

REGIONAL DISTRICT OF NANAIMO

ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE

FRIDAY, MARCH 6, 2014

10:00 AM

(Lighthouse Community Centre, Qualicum Bay)

A G E N D A

PAGES

CALL TO ORDER

ELECTION OF SECRETARY

DELEGATIONS

Motion to receive delegation.

MINUTES

3-4 Minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held October 15th, 2014.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

CORRESPONDENCE/ COMMUNICATIONS

5 W.Marshall, RDN to P. McLean, LCCS, **RE: Contribution Agreement -CWF**

UNFINISHED BUSINESS

REPORTS

6-13 Monthly Update Regional and Community Parks & Trail Projects – October 2014

14-21 Monthly Update Regional and Community Parks and Trail Projects – Nov-Dec 2014

Shoreline Drive Ramp/Stair Repair (verbal)

Motion to receive Reports.

BOARD AND COMMITTEE UPDATES

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

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

DIRECTOR'S UPDATE

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

Next Meeting

Wednesday, May 20th, 2015

10:00am

Lighthouse Community Centre

Distribution: B. Veenhof (Chairperson), D. Seydel, N. Robertson, B. Ellis, V. Weismiller, D. Wiwchar, T. Osborne, W. Marshall, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY
REGULAR COMMITTEE MEETING
WEDNESDAY, October 15, 2014
10:00 AM
(Lighthouse Community Centre, Qualicum Bay)**

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
Richard Leontowich
David Wiwchar
Dagmar Sedel

STAFF: Wendy Marshall, Manager of Park Services
Elaine McCulloch, Parks Planner

REGRETS: Valerie Weismiller
Nancy Robertson
Barry Ellis

CALL TO ORDER

Chair Veenhof called the meeting to order at 10:00am.

MINUTES

MOVED Leontowich, SECONDED D. Wiwchar that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held June 25th, 2014 be approved.

CARRIED

REPORTS

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

Ms. McCulloch gave a summary of the Regional and Community Parks and Trail Projects reports.

Henry Morgan Community Park – Phase 2 install update

E. McCulloch provided a verbal report on the progress on the Henry Morgan Community Park phase 2 install. The site has been prepared and the swings have been ordered. The swing and porta potty install will be completed by the end of October.

MOVED D. Sedel, SECONDED D. Wiwchar that the reports be received.

CARRIED

BOARD AND COMMITTEE UPDATES

Director Veenhof provided the following updates:

Director Veenhof continues to work with RDN and Ministry of Transportation and Infrastructure staff on a number of items including: improving wayfinding signage; investigating the possibility of developing a road side trail from Qualicum Bay to Bowser; and supporting the idea of a potential rest stop at Horne Lake Rd. and Hwy 19. It was noted in the discussion with the Committee that Dagmar would support the idea of a roadside trail but not the idea that improvements to the Lighthouse Regional Trail to connect Qualicum Bay and Bowser could serve as this link (instead of a road side trail). She has observed that many people do not feel comfortable using forested trails due to a perceived danger from cougars and bears that are frequently seen in the area. She also noted that any further improvements to the Lighthouse Regional Trail should allow for equestrian use.

Director Veenhof is planning to initiate a trails group that can work towards creating a trails map which will show all the official and unofficial trails and parks in the area. The RDN and VIU have agreed to provide some mapping assistance to the trails group (e.g. gps units for capturing trail location data). The Lighthouse Community Hall has agreed to host a community trail map webpage from their website and the RDN has agreed to provide a link to this webpage from the RDN Community Parks webpage.

NEW BUSINESS

B. Veenhof noted that signage currently installed at H-25 (RDN map ID) identifies that park as Deep Bay Community Park. As the park is a linear park the committee requested that the sign be changed to read Deep Bay Community Trail.

COMMITTEE ROUND TABLE

D. Sedel has had some positive feedback from community members regarding the new playground at Henry Morgan Community Park.

R. Leontowich told the Committee that a local group has expressed interest in starting a slow pitch league at the Lions Community Park. Chair Veenhof informed the Committee that the Slow Pitch League has received RDN recreation grant funding this year. R. Leontowich also mentioned that the Community Hall signage/message board located at Lions Way and Highway 19A is going to be improved so it will be more legible.

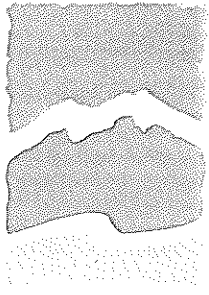
D. Wiwchar noted that the new gravel ramp which replaced the broken stairs at the Shoreline Dr. water access is hazardous due to the loose gravel and the stones slide as you go down the ramp.

ADJOURNMENT

MOVED D. Wiwchar that the meeting be adjourned at 10:50 am.

CARRIED

Chair



REGIONAL
DISTRICT
OF NANAIMO

November 28, 2014

Lighthouse Community Centre Society
4979 Thompson Clarke Dr. W
Bowser, BC, V0R 1G0

Attention: Patricia McLean

Dear Ms. McLean:

Re: Contribution Agreement – Community Works Funds

Please find enclosed two original copies of the Lighthouse Community Centre Contribution Agreement between Lighthouse Community Centre Society and the Regional District of Nanaimo.

Please sign each of the agreement copies as indicated and return both copies at your earliest convenience to:

**RDN Recreation and Parks
830 West Island Highway
Parksville, BC
V9P 2X4**

Attention: Senior Secretary

I will in turn, obtain the authorized signatures of the Regional District and provide you with a fully executed original copy, as well as, a cheque for \$20,000 as per the agreement. The Regional District appreciates the working relationship with the Society and the parks and recreation services provided by your organization.

Sincerely,

Wendy Marshall
Manager of Parks Services

ah

Encl 2

cc B. Veenhof, Director, Electoral Area 'H'
T. Osborne, General Manager of Recreation and Parks
Board Follow-Up Legislative Coordinator

RECREATION AND PARKS DEPARTMENT

HEAD OFFICE:
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4
Tel: (250) 248-3252
Fax: (250) 248-3159
Toll Free: 1-888-828-2069

Ravensong Aquatic Centre
737 Jones Street
Qualicum Beach, BC
V9K 1S4
Tel: (250)752-5014
Fax: (250)752-5019

RDN Website: www.rdn.bc.ca

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: November 10, 2014

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Ongoing and regular garbage collection and maintenance visits were conducted at the Cedar Skate Park. Graffiti removal work was undertaken.

Staff attended a Cedar Elementary School Safer Walk Routes Advisory Committee meeting.

Area B

Trail brushing and clearing was completed throughout all Whalebone Area Parks.

At Rollo McClay Community Park water delivery continued due to siltation issues with the water well on site. Cost estimates were provided for potential playground development. The irrigation system was blown out and shut down for the season.

Two hazard trees were removed from Queequeg Community Park in the Whalebone area.

Staff met with a Folklife Village representative to discuss park maintenance and shared security issues at the Huxley Park. GPS collection work is scheduled for November in order to accurately locate the border between the two properties. Staff also met users on site to discuss the draft preferred concept plan.

Staff provided information and advice to a community group interested in having an off-leash dog park on Gabriola.

Area C – Extension

Trees and shrubs were ordered for fall planting at Extension Miners Community Park. Boulders were moved to shore up existing bridge access ramp.

Area C - East Wellington/Pleasant Valley

Ongoing site inspections and garbage clean-up work were carried out at Anders and Dorrit's Community Park. Costing information was sought/received for an upcoming building removal project.

Staff met with Vancouver Island University Horticultural Program students to provide background information and answer questions regarding Anders and Dorrit's Community Park. The students are working on a design project for the plaza and picnic area.

Area E

Regulatory signage was posted at Brickyard Community Park.

Trail maintenance work was carried out at Prawn Road Trail Community Park.

Staff carried out a site review of a parkland dedication at Oak Leaf Drive. The developer is required to add a parking lot and manage storm water going into the park.

Area F

Drainage ditch construction was completed at Errington Community Park. A pedestrian footbridge was also replaced, new regulatory signage posted and additional trail brushing work continued.

Park user information was collected for Carrothers Road Trail.

Ongoing planning for ATV barricades and trail development work continued for Price Road (MOTI property). Additional grant funds being sought for increased scope of work, expected to occur in November.

A bike rack and garbage containers were received for upcoming installation at Meadowood Community Park. Wrap up work at Meadowood Community Park includes Milestone Contracting release of holdback and removal of construction signs; ongoing work with Meadowood volunteers to get the picnic pavilion built; monitoring of turf establishment and park safety.

Staff looked into the Province's process regarding the Silver Spurs' Section 57 trail application and provided advice.

The RDN Board and School District 69 developed and approved an agreement that allows the RDN to manage School District lands on Meadowood Way in Electoral Area F as a community park, and to potentially locate a community centre on the property. RDN Staff and the Corcan-Meadowood Residents' Association have toured the school district's surplus modular classrooms and have tentatively selected a set of portables suitable for community centre use.

Area G

Park signage was posted at Lee Road Community Park.

A hazard tree was removed at River's Edge Community Park.

Staff responded to a building vandalism issue at Dashwood Community Park.

Staff continued to get updates from community members and to provide advice regarding the community clean-up and planting at the Admiral Tryon water access.

Area H

A new swing set was installed at Henry Morgan Community Park. Playground safety surfacing is scheduled for installation in early November. Several trees were transplanted at the site, and a hazard tree was removed.

Park trespass issues were followed up with Building, Bylaw and Emergency Planning Services regarding an ongoing issue at Islewood Drive Community Park.

Staff met with the Director to review signage, GPS and map development assistance for community trail workers active on non-RDN trails in the Qualicum Bay-Bowser area.

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.

Community Works Projects

Area B

The 85% design package for the Village Trail was submitted to MOTI for review and feedback. Comments received will be incorporated into the final design package.

Area C - East Wellington/Pleasant Valley

Due to the site challenges, current emphasis has shifted from constructing a road side path on Jingle Pot Rd to focus on improving the existing road side path on Meadow Drive. A letter was sent to MoTI to provide 1.5 metre paved shoulders on Jinglepot to improve the safety for pedestrian and cycling use.

Area F

Staff met with the Director to review initial trail projects at Carrothers and Price, and with the Director and POSAC members at site.

Cost estimates for moving surplus School Board 69 portables to Meadowood are being investigated in preparation for a Board report in November.

Area G

Parks staff met twice with MoTI, RCMP and SD69/Oceanside Elementary School to discuss possible improvements and solutions for pedestrian safety and vehicle congestion along Wembley Rd and Wright Rd near the school. Changes to two road intersections are expected in November (conversion to 4-way stops) that will affect traffic flow and may have an impact on the congestion in the area. Following implementation of these changes, a third meeting will be held to review any positive or negative outcomes. In terms of the Wembley Rd corridor, conversations are on-going as to the best approach for improving pedestrian safety along this route.

Area H

Staff worked with the lawyer to produce an agreement for use of Community Work Funds to fund improvements at the Lighthouse Community Centre. The agreement was forwarded to the Board of Directors for the Lighthouse Hall Community Centre for their review.

Regional Significant Gas Tax Project

Parks staff and Consultants hosted an Open House on Oct. 9th that saw over 150 attendees. Overall there is a lot of enthusiasm and support for the project. Concerns centred on the multi-use aspect of the trail and some concern over compatibility between different users. The trail is intended to be a multi-use trail open to walkers, cyclists, equestrians. Two stakeholder meetings also occurred in October; one with residents whose properties are bisected by the rail corridor and one with the Ministry of Transportation to discuss trail road crossings.

Prior to the Open House, staff appeared as a delegation at the City of Parksville's Council Meeting to introduce the project and the idea Springwood Park as a trailhead to the Rail Trail.

Regional Parks

Arboretum

Park staff removed garbage from the park entrance.

Arrowsmith CPR Regional Trail

Park Staff brought an engineer to the McBey Bridge for a bridge inspection.

Beachcomber Regional Park

The park entrance sign was pressure washed. Garbage was removed from the trails and a possible property encroachment was investigated.

Met with an original resident of Beachcomber to discuss how the property came about as park; exchanged historical information and made contacts of use for next year's work on the park management plan.

Staff coordinated the installation of a new kiosk structure at the entrance of Beachcomber Regional Park. Final sign boards will be installed in early November.

Benson Creek Falls Regional Park

Park Staff erected new signs for the parking lot and conducted trail maintenance. The parking patterns are being monitored and public inquiries are being responded to. Staff pressure washed park signs, removed signs from trees and removed trees crossing new trail through VIU property. Park Staff and GIS Staff completed GPSing the new trail leading the public to the park. The new trail is currently being reviewed by MFLNRO.

Big Qualicum Regional Trail

Park Staff and GIS Staff completed GPSing the trails.

Coats Marsh Regional Park

Park staff conducted park inspections and maintained trails.

Descanso Bay Regional Park

Park Staff and GIS Staff completed GPSing the park.

E&N Regional Trail

Trail counter data was collected.

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 installed a bike rail on a set of stairs near Allsbrook. Park staff pressure washed the kiosks, park identification signs and garbage cans. Staff brought an engineer to the Hatchery Bridge for a bridge inspection.

Worked with the BC Conservation Foundation on ways and means to remove, update and replace the old Steelhead Recovery Plan interpretive sign at the Long Run.

Horne Lake Regional Park

Park staff met with BC Park staff to discuss the BC Parks Caves Park parking lot issues. RLC continue to make park improvements such as sign installation, outhouse painting, generator maintenance and vapour barrier for the house. Coastal Fire Centre crew burned a debris pile for the park operator for training purposes.

Lighthouse Country Regional Trail

Parking lot upgrades were started at the Lioness trailhead. Park staff pressure washed the kiosks and garbage cans. Staff had approximately 11 hazardous trees removed along the trail by a contractor. Clarification was received from the Ministry of Forests that the RDN can direct the public across the Linx Rd railway crossing and so staff can proceed to develop the small parking lot at the Linx Rd end of the South Loop trail.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted invasive species removal within the conservation area. Staff worked with the BC Conservation Foundation and Ducks Unlimited Canada on a park use permit for adding vegetation to the fish channel area. Staff also liaised with the Province on the project. Parks staff were approached by the Mount Arrowsmith Biosphere Reserve as well as the Province on potential projects at the estuary and staff will explore options. Assistance was provided to CAGO in their goose strategy research (survey distribution, park data).

Little Qualicum River Regional Park

Parks Staff are preparing a report on the process and implications for transferring management of the private bridge over the LQR to the RDN. The bridge over the river is within the regional park, but has been managed privately through easement. The easement holder has expressed interest in dissolving the easement. The topic is complex because the roads on either side of the bridge are private, and the route may be important for emergency response. Currently the bridge is damaged and closed and the RDN must consider to what level it will be repaired – for emergency use or for pedestrian/park use. Staff brought an engineer to the Ozero Bridge for a bridge inspection.

Park staff conducted park inspections and maintained trails.

Moorecroft Regional Park

Park staff conducted park inspections and maintained trails. Bathroom repairs are being conducted at the Caretaker House. The Caretaker Agreement is being reviewed for renewal. A dogs in park information brochure is being developed to help educate people on the need to control dogs in the conservation covenant area. Dog patrols are being conducted weekly by Coastal Animal Control Services.

Morden Colliery Regional Trail

Park staff replaced vandalised signs at the Cedar Plaza trailhead. A contractor removed 3 hazard trees along the trail.

Mount Benson Regional Park

A contractor repaired the service road leading into the park.

Staff reviewed the draft park covenant with the lawyers and explored ways and means to move forward with a covenant in tandem with a management plan review. Covenant options were researched.

Nanaimo River Regional Park

Park staff planted 100 Douglas fir and 20L of donated Arbutus berries where a mower flailed broom and blackberry as a part of a restoration project.

Parksville - Qualicum Links

Park staff conducted trail inspections. Staff met with park neighbor regarding trees bordering Barclay Bridge.

Top Bridge

Park staff pressure washed the entrance sign.

Trans Canada Trail

Park staff pressure washed graffiti off the kiosk and sign post at the Spruston trailhead. Staff briefed new TCT BC staff on outstanding TCT financial commitments to the RDN and Cowichan Valley Regional District in respect of the proposed joint Timberlands Road trailhead upgrade.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections.

Fairwinds Lakes District - Regional Park Management Plan

Staff and project consultants met with community and Council members from the Snaw-naw-as First Nation to discuss the cultural and historical significance of the lands within the Fairwinds Lakes District as they pertain to future park development and management. Preparations were also completed for the first Advisory Committee meeting and the first Open House event in November.

Morden Colliery Bridge

Staff completed a report to the Regional Board outlining the key findings of an updated feasibility study for a bridge crossing over the Nanaimo River (within the Morden Colliery Regional Trail corridor), with recommendations on bridge structural type and accessibility. The study and staff recommendations were approved by the Board in October. Subsequent design development will therefore proceed under a steel truss bridge option, while an option for equestrian accessibility will be vetted through the public.

Miscellaneous

Staff installed high water signage at all parks with rivers entrances. Staff also installed lock out crime signs in the regional parking areas.

Staff completed a survey on Important Bird Area areas. The survey is looking for perspectives on recreational disturbance of birds populations.

Staff assisted a University of Victoria graduate student working with the Capital Regional District on researching front country and back country camping trends and "best practices" campground management policies.

Staff continued to provide support to an in-camera land acquisition for potential Regional Park.

Staff continued to work with the Province with regards to a 30-year Crown Land Lease application for the Morden Colliery Regional Trail and a Premature Lease Renewal for Benson Creek Falls Regional Park.

Work continued on the new Parks Building lease with signing expected in November. The building is under construction and staff have met with the builder to review any issues.

Trail Counter Information

Month	BRP #1	BRP #2	Carrothers Trail	E&N Trail #2	E&N Trail Lowery Rd.	Moorecroft La Selva Place
2014-06-01	3,375	727	1,530	85	1,168	1,113
2014-07-01	593	442	1,174	73	63	1,010
2014-08-01	2,341	558	99	114	20	1,017
2014-09-01	1,258	216	47	210	43	830
2014-10-01		237	52		41	817

2015 Budget Development

Staff continued working on the 2015 budget input including developing the 5 year financial plan, capital plan and the business plans.

Park Use Permits and Events

- RDN Water Services PUP for school group watershed tours in October: two at Nanaimo River RP and one at ERRP.
- Renewal of PUP for student monitoring of water quality and benthic invert sampling (VIU Restoration Biology Program under direction of Margaret Wright, DFO) over Oct-Dec, 2014 at ERRP.
- CMRA PUP for family Halloween event, Oct 31st at Meadowood Community Park. As the event anticipated over 600 people, a Special Occasion Permit was also required through Corporate Services.
- BCCF PUP for planting of 150 2-gal size native shrubs and trees at LQRE, with staff and Qualicum Streamkeeper volunteers planned for November.

Staff Training

Staff attended a two-day seminar on Community-Based Social Marketing. The seminar presented the process for uncovering barriers to behaviours we want to encourage (e.g. walking to school, using public transit) and developing programs to encourage or change the behaviour. This is viewed as a more effective means of accomplishing changes in behaviour than simply providing information through brochures, which is the common approach.

Recommendations

That the Parks Update Report for October 2014 be received as information.



Manager of Parks Services



General Manager Concurrence

Parks Functions Report

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

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 19th 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 4th 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 17th 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 12th 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 25th anniversary goal to see the TCT connected across Canada in time for 150th 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 14th 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.



Manager of Parks Services



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	June Sept Dec 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	Nov 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	Nov June 2015	+	Underway.
Community Park signage	Increase signage in developed parks	Dec 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	May Sept Mar 2015	-	Commission working on Plan. Committee continues to work on plan.
Nelson Road boat launch (EA A)	Repairs to edge of ramp	July Oct Dec	✓	Complete.
Huxley Community Park Plan (EA B)	Completion of park development plan	Apr July Jan 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 Dec Mar 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	Oct 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 Dec Mar 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 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	Nov Jan 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 Mar 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 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 Dec Mar 2015	-	Delayed due to staff resource issues.
Malcolm Park signage plan (EA F)	Create a signage plan and install	Sept 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 Nov 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 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 Dec	-	Delayed due to staff resource issues.
Oakdowne Community Park signs (EA H)	Install signs as per plan	Mar June Oct 2014	✓	Complete.
Shoreline Drive stairs (EA H)	Install new stairs	Apr 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 Nov TBD 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 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 Oct 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

Regional Parks & Trails Services	action	due date	progress	comment
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	Sept 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	Sept 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	May 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	Apr 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"> Geotechnical study for placement of stairs to Ammonite Falls 	May July May 2015	-	Delayed waiting for decision from province on early lease renewal. RFP under development.
	<ul style="list-style-type: none"> Design and install stairs to Ammonite Falls 	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"> Design & install parking upgrades at Jamison Road 	Apr June	✓	Work completed September.
Descanso Regional Park upgrades	Campsite and road improvements	May Oct 2014	✓	Underway. Off season work now underway.

Englishman River Regional Park trail development	Trail upgrades and installation of directional signage	Oct Mar 2015	✓	Underway.
Horne Lake Boat Launch Upgrades	Repair and upgrade boat launch	May 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	May Aug Nov 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	June Sept Nov 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

Regional Parks & Trails Services	action	due date	progress	comment
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	Oct 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	Jan 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 st 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 'H' Community Parks

5-Year Project Planning: 2015-2019

PLANNING WORKSHEET

Feb 2015

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

☼ current year project

	Park Code	Budget Notes	General Notes
Ongoing Projects			
Administrative support for Electoral Area 'H' POSAC			in-house: staff time

High Priority Projects (2015/2016)

☼ Water Access signage #47, #42, #36, #31, #24, #23, #18, #17, #11		\$4,000	2015 budgeted amount
☼ Contribution of Lighthouse Community Hall Upgrades		\$20,000	2015 budgeted amount
☼ Shoreline Drive stair/ramp repairs		\$10,000	2015 budgeted amount
☼ Maintenance Contract - Henry Morgan		\$8,500	2015 budgeted amount; estimate
☼ Thompson Clarke Trail Lease Renewal		\$0	2015 budgeted amount
Dunsmuir Area: community consultation re: park needs & design		\$10,000	2016 order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2016
Wildwood CP: signage improvements		\$7,500	\$7,500 from Community Parks + \$7,500 from Regional Parks

Medium Priority Projects (2017/2018)

Dunsmuir Area: community park development	B-32	\$50,000 - \$100,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only) \$20,000 available for development from re-zoning amenity contribution; PL2011-178 - Deas - 2900 Leon Road
Islewood Dr. trail linkage & signage		\$10,000	order of magnitude estimated cost; not based on official estimate (for planning purposes only)
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2017

Low Priority Projects (2019)

Additional Project Suggestions

E&N community trail by rail			
McCull Rd: park plan			
Lions CP: community consultation & park concept plan			

Completed Projects

Oakdowne Trails: signage plan and sign installation		\$4,000	
Henry Morgan CP: play equipment installation		\$12,000	
Henry Morgan CP: porta potty surround		\$3,000	
Essary Rd: trail development & signage		\$1,000	
Shoreline Drive Stair Repair		\$5,000	
Contribution of Lighthouse Community Hall Upgrades		\$20,000	2014, from Community Works funds