

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
MONDAY, FEBRUARY 20, 2012  
7:00PM**

*(Errington War Memorial Hall)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

Introduction and Welcome of Committee Members.

Orientation Binder Review.

**ELECTION OF SECRETARY**

Nominations and Election of Secretary.

**DELEGATIONS**

*Motion to receive delegation.*

*Motion to receive late delegation.*

**MINUTES**

4-7 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held October 24, 2011.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

8 S. Cross, Re: Malcolm Property Trail Name Request.

9 E. McCulloch, RDN, to Arrowsmith Agricultural Association, Re: Facility Upgrade Funding Request Denied.

*Motion to receive Communication/Correspondence.*

**UNFINISHED BUSINESS**

**REPORTS**

- 10-16 Monthly Update of Community Parks and Regional Parks and Trails Projects October 2011.
- 17-23 Monthly Update of Community Parks and Regional Parks and Trails Projects November 2011.
- 24-31 Monthly Update of Community Parks and Regional Parks and Trails Projects December 2011 to January 2012.
- 32 Bylaw No. 804.04.
- Errington Elementary Trail Project Update (*verbal*).
- Discussion Arrowsmith Community Trails (ACT) naming & signage protocol
  - Official Opening
  - Next Steps
- Meadowood CP Grant Application/Phase 1 Concept Plan Review (*verbal*).
- 33-38 Meadowood CP Planning Process.
- Committee Appointments to Little Qualicum River Regional Park Management Plan/Meadowood Community Park Design Advisory Committee (*Two members required*).
- 39 Five Year Project Plan 2012 – 2015.
- 40-41 Detailed Project Plan 2012.

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**COMMITTEE INFORMATION (Separate enclosure on blue paper)**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

Monday, May 14, 2012, 7:00pm  
Errington War Memorial Hall

Distribution: J. Fell (Chairperson), R. Nosworthy, S. Donald, B. Smith A. Jablonski, S. Chomolok,  
K. Sheaff, T. Osborne, D. Palidwor, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, OCTOBER 24, 2011, 7:00PM  
AT ERRINGTON WAR MEMORIAL HALL**

**Attendance:** Reg Nosworthy, Chair  
Lou Biggemann, Director, RDN Board  
Kebble Scheaff  
Alfred Jablonski  
Barbara Smith

**Staff:** Elaine McCulloch, Parks Planner

**Regrets:** Lila Perkins  
Linda Tchorz

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**CALL TO ORDER**

Chair Nosworthy called the meeting to order at 7:05pm.

**MINUTES**

MOVED A. Jablonski, SECONDED K. Scheaff, that the Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held June 27, 2011, be approved.

CARRIED

The Committee requested the meeting minutes be forwarded to each Committee member as soon as they are finalized.

**COMMUNICATIONS/CORRESPONDENCE**

MOVED B. Smith, SECONDED K. Scheaff, that the following Correspondence be received:

- W. Marshall, RDN, to Ministry of Natural Resource Operations, Re: Application for Tenure over Crown Land – Malcolm Community Park.
- W. Worland, Arrowsmith Agricultural Association, Re: Facility Upgrade Funding Request.

CARRIED

**REPORTS**

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

Ms. McCulloch briefly reviewed the Community Parks and Regional Parks and Trails projects for May through to September. She noted a permit for the septic field has been granted by the Health Authority and a washroom facility will be constructed at the Errington Famer's Market Community Park.

Ms. McCulloch reviewed the challenges with regard to the Malcolm Community Park trail access. She stated the unofficial trail begins at the Whiskey Creek Store parking lot then proceeds up an embankment, across private property, connecting with the official trail which is located within the undeveloped portion of Redman Road. Following direction from the Committee, staff looked into the possibility of making the Whiskey Creek Store the official trail head and found that the unofficial trail route, as it currently exists, will not be suitable as an official trail due to the private land owner not willing to entertain a Trail Statutory RoW. She advised further investigation into alternate routing will be investigated. She also noted the backup trailhead location is situated at the end of the developed portion of Redman Road.

The Committee agreed that the Whiskey Creek Store parking lot is the preferred access point for the Park and requested Ms. McCulloch explore the alternate access points and report back at the next meeting.

#### **Arrowsmith Community Trails (ACT) Project Number One – Kopernick/Fairdowne**

Ms. McCulloch reported that the Kopernick/Fairdowne trail and one-third of the trail down to Middlegate has been graded and graveled. She noted the Ministry of Transportation and Infrastructure road contractor, EMCON, donated two days of their time and two loads of gravel crush, along with five no post barriers. Staff reported every effort is being made to complete the Middlegate trail by the end of 2011.

At the suggestion of Mr. Nosworthy, Ms. Smith volunteered to organize a work party through the Parks and Trails Coordinator, Joan Michel, to tackle the many roots along the portion of the trail which is not graveled.

#### **Draft Planning Process Outline – Little Qualicum River Regional Park and Meadowood Community Park**

Mr. Jablonski reported on the October 22, 2011, Corcan/Meadowood Residents Association AGM and Public Hearing. He requested information on the process necessary to move ahead with the approval and development of Meadowood Way Community Park.

Ms. McCulloch presented a project flow chart outlining the phases necessary for the project, pointing out the final presentation should take place by November 2012. She noted an advisory committee of eight would be required for the project. The committee membership would include one Corcan/Meadowood Resident's Association member, two Parks and Open Space Advisory Committee members and five other community interests.

Both Mr. Jablonski and Mr. Nosworthy expressed their concern at the length of the proposed time line, however, Ms. McCulloch noted that the proposed process is the standard. She also pointed out that this is one of several projects in the 2012 work plan across the regional District, and staff do not want to elevate expectations unrealistically.

#### **Electoral Area 'F' – Draft Five Year Project Plan**

Ms. McCulloch presented the Electoral Area 'F' Draft Five Year Project Plan 2012 – 2016 for the Committee's review and input. She pointed out since the draft plan filed in June 2011, the URA

Trail Development Project #1 budget was increased from \$1,500 to \$2,200 and the Malcolm property budget decreased from \$5,000 to \$2,000.

Ms. McCulloch advised monies not expended would be carried over to 2012 uses.

The Committee discussed which trail routes should be tackled in 2012, Carrothers or Ruffles/Price/Palmer, deciding to expend money on surveying the Carrothers route, with any excess dollars not spent of the allotted \$10,000, to be applied to the completion of the Kopernick/Fairdowne trail.

MOVED R. Nosworthy, SECONDED A. Jablonski, that the Five-Year Project Plan 2012-2016 dated October 2011, be approved with the following amendment, the words Ruffles/Price/Palmer be struck from the URA Trail Development Project #2 to be replaced with the word Carrothers.

CARRIED

MOVED K. Scheaff, SECONDED A. Jablonski, that the Reports be received.

CARRIED

#### **BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

Mr. Nosworthy reviewed the Arrowsmith Agricultural Association Community Safety Grant-In-Aid application. He questioned why the request had been forwarded to the Committee rather than being covered from the Reserve Fund.

Ms. McCulloch stated that as it was a capital expense to provide improvements to a building owned and operated by a community organization, it had been referred to the Parks and Open Space Advisory Committee for approval; she noted a similar application had been approved by Committee in the past for the Arrowsmith Agricultural Association.

MOVED A. Jablonski, SECONDED K. Scheaff, that the Arrowsmith Agricultural Association Community Safety Grant-In-Aid request in the amount of \$1,415 be denied.

CARRIED

Ms. Smith abstained from the vote.

MOVED R. Nosworthy, SECONDED L. Biggemann, that Regional District staff provide an explanation to the Electoral Area 'F' Parks and Open Space Advisory Committee as to why a community building capital expenses are funded from the Electoral Area 'F' Community Park Budget.

CARRIED

#### **NEW BUSINESS**

Mr. Jablonski provided information regarding the 2011 Provincial Small Community Recreation Program Grant. The application deadline is December 28, 2011, for the \$30 million available for regional district project funding.

Ms. McCulloch noted the Regional District would only be permitted three applications for all of the proposed projects in its rural electoral areas.

MOVED A. Jablonski, SECONDED K. Scheaff, that the Regional District Board give high priority for consideration of the Meadowood Way Park project under the 2011 Provincial Small Community Recreation Program Grant program.

CARRIED

Ms. McCulloch suggested Mr. Nosworthy follow-up with an email regarding the same to Mr. Osborne, General Manager of Parks and Recreation Services.

#### ADJOURNMENT

MOVED K. Scheaff, SECONDED B. Smith, that the meeting be adjourned at 9:15pm.

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Chair

**Newsted, Marilyn**

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**From:** Osborne, Tom  
**Sent:** Monday, January 09, 2012 10:00 AM  
**To:** Michel, Joan; Palidwor, David  
**Cc:** McCulloch, Elaine; Newsted, Marilyn  
**Subject:** RE: Malcolm property

**From:** Michel, Joan  
**Sent:** Monday, January 09, 2012 9:35 AM  
**To:** Osborne, Tom; Palidwor, David  
**Cc:** McCulloch, Elaine  
**Subject:** FW: Malcolm property

Some sad news.  
Trail naming request for consideration.  
Joan

**From:** Steve Cross [<mailto:zap@zapbc.com>]  
**Sent:** Saturday, January 07, 2012 6:33 PM  
**To:** Michel, Joan  
**Subject:** Malcolm property

Joan,

Hello from Ontario. I hope things are going well in the RDN. I certainly do miss the place.

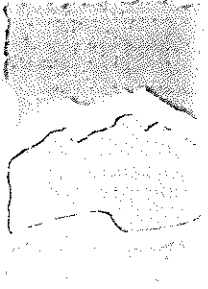
I'm getting in touch with you with a rather unusual request. I have recently been diagnosed with cancer. I have only been given a very basic diagnosis so far and there are a lot of questions still to be answered, but with the information I have at this moment, my prognosis isn't very good. I still have no idea how much time I have left so I'm assuming I don't have very much.

I am asking that the RDN consider naming the trail on the Malcolm property after me. Both of my boys work at the Whiskey Creek Store and quite often they are asked about the trail on the Malcolm property. They always feel a sense of pride to be able to tell people their Dad built that trail. I'm sure they would be very proud to have the trail named in my memory after I'm gone.

Thank you in advance for considering my request. I certainly hope to be able to make it back to the Island in the near future.

Regards,  
Steve Cross





REGIONAL  
DISTRICT  
OF NANAIMO

January 31, 2012

Arrowsmith Agricultural Association  
Box 195  
Coombs, BC  
V0R 1M0

Attention: Wilfrid Worland, Director

Dear Mr. Worland:

**Re: Facility Upgrade Funding Request**

Please be advised that the Electoral Area 'F' Parks and Open Space Advisory Committee passed the following resolution at their October 24, 2011 meeting:

*"That the Arrowsmith Agricultural Association Community Safety Grant-In-Aid request in the amount of \$1,415 be denied."*

Should you have any questions or concerns, please contact me at 250-248-3252.

Sincerely,

Elaine McCulloch  
Parks Planner

mn

cc J. Fell, RDN Director Electoral Area 'F'  
T. Osborne, General Manager of Recreation and Parks  
D. Palidwor, Acting Manager of Parks Services

RECREATION AND PARKS DEPARTMENT

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Parksville, BC  
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Fax: (250)248-3159  
Toll Free: 1-888-828-2069

Ravensong Aquatic Centre  
737 Jones Street  
Qualicum Beach, BC  
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(250)752-5014  
Fax: (250)752-5019

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

## Parks Functions Report

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

**DATE:** November 8, 2011

**FROM:** Dave Palidwor  
Manager of Parks Services

**FILE:**

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

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For the month of October 2010 staff has been involved with the following projects and issues:

### **Electoral Area Community Parks**

#### *Area A*

Park staff met with a representative from the Provincial Fisheries Branch to discuss the Spring 2012 timeline and grant application for community consultation, a concept plan and management strategy for the Ritten Road Boat Launch.

Following receipt of a Ministry of Transportation and Infrastructure (MOTI) permit for Pylades Road, site grading and a concrete pad was constructed in preparation for a concrete toilet enclosure (scheduled for early November).

At Nelson Road staff inspected and cleared the boat launch site of storm debris.

At Cedar Community Centre staff performed a playground inspection, reporting findings to facility managers.

Staffed conducted a playground inspection at Thelma Griffiths Community Park, and removed rotting fruit from three apple trees to deter bear activity.

A park use permit approval letter was issued to North Cedar Improvement District for water line crossing of Cedar Plaza Community Park.

#### *Area B*

Staff prepared a report regarding the RDN community park land implications in response to an "early referral" from the Island's Trust of a Gabriola Island density transfer application that proposes to donate 72 hectares (178 acres) of Community Park to the Regional District of Nanaimo. The report was reviewed by the POSAC at their October 13<sup>th</sup> meeting; the committee's recommendation went to the Board on October 25<sup>th</sup>.

A concrete pad and new set of bleachers was installed by a group of volunteers at Rollo McClay Community Park. Staff liaised with a contractor preparing cost information for irrigation pond work at the park and a site visit for pruning at both entrances and garbage collection was also carried out.

A new garbage can was placed at Huxley Community Park. Parking lot grading and resurfacing was completed, along with the planned backfill of an electrical conduit trench.

Staff received preliminary engineered drawings for a bank stabilization project at 707 Community Park, and met on site with a contractor and the adjacent landowner.

Cost estimates were sought for improvements to a flight of beach access stairs at Joyce Lockwood Community Park.

Brushing and mowing was completed at Cox Community Park.

Staff liaised with a 4H Club representative to discuss a permit extension at Rollo McClay concession to accommodate fall ball tournament.

### ***East Wellington/Pleasant Valley***

A playground inspection and trail maintenance work was completed at Meadow Drive Community Park.

### ***Extension***

At Extension Miners Community Park staff cleaned leaf debris from trail and cleaned a signage kiosk.

### ***Area E***

Staff prepared a report to seek the Board's approval for the temporary placement and use of a recreational trailer by the Nanoose Bay Lions Club located at the rear of Nanoose Place.

At Brickyard Community Park a large maple tree at the park entrance was removed for safety reasons.

Staff completed a playground inspection and added six cubic yards of playground surfacing material at Nanoose Road Community Park. Trail brushing and clearing was also carried out.

At Prawn Road Community Park staff met with contractor to verify the location of an identification sign installation to be performed by the developer.

At Jack Bagley Community Park staff responded to a hazard tree complaint and recorded the GPS coordinates.

Staff met on site with Fairwinds staff to discuss their proposed memorial bench program.

### ***Area F***

Staff developed an outline for the proposed combined planning process for the Little Qualicum River Regional Park Management Plan and the Meadowood Community Park Master plan. The planning process was presented to the community at the Corcan-Meadowood Residents Association's Annual General Meeting on October 22<sup>nd</sup>. The presentation highlighted how community review and input will be drawn upon and incorporated during every stage of the planning process.

Staff contacted a land owner near the Malcolm Community Park trail to inquire about the feasibility of entering into a trail access agreement. This agreement would formalize the current, unofficial trail that connects the parking lot of Whiskey Creek Store to the official trail that starts at the end of Redman Road.

Trail construction work under a MOTI permit was commenced in the Kopernick/Middlegate area, including clearing, grading, surfacing and compaction, and placement of concrete vehicle barriers. Staff inspected the contractor's work and also assisted in machine work and brush removal near the trail.

At Errington Farmer's Market Community Park staff cleaned garbage from the trail.

Staff worked with the Dashwood Fire Chief and issued a park use permit to Corcan-Meadowood Way Residents Association for a Halloween bonfire and fireworks event at Meadowood Park.

### ***Area G***

Staff met with a developer regarding an upcoming rezoning/subdivision application which may include park land dedication.

General park cleanup performed at Neden Way Community Park.

Playground inspections were completed at Neden, Maple Lane, Boulton, and Dashwood Community Parks.

At Boulton Community Park four cubic yards of playground surfacing was added to the swing set enclosure.

At Dashwood Community Park staff constructed and installed a community bulletin board at the Women's Institute Hall.

At Hawthorne Rise Community Park staff inspected the trail for fallen debris and assessed potential hazard trees.

Staff investigated water well closure procedures and responsibility at Columbia Drive Community Park.

Staff researched suitable engineering firms for boardwalk redevelopment in San Pareil.

Staff monitored garbage collection and toilet service contracts.

### ***Area H***

At an MOTI beach access at Buccaneer Beach Road staff delivered and assembled a new concrete bench and placed three large rocks on site, in response to a vandalism incident.

At Thompson Clarke Drive staff cleaned debris from ditch.

Staff met with the Planner and Community Parks Planner to review Bowser area roads and needs around Henry Morgan Community Park.

### ***Other***

Staff developed a list of potential projects for the new \$30 million Provincial Community Recreation Program in preparation for a report to COW.

Staff met with two team members from the Coastal Invasive Plant Committee to plan an invasive plants assessment in Community Parks throughout electoral area E, G and H.

Work programs and schedules for mowing contracts covering fifteen community parks were monitored with the relevant contractors. These run from May to the end of the year.

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public.

Participated in the second annual Great BC Shake Out event to raise awareness and improve earthquake safety and preparedness.

Staff conducted a (monthly) Work Safe BC facility inspection.

## **Regional Parks and Trails**

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

Staff met with Madrone Environmental Services to discuss the draft report pertaining to the Structural and Environmental Assessment of the wetland. Revisions and next steps were discussed and staff is awaiting the final Stage I report prior to moving to Stage II of the project, which will address design and installation of an appropriate flood mitigation measure.

Park staff continued to monitor beaver debris, pond leveler and water level of the marsh.

Assessment work is being undertaken for the caretaker's residence to ensure its stability for the next 5 years.

Continued to work with the lawyer on final preparation of the Caretaker contract.

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

Park Staff conducted park inspections.

### ***Englishman River Regional 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 removed an unsafe bridge built by public users as it was a public safety hazard.

Park staff locked the top gate on Alsbrooke Road for the winter season.

Met with the Caretaker to review the upper park road where seasonal flooding has been problematic, along with the old footbridge sites at the west end of the Beaver Pond and at the old channel outtake. Caretaker crew to work on shoring up the Coho Trail diversion route by the Beaver Pond. Temporary signage to be erected at both old bridge sites to explain to park users that structures are expected to be replaced in 2012.

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

Potable water issues at the Campground were reviewed and options discussed for providing safe drinking water. Park staff is working with the RDN Water Services, an electrician and a Hydrological Engineer to set up a new water and power facility which can later be moved to another location as the concept plan moves ahead. Pump was tested and samples were taken for the engineering company to complete the new water design.

Sign inventory was taken for a future signage plan.

The Park Operator's two year contract renewal was fully executed.

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

Parks staff designed trail-use signage to be installed at both trail heads and at important locations along the length of the trail. The signs are expected to be installed by staff in November.

Park staff conducted inspections to ensure public safety and removed unnecessary temporary hand rails from the trail edge.

Hired contractor to clear 300 m of existing ditch crossing the Lioness Blvd trailhead and 300 m of new ditch dug along Lioness Blvd Trail. Old barbed wire fence removed along Lioness Trail. Work monitored by an Environmental for compliance.

Staff continued to work on kiosk and regular signage for the improved South Loop. Kiosk sign installed into wood frame at the Lioness Blvd trailhead parking lot.

Accommodated SHAW television for a YouTube video on the trail design.

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

Park staff repaired boundary fence.

Staff drafted a new covenant and forwarded lease and covenant material to lawyers. Confirmed that both will need to go to the Board for approval (aiming for January Board).

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

The first Open House for the Moorecroft Regional Park Management Plan occurred on October 22. Staff were occupied with planning and advertising this event, including updating the website, preparing signage, meeting with Shaw for a television interview, and coordinating with consultants. Approximately 100 people attended. The online survey is available until October 31, at which point consultants O2 Planning and Design will summarize and theme the input received from the public and stakeholder interviews.

Staff also met with representatives from the NCC to flag the boundary of the conservation covenant in the park so that it can be accurately surveyed and permanently registered with the Land Title Office.

Staff carried out the following works at Moorecroft Regional Park:

- Completed the garbage can installation by securing the can to the concrete pad.
- Stabilized the memorial bench at Cooks point.
- Old Dory's have been removed from site.
- Removed concrete blocks from around buildings to reduce tripping hazards.
- Removed basketball hoops and back boards as they were not safe for the public.
- Prepped Kennedy Lodge for the Open House.
- Soil restoration project completed.
- Monitoring beaver activity at Skipsey Lake.

Final caretaker agreement executed.

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

Contacted equestrian users seeking RDN assistance with access to Hemer Provincial Park.

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

Park staff met VIU staff to discuss future woodlot harvesting plans and trail protection at the Witchcraft Lake trails to formalize an approved trail to receive a buffer if harvesting occurs.

GPS mapping for Mount Benson Regional Park carried out to determine which trail should be sanctioned with a buffer.

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

Park staff poured a concrete pad, installed the four post kiosk, and installed temporary Cougar in area signs.

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

Park staff conducted inspections to ensure public safety and removed garbage from site. Staff also extinguished a small fire on the conservation area of the park.

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

Assisted the Oceanside Cycling Coalition with map work for their public workshop on cycling routes.

#### ***Parksville Rath Trevor Links***

Park staff met with the City of Parksville regarding a proposed trail and Englishman River bridge link between the Parksville Community Park and Rath Trevor Beach Provincial Park.

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

Trail signage installed along Resort Way and Tuan Road.

#### ***Other***

#### ***New Kiosk Design***

Staff met with Timbersmith Contracting to review detail drawings for the new 2-post kiosk. The new kiosk replaces the existing 4 and 2-posts kiosks and will typically be installed with signage on both sides.

#### ***5-Year Regional Parks Plan***

To assist with project planning among all regional parks, staff has created a spreadsheet to track and plan implementation of actions described in Regional Park Management Plans. Projects will be added to this tool for a coordinated approach to project planning across all regional parks. This will be an on-going task requiring updating as projects are accomplished and new ones arise.

#### ***Volunteer in Parks – Park Warden Program***

Staff reviewed the current status of the park warden program and will plan to organize a meeting in early December to acknowledge volunteers, seek feedback on the program and renew volunteer terms with interested individuals. Currently there are 9 volunteers in 7 RDN parks & trails.

Recreation and Parks staff met with Information Services mapping staff to vet previously collected GPS field data and to prioritize/schedule future collection sites.

Staff worked to follow up on a number of park sites that had been affected by recent falling operations completed at the direction of BC Hydro.

Improvements were made to the operations shop, including items stemming from a health and safety inspection. Safety equipment was organized and a Work Safe BC facility inspection was conducted.

#### ***Fire Control***

Liased with Emergency Coordinator regarding Area C Director's efforts to get the Ministry of Forests and Range to install fire signage in troubled arson area west of Nanaimo.

Staff reviewed the Emergency Services' flood and landslide response guidelines.

***Partnerships***

Met with VIU Recreation and Tourism students who will be conducting observational and questionnaire surveys along four trails (Lighthouse, Top Bridge, Morden Colliery and within Nanaimo River Regional Park). Reviewed questionnaire survey, requested adjustments, and had Survey Monkey survey posted on RDN web site.

Liaised with NALT Nanaimo River Symposium consultants regarding parkland dedications along the river.

Staff liaised with genetic researcher with the Ministry of Forests and Range (also involved in the Arboretum) regarding quaking aspen clumps in west Parksville area; provided land ownership information.

**Recommendations**

That the Parks Update Report for October 2011 be received as information.

*Original copy signed by D. Palidwor*

*Original copy signed by T. Osborne*

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Manager of Parks Services

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General Manager Concurrence



## Parks Functions Report

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

**DATE:** December 8, 2011

**FROM:** Dave Palidwor  
Manager of Parks Services

**FILE:**

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

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For the month of November 2011 staff has been involved with the following projects and issues:

### **Electoral Area Community Parks**

#### *Area A*

Staff completed the development of toilet facilities, including a concrete surround and a garbage can at Pylades Road, under permit from the Ministry of Transportation and Infrastructure (MOTI).

At Nelson Road staff removed large woody debris from boat ramp.

At the Morden Colliery Trail staff inspected the corridor for hazard trees and cleared the trail of branches.

The Regional Board has requested that Parks staff prepare an application to the British Columbia's Community Recreation Program for the construction of the Cedar Skate and Bike Park in Electoral Area 'A' and that the project commence upon confirmation of approved funding from the Community Recreation Program

Staff engaged design consultants Van der Zalm and Associates to provide concept refinement and construction drawing services for the Cedar Skate and Bike Park. The resulting construction documents will be used to support the Regional District's efforts to pursue grant funding to complement the \$139,000 of RDN community park funds that have been set aside for park construction and the \$46,590 in donations collected by the Cedar Skate Park Association.

Staff engaged EBA Consultants to provide a detailed geotechnical engineering report for the proposed site of the Cedar Skate and Bike Park on Cedar Secondary School property. This site data was required as base information for the skate and bike park construction drawings and the results were positive.

#### *Area B*

Staff continued to research development options with contractors for irrigation pond work at the Rollo McKay park. Vandalism repair work was also carried out, and new signage was installed in the park.

A cleanup was conducted at Huxley Community Park. Parks and Water Services staff met on site to assess the suitability of a water well for Ministry of Environment groundwater monitoring. Staff also conducted GPS surveying to map site amenities.

Split rail fencing was constructed at Joyce Lockwood Community Park and additional stair reconstruction work was ordered, with completion expected in December.

Staff monitored mowing and garbage collection contracts.

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

At Meadow Drive Community Park staff performed a general inspection of the trees and playground equipment.

At Thelma Griffiths Park staff cleaned up leaf debris and performed a general inspection of the trees and playground.

***Area C - Extension***

At Extension Miners Community Park staff cleared leaf and branch debris from the trail and benches.

***Area E***

A memorial bench was installed at Brickyard Community Park. Trail improvements have also been conducted in November, and will be completed in December.

New signage was installed at Prawn Road Community Park.

Illegal dumping activity was dealt with at Jack Bagley Community Park.

***Area F***

Staff received notice from the Corcan Rd – Meadowood Way Residents Association that the permitted Hallowe'en fireworks and community BBQ event at Meadowood Way CP went off very well with about 200 in attendance. The Association aims to make this an annual event at the community park.

Trail construction work under a MOTI permit has been substantially completed in the Kopernick/Middlegate area. This included clearing, grading, surfacing and compaction, and the placement of concrete vehicle barriers. Entry points were specifically laid out to accommodate horses while restricting ATV's. Signage work is still to come this winter. Feedback from trail users has been very positive.

Staff moved forward with the necessary research work to support a Building Permit application for Errington Farmer's Market Community Park. A wooden entrance sign was removed for refinishing.

At Harris Crescent Community Park staff cleaned garbage from the park and removed debris from creek.

Staff performed trail and hazard tree assessment at the Malcolm property.

The Regional Board has requested that Parks staff prepare an application to the British Columbia's Community Recreation Program for the first phase construction of the Meadowood Community Park in Electoral Area 'F' and that the project commence upon confirmation of approved funding from the Community Recreation Program.

Staff engaged design consultants Macdonald Gray to provide concept drawings for Meadowood Community Park. The resulting drawings will be used to support the Regional District's efforts to pursue \$42,500 in provincial grant funding to complement the \$17,500 of RDN community park funds that have been set aside for park construction and the \$5,000 in donations collected by the Corcan-Meadood Residents Association. If successful in obtaining the grant, the funds will go towards the first phase park construction that will include a playground and sport court.

### ***Area G***

Staff monitored garbage collection and toilet service contracts.

At Boulton Community Park staff brush-cut overgrown shrubs and performed a garbage clean up. Staff also coordinated with School District 69 for the removal of an adjacent bus shelter.

Staff performed extensive clearing of overgrown brush along the property line and the trail at Lee Road Community Park.

At Barclay Bridge staff removed snow and cleared the bridge surface of debris.

At Dashwood Community Park and the Women's Institute Hall staff worked with an electrical contractor to complete the installation of three emergency exit signs.

At Admiral Tryon Boulevard beach access staff coordinated with bylaw enforcement for the installation of a 'no dumping' sign following incidents of yard waste being illegally dumped in the park.

Staff visited Miller Road Community Park to examine conditions at the eroding bank and to discuss currently planned-for remediation in 2012.

Staff continued to correspond with a developer regarding an upcoming rezoning/subdivision application which may include park land dedication.

### ***Area H***

Planning and operations staff met to discuss conceptual park design plans for Henry Morgan Community Park with design consultant.

At Dunsmuir (Centennial) Community Park staff repaired a damaged toilet enclosure, repainted the structure to cover up graffiti, cleaned up garbage, and repaired the tennis court net.

Staff performed a stair assessment to plan for repair of storm damage at a public beach access on Shoreline Drive.

Staff conducted a drainage assessment for trail and culvert work anticipated for the winter.

The Regional Board has requested that Parks staff prepare an application to the British Columbia's Community Recreation Program for the first phase construction of the Henry Morgan Community Park in Electoral Area 'H' and that the project commence upon confirmation of approved funding from the Community Recreation Program.

Staff engaged design consultants Gemella Designs to provide concept refinement and construction drawing services for Henry Morgan Community Park. The resulting construction documents will be used to support the Regional District's efforts to pursue grant funding to complement the \$75,000 of RDN community park funds that have been set aside for park construction. This work included meeting with the adjacent land owner and MOTI to discuss servicing, timing and potential access easements and Hydro to discuss moving the existing power poles.

Parks staff attended a site meeting with the Area Director, Planning staff, property owners and their builder to discuss the property owners' Ministry of Transportation and Infrastructure application to

purchase an undeveloped portion public road located at the end of Jamieson Rd. Parks staff provided comments related to the importance of maintaining public access to the water.

### ***Other***

Work programs and schedules for mowing contracts covering fifteen community parks were monitored with the relevant contractors. These run from May to the end of the year.

Staff participated in a ½ day fall restraint training course, and also attended a department staff meeting to discuss work programs/projects and teamwork.

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public.

## **Regional Parks and Trails**

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

Staff updated various signs including directional signage, no mooring signage and a parking hours sign.

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

Staff received the final Stage I report regarding the Structural and Environmental Assessment of the wetland from Madrone Environmental Services. Next steps involve obtaining a survey of the area of interest to help inform the most appropriate flood mitigation measure.

Park staff continued to monitor beaver debris, pond leveler and water level of the marsh.

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

Regular park inspections were undertaken. Staff Arborist assessed the orchard for pruning needs that will take place in the next couple of months.

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

Liaison work with hatchery caretaker regarding fish returns and egg take activities for the hatchery.

Staff representative attended Englishman River Watershed Recovery Plan Steering Committee meeting where Giles Wendling, presented results from an aquifer study, which revealed an interesting potential deep aquifer under the Park.

Staff representative followed up with the BC Conservation Foundation regarding the condition of their large woody debris installations following the late month high waters and all appear in order so far.

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 potential hazardous trees. Damage from illegal ATV use is a significant and expensive problem and staff will continue to harden access points.

Park staff cut and removed two trees that came down on the main access road and Coho Trail from wind storms.

Park staff conducted several inspections to ensure public safety due to frequent fall wind storms.

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

Staff reviewed outstanding works with bridge contractor.

Park staff conducted several inspections to ensure public safety due to frequent fall wind storms.

Staff installed trail signs and spread straw over exposed soil areas to prevent erosion and the potential of sedimentation.

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

Staff reviewed the draft 99-year lease and covenant with Ducks Unlimited and forwarded to lawyer for final review.

Staff representative met with the Mid-Island Guardians of the Estuaries to discuss progress on the Canada goose mitigation plan and plans for 2012.

Staff reviewed grant proposal from the BC Conservation Foundation to the Habitat Conservation Trust Foundation regarding the addition of large woody debris structures at the Little Qualicum and Englishman River estuaries, including the LQRERCA spit.

Assisted the Qualicum Beach Streamkeepers in the planned removal of invasive plants in January.

### ***Little Qualicum River Regional Park***

Staff will be starting a management plan public engagement process for Little Qualicum River in the New Year. In preparation for this project, Parks Staff have been coordinating with RDN GIS mapping staff to produce maps for public consultation and communication. A draft stakeholder list has also been prepared. An advisory committee for the project will be determined in December.

Due to strict timelines, RDN Park staff have also been involved in conceptual design work for the adjacent Meadowood Way Community Park, which is included in the Provincial Community Recreation Grant funding.

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

Staff continue to work with O2 Planning + Design on the Moorecroft Regional Park Management Plan. A summary of the information received at the first open house in October is available on the RDN website. Several direct inquiries from the public regarding dogs in the park have been responded to. The management plan will need to provide clear direction on the leashing of dogs and where appropriate "leash-optional" areas may be.

Additional input was sought by students from the Tourism and Recreation Program at VIU and by the RDN's Recreation Staff to help provide a better understanding for how youth envision the future Moorecroft and what facilities will be required to effectively run programs in the park.

A meeting is scheduled with the Woodlot Operator to the south of Moorecroft to discuss possible opportunities for trail connections and the potential for dogs off-leash on this property. A better understanding of the operator's plans for the woodlot and potential impacts on the park will also be covered.

Staff also met with surveyors from JE Anderson & Associates at the park prior to the surveying the conservation covenant boundary, which will be permanently registered with the Land Title Office.

Staff worked with Zero Waste Coordinator to get residential recycling in place for the park caretaker.

Staff met with neighbouring Strata Board members regarding formalization of a western park access through the Strata site to Moorecroft park. Follow up work is planned for early 2012.

Staff carried out the following works at Moorecroft Regional Park:

- Garbage cleanup.
- Graffiti removal from buildings and signs
- Trails cleared of debris from wind storm
- Installed anti-slip mesh on stairs and decks
- Removed concrete blocks from around buildings to reduce tripping hazards
- Installed additional dog on leash signs
- Winterized the buildings and fire hydrants
- Removed unsafe playground structures
- Installed No shellfish harvesting signs along the beach
- Monitored beaver activity at Skipsey Lake
- Produced a map of water facility locations and flow for Water Services Department

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

Park staff removed temporary Cougar in Area signs. Park staff also removed trees crossing the access road.

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

Park staff conducted several inspections to ensure public safety due to frequent fall wind storms.

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

Park staff conducted inspections to ensure public safety and removed garbage from site. Staff also extinguished a small fire in the conservation area of the park.

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

Staff received results of Oceanside Cycling Coalition's workshop and user survey and circulated to all staff. Broad use of the Parksville Qualicum Links was noted and demand for signage along the route.

#### ***Parksville Rath Trevor Links***

Staff assisted City of Parksville staff with the preparation of a grant application for partial funding of the proposed trail and bridge linkage.

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

Parks staff produced a trail map sign to be installed on Resort Way by parks operations staff.

Park staff installed 8 new trail signs along resort way from Rath Trevor to the trailhead on industrial way.

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

Staff representative assisted BC TCT representative with request to appear before the RDN Board as a delegation in New Year. TCT provided notice that they have officially recognized the Haslam to Nanaimo River route.

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

Provided Ministry of Natural Resource Operations staff with required information to begin the consultation process to formalize RDN trail management.

## ***Other***

### ***New Kiosk Design***

Staff received the final Engineer-stamped drawings for the new 2-post kiosk from Timbersmith Contracting. The new kiosk replaces the existing 4 and 2-posts kiosks and will typically be installed with signage on both sides.

### ***New Website***

The new RDN website is up and the Parks webpage requires updating and clarification in some areas. Parks staff have compiled a list of proposed edits and will work with the webmaster to make the changes in December.

### ***Regional Park DCC Bylaw***

A proposed bylaw to implement a Development Cost Charge program for Regional Parks received second reading by the Regional Board. This project has been in the works for the past five years. In the spring of 2012 staff will be meeting with the development community to review and discuss the proposed bylaw before consideration for third reading by the Regional Board later in 2012.

### ***Partnerships***

- Met with representative of Nanaimo Mountain Biking Club to discuss potential partnerships in trail development in area west of Nanaimo.
- Worked with the VIU Tourism and Recreation students on their trail survey project.
- Assisted VIU Tourism student with special project on trails.
- Assisted forestry research contractor with work on Quaking Aspens.
- Continued to assist the Mount Arrowsmith Biosphere Foundation folks with minor mapping tasks.

## **Recommendations**

That the Parks Update Report for November 2011 be received as information.

*Original signed by D. Palidwor*

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Manager of Parks Services

*Original Signed by T. Osborne*

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General Manager Concurrence

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

**DATE:** February 7, 2012

**FROM:** Dave Palidwor  
Acting Manager of Parks Services

**FILE:**

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

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For the months of December 2011 and January 2012 staff has been involved with the following projects and issues:

**Electoral Area Community Parks**

***Area A***

Cedar Skate/Bike Park - Staff worked with the design consultants to complete the detailed drawings as part of a grant application the Provincial Community Recreation Program. The application package included a detailed application form, design drawings, project cost estimates, budget information, letters of support from the community as well as supporting planning documents showing how the project fits into the larger planning context of the Electoral Area and Region. The Province has indicated that the announcement of successful projects will occur after March 2012, at which time further direction regarding the completion of the workings drawings and tender packages will be pursued.

Portable washroom facilities were installed at Pylades Road and contracted collection and servicing is now underway.

Staff participated in the Cedar Main Street Charette hosted by the RDN Planning Department on January 25th – 27th. Parks Staff provided feedback on the community's ideas of how parks, open space and trail connections could become an integral part of the Main Street experience.

At Nelson Road staff removed storm debris from the boat launch ramp, cleared the stairs to the beach and conducted a site clean-up.

***Area B***

Staff met on site with a development contractor to discuss options for irrigation pond improvements at Rollo McClay.

The Rollo McClay concession building roof and downpipes were repaired following a vandalism incident.

At Joyce Lockwood Community Park stair reconstruction work was completed, including new handrails, pickets, and upright supports.



The Gabriola Recreation Society user agreement is nearing completion for execution to include services at Huxley Park in addition to Rollo McClay Community Park. Staff also worked with GRS recreation programmer on introducing bike polo to Gabriola.

Staff responded to a variety of queries from Mudge Island residents and MoTI about a new launch site and following up on the rearrangement of some water accesses.

### ***East Wellington/Pleasant Valley***

Staff conducted maintenance work at Meadow Drive Community Park.

### ***Extension***

Staff investigated a resident's concern over a potential tree disease issue in Extension Miners Park affecting their fruit trees. Staff also responded to a drainage concern expressed by an adjacent property owner. This resulted in a follow up meeting with MOTI staff to discuss the impact of water draining from the road onto adjacent lands.

### ***Area E***

At Brickyard Community Park trail improvement work is now completed.

A damaged willow tree was removed from the trail access at Park Place Community Park.

Staff followed up with a builder to see the planting of five new trees along a section of the Schooner Ridge Path. The trees are for the replacement of biomass lost during unauthorized pruning on park land by the developer during house construction.

At Nanoose Road Community Park staff cleaned up debris from a recent wind storm event and conducted a hazard tree inspection.

Staff installed expanded metal deck surfacing to the long flight of beach access stairs off the end of Ainsley Place for improved safety.

### ***Area F***

Staff worked with ACES representatives to plan upcoming official opening for the ACT 1 trail, trail signage requirements and with information about Area F parks for inclusion in the PQ News.

Meadowood Community Park -Staff worked with the design consultants to complete the detailed drawings for a children's play area and sport court as part of a grant application the Provincial Community Recreation Program. The application package included a detailed application form, design drawings, project cost estimates, budget information, letters of support from the community as well as supporting planning documents showing how the project fits into the larger planning context of the Electoral Area and Region. The Province has indicated that the announcement of successful projects will occur after March 2012.

Park planning staff collaborated on the terms of reference for the design of Meadowood Community Park in conjunction with the management plan process for the Little Qualicum River Regional Park. This process will be launched in Spring 2012.

### **Area G**

In response to feedback received at the Public Information Meeting held on December 14th, Parks Staff met with the applicant, RDN Planning Staff and a representative from The Nature Trust to explore potential parkland dedication alternatives for the 711/713 Mariner Way subdivision application (in San Pareil).

Staff monitored garbage collection and toilet service contracts.

At Barclay Bridge staff removed snow and cleared the bridge surface of debris.

Following a storm event staff conducted a park clean-up at Hawthorne Rise Community Park, and at Lee Road Community Park staff inspected the trail and checked for hazard trees.

### **Area H**

Staff provided Park development recommendations for a proposed trail development through the existing Community Park land corridor between Leon Rd. and Marshall Rd. in the Dunsmuir residential area. These proposed improvements to existing park land may become part of a rezoning proposal on an adjacent parcel.

Staff removed a hazard tree at McColl Road Community Park following a resident inquiry.

At Rose Park staff cleaned the bridge deck and cleared debris from the trail.

Staff posted "Thin Ice" signage at Illusion Lake Community Park.

At Thompson Clarke Trail staff attended to a drainage issue resulting from a fallen tree.

Staff met to discuss development plans at Henry Morgan Community Park.

At Hunts Creek Bridge staff removed snow, ice and leaf debris from the deck.

Due to a vandalism incident a lock was replaced on a garbage can at Sunnybeach Road Park.

Henry Morgan Park - Staff worked with the design consultants to complete the detailed drawings as part of a grant application the Provincial Community Recreation Program. The application package included a detailed application form, design drawings, project cost estimates, budget information, letters of support from the community as well as supporting planning documents showing how the project fits into the larger planning context of the Electoral Area and Region. The Province has indicated that the announcement of successful projects will occur after March 2012, at which time further direction regarding the completion of the workings drawings and tender packages will be pursued. Staff also met with an adjacent land owner to Henry Morgan Community Park to present a preliminary park concept plan and to discuss future park access and parking opportunities.

### ***Other Community Park Projects***

Work programs and schedules for mowing contracts covering fifteen community parks were monitored with the relevant contractors. These run from May to the end of the year.

Parks staff assisted with Oceanside Place's Winter Wonderland display.

Three staff members participated in a one day Occupational First Aid course, renewing their required certificates.

### **Regional Parks and Trails**

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

Discussed an opportunity for interpretive signage with local resident to tell the story of Beachcomber subdivision pioneers initiating the park in the 1970s.

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

Staff met with the consultants to discuss the Stage 1 report regarding the flood mitigation approach for Coats Marsh and adjacent residential lot and to discuss the Stage 2 requirements. The consultants have requested a quote from a surveyor to survey the land prior to deciding on the appropriate measure. The survey will take place following permission from the neighbour to survey a portion of his property.

Park staff continued to monitor beaver debris, pond leveler and water level of the marsh.

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

Park Staff pruned fruit trees in the orchard.

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

Liaised with Park caretaker regarding potential 2012 development works at park and ATV incursions as well as at City of Parksville's Top Bridge Mountain Bike 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 cut and removed several trees that came down on the main access road and trails.

Park staff installed temporary river level warning signs throughout the park to notify the public about the potential for flash flooding events.

Park staff worked with a contractor creating ATV barriers on the Allsbrook Road side of the Englishman River.

Park staff installed expanded metal surfacing on two bridges to enhance safety.

Final report received from VIU on their fall channel monitoring work carried out for DFO (third field season) as regards water quality and benthic invertebrates. DFO now in a position to see a paper written on the research, which is showing that a large side channel development such as was created at Englishman River Regional Park can add significantly to the natural watershed Coho salmon production.

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

Park Staff reviewed Engineering drawings for future water and power system improvements and is preparing to tender works in the near future.

Worked with RDN Utilities regarding creation of an emergency response plan for the new HLRP water system.

Park Operator's year-end report received and discussed with the Operator. Obtained detailed occupancy statistics for 2009-2011. Monitoring of campgrounds by RCMP on busy weekends in 2011 noted and applauded.

Worked with Park Operator and staff on a review of the crowded Twin Pines sites, as well as a number of campground practices, e.g., generator run time, dogs off leash. Confirmed that the site count at HLRP is in keeping with current park zoning.

Liaised with Bat Project coordinator regarding re-establishment of monitoring unit where Qualicum River flows into Horne Lake.

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

Park staff installed new signage and removed old signage along the trail. Staff also repaired the trail after high water events eroded portions of the trail.

Final inspection for works carried out at the Ridgewil Bridge by fabricator and primary contractor.

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

Concluded work with Ducks Unlimited and lawyers on a 99-yr lease and revised s.219 covenant for the Conservation Area.

Organized project orientation meeting with the Qualicum Beach Streamkeepers with regards to their assistance with invasive species removal.

Addressed request from BC Conservation Foundation to undertake a preliminary test of the side channel area as part of their overall proposal to bring large woody debris to the Little Qualicum and Englishman estuaries. The large proposal awaits funding news expected in the spring. Reviewed the preliminary test proposal with DUC, consulting biologist and other agencies.

Worked with DUC and the Mid-Island Guardians of the Estuary on their multi-year plan to address Canada Geese at the estuaries and see restoration of native grass fields.

### ***Little Qualicum River Regional Park***

Staff drafted a Terms of Reference for the Little Qualicum River Regional Park Management Plan for Board approval in January. Staff continued to coordinate with RDN Mapping Staff to produce maps for public consultation and have been collecting background information on the river and watershed.

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

Staff and Consultants met with the Advisory Committee to review the preliminary concept plans, vision and management goals prepared for Moorecroft RP. Feedback will be incorporated prior to the

February 11/12 Open House. The concept plans, a second survey and draft vision, goals and objectives will be posted on the website prior to the Open House. Staff is also exploring the opportunity for wireless internet at Moorecroft as part of the consultation process.

Staff provided the Moorecrofters group with copies of the draft management scenarios in order for them to discuss as a group prior to the Open House.

Conducted site visit with neighbouring Strata Board members to examine the feasibility of establishing a statutory right of way in favour of the RDN for the purpose of public trail. The trail would provide an official access to the west side of Moorecroft. Worked with RDN Mapping to GPS potential route.

Parks staff met with GreenMax, the Woodlot Operator to the south of Moorecroft, to discuss possible opportunities for trail connections and the potential for dogs off-leash on this property. The operator is currently working to build a trail network in the woodlot and expects that it will connect directly to the south trail that leads into the regional park. He was accepting of dogs and horses on trails within the woodlot area and has also begun to develop a small parking area for dog walkers and other trail users. GreenMax has a strong sustainability ethic and is active in education and hands-on learning initiatives in Port Alberni. There is the potential to work together if a similar out-door classroom component develops in Moorecroft or on the Woodlot property.

Staff corresponded with biology VIU students looking to conduct a volunteer research project in the park. Options were discussed internally and with the Caretaker, however the students pursued their project with the City of Nanaimo instead.

Clarified legal status of shellfish harvesting with DFO for future signage.

Staff carried out the following works at Moorecroft Regional Park:

- Garbage cleanup.
- A post was installed for mounting thin ice warning sign at Skipsey Lake
- Graffiti has been removed from buildings and signs.
- Cleared trails of branches from wind events.
- Rotten disc golf pads and markers were removed.
- Roofs were demossed and tarps were installed on Mrs. Moore's cabin and the Directors cabin.
- Installed more dogs on leash signs.
- Water services redirected water line to caretakers house.
- Monitoring beaver activity at Skipsey Lake.
- Removed broken picnic table from Vesper point.
- Potholes in the parking lot were repaired with help from RDN Water Services.
- Secured a vandalized cabin by placing plywood of the broken glass window and fixing the lock on the door.
- Inventoried fire extinguishers, smoke detectors oil tanks for repair and removal.
- Cougar in area signs installed and removed after risk level dropped.
- Repaired furnace at Kennedy Hall in preparation for the next Open House.

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

Liaised with Friends of the Morden Mine Society regarding regional trail plans staff make a presentation at their February Board meeting.

Liaised with local equestrians regarding potential funding programs through Horse Council BC, and provided update on plan to conclude an agreement with BC Parks for the continuation of the Trail through Hemer and in this way, formal inclusion of horses in that provincial park.

Staff repaired the fence and bench at the end of the due to bank erosion from high water events. The fence and bench were moved away from the Nanaimo River bank edge for safety. Staff installed expanded metal surfacing on the two Thatcher Creek bridges for traction. Staff also removed two fallen trees across the trail from a recent wind event.

Park staff cleared debris and garbage from Hemer Park to Cedar Road.

***Mount Benson Regional Park***

Park staff installed ATV bylaw signs. Staff also installed expanded metal surfacing on the Witchcraft boardwalk to enhance safety.

***Benson Creek Falls Regional Park***

Park staff conducted several inspections to ensure public safety due to frequent fall wind storms. Staff installed expanded metal on the four bridges in the park to enhance safety.

***Nanaimo River Regional Park***

Staff is monitoring stream bank erosion on the Nanaimo River. Plans to install a fence to deter the public from getting too close to the eroding bank will be constructed in February.

Staff installed expanded metal surfacing on stairs for traction purposes.

***Parksville Qualicum Links***

Organized cycling working group meeting to present park dedication and subdivision process with focus on the new developments in Area G adjacent to Parksville.

***Parksville Rath Trevor Links***

Preliminary discussions have taken place with the City of Parksville and other potential partners to scope out the potential trail routing and new bridge locations.

***Trans Canada Trail***

Briefed new Vancouver Island TCT/Trails BC representatives on RDN regional trail plans and responded to a community proposal for TCT routing and funding applications.

Advised Island Timberlands of RDN Board resolution to advance with preliminary studies in support of a Nanaimo River crossing as part of the TCT, and desire to meet to review specifics.

***Other***

***New Website***

Staff continue to correspond with the webmaster to edit components of the parks website content.

***Fire Control***

Staff examined opportunities for Errington Fire Base staff to practice cutting, burning and fuel abatement work on Crown lands and in RDN parks.

***Partnerships***

Staff worked with The Nature Trust and Recreation Programmer on Brant Festival promotion and planning. Provided maps and information on places to take a dog while the Oceanside beaches are closed to dogs during the Brant migration

**Recommendation**

That the Parks Update Report for December 2011 and January 2012 be received as information.

*Original signed by D. Palidwor*

*Original signed by T. Osborne*

\_\_\_\_\_  
Acting Manager of Parks Services

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General Manager Concurrence

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 804.04**

**A BYLAW TO AMEND THE PURPOSE OF THE  
ELECTORAL AREA 'F' COMMUNITY PARKS LOCAL  
SERVICE**

WHEREAS, the Regional District has adopted a Recreation Services Master Plan covering Electoral Areas 'E', 'F', 'G' and 'H' and the municipalities of Parksville and Qualicum Beach,

AND WHEREAS the Plan recommends that the Regional District provide financial and other support to maintain and improve community facilities which provide additional recreation and cultural opportunities within the Electoral Areas;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide that support throughout the Electoral Areas through the Community Parks service;

AND WHEREAS it is necessary to amend the purpose for which the Community Parks service was established to acknowledge the intent to support other community facilities;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Section 1 of Bylaw No. 804 is hereby repealed and the following substituted therefore:
  - "1. Community Parks is established as a service for the purpose of acquiring, developing, operating and maintaining land and facilities on land acquired by the Regional District of Nanaimo and designated as community park land and to provide assistance for the operations and improvement of buildings owned and operated by incorporated non-profit organizations for the purpose of providing recreation and cultural opportunities to residents within Electoral Area 'F'."
2. This bylaw may be cited as "Electoral Area 'F' Community Parks Local Service Amendment Bylaw No. 804.04, 2006".

Introduced and read three times this 28th day of November, 2006.

Received the approval of the Inspector of Municipalities this 13th day of December, 2006.

Adopted this 9th day of January, 2007.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



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

**DATE:** February 14, 2012

**FROM:** Dave Palidwor  
Acting Manager Parks Services

**FILE:**

**SUBJECT:** Meadowood Community Park Planning Process

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**PURPOSE:**

To provide background information to the Electoral Area 'F' Parks and Open Space Advisory Committee on the proposed planning process for Meadowood Community Park that is integrated with the Little Qualicum River Regional Park planning process.

**BACKGROUND:**

The planning process for Meadowood Community Park (MCP) is integrated with the Little Qualicum River Management Plan (LQR) process. The advantages of this integration is a more efficient use of staff time and resources; reduced time requirements for the community interests for input; and a stronger linkage between the two parks. The public engagement program is shared in order for the Regional District to receive public input for both the community and regional parks concurrently instead of separate processes.

The LQR management plan process was approved by the Board in January 2012. The planning process outlined in this report for MCP is consistent with the LQR, however, this report provides more detail that is specific to MCP.

The RDN submitted a grant application for \$54,500 to the Province in late 2011 for Phase I works including: a playground, sport court, social space, pathways, restoration planting and a gravel parking area for 10 cars. It was necessary for staff to develop a Concept Plan (**Attachment #1**) to support the grant request. This design is considered to be a draft plan and open to some change during the park planning process, however, should we be successful in obtaining the grant the Province will likely expect to see a certain amount of conformity with the plan.

This park planning process will include the entire community park site (**Attachment #2**). The park is 9 hectares in size and approximately 60% is covered with existing pine forest. The remaining lands have very little vegetation and consist of well drained aggregate materials. There are informal trails throughout, largely from unsanctioned ATV use. The site is bisected by the remnant access road to the gravel operation. A small portion of the park is taken up by the fire hall.

## Project Goal

To develop an overall master design plan for Meadowood Community Park, including construction phasing, through a comprehensive design process.

### Preliminary Issues, Opportunities and Constraints of the Meadowood Park site

Parks staff has generated a preliminary list of issues that will be broadened and better understood through the public consultation process. Resolution of these issues will need to be incorporated into the Final design Plan.

1. Parking: How much parking is required? Is there an opportunity to combine parking with the Regional Park?
2. Water service: How does the lack of a water service affect the design and use of the Park?
3. Environmental opportunities and constraints: What activities are appropriate in the existing forest?
4. Safety: What are the safety issues and how will they be addressed?
5. Is there an opportunity to utilize portions of existing forest for reforestation in other areas of the Park?
6. Trails & ATV use: Where are the unsanctioned ATV access points and do they need to be managed? How does the community envision trail connections between the Regional Park and Community Park and residential areas?
7. Partnerships: How can the in-kind services offered by the community be utilized in the construction phase? Are there partnership opportunities for managing invasive species?
8. Adjacent Lands: How does the community park integrate with the Regional Park? How are the impacts from the adjacent gravel operation managed/mitigated i.e. Noise, dust, safety? How does the park site relate to the future school site?
9. Budget constraints; What budget range should the plan adhere to and how will works be phased in?

### Public Consultation and Schedule

The public consultation process and schedule is summarized in the following table:

Timeline	Public Engagement	Planning Phase	Outcomes
March April	Advisory Committee #1 Workshop #1  Online Survey	Issues, Program, Principles & Visioning	<ul style="list-style-type: none"> <li>• List of Issues</li> <li>• Park Program</li> <li>• Draft Principles</li> <li>• Draft Principles</li> </ul>
↓			
June End June July	Advisory Committee #2 Workshop #2 Advisory Committee #3  Online Survey	Goals, Objectives & Concept Plan Review	<ul style="list-style-type: none"> <li>• Vision</li> <li>• Management Goals</li> <li>• Design Objectives</li> <li>• Preferred Plan Direction (both)</li> </ul>
↓			
October October October November	Advisory Committee #4 POSAC Community Open House Advisory Committee #5	Final Plans & Implementation	<ul style="list-style-type: none"> <li>• Final Draft Plan</li> <li>• Management Actions &amp; Priorities</li> <li>• Cost Estimates</li> <li>• Phasing Plans</li> </ul>

Several modes of engagement are proposed and include: Workshops, Open House, Online Questionnaires (using Survey Monkey), email and telephone correspondence, including interviews with key stakeholders. The RDN website will serve as a window into the project and the various means of participation.

The workshop participants will be providing input for the larger scale regional park as well as the small scale community park elements such as the play area.

General advertising for engagement events will occur, with specific invitations provided to community interest groups.

#### Planning Advisory Committee

The composition of the Committee, as outlined in the Board report consists of:

- 2 representatives from the RDN Regional Parks and Trails Select Committee (RPTSC),
- 2 representatives from the Electoral Area 'F' Parks & Open Space Committee (POSAC),
- 1 representative from the Qualicum First Nation, and the
- Area Director for Electoral Area 'F'.

This committee will provide advice and direction on materials produced prior to public review including: principles, vision statement, goals and objectives, issues, summaries from public input, management actions, and concept plans.

Other agencies such as Ministry of Environment, Fisheries and Oceans, BC Hydro, Ministry of Natural Resources will be consulted as needed.

#### **Project Management**

This integrated planning process will be co-managed by the RDN Community Planner and the Regional Planner. A consultant team will be retained to assist with the communication, logistics, graphics, facilitating workshops, developing park design options and cost estimates.

RDN staff will be responsible for all aspects of project implementation including: administrative tasks, liaison and communication, technical output, research, writing, public consultation preparation and participation, and master plan development.

#### **SUMMARY:**

The MCP planning process is integrated with the LQR planning process to minimize staff and community time requirements and to improve the functionality between the two parks.

The planning process was endorsed by the Regional Board and this report provides additional details specific to the community park.

A Phase I Concept Plan was developed by staff as part of a grant submission to the Province. This Concept Plan only addresses a small portion of the total park site so this planning exercise is largely focused on the remainder of the park area.

The public consultation process includes in mix of opportunities for the public to participate. A Planning Advisory Committee will provide an oversight role during the planning process and there will be representation from the POSAC on this Committee. As outlined in the planning process schedule, the objective is to develop a draft Final Plan by the summer with project completion by the end of the year.

**RECOMMENDATIONS:**

1. That the Meadowood Community Park Planning Process report be received as information
2. That the Electoral Area 'F' Parks and Open Space Advisory Committee appoint two members to Little Qualicum River Parks Planning Committee.



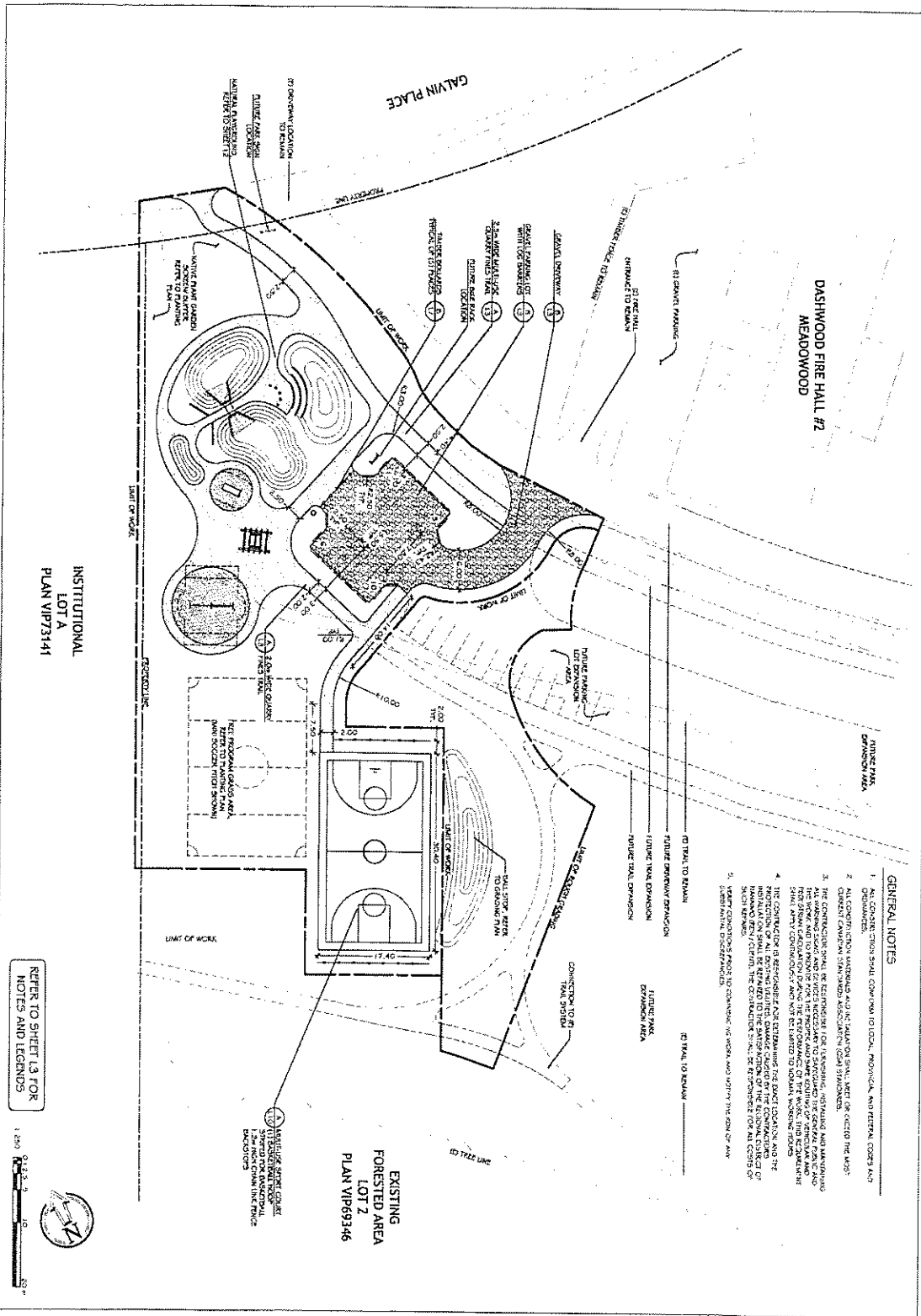
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Report Writer



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GM Concurrence



**DASHWOOD FIRE HALL #2  
MEADOWOOD**

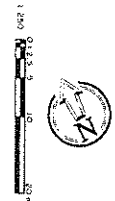
**GENERAL NOTES**

1. ALL CONSTRUCTION SHALL COMPLY TO LOCAL, PROVINCIAL, AND FEDERAL CODES AND REGULATIONS.
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LOCAL, PROVINCIAL, AND FEDERAL CODES AND REGULATIONS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, PROVINCIAL, AND FEDERAL GOVERNMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, PROVINCIAL, AND FEDERAL GOVERNMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, PROVINCIAL, AND FEDERAL GOVERNMENTS.
4. THE CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING THE EXACT LOCATION AND THE DIMENSIONS OF ALL CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL COSTS OF SURVEYING AND STAKE SETTING.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, PROVINCIAL, AND FEDERAL GOVERNMENTS.

INSTITUTIONAL  
LOT A  
PLAN V1P73141

EXISTING  
FORESTED AREA  
LOT 2  
PLAN V1P69346

REFER TO SHEET L3 FOR  
NOTES AND LEGENDS



#	Date	NOTES
0	2011.12.15	Prepared
1	2011.12.15	Revised
2	2011.12.15	Revised

**SITE PLAN**

Drawn: December 15, 2011  
 Drawn: CM  
 Checked: J.C.  
 Scale: 1:500 metric  
 Project Number: 11-0296

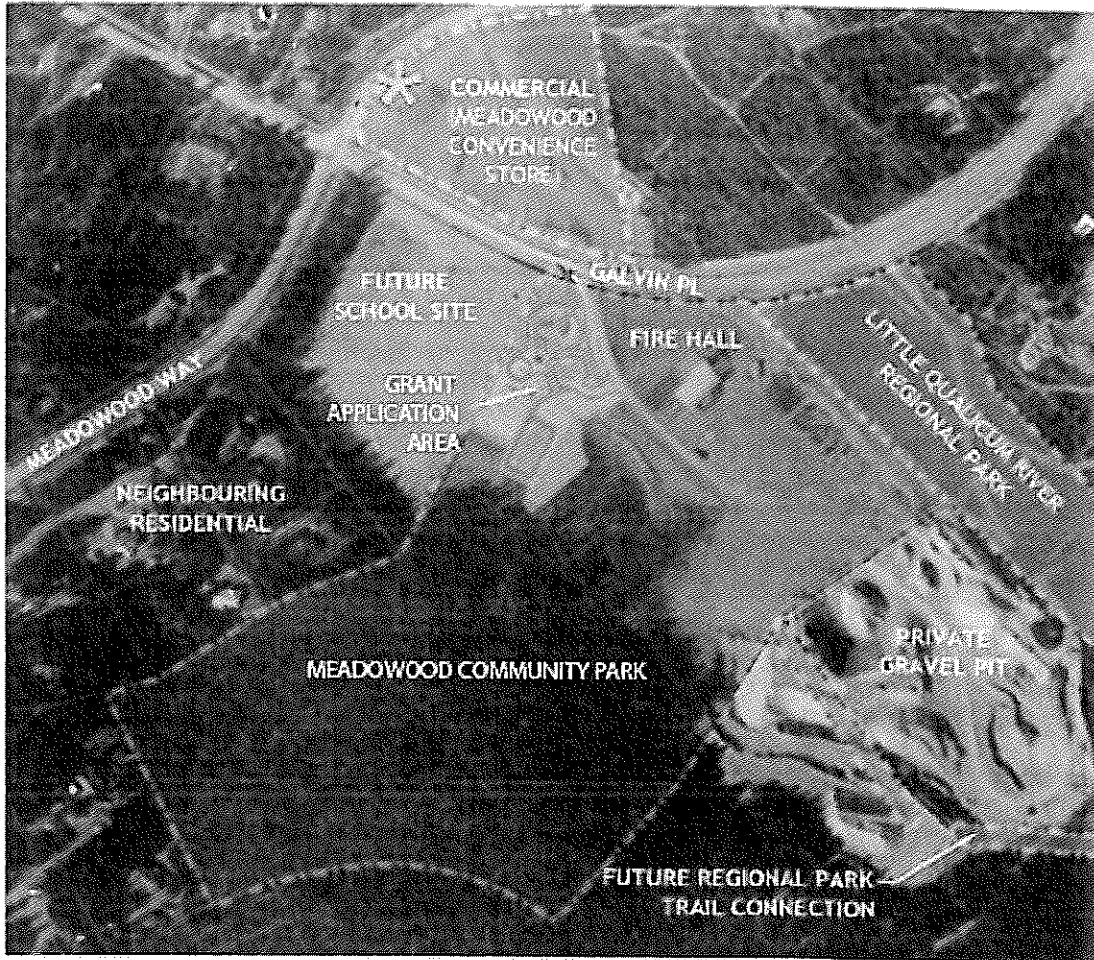
DRAWING NUMBER: **L1 of 10**



**Meadowood Community Park**  
1800 Galvin Place  
Regional District of Nanaimo



Attachment #2 – Meadowood Community Park Site Map



**RDN ELECTORAL AREA 'F'**

**Community Parks**

**5-Year Project Plan: 2012-2016**

**Working Document**

Feb 2012

A suggested schedule for completion of each phase of the process is presented in the following chart. This schedule is provided for planning purposes only and is subject to change to accommodate the needs of staff and fundraising efforts.

	Park Code	2012	2013	2014	2015	2016	Budget Notes
<b>High Priority Projects</b>							
Administrative support for Area F Parks and Open Space Advisory Committee		■	■	■	■	■	
Arrowsmith Community Trail (ACT #1): Errington School		■	■	■	■	■	
Install signage & Opening Ceremony		■	■	■	■	■	
Meadowood Way CP: Community Design Process, Concept Plan & Prelim Cost Estimates	F-16	■	■	■	■	■	
Malcolm CP: trailhead access agreement & trail signage	F-15	■	■	■	■	■	
Arrowsmith Community Trail (ACT #2): Planning		■	■	■	■	■	
Errington CP: Operational Agreement	F-17	■	■	■	■	■	
Arrowsmith Community Trail (ACT): Working group, planning		■	■	■	■	■	
<b>Medium Priority Projects</b>							
Meadowood Way CP: Working Drawings, Specifications, pre-tender Cost Estimates	F-16	■	■	■	■	■	
Arrowsmith Community Trail (ACT #2): Construction		■	■	■	■	■	
Meadowood Way CP: Phase 1 Construction (contingent on funding)	F-16	■	■	■	■	■	
<b>Low Priority Projects</b>							
Arrowsmith Community Trail (ACT #3): Planning		■	■	■	■	■	
Meadowood Way CP: Phase 2 Construction (contingent on funding)	F-16	■	■	■	■	■	
Arrowsmith Community Trail (ACT #3): Construction		■	■	■	■	■	
<b>Other Projects</b>							
Romain CP: trail development							
Wild Rd							
Harris Rd							
<b>Completed Projects 2011</b>							
Arrowsmith Community Trail (ACT #1): Fairdown (Kopernick to Errington Elem/Midlegate) survey; trail construction							
Arrowsmith Community Trail (ACT): Carrothers survey (completed in 2009)							
Meadowood CP: Phase 1 Concept Plan & Prelim Cost Estimates							
Meadowood CP: Community Recreation Grant Application							

### RDN ELECTORAL AREA 'F'

Community Parks  
 2012 Detailed Project Plan  
 Working Document  
 updated Feb 2012

A suggested schedule for completion of each phase of the process is presented in the following chart. This schedule is provided for planning purposes only and is subject to change to accommodate the needs of staff and fundraising efforts.

TASK	DESCRIPTION	PARK	APPROX. HRS	2012 TIMELINE															
				JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC				
<b>Administrative support for Area F Parks &amp; Open Space Advisory Committee</b>																			
				56															
<b>Arrowsmith Community Trail (ACT #1): Errington School Trail</b>																			
1.1	Coordinate Trail Opening Ceremony w/ ACES & Errington school principal																		
	• prepare advertising materials (web, newspaper, posters)																		
	• prepare graphic material																		
1.2	Develop ACT logo for ACT project																		
1.3	Complete signage plan & install signs																		
1.4	Trail Opening Ceremony Preparation																		
1.5	Implement Trail Opening Ceremony							★											
								28-Apr											
<b>Malcolm CP: trailhead design &amp; access agreement</b>				54															
2.1	Acquire site survey (if required)																		
2.2	Investigate alternate alignment options																		
2.3	Prepare draft concept plan & cost estimates																		
2.4	Discuss draft concept plan with adjacent owners																		
2.5	Revisions to concept plan																		
2.6	Present concept plan & cost estimates to POSAC for direction (staff report)																		
2.7	Prepare letter to land owners requesting trail access agreement																		
2.8	Meeting with land owners																		
2.9	Acquire site survey identifying location of proposed trail access																		
3.0	Prepare legal agreement through lawyers																		



Meadowood Way CP: Community Design Process		F-16	202	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
3.01	Prepare Terms of Reference for design & facilitation consultants														
3.02	Review quotes & issue POs														
3.03	Prepare Terms of Reference for Advisory Committee														
3.04	Confirm Advisory Committee members - letter & info package - confirm meeting dates														
3.05	Project start-up meeting with design & facilitation consultants														
3.06	Staff Working Group Meeting #1														
<b>Phase 1</b>															
3.07	Develop list of stakeholders & contact key stakeholders														
3.08	Provide base map & background information, including key stakeholder feedback														
3.09	Staff Working Group Meeting #2: review site analysis, issues, program, vision														
3.10	Review workshop #1 materials & org event														
3.11	Workshop planning meeting with facilitation consultant														
3.12	Advisory Committee Review Meeting #1														
3.13	Stakeholder Contact														
3.14	Implement Workshop #1														
3.15	Review summary of workshop & questionnaire #1														
3.16	Advisory Committee Email Review, Phase 1 summary & proposed phase 2 direction														
3.17	Parks & Rec Staff Review, share workshop outcomes & request feedback														
<b>Phase 2</b>															
3.18	Staff Working Group Meeting #3														
3.19	Review workshop #2 materials & org event														
3.20	Workshop planning meeting with facilitation consultant														
3.21	Advisory Committee Review Meeting #2														
3.22	Stakeholder Contact														
3.23	Implement Workshop #2														
3.24	Review summary of workshop, questionnaire #2 & proposed preferred concept														
3.25	Advisory Committee Review Meeting #3														
<b>Phase 3</b>															
3.26	Staff Working Group Meeting #4														
3.27	Review Open House materials & org event														
3.28	Open House planning meeting with facilitation consultant														
3.29	Advisory Committee Review Meeting #4														
3.30	Report to POSAC														
3.31	Stakeholder Contact														
3.32	Implement Open House														
3.33	Review summary of open house & questionnaire #3														
3.34	Review Draft Conceptual Site Plan														
3.35	Advisory Committee Review Meeting #5														
3.36	Review Final Conceptual Site Plan														
3.37	Stakeholder Contact														
3.38	Prepare Board Report & present to POSAC (special meeting req'd?)														
3.39	Final Revisions to Conceptual Site Plan (if required)														
														312	
<b>TOTAL PROJECT HRS</b>														312	
<b>TOTAL PARK PLANNER HRS AVAILABLE (Electoral Area F):</b>														224	

