

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE
GABRIOLA RECREATION AND EA B PARKS AND TRAILS MASTER PLAN
ADVISORY COMMITTEE MEETING**

Monday, June 26, 2023

1:00 P.M.

**Gabriola Recreation Society Office (Gabriola Elementary School)
680 North Rd, Gabriola Island
(Webstreamed)**

In Attendance:	Director V. Craig	Chair
	T. Gambrill	Electoral Area B Parks and Open Spaces Advisory Committee Representative
	H. Skinner	Electoral Area B Parks and Open Spaces Advisory Committee Representative
	D. Kilbourn	Gabriola Recreation Society Representative
	K. Clifford	Gabriola Recreation Society Representative
	S. Yates	Gabriola Island Local Trust Committee Representative
Regrets:	R. Brockley	Gabriola Land and Trails Trust Representative
Also in Attendance:	A. Gore	Supt. Parks Planning, Research & Development
	H. King	Supt. Recreation Program Services
	E. McCulloch	Senior Parks Planner
	A. Harvey	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order.

TERRITORIAL ACKNOWLEDGMENT

The Chair respectfully acknowledged the Coast Salish Nations on whose traditional territory this meeting took place.

WELCOME AND INTRODUCTIONS

Committee members and staff did a round table of introductions and the project consultant, Stephen Slawuta of RC Strategies, was introduced.

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

MASTER PLAN ADVISORY COMMITTEE OVERVIEW

Committee Terms of Reference

E. McCulloch reviewed the key points in the Committee Terms of Reference.

Roles and Responsibilities

E. McCulloch reviewed the roles and responsibilities of the committee members involved with the Gabriola Recreation and Electoral Area B Parks and Trails Master Plan Advisory Committee.

Committee Administration and Communication

E. McCulloch explained that Regional District of Nanaimo staff will work closely with RC Strategies to provide administrative support to the committee. Committee members can contact staff with questions, feedback, or input.

Tentative/Proposed Meeting Schedule (and meeting purpose)

S. Slawuta provided dates for upcoming committee meetings. There may be four to six meetings, depending on the needs of the committee.

- Meeting #1: Start-Up - June 26, 2023
- Meeting #2: Presentation of Key Findings - November 27, 2023
- Meeting #3: Plan Review - February 5, 2024
- Meeting #4: TBD

A stakeholder workshop will tentatively be scheduled for the evening of Monday, October 23, 2023. The advisory committee is encouraged to attend.

PURPOSE AND PROCESS OF THE MASTER PLAN

Master Plan Purpose and Objectives (as set out in the Master Plan Terms of Reference)

S. Slawuta reviewed the plan scope and the purpose and objectives of the Plan:

- Assess the current situation (strengths, gaps, trends, and changes)
- Support the Regional District of Nanaimo staff and its services delivery partners to:
 - Make optimal use of available resources
 - Make data driven decisions
- Recommend priorities and focus areas (infrastructure, activities, programming, and overall service delivery methods)

Master Plan Process (as proposed in the consultant services agreement)

S. Slawuta summarized each project phase:

- Phase 1: Project Start-Up
- Phase 2A: Engagement
- Phase 2B: Recreation Services Review
- Phase 2C: Parks Services Review
- Phase 3: Research and Engagement Summary/Strategic Visioning
- Phase 4: Master Plan Development

Master Plan Deliverables

S. Slawuta reviewed the two document deliverables that will be created during the Master Plan process. This includes a Research and Engagement Summary Report, and the 10-year Recreation and Parks Master Plan.

Master Plan Timeline

S. Slawuta provided the following timeline of the project:

(Working towards project completion spring 2024 [~March])

- Phase 1: Project Start-Up (April – May 2023)
- Phase 2A: Engagement (August – October 2023)
- Phase 2B: Recreation Services Review (May – October 2023)
- Phase 2C: Parks Services Review (May – October 2023)
- Phase 3: Research and Engagement Summary / Strategic Visioning (fall 2023)
- Phase 4: Master Plan Development (winter / early spring 2024)

COMMUNITY ENGAGEMENT PROGRAM

Engagement Plan Highlights

S. Slawuta provided the overall objectives of the Master Plan engagement process and identified some groups to engage with as part of the Master Plan. This would include first nations, residents, and stakeholders (local sport organizations, School District 68, Islands Trust & Islands Trust Conservancy, Gabriola Recreation Society, Electoral Area B Parks and Open Space Advisory Committee (POSAC), Gabriola Island Land and Trails Trust [GaLTT], and local not-for-profit organizations).

Project Get Involved Page and Social Media

S. Slawuta reviewed the project's Get Involved page, social media plans, and the project branding.

Overview of the Engagement Tools (specific tactics and timing)

S. Slawuta reviewed each of the engagement tools and the order and timing when they will be used:

- Sounding Boards / Pop-Ups (July – September, 2023)
- Resident Survey (late July – late September, 2023)
- Community Input Open House (September 2023; date TBD)
- Stakeholder Discussion Sessions (August – September, 2023)
- Stakeholder Workshop (tentatively October 23, 2023)
- Community Review of the Draft Master Plan (winter 2024)

The committee members provided feedback on the different tools to use for engagement. They discussed how the different areas of Electoral Area B can be reached.

Advisory Committee Support Request

S. Slawuta discussed with committee members how they can support the community engagement process by promoting events and participating in "pop-ups".

Process for Managing Public Comments and Questions

S. Slawuta provided contact information that the committee can provide to the public:

- Project website (<http://www.getinvolved.rdn.ca/ea-b-rpmp>) has a comment section that will be monitored by staff
- Project website has a staff contact identified (Hannah King, HKing@rdn.bc.ca)

NEXT STEPS

Preview of the Next Committee Meeting

S. Slawuta provided a brief summary of the next steps and what will be presented at the next meeting on November 27, 2023.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:54 P.M.

CHAIR