

REGIONAL DISTRICT OF NANAIMO

**ELECTORAL AREA 'F' PARKS AND OPEN SPACE ADVISORY COMMITTEE
WEDNESDAY JUNE 10th, 2015
7:00 PM**

(ARROWSMITH HALL)

A G E N D A

PAGES

CALL TO ORDER

WELCOME NEW MEMBERS/INTRODUCTION

DELEGATIONS

J.Diewold – **Errington Community School Trail Update**

N. Mongeau – **Errington Community Park Playground Proposal**

Motion to receive late delegation.

MINUTES

3-6 Minutes of the Regular Electoral Area 'F' Parks and Open Space Advisory Committee meeting held March 11, 2015.

Motion to approve Minutes.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Motion to receive Communications/Correspondence.

UNFINISHED BUSINESS

REPORTS

7-15 Monthly Update Regional and Community Parks and Trail Projects - Jan –Feb 2015

16-23 Monthly Update Regional and Community Parks and Trail Project – March 2015

24-31 Monthly Update Regional and Community Parks and Trail Project – April 2015

Arrowsmith Community Trail (ACT) Update – Price Rd (verbal)

Meadowood Community Park opening (verbal)

Motion to receive Reports.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Grafton/Cranswick Flooding

2015-2019 Work Plan (handout)

32 2015 Budget Summary

DIRECTOR'S UPDATE

COMMITTEE ROUND TABLE

ADJOURNMENT

Motion to adjourn.

NEXT MEETING

October 14, 2015

Distribution: J. Fell, D. Edgeley, C. Anderson, A. Jablonski, B. Smith, E. Billingsley, R. Nosworthy, T. Osborne,
W. Marshall, E. McCulloch

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AREA F PARKS AND OPEN SPACE ADVISORY COMMITTEE (POSAC)
REGULAR COMMITTEE MEETING HELD
WEDNESDAY, MARCH 11, 2015
7:00PM
AT THE ARROWSMITH HALL, COOMBS**

ATTENDANCE: Julian Fell, Director RDN Board, Chair
Alfred Jablonski
Barbara Smith
David Edgeley
Reg Nosworthy

STAFF: Wendy Marshall
Elaine McCulloch

REGRETS: Earl Billingsley
Colin Anderson

CALL TO ORDER

Chair Fell called the meeting to order 7:05 p.m.

WELCOME NEW MEMBERS/INTRODUCTION

It was noted that R. Nosworthy has replaced D. Edgeley as the Recreational Commissioner for Area F and that D. Edgeley and C. Anderson reappointed as members of Area F POSAC.

DELEGATION

None

MINUTES

MOVED R. Nosworthy, SECONDED A. Jablonski that the Minutes of the Electoral Area F Parks and Open Space Advisory Committee (POSAC) dated November 17, 2014 be approved, as amended, to note that B Smith also met with Chair Fell and Joan Michel on October 23rd, 2014, RDN Parks and Trails Coordinator, to walk the Carrothers and Price trail corridors.

CARRIED

BUSINESS ARISING FROM THE MINUTES

It was noted that the subcommittee struck at the last meeting to provide direction on trail development has not needed to meet as yet.

COMMUNICATION/CORRESPONDENCE

MOVED R. Nosworthy, SECONDED B. Smith to receive the following correspondence:

E. McCulloch, RDN to J. McKierahan, Ministry of Forests, Lands & NRO, **RE: Silver Spurs S.57 Application – Little Mountain Trails FCBC File: ATA 117776**

T. Osborne, RDN to E. Bailey, School District 69, **RE: French Creek School Land**

T. Osborne, RDN to E. Bailey, School District 69, **RE: Meadowood Property**

J. Diewold, Errington Elementary School to E. McCulloch, RDN, **RE: Errington School Trails**

CARRIED

BUSINESS ARISING FROM THE CORRESPONDENCE

B. Smith advised that she had contacted the Nanoose Band Manager in January with the information on the Silver Spur Riding Club's s.57 application and the application is ongoing, slowly.

E. McCulloch reviewed the information about the Letter of Understanding (LOU) agreement with School District 69. This is a license of occupation for 10 years less 2 days on the land only, not buildings. W. Marshall advised that the land will be operated as a community park, but future planning is required. E McCulloch will provide the members with more specific information and the diagram/map of the lands involved. The question was raised whether or not there was an option to purchase the lands, without an answer given.

J. Diewold at Errington School has contacted E. McCulloch, J. Fell, and B. Smith regarding a photo op to announce the recent Grant from BC Nature to cover the cost of informational trail signs along the Errington School Trail. The date for this meeting is not yet determined.

UNFINISHED BUSINESS

None

REPORTS

Monthly Update of Community Parks and Regional Parks and Trail Projects

E. McCulloch referred to the Community Parks and Regional Parks and Trails Projects report for November and December 2014, provided to the committee.

A. Jablonski advised that there was work done on the Meadowood Community Park to divert pooling water. The pavilion and picnic tables have been completed and grass is growing. There has been some vandalism from motorbike use and a discussion ensued how to prevent that traffic and encourage strollers and walkers.

E. McCulloch advised that the RDN Parks and Trails Department would be moving from the Oceanside Place to Springhill Road in Parksville.

Malcolm Community Park Trail Signage

E. McCulloch advised that fire crews would be in Malcolm Park at the end of March to remove hazard trees and install signs and maps. It was decided that the trail would be named after Steve Cross, who constructed the original trail.

Arrowsmith Community Trail (ACT) Update – Price Rd

E. McCulloch provided information on the Arrowsmith Community Trails (ACT) 4 Price Road Trail development plan. The total cost will be no more than \$15,000 for culverts, surfacing, signage, and barriers.

Meadowood Community Park Portable Update

E. McCulloch advised on the Meadowood Community Park Portables plus washroom and electrical buildings have been purchased for \$1 each. These will be relocated onto School District vacant lands next to Meadowood Park. The funding for the project which included upgrading the portables for community recreation centre use was obtained from the Community Works Infrastructure Fund for Electoral Area 'F'. There is a 10 year License of Use the vacant school lands. Occupancy is expected by October 2015.

MOVED A. Jablonski, SECONDED D. Edgeley that the Reports be received.

CARRIED

NEW BUSINESS

2015 Accomplishments

2015 Work Plan

The Park Service's Work Plan Project and Activities worksheet was reviewed. Of note was the proposed upgrading of the bridge over Little Qualicum River adjacent to the Regional Park. It will be repaired for utility vehicle and pedestrian use. It will not be rated as an emergency route because the repair will not be up to seismic standards.

Chair Fell discussed the issue of funding for the Area F projects. More money is needed as the RDN has taken on more parks and the additional expenses of maintenance, grass cutting, and electricity etc. There is also a concern that there is not enough staff to oversee these projects.

The next project is ACT 3 Cranswick trail. This winter the Grafton/Cranswick Road area has experienced considerable flooding. The Ministry of Transportation is looking into the situation and has hired an engineer to determine elevation and impact on roads. A report is due in April.

ADJOURNMENT

MOVED B. Smith to adjourn at 8:20 p.m.

CARRIED

Chairperson

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: March 31, 2015

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Staff conducted a design assessment of Cedar Plaza at the entrance to the Morden Colliery Regional Trail in preparation for future planting, kiosk construction, sign and bench installation.

At Cedar Skate Park staff have been monitoring and following up on flooding issues in the area around the porta-potty. The toilet tank servicing contractor has repeatedly pumped out the in-ground tank, which is required to keep surface water from accumulating until the water table subsides enough to allow for proper sealing of the unit. Several site visits were also made to clear garbage from the park. A stolen padlock at one of the driveway accesses was replaced. Staff ordered a new picnic table for the park. The funds for the table were provided through a final donation from the Cedar Skate Park Association. Staff met the skate park construction contractor to review the outstanding deficiencies and work should be completed by the end of March.

Following a windstorm staff removed a fallen tree from the neighbours yard cleaned up debris and repaired the property line fence at Pylades Road beach access.

At Woodridge Place Community Park staff cleaned dumped garbage from trail and repaired a rock retaining wall.

Ramp stabilization work was conducted at Nelson Road boat launch, with the delivery and placement of rock and boulders, to halt erosion of the road and ramp. Staff also removed garbage from the site and cleared storm/wood debris from the ramp.

A hazard tree was removed at Thelma Griffiths Community Park. Garden bed pruning and maintenance work was also completed. Supporting arbor stakes were removed from several planted trees at the site. Staff also met a park neighbour on site following a call regarding local flooding/high water issues.

At Quennell Lake boat launch a boulder barrier was reinstated following a vandalism incident. New signage needs were noted and signs were laid out for upcoming ordering.

Staff prepared and distributed the February 18th PRCC meeting agenda package and attended the meeting.

Area B

Further to the Islands Trust housekeeping rezoning of Gabriola parks, Parks staff examined park density history related to community and regional parks on the Island and advised the Trust accordingly.

At Rollo McClay Community Park, a contractor was hired to replace all the toilets/urinals in the men's and women's washrooms with low-flow models. A hot water tank was also ordered. Seasonal start-up maintenance and servicing work for the water system was completed. Staff was in contact with the Gabriola Softball Association representative regarding a proposed playground install in Rollo McClay Community Park.

A stair assessment was conducted for a beach access site on Decourcy Road owned and managed by Ministry of Transportation and Infrastructure (MOTI). Replacement of these stairs will be considered by staff and the Parks and Open Space Advisory Committee, prior to any action taking place.

Vegetation and debris was removed from a site on Queequeg Place along a section of one of the Whalebone area trails.

Park staff conducted a contractor site meeting at Davidson Bay to review plans for a parking lot upgrade.

Staff continued to work on the Huxley Park Master Plan.

Area C – Extension

Park Staff met with the Extension Rec Commission and MOTI staff to review a playground that is to be located on a road right of way between Extension School and Extension Community Hall. Staff is in the process of making a permit application to MOTI for permission to place the playground on MOTI road right-of-way.

At Extension Miners Community Park gravel was ordered to replace some borrowed from the neighbour during bridge development in late 2014. Fourteen cubic yards more of unwanted gravel fill was removed from the neighbours site and utilized at the Trans Canada Trail trailhead at Haslam. A temporary ditch was dug to keep the area around the picnic table from flooding. A longer term drainage solution will be incorporated into the site in the summer.

Area C - East Wellington/Pleasant Valley

Park staff supervised a house demolition at Anders Dorrit Community Park. The house, carport and utility building at the park were demolished under permit and removed from the site. Staff assisted with site preparation for the removal, reinstated the brick patio after demolition was completed and secured the arbor trellis with 2x4 material. The safety/construction fence will remain on site until the septic tank is located and decommissioned, which is scheduled for March. Additional site improvements and clean-up continued at this park, with the location and removal of irrigation heads, barbed wire, wire around trees (originally placed by the donor to prevent beaver damage, but now interfering with growth), hoses and disused utility boxes. A new delineator sign was posted at the park entrance gate.

Area E

Staff met with the immediate neighbours of Blueback Community Park to discuss the draft concept plan for the park redevelopment. Staff also met with local dive shops to get their input into the concept plan. A revised concept plan was prepared that incorporated the comments from these two groups as well as from the Area Director.

Staff prepared and distributed the February 25th POSAC meeting agenda package, 5 year Planning Worksheet, and attended the meeting.

At Crowsnest Community Park a falling company was hired to remove a hazard tree. At Anchor Way Community Park staff met with an arborist regarding a neighbor complaint about possible hazard trees.

The walking trail at Stone Lake Drive was cleared of debris and garbage picked up.

Area F

Staff completed the GPS work required to complete the Malcolm Community Park signage plan. Staff attended a site visit to ground-truth the proposed signage installation.

Staff met at Meadowood Community Park with Dashwood Firehall 2 representatives to discuss drainage needs for the Firehall vicinity. Staff hired Milestone Contracting to install a culvert under the park access road, improve the area drainage and to complete the rough grading of Meadowood Community Park. The Meadowood CP pavilion was completed by volunteers and Pickles TimberWorks and RDN Building Bylaw was contacted for final inspection. Final finishing work is being conducted by staff in preparation for the park opening in late spring.

At Harris Crescent Community Park staff removed garbage from the creek and trails.

Staff met with a local volunteer and representative from the Errington Memorial Hall to discuss plans for park improvements to be completed in time for celebration of the parks centennial anniversary, this summer. Staff also cleared fallen trees and debris from the trails.

At Meadowood Community Park there were several vandalism incidents, requiring turf repair and cleaning work.

Staff provided parks' comments to RDN Planning regarding a rezoning application.

Area G

Staff investigated and received the required approval to fill in the open well in Columbia Beach Community Park. A second well is not located on park property and the well location and information was forwarded to appropriate authorities.

At Boulton Community Park additional playground inspection work was conducted following an inquiry from a local daycare operation. The park was and remains CSA (Canadian Standards Association) compliant.

At Dashwood Community Park a faulty exterior light fixture was replaced, and neighbourhood volunteers installed acoustic baffles inside the Women's Institute Hall to improve sound/P.A/music

quality for hall rentals and events. A request for replacement of several damaged tables was received, which should be completed in March.

Fencing replacement planning work was carried out for Neden Community Park, with construction anticipated for April.

Area H

Park staff worked with volunteers who are GPSing Area H trails situated on various lands. GPS results were examined and landownership clarified; Parks staff liaised with most of the landowners involved in order to confirm trail mapping by the community for public dissemination is acceptable. Park staff assisted the Lighthouse community group that will be preparing the trail map products with basic map making orientation.

Staff looked into getting a solution to the drainage issue for the new swing at Henry Morgan Community Park and addressing commercial salal pickers active at and around Oakdowne Community Park.

Several stolen signs were replaced at Oakdowne Community Park. Site surveys and planning work was completed for installation of ATV barricades at two park access points.

Staff assisted the Lighthouse Community Hall in development and approval of a new community sign, including reference to Lions Community Park and the Lighthouse Community Trail, for the corner of Lions Way and Hwy 19A.

Further to the upcoming expiry date of the five-year private land licence for Thompson Clarke – Ocean Trail, Staff updated the document and obtained approval from the private landowner to enter into a third agreement to cover the period 2015-2020, subject to board approval. At the site, staff cleaned debris from the trail and ditch, repairing a number of eroded areas in the drainage network.

At Henry Morgan Community Park porta potty construction work was commenced, to be completed in April, and garden beds were pruned and weeded.

At Islewood Community Park staff conducted site assessments for two required bridges, and cleared debris and vegetation from the trail.

At Shoreline Drive beach access safety signage and caution ribbon was posted following failure of the beach access ramp. Staff met with a contractor to assess ramp/stair replacement options, expected for installation in the spring.

Miscellaneous

Staff liaised with other municipalities regarding parks maintenance schedules, prior to seeking a request for proposals for Electoral Area mowing contracts. Increased maintenance frequencies and levels are planned for 2015. Parks staff met on site at several community park sites to discuss these increased maintenance requirements and upcoming development and maintenance projects.

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and numerous information requests were received from the public. Project forecasting/costing work was completed.

Community Works Projects

Area B

A meeting was held with the consultant, the Area Director and MOTI staff to review the Village Trail and to discuss the draft plans and engineering drawing requirements. Key issues along the trail were discussed. Engineered drawings will be required for walls. The consultants are making the final changes to the plan and the project engineers will review the plan and sign off. The consultant will have the plan ready for submission to MOTI in mid-April.

Area C – Extension

Staff completed design work, in consultation with the Federal and Provincial governments, for park signage acknowledging Community Works funding for the bridge and trail construction.

Area C - East Wellington/Pleasant Valley

Construction has started on the Benson Meadows Path that runs along Meadow Drive and Ridgeview Drive within the MOTI Right-of-way. The path was originally installed during subdivision development but the path needed clearing of plant material and resurfacing. Alder branches were pruned and removed from the Ridgeview trail and sign posts were installed for the new path along with two pedestrian signs installed along Meadow Drive.

Area E

Park staff conducted a site reconnaissance of Claudet Community Park to locate trails that will be constructed within the park and along the boundary of Northwest Bay Road.

Area F

Park staff reviewed Price, Carrothers and Cranswick trail upgrades. Specifications for Price Rd development were prepared and work began on obtaining bids from contractors.

The Professional Services RFP for Meadowood Community Centre was prepared and advertised with the closing date of March 12, 2015.

Regional Significant Gas Tax Project

In January, staff met with the consultant and members of the Agriculture Land Commission (ALC) to review the trail locations through agricultural land. The trail project was reviewed and issues for land owners discussed. A site visit was conducted to review a key area of concern. ALC staff will compile notes with recommendations and forward these for RDN staff review.

The consultant continues to work on refining the trail drawings. Staff continue to work on two land issues along the trail.

Regional Parks

Arboretum

Park staff removed garbage from park. Park Staff reinstalled a stolen sign at the park entrance.

Beachcomber Regional Park

Park staff conducted park inspections and trail maintenance. Staff removed garbage.

Benson Creek Falls Regional Park

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Park staff installed “No parking cars will be towed at owner’s expense” signs on Creekside Place and Jameson Road. Staff installed two more telespar posts and no parking signage up the gravel road to the yellow gate. The parking lot directional sign was changed to a larger sign. The Creekside parking lot was graded by staff with the Utilities tractor. Staff worked with Corporate Services to develop a media release about the improved Creekside Place parking lot and stepped up parking enforcement. Staff continue to post correct parking information on popular social media sites. Staff contracted Footprints Security Services to do parking patrols over two weekends and on long weekends over the summer. Staff continue to work with the RCMP to support their efforts with parking enforcement.

Park staff installed a trail closure sign by the falls.

Big Qualicum Regional Trail

Park staff conducted trail inspections.

Coats Marsh Regional Park

Park staff conducted park inspections.

Descanso Bay Regional Park

Park staff conducted park inspections.

Park staff worked with the park operator on an extension of the existing agreement to year-end 2015, by which point a formal tender for the contract will have concluded. Further to rezoning of parks on Gabriola by the Islands Trust, the fall tender for the operation of this park will include rentals in scope of work. Reviewed park operating and occupancy statistics since 2008, and clarified GST requirements with reference to commissions.

Staff liaised with the BC Marine Trails Network, which includes this campground park.

Englishman River Regional Park

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

Staff built a flight of stairs on a steep section of trail to provide for easier access to the rest of the trail and existing stairs. Staff dealt with sloughing debris on a trail due to erosion and are continuing to monitor. A geotechnical assessment was conducted at the sloughing bank. Staff went to check on reported suspicious individuals in the park that were having a fire. They had left the area and the fire pit was dismantled.

Horne Lake Regional Park

Park staff conducted park inspections. The 2014 year-end report was received from the park operator and reviewed.

Lighthouse Country Regional Trail

Park staff conducted trail inspections and investigated cattle roaming the trail.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections.

Little Qualicum River Regional Park

Park staff conducted park inspections.

Moorecroft Regional Park

Park staff conducted park inspections and maintained trails. Staff set the memorial bench at a new location at Cook's Point after it was washed into the bay during King Tide events, and the family was kept informed of the relocation. Staff dug a drainage ditch to divert water on an old road below Skipsey Lake. Park staff diverted water from the trail near the waterline. All trail surfacing has been completed and drainage issues addressed.

Staff toured the park with RLC Park Services to confirm learning sites and facility needs in preparation for day camps and school tours. A second portable toilet will be installed for the spring/summer season. Staff met with Shawn Flynn, Greenmax Woodlot Manager, to discuss off-leash areas. A Dogs in Moorecroft education brochure was produced, which encourages use of the neighbouring woodlot for off-leash dog walking.

Morden Colliery Regional Trail

Park staff conducted trail inspections and maintained trails. Several dead trees along the trail were removed and garbage was cleaned up at the site.

Staff continued to work with the Province and local First Nations with regards to a 30-year Crown Land Lease application for the Morden Colliery Regional Trail.

Mount Benson Regional Park

Staff installed new posts and signs at Cougar Loop and the Old Logging Road Trail locations. Park staff met with the GIS department to review trail head map updates.

A meeting was held with Park staff and NALT for a five year management plan review. All policies and actions from the plan were reviewed and amendments discussed. A summary document will now be produced and will accompany a report to the Regional Parks and Trails Select Committee.

A draft park covenant was received from the RDN lawyers and reviewed.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections and installed new caution signage at the boardwalk.

Nanaimo River Regional Park

Park staff conducted park inspections. Staff installed new wildlife informational stickers and trail stickers on the existing kiosks. Staff re-secured and cemented a split rail fence that was vandalised 2 times during the month of February. Staff GPS'd the remaining area adjacent to Dyke Trail to be planted as a part of an invasive species restoration project.

Parksville - Qualicum Links

Park staff conducted trail inspections.

Top Bridge

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

Trans Canada Trail

Park staff conducted trail inspections. Staff installed new wildlife stickers on Spruston Kiosk and moved and spread 10 yards of road base gravel along the Haslam trailhead entrance. Staff also removed miscellaneous garbage from trail along Timberland, Crystal and McKay Lakes.

Notice was received from Island Timberlands regarding temporary closure of the northern part of the Pipeline section of the TCT during weekdays for the next three months. The RDN web site was adjusted accordingly.

Fairwinds Lakes District - Regional Park Management Plan

In January and February staff continued to work with consultants on the development of a draft management plan following the first public Open House and survey in November. A second Advisory Committee meeting was held on February 18 and a final public Open House is scheduled for the spring.

Miscellaneous

Staff continued to provide support to several in-camera land acquisitions for potential regional parks.

Staff continued to develop park statistics, with overview statistics provided for board use.

Staff worked with the Mount Arrowsmith Biosphere Reserve on the BioBlitz initiative planned for June, which will involve some RDN park properties, and an Amazing Places project which will involve community input. Letter of support prepared for Board Chairman's signature regarding funding request to support the Biosphere's Amazing Places video work.

Staff participated in Tourism Vancouver Island's trail inventory project, which is intended to form the base for production and promotion of Vancouver Island and Sunshine Coast 100 best trails.

Publications

Edits of the Parks features were completed for the Spring Active Living Guide. A new Dogs in Moorecroft Park brochure was produced.

Bear and Cougar Awareness

Staff developed new bear and cougar awareness stickers which were installed onto existing regional kiosk signs and trailheads.

Volunteer Park Warden Program

All past Volunteer Park Wardens (VPW) were contacted to confirm their involvement. There are five active VPWs that walk the RDN parks and trails and submit reports (Englishman River RP, Mount Benson RP, Benson Creek Falls RP, Trans Canada Trail and Nanaimo River RP). Three vests were returned from past VPWs.

Budget 2015

The carry over surplus and year end expenditures were reviewed. The budget was adjusted for any projects not completed in 2014 with the funds being carried forward to 2015.

Parks Building

Staff worked with the builder and the owner for the final finishing touches to the building and reviewed the plans for move in. Staff lined up movers and confirmed plans for the IT move with the RDN IT Department. Notice was given at the old location. Staff will be moving during mid-March.

Park Use Permits and Events

- Provincial Climate change research at Wildwood CP (year-long PUP)
- Soccer Jamboree at Rollo McKay CP Feb 28/15

Staff Training

Staff attended FMW budgeting software training.

Staff attended Public Consultation Training put on by the Planning Institute of BC.

Website

The RDN parks website was updated with information on Jameson Road parking, Dogs in Moorecroft brochure and the Meadowood Portables RFP.

Recommendations

That the Parks Update Report for January and February 2015 be received as information.



Manager of Parks Services



General Manager Concurrence

Parks Functions Report

TO: Tom Osborne
General Manager of Recreation and Parks

DATE: April 15, 2015

FROM: Wendy Marshall
Manager of Parks Services

FILE:

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

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

Electoral Area Community Parks

Area A

Surface water level monitoring continues at Cedar Skate Park, where septic tank work is planned for late spring. Following several reckless driving incidents, the parking lot was re-graded by staff. Several site visits were made to remove garbage from the site. A site plan and installation specifications were prepared for the proposed picnic table at Cedar Skate Park.

New signage was laid out and ordered for Thelma Griffiths Community Park. Planning continues for trail and park development work, currently scheduled for this summer.

Garden bed weeding work was conducted at the Cedar Road trailhead of the Morden Colliery Community Trail. Garbage clean-up work was also carried out.

New signs have been ordered for controlling park visitor parking behaviour at the Quennell Lake boat launch.

Garbage collection and site clean-up work was carried out at Nelson Road boat launch.

Area B

New, environmentally friendly toilets have now been installed at Rollo McClay Community Park, utilizing significantly less water than the previous models. This is in an effort to demonstrate environmentally responsible behaviour with regards to water conservation, and to reduce costs, given that all water used at this park site is delivered by tanker truck, following the decision to stop using the water well on the site last year. The existing well needed significant repairs. Parking lot grading work is also being planned for the summer. Mowing and fertilizing of the ball fields has now begun for the season and irrigation system maintenance work was completed.

Staff liaised with a park neighbour regarding an unauthorized and unsafe park access trail off the end of Brydie Avenue into 707 Community Park. Appropriate signage has been ordered, for install this spring, directing park visitors to proper access points.

Several park planning and maintenance issues surrounding Huxley Community Park were attended to.

Staff submitted a bylaw referral response for the Gabriola Island Local Trust Committee Proposed Bylaws Nos. 278 and 279. No parks related concerns were identified with the proposed bylaw.

Staff prepared a report reviewing the proposed Huxley Park Master Plan and to provide direction on the phasing of the park elements. The purpose of the Master Plan is as a guiding document for long term park development.

Staff prepared and distributed the March 16th Area B POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area C – Extension

Extension Playground road permit application was submitted on behalf of the Extension Recreation Society.

Area C - East Wellington/Pleasant Valley

Garbage removal and site clean-up work was carried out at Anders and Dorrit's Community Park. Staff will locate and decommission the septic tank for the (now demolished/removed) house this spring. Some trail surfacing and further stabilization of the grape trellis/arbor is also scheduled for April. The gate to the parking area will now be left open 24-7, barring any further vandalism incidents; in which case the Recreation and Parks Department will enlist the services of a security company to open and close the gate on a dusk to dawn schedule. A chain gate/barricade was installed at the south side of the parking lot, to bar vehicle access to the field.

Staff prepared and distributed the March 30th Area C East Wellington/Pleasant Valley POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area E

Following consultation with an arborist and falling company, the removal of several previously topped hazard trees was completed at a small community park on Anchor Way.

The trail at Stone Lake Drive was inspected and a small lean-to structure was removed.

At Brickyard Community Park staff removed garbage and debris from park trails.

At Ainsley Place Community Park staff cleared stairs of debris and branches.

At Jack Bagley Community Park staff removed garbage from throughout the field/park area.

Park staff flagged proposed trails for future development at Claudet CP. A land survey was also completed to aid in the planning of the trail layout.

Staff continued to work on the concept plan for Blueback Community Park.

Staff met with the developer's agent to inspect the newly constructed parking lot at the proposed Oakleaf Community Park. Once the development property has received final subdivision approvals from the Ministry of Transportation and Infrastructure the park property will be handed over to the RDN.

Area F

Further park maintenance and development planning continued through March. Staff again met with a local volunteer and representative from the Errington Memorial Hall to discuss plans for park improvements. A large number of hazard trees were removed. This will be followed up in April by a park volunteer work party to drag all the downed wood to a central location, at which point staff will chip and remove the resulting material. Trail measurements were collected as part of this planning process, and trail resurfacing work will be carried out in April.

Staff met on site at Meadowood Community Park to discuss outstanding items to be completed in April and May, prior to the official Park Opening Event scheduled for late spring. Existing parking curbs were secured to the ground and three more were ordered, for installation in late spring. Vandalism damage was again repaired around the enclosure for the portable toilet. This is the third similar incident since the park's development over the winter. The picnic pavilion final inspection was completed to close the building permit.

Mowing work was completed at the newly secured community park at the French Creek Community School. Park signage was designed/ordered and is expected to be posted in April. A contractor was enlisted to prune overgrown trees and shrubs around the fenced perimeter of the playing field. This work is anticipated for April, following consultation with adjacent property owners.

As part of the department's ongoing collection of trail visitor/user data, additional trail counter information was collected for Carrothers trail.

Malcom CP signage plan and site visits occurred in March. The Coastal Fire Centre has offered to do some park maintenance for training purposes within Malcom CP. This is scheduled to be completed in April.

Permit to proceed with trail development along an undeveloped stretch of Price Road in Errington was obtained from the Ministry of Transportation and Infrastructure. Work to develop the Price Road Trail, Arrowsmith Community Trail (ACT) 4, was tendered. Three contractors participated in a mandatory site visit and two contractors bid on the project; the contract was awarded to Kivela Contracting.

Staff prepared and distributed the March 11th Area F POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area G

Materials for cedar split rail fencing for Neden Community Parks were ordered and received. Installation of a run of fence along both Wembley Road and Neden Road is expected to take place in May.

Seasonal bridge maintenance work was completed at Barclay Crescent Bridge.

Staff prepared and distributed the March 6th Area G POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Area H

Building materials for the construction of two new pedestrian footbridges were ordered, for installation at Islewood Community Park.

Following consultation with the Electoral Area H Parks and Open Space Advisory Committee, staff have settled on a design for replacement stairs at the Ministry of Transportation and Infrastructure's Shoreline Drive beach access. This comes following significant damage sustained by the ramp and retaining wall at the site, during high tides and heavy rain events this past winter. Construction is scheduled for May-June.

At Henry Morgan Community Park staff cleared rocks from the berms which were required prior to planned topsoil dressing and seeding this spring. Staff removed garbage from the park, and cleared blowdown and branches from the trails.

Bridge maintenance and trail clearing work was carried out at the Leon/Marshall connector trail.

Park staff are working on an area H trail signage plan at Big Qualicum River Hatchery.

Staff pursued licence renewal for the Sunnybeach water access in Qualicum Bay with the Ministry of Transportation and Infrastructure; prepared report to the Board to support renewal as offered by the Ministry.

Concluded work on a third five-year land use agreement with the private landowners who allow for the Thompson Clarke – Ocean Trail in Bowser. Staff obtained a copy of the RDN's certificate of insurance showing coverage for public use of the lands and completed a board report in support of agreement renewal.

Staff prepared and distributed the March 6th Area H POSAC meeting agenda package, attended the meeting and prepared the meeting minutes.

Community Works Projects

Area B

Design consultants are working to finalize the Village Trail plans following a meeting with MOTI in February. A submission to MOTI at the end of April is anticipated. The project tender could occur in May, following MOTI's permit approval and construction could begin in the summer.

Area F

The RFP process was completed for the Meadowood Portables and a consultant selection made. Staff are now preparing the contract. The portables at PES were further secured with windows and doors boarded, and a weekend security patrol was set up with Footprints Security.

Area G

The Ministry of Transportation and Infrastructure announced it will be improving the shoulder conditions along the south side of Wembley Rd, from the City of Parksville boundary to Wright Rd. RDN Parks will continue to work towards developing trails in the undeveloped road right-of-ways in the area and along Lowry's Rd to connect the future Rail Trail with Oceanside Elementary School.

Regional Significant Gas Tax Project

Trail design is still underway in a couple of locations along the route of the future E & N Trail. Following completion of the 75% design drawings for the overall route, submissions can be made to the ICF, MOTI and other approving agencies for review. Assuming all approvals are in place by the fall and funding allocations match project costs, construction could begin in late 2015 or early 2016.

Regional Parks

Arboretum

Park staff conducted park inspections and park maintenance.

Beachcomber Regional Park

Park staff conducted park inspections and trail maintenance.

Benson Creek Falls Regional Park

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Park staff installed "Parking Map" on Jameson Road as per RCMP recommendation. Parks staff continue to monitor the parking situation on Jameson Road. Web blogs and websites are continuing to be monitored for accurate visitor parking information. Footprints Security will continue conducting parking patrols over the summer on long weeks and will submit reports, and the RCMP will continue to respond to parking complaints as their staffing and resources allow.

Big Qualicum Regional Trail

Park staff conducted trail inspections.

Coats Marsh Regional Park

Park staff conducted park inspections.

Descanso Bay Regional Park

Park staff conducted park inspections.

The park operator agreement for Descanso Bay was renewed for the period 1 May to 31 December 2015. A tender for a new five-year operating agreement will take place in the fall of 2015.

Englishman River Regional Park

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

Park staff obtained a building permit for a retaining wall to be built on one of the trails in the Month of April.

Horne Lake Regional Park

Park staff conducted park inspections. Staff picked up fire rings and delivered them to HLRP.

Lighthouse Country Regional Trail

Park staff conducted trail inspections and trail maintenance.

Little Qualicum River Estuary Regional Conservation Area

Park staff conducted park inspections. The BCCF and Qualicum Bay Streamkeepers are monitoring the native plantings located in fenced enclosures. Staff received and are now reviewing the draft Goose Management Strategy from the Guardians, in preparation for final payment (\$10,000).

Little Qualicum River Regional Park

Park staff conducted park inspections. Staff contacted an engineering company to design bridge improvements and provide a tender package for the works to be completed.

Moorecroft Regional Park

Staff installed dog brochure boxes in three different locations in the park. A new septic line was installed from the caretaker's house to an existing septic field. RLC Park Services conducted a successful Spring 5-day kids' camp (Go WILD) with 20 kids at the park. A second toilet was ordered for the park for the camps and increased summer visits. Staff provided park information for the Moorecroft Stewards Spring newsletter. The Caretaker Agreement renewal (to March 2016) was completed by staff and signed by the park caretakers.

Morden Colliery Regional Trail

Park staff conducted trail inspections and maintained trails. Park staff installed trail courtesy signs at the tipple.

Mount Arrowsmith Massif Regional Park

Park staff conducted park inspections.

Mount Benson Regional Park

Park staff conducted park inspections. Staff cleaned the kiosk and removed seasonal signage.

Nanaimo River Regional Park

Park staff conducted park inspections and trail maintenance.

Parksville - Qualicum Links

Park staff conducted trail inspections.

Top Bridge

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

Briefing on the Top Bridge Crossing provided to the Alberni Times in regard to an initiative to bridge the ravine separating Port Alberni and old Alberni.

Trans Canada Trail

Park staff conducted trail inspections.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections and installed new caution signage at the boardwalk.

Miscellaneous

All the developed beach access sites within the district were visited, inspected and cleaned up. Annual cleaning/servicing of the portable toilets/doors/structures was ordered from the supplier, to be carried out over the next three weeks. Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and several information requests were received from the public.

Fairwinds Lakes District - Regional Park Management Plan

Staff completed revisions to the draft parks management plan and consultation with stakeholders and First Nations. A third Advisory Meeting was organized for April 15, and the final Open House event is scheduled for May 13, 2015.

Provincial Land Tenures

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

New Parks Building

Following the Parks function's move to a new, shared (Planning/Operations) facility, numerous housekeeping items were attended to such as assessing furniture, facility signage, safety/first-aid needs, electrical, plumbing and data/IT connections, parking, and site security. This work will continue throughout the spring and summer, and will include the development of several required procedures for addition to the district-wide Procedures Manual for facility operation and maintenance.

Parks Statistics

Staff completed a statistical review of the parks portfolio (e.g., acquisition over time, parks by tenure, square metres per capita), along with an initial compilation of overhead, maintenance and new development expenditures for the 1999-2014 period.

Mount Arrowsmith Biosphere Reserve

Staff assisted the Biosphere Reserve with the planning of a 24-hour Bio-blitz involving some RDN parks, and an Amazing Places video project. A letter of support was provided to the Biosphere from the RDN Chairman.

Tourism Vancouver Island Top 100 Hiking Trails Project

Staff continued to feed information to the consultants. Reviewed initial top 100 results, provided information on more RDN trail opportunities and discussed the limitations of the project approach with the consultants. Likely project will need to be revamped and a second phase is being contemplated.

Publications

- Staff provided review and edits of park information for the Spring Active Living Guide.
- Staff continued to distribute the Regional Parks and Trails Breathe Guide to visitor centres.

Volunteer Park Warden Program

- Staff continued to receive regular reports from 2 VPWs (Mount Benson, ERRP).
- There are 6 active VPWs.

2015 Budget Development

Park Use Permits and Events

- 3 permits in process
- 2 permits completed
- 1 application cancelled
- Assistance provided to Island film scout looking for car ad location.

Staff Training

Three parks staff attended a Workplace Emergency First Aid training course.

Website

- As Island Timberlands are conducting logging activity in the Extension area, staff updated the parks website with IT information and blog link.
- The Dogs in Moorecroft Park brochure was posted on the Moorecroft Park webpage.

Recommendations

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



Manager of Parks Services



General Manager Concurrence

TO: Tom Osborne
General Manager of Recreation & Parks

DATE: May 20, 2015

FROM: Wendy Marshall
Manager of Park Services

MEETING: D69 Recreation Commission –May 21,2015
All POSAC's, RPTSC

FILE:

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

RECOMMENDATION

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

Regional and Community Parks

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

Electoral Area Community Parks

Area A

At the Cedar Skate Park a large volume of graffiti was removed. The Parking lot was re-graded for the second month in a row following damage done by park visitors, and site clean-up work was carried out. A damaged bollard was also re-installed at the site. A vandalized sign was removed.

Park staff and GIS staff GPS'd Thelma Griffiths and the Cedar Skate Park for inventory and planning purposes.

Staff met with RDN planning staff and the Fire Chief regarding a potential dry hydrant installation at the Quenelle Lake Boat Launch.

A tree fort was removed at the Morden Colliery Community Trail. Garbage clean-up work was also carried out.

Staff provided planning information to the BBCTRA Nanaimo Trail Ride planned for June 20th.

Staff provided advice to a Whiting Way Community Park neighbour regarding his inquiry regarding the possibility of extending the existing dyke across the southern end of the wetland.

Area B

Received the Province's offer to renew the licence of occupation over Joyce Lockwood Community Park and initiated processing of renewal.

Staff continued to work with and complete the outstanding items regarding the Huxley Community Park Master Plan. Staff collaborated with the Gabriola Island Lions Club to submit a grant application for the playground at Huxley Community Park. Park maintenance requests were received from user groups, and staff is working to schedule pressuring washing of the tennis and ball hockey courts at Huxley Community Park. Tennis court signage was ordered and received from the manufacturer, with installation expected for May/June.

Staff met with community members and a playground supply representative regarding the potential playground equipment installation possibilities at both Huxley Park and Rollo-McClay Park.

Water delivery/supply work was ongoing at Rollo McClay Community Park. The field mowing contract continued, and additional fertilizer was ordered.

A large, fallen hazard tree was removed from a neighbour's yard adjacent to Malaspina Galleries Community Park.

Area C – Extension

At Extension Miners Community Park staff added soil and seeded the area around the new picnic table.

Area C - East Wellington/Pleasant Valley

Park staff installed new signage at two locations on the Meadow Drive Trail cautioning people that there is a bend in the trail ahead. Staff also cleared brush, removed debris, and installed posts and signage.

At Creekside Community Park staff graded the parking lot and removed garbage.

At Anders and Dorrits Community Park staff contracted the decommissioning of the old septic tank for the residence (now demolished/removed). The security chain gate was repaired and stabilization of the existing grape trellis was also carried out.

Area E

Staff continued to develop and refine the Blueback Community Park Concept Plan. Staff also met with a vegetation management specialist regarding the recommended way to treat the invasive blackberry issue at the park.

Staff attended two site visits to the pending community park dedication on Oakleaf Drive; one with senior management and other with members of the Parks and Open Space Committee.

Park staff conducted a site visit with MOTI and submitted a Road Permit for Claudet CP development.

Jack Bagley-Staff removed garbage, painted over graffiti.

At Stonelake Community Park brushing work was completed.

Graffiti was removed from the parking area at Jack Bagley Community Park.

Area F

The Coastal Fire Centre initial attack crews and park staff installed signage and removed hazard trees in Malcom CP.

At Malcolm Community Park staff liaised with Ministry of Forests Coastal Fire Base and installed several new posts and signs.

Hydro seeding work was completed at Meadowood Community Park. Several incidents of vandalism to the security fence surrounding the project were dealt with. Weed reduction work was also carried out by the park development contractor. A picnic table was ordered for the site, to be installed in May or June.

Staff liaised with a community volunteer regarding upcoming tree removal, brushing and trail development work at Errington Community Park. Following the removal of numerous trees a group of volunteers assisted with removal of the downed timber and branches, which was chipped and hauled away by a contractor.

Mowing work continued at our newly-acquired community park at the French Creek Community School. Staff contacted park neighbours prior to the removal of several trees and brushing work along the fenced perimeter. This work was carried out by a contractor.

Area G

Playground equipment was pressure washed and invasive blackberry was removed at Boulton Community Park.

Other pressure washing work in Area G included tables and benches at Neden Community Park and a crash gate at Lee Road Community Park.

Staff provided continuing support to a Dashwood resident regarding the possibility of a community garden in Dashwood Park.

Area H

Staff continued to assist community trail volunteers with the production of local (non-RDN) trail maps.

Staff concluded work on the renewal of the RDN's ROW licence at the Sunny Beach water access, and renewal of the private land use agreement for the Thompson Clarke – Ocean Trail.

Staff contacted the Lions Society regarding updated insurance for use of Lions Community Park.

Building materials for the construction of two new pedestrian footbridges were ordered, for installation at Islewood Community Park.

Trail brushing work and vandalized sign replacements were completed at Oakdowne Community Park.

Miscellaneous

Staff continued work on clarifying park names and civic addresses for the RDN's approximately 200 community parks, trails and open spaces.

Numerous park inspection visits and maintenance projects were conducted throughout the district including garbage removal, brushing and trail maintenance, new sign layouts and installations, and sign maintenance, and several information requests were received from the public. All playground inspections were completed throughout the district. Parking curbs were ordered and installed at the Parks function's new office building at 1490 Springhill Road.

Community Works Projects

Area B

Design work for the Village Trail is on-going. A pre-construction cost estimate will shed light on whether the project will be phased or constructed at one time. The project's construction schedule will be determined following any phasing decisions and MOTI's approval.

Area E

Park staff toured Claudet Road Community Park with the Area Director to review the potential trail layout. Park staff conducted a site visit with MOTI and submitted a Road Permit for trail development.

Area F

Staff prepared and distributed a package on the Arrowsmith Community Trail Price Road Trail project (ACT 4) to approximately 20 neighbours in the trail vicinity. Staff liaised with one neighbour concerning falling and drainage issues. Hazard trees were removed.

Regional Significant Gas Tax Project

Staff and consultants met to review the 75% design drawings and discuss next steps. Preliminary cost estimates are indicating that a phased construction process will be required and will be determined in May. Submissions to the Island Corridor Foundation (ICF) and Southern Rail (SVI) will occur in May. Additional submissions will occur following any input from the ICF and SVI.

Regional Parks

Arboretum

Park staff conducted park inspections and park maintenance. Volunteers built a picnic table for the park. Park Staff GPS'd the Arboretum to develop a kiosk map.

Arrowsmith CPR Regional Trail

Work was completed on the two-year renewal of the RDN's licence from Island Timberlands over the upper section of the trail.

Beachcomber Regional Park

Park staff conducted park inspections and trail maintenance.

Benson Creek Falls Regional Park

Park staff conducted park inspections, maintained trails and removed garbage from the parking lot. Park staff graded the parking lot.

Big Qualicum Regional Trail

Park staff conducted trail inspections.

Coats Marsh Regional Park

Park staff and a structural engineer conducted an annual inspection of the park residence. Park inspections were carried out.

Descanso Bay Regional Park

Park staff conducted park inspections. The park operator and park staff located a disturbed midden reported by an archaeologist. The midden was capped with soil and wood chips.

Staff prepared an eight-month extension of the existing Park Operator contract with a view to undertaking a formal request for park operations proposals in the fall of 2015.

Staff liaised with the Park Operator regarding 2014 year-end finances and statistics, and Oceans Day 2015.

Englishman River Regional Park

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

A retaining wall was built in the park along a trail. A final inspection was completed by an Engineer and Building Inspection department.

Park staff installed wildlife awareness decals on the kiosk.

Staff worked with the Park's longstanding volunteer park warden on resolving transfer of weekly report images. The warden was supplied with a new RDN digital camera.

Horne Lake Regional Park

Park staff conducted park inspections. RLC and RDN staff conducted an annual hazard tree assessment. Annual planning session was conducted on site to review operational tasks for this year.

The quarterly meeting with the Park Operator RLC was held.

Lighthouse Country Regional Trail

Park staff conducted trail inspections and trail maintenance. Park staff installed no horse signage at each end of the Nash and Ridgewil Bridge locations and on less used trail heads along the trail.

Little Qualicum River Estuary Regional Conservation Area

Staff worked with the BC Conservation Foundation on the addition of mulch to the 2014 plantings along the fish channel. Staff reviewed the Guardians of the Mid-Island Estuaries's final Canada Goose Project report and conferred with co-landowner Ducks Unlimited on acceptance and next steps. Release of final \$10,000 to the Guardians was recommended.

Little Qualicum River Regional Park

Staff removed an illegal campsite from the park. Staff got new pins and new locks for the gates (which had been previously cut to gain access) and installed signage stating the bridge is closed. A contractor installed concrete barriers at each end of the bridge to block vehicles from going onto the bridge which was deemed unsafe by an engineering firm.

Moorecroft Regional Park

Park staff conducted park inspections and trail maintenance.

Morden Colliery Regional Trail

Park staff conducted trail inspections and maintained trails. Park staff removed a fort from the trail. Staff met with Area A residents with regards to future expansion of the Morden Colliery Regional Trail.

Mount Arrowsmith Massif Regional Park

Staff liaised with the Alpine Club of Canada Vancouver Island Chapter on volunteer participation in trail maintenance at the Regional Park. A meeting was held to discuss a work project in May.

Mount Benson Regional Park

Park staff conducted park inspections and replaced a broken sign post with a new one at the te'tuxw'tun trailhead. Coastal Fire Centre Initial Attack Crews assessed the park for potential helipad locations. A meeting with NALT to review a draft park covenant is scheduled for May.

Nanaimo River Regional Park

Park staff conducted park inspections and trail maintenance.

Top Bridge Regional Trail

Park staff installed speed bumps on the road to the parking lot with associated signage on telespar. Park staff installed wildlife awareness decals on the kiosk by the suspension bridge.

Trans Canada Trail

Park staff conducted trail inspections. Staff loosened the cables on the trees at the Haslam Bridge and installed a new cable. Gravel was spread on the Haslam Trail trailhead.

Witchcraft Lake Regional Trail

Park staff conducted trail inspections.

Fairwinds Lakes District - Regional Park Management Plan

Park staff completed a second draft of the Management Plan which was reviewed by the Snaw-naw-as First Nation on April 14 and the project Advisory Committee on April 15. Preparations for the May Open House, including final plan revisions, web and newspaper notices, a public survey and presentation panels, were completed in late April.

Miscellaneous

Park staff attended a section 9 meeting held by Ministry of Forests, Lands and Natural Resource Operations.

Staff participated in UBCM's conference call on the Province's new Off-road Vehicle legislation.

Operational and Efficiency Review

Staff met to discuss departmental efficiencies and opportunities to improve on them. This information was provided for incorporation into the O&E report. Parks staff also held a planning day to review workflow and distribution to identify inefficiencies in the work processes. Recommendations were

created and incorporated into the O&E report. Parks staff incorporated additional information into the draft report.

Website and Communications

Staff provided input on parks for the spring issue of Regional Perspective. Staff reviewed the final product of Tourism Vancouver Island's inventory of Island and Sunshine Coast trails. Staff continued to supply various locations, e.g., Tourism Nanaimo, and RDN offices with copies of the Regional Parks and Trails Guide and individual park maps.

Park Use Permits and Events

Staff worked on internal procedures and tracking mechanisms for park use permits. Staff explored the new event insurance product being offered to local government by the Municipal Insurance Association. Staff continued to provide advice to the North Island Film Commission and various commercial outfits on potential locations and land ownership.

May park use permits completed and inquiries received including:

Area A

- Worked with the Nanaimo Skateboard Association on a park use permit for a September fundraiser at the Cedar Skate Park.
- Staff liaised with RDN WaterSmart regarding Grade 4/5 school field trips to Nanaimo River Regional Park during the spring and fall.
- Staff assisted the RCMP with park use permit for three dive training exercises at the Regional Park, with the first having passed very well.

Area B

- Staff concluded work on the Gabriola Land and Trails Trust's park use permit for guided walks through Cox, 707 and Petroglyph Trail community parks as well as Descanso Bay Regional Park.

Area C

- Staff worked with the BC Competitive Ride Association on routing for their 2015 mid-Island event using the Pipeline Trail section of the Trans Canada Trail.

Area E

- Staff clarified the park use permitting process for Jack Bagley Community Park with the Recreation side of the Department.
- Staff liaised with the National Conservancy of Canada regarding park use permit activities at Moorecroft Regional Park.

Area F

- Staff assisted the Arrowsmith Community Recreation Association with a park use permit for the June Coombs Family Picnic at the French Creek School Community Park.
- Staff liaised with the Unicorn Farm owners regarding a park use permit for outdoor summer music classes at the same park.

Area G

- Staff addressed park use applications for the Silver Spur's annual summer Ride for Hospice through the Rivers Edge community parks and at Englishman River Regional Park,
- Processed an application for the Mid-Vancouver Island Habitat Enhancement Society's June River Run in Englishman River Regional Park.
- Processed a permit for the RDN WaterSmart's Grade 4/5 school tours to be held at Englishman River Regional Park during the spring and fall.

Area H

- Staff began work with the Mid-Island Bluegrass Society on a park use permit for the late June 2015 Bluegrass Festival at Lions Community Park.



Manager of Parks Services



General Manager Concurrence

TO: Wendy Marshall
Manager of Parks Services

DATE: June 4, 2015

FROM: Elaine McCulloch
Parks Planner

FILE:

SUBJECT: 2015 Budget And Reserve Account Highlights – Community Parks EA - F

Tax Requisition

Department Name	2014 Actual	2015 Actual	Change over 2014
Community Parks EA F	101,806	124,000	21.8%

Professional / Legal Fees:

There is 6,000 for legal fees.

Development Costs (general):

- Errington CP – \$10,000 for park clean-up & trail maintenance
- Meadowood CP – 6,000 drainage work

Development Costs (minor structures):

- Errington CP – \$5,000 for water system upgrades

Maintenance:

There is \$16,000 for general maintenance.

This includes \$8,500 for Meadowood CP maintenance: 3,500 for mowing, 4,000 for tree work.

There is \$1,320 for garbage service.

Transfer to Reserve:

There is no transfer to reserves as forecast in the 5-year plan.

Transfer to Other Organization:

There is \$8,000 transferred to the Corcan-Meadowood Residents Association for the Meadowood Community Hall.

Cash in Lieu of Park Land Dedication Account:

\$156,315

Capital Reserve Account:

\$11,088