way

Additional information provided to the Ministry of Community, Sport and Cultural Development in regard to the Area B Community Park bylaw update that if approved, will permit the development of sidewalks through the Community Park function.

Regional Significant Gas Tax Project

Coombs to Parksville Rail Trail

A Memorandum of Understanding with the Island Corridor Foundation (ICF) that permits the RDN to defer compliance with respect to federal road-rail crossing requirements until such time as the Alberni Line of the E&N becomes active was concluded. Final approval of the Coombs to Parksville Rail Trail project was received from ICF as well as the RDN Board. A Notice of Award was issued to David Stalker Excavating Ltd. to construct the trail for a tendered price of \$2.7M. Notice of project advancement was communicated to all neighbours of the project. The project page on RDN web site was updated.

Regional Parks and Trails

Arboretum

Parks staff met with Solid Waste staff and park stewards to discuss property management, maintenance and development issues and options. Staff also removed garbage from the entrance area, inspected the park and surrounding Solid Waste areas.

Big Qualicum Regional Trail

Staff re-installed posts/signs due to incorrect placement.

Coats Marsh Regional Park

Staff responded to a letter from a concerned park user regarding the planned trail development along the western side of Coats Marsh. The trail connection, identified in the Park Management Plan, will link the Stanley Pl. park entrance to the existing berm and trails on the western side of the Marsh. Staff reviewed the proposed route and modified it slightly back from the marsh edge. The new route has been approved by The Nature Trust, co-owners of the Park.

Staff monitored the marsh level and the operation of the Clemson Pond Leveler at the beaver dam location.

Descanso Bay Regional Park

Staff met on site with the campground operator to discuss park maintenance and operation issues for the coming camping season.

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 trimmed the grass around the picnic tables and bridges.

Horne Lake Regional Park

Staff disassembled, cleaned, sanded and re-finished park entrance sign then re-installed.

The Park Operator reported a higher than usual call volume on their first day open for reservations. Parks staff posted a notice on the Horne Lake Regional Park webpage noting this temporary inconvenience.

Lighthouse Country Regional Trail

Staff installed a culvert on the trailhead of the north loop to alleviate seasonal flooding issues.

The new Lighthouse community sign at Lions Way and Hwy 19A was installed by local community members. The sign includes direction to the Regional Trail as well as Lions Community Park.

Little Qualicum River Regional Park

Staff inspected several incidents of gate breaches, discovered flooding issues at the newly installed culverts due to beaver activity, and continue to relieve culverts of branch debris. Ongoing monitoring of beaver activity will continue at the park until transfer of ownership to the Regional District of Nanaimo occurs. At this point a Clemson Pond Leveler will likely be installed in order to reduce maintenance visits and costs.

Moorecroft Regional Park

Park staff conducted park inspections and trail maintenance. Storm damage repair and drainage installation was done within the park. Additional picnic tables were ordered for Moorecroft.

Staff met with the Parksville Museum to discuss issues related to the possible restoration and management of Miss Moore's Cabin.

Mount Benson Regional Park

The park covenant was accepted by Land Titles and is now registered on the four park parcels. Executed copies of the covenant provided to covenant holders NALT and CCLT. Memorandum of Understanding between the RDN and NALT concerning the termination of the 2006 Contribution Agreement, all work having been accomplished, was issued and executed.

Morden Colliery Regional Trail

Park Operations and Planning staff met on site at the park to install new locks on bollards, and allow for contractor access for upcoming hydro-seeding. Staff also pruned blackberry, grass and brush and did fence repair work along the trail off of Hemer Road.

A significant trail surfacing and drainage maintenance project was conducted on the trail on the portion from the parking lot to Thatcher Creek. The parking lot was also graded and enlarged, providing parking for an additional five vehicles.

Nanaimo River Regional Park

Staff removed seasonal high water signage from the park and conducted a park inspection.

Parksville Qualicum Beach Links

As requested, MoTI has installed the missing way-finding sign at the corner of Barclay Crescent and Lee Road.

Top Bridge Regional Trail

Park staff cut the grass and blackberry around the park identification sign and along the trail.

Trans Canada Trail

Staff provided a letter of support to the Backcountry Horsemen of BC Central Vancouver Island Chapter in regard to the proposed development of their recreation site at the end of Spruston Road. It will provide camping opportunity for all users of the trail.

Further to the re-opening of the Extension Ridge Trail after the landowner's logging operations, a post-logging assessment of the trail condition was made. Trails BC and TCT National were updated.

Miscellaneous

Staff were involved in an asset management working group to review and rate Asset Risk for parks and trails infrastructure.

Staff attended Tourism Vancouver Island's workshop to review the consultant's draft hiking experience plan for the Island and Sunshine Coast.

Staff assisted the Comox Valley and Cowichan Valley RDs with rail trail agreement work and continued to assist the Capital Regional District with suspension bridge development plans.

Staff arranged for minor edits to the 2016 reprint of the Regional Parks and Trails Guide, ordered up and received 7,000 copies. Liaised with information centres and local government offices across region and including Ladysmith, and arranged for shipment out of over 5000 guides.

Staff attended a Municipal Insurance Association risk management conference.

Staff assisted the Finance Department with the identification of parks not actively managed.

Staff reviewed and revised the 2016 work plan for an upcoming Strategic Planning Session to be held in May.

Staff continued to work on three In Camera acquisitions.

Mowing and park maintenance contract work for several community parks continued for the season.

The Recreation and Parks Department boat trailer was picked up from Gabriola and returned to the compound at the Operations office.

A new metal detector/survey pin finder was purchased and received.

Park Use Permits and Events

Area A

- Assisted RDN WaterSmart with planned guided walks at Nanaimo River Regional Park for SD68 Gr 4/5 kids.

Area B

- Liaised with the Gabriola Recreation Society and 4-H concession permit holder about the poor condition of the concession after a soccer tournament and the need to follow-through on agreed-to inspection procedures.
- Worked with the Nanaimo Economic Development Corp. on a park use permit for an instameet photo event at Malaspina Galleries Community Park.

Area C

- Worked the Nanaimo Economic Development Corp. on a park use permit for an instameet photo event at Ammonite Falls in Benson Creek Falls Regional Park. Permit approved with conditions concerning restricted parking.

Area E

- Initiated work with Quality Foods regarding permit for the annual Teddy Bear Picnic held at Jack Bagley Field.
- Approved a park use permit application for a wedding at Moorecroft Regional Point in early August.
- Worked with the North Island Film Commission and Chesapeake Shores on a permit to use the parking area and access road at Moorecroft Regional Park for film project parking (20 days between mid-May and the end of July). Liaised with other park special event organizers who will be affected should the film go forward.

Area F

- Meetings held with Bluegrass Festival organizers and the Dashwood VFD Chief concerning the 2016 festival. If all permits are approved for the festival, camping associated with the five day event is to take place at Meadowood Community Park, with the music component to be held on the Meadowood Store property. Dashwood Volunteer Fire Department conditions for the event communicated to the organizers as part of permit process.
- Ozero were advised that any further hauling through Meadowood Community Park will require a park use permit.
- Worked with ACRA on permitting of the 26th annual Coombs Family Picnic, to be held again at French Creek School Community Park.

Area G

- Nanoose Heart and Stroke initiated a permit application for a walk at Englishman River Regional Park that includes vehicle access.

- Department of Fisheries and Ocean (DFO) submitted an eight-year review of Englishman River Regional Park side channel water quality monitoring carried out in association with Vancouver Island University. Overall, results are quite positive.
- DFO encountered troubles with the installation of its electronic smolt counter and will wait until June until trying again.
- Assisted RDN WaterSmart with planned guided walks at Englishman River Regional Park for SD69 Gr 4/5 kids.



Manager of Parks Services



General Manager Concurrence