

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
MONDAY, MARCH 5, 2012  
7:00 PM**

*(Nanoose Place, 2925 Northwest Bay Road, Nanoose Bay)*

**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**

**3-4** Minutes of the regular Electoral Area 'E' Parks and Open Space Advisory Committee meeting held October 3, 2011.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

**5** T. Montgomery, Schooner Ridge Strata Council, Re: RDN Request Licence of Access Agreement.

*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

**REPORTS**

- 6-13 Monthly Update of Community Parks and Regional Parks and Trails Projects May – August 2011.
- 14-20 Monthly Update of Community Parks and Regional Parks and Trails Projects September 2011.
- 21-27 Monthly Update of Community Parks and Regional Parks and Trails Projects October 2011.
- 28-34 Monthly Update of Community Parks and Regional Parks and Trails Projects November 2011.
- 35-42 Monthly Update of Community Parks and Regional Parks and Trails Projects December 2011 – January 2012.
- 43 Five Year Project Plan 2012 – 2016.
- 44 2012 Detailed Project Plan –  
- Schooner Ridge Foot Path - Entrance.  
- Schooner Ridge Foot Path - Trail Upgrades.  
- Blueback Community Park - Community Consultation and Park Design.  
- Nanoose Boat Launch.

*Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**COMMITTEE ROUND TABLE**

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

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

Monday, June 4, 2012, 7:00pm  
Nanoose Place

Disbursement: G. Holme, Chair, G. Wiebe, R. Rogers, G. Cartlidge, R. Orr, P. Law, G. Thornton, T. Osborne, D. Palidwor, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, OCTOBER 3, 2011, 7:00PM  
AT NANOOSE PLACE**

**Attendance:** Frank Van Eynde, Chair  
George Holme, Director, RDN Board  
Gabrielle Cartlidge  
Peter Law  
Randy Orr  
Scott Wroe

**Staff:** Elaine McCulloch, Parks Planner

**Regrets:** Glenn Thornton

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**CALL TO ORDER**

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

**MINUTES**

MOVED G. Holme, SECONDED F. Van Eynde, that the Minutes of the Electoral Area 'E' Parks and Open Space Advisory Committee meeting held June 6, 2011, be approved.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

Mr. Law noted the request for clarification regarding the Regional District of Nanaimo (RDN) Policy concerning the public's opportunity to ask questions without notice at the Parks and Open Space Advisory Committee meetings.

Ms. McCulloch confirmed that the Regional District Policy does allow the general public to speak at meetings provided they appear as an official delegation. An application to appear as a delegation must be received by the RDN a week prior to the posted meeting date and is included in the agenda package and forms part of the public record. A delegation is allowed a maximum presentation time of ten minutes. If the request to appear as a delegate is received after the deadline it would be considered a late delegation for inclusion on a meeting addendum. A late delegation is allowed a maximum presentation time of five minutes.

**REPORTS**

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

Ms. McCulloch briefly summarized the Community Parks and Regional Parks and Trails projects for June through to August.

Ms. Carlidge requested the Committee members be forwarded a copy of the Lanarc Consulting report on the E & N Trail for their information.

Ms. McCulloch provided a brief update on Moorecroft Regional Park at the request of Mr. Van Eynde. She noted the following items:

- Ms. Kelsey Crammer, Parks Planner, will work with the consulting team to develop the management plan for the park.
- An Open House will be held Saturday, October 22, at Kennedy Lodge in the park, for the public to review the draft management plan. An online survey on the RDN website is also available for anyone who cannot attend the open house.

Mr. Law addressed Mr. Holme, on behalf of the Electoral Area 'E' Parks and Open Space Committee, to thank him for his diligence in making Moorecroft Regional Park a reality.

### **Update Community Park Project for 2011 – New Boat Launch**

A new boat launch in Electoral Area 'E' was identified as a high priority project in 2011. On September 30, 2011, Committee members Van Eynde, Orr and Carlidge met with Ms. McCulloch to identify criteria for selecting the correct site. Ms. McCulloch reported the discussions only considered "trailerred" boats and suggested the scope be expanded to include a "trailerred" and "non trailerred" boat launch site, to allow for launch use by kayakers as suggested by Mr. Wroe.

MOVED G. Holme, SECONDED G. Carlidge, that the Reports be received.

CARRIED

### **Prioritization and Review of Potential Park Projects**

Ms. McCulloch provided the draft Electoral Area 'E' Parks and Open Space Five Year Plan 2012 to 2016. She noted the projects had been discussed at the June 6 meeting, and would like the Committee to review the proposed budget for the projects scheduled to be undertaken in 2012.

Ms. Orr stated he had received positive feedback from the Ministry of Transportation area engineer regarding the Roadside Trails Project, which is tentatively scheduled to start in 2012. He also identified possible funding opportunities for the project from outside sources.

MOVED G. Holme, SECONDED S. Wroe, that the Draft Five Year Project Plan 2012-2016, be received.

CARRIED

### **NEW BUSINESS**

Ms. McCulloch reported staff have been requested to prepare a report for the Board's consideration, regarding the proposed Parks and Open Space Advisory Committee Workshop.

### **ADJOURNMENT**

MOVED G. Holme, SECONDED S. Wroe, that the meeting be adjourned at 8:20pm.

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Chair

## McCulloch, Elaine

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**From:** Terry A. Montgomery <tamontgomery@shaw.ca>  
**Sent:** Friday, October 21, 2011 10:25 AM  
**To:** McCulloch, Elaine  
**Cc:** barb giese; Ian Maxwell; Ian Ward; Linda Correy; Robert Clark  
**Subject:** RDN Request for Licence of Access Agreement

Hi Elaine:

The Schooner Ridge Strata Council consider the correspondences of November 24/2010 from yourself and Mr. Frank Van Eynfre at its meeting of October 14th, 2011. The unanimous decision of the Council was not to pursue an agreement with the RDN which allow public access on Strata Property. It was the position of the Council that given the prevailing feelings of most of the Strata Members, who were in favour of placing the signs and the history behind the placing of the signs, your request should not be acted upon. Further the Council noted that there is an existing right-of-way for the pathway, adjacent to our emergency access and needs only to be developed to maintain the continuity you are seeking to the pathway system.

If you have any questions regarding this you can contact me at 250-468-5441

Cheers

Terry A. Montgomery  
President Schooner Ridge Strata Council

## Parks Functions Report

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

**DATE:** September 14, 2011

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

**FILE:**

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

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During May, June, July and August 2011 staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

#### *Area A*

Parks staff met with Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) staff in June to discuss potential boat launch locations on Quennell Lake. Parks staff advised that the RDN Electoral Area 'A' Parks, Recreation and Culture Commission Park Project list identifies investigation into the improvement of the existing, unofficial Ritten Rd boat launch as a high priority for 2011. Improvements to the existing Ritten Rd boat launch is also a MFLNRO's priority for developing angling access to Quennell Lake as identified in the Vancouver Island Urban Lake Fishery Development/Improvement Program Report, 2011. Consequently, it was decided that further investigation into the possibility of developing the existing boat launch by RDN and MFLNRO staff was warranted. Another meeting with MFLNRO and the Ministry of Transportation and Infrastructure (MoTI) was held in August. The purpose of the meeting was to have preliminary discussions regarding what would be involved if the boat launch were to be improved under MoTI permit to the RDN. As this project furthers the MFLNRO's mandate to improve fishing on the lake, they have expressed interest in helping the RDN apply for the provincial and federal notifications that will be required as well as providing the funding to do the project. The following issues were discussed: environmental, parking, garbage, toilet facilities, speed limit signage, how to limit the access to intended users (small craft) as well as community consultation.

Parks staff met with Cedar Estates' Landscape Architect on site in June to do a final site inspection of the park development. Staff provided Cedar Estates with a letter outlining outstanding items that will need to be completed before Planning can issue a Certificate of Completion.

At Thelma Griffiths Community Park two new benches were added to the playground area. Staff also weeded the flower beds and pruned trees. A site cleanup was conducted at Woodridge Place Community Park and brushing work was completed at Hemer Road. Improvements were made to the toilet area at the public boat launch ramp at Nelson Road in addition to several maintenance trips for weed eating and wood removal from the ramp.

#### *Area B*

At Rollo McClay Community Park irrigation pond repairs were carried out in May. Staff met on site with a plumbing contractor to discuss fixture upgrades that will be more water efficient. This work is expected to occur in 2012.

Final engineered drawings have been ordered for a bank stabilization project at 707 Community Park and are expected to be received late summer, with anticipated construction to commence in the early fall.

Staff continued working on details of the 707CP Signage Plan in May and met with the POSAC in June to decide on draft trail names that could be presented to the Community. Staff then presented the draft 707CP trail names at the Saturday Farmers Market on Gabriola in July.

Staff did a tour of Gabriola with Ministry of Transportation and Infrastructure staff to look at a number of undeveloped roads the RDN is interested in developing as public water accesses and/or trail along undeveloped section of Tin Can Alley that leads to the north-west section of 707CP.

Following the recent acquisition of Huxley Park staff conducted a site assessment for the purpose of determining short and medium term requirements for park maintenance and development.

Parks Staff met with a structural engineer in June to discuss options for re-building the beach access stairs at South Road Community Park to meet building codes as required by the Municipal Insurance Association. Harold Engineering was commissioned to provide a letter to the RDN outlining the structural issues of the existing stairs and identifying potential replacement options and costs.

Parks Staff provided a staff report on a park land dedication/cash-in lieu proposal as part of a subdivision application on McCollum Rd.

### ***Extension***

At Extension Miners Community Park staff met with the area director and a resident regarding bench installation and placement. The installation of two concrete pads and one additional seating bench was completed in August. Installation of the second bench is expected to occur in September.

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

Meadow Drive saw the installation of a new two-bay swing set, two new 4m trees, and the relocation of a Maple tree. Eighty cubic yards of fill was removed from the swing site and relocated.

At Creekside Community Park staff regraded the berm surrounding the parking lot and added ¾" road crush material to resurface and expand the capacity of the parking area. The trail was also brushed and cleared.

### ***Area E***

Staff conducted a park clean up and posted new signage at Brickyard Community Park. A large maple tree at the park's entrance was removed for safety reasons.

New signage was posted at Stone Lake Drive Community Park following an initial tree clearing project at and additional trail maintenance work. Staff continued dealing with a deficiency list of park and trail development issues at Prawn Road Community Park. At Jack Bagley Community Park staff conducted a cleanup in the parking area, inspected a failing retaining wall and researched repair and replacement options. At Nanoose Road staff cleared and brushed the trails, and contacted BC Hydro in regards to hazard tree falling along corridor adjacent to park.

Staff liaised with a property owner following an investigation of trespass issues and the construction of a large, rock retaining wall along a section of Schooner Ridge Path. Follow up work and remediation was completed in May. New trail signs were also posted. Staff conducted trail assessment work along the Schooner Ridge Trail to determine potential improvements and upgrades.

### ***Area F***

Development of the first Arrowsmith Community Trails (ACT) project was launched in partnership with the Arrowsmith community, Ministry of Transportation and Infrastructure, the Ministry's road contractor EMCON, Errington Elementary School and area volunteers. EMCON is donating approximately two person days of work and machinery time along with some culverts, barriers and surfacing material as part of their Mid-Island community service work for the Ministry. Undeveloped Kopernick and Fairdowne Roads were surveyed in the vicinity of the School and volunteer supported trail corridor clearing was initiated. An official opening is expected in early November.

Staff prepared and submitted a Building Permit application to the Building Inspection Department in order to proceed with a community driven washroom construction project.

The Province provided the RDN with a 30 year licence of occupation renewal offer for Malcolm Community Park. The previous 10 year licence had expired in 2010. Staff recommended acceptance of the offer and the Regional Board approved the matter at its July meeting.

At Harris Crescent Community Park staff performed garbage clean up covering the creek and surrounding land.

### ***Area G***

At a Ministry of Transportation and Infrastructure owned beach access site on Admiral Tryon Boulevard staff delivered and spread 12 cubic yards of ¾" road crush material to eliminate potholes, and then regraded the area.

At Lee Road Community Park staff discovered a number of jumps and a BMX structure. This was removed from the property and signage posted to discourage future construction.

At an area beach access park staff conducted invasive species removal work and repaired a broken section of fence and at Barclay Crescent Bridge staff inspected and cleaned the bridge surface of loose debris. In San Paniel staff inspected garbage cans and assessed road access for vehicle use at trail access points along Plummer Road. Weekly park checks and clean-ups were completed at Top Bridge Community Park, including trail clearing and servicing the toilet. Several instances of graffiti were removed in the park.

Research and planning is underway for the replacement of an approximately 150m section of boardwalk along the Englishman River Estuary.

Staff monitored the pest control program at Dashwood Community Park and cleaned up the hall following an event held by a user group. Staff are also working towards constructing and installing a community bulletin board for the Women's Institute Hall.

Parks Staff provided met on site with POSAC members to discuss a park land dedication proposal as part of a subdivision application at 564 Wembley Road. Staff attended a Public Information Meeting for the application and provided RDN Planning with a recommendation on the proposal.

### ***Area H***

Staff conducted brushing and pruning at all the district developed Ministry of Transportation and Infrastructure sites within Electoral Area H. A large quantity of garbage was removed from the Nile Creek beach access and a badly damaged bench was removed from Buccaneer Beach Road and a new one ordered, which is scheduled to be replaced in September.



Staff conducted brushing work along the trail corridor at Deep Bay Creek Community Park. Staff liaised with an adjacent landowner's agent with regards to planned drainage improvements. Staff also met with an adjacent strata lot member regarding ongoing drainage issues, following up with Development Services staff.

Staff inspected the beach access stairs at Shoreline Drive where they have been repaired by an unknown volunteer. At Rose Park staff inspected the bridge and cleaned debris from the trail and at Illusion Lake Community Park staff cleaned up garbage and debris and dismantled two fire pits. Several park clean ups were completed at Dunsmuir Community Park several park and a vandalized tennis net was repaired. The trail was brushed out at McColl Road Community Park. Staff responded to a hazard tree report at Oakdowne Community Park, contacted an arborist, and removal of the tree is scheduled for the fall. At Sunnybeach Road staff repaired the portable toilet and enclosure.

A five-day park use permit was negotiated and approved for the convening of a Bluegrass Festival with camping at Lions Community Park in Qualicum Bay over the Canada Day long weekend. The event was successful. Event organizers including the Lions Club and Lighthouse Community Hall Board now look forward to hosting the festival on an annual basis

Staff developed a Concept Plan for Henry Morgan Community Park and presented it to the POSAC in August.

## **Regional Parks and Trails**

### ***Arrowsmith CPR Regional Trail***

Island Timberlands provided the RDN with notice of planned road building and logging in the vicinity of as well as across the historic Trail. Staff participated in a series of meetings with the company as well as with area hikers in order to explore alternatives and possible mitigation efforts that might spare the trail or at least limit the impact of proposed industrial activity. The top half of the Arrowsmith CPR Regional Trail was signed closed during the week so as to keep hikers away from blasting activity.

### ***Arboretum***

Staff inspected the park and cleaned up garbage from the parking area. The chain that was installed to restrict vehicle access was breached. Another lock block was installed to only allow a lawn mower to access the park. A used forestry gate was donated by Island timberlands and will be modified and installed this fall.

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

Park staff continued to monitor the beaver debris and water level of the marsh. The pond leveler was cleaned a couple of times during the summer. Water flow through the leveler was greatly reduced due to the lack of rain over the summer.

Following Sub-Committee review, a Public Open House session and a month-long process of public draft plan review, a final Coats Marsh Regional Park management plan was completed by park staff in August and will be submitted for approval this fall.

During the process of draft plan review, park staff received comments from neighbouring land owners expressing serious concern and frustration with seasonal wetland flooding due to beaver dam constructions. In response to these concerns, park staff prepared a Request for Proposal for a flood mitigation strategy for the Coats Marsh wetland area. In June, Madrone Environmental Services Ltd was hired to produce the flood mitigation strategy which involves a structural assessment of an existing weir

and pond leveler and an environmental impact assessment for a potential vegetated berm along the west property line of Coats Marsh Regional Park.

Park staff identified a preliminary fence location and alignment around the cabin in the north end of Coats Marsh RP to designate a private residential area for the park caretaker. A site plan for the caretaker's residential area will be finalized with the completion of a Caretakers Agreement between the resident and the RDN later this year.

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

Park staff installed boulders at one of the trailheads off of Frey Road to prevent ATV access. Staff also conducted reconnaissance in regards to past grow operations and comments from the public.

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

Park staff has removed the Descanso house on the point using the manual labour from the Park Caretaker and a local excavating company.

New park signage that features a park trails and site maps as well as information on the Regional Park and Trail system was designed by park planning staff and installed at the park. As well a new cedar entrance sign was also installed.

Park staff repaired the water control structure using a local excavating company. Bollards were installed and painted to prevent unauthorized vehicle access and a new dumpster shelter was built by the Park Caretaker for aesthetics and stop illegal dumping.

The main loop road was treated by Emcon to reduce dust.

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

In May, the Regional Board approved a Rail Trail Agreement between the Island Corridor Foundation and the RDN, District of Lantzville, City of Parksville and Town of Qualicum Beach. The District and municipalities followed suit with Council approvals of the agreement. Parks staff then worked with the District and municipalities on the compilation of complete list of Island Corridor Foundation lands within the RDN that will be available for rail trail purposes. The list was accepted by all as Schedule A of the Rail Trail Agreement.

#### ***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.

The rock barrier on the Hydro right of way installed to keep off road vehicles out of the park was reestablished by a contractor working for DFO. Two old bridges were removed as they were a public safety hazard. Park staff are looking into replacing one of the bridges.

Park closure time changed from 11:00PM to 9:00PM.

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

Park staff concluded work with BC Parks, other stakeholders and a design consultant on a concept plan for the long term development of this campground park. The consultant's concept drawing along with gross cost estimates for the proposed development were submitted to the Regional Board. The Board received the design and directed staff to proceed with the upgrading of drinking water facilities in the north half of the park in the short term, and to identify in 2012 the essential infrastructure components of

short and long term development. Working with RDN Utilities, staff initiated the design and development of a new treated water system for Northpark.

Park staff conducted caretaker home improvements.

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

In collaboration with park coordinator, park planning staff created trail maps for the newly upgraded southern loop of the Lighthouse Country Regional Trail, which runs from Linx Road to Lioness Blvd in Bowser. Following trail map completion, signage was designed for a new park kiosk that will be installed at Lioness Blvd in September by contractors Milestone and Timbersmith. A new fence will be installed at the railway crossing insuring the public will pass through the baffles that have already been installed.

The Lions Club held their first annual Prostate Cancer Walk-Run event on the newly upgraded South Loop section of this regional trail.

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

Courtesy of the BC Conservation Foundation and Fisheries and Oceans Canada, a noted Island biologist provided staff with a preliminary assessment of the vegetation and invasive species conditions at the Conservation Area.

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

Park staff prepared a Request for Proposal document for an environmental assessment of Little Qualicum River Regional Park. Ursus Environmental of Parksville was hired to complete the assessment which should be submitted to park planning staff in September. The assessment will be referenced in the development of a park management plan later this year.

A new gate has been installed by BC Hydro at the Galvin Place entrance.

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

A Park Opening Celebration was held in Moorecroft Regional Park on June 18, 2011. Several weeks were spent in preparation for the event which was a collaborative effort between park planning staff, park operations staff and recreation programming staff. For the event, park planning staff created trail maps, brochures, posters, post cards, web postings, trail signage, event set up plans and schedules. Park planning staff also coordinated park events for the Opening including nature hunts and face painting for children and displays and talks by local biologists and environmental groups.

In June, Park staff prepared a Terms of Reference document and Request for Proposal process for the development of a 10-year management plan for Moorecroft Regional Park. On July 13, park staff conducted a mandatory site tour and meeting with proponents to relay in greater detail the issues and opportunities associated with the park site. On July 27, park staff received and reviewed proposals from 8 consultant teams, three of which were selected for interviews on August 3. On August 12, consultant team 02 Planning and Design, based in Victoria, were hired to complete the management plan for Moorecroft Regional Park. The first start-up meeting for the project was held on August 24.

Park planning staff designed a temporary entrance sign for Moorecroft Regional Park with trail map, park history, park use regulations and management plan development information. The new sign was installed by operations staff in August.

Staff provided the Nature Trust of BC with a draft concept design for donor recognition which will be incorporated within standard kiosk signage.

Further to consultation with the Cities of Nanaimo and Parksville and obtaining legal advice, staff determined the terms of a live-in park caretaker agreement and advertised for interested contractors.

Parks staff provided four two-hour free guided tours of Moorecroft over the spring and summer. Public interest in the park remains high and tour participants appreciated the opportunity to hear more detail about the history and nature of the Region's newest acquisition. The first wedding was held outside at the park under a park use permit.

Staff carried out the following works at Moorecroft Regional Park:

- Cleaned and renovated caretaker home for occupancy.
- 3 flights of stairs built on Stringer Hall.
- Park Staff and contractor removed 5 buildings (Fern, Boulderling, Craft Hut, Fuel Shed and Cabin 8).
- Installation of the new park entrance sign, and regulation signs within the park.
- Trail improvement by Skipsey Lake.
- Grand opening preparation ensuring facilities were safe for public use.
- Water line repair with RDN Water Services.
- Installed rub posts at culvert.
- Repaired grey water catchment off of Stringer Hall
- Soil restoration project where old fuel shed stood.
- Monitoring beaver activity at Skipsey Lake.

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

Park staff met up with members of the Ministry of Forest Fire Center specialists to look at fuel loads and the risk rating for fire hazard abatement. After a review of the clear-cut portion of the park the risk ranking went from moderate high to low. No actions will have to occur to remove the existing fuels. Signage and educating the public about the potential of fire and its seriousness will be the primary focus of the funding.

Park staff designed parking instruction signage and an entrance sign installation plan for parking at Witchcraft Lake on Benson View Drive for Mt Benson Regional Park. Graf Excavating was hired to complete the installation work of the parking instruction signage and new park entrance sign and completed the work in August.

#### ***Mount Arrowsmith Regional Park***

The Mount Arrowsmith Massif Regional Park Management Plan was completed in June by project consultants HB Lanarc. Final plan revisions were approved by park staff and a report with recommendations to approve the plan was prepared by staff and submitted for board approval. Following Board approval, letters and plans were sent to all key stakeholders in appreciation of their efforts and contribution.

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

The second quarter meeting of the PQ Links cycling working group was held. The newly formed Oceanside Cycling Coalition representatives briefed the group on the new society and its goals. Parks staff assisted the Coalition with a successful Bike to Work Week event involving the Regional Trail route between Parksville and Qualicum Beach.

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

Parks staff gave a presentation on Regional Trails at the 2011 Trans Canada Trail/Trails BC Annual General Meeting held in Duncan. Trans Canada Trail administrative staff completed their concept plan

for the southern half of the RDN's section of TCT, which will permit its formal registration in the TCT data base.

### **Miscellaneous**

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

Park staff recruited two new volunteers Park Wardens to monitor Nanaimo River Regional Park and Englishman River Regional Park. A total of 10 Park Wardens are now assisting park staff with the inspection and maintenance of 7 Regional Parks and Trails: Trans Canada Trail, Nanaimo River, Mt Benson, Moorecroft, Beachcomber, Englishman River and Mt Arrowsmith.

#### ***Website***

Park staff met with Communications staff to review a new website concept design for RDN. A new parks website design was created by park planning staff which will feature individual pages for all Regional Parks and Trails and Electoral areas. In preparation for the new website, which is set to go live in the fall of 2011, park staff created new park trail maps, location maps, and park information text.

#### ***Kiosks***

In July 2011, park planning staff created a new park kiosk design that will eventually replace the existing 4-post and 2-post kiosk structures. The new 2-post kiosk will incorporate the shape and style of the 4-existing 4-post structure within a smaller 2-post structure. The new kiosk will also feature signage on both sides of the structure. Timbersmith will complete engineered drawings for the new structure in September 2011.

#### ***Fire Mitigation***

As part of a provincial 10-year review of the Fire Control Cost Sharing Agreement framework, Parks staff met with Ministry of Forest staff to discuss ways and means of improving and streamlining the delivery of wildfire suppression services to large land owners like regional districts.

Staff attended to other duties including:

- Responding to requests for information about local trails and parks.
- Responding to RDN Planning staff requests for information.
- Preparing agenda packages, processing meeting minutes, and attending regular POSAC and Regional Parks and Trails Advisory Committee meetings.
- Approving Park Use Permits for the 13<sup>th</sup> annual Memorial Cancer Ride (equestrian event) and a fundraising running event on behalf of the Mid Vancouver Island Habitat Enhancement Society.

### **Recommendations**

That the Parks Update Report for May, June, July and August 2011 be received as information.

*Original copy signed by W. Marshall*

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Manager of Parks Services

*Original copy signed by T. Osborne*

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General Manager Concurrence

## Parks Functions Report

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

**DATE:** October 6, 2011

**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 month of September 2011 staff has been involved with the following projects and issues:

### **Electoral Area Community Parks**

The RDN welcomed the addition of new staff member Travis Oman as Parks Technician, on September 6<sup>th</sup>.

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

Park Staff provided two reports to the Electoral Area 'A' Parks, Recreation and Culture Commission:

- Development and funding options for the proposed entrance kiosk to be located in the Cedar Plaza Community Park.
- Development options for the proposed Ritten Road boat launch on Quannel Lake.

Staff submitted an application for a Permit To Construct Works on Highway Right of Way to Ministry of Transportation and Infrastructure. The permit was received and a concrete washroom structure and garbage can have been ordered for placement in October at the Pebble Beach MoTI Beach Access.

Park staff worked with a local design /build firm on an updated concept design and construction drawings for an entrance structure and information kiosk for the new plaza east of Cedar Rd.

At Thelma Griffiths Community Park staff conducted a playground inspection and cleaned garbage and debris from the park. Newly planted trees were also watered.

Staff cleaned up debris and pruned back blackberry and shrubs at the boat ramp at Nelson Road.

Staff also conducted a hazard tree inspection and garbage clean up along the Morden Colliery Trail.

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

Parks staff continued working on trail and signage planning work for 707 Community Park, including the order and delivery of wood posts to a park volunteer's residence and GPS survey work in the park.

Staff liaised with an engineering consultant regarding the final engineered drawings for a bank stabilization project at 707 Community Park.

An assessment of the irrigation pond was performed at Rollo McClay Community Park, and costing info sought from qualified contractors for replacement options. Staff also performed maintenance on the water treatment system at the park.

Staff received a report from a geotechnical engineer and continued investigation into stair construction options for South Road Community Park. The stairs were inspected by staff and a material list was compiled for possible interim repairs.

Improvements at Huxley Community Park have been completed including grading the parking lot, backfilling an electrical conduit trench and installing a new trash can.

Staff responded to a hazard tree enquiry and one large hazard tree was removed from Captain Ahab's Terrace Community Park.

Downed limbs and debris were cleared along the trail and bridge at Cox Community Park.

Staff received a request from the province to allow the installation of groundwater monitoring equipment at a drilled well at the newly acquired Huxley Community Park. Staff will investigate suitability of the site and ensure the well is within the property before responding.

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

At Meadow Drive Community Park staff conducted a playground inspection and removed an active wasp nest. Staff also contacted a playground equipment supplier to get a quote for a new 2-bay (4 seat) swing set and required surfacing material.

#### ***Area C - Extension***

Staff met with Director Young, Donna and Ed Hesse (who have donated some funds) and Lee Rowley from Harold Engineering (who are providing pro bono design and construction inspection services) at Extension Miners CP to discuss the design of a proposed bridge across the creek.

Parks and Planning Staff met with a Couverdon representative to walk their proposed park dedication. Couverdon is proposing further boundary adjustments to their existing properties and are proposing park dedication as an alternative to access to water every 400m. In addition to the access to the river that was approved last year, Couverdon is now proposing about 1.3 km of riverfront property that includes an existing riverside trail that connects the 'beach' area to the road above.

At Miners Community Park staff cleaned debris from trail and removed material from the kiosk.

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

Staff reviewed potential boat launch sites with POSAC members. Staff presented draft selection criteria and action items were identified for further investigation in preparation for a staff report on the subject.

At Brickyard Community Park a willow tree near the beach was removed for safety reasons.

Staff liaised with Fairwinds Community and Resort regarding a possible memorial bench program involving Area E Community Parks.

Staff repaired the rock landing at Ainsley Road Community Park due to storm damage.

At Stone Lake Drive Community Park staff erected a new park identification sign.

Staff responded to a hazard tree enquiry and removed several large hazard trees at Sea Lion Crescent Community Park.

At Sherbrooke Road staff installed a new trail sign.

Routine maintenance, debris removal and tree inspections were performed at Nanoose Road, Brickyard and Park Place Community Parks.

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

Staff liaised with the Vancouver Island Health Authority to obtain necessary permissions for septic field use to accompany a Building Permit application for a community driven washroom construction project.

Staff continued planning and development work on a section of trail in the Kopernick/Middlegate area, including site meetings with contractors, Emcon staff, identification and removal of two dozen hazard trees, selection of appropriate drainage systems, placement of concrete vehicle barriers, and initial heavy equipment work. It is anticipated that trail construction will be complete by the end of October.

At Harris Crescent Community Park staff cleaned the trail and removed dumped debris from creek.

Staff inspected the trails and removed garbage at the Errington Farmer's Market Community Park.

Staff assisted community volunteers in their application to the Health Authority for a septic field permit and subsequent permit drawing submission for a washroom facility at Errington Farmer's Market Community Park.

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

Staff monitored heavy equipment access and road disturbance at Admiral Tryon Boulevard beach access following a resident complaint, resulting in the removal of an excavator.

Staff monitored garbage collection and toilet service contracts.

Staff began follow up work on an inspection report submitted by the Dashwood Fire Department with regards to the meeting hall at Dashwood Community Park. Signage has been ordered and an electrician consulted on site to amend the outstanding issues. Completion expected in October.

Routine maintenance and inspection work undertaken at Top Bridge Community Park, Hawthorne Rise Community Park, Barclay Crescent Bridge and Kaye road.

Barclay Bridge bollards are being refit with new bollards suitable for cyclists.

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

Clean up after your pet signs were installed at Dashwood and Lee Road Community Parks.

Two new park signs were installed at Dalmatian Community Park.

Staff attended a Public Information Meeting and provided recommendations to Planning regarding the following three Subdivision Park Land/Cash-in-lieu proposals:

- 516 Wembley Road (park land dedication, cash-in-lieu, monetary donation for park development)
- Osprey Way (park land dedication)
- 864 Cavin Rd. (cash-in-lieu)

Parks staff met with an interested community member to begin investigating potential sites for a playground in Rivers Edge.



### ***Area H***

At Deep Bay Creek Community Park staff inspected the weir near the trail and checked for reported flooding issues at western most trail entrance.

Staff monitored and cleaned up a number of MOT beach access sites.

At Sunnybeach Road Community Park site staff found a large volume of marijuana left on site and followed up with the RCMP to ensure its proper disposal.

Staff met with a private landowner's agent on the status of a planned drainage improvement project.

A vandalism incident was reported to the RCMP following damage to the toilet and privacy surround at Dunsmuir Community.

At McColl Road Community Park staff met with a park neighbor regarding a hazard tree complaint.

Staff met with Ministry of Transportation and Infrastructure staff to review drainage and culvert issues around and in Lions Community Park including access off Lioness Blvd. Remedial work will be required in the next few months.

### **Regional Parks and Trails**

#### ***Arboretum***

Staff inspected the park and cleaned up garbage from the parking area. Few barrier breaching attempts occurred over this summer due to heavy blocks installed last year.

#### ***Arrowsmith Regional Park***

Park staff designed and installed trail closure signs to notify the public the trail will be closed during the week and open on weekends due to Island Timberlands changes in location for active logging and road building on or near the trail. Island Timberlands shut down their roads due to an extreme fire hazard rating.

#### ***Arrowsmith CPR Regional Trail***

Worked with Island Timberlands, trail users, representatives of the Mount Arrowsmith Biosphere Foundation and other members of the community on exploring ways to protect the historic CPR trail from proposed logging impacts. In the end, the company adjusted plans in order to spare the historic west route from road building and to reduce logging across the trail. Some machine crossing of the trail will still likely occur. Buffers alongside the trail will not be determined until harvest plans are drawn up in 2012.

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

Parks staff reviewed the possibility of locating an outhouse/porta-potty in the park. Site conditions (steep slopes, limited vehicle access for maintenance) limit the feasibility of installing a toilet in the park.

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

Staff is reviewing the draft Structural and Environmental Assessment report (stage 1) prepared by Madrone Environmental Services related to flood mitigation. Mitigations measures will be formulated as part of Stage 2 over the next few months.

Staff met with the caretaker to review the draft caretaker agreement and to discuss safety improvements to the existing cabin and grounds.

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

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

Staff provided the campsite operators with additional regulation signage regarding dogs in the park.

The Park Caretaker has also built a garbage surround and painted the main buildings.

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

Liaised with DFO and Vancouver Island University environmental monitoring professor on start-up of a third monitoring season at the Park's Clay Young channel (benthic invertebrates, water quality, and spawner survey).

Staff worked with DFO and VIU on a student project for a senior student related to fish habitat.

Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park.

Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Staff installed trail closure signs at trail location where a bridge was removed because it was a public safety hazard.

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

Completed the 2012-2013 Park Operator agreement and moved it forward for signatures.

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.

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

The sign kiosk at the Lioness Blvd trail entrance was installed.

Staff met with three Oceanside wheelchair users to test out the trail and improvements.

Met with the Nile Creek Enhancement Society President to investigate drainage issues and contracted out work on a new ditch along the trail and clearing of existing ditching by the parking lot.

Park staff will install new signage along the trail this fall and a new fence will be installed at the railway crossing insuring the public will pass through the baffles that have already been installed.

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

Park staff conducted a field inspection with GPS to review the preliminary works conducted by an Environmental consultant prior to starting the management plan.

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

The Moorecroft Regional Park Management Plan was initiated with consultants O2 Planning and Design. Efforts have gone towards coordinating public and stakeholder engagement. The first Open House is scheduled for Oct. 22, on site, in the Kennedy Lodge.

The Caretaker position has been awarded to Guy and Donna Monty and they have moved into the cabin after upgrades were completed. A number of improvements have been undertaken:

- Installed new park regulation signs.
- Moorecroft has now been designated as a dog on leash park.
- Old dories have been removed from site.
- Field visit with a risk management service for insurance purposes.
- Buildings were inventoried using GPS
- Installed a gate on the trail from the parking area to Skipsy Lake.
- Poured concrete pad for a bear proof garbage can.
- Snow fencing installed at the open end of the storage building.
- Additional locks were installed for security.
- The floor at Kennedy Hall is being repaired and will be completed before the Oct. 22<sup>nd</sup> Open House.
- Installed delineators at culvert near entrance.

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

Park staff conducted inspections to ensure public safety. During one of the inspections bike jumps and a large hole from jump construction were found. Bike jumps were then removed, the hole filled and tools were confiscated from site.

#### ***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.

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

Staff removed fallen trees from trail. Cleaned off bridges and repaired bridge deck that was damaged by a fallen tree.

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

Park staff conducted inspections to ensure public safety and removed garbage from site.

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

Staff organized and held third quarter meeting of the PQ Links cycling working group.

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

Park staff installed trail closures at all associated trail heads due to extreme fire hazard ratings near the end of September.

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

Staff met with VIU Woodlot Manager to review proposed trail route, condition, improvements, operation, buffers and woodlot harvest plans near and long term.

### **Miscellaneous**

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

For the first time, Island Timberlands closed its private forest lands to recreational users when fire risk rose to high levels. This affected individual and programmed use of Mount Arrowsmith Massif Regional Park, Arrowsmith CPR Regional Trail and the Trans Canada Trail. Staff met with IT and organized the posting of signage at trailheads and communications on the RDN web site. The ban on recreational access lasted approximately two weeks.

***Partnerships***

Staff met with the program director and students from the Tourism and Sustainable Rural Development Program at VIU to discuss a trail user survey for the Lighthouse Country Regional Trail, Top Bridge Regional Trail, Morden Colliery Regional Trail and Nanaimo River Regional Park.

***Contracts***

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.

***Training and Safety***

Staff attended the Healthy by Nature Conference in Vancouver on Sept 21<sup>st</sup> and 22<sup>nd</sup>. The forum topic was on the physical and mental health benefits of time spent in nature. The forum was built on the following three Healthy by Nature principles:

1. Spending time in nature improves human health
2. Human health depends on healthy ecosystems
3. Parks and protected areas contribute to vibrant healthy communities.

For information on this topic please visit [www.healthybynature.ca](http://www.healthybynature.ca)

Staff attended a Joint Health and Safety Meeting.

Improvements were made to the operations shop, including items stemming from a health and safety inspection. A (monthly) Work Safe BC facility inspection was conducted.

***Recommendations***

That the Parks Update Report for September 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:** 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 Alsbroke 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 Parkville 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***

Liaised 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*

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Manager of Parks Services

*Original copy signed by T. Osborne*

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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/Middegate 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-Meadowood 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 1 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*

\_\_\_\_\_  
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 Rathtreavor 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

# RDN ELECTORAL AREA 'E'

## Community Parks

5-Year Project Plan: 2012-2016

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 changing community priorities, staff resources and fundraising efforts.

Project Description	Park Code	2012	2013	2014	2015	2016	Budgeted Amount	Budget Notes
<b>High Priority Projects</b>								
Administrative support for Electoral Area 'E' POSAC								
Boat Launch: investigate location options	n/a						\$500	professional fees (6200)
Schooner Ridge Footpath: park/trail access	E-25							
Schooner Ridge Footpath: trail improvements	E-25						\$7,000	development costs (4560)
Fairwinds rezoning/subdivision application	n/a							
<b>Medium Priority Projects</b>								
Blueback CP: community consultation & park design	E-04						\$10,000	capital-res (9410)
Davingham Community Trail: planning/design	n/a							
Dolphin Marsh: park bench installation	E-26							
Blueback CP: park construction	E-04							
Boat Launch: planning/design	n/a							
Davingham Community Trail: construction	n/a							
<b>Other Projects</b>								
Stone Lake Dr CP: community consultation & park design	E-32							
Trail connections to Fairwinds Golf Course (discuss w/ Fairwinds)	n/a							
Collins Cres. CP: community consultation & park design (loop trail?)	E-07							
Roadside Trails: investigate trail development adjacent to major Nanoose rds	n/a							
Dolphin Lk: investigate lake access opportunities (e.g. boardwalk/float?)	E-24							
Rowland Place: add parking & picnic area	E-29							
Wall Estate (Craig Creek): trail & signage improvements	E-22							
Nanoose Rd CP: park plan	E-09							
Blueback CP: planning/design - link connection to Dolphin Cr.	E-25							
Dolphin Lk: investigate lake access opportunities through steep area	E-23							
<b>Maintenance Projects</b>								
Jack Bagley retaining wall - in cooperation with SD69							\$12,000	capital-res (9410)
Entry sign - Brickyard							\$1,500	signage (4861)
Signage - general							\$2,000	signage (4861)

## RDN ELECTORAL AREA 'E'

### Community Parks 2012 Detailed Project Plan

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	2012 TIMELINE											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Administrative support for Electoral Area 'E' POSAC</b>												
<b>Schooner Ridge Footpath: park/trail access</b>												
1.1 order site survey												
1.2 entrance design & cost estimates												
1.3 notify Strata Council of development plans & construction timeline												
1.4 memo to POSAC, summary of issues, options & recommendations						▲						
1.5 prepare Request for Quotes documents												
1.6 review quotes & issue P.O.												
1.7 construction administration; field inspection services												
<b>Schooner Ridge Footpath: trail upgrades</b>												
2.1 order trail survey/GPS												
2.2 trail planning/design												
2.3 develop site specific trail standards												
2.4 prepare Request for Quotes documents												
2.5 review quotes & issue P.O.												
2.6 construction administration; field inspection services												
<b>Nanoose Boat Launch</b>												
4.1 investigate private/public partnership possibilities												
4.2 memo to POSAC; summary of findings; recommendations												
<b>Fairwinds Neighbourhood Planning - Development Review</b>												
<b>TOTAL PROJECT HRS: 215</b>												
<b>TOTAL PARK PLANNER PROJECT HRS AVAILABLE: 200</b>												