

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
REGULAR MEETING
WEDNESDAY, APRIL 16, 2014
7:00 PM**

(Cedar Heritage Centre)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-6 Minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 19, 2014.

7 Minutes of the Electoral Area 'A' Recreation Grants Sub-Committee held via email, ending March

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

Grant Approvals

REPORTS

PARKS

8-15 Monthly Update of Regional and Community Parks and Trail Projects –Feb-Mar 2014

Skate Park Construction Update (*verbal*)

Beach Assesses & Undeveloped Rights-of-Way – *verbal report from Commission*

RECREATION

Skate Park Official Opening Update (*verbal*)

Motion to receive Reports.

NEW BUSINESS

Morden Colliery Tipple Funding

School Tour Update

COMMISSIONER ROUND TABLE

IN CAMERA

That pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

June 18, 2014

7:00pm

Cedar Heritage Centre

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A' PARKS, RECREATION AND
CULTURE COMMISSION REGULAR MEETING
HELD WEDNESDAY, FEBRUARY 19, 2014
7:00PM
(CEDAR HERITAGE CENTRE)**

Attendance: Alec McPherson, RDN Director, Chair
Jim Fiddick
Kerri-Lynne Wilson
Patti Grand
Bernard White
Andrew Thornton

Staff: Dean Banman, Manager of Recreation Services
Hannah King, Superintendent of Recreation Program Services
Elaine McCulloch, Parks Planner
Ann-Marie Harvey, Recording Secretary

Regrets: Eike Jordan
Carolyn Mead

CALL TO ORDER

Chair McPherson called the meeting to order at 7:10 PM.

Chair McPherson introduce new Commission member Andrew Thornton who is from the South Wellington Area.

MOVED Commissioner Fiddick, SECONDED Commissioner White that Commissioner Grand be appointed to Deputy Chair.

CARRIED

MINUTES

MOVED Commissioner Grand, SECONDED Commissioner White that the minutes of the Regular Electoral Area 'A' Parks, Recreation and Culture Commission meeting held November 20, 2013 be received.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Beach Accesses and Underdeveloped Rights of Way

Commissioner Fiddick handed out beach access maps for the other Commissioners to review. The Commission members set a date of March 8 at 1:00 pm meeting at CoCo's Café to visit some of the beach accesses and review and photograph the sites.

REPORTS

PARKS

Monthly Update of Regional and Community Parks and Trail Projects -June –Dec 2013

Ms. McCulloch gave an update of the parks projects from June – Dec 2013.

Community Parks & Trails – 2014 Work Plan (*verbal*)

Ms. McCulloch explained the work plan sheet that highlighted the work plan for Electoral Area 'A'. Items include the completion and opening of the Cedar Skate Park, Morden Colliery Trail Bridge, and beach access plan for development.

Skate Park Construction Update (*verbal*)

Ms. McCulloch updated the Commission that substantial completion of the skate park was on January 31 and a soft opening took place February 1. She noted the final cost came in at approximately \$590,000, that being about \$35,000 under the projected budget. The breakdown of funding was 75% from the Provincial grant, 8.5% in donations and 17% from EA 'A' park reserves.

Ms. McCulloch informed the committee that the Wallace-Tarry family requested a plaque be placed on the bench in the skate park. They will provide wording to Elaine, to which she will bring to the Commission. There may also be another request for a second memorial at the park and Ms. McCulloch is awaiting a formal request.

Commissioner Vincent commended Ms. McCulloch on her work and efforts on the construction of the Cedar Skate Park.

RECREATION

Skate Park Official Opening Update (*verbal*)

Ms. King advised the Commission that the official Cedar Skate Park Opening will be on May 24th. Subcommittee members will meet in March to organize the opening details.

MOVED Commissioner Vincent, SECONDED Commissioner White that the reports be received.

CARRIED

NEW BUSINESS

2014 Recreation Planning Session

The Commission discussed that they would arrange a tour of the school facilities and the following Saturday meeting for a recreation planning session. Ms. King will email the Commission to confirm dates and times.

2014 Budget Update

Mr. Banman gave an update of the Budget and its proceedings with the Board. Chair and EA 'A' Director McPherson provided more details specific to the Electoral Area 'A' budget.

Appointment of 2014 Grant Committee

Commissioner Vincent, Commissioner Grand and Commissioner Fiddick volunteered to sit on the EA 'A' Grant Sub-Committee and were appointed to those positions.

BCRPA Symposium 2014

Mr. Banman explained to the Commission that this year's BCRPA is in Kelowna April 23-25 and that the RDN sends two Commission members to attend each year. Commissioner White and Commissioner Grand expressed an interest to attend and will check their schedules. Ms. Harvey will email them with details for registration.

Morden Colliery Trail Bridge

Chair McPherson handed out a map and bridge drawings showing the Morden Colliery Trail from a 1999 engineering report showing a steel truss and a suspension bridge design. He noted that this report is being updated to current standards and when funds are ready, the project will be shovel ready for other grant application and funding.

COMMISSIONER ROUND TABLE

Commissioner Vincent – Voice her concern about speed of cars and the lack of visible signage at Woodbank Road where Morden Colliery crosses.

Commissioner Thornton – Will be interested if the E & N will be a green path or a rail line as it is in his backyard.

Commissioner Wilson - Surprised at the number of kids using the skatepark and nice to see.

Chair McPherson - Noted that MoTI took down the playground signs when South Wellington closed and there will be a motion at the next Board meeting to have the RDN to contact MoTI to reinstall the signs for safety as the same thing will happen with the other school closures.

IN CAMERA

MOVED Commissioner White, SECONDED Commissioner Grand, that pursuant to Section 90(1) (e) of the Community Charter the Commission proceed to an In Camera Commission meeting to consider items related to land issues.

TIME: 9:10pm

CARRIED

ADJOURNMENT

MOVED Commissioner Vincent that the meeting be adjourned.

CARRIED

TIME: 9:27pm

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'A'
RECREATION AND CULTURE GRANT-IN-AID PROGRAM SUB-COMMITTEE
MEETING HELD VIA EMAIL CORRESPONDENCE, CONCLUDING MARCH 20, 2014**

Attendance: P. Grand, Commissioner
A. Vincent-Lewis, Commissioner
E. Jordan, Commissioner

Staff: Hannah King, Superintendent of Recreation Program Services
A. Harvey, Senior Secretary

The budget for the 20114 Grant-In-Aid was presented as follows:

Annual Budget 2013	\$ 10,000.00
Grant funds disbursed to date in 2014	\$ 0.00
Grant funds remaining in 2014	\$ 10,000.00

REVIEW OF SPRING 2014 APPLICATIONS

The committee discussed through email the one application that was submitted.

One application were received for funding with a request of **\$,1500.00**. Following is a general summary of the application:

Organization	Description	Requested
Cedar District 4H	To purchase info signage, info handouts, animal bedding, animal lease or purchase, animal feed, Hand washing supplies, cell phone rental, portable toilet.	\$1,500.00

Cedar District 4H

This application pertains to the operations of the 4-H Barnyard located at Beban Park managed by the Cedar District H-H Senior Advisory Council. The organization has been operating the Barnyard since 1988 and provides hands-on educational learning experiences for many people, including the 60-70 local 4-H youth involved in programs and the wide range of visitors the Barnyard program attracts each year which is closing in on 15,000.

The Committee endorsed the total funding request of \$1,500 for the purchase of shavings (animal bedding), animal feed, portable toilets and hand washing, signage and informational hand-outs.

RECOMMENDATION(S)

That the Electoral Area 'A' Grant-In-Aid application for Cedar 4H Club be approved for a total of \$1,500.00 the clubs expenses for materials.

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 7, 2014

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

Staff attended the “soft opening” for the Cedar Skatepark on February 1st, approximately fifty people were present. Planning and construction of a new toilet at the Cedar Skatepark was completed, along with an anti-graffiti coating on the concrete parking curbs. Regular garbage collection and maintenance visits were conducted, and a contractor was organized for ongoing washroom servicing work. Staff also continued to work with the contractor to complete the remaining deficiencies on the project.

A damaged porta-potty surround was repaired at the Quennell Lake boat launch, with additional boulders installed to prevent further (vehicle) damage.

Staff prepared and distributed the February 19th PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area B

Final rock scaling work was completed at 707 Community Park. Staff also met on site with an adjacent landowner and a tree falling contractor regarding several hazard trees along the park boundary.

At Rollo McClay Community Park, a new pump was installed and plumbing work completed at the irrigation pond in order to achieve suitable water levels for planned berm work. A utility access road was constructed for the pond area, and the berm was sanded and seeded. Tree pruning and site grading work was also completed. Garbage service continued at the park, along with several beach access sites on the island.

An access agreement was completed with the landowner adjacent to the southern boundary of 707 Community Park. A gate was ordered, for installation on private land and is scheduled for April.

Staff met with an El Verano Drive boat launch resident regarding access issues, and then conducted boulder placement at the site in order to properly define private driveway access on site.

Removal of an old park entrance sign was carried out at Huxley Community Park.

Snow removal was conducted on bridges at Joyce Lockwood and Cox Community Parks.

Staff prepared a report regarding the referral request for the proposed Islands Trust park land rezoning bylaw. The report outlined what implications the proposed bylaws will have concerning the management of parks on the island.

Staff continued to work with the consultant to develop concepts for the Huxley Park Master Plan. Staff organized and attended an open house on March 29th, 2013.

Staff prepared and distributed the February 4th Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff visited Davidson Bay on Mudge Island to review potential parking lot improvement options.

Staff continued to provide support to an ongoing investigation into a potential park land acquisition.

Staff met with members of the Gabriola Recreation Society and RDN Recreation Staff to review projects and issues at various parks.

Area C – Extension

In March, a design for the future pedestrian bridge in Extension Miners Community Park was finalized by Harold Engineering in consultation with community members and park staff. In preparation for building permit application, park staff completed a bridge site plan and hired Levelton Consultants to conduct geotechnical assessment and soil prep recommendations. A building permit application will be submitted in April upon receipt of engineers' drawings and reports.

Park clean up and maintenance work was carried out at Extension Miner's Community Park.

Area C - East Wellington/Pleasant Valley

A site visit with a contractor was made and staff liaised with park users in order to determine an appropriate location for a newly ordered bike rack for Meadow Drive Community Park. Installation is planned for April. Weeding and trail maintenance work was also carried out at the site.

A questionnaire regarding the potential options for Anders and Dorrits' Community Park was available to the public both at the September 5th, 2013 open house and online between September 5th and January 10th, 2014. Staff prepared a summary of the forty-nine (49) responses that were received. The park web page has been updated and a link to the summary provided.

Several hundred plant pots were removed from Anders and Dorrit's Community Park, and donated to the Nanaimo Area Land Trust's nursery program. Site inspections were also carried out at the park. A draft parking plan for Anders and Dorrits' Community Park was prepared by staff in March as a first stage of park development.

Staff prepared and distributed the February 24th Area C –East Wellington Pleasant Valley POSAC meeting agenda package. The meeting was postponed to a later date due to the snow.

Area E

Two hazard trees noted during a site inspection at Nanoose Road Community Park were removed, and a high 'wildlife stump' retained.

Staff prepared and distributed the February 3rd Areas E POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area F

The Meadowood CP Phase 1 Construction tender was posted in late March with an April 11th closing. Monthly information meetings have been conducted with the CMRA Park Subcommittee. An application was submitted for the BC Tire Stewardship Grant to upgrade to rubber tire play surfacing. There is ongoing coordination of volunteers for completion of the rough grading the Phase 2 park area. The community emphasis now is on coordination of in-kind and donated materials for the park development, e.g. RDN compost, boulders, timbers, pavilion construction. The quarterly Recreation Grant report for 2013 was submitted.

Hazard tree removal work was carried out at Malcolm Community Park.

Staff met on site with a contractor regarding replacement of stairs at Errington Community Park. This work is scheduled for April.

Area G

Contractor consultation and planning was carried out regarding building upgrades at the Women's Institute Hall at Dashwood Community Park. Janitorial work and contract approval was carried out for the hall.

At Neden Way Community Park staff cleaned garbage from park trails.

At Miller Road Community Park staff inspected trails, and cleared debris and garbage.

Snow removal work was carried out at Barclay Crescent Bridge.

Staff prepared and distributed the March 10th POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area H

Staff liaised with Ministry of Forests regarding the start-up of forest fire abatement work at Oakdowne Community Park.

Community Parks and Trails Strategy - Developers' Information Package – Parkland Dedication

A draft guide was prepared by park staff in March. The document is intended to simplify the parkland dedication process at time of subdivision by providing developers with a succinct outline of desirable parkland types and instances that warrant cash-in-lieu.

Community Works Projects

Area B

Staff continued to work with consultants on the preliminary design work for the trail. Staff, consultants and Area Director met with select neighbours along the proposed trail route to talk about potential conflicts with signs and/or fences in the road right-of-way. Staff and the Area Director met with staff from the Ministry of Transportation to review the preliminary design and seek guidance on specific questions relating to road drainage, potential future crosswalks and the potential for future bike lanes along the trail route. Staff also prepared for the open house, updating online information and creating a questionnaire. The public Open House, held at the end of March, saw over 100 people. The event was a joint effort between the Village Trail and Huxley Community Park. Ongoing design work will continue through the summer.

Area C - East Wellington/Pleasant Valley

Staff met with select community members and the Area Director to talk about how to improve pedestrian safety along Jingle Pot Rd. Staff will follow up with MoTI regarding the possibility of improving the shoulder along sections of the road.

Area G

Staff met to discuss development permits in the area around Wembley Mall and opportunities for improving pedestrian access through this area. Staff will be coordinating with the City of Parksville and MoTI to work on this initiative. Staff also met with the Oceanside Cycling Coalition to reconnect on the topic of improving cycling opportunities in the area. Correspondence with this group will continue with trail projects underway in this area.

Morden Colliery Bridge

In March, staff coordinated survey work with Harold Engineering for the undeveloped portion of the Morden Colliery Regional Trail right-of-way. Neighbouring land owners were notified by mail with regards to the land survey (early April), and future trail development and bridge construction. Staff prepared a project site context map for coordination purposes with the Engineers who will be working on the bridge design.

Regional Significant Gas Tax Project

Staff received 9 submissions from engineering firms bidding on the design of the RDN's first piece of E&N Rail with Trail (from Coombs to Parksville to French Creek). The Evaluation Committee reviewed all proposals and made a recommendation to the Board. The Board approved the contract to Koers and Associates and the project is scheduled to begin at the beginning of April.

Park Staff installed two trail counters along the pre developed trail.

Regional Parks and Trails

Arboretum

Park staff met with the volunteers to develop a work plan and the beginnings of a management plan for the land. Park staff installed a surveillance sign and angled the tree id posts. Park staff visited the Arboretum to review the current status of the land and reviewed its potential for the future.

Beachcomber Regional Park

Park Staff posted letters on illegally moored vessels indicating that the vessels would be removed after two weeks. One boat was impounded after the two weeks ended. A hazardous tree was then removed after all vessels were removed. Park Staff conducted trail maintenance cleaning the stairs and collected trail counter data. Of the two trail counters installed one was stolen this month and has been replaced with another counter. Data is being collected at this location for management plan purposes.

Benson Creek Falls

Park staff conducted park inspections and maintained trails. Park staff inspected a report regarding the fence being compromised at the falls and that it was being undermined by flow from the falls. This was not the case. The fence was wiggled to some degree but was made stable in a short order of time. Park staff stabilized the fence at the falls, and installed boundary and directional signs. Park Staff met with MOTI staff to review installing no parking signs and expanding Creekside Community Park parking lot to accommodate parking for BCFRP.

Big Qualicum River Regional Trail

Park staff conducted park inspections and maintained trails. Park Staff installed new directional trail signage.

Coats Marsh Regional Park

Park staff conducted park inspections, maintained trails, monitored the berm and the pond leveler.

Descanso Regional Park

Park staff used leaf blowers to clean the sites, trails and roads. Park staff also installed new sign posts made out of the hazard trees previously felled and milled on site with the Park Operator. The Park Operator installed replacement signs, new site number signs along with the last of the new fire rings.

A Park Operator Agreement is being prepared for 1-year renewal, and 2013 Campground reports were requested from the Operator.

Horne Lake Regional Park

Park staff completed brushing a trail linking the BC Parks parking lot and the Regional parking lot. Further campground improvements were completed in the park such as new trails, roads and group site improvements.

Staff met with the Park Operator to review the Annual Report on the first year of operation.

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.

Park staff made two picnic tables out of a windthrown cedar. They were delivered to the Hatchery for Watershed school field trips.

Lighthouse Country Regional Trail

Park staff removed a tree which fell over the railway tracks near the crossing. A trail and bridge inspection was conducted after the snow storm. Park staff cleaned the bridges that span over Nash and Ridgewil, cleared grass at the Lioness staging area and collected trail counter data.

The development of 5 interpretive signs along the trail is in the final design phase, with production and installation planned for early summer.

Little Qualicum River Regional Park

Park staff conducted park inspections and maintained trails. Staff cleaned off the stairs at the swimming area. Park staff installed warning high water level signs throughout the park

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections monitoring the conservation area.

Mount Benson Regional Park

Park staff and NALT staff continue to brush and construct the Old Logging Road Loop. Park staff installed fire reporting signs along the boundary that have their location and contact numbers to report a fire. NALT volunteers installed more trail counters as per a volunteer warden's request. Staff cleared snow and ice from the Witchcraft Lake boardwalk.

Staff met with members of NALT to review the progress on the covenant. Small changes were made to the document and accompanying maps.

Morden Colliery Regional Trail

Park staff conducted park inspections and maintained trails. Four hazard trees were removed at the bridge site near Cedar Plaza. Park Staff met with MOTI staff to review installing a crosswalk and associated signs on Woobank Road.

Staff met on site to review the possibility of a kiosk at the trailhead on Cedar Rd.

Moorecroft Regional Park

Park Staff repaired a section of split rail fence at vesper point after it was pushed over during one weekend. A danger tree was removed and a regulation sign was installed to act as a bollard at the main entrance. Park staff conducted park inspections and maintained trails. Trail upgrades were completed in the park before the nesting bird window. Trail counter data was collected.

Nanaimo River Regional Park

Park staff conducted park inspections and maintained trails. Park staff and Water Services moved a boulder at the Frey Road entrance to allow for wheelchair accessibility. Park staff removed a hazardous tree from the trail.

Parksville-Qualicum Links

Park staff removed snow and ice from the bridge during and after the storms.

Top Bridge Regional Trail

Park staff conducted park inspections and maintained trails.

Trans Canada Trail

Park staff conducted park inspections and maintained trails. Park Staff looked at the requested rerouting of a section identified by the Backcountry Horsemen’s Society as being currently too dangerous for horses.

Staff met with a representative from the TCT to look at roadside options for a detour route around the Nanaimo River. None of the options offer an easy fix, meaning more than simply putting up some signs would be required. Narrow road shoulders and reduced visibility in some areas along Haslam and Cedar Roads do not offer a safe alternative for trail users. In the long-term, the E&N rail corridor will offer the best route for the TCT, however this will not be in place for several years.

Witchcraft Regional Trail

Park staff cut back brush from the trail to expose trail markers.

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. Quarterly playground inspections were also completed across the district. Contract administration work for annual park maintenance contracts has continued throughout the month. Parks Operations building safety inspections were completed and submitted to the Joint Health and Safety Committee. New tires were purchased/installed on one of the department’s fleet vehicles.

Trail Counter Data

Month	Beachcomber RP #1	E&N Trail #2	E&N Trail Lowery Rd.	LCRT Linx Road	LCRT Lioness Blvd.	Moorecroft La Selva Place
2013-07-01				1,315	2,697	
2013-08-01				1,235	2,319	
2013-09-01				841	1,552	
2013-10-01				695	1,001	
2013-11-01				706	1,250	
2013-12-01				653	1,124	
2014-01-01				592	1,535	
2014-02-01				622	604	
2014-03-01	3,770	52	31	16	1,266	907

Please Note Trail Counters were moved to new locations. Lighthouse Country Regional Trail trail counters have remained in place. Also numbers should be divided by two as people go past the counter twice to return to their vehicle or home.

Operational and Efficiency Review

Staff have been involved in interviewing other staff and doing research on benchmarks and preparing questions for stakeholders.

Park Use Permits and Events

- Gabriola Streamkeepers received a permit for a stream stewardship work at Winthuysen Creek at Descanso RP.
- A PUP was set up for the RDN Watershed Protection group to do school group tours in May-June, Sept-Oct for Nanaimo River RP and Englishman River RP.
- BCCF completed a PUP for BCIT restoration ecology students to tour restoration projects at Big Qualicum River RP.
- The Parks dept. assisted the Recreation dept. with selection of Golden Shoe park sites for this year's hunt.

Publications and Communications

- The 2014 Breathe Guide was produced and distributed to major RDN facilities and public venues, e.g. Visitor Centres, Nanaimo Aquatic Centre, etc. as well as an on-line version published on the RDN website.
- The Parks section of the Spring 2014 Active Living Guide was prepared and published.

Recommendations

That the Parks Update Report for February and March 2014 be received as information.

Original copy signed by W. Marshall

Manager of Parks Services

Original copy signed by T. Osborne

General Manager Concurrence