

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
MONDAY, MARCH 19, 2012  
7:00 PM**

*(Oceanside Place, Multipurpose Room)*

**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 'G' Parks and Open Space Advisory Committee meeting held October 17, 2011.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

5 **J. Stanhope, RDN, to City of Parksville, Re: Parksville Community Park – Rath Trevor Provincial Park Trail and Bridge Initiative.**

*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

## REPORTS

- 6-12 Monthly Update of Community Parks and Regional Parks and Trails Projects October 2011.
- 13-19 Monthly Update of Community Parks and Regional Parks and Trails Projects November 2011.
- 20-27 Monthly Update of Community Parks and Regional Parks and Trails Projects December 2011 – January 2012.
- 28-35 Monthly Update of Community Parks and Regional Parks and Trails Projects February 2012.
- 36 Five Year Project Plan 2012 – 2015.
- Miller Community Park - Bank Stabilization.
  - San Pareil – Boardwalk.
  - Rivers Edge - Park Development Opportunities Assessment.

- 37 Detailed Project Plan 2012.
- Yellowbrick Road Rezoning Application. (*verbal*)

*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 18, 2012, 7:00pm  
Oceanside Place

Distribution: J. Stanhope, M. Corbett, B. Coath, J. Thomson, T. Osborne, D. Palidwor, E. McCulloch

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING  
THURSDAY, OCTOBER 17, 2011, 7:00PM  
AT OCEANSIDE PLACE**

**Attendance:** Brian Coath, Chairperson  
Joe Stanhope, Director, RDN  
Minnie Corbett  
Jacqueline Thomson

**Staff:** Elaine McCulloch, Parks Planner

**Regrets:** Sarah Quinn

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**CALL TO ORDER**

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

**MINUTES**

MOVED J. Stanhope, SECONDED M. Corbett, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held June 20, 2011, be approved.

CARRIED

MOVED J. Stanhope, SECONDED M. Corbett, that the Minutes of the Electoral Area 'G' Parks and Open Space Advisory Committee meeting held September 7, 2011, be approved.

CARRIED

**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 September, highlighting the following items:

- The potholes on Admiral Tyron Boulevard have been filled.
- The Lee Road Community Park BMX structures have been removed.
- A meeting was held with Rivers Edge residents to review potential playground sites.

**Electoral Area 'G' Five Year Project Plan**

Ms. McCulloch presented the Electoral Area 'G' Five Year Project Plan for 2012 through to 2016 for review and Committee feedback.

MOVED J. Thompson, SECONDED M. Corbett, that the Reports be received.

CARRIED

**COMMITTEE ROUND TABLE**

Mr. Stanhope reminded Committee members of the *Great Shakeout* to be held October 20, at 10:20am and encouraged participation in the “drop, cover and hold for 60 seconds” earthquake drill.

Ms. McCulloch announced the Moorecroft Regional Park Draft Management Plan will be presented for public review and input on Saturday, October 22, at the park.

**ADJOURNMENT**

MOVED M. Corbett, SECONDED J. Stanhope, that the meeting be adjourned at 8:05pm.

CARRIED

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Chair

November 22, 2011

City of Parksville  
Box 1390  
Parksville, BC  
V9P 2H3

Attention: Mayor Chris Burger

Dear Mayor Burger:

**Re: Parksville Community Park – Rathtreavor Provincial Park Trail and Bridge Initiative**

As you are aware, the Regional District of Nanaimo (RDN) is developing the Regional Trail System with an objective to link all major community, regional and provincial parks in the region by trail. The RDN has made significant steps over the years to achieve this objective, as proven within the Oceanside area with the completion of the Top Bridge Regional Trail and Bridge Project, which now links Rathtreavor Provincial Park with the City of Parksville's Top Bridge Park and Englishman River Regional Park.

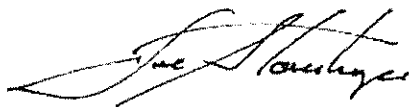
It is now my pleasure to inform the City of Parksville that at the Regional District of Nanaimo Board meeting held on November 22, 2011, the following resolution was approved:

*"That staff be directed to work in collaboration with the City of Parksville to identify a route for a potential public trail and bridge that would connect Parksville Community Park with Rathtreavor Provincial Park."*

This exciting proposal to link Parksville Community Park with Rathtreavor Provincial Park by trail will be of great benefit to all residents of the region. Once completed, residents and guests will be able to travel to and from two significant parks, the downtown core and the resort areas without having to use a motor vehicle.

The Regional District looks forward to working in partnership on this proposal with the City of Parksville, as we continue our work to improve the quality of life for our residents and make our region an attractive tourist destination.

Sincerely,



Joe Stanhope, Chairperson  
Regional District of Nanaimo

cc: C. Mason, RDN Chief Administrative Officer  
F. Manson, CAO, City of Parksville  
T. Osborne, RDN General Manager of Recreation and Parks Services  
M. Pearse, RDN Senior Manager of Corporate Administration

## Parks Functions Report

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

**DATE:** November 8, 2011

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

**FILE:**

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

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

### **Electoral Area Community Parks**

#### *Area A*

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

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

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

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

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

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

#### *Area B*

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

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

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

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

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

Brushing and mowing was completed at Cox Community Park.

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

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

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

### ***Extension***

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

### ***Area E***

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

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

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

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

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

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

### ***Area F***

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

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

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

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

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

### ***Area G***

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

General park cleanup performed at Neden Way Community Park.

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

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

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

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

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

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

Staff monitored garbage collection and toilet service contracts.

### ***Area H***

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

At Thompson Clarke Drive staff cleaned debris from ditch.

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

### ***Other***

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

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

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

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



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

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

## **Regional Parks and Trails**

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

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

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

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

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

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

Park Staff conducted park inspections.

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

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

Park staff removed an unsafe bridge built by public users as it was a public safety hazard.

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

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

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

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

Sign inventory was taken for a future signage plan.

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

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

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

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

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

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

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

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

Park staff repaired boundary fence.

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

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

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

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

Staff carried out the following works at Moorecroft Regional Park:

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

Final caretaker agreement executed.

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

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

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

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

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

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

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

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

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

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

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

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

Park staff met with the City of Parksville regarding a proposed trail and Englishman River bridge link between the 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*

*Original copy signed by T. Osborne*

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Manager of Parks Services

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General Manager Concurrence

## Parks Functions Report

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

**DATE:** December 8, 2011

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

**FILE:**

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

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

### Electoral Area Community Parks

#### *Area A*

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

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

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

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

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

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

#### *Area B*

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

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

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

Staff monitored mowing and garbage collection contracts.

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

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

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

***Area C - Extension***

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

***Area E***

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

New signage was installed at Prawn Road Community Park.

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

***Area F***

Staff received notice from the Corcan Rd – Meadowood Way Residents Association that the permitted Halloween 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

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

**DATE:** February 7, 2012

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

**FILE:**

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

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

**Electoral Area Community Parks**

***Area A***

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

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

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

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

***Area B***

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

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

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

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

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

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

Staff conducted maintenance work at Meadow Drive Community Park.

### ***Extension***

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

### ***Area E***

At Brickyard Community Park trail improvement work is now completed.

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

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

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

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

### ***Area F***

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

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

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

### **Area G**

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

Staff monitored garbage collection and toilet service contracts.

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

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

### **Area H**

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Regional Parks and Trails**

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

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

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

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

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

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

Park Staff pruned fruit trees in the orchard.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

Staff carried out the following works at Moorecroft Regional Park:

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

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

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

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

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

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

***Mount Benson Regional Park***

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

***Benson Creek Falls Regional Park***

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

***Nanaimo River Regional Park***

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

Staff installed expanded metal surfacing on stairs for traction purposes.

***Parksville Qualicum Links***

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

***Parksville Rath Trevor Links***

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

***Trans Canada Trail***

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

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

***Other***

***New Website***

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

***Fire Control***

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

***Partnerships***

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

**Recommendation**

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

*Original signed by D. Palidwor*

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Acting 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:** March 12, 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 month of February 2012 staff has been involved with the following projects and issues:

**Electoral Area Community Parks**

***Area A***

Staff prepared the Five-Year Project Plan and the 2012 Detailed Project Plan.

Staff prepared and distributed the Parks, Recreation and Culture Committee (PRCC) orientation binder at the February 15th PRCC meeting.

Staff responded to the provincial granting agency's request for additional background information and further clarification regarding the Community Recreation Grant application for the Cedar Skateboard/Bike Park.

Staff conducted a playground inspection at the Cedar Heritage Center.

At Nelson Road staff completed garbage clean up and cleared the beach access stairs of tidal debris.

At Thelma Griffiths Community Park staff performed a playground inspection. Staff also did a general inspection of the trees, trail, planting beds and benches.

Minor maintenance work was completed at the recently constructed washroom at Pylades Road.

Staff dealt with lawyers and Regional engineer on clarifying SRWs related to the Cedar Estates project.

***Area B***

Staff prepared the Five-Year Project Plan and the 2012 Detailed Project Plan.

Staff prepared and distributed the Parks and Open Space Advisory Committee (POSAC) orientation binder at the February 27th POSAC meeting.

Staff provided GaLTT with contact information for Cormorant Drive landowners willing to grant a licence for public trail.

Staff continued investigation into irrigation pond redevelopment at Rollo McClay Community Park.

Staff monitored garbage collection contracts.

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

At Meadow Drive Community Park staff performed a playground inspection and top dressed the field to eliminate low spots left during swing installation.

***Area E***

Staff prepared the Five-Year Project Plan and the 2012 Detailed Project Plan.

Staff prepared and distributed the Parks and Open Space Advisory Committee (POSAC) orientation binder at the March 5th POSAC meeting.

Staff attended a site visit at the Schooner Ridge Footpath trail entrance off Rockhampton Rd to identify potential trail development/signage options and subsequently arranged for a site survey of the area to identify property boundaries and topographic information.

Staff attended a site visit at Blueback Community Park to identify potential park development opportunities and constraints.

At Nanoose Road Community Park staff performed a playground inspection, cleared walking trails, removed garbage, and checked for hazard trees.

At Prawn Road Community Park staff conducted a trail inspection to check fencing and culvert operation.

***Area F***

Staff prepared the Five-Year Project Plan and the 2012 Detailed Project Plan.

Staff prepared and distributed the Parks and Open Space Advisory Committee (POSAC) orientation binder at the February 20th POSAC meeting.

Staff responded to the provincial granting agency's request for additional background information and further clarification regarding the Community Recreation Grant application for the Meadowood Community Park.

Staff developed the detailed work plan for Meadowood Park Planning Process.

Met with representatives of ACES and the Errington Elementary School principal to initiate planning for the official opening of the ACT 1 trail (Fairdowne-Kopernick). Date of Saturday April 28th confirmed for event. The School will undertake additional activities at the trail on Friday the 27th.

Followed up with Steve Cross, cancer patient and volunteer builder of trail in Malcolm Community Park, to inform him that the POSAC supports naming the main park trail after him.

Trail improvements were completed at two areas of poor drainage along the newly constructed Kopernick/Middlegate trail. Reflective markers were installed on the concrete barriers at the Kopernick trail head.

At Errington Farmer's Market Community Park staff met on site with an electrician to review planned lighting and vandalism repair work. A park entrance sign was reinstalled and a park clean up conducted.

Staff bucked and removed blown down trees from trails at Malcolm Community Park and monitored potential erosion sites.

### ***Area G***

In response to feedback received at the Public Information Meeting held on December 14th, Parks Staff met with the applicant, their agent and RDN Planning Staff to explore potential parkland dedication alternatives for the 711/713 Mariner Way subdivision application.

Staff met with City of Parksville engineering staff regarding the Wembley Mall development permit application and how the proposed improvements will impact the RDN's proposed trail development along the undeveloped portion of Stanhope Rd.

Staff completed playground inspections at Maple Lane, Neden, Boulton, and Dashwood Community Parks.

Park clean ups were conducted at Maple Lane and Dashwood Community Parks.

Staff liaised with a selected engineering company regarding creek bank stabilization works planned for Miller Road Community Park and contacted adjacent land owner about potential access for construction works.

Staff monitored garbage collection and toilet service contracts.

### ***Area H***

Staff provided Park Development Recommendations for Dunsmuir Community Park in response to a developers rezoning proposal.

Met with Lions Club Society executives to review the Lions Community Park lease in preparation for renewal.

Began work with the Bluegrass Society and Lions Club on convening the 2nd Annual Lighthouse Bluegrass Festival at Lions Community Park over the July 1st holiday.

A park clean up and inspection was carried out at Dunsmuir Community Park and Illusion Lake.

Following a vandalism incident replacement signage was ordered for Hunts Creek Bridge.

A garbage can lid was replaced following a vandalism incident at a beach access site on Deep Bay Drive.

Survey work was conducted in response to a reported potential park trespass issue.

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

Staff attended a First Aid Procedures meeting.

### **Regional Parks and Trails**

### ***Arboretum***

Park staff issued a grass mowing contract.

### ***Big Qualicum River Regional Trail***

Met with the Big Qualicum Hatchery Manager and confirmed that regional trail use of the hatchery's maintenance road is not posing any problems. Area volunteers continue to work on a footpath along south side of river.

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

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

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

Posted an ad for the park in the Nanaimo News Bulletin's 2012 version of 101 Things to Do in Nanaimo, to be issued in March.

Liaised with the Park Operator regarding summer staff planning and submission of outstanding 2011 year-end report.

Park Staff approved new roof installs on the shop.

New roofs were installed on the four outhouses.

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

Updated and had executed 2012 caretaker agreement with the Community Fisheries Development Centre.

Staff carried out routine inspections and 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 new trail marking signs at Middlegate and by the fish hatchery.

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

Staff worked with consultants to complete the RFQ for installation of the new water-power set-up in North park.

Completed work with the Park Operator and staff on campground site re-arrangements in Twin Pines, and updating of campground and park rules.

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

Park Staff installed expanded metal on the caretaker house stairs.

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

All final paperwork received from contractor regarding the Nash and Ridgewil Creek bridges; final payment authorized.

Liaised with the Lions Club and Area H Recreation Programmer on upcoming 2nd Annual Prostate Cancer Walk.

Park staff installed new yield signs at Mr. Wilson's road.

Park Staff cleaned the inlet and outlets of all 34 culverts.

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

Park staff repaired the fence that was damaged during king tides.

Held orientation site visit with the Qualicum Beach Streamkeepers for invasive plant removal at the spit including removal techniques, safety issues, property boundaries. Work will begin in the spring.

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

Stakeholder contact and background research was initiated for the LQR RP management plan, including contact with the planning department to better understand the history of the surrounding subdivision.

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

The second open house for the management plan occurred on Feb 11. Attendants were providing feedback on the three management scenarios for the park. Approximately 120 people attended over the 4 hour period and 63 online surveys were completed. The consultants are currently reviewing all the input received and will provide a summary of input in early March.

Staff went on a site tour of the park's waterfront with the Archaeology Society of BC. There are some sites of significance within the park that will be considered within the management plan and future management in the park.

Staff has arranged two meetings, one with the School District 69 and one with Chief Bob of the Nanoose First Nation. While the Chief is on the project's Advisory Committee, a one-on-one meeting will allow for a better understanding of park values and future opportunities. The School District has expressed interest in Moorecroft from a curriculum perspective, so a meeting in late March will help inform how teachers foresee using the park, and how this information might influence the management plan.

Met with the developer of strata properties on the west side of park and clarified issues related to proposed public trail through the strata common property (septic field). Discussed additional issues related to parking, fire and enforcement. Examined routing into park via a nearby community park and undeveloped road allowance. Reviewed septic field situation with RDN engineer, including long-term municipal sewer plans which may involve the old water line crossing of the park.

Reviewed commercial use of park with Oceanside tour guide operator. Advised that an RFP for guided interpretive nature tours at a variety of park sites will likely be extended by RDN Recreation.

Liaised with Bylaw Enforcement regarding the theft of downed cedar along the Stewart Road side of the Park and confirmed that a fine would be pursued.



Staff carried out the following works at Moorecroft Regional Park:

- Fire extinguishers were serviced and batteries were installed in the smoke alarms.
- Park staff fixed the screen on Kennedy Lodge's fireplace.
- A wooden and rubber belting boat launch was removed from Arab Cove.
- Kennedy Hall was cleaned for the open house held in February.
- Three bridges around Skipsey Lake were removed due to safety requirements.
- Removed old furnace fuel containers from site.
- Removed dangerous chimney from the old office building.

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

Attended the February Board meeting of the Friends of the Morden Mine Society and gave a presentation on Regional Trails in the south half of the Region. Discussed the status of Nanaimo River crossings and local calls to move the Trans Canada Trail into Cedar.

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

Staff drafted the signage for the new kiosk that will be installed at Witchcraft Lake parking lot. Following internal review, the signage will be shared with NALT, the City and the VIU woodlot for input/comment.

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

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

#### ***Mount Arrowsmith Massif Regional Park / CPR Regional Trail***

Park staff installed new trail erosion signs and arrows to an alternate way on the trail.

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

Received request from Ministry of Forest scientist working on the Douglas-fir test plot to discuss partial harvesting of trees and agreed to arrange a site meeting with various stakeholders including landowners.

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 March due to poor weather for construction in February.

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

Liaised with cycling working group regarding common signage and amenities (e.g., baffles) for the Oceanside route through the Town, Area G and the City.

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

New map sign designed for spring installation.

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

Responded to a local campaign to see the TCT moved into Cedar. TCT advised that final paperwork should be arriving shortly from TCT headquarters as regards official recognition of the TCT route south of the Nanaimo River.

#### ***Other Projects***

### ***Regional Parks and Trails Select Committee Presentation***

Staff assisted with the preparation of the Regional Parks and Trails PowerPoint presentation for the first RPTSC meeting in March.

### ***Five-Year Regional Park Planning***

Staff continued to populate a spreadsheet that will assist with project planning among all regional parks. Once all action items from management plans are included, the next step will be to prioritize and identify a 5-year project plan. This will be an on-going task requiring updating as projects are accomplished and new ones arise.

Park staff put together a bridge inspection check list.

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***

Met with the Errington Fire Base Crew Supervisor to review map of Crown lands in the RDN. Discussed locations where standby fire crews could be sent to practice falling and clearing.

Liaised with Emergency Coordinator and received update on Englishman River prescription work that is moving ahead in 2012.

### ***Partnerships***

Reviewed results of the Province's recent public consultation on a return to the use of volunteers in BC Parks.

Continued to liaise with Important Bird Area representatives regarding program detail as applies to the Oceanside area.

Provided comments on the VIU Recreation and Tourism students' draft final report on their trail user survey conducted during the fall on four RDN trails. Overall, the survey reveals a strong degree of satisfaction by respondents.

Met with a VIU student regarding a two-week practicum with RDN Parks in September. This would involve assisting with signage updates along the Arrowsmith CPR Regional Trail and reconnaissance along the TCT.

Met with DFO conservation and protection officers to review how shellfish harvesting is regulated along the coast, particularly as relates to Moorecroft and Descanso Bay Regional Parks.

Assisted the Oyster River Enhancement Society with their effort to establish a caretaker at a new Comox Valley Regional park, similar to the set-up at Englishman River Regional Park. Provided Comox Valley RD planner with templates for private licence agreements with large forest companies.

Participated in the UBCM Off-road Vehicle Local Government Working Group conference call. "In camera" update was provided on the Province's efforts to introduce regulation and licensing.

Attended the North Island Film Commission's film forum. History of filming (feature length and commercials) was provided for Vancouver Island and economic spin offs discussed.

***Administration***

Completed work on parks section of Active Living Guide.

***Recommendations***

That the Parks Update Report for February 2012 be received as information.

*Original signed by D. Palidwor*

*Original signed by T. Osborne*

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Manager of Parks Services

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General Manager Concurrence

# RDN ELECTORAL AREA 'G'

## Community Parks

5-Year Project Plan: 2012-2016

March 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	Budget Notes
<b>High Priority Projects</b>							
n/a						~	
n/a						~	
n/a						~	
G-33						\$80,000	\$25,000 (operating); \$55,000 (reserves) or BC Gas Tax funds \$120,000 (if approved by RDN Board)
						~	regional park funds
						~	
G-34						~	
G-10						\$5,000	\$2,000 removal (1885); \$2,500 new equipment (1886); \$500 signage (1887)
<b>Medium Priority Projects</b>							
G-34							
G-30a							
G-34							
<b>Other Projects</b>							
G-34							

# RDN ELECTORAL AREA 'G'

## Community Parks 2012 Detailed Project Plan updated March 2012

A suggested schedule for completion of each phase of the process is presented in the following chart.

TASK	DESCRIPTION	PARK	HRS	2012 TIMELINE															
				JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC				
<b>Administrative support for Electoral Area 'G' POSAC</b>				55															
<b>Rivers Edge CP: site assessment report</b>				62															
1.1	site assessment - trail & potential park development site locations	G-34	62																
1.2	order land survey if required																		
1.3	memo to POSAC																		▲ 3-Dec
<b>Boulbee CP: playground upgrade</b>				0															
<b>Miller CP: bank erosion</b>				10															
<b>Development Application Reviews</b>				42															
<b>Property Assessment (in camera item)</b>				21															

TOTAL PROJECT HRS: 190  
TOTAL PARK PLANNER PROJECT HRS AVAILABLE: 200

