

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE

MONDAY MAY 6, 2013

3:30-4:30PM

(ERRINGTON WAR MEMORIAL HALL)

A G E N D A

PAGES

CALL TO ORDER

Welcome New Member

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-4 Minutes of the Electoral Area 'F' Parks and Open Space Advisory Committee meeting held March 6, 2013

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Motion to receive Communication/Correspondence.

UNFINISHED BUSINESS

REPORTS

5-13 Monthly Update of Community and Regional Parks and Trail Projects – February/March 2013

CPTSC Update (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

Motion to adjourn.

Community Parks and Trails Strategy Open House to follow – 5:00-7:30pm

NEXT MEETING

Monday October 28, 2013

7pm

Errington War Memorial Hall

Distribution: J. Fell (Chairperson), E. Edgeley, A. Jablonski, S. Donald, B. Smith, S. Chomolok, C. Anderson
T. Osborne, W. Marshall, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY, MARCH 6, 2013**

ATTENDANCE: Julian Fell, Director RDN Board, Chair
Reg Nosworthy
Alfred Jablonski
Steve Chomolok
Colin Anderson
Barbara Smith

STAFF: Elaine McCulloch, Parks Planner
David Palidwor, Superintendent of Park Planning and Development
Joan Michel, Parks and Trail Coordinator

Regrets: Skye Donald

CALL TO ORDER

Chair Fell called the meeting to order at 4:30 p.m.

New member, Colin Anderson, was welcomed and introduced to the committee.

DELEGATION

Elaine Peligren, President of Corcan-Meadowood Residences Association (CMRA) RE: Phase II & III of the Meadowood Community Park Process.

Ms. Peligren thanked staff of the RDN for making the “dream come true” for the Meadowood Community Park and its Phase 1. The grand opening of the Park will likely be in 2014. She made a formal request that the POSAC place Meadowood Park Phase 2 on its Agenda both in 2013 and 2014 and specifically requested consideration for more financial contribution. The CMRA is actively fund raising but needs to have funding in place to support their applications for gaming grants. She presented a design for a 3,000 square foot building for the purpose of a Community Hall.

Chair Fell responded that approximately \$97,000 is taxed for parks and trails in all of Area F including administration costs.

Jerry Anderson who is also with the CMRA spoke regarding the status of the Association: a nonprofit society since 2007 with at least 400 members. He stated that the Meadowood is the fastest growing neighborhood in Area F.

MINUTES

MOVED R. Nosworthy, SECONDED S Chomolok that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee November 19, 2012 meeting be approved.

CARRIED

REPORTS

Monthly Update of Community and Regional Parks and Trail Projects

Ms. McCulloch reviewed the Community Parks and Regional Parks and Trails Projects reports for November, December and January, provided to the committee.

Arrowsmith Community Trail (ACT) Update

Ms. Michel reviewed the Arrowsmith Community Trail (ACT) handout for Act 1 through 6 regarding the Errington School Trail; the Carrothers trail project, Cranswick, Ruffles, and, Price potential trails. The allocated cost for 2013 is \$5,000. In addition the timeline was reviewed. The final trail (Act 6) is the David Lundine trail, which is on private land, could proceed in 2014. She suggested that volunteers could be scoping out the proposed Cranswick trail provided no chain saws would be used to cut trail.

R. Nosworthy complemented Ms. Michel on the presentation format of the handout.

MOVED R. Nosworthy, SECONDED A. Jablonski to receive the Reports.

CARRIED

NEW BUSINESS

Mr. Palidwor provided a handout titled "Community Parks Classifications and Land Suitability Criteria". Mr. Palidwor explained each "new" classification in detail. Mr. Palidwor handed out RDN Area F (Community) Park Classifications. He asked the POSAC if a subcommittee of members could provide a review of this Draft classification list. R. Nosworthy, B. Smith and Chair Fell were appointed to review the list and provide comments to Mr. Palidwor (and POSAC members) by April 1, 2013.

B. Smith questioned the listing of the parks, as there was not a reference to a previous numbered system. Ms. McCulloch will review the handout in order to co-ordinate previous listings with it. B. Smith also questioned whether a park could only have one designation, Ms. McCulloch said that they needed to designate the primary functions but appreciated that parks could have various descriptions within the specific designation.

REQUEST: Made by Chair Fell that the staff provide him, as soon as possible with information on the legal status of the Parks designated at F6 and F9 both near Coombs Station Road. These have been identified as possible sites for a new Fire Hall.

AJOURNMENT

MOVED B, Smith to adjourn at 5:30 p.m.

CARRIED

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 15, 2013

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

At Pylades Drive beach access staff inspected the washroom enclosure and trail, removed dog feces from the trail and brushed the trail corridor. Minor maintenance work was also conducted at Ritten Road boat launch.

Additional stair improvement work was carried out at the Nelson Road boat ramp to fix the lower step in the high tide area. A cleanup of the site also took place.

Staff prepared and distributed the February 20th PRCC meeting agenda package including the Active Transportation Plan Summary of Recommended Actions; Summary of Potential Community Park Projects; 5 year Planning Worksheet; 2013 Detailed Project Plan and attended the meeting.

In response to an audit request from the Habitat Conservation Trust Fund (HCTF) – the funding source for the Quennell Lake Car Top Boat Launch development project – staff provided a financial summary for the project and attended a site meeting with representatives from HCTF and the Ministry of Forests, Lands and Natural Resource Operations.

Area B

Two park entrance signs were installed at Huxley Community Park. The newly stripped and refinished signs were constructed by park volunteers nearly 20 years ago, and are now on new timber posts and located adjacent to the parking area entrance. A park cleanup and pruning was also completed, including the removal of a flight of concrete steps placed in the park skateboarding area. Graffiti removal and prevention work at Huxley Community Park was carried out, with an anti-graffiti coating applied to the main target wall near the parking lot.

At Rollo McClay Community Park a large broom removal project was undertaken by volunteers. Hazard tree work originally scheduled to occur in March has been postponed due to bird nesting season. A park clean-up was also completed. Final plumbing and electrical work around the irrigation pond was also carried out in March.

Beach access stair replacement work continues at South Road Community Park. Completion of this project is now expected in mid-April.

Parks Staff attended a meeting with representatives from RDN Planning and Islands Trust Planning to discuss the Island's Trust initiative to review and update current land use designations and zoning categories of parks on Gabriola Island to ensure that the designations and zoning are appropriate to their particular use.

Staff prepared and distributed the April 2nd POSAC meeting agenda package including the 2013 Detailed Project Plan and the 5 year Planning Worksheet-2014-2018 and attended the meeting.

Staff prepared the draft Mudge Island Water Access-Survey #1 Compilation of Responses.

Staff worked on the Huxley Community Park Planning Process Request for Consultant Services.

Area C - Extension

At Extension Miners Community Park staff cleared the trails and kiosk of debris and removed garbage from the site. A hazard tree was also removed.

Area C - East Wellington/Pleasant Valley

Site clearing at Anders and Dorrit's Community Park is now substantially completed, with heavy equipment and disposal bins now moved off the property. Additional clean-up work and reseeding of disturbed areas will be carried out in the coming weeks.

At Creekside Community Park staff cleared and brushed the walking trail and removed garbage.

A playground inspection was completed at Meadow Drive Community Park.

Area E

Staff provided a response to a Planning referral regarding the outstanding parks-related items requiring attention by Fairwinds before their rezoning application can be considered complete.

Staff completed the draft Phase 1 Community Consultation summary for the Blueback Community Park Planning Process.

At Prawn Road Community Park staff cleared debris and removed garbage from the trail. At Park Place Community Park staff conducted a trail inspection and monitored newly planted Garry Oak trees. At Blueback Community Park staff removed overgrown blackberry bushes and carried out a park clean up at Jack Bagley.

Staff prepared and distributed the March 4th POSAC meeting agenda package and attended the meeting.

Area F

Hazard tree identification and marking was completed along the Carrothers-Leffler section of the ACT trail. On site planning continued, in order to discuss setbacks, culvert selection and neighbour notification. Staff Worked with surveyor on confirmation of the Carrothers Rd plan, and survey of the Price Rd undeveloped road allowance. The 2008 Carrothers Rd plan was confirmed and clarified, and

the southern boundary marked on the ground with stakes. The Price Rd. survey shows that the existing footpath is entirely within the road allowance so trail just needs to be formalized.

Staff liaised with the Errington Community Hall Board regarding their interest in improving road edge for parking along Community Park side of Veteran's Road. A site meeting with MoTI will be arranged when the Ministry staff come to review the Carrothers development plan.

Staff corresponded and attended a site meeting with a community member interested in developing a bike park in the Coombs-Errington area.

Staff attended a meeting with the Corcan-Meadowood Road Association (CMRA) to discuss community contributions to the Phase 1 development of Meadowood Community Park.

A hazard tree assessment was carried out, and an arborist report was ordered following neighbour complaints of hazard trees adjacent to private property, at a community park next door to the Errington Fire Hall. Report results and follow up tree falling work is expected for April.

Staff received and approved requests from BC Hydro for hazard tree removal at two community park sites. This work is likely to be conducted in April.

At Malcolm Park staff removed fallen debris from the trail. At Errington Community Park staff cleaned and removed garbage from the property. A hazard tree inspection was also completed, and tree falling and limbing work ordered. At Harris Crescent Community Park staff removed garbage and inspected the trails

Staff prepared and distributed the March 6th POSAC meeting agenda package and attended the meeting. At the meeting a report on the Arrowsmith Community Trail (ACT) work was presented.

Area G

Staff attended a meeting with RDN Planning staff, Ministry of Transportation representatives and the applicant to clarify the rezoning and subdivision requirements for 691 Wembley Rd.

Staff met with the Engineer to discuss the design of the San Pareil boardwalk. An inquiry was submitted to Crown Lands regarding development restrictions related to San Pareil parcel where the boardwalk ran and it was confirmed no covenants encumber the lands. Once the boardwalk design is completed, it will be submitted to MoE for approvals.

Water skiing jumps were removed from the groundwater retention ponds at River's Edge Community Park. A large amount of illegally dumped garbage was also removed from the site.

Septic tank assessment work began at Dashwood Community Park. Follow up investigation as well as tree pruning is scheduled for April.

Staff investigated a report of an excavator trespassing and conducting land clearing on park land at Columbia Drive Community Park and are following up with this issue.

Park identification signs were replaced at both Boulton and Maple Lane Community Parks and additional hazard tree work was carried out at Riley Road Community Park. At Maple Lane Community Park staff replaced the entrance sign, removed old tires, and cleared the trail.

Staff attended a site meeting with POSAC members, RDN Planning staff and the applicant to discuss the proposed park land dedication in conjunction with the proposed rezoning for 691 Wembley Rd.

Staff attended a pre-application subdivision meeting with RDN Planning staff and the applicant to discuss potential park land dedication in conjunction with an upcoming subdivision application for 743 Drew Rd.

Staff prepared and distributed the March 11th POSAC meeting agenda package and attended the meeting.

Area H

A sod turning event took place on March 8th to celebrate the construction start for Henry Morgan Park. Elected officials from the Province and the RDN were on hand to recognize the community efforts that contributed to this new facility including a Provincial grant in the amount of \$85,000.

The contractors have made some progress during March with clearing, grading, silt control and base preparation for the sport court and bike pump track. Works have been delayed due to high water table issues that will require additional drainage works. Engineering consultants are working with staff on a solution and work is expected to resume early in April.

Site clean-up and understory pruning were completed at Dunsmuir Community in order to improve security and visibility of the park from the road. A new entrance sign was also installed.

Staff liaised with Ministry of Forests and Range staff regarding a forest land interpretive sign to be installed at Wildwood Community Park.

Staff also liaised with BC Hydro regarding the potential installation of a security gate in the Corcan/Bayliss Road area, in order to curb ongoing illegal dumping activity. Follow up work to continue in April.

Staff received a request from a local contractor to make improvements to a set of beach access stairs at a Ministry of Transportation and Infrastructure (MOTI) site on Shoreline Drive. Additional internal discussion and with MOTI staff are required before proceeding.

Staff contacted a park neighbour regarding trespass of a wood property boundary fence along the northwest boundary of Islewood Drive Community Park. Fence removal and follow up work expected to occur in April.

Staff conducted a site meeting with a park neighbour following their report of a hazard tree at Leon Road Community Park. There was no hazard found to exist.

A park clean-up was completed at Dunsmuir Community Park.

Community Parks and Greenways Strategy

Open House events for each of the four Electoral Areas were completed by March 11th. Public engagement summaries are being developed including the results of the online surveys. Staff are reviewing the feedback and creating draft maps and visions for each area. Staff are also preparing for the next round of surveys and Open Houses scheduled to begin in May.

Regional Parks

Arboretum

Park staff met with volunteers to discuss a plan to stop vandals from entering the park with 4x4 vehicles. Volunteers installed the new rocks for barriers for off road vehicles in March. A volunteer work party consisting of 11 people installed a new entrance sign and new tree identification signs.

Benson Creek Falls Regional Park

The Terms of Reference for the development of a 10-year management plan (2013-2023) were recommended for approved by RPTSC meeting on February 5th and were approved by the Regional Board on February 26th. Staff visited the park with Ursus Consulting who is undertaking an Environmental Overview of the park. The Request for Proposal package was prepared and posted on the RDN website, Civic Info and BC Bid. The deadline for proposals is April 15.

Park staff completed a sign inventory and replaced a post and sign along the trail. Park staff also cleaned up garbage that was dumped in the parking area and conducted park inspections and maintained trails.

Coats Marsh Regional Park

Staff met with the engineer who is creating working drawings for the berm to prevent flooding onto the neighbour's property. The drawing will be completed by the end of April for Ministry approval with construction taking place in August.

Park staff monitored the pond leveler and grass seeded the berm.

Descanso Bay Regional Park

Park operator installed new gates, removed trees leaning on the Ivory Road chain link fence and installed speed bumps.

Park staff pruned the trees along the main roads and day use area and delivered new fire rings.

Water services staff conducted maintenance on the water system.

Staff received the 2012 year-end financial report and occupancy statistics from the park operator with no significant change from 2011 figures.

Englishman River Regional Park

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

Staff replaced vandalized trail signage at the Middlegate Road trailhead. The Community Fisheries Development Centre work crew completed construction of the new trail linking the bridge to the park.

Staff visited the park to investigate improving the entrances to the park at Allsbrook and Middlegate (e.g. organizing signage, trail entrance signs).

Horne Lake Regional Park

Staff continued to work with the new park operator, RLC, on set-up and agreement conditions. Staff introduced them to the Horne Lake Strata management and reviewed programmed recreation plans. Work was concluded with the park operator on four new park maps and updates of all park rules, regulations and processes as presented to the public. Staff worked with the RDN web master to conclude updates to all park pages and dealt with various technical issues, and complications related to the old park operator's web site. A comment card for park users was also developed.

A meeting was arranged with Island Timberlands to introduce the new park operator and discuss various park operations, gate issues and use of the easement road. The company has repaired and secured the south gate. Staff provided the company with the MoTI road research report on the 1911 Horne Lake Rd.

A surveyor was hired to identify the flood covenant height at the park entrance area, and to demarcate the edge of the 1911 Horne Lake Rd. This information is needed for any development at the site. Staff then worked with RLC regarding entrance area building plans.

Staff began working with MoTI on a sign permit application process for additional direction signs along Horne Lake Rd and Horne Lake Caves Rd.

Park staff inspected an ATV trespass issue near the BC Parks caves parking lot. RLC (the new park operator) offered to plug the holes with rock from our gravel pits as a short term solution.

Park staff delivered new fire pits to the campground, they also delivered cleaned freshly wrapped fire hose.

GIS staff and park staff GPS'd the park campgrounds, trails, roads and facilities to create a new map.

Park staff along with an engineer assessed the Qualicum River logging bridge as it was struck by a tree during a high water event.

Park staff conducted a danger tree assessment with a staff member from RLC.

Lighthouse Country Regional Trail

Staff made an application to MoTI for permission to install directional signage at Lioness Blvd.

Park staff cleared trails.

Little Qualicum River Estuary Regional Conservation Area

The terms of reference was concluded for vegetative restoration, invasive species removal and volunteer training at spit, in partnership with the BC Conservation Foundation. Training will be provided to volunteers from the Qualicum Beach Streamkeepers and the Guardians of the Mid-Island Estuaries.

The BC Conservation Foundation undertook first night swim in fish channel with more to follow throughout the spring in order to monitor fish stocks in the now deeper channel.

Staff received a draft interim report on the Canada Goose management research from the Guardians of the Mid-Island Estuaries and staff are following up on information in the report.

Park staff repaired a sign post in the beach access parking area on Surfside Road.

Little Qualicum River Regional Park

Stairs were built at the swimming spot where there is a steep eroding bank. Park staff removed graffiti from a tree, cleaned up garbage in the parking lot and installed two trail counters.

Moorecroft Regional Park

The 2013-2023 Moorecroft Regional Park Management Plan was posted on the RDN website along with information updates. Information and regulatory signage about fencing for environmental protection, dogs on leash and trail closures were developed and installed in the park. A temporary park entrance sign is being developed to inform visitors of the upcoming changes in the park.

Building removals have started at the park to remove 18 buildings as identified in the Management Plan. The demolition zone in the park has been closed to public access and signs for a detour route installed throughout the park at each trail head. A media release was prepared and information regarding the demolition posted on the website. A Hazmat team removed high level lead paint and asbestos from a couple of buildings. In preparation for the demolition parks staff removed light bulbs, light ballasts and character windows, recycled chemicals and paint found in separate buildings, disconnected the power, and emptied the wood shed.

Staff worked with the park volunteers, the Moorecrofters, on the development of communication materials for Moorecrofter fundraising events (posters, postcards).

Staff installed more split rail fence at Vesper point

Morden Colliery Regional Trail

Staff investigated the upgrading of the trail tenure with Crown Lands and was directed to start the process when the existing licence of occupation expires in 2015. A survey will be required, along with extensive FN consultation.

Mount Benson Regional Park

Staff continues to work on the covenant. Staff received a revised draft covenant from NALT. The draft covenant and map were reviewed and actions identified for the follow-up meeting scheduled for late March.

Park staff hiked up the trail system to remove several wind thrown trees from winter storms.

Nanaimo River Regional Park

The Forest Genetics section of the Tree Improvement Branch of the Ministry of Forests, Lands and Natural Resource Operations, the Canadian Forest Service and Yellow Point Propagation conducted tests with densometers to compare genetically enhanced Douglas-fir in the research plantation in the park. They are to remove 100 trees from site for further testing in April. Staff worked with the various

agencies on getting approvals and to issues a media release. Interpretive material to explain the falling and the other research projects in place at the park was developed with the help of forest scientists.

Park staff conducted trail maintenance.

Top Bridge Regional Trail

Staff approached the City of Parksville to discuss their plans to upgrade the old trail structures along the riverside within Top Bridge Mountain Bike Park, part of the Regional Trail. A meeting will be held in the summer to discuss further.

Park staff conducted trail maintenance.

Trans Canada Trail

Staff worked with Compliance and Enforcement staff at the MFLNRO and BC Hydro regarding damage to the Spruston Rd kiosk from falling in area. It was determined that the tree fell naturally and was cleaned up by an unidentified person. Arrangements were made to repair the kiosk.

Staff contacted Harmac in regard to the use of their waterline for trail. The company responded that they do not want to consider any such public use of the lands unless their facilities are buried.

Parksville - Qualicum Links

MoTI completed the installation of way marking signage along the French Creek section of the PQB Links. The Town of Qualicum Beach completed their signage as well so the entire route is now way-marked.

Staff worked with the Oceanside Cycling Coalition event committee on preparation for the Way Marking Celebration scheduled for Saturday April 20th. Both City of Parksville and Town of Qualicum Beach will be participating.

Staff worked with Mapping on the development of a revised PQB Links map for use at the April 20th event. The maps will also be installed at each end of the Links as well as at Barclay Crescent Bridge, and will be used in the revised Parks and Trails Guide.

Witchcraft Lake Regional Trail

Staff liaised with the VIU Woodlot Manager regarding the recreational use of the woodlot and efforts by the Nanaimo Mountain Bike Club and rogue cyclists to build trails in the Woodlot. The development of a VIU woodlot interpretive sign as the trail enters the Crown lands was discussed.

Miscellaneous

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Contract administration work for annual park maintenance contracts was continued in March. Staff also conducted an interview with a Ballenas Secondary School student regarding work training opportunities. A Parks Operations building safety inspection was completed and submitted to the Joint Health and Safety Committee.

Staff held a conference call with the MFLNRO concerning their cancellation of all Fire Control Cost Sharing Agreements and their initiation of a new agreement and program. There will be little change for the RDN and likely less cost in annual fee. Staff then worked with MFLNRO on the revised Fire Control Cost Sharing Agreement. Staff reviewed the intended content and duplication of lands where RDN trail runs over private forest lands and then worked with Mapping to update Schedule A and provide the Ministry with park shape files.

Staff worked with Recreation staff to conclude on park pages for the Active Living Guide, and to prepare for Golden Shoe Hunt 2013.

Staff obtained a briefing from MFLNRO on the Douglas-fir Protected Area land use designation, along with others, e.g., Old-growth, that are being applied to lands around the Region such as the Stewart Rd Crown parcels in Area E. Trails will be permitted in the Doug-fir Protected Areas.

Work started on a park donation program. Staff researched programs in other jurisdictions and will begin pulling together a draft policy.

Park Use Permits and Events

- Began park use permit work with Mid Vancouver Island Habitat Enhancement Society regarding 2013 Run the Third Annual River 5 km walk-run event
- Approved a park use permit application from the Gabriola 4-H club for the operation of the Rollo McClay concession during the 2013 ball season (April – August).
- Continued to liaise with Bluegrass Festival planners regarding a 2013 event permit.

Recommendations

That the Parks Update Report for February and March 2013 be received as information.

Original copy signed by W. Marshall

Original copy signed by T. Osborne

Manager of Parks Services

General Manager Concurrence