

REGIONAL DISTRICT OF NANAIMO

**EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY COMMITTEE
MONDAY, MARCH 12, 2012
7:00 PM**

(East Wellington Fire Hall, 3269 Jingle Pot Road)

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 East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held September 12, 2011.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

- 5-11 Monthly Update of Community Parks and Regional Parks and Trails Projects September 2011.
- 12-18 Monthly Update of Community Parks and Regional Parks and Trails Projects November 2011.
- 19-26 Monthly Update of Community Parks and Regional Parks and Trails Projects December 2011 – January 2012.
- 27 Five Year Project Plan 2012 – 2015.
- 28 Detailed Project Plan 2012 –
- Meadow Drive Community Park.
 - Anders and Dorrit's Park (Olesen Property).
 - Creekside Community Park.

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 11, 2012, 7:00pm
East Wellington Fire Hall

Distribution: M. Young (Chairperson), R. Heikkila, B. Erickson, D. Cawthorne, J. Wilson, C. Knapp, T. Osborne, D. Palidwor, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE EAST WELLINGTON AND PLEASANT VALLEY
PARKS AND OPEN SPACE ADVISORY REGULAR COMMITTEE MEETING
HELD, THURSDAY, SEPTEMBER 12, 2011, 7:00PM
AT EAST WELLINGTON FIRE HALL**

Attendance: Maureen Young, Director, RDN Board
Judith Wilson
Doug Cawthorne
Bruce Erickson

Staff: Elaine McCulloch, Parks Planner

Regrets: Rick Heikkila, Chair

Also In Attendance: Charles Pinker, Alternate Director, RDN Board

CALL TO ORDER

In the absence of Mr. Heikkila, Ms. Young called the meeting to order at 7:00pm.

MINUTES

MOVED D. Cawthorne, SECONDED J. Wilson, that the minutes of the East Wellington and Pleasant Valley Parks and Open Space Advisory Committee meeting held June 13, 2011, be approved.

CARRIED

BUSINESS ARISING FROM THE MINUTES

The Committee discussed the status and the possibilities available for the Olesen property which is now in probate.

REPORTS

Monthly Update of Community Parks and Regional Parks and Trails Projects

Ms. McCulloch provided a brief summary of the Community Parks and Regional Parks and Trails projects for May through to August.

MOVED B. Erickson, SECONDED J. Wilson, that the Reports be received.

CARRIED

Electoral Area 'C' East Wellington and Pleasant Valley – Review of Five Year Plan

Ms. McCulloch presented the East Wellington and Pleasant Valley Five Year Project Plan 2011 - 2015. The Committee discussed the plan and set project priorities.

The Committee requested a larger scale set of plans for Creekside Park to allow better visualization of possible trail routes along the creek.

MOVED B. Erickson, SECONDED J. Wilson, that the Electoral Area 'C' East Wellington and Pleasant Valley five Year Plan 2011-2015, be received.

CARRIED

ADJOURNMENT

MOVED J. Wilson, SECONDED D. Cawthorne, that the meeting be adjourned at 8:15pm.

CARRIED

Chair

Parks Functions Report

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

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 6th.

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. 22nd 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 21st and 22nd. 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

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

Manager of Parks Services

General Manager Concurrence

Parks Functions Report

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

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

Electoral Area Community Parks

Area A

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

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

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

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

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

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

Area B

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

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

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

Staff monitored mowing and garbage collection contracts.

Area C - East Wellington/Pleasant Valley

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

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

Area C - Extension

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

Area E

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

New signage was installed at Prawn Road Community Park.

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

Area F

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

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

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

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

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

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

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

Area G

Staff monitored garbage collection and toilet service contracts.

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

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

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

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

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

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

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

Area H

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

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

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

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

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

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

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

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

Other

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

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

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

Regional Parks and Trails

Beachcomber Regional Park

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

Coats Marsh Regional Park

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

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

Descanso Bay Regional Park

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

Englishman River Regional Park

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

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

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

Staff carried out routine inspections of Englishman River Regional Park and Top Bridge Park. Staff responded to maintenance issues identified by the Volunteer Park Warden including garbage issues, ATV trespass, vandalism, graffiti and potential hazardous trees. Damage from illegal ATV use is a significant and expensive problem and staff will continue to harden access points.

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

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

Lighthouse Country Regional Trail

Staff reviewed outstanding works with bridge contractor.

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

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

Little Qualicum River Estuary Regional Conservation Area

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

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

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

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

Little Qualicum River Regional Park

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

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

Moorecroft Regional Park

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

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

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

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

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

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

Staff carried out the following works at Moorecroft Regional Park:

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

Mount Benson Regional Park

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

Benson Creek Falls Regional Park

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

Nanaimo River Regional Park

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

Parksville Qualicum Links

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

Parksville Rath Trevor Links

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

Top Bridge Regional Trail

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

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

Trans Canada Trail

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

Witchcraft Lake Regional Trail

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

Other

New Kiosk Design

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

New Website

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

Regional Park DCC Bylaw

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

Partnerships

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

Recommendations

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

Original signed by D. Palidwor

Manager of Parks Services

Original Signed by T. Osborne

General Manager Concurrence

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

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

Electoral Area Community Parks

Area A

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

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

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

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

Area B

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

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

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

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

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

East Wellington/Pleasant Valley

Staff conducted maintenance work at Meadow Drive Community Park.

Extension

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

Area E

At Brickyard Community Park trail improvement work is now completed.

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

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

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

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

Area F

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

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

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

Area G

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

Staff monitored garbage collection and toilet service contracts.

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

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

Area H

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

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

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

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

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

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

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

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

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

Other Community Park Projects

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

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

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

Regional Parks and Trails

Beachcomber Regional Park

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

Coats Marsh Regional Park

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

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

Descanso Bay Regional Park

Park Staff pruned fruit trees in the orchard.

Englishman River Regional Park

Liaised with Park caretaker regarding potential 2012 development works at park and ATV incursions as well as at City of Parksville's Top Bridge Mountain Bike Park.

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

Park staff cut and removed several trees that came down on the main access road and trails.

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

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

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

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

Horne Lake Regional Park

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

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

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

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

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

Lighthouse Country Regional Trail

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

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

Little Qualicum River Estuary Regional Conservation Area

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

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

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

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

Little Qualicum River Regional Park

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

Moorecroft Regional Park

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

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

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

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

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

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

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

Staff carried out the following works at Moorecroft Regional Park:

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

Morden Colliery Trail

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

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

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

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

Mount Benson Regional Park

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

Benson Creek Falls Regional Park

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

Nanaimo River Regional Park

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

Staff installed expanded metal surfacing on stairs for traction purposes.

Parksville Qualicum Links

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

Parksville Rath Trevor Links

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

Trans Canada Trail

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

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

Other

New Website

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

Fire Control

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

Partnerships

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

Recommendation

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

Original signed by D. Palidwor

Acting Manager of Parks Services

Original signed by T. Osborne

General Manager Concurrence

RDN ELECTORAL AREA 'C' - EW/PV

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.

	Park Code	2012	2013	2014	2015	2016	Budgeted Amount	2012 Provisional Budget Notes
High Priority Projects								
Administrative support for Electoral Area 'C' - EW/PV POSAC	n/a	█	█	█	█	█		
Meadow Dr. CP: toilet	C-09	█					\$7,500	\$7,000 dev costs-gen(4860)
Meadow Dr CP: shrub planting & sign installation	C-09	█						\$500 dev costs-signage (4861)
Anders & Dorrits Park: bldg & grounds assessment; complete required improvements	n/a	█					\$19,000	\$19,000 capital (9410)
Anders & Dorrits Park: official opening	n/a	█						
Medium Priority Projects								
Anders & Dorrits Park: park planning & design	n/a		█					
Creekside CP: bridge assessment, trail planning & development	C-10		█				\$18,000	\$15,000 capital (9410); \$3,000 prof fees (6200)
Anders & Dorrits Park: park development	n/a		█					
Creekside CP: bridge construction (if required)	C-10			█				
Meadow Dr CP: forest trail construction	C-09				█			
Other Projects								
Jinglepot roadside trail	E-32	█	█	█	█	█		

