

**REGIONAL DISTRICT OF NANAIMO
REGIONAL PARKS AND TRAILS SELECT COMMITTEE
AGENDA**

Tuesday, November 5, 2019

12:00 P.M.

Board Chambers

This meeting will be recorded

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
 - 3.1 Regional Parks and Trails Select Committee Meeting - May 7, 2019 3

That the minutes of the Regional Parks and Trails Select Committee meeting held May 7, 2019, be adopted.
4. INVITED PRESENTATIONS
 - 4.1 A. Taylor, Marmot Recovery Foundation - Vancouver Island Marmot Research at Mt. Arrowsmith Massif Regional Park
5. DELEGATIONS
6. UNFINISHED BUSINESS
7. REPORTS
 - 7.1 Mount Benson Parking Lot Update Fall 2019 6

That the existing roadside parking lot on Benson View Road and the floating boardwalk at Witchcraft Lake be permanently decommissioned.
 - 7.2 Park Use Regulations Bylaw No. 1801, 2019 10
 1. That the Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019 be introduced and read three times.
 2. That the Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019 be adopted.

7.3 Parks Summer 2019 Update Report

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That the Parks Summer 2019 Update Report be received as information.

8. BUSINESS ARISING FROM DELEGATIONS

9. NEW BUSINESS

10. IN CAMERA

That pursuant to Section(s) 90 (1) (e) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

11. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO**MINUTES OF THE REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING****Tuesday, May 7, 2019****12:00 P.M.****Committee Room**

In Attendance:	Director C. Gourlay	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director S. McLean	Electoral Area H
	Director S. Armstrong	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Alternate Director T. Westbrook	Town of Qualicum Beach
Regrets:	Director L. Salter	Electoral Area F
Also in Attendance:	Director I. Thorpe	RDN Chair
	P. Carlyle	Chief Administrative Officer
	T. Osborne	Gen. Mgr. Recreation & Parks
	W. Marshall	Mgr. Park Services
	A. Harvey	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**Regional Parks and Trails Select Committee Meeting - February 5, 2019**

It was moved and seconded that the minutes of the Regional Parks and Trails Select Committee meeting held February 5, 2019, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

C. Piercy, Chair, Hamilton Marsh Committee: re: Hamilton Marsh

C. Peacey provided a video presentation and overview to the committee about Hamilton Marsh.

CORRESPONDENCE

It was moved and seconded that the following correspondence be received for information:

L. Robert, Island Coastal Economic Trust, re: Status of Stage 1 Application - Benson Creek Falls Improvement Project

CARRIED UNANIMOUSLY

REPORTS

Parks Update Report – January to March 2019

It was moved and seconded that the Parks Update Report – January to March 2019 be received as information.

CARRIED UNANIMOUSLY

Parks and Trails Strategic Plan - Draft Terms of Reference

It was moved and seconded that the Terms of Reference to develop a Parks and Trails Strategic Plan (Attachment 1) be approved and a Request for Proposals be issued for project consultant services.

Opposed (1): Director Young

CARRIED

It was moved and seconded that four members of the Regional Parks and Trails Select Committee be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

Opposed (1): Director Young

CARRIED

It was moved and seconded that Director Gourlay be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that Director Hemmens be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that Director Geselbracht be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

It was moved and seconded that Director Wilson be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

Regional Parks Development Cost Charges Study

It was moved and seconded that the Board proceed with the initiation of a Development Cost Charge Study for regional parkland acquisitions and improvements as permitted under the *Local Government Act*.

Opposed (3): Director Young, Director Swain, and Director Mayne

CARRIED

NEW BUSINESS

Notice of Motion – Parcel Tax Review

Director Gourlay provided notice of the following motion for the June 11, 2019 Committee of the Whole meeting:

That the Board review the amount of parcel tax for Regional Parks and Trails capital funds effective for the 2020 budget.

IN CAMERA

It was moved and seconded that pursuant to Section 90 (1) (e), of the Community Charter the Committee proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements.

CARRIED UNANIMOUSLY

TIME: 1:26 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:05 PM

CHAIR

TO: Regional Parks and Trails Select Committee **MEETING:** November 5, 2019

FROM: Yann Gagnon
Manager of Parks Services

SUBJECT: Mount Benson Parking Lot Update Fall 2019

RECOMMENDATION

That the existing roadside parking lot on Benson View Road and the floating boardwalk at Witchcraft Lake be permanently decommissioned.

SUMMARY

The new parking lot of Mount Benson Regional Park opened on June 19th, 2019 and offers 87 paved parking stalls, a drop off zone for buses, a new trailhead and other improved facilities including a kiosk with maps, bear proof garbage cans and an accessible vault toilet. The new parking lot also includes an overflow gravel parking lot that can accommodate an additional 30-35 vehicles, bringing the total capacity of the parking lot to 120 vehicles.

The parking lot is gated and closed from 11pm to 5 am in summer and from 8 pm to 5 am during the fall and winter months.

Some local residents have requested that the old parking lot at Witchcraft Lake be fully decommissioned by removing the parking lot and floating boardwalk. This parking lot is situated on MoTI lands and the access trail along with boardwalk are located on City of Nanaimo parklands. In recent months, several reports of various misuses were received from local residents reporting overnight parking, alcohol use, excessive noise and camping at this location.

A review on the use of the existing parking lot has been completed and it has been determined the original parking area at Witchcraft Lake is no longer required and users of Mount Benson Regional Park and the City of Nanaimo Witchcraft Lake Park can be accommodated at the new parking lot.

The anticipated cost to fully decommission the Witchcraft Lake parking lot and floating boardwalk is estimated at \$60,000.

BACKGROUND

Current Situation: Two Parking Lots

The parking lot at Witchcraft Lake holds 24 cars and is managed by the RDN under permit with the MoTI since 2010. The RDN also manages the trailhead and floating boardwalk as regional trail under License of Use agreement with the City of Nanaimo who is the landowner at this site.

In 2015 and 2016, neighbours began contacting the RDN with complaints about the parking, trailhead, the floating boardwalk, including road congestion, noise and litter.

The RDN Board approved the purchase of a property at 2761 Benson View Road, at a cost of \$580,000. A new parking lot and trailhead for Mount Benson Regional Park was constructed in summer 2019 at a cost of \$612,000, for a total capital investment of \$1.1 million dollars.

Evening Reports at Witchcraft Lake

In recent months, several reports of various misuses were received in regards to the Witchcraft Lake parking lot. Nearby residents reported overnight parking, alcohol use, prostitution activity, unauthorized camping, littering, loitering, dumping and excessive noise. Residents also reported that they had contacted the RCMP on several occasions to report the illicit activities listed above.

Daytime Reports at Witchcraft Lake

It was reported by residents and confirmed by a security company hired by RDN Parks Services (Footprint Security) that the old parking lot at Witchcraft Lake is still being used during the daytime by cars, buses as well as being used as a drop off point for user groups.

Below is a table summarizing the daytime use at the Mount Benson Regional Park parking lots.

Date	Witchcraft Lake vehicle count	New Mount Benson parking lot vehicle count
Aug 3 2019	10	28
Aug 4 2019	7	26
Aug 5 2019	6	22
Aug 10 2019	17	17
Aug 11 2019	5	10
Aug 12 2019	17	17
Aug 17 2019	4	20
Aug 18 2019	9	21
Aug 24 2019	12	20
Aug 25 2019	10	20
Aug 31 2019	4	14

Source: Footprints Security- Sept 3rd 2019 vehicle count report

Given that the new parking lot is located on the way to the Witchcraft Lake Parking lot and ample signage has been put in place to advertise the new parking lot to park users, it can be assumed that park users are choosing to park their vehicle at the Witchcraft Lake parking lot rather than at the new Mount Benson parking lot.

Determining the Future of the Existing Witchcraft Lake Parking Lot

There are very few practical reasons to retain the old parking lot at Witchcraft Lake now that the new parking lot is built and operational. The new parking lot was developed with the intent of becoming the permanent new main entrance of Mount Benson Regional Park and as such, all the necessary infrastructure and amenities were built on this new site. The new parking lot was also designed to satisfy the capacity needs of today as well as future anticipated visitation growth.

A survey conducted by Footprint security in August 2019 indicates an average occupancy of 20 vehicles per day at the new parking lot, which represents 16% of its total capacity. In regards to the Witchcraft Lake parking lot, the daytime usage averages 10 vehicle per day, which is 41% of the total capacity of the lot.

Proposal

The recent acquisition and development of the new parking lot and trailhead of the Mount Benson Regional Park showcases a professional, safe and inclusive main entry to this popular and well-regarded regional park. The vehicle capacity of the new parking lot is sufficient to address both the current and the future anticipated parking needs of the area. The infrastructures and amenities installed at the new parking lot offer improved site conditions and an overall safer environment for park users.

Therefore, in order to reduce the reported misuse at the Witchcraft Lake Parking lot and direct park users to the new main entrance of Mount Benson Regional Park, it is recommended that the Witchcraft Lake Parking lot and floating boardwalk be decommissioned and removed. Permanently removing the existing parking area, boardwalk and other trailhead features involves removing the culvert and re-instating the roadside ditch, as well as restoring vegetation on site.

In order to avoid any future negative impacts on the site resulting from this change, the RDN will work collaboratively with the City of Nanaimo on a transition plan prior to removing the existing parking area, boardwalk and other trailhead features.

Witchcraft Lake Access

Witchcraft Lake has historically been a popular site for ice skating in the winter and is a popular site for passive recreational use and wildlife viewing throughout the seasons. At any time, Witchcraft Lake and the Witchcraft Lake Regional trail can be easily accessed through the new Mount Benson parking lot, a 650m meter trail walk on easy terrain. Park users will be encouraged to use the new parking lot for this purpose.

As Benson View Road is a public road, MoTI has expressed that they would not support installing no-parking signs where the road configuration allows. With this, there still may be times that the public may choose to park along the road side to access area homes or Witchcraft Lake. With the removal of the boardwalk, it is anticipated the users of Mount Benson Regional Park would see limited benefit of parking their vehicles along the roadside.

ALTERNATIVES

1. That the existing roadside parking lot on Benson View Road and the boardwalk at Witchcraft Lake be permanently decommissioned.
2. That the existing roadside parking lot on Benson View Road and floating boardwalk at Witchcraft Lake remain open and the RDN manage both recreational access points.
3. That alternative direction be provided regarding the future of the existing roadside parking lot at Benson View Road and floating boardwalk at Witchcraft Lake.

FINANCIAL IMPLICATIONS

Decommissioning the Witchcraft Lake parking lot and boardwalk would be an expected one-time cost of approximately \$60,000. Operational maintenance costs of the site, which have been approximately \$1,000 annually, would no longer be incurred at this site.

STRATEGIC PLAN IMPLICATIONS

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



Yann Gagnon, Manager of Parks Services

ygagnon@rdn.bc.ca

October 18, 2019

Reviewed by:

- T. Osborne, General Manager Recreation and Parks
- P. Carlyle, Chief Administrative Officer

TO: Regional Parks and Trails Select Committee **MEETING:** November 5, 2019
FROM: Yann Gagnon
 Manager, Parks Services **FILE:** 2019-006
SUBJECT: Park Use Regulations Bylaw No. 1801, 2019

RECOMMENDATIONS

1. That the Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019 be introduced and read three times.
2. That the Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019 be adopted.

SUMMARY

Proposed Bylaw 1801 introduces regulations that encompass homeless camping; a total smoking/vaping ban; cannabis consumption; off-road vehicle use; electric bicycle use; and aligns RDN fees for camping and special use events with rates comparable to those in other BC Parks.

Park Use Regulations Bylaw 1801 (Attachment 1) replaces and repeals Park Use Regulations Bylaw 1399, 2004 and 1399.01, 2009. By adopting the proposed Park Use Regulations Bylaw 1801, the Bylaw Notice Bylaw No. 1786, 2019 is amended by deleting Schedule 17 of that Bylaw and replacing it with the Park Use Regulations Bylaw 1801's schedule of penalties (Schedule D).

Other local governments' park use regulation bylaws were reviewed in the development of Bylaw 1801 to ensure it meets best practices pertaining to park use regulation, is in alignment with Federal and Provincial law and is relevant to the needs of the residents and guests of the RDN.

BACKGROUND

The Parks Use Regulation Bylaw 1801 will apply to all regional and community parks and trails in the seven electoral areas. Through the Bylaw, the Board delegates authority to the Manager of Parks Services to set out rules and regulations for park use. This includes temporarily closing some or all of a park; controlling vehicular and non-vehicular passage within a park; restricting access to conservation zones within a park; and authorizing special use of a park.

In recent years, several municipal and regional district park use bylaws have been updated to address homeless camping in parks (Abbotsford 2016, District of North Cowichan 2017, Nanaimo 2019). In the absence of any applicable provincial law, a series of court decisions brought down over the last decade is being used as guide.

Bylaw 1801 reflects the general approach being taken, which is to limit homeless camping to parks and areas within parks where the use can be kept separate from designated conservation areas, facilities, including trails, parking areas, playgrounds, and neighboring residential properties.

Bylaw 1801 proposes that a homeless person may camp in a District park between 7:00 pm one day and 9:00 am the following day at which point the homeless person must vacate the park until at least 7:00 pm. In Bylaw 1981, homeless persons are prohibited from camping in the following District parks:

- (a) all regional and community trails and paths;
- (b) all water accesses; and
- (c) the following parks:

Elector al Area	Park		
A	Cedar Plaza	Cedar Skatepark	Thelma Griffith
B	Huxley	Malaspina Galleries	Rollo McClay
C	Meadow Drive	Extension Miners	
E	Blueback Drive	Es-hw Sme~nts	Jack Bagley
	Schooner Ridge	Beachcomber	Moorecroft
F	Errington	French Creek School	
G	Boulton Drive	Columbia Drive	Dalmation Drive
	Maple Lane	Neden Way	Stormwater
	Top Bridge	Little Qualicum Estuary	
H	Deep Bay Creek	Henry Morgan	Lions
	Wildwood Place		

Smoking in parks

Bylaw 1801 introduces a total ban on smoking or vaping of cannabis, tobacco or any other product anywhere in any RDN park. This will offer a healthier and safer environment for park users. A total ban on smoking will also help in reducing fire risk in District parks.

Cannabis

Bylaw 1801 treats cannabis like alcohol in that its consumption is only permitted at campsites in the RDN's campground parks. Cannabis consumption is distinguished from cannabis smoking or vaping. Bylaw 1801 introduces a total ban on smoking or vaping of cannabis.

Off-road vehicle use

Bylaw 1801 introduces the possibility of permitting off-road vehicle (ORV) use in RDN parks. To take effect, signage permitting such use would need to be posted at the individual park.

For example, the management plan for the Little Qualicum River Regional Park contemplates allowing the use of ORV through the regional park to neighbouring Crown Lands where ORV use is permitted by the Province.

Electric Bicycle (EBike) use

Bylaw 1801 permits the use of Ebikes on designated RDN park roads and trails where currently bicycle use is allowed, for example on the Parksville to Coombs Regional Trail.

Park permitting

Bylaw 1801 schedule of fees and regulations for special use of parks introduces:

- A non-refundable application fee for complex events and application deadlines.
- Higher fees for commercial filming.
- Reduced fees for the delivery of commercial recreation services.
- Higher seasonal fees for camping at Horne Lake and Descanso Bay Regional Park campgrounds, comparable to other BC Parks fees.
- Higher fees for the boat launch at Horne Lake Regional Park, from \$5 to \$6 per launch.
- Reservation fees, similar to those collected in other BC Parks.

ALTERNATIVES

1. Proceed with the introduction, reading and adoption of “Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019”.
2. Provide alternative direction.

FINANCIAL IMPLICATIONS

The introduction of non-refundable application fees for commercial or complex applications and higher fees for commercial filming should contribute to a slight increase in revenue from special park use.

At Horne Lake Regional Park, higher seasonal fees for camping will result in a reduction in the amount of RDN subsidy provided to the park operator, which was \$16,730 for the 2018 season.

Below is a table showing the existing (black font) and proposed (red font) camping and boating camping fees.

Proposed 2019 in red			
Camping and Boating Fees¹			
Horne Lake Regional Park			
Reservation fee: \$6 per night, maximum \$18			
Camping Fees			
Regular Sites (per site per night)	Lakefront Sites	Shared Sites	Forested Sites
High Season ²	\$24.00	\$40.00	\$20.00
	\$30.00	\$50.00	\$25.00
Low Season ³	\$10.00	\$10.00	\$10.00
	\$10.00	\$10.00	\$10.00
Group Sites (base fee per person)	Youth Group	Regular Group	
	\$2.50	\$5.00	
Boat Launch: \$6/launch; \$50 for 10-launch pass			
	1 Launch	10 Launch pass	
	\$5	\$50	
	\$6	\$50	
Descanso Bay Regional Park			
Reservation fee: \$6 per night, maximum \$18			
Camping Fees			
	Large Sites	Small Sites	
High Season ²	\$17	\$17	
	\$23	\$20	
Low Season ³	\$10.00	\$10.00	
	\$10.00	\$10.00	
¹ GST applies to all fees.			
Fees represent the maximum that may apply.			
Full or partial refunds may be available.			
² High season begins in April and ends in October.			
³ Low season begins in November and ends in March.			

Homeless camping

With the introduction of regulated homeless camping, readiness for additional homeless camping will also need to be taken into consideration. Homeless camping is generally not an issue in RDN Parks but if it were to be, there is currently no enforcement capacity to enforce these new park regulations.

It is recommended that additional enforcement resources be put in place to assist the RDN in assessing and managing the transition to regulated and enforced homeless camping. Funding for a 0.5 Full Time Equivalent (FTE) Bylaw Enforcement Officer would require an estimated \$44,000 per year.

Site clean-up costs caused by homeless camping will be monitored in 2020 to determine if future changes to park operating budgets need to be made. Expenditures related to site clean-up would be charged to the parks service area in which the clean-up takes place i.e. Regional Parks or Electoral Area Community Parks.

STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.

Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



Yann Gagnon
ygagnon@rdn.bc.ca
October 30, 2019

Reviewed by:

- G. Garbutt, General Manager, Strategic and Community Development
- T. Osborne, General Manager, Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachment

1. Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019

REGIONAL DISTRICT OF NANAIMO
Park Use Regulations Bylaw No. 1801, 2019

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REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1801

**A BYLAW TO PROVIDE FOR THE REGULATION OF PARK USE
IN THE REGIONAL DISTRICT OF NANAIMO**

WHEREAS by Supplementary Letters Patent dated October 19, 1972, amended September 21, 1979, the Regional District of Nanaimo was granted “Division XI – Park and Green Belt Acquisition” functions;

AND WHEREAS Bylaws No. 798 to 806 converted the community parks functions to a local service for each of Electoral Areas A, B, C, D, E, F, G and H respectively;

AND WHEREAS the Regional District of Nanaimo may, by bylaw, establish regulations, prohibitions and requirements with respect to the management, maintenance, improvement, operation and use, including establishing a system of licenses, permits and approvals with or without terms and conditions, with respect to regional and community parks, trails and other land the District holds for the purpose of parks;

AND WHEREAS the Board of the Regional District of Nanaimo is desirous of establishing such regulations, prohibitions and requirements;

NOW THEREFORE the Board, in open meeting assembled, enacts as follows:

PART I – INTERPRETATION

1 CITATION

This Bylaw may be cited as “Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019.”

2 PURPOSE

The intent of this bylaw is to permit reasonable use of *parks* by the public for outdoor recreation and enjoyment while at the same time preserving and protecting *natural park features*.

3 APPLICATION AND EXEMPTIONS

- (1) This bylaw is applicable to all *parks* currently held by the *District* and any subsequent acquisitions and, without limiting the definition of *parks* in Section 4, includes *parks* within Electoral Areas A, B, C, E, F, G and H of the Regional District of Nanaimo.
- (2) This bylaw takes effect the date of its adoption.
- (3) Notwithstanding anything contained in this bylaw,
 - (a) *District* employees are exempt from this bylaw while carrying out their duties or performing their functions;
 - (b) *District* contractors, agents and volunteers are exempt from this bylaw while carrying out their duties or performing their functions only when such exemption is provided for in their terms of engagement; and

- (c) Where the *District* holds *park* under a lease, licence, permit, statutory right of way or private land access agreement, the person or agency granting the lease, licence, permit, statutory right of way or access agreement:
 - (i) is exempt from this bylaw, unless otherwise provided under the terms by which the *District* holds the land; and
 - (ii) may restrict or exclude access to the public to a trail, path, or other area of the *park* as the person or agency deems necessary or advisable in respect of their own interests, rights and responsibilities with respect to the land.

4 DEFINITIONS

In this bylaw:

“active transportation corridor” means a linear pathway alongside vehicular roadway or connecting vehicular roads and intended to facilitate and accommodate non-vehicular transit through an area;

“aircraft” means a device that is designated to carry one or more person or objects through the air by electric or fuel power or by powerless flight, or to move through the air remotely and without passengers, and includes drones but not model airplanes and other toys;

“animal” means any *animal* other than a human being;

“authorized personnel” means *District* employees and contractors including the park operators of *campgrounds*, *bylaw enforcement officers*, *peace officers* and emergency personnel;

“board” means the Regional District of Nanaimo Board of Directors;

“bylaw enforcement officer” means any person designated as such by the *District*;

“camping” means to take up temporary overnight abode in a *park* with or without *shelter*;

“campground” means the areas at Horne Lake Regional Park and Descanso Bay Regional Park which have been designated by the *District* for *camping*;

“campsite” means a designated and numbered space for *camping* in a *campground*;

“conservation zone” means the area of a *park* designated in a *management plan* for habitat and *wildlife* preservation and not to be developed for ordinary public use;

“curfew hours” means the time between 11 p.m. and 7 a.m. unless otherwise posted at a *park*;

“cycle” means a device having any number of wheels that is propelled by human power only and upon which one or more persons may ride and includes the bicycle buggies and trailers that may be attached to the *cycle*;

“District” means the Regional District of Nanaimo;

“EBike” means a *cycle* with an electric motor which is not capable of speeds greater than 32 kilometres per hour on level ground or of operating with pedals removed, and which looks like a bicycle and not a motor scooter;

“facilities” means anything other than *natural park features* such as toilets, *shelters*, garbage cans, showers, water pumps, stairs, boardwalks, bridges, structures, roads, trails, *traffic control devices*, parking lots, congregate spaces, signs, walls, boat ramps, docks, culverts, kiosks, gates, fences, picnic tables, benches, *campgrounds*, ball fields, sports courts and safety equipment;

“homeless person” means a person with no fixed address who is unable to find temporary abode at a public shelter facility;

“leash” means a chain or other material not exceeding 2.4 metres in length or a retractable lead not exceeding 8 metres in length when fully extended, and suitable for control of the type and size of the dog or other *animal* attached to the *leash*;

“litter” means any garbage generated by a person while in a *park* and engaged in activities ordinarily connected with reasonable *park* use;

“management plan” means a guiding document approved by the *District’s Board* for the use, development, operation and maintenance of one or more *parks*;

“Manager” means the *District’s* Manager of Parks Services or such other person as may be appointed to act in the place of the Manager of Parks Services from time to time;

“natural park features” means any native or non-native tree, shrub, flower, herb, berry, bough, grass or plant of any kind, and all soil, sand, silt, gravel, rock, mineral, wood, fallen wood or other living or dead natural material;

“ORV” means an off-road *vehicle* designed for travel off highways such as snowmobiles, all-terrain *vehicles* or quads, off-road motorcycles, side-by-sides, and jeeps, trucks, sports utility *vehicles* and other small on-highway motor *vehicles*;

“park” means any area of land or water, operated by the *District* as regional or community *park*, trail, roadside path or *water access*, that:

- (a) the *District* has possession and control of pursuant to the *Park (Regional) Act* or “Regional Trails Regulation”;
- (b) the *District* has possession and control of pursuant to Section 510 of the *Local Government Act*;
- (c) the *District* holds in fee simple or by lease, licence, permit, statutory right of way or private land access agreement for the purpose of a *park*;

“park use permit” means a permit issued by the *District* granting the holder *special use* of a *park*;

“peace officer” means an RCMP constable, BC Conservation Officer or a Fisheries and Oceans Canada Fishery Officer;

“permit issuer” means an employee of the *District* appointed to deal with *park use permit* applications as authorized under this bylaw;

“registered camper” means a person who is authorized to *camp* at a *campground*;

“special use” means:

- (a) a public or private, commercial or non-commercial service, activity or event that is intended to attract or requires participants or spectators and includes such as a gathering, wedding, festival, competition, tournament, procession, concert, march, show, party, ceremony, fishing derby or regatta;
- (b) group training, lessons or recreational or other programming;
- (c) recording, photography, filming or videotaping for use in television, motion pictures, on the web or in other commercial or institutional presentations;
- (d) research, survey, data collection or petition activity;
- (e) use of a *park* for non-park purposes including *vehicle* access, utility lines, structures, road, signs, fences or walls;
- (f) use of a model airplane;
- (g) operation of a human or animal powered device to transport people or goods; or
- (g) any activity otherwise prohibited under this bylaw;

“**shelter**” means a structure, improvement, shield or cover used or intended to be used to house or protect people or things, and includes a tent, tarp, lean-to or other refuge made of cardboard, tarpaulin, canvas, plastic, metal, logs, brush, branches or other materials natural or man-made;

“**sun-shelter**” means a lightweight open-sided structure no greater than three metres by three metres which is intended for use as a temporary sunscreen;

“**traffic control device**” means a sign, signal, line or marked space, parking meter, barrier, buoy or other device placed or erected by authority of the *District* in order to control or direct the presence, passage, tethering, parking or movement of *vehicles*, *vessels*, *ORVs*, *cycles*, *EBikes*, equestrians, swimmers or other *park* users;

“**under control**” in relation to a dog or other domestic *animal*, means the person having custody of the *animal* has a clear line of sight to the *animal* at all times and is able to bring the *animal* to heel by calling;

“**vehicle**” means a device in, upon or by which a person or thing is or may be transported or drawn upon a highway, such as a car, truck, motorcycle, motorbike, motor scooter, recreational *vehicle* and trailer, but does not include *ORVs*, *cycles*, *EBikes*, mobility aids such as wheelchairs and medi-scooters, or any device designed to be moved by human or *animal* power;

“**vessel**” means any device which is intended to operate on, in or under water, with the exception of *aircraft*;

“**water access**” means public road allowance under the jurisdiction of the Ministry of Transportation and Infrastructure, developed or not for vehicular use, running to fresh or salt water and managed as *park* by the *District* under permit from the Ministry;

“**wildlife**” means any wild mammal, bird, reptile, fish, amphibian or insect.

5 INTERPRETATION

- (1) Except as otherwise defined in this bylaw, words and phrases used herein have the same meaning as in the *Local Government Act*, the *Community Charter* and the *Interpretation Act* as the context and circumstances require. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any statute, regulation, code or bylaw refers to that enactment as it may be amended or replaced from time to time. Words in the singular include the plural, and words in the plural include the singular.
- (2) The headings to the clauses in this bylaw and table of contents have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this bylaw or any provision of it.

PART II – PARK REGULATIONS, PROHIBITIONS AND REQUIREMENTS

6 DELEGATION

The *Manager*, in addition to administering this bylaw, may:

- (1) place or erect signs or other *traffic control devices* setting out rules and regulations for *park* use;
- (2) temporarily prohibit public use of all or part of a *park* or its *facilities* in order to allow for construction, maintenance, repairs, removal of hazards, overcrowding, *special use* or another necessary or permitted temporary activity impacting ordinary use of the *park* by the public;

- (3) remove or cause to be removed from a *park*:
 - (a) anything which has been placed or erected in a *park* contrary to the provisions of this bylaw, or
 - (b) any *vehicle, ORV or vessel* operated contrary to the provisions of this bylaw;
- (4) dispose of any personal possessions left behind in a *park*;
- (5) restrict or prohibit campfires;
- (6) restrict or prohibit public access to *conservation zones* or any *facility* or *natural park feature* identified as needing protection in a *park management plan*, covenant or tenure agreement;
- (7) authorize *special use* of a *park* as set out in Section 21 and Schedule A; and
- (8) identify and post at a *park* any regulation, prohibition or requirement which is incidental to the purposes and consistent with the intent of this bylaw.

7 RULES AND SIGNAGE

Every person shall comply with this bylaw and any conditions, prohibitions or requirements displayed by way of a sign or other *traffic control device* or set out in a *park use permit*.

8 PUBLIC CONDUCT

No person shall:

- (1) behave in a disorderly, dangerous or offensive manner, or otherwise act so as to unreasonably distress or annoy another person in the *park*;
- (2) obstruct or interfere with *authorized personnel* in the performance of their duties;
- (3) interfere with any person or traffic using a *park* in accordance with this bylaw;
- (4) where a toilet is provided in a *park*, relieve themselves anywhere but in the toilet;
- (5) where no toilet is provided in a *park*, relieve themselves anywhere within public view or within 300 metres of a private residence outside the *park*;
- (6) play electric instruments or any audio or audio-video device producing electronically amplified sound, except in accordance with a *park use permit* specifically authorizing such an instrument or device;
- (7) enter or otherwise remain within a *park* for any purpose, including *camping*, during *curfew hours* except as:
 - (a) a *registered camper* at a *campground*;
 - (b) a person using an *active transportation corridor*;
 - (c) a person holding a *park use permit* granting exemption from *curfew hours*; and
 - (d) a *homeless person* with or without *shelter* and in conformity with Schedule B;
- (8) fail to comply with a restriction on public access communicated by a person or agency under Section 3 (3) (c) (ii);
- (9) sell alcohol in a *park* except in accordance with a *park use permit* specifically authorizing that;
- (10) consume alcohol in a *park* except:
 - (a) as a *registered camper* or guest of a *registered camper* at a *campsite* in a *campground*; or

- (b) as part of a *special use* under a *park use permit* allowing for alcohol consumption;
- (11) consume cannabis in a *park* except as a *registered camper* or guest of a *registered camper* at a *campsite* at a *campground*, and then only without smoking or vaping the cannabis and in accordance with applicable legislation; or
- (12) operate *aircraft* in such a manner as to damage *natural park features*, intrude on the privacy of other persons, interfere with a *facility*, or the use and enjoyment of a *park* by others.

9 VEHICLES

No person shall:

- (1) drive, propel, park or otherwise operate a *vehicle* except:
 - (a) on designated roadways or in designated parking areas;
 - (b) in conformance with *traffic control devices*; and
 - (c) at a speed greater than 10 kilometres per hour unless otherwise permitted by posted sign;
- (2) operate a *vehicle* in such a manner as to disturb *natural park features* or the enjoyment of the *park* by others except in accordance with a *park use permit* specifically authorizing this;
- (3) clean, repair or carry out maintenance on a *vehicle* except in an emergency;
- (4) leave a *vehicle* in a *park* during *curfew hours* except as a *registered camper* or as a holder of a *park use permit* specifically authorizing this; or
- (5) obstruct use of a *park* gate by leaving a *vehicle* parked in front of it.

10 CAMPING

- (1) A person *camping* at a *campground* shall abide by the *campground* rules and regulations and pay the fees established in Schedule C.
- (2) A *homeless person* may camp only in conformity with the rules established in Schedule B.
- (3) Any other *camping* will only be allowed in accordance with a *park use permit* specifically authorizing that.

11 VESSELS AND WATER ACTIVITY

No person shall:

- (1) launch or remove a *vessel* from a body of water except by using a designated boat launch ramp, or by physically carrying and not dragging the *vessel* to and from the water;
- (2) disturb *natural park features* in the process of launching a *vessel*;
- (3) operate a *vessel* within a designated swimming area or in a way that interferes with swimmers;
- (4) run a *vessel* ashore except in designated boat beaching areas;
- (5) moor a *vessel* to dry land or impede or endanger pedestrian movement along a beach or foreshore;
- (6) clean, repair or carry out maintenance on a *vessel* except in an emergency;

- (7) leave a *vessel* in a *park* during *curfew hours* except as a *registered camper* or as a holder of a *park use permit* specifically authorizing this; or
- (8) bring in, park, station, operate, launch or run ashore a personal watercraft or jet ski.

12 OFF-ROAD VEHICLES (ORVs)

No person shall:

- (1) drive, propel, park or otherwise operate an *ORV* in a *park* except where *ORV* use has been designated as authorized by the *District* by sign posted at the *park*;
- (2) at *parks* where *ORV* use is authorized:
 - (a) operate an *ORV* that is not registered and insured in BC or another jurisdiction where registration is required and displaying the number plate or sticker in accordance with applicable legislation;
 - (b) operate an *ORV* except on designated roadways, trails and parking areas, and in conformance with *traffic control devices*;
 - (c) drive or propel an *ORV* through a water course or in such a manner as to disturb *natural park features* or the enjoyment of the *park* by others; or
 - (d) clean, repair or carry out maintenance on an *ORV* except in an emergency.

13 CYCLING AND HORSEBACK RIDING

- (1) No person shall ride a *cycle*, *EBike* or horse:
 - (a) except on a road or trail and in conformity with *traffic control devices*;
 - (b) along a beach or through water unless at a designated ford; or
 - (c) in such a way as to disturb *facilities* or *natural park features*.
- (2) No person shall ride a horse at faster than walking pace when within sight of another *park* user who is not mounted on a horse.
- (3) Any person riding a horse shall move their horse's excrement to the side of trail and leave clear passage for other trail users.

14 DOGS

- (1) Subject to the *Guide Animal Act*, no person shall bring a dog into a *park* or part of a *park* where dogs are prohibited by posted sign.
- (2) A person having custody of a dog shall at all times:
 - (a) carry with them at least one *leash* and one dog collar for the dog;
 - (b) ensure the dog is *under control* if not restrained by a *leash*; and
 - (c) when in an area where a *leash* is required, ensure the dog is restrained by a *leash*.
- (3) No person shall permit a dog under their care to:
 - (a) run or roam at large, cause injury to *wildlife*, or to damage or feed on vegetation;
 - (b) annoy, including by barking or howling for a continuous period of ten (10) seconds or more, other *park* users; or
 - (c) cause injury to other *park* users or their dogs.

- (4) Where a *litter* or garbage container is provided in a *park*, a person having custody of a dog must bag and place their dog's excrement in the container provided. Where no such container is provided at a *park*, the dog owner must move the excrement to the side of the trail and leave clear passage for other trail users.

15 HUNTING, FIREARMS, FISHING AND SHELLFISH HARVESTING

No person shall:

- (1) hunt in a *park*;
- (2) carry or discharge any firearm, air gun, blank ammunition starting pistol, bow or crossbow, slingshot or similar device in a *park*; or
- (3) fish or harvest shellfish in a way that impedes the free use of waterfront by swimmers and bathers.

16 GARBAGE AND POLLUTION

No person shall:

- (1) deposit or leave *litter* in a *park* except in the containers provided for such purpose;
- (2) deposit or leave in a *park* any household, commercial or industrial waste, construction debris, toxic or hazardous substances, garbage, trash, refuse, cans, bottles, papers, metals, plastics, discarded furniture, appliances or personal items, ashes, yard cuttings, or other waste of any kind that is not generated by a person in connection with reasonable *park* use;
- (3) release sewage from a *vehicle* toilet except where a sani-station is provided for that purpose; or
- (4) foul, including without limitation by washing, contaminating or polluting any body of water or the area around wells and water pumps.

17 DAMAGE AND INTERFERENCE

No person except as the holder of a *park use permit* specifically authorizing the action shall:

- (1) alter, remove, move, deface, cut, tamper with, damage or destroy any *park facility*;
- (2) dig up, remove or deposit soil or gravel;
- (3) leave a *park* water tap running or otherwise waste water;
- (4) remove *park* water from a *park*, whether from a piped source or natural water body, for consumption or use elsewhere;
- (5) store any material or objects of any kind;
- (6) climb, walk or sit upon any wall or fence, or climb up on or jump off of a bridge;
- (7) damage or destroy the utility or free use of any sports field, court or play structure;
- (8) bring in, build or cause to be built any temporary or permanent structure including a fence, wall, dam, jump or play structure;
- (9) place graffiti on *facilities* or *natural park features*;
- (10) build, alter or otherwise create a trail;
- (11) erect any *shelter* other than a *sun-shelter* except for *homeless persons* in accordance with Schedule B and *registered campers* at their *campsites*; or
- (12) obstruct or cause to obstruct public access to a *park*.

18 FIRE, SMOKING, VAPING AND FIREWORKS

No person except as the holder of a *park use permit* specifically authorizing the action shall:

- (1) light a fire in a *park* except if it is a campfire in a designated fire pit at a *campground* and if there is no posted campfire ban in effect;
- (2) where and when permitted to light a campfire, burn unsuitable materials such as driftwood, waste, plastic, flammable or combustible liquid, treated lumber or wood scavenged from a *campground* or other part of the *park*;
- (3) light an outdoor stove using liquid or gaseous fuel or briquettes if the stove is not CSA approved or has a flame length exceeding 15 cm;
- (4) leave a lit campfire or outdoor stove unattended by a responsible person;
- (5) smoke or vape any substance in a *park* including at *campsites*;
- (6) discard on the ground any burning matter including but not limited to a match; or
- (7) set off fireworks or other explosive material.

19 NATURAL ENVIRONMENT AND WILDLIFE

No person except as the holder of a *park use permit* specifically authorizing the action shall:

- (1) cut down a tree or remove cut or fallen wood or any other vegetative matter;
- (2) remove water from a water course or body of water in a *park*;
- (3) pick, cut, prune, top, apply herbicides, fungicides or insecticides to or damage or destroy any *natural park feature*;
- (4) plant vegetation;
- (5) alter, disturb or harm *natural park features* for the purpose of creating a play space, *cycle jump*, game course or other play space;
- (6) feed, snare, trap, catch or hold by any means or purposely disturb, frighten, molest or injure any *wildlife*; or
- (7) store or set out food in a way that will attract *animals*.

PART III – SPECIAL USE AND PERMITS

20 SPECIAL USE AND COMMERCE

No person shall:

- (1) undertake or engage in a *special use*;
- (2) post, paint or distribute any kind of commercial advertisement, sign, handbill, pamphlet, poster or placard; or
- (3) operate, park or station a *vehicle* displaying advertising or equipped with a public address system,

except in accordance with a *park use permit* specifically authorizing that.

21 PARK USE PERMITS

- (1) A person, group or organization intending to carry out *special use* of a *park* may obtain a *park use permit* by:
 - (a) submitting an application on the form provided by the *District* by the application due date set out in Schedule A;
 - (b) agreeing in writing to all terms, requirements, restrictions and conditions of *special use* established by the *Manager* or *permit issuer*;
 - (c) submitting all required fees, deposits, charges and insurance documents; and
 - (d) showing evidence of compliance with the requirements of other relevant *District* bylaws as well as the regulations of other government bodies and local authorities that may apply in the circumstances.
- (2) On receiving an application for a *park use permit*, the *Manager* or *permit issuer* may, in accordance with Schedule A and further to the purposes of this bylaw:
 - (a) grant, refuse, renew or refuse to renew a *park use permit*;
 - (b) establish amounts referred to in Schedule A for damage deposits that apply to the category or categories of *special use* under consideration;
 - (c) impose terms, requirements, restrictions and conditions on obtaining, holding or renewing a *park use permit*, additional to those set out in Schedule A, at a particular *park* considered appropriate by the *Manager* or *permit issuer* for the safe and convenient use of the *park* and to ensure the purposes and requirements of this bylaw are met.
- (3) Without limiting Section 21 (2), the *Manager* or *permit issuer* may impose any one or more of the following conditions on a *park use permit*:
 - (a) a maximum number of participants;
 - (b) the confinement of a *special use* to a specific location within a *park* and to certain time periods;
 - (c) to participation by people certified or otherwise qualified to operate equipment or *vehicles*, or to engage in or supervise a proposed activity;
 - (d) removal of all *litter* and other waste generated through *special use*;
 - (e) provision and servicing of portable toilets or payment to the *District* for the additional servicing of park garbage receptacles and toilets required as a result of *special use*;
 - (f) provision of appropriate emergency personnel, traffic control or security during the course of the *special use*;
 - (g) restrictions on the use of generators and other mechanical, electrical or electronic devices, the playing of live or recorded music, and the erection or placement of any structures, seating, tables, flags, banners or other gear associated with the *special use*;
 - (h) posting of advance notices advising all *park* users of the nature and date of *special use*;
 - (i) restrictions and requirements for event promotion and regarding use of the *park* name and the *District's* logo;
 - (j) restrictions and requirements on the type or nature of merchandize, items or services proposed for sale or consumption during the *special use*;
 - (k) in relation to a specific exemption from a restriction or requirement of this bylaw where an exemption is provided for;

- (l) preventative or remedial requirements to avoid, reduce or mitigate potential impacts of the *special use* on *facilities*, *natural park features* and *park neighbours*;
 - (m) requirements for insuring and indemnifying the *District* for any injury or damage to property or loss or injury to persons that may result from activity or use carried out under the *park use permit*; and
 - (n) other terms and conditions that are consistent with the intent of this bylaw.
- (4) Without limiting Section 21 (2), the *Manager* or *permit issuer* may refuse, suspend, revoke, or cancel a *park use permit* application if the *Manager* or *permit issuer* considers that:
 - (a) the *special use* does not conform with the *management plan* for a *park*;
 - (b) the location of a *special use* is likely to have a significant or permanent negative environmental impact on *natural park features*, or conflicts with common use by others;
 - (c) the provisions of this bylaw or any terms, restrictions, requirements or conditions of the *park use permit* have not been met or cannot be met;
 - (d) the applicant cannot or is not competent or qualified to assume full responsibility for the *special use* or some aspect of it, or that the *District* will not be adequately indemnified; or
 - (e) the applicant for a *park use permit* has previously contravened this bylaw.
- (5) An applicant for a *park use permit* whose application has been refused may appeal the decision to the *District's* Board by submitting to the corporate officer a written request, directed to the Board Chairperson, within 15 business days after the day the decision to refuse was issued.
- (6) Where the holder of a *park use permit* has not met the requirements of this bylaw or the terms, restrictions, requirements and conditions of the *park use permit*, in addition to the suspension, revocation or cancellation of the *park use permit* and any other penalties or other enforcement actions that may apply:
 - (a) a *park use permit* fee or damage deposit may be forfeited to the *District*;
 - (b) the holder may be required to pay for the clean-up and repairs required to restore *facilities* or *natural park features* to pre-special use condition, with failure to do so entitling the *District* to perform the work at the holder's expense; and
 - (c) the *District* may exercise its rights under the holder's insurance policy and indemnification obligations.

PART IV – ENFORCEMENT, PENALTIES AND REMEDIES

22 ENFORCEMENT

- (1) The *Manager*, a *bylaw enforcement officer* or a *peace officer* may enforce this bylaw, and in so doing may be assisted by another such officer or a *District* employee.
- (2) *Authorized personnel* may order a person who contravenes this bylaw, or a *park use permit* to do any of the following:
 - (a) cease and desist;
 - (b) leave the *park* immediately;

- (c) remove or cause to be removed any *animal, cycle, EBike, vehicle, vessel, ORV, structure or other thing* which causes or is contributing to a contravention of this bylaw or of a *park use permit*; and
 - (d) restore any damage caused by the contravention to *natural park features or facilities*.
- (3) *Authorized personnel* may restrain, seize and detain or cause to have restrained, seized and detained a dog or other domestic *animal* with no apparent custodian and have the *animal* removed to an *animal* shelter or other appropriate facility, in which case the provisions for impoundment and fees apply as established in the *District's* Animal Control and Licensing Bylaw No. 939, 1994; Animal Control Bylaw No. 941, 1994; or Animal Control Regulatory Bylaw No. 1066, 1996, as applicable to the area in which the *animal* is detained.
- (4) *Bylaw enforcement officers* may enter onto any property in accordance with Section 16 of the *Community Charter* in order to inspect and determine if this bylaw is being contravened.

23 PENALTIES

- (1) Any person who
- (a) contravenes a provision of this bylaw,
 - (b) suffers or permits any act or thing to be done in contravention of this bylaw,
 - (c) refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed under this bylaw,
- commits an offence, and each day that a contravention continues amounts to a separate offence.
- (2) A person found guilty of an offence under this bylaw is liable:
- (a) if proceedings are brought under the *Offence Act*, to pay the maximum fine and other penalties, compensation and costs authorized by that *Act* and the *Local Government Act*;
 - (b) if a ticket is issued under Division 3 of Part 8 of the *Community Charter*, to pay a maximum fine of \$1,000; or
 - (c) if a bylaw notice is issued under the Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019, to pay a penalty of up to \$500.
- (3) Fines and penalties imposed under this Section are in addition to and not in substitution for any cost recovery, remedial action or other consequence of default or contravention provided for under this bylaw, and do not limit the right of the *District* to bring civil proceedings or pursue any other remedy available at law.

24 REMEDIAL ACTION AND COST RECOVERY

- (1) Where a person has damaged or removed any *natural park feature or facility*, the person must, at the direction of the *Manager*:
- (a) restore or repair the *natural park feature or facility* or replace it with one of similar value, or
 - (b) pay the cost of restoring, repairing or replacing the *natural park feature or facility*, as applicable and as determined by the *Manager*, to the *District* within 30 days of an invoice being delivered by the *District*.
- (2) If a person has been required to do something under a provision of this bylaw, and the person has not completed the action within the time specified:

- (a) *authorized personnel* may fulfill the requirement at the expense of the person;
- (b) *authorized personnel* may enter onto the person's property if necessary or convenient to fulfill the requirement; and
- (c) the *District* may recover the costs incurred for fulfilling the requirement from the person as a debt.

PART V – GENERAL

25 SCHEDULES

The following Schedules are attached to and form part of this bylaw:

Schedule A – Park Use Permit Regulations and Fees for Special Use of Parks
Schedule B – Homeless Camping Regulations
Schedule C – Camping and Boating Fees and Regulations
Schedule D – Penalties – Schedule 17 of Bylaw Notice Bylaw No. 1786, 2019

26 SEVERABILITY

In the event that any portion of this bylaw is declared *ultra vires* by a court of competent jurisdiction, then such portion shall be deemed to be severed from the bylaw and the remainder of the bylaw shall continue in full force and effect.

27 REPEAL AND AMENDMENT

- (1) Regional District of Nanaimo Park Use Regulations Bylaw No. 1399, 2004, and 1399.01, 2009, are hereby repealed.
- (2) The Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019, is amended by deleting Schedule 17 of that bylaw and replacing it with Schedule D of this bylaw.

Introduced and read three times this _____ day of _____, 20__.

Adopted this _____ day of _____, 20__.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' (page 1 of 2) to accompany "Regional District
of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

SCHEDULE A

PARK USE PERMIT REGULATIONS AND FEES FOR SPECIAL USE OF PARKS

Special Use Category	Non-refundable Application Fee	Permit Fee	Damage Deposit	Comprehensive General Liability Insurance
All Special Use Categories				
Site preparation or clean-up if required by <i>District</i> : at cost to <i>District</i> plus 10% administration fee and GST.				
Special Use Category 1				
Application, fee and damage deposit due two weeks prior to proposed <i>special use</i> date.				
1 Reserved use of a space or facility for an informal gathering of fewer than 50 people; or operation of a model airplane	n/a	\$50/day	\$100	n/a
Special Use Categories 2 - 8				
Application, fees and damage deposit due a minimum six weeks prior to proposed <i>special use</i> date. Permit fee and damage deposit refundable if cancellation notice received minimum two weeks prior to <i>special use</i> date.				
2 Private events including weddings and parties				
less than 50 people	n/a	\$50/day	\$100	\$2 million
50 - 100 people	n/a	\$100/day	\$200	\$2 million
more than 100 people	\$100/permit	\$250/day	\$500	\$5 million
3 Public events including festivals, shows, competitions, ceremonies, regattas and fundraisers				
non-profit organizations	n/a	\$100/day	\$200	\$2 million
private or commercial organizations	\$100/permit	\$200/day	\$500	\$5 million
4 Non-profit services or activities including guiding, training and recreation programming				
participants younger than 18	n/a	n/a	\$100	\$2 million
participants of all ages	n/a	\$25/day	\$100	\$2 million

Schedule 'A' (page 2 of 2) to accompany "Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

Special Use Category		Non-refundable Application Fee	Permit Fee	Damage Deposit	Comprehensive General Liability Insurance
All Special Use Categories					
Site preparation or clean-up if required by <i>District</i> : at cost to <i>District</i> plus 10% administration fee and GST.					
Special Use Categories 2 - 8					
Application, fees and damage deposit due a minimum six weeks prior to proposed <i>special use</i> date.					
Permit fee and damage deposit refundable if cancellation notice received minimum two weeks prior to <i>special use</i> date.					
5 Commercial recreation services or activities including guiding, training, recreation programming, and dog walking					
	1 day	\$100/permit	\$50/day	\$100	\$2 million
	up to 4 months	\$100/permit	\$200/permit	\$300	\$5 million
	1 year	\$100/permit	\$350/permit	\$500	\$5 million
6 Commercial filming, audio or video recording and photography					
	minor ¹	\$100/permit	\$75/day/park	\$200	\$5 million
	major ²	\$100/permit	\$250/day/park	\$1,000	\$5 million
7 Research activities including surveying, collecting data and petitioning					
	non-profit organizations	n/a	n/a	\$100	\$2 million
	private or commercial organizations	\$100/permit	\$100/day	\$200	\$5 million
8 Access to <i>park</i> land for utilities or vehicular passage by others					
	temporary	\$100/permit	\$250/day	\$500	\$2 million
	long-term	\$100/permit/year	\$1,000/year	\$1,000	\$5 million

Notes

¹ Minor means no temporary disturbance of other *park* users or *natural park features* .

² Major means normal *park* use or access by others will be temporarily disrupted or restricted, or some *natural park features* or facilities will be disturbed.

Schedule 'B' (page 1 of 2) to accompany "Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

SCHEDULE B HOMELESS CAMPING REGULATIONS

1 General

- (a) Where not prohibited in Section 2 or 3 below, a *homeless person* may camp in a *District park* between 7:00 p.m. one day and 9:00 a.m. the following day, at which point the *homeless person* must vacate the *park* until at least the next 7:00 p.m.
- (b) Prior to departure from a *park*, the *homeless person* must dismantle any *shelter* erected.
- (c) Upon departure from a *park*, the *homeless person* must take with them all personal possessions brought into the *park* and properly dispose of *litter* and garbage.

2 Prohibited Parks

Homeless persons are prohibited from *camping* in the following *District parks*:

- (a) all regional and community trails and paths;
- (b) all *water accesses*; and
- (c) the following *parks*:

Electoral Area	Park		
A	Cedar Plaza	Cedar Skatepark	Thelma Griffith
B	Huxley	Malaspina Galleries	Rollo McClay
C	Meadow Drive	Extension Miners	
E	Blueback Drive	Es-hw Sme-nts	Jack Bagley
	Schooner Ridge	Beachcomber	Moorecroft
F	Errington	French Creek School	
G	Boulton Drive	Columbia Drive	Dalmation Drive
	Maple Lane	Neden Way	Stormwater
	Top Bridge	Little Qualicum Estuary	
H	Deep Bay Creek	Henry Morgan	Lions
	Wildwood Place		

Schedule 'B' (page 2 of 2) to accompany "Regional District
of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

3 Prohibited Areas

In *parks* where permitted, a *homeless person* may not camp:

- (a) within 30 m of:
 - (i) neighbouring residential property; or
 - (ii) *park* buildings, toilets, *shelters*, playgrounds, picnic tables, benches, garbage cans, maintained fields or other organized play spaces;
- (b) within 30 m of internal trails, roads, bridges, or in parking lots or demarcated and tended areas of vegetative plantings; or
- (c) in a *conservation zone*.

Schedule 'C' (page 1 of 3) to accompany "Regional District of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

SCHEDULE C CAMPING AND BOATING FEES AND REGULATIONS

1 Fees¹

Horne Lake Regional Park			
• Reservation fee: \$6 per night, maximum \$18			
• Camping Fees			
Regular Sites (per site per night)	Lakefront	Shared	Forested
High Season ²	\$30.00	\$50.00	\$25.00
Low Season ²	\$10.00	\$10.00	\$10.00
Group Sites (per person)	Youth	Regular	
	\$2.50	\$5.00	
• Boat Launch: \$6 per launch; \$50 for 10-launch pass			
Descanso Bay Regional Park			
• Reservation fee: \$6 per night, maximum \$18			
• Camping Fees			
Regular Sites (per site per night)	Large	Small	
High Season ²	\$23	\$20	
Low Season ²	\$10.00	\$10.00	
Group Site (per person)	Youth		
	\$2.50		
¹ GST applies to all fees. Fees represent the maximum that may apply. Full or partial refunds may be available. ² High season begins April 1 and ends October 31. Low season begins November 1 and ends March 31.			

Schedule 'C' (page 2 of 3) to accompany "Regional District
of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

2 Applicability

Camping and boating regulations and fees apply to Horne Lake Regional Park and Descanso Bay Regional Park only.

3 Campground Registration

- (a) All campers must register with the park operator and pay to rent a *campsite*, reserve a *campsite* and park an extra *vehicle* overnight. Additional administrative fees may apply to change or cancel reservations.
- (b) Only persons 19 years of age or older may register a *campsite* and whosoever registers a *campsite* assumes responsibility for all campers included in the registration party in addition to payment of all applicable *camping* fees and charges.
- (c) Every child must be accompanied by a parent or guardian.

4 Number of Registered People and Vehicles per Campsite

- (a) At each regular *campsite* there may be no more than:
 - (i) eight (8) people, including no more than four (4) adults, an adult being a person 19 years of age or older; and
 - (ii) one *vehicle* with trailer or towed *vehicle*, or one recreational *vehicle* (RV); if space permits, the park operator may allow a second non-RV *vehicle* at the *campsite* for an additional nightly charge of 50 per cent of the *campsite* fee.
- (b) At each group *campsite* at Horne Lake Regional Park, a minimum 20 people are required per *campsite* rental.

5 Length of Stay

- (a) The maximum length of stay per registrant is fourteen days per season, not necessarily consecutively. Additional stays may be allowed by the park operator if vacancies permit.
- (b) Minimum length stays may apply around weekends and weekends involving a statutory holiday including Easter Monday.

6 Curfew, Litter and Dogs

- (a) Only *registered campers* are permitted in a *campground* during *curfew hours*.
- (b) Except for emergencies, *registered campers* must stay in the *park* during *curfew hours*.
- (c) During the hours between 10 pm and 8 am, all campers must be quiet.
- (d) Campers must remove all *litter* from their *campsite* and fire pit before vacating a *campsite*.
- (e) Dogs must be *leashed* at all times while in *campgrounds*, including at *campsites*.

Schedule 'C' (page 3 of 3) to accompany "Regional District
of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

7 Alcohol, Cannabis, Smoking and Vaping

- (a) Only *registered campers* and their guests may consume alcohol or cannabis within a *campground*, and only at their *campsites*.
- (b) Smoking and vaping of any product at *campsites* or anywhere else in a *park* is prohibited at all times.

8 Campground Etiquette

- (a) Between 8 am and 10 pm, noises or sounds generated at one *campsite* must not be so loud as to disturb neighbouring campers. The park operator may restrict the hours during which generators can run.
- (b) Behaviour at one *campsite* must not be such as to disturb campers at neighbouring sites. Especially where children are involved, consideration is expected of all campers towards other campers. The Park Operator may evict campers who persist in disturbing their neighbours.

9 Boat Launch at Horne Lake Regional Park

- (a) All *vessels* requiring a trailer for transport must be launched at the boat launch ramp.
- (b) All persons wishing to use the boat ramp must first register and pay for the service at the *park* office.

Schedule 'D' (page 1 of 1) to accompany "Regional District
of Nanaimo Park Use Regulations Bylaw No. 1801, 2019"

Chair

Corporate Officer

SCHEDULE D PENALTIES

Schedule 17 Bylaw Notice Bylaw No. 1786, 2019 Park Use Regulations Bylaw No. 1801, 2019				
Section	Description	Penalty	Early Payment Penalty	Late Payment Penalty
7; 8(8); 14(1)	Failure to comply with a posted sign	\$200.00	\$175.00	\$225.00
8(1)(2)(3)(4)(5)(6)(12); 13(1)(2); 14(3b); 15(2)(3); 17(3)(6)(9); 18(6)	Disorderly, offensive or dangerous conduct	\$200.00	\$175.00	\$225.00
8(7)	Breach of curfew hours	\$100.00	\$75.00	\$125.00
8(9)(10)(11)	Unauthorized use of alcohol or cannabis	\$100.00	\$75.00	\$125.00
9(1)(2)(3)(4)(5)	Unauthorized vehicle operation	\$200.00	\$175.00	\$225.00
10(1)(2)(3)	Failure to comply with camping regulations	\$200.00	\$175.00	\$225.00
11(1)(2)(3)(4)(5)(6)(7)(8)	Unauthorized vessel operation	\$200.00	\$175.00	\$225.00
12(1)(2)	Unauthorized ORV operation	\$200.00	\$175.00	\$225.00
13(3); 14(4)	Failure to remove excrement	\$100.00	\$75.00	\$125.00
14(2)(3c)	Dog not under control	\$100.00	\$75.00	\$125.00
16(1)	Littering	\$100.00	\$75.00	\$125.00
16(2)(3)(4)	Dumping or fouling	\$350.00	\$325.00	\$375.00
17(1)(7)	Damage to a facility	\$450.00	\$425.00	\$475.00
17(5)(8)(10)(11)(12)	Unauthorized installation	\$100.00	\$75.00	\$125.00
17(4)	Removal of water from a park	\$200.00	\$175.00	\$225.00
18(5)	Smoking or vaping in a park	\$100.00	\$75.00	\$125.00
18(1)(2)(3)(4)(7)	Unauthorized fire, stove or fireworks	\$200.00	\$175.00	\$225.00
19(1)(2)(3)(4)(5)	Disturbing natural park features	\$200.00	\$175.00	\$225.00
14(3a); 15(1); 19(6)(7)	Harm to wildlife/hunting	\$200.00	\$175.00	\$225.00
20(2)(3)	Unauthorized commercial activity	\$200.00	\$175.00	\$225.00
20(1); 21(6)	Breach of special use conditions	\$200.00	\$175.00	\$225.00

TO: B POSAC, EW/PV POSAC, E POSAC, F POSAC, G POSAC, H POSAC, EA A Parks, Recreation and Culture Commission, Electoral Area Services Committee, Regional Parks and Trails Select Committee

MEETING: October 8, 2019

FROM: Yann Gagnon
Manager of Parks Services

SUBJECT: Parks Summer 2019 Update Report

RECOMMENDATION

That the Parks Summer 2019 Update Report be received as information.

SUMMARY

Parks staff continue to work on projects identified in the 2019 Parks Work Plan and the RDN Operational Plan.

Mount Benson Parking Facilities RP-S4-1.20

Substantial completion of the new parking lot was reached on June 17th and it was opened to the public on June 19th. A temporary connector trail was provided to take visitors from the new parking lot to the existing trail system while the official new trail was constructed taking visitors up to the park. The new trailhead was completed on June 28th. Final touches on the new trail are being completed along with mapping updates and signage.

Benson Creek Falls Facilities RP-S2-3.7

A Stage 2 grant application for the Economic Infrastructure and Innovation Program for the parking lot, bridge and descent to the falls will be submitted for a September 30th application deadline. This application will include more detailed design and costing information as well as a high-level marketing plan for the Park. If successful, the grant will be in the amount of up to \$103,125.

Trail from Horne Lake and Heritage Designation RP-S4-1.12

A meeting with Mosaic Forest Management will be organized in order to proceed with the creation of a MoTI supported dedication plan for the 1911 gazetted Horne Lake and Alberni Road, the proposed trail route between Horne Lake Regional Park and the ACRD border. In June 2019 a land consultant agent hired by RDN Parks was assigned the file. The project surveyor remains available to undertake the road dedication work, and the 2019 budget for the services is in place. In May 2019, The Ministry of Forests, Lands, Natural Resource Operations and Rural Development Heritage Branch advised that there are no formal programs in place at this time to officially designate a heritage trail. Following the survey work, meetings will take place with the applicable First Nation communities and the ACRD to determine an appropriate name for the future trail to be used by the RDN and ACRD.

Parks and Trails Strategic Plan

A request for Proposals for the Parks and Trails Strategic Plan was issued on June 6th with a submission deadline of July 18th. The project was awarded to the consulting firm Lees and Associates Consulting and the project has now commenced.

Community Parks and Trails

EA B - Huxley Community Park Projects RP-S4-1.2

Phase 2 and 3 Construction Drawings

An Islands Trust Development Variance Permit was approved for the variances requested to construct the skate park and parking lot with the following conditions: a reduction in the number of trees to be removed in Phase 2 by reducing the footprint of the parking lot, and a tree-planting plan to replace the trees that need to be removed for Phase 2 (either at Huxley park or in an alternate RDN park on Gabriola). Construction drawing revisions are underway to accommodate the DVP conditions.

EA B - Village Way Pathway

A first draft of a project management plan has been received from MoTI's active transportation consultant, with associated signage and operations plans to be developed by Parks Services. Revised design drawings reflecting drainage infrastructure now allowed by MoTI have been received and are anticipated to be reviewed by MoTI before end of September.

EA EW/PV - Anders & Dorrit's Community Park Design RP-S4-1.5

The Non-Farm Use Permit for the proposed parking lot was denied by the Agricultural Land Commission. An alternate approval was granted to allow 0.1 ha the development of park amenities and trail network. Alternative design options will be explored.

EA E - Jack Bagley Community Park – Court Placement PR-S4-1.16

A public open house was held in June and community feedback was integrated into the design of the site. The consultant is finalizing the concept design, phasing plan and costing. Review is pending the consultant's submission and the Get Involved project page will be updated once the final concept plan is complete.

EA F - Errington Community Park – Master Planning Process RP-S4-1.6

The consultant is completing the detailed design and costing for the playground (first phase of the project). Illustrations of the final design have been completed in August 2019.

EA G - Little Qualicum Hall Renovation RP-S2-3.6

Work on the hall commenced in June with demolition completed to the rear part of the building. Construction of the replacement section is underway with foundation and sub-grade work complete and framing underway. When finished this new work will provide barrier free building access, improved occupant safety, three new washrooms, and a future kitchen space. Exterior finishing is expected to complete by early fall along with electrical and mechanical installations. Interior finishing will follow into the fall with efforts made to have the hall ready to re-open by mid-December of 2019.

EA G – Maple Lane Community Park Upgrades

A public open house was held in June and community feedback was integrated into the design of the site. The layout plan and play equipment have been approved and reviewed by the neighbourhood. Construction of the playground will commence this fall

EA H - Dunsmuir Community Park Development RP-S4-1.7

Over 20 community members participated in a planting event on May 25th to install 260 plants to create a hedgerow buffer between the new sports court and neighbouring properties. Final site grading will be completed this fall to address site drainage issues.

General Updates

Registry and Mapping

Work is on-going towards improving Parks asset registries and raising the confidence level of the data. The completion of an updated and comprehensive property and acquisition inventory has been a foundational component; using an excel format staff continue to add data and refine the work. Data gaps are indicating where further condition assessment is required, most commonly the more complex assets obtained with land acquisitions

Operational – Key Highlights

General Service Calls

There were 177 work-orders assigned to operations staff during this reporting period. Tree related issues continue to be the most common type of resident request.

Park Inspection and Service Software RP-R2-4.6

Parks staff completed 89 documented park and playground inspections during this reporting period, identifying 51 faults for correction during the process.

Parks Programming

Nine hiking related programs were offered this spring and summer. All three Hiking Information Sessions were cancelled: the first due to low registration and the other two due to instructor not being available. Of the six Guided Hikes and Guided Alpine Hikes scheduled, one Guided Hike (Wesley Ridge) ran successfully, one was cancelled due to low registration, and four were cancelled due to instructor not being available.

Service options to secure new guides for these hikes are being explored. Transportation alternatives are also being considered as it is difficult to secure a suitable guide or guide assistant who also possesses a Class 4 driver's license, as required to drive a 15 passenger van to the hike locations.

Summer Camp programs held at Moorecroft Regional Park were full with waitlists. GO Wild (6-9yrs) July 8-12 had 20 registered and GO Wilder (9-12 yrs) has 14 registered and 8 waitlisted (lower max class size due to activities such as paddle boarding and ratios).

Park Use Permits

All parks use permits are now being processed through the RDN Activenet system.

Area A – No permits issued this quarter.

Area B – Permit given for Concession at Rollo McClay Community Park for duration of softball season (April-September); Gabriola and area Land and Trails Trust, GaLTT, were given permits for broom cutting at Rollo McClay Community Park and for free walks/tours in Blue Heron

Community Park and 707 Community Park; permit given for a pancake breakfast at Rollo McClay Community Park June 23.

Area C – Permit request from Alpine Club of Canada for Mt. Benson Regional Park for “Respect the Mountains Day – June 15” was unable to be given due to ongoing construction of the new parking lot. Alpine Club will be coming back next year for same event.

Area E – Permits given to Quality Foods Teddy Bear Picnic (July 5-6) at Jack Bagley Community Park, a Wedding at Moorecroft Regional Park (Aug 17) and another at Brickyard Community Park (Aug 3); Broombusters at Nanoose Place parking area (May 13).

Area F – Errington Therapeutic Riding Association given permit for their 2nd Annual Pledge Ride on the Coombs to Parksville Regional Trail June 23.

Area G – Permits granted for research at Englishman River Regional Park: Beaver pond Monitoring by Mid-Vancouver Island Habitat Enhancement Society (MVIHES) 2019-2023 and Bethnic Invertebrates monitoring by MVIHES two ½ days in July and August.

Arrowsmith and Comox Valley Search and Rescue, along with Justice Institute of BC, permitted to use cliffs at Top Bridge Regional Trail and Top Bridge Community Park (City of Parksville) for SAR training in April and May..

Area H - Research permit given for Bat Monitoring by BC Parks, West Coast Regional, for June 2019-2023; permit for Kayak Debry given to West Coast Kayak Anglers at Horne Lake Regional Park April 19.

FINANCIAL IMPLICATIONS

The projects outlined in this report have funds identified in the 2019 Budget. Electoral Area projects are funded through the associated 2019 Community Parks Budget and in some cases are supplemented by Community Works Funds or grant funding. Regional Parks projects are funded through the 2019 Regional Parks Operational Budget or the Regional Parks Capital Budget.



Yann Gagnon
ygagnon@rdn.bc.ca
October 1, 2019

Reviewed by:

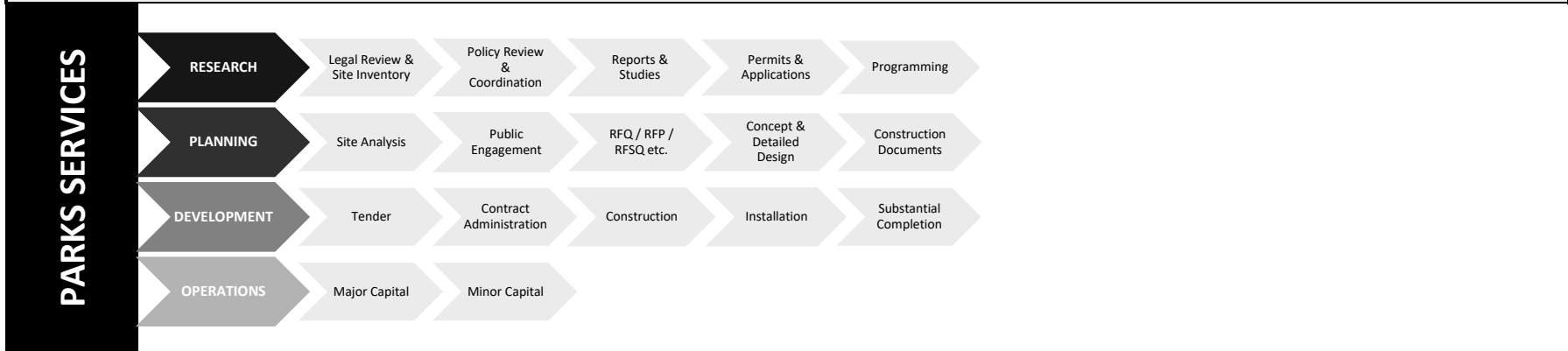
- T. Osborne, General Manager of Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Parks Work Plan

PARKS SERVICES WORK PLAN

2019 Q3-Q4



SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
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EA A	Cedar Plaza		Research	Permits & Apps.	Underway	\$7,500.00	2019 Q3	TBD	Update:
	Park improvements - irrigation installation.								Waiting on response from the North Cedar Improvement District (NCID); the NCID currently has a moratorium on new water connections.
	Nelson Road Boat Ramp		Research	Reports & Studies	Underway	\$3,000.00	2019	2020	Update:
	Study at the boat ramp to improve traffic flow, user etiquette and overall site conditions.								Study to develop a comprehensive traffic management plan to improve site conditions at the Nelson Road Boat Launch for all users. MoTI to review recommendations from the study for approval and RDN Parks planning.
EA B	Huxley Community Park		Research	Permits & Apps.	Complete	n/a	2019	2019	Update:
	Grant applications for a proposed new Skateboard Park.								Grant applications were submitted for a value up to 1M\$. Decision expected to be received in Fall 2019.
	Huxley Community Park		Planning	Const. Docs.	Underway	\$75,000.00	2018	2019 Q4	Update:
	Park improvements - Skateboard Park.								Phase II construction drawings under review, pending a decision from the Island Trust on the Development Variance Permit application submitted in 2019 Q2.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
	Village Way Pathway New proposed 1.5 km linear park on MoTI r.o.w.		Planning	Const. Docs.	Underway	n/a	2014	2020 Q2	Update: Revision No. 4 of the proposed construction drawings were received from Newcastle Engineering LTD and sent to MoTI for review. Revision No. 1 of the Management Strategy was received from Urban Systems and pending MoTI review.
EA C-EW	Anders & Dorritts Community Park Park improvements - parking, plaza, and river trail.		Planning	CD & DD	Underway	\$25,000.00	2019	2020	Update: Conceptual design underway; the ALC approved the development of a river trail, bridge and the development of 0.1 ha of park within the existing homeplate of the property. Detailed design is being prepared for public consultation in Spring 2020.
EA C-Ext	Extension Miners Community Park Park improvements - site enhancements.		Planning	Site Analysis	Underway	\$2,000.00	2018	2019	Update: Review of options to improve the site conditions in the lower park area; planning for grading, drainage, coal artifact display feature, landscaping, and tree planting.
EA E	Jack Bagley Community Park Redevelopment planning - courts and access.	2018-083	Planning	CD & DD	Underway	\$30,000.00	2019	2019	Update: Phase I conceptual design drawing and detailed costing is complete. Pending review of funding model and phasing approach.
	Stone Lake Drive Community Park Park improvements - playground.		Planning	CD & DD	Underway	\$50,000.00	2018	2019	Update: Conceptual plan and public consultation planned for Fall 2019.
EA F	Arrowsmith Community Trails (ACT) Palmer Road E - Grafton Bellevue - Koperick Link.		Development		On Hold	\$10,000.00	2018	2020	Update: Pending review of funding model to assess project feasibility and delivery.
	Errington Community Park Park improvements - playground.	2018-006	Planning	CD & DD	Underway	\$20,000.00	2019	2019	Update: Phase I detail design drawing and costing completed in Fall 2019. Budget review pending for construction feasibility.
	Errington Community Park Infrastructure review, report, and Operator Agreement.		Research	Reports & Studies	On Hold	\$5,000.00	2018	2020	Update: Pending infrastructure report from RDN Water Services. A meeting was held with Utilities and the operator of the infrastructure at the parks. Further reviews to take place prior to drafting an Operator Agreement.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
EA G	Maple Lane Community Park		Development	Contract Admin.	Underway	\$50,000.00	2019	2019	Update:
	Park improvement - playground.								Playground equipment purchased, installation in 2019 Q4 weather permitting.
	River's Edge Community Park		Planning	CD & DD	Underway	\$5,000.00	2019	2019	Update:
	Park improvement - playground and bike track.								A topographic survey was completed. Master Plan conceptual design and costing completed. Pending review of funding model.
	Little Qualicum Hall		Development	Contract Admin.	Underway	\$170,000.00	2018	2019 Q3	Update:
	Building addition and improvement.								Building Permit issued, construction underway, 80% completion as of August 2019. ETA for substantial completion in Dec 2019.
EA H	Dunsmuir Community Park		Development	Contract Admin.	Underway	\$23,784.00	2018	2019 Q2	Update:
	Park improvement - phase 1.								Installation completed of the new multi-use sports court, new driveway access, off-street parking lot, and entrance sign. Final grading and drainage of the site to be completed in 2019 Q4.
	Lions Community Park		Research	Reports & Studies	Underway	n/a	2019	2019 Q3	Update:
	Operators agreement.								Pending feedback from the Lions Club on the proposed agreement. Meeting to be scheduled by Lions Club to conclude on process.
	Wildwood CP / LCRT Kiosk		Development	Construction	Complete	\$5,000.00	2018	2019 Q3	Update:
	Park improvement - signage (split with Regional).								The site work and kiosk installation is complete. Final framing to the sign panels complete in Fall 2019.
REGIONAL	Benson Creek Falls Regional Park		Planning	Const. Docs.	Underway	\$25,000.00	2019	2019 Q3	Update:
	Park improvement - parking lot and trailhead.								Received revision 1 of construction drawing from McElhanney Engineering; review and circulation in progress.
	Benson Creek Falls Regional Park		Planning	Const. Docs.	Underway	\$65,000.00	2019	2019 Q3	Update:
	Park improvement - accessibility, bridge, stairs, trail improvement.								Construction drawings revision 1 received from Herold Engineering, site visit completed, review and circulation in progress. Awaiting revision No 2.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
	Benson Creek Falls Regional Park Grant applications.		Research	Permits & Apps.	Underway	n/a	2019	2019 Q4	Update: Stage 1 ICET Funding application successful. Stage 2 application deadline Sept 30, 2019. Grant applications were submitted for a value up to \$400,000.
	Big Qualicum River Regional Trail Park improvements - regional trails.		Development	RFQ	Underway	\$150,000.00	2018	2020	Update: RFQ for design-build of north shore route to be issued before end of Q3.
	Englishman River Regional Park RDN-DFO Agreement.		Research	Reports & Studies	Underway	n/a	2019	2019 Q4	Update: Draft agreement sent to DFO in July 2019; pending DFO review.
	The Great Trail - Timberlands Road Parking Lot Phase II parking lot and access trail.		Planning	Const. Docs.	Underway	\$11,850.00	2019	2020 Q4	Update: Engineered design sheets for Phase II received and under review.
	The Great Trail - Signage Update Park improvement - signage.		Planning	Installation	Underway	\$6,000.00	2019	2019	Update: Work to be completed by the end Oct 2019 and initial signage order placed before year-end. All signage to be updated.
	LCRT / Wildwood CP Park improvement - signage (split with Community EA H).		Development	Construction	Complete	\$7,500.00	2018	2019 Q3	Update: The site work and kiosk installation is complete. Final framing to the sign panels complete in Fall 2019.
	Witchcraft Lake Regional Trail Vunteer trail building.		Development	Construction	Underway	\$5,000.00	2018	2018 Q3	Update: Pilot project underway.
	Little Qualicum River Regional Park Bridge Detail Design.		Planning	Const. Docs.	Complete	\$45,000.00	2018	2019	Update: Board resolutions to tender in 2020 and include \$839,910 in the 2020 budget for construction.
	Little Qualicum River Regional Park Working with developer on land exchange.		Research	Permits & Apps.	Underway	n/a	2018	2019	Update: Project with Current Planning for recommendation. Trail exploration underway to determine r.o.w. along edge of LQRRP.
	Morden Colliery Regional Trail Lease upgrade - survey etc.		Research	Reports & Studies	Underway	\$44,500.00	2014	n/a	Update: April site meeting scheduled with Ministry staff tasked with file.
	Morden Colliery Regional Trail RFQ for functional design.		Research	RFQ	Underway	\$300,000.00	2017	2019 Q3	Update: Input received from City of Nanaimo and Procurement Mgr. Target release before end of Q3.

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
PARKS SERVICES	New signs for pilot parks		Development	Installation	Underway	per EA	2018	2020	Update:
	Park improvement - signage.								Graphic design of signage continues; 2 signs installed at Dunsmuir CP and Es-hw Sme~nts CP.
	DCC Plan		Research	Reports & Studi	Underway	n/a	2019	2019 Q4	Update:
	Develop a DCC Plan study.								RFQ completed, contract awarded. Project starting in Sept 2019 with expected completion of the study in 2020 Q2.
	Bylaw 1399		Research	Policy Rev. & Co	Underway	n/a	2019	2019 Q4	Update:
	Update existing Parks Bylaw.								Draft from Legal consultant received, new Bylaw version under review.
Parks Programming		Research	Programming	Underway	n/a	2019	2019	Update:	
Programming for all seasons.								Winter 2019 programming complete. Spring and Summer 2019 programming expanded this year to include more programs within Regional Parks.	
School Programming		Research	Programming	Underway	n/a	2019	2019	Update:	
Working with schools to encourage more interpretive programs.								Contact made with SD 69 regarding interpretive programming and parks in September 2018. No new uptake from schools. Possible problem is transportation to the parks.	
PARKS OPERATIONS - MAJOR AND MINOR CAPITAL PROJECTS									
EA A	Glynneath Community Park		Operations	Minor Capital	Underway	\$5,000.00	2018	2019 Q4	Update:
	Tree removal and tree planting.								Grant money received. Tree planting to take place in fall 2019. Species chosen by an RPF consultant.
	Kipp Road Community Park		Operations	Minor Capital	Underway	\$25,000.00	2018	2019 Q4	Update:
	Sink hole repairs.								Geotechnical options for site remediation under review. Attempts have been made to contact the original contractor with no replies back.
EA B	Hummingbird Community Park		Operations	Minor Capital	Underway	\$3,000.00	2018	2019 Q4	Update:
	Access improvements.								Box stairs installation
	707 Community Park		Operations	Minor Capital	Underway	\$5,000.00	2018	2019 Q4	Update:
Signage installations.								Working with GaLTT to install new posts. The signage is being developed and the installation by parks ops staff is expected to start in Q4.	
	Huxley Community Park		Operations	Minor Capital	Complete	\$10,000.00	2018	2019 Q2	Update:

SERVICE AREA	Park or Trail / Description	Project Number	Service Category	Progress	Status	Budget	Start Date	Est. Comp.	Comments
	Sport court line painting.								Completed in May 2019. User groups notified.
	Decourcy WAZ		Operations	Minor Capital	Complete	\$15,000.00	2019	2019 Q3	Update:
	Stair replacement.								Completed in August 2019.
EA E	Nanoose Road Community Park		Operations	Minor Capital	Complete	\$5,000.00	2018	2019 Q2	Update:
	Dog Park area.								Fenced off leash dog area installed, with new signage and garbage can.
EA G	Blue Water Place Community Park		Operations	Minor Capital	Underway	\$5,000.00	2017	2020	Update:
	Clearing and restoration.								Some clearing completed, restoration in Fall-Winter; 3-year restoration process continues.
EA H	Beach Accesses		Operations	Minor Capital	Underway	\$4,500.00	2018	2019	Update:
	Signage and improvements.								Completed June 2019 patio stones. All that remains is garbage signage Q4.
REGIONAL	Ammonite Falls Regional Trail		Operations	Minor Capital	Complete	\$8,000.00	2017	2019	Update:
	Bridge replacement.								Bridge replaced. Completed August 23 2019.
	Arrowsmith CPR Regional Trail		Operations	Minor Capital	Underway	\$10,000.00	2019	2019	Update:
	McBey Bridge repairs.								New decking, hand rails and steps 2019 Q3-Q4
	Parksville - Qualicum Beach Links		Operations	Minor Capital	Complete	\$6,000.00	2019	2019	Update:
	Barclay Bridge - asphalt extension.								Completed mid July 2019
	Coats Marsh Regional Park		Operations	Minor Capital	Complete	\$22,000.00	2018	2019	Update:
	Cabin removal.								Cabin removed in Q1 2019. Bat box installed.
	Horne Lake Regional Park		Operations	Minor Capital	Underway	\$7,500.00	2019	2019	Update:
	Caretaker house repairs.								Planned for Q4 2019.
	Descanso Bay Regional Park		Operations	Minor Capital	Underway	\$14,000.00	2019	2019	Update:
	Tree removals - various.								2019 Works Complettd. Budgeted for future removals and monitoring 2020.
	Englishman River Regional Park		Operations	Minor Capital	On-Hold	\$10,000.00	2019	2019	Update:
	Hatchery bridge replacement.								Pending engineering design report
	La Selva trail		Operations	Minor Capital	Underway	\$30,000.00	2017	2019	Update:
	Trail installation.								Scheduled for October Q4
	Nanaimo River Regional Park		Operations	Minor Capital	Underway	\$15,000.00	2019	2019	Update:
	Accessible toilet installation.								Pricing received, installation planned for 2019 Q4.
	Mount Benson Regional Park		Operations	Major Capital	Complete	\$1,020,000.00	2019	2019	Update:
	Parking lot construction, new trailhead, kiosk, toilet, & garbage bins.								Opened 2019 Q2; landscape, seeding, and tree planting planned in 2019 Q4.

end