

**REGIONAL DISTRICT OF NANAIMO**

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

**REGULAR MEETING**

**WEDNESDAY, MARCH 9, 2016**

**7:00 PM**

**(ARROWSMITH HALL)**

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**ELECTION OF SECRETARY**

**DELEGATIONS**

*Motion to receive late delegation.*

**MINUTES**

3-5

Minutes of the Regular Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 14, 2015.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

**REPORTS**

6-25

Monthly Update Regional and Community Parks and Trail Projects- Oct 2015 – Jan 2016

Arrowsmith Community Trail (ACT) Update – Price Rd (verbal)

Meadowood Community Park Community Centre Update (verbal)

E&N Regional Trail update - (verbal)

Draft 2016 work plan - (Handout)

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

Springhill Rd Rezoning

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

June 8<sup>th</sup>, 2016  
Arrowsmith Hall

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)  
REGULAR COMMITTEE MEETING HELD  
WEDNESDAY, OCTOBER 14, 2015  
7:00PM  
AT THE ARROWSMITH HALL, COOMBS**

**ATTENDANCE:** Julian Fell, director RDN Board, Chair  
Alfred Jablonski  
Reg Nosworthy  
Earl Billingsley  
David Edgeley

**REGRETS:** Barbara Smith  
Colin Anderson

**STAFF:** Wendy Marshall  
Elaine McCulloch

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**CALL TO ORDER**

Chair Fell called the meeting to order 7:05 p.m.

**DELEGATION**

No delegations in attendance.

**MINUTES**

MOVED R. Nosworthy, SECONDED A. Jablonski that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated June 10<sup>th</sup>, 2015 be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

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

The revised planning sheet was presented for POSAC review.

**COMMUNICATION/CORRESPONDENCE**

**UNFINISHED BUSINESS**

None

## **REPORTS**

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

### **Monthly Update of Community Parks and Regional Parks and Trail Projects – June - August 2015**

E. McCulloch provided a verbal update on Errington Community Park. Staff attended a site meeting with the playground development volunteers. The group will be putting together a proposal in early 2016. The roadside parking along Veterans' Road has been completed. This was funded through an amenity contribution from the Evergreen Way rezoning.

### **Arrowsmith Community Trail (ACT) Update – Price Rd.**

W. Marshall provided a verbal update on the Price Rd. trail project. The trail is substantially complete – gravel, signs and boulders have been installed and the ditch has been cleared to the satisfaction of the neighbour. The final outstanding item is to complete the gravel compaction.

### **Meadowood Community Park Portable Update**

E. McCulloch provided a verbal update that the portable moving and installation tender closed on October 13<sup>th</sup>. Tender documents were posted on the RDN website and a report will go to the October Board meeting to award the contract to the successful bidder. If approved work is planned to start immediately and trailers will be on site by the end of November with a March 1<sup>st</sup> date for significant completion. A staff report recommending that the RDN enter into a License of Use agreement with the Corcan Meadowood Residents Association (CMRA) to manage the buildings once they are complete will be going to the October Board meeting.

### **E&N Regional Trail Update**

Plans have been submitted to the Island Corridor Foundation (ICF), the Ministry of Transportation and Infrastructure (MoTI) and the Agricultural Land Commission (ALC). The RDN is working with ICF on the road crossing details and are waiting to hear back from the ALC. A route change through the City of Parksville's Springwood Park has now become a possibility due to water pipeline upgrades they are undertaking, details are currently being worked out with the City.

MOVED D. Edgeley, SECONDED R. Nosworthy to receive the Reports.

CARRIED

## **NEW BUSINESS**

### **ACT Trails Sub-Committee Meeting**

E. McCulloch will follow up with an email to all Committee members to set up a meeting to discuss the next steps for the ACT trails development plan. A tentative meeting date of Thursday, November 26, 2015 at 10am at the new Parks Building at 1490 Springhill Rd was discussed.

### **POSAC Member Term Expiry 2015**

A. Jablonski, B. Smith and E. Billingsley were reminded that their terms are up at the end of December and were encouraged to reapply.

### **Grafton/Cranswick Flooding**

Chair Fell reported on the issues centered on the Grafton/Cranswick Flooding. The Ministry of Transportation and Infrastructure will be clearing and ditching the Cranswick undeveloped road allowance from Grafton Rd to Matterson Rd. E.McCulloch to follow up with MoTI to see if arrangements can be made to allow for a trail along this corridor.

### **First Nations Land Acquisition**

Chair Fell reported that the Nanoose First Nations has recently acquired a number of large Crown Land lots in the Errington Area which did not include the Little Mount Properties at this time. Director Fell suggested he would confirm the status of the Little Mountain properties for the next meeting.

### **ADJOURNMENT**

MOVED E. Billingsley to adjourn at 8:00 p.m.

CARRIED

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Chairperson

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

**DATE:** November 4, 2015

**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- October 2015**

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## RECOMMENDATION

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

### Regional and Community Parks and Trails

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

#### Electoral Area Community Parks

##### *Area A*

Park staff continued to work with the project designer to refine drawings for a future kiosk structure at Cedar Plaza scheduled for installation in Summer 2016.

The toilet at Cedar Skate Park was vandalized and was replaced. The washroom building was power washed and graffiti was removed from the garbage cans and concrete.

##### *Area B*

Staff prepared and distributed the October 6<sup>th</sup> Electoral Area B POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff requested quotes for the supply of playground equipment for Rollo McClay Community Park. A supplier was chosen in consultation with the Gabriola Island Softball Association who is providing half the funding for the project. Staff worked with volunteers to organize the site preparation for the playground; installation is scheduled for November.

##### *Area C – Extension*

Staff provided park and trail maps to residents of Heather Way (off of Nanaimo River Road) interested in assisting park staff in the future development of a park and trail network in the subdivision.

Park staff are monitoring drainage patterns around new flight of stairs.

The Extension Recreation Society built their new playground.

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

Staff prepared and distributed the October 26 East Wellington / Pleasant Valley POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff monitored the use of the Benson Meadows Path and removed garbage from the Creekside parking lot.

**Area E**

Staff produced change room/porta potty design specifications for Blueback Community Park and submitted a building permit. Piles of blackberry roots and stems at were raked up and removed from the site and drainage works were GPS'd. Park staff met with three companies with regards to drainage works.

Staff completed a site inspection and planning referral regarding parkland dedication and park works for the Oakleaf Estates Development. Substantial compliance for subdivision approval was confirmed.

At Brickyard Community Park staff removed garbage and cleared trails of debris. Staff removed a reported old tire that was dumped in the park. Park staff cleared a plugged culvert at Stone Lake Drive.

Staff prepared and distributed the October 21 Electoral Area E POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

**Area F**

A MOTI Permit to Construct Works was received for the parking improvements along Veterans Rd adjacent to Errington Community Park and the works were completed. Parking wheel stops and handicapped parking signs have been ordered and are planned to be installed by the end of 2015.

Staff met with volunteers from the Errington Hall Board who are interested in working with the community to design and build a natural playground in Errington Community Park. The volunteer group will present a vision board to staff in early 2016.

Staff met with Errington Elementary School teacher, Mrs. Diewold to review the progress volunteers have made installing interpretive signage along the Errington School Community Trail. A bear-proof garbage can has been requested from the RDN for the trailhead near the school. Staff provided the RDN logo so it can be incorporated into the trailhead information sign.

Staff provided comment on a Rezoning application referral from planning for Springhill Rd.

New posts and signs were installed at the newly constructed Price Road trail. At Errington Community Park staff cleared trails and removed debris from ditch lines and at French Creek Community Park staff repaired vandalized play equipment and removed garbage from site.

Staff prepared and distributed the October 14<sup>th</sup> Electoral Area F POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

**Area G**

Staff provided comment on a Rezoning application referral from planning for 1410 Hodges Road (EarthBank Resources Systems).

At Bluewater Place Staff met with two Arborists who assessed the condition of the trees in the park. Several trees are in poor condition due to subdivision construction and the dry summer. Parks staff will be removing the trees in the near future.

Staff visited the Little Qualicum Hall with MIA for an insurance / liability inspection.

Staff prepared and distributed the Nov 4 Electoral Area G POSAC meeting agenda package.

#### ***Area H***

Staff worked with the Lions Club on insurance coverage at Lions Community Park.

Staff made a new concrete base and installed a refurbished bench at Baywater Road.

### **Community Works Projects**

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

Work on the Village Way design progressed. Detailed draft plan reviews were completed. Site meetings were held with the Islands Trust, the Area Director and landscape architect and engineering consultants to review the last area of road drainage concern. The issue was discussed with the adjacent landowner and a decision agreed upon which will see the VW remain entirely on public road allowance. The Geotech engineer was engaged to confirm efficacy of the drainage approach. Staff met with the Gabriola Elementary School principal to review and confirm draft plans for the area in front of the school. 'For MoTI approval' plans completed at month's end.

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

#### ***Claudet***

Claudet CP development work occurred during the month of October. Trails were created as well as a 12 stall parking lot. Entrance cedar signs were ordered for the park along with fencing and a garbage can to be installed in November.

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

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

Staff worked on clarification of requirements for road crossings in the vicinity of the rail given the inactive state of the Alberni Lin and met with SVI and a crossings consultant. Staff initiated work by the lawyer on a MoU with ICF for crossings plans during the inactive state of the rail. Five of six MoTI permits were received; Church Rd application to be resubmitted given revised crossing plan. Staff reviewed project finances and prepared for a change order to the project management contract. Investigated RFQs and confirmed Development Permit Application process.

### **Regional Parks and Trails**

#### ***Arboretum***

Staff removed garbage from site.

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

Trail markers with numbers were installed for emergency reference location points. GIS GPS'd the number markers to make a map for emergency services.



***Beachcomber Regional Park***

Staff conducted stair maintenance and removed graffiti from signs.

***Benson Creek Falls Regional Park***

Trail markers with numbers were installed for emergency reference location points. GIS GPS'd the number markers to make a map for emergency services.

***Coats Marsh Regional Park***

A Change of Use authorization letter was received from Environment Canada's Ecological Gifts Program to construct the proposed trail in Coats Marsh RP as per the management plan recommendations. An environmental monitor specializing in amphibians has been retained to monitor the works.

***Descanso Bay Regional Park***

2015 occupancy statistics received from park operator. Good season.

***Englishman River Regional Park***

Community Fisheries Development Centre is closing its Parksville office but will continue in its role as caretaker for ERRP, with more time spent at park.

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

Park staff continue to block access breaches to keep ATV's out of the park with more rock. Bridges and stairs were cleared of seasonal debris.

***Lighthouse Country Regional Trail***

Staff worked with MoTI and a private landowner on scheduling and managing driveway development up Lioness Blvd beside the regional trail and across the 1950 Gazetted Highway and trail. Staff posted notices of temporary trail closures on the RDN web site and at site.

Park staff conducted trail inspections and trail maintenance. Staff installed yield signage on the trail at the new road crossing. Bridges were cleared of seasonal debris and a treadmill was removed from the McColl trailhead.

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

Staff worked with the Guardians of the Mid-Island Estuaries on obtaining a final report on Canada Geese and their presentation on the report to the Regional Board. Staff liaised with the City of Nanaimo Environmental Officer on a proposed December workshop on the birds.

***Little Qualicum River Regional Park***

Park staff conducted park inspections and trail maintenance. Branches that were obstructing the view of the LWD warning sign were removed. More garbage was removed from site. Park staff also removed a rope swing and GPS'd a blocked culvert.

The BC Conservation Foundation initiated review of large woody debris installations along park waterfront.

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

A Request for Proposals was issued by park staff for architectural services pertaining to three facilities in Moorecroft Regional Park: Kennedy Lodge, the Caretaker's residence, and a future washroom building.

Park staff conducted park inspections and trail maintenance. Staff pruned low hanging branches in the parking lot particularly at the bus parking area.

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

Park staff coordinated and assisted in the planting of approximately 350 native plants along a section of the Morden Colliery Regional Trail at Cedar Plaza on October 22, 2015.

An application to the Agricultural Land Commission related to future trail development between the Nanaimo River and Cedar road was initiated by park staff. Full application submission (including maps, trail design and a management plan) is scheduled for November 2015.

Park staff conducted trail inspections and trail maintenance.

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

Staff worked with the lawyer and held two meetings with NALT to go over the conservation covenant drafts. Concluded on final document language and acknowledged the completion of the Contribution Agreement commitments. Agreed to conclude work as required to put a NALT approved covenant before the RDN Board at its November 24<sup>th</sup> meeting, and see the covenant registered in December.

Staff met with the Nanaimo Mountain Bike Club to examine their newest proposals involving the VIU woodlot and Mount Benson Regional Park. Staff confirmed that the Club should proceed with its own Crown trail applications in respect to specialized 'vertical drop' mountain bike trails and restrict focus to the woodlot.

Park staff conducted park inspections. Park staff GPS'd trails and signs with GIS. Our volunteer warden has offered to install more markers and numbers on trails in the park.

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

Park staff conducted trail inspections and trail maintenance. Stairs were cleared of seasonal debris.

### ***Parksville Qualicum Beach Links***

MoTI and City of Parksville commenced work on Wembley Rd Pedestrian and Cycling Safety Improvements project.

### ***Top Bridge Regional Trail***

City of Parksville erected dog on leash signage along the City's stretch of the trail including the Chattel Rd side of Top Bridge. Staff clarified with the RDN Animal Control Services that there was no change to requirements on the Area G side of Top Bridge (ERRP and Top Bridge Community Park).

Staff worked with RDN WaterSmart and VIU students on a case study of the first regional trail.

Park staff conducted trail inspections.

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

Staff liaised with the Cowichan Valley RD concerning the status of TCT regional committee work.

Staff assisted the Back Country Horsemen with work at the Spruston Rd trailhead area further to extensive vandalism in the equestrian parking lot.

Park staff conducted trail inspections. Staff removed signage from a newly closed portion of the White Pine Trail and installed new signs on two new sections of trail used by equestrians.

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

Park staff conducted trail inspections. GIS GPS'd the number markers to make a map for emergency services.

### **Miscellaneous**

Staff continued to work on preparing maintenance contracts for all electoral areas.

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

Staff attended webmap training provided by the RDN mapping department.

Work continued with the IT Department on setting up a new Parks filing system under SharePoint and undertaking the transfer of all files.

Staff liaised with the Province regarding new Off Road Vehicle legislation and recent RCMP enforcement activities in Area F. Staff identified issues for discussion during the November UMBC conference call on the new Act's implementation.

Staff distributed final allocations of the Regional Parks and Trails Guide to Ravensong and Oceanside Place prior to a reprint of the Guide in 2016.

Park Staff installed new entrance signs in electoral areas A, C, E, F, G, & H CP's.

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

Parks permits approved and in process include:

#### **Area A**

- Reviewed site conditions post skateboard fundraising event and concluded on requirements for future events of this type.
- Worked with VIU horticulture professor and Yellowpoint Propagation on a permit to collect a limited amount of wild ginger from the large plantation at Nanaimo River Regional Park for purpose of propagation instruction. New plants not to be sold; 25 per cent to be replanted at the park and the balance to be planted out at Milner Gardens and Woodland.

#### **Area B**

- 4-H Club concluded season of permitted concession use at Rollo McClay CP, and GRS confirmed concession in good order.
- Worked with 4-H Club, Gabriola Softball Association and VIHA on one-day concession use permit in association with volunteer work party planned for early November playground installation at Rollo.

Area C

- Confirmed with two groups aiming to stage ‘Benson Grind’ running events on the Witchcraft Lake Regional Trail and into Mount Benson Regional Park that it would be at least five years before such events would be considered since the lands are not in any condition to handle the ensuing impact.

Area E

- Met with a large group of SD69 teachers and teachers-in-training at Moorecroft Regional Park to review use of park for weekly outdoor classroom over the school year. Nanoose Elementary is SD69’s pilot school charged with undertaking new outdoor classroom curriculum.
- Introduced SD69 First Nations Liaison Worker (from interior) to coastal Doug-fir biogeoclimatic zone reference material and bylaw regarding harvesting in parks.

Area F

- Worked with the Bluegrass Festival Society and Corcan-Meadowood Residents Association on a plan to relocate Lighthouse Bluegrass Festival from Lions Community Park in Qualicum Bay to Meadowood Community Park; confirmed can do and began planning discussions for Festival 2016.
- Completed firework forms and approved CMRA’s permit for Hallowe’en party (fireworks, bonfire, approximately 400 people) at Meadowood CP.

Area G

- Worked with DFO and VIU on 2015-2020 spawner count and water quality and benthic invertebrate monitoring permit for side channel at Englishman River Regional Park. Review of eight years of data to be carried out in 2016.
- Began work with BC Conservation Foundation on proposal to undertake a complete review of all large woody debris (LWD) installations along Englishman and Little Qualicum Rivers. Province has declined to permit any new structures and existing ones have to be examined, and fixed or removed.




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Manager of Parks Services




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General Manager Concurrence

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

**DATE:** 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**

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## 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. 2<sup>nd</sup>) 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](http://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](http://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.



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Manager of Parks Services



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General Manager Concurrence

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

**DATE:** 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**

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## 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 7<sup>th</sup> 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 5<sup>th</sup>. Five interested proponents attended the mandatory site meeting on January 14<sup>th</sup>. The deadline for proposals is February 2 and the start date for the new contract is March 1<sup>st</sup>, 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.



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Manager of Parks Services



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General Manager Concurrence