

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY COMMITTEE

MONDAY, DECEMBER 9, 2013

7:00pm

(Oceanside Place, Multipurpose Room)

A G E N D A

PAGES

CALL TO ORDER

Election of Secretary

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-4 Minutes of the regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held March 11, 2013.

5 Notes of the May 22 Regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting. (No Quorum)

6 Notes of the June 12, 2013 Special Electoral Area 'G' Parks and Open Space Advisory Committee meeting. (No Quorum)

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

CORRESPONDENCE/COMMUNICATIONS

UNFINISHED BUSINESS

REPORTS

7-15 Little Qualicum River Hall (Dashwood) Report

Attached Community Parks and Trails Strategy – Final Draft Report (separate attachment)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

- 16 2014 Budget Schedule
- 17-18 2014 Advisory Committee Appointments – M. Foster, M. Corbett, R. Horte
- 19-20 Volunteer Mileage Reimbursement Policy

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

TBD

Distribution: J. Stanhope, M. Corbett, B. Coath, M. Foster, A. Douglas, R. Horte, T. Osborne, W. Marshall,
E. McCulloch

REGIONAL DISTRICT ON NANAIMO

MINUTES OF THE ELECTRICAL AREA "G" PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
MONDAY, MARCH 11, 2013 4:30 PM
OCEANSIDE PLACE MEETING ROOM

Attendance: Joe Stanhope, Director, RDN Board
Brian Coath
Ann Douglas
Michael Foster
Rick Horte
Helen Simms

Staff: Elaine McCulloch, Parks Planner
David Palidwor, Superintendent of Parks Planning and Development

CALL TO ORDER

Director Stanhope called the meeting to order at 4:30 PM.

MINUTES

MOVED A. Douglas, SECOND B. Coath that the Minutes of the December 10, 2012 meeting be received.

CARRIED

CORRESPONDENCE

MOVED A. Douglas, SECOND B. Coath that the following correspondence be received:

Susan Mohan, Coordinator for Little Qualicum/Dashwood Emergency Preparedness to RDN, RE: Request for Funds-Building Maintenance Little Qualicum Hall.

CARRIED

BUSINESS ARISING FROM THE MINUTES

REPORTS

Monthly Update of Community & Regional Parks and Trail Projects – November and December 2012

Monthly Update of Community & Regional Parks and Trail Projects – January 2013

Ms. McCulloch gave a summary of the Area G projects for November, December and January.

Proposed Park Land Dedication in Conjunction with Proposed Rezoning and Subdivision of Lot 1, District Lot 81, Nanoose District, Plan 1799 691 Wembley Road, Electoral Area 'G'

MOVED A. Douglas, SECONDED R. Horte, that the Committee supports the proposed park land dedication in conjunction with proposed rezoning and subdivision of Lot 1, District Lot 81, Nanoose District, Plan 1799 691 Wembley Road.

CARRIED

MOVED A. Douglas SECOND R Horte; that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

Coordinator for the Little Qualicum/Dashwood Emergency Preparedness; Susan Mohan is requesting a fund allocation for urgent maintenance of Little Qualicum Hall; letter attached to agenda.

MOVED B. Coath, SECOND, M. Foster that staff prepare a report on needs, costs, insurance, liability and availability of budget regarding capital upgrades and maintenance of the Little Qualicum Hall at Dashwood Community Park.

CARRIED

NEW BUSINESS

Parkland Classification

Mr. Palidwor gave an overview of Community Parks and Trails Strategy.

B. Coath asked that consideration should be given to eliminating small and unused community parks

Mr. Palidwor requested volunteers from the Advisory Committee to access and comment on definition of each community park. B. Coath, A. Douglas, R. Horte volunteered for this project.

ROUND TABLE

M. Foster – Gives his regrets for the next meeting.

AJOURNMENT

MOVED B. Coath that the meeting be adjourned at 5:30pm.

REGIONAL DISTRICT ON NANAIMO

**NOTES OF THE ELECTRICAL AREA "G" PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
MONDAY, MAY 22, 2013
3:30 PM**

Attendance: Joe Stanhope, Director, RDN Board
Ann Douglas
Rick Horte

Staff: Elaine McCulloch
David Palidwor
Wendy Marshall

CALL TO ORDER

Chair Stanhope called the meeting to order at 3:30 PM

Chair Stanhope declared the meeting did not have a quorum and that a discussion of the agenda items would take place in-lieu of a formal meeting.

UNFINISHED BUSINESS

Parkland Classification system Review presented by David Palidwor

- Modest changes to the definitions and language to improve readability
- Changes denoted in red
- Summary of strategy
- Community Parks and Trails principles

Open House and Survey summary of survey presented by Elaine McCulloch

- Fishing club access to ponds in Rivers Edge
- David to coordinate with MOE Joe Dunn

REPORTS

Presented but not received

Dashwood Emergency funds presented by Wendy Marshall

- Budget items and dollars

New sub-division on Drew road presented by Elaine McCulloch

- Proposal to donate 5% park land on this property is not feasible given the topography.
- Developer is proposing a cash-in-lieu contribution of \$29,800 to Area G Community Parks Fund.
- A further \$14,000 would be contributed to the construction of Stanhope trail.

ADJOURNMENT

Chair Stanhope adjourned the meeting at 4:30.

REGIONAL DISTRICT ON NANAIMO

**NOTES OF THE ELECTORAL AREA "G" PARKS AND OPEN SPACE ADVISORY
SPECIAL COMMITTEE MEETING
MONDAY, JUNE 12, 2013
On Site - 743 Drew Road**

REPORTS

Proposed Cash-in-lieu of Park Dedication in Conjunction with Proposed Subdivision of Lot 2, District Lot 28, Nanoose District, Plan 39538 – 743 Drew Road

E. McCulloch presented the report and discussed the following considerations:

- While the Electoral Area 'G' OCP supports obtaining park land where the land improves access to water including the ocean and any other watercourse (see Section 6.4 Policy No. 2a), the OCP does not specifically identify a need for additional park land within the subject property.
- Section 6.4 of the OCP Policy 2h states that the area derived from 5% park land dedication is intended to be "usable land that would be suitable for a multitude of recreational uses". In this case, if the applicant was to offer park land dedication the maximum park land dedication would be 760 m² which is not considered to be an adequate land area for an additional community park in this area.
- The subject property is not located in an area that is in need of additional neighbourhood park land. (e.g. Boulton Community Park and Barclay Community Park and Lee Rd Community Park are all within 500m of the subject property);
- Additional public access to French Creek is not required as in this area. (e.g. access to French creek exists at Barclay Crescent Bridge, Lee Rd Community Park and Miller Rd Community Park which are all within 500m of the subject property);
- Establishing public access to French Creek within subject property through parkland dedication is undesirable due to the following geotechnical and maintenance concerns:
 - The Creek is located at the base of a steep bank which would involve construction and maintenance of a very steep trail;
 - the riparian area includes a steep, eroding clay bank; and
 - the riparian area contains a number of invasive plant species including Giant Hogweed which is a hazard to public safety.

Motion:

That the Parks and Open Space Advisory Committee support the acceptance of 5% cash in lieu of parkland dedication as part of the proposed subdivision application for 743 Drew Rd in Electoral Area 'G'.



| | |
|--------------|--|
| RDN REPORT | |
| CAO APPROVAL | |
| EAP | |
| COW | |
| DEC 02 2013 | |
| RHA | |
| BOARD | |
| POSAL G | |

MEMORANDUM

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: December 2, 2013

FROM: Wendy Marshall
Manager of Parks Services

SUBJECT: Little Qualicum Hall Upgrades - Dashwood Community Park

PURPOSE

To review the repairs and financial implications to upgrade the Little Qualicum Hall located in Dashwood Community Park in Electoral Area 'G'.

BACKGROUND

The Little Qualicum Hall, located in Dashwood Community Park in Electoral Area 'G', has been maintained by both the RDN and the local residents group. It is believed that the hall was built in the 1940s and was operated as the Little Qualicum Women's Institute Hall. The building is approximately 1,350 sq. feet in size.

In December 2012, a letter was received by the Recreation and Parks Department from Susan Mohan, Coordinator for the Little Qualicum/Dashwood Emergency Preparedness Program. In the letter Ms. Mohan requested that repairs be made to the hall and outlined concerns with the condition of the building. Attached to the letter was a petition signed by 51 residents. (*Attachment I*).

The letter was presented to the Area G Parks and Open Spaces Advisory Committee on March 11, 2013. The Committee made the following motion.

"That staff prepare a report on needs, costs, insurance, liability and availability of budget regarding capital upgrades and maintenance of the Little Qualicum Hall at Dashwood Community Park."

DISCUSSION

Bayview Engineering Ltd. was retained to conduct a structural evaluation of the building (*Attachment II*). The evaluation found several major issues with the building including roof rafters that are inadequate for current "Code" snowloads, floor joists are not adequate for the Building Code, failure of the floor in one corner, and foundation supports that are substandard.

The engineering report recommends that, unless the building has historical or other value, no substantial efforts be made to renovate or upgrade the building.

The hall is currently used for public gatherings including meetings and private parties and has been the center of this community for several decades. Many volunteer efforts have gone into maintaining the building including painting the hall and installing a new roof. The hall is also critical for the Emergency Preparedness Program and would be a command centre and community gathering point in the event of an emergency.

The engineering report outlines a preliminary cost estimate of \$120,500. This does not include costs to provide an accessible ramp, upgraded washrooms, upgrades to mechanical/electrical systems or septic tank upgrades. There could be further upgrades required as part of the building permit process. If the repairs are not undertaken, the building will continue to fail and the community will no longer be able to use it as a hall.

ALTERNATIVES

1. That the repairs to the Little Qualicum Hall be undertaken over a three year period starting in 2014.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

The Electoral Area 'G' Community Parks Operating reserve fund has \$79,076 at the end of 2013. This is not enough to cover the all the repairs that are required. However, many of these repairs can be completed over successive years using both operating and reserve funds as outlined below.

| Year | Task | Cost | Total Cost | Operating Budget | Reserve Funds | Reserve Fund Balance |
|---------------|---|--------|----------------|------------------|---------------|----------------------|
| 2014 | Upgrade Floor Structure | 30,000 | | | | |
| | Replace subflooring and install new Laminate flooring | 16,000 | | | | |
| | Install new insulation | 4,000 | | | | |
| | Other | 5,000 | | | | |
| | | | 55,000 | 10,000 | 45,000 | 34,076 |
| 2015 | Replace entire Roof Structure and re-roof | 30,000 | | | | |
| | Install dry wall | 12,000 | | | | |
| | Install new installation | 4,000 | | | | |
| | Other | 4,000 | | | | |
| | | 50,000 | 15,000 | 35,000 | -924 | |
| 2016 | Hardiplank Siding | 20,000 | 20,000 | 20,000 | | |
| Totals | | | 125,000 | 45,000 | 80,000 | |

Spreading the repairs over the three years to get the funds required, will require an increase in taxes in years of 16% in 2015 (\$17,000) and 15% in 2016 (\$21,000). Additional funding through grants may also be available.

The revenue received from Hall rentals over the last four years has averaged \$2,319. Local volunteers take care of cleaning of the hall. It is not anticipated that hall rentals will increase substantially as a result of the building upgrades.

STRATEGIC PLAN IMPLICATIONS

The goal for Recreation and Parks is to meet the needs of community members through the Regional District facilities. The Little Qualicum Hall provides a centre that is located in a rural area and has been an important meeting space for the community. By improving this facility the community can continue to enjoy the benefit of having a community hall in the vicinity.

SUMMARY/CONCLUSIONS

The Little Qualicum Hall in Electoral Area G is in need of major repairs. The hall is highly valued by the community and is used as part of the Emergency Preparedness Program. An Engineering assessment has concluded that \$120,000 of repairs is required to upgrade the hall and bring it up to Building Code. The repairs can be carried out over three years with funds from both the Electoral Area G Community Parks Budget and the operating reserve fund.

RECOMMENDATION

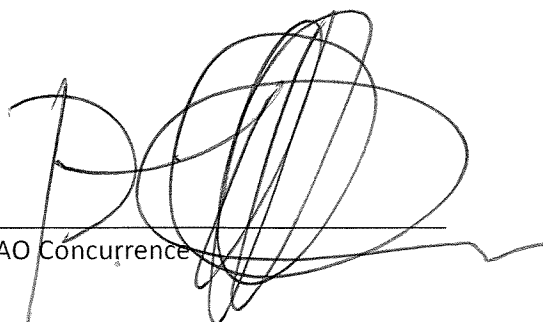
That the repairs to the Little Qualicum Hall be undertaken over a three year period starting in 2014.



Report Writer



General Manager Concurrence



CAO Concurrence

Attachment I
Letter from Susan Mohan

SUSAN MOHAN
Coordinator for the Little Qualicum/Dashwood
Emergency Preparedness
258 Texada Road
QUALICUM BEACH BC,
V9K 2G4

December 20, 2012

Wendy Marshall, Manager of Parks Services
Regional District of Nanaimo Recreation & Parks Dept.
830 W. Island Highway
Parksville, BC
V9P 2X4

Request for Funds for Building Maintenance

Little Qualicum Hall is situated in the RDN Community Park on Centre Road in Little Qualicum/Dashwood, in Area G. This hall has been operating for many years under the Little Qualicum Women's Institute until the park and hall were taken over by the RDN. The hall is badly in need of maintenance. The floor in the kitchen is sloping, a small part of the main hall floor needs to be repaired and a wheelchair ramp is needed.

Many hours of volunteer labor have kept the hall in great shape over the years, painting the exterior of the hall, maintaining trails on the grounds, cutting the grass, installing a new roof on the building, laying cedar chips on the trails, and various other maintenance actions as needed. These maintenance repairs were paid for by the community raising funds by bake sales, spaghetti dinners etc. We still have a large group who would volunteer to perform maintenance if it were possible.

Since the RDN has taken over the running of the park, our area residents are not allowed to participate in any upgrades. The playground equipment was purchased by the community, but volunteers were not allowed to install it. Few major repairs have been done by the RDN, to any extent, to maintain the upkeep of the hall and park, with the exception of trimming shrubs overhanging the trails and cutting grass in the park.

The community understands that we are one of a very few park areas that have a hall. Through hall rentals, the RDN receives revenue, which pays for the running of the hall.

As the largest Emergency Preparedness group of any rural area, with 80 households participating, the area stretches from the Little Qualicum Bridge to Mistaken Road, and from the ocean to Allgard Road and Huckleberry Lane, the community has the full support of the Regional District of Nanaimo Emergency Planning Department, part of the Strategic Planning Department. The hall and grounds play a critical role in Emergency Preparedness and would be the command centre and community gathering point in the event of an emergency.

The community of Dashwood relies on the park and hall as a central meeting place for many activities, and considers it to be an extremely important building and grounds.

We therefore request that funds be allocated and urgent maintenance to the hall be carried out as soon as possible before it becomes a disaster in itself.

Thank you in anticipation of a positive response.



Susan Mohan
Coordinator for the Little Qualicum / Dashwood Emergency Preparedness
and the undersigned residents of the Dashwood area.

c.c.

✓ Jani M. Drew, Emergency Coordinator
Regional District of Nanaimo/District of Lantzville
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Joe Stanhope
Electoral Area G Director
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Attachment II

Engineering Report
Bayview Engineering Ltd.

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2865 Haliday Cres.
Nanaimo, B.C.
V9S 3N1

Bayview Engineering Ltd.

December 2, 2013

Regional District of Nanaimo
Parks Department
830 W. Island Highway
Parksville, B.C.
V9P 2X4

Att: Dave Wheldon

Re: Dashwood Community hall

Dear Dave:

At your request I have undertaken a preliminary structural evaluation of the above noted building. It is my understanding that the Parks Department Board has requested that this building be evaluated in order to determine if it can be reasonably upgraded in order to extend it's useful life. Drawings of the building are attached for our information.

The Dashwood community Hall is an approximately 1350 sq. ft.(24' x 56') single story wood frame building it is not known when the building was constructed, but it apparently was built in at least two phases, with the Entry/Storage area added after the initial building. The roof structure consists of clear span roof trusses over the Entry/Storage area and 2 x 6 rafters over the Main Auditorium and sloped rafters over the kitchen and washroom area. The walls are 2x4's, with plywood interior finish and stucco on the exterior. The floor structure varies according to two different areas; in the Entry/Storage area 2x8 floor joists spaced at 18" on centre are supported on beams in turn supported on blocks extending to concrete pads on grade. In the main Auditorium the floor structure consists of 2x6 joists at 24" on centre supported on log beams, which are in turn supported on blocks supported on concrete pads placed on the ground. The Roof over the Entry/Storage area is supported by what appear to be "engineered" wood trusses, the roof structure over the Main Auditorium consists of 2x6 rafters with substandard "collar ties" located at the ceiling level.

A visual evaluation of the building is summarized as follows:

- the roof trusses over the Entry/Storage area appear to have been manufactured in a truss plant and were visually in good condition, therefore they are considered to be acceptable.
- the roof rafters over the Main Auditorium are structurally inadequate for current "Code" snow loads. Potential upgrading would consist of either replacing the entire roof structure or reinforcing the existing rafters (adding rafters), plus improving the existing "collar ties".
- no obvious signs of roof leaks were noted.
- the walls were not evaluated because any evaluation would have involved extensive demolition, the lintels over the doors and windows should be evaluated when they are exposed, most reasonably while the building is being renovated, however, no obvious signs of structural distress were noted.

.....

- the floor joists are not adequate for the Code mandated 100 psf. floor loading for an "Assembly Occupancy", in order to bring them up to "Code" additional joists would be required (this would probably consist of "doubling" the joist).
- the floor structure was apparently failing one corner "soft", rot ?) in one area in the kitchen.
- The support beams are adequate., however, the foundation supports (concrete blocks set on the surface) are considered substandard and should be upgraded. (footings are not buried below "frost level", normally approx.. 18")
- Currently there is no cross bracing between the support posts, in the event of an Earthquake it is possible that the building supports may fail.
- a perimeter foundation has been "recently" added, this appears to be adequate.
- insulation in the floor walls and ceiling inadequate compared to current standards
- interior wall and ceiling finishes are in poor condition.
- the other building "systems" were not reviewed, although it was noted that heat is provided by electrical "baseboard" units. The washrooms do not conform to current "accessibility" requirements, and upgrading within the existing building envelope will be difficult.

An "Order of Magnitude" cost estimate is attached for your information. It is estimated that total costs to upgrade the structure and improve the interior finishes will be in the order of \$75,000.00. this estimate does not include the costs associated with upgrading the electrical and mechanical components of the building and providing "accessible" washroom facilities.

I understand that the RDN are exploring the practicality of renovating this building for future use. Unless the building is considered to have historical or "sentimental" value it is not recommended that substantial efforts be made to renovate or upgrade the building. Our relatively cursory review of the structure has revealed a number of serious deficiencies. Electrical and heating were not part of our review and it is likely that a substantial amount of money would be required to upgrade these components.

If you have any questions after you have reviewed this report, or require additional information regarding either of these buildings please call.

Sincerely,

Robin Chapman, P. Eng.
Bayview Engineering Ltd.

2014 BUDGET TIMELINE

RECOMMENDATIONS:

That the following schedule for the review and adoption of the 2014 to 2018 financial plan be approved:

| | |
|-------------------|---|
| November 19, 2013 | Information seminar to Board for 2014 preliminary budget |
| November 26, 2013 | Presentation of 2014 preliminary budget at Board Meeting |
| January 30, 2014 | Presentation of 2014 to 2018 financial plan at Special Committee of the Whole Meeting |
| February 11, 2014 | Presentation of financial plan at Committee of the Whole Meeting |
| February 17, 2014 | Publication of budget edition of Regional Perspectives |
| March 11, 2014 | Introduce bylaw to adopt the 2014 to 2018 financial plan |
| March 25, 2013 | Adopt financial plan bylaw |



BOARD APPOINTMENTS

ADVISORY COMMITTEES/ COMMISSIONS

Application for Consideration by the Board for Appointments to Regional District of Nanaimo Advisory Committees and Commissions

Please check position(s) for which you are applying:

| | | | |
|---|--|---|--|
| Electoral Area 'A' Parks, Recreation and Culture Commission | | Electoral Area 'B' Parks & Open Space Advisory Committee | |
| Electoral Area 'F' Parks & Open Space Advisory Committee | | Electoral Area 'G' Parks & Open Space Advisory Committee | |
| Electoral Area 'H' Parks & Open Space Advisory Committee | | East Wellington/Pleasant Valley Parks & Open Space Advisory Committee | |
| Nanoose Bay Parks & Open Space Advisory Committee | | Board of Variance | |
| Grants-in-Aid Committee | | District 69 Recreation Commission | |
| Agricultural Advisory Committee | | Drinking Water and Watershed Protection Technical Advisory Committee | |

| | |
|--|-------------|
| Name: | |
| Civic Address: | City: |
| Mailing Address (if different than above): | |
| Postal Code: | Email: |
| Home Phone: | Work Phone: |
| Occupation: | |
| Employer: | |

Please attach additional pages if required for the following questions:

| |
|---|
| History of Community Involvement: |
| Do You Belong to any Community Affiliations (please specify): |
| Reason for Seeking Appointment: |

I, _____, hereby signify that I am willing to accept an appointment to the Regional District of Nanaimo Advisory Committee(s)/Commission(s).

Candidate's Signature

Date

The purpose of this form is to provide information which will assist the Board in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

Submit to:

Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2
Phone: 250.390.4111, Toll Free: 1.877.607.4111, Fax: 250.390.4163, Email: corpsrv@rdn.bc.ca

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

| | | | |
|----------------|---|--------------|--------|
| SUBJECT: | <i>Volunteer Mileage Reimbursement</i> | POLICY NO: | A2.19 |
| | | CROSS REF.: | |
| APPROVAL DATE: | June 25, 2013 | APPROVED BY: | Board |
| REVISION DATE: | | PAGE: | 1 of 1 |

PURPOSE

To provide for reimbursement of mileage costs for members of the public appointed to RDN Committees, Commissions and Boards for attendance at meetings.

POLICY

The Regional District of Nanaimo (RDN) will reimburse members of the public who are members of RDN Committees, Commissions and Boards for mileage costs to attend the meetings for the Committees, Commissions or Boards to which they have been appointed.

Mileage will be reimbursed at the rate established by “Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078, 1997”.

This Policy does not apply to appointees from other local governments or organizations that will be providing reimbursement of mileage costs to their representatives.

MILEAGE CLAIMS PROCEDURE

Claims shall be submitted on the RDN “Mileage Expense Claim” form at the end of the month in which expenses were incurred, effective April 2013.

All expense claims will be processed following regular accounts payment procedures.

Expense claims shall be deemed payable only if submitted within 90 days of the month end in which they are incurred. No claim for a previous year will be paid if submitted after January 15th of the following year.

Please note that, for some committees, staff may submit claims on behalf of the members. Members should confirm with the staff liaison that this is the case and not assume that claims are being submitted on their behalf.

