
TO: Tom Osborne
General Manager of Recreation and Parks

DATE: February 14, 2012

FROM: Dave Palidwor
Acting Manager Parks Services

FILE:

SUBJECT: Meadowood Community Park Planning Process

PURPOSE:

To provide background information to the Electoral Area 'F' Parks and Open Space Advisory Committee on the proposed planning process for Meadowood Community Park that is integrated with the Little Qualicum River Regional Park planning process.

BACKGROUND:

The planning process for Meadowood Community Park (MCP) is integrated with the Little Qualicum River Management Plan (LQR) process. The advantages of this integration is a more efficient use of staff time and resources; reduced time requirements for the community interests for input; and a stronger linkage between the two parks. The public engagement program is shared in order for the Regional District to receive public input for both the community and regional parks concurrently instead of separate processes.

The LQR management plan process was approved by the Board in January 2012. The planning process outlined in this report for MCP is consistent with the LQR, however, this report provides more detail that is specific to MCP.

The RDN submitted a grant application for \$54,500 to the Province in late 2011 for Phase I works including: a playground, sport court, social space, pathways, restoration planting and a gravel parking area for 10 cars. It was necessary for staff to develop a Concept Plan (**Attachment #1**) to support the grant request. This design is considered to be a draft plan and open to some change during the park planning process, however, should we be successful in obtaining the grant the Province will likely expect to see a certain amount of conformity with the plan.

This park planning process will include the entire community park site (**Attachment #2**). The park is 9 hectares in size and approximately 60% is covered with existing pine forest. The remaining lands have very little vegetation and consist of well drained aggregate materials. There are informal trails throughout, largely from unsanctioned ATV use. The site is bisected by the remnant access road to the gravel operation. A small portion of the park is taken up by the fire hall.

Project Goal

To develop an overall master design plan for Meadowood Community Park, including construction phasing, through a comprehensive design process.

Preliminary Issues, Opportunities and Constraints of the Meadowood Park site

Parks staff has generated a preliminary list of issues that will be broadened and better understood through the public consultation process. Resolution of these issues will need to be incorporated into the Final design Plan.

1. Parking: How much parking is required? Is there an opportunity to combine parking with the Regional Park?
2. Water service: How does the lack of a water service affect the design and use of the Park?
3. Environmental opportunities and constraints: What activities are appropriate in the existing forest?
4. Safety: What are the safety issues and how will they be addressed?
5. Is there an opportunity to utilize portions of existing forest for reforestation in other areas of the Park?
6. Trails & ATV use: Where are the unsanctioned ATV access points and do they need to be managed? How does the community envision trail connections between the Regional Park and Community Park and residential areas?
7. Partnerships: How can the in-kind services offered by the community be utilized in the construction phase? Are there partnership opportunities for managing invasive species?
8. Adjacent Lands: How does the community park integrate with the Regional Park? How are the impacts from the adjacent gravel operation managed/mitigated i.e. Noise, dust, safety? How does the park site relate to the future school site?
9. Budget constraints: What budget range should the plan adhere to and how will works be phased in?

Public Consultation and Schedule

The public consultation process and schedule is summarized in the following table:

Timeline	Public Engagement	Planning Phase	Outcomes
March April	Advisory Committee #1 Workshop #1 Online Survey	Issues, Program, Principles & Visioning	<ul style="list-style-type: none"> • List of Issues • Park Program • Draft Principles • Draft Principles
↓			
June End June July	Advisory Committee #2 Workshop #2 Advisory Committee #3 Online Survey	Goals, Objectives & Concept Plan Review	<ul style="list-style-type: none"> • Vision • Management Goals • Design Objectives • Preferred Plan Direction (both)
↓			
October October October November	Advisory Committee #4 POSAC Community Open House Advisory Committee #5	Final Plans & Implementation	<ul style="list-style-type: none"> • Final Draft Plan • Management Actions & Priorities • Cost Estimates • Phasing Plans

Several modes of engagement are proposed and include: Workshops, Open House, Online Questionnaires (using Survey Monkey), email and telephone correspondence, including interviews with key stakeholders. The RDN website will serve as a window into the project and the various means of participation.

The workshop participants will be providing input for the larger scale regional park as well as the small scale community park elements such as the play area.

General advertising for engagement events will occur, with specific invitations provided to community interest groups.

Planning Advisory Committee

The composition of the Committee, as outlined in the Board report consists of:

- 2 representatives from the RDN Regional Parks and Trails Select Committee (RPTSC),
- 2 representatives from the Electoral Area 'F' Parks & Open Space Committee (POSAC),
- 1 representative from the Qualicum First Nation, and the
- Area Director for Electoral Area 'F'.

This committee will provide advice and direction on materials produced prior to public review including: principles, vision statement, goals and objectives, issues, summaries from public input, management actions, and concept plans.

Other agencies such as Ministry of Environment, Fisheries and Oceans, BC Hydro, Ministry of Natural Resources will be consulted as needed.

Project Management

This integrated planning process will be co-managed by the RDN Community Planner and the Regional Planner. A consultant team will be retained to assist with the communication, logistics, graphics, facilitating workshops, developing park design options and cost estimates.

RDN staff will be responsible for all aspects of project implementation including: administrative tasks, liaison and communication, technical output, research, writing, public consultation preparation and participation, and master plan development.

SUMMARY:

The MCP planning process is integrated with the LQR planning process to minimize staff and community time requirements and to improve the functionality between the two parks.

The planning process was endorsed by the Regional Board and this report provides additional details specific to the community park.

A Phase I Concept Plan was developed by staff as part of a grant submission to the Province. This Concept Plan only addresses a small portion of the total park site so this planning exercise is largely focused on the remainder of the park area.

The public consultation process includes in mix of opportunities for the public to participate. A Planning Advisory Committee will provide an oversight role during the planning process and there will be representation from the POSAC on this Committee. As outlined in the planning process schedule, the objective is to develop a draft Final Plan by the summer with project completion by the end of the year.

RECOMMENDATIONS:

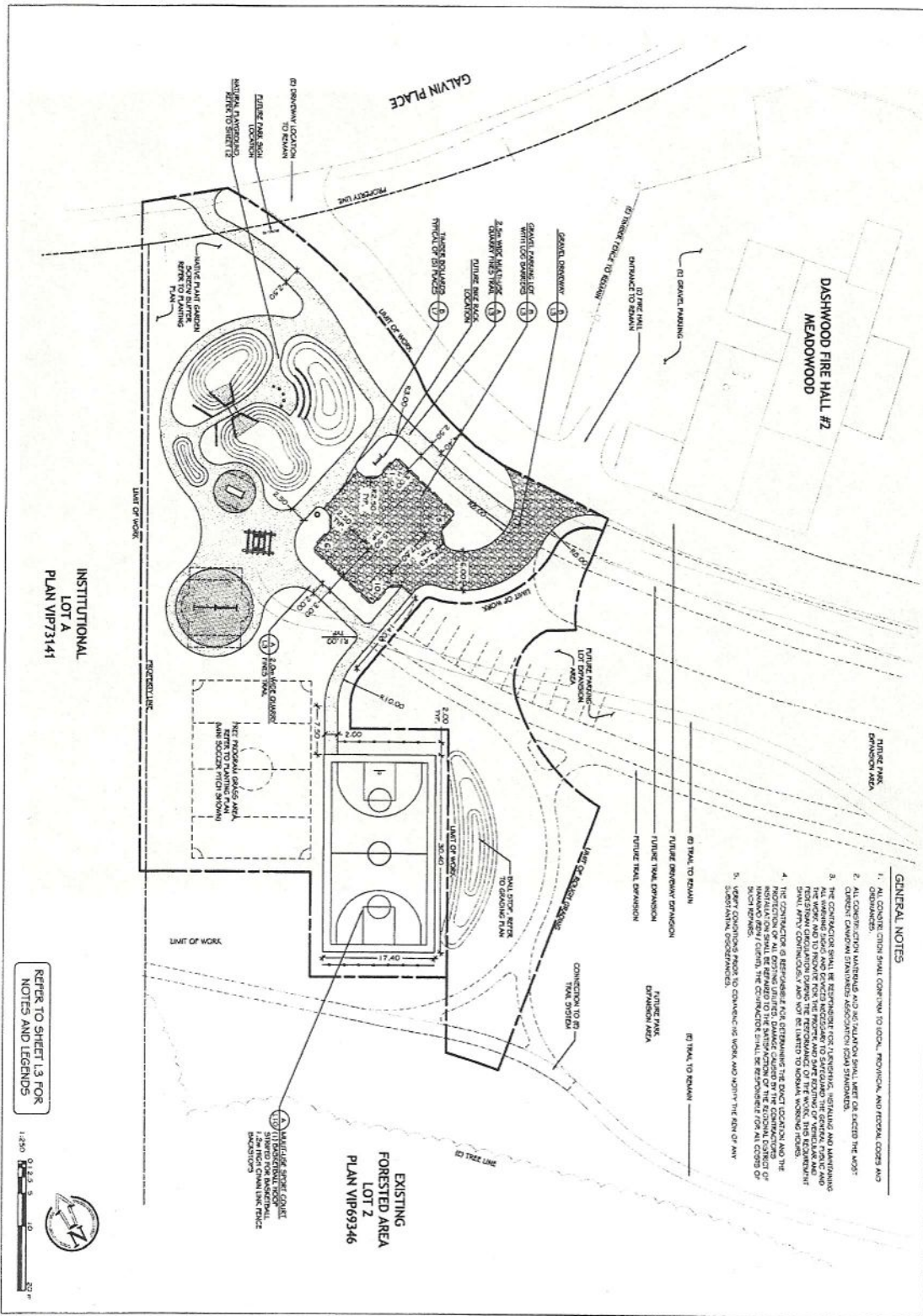
1. That the Meadowood Community Park Planning Process report be received as information
2. That the Electoral Area 'F' Parks and Open Space Advisory Committee appoint two members to Little Qualicum River Parks Planning Committee.



Report Writer



GM Concurrence



REVISION SCHEDULE	
#	DATE NOTES
0	09DEC2011 Final Design
1	09DEC2011 Final Design
2	15DEC2011 Final Design

SITE PLAN

Date: December 15, 2011
 Drawn: CM
 Checked: NG
 Scale: 1:250 metric
 Project Number: 11-0056
 DRAWING NUMBER: **L1** of 10

Meadowood Community Park
 1800 Galvin Place
 Regional District of Nanaimo

REGIONAL DISTRICT OF NANAIMO
 RECREATION AND PARKS

814 Sherwood Drive, Nanaimo, BC V9V 1S1
 250-258-1818
 www.macdonaldgray.ca

Attachment #2 – Meadowood Community Park Site Map

