

**REGIONAL DISTRICT OF NANAIMO**

**ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY COMMITTEE  
REGULAR MEETING  
Monday, March 9, 2015  
7:00 PM**

***(Oceanside Place, Multipurpose Room)***

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**ELECTION OF SECRETARY**

**DELEGATIONS**

C. Pettigrew – **Oceanside Elementary School Playground Funding Request**

*Motion to receive late delegation.*

**MINUTES**

3-6 Notes of the Regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held November 10, 2014.

7-8 Minutes of the Regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held March 10, 2014.

*Motion to approve Minutes.*

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

9 D. Martin, Area G resident, to E. McCulloch, RDN, **RE: Dashwood Community Garden**

10-11 J. Stanhope, RDN Board to T. Stone, Minister of Transp. & Infrast., **RE: Wembley Road Pedestrian and Cycling Infrastructure Improvements**

12-13 T. Stone, Minister of Transp. & Infrast. to J. Stanhope, RDN Board, **RE: Wembley Road**

*Motion to receive Communications/Correspondence.*

**UNFINISHED BUSINESS**

**REPORTS**

- 14-21            Monthly Update Regional and Community Parks and Trail Projects – Nov-Dec 2014
- Monthly Update Regional and Community Parks and Trail Projects – Jan-Feb 2015  
(handout)
- Wembley Rd. & Area Roadside Trail Update (verbal)
- Dashwood Hall Discussion (verbal)
- Motion to receive Reports.*

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

- 22-24            2014 Accomplishments
- 25-33            2015 Workplan
- 34                5 Year Planning Review 2015-2019

**COMMITTEE ROUND TABLE**

**ADJOURNMENT**

*Motion to adjourn.*

**NEXT MEETING**

June 8, 2015  
7:00pm  
Oceanside Place

**REGIONAL DISTRICT OF NANAIMO**

**NOTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD**

**MONDAY, November 12, 2014**

**7:00pm**

***(OCEANSIDE PLACE MULTI-PURPOSE ROOM)***

**Attendance:** Joe Stanhope, Director, RDN Board, Chair  
Brian Coath  
Rick Horte

**Regrets:** Michael Foster  
Anne Douglas

**Staff:** Wendy Marshall, Manager Parks Services  
Elaine McCulloch, Park Planner

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**CALL TO ORDER**

Chair Stanhope called the meeting to order at 7:00 p.m. (no quorum)

**AGENDA**

MOVED B. Coath, SECONDED R. Horte to adopt the agenda after adding "D. Martin, to A. Harvey, RDN, RE: Dashwood Community Garden" under Communications/Correspondence.

CARRIED

**MINUTES**

MOVED B. Coath, SECONDED R. Horte to adopt the Minutes of the Regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held March 10, 2014, as presented.

CARRIED

**CORRESPONDENCE/COMMUNICATIONS**

L. Gibson to A. Harvey, RDN, **Re: Paved pathway joining Dalmatian Drive & Sumar Lane**

V. van Meel to J. Stanhope, RDN, **Re: Admiral Tryon Blvd. water access improvements**

M. Kraeling to W. Marshall, RDN, **Re: Sumar Lane Community Park Funding Request**

D. Martin, to A. Harvey, RDN, **Re: Dashwood Community Garden**

MOVED B. Coath, SECONDED R. Horte to receive the correspondence.

CARRIED

## **REPORTS**

**Monthly Update Regional and Community Parks and Trail Projects – Feb, Mar 2014**

**Monthly Update Regional and Community Parks and Trail Projects – April 2014**

**Monthly Update Regional and Community Parks and Trail Projects – May 2014**

**Monthly Update Regional and Community Parks and Trail Projects – June, July, Aug 2014**

**Monthly Update Regional and Community Parks and Trail Projects – September 2014**

**Monthly Update Regional and Community Parks and Trail Projects – October 2014 (handout)**

### **Yellowbrick Road Community Park Trail Development Update**

E. McCulloch provided a verbal update regarding the trail construction through the newly dedicated community parkland on Lowry's Rd. The trail has been constructed by the developer and has been approved by RDN parks staff.

### **1032 Lowry's Rd Rezoning Update**

E. McCulloch provided a verbal update regarding the rezoning application process at 1032 Lowry's Road. Through the planning referral process, Parks staff have requested that the required five percent park land dedication be accepted and has indicated that the preferred location of the park is adjacent to the existing community parkland which fronts onto Wembley Rd. In regards to amenity contributions, staff has indicated that they would support the construction of a gravel path through the new park connecting the new internal road with Wembley Rd. and Windridge Pl. as well as a monetary contribution towards park land improvement in the area. Parks staff have informed the Ministry of Transportation and Infrastructure that the E&N rail trail head will be located at Lowry's Rd. and that the community would likely support a separated roadside trail along Lowry's Rd. to allow people to safely access the rail trail through the community.

### **Wembley Rd and Area Roadside Trails**

E. McCulloch handed out a planning map of the area around Wembley Rd. to the Committee members for reference during the following discussion regarding the potential trail/low traffic road connections in the area surrounding Wembley Rd.

Director Stanhope informed the Committee that he has recently spoken with Michelle Stillwell, MLA regarding the safety concerns on Wembley Rd., specifically in regards to the new Oceanside Elementary School. Stillwell will be advocating for improvements to Wembley Rd on behalf of the community.

Parks staff has been working with the Ministry of Transportation regarding potential separated roadside paths and trails connections in the area. These connections include the following: along Lowry's Rd from Wembley Rd. (Oceanside Elementary School) to the E & N Rail Trail staging area; construction of the Stanhope Trail from Wembley Rd. to Ackerman; construction of a trail through Sanika Close Community Park, along the Island Hwy, then along the northern undeveloped section of Ackerman Rd. to Oceanside Place/Wembley Mall; and the construction of a trail along undeveloped Ackerman Rd. from Wembley Rd. to Church Rd.

The development of these connections will likely be funded through a variety of ways including developer requirements at time of subdivision, through the Electoral Area 'G's Community Works funding, and by the Ministry of Transportation.

R. Horte suggested that staff consider investigating the following:

- whether the undeveloped portion of land at the end of Yellowbrick Rd. at Wembley Rd. be used as a student drop off location in an effort to ease congestion near the school at peak periods;
- if MoTI could do something to stop drivers from going around vehicles on Wembley Rd. who are waiting to turn left onto Crystal Court as well as onto Lowry's Rd.;
- if permanently opening up the emergency access gate to Ackerman Rd. behind Oceanside Place might ease congestion around Oceanside Place/Wembley Mall, specifically the driveway out to Wembley Rd.

### **Dashwood Hall Upgrade Updates**

Staff informed the Committee that the necessary upgrades to Dashwood Community Hall can be funded with the Electoral Area 'G' Community Works funds. Through discussion the Committee felt that it would be more appropriate if the Dashwood community provide the funds and support for the upgrades and renovations to the Hall. Traditionally community halls have always been built and maintained through the sweat equity of the community that uses it. It was suggested that the community could approach local service clubs for their support in funding and managing the project and that the RDN could provide an appropriate level of funding based on the number of residents the hall serves. RDN staff will investigate what amount of funding might be appropriate given the population of the area.

MOVED B. Coath, SECONDED R. Horte to receive the reports.

CARRIED

### **BUSINESS ARISING FROM THE CORRESPONDENCE/COMMUNICATIONS**

**L. Gibson to A. Harvey**, RDN, Re: Paved pathway joining Dalmatian Drive & Sumar Lane

Through discussion the Committee members felt that there does not appear to be a significant issue with the short pedestrian/cycling connection joining Dalmatian Dr. to Sumar Ln. Gravel is spilling onto the paved road causing a hazard however the committee does not feel as though that is a major concern. If the site was to receive improvements it would require re-grading to reduce the grade change where it meets up with Sumar Ln. The committee feels as though there are higher priority projects already on the work plan.

**V. van Meel to J. Stanhope**, RDN, Re: Admiral Tryon Blvd. water access improvements

B. Coath and E. McCulloch updated the Committee on the community efforts to undertake improvements to the Admiral Tryon Blvd. water access. This is not an RDN park therefore there is little the RDN can do to mitigate the community's disagreement as to what should happen at this location.

**M. Kraeling to W. Marshall, RDN, Re: Sumar Lane Community Park Funding Request**

E. McCulloch has spoken with this community member and has advised that the applicant gather community support for her proposal and to present it at an upcoming POSAC meeting.

**D. Martin, to A. Harvey, RDN, Re: Dashwood Community Garden**

E. McCulloch has spoken with this community member and has advised that the applicant gather community support for her proposal and to present it at an upcoming POSAC meeting.

**COMMITTEE ROUNDTABLE**

Director Stanhope invited the Committee to a public open house being held on Tuesday, November 18<sup>th</sup> at Nanoose Place regarding the Fairwinds Lakes District Regional Park Management Plan.

**ADJOURNMENT**

MOVED R. Horte to adjourn at 8:30 p.m.

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Chairperson

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE ELECTORAL AREA 'G' PARKS AND OPEN SPACE ADVISORY  
REGULAR COMMITTEE MEETING HELD  
MONDAY, MARCH 10th, 2014  
1:00 PM  
(Oceanside Place, Multipurpose Room)**

**Attendance:** Brian Coath, Acting Chair  
Michael Foster  
Rick Horte  
Anne Douglas

**Staff:** Wendy Marshall, Manager of Parks Services  
Elaine McCulloch, Parks Planner  
Kelsey Cramer, Parks Planner

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**CALL TO ORDER:**

Acting Chair B. Coath called the meeting to order at 1:00 p.m.

A. Douglas agreed to take minutes for the meeting. Committee members expressed their preference for rotating this duty.

**MINUTES**

MOVED M. Foster, SECONDED R. Horte that the Minutes of the regular Electoral Area 'G' Parks and Open Space Advisory Committee meeting held December 9, 2013 be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED A. Douglas, SECONDED R. Horte that the following correspondence be approved:

**S. Mohan, Little Qualicum/Dashwood Emergency Preparedness, Re: Dashwood Hall Upgrades.**

CARRIED

**REPORTS**

**Monthly Update Regional and Community Parks and Trail Projects June – December 2013**

**Monthly Update Regional and Community Parks and Trail Projects –January 2014**

**Dashwood Hall Upgrades Update (verbal)**

Further to the December meeting, Parks Services Manager Wendy Marshall provided an update on the requested cost estimates for renovations at the Little Qualicum Hall on Centre Rd.

**Accessibility:** estimated \$16,000 for a ramp, 2<sup>nd</sup> door and renovations to both washrooms. Estimated cost for plans is an additional \$3,000.

**Septic:** New septic field estimated at \$17,500. Currently there is no septic field in place.

The timing and sequence of renovations was discussed, as well as financing options. One option is to phase the necessary projects and finance the work over four budget years, beginning in late summer 2014 through to 2017.

There was also a discussion regarding opportunities for volunteer to participate in the renovations. Some jobs may be open to volunteers; however this has to be determined on a case by case basis, depending on whether specialized equipment or certification is required.

MOVED M. Foster, SECONDED R. Horte that staff be directed to look at financing alternatives and project scheduling, including the possibility of financing the entire Dashwood Hall project at once.

CARRIED

### **E & N Regional Trail Update (verbal)**

Kelsey Kramer, Park Planner provided an update on the proposed multi-use rail/trail project that will result in 10 km of additional trails between Parksville, Coombs and Qualicum beach. Proposals are being received. Public and stakeholder consultation is planned.

Currently the trail width is 3 m; Mike Foster commented that equestrian use works better with a 4 m width. Federal funding is available for design and construction of these trails. Further to Mr. Foster's suggestion, Ms. Kramer will contact additional equine stakeholder groups.

### **Community Parks and Trails Work Plan 214**

The finalized Community Parks and Trails Strategic Plan January 2014 was presented

MOVED R. Horte, SECONDED M. Foster that the reports be received.

CARRIED

### **COMMITTEE ROUND TABLE**

There was a discussion around opportunities for having developers assist with clearing approved parkland while equipment is on site, and before homes are constructed. Staff advised that there is no provision for this under existing legislation; however developers are sometimes willing to participate in the development of community parks in addition to the land dedication.

### **ADJOURNMENT**

MOVED A. Douglas that the meeting be adjourned at 2:10pm.

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Chairperson



**From:** d martin [mailto:d.martin248@yahoo.ca]  
**Sent:** Tuesday, February 24, 2015 4:44 PM  
**To:** McCulloch, Elaine  
**Subject:** DASHWOOD COMMUNITY GARDEN

Elaine McCulloch,  
Community Parks Planner, RDN

Dear Ms. McCulloch,

On behalf of interested gardeners in our community, I would like to inform you of our hope for a Community Garden at the Dashwood Park on Centre Rd.

Our vision is to have a shared green space which is maintained by community members for their use and enjoyment. Gardeners would grow food and flowers, share knowledge with community, celebrate through social gatherings, and enhance the green space.

To date I have done the following:

- Recruited members to establish a non-profit society, as all Community Gardens in B.C. must do;
- Been to Seedy Sat. in Qualicum with posters up, and talked to people about the proposed community garden;
- Written approval from the Little Qualicum Waterworks District, that should the garden become a reality, they would supply us with water, the details to be worked out at that time;
- Put up posters on bulletin boards, encouraging interest in establishing the garden;
- Spoken to the editor of the Eyes on B.C. magazine. She has a spot for an article in the Mar. 1<sup>st</sup> edition. I also have plans to speak to our local paper about an article there.
- Spoken to the past president and founder of the Qualicum Community Garden, and discovered they have an 11 person waiting list.

During the next few months we hope to recruit more members to establish a non-profit society. As a society we can apply for funding from various organizations and corporations.

Also in the next few months we hope to have a written proposal for consideration by P.O.S.A.C. It will include estimates for our start-up costs, for example: fencing, cedar boards for garden beds, and soil. It will also have a plot plan of the Dashwood Park.

Thank you for your time, if you require any further information, please contact me at 752-5127, or email: [d.martin248@yahoo.ca](mailto:d.martin248@yahoo.ca)

Donna Martin



November 28, 2014

Honourable Todd Stone  
Minister of Transportation and Infrastructure  
PO Box 9055  
Stn Prov Govt  
Victoria BC  
V8W9E2

Dear Minister Stone:

**RE: Wembley Road (RDN Electoral Area 'G') Pedestrian and Cycling Infrastructure Improvements**

Over the past three years the Regional District of Nanaimo (RDN) has been working with staff at the Ministry of Transportation and Infrastructure to identify options to improve pedestrian and cycling infrastructure along Wembley Road in Electoral Area 'G'. With the recent school closures in the Parksville area and the conversion of Oceanside Middle School to an elementary school, the safe passage of children along Wembley Road's roadway has reached a critical level.

Since this past September Ministry staff have met with members from the RCMP's Oceanside Detachment, RDN Parks staff, and officials from School District #69 (Qualicum) to review options to resolve this safety issue.

Through this process the Regional District has and will remain committed to work with the Ministry to develop paths and connectors to Oceanside Middle School using a combination of dedicated parkland, unused road allowances, and where feasible a roadside path along Lowry's Road to ultimately connect with the E&N Rail Trail that is in the planning stages. Unfortunately, the primary issue for the safety of pedestrians and cyclists along Wembley Road still remains since a separate roadside path is not feasible due to a variety of constraints within the road allowance.

At the RDN's Regional Board Meeting held on November 25, 2014 this matter was discussed and the following resolution was carried:

*That the Ministry of Transportation and Infrastructure be requested to expand Wembley Road in Electoral Area 'G' to allow for a 1.5 metre wide paved shoulder for the southbound lane (Wright Road to City of Parksville boundary) and for the northbound lane (City of Parksville boundary to Wright Road to) to provide for safer passage for pedestrian and cycling use within the Road Allowance.*

6300 Hammond Bay Rd.  
Nanaimo, B.C.  
V9T 6N2

Ph: (250)390-4111  
Toll Free: 1-877-607-4111  
Fax: (250)390-4163

RDN Website: [www.rdn.bc.ca](http://www.rdn.bc.ca)

I cannot emphasize enough that I am looking for the Ministry to strongly consider this request from the Regional District's Board in order to ensure that our residents have safe passage along the roadside of Wembley Road to vital community facilities including Oceanside Place arenas, services in the City of Parksville, and to schools in the Parksville area.

Thank you for your consideration to this request. Should the Ministry require more information on this matter, please contact Tom Osborne, General Manager of Recreation and Parks at 1-888-828-2069.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Stanhope". The signature is fluid and cursive, with a large loop at the end.

Joe Stanhope  
Chairperson / Director, Electoral Area 'G'

cc: J. Tillie, Operations Manager, Central Island Area, MOTI Vancouver Island District  
M. Stilwell, MLA, Parksville-Qualicum  
Board of Education, School District 69 (Qualicum)  
Mayor and Council, City of Parksville  
Staff Sgt. B. Hunter, Oceanside RCMP  
P. Thorkelsson, Chief Administrative Officer  
T. Osborne, General Manager, Recreation and Parks



|                  |                                     |         |                                     |
|------------------|-------------------------------------|---------|-------------------------------------|
| RDN CAO'S OFFICE |                                     |         |                                     |
| CAO              | <input checked="" type="checkbox"/> | GM R&P  | <input checked="" type="checkbox"/> |
| GMS&CD           |                                     | GM T&SW |                                     |
| GM R&CU          |                                     | DF      |                                     |
| JAN 12 2015      |                                     |         |                                     |
| DCS              |                                     | BOARD   |                                     |
| CHAIR            | <input checked="" type="checkbox"/> |         |                                     |

January 9, 2015

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

Reference: 231747

**Re: Wembley Road**

Dear Joe Stanhope:

Thank you for your letter of November 28, 2014, regarding pedestrian and cycling infrastructure along Wembley Road in Parksville.

The ministry remains committed to a safe and efficient road network that supports multi-modal transportation. I understand ministry staff have met with Regional District of Nanaimo (RDN) staff, the Royal Canadian Mounted Police and officials from School District #69 (Oceanside) over the past few months to discuss pedestrian and cycling safety on Wembley Road near Oceanside Middle School. I am also advised that ministry staff recently toured the area with Michelle Stilwell, MLA for Parksville-Qualicum, to discuss safety along the corridor.

I am glad to note that as a result of these meetings, recent improvements on the corridor include the installation of a four-way stop at the intersection of Wembley and Wright roads, as well as the installation of additional "Share the Road" signs along Wembley Road, to alert drivers to the presence of pedestrians.

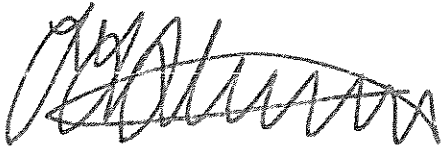
I have asked the ministry's local Operations Manager, Johnathan Tillie, to arrange an opportunity to meet with you and discuss further improvements, including the RDN Board's request for 1.5 metre shoulders on both sides of Wembley Road from the City of Parksville boundary to Wright Road.

.../2

In the meantime, should you have any further questions and concerns, Mr. Tillie can be contacted at [Johnathan.Tillie@gov.bc.ca](mailto:Johnathan.Tillie@gov.bc.ca) or 250 751-3287 and would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone', written in a cursive style.

Todd G. Stone  
Minister

Copy to: Michelle Stilwell  
MLA, Parksville-Qualicum

Jonathan Tillie, Operations Manager  
Vancouver Island District

## Parks Functions Report

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

**DATE:** January 23, 2015

**FROM:** Wendy Marshall  
Manager of Parks Services

**FILE:**

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

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During November and December staff have been involved with the following projects and issues.

### **Electoral Area Community Parks**

#### ***Area A***

Graffiti was cleaned off the skateboard park and wood debris was removed from the Nelson Boat Ramp.

Staff prepared and distributed the November 19<sup>th</sup> PRCC meeting agenda package, attended the meeting and prepared the meeting minutes.

#### ***Area B***

The Whalebone Community Parks received a cleaning up. Old wooden chairs and other debris were removed.

Staff prepared and distributed the November 4<sup>th</sup> Area B POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff met with the consultant for the Huxley Park Master Plan to provide feedback and suggest revisions to the draft plan.

Staff corresponded with a representative from the Huxley Ball Hockey Association regarding options for upgrading/repairing the sport court.

Staff corresponded with a representative from the Gabriola Softball Association regarding a potential location of a playground at Rollo McClay Community Park.

#### ***Area C – Extension***

Staff coordinated draft design work with community members on commemorative park signs scheduled for installation in spring 2015.

Staff attended a pre-application meeting with a developer interested in rezoning and subdividing property in Extension; feedback was provided regarding potential parkland dedication/development opportunities.

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

Staff met with Vancouver Island University Horticultural Program students to receive and provide feedback on their term project final presentations. Five groups presented their unique designs for the plaza and picnic area at Anders and Dorrit's Community Park.

**Area E**

Parks staff conducted a site visit to the parkland dedication at Oak Leaf Drive. The developer was advised of required modifications.

**Area F**

Meadowood Community Park: Volunteers worked with Pickles TimberWorks to install a timberframe picnic pavilion in the park. After the roof is installed in January, final RDN Building inspection will be scheduled. A \$3,000 donation was received from Coastal Community Credit Union toward the park development, as well as a \$250 private donation. A bike rack, a garbage can and 11 parking curbs were installed at the park.

Drainage issues at the Dashwood 2 Fire Hall were investigated. Parks staff will meet with the Fire Hall members and quotes for the work will be requested.

At Harris Crescent staff removed garbage and debris and carried out brushing and limbing of overgrown branches.

The ditch at the Errington Farmers Market was inspected and was modified during the December storm events. A fire pit was removed from the stage area.

Staff prepared a draft trail map sign for Malcolm Community Park.

Staff prepared and distributed the November 17<sup>th</sup> Area F POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff continued to provide support to the Silver Spur Riding Club for their Little Mountain Provincial Section 57 Trail application. Staff provided First Nations consultative advice.

**Area G**

Staff prepared and distributed the November 12<sup>th</sup> Area G POSAC meeting agenda package, attended the meeting and reviewed the minutes.

Staff attended a meeting with RDN Planning and MoTI staff regarding the Earthbank rezoning application.

The trail and stairs at Miller Road Community Park were cleared of leaves and debris. A dead tree at Maple Lane Community Park was assessed and it was removed.

**Area H**

Staff installed a log retaining wall around the newly installed swing in Henry Morgan Park. The log wall retains the Softfall playground surfacing and kids can walk on the top of the logs. The playground surfacing was installed and the area made ready for use.

Staff worked with the Director, landowners and community volunteers on the development of local skills in map making in respect of non-RDN area trails. Volunteers were trained in the use of loaner GPS units.

New maps and direction signs were installed at Oakdowne Community Park and trees were removed across the trail. The post and regulation sign was re-installed.

A new directional sign for Wildwood Community Park was installed off the Highway 19A.

A new sign was installed at Deep Bay Community Trail and the trail cleaned of leaves and debris.

### **Miscellaneous**

Staff met with City of Nanaimo parks staff to review their "Volunteers in Parks" program.

Staff completed the 2015 POSAC meeting scheduling and venue booking.

### **Community Works Projects**

#### ***Area B***

Parks Staff met with two representatives from the MOTI to discuss preliminary feedback to the 85% design package for the Village Trail. MOTI would like to see any more engineering involvement in the design of the walls and guardrails that will be required. The civil and structural engineers on the project will be reviewing the design in detail following MOTI's input and will be engaged to ensure the final design conforms with MOTI's standards.

#### ***Area C - Extension***

At Extension Miners Community Park work continued on the landscaping around the new bridge. Large rocks were moved from the front of the park to an area close to the bridge and shrubs and trees were planted. Two sections of split rail fence were built and regulation and no trespassing signage was installed. A concrete pad was poured and a picnic table installed.

#### ***Area F***

Parks staff assisted with preparing the report to the Board regarding the purchase and moving of surplus portables from School District 69 to the School District lands adjacent to Meadowood Community Park.

#### ***Area G***

Parks staff continued to look at trail connections in the French Creek area between Wembley Mall and Oceanside Elementary School. Staff will be preparing a report for consideration by the Board that itemizes the trails and proposed costs, to be covered by Community Works Funds. The Ministry of Transportation has been requested to look at opportunities to improve Wembley Rd.

#### ***Morden Colliery Bridge***

Staff provided community members with information regarding a feasibility study for a bridge crossing over the Nanaimo River (and within the Morden Colliery Regional Trail corridor) which was approved by the Board in October.



### ***Regional Significant Gas Tax Project***

Consultants continue to finalize the E & N trail and drainage design. A meeting with residential stakeholders along a section of the proposed alignment was held to review the alignment. The option of locating the trail on a portion of their property, and the appropriate mechanism for doing so, is under consideration.

## **Regional Parks**

### ***Arboretum***

Park staff removed a squatter's tent and belongings from site. Park staff filled in old soil test pits located in the research forest.

### ***Arrowsmith CPR Regional Trail***

Park Staff conducted a site inspection at the trail head to look at options for the kiosk replacement. Parks Staff designed and produced a new trailhead sign to replace the existing sign on site. The information was updated and the GIS department prepared a new map. The sign will look similar to the trailhead kiosks located at other sites. Production is underway and installation will likely occur in the spring.

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

A new kiosk was installed at the park entrance. A regulation sign was re-installed further down the trail. Garbage was removed from site. A restoration planting was completed for the area of the newly installed information kiosk.

Parks staff drafted a Terms of Reference for the first Management Plan for this regional park. The Terms of Reference will require Board approval to proceed. The intent is to prepare the management plan, including all associated public consultation, in-house by RDN staff. Specialized consultants in ecology and archaeology will be retained to provide preliminary baseline data for the park. It is anticipated that the management planning process will get underway in the spring of 2015.

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

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Staff redecked a couple of the bridges on the Weigles Rd. side of the park.

Parking patterns continue to be monitored at Jameson Road and the upgraded Creekside Place Community Park parking lot. Local residents continue placing NO PARKING flyers on vehicles still parking on Jameson Road. Staff responded to public inquiries about the new signs and are in discussions with MOTI and the RCMP regarding potential next steps for enforcement and towing.

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

Park staff conducted trail inspections.

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

Park staff conducted park inspections.

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

Park staff conducted park inspections.

### ***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 removed fallen and hanging trees throughout the trails. Two new posts and trail directional signage were installed. Park Staff assessed a possible stair location in the park.

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

Park staff conducted park inspections and reviewed project progress.

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

Parking lot upgrades were completed at the Lioness trailhead. Trail inspections were done on the main and north loop. Staff installed the new directional sign off the old Island highway for the north loop. The main trail and bridges were cleared of leaves and debris. Erosion caused by severe rain was repaired along the trail.

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

Park staff conducted park inspections. Under PUP, parks staff worked with BCCF, Qualicum Beach Streamkeepers and DUC to install deer fencing and 1,000 native plants at the Estuary over a 2-day period. Staff provided background information for a feature article written up in the Oceanside Star. DUC will prepare monitoring protocols for the project and BCCF will work with QB Streamkeepers to maintain the plantings over the first years. Fencing is to be removed by BCCF after plants reach above deer-browse height.

The Mid-Island Guardians were advised by RDN (in consultation with DUC) that the last installment (\$10K) will be dispersed after receipt of the Goose Strategy, which is anticipated by March 2015.

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

Parks Staff drafted a report on the current status of the bridge over the LQR, within the LQRRP. An engineering assessment will provide cost estimates for improvements to the bridge and recommendations on its repair or replacement. Park staff conducted ditch maintenance and repaired the culvert at the parking lot.

Park staff conducted park inspections and maintained trails.

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

Park staff conducted park inspections and maintained trails. Staff contracted repairs to the Caretaker House washroom. A dedication bench (Michael's bench) that broke loose from its foundation during the December king tides was rescued by Park staff. The family was informed and staff will re-secure the bench on higher ground at Cooks Point.

Coastal Animal Services continues to conduct regular off-leash patrols of the main trails of the park. Verbal warnings (3) and written warning notices (1) are now being issued. A dog brochure is being developed to further communicate the leash rule to visitors.

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

Park staff re-installed a post and no trespassing sign at the end of trail. The trail was cleared of leaves and debris. Park staff re-installed the fence and the bench at the Nanaimo River due to more erosion that occurred during high water events.

### ***Mount Arrowsmith Massif Regional Park***

Park staff conducted park inspections.

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

A contractor built the Old Road Loop Trail. Park staff conducted park inspections.

Staff continued to work with park partners NALT on a park conservation covenant. Legal input obtained by both RDN and NALT, and research into other covenants carried out. A revised draft was prepared and submitted to RDN lawyers.

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

Park staff sprayed the newly planted trees with deer repellent. A new section of split rail fence was added to existing fence where the river bank is eroding.

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

Park staff conducted trail inspections.

### ***Top Bridge***

Park staff conducted park inspections. Park staff installed a new post and signs up at the PV parking lot.

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

Park staff conducted trail inspections.

Staff continued to liaise with TCT BC representatives and neighbouring jurisdictions on signing the road portion of the route as concerns the 2017 25<sup>th</sup> anniversary goal to see the TCT connected across Canada in time for 150<sup>th</sup> anniversary celebrations.

### ***Witchcraft Lake Regional Trail***

Park staff conducted trail inspections.

### ***Fairwinds Lakes District - Regional Park Management Plan***

In November, staff coordinated the first Advisory Committee meeting, and the first Open House event, which included the revision of presentation panels by consultants, event promotion such as poster design and distribution, paper ad placements, social media updates, and the development of a project website and online survey.

In December, staff continued to work with project consultants on draft plan and public survey review, media updates and stakeholder consultation. A second Open House event is scheduled for March 2015.

### ***Miscellaneous***

Playground inspections were completed. Thin ice signs were installed at various Regional and Community Parks.

Staff continued to provide support to several in-camera land acquisitions for potential regional and community park.

Staff assisted the Ministry of Transportation and Infrastructure in their most recent examination of potential road development between Port Alberni and the Horne Lake area.

Staff updated the All Parks inventory, distributed it to other departments, and began work on parks statistics.

Staff posted invites to the Fairwinds Open House at various park locations throughout the district.

Staff liaised with Chief Recalma of the QFN regarding their assistance in confirming support for a heritage trail through Horne Lake by FN groups to the west.

### ***Bear and Cougar Awareness***

Many people understand they ought to be aware of cougars and bears while visiting RDN parks and trails. Some people however, do not realize they may encounter these animals while in our parks. Conservation and ensuring habitat protection is a high priority for all parks. In an effort to remind park visitors that they may see large wildlife while visiting parks, staff produced stickers that will be placed on existing kiosks and signs. A QR Code on the sticker will direct those who are interested to the RDN website to learn more and review typical recommended responses in the event of an encounter with either animal.

### ***2015 Budget Development***

Work continued on the 2015 budget. Meetings were held with the Electoral Area Directors and the budget revised accordingly.

### ***Park Use Permits and Events***

On December 14<sup>th</sup> the 115th Annual Christmas Bird Count was conducted at ERRP by volunteers and members of the Arrowsmith Naturalists.

Parks staff consulted with the Recreation Department in the development of new recreation programming in RDN Parks, to be delivered by RLC Park Services over a 3-year term. New offerings include Junior Ranger programs, teen trail running, birthday parties in parks, summer day camps and school field trip bookings. At no cost to the Parks Department, these new programs will more fully utilize regional parks such Moorecroft, Englishman River, Lighthouse Country and Big Qualicum Regional Trails.

Parks staff assisted RDN Recreation Department with the set-up of the annual Winter Wonderland at Oceanside Place.

### ***Website and Communications***

Staff compiled content and created a new webpage to remind park visitors that RDN Parks are home to bears and cougars. The website is linked to the stickers that will be located on existing kiosks and signs.

Parks staff prepared RDN community and regional parks promotional information for the Spring/Summer 2015 Active Living Guide.

Staff gave a presentation on RDN Parks at the regular November meeting of the Nanoose Naturalists.  
Staff briefed the new Nanoose Probus walking group on area trails and use of the RDN webmap.

**RECOMMENDATION**

That the Parks Update Report for November and December 2014 be received as information.



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Manager of Parks Services



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General Manager Concurrence

## RECREATION AND PARKS SERVICES

### Parks Services:

- Development of the Park and Trails Guidelines.
- Permit applications were processed and issued for community events, tours, and commercial filing for parks and trails system.
- Lease for new Parks Operations Building negotiated and signed.
- Completed maintenance, safety inspections, cleanup, and repair of all Community and Regional Park sites.
- Continued working with partners, operators, contractors and caretakers to deliver parks services.
- Continued to respond to requests for information and support from Committees, RDN Board, other local governments and residents.
- Assisted in the completion of the RDN Asset Management report.
- Developed the preliminary 2015 Budget.
- Park Assessments:
  - Completed assessments, meetings, reports and negotiations for potential parklands in various Electoral Areas;
  - Negotiated a Licence of Use for Meadowood School Site;
  - Negotiated a Licence of Use for French Creek School Site.

### Community Parks:

- Completion and opening of the Cedar Skate and Bike Park (EA A).
- Development of Community Parks and Trails Strategy for Board approval in 2014 (EA's E,F,G,H).
- Repairs completed to the edge of the Nelson Road Boat Launch (EA A).
- Whalebone Community Park clean and reclaim of entrances completed (EA B).
- Old wells at Whalebone Community Parks were decommissioned (EA B).
- Completed berm around Rollo Water Reservoir (EA B).
- Completed agreement and gate install at 707 Community Park (EA B).
- Worked with GALT to install a new trail in Cox Community Park (EA B).
- Preliminary design completed for the Village Trail (EA B).
- Completed a building assessment of the Extension School (EAC Extension).
- Worked with the community to install a covered bridge and trail in Extension Miners Community Park (EAC Extension).
- Completed a community consultation at Anders Dorrit Community Park (EA CEW/PV).
- Completed assessment of roadside trail options along Jingle Pot (EA CEW/PV).
- Completed drainage improvements and plantings at Errington CP (EA F).
- Completed the detailed design, tender and install of an adventure playground and sport court at Meadowood Way Community Park (EA F).
- Completed assessment of roadside trail options in French Creek (EA G).
- Completed swing install at Henry Morgan Community Park (EA H).
- Assisted volunteers to clear the Essay Road Trail (EA H).
- Assisted volunteers with GPS work on Area H Trails (EA H).
- Completed a funding agreement for Lighthouse Centre Capital Upgrades (EA H).
- Installed signs in Oakdown Community Park (EA H).

- Installed ramp to beach at Shoreline Drive Beach Access (EA H).
- Ongoing support to Community Park Advisory Committees (all EA's).
- Ongoing support for review of subdivisions, park land dedications and acquisitions (All EA's).

### ***Regional Parks and Trails:***

- The Regional Parks Brochure was updated, printed and distributed.
- Beachcomber:
  - kiosk designed and installed.
- Benson Creek Falls Regional Park:
  - the Management Plan was completed for Board approval in January;
  - Designed and installed parking upgrades at Jamison Road;
  - Park lease renewal negotiated for 30 years.
- Coats Marsh Regional Park:
  - the flood mitigation berm was completed and a new pond leveler was installed.
- Descanso Bay Regional Park:
  - completed projects include road and campsite upgrades.
- E&N Trail:
  - Preliminary assessments completed;
  - applications made to MOTI and ALR;
  - design completed to 50%.
- Fairwinds- Lakes District Regional Park:
  - concluded park dedication phasing and development agreements as part of rezoning of the Fairwinds Lakes District Lands;
  - commenced the development of the Parks Management Plan for the Regional Park per the Phased Development Agreement with Fairwinds;
- Horne Lake Regional Park:
  - new generator was purchased and installed;
  - completed projects include new road and campsite development, campsite upgrades, caretaker house repairs, trail signage;
  - highway signs and the Horne Lake Road directional signs were replaced.
- Lighthouse Country Regional Trail:
  - completion of staging area at Lighthouse Community Park Entrance;
  - interpretive signs developed and installed.
- Little Qualicum River Regional Park:
  - bridge assessment and legal advice obtained for transfer of easement back to the RDN;
  - ATV control and signage installed.
- Little Qualicum River Estuary Regional Conservation Area:
  - continued working with partners on invasive plant removal; worked with partners to install three plant enclosures.
- Morden Colliery Regional Trail:
  - report and assessment on bridge options over the Nanaimo River was completed;
  - completed repairs and upgrades to the Thatcher Creek Bridges.
- Moorecroft Regional Park:
  - trails upgraded;
  - boat house roof replaced;
  - completed building assessment of Kennedy Hall;

- renovated the bathroom in the caretakers house;
- arranged for animal control to visit the park to help with dog off leash issues;
- installed trail signage.
- Mount Benson Regional Park:
  - the Witchcraft Lake Trail Agreement yearly report was completed;
  - the emergency access road was upgraded;
  - trails in park were developed and upgraded.
- Nanaimo River Regional Park:
  - removed broom and planted 100 new trees.
- TransCanada Trail:
  - trail realigned after consultation with equestrian group and land owners;
  - licence renewal completed.
- Park Assessments:
  - completed three assessment and Board reports for regional parkland.



## RECREATION AND PARKS SERVICES

### WORK PLAN PROJECTS AND ACTIVITIES

|   |  |
|---|--|
| + | On track                               |
| ✓ | Completed                              |
| - | Behind schedule / due date changed     |
| X | Significantly delayed or reprioritized |

|  | <i>action</i>   | <i>due date</i> | <i>progress</i> | <i>comment</i> |
|--|---|-----------------|-----------------|----------------|
| Operational Efficiency and Services Review | All departments within the Recreation and Parks Service Area will participate in the review | June 2015       | -               | Ongoing.       |

#### 2014

| <i>All Parks Services</i> | <i>action</i>  | <i>due date</i>  | <i>progress</i> | <i>comment</i>  |
|---------------------------|--|--|-----------------|---|
| Parks Operations Building | Secure site, building and yard for Parks Planning and Operations staff and equipment | <del>June</del><br><del>Sept</del><br><del>Dec</del><br>Mar 2015 | -               | Site secured and approved by Board. Lease signed. Building under construction. Move date to Jan due to construction delays. |
| Donation Program          | Complete the Parks Donation Policy   | <del>Nov</del><br>Mar 2015                                       | -               | Delayed by staffing issues.   |
| Asset Management          | Work with consultants on review of asset management program                          | July   | ✓               | Complete.   |

#### 2015

| <i>All Parks Services</i> | <i>action</i>  | <i>due date</i> | <i>progress</i> | <i>comment</i> |
|---------------------------|--|-----------------|-----------------|----------------|
| Website Upgrades          | Assess web pages and continue to create pages to provide timely information to residents | ongoing         | +               |                |
| Parks Maintenance         | Continue with park and infrastructure inspections and maintenance programs               | ongoing         | +               |                |

|                                       |  |         |   |  |
|---------------------------------------|--|---------|---|--|
| Parks Services                        | Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services | ongoing | + |  |
| GIS and Mapping                       | Continue to work with GIS staff to map trails and facilities and update the RDN mapping system                           | ongoing | + |  |
| Invasive Plant Program                | Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans                | ongoing | + |  |
| First Nations identification on signs | Work with First Nations to determine how to proceed for both Regional and Community Park Signage                         | 2015    | + |  |

## 2014

| Community Parks & Trails Services                        | action   | due date                                  | progress | comment  |
|--|--|---|----------|--|
| Community Parks and Trails Developer Information Package | Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy | <del>Nov</del><br>June<br>2015            | +        | Underway.  |
| Community Park signage                                   | Increase signage in developed parks  | <del>Dec</del><br>Feb 2015                | -        | Delayed due to staff resources.  |
| Beach access and undeveloped road Right-of-Ways (EA A)   | Work with committee to create plan for development   | <del>May</del><br>Sept<br>Mar 2015        | -        | Commission working on Plan. Committee continues to work on plan.   |
| Nelson Road boat launch (EA A)                           | Repairs to edge of ramp  | <del>July</del><br>Oct<br>Dec             | ✓        | Complete.  |
| Huxley Community Park Plan (EA B)                        | Completion of park development plan  | <del>Apr</del><br>July<br>Jan<br>Mar 2015 | -        | Topographic's Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Spring 2015. |

|   |  |                                       |   |   |
|---|--|---------------------------------------|---|---|
| Village roadside path (EA B)  | Design and costing for tender of multiuse path   | July<br><del>Dec</del><br>Mar<br>2015 | - | Topographic's Landscape Architecture retained and work underway. Plan forwarded to MOTI for review. Final drawings and costing being prepared. MOTI has asked for Engineered drawings for some sections of trail and Engineer review of the project.  |
| Whalebone Community Park clean-up & reclaim entrances (EA B)                                    | Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase | Oct                                   | ✓ | Complete.   |
| Rollo McClay Community Park water reservoir upgrades (EA B)                                     | Complete berm and seed   | Apr                                   | ✓ | Complete.   |
| 707 Community Park gate (EA B)  | Create agreement with landowner and install gate   | June                                  | ✓ | Complete.   |
| Honeysuckle Trail (EA B)  | Work with GALTT & MOTI on trail permit & development   | <del>Oct</del><br>Feb                 | - | Staff have GPS'd route to determine if the trail is on MOTI land.   |
| Decourcy Drive Stairs – MOTI (EA B)   | Submit a permit to MOTI to construct stairs  |                                       | ✓ | Complete.   |
| Extension School (EA C)   | Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission                          | Nov                                   | + | Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept.   |
| Extension Miners Community Park bridge and trail (EA C)   | Complete design and install bridge and trail   | July<br><del>Dec</del><br>Mar<br>2015 | - | Bridge completed. Trail design is completed and installation is almost complete. Stairs in the park will be built by community volunteers in the spring.  |
| Jingle Pot roadside path (EA C EW/PV)   | Design and Costing for Tender of multi-use path and/or expanded roadside                                       | July<br>2015                          | ✗ | Meeting with neighbours taken place and meeting with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. Letter sent to MOTI asking them to expand the road shoulder along the road. |
| Andres Dorrit community consultation (EA C EW/PV)   | Complete the community survey; compile and assess results  | Jan                                   | ✓ | Survey completed.   |
| Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV) | Complete studies and designs as determined through the community consultation process                          | <del>Nov</del><br>Jan<br>2015         | - | Report prepared for the June POSAC meeting and decision is to remove house. Staff are reviewing options for removal for the October POSAC meeting. House will be removed in Jan   |

|  |  |                         |   |  |
|--|--|-------------------------|---|--|
| Blueback Community Park development (EA E)                 | Complete planning process and develop Phase I  | Dec<br>Mar<br>2015      | - | Draft plan was presented to POSAC and changes are being incorporated into the plan.  |
| Meadowood Way Community Park development (EA F)            | Complete design, tender and install  | July<br>Sept            | ✓ | Complete. Opening to be held in Spring.  |
| Errington Park upgrades (EA F)                             | Work with community to upgrade park for the 100 year anniversary                         | Nov                     | ✓ | Meeting held with Errington War Memorial Society members to review upgrades to the park. 2014 work completed   |
| Errington Community Park (EA F) operator agreement         | Complete the agreement with the Errington Hall Society                                   | Apr<br>Dec<br>Mar 2015  | - | Delayed due to staff resource issues.  |
| Malcolm Park signage plan (EA F)                           | Create a signage plan and install  | Sept<br>Jan 2015        | + | Staff assessing trail head access and signs for trails are being ordered. Trails GPS'd and signs will be installed in Jan.   |
| Columbia Beach well capping (EA G)                         | Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park | Sept<br>Nov<br>Feb 2015 | - | Lee Rd wells added to the list. Locations need to be verified to confirm which wells are on RDN land.  |
| Little Qualicum Hall upgrades (EA G)                       | Develop multiyear plan for hall repairs and proceed on priority items                    | Dec                     | ✗ | Staff investigating funding options. Community Work Funds available but POSAC would like funds to be raised by the community. Staff to revisit in September 2015.                              |
| Wembley Road roadside path (EA G)                          | Design and costing for tender of multi-use path and/or expanded roadside                 | Dec 2014                | ✗ | Discussions and site visit with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI. |
| Henry Morgan Community Park Phase II (EA H)                | Install swings and porta potty   | July<br>Oct             | ✓ | Complete.  |
| Essary Trail development (EA H)                            | Work with volunteers to complete the trail   | May                     | ✓ | Volunteers cleared trail. Signs installed. Complete.   |
| Agreement Lighthouse Community Park (EA H)                 | Complete agreement for park management with the Lions Club                               | Apr<br>Dec              | - | Delayed due to staff resource issues.  |
| Oakdowne Community Park signs (EA H)                       | Install signs as per plan  | Mar<br>June<br>Oct 2014 | ✓ | Complete.  |
| Shoreline Drive stairs (EA H)                              | Install new stairs   | Apr<br>July 2014        | ✓ | Complete.  |
| Lighthouse Centre Capital Upgrades and Maintenance Funding | Complete a funding agreement with the Lighthouse Community Centre Board                  | Oct 2014                | ✓ | Capital Plan received from the Lighthouse Community Centre Board. Drafting contract. Funding approved by RDN Board. Contract sent for signature.   |

## 2015

| Community Parks & Trails Services                       | action   | due date                   | progress | comment   |
|---|--|----------------------------|----------|---|
| Community Park Maintenance Plans                        | Development and implementation of maintenance plans and schedules        | Mar 2015                   | -        | Delayed due to staff resources.   |
| Contract Management                                     | Renew and manage contracts for park's maintenance                        | ongoing                    | +        | New mowing contracts issued.  |
| Village roadside path (EA B)                            | Trail Construction   | 2015                       | +        |   |
| Skateboard Park Site (EA B)                             | Locate site for future skateboard park                                   | 2015                       | +        | <i>Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtaining permission at the fire hall. Search for a new site will take much longer.</i>      |
| Mudge Island beach access development – Phase II (EA B) | Survey and develop sites as outlined in plan (see Board resolution)      | Sept<br>Nov<br>TBD<br>2015 | -        | Davidson Bay site design underway. Archeological review required. Project commencement dependent on findings.   |
| Decourcy Drive Park (EA B)                              | Create a trail and lookout in parkland                                   | TBD<br>New                 | +        | Timing of project to be determined by POSAC through the five-year project plan.   |
| Joyce Lockwood Lease renewal                            | Renew Existing lease   | May 2015                   | +        | Waiting for documents from the Province.  |
| Arrowsmith Community Trail (ACT) next phase (EA F)      | Plan and develop next phase of trails                                    | 2015                       | +        | Costing underway for next phase of development. Small group from POSAC working on priorities and standard of development  |
| Land agreements ACT trails (EA F)                       | Complete agreements with private land owners                             | Feb<br>Oct<br>2015         | -        | Work delayed due to staff resource issues. Now part of Arrowsmith Community Trail project.  |
| Meadowood Portable                                      | Report on acquiring and placement of portable in vicinity of park        | New                        | +        | Initial discussion with SD 69 taken place on securing and moving a portable to site. Report being drafted for Jan Board. Relocation and upgrading of portable project to commence following Board approval. |
| French Creek Paths and Trails                           | Design and construct trails and paths in undeveloped Road Right of Ways. | Dec 2015                   | +        |   |

|                                    |   |           |   |  |
|------------------------------------|---|-----------|---|--|
| Oceanside Cycling Coalition (EA G) | Attend meetings with local community groups for Active Transportation | ongoing   | + |  |
| Water access planning (EA H)       | Work with POSAC to prioritize & implement first phase                 | Sept 2015 | + | First Phase signage will be installed in 2015. |

## 2014

| <b>Regional Parks &amp; Trails Services</b>    | <b>action</b>  | <b>due date</b>                    | <b>progress</b> | <b>comment</b>   |
|--|--|------------------------------------|-----------------|--|
| Brochure                                       | Complete the design; print and distribute copies   | Feb 2014                           | ✓               | Complete.  |
| Goose control                                  | Continue to monitor and review progress of the Guardians of the Estuary  | <del>Sept</del><br>Mar 2015        | +               | Waiting for report from the Guardian of the Estuary group  |
| Morden Colliery Regional Trail Lease           | Work with Province to upgrade and renew the lease  | <del>Sept</del><br>Apr 2015        | -               | Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province. Next step is to consult with First Nations. |
| Morden Colliery Regional Trail bridges         | Repair and upgrade Thatcher Creek bridges  | <del>May</del><br>Aug              | ✓               | Complete.  |
| Lighthouse Country Regional Trail Staging Area | Completion of staging area at Lighthouse Community Park entrance   | Sept                               | ✓               |  |
| Lighthouse interpretive signs                  | Produce and install signs  | <del>Apr</del><br>July             | ✓               | Signs ordered and will be delivered mid-June.  |
| Benson Creek Falls Mgmt. Plan                  | Complete management plan   | Jan                                | ✓               | Plan adopted by Board Jan 28/14.   |
| Benson Creek Falls Regional Park               | <ul style="list-style-type: none"> <li>Geotechnical study for placement of stairs to Ammonite Falls</li> </ul> | <del>May</del><br>July<br>May 2015 | -               | Delayed waiting for decision from province on early lease renewal. RFP under development.  |
|  | <ul style="list-style-type: none"> <li>Design and install stairs to Ammonite Falls</li> </ul>                  | July 2015                          | +               | Due to change in capital budget, design will be done in 2015 and build/install will follow.  |
|  | <ul style="list-style-type: none"> <li>Design &amp; install parking upgrades at Jamison Road</li> </ul>        | <del>Apr</del><br>June             | ✓               | Work completed September.  |
| Descanso Regional Park upgrades                | Campsite and road improvements   | <del>May</del><br>Oct 2014         | ✓               | Underway. Off season work now underway.  |

|  |   |  |   |   |
|--|---|--|---|---|
| Englishman River Regional Park trail development | Trail upgrades and installation of directional signage                | <del>Oct</del><br>Mar 2015                                       | ✓ | Underway.   |
| Horne Lake Boat Launch Upgrades                  | Repair and upgrade boat launch  | <del>May</del><br>Oct 2014                                       | ✓ | Delayed due to budget review and adoption. Further delay due to the high level of the lake. Water levels to remain high for the next year. No repairs needed if the water level is high.                                    |
| Horne Lake generator                             | Replacement of generator  | Apr  | ✓ | Complete.   |
| Horne Lake Regional Park facility upgrades       | Upgrade and relocation of campsites per concept plan                  | Dec  | ✓ | Complete.   |
| Moorecroft Regional Park - trail upgrades        | Update and improve accessibility to sections of trail system          | July   | ✓ | Complete.   |
| Moorecroft Regional Park - facility upgrades     | Boat house roof replacement and Kennedy Hall upgrades                 | Oct  | X | Completed boat house roof. Assessment completed for Kennedy Hall upgrades. Kennedy Hall moved to future year. Washroom for 2015.  |
| Moorecroft Regional Park - dog issues            | Work with bylaw to create a strategy for dog management               | <del>May</del><br><del>Aug</del><br><del>Nov</del><br>Mar 2015   | - | Delayed due to staff resource issues. The park is now patrolled by animal control and staff have the ability to issue warning tickets. Pamphlet under development.  |
| Mount Benson covenant                            | Work with NALT to complete the covenant                               | <del>June</del><br><del>Sept</del><br><del>Nov</del><br>Apr 2015 | - | Delayed due to staff resource issues. Staff have met with NALT and have the draft covenant. A review of the management plan is now required.  |
| Nanaimo River Regional Park - facility upgrades  | Upgrade stairs to river   | Nov  | X | Not proceeding due to environmental constraints.  |
| Nanaimo River Regional Park - invasive species   | Removal of invasive species at park                                   | Nov  | ✓ | Complete.   |
| Morden Colliery Mine tipple                      | Funding to society for engineering report for the tipples restoration | April  | ✓ | Study complete.   |
| TransCanada Trail                                | License renewal with Island Timberlands                               | July   | ✓ | Complete.   |
| TransCanada Trail                                | Realign portion of trail for improved accessibility for equestrians   | July   | - | Agreement in place with Island Timberlands. Waiting for approval from Province for realignment of section through crown land. Now need to get an exemption for Ministry of Environment. Waiting for the exemption approval. |
| Morden Colliery Trail Bridge (EA A)              | Design and costing for tender of multiuse bridge over Nanaimo River   | June 2015  | + | Herold Engineering retained Mar 11/14 to perform work. Report on bridge options was advanced to RPTSC and EA A PRC for comment in October. Board approved design Nov. Trail design underway.                                |

## 2015

| <b>Regional Parks &amp; Trails Services</b>           | <b>action</b>   | <b>due date</b>             | <b>progress</b> | <b>comment</b>   |
|---|---|-----------------------------|-----------------|--|
| Park Warden Program                                   | Continue to work with volunteers  | ongoing                     | +               |  |
| Caretaker Agreements                                  | Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks   | ongoing                     | +               |  |
| Operator Agreements                                   | Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks   | ongoing                     | +               |  |
| Partnerships  | Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRERCA, ERRP, CMRP and MRP | ongoing                     | +               |  |
| Regional Park signage                                 | Install signs and kiosks as per budget plan   | Jan 2015                    | -               | Beachcomber kiosk installed. CPR Trail kiosk to be installed by mid Jan.   |
| Management Plan renewals                              | Create a plan and strategy to review and update plans   | <del>Oct</del><br>Sept 2015 | -               | Delayed due to workload. Underway  |
| E&N Rail Trail (Coombs to Parksville to French Creek) | Design, including preliminary studies, survey and public consultation   | <del>Jan</del><br>Apr 2015  | +               | RFP issued and Koers Engineering selected. Work is underway.   |
| E&N Rail Trail (Parksville to Coombs)                 | Tender and construction of trail  | Summer 2015                 | +               |  |
| E&N Rail Trail (Parksville to French Creek)           | Tender and construction of trail  | Summer 2016                 | +               |  |
| Benson Creek Falls access                             | Work with woodlot manager and province on the trail selection and agreement   | Feb 2015                    | +               | Waiting to receive paperwork from province. Verbal agreement reached.  |
| Benson Creek Falls licence                            | Work with province to explore early renewal   | Mar 2015                    | +               | Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years. Payment made. Staff waiting on official paperwork. |
| Fairwinds Regional Parks Management Plan              | Development of Management Plan  | June 2015                   | +               | Planning commenced Sept. Urban Systems retained. 1 <sup>st</sup> Open House completed.   |



|  |  |         |   |  |
|--|--|---------|---|--|
| Little Qualicum River Regional Park Bridge | Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river. | Dec     | + | Met with lawyer and received direction on legal process and associated implications of taking over the bridge. Board report for Feb RPTSC completed. |
| Little Qualicum River Estuary              | Continue to work with partners on invasive plant removal and upgrades to the fish channel  | ongoing | + |  |
| Regional Park Zoning                       | Work with Planning Department to rezone parks.   | 2015    | + |  |
| Top Bridge Trail Upgrades                  | Work with City of Parksville to Upgrade facilities   | TBD     | + | Meeting to be held to determine timeline. Parksville is currently undertaking the upgrades.  |

# RDN Electoral Area 'G' Community Parks

## 5-Year Project Planning: 2015-2019

### PLANNING WORKSHEET

February 2015

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.

⚙ current year project

|   | Park Code | Budget Notes | General Notes |
|---|-----------|--------------|---------------|
| <b>Ongoing Projects</b>                             |           |              |               |
| Administrative support for Electoral Area 'G' POSAC | n/a       |              |               |

| <b>High Priority Projects (2015/2016)</b>              |       |           |  |
|--|-------|-----------|--|
| ⚙ Stanhope Trail: planning; construction               | G-38  | \$32,000  | 2015 budget amount (\$32,000 from amenity contribution) balance of cost to come from Community Works Funds |
| ⚙ Dashwood Community Hall upgrades                     |       | \$150,000 | portion to come from Community Works Funds; community contribution amount TBD                              |
| ⚙ Columbia Beach CP: well capping                      | G-30a | \$4,000   | 2015 budget amount   |
| ⚙ Roadside trail improvements: Wembley Rd area         |       |           | Community Works Funds  |
| ⚙ Rivers Edge CP: Park & Trail Plan; playground design | G-34  | \$50,000  | order of magnitude cost estimate; cost to be determined through planning/design process                    |

| <b>Medium Priority Projects (2017/2018)</b> |      |          |   |
|---|------|----------|---|
| ⚙ Rivers Edge CP: playground install        | G-34 | \$50,000 | order of magnitude cost estimate; cost to be determined through planning/design process |

| <b>Low Priority Projects (2019/2020)</b>      |       |  |  |
|---|-------|--|--|
| ⚙ Columbia Beach park assessment (bmx trails) | G-30a |  |  |

| <b>CPTS Project Suggestions</b>  |  |  |  |
|--|--|--|--|
| Do a Water Access Site Inventory   |  |  |  |
| Improvements to existing playgrounds: San Pareil, Dashwood, Boulton            |  |  |  |
| Trail improvements between Miller Rd north & south community parks             |  |  |  |
| Consider improvements & RDN management at the Kinkadee water access site       |  |  |  |
| Provide signage at water access sites & Miller Rd                              |  |  |  |
| Prepare an Active Transportation Plan  |  |  |  |
| Investigate feasibility of pedestrian / bike trail from Ganske Rd to Waters Rd |  |  |  |

| <b>Additional Project Suggestions</b> |      |  |  |
|---------------------------------------|------|--|--|
| Lee Rd: trail development             | G-26 |  |  |
| Sumar Lane: benches, plantings        | G-35 |  |  |