

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'H' PARKS AND OPEN SPACE ADVISORY COMMITTEE
REGULAR MEETING
THURSDAY, DECEMBER 1, 2016
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 late delegations.

MINUTES

3-5 Minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held May 26, 2016.

Motion to adopt the Minutes.

BUSINESS ARISING FROM THE MINUTES

Water Access signage

Bowser Elementary School Outdoor Learning Centre

CORRESPONDENCE/ COMMUNICATIONS

UNFINISHED BUSINESS

REPORTS

6-18 Monthly Update Regional and Community Parks and Trail Projects June –August 2016

19-25 Monthly Update Regional and Community Parks and Trail Projects September 2016

Dunsmuir CP – Public Consultation Summary #2 (*verbal / handout*)

Dunsmuir CP – Preferred Concept Plan (*verbal / handout*)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Trail Mapping

DIRECTOR'S UPDATE

COMMITTEE ROUND TABLE

IN-CAMERA

ADJOURNMENT

Motion to adjourn.

Next Meeting

TBA, 2017
Lighthouse Community Centre

Distribution: B. Veenhof (Chairperson), D. Seydel, N. Robertson, 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
THURSDAY, MAY 26, 2016
10:00 AM
(Lighthouse Community Centre, Qualicum Bay)**

ATTENDANCE: Bill Veenhof, Chair, Director, RDN Board
David Wiwchar
Nancy Robertson
Valerie Weismiller

STAFF: Elaine McCulloch, Parks Planner

REGRETS: Barry Ellis
Dagmar Sedel

CALL TO ORDER

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

ELECTION OF SECRETARY

No secretary was elected. This item needs to appear on the next meeting's agenda. E. McCulloch will take the minutes for this meeting.

DELEGATIONS

L. Bonner, Bowser Elementary School RE: Bowser Elementary Outdoor Cultural Learning Centre

Laura Bonner, a teacher at Bowser Elementary School is working with School District Staff, teachers, students, local first nations, and community members to develop an Outdoor Cultural Learning Centre on the elementary school grounds. One of the main features of the space is a covered "longhouse-style" shelter. Volunteers are available to provide building materials and complete the construction however the group needs \$4,000 in funding to have it professionally designed and approved by a structural engineer before they can apply for a building permit.

MINUTES

MOVED N. Robertson, SECONDED V. Weismiller that the minutes of the regular Electoral Area 'H' Parks and Open Space Advisory Committee meeting held February 25th, 2016 be adopted.

CARRIED

UNFINISHED BUSINESS

Phase 2 Water Access Development - discussion

Staff to add the Crab Rd water access to the development priorities. B. Veenhof to be copied on any correspondence between staff and MoTI regarding the removal of trespass over Water Access.

MOVED V. Weismiller, SECONDED N. Robertson that staff be directed to remove the negative RDN signage from all water accesses and community parks and replace it with simple water access/community park identification signage.

CARRIED

CORRESPONDANCE / COMMUNICATIONS

The Committee discussed the Lion's Park ball fields and their need for upgrading. Staff was directed to consult with the Recreation Department to discuss their involvement in this matter.

REPORTS

Monthly Update Regional and Community Parks and Trail Projects –February 2016 – April 2016

Ms. McCulloch provided a summary of the Regional and Community Parks and Trail Projects reports and answered questions.

Dunsmuir CP – Concept Plan

Ms. McCulloch presented two alternative Concept Plans for Dunsmuir CP. An open house will be held on Friday, September 16th from 5pm-7pm to present the concept plans to the community. A preferred concept plan will be developed from the feedback that is collected through this community consultation. Advertising to be similar to last year's open house.

E. McCulloch to contact V. Weismiller and N. Robertson in July to arrange a walk through the forested portion of Dunsmuir CP with community trail builders.

MOVED D. Wiwchar, SECONDED B. Ellis that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATION

L. Bonner, Bowser Elementary School RE: Bowser Elementary Outdoor Cultural Learning Centre

E. McCulloch reported that unfortunately the Bowser Elementary Cultural Learning Space project does not conform to the Community Works Fund's eligibility requirements. Director Veenhof suggested that this be looked into further as it may be eligible due to its connection to First Nations Truth and Reconciliation objectives. Committee members also suggested the delegate investigate RDN Grant-in-Aid funding.

NEW BUSINESS

None

DIRECTOR'S UPDATE

B. Veenhof provided an update on the trail mapping project. He is looking into the possibility of the RDN taking on the map development project.

COMMITTEE ROUND TABLE

B. Ellis – Question: What is happening with the possibility of widening the roads to improve pedestrian and cyclist safety?

B. Veenhof – Answer: The interest to improve pedestrian and cyclist safety along the highway is also coming out of the discussions with the OCP working group. Gabriola Island is currently working with MoTI to see if the RDN can create a separate function to be responsible for the development and maintenance of roadside trails. He would like to wait and see if Gabriola is successful in their roadside trail project before starting one in Electoral Area H.

D. Wiwchar – Perhaps we could at least improve what we already have by working with MoTI to have the road shoulders swept more frequently in order to improve what we already have?

ADJOURNMENT

MOVED D. Wiwchar that the meeting be adjourned at 12:20 pm.

CARRIED

Chair

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: September 8, 2016

FROM: Wendy Marshall
Manager of Park Services

MEETING: Recreation Commissions, RPTSC, EASC,
POSACs

FILE:

SUBJECT: Monthly Update of Community Parks and Regional Parks and Trails Projects- June, July and August 2016

RECOMMENDATION

That the Parks Update Report for June, July and August 2016 be received as information.

Regional and Community Parks and Trails

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

Electoral Area Community Parks

Area A

Staff prepared revised construction cost estimates and design options for the Cedar Plaza Kiosks which were presented and discussed at the June 15 PRCC Meeting. A Development Variance permit application was submitted to RDN Planning and to the Province with approval received on July 28. Final engineer drawings were submitted for a building permit application on August 17 (with approval anticipated in September), and three construction bids from contractors were received on August 31. A contract will be awarded in early September and construction will be completed by December 31, 2016.

Staff provided parks comments regarding a Development Permit with variance application which involves a foreshore revetment in the unconstructed road right of way beside 1954 Shasta Road. Under condition of the approved permit there is a specific condition that “the applicant will construct a safe and appropriate public beach access along the portion of the revetment in the unconstructed road right-of-way...” The intention is that the new steps will be an enhancement to the existing step steps.

Survey work was completed and staff retained a structural engineer to prepare drawings and costing information for the proposed public access stairs at the Driftwood Rd water access.

Staff provided parks comments to Planning regarding a subdivision application on Shasta Rd in terms of potential trail / pedestrian circulation between Shasta Rd, Headland Rd and Pace Rd. Staff coordinated invasive plant removal and watering with contractors for a replanted section of the Morden Colliery Regional Trail at the Cedar Plaza.

A picnic table was installed at the Cedar Skatepark with funds donated by the Cedar Skatepark Committee.

At Nelson Road boat launch, improvements were done over the summer months, including a new toilet surround, safety line painting and brushing.

At Ivor Way Community Park, over a dozen large hazard trees were taken down, and an arborists report has been completed for the site. The report includes recommendations for both a monitoring program, and for some additional trees to be taken down in the fall or winter.

Area B

Staff reviewed the Gabriola Island Local Trust Committee referral request regarding the draft rezoning Bylaw Nos. 289 and 290 and prepared a Staff report to the Electoral Area 'B' Parks and Open Space committee identifying how the RDN's parks interests are affected by the proposed 136-hectare (336 acre) park land addition to the 707 Community Park as well as the potential additional 19.3 ha (47.7 acre) park land dedication which would result from future subdivision of the rezoned lands.

Staff submitted a grant application to Canada 150 Infrastructure Program for improvements to the Huxley Park tennis and sport courts. Grants will be awarded in October 2016.

A \$7,000 grant from the Nanaimo Foundation Community Fund for Canada's 150th for the Huxley Park playground installation project was awarded.

Parks received a request to install baby change tables in both the male and female washrooms at Rollo McClay Community Park. This has been added to the 2017 parks budget.

Staff provided follow-up correspondence to G. McCollum in regards to the 1520 McCollum Rd. subdivision application requirement to pay the 5% cash-in-lieu of parkland.

Staff received a request to realign the existing trail that connects Fawn Rd to the 707CP's North Rd trail. The existing trail alignment crosses private property.

At Rollo McClay Park, numerous instances of vandalism (graffiti) have required costly painting. Staff are working with the RCMP and the community towards a solution.

A contractor repaired a damaged and failed seal around the overflow pipe of the irrigation pond at Rollo McClay Park.

Following recent survey work staff directed a contractor to begin trail improvements to provide increased access and use of the Whalebone Area trails. Staff met with a trail neighbour regarding trespass issues, and attended to the removal of a large, downed hazard tree, and a large branch at another location. Trail improvements have commenced and are scheduled to be completed in September.

At Huxley Community Park a site visit for assessing a suitable toilet location was carried out, and numerous new park signs were installed at the tennis courts.

Following May's site development work, a toilet was added to the enclosure at Joyce Lockwood Community Park,

Park staff attended a Gabriola Fire meeting, and assisted with Oceans Day preparations.

Staff looked at existing beach access stairs towards replacements options, and provided budget input.

Staff reviewed the Field House facilities at Rollo McClay Park, and identified maintenance requirements and future improvements.

Area C – Extension

Staff met with a park contractor to discuss amendments to park maintenance at Extension Miners Park; a plan was prepared for a bench installation.

A new culvert and drainage pipes were installed at Extension Miner's Community Park.

Area C – East Wellington / Pleasant Valley

Staff contracted a landscape company to carry out biannual weeding and pruning at Anders and Dorrit's Community Park; a loop trail was mowed in the hay field by the mowing contractor in July.

Staff prepared and submitted a building permit application to RDN Building Inspections for a picnic shelter at Meadow Drive Community Park. The permit was received on July 14. Project construction began in late August and completion is anticipated in fall 2016.

At Meadow Drive Community Park, staff attended to vandalism of the new toilet on several occasions, with physical damage incurred to the roof, door, toilet fixture and dispensers. In addition the cleaning contractor was required for emergency cleanings on 5 occasions within a two week period. Staff repaired the damage and closely monitored the site for several weeks. Signs were temporarily posted notifying the community and stating the area would be under surveillance. Modifications to the building were made to prevent vandals from exiting through a gap in the roof structure, and deadbolts were installed to make the building more secure when and if required.

At Benson Meadows Community Path, reflectors were attached to the boulders for public safety at night, and Park staff conducted trail maintenance.

At Anders and Dorrit's Community Park, brushing was carried out adjacent the parking lot entrance way to improve sight lines for vehicles when entering or leaving the park. The park field was hayed over the summer months.

Staff met with a contractor carrying out restorative work to the river bank on the neighbouring property, and inspected the continuation of the bank on the park property. The bank within the park is more secure due to existing tree and vegetation rooting structure.

Area E

Staff worked with GIS Mapping Services on registering two new community parks Oak Leaf Drive and Davenham Road.

Staff coordinated and attended a site meeting at Oakleaf Community Park on June 20th with POSAC members to discuss park development. A subsequent meeting with the Land Governance Manager from Nanoose First Nation occurred in the park to review the proposed plans and seek input. The Phase 1 plans for the park improvements will be occurring over the fall. Phase 2 improvements (fencing and interpretive signage mostly), will be revisited again with the POSAC.

Parks staff received a request for a playground in the Beachcomber area and suggested the request be brought forward to the Area E POSAC, either by letter or as a delegation.

At Stone Lake Drive Community Park staff removed fallen trees from the retention ponds and cleared brush from the fence.

At Brickyard Community Park a new garbage can was installed.

At Park Place Community Park staff graded the trail.

Area F

Planning staff provided input on an amenity contribution and potential park connection to the Coombs to Parksville Rail Trail from the Springhill Road industrial development.

Staff provided ongoing feedback regarding the rezoning application on Springhill Rd. Staff attended the June 27th Public Information Meeting.

Staff walked the proposed Palmer Rd trail alignment with members of the POSAC trail sub-committee to determine project feasibility. Staff has received quotes for survey work and spoken with the Ministry of Transportation and Infrastructure as well as owner of the adjacent wood lot to determine future development plans for this portion of undeveloped road.

Vehicle barriers were installed at the Cranswick Rd trailhead (Matterson Rd end). Advice from a local medi-scooter user was used to ensure that there is universal access to the trail.

A donation of \$1,730 was given to Electoral Area 'F' Community Parks to install a bear-proof garbage can the northern trailhead of the Errington School Community Trail.

Park inspections and routine park maintenance was conducted throughout the area.

At Meadowood Community Park staff removed a vandalized picnic table from the park and dealt with a variety of vandalism issues over the summer. A concrete picnic table purchased by the community was assembled on a new concrete Base installed by contractor and park staff.

Staff also worked with event organizers and the Dashwood Fire Department to help ensure the successful provision of the 6th Annual Lighthouse Bluegrass Festival which was located at Meadowood Community Park this year. Road grading work was conducted.

At Arrowsmith Community Trail, staff completed work on the newly installed trailhead sign.

Area G

In June, Park staff advised Planning staff with regard to a proposed parklands dedication in conjunction with a subdivision application in Area G on Ganske Rd.

In August, Park staff advised Planning staff with regard to a proposed rezoning application of a property near Wembley Mall on the edge of the City of Parksville. No parkland dedication is required. Through an amenity contribution, there is the possibility of trail connections in the area around the development.

At Barclay Bridge, staff trimmed and cleared trail. Staff also met on site with a resident to follow up on a concern about the safety of numerous hazard trees adjacent to their property. The trees are on crown land and are not the responsibility of the RDN to remove. Staff corresponded several times with the Province to clarify the location and jurisdiction of the trees.

At Johnstone Road, staff removed, sanded and refinished a memorial bench.

At Top Bridge two cars were locked in due to them not reading the sign and not leaving the area by 9pm. In the morning when the security company came to open the gate they found that the lock was compromised. A new lock had to be made and installed.

Staff attended to complaints of illegal dumping presumed to be within the park boundary adjacent French Creek.

As per POSAC direction, plans to move forward with design and construction of Phase 1 of the Stanhope Trail are underway. Due to utilities in the corridor, staff prepared a request for proposals and an engineering firm has been retained to do the design work this fall. It is expected that construction of the first phase from Stanhope Road to the Wally's Way cul-de-sac will occur early in 2017. Phase 2 through the trees will happen at a later date.

Parks received suggestions for improvements to the Dashwood Community Park from an area resident and have contacted a playground inspector about the feasibility of using a play structure that was removed from a school ground. Any proposed changes to the park would be presented at a POSAC meeting.

Area H

A Picnic & Play event put on by RDN Recreation was held at Henry Morgan Community Park on July 8th. Approximately 15 adults and children attended.

RDN Parks worked with the BC Wildfire Service to complete a prescribed burn at Oakdown Community Park and the surrounding Crown lands on August 29th. This was a FireSmart Initiative and is a fuel management project.

Staff continued to assist GIS Mapping with the development of maps for non-RDN Crown land trails.

At Henry Morgan Community Park, the trail from Henry Morgan CP to Cordon Road was brushed and cleared of debris.

At Islewood Road Community Park, staff brushed and scrubbed out trail.

At Rose Community Park staff removed bike jumps from the park.

All Beach accesses were maintained. Some benches were refurbished over the summer months. Department of Fisheries and Oceans was contacted with regards getting new shelf awareness signs at the beach accesses.

A temporary portable toilet was delivered to Crane Road for the fishing season.

Park staff installed 2 garbage cans at the Lions Club ball fields and set up payment for collection. They were removed at the end of the ball season. They are currently stored at the Lions Club.

Community Works Projects

Area B

Staff prepared background report on past RDN Parks involvement on MoTI road allowance (development permits and licences for water accesses and undeveloped road allowance), in relation to dealings with the Ministry and the Village Way project.

Area E

Blueback

Further development occurred at Blueback including; a larger parking lot, a cedar toilet surround, change house, and a new trail.

Park Staff met with Arborist regarding hazard tree removal, delivered and spread gravel around toilet enclosure, removed silt fence, installed a bear proof refuse container and installed concrete wheel stops.

Oak Leaf

Park staff expanded the parking lot and installed wheel stops. A trail was roughed in starting at the parking lot leading to an existing trail. Trees and trails were pruned and brushed.

Regional Significant Gas Tax Project

Coombs to Parksville Rail Trail

Construction of the Rail Trail advanced at a good pace over the summer and is nearing the half-way complete mark. Weekly field inspection reports and photos provided by consulting engineer; monthly meetings held with engineer, contractor and sub-consultants. Work on construction and consulting engineer contracts concluded. Obtained revised Station Road crossing permit from MoTI. Continued to work with the City of Parksville concerning their handling of trail development within the City's Springwood Community Park. City staff unable carry out work as expected and main project contractor expected to take on the Springwood section. Met with Coldwater Strata owners to introduce the contractor and review development plans as concerns the SRW at the back of the Strata lots. Met with contractor, engineer and roadmasters from the Southern Vancouver Island Railway and the Alberni Pacific Railway to review safety procedures around the rail. Estimate for two pedestrian rail crossings to be installed by SVI received and materials ordered. Worked with residents, engineers and contractor to resolve a local drainage issue at the junction of rail trail and the private crossing serving the Coombs' property. Worked with the Manna Homeless Society and contractor on seeing some of the non-merchantable project wood delivered to the Society as donated firewood; contracted with firewood processor with work space kindly donated by B. Carpenter of Allsbrook Road. Environmental monitoring

reports received from consulting biologist; all findings good. Media interview and photographs for web site provided to Island Radio. Test surface gravel strips assessed. Liaised with equestrians and cyclists regarding trail use, access points and fixtures such as baffles. Liaised with Coombs business owners concerning the coming need for bike parking. Station crossing location returned to west side of junction further to consultation with Alberni Pacific Railway and adjusted trail path. Safety items examined including lighting at Station and Church crossings and some fencing (cedar split-rail) beside DBL pit and by large culvert installations. Allowances identified to accommodate potential crossing and link to a Springhill Rd community park.

Regional Parks and Trails

Arboretum

Staff Cleared blackberry on the bank and along the fence as well as brushed the trail open. Garbage was removed from site on numerous occasions.

Arrowsmith CPR Regional Trail

Staff liaised with the Conservation Officer and posted a notice on the RDN web site that the trail would be closed for a week to allow time for a stalking cougar to clear the area.

Benson Creek Falls Regional Park

Park staff installed numbered trail markers for emergency locating purposes for Search and Rescue and the Coastal Wildfire Centre.

Park staff also conducted annual bridge maintenance.

Staff reviewed community correspondence, the management plan and various options for improving parking access to Benson Creek Falls Regional Park, based on community input that the Creekside Place parking lot is problematic to the community and should be closed. Staff was directed to prepare a Board Report on the matter by the Regional Parks and Trails Select Committee, which will be reviewed by the Board in September.

Coats Marsh Regional Park

Staff reviewed the *Recovery Strategy for the Little Brown Myotis, Northern Myotis, and Tri-colored Bat in Canada* and provided a staff report regarding how Federal and Provincial Species at Risk legislation impacts bat conservation efforts in regards to RDN park management and development – specifically in terms of the planned demolition of the cabin at CMRP.

Descanso Bay Regional Park

Staff provided Public notice of a campfire ban on June 7th. This ban will remain in effect until advised to lift it by the local fire chief.

The annual Oceans Day event was held on June 5th. Staff provided posters and buttons as well as provided event advertising assistance.

Englishman River Regional Park

Long-time volunteer park warden Marlene Harm retired following the death of her dog and partner Kodiak.

Staff Liaised with Arrowsmith Search and Rescue on their GPS and mapping plans for the park; put them in touch with the GIS Mapping Coordinator.

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

Horne Lake Regional Park

Staff Liaised with the Horne Lake Strata on member efforts to get MoTI to improve Caves Road conditions. RDN Park's long-standing interest in seeing road improvements was restated.

Staff updated the park map and started on updating the kiosk signs at the park.

Horne Lake Regional Trail

Staff prepared briefing notes on the historic regional trail initiative which dates from 2001 and the rezoning of lands around Horne Lake.

Staff provided Public notice of a campfire ban on August 17th as well as a Notice advising of the lifting of the ban on August 30th.

Lighthouse Country Regional Trail

New wheel stops were installed at the Lioness parking lot.

Little Qualicum River Estuary Regional Conservation Area

A representative from the BC Conservation Foundation and the Qualicum Beach Streamkeepers met with Parks staff on site to review the current research and vegetation re-establishment project underway. Additional plantings are planned for this fall and will be monitored for survival with those that went in previously.

Little Qualicum River Regional Park

Staff received an updated proposal for structural engineering services for the replacement of the bridge, and are awaiting a report from a Geotechnical Engineer assessing the conditions of the existing bridge footings.

Park staff cleaned two culverts of beaver debris on a weekly basis over the summer months, to allow for proper water flow and avoid access road damage.

Garbage was constantly being cleaned up and removed during the weekly visits.

Ongoing vandalism and willful disregard of the bridge closure is a common occurrence. Staff spoke with welder to look to solve repeated vandalism to gate and locking pins.

Moorecroft Regional Park

Park staff installed three new picnic tables in the Meadow.

Park staff followed up with Bylaws Services and Animal Control following complaints of unleashed dogs within the park.

Staff met with members of the Nanoose Fire Department and walked the property. The Fire Department gained additional familiarity with the park, and provided parks with suggestions for areas of improvement for firefighting access. Parks supplied the fire department with updated property maps and gate keys.

Staff met with the park caretakers as part of the transition and elimination of the position.

Staff attended the site with an Environmental Consultant to review and update the hazmat reports for the Caretakers house and Kennedy Hall buildings scheduled for demolition.

An Archaeologist was contacted to review the demolition sites for Kennedy Hall, and confirmed that part of the building is located within a mapped archeological area. Evidence of a midden was found under part of Kennedy Hall and an application has been made for a Site Alteration Permit.

Building Permits for the upcoming demolitions have been applied for from the RDN Building Department.

Staff began considering options for toilets and a picnic shelter in the park. Plans to meet with the Area Director and the Nanoose First Nation in September are in motion regarding the concept of a Longhouse and to discuss how all proposed facilities planned for the park will work well together into the future.

Staff have begun to explore the option of formalizing the trail access into Moorecroft from the west side. This will involve a formal agreement with the Strata who own the land adjacent to the park.

Morden Colliery Regional Trail

Staff continued to work with project consultants, the Province and the Agricultural Land Commission on planning and design initiatives related to the bridge and trail development over the Nanaimo River.

Staff removed the bike jumps that were built in the park near the Thatcher Bridges.

Mount Benson Regional Park

Staff cleared woody debris from the logging road trail to allow access for Search and Rescue and maintenance vehicles and a turnaround was created as requested by search and rescue.

Staff investigated a report of unauthorized trail construction within the park; however a site visit confirmed the constructions was not within the park boundary.

Staff reviewed community correspondence and various options for improving parking access to Mount Benson Regional Park. The current parking lot at the Witchcraft Lake trailhead does not meet demand and a long-term solution is needed. A Board Report was prepared and will be reviewed by the Board in September.

Nanaimo River Regional Park

Park staff added river rock at the outlet of a perched culvert to prevent further erosion and potential sediment.

Staff met with Ron Stone (Volunteer Warden) regarding Culturally Modified Tree issue and checked barriers due to complaint from an area user. Staff spoke to Emcon regarding moving barrier to block access and confirmed Emcon would complete ASAP.

Staff provided updated GPS information to mapping for the locations of the Fire Department well located within the Park

Staff are monitoring a complaint of uncontrolled dogs within the park. Temporary signage has been posted at the Kiosks as part of an awareness campaign.

Interpretive signage planning is underway for the research forest at Nanaimo River Regional Park. Staff will collaborate with representatives/managers of the research forest and will work with a graphic designer to produce attractive and educational signage to display in the park.

Parksville Qualicum Beach Links

Top Bridge Regional Trail

Trans Canada Trail

Temporary closure of the Extension Ridge section of the TCT extended and then terminated, further to industrial activity in the area by landowner Island Timberlands.

Obtained updated licence offer from Island Timberlands for use of their private forest lands for the TCT. Prepared report to the RPTSC and Board (September meetings).

Staff installed new posts and signs along the Extension Ridge Trail.

Witchcraft Lake Regional Trail

In June and July, permission was obtained from the City of Nanaimo and the Ministry of Transportation and Infrastructure for a proposed parking expansion at Witchcraft Lake, the trailhead for Mt Benson Regional Park. Staff mailed letters and site plans to all Benson View Rd residents for information and feedback.

In August, staff reviewed community responses to the proposed parking expansion on Benson View Rd; due to substantial opposition, the parking issue was deferred to the Regional Parks and Trails Committee and residents were informed by letter that the RDN would not proceed with the proposed works. A Board Report was prepared on the subject (see Mount Benson Regional Park above).

Miscellaneous

Staff continued work on the following:

- Park inventory spreadsheet and effective registry of the park portfolio.
- Worked with GIS Mapping on the identification and civic numbering of community parks to be included in new ARC-GIS park finder.
- Attended SMS legal seminar on contracting.
- Participated in MIA webinar on insurance requirements for construction contracts.
- Provided interview to Business in Vancouver regarding non-BC Park campgrounds as a relatively unknown but great alternative to BC Parks.

- Met with the Mount Arrowsmith Biosphere Region and Oceanside Tourism on MABR's Amazing Places project. Reviewed process and approaches. Public input will be solicited through to the end of September, RDN Parks consulted as applicable, and first results expected to be viewable on the web by end of November.
- Liaised and met with the BC Marine Trail Network Association on their current project to create a Salish Sea Marine Trail as part of the Trans Canada Trail and in time for the TCT's 25th anniversary in 2017. Further to the Association's July presentation to the Regional Board, worked with the Association on a draft partnership agreement. Prepared a board report on the project for the September RPTSC and Board.
- Received and reviewed Tourism Vancouver Island's Phase II Hiking Experience report prepared by consultant Stantec.
- Received update from UBCM on Off-Road Vehicle legislation; conference call scheduled for mid-September to discuss interest in the Province's offer to local government to include their lands under the new legislation.
- Worked with Recreation staff to provide content and imagery for the Fall/Winter Active Living Guide.
- The new staff position of Superintendent of Parks Operations and Capital Projects was filled, and Mark Dobbs started in the early July.
- The new staff position of Parks Secretary has been posted and filled; Jenny Bannatyne has accepted the position and will start September 19th.
- Staff followed the improvements underway at Nanoose Place, including the preparation and construction of an expanded paved parking lot and new signage.
- Playground inspections were conducted throughout the region.
- Staff followed up on a request about "No Motors" signage at Spider Lake, conducted a site visit, and provided information obtained to RDN Planning Department.
- Parks Staff and Contractor provided regular watering's of unestablished trees and plantings throughout the district during the hot dry weather.

Park Use Permits and Events

Area A

Continued to work with the Nanaimo Skateboard Association on a permit for the September fundraiser in support of refurbishing Nanaimo's Hammond Bay skatepark. Site visit held with organizer to review issues arising from last year's event. Volunteer assistance with traffic management kindly being provided by JSK Traffic Services of Cedar.

Responded to a request to close the Nelson Road Boat Launch for several days in order to provide for construction access to a waterfront retaining wall site. Liaised with MFLNRO, MoTI, and Planning Services; provided brief for Area Director. Further to August 23rd Board resolution to deny closure of the Boat Launch for any significant time period, a set of conditions for Boat Launch use under a park use permit was issued to applicant.

Area B

Worked with non-profit Pacific Sport and the Gabriola Recreation Society on a park use permit for a three-day sports camp at Rollo McClay Community Park. In the end, the event was cancelled because of lack of enrollment.

Area C

Obtained confirmation that VIU/Mount Arrowsmith Biosphere Reserve will take ownership of the GLORIA high-alpine vegetation monitoring plots (part of an international global warming monitoring project) installed at four locations at Mount Arrowsmith Massif Regional Park prior to the Region's acquisition of the park. Park use permit issued to VIU to address the summer 2016 revisiting of the plots.

Worked with the Nanaimo & Area Land Trust on a park use permit to work with VIU on an update of vegetative plots identified in the 2006 Ursus review of then new Mount Benson Regional Park; permit approved.

Area E

Worked with Quality Foods on concluding the park use permit for their annual Teddy Bear Picnic at Jack Bagley Community Park; liaised with Corporate Services; permit issued.

Concluded work on a park use permit for use of Moorecroft Regional Park for an early August weekend wedding.

Continued to work with Chesapeake Shores film company and MoTI on use of Moorecroft Regional Park for parking of film vehicles. In the end, the firm identified a more appropriate arrangement for their vehicle parking and only one of four weeks' proposed use was made of the Regional Park.

Began work with Nanoose Elementary School Principal on start-up of 2016-17 outdoor classroom use of Moorecroft.

Area F

Continued to work with Bluegrass Festival organizers, Dashwood Volunteer Fire Department and Corporate Services on a park use permit for the July long weekend festival at Meadowood Community Park. Provided responses to concerns raised by residents in the neighbourhood. Engaged security firm for drive-by inspections of roads leading to the Festival over the holiday weekend; liaised with RCMP. Given plan approvals by all involved authorities and required insurance proof, park use permit for Festival approved. Event went off without issue, though at a financial loss for the organizers.

Received a park use permit application from the Corcan-Meadowood Residents' Association for a Canada Day Picnic at Meadowood Community Park; approved.

Worked with applicant on a park use permit for a wedding at Errington Community Park in October. Liaised with Errington Hall Board Association overseers of the Park regarding use of the Market's stage and power supply. Permit approved.

Worked with the BC Conservation Foundation regarding a permit to cover summer maintenance of their large woody debris (LWD) structures originally installed along Little Qualicum River Regional Park riverfront in 2003. BCCF obtained DFO and Provincial backing for structures over the long-term.

Area G

Concluded permit work and provided final assistance including gift bags to the Mid-Vancouver Island Habitat Enhancement Society (MVIHES) for their 7th annual June River Run event at Englishman River Regional Park (ERRP). Worked with MVIHES and RDN WaterSmart on a second park use permit, this for

installation of water flow data loggers along the ERRP waterfront at BC Conservation Foundation large woody debris sites; permit approved. Work with MVIHES in process on another permit for the staging of a Streamkeepers workshop along the side channel at ERRP in September.

Issued a park use permit to the Nanoose Walking Club for vehicular access and a walk and hatchery visit at Englishman River Regional Park.

Area H

Concluded a park use permit with the Silver Spur Riding Club regarding use of Wildwood Community Park and the Lighthouse Country Regional Trail (North Loop) as part of a weekend-long 17th Annual Vancouver Island Memorial Trail Ride in support of Oceanside Hospice. The event was staged out of the MFLNRO compound next door to Wildwood.



Per/ Manager of Parks Services



General Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: October 6, 2016

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission
All POSAC's, RPTSC, EA Service Committee

FILE:

SUBJECT: Parks and Trails Projects Update Report- September 2016

RECOMMENDATION

That the Parks and Trails Projects Update Report for September 2016 be received as information.

Regional and Community Parks and Trails

During the month of September staff have been involved with the following projects and issues.

Electoral Area Community Parks

Area A

The contract for two shelter / kiosk structures at Cedar Plaza was awarded to Pickles Timber Frames who will be completing the work by December 31, 2016. A project start-up meeting was held on September 26. A planting design for the plaza was completed for installation following plaza structure construction. A landscape crew was contracted for the future planting work and to remove invasive species along a section of the Morden Colliery Regional Trail at Cedar Plaza.

Staff submitted a request to the North Cedar Improvement District for a water connection at Cedar Plaza for plant irrigation.

Staff attended a site meeting with the General Contractor, project biologist and geotechnical engineer to discuss the public access stair design which is to be incorporated into the construction of the foreshore revetment at 1954 Shasta Road. Under condition of an approved Development Permit with Variance, there is a requirement that the applicant construct a safe and appropriate public beach access along the portion of the revetment in the unconstructed road right-of-way. The new steps will replace the existing rough steps that lead down the bank to the beach. Construction is expected to be completed by the end of October.

Staff prepared and distributed the September 21st Electoral Area 'A' Parks, Recreation and Culture Commission meeting agenda package, attended the meeting and prepared the meeting minutes.

Operations staff removed fire pits at Nanaimo River Canyon Community Park and machine graded the area.

Operations staff have been contending with an increase of litter and vandalism at the Cedar Skate Park since early September when school resumed. In addition staff graded the parking area and repaired the vandalized electrical box.

Area B

Staff prepared and distributed the September 19th Electoral Area 'B' Parks and Open Space Advisory Committee (POSAC) meeting agenda package, attended the meeting and reviewed the meeting minutes.

A new portable toilet was installed at Huxley Community Park.

Improvements were made to the privacy surround at Joyce Lockwood Community Park, and staff also installed a concrete garbage can at the site.

Fencing was removed at Rollo McClay in the vicinity of the well head, and the park's security camera was monitored. Staff continued to liaise with the RCMP regarding ongoing vandalism at this site. Two more incidents of vandalism occurred in September, requiring the painting over of a large amount of graffiti. The irrigation system was winterized, and the concession service is now closed for the season.

Improvement work continues underway along the trails linking the Whalebone area Community Parks. The development of a small pedestrian bridge and improved signage is scheduled for October. Staff also met with an arborist and tree faller regarding the removals of a small clump of Maples along the Whalebone trails.

The new Dodd Narrows Community Park (Mudge Island) was purchased and added to the Electoral Area's park inventory as of September 30.

Area C – Extension

A memorial sign was installed at Extension Community Park; the sign text and graphics were completed by staff and the sign base was designed and installed by community volunteer, Gary Britt. Staff installed a new seating bench at the park and ongoing brushing and other maintenance work is being conducted by Brenda Britt.

Area C – East Wellington / Pleasant Valley

A horticulture crew was contracted for Meadow Drive Community Park to complete grass seeding following picnic shelter installation and pruning of existing park trees.

A horticulture crew was contracted for Anders and Dorrit's Community Park to complete biannual pruning and weeding near the park entrance.

Area E

A plant restoration plan for Carmichael Community Park was completed by staff and submitted to the Fairwinds Golf Club who will be completing the planting in October.

Staff revised the construction drawings for Blueback Community Park to reflect the site alterations that resulted from the site drainage works completed last spring. Park upgrades are scheduled to be completed this fall.

At Stone Lake Drive Community Park staff removed a large tree from pond with the Water Services Department's excavator and operator and repaired the fence.

Area F

Staff met with Planning staff and the developer's agent to discuss proposed changes to the Springhill Road rezoning application. The final rezoning application is expected to propose a subdivision layout which includes park land dedication. This proposal will be brought forward to the Area F POSAC for comment.

Staff installed a new bear proof garbage can at Errington Elementary School Community Trail and conducted park maintenance work at Meadowood Community Park.

Trail re-alignment work is underway along a rear portion of the Errington Farmers Market, with surfacing to be completed in October. Additional work undertaken in the park included; brushing of trails, building rooftops were cleaned off, and new signage was posted.

Area G

Consultants were selected to design the first phase of the Stanhope Trail, which will link the end of Wally's Way with Ackerman Road. Development is anticipated for the spring of 2017.

Staff responded to a call reporting illegal dumping in the Lee Road area.

Area H

Staff organized and held a second Park Open House at Dunsmuir Community Park as part of a master planning process for the park. The first open house held in September 2015 asked the community to provide ideas for the park, and at the second open house held on September 16th concept plans were presented and community members were asked to complete a brief questionnaire. The questionnaire was also made available to the public via the RDN website. A summary of the public input will be presented at the next Area H POSAC meeting and staff will prepare preferred concept plans.

Operations staff carried out brushing and cleanup to areas of Dunsmuir Community Park in advance of the open house.

Operations staff corrected a drainage culvert and resurfaced a trail section located at Henry Morgan Community Park.

Park staff assisted Planning staff with input on trail building costs as part of the Active Transportation Plan and OCP work, and Ministry of Forest Lands and Natural Resource Operations staff on their Official Community Plan input.

Community Works Projects

Area B

Village Way

Staff met with Ministry of Transportation and Infrastructure (MoTI) staff to review parameters for moving forward with works within the North Road right of way. Staff met with the consulting project engineer and initiated a conceptual review of what could be accomplished given the new parameters and the lay of the land.

Area E

Oak Leaf Community Park

Improvements at Oak Leaf Community Park have begun with the installation of a toilet and garbage can and widening of the existing parking lot. A new trail was also created to provide a forest loop. Construction will continue this fall.

Regional Significant Gas Tax Project

Coombs to Parksville Rail Trail

Staff held several site visits to review construction issues including landscaping and maintenance, trail encroachments, gravel surfacing and design of the Springwood section. The Parksville Golden Oldies Sports Association and Greater Nanaimo Cycling Coalition, as well as local equestrians, assisted in the testing of surface gravels. Staff, working with RDN Utilities, arranged for light arm to be added to hydro pole by Church Rd crossing and have made arrangements for the installation of pedestrian controlled beacons at the Church Rd crossing and the Hwy 4A crossing at Station Rd.

A site meeting was held with the contractor, RCMP and RDN Bylaw Enforcement to review significant thievery and vandalism issues along trail construction corridor, as well as enforcement of new Off Road Vehicles Act legislation. Staff will work with RDN Communications and Bylaw staff on an Off-Road Vehicles communication strategy.

The construction of the trail is over 50 per cent complete and on target for public use by Christmas 2016.

Regional Parks and Trails

Beachcomber Regional Park

A biologist was contracted to carry out a species inventory and environmental assessment in preparation for park management plan development.

Benson Creek Falls Regional Park

Operations Staff have started work on a section of trail realignment within the park, to prevent a trespass condition onto private property, currently occurring with the original trail.

Descanso Bay Regional Park

Staff liaised with the park operators and an arborist regarding hazard tree issues, and received a request for new signage. This will be ordered and posted throughout the fall. The hazard tree is scheduled for removal in October.

With the sad news of the passing of the Camp Ground Operator, Jim Demler, staff visited the site to help with operation issues. Staff are working closely with the Operator's wife to ensure park operations continue. Longer term plans will be discussed in the coming weeks.

Englishman River Regional Park

Staff assisted the BC Conservation Foundation with temporary storage of large woody debris at the park gravel pit. The wood will be used in habitat enhancement along the river and side channel. The park hatchery manager initiated the annual transfer of Quinsam hatchery pink eggs to the park hatchery for incubation and eventual release into the Salish Sea in the spring.

The park was inspected and garbage cleaned up on a weekly basis.

Horne Lake Regional Trail

Staff consulted with a surveyor about locating the 1911 Gazetted Horne Lake and Alberni Road and initiated work planning for the trail. The Horne Lake Regional Trail will link the Big Qualicum River Regional Trail to the RDN-Alberni Clayoquot Regional District boundary following the Historic Horne Lake Trail (from the Salish Sea at the Qualicum First Nation to First Nations lands in Port Alberni).

Little Qualicum River Regional Park

Preparations for bridge replacement over the Little Qualicum River continue. Low river levels in August provided the opportunity for a geotechnical assessment of the existing bridge footings. The assessment revealed significant scour (undermining) of the pier footing located in the river bed. Additional remediation is required to underpin and support the existing pier footings. Herold Engineering has reviewed the Geotechnical findings, and has provided updated cost estimates for engineering services and construction budget.

Staff also continued work keeping two culverts cleared of beaver debris on a weekly basis to allow for proper water flow and to avoid erosion and damage to the road infrastructure of the property. Garbage was constantly being cleaned up and removed during the weekly visits.

Staff also liaised with the BC Conservation Federation regarding park access for upcoming work in the channel maintaining large, woody debris installations.

Moorecroft Regional Park

Staff provided a draft agreement to a local area Strata for review regarding formalizing a pedestrian trail into the west side of Moorecroft over the Strata's common property.

Staff briefly met with representatives from the Nature Conservancy of Canada, who were at the park to undertake the annual covenant monitoring.

Preparations for demolition of the Caretakers house and Kennedy Hall are underway. Tenders for demolition of the Caretakers House are currently being received and building permits for the demolition have been issued. The Archeology Branch is moving forward with our Site Alteration Permit for Kennedy Hall and we may receive the permit sooner than expected. The house is expected to be removed near the end of October, and Kennedy Hall is expected to be removed near the end of November.

With the departure of the on-site caretaker, Footprints Security has been hired to provide gate service along with foot patrol to the beach area on a daily basis.

Morden Colliery Regional Trail

Staff continued to work with project consultants, the Province and the Agricultural Land Commission on planning and design initiatives related to the bridge and trail development over the Nanaimo River.

Mount Benson Regional Park

Staff contacted individuals interested in organizing a fundraising running event up Mount Benson which will be discussed further at a meeting in early October.

The Nanaimo & Area Land Trust (NALT) submitted its first conservation covenant monitoring report. Staff have reviewed the report and will meet with NALT in October to discuss the next steps.

Operations staff conducted brushing and clearing operations of overgrown alder along the Te'tuxw'tun roadway trail

Mount Arrowsmith Massif Regional Park

Staff sought and received costing information for planned trail improvements on the mountain. This work is being budgeted for in 2017.

Nanaimo River Regional Park

A graphic designer has been retained to produce attractive and educational signage to display in the research forest at Nanaimo River Regional Park. Staff have been coordinating and meeting with the managers of the research forest regarding content and photos for the signs.

Operations staff removed a section of collapsed and dilapidated wire fencing along the N.W. boundary.

Top Bridge Regional Trail

Seasonal signage was updated throughout the park and an incident of gate vandalism was dealt with.

Trans Canada Trail

Staff met with the City of Nanaimo Parks and then joined representatives from Trans Canada Trail (TCT) national and BC groups for a meeting of Vancouver Island TCT operators in order to review progress on closing the gaps for the TCT's 25th anniversary in 2017. The TCT representatives confirmed that MoTI will be permitting TCT signage along roadways. Plans for the 2017 celebration of the trail were also discussed.

Witchcraft Lake Regional Trail

Trail counter data was collected for the month of September on this popular hiking route. Trail marker 1 is located near the boardwalk and trail marker 10 is located further up the Regional Trail. Number should be divided by 2 for proper numbers as people will walk past it twice during their hike.

Site Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Witchcraft at trail marker #1	94.5	87.0	72.0	96.5	84.8	127.8	224.5
Witchcraft at trail marker #10	76.5	59.7	41.0	61.0	57.8	95.5	192.8
Daily Averages	86	73	57	79	71	112	209

Miscellaneous

Staff developed the 2017 budgets for Community and Regional Parks.

Staff coordinated agenda packages in preparation for up-coming fall POSAC meetings.

Staff assisted with the relocation of files and furniture to the Parks office on Springhill Road following the filling of a new part-time secretary position.

Staff participated in a UBCM's conference call update on the new Off-Road Vehicle Act.

Staff continued to work with the Mount Arrowsmith Biosphere Region on its Amazing Places project; the public nomination process closed at month's end.

Staff received and reviewed a draft partnership agreement concerning the BC Marine Trail Association and its Salish Sea Marine Trail initiative.

Staff continued to assist the Nanaimo Mountain Bike Club in its efforts to secure tenure over trail within the VIU/Crown woodlot below Mount Benson.

Participated in MIA webinar on bike park and trail liability and risk management.

Park Use Permits and Events

Area A

- Concluded work with the Nanaimo Skateboard Association on their mid-September fundraiser at the Cedar Skatepark. Obtained volunteer traffic management assistance from JSK Traffic Services (Cedar). Successful event held.

Area C

- Continued to work with the Vancouver Island Mental Health Association on a limited invitation only pilot fundraising hike involving the Witchcraft Lake Regional Trail and Mount Benson Regional Park.
- Liaised with RDN Emergency Planning, Communications and Nanaimo SAR on halting a social media campaign to run an unauthorized fundraising hike up Mount Benson focused on child participants; negative community response from many sources saw the initiative cancelled.

Area E

- Liaised with Nanoose Elementary School regarding the start of another year of outdoor learning at Moorecroft Regional Park. Briefed the School on upcoming building demolitions and removal of second toilet for the winter.

Area F

- Began work with the Corcan Meadowood Residents Association concerning their 6th Annual Hallowe'en event at Meadowood Community Park. Liaised with the Dashwood Volunteer Fire Department on permit conditions.

Area G

- Concluded park use permit to the Mid Vancouver Island Habitat Enhancement Society for use of the Englishman River Regional Park Clay Young Side Channel as site for mid-Island streamkeepers training.
- Permitted annual fall monitoring of Side Channel water quality by VIU/DFO initiated and usual RDN contribution to laboratory costs confirmed.

Area H

- Worked with the Oceanside Community Arts Council on their Tidal Treasures tourism and arts promotion program involving glass balls left to be found along beach stretches. Identified the Sunnybeach Road water access as a good initial candidate. Assisted Council with the identification of potential locations and what landowners and managers to contact for permissions and directions.



Manager of Parks Services



General Manager Concurrence