

**SSPORA BOARD MEETING MINUTES**

**MARCH 7, 2024 7:00 pm**

**In attendance:** Betty Price, Barbara Lowden, Teresa Fankhauser, Sarah Recksiedler, Gerald Clerx, Peter Staton.

David Ranson guest speaker

**With regrets:** Jeet Mann

**Item # 1:** **TREASURERS REPORT:**

Chequing account	\$3356.63
Savings account	\$1202.33
Total	\$4558.96

**Item # 2** **COMMUNITY PARK REPORT :**

Maple Lane Park Committee members met with Jordan Vander Klok RDN Parks Planner to receive an update on the park following the Community Survey.

\$100,000 has been designated for the Maple Lane Park upgrade.

The survey results favored a hard surface court for basketball, road hockey etc., a slide for the play area and a covered picnic area. The funds available will not cover the cost of all these items. Jordan mentioned that if the court was to be built the material removed from the excavation could be used to level out the field area. The area would be reseeded following the leveling.

Jordan will make a recommendation to the Parks and Open Spaces committee in May with his recommendations for the park upgrade. The next step will be to gather quotes for the chosen upgrades, this will also happen in May. Community engagement will follow in July 2024. Construction is expected to commence in September 2024.

Jordan made it clear that the vast majority of the field will be untouched as the installation of either the sports court or slide will be in the area of the existing playground area.

Jordan also advised us that if there were funds remaining after construction of the major component of the upgrade those funds could be used to fund smaller items on the survey list such as benches, picnic tables or a storage unit. Fund raising and grants are other possibilities to cover the cost of other upgrades in the future.

### **Item # 3**

#### **PLUMMER ROAD AND 19 A INTERSECTION:**

Jo Dunn and Barbara Lowden met with MLA Adam Walker, to discuss the Plummer Road intersection.

MLA Walker has prepared an updated petition in the correct Legislative Assembly Format. He will also prepare a letter for residents and bordering community residents with the online petition attached. Once we know when the letter has been sent out SSPORA will do another awareness campaign to all our residents through posters on mailbox sticks announcements on the SSPORA website and the San Pareil Face book page.

To date we have had no reply from any governmental agencies that were the recipients of our Highway 19A Plummer Road Intersection Survey.

The Plummer Road Highway 19A subcommittee will meet and determine a suitable response to this lack of communication.

### **Item # 4**

#### **Wilson Park Update:**

Progress continues as outlined below:

Mid January the excavation team will commence removing concrete blocks along the river's edge.

In March they will begin building a gazebo, adding picnic tables and constructing a trail system, along with adding vegetation to the property.

They project the property will be open to the public in the summer 2024.

**Item # 5:**                    **RDN ZONING BYLAW 2500:**

The following RDN website link will outline for you the impact bylaw 2500 will have on our community:

<https://www.getinvolved.rdn.ca/bylaw-500-review>

**Item # 6:**                    **REQUEST FROM THE MAPLE LANE PARK COMMITTEE.**

A group of community volunteers is in the process of building a notice board at the entrance to Maple Lane Park. A \$400.00 grant from the Parksville Qualicum Foundation and a \$100.00 donation from Demexx along with donations from several community members have helped cover more than half the cost of construction.

Peter made a motion to the board asking for \$400.00 to cover the remaining cost of construction.

Betty seconded the motion.

The motion carried unanimously.

**Item # 7**                    **FUNDS FOR THE ANNUAL EASTER EGG HUNT:**

\$35.00 for insurance for the Easter egg hunt, as well as \$93.23 for Easter Egg Hunt materials will come from the remaining funds in the \$2500.00 grant from the RDN.

Barb will check with the Easter Sunday Committee and determine whether more funds are required for Easter candy.

**Item # 8**                    **OTHER ITEMS FOR DISCUSSION:**

A tentative date for the annual AGM is April 30. Doors will open at 6:30.

Teresa will source a venue for the AGM.

Due to a transaction fee of 5% the credit card option will be removed from the SSPORA website.

A group of board members will meet and create an agenda and create a list of guest speakers for the AGM.

AGM information will go out to the community via the San Pareil face book page, notices at the mailboxes, the SSPORA website and a mass email to the community members we have addresses for.

David Ranson, a member of our community, was invited to the March 7<sup>th</sup> SSPORA Board meeting where he gave us information about asking the RDN Parks to do an inventory and assessment of all MoTI right of ways in San Pareil. The purpose of the inventory and assessment is to understand the extent and value of these public right of ways and to identify if there is a case or interest for RDN Parks to obtain a license of occupation for any of them.

David provided us an information package giving a more detailed explanation of water accesses. This has been included with the minutes and can be found below.

The meeting was adjourned at 9:00 pm

Next meeting April 4<sup>th</sup>, 2024

## Regional District of Nanaimo Recreation and Parks

Development may require survey, engineering or archaeological expenses. Different electoral areas within the Region have taken different approaches to WA development, with some areas downplaying or avoiding development and others actively pursuing development.

### What is the Process for RDN Involvement in Developing a Water Access?

1. There is a process to follow before the RDN develops a WA under permit from MoT. Like any expenditure of community park or trail funds, development of WAs requires accountability, consultation and formal RDN approval.
2. Park and Open Space Advisory Committees (POSACs) are in place for most electoral areas in the RDN. These Committees and Park Staff regularly discuss WAs and typically identify which WAs warrant development and expenditure of community park funds in a given year. Expressed demand for WA development is also received by the RDN directly from individual community members.
3. The condition of most WAs in Electoral Areas B and H was inventoried in 2000 and POSACs there have continued with inventory updates to help guide the selection of new developments. Creation of priority lists assists in the orderly tackling of development.
4. The decision to develop one or more WA is discussed at Parks and Open Space Advisory Committees. Parks Staff assists in identifying the appropriate improvement to be put in place, the likely cost associated with a proposed development and confirms that community park budget is available for the works given all other demands on the budget. Staff usually talks to MoT about the proposal. Given agreement to pursue a WA, Parks Staff will prepare a report to the Regional Board in order to obtain approval to take out a permit from MoT. This process may take a couple of months.
5. Once RDN Board permission to approach MoT for a permit to develop a WA has been secured, Parks Staff completes the MoT application form for development of a road allowance and submits it to MoT. Typically a site visit is held with MoT Staff to go over the proposed works and confirm MoT directives. It is important to remember that there are a good many rules and regulations about the use of road allowances for many very good safety reasons. Because of good working relations between the RDN and MoT on the subject of WA development, permit application approvals are usually forthcoming within a month or so of submission.
6. Development of WAs is often carried out with the assistance of community volunteers and this helps to stretch the community park budget. In all cases however, park works are supervised by the RDN. The RDN is accountable on behalf of the community for what goes on and how money is spent. In taking out a permit from MoT, the RDN assumes third party liability for any injury that takes place on a permitted WA that can be attributed to the RDN as permit holder.

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Officer will decide on a consolidated access rather than many small accesses, which is how Horne Lake Regional Park came about. The RDN does not determine WAs; talk to MoT for more detail on how they go about designating WAs.

### Advice to Individuals Wanting to Develop Water Accesses for Park and Trail Purposes

1. Over the years, many people living near WAs have just gone ahead and created trails on the WAs in order to get to the water; no authorization from MoT or permit was taken out. Sometimes, these folks have even built stairs down to the water within the WA. On Gabriola, there has been a tradition of community members marking the WAs with yellow concrete blocks so people can find the accesses.
2. Where people go onto a WA and develop something, e.g., a trail or structure, they are answerable to MoT and they are responsible for not trespassing on neighbouring private property. Occasionally, neighbours of the WA will complain about or try and thwart others from making use of the WA and neighbour conflict may arise. Where structures are put in place without permission from MoT, e.g., stairs, the folks doing so may incur a liability risk in the event of an accident.
3. Advice to anyone developing a WA without authorization from MoT: you are answerable to MoT for what you do. Do not take down trees and do not use chainsaws. Do not interfere with water courses. Talk to neighbours about what you're doing and seek consensus in your neighbourhood. Better yet: talk to MoT about what you want to do. If all you're going to do is brush out a simple footpath, remove some shrubbery in doing so or place a small marker that does not obstruct any drivable road surface, you will likely not encounter opposition from MoT. Remember though that you are still answerable to the owner of the land, MoT, for anything you do on these undeveloped road allowances. MoT sets the rules for WAs.

### When Does the RDN Gets Involved with Water Accesses?

1. Over the last ten years, the RDN has become involved with WAs under permit from MoT when the community has called for more development than individuals and user groups are able or willing to do on their own with or without the authorization of MoT. Development of WAs by the RDN is dealt with at the community park level, that is, each electoral area pays for its own WA development through its community park budget. Ultimately, each electoral area's park budget will determine how far that area can go in the way of WA development. It is unusual for more than a couple of WAs to be developed in one year.
2. Under permit from MoT, the RDN has undertaken various kinds of improvements at WAs including trail development, the installation of stairs, signage, benches and picnic tables, the creation of boat launches and boat launch parking areas, and the set up toilets (typically porta-potties with a wood surround).

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### Where are the WAs in My Area?

1. Use the RDN Web Map ([www.rdn.bc.ca](http://www.rdn.bc.ca)) to identify all WAs in your area. For Electoral Areas B and H, see also your RDN Parks, Trails and WA maps; contact Joan Michel (250-248-3252, [jmichel@rdn.bc.ca](mailto:jmichel@rdn.bc.ca)), RDN Parks and Trails Coordinator for a copy. WAs in these two electoral areas are all numbered on the parks map for common reference. For copies of WA inventories and updates, contact Joan.
2. Currently, the WAs developed under MoT permit by the RDN on Gabriola Island (Electoral Area B) are as follows: #87 The Strand, #26 Descanso Bay Road and #38 Narrows Road (El Verano boat launch). RDN Board permission has been given to approach MoT on the development of #52 Rowan Way, #43 Shaw Road and #27 Easthom Road. WAs developed by the RDN under MoT permit in Electoral Area H include: #11 Alert Road, #17 Baywater Road, #18 Sunnybeach Road, #23 Crane Road, #24 Nile Road, #31 Bowser Road, #36 Buccaneer Beach Road, #42 Shoreline Drive and #46 Deep Bay Drive.