

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'E' PARKS AND OPEN SPACE ADVISORY COMMITTEE
WEDNESDAY, FEBRUARY 10, 2016
6:30PM

(Nanoose Place, 2925 Northwest Bay Road, Nanoose Bay)

A G E N D A

PAGES

CALL TO ORDER

ADOPTION OF AGENDA

Motion to Adopt the Agenda

WELCOME NEW MEMBERS/INTRODUCTION

M. Caskey

ELECTION OF SECRETARY

DELEGATIONS

Motion to receive late delegation.

MINUTES

3-6

Minutes of the Regular Electoral Area 'E' Parks and Open Space Advisory Committee meeting held October 21, 2015.

Motion to Adopt the Minutes.

BUSINESS ARISING FROM THE MINUTES

UNFINISHED BUSINESS

7

Finalization of 5 Year Parks Projects Plan

REPORTS

8-21

Monthly Update Regional and Community Parks and Trail Projects – Oct –Dec 2015

Blueback Community Park Update *(verbal)*

Claudet Community Park Update *(verbal)*

District 69 Recreation Commission Report *(verbal)*

Community Works Funds (*verbal*)

Directors Report (*verbal*)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Oakleaf Park Planning

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn

NEXT MEETING

Wednesday May 11, 2016

Nanoose Place

Disbursement: B. Rogers, G. Wiebe, D. Mitchell, V. Voros, P. Law, D. Young, M. Caskey,
T. Osborne, W. Marshall, L. Fesiak

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF ELECTORAL AREA 'E' PARKS AND OPEN SPACES ADVISORY
REGULAR COMMITTEE MEETING HELD
WEDNESDAY OCT. 21, 2015
7:00PM
(Nanoose Place)**

Attendance: Director Bob Rogers - Chair
Peter Law – Secretary
Gordon Wiebe
Vicki Voros
Debbie Mitchell
Diana Young

Staff: Lesya Fesiak, Parks Planner
Wendy Marshall, RDN Parks Manager

CALL TO ORDER

Director Rogers called the meeting to order at 7:00pm

DELEGATIONS

Moved G. Wiebe, Seconded D. Young to receive a late delegation

CARRIED

Mike and Shirley Kosich – Re: Commercial Operators Use of Wall Beach

The Kosich's have a residence adjacent to the beach, and expressed a concern about the number of commercial operations that are accessing the beach from a road end at Seahaven Drive (E58). They are concerned that these operators are not recognizing the impacts they are having on the beach (garbage) and local street congestion (parking).

Director Rogers noted that he along with RDN staff attended a meeting last month with RCMP and MOTI concerning a similar complaint from local residents about commercial operations staging out of the Jib Road end (E50). He stated that RDN has no jurisdiction or bylaws with regards to Commercial Operators and the use of MoTI road ends in our area. He indicated that a public meeting is being planned sometime in the near future to allow for community feedback on this issue.

MINUTES

MOVED D. Young, SECONDED D. Mitchell that the Minutes of the Regular Meeting of the Nanoose Bay (Area E) POSAC held May 27, 2015 be approved.

CARRIED

REPORTS

Monthly Update Regional and Community Parks and Trails Projects (May 2015 to Sept 2015)

Moved G. Wiebe, Seconded V. Voros that the Monthly Update of Regional and Community Parks and Trails Project May 2015 to Sept 2015 be received.

CARRIED

District 69 Recreation Commission Report – Verbal Update

G. Wiebe provided a summary of issues being discussed at the Commission.

Fairwinds Regional Parks Management Plan – Verbal Update

Ms. Fesiak stated that the final Fairwinds Park Management Plan was submitted to the RDN Board who voted on June 23rd to “approve the Plan in principle”, pending the completion of an approved “Enos Lake Protection Plan”. The RDN Board has approved a new name: Qwiyulass Regional Park.

Claudet Community Park – Verbal Update

Members of POSAC were given a tour of the site prior to the meeting. A map of the park amenities was handed out.

Director Rogers provided a brief summary about work that has been undertaken in this park over the past few months. Work completed to date includes removal of trees along NWB Road, a trail circuit and building a parking area. Project costs are through Community Works Funds and not the Area E Community Parks budget. Future work includes posting of two signs and placement of a fence to protect eco-sensitive areas.

MOVED D. Young, SECONDED V. Voros that a split rail (type) fence be placed around the perimeter of the new parking lot at Claudette Community Park.

CARRIED

Blueback Community Park – Verbal Update

A map showing proposed drainage for the Blueback Park was tabled.

Ms. Marshall provided members with an update on this project. Clearing of vegetation occurred in early summer on the site. Upon completion of this phase, the contractor ran into major site drainage issues. An expert was hired to design a drainage plan which has caused some delays in project completion. Due to the wet-site conditions, and added cost of drainage planning and installation, the proposed project costs (as of May 2015) have risen.

Director Rogers indicated that if this project has a budget shortfall, he will request Community Works funds be allocated to complete this high profile project.

Stone Lake Community Park – Verbal Update

Ms. Fesiak provided a brief update concerning the “restoration” of this community park that was impacted from landowner who ignored a setback.

G. Wiebe raised a concern about new RDN parks signs that were recently installed at the park. His concern is that they seem to convey a negative or “intrusive” message, due to the size of the signage and what is “not allowed”. Ms. Marshall noted that the signs meet RDN park standards.

Directors Report – Verbal Update

Director Rogers indicated that this was a busy period for him, especially on the Claudet Park file.

MOVED G. Wiebe, SECONDED D. Mitchell that the verbal reports be received.

CARRIED

New Business

Finalization of the 5 Year Parks Project Plan (2015 - 2019)

A table was provided at the meeting.

A subcommittee was formed after the May POSAC meeting. Members included: P. Law, V. Voros and D. Mitchell.

P. Law (on behalf of the subcommittee) provided a brief commentary about how the subcommittee met to develop park projects and how they prioritized them. A field visit by committee members, lead to a final list of the high priority projects that were submitted to RDN parks staff in June 2015.

All POSAC members participated in a review of the (proposed) 5 Year Project Plan.

MOVED D. Mitchell, SECONDED G. Wiebe that the proposed “Oakleaf Park” plan be deemed the highest priority for funding in 2016.

CARRIED

Ms. Fesiak indicated she would take the 5-Year Project spreadsheet, submitted by the Committee and generate a “Draft 5-Year Project Plan”.

Director Rogers requested the draft 5 Year Project Plan “not include” the following categories:

- CPTS Project Suggestions
- Additional Project Suggestions

The project list should be simplified to include just “High and Medium” projects.

MOVED D. Young; SECONDED V. Voros that staff aim to simplify the 5 Year Park Plan spreadsheet by removing CPTS Project Suggestions and Additional Project Suggestions.

CARRIED

BUSINESS ARISING FROM DELGATIONS OR COMMUNICATIONS

Director Rogers suggested that the 5 Year Project Plan should identify some Park Planner time/resources to the subject of “road end” management options. The members generally agree that this issue, which seems to be unique to Area E, be scoped into parks planner workplan.

COMMENTS FROM PUBLIC

Director Rogers invited anyone in attendance to ask questions about Community Parks issues.

Ross Peterson - provided a comment to Committee members that the "Road End" issue – Public Access and Commercial Operator use, is not new to Area E. There was a review of this issue 10 years ago. He asked that the file be reviewed before any further time is expended on this issue.

ADJOURNMENT

MOVED G.Wiebe, SECONDED D. Mitchell that the meeting be adjourned at 9:00 pm.

Chairperson

RDN Electoral Area 'E' Community Parks

5-Year Project Planning: 2016-2020

PLANNING WORKSHEET

January 2016

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.

	Park Code	Budget Notes	General Notes
Ongoing Projects			
Administrative support for Electoral Area 'E' POSAC	n/a		
Subdivision applications	n/a		
Roadside Trails: investigate trail development adjacent to major Nanoose rds	n/a		
High Priority Projects			
Oakleaf CP: park design (trails, seating, fencing, toilet w sewer connection, etc.)		\$10,000	Community Works
Oakleaf CP: construction		\$10,000	
Blueback CP: construction	E-04	\$188,524	\$113,524 available in Area E reserves; \$75,000 from Community Works funding
Rowland Place: beach restoration, FN interpretation, maybe picnic table, garbage, etc.	E-29		
Medium Priority Projects			
Claudet Road CP	E-27		additional facilities upgrades
Davingham Community Trail: construction	n/a	\$30,000	order of magnitude cost estimate; cost to be determined through planning/design process
Teds Road Beach Access: building stairs to connect road to beach	BA-06		
Brickyard CP: parking strategy (agreement with Fairwinds?0 and trail upgrades	E-18		
Low Priority Projects			
Investigate feasibility of a new trail from Northwest Bay Rd to Schirra Drive along undeveloped Nanoose Rd ROW	n/a		
Implement the Fairwinds Community Parks Development Program as per the PDA	n/a		
Henley Place Park: regular grass trimming by community	E-20		suggested by POSAC sub-committee in 2015
Nanoose Road Park: install park sign or do not renew Lease	E-9		suggested by POSAC sub-committee in 2015
Area E Beach Accesses (road ends): investigate potential BAs to develop	n/a		suggested by Dir. Rogers; Ross Peterson advised staff to review old studies first

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: November 4, 2015

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission
All POSAC's, RPTSC

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- October 2015

RECOMMENDATION

That the Parks Update Report for October 2015 be received as information.

Regional and Community Parks and Trails

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

Electoral Area Community Parks

Area A

Park staff continued to work with the project designer to refine drawings for a future kiosk structure at Cedar Plaza scheduled for installation in Summer 2016.

The toilet at Cedar Skate Park was vandalized and was replaced. The washroom building was power washed and graffiti was removed from the garbage cans and concrete.

Area B

Staff prepared and distributed the October 6th Electoral Area B POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff requested quotes for the supply of playground equipment for Rollo McClay Community Park. A supplier was chosen in consultation with the Gabriola Island Softball Association who is providing half the funding for the project. Staff worked with volunteers to organize the site preparation for the playground; installation is scheduled for November.

Area C – Extension

Staff provided park and trail maps to residents of Heather Way (off of Nanaimo River Road) interested in assisting park staff in the future development of a park and trail network in the subdivision.

Park staff are monitoring drainage patterns around new flight of stairs.

The Extension Recreation Society built their new playground.

Area C – East Wellington / Pleasant Valley

Staff prepared and distributed the October 26 East Wellington / Pleasant Valley POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Staff monitored the use of the Benson Meadows Path and removed garbage from the Creekside parking lot.

Area E

Staff produced change room/porta potty design specifications for Blueback Community Park and submitted a building permit. Piles of blackberry roots and stems at were raked up and removed from the site and drainage works were GPS'd. Park staff met with three companies with regards to drainage works.

Staff completed a site inspection and planning referral regarding parkland dedication and park works for the Oakleaf Estates Development. Substantial compliance for subdivision approval was confirmed.

At Brickyard Community Park staff removed garbage and cleared trails of debris. Staff removed a reported old tire that was dumped in the park. Park staff cleared a plugged culvert at Stone Lake Drive.

Staff prepared and distributed the October 21 Electoral Area E POSAC meeting agenda package, attended the meeting and reviewed the meeting minutes.

Area F

A MOTI Permit to Construct Works was received for the parking improvements along Veterans Rd adjacent to Errington Community Park and the works were completed. Parking wheel stops and handicapped parking signs have been ordered and are planned to be installed by the end of 2015.

Staff met with volunteers from the Errington Hall Board who are interested in working with the community to design and build a natural playground in Errington Community Park. The volunteer group will present a vision board to staff in early 2016.

Staff met with Errington Elementary School teacher, Mrs. Diewold to review the progress volunteers have made installing interpretive signage along the Errington School Community Trail. A bear-proof garbage can has been requested from the RDN for the trailhead near the school. Staff provided the RDN logo so it can be incorporated into the trailhead information sign.

Staff provided comment on a Rezoning application referral from planning for Springhill Rd.

New posts and signs were installed at the newly constructed Price Road trail. At Errington Community Park staff cleared trails and removed debris from ditch lines and at French Creek Community Park staff repaired vandalized play equipment and removed garbage from site.

Staff prepared and distributed the October 14th Electoral Area F POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area G

Staff provided comment on a Rezoning application referral from planning for 1410 Hodges Road (EarthBank Resources Systems).

At Bluewater Place Staff met with two Arborists who assessed the condition of the trees in the park. Several trees are in poor condition due to subdivision construction and the dry summer. Parks staff will be removing the trees in the near future.

Staff visited the Little Qualicum Hall with MIA for an insurance / liability inspection.

Staff prepared and distributed the Nov 4 Electoral Area G POSAC meeting agenda package.

Area H

Staff worked with the Lions Club on insurance coverage at Lions Community Park.

Staff made a new concrete base and installed a refurbished bench at Baywater Road.

Community Works Projects

Area B

Work on the Village Way design progressed. Detailed draft plan reviews were completed. Site meetings were held with the Islands Trust, the Area Director and landscape architect and engineering consultants to review the last area of road drainage concern. The issue was discussed with the adjacent landowner and a decision agreed upon which will see the VW remain entirely on public road allowance. The Geotech engineer was engaged to confirm efficacy of the drainage approach. Staff met with the Gabriola Elementary School principal to review and confirm draft plans for the area in front of the school. 'For MoTI approval' plans completed at month's end.

Area E

Claudet

Claudet CP development work occurred during the month of October. Trails were created as well as a 12 stall parking lot. Entrance cedar signs were ordered for the park along with fencing and a garbage can to be installed in November.

Regional Significant Gas Tax Project

E&N Rail Trail

Staff worked on clarification of requirements for road crossings in the vicinity of the rail given the inactive state of the Alberni Lin and met with SVI and a crossings consultant. Staff initiated work by the lawyer on a MoU with ICF for crossings plans during the inactive state of the rail. Five of six MoTI permits were received; Church Rd application to be resubmitted given revised crossing plan. Staff reviewed project finances and prepared for a change order to the project management contract. Investigated RFQs and confirmed Development Permit Application process.

Regional Parks and Trails

Arboretum

Staff removed garbage from site.

Ammonite Falls Regional Trail

Trail markers with numbers were installed for emergency reference location points. GIS GPS'd the number markers to make a map for emergency services.

Beachcomber Regional Park

Staff conducted stair maintenance and removed graffiti from signs.

Benson Creek Falls Regional Park

Trail markers with numbers were installed for emergency reference location points. GIS GPS'd the number markers to make a map for emergency services.

Coats Marsh Regional Park

A Change of Use authorization letter was received from Environment Canada's Ecological Gifts Program to construct the proposed trail in Coats Marsh RP as per the management plan recommendations. An environmental monitor specializing in amphibians has been retained to monitor the works.

Descanso Bay Regional Park

2015 occupancy statistics received from park operator. Good season.

Englishman River Regional Park

Community Fisheries Development Centre is closing its Parksville office but will continue in its role as caretaker for ERRP, with more time spent at park.

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

Park staff continue to block access breaches to keep ATV's out of the park with more rock. Bridges and stairs were cleared of seasonal debris.

Lighthouse Country Regional Trail

Staff worked with MoTI and a private landowner on scheduling and managing driveway development up Lioness Blvd beside the regional trail and across the 1950 Gazetted Highway and trail. Staff posted notices of temporary trail closures on the RDN web site and at site.

Park staff conducted trail inspections and trail maintenance. Staff installed yield signage on the trail at the new road crossing. Bridges were cleared of seasonal debris and a treadmill was removed from the McColl trailhead.

Little Qualicum River Estuary Regional Conservation Area

Staff worked with the Guardians of the Mid-Island Estuaries on obtaining a final report on Canada Geese and their presentation on the report to the Regional Board. Staff liaised with the City of Nanaimo Environmental Officer on a proposed December workshop on the birds.

Little Qualicum River Regional Park

Park staff conducted park inspections and trail maintenance. Branches that were obstructing the view of the LWD warning sign were removed. More garbage was removed from site. Park staff also removed a rope swing and GPS'd a blocked culvert.

The BC Conservation Foundation initiated review of large woody debris installations along park waterfront.

Moorecroft Regional Park

A Request for Proposals was issued by park staff for architectural services pertaining to three facilities in Moorecroft Regional Park: Kennedy Lodge, the Caretaker's residence, and a future washroom building.

Park staff conducted park inspections and trail maintenance. Staff pruned low hanging branches in the parking lot particularly at the bus parking area.

Morden Colliery Regional Trail

Park staff coordinated and assisted in the planting of approximately 350 native plants along a section of the Morden Colliery Regional Trail at Cedar Plaza on October 22, 2015.

An application to the Agricultural Land Commission related to future trail development between the Nanaimo River and Cedar road was initiated by park staff. Full application submission (including maps, trail design and a management plan) is scheduled for November 2015.

Park staff conducted trail inspections and trail maintenance.

Mount Benson Regional Park

Staff worked with the lawyer and held two meetings with NALT to go over the conservation covenant drafts. Concluded on final document language and acknowledged the completion of the Contribution Agreement commitments. Agreed to conclude work as required to put a NALT approved covenant before the RDN Board at its November 24th meeting, and see the covenant registered in December.

Staff met with the Nanaimo Mountain Bike Club to examine their newest proposals involving the VIU woodlot and Mount Benson Regional Park. Staff confirmed that the Club should proceed with its own Crown trail applications in respect to specialized 'vertical drop' mountain bike trails and restrict focus to the woodlot.

Park staff conducted park inspections. Park staff GPS'd trails and signs with GIS. Our volunteer warden has offered to install more markers and numbers on trails in the park.

Nanaimo River Regional Park

Park staff conducted trail inspections and trail maintenance. Stairs were cleared of seasonal debris.

Parksville Qualicum Beach Links

MoTI and City of Parksville commenced work on Wembley Rd Pedestrian and Cycling Safety Improvements project.

Top Bridge Regional Trail

City of Parksville erected dog on leash signage along the City's stretch of the trail including the Chattel Rd side of Top Bridge. Staff clarified with the RDN Animal Control Services that there was no change to requirements on the Area G side of Top Bridge (ERRP and Top Bridge Community Park).

Staff worked with RDN WaterSmart and VIU students on a case study of the first regional trail.

Park staff conducted trail inspections.

Trans Canada Trail

Staff liaised with the Cowichan Valley RD concerning the status of TCT regional committee work.

Staff assisted the Back Country Horsemen with work at the Spruston Rd trailhead area further to extensive vandalism in the equestrian parking lot.

Park staff conducted trail inspections. Staff removed signage from a newly closed portion of the White Pine Trail and installed new signs on two new sections of trail used by equestrians.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections. GIS GPS'd the number markers to make a map for emergency services.

Miscellaneous

Staff continued to work on preparing maintenance contracts for all electoral areas.

Staff continued work on the community park name and civic address confirmation project.

Staff attended webmap training provided by the RDN mapping department.

Work continued with the IT Department on setting up a new Parks filing system under SharePoint and undertaking the transfer of all files.

Staff liaised with the Province regarding new Off Road Vehicle legislation and recent RCMP enforcement activities in Area F. Staff identified issues for discussion during the November UMBC conference call on the new Act's implementation.

Staff distributed final allocations of the Regional Parks and Trails Guide to Ravensong and Oceanside Place prior to a reprint of the Guide in 2016.

Park Staff installed new entrance signs in electoral areas A, C, E, F, G, & H CP's.

Park Use Permits and Events

Parks permits approved and in process include:

Area A

- Reviewed site conditions post skateboard fundraising event and concluded on requirements for future events of this type.
- Worked with VIU horticulture professor and Yellowpoint Propagation on a permit to collect a limited amount of wild ginger from the large plantation at Nanaimo River Regional Park for purpose of propagation instruction. New plants not to be sold; 25 per cent to be replanted at the park and the balance to be planted out at Milner Gardens and Woodland.

Area B

- 4-H Club concluded season of permitted concession use at Rollo McClay CP, and GRS confirmed concession in good order.
- Worked with 4-H Club, Gabriola Softball Association and VIHA on one-day concession use permit in association with volunteer work party planned for early November playground installation at Rollo.

Area C

- Confirmed with two groups aiming to stage ‘Benson Grind’ running events on the Witchcraft Lake Regional Trail and into Mount Benson Regional Park that it would be at least five years before such events would be considered since the lands are not in any condition to handle the ensuing impact.

Area E

- Met with a large group of SD69 teachers and teachers-in-training at Moorecroft Regional Park to review use of park for weekly outdoor classroom over the school year. Nanoose Elementary is SD69’s pilot school charged with undertaking new outdoor classroom curriculum.
- Introduced SD69 First Nations Liaison Worker (from interior) to coastal Doug-fir biogeoclimatic zone reference material and bylaw regarding harvesting in parks.

Area F

- Worked with the Bluegrass Festival Society and Corcan-Meadowood Residents Association on a plan to relocate Lighthouse Bluegrass Festival from Lions Community Park in Qualicum Bay to Meadowood Community Park; confirmed can do and began planning discussions for Festival 2016.
- Completed firework forms and approved CMRA’s permit for Hallowe’en party (fireworks, bonfire, approximately 400 people) at Meadowood CP.

Area G

- Worked with DFO and VIU on 2015-2020 spawner count and water quality and benthic invertebrate monitoring permit for side channel at Englishman River Regional Park. Review of eight years of data to be carried out in 2016.
- Began work with BC Conservation Foundation on proposal to undertake a complete review of all large woody debris (LWD) installations along Englishman and Little Qualicum Rivers. Province has declined to permit any new structures and existing ones have to be examined, and fixed or removed.



Manager of Parks Services



General Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: January 12, 2016

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission –Feb 18, 2016
All POSAC’s, RPTSC, EA ‘A’ PRC

FILE:

**SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects-
November and December 2015**

RECOMMENDATION

That the Parks Update Report for November and December 2015 be received as information.

During the last two months of 2015 staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

At Nelson Road boat launch staff removed wood debris from the ramp and cleared the stairs. At Ivor Road Community park staff responded to a neighbour’s phone call regarding hazard trees. The trees were removed and a faller was contacted to schedule an arborists report on several standing stems. At Cedar Skate Park staff removed garbage, checked/cleaned the toilet enclosure and removed graffiti.

Area B

With much appreciated assistance and effort from local volunteers, a new playground was designed and installed at Rollo McClay Community Park. In addition, staff conducted maintenance work at the park’s retention pond. Parks staff met with local Gabriola Island dog park advocates to discuss the possibility of developing a dog park at Rollo McClay CP.

In consultation with community volunteers, signage assessment work was carried out at 707 Community Park. Development and installation of the signs is expected to occur throughout the winter with assistance from area park stewards.

Along the Whalebone Area trails and parks, survey work was completed to accurately locate and mark property boundaries. Lumber and debris was removed from the trails.

Staff installed new posts and regulation signage throughout various Electoral Area B Community Parks, as well as conducted garbage clean ups. A stolen loading zone sign was replaced at El Verano boat launch and has since been stolen again.

Area C – Extension

Staff ordered plants and oversaw installation of several native plant species in Extension Miners Park Community Park to replace trees and shrubs lost during summer drought. The final design for a future memorial sign in Extension Miners Community Park was submitted for production in December. Installation is anticipated in April 2016.

At Nanaimo River Canyon Community Park staff removed garbage and cleaned the park entrance.

Area C - East Wellington/Pleasant Valley

At Anders and Dorrit's Community Park staff conducted park inspections and modified and secured the grape arbor with diagonal supports.

At Meadow Drive Community Park planning and operations staff coordinated the installation of a concrete bench for the playground area. A concrete vault toilet was ordered and is scheduled for installation in February 2016. A contract for a future picnic shelter (scheduled for installation in summer 2016) was awarded in December following review of three proposals by local timber framers. Park staff removed arbor ties from the park and cleaned up the old pumpkins from Halloween.

At Benson Meadows Path park staff removed a boulder from the ditch which was blocking a culvert at a neighboring resident's driveway. Once at the scene it was found that the blocked culvert was not due to the trail upgrade but a poorly constructed headwall when the development was first built.

Park staff removed garbage from the parking lot at Creekside Community Park.

Area E

Staff cleared debris off trails at Brickyard Community Park and regularly removed garbage at Jack Bagley Field.

At the request of a park neighbour staff installed a park boundary sign as well as a park use regulation sign at Sea Ridge Drive Trail. MoTI consulted parks staff regarding kayak company use of Nanoose Area water accesses.

Parks staff ordered and oversaw the installation of several native tree species in Stone Lake Drive Community Park. A contractor installed a new cedar community park sign.

Construction at Blueback Community Park ceased early December due to poor weather conditions. Operations are expected to recommence early 2016 when conditions are favourable again.

Staff reviewed and approved a proposal by the Nanoose Place Society to install a picnic shelter adjacent to the Nanoose Place Community Centre.

Area F

Parks staff met with the Area F POSAC Trails sub-committee to discuss next steps for developing the ACT trails.

At Harris Crescent Community Park staff responded to a complaint regarding a hazard tree, removing the trees and debris. A fire pit was cleaned up by the stage at the Errington Farmers Market.

Area G

At Lee Road Park Community Park staff went to a call regarding stream bank erosion that was occurring on the park side of French Creek. Staff observations determined that this was natural stream morphology and there was no imminent danger. Staff will monitor the bank erosion over time. This was reported back to the concerned resident.

At Dashwood Community Park staff straightened and re-cemented basketball standards. The "S" hooks for the swings were also replaced.

Staff installed expanded metal on the bridges at Hawthorne Rise and at River Edge Drive staff removed garbage reported by a local resident.

A developer's contractor and a tree faller removed several identified hazard trees at Blue Water CP at their cost. Shortly after removal RDN parks staff planted the area with donated Hemlock and Spruce plugs.

Staff met with an Area G landowner to discuss a potential parkland acquisition.

Area H

At Deep Bay Community Trail Park staff repaired the parks/neighbour's fence that was rotten and blew over during a high wind event. At Henry Morgan staff seasonally cut the ornamental grass and conducted other park maintenance. Garbage was removed from Dunsmuir Community Park.

Community Works Projects**Area A**

Staff coordinated a public Open House event (held Dec. 2nd) for the future bridge development over the Nanaimo River within the MCRT. Tasks included development of a project website, ads and social media updates, information boards and a public survey, hall booking, event set-up and participation.

Area B

Staff concluded work with the landscape architect consultant on the Village Way design. Working with structural and civil engineering consultants, staff completed the application package for MoTI and submitted for review. Work continued with the engineering consultant on a schedule of quantities and cost estimates. Meetings were held with MoTI to go over design concerns and with the Area Director and engineer to review design and cost approaches.

Area C - Extension

The new stairs were inspected at Extension Miners and the trail maintenance work was carried out.

Area F

Trail surfacing compaction and identification signage installs have now been completed at the Price Road section of the Arrowsmith Community Trail.

At the recommendation of the subcommittee and with the approval of the Area Director, parks staff designed and prepared trail construction contract documents for a public trail within the Cranswick undeveloped road allowance to connect the end of Cranswick Rd to Matterson Road. A MoTI trail

construction permit was received and a contract was awarded to undertake development. A culvert was installed and grubbing completed; the remainder of trail construction will be completed in the spring of 2016.

Area E

At Claudet Road CP park staff installed a bear proof garbage can and improved drainage on the trails. Further trail improvements will occur in the month of January as weather points out any other potential deficiencies. Park staff removed protruding roots in certain sections of the trail. A split rail fence was installed; water service chain link fence will be installed Early December. Park staff drafted up signs for the new park and had them produced and installed.

Regional Significant Gas Tax Project

E&N Rail Trail

Staff worked with the environmental consultant on the submission of a Sec 9 Notification to MFLNRO. Staff also worked with the engineering consultant on development and BC Bid issue of a Request for Qualifications, due mid-January. A Development Permit Application package was completed and submitted to Development Services. Staff worked with the City of Parksville on a revised route through Springwood Park including holding several meetings on preliminary drawings, surveying and general arrangements. A draft Memorandum of Understanding was submitted to the Island Corridor Foundation regarding delayed Alberni Line compliance with road crossing regulations. The ALC Panel decision regarding Rail Trail along Alberni Line was received with fencing required along the ALR lands. Staff prepared and submitted an appeal to the ALC. Staff worked with the engineering consultant on approval submissions to ICF and SVI. Staff submitted a revised Church Rd crossing application to MoTI. Staff engaged a gravel consultant to assist in development of final specifications and consulted with other Island RDs for their specs. Staff reviewed updated cost estimates and required design changes.

Regional Parks and Trails

Coats Marsh Regional Park

Contract prices were obtained and a contractor selected for development of a pedestrian trail at the park. Area neighbours were notified in writing of the upcoming construction, expected to occur in January, though is weather-dependent. Provincial Wildlife permits have been received and an environmental consultant has been retained in order to satisfy Federal Government requirements for development of the site, with regards to safeguarding amphibian species.

Descanso Bay Regional Park

Park staff prepared a Request for Proposals for the 2016-2020 operation of Descanso Bay Regional Park. Siting and design of a change room for the park day use area was completed. Campground advertising was purchased for the online Destination BC website(www.helloBC.com).

Englishman River Regional Park

Staff responded to maintenance issues identified by the Volunteer Park Warden including; garbage issues, ATV trespass, vandalism, graffiti and suspect hazardous trees.

Park staff installed trail closure signs on an unsanctioned trail near Top Bridge at the request of The Nature Trust of British Columbia. Park staff are working with the GIS department mapping and making new directional signage for the park.

An eighth year of water quality, benthic invertebrate and spawning fish monitoring was completed along DFO's fish channel by VIU students, with help this year from the Mid-Island Habitat Enhancement Society. As usual, financial assistance was provided by RDN Parks to help with laboratory costs.

Park staff removed a deer carcass reported by a Conservation Officer.

Horne Lake Regional Park

A contractor repaired the boat launch as lake levels were low enough to do so. Park staff met with the Coastal Fire Centre to discuss work / training opportunities. Staff drafted new signs to replace existing damaged, incorrect or old signage. Website maps were updated. Campground advertising was purchased for the online Destination BC website (www.helloBC.com).

Little Qualicum River Regional Park

Staff contacted Ministry of Transportation staff and the adjacent landowner regarding installation of vehicle barricades and control of gated park access.

A gate key was distributed to DFO for the purpose of access for a successful river restoration project involving the depositing of salmon carcasses in the river.

BC Conservation Foundation inspection of their four Large Woody Debris structures showed they were generally in good order.

Moorecroft Regional Park

Staff installed expanded metal on the Caretakers House stairs. Due to high rain events causing flooding at certain spots on the trail staff installed trail drainage to relieve flooding/ponding.

Staff reviewed submitted proposals for architectural services pertaining to Kennedy Hall, the Caretaker's residence and a future washroom. A contract was awarded in December.

Staff toured Miss Moore's cabin with board members of the Parksville Museum who, later in 2016, will assess the building's potential for restoration and management by the museum.

Morden Colliery Regional Trail

Staff conducted site visits with interested contractors to obtain price quotes for trail resurfacing work.

Mount Benson Regional Park

Staff concluded negotiations with NALT on the final conservation covenant. Staff organized publications of notice of Board's intent to charge park titles with a covenant, and web information page on the process. Staff worked with the lawyer, NALT and Corporate Services on final document preparation and inclusion in January Board agenda.

New trail head signs were designed by staff and fabricated. Each sign has a map showing their location with emergency phone numbers and coordinates to their position. NALT will be installing them when weather permits.

Staff using utilities tractor put in small drainage ditches across the Old Road Loop trail.

Nanaimo River Regional Park

Staff put up high water and thin ice signs in the park. The trail and stairs were cleared of leaves.

Parksville - Qualicum Links

Staff liaised with the Chair of the Greater Nanaimo Cycling Coalition, now representing D69 given the folding of the Oceanside Cycling Coalition group.

Trans Canada Trail

Staff liaised with the TCT headquarters regarding Cedar route plan being promoted by an area resident and confirmed no change in ability to realize new route through Cedar in the short term.

Further to direction from Island Timberlands, staff posted temporary trail closure notices on the Extension Ridge Trail.

Miscellaneous

Staff installed thin ice signage and "Caution High Water" signs at various parks in the district.

Staff assisted with the Winter Wonderland set-up at Oceanside Place.

Staff provided the Capital Regional District with background information on Haslam Creek Suspension Bridge and copy of as-built plans, and park agreements list.

Staff participated in the VIU Shadow-Mentor Program, providing a VIU Recreation student an opportunity to shadow with Park staff for a day. Tasks included site visits and an Open House set-up.

Staff attended a meeting regarding Brant closures within the Parksville-Qualicum Wildlife Management Area.

Work continued on some in camera land issues and acquisitions.

Fire

Staff attended the Coastal Fire Centre's regional meeting on revisions to the fire control cost sharing agreement model and responded to survey request for parkland conditions.

Off-Road Vehicles

Staff liaised with the Province on the application of new law and issues concerning local enforcement services' awareness of the new and existing law. Staff participated in the UBCM conference call on the new law's application including on Regionally-owned lands, and confirmed the RDN's interest in exploring the possibility. Staff also advised NCC, TNT, and DUC of the potential for application of the new law to their lands.

Geese Management

Staff attended several meetings with other regional and island partners and experts on Geese Management. A regional committee has been formed and staff will continue to sit on the committee. The goal is to move forward with Geese Management within the Region.

2015 Budget Development

The final changes were made to the preliminary budget and the parks budgets were presented to the senior management team and each EA budget to the Area Director. In January, the budget will be updated to include carry forward projects and to update the year end surplus based on the final 2015 expenditures.

Sharepoint

Staff held several meetings with IT staff to review new park libraries and means of transferring files to the new Sharepoint system efficiently. Work will continue on clarifying the process and training the parks team.

Park Use Permits and Events

Area A

- Concluded a park use permit with VIU's G.R. Paine Horticultural Centre for the removal of wild ginger propagules from the Douglas-fir plantation at Nanaimo River Regional Park by Tamagawa Program students receiving training in sustainable harvesting techniques. The majority of young plants propagated will be planted out at Milner Garden and Woodlands; the balance will be returned to NRRP for planting out.

Area B

- Concluded a park use permit with the 4H Club for Rollo McClay Community Park concession use while community volunteers worked with Parks staff to build the new park playground.

Area G

- Concluded annual December Bird Count permit with the Arrowsmith Naturalists for survey at Englishman River Regional Park and the Little Qualicum River Estuary Regional Conservation Area.
- Liaised with film company about potential Movie of the Week shoot locations in Parksville area; no Park Use Permit concluded.

Website and Communications

Staff updated pages including the Park Highlights list and Mount Benson Regional Park page plus created a Witchcraft Lake Regional Trail page.

The park pages for Spring-Summer 2016 Active Living Guide were created.



Manager of Parks Services



General Manager Concurrence